



**UNOPS – GHOH, The Gambia**

## **Project Health and Safety Management**

**Plan – HS01**

*10-Oct-18*

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**1. Introduction**

**1.1. Intro and scope of the Project H&S Management Plan**

UNOPS endeavours, in all its projects and operations, to prevent personal injuries, ill health and damage to property.

This Project Health and Safety (H&S) Management Plan (hereafter “the Plan”) has been designed to assist the management of activities and support a risk-based approach to preventing dangerous acts that could lead to injuries or illnesses or serious incidents in the workplace.

This Plan is a live document that will be reviewed on a regular basis and updated if necessary.

**1.2. Project description and key dates**

**Table 1 – Project details**

<b>Project Title</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme: MAIN ROAD – GALLEH MANDA ROAD
<b>Project Location</b>	Fulladu West District, Central River Region. The Gambia
<b>UNOPS Project No.</b>	20370
<b>Project Duration</b>	<i>09 Months</i>
<b>Project Health and Safety Management Level</b>	<i>Level 3</i>
<b>Project Overall Risk Score, and sub-scores for elements 2 and 3</b>	<i>13</i>
<b>UNOPS Project Manager</b>	Nicholas Hodgson
<b>UNOPS Project H&amp;S Manager/Coordinator</b>	Austin Nguku

**1.3. Roles and responsibilities**

While the Project Manager holds the overall responsibility for Health and Safety management in the Project, other roles may hold accountability, or need to be consulted and informed of various work packages (e.g. the Contractor, the Office Director, the Programme Manager, the Project Design Manager). [Table 2](#) below outlines Roles and responsibilities for Infrastructure projects in the assurance set-up.

There is a Design and Supervision Consultant in this project who will design the works and provide supervision during construction phase. Day to day H&S assurance role is the responsibility of the Design and Supervision Consultant, UNOPS will provide a higher level assurance role. For the sake of Table 2 below, The Design and Construction Supervision Consultant roles are under the Project Design Manager column.

Table 2 - RACI Table

ACTIVITY	Director / Programme Manager	UNOPS Project Manager	Project Engineer*	Project Design Manager*	Contractor*
Ensure that local laws and regulations are understood and fully considered within the H&S Plan	A	R		R*	
Ensure planned review dates for the H&S plan are monitored	A	R		R*	
Convene Design Phase Start Up Meeting and assign H&S responsibilities	A	R		R*	
Eliminate foreseeable health and safety risks through engineering design solutions and, where that is not possible, take steps to reduce or control those risks	A	R		R*	
Carry out hazardous materials assessment for materials within the design, and where appropriate inform key stakeholders/work package contractors.	A	R		R*	
Ensure regular liaison between parties on site on health and safety matters	A	R	C	R*	
Ensure consultation with the workforce & visitors	A	R	C	R*	
Check that design changes that affect H&S are recognised and assessed during construction phase	A	R	C	R*	R*
Ensure that works contractors are procured using the appropriate FIDIC based contract. (Defines responsibilities for H&S / insurance etc.)	A	R	I	R*	
Ensure that contractor(s) employ effective H&S management techniques	A	R	C	R*	
Ensure effective arrangements in place for site security/access	A	R	I	R*	
Ensure arrangements in place for Site induction and safety briefings	A	R	I	R*	R*
Ensure that suitable welfare facilities and first aid arrangements are in place	A	R	I	R*	
Ensure that reporting of accidents / incidents structural failures are reported in line with their relevant OI	R	C	I	R*	R*
Ensure work permit system is established and implemented	A	R	I	R*	R*
Ensure that risk assessments and method statements are compiled and implemented in a timeous manner	A	R	I	R*	R*
Ensure that Fire and evacuation procedures are established and tested	A	R	I	R*	

A - Accountable (overall responsibility)

C - Consulted (supports, has the information or capability required)

I - Informed (notified but not consulted)

R - Responsible (gets the work done)

R\* - refers to Work Package Responsibility

## 2. Local laws, regulations and other compliance requirements

Health and Safety legislation and other relevant requirements in *The Gambia* are described in the legal register using form HSE03. This should also include the relevant requirements of interested parties that have been identified by the local office using form HSE02. A check for legal compliance has been performed to ensure that this project is compliant with legal and other requirements, using form HSE04.

A copy of the legal register is available [*the Annex*]. UNOPS Project Manager will review these laws and regulations every [*12 months*] to make sure that there are no changes which may affect this plan.

### **3. Operational planning (for multiple sites, detail all site-specific information)**

#### **3.1. Activity risk assessment planning**

A staged approach to project/site hazard identification and risk control is a requirement of this plan.

Hazard identification and subsequent risk assessment will be an ongoing process throughout the life of the project (up to defects notification period, if part of the contract). The Contractor receives already during the tender phase a schedule of key risks/hazards identified during design (form HS07, Schedule of Key Tasks, can be used for this purpose). These tasks should be carefully considered during the development of detailed Risk Assessments.

#### **3.2. Hazard identification and activities risk assessment**

UNOPS Project Manager ensures that the risk assessments developed by the Contractor(s) are aligned with the requirements of form HS05, including as a minimum:

- Contractor(s) has identified all foreseeable hazards within the assessed activity
- Hazards have been prioritized by their magnitude (high, medium or low)
- Adequate control/mitigation measures have been documented for each hazard
- Both routine and non-routine conditions and special conditions have been taken into account.

The Contractor has developed Risk Assessments [*using Form HS05*] that were reviewed by the UNOPS Project Manager and accepted prior to works commencing. The requirement to produce Risk Assessments applies to activities performed by sub-contractors as well.

The workforce shall be briefed on the contents of appropriate Risk Assessment(s) prior to works commencing; briefings are formally recorded using form HS06.

The Risk Assessment(s) will be amended as necessary to ensure that the works progress in a safe manner. The Risk Assessment(s) for this Plan are attached as (Annex 4).

All UNOPS personnel have the authority to stop any activity that has the potential to cause injury or damage property until such times as the works are managed in a safe manner.

#### **3.3. Objectives and targets**

The project will have the following Health and Safety objectives and targets:

**Table 3 - Objectives and Targets**

#	Objective	Target (measurable where practicable)	Action/Program/Resources	Responsible	Target Date
1	Safe and competent workers	80% performance assessments complete 90% of scheduled trainings complete	Performance assessments including training needs Complete the IOSH Managing Safely Training for project team	UNOPS PM Contractor's Project Manager	
2	Workers working safely	90% of workers are using PPEs 80% of workers working safely	Performance based observations. Awareness training for use of PPEs. Track % reported monthly and target areas of improvement	Contractor's Project Manager	
3	Improve safety awareness	1 toolbox talk completed monthly	Toolbox talks on targeted topics. Track number implemented monthly	Contractor's Project Manager	
4	All activities to be subject to hazard analysis and risk assessment	90% risk assessment complete 80% control measures implemented	Risk assessments. Track reported % monthly by site. Review progress at monthly site meetings and target areas of improvement	Contractor's Project Manager	
5	Written work method statements in place for critical activities	Approved method statements for 90% of critical activities	Prepare method statements. Track reported % of method statements complete. Review at monthly site meetings and target areas of improvement	Contractor's Project Manager	
6	Provision of safe workplace	90% scheduled inspections completed by work area 80% actions arising completed by work area 80% visibility/inspection tours completed	Weekly inspections by supervisor across the whole site Monthly visibility/inspection tours by senior managers Track % reported monthly by site	Contractor's Project Manager Consultant's Road Engineer UNOPS Highway Engineer	
7	Incident reporting and implementation of remediation measures	90% of incidents reported within 24 hours 90% of Near miss incidents reported within 24 hours 90% of incident investigation complete on time 80% corrective measures implemented	Track reported monthly by site Review at monthly site meetings and target areas of improvement	Contractor's Project Manager Consultant's Road Engineer UNOPS Highway Engineer	
10	Reduce number of incidents	Achievement of zero incidents	Track reported monthly by site Review at monthly site meetings and target areas of improvement	Contractor's Project Manager Consultant's Road Engineer UNOPS Highway Engineer	

### 3.4. Work permit system

The following activities at site will require the Contractor(s) to obtain a signed work permit from UNOPS **Consultant's Site Engineer** before commencing these activities at site:

- *[Confined Space Entry, form HS08]*
- *[Hot Works, form HS09]*
- *[Excavation, form HS10]*
- *[Lifting, form HS11]*
- *[Working at heights, form HS12]*

### 3.5. Management of contractors and sub-contractors

- Bidders receive key documentation outlining the requirements of UNOPS Health and Safety Management Systems during the tender phase. The selected contractor shall comply with all UNOPS H&S requirements for the whole duration of the contract. These requirements equally apply to any subcontractors hired by the contractor. It is the contractor's responsibility to ensure that subcontractors comply and to demonstrate such compliance in submittals and during verification processes by UNOPS.
- If pre-bid meetings, site visits and/or contract commencement meetings are carried out, H&S requirements and submittals should be discussed, both for day-to-day work and for H&S critical stages/activities.

## 4. Health and safety management at project site

### 4.1. Management of hazardous materials

Occupational diseases may occur as a result of exposure to hazardous substances in the form of inhaled particulates, ingested materials or skin contact with substances. Such possibilities have been identified in the Risk Assessment(s) and appropriate controls put in place. The main types of hazardous materials that have been identified are:

Table 4 - Hazardous materials

Hazardous material	Risk rating	Control method	Responsible person
Fossil fuel – petrol, diesel, oils and lubricants, etc	9	Material Safety Data Sheets, PPE, Training of staff, Wear long sleeved shirts	Contractor's HSSE Officer
Used oil	9	Material Safety Data Sheets, PPE, Training of staff, Wear long sleeved shirts	Contractor's HSSE Officer
Cement	9	Material Safety Data Sheets, PPE, Training of staff, Wear long sleeved shirts	Contractor's HSSE Officer

Hazardous materials/chemicals used at the site shall have Material Safety Data Sheets (MSDS). The MSDS are obtained from the manufacturer/supplier of the materials and should be requested with each purchase of products.

Material Safety Data Sheets will be included in the Toolbox talks and risk assessment briefings. This information will be made available to any employee or sub-contractor or visitor who may interact with the materials/chemical substances on site.

#### 4.2. Access and site security

UNOPS Project Manager will ensure that the Contractor(s) have put in place all measures to establish the site according to UNOPS guidance ([GHS12](#)).

It is the Project Manager responsibility to ensure that all site security requirements identified in the Risk Assessment for this activity are fully implemented.

#### 4.3. Site Induction and Site Safety Rules

Site inductions will be carried out by the contractor. Arrangements for site inductions for this project shall be:

- Any new worker coming to the work site will be briefed on the site safety rules including the site logistics plan, hazards, evacuation procedures, emergency and first aid procedures, and the duties and responsibilities of all persons on site.
- A Site Induction briefing and Site Safety Rules has been developed in N/A and in English [Annex 11](#)
- All attendees of the Site Induction briefing will be recorded and included in UNOPS Site Induction Register (form HSE07).
- Visitors will be given a brief site induction (based on an either oral or written Visitor's induction) and will be accompanied at all times during their visit to the site.
- UNOPS personnel at Site should ensure that workers carrying out safety critical tasks have the necessary induction, qualifications and/or on the job training/licensing for the tasks they carry out.

