Corcovado Foundation Ecosystem Restoration Community

HEALTH AND SAFETY POLICY STATEMENT
PART 1: STATEMENT OF INTENT

This is the health and safety policy statement of: Corcovado Foundation Ecosystem Restoration

Our health and safety policy is to:
- prevent accidents and cases of work-related ill health
- manage health and safety risks at our Ecosystem Restoration Community
- provide clear instructions and information, and adequate training, to ensure staff and earth restorers are competent to do their work
- ensure that staff and earth restorers have access to personal protective equipment
- consult with our staff and earth restorers on matters affecting their health and safety
- provide and maintain a safe Ecosystem Restoration Community and equipment
- ensure safe handling and use of tools
- maintain safe and healthy working conditions
- implement emergency procedures, including evacuation in case of fire or other significant incident
- review and revise this policy regularly

Signed: ______________________________

Print Name: ______________________________

Date: ______________________________
PART 2: RESPONSIBILITIES FOR HEALTH AND SAFETY

1. Overall and final responsibility for health and safety:
Zoraida Tenorio | General volunteer coordinator

2. Day to day responsibility for ensuring that this policy is put into practice:
Helena Pita Lucas | Field Coordinator

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Natalia Tapia and Mayra Cano – safety, risk assessments, consulting employees, accidents, first aid and work-related ill health

Natalia Tapia and Mayra Cano – monitoring, accident and ill-health investigation, emergency procedures, fire and evacuation

Helena Pita Lucas – maintaining equipment, information, instruction and supervision, training

4. All employees and earth restorers should:
   ▪ cooperate with supervisors and managers on health and safety matters;
   ▪ take reasonable care of their own health and safety; and
   ▪ report all health and safety concerns to an appropriate person (as detailed above).
PART 3: ARRANGEMENTS FOR HEALTH AND SAFETY

Safety and behavior

- You are responsible for your belongings, and the program does not accept responsibility for theft or damage of goods during your stay. The safest place for valuables is in your room. Please, when you carry any valuables with you in your activities, do not leave them unattended.

- Consumption of alcohol is not allowed before or during work. The image and behavior of volunteers in the community are significant, and alcohol is generally not approved by community members. Each volunteer is assigned one day off each week, during which they are free to consume alcohol responsibly and discreetly outside the home but should never go home drunk. Smoking is not allowed during activities or near the place where you will be staying. The consumption of drugs of any kind is not permitted under any circumstances.

- It’s essential to be punctual, and respect the cleaning and maintenance shifts of facilities where you will be staying.

- The volunteer is expected to be courteous and respectful to community members, guides, park rangers, and tourists with whom they interact. Volunteers should always inform the coordinators where they are going, especially at night. Outsiders are not allowed inside the premises.

- If you are not 100% comfortable about any aspect of the project, accommodation, community members, or other volunteers, please speak with confidence to the coordinator as soon as possible. Good communication solves most problems quickly, so please don’t wait until relationships tense before tackling a problem.

- Please remember that the program staff collaborates with you and wants you to have the best possible experience.

Health

- There is a first aid kit in the hostel; however, we recommend that you bring your own as well. Be prepared to treat general cuts, bruises, allergic reactions, and sunburn. Consider hydrocortisone and antihistamine cream.
Always use sunscreen, as the sun is powerful in Costa Rica, and it is crucial always to drink plenty of water. Sunburst is the most common problem among volunteers.

Please notify the manager of each home if you suffer from any illness or allergy, require any specific medical attention during your stay, or are physically disabled in any way that may restrict the work you can do.

We recommend you wear appropriate footwear in homes and work areas. You could come across some insects or snakes that cause bites.

Please be careful when swimming in rivers and lagoons. Alligators have been seen in the area.

Do not touch plants or jungle animals, do not feed them, and always carry the headlamp with you when you walk at night.

Risk assessment
- We will complete relevant risk assessments and take action.
- We will review risk assessments when working habits or conditions change.

Training
- We will give staff and earth restorers a health and safety induction and provide appropriate training (including how to use tools, how to plant and how to avoid risks from wildlife).
- We will provide personal protective equipment or demand that earth restorers bring adequate personal protective equipment.
- We will make sure suitable arrangements are in place for employees who work remotely.

Consultation
- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

Evacuation
- We will make sure escape routes are well signed and kept clear at all times.
- Evacuation plans are tested from time to time and updated if necessary.