ENGINEERS WITHOUT BORDERS-USA
HEALTH AND SAFETY POLICY

0. HISTORY
• January 2009 – Engineers Without Borders-USA (EWB-USA) Health and Safety (H&S) Program accepted
• September 2009 – EWB-USA H&S Program requirements enforced
• September 2010 – Second revision of the EWB-USA H&S Program
• September 2011 – Third revision of the EWB-USA H&S Program
• March 2013 - Current version of the EWB-USA H&S Policy

1. INTRODUCTION AND PURPOSE
The vision and mission of EWB-USA are as follows:

Our Vision:
“A world in which the communities we serve have the capacity to sustainably meet their basic human needs, and that our members have enriched global perspectives through the innovative professional educational opportunities that the EWB-USA program provides.”

Our Mission:
“EWB-USA supports community-driven development programs worldwide by collaborating with local partners to design and implement sustainable engineering projects, while creating transformative experiences and responsible leaders.”

The H&S program will serve to provide guidance needed to prevent accidents and injuries from occurring while working to implement the EWB-USA mission. The program will also educate and train our volunteers on basic safety practices that will benefit them throughout their careers.

1.1. Purpose
The goal of the EWB-USA H&S Program is to:

• Set forth the policy of EWB-USA relative to H&S
• Define the adopted organizational structure
• Provide a set of protocols and guidelines designed to foster healthy and safe project conditions both for the EWB-USA team members and local participants
• Foster a culture of safety on EWB-USA projects
• Improve safety education and awareness among EWB-USA members and partners

It is the policy of EWB-USA that H&S considerations be incorporated as an integral part of every EWB-USA project, from initial project consideration and planning through implementation and follow-up monitoring. The program is intended to instill a sense of the common safety practices generally followed by professional engineering practitioners and the construction industry in the US, therefore serving the dual purpose of raising the bar of safety on EWB-USA projects and enhancing the learning experience for the volunteers. The program is not meant to incorporate the entire Code of Federal Regulations or other consensus standards into the EWB-USA mission, but only to provide appropriate and prudent guidelines specific to the work being conducted through the EWB-USA mission.

1.2. Scope and Applicability
The EWB-USA H&S Program is applicable to every site assessment, project
implementation, and monitoring trip conducted through the EWB-USA program.

1.3. **Contractors and other parties**

In-country partners, local inhabitants and/or other parties partnering with EWB-USA to complete any project are not directly subject to this program. However, the safety of EWB-USA’s collaborators in the countries in which EWB-USA is working is no less important. Although consideration should be given to balancing risks, safe and healthy practices, and local cultural conditions, the overriding consideration must be the health and safety of the EWB-USA personnel. In-country partners should be included in the daily safety meetings, and receive some onsite training in safety practices relevant to the tasks of the day.

1.4. **Compliance with this program**

Compliance with this H&S program is required. Project teams that are found not to be in compliance with the program will risk losing EWB-USA approval for future travel for themselves, and their chapter affiliation with EWB-USA, as outlined by EWB-USA’s Corrective Actions Policy.

2. **ORGANIZATION AND COORDINATION**

2.1. **Organizational Level Responsibility**

The H&S Program will not succeed without the support and cooperation of the full organization. Safety must become a priority that is supported by professional and faculty members, as well as the executive, board, and administrative levels of the EWB-USA organization. An H&S Committee has been established to develop and implement the program, and all efforts will be made to facilitate the student and professional chapters’ ability to be in compliance with the program. Successful implementation and conduct of the H&S program requires that the H&S Committee have a defined contact for reporting, accountability, decision-making, and liaison with the administrative staff and Board. This accountability will serve to minimize miscommunication and fragmentation of the program. The current contact for these functions is the EWB-USA Executive Director. The Executive Director’s primary communication with the H&S Committee will be through the Committee’s Chair.

