

Health and Safety Plan

17 March 2022

CEPF Application CEPF-112735

Guardian Villages – Empowered communities to manage wetlands in Lao PDR

Xe Champhone Ramsar Wetland Complex, Savanhaket Province, Lao PDR

Grant Summary

1. Grantee organization: Wildlife Conservation Society, Lao PDR Program
2. Grant title: Guardian Villages – Empowered communities to manage wetlands in Lao PDR
3. Grant number: 112735
4. Grant amount (US dollars). 220,000
5. Proposed dates of grant: 01 July 2022 – 30 June 2025
6. Countries or territories where project is located: Lao PDR
7. Full name, title, telephone numbers, and electronic mail address of Grantee personnel responsible for the health and safety plan: WCS Lao PDR Program
8. Summary of the project: This project will support sustainable community-based management of wetland habitats and the conservation of Siamese crocodile at the Greater Xe Champhone Ramsar Wetland Complex. The primary goal is to facilitate community-led management processes through the establishment and adoption of a formalized Guardian Village community co-management model. During this pilot and demonstration phase of the Guardian Village model implementation, we will focus on three adjacent villages to test and refine the approach, before scaling out to the extended wetland complex. To achieve the project goal, two primary objectives will be achieved: the establishment and implementation the Guardian Village model in 3 villages, and the establishment and support for water user groups supporting sustainable use and planning regarding critical habitat oxbows and constructed multi use water sources.
9. Date of preparation of the health and safety plan: 17-18th March 2022.
10. **Describe the component of your project that has raised health and safety issues:** This section should explain the activities that might cause concern about health and safety.

The project involves ongoing interactions between WCS project staff, community members, and government counterparts. These frequent and ongoing interactions present a potential risk for COVID 19 transmission between the staff mentioned above.

Additionally, travel to and from sites, and field work poses safety risks to be managed, as outlined below.

11. **Actions to ensure health and safety:** Describe actions that will be taken to ensure the health and safety of project workers as well as local community members. Include a description of the precautions that will be taken against transmission of COVID-19.

COVID -19

The health and safety measures implemented by WCS are in close accordance with the Government of Lao Task Force and WHO Guidelines:

- All permanent WCS staff in Laos that interact with community and government stakeholders are fully vaccinated against COVID, with booster shots encouraged as necessary
- All meetings held with GoL and Community stakeholders follow GoL taskforce social distancing requirements, including mask wearing, hand sanitizing, and making sufficient masks and alcohol hand sanitizer available at all meetings, events and interactions.
- All work conducted in offices follows the current and updated direction of the GoL COVID-19 Taskforce, including social distancing, mask wearing, office rotation when necessary and responses to positive cases.
- Staff are regularly tested with Rapid tests, and tests are used by WCS staff prior to any meetings held with community members.
- WCS staff that test positive with COVID, and identified C1 close contacts are required to self-isolate according the current direction of the COVID-19 task force and can only return to duty after meeting all requirements.
- During times of higher transmission, staff are encourage to work from home and office work based on a rotational basis for activities that must occur in the office.

General Field Safety Procedures

- Prior to any field work, WCS staff must use the Safety Checklist (Annex 1) to ensure that all required safety steps to be taken before field work commence have been undertaken
- All staff conducting field activities must exercise due care at all times and follow safe work practices to prevent injuries and illness to themselves and others
- All staff must report all safety incidents, accidents and near misses to the relevant activity coordinator at the earliest possible opportunity.
- All field staff must read and understand the Emergency Response and Management Plan outlined in Annex 2 of this plan (also provided at the office)
- All WCS staff must make themselves available for first aid training and first aid refresher training when it is offered by senior WCS management

12. **Budget:** These safety actions are currently implemented by the WCS Savanhaket Program, and are not expected to require any additional costs under the proposed CEPF grant.

13. **Monitoring and Evaluation:** This section aims to outline what steps the grantee will take to monitor and evaluate the impact of the proposed intervention.

