



Partner Housing Australasia (Building) Incorporated
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 Web: www.partnerhousing.org
 Pro-bono professional services and funding for South Pacific
 village infrastructure, housing, water, sanitation and training.



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Partner Housing is a signatory to the ACFID Code of Conduct, which is a voluntary, self-regulatory sector code of good practice. As a signatory we are committed and fully adhere to the ACFID Code of Conduct, conducting our work with transparency, accountability and integrity.

Safety and Security Policies and Procedures



Declaration – These policies and procedures have been approved by the Partner Housing Australasia (Building) Incorporated General Meeting of 3 April 2023. They set out the means of complying with the “Constitution & Code of Conduct”, and the requirements of the Australian Department of Foreign Affairs and Trade (DFAT) and the Australian Council for International Development (ACFID).

Signed

Rod Johnston, President, Partner Housing Australasia (Building) Incorporated

Adoption of Document Revisions

Reference	Revision	Date of Adoption	Principal Amendments
P23040318	1	3 April 2023	Revision to align with Vision, Mission, Values & DFAT requirements

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Vision

Partner Housing Australasia is an entirely voluntary organisation, which aims to transform the lives of people living in Asia-Pacific villages by improving the cyclone, earthquake, and tsunami resistance of their houses, clinics, schools, and community buildings; and by providing clean water supplies and hygienic sanitation.

Commitment

Consistent with the vision, Partner Housing Australasia and its Partner Organisations are committed to ensuring the safety and welfare of Staff and Volunteers in the workplace, and travelling overseas on behalf of the organisations.

Code of Conduct

Partner Housing Australasia is a signatory to the ACFID Code of Conduct, which is a voluntary, self-regulatory sector code of good practice. As a signatory, we are committed and fully adhere to the ACFID Code of Conduct, conducting our work with transparency, accountability and integrity. The following policies and procedures have been developed to reflect the vision, and to simultaneously ensure consistency with the ACFID Code of Conduct.

Scope

These Policies and Procedures apply to Partner Housing Australasia, its Partner Organisations, Representatives, and any guests who might accompany these people to the locations where the programs are implemented. The "Policy" expands the organisation's vision, mission, and values; together with satisfying the DFAT and ACFID requirements, and the "Procedures" set out the means of implementing policy. An associated "Training" document provides additional material and background, and "Compliance and Audit Record" documents provide the relevant records of compliance and verification.

Definitions

A comprehensive set of definitions is set out in "Constitution & Code of Conduct". Definitions specific to this policy are set out below.

Representatives is the term used to describe collectively the Board Directors, Managers, Volunteers, Staff (if so engaged), Contractors and Consultants who administer the programs and projects.

Volunteer means a person who carries out executive, management, administrative, operations, design, project management and/or similar functions (whether executed in Australia or overseas) on a pro bono basis, under the direction of the Chief Executive Officer (on behalf of the Board). A Volunteer may also be a Member or a Director. Partner Housing Australasia is an entirely voluntary organisation. Volunteer does not include "Contractors" or "Consultants", who provide goods or services on a pro bono or commercial basis, or people who provide minor assistance on a casual and infrequent basis.

Risk Analysis is a systematic use of available information to determine how often specified events may occur and the magnitude of their likely consequence. For purposes of this policy, Risk Analysis, and associated terms (including those listed herein) are as defined in ISO 31000 and AS/NZS 4360.

The travel risk classifications and definitions are defined on <https://www.smartraveller.gov.au> .

[Level 1 - Exercise normal safety precautions](#)

[Level 2 - Exercise a high degree of caution](#)

[Level 3 - Reconsider your need to travel](#)

[Level 4 - Do not travel.](#)

“Level 3: Reconsider your need to travel” means – Avoid non-essential travel. Do your research and check that your insurer will cover you. If you do travel, take extra precautions to protect yourself from security and health risks. At level 3, there are serious and potentially life-threatening risks. This can make the destination unsafe for tourism and unsuitable for most travellers. This could be due to:

- an ongoing threat of [terrorism](#) or [kidnapping](#)
- the ongoing COVID-19 pandemic
- travel disruptions
- frequent incidents of [violent crime](#)
- ongoing [civil unrest](#)
- widespread [disease](#)
- other [safety](#) risks.