#### 4.4. Workplace inspections

Inspections of the project site should be carried out weekly. Contractor(s) will undertake weekly inspections of the whole work site, and specifically of:

- [equipment](#)
- [small equipment \(form HS15\)](#)
- [scaffolds \(form HS14\)](#)
- [lifting devices \(form HS16\)](#)
- [electrical cables](#)
- [fire extinguishers](#)

Records of the inspections should be kept using form HSE05 and/or other dedicated forms, or the Contractor(s) forms where approved by UNOPS:

- *list them here, if any*

UNOPS personnel at site will be responsible to for the assurance of these inspections. UNOPS site team are responsible for ensuring that the inspection findings and recommendations are closed out in a timely manner.

4.5. Site induction and training

Induction, training and awareness activities have been planned and consideration given to ensuring that personnel doing H&S critical activities are covered.

Table 5 - Training

Planned training	Nominated staff	Frequency
IOSH Managing Safely Course		
First Aid Training		
Toolbox talk		
Fire Marshall training		
Induction		

The HSE training matrix (form HSE18) can be used to keep detailed records of site inductions, toolbox talks and training.

*[Include additional details on training as relevant]*

4.6. Emergency and evacuation procedures

Emergency and evacuation procedures will be tested through appropriate drills that will be held every *[quarterly, according to contractor’s plan]* and, where possible, may involve relevant interested parties *[UNOPS, Contractor’s Personnel, and Construction Supervision Consultant]*.

As a minimum, the Emergency Plan and procedures shall include:

- emergency contact numbers available on notice and information boards over the project work areas and site offices
- emergency procedures, incorporated in the project site inductions briefing
- *[Other]*

Emergency procedures should be periodically reviewed to ensure continued relevance.

5. **Communication and information sharing**

5.1. Internal communication

Internal communication for the Project will include as a minimum:

- H&S *[weekly]* meetings. They may be dedicated to H&S or H&S may be one part of the agenda. Additional H&S meetings will be organised when needed. Meeting minutes will be distributed to UNOPS, Contractor's team and sub-contractors.
- *Weekly* inspections (form HSE05); including Health and Safety items will be performed jointly by UNOPS team and the Contractor(s) team; the report will be prepared by UNOPS H&S Manager/Coordinator and shared with the Contractor(s) for necessary actions.
- Site H&S quarterly report (form HSE12); the quarterly report is a summary of the site weekly inspection report findings and corrective action. It is prepared by UNOPS site H&S Manager/Coordinator to be shared with the Contractor(s) and with UNOPS Senior Management in the country as well as with UNOPS HQ.
- Toolbox talks
- Information and guidance signage will be present at site in *English and the local language*.
- The Site Notice Board will be used to convey daily updates and information.
- *[Additional communication channels envisaged by the project]*

#### 5.2. External communication

Queries on health and safety management from local communities, journalists, business community, neighbours, local representatives, and any other external parties will be handled according to the following protocol:

*External communications concerning the project will be handled by the UNOPS Project Manager . The PM may where necessary, delegate project consultations with local representatives and communities to the Communications and Community Liaison Associate.*

#### 5.3. Consultation with the workforce

Arrangements for consulting and coordinating with the workers at site will be as follows:

- An employee representative will participate in the regular and extraordinary meetings between UNOPS and the Contractor(s)
- All Contractor's and sub-contractor's employees will be encouraged to raise any suggestions and concerns on health and safety management of the project on an ongoing basis and during meetings, briefings, toolbox talks, etc.
- *Include elected employees representatives in H&S/HSE Committee*
- *[Add any other planned measures for facilitating consultation with the workforce]*

#### 5.4. Accident and incident reporting and investigation

All significant accidents or incidents and high potential near misses shall be reported to UNOPS HQ using form HSE09.

They should be thoroughly investigated and action taken to prevent recurrence. For Class 1 incidents, the outcomes of the review shall be reported to UNOPS HQ using form HSE10. Lessons learned should be captured using HSE11.

UNOPS and Contractor’s personnel have an obligation to report all incidents and near misses to the UNOPS Project Manager/H&S coordinator, and will receive proper induction in this sense. Significant incidents and near misses should be recorded in [Table 6](#):

**Table 6 - Incidents/near misses**

Incident/near miss description	Date	Corrective action taken

### 5.5. H&S risks during operation

To prevent/reduce risks at the use and maintenance phase or during the facility/structure operation, UNOPS will provide the project end user with an operation and maintenance manual, which explains how to operate and maintain the asset in a safe manner.

## 6. **Audit and monitoring**

### 6.1. Project files and records

UNOPS health and safety management electronic files will form the archived component of the records for this project, in line with the UNOPS Record Retention Policy and to facilitate internal and external audit and review. As a minimum they will consist of:

- A copy of [\[The Gambia OHS\]](#) legal register
- The Project Health and Safety management plan with its Annexes
- H&S meetings minutes
- Weekly site inspection reports
- Work Permits
- Quarterly HSE site reports
- Incidents investigation reports and near misses
- Emergency drill records
- Record of training and toolbox talks
- A copy of any H&S related correspondence in the project including any nonconformities notification for the Contractor(s)
- Internal and External Audits records
- Copy of the latest UNOPS HQ Management Review records

The UNOPS H&S system shall be formally documented to allow for control and accountability.

### 6.2. Audit and monitoring

Health and Safety performance at site will be regularly monitored through:

- Weekly site inspections

- Ad hoc site inspections
- Internal peer reviews if requested by UNOPS HQ
- External audit visit if requested by UNOPS HQ
- *[Other, for instance audit requirements from Donor or local authorities]*

## 7. Revisions of the Plan

Table 7 - Revisions

Revision date	Name and title	Description of main changes

## 8. Table of references to Templates and Guidance documents

Table 8 - References

TOPICS	TEMPLATES	GUIDANCE
Legal review	HSE02 Register of interested parties HSE03 Legal register HSE04 Check for legal compliance	
Risk Assessment	HS05 Risk Assessment HS06 RA briefing register	
Work permits	HS08 Confined space permit HS09 Hot works permit HS10 Excavation permit HS11 Lifting permit HS12 Working at heights permit	GHS02 Lifting GHS04 Excavations GHS09 Work at height GHS11 Confined space
Site induction and training	HSE07 Site induction register HSE08 Visitor induction register HSE18 Training matrix	See catalogue of Toolbox talks
Site weekly inspections	HSE05 HSE inspection report – site HS13 Ladder inspection record HS14 Scaffold inspection checklist HS15 Small tools inspection record HS16 Lifting devices inspection record	GHS07 Scaffold
Management of contractors and sub-contractors		See guidance for Contractors working with UNOPS
Emergency and evacuation procedures	Site emergency and evacuation plan HS03 Emergency contact numbers HS04 Emergency drill record	GHS10 Accident response
Accident/incident reporting	HSE09 Incident report form HSE10 Incident review form HSE11 Incident highlight form	

Communication and reporting	HSE12 Quarterly HSE report – site	
Audit and monitoring	HSE16 Internal review (audit)	

 = UNOPS responsibility (usual set-up in assurance position)

 = Contractor responsibility (usual set-up in assurance position)

# Register of Interested Parties

<b>Office/Project</b>	<b>Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme</b>
<b>Location</b>	
<b>Revision and date</b>	Rev 0, 26 <sup>th</sup> June, 2018

“Any persons or organisations that can affect, be affected by or perceive itself to be affected by UNOPS decisions and/or activities”

**Step 1:** List interested parties (e.g. beneficiaries, communities, suppliers, NGOs, donors, regulators, our personnel, partners, etc.)

**Step 2:** Describe how you will determine their requirements (i.e. their needs and expectations)

**Step 3:** List the requirements you have identified, and highlight those that will become compliance obligations (NOTE: make sure you include compliance obligations in the Legal Register, HSE03)

1. List of interested parties and methodology for determining requirements

<b>Interested party</b>	<b>Requirement</b>	<b>Requirement identified by way of</b>
<b>1. National Environmental Authority (NEA)</b>	Application for Environmental Approval Preparation and submission of Social Environmental Monitoring and Management Plan (SEMMP) Extensive engagement and consultation with identified Project stakeholders	Completion and submission of environmental screening form Conduct of baseline environmental and socio-economic Studies, impact assessment to identify/predict all potential impacts Prepare social, environmental monitoring and management plan (SEMMP) Submit SEMMP to NEA for review and issues record of decision
<b>2. National Roads Authority (NRA)</b>	Development of roads to meet national needs i.e. access to markets and health centres and related matters	Road designs in compliance to NRA requirements Axle load stations to control cargo movement Installation of safety instrumentation e.g. traffic signages etc during construction and operation, Road inventory
<b>3. Ministry of Works, Infrastructure and Transportation</b>	Development of roads to meet national needs i.e. access to markets and health centres and related matters	Road designs in compliance to NRA requirements Data collection on roads inventory and materials are appropriate



<b>4. European Union (EU)</b>	Successful delivery of project and related project components	Project environmental and social screening Project design reports up to specification
<b>5. UNOPS</b>	Successful implementation and development of the Project	UNOPS policies, guidelines, manuals
<b>6. Department of Labour, Gambia</b>	Recruitment and contracting of contractors and other workers through a standard process	Children Act of 2005, Provision of contract service agreement and payment of appropriate wages
<b>7. Ministry of Forestry</b>	Protection of forest resources, wildlife and biodiversity	Restrict land clearing activities to only designated areas Seek appropriate approvals for acquisition of any forest resources Implement strict policy to prevent project workers from harvesting forest resource
<b>8. Communities and Protected Affected Persons (PAPs)</b>	Successful project delivery without conflicts	Identification and registration of Project affected persons (PAPs), Extensive engagement with community members Inclusion of local content and absorption of community members through labour-based employment Payment of rightful and appropriate compensation Effective implementation of grievance mechanism
<b>9. Community Groups, NGOs, Farmer Groups/Cooperatives and Youth Associations</b>	Successful implementation of the Project	Local sourcing of project workers during labour-based contracts, Promotion of local content through sub-contracting works to local companies Appropriate grievance redress and compensation process
<b>10. National Water and Electricity Company</b>	Protection of electric poles and other facilities and water lines during road construction stages	Seek appropriate approval for the removal of any electric pole within the right of way or underlain pipeline
<b>11. Ministry of Lands and Local Government</b>	Overall management and administration of state lands and provides direction for issues related to payment of land compensation.	Project to seek appropriate redress mechanism in the event of payment of compensation where private lands are acquired as part of Project



12. Ministry of Health	Occupational Health and Safety compliance	Consultations OHS Department; and desk study
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2. Determination of compliance obligations for THE PROJECT based on a power/interest grid analysis



3. Identified compliance obligations must be reported in the Legal Register (form HSE03)

# Legal Register for Health, Safety and Environment

<b>Office/Project</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme
<b>Location</b>	
<b>Revision and date</b>	Rev 0; 26 <sup>th</sup> June, 2018

## I. Introduction

UNOPS premises are protected by the Immunities and Privileges of the United Nations. These immunities also apply to UNOPS staff. It is the intention of UNOPS to ensure that operations do not operate below the standard of local legislation (see the UNOPS Health and Safety policy and the UNOPS Environmental Policy). Contractors and construction sites have an even higher obligation to meet legal and other obligations as they are incorporated under local laws. The contractors are assumed to have control over their ability to meet local legislation at UNOPS construction sites. UNOPS has the role of enforcing legal and other requirements in line with the UNOPS policy commitment.

