



VSES SAFETY PLAN

Health and Safety

of workers carrying out work for the NZ Aid Programme



Working with our partners and contractors to eliminate or mitigate health and safety risks so far as reasonably practicable.

Project name	Ministry of Foreign Affairs and Trade (MFAT) Design and Implementation of Vanuatu Secondary Education Support Programme Ref: WPG-0103783	
Contractor or Partner name	Gillett, Preston & Associates Inc.	
Contractor or Partner safety contact	Garry Preston	+678 29810 and +617 5641 2233
MFAT's safety contact	TBA	TBA
Outline of agreed work activities, including location of work		
<p>GPA, subcontractor partners and subcontractors are based in Port Vila Vanuatu and, New Zealand (Greer Consulting – Education Economist). The work is ongoing over 10 years. The work will not require high-risk activities, however there will be some inter-island travel within Vanuatu and potentially some overseas travel to/from New Zealand.</p> <p>During the initial Design Phase of the Project GPA will continue to develop a comprehensive Safety Plan, Safety related procedures and forms that address the specific requirements of project implementation.</p>		
Types of work to be undertaken by all workers	<ul style="list-style-type: none"> • Office / computer operations - central Port Vila office and subcontractor premises / offices. • Meetings - central office, government offices, public locations. • Stakeholder consultation and workshops - commercial conference facilities, high schools, communities. • Some inter island travel. • Potential international travel (NZ/Vanuatu). <p>It is not anticipated that the project will involve high-risk activities other than travel – public/private vehicle, commercial flights, ferries, small commercial vessels. Controls are in place to minimise risk during travel as listed below.</p>	

Outline of agreed work activities, including location of work

Workers/groups (lead roles)

All workers/groups (lead roles) are Vanuatu based unless otherwise specified:

- Project Manager – Garry Preston
- Education and Development Specialist – Paul Alex Heteyey
- Statistician/ Data Analyst – Dr Ursula Kaly
- Monitoring and Evaluation Specialist – Phill Bevan
- Education Economist – Ray Greer (NZ based)
- Vanuatu Public Sector Specialist – Roy Amos Pakoasongi
- Greer Consulting Ltd. NZ based - Subcontractor Partner
- HSEQ Vanuatu - Subcontractor Partner
- Prolink Consultancy Group - subcontractor
- Yumi Saksés – subcontractor

The project team includes multiple Health and Safety qualified persons (ISO 45000 and Auditor) as well as multiple previous Vanuatu School Principals with a thorough understanding of risk evaluation and obligations of worker and public safety school based environments.

GPA, its Subcontractor Partners, and subcontractors shall not engage any worker under the age of 16 for this project.

All subcontractors are assessed prior to engagement to confirm appropriate skills, competencies, knowledge and experience applicable to the work they are to be engaged for.

Roles and responsibilities are defined in each ToR/Contract including:

- Project organisational and individual health and safety obligations and commitments matching GPA, MFAT policy requirements and Vanuatu Legislation including consultation.
- Types of work to be undertaken.
- Responsibilities relating to external impact of project activities on non-worker individuals, including, volunteers, customers, passers-by and visitors or workers of another organisation.
- Key contacts, including for incident reporting and ongoing feedback.
- Non-disclosure.
- Applicable NZ, MFAT and Vanuatu Legislation and Policy listing.

Safety Officer role and responsibilities. As per Ministry of Health CoVID-19 requirements, GPA has a nominated Safety Officer with Position Description.

Legislation and guidance material

Legislation and guidance material incorporated into GPA risk management processes and controls are:

New Zealand

- Health and Safety at Work Act 2015 and General Risk and Workplace Management Regulations 2016

MFAT

- NZ MFAT Health and Safety Acknowledgement Form
- NZ MFAT Technical Advisor Code of Conduct
- NZ MFAT Environment Guideline
- NZ MFAT Gender-Analysis-Guideline
- NZ MFAT Human Rights Analysis Guideline
- NZ MFAT Knowledge Note: Sustainable Economic Development and Gender Equality

Vanuatu

- Constitution of the Republic of Vanuatu
- Health and Safety at Work Act – Consolidated 2006
- Disaster Risk Management Act 2019
- Employment Act - Consolidated 2019
- Workmen’s Compensation Act 2004 and subsequent amendments
- Education Act – Consolidated 2006
- Vanuatu National Provident Fund Act 2012 and Regulations 1987
- National Youth Authority Act 2018
- Vanuatu Food Regulations 2007
- Employment (First Aid) Regulations 1983
- MoH COVID-19 Safe Business Operations Learning Guide
- National Disability Inclusive Development Policy 2018-2025
- National Gender Equality Policy 2020-2030
- Vanuatu National Child Protection Policy 2016-2026
- Vanuatu National Youth Policy 2019-2024
- Vanuatu Climate Change and Disaster Risk Reduction Policy 2016-2030
- National Human Resources Development Plan 2020-2025
- National Sustainability Plan and M&E Framework 2016-2030
- ISO 31000 – Risk Management and ISO 31000:2018 Risk Management – Guidelines.