Think seriously about your need to travel to these places. This may mean postponing non-essential travel or choosing a less risky destination. If you decide to travel, it's your responsibility to reduce your risks and stay safe. The Australian Government is limited in how and when it can help if you get into trouble. Conditions may change at any time. Be prepared for an extended stay or significant disruptions to travel. These countries often have an unpredictable security environment. We may temporarily assign this advice level when there's been a major incident. This could include a [natural disaster](#), [terrorist attack](#), civil unrest or global pandemic that has made the destination too risky for most travellers. Our advice levels also apply to Australian officials travelling overseas. Officials must undertake a detailed security risk assessment before travelling to these areas. They may have to adopt specific protective security measures. Authorities may implement measures to manage COVID-19 outbreaks, which could affect your ability to move freely, including in and out of the country. Health services may be impacted. Ensure that you have sufficient resources to support yourself overseas. See our [Global COVID-19 Health Advisory](#) for more information. If travelling to a destination with an advice level of 3, follow all the advice for levels 1 and 2, as well as the following before you go and when you get there.

“Level 4 – Do not travel” means – If you're already in this location, you should consider leaving if it's safe to do so. If you do travel, get professional security advice. Your travel insurance policy might be void. The Australian Government may not be able to help you. At level 4, your health and safety are at extreme risk. This may be because of a high threat of [terrorist attack](#), conflict, violent [social unrest](#), [widespread infectious disease](#) or critical levels of violent crime. It could be a combination of risks. If you travel to this location, you're at a high risk of [death](#), [imprisonment](#), [kidnapping](#) or serious injury. If you get into trouble, the Australian Government may be unable to help. In most cases, our ability to provide consular assistance in these destinations is extremely limited. Any travel by Australian officials to 'Do not travel' locations is subject to high-level approval and is based on a rigorous risk assessment. Authorities may implement measures to manage COVID-19 outbreaks which could affect your ability to move freely, including in and out of the country. Health services may be limited. Ensure that you have sufficient resources to support yourself overseas. See our [Global COVID-19 Health Advisory](#) for more information. You should not travel to this location. If you travel to this location despite our advice, you should note that you may be unable to leave the location quickly if your circumstances change. If you're already in a 'Do not travel' area, consider leaving if it's safe to do so. If, despite our advice, you decide to travel to a location with a travel advice level of 4, it's your responsibility to follow all the advice for levels 1, 2 and 3, as well as the following.

Policy

A2.5 Staff safety and security risk

Partner Housing Australasia shall monitor the risks associated with working in South Pacific and South-East Asian countries (including PNG and Solomon Islands in particular) by registering with and routinely consulting the DFAT www.smartraveller.gov.au website and receiving DFAT travel advisories.

Partner Housing Australasia shall maintain effective communications with in-country managers of the Partner Organisations, as a means of remaining aware of travel risks, and ensuring in-country support when it is needed to limit the risks to staff safety and security.

Partner Housing Australasia shall assess the criticality of staff travel to the region, and shall consider alternative engagement methods (e.g., monitoring programs by email communications), safety and security briefings for Volunteers, and registration with in-country DFAT.

Partner Housing Australasia shall ensure that Volunteers travelling overseas have comprehensive travel and medical insurance appropriate to the countries being visited, and documented protocols/procedures for in-country responses.

Volunteers, undertaking projects in Papua New Guinea, Solomon Islands, and other South Pacific or South-East Asia, should be aware, prepare and take precautions for the relevant risks.

A2.6 High risk contexts

Partner Housing Australasia shall regularly monitor the Australian DFAT Smartraveller website <https://www.smartraveller.gov.au>

Partner Housing Australasia shall not conduct programs in regions that have “Level 4 - Do not travel” DFAT Smartraveller classifications.

Partner Housing Australasia may conduct programs in regions that have “Level 3 - Reconsider your need to travel” DFAT Smartraveller classifications, but shall discourage Directors, Volunteers and Staff (there are no paid staff) from travelling while a Level 3 classification is invoked.

