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| Environmental and Social Code of Practice (ESCOP) for: DWN Component Three – Demonstration Sanitation Centre  |

This Environmental and Social Code of Practice (ESCOP) represents good environmental, social, community safety, occupational health and safety practices aiming to minimize negative impacts associated with the installation of Demonstration Sanitation Centres

This ESCOP is a living document that needs to be reviewed and complemented by additional measures as appropriate in order to address site-specific conditions of a given intervention, prior to its application.

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| **General Requirements** |

The following general requirements are to be applied:

* Works will be carried out with hand tools or hand held small machinery, no large machinery is used (except transport vehicles/lorries),
* Works will not include:
	+ working on electricity infrastructure,
	+ working in trenches deeper than 150[[1]](#footnote-2)cm,
	+ working at heights (higher than ground floor), and
	+ working in confined spaces.
* No land acquisition, economic and/or physical displacement will occur from Project activities; land requirements would only be related to temporary land needs for construction activities; land take will be based on mutual agreements with land owners on the willing buyer/willing seller principle (including compensation/rental arrangements and conditions for use and reinstatement),
* Compensation at replacement cost/full repair costs will be paid by the contractor for any damage resulting from construction activities (e.g. damage to land, structures, livestock, crops and trees) to the respective owner of the affected asset,
* The ESCOP will be part of tender documents and of contracts with contractors/implementing partners,
* The ESCOP implementation will be supervised during construction, and
* The ESCOP will be complemented by obligations from relevant local legislation as appropriate.

| ***Activity*** | ***Key risks*** | ***Required measures***  |
| --- | --- | --- |
| ***All activities*** | *Employment of child labor*  | *Check contractors and material source workforce for personal identity documents, stop any employment/assignment of children and minors <16 yrs* |
|  | *Foot injuries (rock breaking)* | *All workers to wear appropriate shoes (closed, if possible safety shoes)* |
| ***Construction of seepage/conservancy tanks*** | *Accidents through collapse of trench/pit* | * *All earth pits/trenches more than 1.20 meters (or 4 feet) deep that a worker is required to enter, must be stabilized as required or be cut with embankment slopes of 1 to 1 (45 degrees).*
* *When timber shoring is used, it must be installed progressively as the pit/trench is being excavated.*
* *Ladders must be used for getting into or out of a shored trench/pit and be placed so that a worker is protected at all times when using the ladder.*
* *Work must not be performed in a trench/pit unless another worker is working above ground in close proximity to the trench or to the means of access to it.*
* *Buried services such as gas lines, water lines, sewers and electrical services must be located and marked before excavation starts.*
* *Excavations which workers are required to enter must be kept reasonably free of water.*
* *Tools, equipment and excavated soil must be kept at least 1 meter (3 feet) from the edge of the excavation or trench.*
* *Workers to be deployed in teams (no work alone permitted) and at least staff out of trenches*
* *Consider external variable factors such as weather conditions and take appropriate measures*
 |
| *Contamination of drinking water*  | *Ensure that tank is located within or more than 30 meters distance from potential sources of drinking water, e.g. well, borehole.* |
| ***Construction of simple structures (ground floor buildings)*** | *Accidents due to collapse of non-stable walls or roofs*  | *Assessment of need for stabilization and implementation of wall/roof stabilization prior to commencement of works* |
| *Falling from heights due to unsafe or damaged ladders*  | ***Apply safe work practices*** *for ladders (see section 3e)* |
| ***Working with small electrical equipment***  | *Electric shocks* | ***Apply safe work practices*** * *Accidental contact with electrical components can have deadly consequences. Always refer to the manufacturer's recommended operating practices prior to using new electrical appliances, tools and equipment.*

