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| ESMP Actions Table Template for:DWN Component One or Two |

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| **Instructions** |

This document outlines the key elements of an Environmental and Social Management Plan (ESMP) Action Table, capturing the mitigation measures that need to be implemented in the context of the Project activities, at minimum. The ESMP includes measures derived from the KfW standard bidding documents

Development Workshop Namibia (DWN) together with the contractor - shall use this template as guidance and amend it to the Project specifications, characteristics and risks as identified through the Site Assessment Tool. The ESMP Actions Table Template should not be used “as is” but serve as a basis for a Project-specific ESMP, commensurate with the relevant E&S risks and expected impacts of the Project. The ESMP Actions Table is structured as follows:

A – General requirements for ESHS Management,

B – Protection of Environment

C – Workers Health & Safety

D – Labour and Relations with Local Communities

Items that have been identified as non-relevant by the Site Risk Assessment do not have to be further considered/can be deleted. However, the **bold and underlined** ESMP items are always to be considered, regardless of the results of the Site Risk Assessment.

This ESMP Action Table shall complement the **ESMP Report** prepared for the Project. The “Do and Don’t Table” (Appendix 1) provides guidance on general best practices to be used during (construction) works. These recommendations are to be used regardless of the content of the ESMP.

| **Item** | **Mitigation, Management and Enhancement Measures** | **Means of Verification**  | **Responsibility** | **Monitoring Procedure** |
| --- | --- | --- | --- | --- |
| General Requirements for ESHS Management |
| **A1[[1]](#footnote-2). Responsibilities and Liabilities[[2]](#footnote-3)** | Ensure that all workers, suppliers and possible subcontractors are familiar and comply with the ESHS requirements and specifications of this ESMP.  | Induction training performed and recorded.Contracts with subcontractors and suppliers | Contractor/DWN | Review of training recordsReview of Contracts to ensure that Project requirements are included |
| Adjust this ESMP template to be project specific, define the frequency of the monitoring procedure and share it with DWN and KfW. Identify if further Management Plans are required and prepare these. | Final Project-specific ESMP Requisite Management Plans | Contractor/DWN | Review final ESMP and Management Plans prior to commencement of work‘No objection’ from KfW for final ESMP |
| **A4. Resources allocated to ESHS Management** | Assign ESHS responsible staff[[3]](#footnote-4) and define the requirements and responsibilities. Define person(s) responsible for contact with stakeholders (Relations officer or Community Liaison officer) | Document assigned responsibilities.Inform the relevant authorities/stakeholders about the ESHS responsible staff. | Contractor/DWN | Review assignment of ESHS responsibilities.Records of notification to stakeholders |
| **A6. Reporting** | Reporting of progress and incidents, accidents, observations, near misses. | Final Project-specific ESMP (note monitoring and reporting requirements)Records of ESHS and incident reporting | Contractor/DWN | Review E&S Monitoring ChecklistE&S audits |
| A7. Code of Conduct | Establish a Code of Conduct taking into consideration legislation, safety rules, substance abuse, environmental sensitivity, communicable diseases, gender issues (sexual harassment), respect for local beliefs and customs, community interactions etc. | Code of Conduct in place and rules shared with personnel (see Annex A) | Contractor/DWN | Review of Code of Conduct induction recordsReview of reported punishable or misconduct behaviour Review of grievance records |
| **A8. ESHS Training** | Provide induction and training and awareness to the workforce regarding ESHS risks and mitigation measures (including indirect workers) tailored to Project scope. | Training performed and recorded | Contractor/ DWN | Review of ESHS induction and training records |