Responsible Personnel

The person with overall responsibility for implementing this policy is the Chief Executive Officer (CEO), with delegated responsibility to –

- the Regional Managers for determining overseas travel needs, and
- the HR Manager for administration the policies related to workplace safety, travel safety advice, insurances, and indemnities.

Procedures

Review of these Policies and Procedures

The policies and procedures set out in this “Policies and Procedures” document shall be reviewed at each Annual General Meeting, as part of the scheduled general policy review.

Risk Analysis

The Responsible Personnel shall implement the following:

- Prepare a Risk Analysis for the risk to the safety and welfare of Staff and Volunteers in the workplace and travelling overseas on behalf of the Partner Organisation.
- Assess and prioritize the risk associated with each program and its component projects, and determine the appropriate mitigation actions.
- Record the Risk Analyses in the Strategic Plans appropriate to each program.
- Summarize the Risk Analyses and the mitigations in a Risk Register.

Overseas Assignments

Partner Housing Australasia encourages Volunteers to extend their pro-bono services to include activities overseas, such as supervising, mentoring, training, auditing, or assessing projects.

Partner Housing Australasia recognises the significant cost involved in such overseas activities; and will reimburse the Volunteer’s reasonable travel, accommodation and sustenance costs under the circumstances and procedures approved by the Board.

Indemnity

The HR Manager shall implement the following:

1. Volunteers on assignments in Australia and overseas shall take adequate measures to ensure their own personal safety while carrying out work on behalf of Partner Housing Australasia and its Partner Organisations.
2. Regional Managers and Project Managers shall ensure that Volunteers are aware of the risks associated with the work.
3. Before embarking on volunteer assignments, volunteers shall indemnify Partner Housing Australasia and its consultants against injury, death, sickness, accident, misadventure or other damage to myself, others and property, associated with the voluntary activity, by completing and signing a form titled Volunteer Safety and Indemnity.

Insurance Provided by Volunteers and Reimbursed by Partner Housing Australasia

The HR Manager shall ensure that:

1. Volunteers have suitable insurance cover appropriate to their participation in the activities of the Organisation;
2. In particular, Partner Housing Australasia requires Volunteers travelling overseas to take out travel insurance (including health cover). Partner Housing Australasia shall to refund the cost of the travel insurance (including health cover), for volunteers who are travelling overseas on behalf of Partner Housing Australasia. Where the travel is a mixture of private and Partner Housing Australasia business, the travel insurance costs shall be met on a pro-rata basis.
3. Volunteers indemnify the Organisation against personal injury or loss associated with work for the Organisation.

Safety and Security of Volunteers Travelling Overseas

The HR Manager shall ensure that the safety and security of Volunteers travelling overseas is maximised through the following actions –

- (a) Provide the Volunteer with the “Key Policies and Procedures”, which includes the “Risks to Health and Safety, Precautions and Emergency Procedures”, detailing the risks to health safety and the practical measures to be implements for their mitigation;
- (b) Ensure that Volunteer has access to the DFAT Smart Traveller internet service. smartraveller@smartraveller.gov.au Where appropriate register travel with DFAT.
- (c) Ensure that the Volunteer does not travel contrary to the DFAT Smart Traveller advice; and
- (d) Ensure that the Volunteer has appropriate travel insurance.

Risks to Health and Safety, Precautions and Emergency Procedures

The Responsible Personnel shall implement the following:

Volunteers, undertaking projects in the Asia-Pacific region, including (but not limited to) Papua New Guinea, Solomon Islands, Cook Islands, Philippines, Fiji, Vanuatu and other South Pacific or South-East Asian countries, should be aware, prepare and take precautions for the relevant risks. These include international air travel, air travel within the overseas country, motor vehicle travel, sea travel, violent attack, falls from heights, accidents involving power tools or other cutting tools, broken limbs resulting from slips and falls, Infection from coral cuts, malaria, and dengue fever. Detailed precautions to avoid injury due to these sources are provided in the Appendix.