2.2. **H&S Committee**

The EWB-USA H&S Committee will have the overall organizational responsibility for H&S. Responsibilities of the H&S Committee include:

- Policy development;
- Establishing practices and guidelines;
- Recommending changes in EWB-USA administrative documents to properly incorporate H&S elements;
- Review potential EWB-USA projects during the project acceptance phase for the potential of a project to pose H&S hazards beyond what is appropriate for EWB-USA participation;
- Providing a structure for the review of H&S planning on all projects;
- Supporting project teams and EWB-USA staff when special planning needs arise;
- Assisting teams and EWB-USA staff when incidents or accidents occur;
- Evaluating incident reports;
- Recommending and implementing program changes;
- Facilitate training sessions (online and live) to increase the education and awareness of
the EWB-USA community with regards to the H&S program; and

- Monitor the progress of the H&S program and provide periodic reporting to the national EWB-USA organization regarding the H&S policies and programs.

These responsibilities will be carried out in close coordination with the Technical Advisory Committee (TAC) and EWB-USA staff.

The H&S Committee will consist of at least one representative from each of the regional TACs. As such, members are also a member of their respective regional TAC. Each member serves as the focal point for H&S at the regional level and is the principal resource for the TAC in H&S matters.

EWB-USA H&S Committee members are appointed and their names and contact information can be made available.

2.3. **TAC H&S Representative**

The regional H&S Committee members are also members of the associated regional TAC. This dual role is intended to promote uniformity in practices, and to provide a strong link between the needs of the projects (as seen in the TAC project reviews) and the H&S Committee. The review role of the TAC H&S representative may also be supplemented by TAC members and by the EWB-USA staff.

The TAC H&S representatives are responsible for reviewing the site-specific H&S plans (HASP) of projects that come before the TAC. Project applications will be reviewed by the full H&S Committee only if special safety concerns are identified during the application review, or at the request of EWB-USA staff. The TAC H&S representatives also serve as resources for H&S planning for chapters.

2.4. **Project Health and Safety Officer**

Every project must have two designated Health and Safety Officers (HSO). The responsibilities may be divided between a “Health Officer” and a “Safety Officer”. In either case, each of the following requirements and responsibilities must be met by the traveling team members, and these members must be identified in the HASP.

The project HSOs are responsible for planning and implementing the H&S practices on the project. Detailed responsibilities include the following:

2.4.1 **Requirements for the Health and Safety Officers**

- Cannot be the project team lead or a solo mentor, unless the travel team is too small to allow this
- First Aid and CPR Certified by the Red Cross or equivalent (See Section 4.1 for additional detail on this requirement)
- Wilderness First Aid – required for teams traveling to extremely remote locations and who will have to travel a long distance to reach basic medical assistance, and strongly recommended for all teams (See Section 4.3)
- Additional training, as appropriate to cover the anticipated H&S hazards
- Experience or appropriate training in topics specific to project needs
- Must be a professional or student chapter member
- Must have at least one HSO on-site during project work
- Must participate in project reviews conducted by the TAC
• HSOs are reviewed and approved by EWB-USA staff and H&S Committee

