



POLICY

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# Workplace Health, Safety and Security Policy

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*Change begins with Education*

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## WORKPLACE HEALTH AND SAFETY POLICY

### 1. PURPOSE OF THE POLICY

The purpose of this policy is to outline our approach to keeping our staff, volunteers and visitors safe and secure both within the workplace and whilst undertaking SeeBeyondBorders' business in locations outside of our offices.

The policy lays out the commitments and responsibilities of SeeBeyondBorders and those of our staff and volunteers in keeping themselves and others safe whilst at work. The policy also highlights our expectations of visitors, which is reflected in our Code of Conduct.

SeeBeyondBorders is committed to operating safely, ethically, lawfully and diligently. We ensure that our workplaces provide safe environments for our employees, volunteers and visitors and we comply with the relevant statutory requirements in the respective countries that we operate.

### 2. WHAT IS WORKPLACE HEALTH, SAFETY AND SECURITY?

Workplace health, safety and security is the collective risk management processes that are established to keep staff safe, healthy and secure in the different roles and environments to which they are likely to be exposed when carrying out their duties.

Good security management is about good program management – it enables us to work safely and securely. Proactively managing risks and being better positioned to deal with crises enables us to work safely and securely. This benefits our staff, beneficiaries, and other stakeholders.

Managers are responsible for the health and safety of their staff, and must ensure that each staff member is adequately prepared to manage any risks they may face when delivering programs, through relevant training and risk assessments. All staff are responsible for monitoring and maintaining safety in all operations, addressing issues wherever possible and reporting any concerns to management in a timely manner.

SeeBeyondBorders' safety and security measures require each individual employee, volunteer, or visitor to act responsibly, use common sense, use good judgement, abide by SeeBeyondBorders' Code of Conduct and listen to the advice and direction of experienced colleagues whenever necessary. Each staff member should stay aware of security risks, keep her or himself up to date on safety and security procedures, and promote the safety of other staff.

### 3. SCOPE OF THIS POLICY

This policy applies to all SeeBeyondBorders Personnel, defined as:

- board members and trustees
- current staff and volunteers
- external consultants and contractors (paid or voluntary)
- contracted staff or personnel of contracted organisation and services
- project team participants

and any other person working for, or on behalf of, SeeBeyondBorders.

This policy also applies to other individuals and third parties who through their association with SeeBeyondBorders may visit our project activities in Cambodia (i.e. donors, partner organisations), although the management process for these groups may differ in certain aspects given their involvement.

#### **4. ORGANISATIONAL RESPONSIBILITIES**

SeeBeyondBorders commits to do the following:

- Undertake local risk management assessments to identify and manage potential risks to SeeBeyondBorders Personnel in the local and project environments and to regularly review such assessments, including audits and workplace inspections
- Comply with any local Workplace Health and Safety legislation and regulations
- Establish and maintain safe systems of work, and safe work places
- Provide appropriate Workplace Health & Safety training for all employees and volunteers
- Review the organizational risk register regularly and make amendments to policies and processes to reduce risk levels, where appropriate
- Review associated policies regularly, namely Child and Vulnerable People Protection Policy, Code of Conduct, Vehicle Policy, and Anti-Discrimination, Bullying and Harassment Policy, to ensure they remain up-to-date with relevant legislation and continue to protect SeeBeyondBorders personnel from harm
- Provide for appropriate insurance cover for employees in all jurisdictions where we work

SeeBeyondBorders recognises that there are safety and security risks associated with implementing projects in a developing country such as Cambodia, and we commit to briefing staff, volunteers, visitors and other stakeholders on these risks before and when they start working /arrive in country. SBB will provide relevant advice and information on a number of risk areas, such as (note this is not designed to be a complete list – a more complete list is included in orientation documentation for visitors and the risk document provided to employees and contractors):