Monitoring Travel Safety

The CEO and HR Manager shall –

- a) Regularly monitor the Australian DFAT Smartraveller website <https://www.smartraveller.gov.au> .
- b) Advise any Director, Volunteer or Staff (there are no paid staff), who are intending to travel overseas on behalf of the organisation, of any Level 3 or Level 4 classifications in the countries to be visited.
- c) Any Director, Volunteer or Staff (there are no paid staff), who are intending to travel overseas, shall heed the advice and adjust the travel plans accordingly.
- d) Ensure that all DFAT travel advice is followed.
- e) Not sanction travel to regions that are currently experiencing Level 3 or Level 4 classifications.
- f) If circumstances regarding the safety of travel should change while a Volunteer is travelling, the safety precautions herein shall be implemented giving due consideration to the change in circumstances.

Travel Advice

The following information, reproduced from the Australian Government DFAT website, shall be considered.

<https://www.smartraveller.gov.au/before-you-go/the-basics> Last Updated – Monday, 25/07/2022

Before you go

- Read our [travel advice](#). We'll tell you the key risks and advise you how to [stay safe](#).
- [Subscribe](#) to our travel advice and we'll update you when things change. Also follow us on [Twitter](#) and [Facebook](#).
- Familiarise yourself with COVID-19 entry and exit restrictions in your [destination](#).
- Get an [international COVID-19 vaccination certificate](#).
- Confirm your [passport](#) is valid for at least 6 months from when you think your trip will end.
- Get the right [visa](#) for countries you're visiting or transiting through. Smartraveller can't help you with visas. Visa conditions change regularly so check the [Embassy](#) of the destinations you'll visit before every trip.
- Get comprehensive [travel insurance](#) to cover you and your belongings. Check the fine print - get insurance that's right for [you](#) and covers your [activities](#) in the [places](#) you'll go. Remember, regardless of how healthy and fit you are, if you can't afford travel insurance, you can't afford to travel.
- Consider your [physical](#) and [mental health](#). Get advice from your doctor if you're unsure.
- Have a health check-up and get [vaccinated](#). See your doctor or travel clinic 8 weeks before you go for a basic health check and to get vaccinations needed for the places you'll go.
- Check if your [medication](#) is legal and available in the places you're going. Take enough of your prescribed medicines to last the whole trip. Carry copies of your prescription and a letter from your doctor.
- Check if extra [documents](#) are needed if you're [travelling with children](#).
- Tell your bank you're travelling and check if your cards will work. Have several payment options. Check how much local and foreign currency you can bring into your destination.
- If you'll [drive overseas](#) check out the local traffic laws and practices. You're likely to need an [International Driving Permit \(IDP\)](#) as well as your Australian driver's licence.
- Research the [local laws](#) of the countries you plan to visit. If you're a [dual national](#), check if this will have any implications for your trip.
- Share your itinerary with friends or family members. Give them copies of your passport and visa. Share copies of key documents such as prescriptions, your insurance policy and documents for travelling with [children](#).
- Know what to do if there's a [crisis](#) where you are overseas.
- Keep a list of [contacts](#) in case you need assistance

Read more

- Read our [COVID-19 information for Australian travellers](#)
- See what each [advice level](#) means in travel advisories
- See our advice on how to [take care of your health](#).
- Learn about [staying safe and avoiding danger](#).
- Read about [staying within the law](#), so you can avoid being [arrested or jailed](#).
- See our advice for the [activities](#) you plan to do.
- Know more about [getting around](#) in your destination
- Download the [checklist](#) to ensure you are ready for your travels
- Read the [Consular Service Charter](#) to understand how we can help Australians overseas.

See also

- Read [COVID-19 information for international travellers](#) (Department of Health)
- Learn about [Australian border restrictions](#) (Department of Home Affairs)
- Find your destination's [embassy or consulate in Australia](#) for visa information.
- Learn about [International Driving Permits \(IDPs\)](#).
- Visit [Scamwatch \(ACCC\)](#) to learn how to recognise, avoid and report scams.

Compliance and Auditing

The CEO shall implement the following:

- Initiate the required monitoring, evaluation and learning functions associated with this “Policies and Procedures” document.
- Initiate both internal and external auditing, consistent with ISO 9001 principles of the policies and procedures herein.
- Ensure that the compliance with the policies and procedures herein, and the associated internal and external audits, are recorded in the associated “Compliance and Audit Records” documents.