When researching for applicable national legal HSE requirements, it is recommended that existing legislation in the following areas is explored:

Access/ Egress	Small tools
Fire/Emergency Prevention and Response	Work over water
Ergonomics	Work interactions (e.g. stress, psychosocial)
Occupational Health Stressors	Use of Lifting Machinery
Pressurised equipment	PPE
Electrical equipment	Other general H&S requirements
Hazardous substances	Water quality and management
Preparation of food	Air quality
Structures	Waste
Transportation	Resources conservation
Working at heights	Pollution control

Excavation	Other general environmental requirements
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## II. Legal Register

No	Legislation/Requirement	Source	Requirements
1	UN Occupational Safety and Health (OSH) Framework	CEB/2015/HLCM/7 of 31 March 2015	Implementation of the framework through six phases by December 2018
2	A system-wide road map for United Nations climate neutrality by 2020 and of the related goals towards enhancing the environmental sustainability of United Nations operations	CEB/2015/HLCM/7 of 31 March 2015	United Nations climate neutrality by 2020 and enhancement of environmental sustainability
3	Environmental Sustainability Management in the UN System	CEB/2013/HLCM/5 of 7-8 March 2013	Development and implementation of environmental sustainability management systems in each UN organization
4	A framework for advancing environmental and social sustainability in the United Nations system	UN Environmental Management Group, 2012	Moving UN organizations towards strengthening environmental and social sustainability in our activities
5	EOD 03 "Occupational Health & Safety and Social & Environmental Management"	UNOPS	Establish UNOPS Social, Environmental and H&S policies
6	OD 28 "Policy on work-life harmonisation" and AI/OEC/2009/02 on flexible working	UNOPS	Support personnel in balancing the demands of work and personal life.
7	Road and driving safety AI/EO/2010/04	UNOPS	Provide instructions governing road and driving safety
8	OD 08 Policy on prohibition of Discrimination, Harassment, including Sexual Harassment, and Abuse of Authority	UNOPS	Ensuring the workplace is free of any form of discrimination and harassment
9	Health, Safety, Social and Environmental Management-EOI-CSG 2017.01	UNOPS	Implementing of Three Levels of Health & Safety, Social & Environmental Management
10	Executive Office Directive, Occupational, Health and Safety and Social and Environmental Management-EOD.ED.2017.03	UNOPS	Ensure the occupational health, safety and welfare of all individuals involved in activities and facilities of the Project
11	Executive Office Instruction, Reporting and Management of Health & Safety and Social and Environmental Management-EOI.CSG.2017.02	UNOPS	To ensure that HSSE are being reported and managed appropriately, so that lessons learned and improvements in preventing and managing HSSE incidents
12	EU Directive 2008/96/EC on Roads Infrastructure Safety Management	EU	Compliance to EU safety standards to the Project development/implementation
13	Gambia National Environmental Impact Assessment Regulation, 2014	Gambia National Environment Authority (NEA)	Requirement and procedures for undertaking Environmental Impact Assessment and EIA administration institutions
14	Gambia National Environmental Management Act 1994	Gambia National Environment Authority (NEA)	General environmental management including waste management
15	Forest Act 1998	Gambia Ministry of Forestry and Environment (MOFEN)	Protection of forest areas and areas designated as forest reserves

16	Wildlife and Biodiversity Act, 2003	Ministry of Forestry and Environment (MOFEN)	Conservation, protection and management of wildlife and biodiversity
17	Labour Act, 2007	Gambia Ministry of Trade, Industry and Employment	Project based labour recruitment, contracts and benefits
18	Hazardous Chemicals and Pesticide Control Management Act 1994	Gambia National Environmental Authority (NEA)	Management and control of hazardous chemicals used for the Project
19	Injuries Compensation No 13, 1990	Gambia Ministry of Trade, Industry and Employment	Employment accident and occupational diseases benefit associated to Project development and implementation
20	National Transportation Policy	Gambia Ministry of Transport, Works and Infrastructure (MOTWI)	The Policy focuses on maintenance and development of transport infrastructure in Gambia
21	National Health Policy	Ministry of Health and Social Welfare	Support provision of primary health care for Project workers and HIV/AIDS awareness creation
22	Motor Traffic Act, 1997	Gambia Ministry of Transport, Works and Infrastructure (MOTWI)	Rules of road governing driving and other offences and general conditions relating to the use of motor vehicles on roads and bridges and legal proceedings and power of the court
23	Electricity Act 2005	National Water and Electricity Company (NAWEC)	Removal and relocation of identified road utilities e.g. electric poles, water lines within road servitude
24	Gambia Roads and Technical Services Act 2003	Ministry of Transport, Works and Infrastructure (MOTWI)	Provides for the administration, control and maintenance of roads. Relevant to the Project as controls road reserves where T&D infrastructure are usually installed
25	Land Acquisition and Compensation Act, 1990	Ministry of Lands and Regional Administration	Provides for resettlement and compensation of land which should not be necessary for the sites identified for the cross-border component
26	State Lands Act, 1990 (Amended 2008)	Ministry of Lands and Regional Administration	Regulates land tenure and property rights
27	Local Government Act, 2002	Ministry of Local Government	This cross-border Project component falls under two administrative regions, the NBR and URR; The Act makes provisions for decentralized administrative structures including devolution of functions, powers and duties at local authority level. The NEA Regional offices and Regional Technical Advisory Committees have monitoring responsibilities.
	The Local Government Policy, 2016-2018		

### III. References

1. Convention Immunities and Privileges of the United Nations.  
<http://www.un.org/en/ethics/pdf/convention.pdf> (Dec. 2014)
2. <http://www.un.org/en/ecosoc/docs/2010/res%202010-23.pdf>
3. ILO: Safety and Health in Construction Convention no. 167 (Dec. 2014)  
[http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100\\_INSTRUMENT\\_ID:312312](http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_INSTRUMENT_ID:312312)
4. ECOLEX, the gateway to environmental law, operated jointly by FAO, IUCN and UNEP  
<http://www.ecolex.org/start.php>
5. NATLEX, the ILO database of national labour, social security and related human rights legislation  
[http://www.ilo.org/dyn/natlex/natlex4.home?p\\_lang=en](http://www.ilo.org/dyn/natlex/natlex4.home?p_lang=en)
6. LEGOSH, the ILO global database on occupational safety and health legislation  
<http://www.ilo.org/dyn/legosh/en/f?p=LEGPOL:1000>

# Check for Compliance Requirements for Health, Safety and Environment

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<b>Office/Project</b>	<b>Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme</b>
<b>Location</b>	
<b>Revision and date</b>	V0, 26 <sup>th</sup> June, 2018

## I. Immunities and Privileges of the United Nations

The founding Charter of the United Nations provides for the privileges and immunities “necessary for the fulfilment of its purposes.” (Article 105, UN Charter). The Convention on Immunities and Privileges adopted by the General Assembly of the UN on 13 February 1946 details the specifics of these legal exemptions.

This means that while UNOPS as a separate entity of the United Nations is exempt from compliance with local laws, it does interact with local governmental agencies for the provision of services and should meet the minimum standards for the operation of these services if not exceed them according to international standards.

## II. UN requirements and UNOPS HSE minimum standards

The regulations and requirements put forth in the UN system should be applied to UN facilities. Therefore, UNOPS shall meet the requirements of the UN Occupational Safety and Health (OSH) Framework (CEB/2015/HLCM/7 of 31 March 2015); of the UN Climate Neutrality Strategy and the Strategic Plan for Environmental Sustainability Management (CEB/2013/HLCM/2); and the UN Roadmap towards Climate Neutrality by 2020 (CEB/2015/HLCM/7 of 31 March 2015); and of other relevant UN initiatives and frameworks.

UNOPS minimum standards for Health, Safety and Environment apply in all its projects and operations, also in cases where they go beyond and above local legislative requirements.

### III. Check for Compliance Requirements

Item <sup>1</sup>	Legislative instrument (law, regulation, decree, etc.)	Area of concern/hazard regulated	Year	Regulatory Body	Legal Requirements	Compliance (Y/N)	Evidence of Compliance/ Corrective Actions
1	Gambia National Environmental Impact Assessment Regulation, 2014	Measures and guidelines for undertaking environmental impact assessment	2014	National Environment Authority	General provision for undertaken environmental assessment of road infrastructure  Prescribe standard fees and charges for environmental assessment	Y	Submitted Environmental Review Report and Social Environmental Monitoring and Management Plan (SEMMP)
2	Gambia National Environmental Management Act 1994	Protection, Management and Conservation of environment	1994	National Environment Authority	Part VIII of the Act indicates the prevention of pollution by any developer to the environment	Y	Implementation of SEMMP
3	National Environmental Quality Standards, 1999	Prescribed national standards for managing environmental quality	1999	National Environmental Authority	Sets out Environmental Quality Standards in Schedule I for compliance to Air, fresh water, groundwater	Y	Implementation of environmental monitoring activities for water, air and noise quality

<sup>1</sup> Ensure numbering of legislative instruments is aligned and can be cross-referenced with those included in the Legal register.

4	Labour Act, 2007	Protection and management of labour rights and gender issues in employment	2007	Ministry/Department of Labour	Part VII of the Act prohibits and places restriction on an employer for engaging a child in labour	Y	Implementation of UNOPS policy on procurement and human resources
5	Hazardous Chemicals and Pesticide Control Management Act 1994	Storage, Handling and Disposal of material classified as hazardous	1994	National Environment Authority	Storage of chemicals and any other hazardous material under prescribed national regulation	Y	Implementation of SEMMP
6	Injuries Compensation No 13, 1990	Protection and matters of injured worker compensation	1990	Ministry/Department of Labour	Section 3 indicates the payment of compensation to workmen suffering industrial injury	Y	Implementation and compliance to UNOPS policies on health and safety
7	Electricity Act 2005	Provision and supply for electricity	2005	National Water and Electricity Company	Seek approval for the relocation of electric poles which may fall within the existing RoW	Y	NAWEC to relocate electricity poles within RoW
8	Gambia Roads and Technical Services Act 2003	Development of roads infrastructure	2003	Ministry of Transport, Works and Infrastructure (MOTWI)		Y	Align as far as possible to UNOPS technical guidelines for feeder roads development and implementation
10	Occupational Health and Safety and Social & Environmental Management (EOD)	Occupational Health and Safety & Social & Environmental management	2017	UNOPS	Principles to be followed by UNOPS projects on Occupational Health and Safety & Social & Environmental management	Y	Preparation and implementation of HSSE plan

#### IV. References

1. Convention Immunities and Privileges of the United Nations.  
<http://www.un.org/en/ethics/pdf/convention.pdf> (Dec. 2014)
2. <http://www.un.org/en/ecosoc/docs/2010/res%202010-23.pdf>

# Hazard and Risk Assessment

<b>Location/Project/Office</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme,		
<b>Details of what is being assessed</b> (activity, functional area)			
<b>Document prepared by</b> (name & signature)	Austin Nguku	<b>Reviewed and approved by</b> (name & signature)	
<b>Date</b>	26 <sup>th</sup> June, 2018	<b>Date</b>	

Revision	Date	Author	Description of main changes

Follow the guidance given in the Health and Safety handbook under the title "Hazards and their control" in order get a full understanding of the hazard identification and risk assessment process.