2.4.2 Responsibilities of the Health and Safety Officers

• Work with Project Lead and H&S mentors/TAC representatives to interpret and appropriately implement the H&S program.
• Critically evaluate and define the appropriate Task Hazard Management Strategies, as they apply to the work that is to be conducted during the trip.
• Author or co-author the HASP.
• Complete form 606 – Emergency Contact Page (found in the Sourcebook Downloads page of the EWB-USA website), ensuring that all contacts are current and correct.
• Collect the 603 – Personal Health Checklist form for each traveler (found in the Sourcebook Downloads page of the EWB-USA website). This form includes allergies and other medical conditions.
• Check in with the U.S. Check-In (See section 2.5) at intervals determined prior to the trip and specified in the HASP.
• Review State Department and International SOS websites for security warnings and follow procedures identified in form 609 - Travel Safety Procedures (found in the Sourcebook Downloads page of EWB-USA website).
• Research necessary travel health needs, and communicate these to the project team during project planning.
• Contact the International SOS, and determine the nearest medical facility to the project location. Include this information in the HASP.
• Contact the relevant US Embassy for input on medical evacuations as well as communications.
• Present and discuss the HASP, including all relevant Task Hazard Management Strategies that are expected or likely to be encountered during the trip with the project team members prior to departure.
• Be responsible for the first aid kit, making sure it is complete per the Medical Kit Contents document (Form 604 on the Sourcebook Downloads page of EWB-USA website), kept in a central location. Know how to use its contents, and communicate its location to project team members.
• Manage/coordinate the selection and procurement of Personal Protective Equipment (PPE).
• Conduct daily safety meetings, tailored to the tasks to be performed that day.
• Halt work activities that represent imminent hazards.
• In the event of a minor injury/illness, serious injury/illness or safety situation, initiate and follow the Emergency Response Plan (Form 614 on the Sourcebook Downloads page of the EWB-USA website. Also see Section 8.1).
• In the event of an incident leading to an injury or fatality, act as the victim’s advocate, travel to medical facilities with the victim, assist in communications (using translator if necessary) with medical professionals, insurance carriers, family members, and EWB-USA.
• In the event of an incident or near-incident, assist in incident investigations, prepare and report preliminary incident reports, and act as lead contact throughout incident investigation until a finalized report is generated.
• Fill out the EWB-USA Incident Report (Form 612 on the Sourcebook Downloads page of the EWB-USA website) and submit to the chapter relations manager (CRM) as soon as possible (see Section 8.2).
• Identify others in the group with special training such as First Aid, CPR, Wilderness First
Aid and inform group members of those resources on the team.

2.5 U.S. Check-In Contact
Every trip is required to have at least one U.S. Check-In Contact. This contact must be aware of the point-to-point travel details of the project and is a checkpoint for the travel team. This contact may not leave the U.S., and must be available to contact by EWB-USA for the duration of the project team's travel. Travel teams are required to schedule contact with the U.S. Check-In Contact to establish their location and ensure that all travel team members are accounted for. Ideally, this contact will take place daily over the telephone, but alternate methods and schedules can be determined by the project teams and must be specified within the HASP.

If the project team fails to make contact with the U.S. Check-In Contact, this contact must immediately call the EWB-USA emergency telephone line. The U.S. Check-In Contact may also be contacted by EWB-USA for status updates on the team. The team will need to leave a copy of the final 606 - Emergency Contact Page and the 600 – Health and Safety Plan with the U.S. Check-In Contact prior to departure.

If an emergency situation occurs, the U.S. Check-In may need to relay information to chapter members, as well as family members who are in the United States. If there are specific instructions regarding this communication, EWB-USA Headquarters will be in contact with the U.S. Check-In. The U.S. Check-In should also remain in contact with the Chapter Relations Manager (CRM) at EWB-USA Headquarters regarding the situation.

2.6 H&S Support
Students, professionals, and faculty members involved in EWB-USA projects are not expected to already be experts on H&S. However, since experienced H&S personnel are required to be part of every project team, and project planning and staffing must recognize this necessity. Training activities will be facilitated through this program and the opportunity to learn more about standard safety practices in the construction industry will be made available. In addition, efforts will be made to establish a network of safety experts and professionals in the industry for project teams to contact for assistance in completing their project planning tasks and their HASP. Despite these support efforts, it is in the best interest of the project team to actively solicit and recruit experienced and knowledgeable H&S expertise to serve on their project teams.

3. SITE SPECIFIC HEALTH AND SAFETY PLAN (HASP)

3.1 HASP Content
A HASP (Document 600 on the Sourcebook Downloads page of EWB-USA website) will be generated for all trips undertaken by an EWB-USA chapter. If the same site is visited more than one time, a new or revised HASP will be created for each trip. An example HASP is incorporated in the 600-HASP Instructions and Template on the sourcebook downloads page of the EWB-USA website. The team’s HASP must be printed out and be accessible to all members of the travel team during the trip. The recommended location for this document is inside the first aid kit. The first page of the HASP must be the Emergency Contact Page (Form 606 on the Sourcebook Downloads page of the EWB-USA website).