Other

- NZ Aid Programme Health and Safety Information for Partners and Contractors
- UNICEF Child Rights Guidance Note
- United Nations Convention on the Rights of the Child (UNCRC)
- Pacific Platform for Action on Gender Equality and Women’s Human Rights 2018-2030

SAFETY RISKS AND CONTROLS

GPA risk management processes are based on ISO 31000 – Risk Management and ISO 31000:2018 Risk Management – Guidelines. See Appendix 1: Risk Evaluation Tool

Hazard	Risk	Context and Controls	Residual Risk
Project related Health and Safety significant incident	Health and Safety failure(s) in preventable or minimizable incidents.	<p>Safety Plan. This Safety Plan identifies risks to worker health and safety and shows how these risks will be managed using Appendix 1: Risk Evaluation Tool and Appendix 2: Risk Assessment Form. In preparing this we have considered the MFAT provided Safety Plan Guide. This Safety Plan reviewed on an annual basis including consultation with subcontractors.</p> <p>Safety Officer. GPA has an in-country Safety Officer for the proposed project who has, Dip H&S, Dip Auditing, Position Description as defined by the MoH in the Safe Business Operations Guide, and the power to enact obligated safety measures on behalf of GPA. Appendix 3: Safety Officer Position Description.</p> <p>GPA standard practice at commencement of a new project includes activity risk evaluation processes and implementation of identified additional controls.</p> <p>Prior to engagement, all partners and subcontractors are assessed to determine if they have the appropriate skills, competencies, knowledge and experience applicable to the work they are to be engaged for or/and any additional support or supervision they may need.</p> <p>Emergency Response Procedures. Procedures in place include; Identifying and Managing Risk, Monitoring Risk, Hazard Identification and Risk Control, Violence, Harassment and Welfare.</p> <p>Working From Home, Critical Incident (including reporting requirements), Critical Incident Emergency Response, Emergency Management, First Aid Response, Disaster Response, Pandemic Response, and Workers Compensation and Return to Work.</p>	Low
Noncompliance with NZ safety Act, Regulation and MFAT Policy	<p>Breach of contract</p> <p>Fines</p> <p>Loss of reputation to MFAT or GPA</p>	GPA has worked in the jurisdictions of Vanuatu and multiple other countries for 28 years without incident.	Low

Hazard	Risk	Context and Controls	Residual Risk
		<p>To prevent breaches of contract, fines or loss of reputation GPA evaluates and integrates NZ, MFAT and Vanuatu legislative and contractual obligations into processes and documentation.</p> <p>GPA standard practice at commencement of a new project includes a review of all relevant health and safety obligations and their integration into GPA project planning, activities, processes and documentation. List of identified relevant legislation noted in this plan (above).</p>	
In-country / location risks		<p>All (except the NZ based Economist – Ray Greer) live and operate in Vanuatu ongoing. Knowledge of in-country risks and their management, including inter island and remote location travel, pandemic precautions and response, exposure to zoonoses and pathogens, and natural disaster such as cyclones, is extensive and managed on a daily basis.</p> <p>International travel. See below section - Travel.</p>	Low
Worktype Risks	<p>Injury sustained in an office environment, public meeting space, commercial conference facilities.</p> <p>Injury sustained during travel. See below section - Travel</p>	<p>The majority of work activities are low risk administrative and meeting based.</p> <p>Contactors Partners and subcontractors operate from their own office environments or shared access facilities under the control of GPE / HSEQ Vanuatu. Where activities take place outside these locations they are conducted at reputable controlled public, commercial or government facilities.</p> <p>Appendix 4: Workplace Inspection Checklist</p> <p>Where activities are to be performed at out of the ordinary or hazardous locations, GPA conducts a site risk assessment evaluation as part of the activity planning process. Appendix 2: Risk Assessment Form and Site Inspection Checklist.</p> <p>We have considered the health and safety risks to workers given the nature of the work they will be undertaking and we acknowledge the need for us to:</p> <ol style="list-style-type: none"> a. eliminate risks to health and safety of workers, so far as is reasonably practicable; and b. if it is not reasonably practicable to eliminate risks to health and safety of workers, to minimise those risks so far as is reasonably practicable. 	Low