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| B. Protection of the Environment  |
| B10. Protection of adjacent areas | Ensure to stay out of surrounding wetland areas. | Pre-construction survey to make sure that site is not in wetland areas | Contractor/DWN | Site assessment prior to site selection. Ecological value assessment if needed. |
| Ensure to keep the buffer distances from permanent water course and outside of floodable areas; sensitive urban services and buildings (health centre, school, water supply for populations); any housing;  | Marking the borders of works site boundaries in line with given limits and usage of warning signs | Contractor/DWN | Site inspection prior to commencement of activities. |
| Ensure that work site boundaries and limits are in accordance with plans agreed upon in advance. All construction activities should be carried out within boundaries. | Marking the borders of works site boundaries and usage of warning signs  | Contractor/DWN | Site inspection prior to commencement of activities. |
| Ensure that means of protection are in place to avoid or minimise adverse effects on vegetation, soils, groundwater and surface water, biodiversity, natural drainage and the water quality in areas within the works area. Construction methods to minimise impacts to the extent possible. | No impacts identified in the adjacent environment | Contractor/DWN | Site assessment prior to site selection. Site inspection prior to commencement of activities.Regular monitoring of adjacent natural resources. |
| Protect excavation works with cut off ditches to prevent water from entering excavations. | No water entering excavations | Contractor/DWN | Site inspection |
| Restrict excavation activities during periods of intense rainfall. Use temporary bunding to reduce the risk of sediment, oil or chemical spills to the receiving waters. | No excavation during intense rainfall | Contractor/DWN | Check weather forecast and inspect the site conditions prior to excavation.  |
| Minimise visual impacts by good house-keeping and erecting screens if required  | Visual inspection and comparison with adjacent undisturbed areas. | Contractor /DWN | Site inspection Review of grievance records |
| After construction, form reshaped land so that it is inherently stable, adequately drained and suitable for the desired long-term land use and allows natural regeneration of vegetation | Visual inspection and comparison with adjacent undisturbed areas. | Contractor /DWN | Site inspection at completion |
| B11. Selection of borrow areas, backfill material stockpile sites and access road | Select areas to be excavated, backfill material stockpile locations and access roads if applicable to the project.  | Designated areas selected | Contractor /DWN | Once during site selection |
| Locate stockpile areas in areas where trees can act as buffers to prevent dust pollution | Designated areas selected | Contractor /DWN | Once during site selection |
| Deposit any excess material in areas approved by local authorities | Designated areas selected | Contractor /DWN | Once during site selection |
| Locate disposal site on low value land. | Designated areas selected | Contractor /DWN | Once during site selection |
| B12. Pollution prevention | Ensure all works carried out minimise pollution risk (e.g. liquid effluents, air emissions, noise and vibration management, vehicle and equipment maintenance and selection, fuel, oil and chemical storage and handling) including the whole duration of the Project. | Ensure that potential pollutants are not stored and handled within 50 m of sensitive receptors (particularly watercourses).  | Contractor /DWN | Regular site inspectionReview of grievance records  |
| B13. Effluents | Ensure appropriate containment and storage of construction wastewater, including sanitary water. No untreated effluent is discharged. | No untreated wastewater discharge | Contractor/DWN | Regular site inspectionReview of grievance records |
| B14. Emissions and dust | Use to the extent possible, vehicles in appropriate technical conditions. Provide emissions control equipment where applicable (e.g. filters). | Technical Specification Sheet | Contractor/DWN | Prior to commencement of works and each time new equipment/vehicle is used at the site.Review of grievance records Visual inspection on regular basis |
| Use low sulphur content fuels, in line with legal provisions in force as well as local availability.  | Technical Specification Sheet | Contractor /DWN | Regular documentation inspection |
| Ensure vehicles are switched off when not in use.  | Engines switched off | Contractor /DWN | Driver trainingRegular site inspection |
| Best practice to ensure minimisation of dust emissions (e.g. proper stockpiling, watering etc.) during dry and windy conditions and transportation. | Watering conducted, no dust emissions are observed, no workers’ grievances | Contractor /DWN | Regular site inspectionReview of grievance records  |
| Ensure speed limits on site and when passing local receptor areas. Sensitise drivers. | Speed signs installedTraining performed and recordedAccident/incident reports | Contractor/DWN | Random site inspectionReview of grievance records Review of accident/incident recordsReview of training records |