		Likelihood			
		Unlikely	Slightly likely	Likely	Very likely
Consequence	Negligible	1	2	3	4
	Minor	2	4	6	8
	Moderate	3	6	9	12
	Major	4	8	12	16

**Step-by-Step Guidance:**

**Stage One:** Using the matrix above to carry out an initial assessment to determine the risk rating of each hazard(s) of the activity. To calculate the risk rating of a hazard, multiply the value of its consequence with the value for likelihood (note: here the hazard should be assessed without any control measures). Make sure relevant stakeholders (e.g. local UNDSS focal points) are consulted and involved in the risk assessment.

**Stage Two:** Use the results from the assessment in Stage One to prioritize control activities. As a general rule, if the risk is High, then the hazard must be eliminated and/or work activity prohibited or mitigation measures put in place to reduce the risk. If the risk is Medium, then additional safety controls are required to eliminate/isolate/minimise the risk. If the risk is Low, then the work can proceed with the current standard site controls in place.

The hierarchy of controls (elimination, substitution, engineering controls, administrative controls, personal protective equipment) should be applied when choosing controls, with more effective ones to be applied first. See the H&S handbook for more guidance.

**Stage Three:** Using the matrix to review again the hazards, this time with the safety controls proposed. If the risk rating remains Medium or High, then provide alternative or additional safety controls until the risk is assessed as Low.

**Stage Four:** Review the risk assessment periodically in order to take account of changes in the environment. In each revision, make sure new and modified content is easily identifiable (by text highlighting, use of a different font, use of a different font colour, and similar techniques).

When identifying hazards, consider among other things the following:



The frequency of the task and the number of people that could be potentially affected should be considered.

For the identification of hazards to be effective, a variety of sources should be investigated, as for example:



Note that more detailed assessments might be necessary for the risk assessment to evaluate the harm from exposure to chemical, biological and physical agents.

Identification and ranking of natural hazards may be done by using the country specific information found on <http://www.thinkhazard.org/>.

***Note on Safety and Security:*** Threats directly resulting from or related to terrorism, civil unrest, armed conflicts and crime falls under the responsibility of the UN Security Management System. An assessment of these should not be included in this document.

*Fire, aviation safety and road transport safety are also the responsibility of the UN Security Management System; those should not be included in the risk assessment for UNOPS office facilities.*

Item	Task/Activity	Potential Hazards/Risks for each task	Risk Rating (1-16)	Hazard Control Method	Control Risk Rating (1-16)	Person to implement and monitor implementation
1	General	Stress, anxiety, fatigue, depression	12	Management control through H&S policy, H&S plans, workload assignments, communication, workplace physical environment, physical violence, bullying etc; training; supervision	8	Contractor
2	Site clearance	Fire outbreaks during burning of waste;	8	Burning of waste is not encouraged. Practice waste segregation and dispose waste legally. Cleared bushes to be stored and used as mulch; staff training; supervision	3	Contractor
3	Site clearance	Injury by falling trees/objects	10	Train staff on safe work practices; monitor work activities; staff training; supervision	5	Contractor
4	Use of construction equipment	Traffic accidents leading to physical injuries; falling from moving plant/vehicles	15	Operate equipment in compliance with work equipment regulations; equipment to be used by competent operators; planned maintenance of plant/equipment; where high visibility clothing; only authorised personnel to be in equipment/vehicles; provide a helper for each heavy earthmoving plant that has poor visibility; observe vehicle/equipment speed limits; staff training; supervision	5	Contractor

5	Use of construction equipment	Dust and dirt; noise and vibration;	16	Personal protective equipment to be provided and used appropriately; washing facilities provided; timing of work to reduce disturbance; control exposure to vibrating equipment; staff training; supervision	6	Contractor
6	Use of construction equipment	Oil leaks/spills;	6	Provide oil trays under leaking plant; staff training; supervision	2	Contractor
7	Use of construction equipment	Buried services;	15	Obtain permit to dig; co-ordinate with other utilities if appropriate; hand excavate to locate; record position of found and new for future; staff training; supervision	3	Contractor
8	Use of construction equipment	Loss of stability and overturning of equipment	15	Operate equipment in compliance with work equipment regulations; equipment to be used by competent operators; planned maintenance of equipment; ensure equipment is stable before operation; staff training; supervision	5	Contractor
9	Concrete works	Harmful substances; dermatitis; cancers; manual handling; repetitive work leading to upper limb disorders;	15	Provide and wear suitable personal protective equipment; lifting equipment; staff training; supervision	8	Contractor
10	Concrete works	Injury by construction materials	15	Provide and wear appropriate PPE; staff training; supervision	8	Contractor
11	Concrete works; working with cranes	Working at height	10	Provide and wear appropriate PPE; staff training; supervision	8	Contractor

11	Trench and pit excavation	Confined spaces, asphyxiation; slips, trips and falls	15	Observe proper working methods; inspect trenches prior to entry; evacuation routes and emergency procedures to be established before entry; erect signs and barriers to open trenches/pits; staff training; supervision	8	Contractor
12	Trench and pit excavation	Dust and dirt; contaminated soils/waste	12	Provide and use appropriate PPE; staff training; supervision	8	Contractor
13	Fuelling of fleet/plant, fuel storage	Inhalation of vapours, gases, or particles; contact with fuel; ingestion; cancers; storage incompatibility	12	Provide and use suitable personal protective equipment; provide appropriate fuelling equipment; Store fuels in designated areas; staff training; supervision	8	Contractor
14	Workers camps-sanitation	Disease outbreaks; contaminated waste;	15	Train staff on good hygiene; follow good hygiene; provide proper sanitation facilities on site; staff training; supervision	8	Contractor
15	Workers camps	Fire and explosions	15	Firefighting equipment provided; staff trained in emergency procedures; control hot work via Permit to Work; Separate and store combustibles according to requirements; staff training; supervision	8	Contractor
16	Workshops/garages	Fire and explosions;	15	Firefighting equipment provided; staff trained in emergency procedures; control hot work via Permit to Work; separate and store combustibles	8	Contractor

				according to requirements; staff training; supervision		
17	Workshops/garage/office	Manual handling leading to injury; poor ergonomics	12	Provide suitable PPEs; provide appropriate lifting equipment for heavy lifting; ergonomically designed work stations; staff training; supervision	8	Contractor
18	Outdoor work	Traffic accidents; sharp objects; dropping objects, etc	12	Compliance with occupational health and safety regulations; ensure appropriate personal protective equipment available including reflective jackets, head helmets, hand gloves; separate workers from traffic; ensure adequate lighting available; ensure adequate shelter where applicable; staff training; supervision	8	Contractor
19	Outdoor work	Snake/insect bites	15	Provide and wear suitable PPEs; staff training; supervision	8	Contractor
20	Hot work	Welding fumes and UV/ Arc	12	Provide appropriate PPEs e.g. eye screens; control hot work by Permit to Work; provide firefighting equipment; staff training; supervision	8	Contractor
21	Environmental risks	Fire	15	Store construction material in a safe location; limit quantity of material stored on site; staff training; supervision	8	Contractor

22	Environmental risks	Floods	10	Construction/waste material should not block water courses; staff training; supervision	5	Contractor
23	Environmental risks	Emissions from construction plant/equipment	12	Maintenance of plant/equipment; staff training; supervision	8	Contractor
24	Health emergencies	Sickness; injury	12	An equipped first aid box on site; for each site a vehicle to be availed for emergencies to nearest health centres	8	Contractor

*Space for comments*

**Appendix:** The following is a list of possible hazards.

Physical hazards	Chemical hazards	Biological hazards	Psychosocial hazards	General environment hazards
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<ul style="list-style-type: none"> <li>○ slippery or uneven ground,</li> <li>○ working at height,</li> <li>○ objects falling from height,</li> <li>○ inadequate space to work,</li> <li>○ poor ergonomics (e.g. workplace design that does not take account of human factors),</li> <li>○ manual handling,</li> <li>○ repetitive work,</li> <li>○ trappings, entanglement, burns and other hazards arising from equipment,</li> <li>○ transport hazards, either on the road or on premises/sites, while travelling or as a pedestrian (linked to the speed and external features of vehicles and the road environment),</li> <li>○ fire and explosion (linked to the amount and nature of flammable material),</li> <li>○ harmful energy sources such as electricity, radiation, noise or vibration (linked to the amount of energy involved),</li> <li>○ stored energy, which can be released quickly and cause physical harm to the body (linked to the amount of energy),</li> <li>○ frequently repeated tasks, which can lead to upper limb disorders (linked to the duration of the tasks),</li> <li>○ unsuitable thermal environment, which can lead to hypothermia or heat stress,</li> <li>○ violence to staff, leading to physical harm (linked to the nature of the perpetrators),</li> <li>○ ionizing radiation (from x- or gamma-ray machines or radioactive substances),</li> <li>○ non-ionizing radiation (e.g. light, magnetic, radio-waves)</li> </ul>	<p>Substances hazardous to health or safety due to:</p> <ul style="list-style-type: none"> <li>○ inhalation of vapours, gases, or particles,</li> <li>○ contact with, or being absorbed through, the body,</li> <li>○ ingestion,</li> <li>○ the storage, incompatibility, or degradation of materials.</li> </ul>	<p>Biological agents, allergens, or pathogens (such as bacteria or viruses), that might be:</p> <ul style="list-style-type: none"> <li>○ inhaled,</li> <li>○ transmitted via contact, including by bodily fluids (e.g. needle-stick injuries), insect bites, etc.</li> <li>○ ingested (e.g. via contaminated food products)</li> </ul>	<p>Situations that can lead to negative psychosocial (including psychological) conditions, such as stress (including post-traumatic stress), anxiety, fatigue, depression, from e.g.:</p> <ul style="list-style-type: none"> <li>○ excessive workload,</li> <li>○ lack of communication or management control,</li> <li>○ workplace physical environment,</li> <li>○ physical violence,</li> <li>○ bullying or intimidation.</li> </ul>	<ul style="list-style-type: none"> <li>○ Environmental risks</li> <li>○ Endemic diseases</li> <li>○ Disease Outbreaks</li> <li>○ Pandemics</li> <li>○ Quality and availability of health care</li> <li>○ Natural Disasters</li> <li>○ Nuclear Disaster</li>   <li>○ Security conditions, Crime, Social Unrest, Political violence fall under the responsibility of the UN Security Management System</li> </ul>
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Source: OHSAS 18002:2008

In order to manage and control change, this template should be reviewed each time a change happens in the organization (e.g. in the structure, personnel, management system). The results of the risk assessment should be communicated with the staff as appropriate.