Hazard	Risk	Context and Controls	Residual Risk
Communication	Critical breaks in communication channels while working remotely, in an isolated location or due to interruptions to internet / phone services.	<p>As phone/internet communication networks are vulnerable to natural disaster and other service interruptions in Vanuatu, key personnel have multiple methods of sustaining uninterrupted communication:</p> <ul style="list-style-type: none"> • Mobile phone with dual Vodafone & Digicel accounts • Satellite internet • Fibre internet • Mini-dish internet Vodafone and Digicel • Various phone applications for internet based instant communication <p>Where remote or isolated work is required (working outside phone and internet reception areas) personnel are accustomed to potential breaks in communication and planning for this is conducted using Appendix 2: Risk Assessment Form before the activity is commenced including not traveling alone.</p>	Low
Lack of adequate worker and Stakeholder Consultation	Insufficient worker and stakeholder input to achieve policy commitments and effective worker / stakeholder safety.	<p>Where relevant to the health and safety of workers, we will consult, cooperate and co-ordinate with our contractors, subcontractors and other third parties involved in carrying out the work so far as reasonably practicable.</p> <p>Each subcontractor engagement includes:</p> <ul style="list-style-type: none"> • Terms of Reference including Health and Safety requirements • Project induction briefing • Pre-activity briefings • Incident reporting procedure and form • Key contacts for ongoing feedback and reporting • Annual H&S consultation review 	Low
Insufficient Reporting	Inadequate health and safety information being gathered to be able to report to MFAT in accordance with project reporting requirements	<p>We acknowledge the need for us to report any health and safety incidents, serious injuries, issues or a “near miss” to MFAT as soon as possible after becoming aware that an event has occurred. We will use our best endeavours to provide all reasonably requested information in respect of any such report.</p> <p>Incident Reporting procedure and form identifying incident reporting thresholds, timeframes and actions to be taken.</p>	Low

Hazard	Risk	Context and Controls	Residual Risk
		<p>Internal incident reporting processes are included in subcontractor engagement and induction processes.</p> <p>All health and safety activities are tracked as part of standard internal processes and, we acknowledge the need for us to report on health and safety matters in accordance with MFAT requirements in each of our regular reports during the term of the contract.</p> <p>We acknowledge that MFAT (or its agent) may wish to review our health and safety performance and will cooperate with any reasonable request relating to in any such review.</p> <p>Emergency Contacts</p> <p>Hazard, Incident, Accident or Near Miss Reporting Form</p>	
Emergency	Volcanic eruption Cyclone Flood Earthquake Tsunami Medical emergency Fire Physical Violence Civil unrest COVID-19	<p>Emergency Plan (poster style emergency response procedures in place. Emergency Plan procedures including fire, first aid, tsunami, general emergency, evacuation, emergency contacts and e.g. hospital locations are established and made available to all project personnel.</p> <p>As ‘the most natural disaster-prone country on earth’ Vanuatu is at risk of natural disaster emergencies ongoing. Due to the frequency of events, in-country personnel are familiar with response procedures and are required to enact them usually on an annual basis.</p> <p>Assessments are made as part of activity planning to mitigate additional risks such as physical violence.</p> <p>Incident Reporting procedure and form in place identifying incident reporting thresholds, timeframes and actions to be taken.</p> <p>Operating in central Port Vila, there are multiple public and private hospitals within a 5 minute drive. Project personnel have access to ProMedical ambulance service.</p> <p>COVID-19 related emergency provisions have now been lifted including border reopening and the majority of the population has been vaccinated. Were a new COVID-19 national emergency to occur, it can be reasonably assumed that Vanuatu</p>	Moderate

Hazard	Risk	Context and Controls	Residual Risk
		<p>would again close its borders, and that previous Ministry of Health measures would be reinstated. As key personnel and subcontractors operate in-country there would be minimal to no interruption to project timelines and deliverables.</p> <p>MoH COVID-19 Safe Business Operations Learning Guide</p> <p>In general, the threat of physical violence is considered low, this including targeted violence toward female and LGBTQIA+ workers. Physical risks are considered and addressed ongoing in project activity planning including, limiting / controlling travel at night, travel alone, workplace locations and night lighting.</p>	
Security breach	Theft / robbery Data theft	<p>All primary office environments address the risks of theft and robbery including, insurance, controlled site access, minimal cash kept on the premises, security screens, security services (where appropriate), security cameras and alarm system.</p> <p>All data is stored digitally, primarily using local hard drives, as well as on internet platforms (e.g. Google Drive and Dropbox).</p> <p>All computer and phone devices have passcode protection.</p> <p>Only authorised personnel have access to relevant information.</p> <p>Only required/ authorised information, particularly in relation to personal information and MFAT sensitive information is stored and has restricted access. In order to minimise the risk of hacking or data breaches no personal or sensitive data is stored on internet platforms.</p> <p>Internet platforms have passcode protected access with ‘master’ control over each workers access.</p>	Low
Environmental / Biological illness	Waterborne illness Leptospirosis Malaria Dengue Zika	<p>Outbreaks of Dengue and Zika virus etc., waterborne illnesses and leptospirosis, and occasionally malaria, on Efate are an ongoing risk. As local residents, employers and workers are aware of the precautions to be taken to avoid occurrence and when such an event occurs including, ongoing monitoring of outbreaks, mosquito fogging of workplaces, scheduled pest control, insect screens on windows and doors, vaccinations, boiling and or filtering water before use and PPE such as mosquito spay.</p>	Moderate