Training

The CEO and HR Manager shall implement the following:

- Distribute a reference and link to this “Policies and Procedures” document to all Directors, Regional Managers and Partner Organisation Managers, and other personnel working on behalf of the organisation. (Partner Housing Australasia is a voluntary organisation and does not employ staff).
- Distribute a reference and link to the associated “Training” package. Request that all Directors, Regional Managers and Partner Organisation Managers use this to increase their awareness and understanding of these policies and procedures.
- Include a reference and link to this “Policies and Procedures” document in all Memoranda of Understanding with Partner Organisations.
- Table this “Policies and Procedures” document at the Annual General Meeting, for discussion and adoption.
- Review the training effectiveness at the February Board Meeting.

Appendix – Risks, Precautions and Emergency Procedures

International air travel

Risk

The Volunteer must travel by air to and from the foreign country.

Precaution

The Volunteer should:

- where practical, travel by reputable international airline; and
- take travel insurance. (The cost will be refunded by Partner Housing Australasia).

Emergency Procedure

The Volunteer should follow all directions by airline staff.

Air travel within the overseas country

Risk

The Volunteer may be required travel within the country by air.

Precaution

The Volunteer should:

- where practical, travel by a reputable national airline; and
- be prepared to postpone or cancel the travel if this is recommended of the pilot or airline officials.

Emergency Procedure

The Volunteer should follow all directions by airline staff.

Motor vehicle travel

Risk

The Volunteer may be required travel within the country by motor vehicle, some of which may be on poorly constructed, narrow and (at times) busy roads.

Precaution

The Volunteer should:

- refrain from driving unless it is essential to do so;
- wear a seat belt when this is fitted in the vehicle; and
- be prepared to postpone or cancel the travel if this is recommended by the driver.

Emergency Procedure

The Volunteer should follow all directions by the driver.

Sea travel

Risk

The Volunteer may be required travel by motor boat or canoe across unprotected waters and open sea. The most common risks are boats capsizing or being swamped in rough weather, or engine failure some considerable distance from land.

Precaution

1. Partner Housing Australasia will:
 - Provide one life jacket for each volunteer for each trip undertaken in the Solomon Islands and in other locations involving boat travel across unprotected waters or open sea.
 - On completion of each assignment, the life jackets shall be donated to the local partner organisation, to be distributed at the discretion of the responsible contact person, for retention in boats and canoes that are in use in the community.
2. The Volunteer should ensure that the life jackets are accessible in the boat at all times during the trip.
3. In rough weather, the Volunteer should wear a life jacket.
4. The Volunteer check that the boats have emergency paddles.

Emergency Procedure

1. The Volunteer should follow all directions by the boat operator.
2. In the case of boat capsizing or swamping, stay with the boat (while it remains afloat) or with any substantial floating wreckage, and await rescue.
3. In the case of engine failure, assist in emergency paddling if required.

Violent attack

Risk

The Volunteer may travel in some area where there is a possibility of violent attack.

This may be as a result of intertribal violence (such as in the PNG Highlands) or robbery (such as in Port Moresby).

Precaution

The Volunteer should

1. Never go out after dark, particularly in areas where there is a possibility of attack;
2. Not travel alone in dangerous areas;
3. Travel with a trusted local contact;
4. Always dress and behave in an inconspicuous manner without jewellery and the like;
5. Ensure that passports and valuables are either deposited in a secure safe, or, if carried on the person, should be hidden in an inconspicuous money belt or the like.

Emergency Procedure

In the event of a violent attack, seek a safe refuge immediately and report the incident to the police.

Falls from heights

Risk

The Volunteer may be required install or inspect roof structures and the like.

Precaution

1. The Volunteer should be aware that workmanship and scaffolding in the overseas countries are generally to a very low standard, and must always be treated as unsafe.
2. Do not climb ladders without first:
 - checking that all of the rungs for weight bearing
 - ensuring the top is secure, and preferably tied in position.
3. Do not lean on railings.
4. When walking on roofs, stand only over purlins, as indicated by the lines of roofing screws.