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## UNOPS Work Permit: Confined Space Entry

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<b>Project Title</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme	<b>Permit Number</b>	
<b>Location of Confined Space</b>		<b>Date Submitted</b>	
<b>Details of Work</b>		<b>Date Approved</b>	
<b>Name of Contractor/Workers</b>		<b>Validity Period</b>	

Atmospheric (gas) Testing	Results (Tests to be carried out prior to any entry by lowering detection equipment into the confined space.)
Oxygen	
Carbon Monoxide	
Hydrogen Sulphide	
Other?	
<b>EXPLOSIVENESS</b>	

**Ensure that the Confined Space is free from**

	Check performed
Noxious Sludge and Material Matter	
Gas and Fumes	
Isolated from all sources of Gas and Fumes	

**The following precautions must be taken as a condition of this permit approval**

	Yes	No

Gas monitoring throughout operation		
Is forced ventilation system required for operation?		
Breathing apparatus required to be worn?		
Specific protective clothing to be used (list)		
Support person in attendance		
Lifeline system (harness, winch and tripod) to be used		
Non spark tools and flameproof electronics and equipment to be used		
Emergency rescue equipment/facilities required		
Specific workers training to be undertaken		
Other precautions? (detail)		

**Approval:** (Before the works are undertaken the recipient understands and is competent with the safe systems of work in confined spaces.)

<b>Signature of Approving Authority</b>	<b>Date</b>
<b>Signature of Recipient</b>	<b>Date</b>

**Completion:** (Confirmation that all persons and equipment has been withdrawn from the space and the area has been left safe.)

<b>Signature of Recipient handing back</b>	<b>Date</b>
<b>Signature of Approving Authority</b>	<b>Date</b>



## UNOPS Work Permit: Hot Works

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<b>Project Title</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme	<b>Permit Number</b>	
<b>Location of Proposed Works</b>		<b>Date submitted</b>	
<b>Details of Work</b>			
<b>Name of Contractor/Workers</b>			
<b>Hot Work Fuel Source</b>			

**The following precautions are to be undertaken by the Contractor:**

<p><b>Within a 10 metre radius of the work</b></p> <p> <input type="checkbox"/> Removal of combustible Material and Liquids                   <input type="checkbox"/> Covering/protection of fixed combustibles                   <input type="checkbox"/> Clean floor areas of combustibles                   <input type="checkbox"/> Wetting down of combustibles                   <input type="checkbox"/> Covers to collect sparks                   <input type="checkbox"/> Cover all floor and wall openings             </p>
<p><b>General</b></p> <p> <input type="checkbox"/> All cutting and welding equipment is in good repair                   <input type="checkbox"/> All equipment operated by competent people                   <input type="checkbox"/> Does the area require additional ventilation                   <input type="checkbox"/> Ensure suitable PPE is in use                   <input type="checkbox"/> If smoke alarms are required to be disconnected to perform the hot work then continuous fire watch must take place.             </p>
<p><b>Extinguishers</b></p> <p> <input type="checkbox"/> Hose Reel                   <input type="checkbox"/> CO2                   <input type="checkbox"/> Dry Powder                   <input type="checkbox"/> Water             </p>

**Authorisation**

<b>Signature of Approving Authority</b>	<b>Time/Date of permit validity</b>
<b>Signature of Receiver:</b>	<b>Date:</b>

**Completion**

<b>The work areas have been inspected one hour after the completion of the works and is all clear.</b>	
<b>Permit Receiver</b>	<b>Date/Time</b>
<b>Approving Authority (Permit returned and expired)</b>	<b>Date/Time</b>

## UNOPS Work Permit: Excavation

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<b>Project Title</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme	<b>Estimated Time Required</b>	
<b>Location of Proposed Works</b>		<b>Proposed commencement of excavation</b>	
<b>Details of Excavation (including max depth)</b>		<b>Permit Number</b>	
<b>Person in charge of Excavation (name and title)</b>		<b>Date submitted</b>	

### Underground and Overhead Services Checklist

	‘As built’ existing services drawings	Services locations confirmed on site and marked	Control zone confirmed, excavation within?	Services require isolation?	Area to be scanned?	Specific method, controls, techniques and protection required?
Electrical (in ground)						
Electrical (overhead)						
Water main						
Gas main						
Sewer system						
Storm water system						
Data and telecoms						
Other?						



**General Considerations**

	Yes	No
Is area required for stockpiling sufficient and secure?		
Are temporary barriers available to protect excavation?		
Has risk assessment been carried out for the works?		

**Note:** All archaeological items uncovered during excavation shall be immediately reported to the UNOPS site representative. Work shall be stopped and waiting for further instruction from UNOPS site representative.

**Authorisation**

<b>Signature of Approving Authority</b>	<b>Time/Date of permit validity</b>
<b>Signature of Receiver</b>	<b>Date</b>

**Completion**

<b>The work area is complete and has been left in a safe condition.</b> <b>The work has not been completed and the following remains outstanding:</b>	<b>Date/Time</b>
<b>Permit Receiver:</b>	
<b>Approving Authority: (permit returned and expired)</b>	<b>Date/Time</b>

## UNOPS Work Permit: Lifting (Crane)

<b>Project Title</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme	<b>Banksman/Slingers</b>	
<b>Location of Proposed Lift</b>		<b>Permit Number</b>	
<b>Proposed Date of Lift</b>		<b>Date submitted</b>	
<b>Appointed person to control lift</b>			

Details and Description of Lift	
Type of Crane	
Safe Working Load of the Crane	
Details of the item to be lifted	
Weight to be lifted	
Maximum radius of the lift	
Confirmation of lift and radius suitability	
Lifting Gear minimum capacity	
Crane operator licensed/Experienced	
Banksman/Slinger licence/Experienced	
Crane and equipment weekly/monthly/yearly inspections detailed?	

Pre Lift Checklist		
<input type="checkbox"/> Ground conditions suitable for access and lifting?	<input type="checkbox"/> Visual inspection of lifting gear	<input type="checkbox"/> Crane level and wheels clear of ground?
<input type="checkbox"/> Outrigger spreaders required and in place?	<input type="checkbox"/> Health and Safety Hazard and Risk assessment	<input type="checkbox"/> Risk controls in place relating to access, vehicles, workers, lifting area

	undertaken?	etc
<input type="checkbox"/> Crane operator has all round vision?	<input type="checkbox"/> Any workers under suspended loads?	<input type="checkbox"/> Have all workers involved been thoroughly briefed on proceedings?
<input type="checkbox"/> Any additional requirements?		

**Approval**

<b>Signature of Approving Authority</b>	<b>Time/Date of permit validity</b>
<b>Signature of Receiver</b>	<b>Date</b>

**Review and Completion**

<b>Lift undertaken as planned?</b>	
<b>Improvements for next lift?</b>	
<b>The lift has/has now been completed</b>	<b>Date/Time</b>
<b>Permit Receiver:</b>	
<b>Approving Authority:</b>	<b>Date/Time</b>
<b>(permit returned and expired)</b>	







## Health, Safety, Social & Environmental Inspection Report - Site

<b>Project</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme				
<b>Person carrying out inspection</b>					
<b>Location</b>			<b>Date</b>		
<b>Number of Toolbox talks held since last inspection</b>		<b>Number of personnel on site</b>		<b>Incidents since last inspection</b>	

**NOTE:** It is mandatory to document at least one HSE inspection per week. Daily HSE inspections are highly recommended.

1. **MARK THE ITEMS THAT HAVE BEEN INSPECTED**
2. **INCLUDE INSPECTION FINDINGS AND PRIORITY\* FOR CLOSING THEM (you can also highlight best practices)**

\* **Priority:**    (A1) – Immediately    (A2) – Within 24 Hrs    (B3) – Within 3 Days    (C) – Other (state)

Category	√	Observation(s) – add rows if necessary	Responsible	Date closed
<b>1. General site layout &amp; Welfare (incl. housekeeping)</b>				
Consider: Site accommodation (toilets, canteen, water, dry clothing, cleanness) General appearance of the worksite (clean/untidy, fencing) Materials storage (protected, tidy, stored correctly), slip, trip and fall risks (protruding bars, cable management) Security, site boundaries (clearly marked/defined, safety signage displayed, security arrangements), lighting				
<b>2. Emergency Arrangements and Response</b>				
Consider: Fire (evacuation plan, muster point marked, extinguishers, fire alarm) First Aid (first aiders, first aid kit – location availability), spill kits (availability, location) Information display (emergency plan, contacts, site rules, policies)				
<b>3. Work at Height</b>				

Consider:	Scaffolding (foundation, bracings, access, handrails, toe boards, tagging) Mobile platforms, ladders (locking, securing, tagging) Fall protection (edge protection in place, fall arrest systems, openings fenced off or covered)			
<b>4. Equipment/Portable Tools/Electrical Appliances</b>				
Consider:	Lifting equipment and management of lifting operations (cranes, hoists, davits, slings, chains, permit) Tools and equipment (condition, regular checking, maintenance, storage, guards in place) Transformers & Power Supply (security, connection, labelling, inspections)			
<b>5. Excavations</b>				
Consider:	Excavation, trench protection (shoring, sheet piles, placement of excavated material, fencing, railing) Confined space (gas monitor, evacuation procedure – tripod, topman etc) Dewatering arrangements			
<b>6. Personal Protection Equipment (PPE)</b>				
Consider:	Use, suitability for the task (i.e. dust masks or hearing protection), condition, storage Manual Handling			
<b>7. Underground and Overhead Services</b>				
Consider:	Identification, marking and protection			
<b>8. Hazardous Materials</b>				
Consider:	Clear identification, labelling, storage, no smoking sign, asbestos Gas Cutting/welding (welding screens, flashback arresters, condition of the gas bottles and hoses, permit)			
<b>9. Traffic Management</b>				

Consider:	Planning, Routing, Turning areas, Delivery Management, Unloading area, Pedestrian Segregation, Access, Signage, plan display, banksman			
<b>10. Risk Assessment and Method Statement (RAMS)</b>				
Consider:	Work carried out according to RAMS, communication to workers			
<b>11. Lifting appliances and equipment</b>				
Consider:	Radio communication system with cranes, outriggers, Safe Working Load (SWL) clearly marked			
<b>12. Waste Management and Segregation</b>				
Consider:	Waste segregation, availability of bins/skips/containers properly labelled, secured and protected i.e. from rain, animals Frequency of emptying bins, waste disposal/recycling according to plan Separate, secure storage of hazardous waste in sealed, non-leaking, bunded area			
<b>13. Fuel/oil/chemical Storage</b>				
Consider:	Fuels/chemicals/oils storage in bunded areas, use of drip trays, good condition of the drums and bund Designated refuelling area on site, located away from watercourse, bunded or on hard surface Gas storage in secure/lockable area; labelling and signage			
<b>14. Drainage, dewatering, spillage control</b>				
Consider:	Uncontrolled discharges to watercourses/drainages; storm water drainage; control of dewatering or overpumping activities; use of settlement tanks and/or oil separators Check for leaking equipment; use of drip trays; concrete wash out site; designated vehicles wash-down area (connected to drainage and oil separator) Sewage system from site/canteen/office discharge			

<b>15. Ecology, Archaeology and Heritage</b>				
Consider:	Ecological, archaeological or sensitive areas, protection from site activities; affected trees or vegetation			
<b>16. Dust and mud</b>				
Consider:	Dust control measures, excavated material stock piles covered, dust suppression system (sprinklers), traffic control around the site controlled (speed limited) Mud spreading prevention - wheel wash, dust suppression systems on the equipment i.e. on the chain saw			
<b>17. Odour and Air Emissions</b>				
Consider:	Burnings on site, waste burning prohibited on site Odour emissions Emissions from equipment/machinery/vehicles, related maintenance			
<b>18. Noise and Vibration</b>				
Consider:	'Noisy' equipment, maintenance, noise mitigation measures i.e. is the equipment fitted with mufflers, screens, noise monitoring			
<b>19. Labour relations; Community Interface</b>				
Consider:	Complaints from the neighbourhood, liaison with community/authorities Indications of child or very young workers presence, retaining salaries, other labour rights violations			

<b>Name/Signature of Person carrying out Inspection:</b>			
<b>Approved by Project Manager</b>		<b>Date</b>	

## Weekly inspection of ladders/trestles

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<b>Project Title</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme	<b>Site</b>		<b>Date</b>	
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Ladder ID Number	Description – ladder: length or number of rungs, scaffold - location

**Guidance**

- Weekly inspections shall be carried out and report completed.
- The report should be kept on site until the project is complete.
- All ladders/trestles should be individually tagged.
- Ladders/Trestle’s must be in good condition and correctly stored - check for splits or cracks in the stiles and rungs. Ensure that none of the rungs are missing or loose.