| B15. Noise and vibration | Avoid operations and vehicle movements at night. | No work conducted between 10 pm and 7 am | Contractor/ DWN | Random site inspectionReview of grievance records Review of accident/incident recordsReview of training records  |
| Locate stationary equipment (such as power generators) as far as possible from nearby receptors (e.g. worker resting areas, populated areas and environmentally sensitive areas). Make sure that noise levels don’t exceed 120db in case of equipment or vehicle use. | Distances between equipment and receptors are kept | Contractor/ DWN | Review of grievance records Monitor noise levels in case of complaints |
| B16. Waste Management | Identify waste management facilities and waste management contractors.Ensure disposal through waste contractors licensed for treatment/removal/recycling of each of the waste types. | Waste management through licensed contractors, if feasibleWaste management contractsWaste transfer notes | Contractor/ DWN | Inspect waste management facilities Proof of contractors’ certificationsReview of waste transfer records |
| Ensure that all wastes produced are properly collected, segregated, stored, transported and treated | Waste collection areas existent, waste inventoriesWaste transfer notes | Contractor/ DWN | Regular site inspection Review of waste inventoriesReview of waste transfer records |
| Minimise the waste production to the extent possible. | Records of waste production are keptWaste Management PlanTraining performed and recorded | Contractor/ DWN | Monitor (e.g. monthly) the amount of waste producedReview of training records |
| Document all waste related operations (type of wastes, quantities produced etc.). | Storage, transport and treatment of waste is documentedWaste transfer notesWaste inventories | Contractor/ DWN | Review of waste transfer recordsReview of waste inventories |
| Appropriate and safe storage of fuels, construction materials, wastes and any materials that can cause spills (e.g. batteries from energy generators).  | Safe storage of materialsSpill response procedureSpill response and remediation equipment in place. | Contractor/ DWN | Regular site inspection  |
| B17. Vegetation clearing | Limit vegetation clearing to areas within the site boundary where it is strictly necessary. | Vegetation clearing minimalMarking the borders of works site boundaries | Contractor/ DWN | Site inspection prior to commencement of activities. |
| Ensure that no chemicals/pesticides are used, burning of vegetation is restricted etc. Do not clear vegetation more than two months in advance of operations | No use of fires or chemicals on siteMarking the borders of works site boundariesUsage of warning signs | Contractor/ DWN | Site inspection prior to commencement of activities.Site inspection during site clearance |
| Avoid clearing mature trees and endangered species.  | No mature trees cleared | Contractor/ DWN | Site inspection prior to commencement of activities. |
| B18. Biodiversity | Avoid to the extent possible areas of ecological value. | Areas of ecological value avoided | Contractor/ DWN | Site assessment prior to site selection. Ecological value assessment if needed. |
| Avoid natural habitat disturbance. | No habitats disturbed | Contractor/ DWN | Regular site inspection |
| B19. Erosion control measures | If construction takes place on inclined surfaces/slopes, ensure preventive erosion control measures are applied (e.g. plan to retain trees and other vegetation, use of natural contours for roads and drainage networks, excavated drainage channels). | Preventive temporary and permanent erosion control measures in placeLandscape and biorestoration plan in place | Contractor/ DWN | Random site inspection to check if measures where applied |
| Ensure that topsoil is stripped and stored properly. Topsoil should not be mixed with subsoil. Topsoil stockpile to be protected from erosion. | Topsoil salvaged and stored. Stockpile height limited | Contractor/ DWN | Monitor if topsoil is properly stripped and stored |
| After construction, topsoil to be used for restoration of the area. | Topsoil re-used for restoration | Contractor/ DWN | Site inspection at completion |
| B20. Site rehabilitation | Ensure revegetation and restoration of cleared areas where possible after construction using native species. | Revegetation completed | Contractor/ DWN | Site inspection at completion |
| Ensure that rehabilitated areas don’t pose health and safety risks (such as holes, ponds). | Reinstatement completed | Contractor/ DWN | Site inspection at completion Inspection after heavy rainfalls  |
| Reinstatement of construction working area to the best possible after construction activities are completed. | Reinstatement completed | Contractor/ DWN | Site inspection at completion Inspection after heavy rainfalls  |
| Rehabilitate borrow areas, backfill material stockpile sites and access roads, where applicable. | Rehabilitation completed | Contractor/ DWN  | Site inspection at completion |