Records will be kept of COVID-safe actions taken, for example, photographs and sign in sheets for meetings and workshops will be systematically recorded. Additionally, senior WCS staff will regularly visit and monitor field teams to ensure that COVID-19 directions and procedures are being followed by all staff members.

ANNEX 1. Field Safety Checklist

CHECKLIST (Please complete the following information prior to Field Work)

ລາຍການ Item	ລາຍລະອຽດ Detail	ສໍາເລັດ <input checked="" type="checkbox"/> Completed
1. ສຸຂະພາບ Health	<p>ກ. ສະມາຊິກພາຍໃນທີມທຸກຄົນ ມີສຸຂະພາບບຸ່ນແຂງແຮງດີ ແລະ ເໝາະສົມທີ່ຈະດໍາເນີນກິດຈະກຳຫຼືບໍ່ ?</p> <p>a. All team members fit and healthy to conduct activity?</p> <p>ຂ. ໄດ້ພິຈາລະນາບັນດາຜົນກະທົບ ແລະ ຂໍ້ຈຳກັດ ກ່ຽວກັບ ພະຍາດໂຄວິດ19 ແລ້ວບໍ່?</p> <p>b. Have COVID19 impacts and restrictions been considered?</p>	
2. ສະພາບອາກາດແລະຄວາມປອດໄພ Weather and Security	<p>ກ. ໄດ້ມີການກວດກາການພະຍາກອນອາກາດ ແລະ ມີການພິຈາລະນາໃນແຜນແລ້ວບໍ່ ?</p> <p>a. Weather forecast has been checked and plans considered?</p> <p>ຂ. ໄດ້ມີການປຶກສາຫາລື ແລະ ພິຈາລະນາ ສະຖານະການດ້ານຄວາມປອດໄພແລ້ວບໍ່?</p> <p>b. Has the security situation been discussed and considered?</p>	
3. ອຸປະກອນ Equipment	<p>ກ. ການຂົນສົ່ງທີ່ຈະນໍາໃຊ້ປອດໄພ ແລະ ໃຊ້ງານໄດ້ແທ້ບໍ່?</p> <p>a. Is the transport to be used in safe and working order?</p> <p>ຂ. ໄດ້ມີການກວດກາອຸປະກອນຮັບໃຊ້ທັງໝົດ ແລ້ວບໍ່ ?</p> <p>b. Has all equipment been checked?</p>	
4. ການຕິດຕໍ່ສື່ສານ Communication	<p>ກ. ບັນດາເບີໂທຕິດຕໍ່ທີ່ສໍາຄັນທັງໝົດໄດ້ບັນທຶກໄວ້ໃນ ໂທລະສັບແລ້ວບໍ່?</p> <p>a. All important contact numbers saved on phones?</p>	
	<p>ຂ. ໄດ້ສ້າງກຸ່ມໃນ ວອດແອັບແລ້ວບໍ່ (ກໍລະນີເຮັດວຽກທາງໄກ)?</p> <p>b. Whatsapp group established (if remote work)?</p>	
	<p>ຄ. ໄດ້ກະກຽມແບັດເຕີຣີສໍາຮອງສໍາລັບໂທລະສັບ ໃນຍາມສຸກເສີນແລ້ວບໍ່ (ກໍລະນີເຮັດວຽກທາງໄກ)?</p> <p>c. Spare battery bank to charge a phone in an</p>	