The purpose of the HASP is to:
- Identify the tasks to be conducted during the trip, their associated hazards, and how the team plans to mitigate the risk associated with these tasks.
• Identify hazards associated with the project area (diseases, animals, security risks) and how the team plans to mitigate those risks.
• Identify the project team members who will be the HSOs and emergency contacts for the trip.
• Establish emergency protocols, including maps and directions to emergency care facilities.
• Identify travel safety and security issues and protocol.
• Provide for training and post mobilization reporting.

3.2. HASP Compliance
To underscore the importance of this document, every member of the travel team must sign off that they have reviewed and will comply with the procedures and protocols outlined in the HASP. This is a section in the Volunteer Waiver Agreement (Document 605 on the Sourcebook Downloads page of EWB-USA website) that is required by all members of the travel team. In addition, the HASP document itself must include a signature page completed with the signatures of:

- The HSOs for the trip
- The project team leaders
- The US Check-In Contact
- The project professional mentors

This signature page will signify that the information contained in the documentation is current and correct, that the travel team is aware of the information contained in this document prior to departure, and that a printed copy of this document will be on-site with the travel team at all times.

3.3. HASP Review
Just as TAC approval is required for the technical elements of an implementation effort, approval of the HASP is required to be cleared for travel. Implementation trip HASPs will be reviewed by members of the H&S Committee, and Assessment and Monitoring trip HASPs will be reviewed by the EWB-USA project managers.

HASP reviews will be assigned to members of the committee on a monthly basis, and comments will be submitted to the project team with the TAC comments. The project teams will be able to address the comments of the HASP review and resubmit their HASP for approval prior to travel. The name and contact information of the HASP reviewer will be included with the comments, and the team is encouraged to work with the reviewer to address comments in a timely fashion.

Project teams will not be cleared to travel without an approved HASP, and violations of this policy may be subject to corrective actions, as outlined in EWB-USA’s Corrective Actions Policy (Document 203 on the Sourcebook Downloads page of the EWB-USA website).

4. TRAINING PLAN

4.1. General
Current First Aid/CPR certification is required for HSOs traveling on an EWB-USA project, but is strongly encouraged for all travel team members. Training will be by the Red Cross or equivalent. Red Cross equivalent courses are any covering the same curriculum as the Red
Cross courses and in general any like course offered by the American Heart Association, National Safety Council, American Safety and Health Institute, Medic First Aid, National Outdoor Leadership School (NOLS), or any course approved for US Forest Service Personnel, Sierra Club Outing Leaders or US Ski Patrol Members. Courses from agencies not listed here will be accepted pending review for equivalency by the H&S Representative. On-line training courses and refreshers are not acceptable.

Training classes may be organized by the local chapters, or individually obtained. Bloodborne Pathogens (BBP) training will be included in First Aid training, and all should be aware to protect themselves when administering first aid on others.

Basic H&S training will be made available via the EWB-USA website and during regional EWB-USA workshops. The minimal training for the HSO will cover PPE, heat/cold stress, biological hazards, confined space identification, etc. As available, regional H&S representatives may conduct training for individual chapters or teams. Some training may be covered by free online training. It is the responsibility of the chapters to seek out appropriate training for their project trips.

4.2. Daily Safety Meetings

The HSOS, with the support of the project leader will conduct safety meetings each day prior to the commencement of work. The meeting will be to summarize the tasks to be conducted during the day, who is working on which tasks, and to remind the project team members of the hazards associated with each task, and how they plan to mitigate the risk associated with each task. The meeting will include other relevant factors such as weather, predicted weather, and changes in personnel and project partners. The location/assigned task of key personnel (i.e. project translators and HSO) should be specifically identified during the daily safety meeting. The location of the team’s first aid kit should also be identified during this meeting. All project participants, including in-country partners, will participate in the daily safety meeting.

4.3. Supplemental Training and Equipment

Remote sites pose special risks due to professional medical attention being extremely difficult to access in an acceptable timeframe. In this document, “Remote” will generally refer to sites that are accessible by larger vehicles (boat, jeep, truck, etc.), but are more than an hour away from a main road. The term “Extremely Remote” will generally apply to locations that can only be accessed by foot, animal (horse/mule/etc.), or motorcycle and are more than one hour away from a main road or vehicular transport. For projects in remote locations, advanced responder training such as Wilderness First Aid or Wilderness First Responder for multiple project team members is highly recommended and in certain cases may be necessary.