- Ladders shall not be painted - paint can hide damaged parts.
- Any defected ladders / trestles should be removed from site immediately.



## Scaffold inspection checklist

<b>Project Title</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme	<b>Site</b>	
<b>Scaffold ID number and location</b>			
<b>Inspection date</b>			

FOOTINGS		BRACING		PLATFORMS	
Soft and uneven		Façade and ledger		Bad boards	
No base plates		Some missing		Trap boards	
No sole boards		Loose		Incomplete boarding	
Undermined		Wrong fittings		Insufficient supports	
SATISFACTORY		SATISFACTORY		SATISFACTORY	
STANDARDS		COUPLINGS		GUARD RAIL & TOE BOARDS	
Not plumb		Wrong fittings		Wrong height	
Joined at same height		Loose		Some missing	
Wrong spacing		Damaged		Loose	
Damaged		No check couplers		Damaged	
SATISFACTORY		SATISFACTORY		SATISFACTORY	
LEDGERS		TIES		LADDERS	
Not level		Some missing		Insufficient length	
Joined in same bays		Loose		Not tied	
Loose		Damaged		Damaged	
Damaged		Other		Other	
SATISFACTORY		SATISFACTORY		SATISFACTORY	

Other comments	Action required/Responsible	Action Completed

<b>Name of Person carrying inspection</b>		<b>Signature</b>	
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### Guidance

- Weekly inspections shall be carried out and report completed.
- The report should be kept on site until the project is complete.
- Any tool that is found to be defective shall not be used, then fixed or removed from site.



## Weekly inspection of lifting devices

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<b>Project Title</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme	<b>Site</b>	
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ID Number	Description

**Guidance**

- Weekly inspections shall be carried out and report completed.
- The report should be kept on site until the project is complete.

- Any tool that is found to be defective shall not be used, then fixed or removed from site.

Project Title		Site	
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Date of inspection	Results of inspection										Signature person who made inspection
	ID number										

## SITE EMERGENCY AND EVACUATION PROCEDURE

<b>Project Title</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme		
<b>Project Location</b>			
<b>Consultant/Engineer</b>			
<b>Contractor</b>			
<b>Date of issue</b>		<b>Revision</b>	

### Evacuation Procedure

- In the event of an **EMERGENCY** and required **EVACUATION**, a warning [Siren/Horn/Verbal Alert - insert specific system] will sound.
- Immediately leave the site via the nearest safe exit and go directly to the designated Muster Point.
- Do assist disabled or injured people to a safe area, do not run and do not return to your work area until the ALL CLEAR is given by the UNOPS project representative.

### If You Discover FIRE

- Alert all the people in the immediate area of the emergency and indicate the emergency routes
- Activate the alarm/notify UNOPS representative
- Phone emergency services if available
- Use fire fighting equipment only if it is safe to do so
- Evacuate the site using the nearest emergency exit and proceed to the muster point.
- Follow all instructions given by the UNOPS representative

### In the event of an EARTHQUAKE

- Move away from glazed windows and stacked materials
- Take shelter under doorways or solid furniture
- Follow all instructions given by the UNOPS representative

# Project Emergency Contact Numbers

<b>Project Title</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme		
<b>Project Location</b>			
<b>Contractor</b>			
<b>Date of issue</b>		<b>Revision</b>	
<b>Service</b>	<b>Telephone Number</b>	<b>Name/Details/Address</b>	
UNOPS representative			
Contractor Contact			
Site First Aid givers			
Nearest Doctor			
Nearest Medical Clinic /Hospital			
Ambulance Service			
Nearest Fire Service			
Nearest Police Service			
Services Providers Electricity Water Service Gas Service			
Other			

# Emergency Drill Record

<b>Project Title</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme
<b>Location of the drill (address)</b>	
<b>Date of Emergency drill</b>	
<b>Time warning system was initiated</b>	
<b>Warning system initiated by</b>	
<b>Weather condition</b>	
<b>Emergency coordinators present</b>	
<b>Approximate number of people evacuated</b>	
<b>Time taken to fully evacuate</b>	

<b>Overall Standard of Emergency Drill</b>	<b>Unsatisfactory</b>	<b>Satisfactory</b>
(tick the correct)		
<b>Comments/findings</b>	<b>Action required/ Responsibility</b>	<b>Date completed</b>

<b>Name of Person in charge of the drill</b>		<b>Date</b>	
<b>Signature</b>			

## Incident Report Form

<b>Project/Office</b>	Most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road		
<b>Report date</b>			
<b>Reported by</b>		<b>Title/role</b>	

### I. DETAILS OF THE INCIDENT

<b>Incident date</b>	
<b>Incident time</b>	
<b>Incident place</b>	

Incidents are classified into two classes, as below. You can select either Class 1 or Class 2, not both. Select the Class that better describes the type of incident. You can select multiple sub-categories under each class.

Incident class	Category 1	Category 2	Category 3	Category 4	Category 5
Class 1					
Class 2					

### II. IDENTIFICATION OF TYPE OF INCIDENT AND IMMEDIATE CAUSES

1) Select the type of the incident from the list below. An incident can be classified at the same time as H&S/environmental/social.

Type of Incident - H&S		Type of Incident - Social
Moving Machinery/vehicles	Dust, Fumes, Vapours	Theft
Fall from height	Noise	Misuse of UNOPS property
Powered Hand tools	Temperature or heat	Willful Damage
Hand Tools	Overexertion	Damage to Cultural Heritage
Animals or insects	Structural Failure	Occurrence of infringement of labour rights
Fire or Explosion	Chemical/biological	Occurrence of infringement of human rights
Trips & smaller falls	Stress	Stakeholder/community complaint
Drowning	Violence, aggressions	Strike, demonstration
Borrow-pit Management	Other (please specify)	Other (please specify)

Type of Incident - Environmental	
Chemical/Oil Spill	Damage to ecosystems (e.g. damage to flora/fauna)
Improper Disposal Waste	Odour air Emissions
Disasters (Earthquake, Flood, etc)	Dust, Fumes, Vapours, Air pollution
Water Pollution/ Sedimentation	Other (please specify)

2) For each type of incident, select the relevant descriptor(s) from the list. You can select up to 5 descriptors for each type of incident. If a descriptor is not listed below, please type in short descriptor in "Other". Add more rows as necessary.

Incident type	Descriptor 1	Descriptor 2	Descriptor 3	Descriptor 4	Descriptor 5	Other
H&S						<i>Please type in short descriptor here</i>
						<i>Please type in short descriptor here</i>

Provide description of the immediate causes of the incident:

### III. DESCRIPTION OF THE INCIDENT

Record all facts prior to and including the incident, if it was a planned activity, describe/list material, ecosystem and property damaged, etc:

### IV. ROOT CAUSE ANALYSIS

Select the root cause(s) of the incident from the list below. If "Other" please specify.

Root causes	Yes	No
Improper Planning		
Poor Maintenance		
Poor Supervision		
Poor Quality of Equipment		
No rules, standards, or procedures		
Lack of knowledge or skills		
Improper motivation or attitude		
Failure to comply with rules		
Other		

## Incident Review Report

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<b>Project/Office</b>	Reinforced Access of the most vulnerable populations to Markets and Socio-economic facilities through a Feeder Road Rehabilitation Programme		
<b>Review completed on</b>		<b>Reference to incident report</b>	
<b>Incident reviewer/ review team members</b>	<span style="color: red;">[For Class 1 incidents, include names of members of the review team and indicate the lead reviewer.]</span>		

### I. DETAILS OF THE INCIDENT

Incident classification	Class 1	<input type="checkbox"/> Fatal <input type="checkbox"/> Lost time <input type="checkbox"/> Major Environmental <input type="checkbox"/> Major Property Damage <input type="checkbox"/> Reportable Social	
	Class 2	<input type="checkbox"/> Minor Environmental <input type="checkbox"/> Minor Injury/Illness <input type="checkbox"/> Minor Property Damage <input type="checkbox"/> Near miss	
Incident Date		Incident Time (Approx.)	
Incident Place			
Description/What Happened  <small>(Record all facts prior to and including the incident that can help clarifying its dynamics and its causes)</small>			
Photos attached	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Witness (if any), name and contact details			
Witness Statement attached	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**II. DETAILS OF HARMED PERSON(S) (Only for Health & Safety Incidents. For other type of incident, proceed to Step III.)**

Name		Age	
Address/Contact details			
Occupation		Employer	
Status	<input type="checkbox"/> Contractor Employee <input type="checkbox"/> Subcontractor employee <input type="checkbox"/> Visitor <input type="checkbox"/> UNOPS Employee <input type="checkbox"/> Public <input type="checkbox"/> Other		
Date injury reported		To Whom Reported	
Did person return to work the same day?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Treatment of injury	<input type="checkbox"/> None <input type="checkbox"/> On Site First Aid only <input type="checkbox"/> Doctor <input type="checkbox"/> Hospitalised		
Details of treatment			
Were any emergency services in attendance?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Details of emergency services if in attendance			
<b>Injury Details</b>  <b>Injury type:</b> (e.g. cuts/abrasions, bruising, sprain/strain, fracture, dislocation, unconsciousness, other)  <b>Body part:</b>			
Date of return to work			