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| C. Health and Safety |
| **C22. Health and Safety Plan** | Develop a Health and Safety Plan to provide for a safe and healthy work environment, taking into account the ESHS impacts and risks level of the works. | H&S Plan in place | Contractor/ DWN | Review of H&S Plan  |
| **C24. Accident reporting**  | Ensure all H&S related incidents (e.g. observations, accidents) on site are recorded and followed up properly.(See Annex D – Incident Reporting) | Incident recording process in place  | Contractor/ DWN | Check incident/accident records |
| **C28. Personal protective equipment** | Ensure the provision of Personal Protective Equipment (PPE) for workers (hardhats, masks, safety glasses, safety boots etc). | PPE used by everyone on-site Training performed and recorded | Contractor/Site Manager | Random site inspectionReview training records |
| C31. Emergency scenarios prevention | Ensure immediate cleaning of any spills and remediation of contaminated areas after construction.  | Workers trained. Emergency Response Team (ERT) is in place | Contractor/ DWN | Random site inspection after spill eventsOne-time inspection after constructionReview of training recordsReview of ERT  |
| Provide necessary prevention equipment and teams on site in line with applicable regulations to respond to emergency scenarios e.g. fire, explosion, floods, natural hazards etc. | Prevention equipment and team is in placeTraining performed and recorded | Contractor/ DWN | Regular site inspectionReview list of equipmentReview of ERT Review of training records |
| Maintain high standard in housekeeping on site. Construction materials and equipment should be stored properly. | Visual verification of good housekeeping on-site | Contractor/ DWN | Random site inspection |
| **C33. First-aid** | Ensure minimum first aid provisions on site (suitably stocked first-aid kits; a person, respectively an adequate number of first-aid helpers and ensure that staff and workers are informed about first-aid arrangements) | Suitable first aid kits on siteEnsure the presence of first aid helpers in all shifts First aid certificates | Contractor/ DWN | Regular monitoring of first aid kitsReview of first aider certificatesReview of number of first aiders required by local legislation |
| C37. Access to health care  | Ensure the workforce has access to primary healthcare on site, providing prescriptions and vaccinations. | Healthcare available on siteMedical surveillance records | Contractor/ DWN | Random site inspectionReview of grievance recordsReview of medical records (in case not confidential) |
| In case more than 35 workers are present on site, ensure that a hospital, medical clinic or a health centre can be reached within a period of 45 minutes. | Medical centres in the proximity of the site. | Contractor/ DWN | Medical centres in the proximity of the site identified once prior the commencement of works |
| C40. Hygiene, accommodation and food | Ensure provision of Health and Safety (H&S) and hygienic and sanitary facilities at the site, including shaded welfare areas, bathrooms, changing rooms and potable water. Ensure toilets and changing rooms are separated between male and female employees. | Appropriate H&S and sanitary facilities provided at site | Contractor/ DWN | Campsite inspection prior to accommodation of the workers.Regular inspectionReview of grievance records |
| Ensure the provision of adequate space, supply of water, adequate sewage and garbage disposal system, appropriate protection against heat, cold, damp, fire and disease-carrying animals, adequate sanitary and washing facilities, adequate lighting, and basic medical services, in accordance with all applicable health and safety regulations and norms. | Appropriate conditions for workers on site | Contractor/ DWN | Campsite inspection prior to accommodation of the workers.Regular inspectionReview of grievance records |
| Report any occurrence of any communicable diseases amongst the workforce (STD, HIV/AIDS, TB, malaria and Hepatitis B and C). Sensitise workers. | Communicable Diseases RegisterTraining performed and recorded | Contractor/ DWN | Review of diseases register and disease prevention programme if available.Review of training records |