Specialized equipment, training/re-familiarization refreshers are warranted for certain types of project tasks or hazards. Examples of specialized equipment and training include: fall protection equipment for working at heights, excavation safety measures such as shoring, and AEDs/AED training for electrical work.

EWB-USA and the H & S Committee reserve the option to require additional training and/or safety equipment on a case-by-case basis. These additional requirements will be used to address specific safety issues or remote project locations. The organization and payment for any additional training is the responsibility of either the volunteers or the chapter.
The project HSO must assure and verify that the traveling project team has been trained on all elements of the HASP prior to final approval for travel or departure.

5. COMMUNICATIONS

Onsite and offsite communications must be available at all times. The ability to communicate in the event of an incident can make the difference between life and death.

Prior to departure, at least one telephone that will work at the project site and the places where the team will be staying must be researched and procured. This telephone must be in the possession of the EWB-USA travel team at all times. Satellite phones should be rented if the team is to be out of cell tower reception for a significant amount of time. The primary team telephone cannot be borrowed from locals or the local NGO. A means of keeping telephones charged must be determined before departure and described in the HASP. Cellular/Satellite phone numbers must be submitted to EWB-USA as soon as possible.

Radios or cell phones procured for project teams spread out across a wide area must be maintained in working order at all times. No team members shall be outside of radio or cell phone contact while on site. Sufficient battery power must also be procured and brought to the project site.

The HASP must include the specifics on all available means of communications, where to find alternate means of offsite communication (ex. landlines, NGO phones, or internet cafes), and the local and regional phone numbers to call. If local phones or services require coins or calling cards, these items should be on hand with the HSO or a designated party and the group informed of their availability and instruction for use. All emergency contact persons and phone numbers must be listed in the 606 – Emergency Contact Page (see details below).

6. TRAVEL SAFETY

The security situation in our project areas can change rapidly. Project teams are required to follow procedures identified in Travel Safety Procedures (Form 609 on Sourcebook Downloads page of EWB-USA website). All travel teams should check the US State Department website (http://travel.state.gov) and the International SOS website (http://www.internationalsos.com, member number 11BCPA000270) prior to departure for pre-trip planning and security updates. Travel teams are also required to register their travel with the US State Department (https://travelregistration.state.gov). Non-U.S. citizens are encouraged to investigate the corresponding policies of their nation’s embassies.

7. MEDICAL CONSIDERATIONS

7.1. Pre-mobilization requirements

All traveling EWB-USA project team members are required to complete the Personal Health Checklist (Form 603 on Sourcebook Downloads page of EWB-USA website) and submit the completed form to the HSO. Relevant medical conditions, such as allergies, asthma, diabetes, heart conditions, etc. should be shared with the Health and Safety Officers (HSOs) prior to travel. The HSO will maintain this file onsite with the HASP. The HSO will keep the personal medical information private, unless an emergency situation requires that this information be
accessed.

Disclaimer: While EWB-USA is not a health care provider or agency subject to regulation under the Health Insurance Portability and Accountability Act (HIPAA), EWB-USA appreciates that a person's medical history is personal information and will endeavor to preserve the confidentiality of all information provided herein. Only Health and Safety Officers will have access to your personal medical information, and each authorized person understands that such information may be accessed and used by them only as necessary to inform health care providers of your medical needs in time of emergency, or for other authorized, legitimate reasons.

7.1.1 Identify Disease Risks
The HSO will be responsible for researching the Center for Disease Control (CDC) website and contacting a travel clinic to determine the disease risks in the specific region of travel, and communicating to the other team members the risks posed in the region. Typical diseases encountered in EWB-USA project locations include yellow fever, dengue, AIDS and STDs, tuberculosis, malaria, hepatitis, schistosomiasis (also known as bilharzia, bilharziosis or snail fever), and leptospirosis. The travel clinic professionals and the CDC website should be able to provide information regarding how to minimize the risk of exposure to the diseases present in the region. This information shall be included in the HASP and communicated to the team members.

