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# Occupational Health and Safety Manual

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Project:

Improving Early Childhood Development (ECD)

(P168295)



August 2021



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## List of Acronyms

COVID-19	Coronavirus disease (COVID-19)
ECD	Early Childhood Development
EHS	Environmental, Health, and Safety
EHSG	Environmental, Health, and Safety Guidelines
EHSO	Environmental Health and Social Officer
ERP	Emergency Response Plan
ES	Environmental and Social
ESMF	Environmental and Social Management Framework
ESMP	Environmental and Social Management Plan
ESO	Environmental and Social Officer
ESS	Environmental and Social Standards
GBV	Gender Based Violence
GIIP	Good International and Industry Practices
GRM	Grievance Redress Mechanism
LMP	Labor Management Procedures
LTC	Local Technical Consultant
LVC	Land Valuation Committee
M&E	Monitoring and Evaluation
MOE	Ministry of Education
MOH	Ministry of Health
MOSD	Ministry of Social Development
MOT	Ministry of Transportation
MoTA	Ministry of Tourism and Antiques
OHS	Operation Health and Safety
OHSA	Occupational Safety and Health Administration
OHSM	Occupational Safety and Health Manual
PA	Palestinian Authority
PCU	Projects Coordination Unit
PPE	Personal Protective Equipment's
SEF	Stakeholder Engagement Framework
SEP	Stakeholder Engagement Plan
UNMAS	United Nations Mine Action Service
UXO	Unexploded Ordnances
sWB	World Bank
WHO	World Health Organization



## 1. Introduction

This Occupational Health and Safety Manual (OHSM) has been developed for the Improving Early Childhood Development (ECD) Project. This OHS Manual has been prepared using the Palestinian Labor Law No. 07 of 2000, the Council of Ministers Act 11, 2012, the guidelines set out in ESS2, World Bank EHSG, Good International and Industry Practices (GIIP) and WHO guidelines for COVID-19 related to OHS at different workplaces apply to workers. Moreover, other applicable Palestinian regulations, resolutions, and ministerial instructions related to OHS aspects were used including:

- The ministerial decrees No. 15, 17, and 21 of 2003 concerning health conditions and standards at workplaces, medical assistance procedures at the workplace, and safety standards at companies .
- The Decision of the Council of Ministers No. (49) of 2004 concerning the preventive list of work hazards and career diseases and work accidents .
- Instructions by the Minister of Labor no. (1) of 2005 concerning the precautions to protect workers in construction sites .
- Instructions by the Minister of Labor no. 2-6 of 2005, defining the range of chemical exposure limits and standards, exposure to ionizing radiation, noise, and safe levels of brightness of light and temperature at the workplaces.

The aim of the OHS Manual is to outline and define the approach to health and safety to be adopted specifically for the ECD project both during the construction phase of sub-project. It also aims to highlight potential hazards specific to this project, as well as more general hazards, and to define the procedures by which these hazards shall be addressed. The is issued in support of the Project's commitment to "Zero Accidents". This Manual is to educate and provide an overview of OHS requirements to be used by the main Contractors and all subcontractors employed on the project sites. All Contractors are obligated to submit their own OHS Plans and associated Risk Inventory

This Manual shall be reviewed and updated throughout the life of the project to incorporate any changes the project is likely to experience. Also, this Manual shall be reviewed and revised as necessary by the Environmental Officer (PCU/ESO) in coordination with MOH/EHSO whereby significant OHS risk occurring. The Contractors are required to prepare the OHS plan and associated risk inventory. The requirements to be included in the OHS plan are as follow: an introduction to the project, roles and responsibilities, training and induction plan, facility design and operation, hazards identification, storage of materials and equipment, general safety standards, safety signage, safety devices and safe working practices, monitoring and reporting, general direction for first aid, special safety rules and OHS budget, (Annex 1). where the Contractor (Contractor OHS officer) will be requested to refer and abide to the OHS Manual revision, and to prepare OHS plans in coordination with the Consultant's Environmental and Social Specialist and PCU/ESO..

## 2. Objectives

The Occupational Health and Safety Manual aimed to:



- Provide instruction and guidance to the Project team, including contractors and subcontractors, on the development and implementation of project specific Environmental, Social, Health and Safety requirements.
- Promote all healthy and safe working life and environment.
- Provide guidance on how to identify and incorporate safety considerations as related to detailed design and construction.
- Provide guidance on how to identify coordination and collaboration arrangements of the detailed design and execution phases of the project.
- Provide the minimum requirements of safety in the subproject site to be achieved.
- Provide guidance on how to ensure compliance with all relevant statutory requirements.
- Inform contractors and subcontractors in advance of the Environmental, Social, Health and Safety requirements that shall be strictly enforced on the Project.
- Inform the Consultant Firm, of the content of the project's Environmental, Social, Health and Safety program and relevant responsibilities under current legislation.
- Establish a framework for the implementation and sequencing of Environmental, Social, Health and Safety initiatives across the various phases of Construction activities.
- Establish roles and responsibilities associated with Environmental, Social, Health and Safety Management Manual.
- Eliminate and prevent any health, safety, community, and any OHS related hazards within the working environment, and Control the hazard at its source as possible.
- Promote safety consciousness among all employees, contractors or subcontractor and visitors within the project premises.

### 3. Scope of Environmental, Social, Health and Safety Manual

This Occupational Health and Safety Manual applies to all Construction activities and any deviation from this Manual must be with the prior approval of the Environmental and Social Officer. all parties involved in the project activities shall adhere to this Manual and associated procedures until all construction activities are concluded and the site is formally handed over to the Client. This Manual describes the following guidelines which are to be implemented and adhered to by all parties involved with the project during the construction and rehabilitation sub-projects:

- Strategies to be used for implementation of Environmental, Social, Health and Safety systems;





- Management systems required to measure and audit safety performance and objectives;
- Accountabilities and responsibilities for each employment category to ensure effective safety management,
- Guidelines for the development of project safe working procedures and systems.