*Use the following guidelines to reduce the risk of personal injury.* * *All electrical tools and appliances will be double insulated or have a three-prong plug-in.*
* *Only qualified and authorized electricians are allowed to service and repair electrical appliances, tools and equipment.*
* *Prior to operating electrically powered tools and equipment, ensure that you are working on a dry surface.*
* *Tools with damaged cords, grounds and housing units are to be tagged “Out of Service” and sent for repair.*
* *Missing or damaged ground plugs of any appliance, tool or piece of equipment are to be repaired prior to use.*
* *Damaged extension cords shall be tagged “Out of Service”, repaired or replaced as warranted.*
* *Always stand to the side of a service box when resetting a breaker.*
* *All electrical tools must be quality approved.*
* *Disconnect power tools from power source before making adjustments. Defective equipment needs to be tagged “Out of Service” and removed.*
* *Tools with electrical arcing brushes should be removed when you feel any tingling during use.*
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| **Implementation**  |

The following steps should be followed to implement the ESCOP:

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| **Step 1:** **General Project Information**  |
| Prior to the start of works, DWN will describe the:* Activity,
* Required works,
* Activities related with operational phase,
* Planned decommissioning information,
* Key environmental and social risks and impacts of the activities, and
* Organizational structure and responsibilities.
 |
| **Step 2: Stakeholder Engagement**  |
| Prior to the start of works, DWN and the contractor(s) will:* Introduce themselves to the authorities/community leaders and residents,
* Provide information about works’ duration and schedule,
* Provide information about required work force,
* Define the recruitment process,
* Make any request to access or use community infrastructure, and
* Raise awareness about the risks associated with the construction activities.

Refer to the Stakeholder Engagement Framework (Appendix E of the ESMF)DWN will also ensure that:* Grievance mechanism is in place,
* Employment will be transparent and non-discriminatory, and
* Recruitment of women shall be promoted.
 |
| **Step 3: Do and Don’t Table and PPE Guidance** |
| Prior to the start of works and during execution, the contractor(s) will:* Review the “Do and Don’t Table” and screen the requirements against their activities,
* Implement the applicable requirements across all activities,
* Consider “PPE Guidance” for implementation.
* Implement “Workers and Community Code of Conduct” (Annex A)
* Implement the “Grievance Mechanism” as appropriate to the Project context (Annex B)
* Use “Incident Reporting Form” (Annex C) to immediately notify of an incident
 |
| **Step 4: E&S performance and compliance monitoring** |
| Prior to the start of Works and during execution, DWN and contractor(s) will:* Use the “Monitoring and Inspection Checklist” to monitor their activities against E&S requirements,
* Take corrective and preventive actions for non-compliant issues,
* Keep records of the monitoring and inspection activities.
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| **Step 1: Project Information** |

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| Project name: |  |
| Project site location:  | Village, district, region, country |
| KfW partner:  | Development Workshop Namibia |
| Implementation body:  | Contracted construction partner |
| Project description: Objectiveand need for/ purpose of the project:Project features:  | *Describe:** *Type of Infrastructure to be built for this Project and its exact location*
* *Project activities to be carried out (construction, operation and decommissioning).*
* *Type of Machinery used*
* *Key environmental and social risks and impacts of the activities expected*
* *Type of E&S provisions required by national legislation (e.g. EISA)*
* *Organizational structure and responsibilities*

*If possible and relevant include a location map. Provide quantitative data (volume, length, target population etc.) as available and relevant.* *Overview of the envisaged schedule, stakeholders involved in the project.*  |
| Key Risks associated with the Project activities triggering ESCOP | *Please refer to the table on next pages for examples / guidance.**Add others if identified.* |
| Project Stage: [ ]  Planning [x]  Construction [ ]  Operation |
| Permitting Obligations Associated with this Project*List all permits that need to be granted by the administration of the host country to authorise the project, provide status of the document (incl. if the obligation has been lifted) and information of steps to be taken to receive authorisation to implement the project – if any*

|  |  |  |
| --- | --- | --- |
| **Document** | **Status** | **Actions** |
| *Water discharge Permit* | *Granted* | *None* |
| *Waste management Permit* | *Pending* | *Needs to be ordered before start of operation* |

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| Checklist filled by:  | *name date signature*  |

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| **Step 2: Stakeholder Engagement** |

Refer to the Stakeholder Engagement Framework (Appendix E of the ESMF) for guidance on stakeholder engagement.