Emergency Procedure

1. If a person falls from a significant height, they should lie perfectly still until it is clear that no major injuries (such as back injury, neck injury, broken bones or internal injury) have been sustained. Only then should an injured person move.
2. Immobilise any injured limbs.
3. Except in the case of very minor injury, an injured person should seek medical assistance.

Accidents involving power tools or other cutting tools

Risk

The Volunteer may be required use power tools or other cutting tools.

Precaution

1. The Volunteer should have up-to-date tetanus immunization.
2. The Volunteer should observe all manufacturer's safety precautions associated with tools.

Emergency Procedure

1. Clean cuts and abrasions, apply antiseptic gel and cover with a clean dressing.
2. Except in the case of very minor injury, an injured person should seek medical assistance.

Broken limbs resulting from slips and falls

Risk

The Volunteer may need to walk or climb on slippery wet slopes (such as steep wet grassy clay surfaces) where there is increased risk of slip and broken limbs.

Precaution

1. On such surfaces, the Volunteer should move slowly and deliberately, if necessary, use a stout walking stick; and wear spiked boots.
2. If a slip occurs, hold arms close to the body to avoid wrist or arm injury.

Emergency Procedure

1. Immobilize any broken limbs.
2. Except in the case of very minor injury, an injured person should seek medical assistance.

Infection from coral cuts

Risk

The Volunteer may be exposed to the risk of coral cuts when walking in the water or close to the shore. Coral cuts can become infected, resulting in very severe inflammation and cellulites.

Precaution

The Volunteer should always wear strong shoes and clothing that protect the legs.

Emergency Procedure

Carry out the first-aid procedure below.

If there is any infection, **seek medical advice as soon as possible.**

1. Scrub with soap and water and then flush with fresh water as soon as possible after contact with the coral.
2. If the wound stings, rinse it with acetic acid (vinegar) or isopropyl alcohol (this action may reduce the effect of any irritating toxins such as those produced by fire coral).
3. Flush the wound or abrasion with a mixture of 1/2 water and 1/2 hydrogen peroxide to remove coral dust and then flush with fresh water for most non-stinging coral cuts or abrasions.
4. Rinse daily and apply an antibiotic such as bacitracin (Baci-IM) or similar topical ointment 3-4 times per day.
5. Oral antibiotics are usually recommended to prevent infection. If an infection develops, continue taking the antibiotic for at least five days after all signs of the infection has resolved. Notify the doctor of any medication allergies the patient has prior to starting an antibiotic. Some antibiotics (for example, tetracyclines) can cause increased sensitivity to the sun (photosensitivity), thus it is recommended to use a sunscreen of at least SPF 15 if the area is going to be exposed to sunlight. If a wound develops pus, seek medical treatment.
6. If no evidence of infection or open wound is present, an over-the-counter steroid ointment may be used to relieve itching for a short period of time (a few days).
7. Pain may be relieved with one to two acetaminophen (Tylenol) every four hours and/or one to two ibuprofen (Motrin, Advil) every 6-8 hours. Do not exceed 3 grams of acetaminophen over a 24-hour time period. Some health care professionals prefer to use naproxen (Aleve) for pain relief.
8. Patients that are alcoholics have a tendency to develop bacterial infections by *Vibrio* spp that can be very aggressive and dangerous (life-threatening) in a short time-span. Any redness of skin that progresses rapidly with blisters moving up an extremity (arms or legs) toward the body should be considered a medical emergency, and will require IV antibiotics.

Source: http://www.emedicinehealth.com/wilderness_coral_cuts/page3_em.htm

Malaria

Risk

In some areas, the Volunteer may be exposed to the risk of mosquito-borne malaria.

Precaution

The Volunteer should seek medical advice regarding risk minimisation and any appropriate drugs before leaving Australia.

The following general advice, which must be confirmed by a qualified medical practitioner, is from https://en.wikipedia.org/wiki/Malaria_prophylaxis

- *Risk management*
- *Bite prevention—clothes that cover as much skin as possible, insect repellent, insecticide-impregnated bed nets and [indoor residual spraying](#)*
- *Chemoprophylaxis*
- *Rapid diagnosis and treatment*

Additional bite prevention measures include mosquito and insect repellents that can be directly applied to skin. This form of mosquito repellent is slowly replacing [indoor residual spraying](#), which is considered to have high levels of toxicity by WHO (World Health Organization). Further additions to preventive care are sanctions on blood transfusions. Once the malaria parasite enters the erythrocytic stage, it can adversely affect blood cells, making it possible to contract the parasite through infected blood.