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| D. Labour and relations with local communities |
| **D42. Labour conditions** | Ensure minimum legal labour standards as per ILO regulations (child/forced labour, sexual assault, no discrimination, equal opportunities, working hours, minimum wages) are met. | Grievance Mechanism Records, Training performed and recorded | Contractor/ DWN | Review of Inspection reports (also from labour authorities), Review of grievance recordsReview of training records |
| Ensure that all direct and indirect workers have access to and are aware about the Grievance Mechanism were they can raise workplace relevant complaints anonymously.(See Annex B – Grievance Mechanism) | Grievance Mechanism in place and grievances recordedTraining performed and recorded | Contractor/ DWN | Review of grievance registerReview of training records |
| Ensure all workers have the same rights and are treated equally. | Non-discrimination policy in place | Contractor/ DWN | Random site inspectionReview of grievance register |
| D43. Local recruitment | Ensure local communities are preferred for the supply of goods and services to the Project and Project personnel, where appropriate. | Local Procurement and Employment Records | Contractor/ DWN | Review procurement and employment rules and recordsReview of grievance register |
| D44. Transport | Organise carpools/buses for worker transportation where needed.Ensure safe transportation is available for workers.  | Carpools/ buses used | Contractor/ DWN | Review of grievance register |
| **D47. Community interaction** | Engage/ communicate/inform communities. Ensure consultations with the local authorities and communities regarding the construction. Obtain local knowledge regarding chance finds and land acquisition matters. | Minutes of Meetings Grievance Mechanism | Contractor/ DWN | Review of grievance registerMinutes of consultation meetings |
| Initiate an efficient Grievance Mechanism to allow potentially affected individuals to raise their concerns | Grievance Mechanism in place. (See Annex B. Grievances recorded | Contractor/ DWN | Review of grievance register |
| Engage with the local community and potential affected households to understand their needs and identify the risk of damage to their livelihood basis through the Project (e.g. take of pasture land, lack of access to water).Should land acquisition be inevitable, a timely and fair compensation should be given to all affected persons? | Minutes of MeetingsGrievance Mechanism recordsManagement Plan for Land Acquisition and Compensation if needed (See Annex E) | Contractor/ DWN | Review of grievance register and meeting minutes |
| D48. Damage to people and property | Ensure all contractors implement Codes of Conduct concerning employment and workforce behaviour (including but not limited to safety rules, zero tolerance for substance abuse, environmental sensitivity of the area, dangers of sexually transmissible diseases and HIV/AIDS, gender equality and sexual harassment, respect for the beliefs and customs of the populations and community relations in general). | Code of Conduct (See Annex A)Grievance Mechanism records | Contractor/ DWN | Worker interviews, Review of grievance register |
| Ensure that site areas are provided with appropriate security, fencing, signage and lighting. Use hazard notices/signs/barriers to protect children and other vulnerable people from harm and prevent access to non-workers. | H&S planning of construction site done, items installed | Contractor/ DWN | Inspection prior to the activities.Regular site inspectionReview of grievance register |
| D49.Land acquisition and land take | Engage with the local community to understand the land ownership and land use. Avoid to the extent possible land take of both formal and informal land owners/land users. If land take is inevitable, no forced eviction should take place.Owners should be compensated prior to access to land. | Grievance Mechanism Management Plan for Land Acquisition and Compensation if needed (See Annex E) | Contractor/ DWN | Once during site selectionReview of grievance logFollow up of land acquisition/compensation process |
| D50. Traffic management | Ensure safe driving by Project personnel (e.g. through training/induction).  | Driver Training Records as part of Induction training | Contractor/ DWN | Review of training recordsReview of grievance register |
| Target signage and outreach activities to improve public awareness of traffic changes and potential hazards for high-risk sections of public roads, including near the site and laydown areas. | Warning signsMinutes of Meetings  | Contractor/ DWN | Inspection if traffic routes, Review of grievance register |
| D51. Fossils/ Archaeological Chance Finds | Establish specific procedures to manage the protection of archaeological and historical sites, chance finds and fossils. Ensure all finds of cultural heritage (e.g. graves, old ceramic, old building fragments) are reported immediately to the relevant authority and avoid excavation in the ultimate neighbourhood of a chance find, fence the chance find and await instructions from the competent authority. | Chance Finds ProcedureNotification records to relevant authorityTraining records, Records about chance finds | Contractor/ DWN | Site inspectionReview records of chance finds |