Hazard	Risk	Context and Controls	Residual Risk
	COVID-19	When traveling to outer islands and remote locations more prone to outbreaks of the above mentioned illnesses risk evaluation and preventive measures are established per project activity.	
Travel	Flight Vehicle Boat	<p>It is anticipated that international travel to/from New Zealand will be rare. Only reputable international airlines to be used (Virgin Airlines and Qantas where possible).</p> <p>GPA ensures international workers who will travel are aware of the risks of working in the relevant countries / locations by reference to the New Zealand Government's SafeTravel website https://www.safetravel.govt.nz/travel-advisories and the equivalent information provided by other agencies or countries linked to SafeTravel, or equivalent travel advisories. This applies to NZ based workers and foreign workers who may be required to travel offshore to work on an Activity.</p> <p>GPA ensures that all workers before/when traveling are subscribed with SafeTravel for travel advisories or equivalent travel advisory (all workers) and/or officially registered with SafeTravel for consular assistance (NZ citizens only). All workers who will be travelling offshore are advised to check immunisation and other disease prevention advice on SafeTravel relevant to the countries / locations they will be travelling to and consult a travel doctor for medical advice before any travel offshore.</p> <p>Only registered, roadworthy, insured private and public vehicles to be used.</p> <p>Inter-island vessels are equipped with safety equipment including EPIRBs.</p> <p>Life jackets to be worn when utilising small short distance transport vessels.</p>	Moderate
Accommodation	Inadequate, unhygienic, unsafe travel accommodation	<p>As personnel are in-country Vanuatu, the need for external accommodation is anticipated to be rare. In regard to inter-island travel accommodation, ongoing knowledge of appropriate accommodation is able to be identified ongoing to maximise personal health and safety.</p> <p>It is anticipated that international travel to/from New Zealand will be rare. Where required, only reputable accommodation with known appropriate quality standard</p>	Low

Hazard	Risk	Context and Controls	Residual Risk
		venues will be utilised. Selection of accommodation takes into account distance to/from workplace and transport to maximise personal safety.	
Breach of Licencing, Permits Inadequate qualifications / experience	Fines Loss of reputation to GPA or MFAT Stop Work or Intervention Orders Injury or illness due to lack of knowledge or experience of the item or equipment	Due to the nature of the project work, there is anticipated to be little requirement for specific licencing for the activities being undertaken. Where licencing or permits are required these are actively identified as part of project activity planning. This includes local government, regional council and cultural expectations relating to permits and permissions. All qualifications and experience required of key workers are identified, verified and taken into consideration when planning project activities.	Low
Electrical Equipment	Injury/electrical shock/electrocution due to electrical equipment failures or misuse	Office, venue and portable electrical equipment are monitored ongoing to ensure compliance with local and NZ safety requirements. Where events are being conducted pre and during event checks are conducted of all electrical equipment. Appendix 4: Site Safety Inspection Checklist and Event Safety Inspection Checklist address electrical safety, and equipment damage. Faulty electrical equipment reporting and 'tagout' procedures are included in incident reporting processes. Only ASNZ standard equipment used.	Low
Working at Heights	Injury due to a fall from a height	Working at heights other than use of ladders is not anticipated to be required. Use of ladders (office step ladders) may be required on occasion. Appendix 4: Site Safety Inspection Checklist and Event Safety Inspection Checklist address checking railings, and ladder safety including inspection at regular intervals to ensure they are AUS/NZ standard, undamaged and fit for purpose. A 'spotter' utilised to assist as standard practice.	Moderate
Hazardous substances / Dangerous Goods	Chemicals – exposure only to household grade chemicals	It is anticipated that only household grade chemicals will be used by project workers and that traveling with dangerous goods will not be required.	Low

Hazard	Risk	Context and Controls	Residual Risk
	Traveling with dangerous goods Asbestos	<p>Products are purchased in the language of the user (English or French) to ensure safety and storage precautions can be easily identified and followed.</p> <p>Appendix 4: Site Safety Inspection Checklist and Event Safety Inspection Checklist address chemical requirements, PPE use and storage.</p> <p>PPE requirements identified and utilised as required.</p> <p>Project activities planning includes consideration of hazardous substances and dangerous goods.</p> <p>Project activities are not anticipated to require any work that may require disturbance of friable asbestos.</p>	
Slips, Trips, Falls	Injury caused by a slip, trip or fall	<p>Regular inspections of office and activity venues conducted to identify and manage slip, trip and fall hazards.</p> <p>Appendix 4: Site Safety Inspection Checklist and Event Safety Inspection Checklist address:</p> <ul style="list-style-type: none"> • Housekeeping, rubbish removal, keeping walkways clear • Repair/removal of raised edges, sharp corners, slippery surfaces • Designated storage locations for tools, equipment and supplies • PPE requirements 	Moderate
Facilities	<p>Injury or illness caused by unsafe premises and site facilities.</p> <p>Avoidable injury or illness occurring or increased due to insufficient safety facilities or equipment.</p>	<p>Commercial hired venues utilised.</p> <p>As all key personnel live and work in country, workplace / facilities assessment and maintenance to an appropriate clean, safe, accessible, equipped standard can be established and monitored ongoing. Multiple key personnel hold H&S qualifications to be able to adequately identify, assess and mitigate workplace risks.</p> <p>Regular ad hoc and scheduled inspections of office/venues utilising the Site Safety Inspection Checklist and Event Safety Inspection Checklist are conducted to identify, monitor and manage facilities requirements in a safe and compliant manner.</p>	Low