**III. OUTCOME OF INVESTIGATION**

<p><b>Immediate cause</b></p> <p>What unsafe/inappropriate acts or conditions caused the event? Note contributing factors that have made the incident worse (e.g. incorrect use of ladder, lack of PPE, absence of drip trays/containment)</p>	
<p><b>Secondary cause</b></p> <p>What human, organisational or job factors contributed/caused the event (e.g. poor housekeeping, poor planning, incorrect work method, lack of supervision/training, improper attitude, lack of hazard control etc.)? Also review the adequacy of risk assessments.</p>	
<p>Lessons learned</p>	
<p>Recommended preventative action(s)</p>	<input type="checkbox"/> Training of personnel <input type="checkbox"/> Improve hazard/impact Identification <input type="checkbox"/> Improve hazard/impact control <input type="checkbox"/> Increase supervision <input type="checkbox"/> Improve risk/impact assessment <input type="checkbox"/> Discuss during HSSE meeting <input type="checkbox"/> Other (please specify below) <hr/>

<p>Preventative action(s) to be carried out by</p> <p>(Name of responsible person and target completion date)</p>				
<p>Close out</p> <p>(Agreed actions have been completed and situation now is satisfactory)</p>	<p>[Before closing out, ensure that the preventative action has been implemented for a reasonable period of time and it is showing to be effective.]</p>			
<p>Signature of lead reviewer</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; height: 30px;"></td> <td style="width: 20%; text-align: center; vertical-align: middle;">Date</td> <td style="width: 20%;"></td> </tr> </table>		Date	
	Date			

## Incident Highlight Report

<b>Incident Classification</b>	Class 1	<input type="checkbox"/> Fatal <input type="checkbox"/> Lost time <input type="checkbox"/> Major Environmental <input type="checkbox"/> Major Property Damage <input type="checkbox"/> Reportable Social	
	Class 2	<input type="checkbox"/> Minor Environmental <input type="checkbox"/> Minor Injury/Illness <input type="checkbox"/> Minor Property Damage <input type="checkbox"/> Near miss	
<b>Incident Date</b>		<b>Incident Place</b>	ROAD NO. 2
<b>Lessons learned</b>			



**Health, Safety, Social & Environmental Inspections  
QUARTERLY REPORT - project**

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Project office	GHOH, Gambia		
Project name & oU number	ROAD NO. 2: CHAMOI – DAMPHA KUNDA – TAMBA SANSANG		
Reporting period		to	

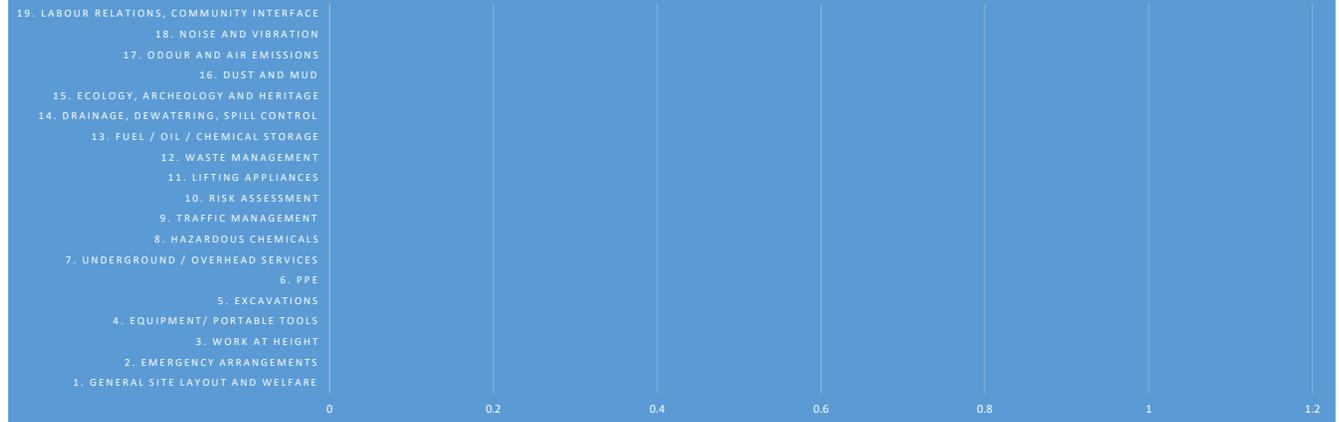
**SIGNIFICANT OCCURRENCES IN THE REPORTING PERIOD:**

Class 1 incidents		Class 2 incidents	
# HS Toolbox talks held		# SE Toolbox talks held	Other

**# of OBSERVATIONS IN THE REPORTING PERIOD - PER CATEGORY**

1. General site layout and welfare	2. Emergency arrangements	3. Work at height	4. Equipment/ portable tools	5. Excavations	6. PPE	7. Underground / overhead services	8. Hazardous chemicals	9. Traffic management	10. Risk assessment	11. Lifting appliances	12. Waste management	13. Fuel / oil / chemical storage	14. Drainage, dewatering, spill control	15. Ecology, archeology and heritage	16. Dust and mud	17. Odour and air emissions	18. Noise and vibration	19. Labour relations, community interface.	

**# OBSERVATIONS, PER CATEGORY**





## Health, Safety and Environment Internal review (audit) - HSE16

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<b>Reviewer</b>	
<b>Location being reviewed</b>	
<b>Area Representative</b>	
<b>Date</b>	

Clause		Description	Requirements	Findings	Significance: Non conformance/ Recommendation/ Observation	Root cause analysis	Corrective Action Required	By Whom	By When	Relevant templates
OHSAS	14001									
	4.1	Understanding the organization and its context	Determination of external and internal issues that might affect the intended outcomes of the environmental management system							
	4.2	Understanding the needs and expectations of interested parties	Identification of interested parties, their needs and expectations and which of these become compliance obligations							HSE02
4.1	4.3, 4.4	General Requirements	Formal Health & Safety and Environmental management system in place, documented, maintained and continuously improving							
	5.1	Leadership and commitment	Specific actions that demonstrate top management leadership and commitment to the environmental management system							
4.2	5.2	Policy	Appropriate policies in place. EOD03 (Covering prevention of injuries and illnesses, prevention of pollution, meeting legal Reqs and continuous improvements. Available and communicated to all).							
	6.1.1	General	Establishment, implementation and maintenance of processes needed in 6.1.1 to 6.1.4. Determination of risks and opportunities within the scope of the environmental management system							EM03, EM04
4.3.1	6.1.2	Hazard identification, risk assessment and controls, environmental aspects	Risk assessments, risk registers in place. Assessments covering routine, Non-routine work, behaviours, contractors, neighbours, etc. Documented information of environmental aspects and impacts and criteria (environmental screening and risk register).							EM03, EM04 HS05
4.3.2	6.1.3	Legal and other requirements	Legal and other requirements identified, legal register available, identification of compliance obligations							HSE03, HSE04
	6.1.4	Planning action	Plan to address significant environmental aspects, compliance obligations and risks and opportunities. Implementation of plan and evaluation of effectiveness.							EM01, HSE01
4.3.3	6.2	Objectives, targets and programme	Objectives and targets and programme in place and updated							EM01, HSE01, HS01
4.4.1	5.3, 7.1	Resources, roles, responsibility & authority	Site Resources, roles, responsibility & authority defined and implemented (Corporate roles are defined in HS and EMS Handbooks)							
4.4.2	7.2, 7.3	Competence, Training & Awareness	Competence of persons who control potential significant impact/ safety critical processes- Records to show qualifications, skills, awareness etc.							
4.4.3	7.4	Communication	Internal and external communication related to HSE issues, complaints, information-including incidents and requirements for reporting to authorities/ stakeholders.							HSE11
4.4.4	7.5.1	Documentation	Adequate documentation of policy, procedures, guidelines and templates.							
4.4.5	7.5.2, 7.5.3	Control of documents	Approval, review and use of current versions of documents. Preventing use of obsolete documents- Version of forms same as the one on intranet.							
4.4.6	8.1	Operational control	Control to prevent deviation from policy and objectives of HSE system. Addressing significant HSE issues with operations, construction & structures including controls with suppliers and contractors. E.g. Guidelines, Permit to work system, Design review, contractor management, camp design, waste management, control of major impacts, etc.							HSE12, HSE05 HS08, HS09, HS10, HS11 EM06

Clause		Description	Requirements	Findings	Significance: Non conformance/ Recommendation/	Root cause analysis	Corrective Action Required	By Whom	By When	Relevant templates
4.4.7	8.2	Emergency preparedness	Emergency situations identified. Response to emergencies. Testing of emergency procedures. Review and update of site emergency procedures.							HSE09
4.5.1	9.1.1	Monitoring and measurement	Monitor and measure significant issues that may affect objectives. Calibration of measurement equipment where applicable. Inspection programme in place?							HS01, EM01, HSE01
4.5.2	9.1.2	Evaluation for compliance	Checking whether there has been compliance to legal and other requirements. Legal compliance form completed?							HSE03, HSE04
4.5.3	10.2	Nonconformity, corrective action and preventive action	Identification of nonconformities, taking action, reviewing effectiveness. Correction and close out of issues from Audits and inspections.							
4.5.4	7.5.2, 7.5.3	Control of records	Maintainance of records (completed templates and other HSE data)							
4.5.5	9.2.1, 9.2.2	Internal review (audit)	Audit plan/schedule, Assessment to cover the 14 001 & 18 001 elements. Audit done on UNOPS template & all the sections completed							HSE16
4.6.0	9.3	Management review	Review of performance, communication, previous audits, legal and other requirements. Recommendations for improvement.							HSE15
	10.1, 10.3	Continous improvement	Evidence of continous improvement of the system							

NOTES: Refer to correlation table for the relevant sections in UNOPS handbooks

Clauses in red are to be audited at HQ location only

The following should be considered when planning the internal review:

- the size of operations
- the criticalities highlighted in previous audits/reviews
- the environmental importance of the processes carried out at the location
- the health and safety risks of the processes carried out at the location
- any changes affecting the local processes

# Site Induction Briefing: General Site Rules

## Introduction

- No-one is permitted to carry out work on this site, or enter the site before being inducted and briefed on the H&S Site Rules by the appointed UNOPS site representative.
- The H&S Site Rules apply to all personnel employed on site to carry out work; this will include but not be exclusive to: UNOPS' Staff, Consultant's Personnel, Contractor's Personnel, Subcontractors, Suppliers and Visitors.
- In addition to the H&S Site Rules, Contractor and Sub-Contractor Managers are responsible for briefing their own workforce in their own Risk Assessments and Method Statements regarding Health and Safety for their works. Records of these briefings must be kept and made available on site at all times for inspection by the UNOPS Representative.
- The UNOPS H&S Sites Rules are there to reinforce good practice in Construction Safety, they do not substitute nor dissolve any individual or Employer of their obligation or responsibility under the relevant laws of governance in the place of the work. Neither do they replace any obligations Contractors are subject to in the relevant Conditions of Contract for the project.

## Health and Safety

### a. Purpose

- a.1. The purpose of this briefing and the issuing of H&S Site Rules is to help prevent accidents, improve health and safety in the work place through standard procedures, awareness and education, and actively seek reporting of accidents and near misses to improve future practice and behavior to improve health and safety.

### b. Employees Responsibilities+

- b.1. Under general Health and Safety at Work practices, your responsibilities are to:

- Take reasonable care for the health and safety of yourself and others who may be affected by your acts or omissions at work.
- Co-operate with your employer, the Consultant and UNOPS Site Management, as far as may be necessary, to enable them to carry out their duties in regard to health and safety matters relating to these rules.
- Not intentionally or recklessly interfere with anything provided for the health, safety and welfare of yourself and others.