[Chloroquine](#) may be used where the parasite is still sensitive.^[1] However due to resistance one of three medications: [mefloquine](#) (Lariam), [doxycycline](#) (available generically), and the combination of [atovaquone](#) and [proguanil](#) hydrochloride (Malarone) is frequently needed.^[1] Doxycycline and the atovaquone and proguanil combination are the best tolerated with mefloquine associated with higher rates of neurological and psychiatric symptoms.

Jacquerioz FA, Croft AM (2009). Jacquerioz, Frederique A, ed. "Drugs for preventing malaria in travellers". Cochrane Database Syst Rev (4): CD006491.

Emergency Procedure

If there are any symptoms of malaria fever **seek medical advice as soon as possible**.

A malaria infection is generally characterized by recurrent attacks with the following signs and symptoms:

- Moderate to severe shaking chills
- High fever
- Profuse sweating as body temperature falls

Other signs and symptoms may include:

- Headache
- Vomiting
- Diarrhea

Malaria signs and symptoms typically begin within a few weeks after being bitten by an infected mosquito. However, some types of malaria parasites can lie dormant in your body for months, or even years.

Source: <http://www.mayoclinic.org/diseases-conditions/malaria/basics/symptoms/CON-20013734>

Dengue fever

Risk

In some areas, the Volunteer may be exposed to the risk of mosquito-borne dengue fever.

Precaution

The Volunteer should seek medical advice regarding risk minimisation before leaving Australia.

The following general advice, which must be confirmed by a qualified medical practitioner, is from https://en.wikipedia.org/wiki/Dengue_fever .

Typically, people infected with dengue virus are [asymptomatic](#) (80%) or only have mild symptoms such as an uncomplicated fever.^{[2][4][5]} Others have more severe illness (5%), and in a small proportion it is life-threatening.^{[2][5]} The [incubation period](#) (time between exposure and onset of symptoms) ranges from 3 to 14 days, but most often it is 4 to 7 days.^[6] Therefore, travellers returning from endemic areas are unlikely to have dengue if fever or other symptoms start more than 14 days after arriving home.^[7] Children often experience symptoms similar to those of the [common cold](#) and [gastroenteritis](#) (vomiting and diarrhea)^[8] and have a greater risk of severe complications,^{[7][9]} though initial symptoms are generally mild but include high fever.^[9]

Emergency Procedure

If there are any symptoms of dengue fever **seek medical advice as soon as possible**.

Symptoms, which usually begin four to six days after infection and last for up to 10 days, may include

- Sudden, high fever
- Severe headaches
- Pain behind the eyes
- Severe joint and muscle pain
 - Nausea
 - Vomiting
 - Skin rash, which appears three to four days after the onset of fever
- Mild bleeding (such a nose bleed, bleeding gums, or easy bruising)

Sometimes symptoms are mild and can be mistaken for those of the flu or another viral infection. Younger children and people who have never had the infection before tend to have milder cases than older children and adults. However, serious problems can develop. These include dengue hemorrhagic fever, a rare complication characterized by high fever, damage to lymph and blood vessels, bleeding from the nose and gums, enlargement of the liver, and failure of the circulatory system. The symptoms may progress to massive bleeding, shock, and death. This is called dengue shock syndrome (DSS).

People with weakened immune systems as well as those with a second or subsequent dengue infection are believed to be at greater risk for developing dengue hemorrhagic fever.

Source: <http://www.webmd.com/a-to-z-guides/dengue-fever-reference>

COVID19 and Similar Pandemics

Risk

The world-wide COVID19 pandemic broke out in early 2020, and has led rapid spread of this highly infectious disease throughout the world, causing widespread illness and death.

Although in Australia, the public health measures to control the spread of COVID19 have been moderately effective (to date), this is not the case overseas.

Strict travel restrictions and quarantine requirements have been imposed throughout the world.