Hazard	Risk	Context and Controls	Residual Risk
		<p>The primary workplace has:</p> <ul style="list-style-type: none"> • First aid equipment and trained first aid personnel. • Fire extinguishers and fire blankets. • Emergency procedures displayed prominently including fire, first aid, tsunami, general emergency, evacuation and emergency contacts. • Clean hot/cold running water. • Bathroom/toilet facilities. <p>Facilities planning and maintenance includes addressing the requirements of:</p> <ul style="list-style-type: none"> • Vanuatu Health and Safety at Work Act – Consolidated 2006 • Disaster Risk Management Act 2019 • Vanuatu Food Regulations 2007 • Employment (First Aid) Regulations 1983 • National Disability Inclusive Development Policy 2018-2025 • National Gender Equality Policy 2020-2030 	
Manual Handling	Injury caused by heavy, repetitive or strained movement of a person's body or objects	<p>As the majority of anticipated types of work are administrative in nature and low risk manual handling injuries are not anticipated to be problematic.</p> <p>Manual handling training conducted as part of induction.</p> <p>Know the lift, know the path, bend at the knees, ask for help etc.</p> <p>Manual handling tools and equipment provided where required.</p> <p>Heavy /unstable equipment not stored above shoulder height.</p> <p>Regular breaks from a repetitive task allocated as standard practice.</p> <p>Office workspace ergonomics poster displayed/available/provided.</p> <p>Office workspace 'housekeeping' poster displayed/available/provided</p>	Moderate
Confined Space / Engulfment	Asphyxiation	It is not anticipated that any worker would have reason to conduct activities requiring access to confined spaces or risk of engulfment.	Low

Hazard	Risk	Context and Controls	Residual Risk
		Standard risk assessment activities are conducted ongoing to identify and avoid confined spaces and other similar high-risk hazards.	
Plant & Equipment	<p>Vehicle accident</p> <p>Injury from unsafe plant and equipment</p> <p>Injury from unskilled/untrained use of plant or equipment</p>	<p>All plant and equipment being provided to workers meet safety requirements before provision. Safety requirements include for example, vehicles are registered, road worthy and serviced, electrical equipment is in good working order, cables not frayed or damaged.</p> <p>Workers are not permitted to use plant or equipment that they are not licenced, qualified or knowledgeable in the use of.</p> <p>Instruction manuals and or signage are kept with plant and equipment.</p> <p>Only authorised / trained persons are authorised or engaged by GPA to service plant or equipment.</p> <p>Various reporting mechanisms and procedures in place for damaged or faulty equipment including, cease use, substitution, tag out, verbal advice of damage, written reporting of damage / dangerous equipment.</p> <p>Working with project partners and contractors to support safety assessments and appropriate equipment availability for the activity.</p>	Moderate
Psychosocial impacts	<p>Emotional/psychological injury caused to workers by the activities of GPA or subcontractors</p> <p>Emotional/psychological injury caused to others by the activities of GPA or subcontractors</p>	<p>Due to the nature of GPA work and project activities some possible psychosocial concerns are such as depression, anxiety, social exclusion, religious or cultural stresses.</p> <p>Working in Vanuatu, particular consideration is given to gender and social status equality and inclusion of minorities, minorities in for example religious belief, sexual orientation and those with physical limitations. Project planning, both for workers and for recipients of project activities and intended outcomes take into consideration psychosocial impact at the design stage and are monitored at regular intervals to minimise unplanned impacts on workers or the program intended recipients.</p> <p>All workers are encouraged to raise any concerns they have about their or a colleagues' mental health. "are you ok".</p>	Low