#### 4. OHS Manual Governing Procedure

The Manual was prepared with reference to the national and international safety regulations including:

- The Palestinian Labor Law No. 07 of 2000,
- 29 CFR 1926 – OSHA Safety and Health Regulations for Construction - <https://www.osha.gov/laws-regs/regulations/standardnumber/1926>
- The ministerial decrees No. 15, 17, and 21 of 2003 concerning health conditions and standards at workplaces, medical assistance procedures at the workplace, and safety standards at companies .
- The Decision of the Council of Ministers No. (49) of 2004 concerning the preventive list of work hazards and career diseases and work accidents .
- Instructions by the Minister of Labor no. (1) of 2005 concerning the precautions to protect workers in construction sites .
- Instructions by the Minister of Labor no. 2-6 of 2005, defining the range of chemical exposure limits and standards, exposure to ionizing radiation, noise, and safe levels of brightness of light and temperature at the workplaces.
- WB General Environment, Health, and Safety Guidelines (EHSG) - [https://www.ifc.org/wps/wcm/connect/Topics\\_Ext\\_Content/IFC\\_External\\_Corporate\\_Site/Sustainability-At-IFC/Policies-Standards/EHS-Guidelines/](https://www.ifc.org/wps/wcm/connect/Topics_Ext_Content/IFC_External_Corporate_Site/Sustainability-At-IFC/Policies-Standards/EHS-Guidelines/)
- For MoH healthcare component, the WB EHSG for Health Care Facilities - <https://www.ifc.org/wps/wcm/connect/960ef524-1fa5-4696-8db382c60edf5367/Final%2B%2BHealth%2BCare%2BFacilities.pdf?MOD=AJPERES&CVI D=jqeCW2Q&id=1323161961169>
- FIDIC 99 clause 4.8: <https://www.corbett.co.uk/wp-content/uploads/Clause-4.pdf>
- FIDIC 99 Clause 6.7: <https://www.corbett.co.uk/wp-content/uploads/Clause-6.pdf>

#### 5. Information Dissemination and Grievance Handling

This section lays out the measures for information dissemination and handling of grievances throughout the -project cycle. These measures are designed specifically to protect against adverse impacts during the project activities. These measures also provide a clear channel between the surrounding communities and the relevant parties related to the project. The following steps will be followed during the project implementation:

- Hand flyers to be prepared by the Contractor with prior approval of the ESO and Consultancy firm that imply explaining the project objectives and Environmental, Social



and Health benefits of the project and to be distributed to citizens around the targeted construction area.

- The contractor's OHS Officer responsible to register any direct complaints and to coordinate with the Consultancy firm's Environmental and Social Specialist and the PCU ESO to find solutions.
- To prepare various presentations in order to explain the project objectives and Environmental, Social and Health benefits of the project to the public when necessary.
- To keep in close contact with local authorities to coordinate and resolve any complaint.
- Signboards to be erected with Complaint Contact Number on them to follow up any complaints about the construction works that may arise. The signboard will be constructed in the entrance of the construction site.
- Keep detailed records of all grievances received during preparation and during construction, including contact details of complainers. And it will immediately forward a copy of the recorded grievance to the consultancy firm and ESO, including a proposal to mitigate the grievance.

## 6. Roles and Responsibilities

The ECD project's ES instruments defines the roles and responsibilities for the environmental, social and health and safety. The PCU ESO, MoH ESOs, Consultancy Firm and the Contractor shall commit to guarantee the compliance with rules and legal requirements regarding the occupational health and safety activities on the project sites all the responsibilities and roles are determined by referring to the ES instruments (ESCP, the ESMF, SEP GM, and LMP).

### 6.1. ECD Project (PCU/MOE and MOH/EHSO) Role

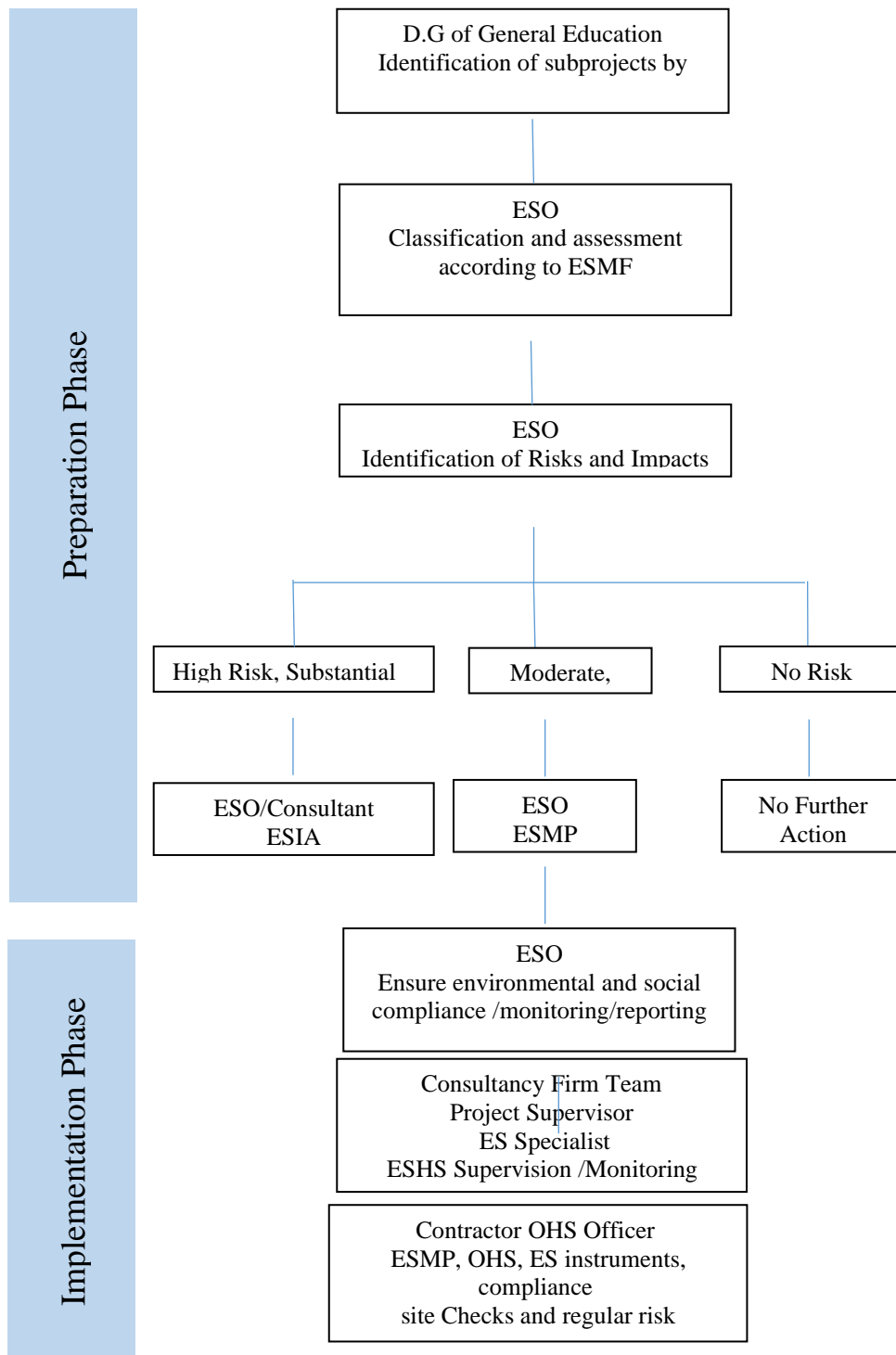
The PCU/ESO is responsible on the project environmental health and safety and to ensure that works are done in compliance with OHS procedures. The PCU/ESO shall follow up and ensure the commitment to the abidance the OHS manual, and to ensure the contractor prepare and implement the site-specific OHS Plans for all subprojects. The PCU/ESO shall coordinate with MOH/ESO to ensure the progress and commitment of OHS provisions.