The principal risk to Partner Housing Australasia volunteers will be manifested as the travel restrictions are relaxed, perhaps too soon in some cases.

Similar risks could exist in the future due to further outbreaks of similar diseases.

Precaution – During the COVID19 Pandemic

- Until further notice, do not travel overseas for any reason (including on behalf of Partner Housing Australasia).
- Adhere strictly to all Australian government regulations and guidelines.
- Consult the DFAT website and DFAT Smart Traveller internet service. smartraveller@smartraveller.gov.au Do not travel contrary to the DFAT Smart Traveller advice. Where appropriate register travel with DFAT.

Precaution – After the declared subsidence of the COVID19 Pandemic

When regulated travel restrictions are relaxed (and when deemed safe to do so), ensure that all appropriate safety precautions are still observed.

These include (but are not limited to) –

- Adhere strictly to all Australian and (when appropriate) overseas government regulations and guidelines.
- Consult the DFAT website and DFAT Smart Traveller internet service. smartraveller@smartraveller.gov.au Do not travel contrary to the DFAT Smart Traveller advice. Where appropriate register travel with DFAT.
- observe at least 1.5 m social distance,
- refrain from personal touch and shaking hands,
- do not share rooms,
- do not share food or eating utensils,
- avoid crowds,
- wear a mask when in crowded situations, and
- adhere strictly to all quarantine regulations.

Workplace Health and Safety for Working from Home

The HR Manager shall provide advice to Volunteers on good workplace health and safety practices and habits (ergonomics / light / mental health) that can be used when working from home on behalf of the Organisation.

The following checklist provides guidance for workers and Persons Conducting a Business or Undertaking. The following are minimum suggestions. For more information: www.comcare.gov.au/prevent-harm/coronavirus

Any physical activity required to be undertaken

- Take appropriate breaks to ensure repetitive actions are not continued for long periods. □ Breaks involve stretching and changing of posture, and possibly alternating activity.
- Check you have a comfortable posture.
- Make sure any lifting, pushing, or carrying type task is well within your physical capacity.
- Use trolleys or other mechanisms to move heavy and awkward items.

The work environment

- Check the level of illumination and location of lighting fixtures are suited to the activity. Lighting level should be sufficient for visual tasks to be completed without eye strain. Greater illumination is generally needed for very fine visual tasks. Natural and artificial light sources should not create glare via reflection on the computer screen or working surface.
- Check there are sufficient levels of ventilation and thermal comfort.
- Check the location, height and other physical characteristics of furniture and computer/s are suited to the task and take into consideration other factors, for example, egress routes, direction of light..
- Check walkways are clear of clutter and trip hazards such as trailing electrical cords.
- Check there is no damaged flooring (uneven tiles, pulled up carpet).
- Check there is suitable storage for documents and books.
- Where possible, only use equipment that has been issued by your organisation and has recently been tagged and tested.

Communication

- Make an agreement about a reasonable communication system between you and other personnel.
- Inform your manager if there is any change that may impact your health and safety or the health and safety of another worker (for example, a new pet, renovations or moving house).
- Regular communications may be by phone, email or video conferencing.

Work practices

- Take breaks every 30 minutes of keyboarding and stand at least once per hour.
- Keep wrists upright while typing and make sure they are not supported on any surface while typing.
- Sitting posture is upright or slightly reclined, maintaining slight hollow in lower back.
- Use your hand to hold telephone receiver or wear a headset (no cradling).
- Break up long periods of continuous computer use by performing other tasks.

Mental health

- Set up your workstation and establish boundaries around your work hours with your partner, children and/or house mates.
- Schedule regular meetings and catch ups with your manager, team and clients to help you maintain ongoing contact and foster positive working relationships.
- Stay connected via phone, email and/or online (via your organisation's videoconferencing, instant messaging platforms, etc) to keep you across latest developments with work, your team and organisation.
- Use outdoor spaces where possible when you take breaks and try to incorporate some exercise or other activity as part of your working day.
- Play music or listen to the radio to create a harmonious working environment.
- Identify any potential distractions and put strategies in place to minimise them, for example separating your workstation from the rest of the house.