Hazard	Risk	Context and Controls	Residual Risk
		<p>Mental health posters and services available.</p> <p>Work planning takes into consideration the beliefs, capabilities, limitations and skills of all workers to monitor and manage workload and maximise success in any given role.</p>	
Subcontractor / Third Party Management	<p>Subcontractor failure to meet the safety requirements required by GPA and or MFAT</p> <p>Injury or illness of a subcontractor / third party</p>	<p>Each subcontractor engagement includes:</p> <ul style="list-style-type: none"> • Terms of Reference including Health and Safety requirements • Project induction briefing • Pre-activity briefings • Incident reporting procedure and form • Key contacts for ongoing feedback and reporting • Annual H&S consultation review <p>Subcontractor activities are monitored ongoing to ensure they continue to meet requirements.</p> <p>Subcontractors have access to safety reporting and consultation mechanisms such as work / toolbox meetings, incident reporting and safety expertise support requests to ensure that Subcontractors are supported and able to meet their safety obligations.</p>	Low
Public Safety	<p>Injury or illness caused to a member of the public (non-worker)</p> <p>Damage to the property of a member of the public (non-worker)</p>	<p>GPA recognises its obligations to not endanger non-workers include volunteers, customers, passers-by, visitors or workers of another organisation who may be in the direct vicinity of the work being carried out. Project activity planning includes consideration of how any activity can impact public safety.</p>	Low
Change Management	<p>Breach of any of the above identified hazards and risks due to lack of monitoring and addressing changes to operations or circumstances as they arise.</p>	<p>We acknowledge the need for us to continue to monitor the project activities, environmental factors and changes to the political and social environment to consider emerging risks of serious harm to workers. GPA implements measures as standard transparent practises and relationship management to consult with MFAT in relation to any such developments.</p>	Low

In addition to the above:

- We understand that we must comply with local laws and meet local safety standards. To assist in this we have checked the local H&S legislation by reviewing the [International Labour Organisation Database - LEGOSH](#).
- We will continue to think about how workers and others may be harmed or injured while carrying out work and take the steps to keep workers and others safe.
- We will tell the MFAT safety contact immediately if things change.
- We will also tell the MFAT safety contact immediately, if a worker or other person is seriously injured at work (or has a serious near miss) so we can discuss what can be done differently to keep workers and others safe.

Signature	
Full Name	Garry Preston
Organisation	Gillett, Preston & Associates Inc
Date	20 April 2023

APPENDIX 1: RISK EVALUATION TOOL

GPA risk management processes are based on ISO 31000 – Risk Management and ISO 31000:2018 Risk Management – Guidelines.

RISK EVALUATION MATRIX

		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain / frequent	Moderate	High	Extreme	Extreme	Extreme
	Likely	Moderate	High	High	Extreme	Extreme
	Possible	Low	Moderate	High	Extreme	Extreme
	Unlikely / remote	Low	Low	Moderate	High	Extreme
	Rare / improbable	Low	Low	Moderate	Moderate	High

LIKELIHOOD


Almost certain / frequent	Would be likely to happen in most circumstances or often during the activity.
Likely	Would probably happen in most circumstances but unlikely to happen often during the activity.
Possible	Might happen at some time, unlikely to happen every time but may happen at some point over multiple repetitions of the activity.
Unlikely / remote	Unlikely to happen but should be considered as possible.
Rare / improbable	So extremely remote that it should not be considered as possible unless exceptional circumstances exist.

APPENDIX 1: RISK EVALUATION TOOL (CONTINUED)

CONSEQUENCE

	Human Injury	Financial Cost	Work / Income / Reputation	Environment
Catastrophic	Multiple fatalities	Total loss of income	Operations halted, image/ reputation severely damaged	
Major	Fatality	Extensive financial loss	Major disruption to operations, temporary loss of income, image / reputation impacted	
Moderate	Disabling injury requires medical treatment	Significant financial loss	Significant disruption to operations, image/reputation suffers	
Minor	First aid treatment for minor cuts, bruises or abrasions	Notable financial loss	Minor disruption to operations	
Insignificant	No first aid treatment required	Negligible financial loss	No adverse effect on operations	

HIERARCHY OF CONTROLS

	Control	Description
Most effective  Least effective	1. Elimination	Eliminate the hazard or risk
	2. Substitution	Replace with something similar with less risk
	3. Isolation / engineering	For example - install guards on machine, redesign the task
	4. Administration / training	Implement policies, procedures and training
	5. Personal protective equipment (PPE)	Provide equipment such as sunglasses, non-slip shoes, gloves, ear protection, personal duress alarm



APPENDIX 2: RISK ASSESSMENT FORM

Risk assessments are to be conducted using the Risk Evaluation Tool

Risk assessment name		Risk assessment Number	
Location		Date	/ /
Analysis by			
Assisted by / consulted with			
Next review date	/ /		
Description of the hazard / task			
How often does the hazard occur / task get done?			
What are all the possible consequences?			
What is already in place to prevent or reduce the hazard?			
Including the controls already in place, using the Risk Matrix, what is the Risk Rating?	<input type="checkbox"/> Low	<input type="checkbox"/> Moderate	<input type="checkbox"/> High <input type="checkbox"/> EXTREME

RISK RATING ACTION GUIDE

Action to be taken based on the Risk Rating:

- Extreme** **Do not proceed!** Remove or fix the hazard immediately!
- High** Remove or fix the hazard within 24 hours.
- Moderate** Remove or fix the hazard within 48 hours.
- Low** Do something when possible.