- Issues regarding criminal activity or potential opportunistic crime directed at expatriates or international visitors
- Standard operating procedures with respect to local communications and photography
- Procedures for incident reporting
- Local risks to health including access to safe drinking water and avoidance of waterborne and food-borne diseases
- Local expectations with respect to appropriate behaviour and dress
- Moving around in the local community and situational awareness / any no-go areas
- Any specific security concerns for women
- Any weather or environmental related risks, eg localized flooding after heavy rain, heat stroke
- Local infection outbreaks, epidemics & pandemics
- Safe use of local transport, eg do not travel after dark
- Use of vehicles, taxis and buses

- Sanitization and cleanliness
- Advice with respect to use of local currency
- Civil unrest or political tensions
- Emergency numbers and contact details of local hospitals (Appendix B)

SBB captures all risks in the organisational risk register which is stored on the Google Drive. The risk register is designed to capture all manner of risks to which the organisation is subject and is therefore a living document that is continually updated and amended.

## **5. RESPONSIBILITIES OF SEEBEYONDBORDERS PERSONNEL**

There is an expectation that SeeBeyondBorders personnel commit to the following, to contribute to the continued health, safety and security of themselves and their colleagues:

- Adhere to the Code of Conduct which outlines appropriate behavior
- Take time to read and understand SeeBeyondBorders' policies, in particular the Child and Vulnerable People Protection Policy, the Safeguarding Policy, the Anti-Discrimination, Bullying and Harassment Policy, and the Vehicle Policy, which all aim to prevent harm
- Attend induction when starting employment and attend regular training that is provided by SeeBeyondBorders to keep their knowledge up-to-date
- Visitors and volunteers in Cambodia must read all the documentation that is provided to them before their trip, and attend an in-country briefing from SeeBeyondBorders when they first arrive
- Address or repair any safety concerns immediately where possible
- Report any safety or security concerns to their line manager or a member of the leadership team
- Be aware of risks and take steps to minimize these risks, for their own safety and the safety of their colleagues and visitors, as per Appendix A of this policy

**6. POLICY MANAGEMENT**

This Policy has been approved by the Australian Board and the Trustees of SeeBeyondBorders' other entities as noted below.

Amendments and or developments will be recommended to the Board from time to time as deemed appropriate by senior management. Formal reviews will take place before the expiry of three years from the anniversary date of approval by the Board. Recommendations for minor changes can be approved by the CEO before the expiry of three years, and recommendations for changes to the background or policy in practice can be approved by the relevant Sub-Committee.

Doc ref	Doc type	Approved by Australian Board Date	Minute ref.	Approved by UK Trustees Date	Minute ref	Approved by Irish Board Date	Minute ref
WHSSP/06/2020/1.0	Policy Original	Board 29/06/2020	Agenda item 8	21/07/2020	Agenda item 5		
WHSSP/06/2020/1.1	Policy Update	CEO 29/7/2020	Email dated 29/7				

**Appendix A - Procedures**

*To protect SBB Personnel from kidnap, we have the following procedures in place:*

**Staff & volunteers in country**

- All staff receive security and critical incident briefing
- Weekly action plans submitted by staff members to indicate whereabouts
- Managers responsible for staff whereabouts
- Office procedure for staff to call in before 10.00 if sick and manager to follow up if staff are absent and there is no call
- Emergency contact details of each staff member are retained by HR

**Trip participants –**

- Country and security briefing delivered to participant prior to travel and on arrival in Cambodia
- Individuals should register their travel plans with relevant department of foreign affairs before travel where possible
- Emergency contact details of each individual are held by team leader and a copy is held within the office during the period of the visit
- Individuals advised not to travel alone
- Regular check on location of all team members during in-country project activities

*To reduce the likelihood of a road traffic accident, we have the following procedures in place:*