**Minimum Requirements**

Prior to the start of Works, DWN and the contractor(s) will at a minimum:

* Introduce themselves to the authorities/community leaders and community,
* Provide information about works’ duration and schedule,
* Provide information about the required work force,
* Define the recruitment process,
* Make any request to access or use community infrastructure, and
* Raise awareness about the risks associated with the construction activities.

DWN will also ensure that:

* Grievance mechanism is in place,
* Employment will be transparent and non-discriminatory, and
* Recruitment of women and other disadvantaged groups or individuals shall be promoted.

**Stakeholder Engagement Documentation**

Document the consultations that have been carried out during Project design and preparation:

|  |  |  |
| --- | --- | --- |
| **Stakeholders met** | **Date** | **Topics** |
| *Who?*  | *When?*  | *What?*  |
| *District representatives* | *Date* | *Presentation of the Project* |
| *Add as many lines as necessary* |  |  |

The following concerns and suggestions were identified within stakeholder engagement and will be considered by DWN and/or its contractor(s) if any:

|  |  |  |
| --- | --- | --- |
| **Concern/Suggestion** | **Stakeholder** | **Responses by the Project** |
| *What?* | *Who?* | *How will the Project respond to that?* |
| *Detail the issue/comment raised by the stakeholder* | *Organisation/ representatives* | *Project response and commitments*  |
| *Add as many lines as necessary* |  |  |

The following consultations will be carried out during Project construction and operation:

|  |  |  |
| --- | --- | --- |
| **Stakeholders**  | **Foreseen frequency** | **Topics** |
| *Who?*  | *When?*  | *What?*  |
| *Village development committee* | *Once a month* | *Information on status* |
| *Add as many lines as necessary* |  |  |

**Grievance Mechanism**

Refer to the Grievance Mechanism guidance provided in the Stakeholder Engagement Framework (Appendix E of the ESMF).

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| **Step 3: Do and Don’t Table / Personal Protective Equipment (PPE) Guidance** |

**3a. Do 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.
* 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**  | * 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 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.
 |  |
| **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.
 |
| **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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**3b. Personal Protective Equipment (PPE) Guidance**

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| Each activity requires PPE[[2]](#footnote-3). However, the type of ***PPE to be used shall be decided depending on the type of the activity and related risks.***Prior to the start of works DWN will ensure that the contractor(s) has:* assessed the risks related to their activities,
* defined the type of PPE to be used,
* procured and provided PPE to the workers.

During the execution of the Works, DWN and the contractor(s) will ensure that :* PPE is used, and
* Damaged PPE is replaced.

DWN and the contractor(s) may use the following Guideline[[3]](#footnote-4) to choose the relevant PPE. |
| **Generic Guidance for Personal Protective Equipment** |
| **Potential Hazard** | **PPE** |
| Falling objects from elevated places | Safety helmet, safety shoes |
| Working at dusty environment | Dust mask |
| Working at noisy environment | Ear plugs, ear stoppers |
| Falling of heavy material and equipment | Safety shoes |
| Metal sparks | Grinding masks, protective googles |
| Harmful light sources | Welder masks, welder googles |
| Working with electrical equipment | Protective googles, face shields, safety helmet, safety shoes with electrical resistance, insulating (rubber) gloves with leather protectors, insulating sleeves, and flame-resistant (FR) clothing. |

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| **Step 4: E&S Performance and Compliance Monitoring** |

**Guidance Note:**

The aim of this guidance note is to ensure that all personnel carrying out E&S performance inspections do so in a consistent manner. The checklist should be read in conjunction with the ESCOP Table and the actual status during the inspection should be checked against the mitigation measures defined in the ESCOP Do and Don’t Table.

For any item with “No”, a non-conformance should be assigned and proposed corrective action and close out date shall be recorded in consultation with the project related parties.