7.1.2 Inoculations and Immunizations
Refer to the CDC’s travel health website for recommendations on inoculations and immunizations for health risks in the region of travel. EWB-USA strongly recommends that traveling project team members follow the CDC recommendations, as well as those provided by a travel clinic. The HSO will research this information and present it to project team members in advance of travel.

7.1.3 International SOS
EWB-USA has purchased service from International SOS (ISOS). The service can be used during the project planning stage to determine the nearest medical facilities to the project site, research health and medical recommendations for the region of travel, and in the creation of a risk mitigation plan. It can also be used in a safety/security emergency situation, including natural disaster, political/military events, assault/criminal activity/theft. EWB-USA members with Seven Corners insurance coverage should always contact Seven Corners before ISOS in a medical emergency situation. If Seven Corners is not able to assist the chapter, to arrange for medical evacuations and for assistance in administering first aid, the team should contact ISOS. See the Emergency Response Plan (Form 614 on the Sourcebook Downloads page of the EWB-USA website).

EWB-USA’s ISOS member number is 11BCPA000270. Project teams should check www.internationalsos.com for more information on their site and to find the appropriate emergency response phone numbers to include in the HASP.

7.1.4 Insurance
U.S. health insurance policies will seldom cover treatment in the areas where EWB-USA has projects. Medical insurance valid for the dates of travel, specific for the project location is required for all EWB-USA volunteers. EWB-USA is currently working with Seven Corners
Insurance to provide low cost medical insurance and emergency evacuation coverage for all EWB-USA members traveling on EWB-USA projects. All chapters are required to use Seven Corners Insurance. Chapters will be billed for their travel insurance through Seven Corners Insurance. Universities that require travel insurance through the university's insurance are exempt from this policy. In this case, traveling team members are required to submit the Health Insurance Form (Form 608 on Sourcebook Downloads page of EWB-USA website) to verify that they have purchased appropriate medical insurance.

EWB-USA travelers are strongly encouraged to hold a U.S. insurance policy that will be valid for the dates of travel and for at least 1 year after the traveler returns to the U.S.

7.2. **Onsite requirements**

The first aid kit will be located where any project member has easy access. If team members will be split into more than one group and not working near to each other, multiple first aid kits will be maintained onsite, and one assigned to each group. The location of the first aid kits will be communicated to the team and in-country partners by the HSO during the daily safety meeting (Section 4.2). The first aid kit should include the contents specified in the Medical Kit Contents list (Document 604 on Sourcebook Downloads page of EWB-USA website). For project teams required to carry an AED, the AED must be available near the location of electrical work.

8. **SMALL TEAMS AND EXTENDED STAYS**

Approval for travel teams that are very small (less than 3 people) or who will be staying for an extended period of time (any time outside of the scheduled team trip) may be granted, but additional requirements may be put into place on a case-by-case basis. The EWB-USA H&S reviewer may put any combination of the following requirements into effect. In unique situations, the reviewer may also identify additional requirements not stated here or decline the trip if appropriate precautionary requirements cannot be met by the travelers.

1. **General Understanding of Additional Risks.** The travelers must demonstrate an understanding of the additional risks associated with being alone or in a small group in the project country for an extended period of time. These risks are beyond the general concerns regarding the project and country.

2. **Established Program.** The project must be for an established program having either 1) at least two previous EWB-USA trips to the community, or 2) an extensive and verifiable history with a partnering entity or NGO that is already working in the community.

3. **Pre-Trip Physicals.** Although not required, EWB-USA encourages travelers to get a pre-trip physical in order to make sure that they do not have any health conditions that might be complicated during the trip.

4. **Additional Local Contacts.** The Emergency Contact Page (Form 606) must include at least two local contacts with independent phone numbers. These contacts should not both be from the same local NGO.