**All staff and volunteers** in country sign the Vehicle policy and are advised that they must:

- Only use a SeeBeyondBorders motorbike for work that is insured (third party)
- Use their own personal bike/vehicle for work only if it has insurance that is at least similar to that of SeeBeyondBorders
- Be covered by SeeBeyondBorders medical insurance (for staff), and must carry their insurance/emergency contact details with them when travelling
- Wear a good quality helmet at all times
- Hold a valid licence class if driving vehicles or riding motorbikes over 125cc (Cambodian or International Driving Permit as per Cambodia Law)
- Not ride after dark for work purposes wherever possible. If necessary, staff are asked to wear yellow hi-vis vests at night for all driving.
- Read and sign and adhere to the Vehicle Policy that addresses safe travel and storage of motor vehicles
- Never use a motorbike while under the influence of alcohol or drugs
- Always wear seatbelts when travelling in a car/taxi/bus
- If feeling unsafe in any vehicle, to speak up and ask the driver to take care, or leave the vehicle

In addition, SBB provides medical cover for Cambodian National staff and reimbursement of medical cover for expatriate staff.

**Project participants**

- Are told that it is conditional of their inclusion in the program that they do not ride on motorbikes as a passenger or driver and sign participant agreement to this effect.

*To prevent sickness, all persons are strongly advised to:*

- Only drink bottled water or bottled/canned drinks and to avoid ice in local restaurants
- Drink plenty of bottled water to stay well hydrated to avoid heat stroke

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- Always carry and use hand sanitizer before eating and drinking, in the absence of soap and clean water
- Avoid ground water and not swim in lakes or rivers
- Use saline solution or bottled water to clean grazes and cuts.
- Protect against mosquitos at dawn and dusk with long clothing and repellent sprays
- Adhere to local government and home country rules and advice in the event of a pandemic outbreak. Also follow guidance set by SBB CMT in such an event.
- All staff and volunteers must carry their emergency contact card at all times.



**Appendix B – Emergency Contact Details**

SeeBeyondBorders operates in two provinces of North-Western Cambodia, and the names, locations and contact details of the local medical centres and hospitals are listed below.

District	Hospital/ Medical Centre	Contact Details
Siem Reap	Royal International Angkor Hospital	Phum Kasekam, Khum Sra Ngea, National Highway 6, Siem Reap (+855) (0)12 235888
Siem Reap	Siem Reap Provincial Hospital	Hospital Street, Siem Reap (+855) (0)63 764 091
Siem Reap	Neak Tep Clinic	7 Makara Street, Siem Reap (+855) (0)17 928 655
Battambang	World Mate Emergency Hospital	National Road 5, Rumchek 4 Village, Sangkat Rattanak, Battambang (+855) (0)53 952 822
Battambang	Sovann Polyclinic	77 Preah Vihear Street, Kampong Krabey, Svaypor, Battambang (+855) (0)53 6363 777
Battambang	Battambang Provincial Hospital	Preak Mohateap Village, Svaypou Sangkat, Battambang (+855) (0)12 833 261
Other	International SOS Clinic	House 161, Street 51, Phnom Penh (+855) (0)12 816 911
Other	Royal Phnom Penh Hospital	888 Russian Confederation Boulevard, Toeuk Thla, Phnom Penh (+855) (0)23 991 000

Cambodia was heavily mined during the 1970’s and unexploded mines remain a risk, particularly in rural areas. We have therefore listed the contact details of the nearest Cambodia Mine Action Centre offices below:

District	CMAC Office	Contact Details
Siem Reap	Trang Village, Slor Kram Commune, Siem Reap District, Siem Reap Province	+855-89-993 456 or +855-88-999 3456
Battambang	CMAC Building, National Road No. 5, Andong Chenh Village, O' Cha Commune, Battambang District, Battambang Province.	+855-89-993 456 or +855-88-999 3456
Bavel	CMAC Building, National Road No. 5, Andong Chenh Village, O' Cha Commune, Battambang District, Battambang Province.	+855-89-993 456 or +855-88-999 3456

If there is any doubt about who to call/ where to refer, People should report any incidents to the CEO or the Country Manager, immediately.