	emergency (remote work)?	
	ງ. ສະຖານທີ່ ຫຼື ຜືນທີ່ ສາມາດຮັບສັນ / ຍານໂທລະສັບ?	
	d. Locations / areas with phone service discussed?	
5. ການປະຖົມພະຍາບານ ແລະ ອຸປະກອນປະຖົມພະຍາບານ First Aid and supplies	ກ. ມີຄົນໄດ້ຜ່ານການຝຶກອົບຮົບການປະຖົມພະຍາບານຂັ້ນຕົ້ນ ຫຼື ມີປະສົບການ / ປະຖົມພະຍາບານ ພາຍໃນທີມບໍ່?	
	a. Someone with first aid training / experience on team?	
	ຂ. ມີອຸປະກອນປະຖົມພະຍາບານຂັ້ນຕົ້ນ / ພຽງພໍບໍ່?	
	b. First Aid kit sufficiently stocked?	
	ຄ. ໄດ້ມີການລະບຸ ສຸກສາລາ ຫຼື ໂຮງໝໍ ແລະ / ການຂົນສົ່ງຄົນເຈັບ ທີ່ຢູ່ໃກ້ທີ່ສຸດບໍ່	
c. Nearest medical center / hospitals identified and transportation discussed?		
ງ. ມີອາຫານ ແລະ ນໍ້າທີ່ພຽງພໍ ສໍາລັບກິດຈະກຳພາກສະໜາມແລ້ວບໍ່ ?		
d. Is sufficient food and water available and secured for the field activity?		
6. ແຜນທີ່ Mapping (if remote work)	ກ. ມີແຜນທີ່ຕິດອັດບໍ່ ?	
	a. Map attached?	
	ຂ. ຈຸດເຄືອນຍ້າຍ / ແລະ ຈຸດສະຖານທີ່ ທີ່ລົດຈະມາຮັບ ໄດ້ກຳນົດໄວ້ເທິງແຜນທີ່ ແລະ ລະບຸຊັດເຈນແລ້ວບໍ່?	
	b. Evacuation points / pickup locations marked on map and named?	

ANNEX 2

SAFETY INCIDENT RESPONSE STEPS

ໃນ ກໍລະນີສຸກເສີມທາງດ້ານການແພດ ຫຼື ທີ່ຄ້າຍຄືກັນ ແມ່ນໃຫ້ເຮັດຕາມຂັ້ນຕອນລຸ່ມນີ້ ເພື່ອຮັບປະກັນການເປັນຢູ່ທີ່ດີຂອງພະນັກງານທຸກຄົນ .

In case of a medical or similar emergency, follow the steps below as a guide for ensuring the well-being of all staff members.

ຂັ້ນຕອນທີ .1ພະນັກງານທຸກຄົນທີ່ໄດ້ຜ່ານການຝຶກອົບຮົມການປະຖົມພະຍາບານມາກ່ອນ ຈະຕ້ອງໄດ້ຖືກລະບຸ ແລະ ເປັນຜູ້ຄວບຄຸມສະຖານນະການສຸກເສີມ .

STEP 1. The First Aid Trained Staff Member is identified and takes control of the situation.

ຂັ້ນຕອນທີ .2ເຂົ້າເຖິງພື້ນທີ່ເກີດເຫດ ແລະ ຮັບປະກັນວ່າ ສະຖານທີ່ເກີດເຫດ ແລະ ທຸກຄົນບອດໄພ. ຕົວຢ່າງເຊັ່ນ: ກໍລະນີເກີດອຸບັດເຫດຕາມທ້ອງຖະໜົນ ຮັບປະກັນວ່າການສັນຈອນທີ່ກຳລັງຫຼັງມາທັງໝົດນັ້ນ ສາມາດຮັບຮູ້ໄດ້ວ່າ ມີເຫດການເກີດຂຶ້ນຢູ່ທາງໜ້າພວກເຂົາ .