“n.a.” means “not applicable”

| **LAND USE** | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Is the site clear of unexploded ordnances (UXO), has been checked and verified by authorities? |[ ] [ ] [ ]   |
| Do the permits and approvals exist before commencing the works? |[ ] [ ] [ ]   |
| Are the activities limited only with working borders (i.e., is it encroaching outside the activity area)? |[ ] [ ] [ ]   |
| Has already disturbed areas been preferred during site selection for workers’ accommodation, storage, workshop and the worksite? |[ ] [ ] [ ]   |
| Have cultivated lands or fruit trees, wetlands, grave sites or any sensitive environment or social site/area been clearly marked as No Go Areas? |[ ] [ ] [ ]   |
| Are there any project equipment located or parked outside of the working area? |[ ] [ ] [ ]   |
| Has the land been cleaned-up and reinstated after finalizing the activity? |[ ] [ ] [ ]   |

| **NOISE** | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Are community roads used by the project? If yes, are the speed limits reduced in these roads?  |[ ] [ ] [ ]   |
| Are there any sensitive receptors near the activity area (e.g. schools, hospitals, residents, mosques, etc.) those can be disturbed by noise during activities? If yes, are the operation hours limited considering the receptors? |[ ] [ ] [ ]   |
| Are there any noisy activities during night? |[ ] [ ] [ ]   |
| Are there any engines on although not required?  |[ ] [ ] [ ]   |

| **DUST AND AIR QUALITY** | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Is there any indication of excessive exhaust emissions, black smoke generated by equipment and machinery? |[ ] [ ] [ ]   |
| Are there any indication of dust and nuisance related with project activities close to schools, hospitals, residents, mosques, crops, etc.? If yes, is there any dust control (e.g. water spraying) to minimize the impact? |[ ] [ ] [ ]   |
| Are there any trucks transporting spoil or dusty material? If yes, are they covered? |[ ] [ ] [ ]   |
| Are there any dusty construction material (cement, sand, etc.) storage areas? If yes, are they covered?  |[ ] [ ] [ ]   |

| **WATER**  | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Are there any refuelling activities within 30 m of watercourses or open trenches? |[ ] [ ] [ ]   |
| Are there any hazardous materials stored near watercourses or open trenches? |[ ] [ ] [ ]   |
| Are there any signs or indications of pollution in watercourses, drainages, ponds, etc.? |[ ] [ ] [ ]   |
| Are there any activities and vehicle movements in the watercourses? If yes, are there any mitigation measures taken to prevent spills? |[ ] [ ] [ ]   |
| Are there any indication of natural water blockage caused by activities? If yes, is there a diversion channel to let the natural flow? |[ ] [ ] [ ]   |
| Are the approvals in place by local authorities and local leaders for the water resources used by the activities? |[ ] [ ] [ ]   |

| **WASTE MANAGEMENT** | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Is there any indications of waste burning? |[ ] [ ] [ ]   |
| Is all waste stored in designated storage areas? |[ ] [ ] [ ]   |
| Are hazardous waste and non-hazardous waste segregated? |[ ] [ ] [ ]   |
| Is there evidence of any spills / leaks from the waste containers? |[ ] [ ] [ ]   |
| Are any waste storage containers showing signs of corrosion or being damaged? |[ ] [ ] [ ]   |
| Is waste stored securely to prevent scavenging by animals? |[ ] [ ] [ ]   |
| Are waste containers clearly labelled? |[ ] [ ] [ ]   |
| Is hazardous waste stored in an impervious and secure bund? |[ ] [ ] [ ]   |
| Is there any excavation activity? If yes, is excavated soil reused by the Project? |[ ] [ ] [ ]   |
| Are there any indication of sharp, dangerous objects and organic wastes at and around the activity area (especially in the areas where there are nearby settlements)?  |[ ] [ ] [ ]   |
| Are all type of waste transported and disposed based on the legal requirements in consultation with local authorities? |[ ] [ ] [ ]   |

| **EMPLOYMENT AND LABOUR RIGHTS** | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Is there a fair and transparent employment process is in place? |[ ] [ ] [ ]   |
| Have there been any grievances regarding the employment process? |[ ] [ ] [ ]   |
| Do the employees have working contracts and do they know their rights? |[ ] [ ] [ ]   |
| Is there any child or forced labour?  |[ ] [ ] [ ]   |