5. **Language Proficiency.** The travelers must have at least intermediate proficiency in one of the official languages of the project country. Intermediate proficiency is defined as the ability to create sentences that are beyond memorized phrases, ask and answer questions on familiar topics and handle typical situations or transactions. If they do not
have at least intermediate proficiency they must identify two locals available to them at all times (in transit and on site) who can speak both English and the local language. The local translators must be over the age of 18 and should not both be from the same local NGO.

6. General Travel Experience. The travelers must have significant experience traveling internationally. In addition, the travelers must have visited the project site previously or be accompanied by a team during the first portion of an extended stay.

7. Medical Training. Two team members will need current First Aid/CPR certification, consistent with our standard HSO requirements. Solo travelers must have successfully completed at least a recognized 2-day course (or equivalent refresher course) in remote medicine within the last 3 years. The training requirements of the solo traveler may be less if a local partner (such as a nurse or doctor) is available to provide assistance. In this case, the traveler would need to confirm the local partner’s acceptance of this responsibility ahead of time. If the project is located more than 2 hours away from a major travel route to a hospital, the travelers must have successfully completed at least a recognized 5-day course (or equivalent refresher course) in remote medicine within the last 3 years. Those with advanced training in medicine such as active emergency medical technicians (EMTs), registered nurses (RNs), medical doctors (MDs), and military medics are exempt from this requirement, but must provide documentation of their current registration/license. Documentation of these required refresher courses is required with the HASP.

8. Back-up Transportation Plans. The travelers must have identified at least one method of getting from the project site to both 1) a major airport and 2) a U.S. consulate or embassy in a timely fashion and without NGO assistance. Acceptable methods of travel include local buses and established taxi services.

9. U.S. Check-In Contact. The travelers must arrange for check in with the U.S. Check-in Contact by some method (blog/text/email/phone call) and must check in at least three times a week. More frequent contact may be necessary depending on the specific situation. If the U.S. Check-in Contact finds that they cannot reach the travelers at any time within 24 hours, the U.S. Check-in Contact must agree to notify EWB-USA immediately.

10. Travel Route Documentation. All travel routes must be documented in the HASP with routine stops including, but not limited to, hotels, shopping areas, the community location, work zone (if different from the location of the community), and the NGO headquarters. All identified locations and routes are to be detailed with GPS coordinates.

11. Additional In-Country Support. For smaller teams (especially for solo travelers), the local NGO or other trusted local partners will likely need to offer additional logistical support and have a more active role in the emergency response planning. The following are three additional requirements that may be required of the local partners.

   a. The local partner must understand and agree to comply with the portions of the HASP that pertain to emergency procedures in the event that the traveler is incapacitated. This includes contacting EWB-USA and the team member’s USA contact.

   b. The local partner must accompany the travelers from the airport to where the
traveler will be staying for the duration of the approved work schedule.

c. The traveler must reside in the same community as the local partner. Residing alone in the community without nearby support will only be permitted to travelers with extensive experience in the region and who can speak the local language with sufficient fluency. Permission will be determined on a case-by-case basis.

Small teams and or teams with extended stays should use the table in Attachment M of the 600 – Health and Safety Plan Template to clearly document how they plan to address applicable requirements. Ultimately the Health and Safety reviewer will make a decision on which requirements are applicable but the chapter should use their best judgment on which would apply when submitting their HASP. In general, each requirement can be addressed by a description of the team’s plans. Additional documentation (such as letters of the support of the NGO, for example) will not be required.

9. EMERGENCY MANAGEMENT

9.1. Emergency Response Plan (Form 614)
The Emergency Response Plan (Form 614 on the Sourcebook Downloads of the EWB-USA website) is the team’s guide for handling both emergent (serious injury or illness that requires medical treatment in country, or safety situations) and non-emergent incidents (minor injury or illness) that involve EWB-USA members during EWB-USA trips.

A completed Emergency Contact Page (Form 606 on the Sourcebook Downloads page of the EWB-USA website) must be submitted with every HASP. This page is to be the first page of the on-site printed copy of the HASP, printed in an alternate color and laminated. It is also recommended that each traveler carry a copy of this Emergency Contact Page. Traveling teams are also encouraged to use the pocket-sized Emergency Contact Card template on the Health and Safety pages of the myEWBUSA website.