STEP 2. Assess the scene and ensure that the scene and everyone is safe. For example, in the case of a road accident, ensure that all oncoming traffic can be made aware that there is an incident before they arrive on the scene

ຂັ້ນຕອນທີ .3ພະນັກງານທີ່ໄດ້ຜ່ານການຝຶກອົບຮົມການປະຖົມພະຍາບານມາກ່ອນ ຕ້ອງຊ່ວຍເຫຼືອກັນໃນເບື້ອງຕົ້ນກ່ອນ ຖ້າຈຳເປັນ,ໂດຍການຊ່ວຍເຫຼືອຂອງສະມາຊິກທີມງານ

STEP 3. The First Aid Trained Staff Member commences first aid if necessary, with assistance of other team members

ຂັ້ນຕອນທີ .4ການສື່ສານ: ຖ້າສາມາດຕິດຕໍ່ສື່ສານໄດ້ຈາກສະຖານທີ່ເກີດເຫດ, ບຸກຄົນນັ້ນ ແມ່ນຕ້ອງຮັບຜິດຊອບໃນການຕິດຕໍ່ສື່ສານກ່ຽວກັບເຫດການ ກັບພາກສ່ວນດັ່ງລຸ່ມນີ້ :

1. ຕິດຕໍ່ຫາໜ່ວຍງານທາງການແພດ ຫຼື ໜ່ວຍງານຂົນສົ່ງຄົນເຈັບ
2. ຕິດຕໍ່ຜູ້ປະສານງານພາກສະໜາມ

STEP 4. Communications: If communication is possible from the incident location, then a person is put in charge of communicating the incident with:

1. The Medical Contact or Ambulance
2. The Field Coordinator

ຖ້າຫາກໂທລະສັບບໍ່ມີສັນຍາ ຫຼື ບໍ່ມີໂຟນີວິທະຍຸເຄື່ອງສື່ສານ ແລະ ຖ້າມີບຸກຄົນທີ່ຕ້ອງການການເຄື່ອນຍ້າຍກະທັນຫັນ ໃຫ້ດຳເນີນແຜນການເຄື່ອນຍ້າຍ

(ຂັ້ນຕອນທີ 5 ກ່ອນທີ່ພະນັກງານພາກສະໜາມຈະພະຍາຍາມເຄື່ອນຍ້າຍໄປຫາສະຖານທີ່ທີ່ສາມາດຕິດຕໍ່ສື່ສານໄດ້. ດ້ວຍວິທີການນີ້ ພວກເຂົາອາດຈະສາມາດສື່ສານແຜນການ ເຄື່ອນຍ້າຍແລະ ແຜນການຂົນສົ່ງຈາກຈຸດຮັບຄົນຕາມທີ່ໄດ້ລະບຸໄວ້.

If there is no phone service / radio contact available, and the person requires an evacuation, then conduct the evacuation plan (step 5) before field staff attempt to move to an area where communication is possible. This way they will be able to communicate the evacuation plan, and plan for transportation from an identified pickup location.

ຂັ້ນຕອນທີ 5 ການເຄື່ອນຍ້າຍກະທັນຫັນ ຖ້າຈໍາເປັນ. ທີມງານຄວນມີການປຶກສາຫາລືກ່ຽວກັບແຜນທີ່ທີ່ແນບມານັ້ນ ແລະ ຕ້ອງລະບຸເສັ້ນທາງການເຄື່ອນຍ້າຍກະທັນຫັນທີ່ດີທີ່ສຸດ. ເມື່ອທີມງານມາເຖິງຈຸດການເຄື່ອນຍ້າຍກະທັນຫັນແລ້ວ ຄວນຕິດຕໍ່ຫາທີມແພດ ແລະ ຜູ້ປະສານງານພາກສະໜາມອີກຄັ້ງ ແລະ ໃຫ້ວາງແຜນການເຄື່ອນຍ້າຍຄົນເຈັບໄປໂຮງໝໍທີ່ເໝາະສົມທີ່ໃກ້ທີ່ສຸດ ຕາມທີ່ໄດ້ລະບຸໄວ້ໃນບັນຊີລາຍຊື່ສຸກສາລາຫຼືໂຮງໝໍ .

STEP 5. Evacuation if necessary. The team should consult the attached map and identify the best evacuation route. When the team arrives at the evacuation point, they should re-contact the medical team and field coordinator, and make plans to move the injured person to the nearest appropriate medical facility identified in the checklist.