| **CODE OF CONDUCT** | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Is there a Code of Conduct in place? |[ ] [ ] [ ]   |
| Are the employees aware of the content of the Code of Conduct? |[ ] [ ] [ ]   |

| **GRIEVANCES** | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Is there a grievance mechanism in place for both community and the employees? |[ ] [ ] [ ]   |
| Are grievances recorded? |[ ] [ ] [ ]   |
| Are the complainants responded in an acceptable time period? |[ ] [ ] [ ]   |

| **COMMUNITY SAFETY** | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Have all the drivers been trained with regard to road safety and familiarized with driving along the villages and access roads? |[ ] [ ] [ ]   |
| Are dangerous routes and times of day avoided to reduce the risk of accidents? |[ ] [ ] [ ]   |
| Is local traffic signage in place? |[ ] [ ] [ ]   |
| Are there sufficient and adequate 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)? |[ ] [ ] [ ]   |
| Are there sufficient passages (vehicle and pedestrian) left to ensure that pedestrians or others do not enter the unauthorized points. |[ ] [ ] [ ]   |
| Has the worksite been secured and safe diversions, temporary bridges, traffic controls, barricades, signs and warning lights been provided? |[ ] [ ] [ ]   |
| Are there any open trenches? If yes, is there water accumulated in the trench? |[ ] [ ] [ ]   |
| Have open trenches been demarcated and fenced?  |[ ] [ ] [ ]   |
| Are there any indication of sharp, dangerous objects and organic wastes at and around the activity area (especially in the areas where there are nearby settlements)? |[ ] [ ] [ ]   |
| Have there been any damages on utilities such as underground and aboveground electricity lines, water lines, gas lines, oil pipelines, etc.? If yes, have the relevant authorities and communities been informed? |[ ] [ ] [ ]   |

| **TRAFFIC MANAGEMENT** | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Have speed restrictions been implemented and communicated to all employees? |[ ] [ ] [ ]   |
| Do all drivers have valid driver’s licenses? |[ ] [ ] [ ]   |
| Do the vehicles have reverse signals? |[ ] [ ] [ ]   |
| Do the trucks use a flagman or watchmen in case of reversing, loading and unloading? |[ ] [ ] [ ]   |
| Are there any observations with reckless driving by project vehicles? |[ ] [ ] [ ]   |
| Do the drivers use cellular phone while driving? |[ ] [ ] [ ]   |
| Are there any damages on the roads caused by project activities? If yes, have they been repaired? |[ ] [ ] [ ]   |
| Are there adequate number of barricades, signs and warning lights? |[ ] [ ] [ ]   |
| Are there any flagmen at blind spots and risky areas? |[ ] [ ] [ ]   |