ESO shall prepare periodic reports on the progress and commitment of E&S and OHS aspects to be submitted to the Bank including both the progress of MOE components and input progress of MOH components. The ESO shall report any incident or grievance to the Bank within the required timeframe. The ESO shall ensure the commitment of project contractors and subcontractors to this OHS manual and shall require the development of OHS plans. The ESO shall ensure that the consultant supervise the works following occupational health procedures and safety through periodical monitoring. Sensitizing Orientation and training sessions will be provided to working staff on occupational health and safety precautions. The ESO, as required shall revise and update this OHS manual on aspects that arise during the project's implementation that were not previously covered or that might require updating, in coordination with the all respective parties including MOH and DG of Building.





The MOH Environment, Health, and Social Officer (EHSO) in coordination with the ESO to follow up and ensure the commitment to the implementation of the OHS manual of activities under the MoH component. The EHSO to provide input to the PCU ESO prepare periodic reports on the progress and commitment of E&S and OHS aspects to be submitted to the Bank along with MoE's progress report. Moreover, the EHSO at MoH to report any incident or grievance to MOE's PCU and to the Bank within the required timeframe. The EHSO to ensure the commitment of MoH's contractors and subcontractors to this OHS manual and shall require the development of OHS plans in a coordinated and similar manner to MOE's activities. The below chart shows the responsibilities of MOE throughout Project Cycle.





## 6.2. Consultancy Firm Construction Manager (Project Manager) and Environmental and Social Specialist

The Consultancy Firm is to ensure that the suppliers and sub-contractors working for the main contractors operating directly on site are following occupational health procedures and safety through periodical monitoring. Orientation and training sessions will be provided to working staff on occupational health and safety precautions. A copy of this OHS manual shall be given to each partner of the subproject and will be consistently subject to a regular update to cover areas relating to the safe management of the construction site.

The Consultancy Firm shall schedule and coordinate the work to ensure the success of the overall project. The Consultancy Firm environmental and social specialist shall ensure that the Contractor team's OHS Officer understands and complies with OHS requirements including the requirements of the OHS plan, Emergency Response Plan (ERP) and other related traffic plan, waste management plan, and other community health and safety requirements, throughout the construction works and all work is correctly planned and executed, and that consideration is applied to the local community.

The Consultancy Firm should supervise the contractor(s) to ensure that the contractor(s) submit the environmental and social deliverables and implement its environmental and social (ES) obligations under the contract in compliance with the environmental and social requirements stated in the environmental and social instruments.

The Consultancy Firm Construction Manager/Project Manager has a responsibility to supervise the subproject construction works to ensure that sufficient resources are available to implement, develop and maintain the Environmental, Social, Health and Safety program throughout the life of the Project, including:

- Promote, support, and actively participate in the "Zero Accident" philosophy.
- Provide leadership and support for the sub-project Site Manager and Occupational Health and Safety Officer in the Contractor team. Allow only authorized personnel onto the site.

Supervise the OHS requirements and review the sub-project risk assessments.

Ensure that open lines of communications concerning Health and Safety are maintained amongst all workers.

The Firm refers to Environmental and Social Specialist who is responsible for environmental and social compliance at the sub-project level, is also responsible on the monitoring and reporting the project environmental health and safety and to ensure that works are done in compliance with OHS procedures.

The Environmental and Social Specialist is to maintain communication with the ESO. The Environmental and Social Specialists is also to maintain support with the Firm Project Manager and Supervisor engineer who are responsible on managing the works in compliance with the environmental and social requirements, including

1. Prior commencement to of works and periodically as stated in the bidding documents review and approve all the contractor's E&S submissions in compliance with ESMF, LMP, GRM including but not limited to: OHS plan in compliance with the MoH and Bank's Covid-19 requirements, ERP, waste management plan, and traffic plan, COC, grievance procedures for workers
2. Ensure that OHS standards are met at work sites according to the OHS plan.
3. Ensure that contractor(s) prepare their labor management procedure, in compliance with this labor management procedure, and OHS plan before the initiation of the construction work.