**Appendix 1: Do’s and Don’t Table**

| **Topic** | **DO** | **DON’T** |
| --- | --- | --- |
| **Land Use** | * Prefer already disturbed areas for workers’ accommodation, storage, workshop and the worksite.
* Clearly mark “No-go” areas (cultivated lands or fruit trees, wetlands, grave sites or any sensitive environment or social site/area).
* Avoid proximity to schools, health posts and households with vulnerable families.
* Clean up the worksite and rehabilitate the site to its original condition.
* Rehabilitate all temporary access tracks, haul roads and any other disturbed areas outside of the approved working areas to their original condition.
 | * Do not enter any worksites and areas without permissions and approvals.
* Do not damage any households and associated structures, cultivated lands, fruit trees or any other potential source of income.
* Do not undertake any activity and park your vehicles outside of the working area borders.
 |
| **Noise** | * Limit working hours for noisy activities working hours close to schools, hospitals, residents, religious buildings, etc.
* Turn off vehicle engines if not required.
* Keep the noise level to acceptable limits.
 | * Do not undertake any noisy activity during night time.
 |
| **Dust and Air**  | * Minimize traffic wherever possible and drive slowly.
* Spray the unpaved roads with water if you’re working close to schools, hospitals, residential areas, etc.
* Revegetate the disturbed areas as soon as activity is completed.
* Drive slowly not to generate dust.
 | * Do not store cement, sand, excavated material without cover sheets or shelters.
* Do not clear the vegetation cover if it’s not required.
 |
| **Water**  | * Refuel the vehicles at least 30 m away water courses.
* Fence the construction site adjacent to the sensitive areas such as natural water courses, ponds, drains.
* Divert the runoff / water the construction sites or disturbed areas, using ditches.
 | * Do not use any natural water resources to supply water (e.g. springs, streams, lakes without approval of relevant authorities, local leaders.
* Do not discharge of hazardous substances, chemicals, construction material and wastes d into water courses, ponds, drainage systems.
* Do not block the water flow.
 |
| **Waste** | * Keep the working site clean and tidy.
* Store hazardous waste using secondary containment and restrict access to hazardous waste storage area to prevent harm to construction staff, environment and public.
* Perform on site sorting to separate liquid, organic, demolition, hazardous, recyclables waste streams and identity the disposal pathway for each of them.
* Use waste containers without any damages and leakages.
* Reuse the excavated soil as much as possible for backfilling, landscaping and for other project areas where excavation material is required.
* Collaborate with local authorities to transport and dispose waste in accordance with legal requirements.
 | * Do not burn any type of waste.
* Do not dump waste at any unpermitted area and especially near watercourses.
* Do not leave any sharp or dangerous objects (knives, box cutters, scissors, broken glass, etc.) that may attract children’s attention living close to the construction site.
 |
| **Employment and Labour Rights** | * Implement a fair and transparent employment process.
* Provide workers with clear and understandable information regarding rights via contract documents in local language.
 | * Do not discriminate any workers or job applicants on the basis of their gender, marital status, nationality, ethnicity, age, religion or sexual orientation.
* Do not recruit children (under 18 years old) or use forced labour.
 |
| **Code of Conduct** | * Establish a Code of Conduct for worker-community interaction and on-site behavior. Oblige workers to adhere to code of conduct.
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| **Grievances** | * Establish and maintain grievance mechanism accessible for workers.
 | * Do not ignore community complaints
 |
| **Community Safety** | * Establish and maintain grievance mechanism for local communities adjacent to construction sites.
* Secure worksites (temporary bridges, traffic controls, barricades, signs and warning lights).
* Demarcate open trenches with high visible temporary fencing, undertake monitoring after rainfall, and prevent flooding of trenches.
* Inform relevant authorities immediately in case of damages on utilities such as underground and aboveground electricity lines, water lines, gas lines, oil pipelines, etc.
* Establish appropriate site boundary and access controls near settlements to prevent unauthorized entry to construction or activity sites especially by children (e.g. fencing of construction section in the vicinity of settlements or communities).