| **OCCUPATIONAL HEALTH AND SAFETY** | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Have all employees received health and safety training? |[ ] [ ] [ ]   |
| Is there a dedicated safety expert for the activity? |[ ] [ ] [ ]   |
| Has a risk assessment been conducted and mitigation measures been defined for the activity? |[ ] [ ] [ ]   |
| Are all employees aware of the risks related with their activity? Did they receive training and are there records? |[ ] [ ] [ ]   |
| Are workplace hazards or any incidents or injuries recorded and reported? |[ ] [ ] [ ]   |
| Do all employees have proper PPEs? Is there a list of provided PPEs to employees? |[ ] [ ] [ ]   |
| Is there any indication of damages on PPEs? |[ ] [ ] [ ]   |
| Are there any written instructions, warning signs with regard to usage of equipment, machineries, Dos and Don’ts etc.?  |[ ] [ ] [ ]   |
| Do the employees use the right tool for the specific activity? |[ ] [ ] [ ]   |
| Are the tools regularly inspected by authorized staff?  |[ ] [ ] [ ]   |
| Are there any damages on tools? If yes, has it been fixed by authorized person? |[ ] [ ] [ ]   |
| Is good housekeeping implemented? Any observations that may cause trips, slips and falls? |[ ] [ ] [ ]   |
| Are there daily tool-box talks / conversations on health and safety issues before the daily activity starts? |[ ] [ ] [ ]   |
| Are there adequate number of toilets, sanitary facilities separately for women and men? |[ ] [ ] [ ]   |
| Is an adequate amount of drinking water provided to the employees (especially in hot weather conditions)? |[ ] [ ] [ ]   |
| Is there an adequate number of first aiders and first aid kits available? |[ ] [ ] [ ]   |
| Are there any open trenches? If yes, are the trenches and bankments regularly monitored and inspected? |[ ] [ ] [ ]   |
| Are proper ladders used to get in and out of trenches? |[ ] [ ] [ ]   |
| Is there water accumulated in trenches? If yes, has it been pumped out? |[ ] [ ] [ ]   |
| Have the open trenches been demarcated and fenced?  |[ ] [ ] [ ]   |
| Are proper ladders present on site? If yes, are they stable and without damages? |[ ] [ ] [ ]   |
| Are metal ladders used close to overhead lines? |[ ] [ ] [ ]   |
| Are the basic fire-fighting equipment available? |[ ] [ ] [ ]   |
| Are employees aware how to act in case of a fire? Did they receive training and are there records? |[ ] [ ] [ ]   |

| **CH - 12 HOUSE KEEPING** | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Are working areas clean and tidy? |[ ] [ ] [ ]   |
| Have loose materials that have potential to fall been secured? |[ ] [ ] [ ]   |
| Have the aisles, stairways, passageways, ladders, etc. been kept free of obstructions, materials, cables, chords, hoses, etc.? |[ ] [ ] [ ]   |
| Have the materials kept away from the edge of excavations, trenches, roofs, etc.? |[ ] [ ] [ ]   |
| Have the open trenches, holes and other openings been covered and secured?  |[ ] [ ] [ ]   |
| Is daily clean-up conduced at the end of the day? |[ ] [ ] [ ]   |

| **CH - 13 HAZARDOUS MATERIAL**  | **ASSIGN AS FOLLOWS** |
| --- | --- |
| **Name and Organization:** | **Inspected Activity:** | **Location:** | **Date:** | **Signature:** | **Yes** | **No** | **n.a.** | **Remarks** |
| Have fuels, oils, chemicals and other hazardous materials been stored on a suitably sized impervious and bunded base? |[ ] [ ] [ ]   |
| Have the storage yard and containers been clearly labelled with content, handling, storage, expiration, and health and safety information? |[ ] [ ] [ ]   |
| Are drip trays being used during fuelling and maintenance? |[ ] [ ] [ ]   |
| Is smoking prohibited? Are there warning signs? |[ ] [ ] [ ]   |
| Have the storage area been fenced and secured with a locked gate?  |[ ] [ ] [ ]   |

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| **ESCOP Annexures** |

Annex A: Code of Conduct

Annex B: Refer to the Grievance Mechanism guidance provided in the Stakeholder Engagement Framework (Appendix E of the ESMF)

Annex C: Incident Reporting

1. Trenches 150 cm deep or greater require a protective system unless the excavation is made entirely in stable rock. If less than 150 cm deep, a competent person may determine that a protective system is not required. (Source: United States Department of Labor, Occupational Safety and Health Administration “OSHA”, <https://www.osha.gov/OshDoc/data_Hurricane_Facts/trench_excavation_fs.pdf>) [↑](#footnote-ref-2)
2. **Important Note:** PPEs shall be in line with European Committee (EC) Declaration of Product Conformity, in accordance to the Council Directive *89/686/EEC*, by bearing the EC mark (CE) with the year in which the mark was affixed. [↑](#footnote-ref-3)
3. It shall be noted that this is a non-binding generic guidance with regard to selection of PPEs. The type of the PPEs to be used for each activity needs to be selected after the assessment of the specific risks related with the activity. [↑](#footnote-ref-4)