



ZAMBIA ROAD SAFETY TRUST

Fieldwork, Health and Safety and Roadside Work Guidance

Minimum safety rules for site visits, school work, roadside observation, training and public events.

Organisation	Zambia Road Safety Trust (ZRST)
Document type	Public policy download
Version	Version 1.0 - July 2026
Policy owner	Executive Director, with Board oversight
Review cycle	Annual review, or earlier if required by law, donor requirements, Board decision or operational risk.

Relevant Zambian legal and governance framework

This policy is intended to support ZRST compliance and good practice in line with: Occupational Health and Safety Act, 2010; Children's Code Act, 2022; Employment Code Act, 2019; Data Protection Act, 2021. Where a law, donor agreement or regulator requirement imposes a higher standard, that higher standard applies.

1. Purpose

ZRST fieldwork often takes place near roads, schools, public transport activity, traffic, construction areas and public spaces. This guidance sets minimum safeguards for staff, volunteers, partners, pupils and community members.

2. Planning before field activity

- Define the purpose, location, responsible lead and expected participants.
- Identify traffic exposure, school-child movement, weather, public order, security, health and communication risks.
- Inform relevant school, council, police, RTSA, road agency or partner contacts where necessary.
- Ensure field teams have appropriate contact numbers, transport arrangements and safety instructions.

3. Roadside safety rules

- Wear high-visibility clothing where work occurs near moving traffic.
- Do not stand in live traffic lanes unless specifically authorised and protected by competent authorities.

- Do not place cones, signs, road markings or traffic controls on public roads without approval.
- Keep children and community participants away from traffic during demonstrations, photography or interviews.
- Use safe vantage points for observation, surveys, counts, mapping and photography.

4. School and child-related fieldwork

School visits should be coordinated with school leadership. Activities involving pupils should be supervised, age-appropriate and designed to reduce rather than increase exposure to traffic danger. Photographs or videos of children must follow safeguarding and privacy requirements.

5. Travel, driving and transport

- Drivers must hold valid licences for the vehicle used.
- Seatbelts and helmets, where applicable, must be used.
- No staff member should drive while tired, intoxicated or medically unfit.
- Journey risks should be considered for long-distance fieldwork, night travel or bad weather.

6. Incidents and emergencies

Injuries, near misses, security incidents, safeguarding concerns, traffic crashes or damage to property must be reported promptly to the field lead and management. Serious incidents should be escalated to emergency services or competent authorities as appropriate.

7. Equipment and protective materials

Reflective vests, cones, signage, first-aid materials, clipboards, phones, cameras and project equipment should be checked before use and returned after the activity. Loss, damage or unsafe equipment must be reported.

Document control

This public policy download is issued for transparency and due-diligence purposes. ZRST may maintain more detailed internal procedures, registers, forms and approval records to operationalise this policy. This document does not replace applicable Zambian law, donor agreements or instructions issued by competent authorities.