Project teams are required to specify their point-to-point travel details in the HASP, and are also required to identify a U.S. Check-In Contact (Section 2.5). This contact is to monitor the location of the team, and to notify EWB-USA in the event that they lose contact with the team.

EWB-USA recognizes that universities may have their own emergency response plan that student chapters are expected to follow. It is the responsibility of the student chapter to compare the EWB-USA Emergency Response Plan with their University’s plans and document any discrepancies and an approach for dealing with those discrepancies in their HASP.

For situations involving personal safety, such as sexual assault, victims should not hesitate to bypass the standard emergency response plan and email cathy.leslie@ewb-usa.org or call the EWB-USA emergency response phone number – 1-303-478-8244 immediately, as explained in Section 9.4 below.

9.2. Incident Reporting
The Site HSOS will be responsible for reporting the details of any incident or near-incident that occurs while on an EWB-USA trip. The Incident Report (Form 612 on the Sourcebook Downloads page of EWB-USA website) must be included in the HASP and completed by the
HSO as soon as possible after the incident has occurred. This Incident Report must be submitted to EWB-USA with their team’s post-trip report. Circumstances resulting in serious injury or significant changes of the expected project conditions (i.e., substantially different hazards than anticipated) may require immediate cessation of work and notification to EWB-USA.

Upon receipt of an Incident Report, the EWB-USA staff may follow up with the project team members or affected locals. All incident reports are sent to the H&S Committee Chair, and will be summarized for the rest of the committee. These reports will be evaluated to determine:

- Why the incident occurred;
- What could have been done to prevent the incident;
- What will be done in the future to avoid similar incidents; and
- If this incident is indicative of a larger safety problem.

NOTE: Reporting of incidents and near-incidents is required. Failure to report an incident may result in the chapter not being approved for future projects.

9.3 **Personal Safety**

EWB-USA places the utmost importance on the personal safety of our members. Our policies and procedures are based on this premise and make every effort to prevent an instance where the safety of our member is compromised. We are committed to the support of our members, both before and after incidents occur. If you have been a victim of a personal assault, know that the resources will be made available to assist in your recovery.

In the case of personal safety incident, such as sexual assault, victims should not hesitate to bypass the standard emergency response plan and email cathy.leslie@ewb-usa.org or call the EWB-USA emergency response phone number – 1-303-478-8244, immediately.

9.4 **Post Travel Health and Safety Evaluation**

Travel team members are asked to summarize H&S lessons learned for every trip in the post trip report. This is to give teams an opportunity to consider:

- Near misses, suspicious activity, or other potential problems
- What went well
- What could have been done better
- Any additional advice that EWB-USA might want to convey to future travel teams

These lessons learned should be included even if there were no reportable incidents and are used by the EWB-USA staff and the H&S Committee to guide future policy.

9.5 **Root Cause Analysis**

At the discretion of EWB-USA and the H&S Committee, Root Cause Analysis (Form 613 on the Sourcebook Downloads page of EWB-USA website) may be undertaken with the input of the project personnel. The Root Cause Analysis will help EWB-USA to understand the cause of the incident, and based on this determination, make revisions to the program, provide or recommend additional training, or complete other tasks that will aim to mitigate the risk of the same incident occurring in the future.
ASSOCIATED DOCUMENTS

The following are documents that are associated with the EWB-USA H&S Program and are available on the Sourcebook Download page of the EWB-USA website - www.ewb-usa.org. Additional H&S resources are available on the H&S Program page of the EWB-USA website.

- 203 – Corrective Actions Policy
- 406 – Health and Safety Officer Qualifications
- 600 – Site Specific Health and Safety Plan (HASP) template and instructions
- 603 – Personal Health Checklist
- 604 – Medical Kit Contents Checklist
- 605 – Volunteer Waiver Agreement
- 606 – Emergency Contact Page
- 608 – Health Insurance Form
- 609 – Travel Safety Procedures
- 612 – Incident Report
- 613 – Root Cause Analysis
- 614 – Emergency Response Plan