4. Ensure the contractor (s) and subcontractors are conducting the works in compliance with the ESHS and ESF requirements, not limited to the ESMP, OHS Plan, ERP, Waste management plan, and traffic plan.
5. As per the LMP and ESMF, coordinate with the contractor engineer and OHS to ensure compliance with the OHS plan and ERP requirements, also to coordinate with the contractor and the ESO with regards to the occupational health and safety related training contractor personal conduct the OHS training.
6. Conduct periodic environmental and social supervision visits with reference to the sub-project environmental and social instruments requirements including OHS, and report to the ESO the compliance, mitigation taken, noncompliance, environmental notes, follow up required
7. Undertake audits and inspections of contractor's accident logs, community liaison records, monitoring findings and other ES related documentation, as necessary, to confirm the contractor's compliance with ES requirements.

### 6.3. Contractor Obligation

Upon awarding the contract to the contractor, the contractor will be held responsible of the occupational health and safety of his working staff during the contract duration, and will bear all costs to prepare, implement and maintain OHS measures, including but not limited to the following:

- The contractor will be responsible for preparing an Emergency Response Plan (ERP), that will detail the Contractors processes for dealing with emergencies including injury.
- Also, the contractor shall prepare site-specific OHS plan including precautions for COVID-19 adapted to his works. The plan would clarify who is responsible for what, risk assessment, job hazards assessment and mitigation measures that should be in place for each job. For more details, refer to Annex 1.
- The contractor shall appoint one or more OHS Officer of 3 years of training and relevant experience in the OHS management at similar projects.
- The number of OHS officers will be clearly specified in the bidding documents based upon the number and distribution of sites included in the bidding package.
- The OHS officer shall be responsible for the supervising the health and safety for the sub-project and of those under his/her supervision. The OHS Officer should have an education qualification and The OHS Officer is responsible for preparing, applying and administering all OHS procedures applicable to the subproject.
- The contractor shall provide adequate personnel protective equipment, tools, and first aid and maintain their proper usage and training. Section 19 of this Manual provides more details regarding the required PPE's specifications.
- The contractor, or designated representative, shall fully investigate all serious accidents and take remedial steps to prevent repetition of similar accidents wherever possible. The following procedure must be followed by the contractor regarding any incident or accident occurring in the site:
  - Any incident or accident, or fatalities will be reported within 24 hours after occurrence to the Consultancy Firm and the Consultancy firm will report to the competent Authority (MoE). After that the MoE will reporting to the WB
  - Provide additional details of the incident/accident within 5days following the incident.



- Any subsequent report requested from the MoE as request from the WB. The timing on the submission of subsequent report would be specified by the Bank
- The contractor shall be responsible for safety records and shall be responsible for completing safety inspections and maintaining records to reflect findings and corrective actions taken.
- The contractor shall require employees to use suitable tools and equipment in order to ensure working in a safe manner.
- The contractor shall require employees who, in the course of their work, are subject to the hazards of electrical shock, asphyxiation, or drowning, to receive special training e.g. usage of artificial respiration. Special training should also be included all risky works, such as working at heights, scaffolds, trenches, confined spaces ... etc. Probably that would require a permit to work system to be in place
- The contractor shall be responsible for providing the employees under his responsibility with Medical Insurance during the contract's duration.
- The contractor shall commit to amending any non-compliance as instructed within a period of 24 hours since receiving the instruction letter from the Consultancy Firm, otherwise the ESO, EHSO, and the Consultancy firm have the right to cease the contractor's activities until an adequate action is implemented to rectify the situation. This shall be reflected in the bidding documents through relevant clauses.
- Penalties if non-conformity situations occur repeatedly, or if such lack of commitment causes delays to the implementation schedule shall be implemented. This will be included through relevant applicable contractual clauses.
- The contractor shall ensure that all their workers are aware of the codes of conducts and shall provide the Consultancy Firm and ESO with copies.
- The contractor shall develop and implement a grievance mechanism for the workforce prior to the start of civil works. This grievance mechanism shall also address child labor, GBV and sexual harassment related grievances. As a result, it shall develop features to accept and respond to the anonymous complaints (i.e. complaints box). Information about the existence of the grievance mechanism, such as telephone number, email or suggestion/complaints boxes, will be readily available to all project workers (direct and contracted) through notice boards, the presence of "suggestion/complaint boxes", and other means as needed. The contractor shall record all received and resolved grievances in a log that shall be monitored by the project's ESO.

The following OHS standard requirements should as a minimum be included in the OHS Plan to be prepared by the contractors, including but not limited to the following:

- Provide a safe workplace and risk Assessment Procedure will be completed before the commence of any construction activities, and safety measures will be implemented in accordance with applicable safety standards;
- Emergency response Plan;
- Fall prevention and working at heights;
- Excavation safety, Ladders, and scaffolders safety; welding and cutting safety; Cranes, and forklifts safety; hand tools safety;
- OHS training;



- Present OHS accountability matrix for all staff including Project manager, contract manager, OHS staff, foremen, and all employees with clear roles and OHS responsibilities;
- List of Contractor OHS staff that will be responsible for the implementation and supervision of the OHS program;
- PPEs and other preventive measures will be provided at no cost for employees;
- Bi - weekly OHS meetings will be conducted to discuss preventive measures, deviations and non-compliances, accidents, and corrective actions;
- Timeline to conduct internal OHS surveys and audits to verify compliance of OHS practices. Non-compliances will be documented and reported internally. A time frame for a corrective action will be set and followed up. Contractors will document and report to supervision consulting office all accidents and illness with a day lost or more, fatalities or serious injuries that may happen at work site;
- On site resources for first aid and for more serious injuries there must be a pre-approved health facility for medical treatment, as well as appropriate transportation of injured workers;
- Control access provisions to the construction site only to authorized people. Workers must be trained to perform hazardous works such as working at heights, confined spaces, welding etc. All workers must complete at minimum an OHS induction to have access to the construction site.