MANAGING RISK

1. Understand the hazards and identify the risks. Include the relevant people in the process.
2. Control the risks, make sure people understand the controls and that they follow/use them.
3. Monitor and review the effectiveness of the controls and possible changes to the hazard or risks.

HAZARD / RISK CONTROL ACTION REQUEST

For the attention of	
Submitted by	
Date submitted	
This action is	<input type="checkbox"/> Urgent <input type="checkbox"/> Routine
Risk Assessment name and number (attach the risk analysis)	<input type="checkbox"/> Risk analysis attached
What is the recommended type of control (or controls) to be put in place?	1. <input type="checkbox"/> Elimination 2. <input type="checkbox"/> Substitution 3. <input type="checkbox"/> Redesign 4. <input type="checkbox"/> Isolation 5. <input type="checkbox"/> Administrative 6. <input type="checkbox"/> Training 7. <input type="checkbox"/> Personal Protective Equipment (PPE)
Describe the recommended action to be taken?	<i>Examples of types of actions: remove the item or process, repair / modify / redesign, replace / new purchase, modify or change the procedure.</i>
Notes	
Recommended date for completion	/ /
Manager notes	<input type="checkbox"/> Controls implemented <input type="checkbox"/> Staff trained on the controls / changes <input type="checkbox"/> Risk Register updated <input type="checkbox"/> Procedures, signage, and other flow on items updated
Manager name and signature	
Date to follow up and review effectiveness	/ /

APPENDIX 3: SAFETY OFFICER ROLE DESCRIPTION

The job of a safety officer is to oversee the implementation of the enhanced COVID-19 Workplace Health & Safety Practices to ensure that correct processes are being followed, any relevant documentation is complete, staff are well-informed, and procedures are upheld, to comply with health directives and guidelines.

In practice this requires that all businesses and services undertake the minimum following measures:

1. Take responsibility to remain current and up-to-date with Public Health guidance and to ensure their own compliance.
2. Receive latest training including regarding Infection Prevention and Control.
3. Distribute the 'Guidelines for Safe Business Operations in Vanuatu in the context of the COVID-19 pandemic' to all staff and ensure that they are familiar with and understand the guidance information.
4. Ensure all staff have undertaken as a minimum, initial in-house training regarding these guidelines.
5. Communicate infection-related concerns with MOH/Provincial Health.
6. Request & Facilitate Workplace Infection Risk Assessment/Analysis.
7. Review and develop a Workplace Health and Safety Plan (WHS Plan) <https://covid19.gov.vu/index.php/resources/public-health-guidelines>.
8. Implement workplace changes based on Risk Assessment and WHS Plan.
9. Evaluate workplace policies and support updates.
10. Post signs, educational materials, and arrows/ropes/barriers.
11. Provide training to employees.
12. Perform employee screening if applicable (temperature checking).
13. Provide adequate Personal Protective Equipment(PPE) and ensure that all staff are trained on the correct use of PPE and the correct disposal of such items.
14. Purchase and store all cleaning supplies and tools as per the WHS Plan.
15. Coordinate cleaning of reusable PPE.
16. Monitor safe practices of employees and customers.
17. Ensure safe storage and stock of covid safety PPE and cleaning supplies etc.
18. Ensure operators and managers understand their obligations under the Occupational Health and Safety Act and have reviewed the Coronavirus (COVID-19) guidance and situation reports from the COVID-19 website.

Role as defined in the: MoH COVID-19 Safe Business Operations Learning Guide



APPENDIX 4: WORKPLACE SAFETY INSPECTION CHECKLIST

This checklist is to serve as a prompt. It is not to be considered all inclusive. Any other hazards & workplace obligations should be noted. Refer to morning meeting discussions / email notifications for arising hazards and changes to the work environment.

Name of person conducting the inspection	Date of inspection

Item	Tick if in place/adequate, N/a for not applicable or add notes where actions are required
Access to information and signage	
1. Is safety signage displayed where applicable, such as emergency exits, first aid, fire extinguishers, hand washing, office safety, manual handling, ergonomics, desk work fatigue stretches/exercises?	
2. Are danger, warning and prohibition signs displayed where needed?	
3. Do workers have access to printed/digital Health and Safety Policies and Procedures?	
4. Do workers have access to the incident reporting form and process?	
5. Are workers provided updates on Health and Safety information and changes?	
6. Are safety emergency contacts known/displayed (first aid trained staff, evacuation warden, Safety Officer)?	
Emergency	
7. Is an emergency evacuation diagram displayed with: <ul style="list-style-type: none"> • Site evacuation map and assembly area • Tsunami evacuation map • Emergency response procedures (tsunami, fire, medical etc.) • Emergency equipment locations • Emergency Contacts (first aid trained staff, evacuation warden, Safety Officer, fire, hospital, medical centre, gas, power, COVID-19, neighbours etc.) 	
8. Are emergency exits clear of obstructions?	