### c. General

- c.1. Private vehicles may only be parked on the site by agreement with the Consultant's Site Representative.
- c.2. The site speed limit has been set at 40 Kph. Appropriate signage shall be erected on site for information.
- c.3. The following articles are prohibited and must not be brought to site:

- Alcohol
  - Non-prescribed drugs
  - Animals/Pets
  - Children
- c.4. Anyone who has a medical condition that may give rise to difficulties for themselves or others on site should report the matter in confidence to Consultant or UNOPS staff. Examples would be: heart condition, vertigo, asthma, epilepsy etc.
- c.5. All visitors must be directed to the Consultant's site office prior to entry to site.
- c.6. Anyone who acts in an aggressive or offensive manner towards a member of the public or anyone else will be excluded from the site.
- c.7. Alcohol and Drugs – UNOPS has a policy of zero tolerance in respect of any person carrying out duties or work on this site having consumed drugs or alcohol.
- c.8. Random screening for alcohol and drugs may be carried out and specific testing may be undertaken on reasonable suspicion or following a work related accident or incident.
- c.9. Mobile phones must not be used whilst driving or operating plant, personnel on foot must ensure that they are in a safe area before taking or making calls, any calls made or received on a mobile phone should be essential calls only, social calls should be made outside the working site and out with working hours.

#### **d. Personal Protective Equipment**

- d.1. High visibility jacket/vests, safety helmets and safety footwear (incorporating steel toe-caps and mid-sole) must be worn at all times.
- d.2. Other P.P.E. must be worn during operations with specific health and safety risks, e.g.
- Safety goggles for protection during all cutting, grinding and drilling operations or where there is risk from impact, dust, chemicals or hot metal.
  - Dust masks for protection from dust.
  - Ear protection during all operations which produce noise above the level at which you need to raise your voice to be heard.
  - Gloves during concreting work.
- d.3. Stocks of all necessary PPE should be held on site and be made available by your Employer. It is your Employer's responsibility to provide you with the relevant PPE for your task.

#### **e. Reporting of Accidents, Incidents and Near Misses**

- e.1. All accidents must be recorded in the Accident Book, which is held by the Consultant's Site Representative. The appropriate forms (HSE09, HSE10, HSE11) must be used to report all incidents that happen on site.

- e.2. The Consultant's site supervisor must immediately be informed of "near misses" or any unsafe conditions, including tools, plant and equipment.
- e.3. Hazard/Near Miss Reports should be completed on site to record any concerns you may have with any aspect of site operations. The Consultant's Site supervisor will assist with this task. Serious or imminent risks should be brought to the attention of a supervisor immediately.

**f. Plant**

- f.1. Vehicles with restricted rear view vision must have a trained and authorized plant and vehicle banksman in attendance when reversing.
- f.2. Items of plant such as dumpers, rollers, aerial platforms etc, must only be operated by persons who are trained and competent.
- f.3. Under health and safety at work practices, there is a general requirement to be trained to use or carry out adjustments to most power tools e.g. wood working machinery, cartridge tools, cut off saws etc, such operations are required to be authorized by the appropriate site management.
- f.4. Plant and vehicle operators must not carry passengers unless the vehicle is specifically designed for that purpose. Other personnel must not request a lift, nor travel as a passenger on a site vehicle unless it is designed for that purpose. Failure to comply with these instructions will render all individuals involved liable to disciplinary action and removal from site.
- f.5. All site personnel are requested to follow designated pedestrian routes. Do not walk in the vicinity of mobile plant unless this is directly relevant to the task you have been instructed to carry out, e.g. banksman.
- f.6. Plant and vehicle operators must produce a copy of their Driving License (including the endorsements page) prior to driving a vehicle on site.
- f.7. Towing of plant and equipment on site must not take place unless the plant or vehicle has been fitted for this purpose. Towing arrangements must be assessed; manufacturers towing information must have been briefed to personnel and site management have approved it.

**g. Confined Space Work**

- g.1. Do not, under any circumstances enter a confined space unless you have been trained, you have all of the necessary equipment, and you have been directly instructed by qualified supervision.

***"A Confined Space is an area of work where there is an access/ egress problem or a lack of natural atmosphere, typically includes: manholes, chambers, tanks and pump wells."***

#### **h. Scaffold/ False work**

- h.1. Do not take access to newly erected or altered scaffolding unless instructed to do so after inspection and approval by the UNOPS's Site Representative.
- h.2. All scaffolding and ladders on site shall be clearly marked using scaff tags to indicate whether scaffolding can be accessed or not.
- h.3. All scaffolds and ladders must be in good condition and be regularly checked.
- h.4. All access scaffolds for placing concrete or other works at height require a suitable edge protection to prevent personnel, materials, plant and equipment from falling.
- h.5. Climbing on the scaffolding is strictly forbidden.
- h.6. All ladders must be placed at the correct angle of 1:4, fixed at the top and secured at the bottom.
- h.7. Do not alter or interfere with scaffold in any way unless you are trained to do so and are authorized to do so from your Supervisor.

#### **i. Excavation Work**

- i.1. Do not carry out any excavation work, by hand or machine, until you have been instructed to do so.
- i.2. Do not carry out any excavation work until you have been told by the Consultant's staff that all underground services in the area have been located, exposed and protected.
- i.3. If you encounter any unmarked services stop work and contact the Consultant's site staff immediately.
- i.4. All underground services exposed in an excavation, including in trial pits, must immediately be protected as instructed by the Consultant's staff.

#### **j. Hazardous Substances (COSHH- Control of Substances Hazardous to Health)**

- j.1. A site file is maintained in the Consultant's Site Offices of Contractors COSHH Assessments, it is essential that proper procedures, as laid down by the manufacturers, are used when handling their materials.
- j.2. You must be briefed by your Supervisor on the risks from the material and be issued with all necessary PPE required.
- j.3. If you are in any doubt seek the advice of your Supervisor.

#### **k. Electrical Equipment**

- k.1. All electrical equipment to be used on this site should be presented to Consultant's site staff for inspection prior to use. All guards should be fitted and

be in good working order. All cables should be correctly housed with all cores protected by insulation.

#### **I. Material Handling**

- I.1. Do not sling loads unless you are having received proper training as a Slinger/Signaller and are authorized by the Consultant's Site Staff.
- I.2. Do not manually handle loads in excess of what you can safely and comfortably handle.
- I.3. If there is a requirement to lift a load greater than what you can safely and comfortably handle then consult with your Supervisor to ensure that the necessary assistance is available.
- I.4. Do not use any item of lifting equipment unless the Consultant's Site Staff has confirmed that it is properly certified and satisfactory for the task in hand. The use of "unauthorized" slings, chains, shackles etc., is strictly forbidden.

#### **m. Setting Out**

- m.1. If kerb pins or setting out pins are to be driven into the ground ensure that the area has first been checked to ensure there is no risk of striking any underground services, most especially electrical cables.
- m.2. Steel pins driven into the ground for any purpose must be protected to remove the hazard of personnel falling onto them and being spiked, this practice of driving steel pins into the ground must be approved by Consultant's Site Staff prior to action.

#### **n. Welfare Facilities**

- n.1. Canteens, toilets and drying rooms are provided by your Employer for your welfare and comfort. Anyone found defacing or abusing these facilities will be liable to be removed from site.
- n.2. Care should be taken to ensure that heating appliances are used safely. Items of clothing must not be hung directly above heaters.
- n.3. Smoking is not permitted within any construction buildings on site, in the working vehicles and nearby material (particularly flammable) storage.
- n.4. Eating and drinking is expressly forbidden in all areas, other than those designated welfare facilities.

#### **o. Housekeeping**

- o.1. Your workplace must be kept tidy during and after work. Rubbish must be placed in the bins or skips provided and not discarded on the site.

- o.2. Site fencing and pedestrian fencing must remain in place. If there is a requirement to open it for access purposes then ensure it is immediately reinstated.
- o.3. Ensure that openings such as manholes and gully pots are securely covered at all times. If the cover must be removed temporarily, then physical barriers must be provided around the opening.

**p. Further Briefings and Instructions**

- p.1. There are detailed Risk Assessments, Works Procedures and/or Method Statements for all of the operations involved in this project. Your Employer and Supervisor must give you any necessary briefings and instructions for the operations you take part in prior to a work activity commencing.

**q. Access to Site**

- q.1. No contractor, subcontractor, visitor or any other individual must commence works without notifying the Consultant's site staff that they are on site and ready to start work. All personnel must be inducted, signed in and receive this briefing, failure to follow this procedure will render the individual to be removed from site.

**r. Emergency Arrangements**

- r.1. The contact numbers for persons and organizations to be contacted in the event of an emergency are contained in Form HS03. The Site Emergency and Evacuation Plan (prepared separately) gives clear instruction regarding required response during an emergency and evacuation; please make yourself familiar with its contents. Copies are posted on the site notice board.

**s. First Aid**

- s.1. The First Aiders on this site are identified in the **Form HS03**.

**t. Permits**

- t.1. On this site, formal permits must be in place before any of the following operations may be carried out: Permit to Excavate, Hot Work Permit & Confined Spaces Permit. Permits will be issued by the Consultant's Site Representative.

**u. Workforce Consultation**

- u.1. This site operates an "Open door" policy which actively encourages employees to raise concerns they may have regarding health, safety or welfare with the site management. Anyone raising such a concern shall receive a fair hearing and be spoken to in a civilized and reasonable manner. Safety issues can be raised with the site team verbally and in writing.
- u.2.

## **Environmental**

- I.** Prevent oil/petrol leaks into the ground - Drip trays to be placed under leaking static plants.
- II.** All barrels to be stored in areas provided - No barrels or containers containing oil, fuel or chemicals to be left on site unattended.
- III.** Only nominated and trained personnel shall carry out fuelling operations.
- IV.** Minimise emissions - switch off all plant when not in use.
- V.** Segregate waste; ensure that they are stored in designated place.
- VI.** Disposal of waste material by burning on site is **not** permitted, unless permit is obtained from the Consultant's site representative.
- VII.** Discharge of untreated sewage (including silted water) to the water bodies is not permitted.
- VIII.** In the event of a spill or other environmental incident or complaint, report it to site supervisor and Consultant's site representative.
- IX.** Do not carry out any work outside the site boundaries.

## **Quality**

It is essential that work is carried out in line with the contract requirements and the UNOPS/Consultant's systems. Therefore, please follow instructions and if work appears to be carried out incorrectly, please inform your supervisor before you go too far and it is covered up.

***If in doubt please ask!***

## **FINALLY**

If, at any time, you are unsure of the way in which a task should be carried out, or of the safety precautions to be taken, then you should IMMEDIATELY stop work and seek guidance from the Consultant's staff.

## Site Specific Rules

1. Always wear PPE.



2. No site induction - no work.



3. No work for people under influence of alcohol or drugs.



4. Our site is tidy and organised – keep good housekeeping.



5. All ladders and scaffolds must have safety tags.



6. All excavations must be secured/fenced off.



7. Notice risk, hazards, unsafe conditions – report them to your (Consultant) supervisor