On the other hand, the contractor shall follow the local regulations regarding to the working hour, the working hour defined by the labor law as follow:

- Maximum working hours is 45 per week from 8:00 AM to 5:00PM.
- It is prohibited to do any work before and after the working hours determined in the before mentioned point. Specially, it's not allowed the work at night.

#### 6.4. Project OHS Officer

The Contractor hires the OHS Officer is responsible for implementing and administering all OHS procedures applicable to the project.

The sub-project OHS Officer shall:

- Receive operational guidance from the Construction Manager
- Act as an advisor and provide technical support to the Project
- Promote, support, and actively participate in the “Zero Accident” philosophy
- Coordinate OHS activities with Construction Manager.
- Conduct periodic OHS assessments and inspections.
- Conduct OHS orientations to acquaint employees with sub-Project conditions, safe work practices, and procedures
- Train and advise personnel on OHS regulations, assessments, and process activities.
- Provide information to employees regarding their emergency response responsibilities.





- Actively participate in safety improvement
- Supervise and direct the environment, safety, health, fire, and medical functions on sub-project.
- Have ownership as the development and formulation of the OHS Plan.
- Develop and supervise the implementation of the Project OHS Plan and the ERP in accordance with the OHS Manual must be prepared in accordance with the World Bank's EH&S Guidelines, WHO guidelines for COVID-19 and the relevant country health and safety legislation/laws with cooperation of ESO and the Consultant Firm and area requirements, and all applicable government OHSEH&S regulations.
- Attend staff meetings and planning/scheduling meetings to advise on safety policy in accordance with the sub-Project OHS Execution Plan. Distribute to employees the results of the meetings for timely co-ordination and implementation.
- Furnish the Site with OHS procedures and technical OHS manuals, appropriate to the Project needs.
- Inspect, audit and report on the sub-Project OHS program and OHS performance across the whole Project including design offices, Site, suppliers and subcontractors.  
OHS Officer should conduct (and regularly update) risk assessment for all activities under the project and prepare method statement and procedures to be followed for all tasks that entail health and safety risk.

#### 6.5. Subcontractors

Being consistent with contractual obligations, all subcontractors shall fully comply with the Contractors E&S commitments, subcontractors are responsible for:

- Subcontractor management promote, support, and actively participate in the "Zero Accident" philosophy.
- Implementing the sub-project OHS Plan as well as the subcontractors' own OHS plan.
- Identifying the hazards of their work, assess the risks arising from these hazards and inform how these risks will be controlled.
- Providing a safe and healthy work environment for their personnel.
- Complying with local OHS legislative requirements
- Providing OHS information to the workers.
- Issuing to any lower tier subcontractors a copy of the health and safety plan and any other applicable safety and health procedures.
- Developing and maintaining risk assessments for all site construction activities.

#### 6.6. Workers

Each worker/ who is performing their working duties is responsible of assuring the safety for themselves; Safety for fellow employees; protection for the public; and protection for sub-project property and for public and private property. Workers will be in charge of the followings:

- It is the responsibility of each worker to notify his senior or the designated OHS Officer or the Construction Project Manager once an unsafe condition or act is witnessed on the job.





- When a worker is requested to perform duties under unsafe conditions, the worker should not perform those duties without first notifying the person in charge of the unsafe conditions. In the other meaning, no one should be in unsafe conditions. Rather for risky works there should be certain safety measures that should be provided and followed to minimize the risk and ensure safe implementation of the activity.
- It's the responsibility of the contractor to provide and request the workers to use the PPE's, please refer to section 19 for further details on PPE's requirements.
- It is the responsibility of each worker to attend all safety trainings and meetings possible and to take an active part in safety work.
- It is responsibility of each contractor to ensure worker to know and understand the safety rules of this Manual, and the sub-project OHS Plan, which will apply to the work being performed.
- It is the responsibility of management to verify that each worker is acquainted with the principles of first aid and resuscitation as soon as possible.

## 7. Personal conduct while on duty

The use of alcohol during working hours, including lunch hour, is strictly prohibited. Any violation shall be considered sufficient cause for disciplinary action.

Any Workers/employee reporting for duty under the influence of liquor, illegal drugs, or illegal smoking materials will be dismissed. Any supervisor or other person in charge, who permits such employee to work, will also be subject to disciplinary action. For more details, please, refer to the approved Code of Conduct (Annex 2).

## 8. Monitoring

Occupational health and safety monitoring need to be undertaken by the PCU ESO, MOH ESO, and the Consultancy Firm Environmental and Social Specialist to verify the effectiveness of prevention and control strategies. The occupational health and safety monitoring program should include:

- Safety inspection, testing and calibration: This should include regular inspection and testing of all safety features and hazard control measures focusing on engineering and personal protective features, work procedures, places of work, installations, equipment, and tools used.
- The inspection should verify that PPE continues to provide adequate protection and is being worn as required. All instruments installed or used for monitoring and recording of working environment parameters should be regularly tested and calibrated, and the respective records maintained.



- Surveillance of worker's health: health of the Project's staff will be monitored on a regular basis through conducting general medical checkup, and continuous monitoring and documentation of COVID-19 cases.
- Training: Training activities for workers and visitors should be adequately monitored and documented (curriculum, duration, and participants). Emergency exercises, including fire drills, should be documented adequately. Service providers and contractors should be contractually required to submit to the employer adequate training documentation before start of their assignment.