Item	Tick if in place/adequate, N/a for not applicable or add notes where actions are required
9. Are there smoke detectors in place and do they work?	
10. Are there fire extinguishers in place and easily accessible?	
11. Have all workers been trained / refresher / evacuation drills on each type of emergency?	
Housekeeping	
12. Are work areas free from rubbish and obstructions (no fire hazards)?	
13. Are floor surfaces / walkways free from slip / trip hazards?	
14. Are facilities kept clean and tidy?	
15. Is the work area clear of electrical leads / cables?	
16. Are storage areas tidy and accessible?	
Lighting	
17. Are lighting levels adequate, fixtures adequate?	
Electrical	
18. All electrical equipment in safe working order, cables not damaged or frayed, tested and tagged?	
Ventilation	
19. Are there fans, windows, air conditioners in place suitable for the location? Are they in good working order?	
Storage of equipment	
20. Are storage areas kept tidy, clean, dry and free of obstacles?	
21. Are items stored so that they are easily accessible without causing strain? Not stored above head height etc?	
Hazardous Chemicals	
22. Are there any chemicals that are industrial strength or quantities, or domestic use products only?	

Item	Tick if in place/adequate, N/a for not applicable or add notes where actions are required
23. Are chemicals stored in their original containers?	
24. Are the instructions for use and storage easily readable and in the language known to workers?	
25. Are chemicals stored in accordance with their instructions, cool, dry place away from incompatible / combustive materials?	
26. Are relevant workers trained in proper usage of hazardous chemicals?	
27. Are relevant workers trained in correct procedures if exposed to hazardous chemicals?	
Ergonomics	
28. Are desks /equipment appropriate for tasks being performed?	
29. Are desks free from clutter? Work top not cramped, leg area allows free movement?	
30. Are ergonomic chairs available at all workstations / desks?	
First Aid	
31. Are appropriately stocked first aid kits available? Is the equipment within use by date?	
32. Are the first aid kits well marked, easy to find and access?	
33. Does the first aid kit have its register / log book?	
34. Are there first aid trained workers, have they done refreshers recently?	
35. Are there first aid kits in each work vehicle?	
36. Emergency contact names and numbers available / displayed?	
Outdoor Areas	
37. Are the outside areas maintained? Car park, courtyard, verandas, walkways free of debris, dangerous obstacles and hazards? Stairs, timber/metal structures sound and not rotten/rusted/slippery? Grass	

Item	Tick if in place/adequate, N/a for not applicable or add notes where actions are required
controlled, trees trimmed (cyclone preparations before season starts), drainage not blocked? No rubbish storage / build up? No septic tank smell or signs of blockage/overflow? Wild diseased dogs/cats?	
38. Traffic management in place? Dome mirror installed on blind corners?	
Pest Control	
39. Are there excessive mosquitos? Is mosquito fogging conducted / maintained?	
40. Are there signs of rats? Are there rat baits or a house cat?	
41. Are there screens on windows and doors? Are they in effective good order?	
Plant and Equipment	
42. Is plant and equipment in good working order? All items, tables, chairs, kitchen equipment, trolleys, storage shelves etc.	
43. Is all plant and equipment fit for purpose and to an internationally recognised safety standard?	
44. Operators licenced for plant & equipment where required	
45. Operators trained/inducted into the use of the plant	
46. Shutdown procedures in place?	
47. Safety guarding, kill switches and other safety components are in place and operational?	
48. Maintenance schedules are in place?	
Vehicle	
49. Are work vehicles displaying current year registration, roadworthy, serviced, and in safe working order?	
Worker management	
50. Have all relevant workers read & signed Terms of Reference / policy documents agreeing to the stated terms?	

Item	Tick if in place/adequate, N/a for not applicable or add notes where actions are required
51. Establish a worker file for every relevant worker containing: <ul style="list-style-type: none"> • Induction checklist • A signed copy of the Terms of Reference / Employment Contract / Job Description • Copies of certificates, induction cards, training • Emergency contact details 	
52. All private worker files are kept in a controlled access location?	
Personal Protective Equipment	
53. Correct for the task PPE readily accessible by all workers?	
54. Workers have instructions for use, storage, cleaning, maintenance and replacement of PPE?	
55. Workers have access to sun protection: <ul style="list-style-type: none"> • Not required to work in the sun for extended periods • Shaded outside areas • Sunscreen • Sunglasses • Safety glasses • Hats with a brim • Long sleeve shirts & trousers 	
Incident/Accident, Injury & Return to Work	
56. Incident/Accident/Near Miss & Injury procedures available to all?	
57. All incidents investigated?	
58. Corrective actions implemented?	
Additional Hazards	
Annual Review	
59. Site safety processes are reviewed when there are changes, and annually.	

Item	Tick if in place/adequate, N/a for not applicable or add notes where actions are required
Requested actions	
Actions taken	Date