 | * Do not leave any holes and openings without secure fencing provided with fixed, clearly marked covers.
* Do not exceed the speed limits.
 |
| **Traffic Management** | * Implement speed limits for all Project vehicles.
* Equip vehicles with reverse signals. Ensure that truck drivers are accompanied by a flagman or watchman while reversing, unloading and loading.
* Train all drivers on safety provisions.
* Avoid routes with blind curves, blind intersections and very narrow roads alongside steep slopes.
* Avoid routes that are frequently used by locals.
* Use local traffic signage and collaborate with the responsible local authorities and communities.
* Keep access roads in good condition and free from deposits, waste, construction material.
* Use flagmen where appropriate and install clear and visible signage.
* Avoid vehicle traffic during hours that children are travelling to and from school.
 | * Do not drive without a valid driver’s license.
* Do not use cell phones while driving.
 |
| **Occupational Health and Safety** | * Provide health and safety training to all Project employees and familiarize workers with the risks related with their activities.
* Conduct risk assessment and define mitigation measures for each activity.
* Record and report any workplace hazards or any incidents or injuries.
* Provide the right PPE and make sure that all employees use them.
* Keep PPEs in good condition and change them in case they are damaged.
* Prohibit usage of alcohol or illegal drugs.
* Use the right tool for the activity.
* Use undamaged ladders if you need to climb up.
* Implement good housekeeping to prevent trips, slips and falls.
* Conduct daily tool-box talks / conversations on health and safety issues before starting works.
* Conduct medical examination for all personnel before the activities start.
* Provide sufficient drinking water for workforce.
* Provide and maintain toilet facilities for workforce separately for female and male workers.
* Provide one trained first aiders per 25 employees and adequate amount of first aid kits on site.
 | * Do not try to repair any broken equipment and machinery if you are not authorized.
* Do not use of metal ladders close to overhead power lines?
* Do not work without PPE.
* Do not work alone or isolated.
 |
| **Housekeeping** | * Keep working areas clean and tidy.
* Secure loose materials that have the potential to fall.
* Keep aisles, stairways, passageways, ladders, etc. free of obstructions, materials, cables, chords, hoses, etc.
* Keep materials away from the edge of excavations, trenches, roofs, etc.
* Cover and secure open trenches, holes and other openings Avoid pools of stagnant water in working areas.
* Undertake daily clean-up of activity area.
 |  |
| **Hazardous Material Management**  | * Store fuels, oils, chemicals and other hazardous materials on a suitably sized impervious and bunded base.
* Label the containers clearly with content, handling, storage, expiration, and health and safety information.
* Use drip trays during fueling and maintenance (e.g. changing oil) of equipment.
* Install proper warning signs at hazardous material storage yards, lock gates and restrict access to authorized personnel.
* Store hazardous waste using secondary containment and restrict access to hazardous waste storage area to prevent harm to construction staff, environment and public.
 | * Do not smoke close to hazardous materials.
* Do not dispose of Hazardous Material inappropriately
 |
| **Fire Prevention and Control** | * Take all reasonable and precautionary steps to ensure that fires are not started as a consequence of Project activities on site.
* Provide basic fire-fighting equipment available on site (including but not limited to, rubber beaters when working in grass/bush areas, at least one fire extinguisher of the appropriate type when welding or other ‘hot’ activities are undertaken).
* Store flammable materials under conditions that will limit the potential for ignition and the spread of fires.
* Train all employees on the fire risks and how to deal with any fires in case one occurs.
 | * Do not light fire for any reason, incl. waste burning.
* Do not throw your cigarette butts on the ground.
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1. Numbering is not continuous because it refers to the items of KfW standard bidding documents [↑](#footnote-ref-2)
2. Reminder: Bold and underlined ESMP items are always to be considered, regardless of the results of the Site Assessment. [↑](#footnote-ref-3)
3. Note: in many legislations an ESHS manager is required on sites employing 50 workers or more [↑](#footnote-ref-4)