### 8.1. Accidents and Diseases Monitoring

The Manual establish procedures and systems for reporting and recording, that each contractor shall ensure that the procedures are reflected in the OHS plan:

- Occupational accidents and diseases
- Dangerous occurrences and incidents

These systems should enable workers to report immediately to their immediate supervisor any situation they believe presents a serious danger to life or health. The systems and the employer should further enable and encourage workers to report to management all:

- Occupational injuries and near misses
- Suspected cases of occupational disease
- Dangerous occurrences and incidents

The contractor shall submit the OHS compliance data to MoE's Consultancy firm or the Individual Consultant in order to report to the PCU and MOH. The information should also include incidents related to any sub-contractors working directly, or indirectly, for the Contractor. All reported occupational accidents, occupational diseases, dangerous occurrences, and incidents together with near misses should be investigated by the OHS Officer in the Contractor team. The investigation should:

- Establish what happened
- Determine the cause of what happened
- Identify measures necessary to prevent a recurrence

## 9. OHS Reporting

- For reporting on the hazardous conditions and the accident/incident notification , the followings need to be considered, noting that the PCU shall report any incident or accident, or fatalities to the Bank within 24 hours after occurrence. And to provide additional details of the incident/accident within 5days following the incident When a worker/employee observes a hazardous condition that may cause injury or property damage, the



worker/employee shall promptly notify the OHS Coordinator, and the Consultant Firm representative, or ESO. A worker who receives a report of a hazardous condition, either from the public or another wo, shall immediately refer this information to the person in charge (OHS Officer). The below actions shall be followed when reporting and accident:

- All accidents or incidents related to the Project or that has, or could have a significant adverse effect on the environment, the affected communities, the public, or the workers that could result in death or serious injury, cases of GBV, SH/SEA or violence against minors, injuries, falls, vehicle accidents, electrocution, and uncontrolled electricity supply problems shall be reported to the OHS Officer, the Consultancy Firm Project Supervisor, Consultant environmental and Social Special sit and ESO immediately.

The Project OHS Officer shall:

- Establish the site accident reporting system, customized as necessary to project requirements.
- Inform Consultancy Firm representative, or ESO, within 1 hour of any incident involving serious bodily injury.
- Inform Consultant Firm representative, or ESO, within 6 hours of near accident relating to the execution of the works which, in slightly different conditions, could have led to bodily injury.
- Ensure that all injury, damage and near miss accidents are investigated and that site supervision is involved in such investigations.
- Review accident reports and make recommendations for the establishment of remedial and long-term actions to prevent a reoccurrence of the event.
- Complete a Final Safety Report at the end of the Project. and submit it to the consultant and MOE, MOH, where the PCU will report the findings to the relevant stakeholders including the Bank.
- In the event of damage to the property of a member of the public, such damage shall be reported to the OHS Officer, the Consultancy Firm OHS Special sit and ESO immediately.
- No employee shall make statements concerning liability or indicating that settlement will be made in any accident resulting in injury or property damage to a member of the public.
- It is important that the names and addresses of all witnesses be obtained in all accidents involving the public.
- Prepare a report of the causes of the incident and maintain an incident register at all construction sites, throughout the duration of the works.

Annex 5 provides workers report and Injury Form, Annex 6 provide Safety Inspection Checklist template

In addition, the contractor will initiate a comprehensive monthly OHS report for implementation in relation to the execution of the Works will be issued to Project Manager. The report contains the following information:

- List of OHS personnel at present at the site at the end of the month.
- Inspections carried out
- Non-conformities detected, with descriptions of the corrective actions taken.



- Update of the product registers and inventory of hazardous waste.
- Description of activities to prevent erosion.
- Monitoring results
- Health & safety statistics about accidents/incidents, preventive/corrective actions
- Training activities
- Near miss
- incidents log and reports

The following procedure must be followed in detail by the PCU, where stricter timeframe has been identified above for the contractor notification duration when the incident/accident will happen during the project implementation:

Notify within 24 hours any incident or accident related to the Project or that has an impact on it, and that has or could have a significant adverse effect on the environment, the affected communities, the public, or the workers included, for example, occupational accidents that could result in death or serious injury, cases of Gender Based Violence (GBV) or violence against minors, injuries, falls, vehicle accidents and electrocution;

- Provide sufficient details regarding the incident or accident, and indicate immediate measures taken to address it; and any information provided by any contractor and supervising entity, as appropriate.
- Subsequently, as per the [Bank/Association]'s request, prepare a report on the incident or accident and propose any measures to prevent its recurrence. An incident register will be maintained at all construction sites, throughout the duration of the works.

## 10. Training

The employed staff including management, supervisors, and workers of the project need to receive basic OHS training to ensure proper orientation to the general and specific hazards of individual work assignments. Special training needs to be provided for workers in charge of rescue and first-aid duties. Project's staff and workers shall receive awareness sessions that include information on workers GM, GBV, SH and SEA.

In general, the OHS training would cover the followings:

- Basic hazard awareness & color coding,
- Site-specific hazards,
- Safe work practices,
- Workers GM
- Code of Conduct including GBV, SH and SEA related issues, and
- Emergency procedures for fire, chemical spill, gas leak, evacuation, and disaster

Further details need to cover the followings:

- Knowledge of materials, equipment, and tools
- Known hazards in the operations and how they are controlled
- Potential risks to health e.g. waterborne & blood borne
- Precautions to prevent exposure



- Hygiene requirements
- Wearing and use of protective equipment and clothing
- Appropriate response to operation extremes and accidents
- Principles of first aid

The contractor OHS Officer need to ensure that safety measures are applied to all visitors and they don't enter hazard areas unescorted. Hazardous areas (e.g. excavated areas, unguarded roofs, etc.), and emergency exits, etc. should be marked appropriately with signage. Signage should be easily understood by workers, visitors and the general public.

#### 10.1. Certification Requirements

The site Construction Manager in coordination with the consultancy firm team shall, prior to allowing personnel to undertake any of the following activities, ensure that the person(s) are suitably qualified and are able to produce evidence/certification before engaging in these tasks if required by local regulations:

- Shoring / scaffolding;
- Articulated boom;
- Crane and lifter operation;
- Operation of earth moving and trench excavation equipment and machinery;
- Electrical and instrument work;
- Any other works requiring certification under local legislation.

A copy of personal certifications will be submitted to ESO by Consultancy Firm.

The Following sections identify potential hazards and guidance to be followed in accordance with national and international regulation and standards:

### 11. Hazards

#### 11.1. Physical Hazards

Physical hazards represent potential for accident or injury or illness due to repetitive exposure to a mechanical action or work activity. Single exposure to physical hazards may result in a wide range of injuries, from minor and medical aid only, to disabling, catastrophic, and/or fatal. Multiple exposures over prolonged periods can result in disabling injuries of comparable significance and consequence.

#### 11.2. Rotating and Machine Movement



Possible Injury or death can occur from being trapped, entangled, or struck by machinery parts due to unexpected starting of equipment or unobvious movement during operations. Therefore, safety measures as well as respective Personal Protection Equipment's (PPES) as per the safety Data Sheet (SDS) for each equipment need to be adopted and implemented

### 11.3. Noise

The project management will ensure that no employee will be exposed to a noise level greater than 85 dB for a duration of more than 8 hours per day without hearing protection measured regularly.

OHS Officer shall ensure that excessive noise generating equipment and noise control equipment (e.g. barriers, enclosures and mufflers) are maintained regularly according to the preventive maintenance schedule.

OHS Officer shall promptly raise work orders to service and repair equipment that is generating abnormally excessive noise.

OHS Officer shall ensure that non-routine activities (e.g. pile driving, blasting, rock clearing, drilling, percussion drilling) which generate excessive noise are scheduled during day time hours as mentioned above.

### 11.4. Electrical

All electrical equipment and installations should be constructed, installed and maintained by a competent person, and so used as to guard against danger. Before construction is commenced and during the progress thereof, adequate steps should be taken to ascertain the presence of and to guard against danger to workers from any live electrical cable or apparatus which is under, over or on the site.

The laying and maintenance of electrical cables and apparatus on construction sites shall be governed by national laws and regulations.

All parts of electrical installations shall be of adequate size and characteristics for the power requirements and work they may be called upon to do and in particular they should:

- Be of adequate mechanical strength to withstand working conditions in construction activities;
- Not be liable to damage by water, dust or electrical, thermal or chemical action to which they may be subjected in construction activities.

The electrical distribution at each site should be via an isolator which cuts off current from all conductors, is readily accessible and can be locked in the "off" position but not locked in the "on" position.





The power supply to all electrical equipment should be provided with means of cutting off current from all conductors in an emergency.

All electrical appliances and outlets should be clearly marked to indicate their purpose and voltage.

When the layout of an installation cannot be clearly recognized, the circuits and appliances should be identified by labels or other effective means.

Circuits and appliances carrying different voltages in the same installation should be clearly distinguished by conspicuous means such as colored markings.

Adequate precautions should be taken to prevent installations from receiving current at a higher voltage from other installations.

Where necessary to prevent danger, installations should be protected against lightning. Lines for signaling and telecommunication systems should not be laid on the same supports as medium- and high-voltage lines.

Only flameproof equipment and conductors should be installed in explosive atmospheres or in store places for explosives or flammable liquids.

To prevent exposure to electrical risks the followings need to be considered:

- Marking all energized electrical devices and lines with warning signs
- Checking all electrical cords, cables, and hand power tools for frayed or exposed cords and following manufacturer recommendations.
- Double insulating / grounding all electrical equipment used in environments that are, or may become, wet.
- Protecting power cords and extension cords against damage from traffic by shielding or suspending above traffic areas.
- Appropriate labeling of service rooms housing high voltage equipment ('electrical hazard') and where entry is controlled or prohibited.
- Conducting detailed identification and marking of all buried electrical wiring prior to any excavation work. This is particularly important for the transmission line, as there could be unseen cables. Also working under overhead lines should have special procedures.

#### 11.5. Eye Hazard

Solid particles from a wide variety of daily activities, and / or a liquid chemical spray may strike a worker in the eye causing an eye injury or permanent blindness. Recommended measures include:

- Use of machine guards or splash shields and/or face and eye protection devices, such as safety glasses with side shields, goggles, and/or a full-face shield. The contractor is equipped with some relevant safety equipment and PPE, such as goggles and eyewash/shower stations. However, the contractor will provide the project facilities with sufficient PPE deemed necessary for the workers, such as the Face Mask with a side shield.



- Moving areas where the discharge of solid fragments, liquid, or gaseous emissions can reasonably be predicted (e.g. discharge of sparks from a metal cutting station, pressure relief valve discharge) away from places expected to be occupied or transited by workers or visitors. In addition, where machine or work fragments could present a hazard to transient workers or passers-by, extra area guarding or proximity restricting systems should be implemented, or PPE required for transients and visitors.
- Provisions should be made for persons who have to wear prescription glasses either through the use over glasses or prescription hardened glasses.
- The above provision applies to the day light work according to the Palestinian regulations.

#### 11.6. Vehicle Driving and Site Traffic

Vehicle driving and site traffic safety practices will include:

- Training and licensing vehicle drivers of the during construction of specialized vehicles such as forklifts, including safe loading/unloading, load limits.
- Establishing rights-of-way, site speed limits, vehicle inspection requirements, operating rules and procedures, and control of traffic patterns or direction/ direction signs.
- Restricting the circulation of delivery and private vehicles to defined routes and areas, giving preference to 'one-way' circulation, where appropriate.

Also,

- The Identification of importance roads that are to be affected by construction work and provide prior intimation to the public.
- Plan works in important roads in consultation with traffic police and municipality;
- Provide information, direction and warning boards, provide traffic guards with danger flags
- Provide prior public information about the work, traffic disruptions/diversions
- Plan vehicle (material & waste) transport routes & schedules avoiding narrow/sensitive roads and peak traffic timings
- Heavy vehicles should not enter narrow local roads and sensitive areas of the town, except in the immediate vicinity of delivery sites.
- Carry out construction in sections, give adequate notice of construction activities, provide effective road signs, diversions or barricades.

#### 11.7. Chemical Hazards

Prior to any potentially hazardous substances being brought onto the construction site, the following precautions shall be taken:

- Information on the hazards of the materials (MSDS) shall be obtained from the manufacturer or supplier and communicated to all users.



- Preference should be given to the application of hazardous substances by means other than spraying, such as by brush or roller, when feasible.
- Where the use of toxic solvents, certain thinners, certain paints or volatile chemical substances cannot be avoided, special precautions should be taken such as providing general and local exhaust ventilation, and, if this is not practicable or is inadequate, respiratory protective equipment should be used. Such measures should be applied more rigorously in situations when such chemicals are heated or used in confined spaces. Paints and adhesives which present health hazards should be replaced with water dispersed products.
- The following aspects shall be considered prior to purchasing and/or using hazardous substances:
  - ✓ Identification of substance(s)
  - ✓ Nature of hazards
  - ✓ Degree of exposure
  - ✓ Degree of risk
  - ✓ Exposure of control measures
  - ✓ Necessity for monitoring/health surveillance
  - ✓ Induction/training requirements.
- Hazard materials will be stored in separate location under supervision of safety Engineer according to the approved safety data sheets instructions.
- Training and education procedures for the control of hazardous materials shall be provided for all personnel who may come in contact with or be affected by those materials.
- Those responsible for the introduction of a hazardous material(s) into the workplace shall ensure that appropriate training has been provided. Training shall include the requirements for safe handling, transport, storage, disposal and environmental protection.

However, chemical hazards represent potential for illness or injury due to single acute exposure or chronic repetitive exposure to toxic materials including the risk explosion. Chemical hazards will be prevented through:

- If possible, replacement of the hazardous substance with a less hazardous substitute Keeping the number of employees exposed to a minimum and the level of exposure below internationally established limits.
- Corrosive, oxidizing, and reactive chemicals that can lead to the release of flammable or toxic materials and gases, and may lead directly to fires and explosions should be stored in well-ventilated areas, handled with precautions and need to be segregated from flammable or other chemical that can react (acids vs. bases, oxidizers vs. reducers, water sensitive vs. water based, etc.).
- Workers who are required to handle corrosive, oxidizing, or reactive chemicals should be provided with specialized training and provided with, and wear, appropriate PPE (gloves, apron, splash suits, face shield or goggles, etc). Equipped first-aid stations should be easily accessible throughout the place of work, and eye-wash stations and/or emergency showers should be provided close to all workstations where the recommended first-aid response is immediate flushing with water.

#### 11.8. Unexploded Ordnance (UXO)



- Following the hostilities in Gaza, rehabilitation and finishing works activities are expected to be conducted in Gaza Strip, there is a potential risk of presence of Unexploded Ordnances (UXO) in the rubble, the UXO poses OHS risk on workers and community.
- Sites assessed to include potential mixed rubble resulting from the demolition of structure and infrastructure due the hostilities should be assessed by UNMAS, the PCU should coordinate with UNMAS to assess the risk of UXO to clear the site, and provide clearance report to proceed with construction of the sub-project screening
- Those risks will be addressed in the site-specific ESMP checklist and the site-specific ESMP's that will be prepared for each site and cleared by the bank. For the contractor, depending on this evaluation, specific measures shall be developed to ensure safe working conditions.
- Workers shall not be allowed to the site prior having UNMAS Clearance report.
- During construction works, if the presence of unidentified object is suspected, the contractor shall immediately stop the work activity, safely evacuate the workers from the site, safely secure the site, and immediately coordinate with the PCU to have the site screened and cleared by UNMAS.

#### 11.9. Slipping and Fall from Height

- Slips and falls on the same elevation associated with poor housekeeping, such as excessive waste debris, loose construction materials, liquid spills, and uncontrolled use of electrical cords and ropes on the ground, are also among the most frequent cause of lost time accidents at construction and decommissioning sites. Recommended methods for the prevention of slips and falls from, or on, the same elevation include implementing good house-keeping practices, such as the sorting and placing loose construction materials or demolition debris in established areas away from foot paths, cleaning up excessive waste debris and liquid spills regularly, locating electrical cords and ropes in common areas and marked corridors, and uses of slip retardant footwear
- Falls from elevation associated with working with ladders, scaffolding, and partially built structures are among the most common cause of fatal or permanent disabling injury at construction or decommissioning sites. If fall hazards exist, a fall protection plan should be in place which includes one or more of the following aspects, depending on the nature of the fall hazard, including: training and use of personal fall arrest systems, as well as fall rescue procedures to deal with workers whose fall has been successfully arrested, the tie in point of the fall arresting system, use of control zones and safety monitoring systems to warn workers of their proximity to fall hazard zones, as well as securing, marking, and labeling covers for openings in floors, roofs, or walking surfaces, workers wearing appropriate PPE (e.g., hard hats, safety boots), Proper Signs in Arabic

#### 12. COVID 19 Related Precautions

The contractor should apply OHS requirements including commitment to the Ministry of Health and WHO guidelines regarding protection measures from COVID-19 pandemic. Workers should follow standard operating procedures which includes wearing appropriate PPE (protective outerwear, heavy-duty gloves, boots, medical mask, goggles and/or a face shield), washing dedicated tools and clothing, performing hand hygiene sanitizers frequently, obtaining vaccinations for diseases and self-monitoring for any signs of COVID-19. Any registered COVID-19 case or the



contact of COVID19 case will be requested to notify the OHS Officer by email and to follow the national COVID-19 prevention instruction issued by the MoH and WHO guidelines.

Additional precautions to prevent transmission include avoiding touching the eyes, nose or mouth with unwashed hands, sneezing into one's sleeve or a disposal tissue, practicing physical distancing while working, travelling to and from work and staying home if one develops symptoms associated with COVID-19 (e.g. fever, dry cough, fatigue - loss of taste or smell).

The Contractor will comply with the COVID 19 measures according to the MoH/WHO guidelines and sign a compliance commitment letter (Annex 3) including:

- performing hand hygiene frequently with an alcohol-based hand rub if your hands are not visibly dirty or with soap and water if hands are dirty;
- avoiding touching your eyes, nose, and mouth;
- practicing respiratory hygiene by coughing or sneezing into a bent elbow or tissue and then immediately disposing of the tissue;
- wearing a medical mask if you have respiratory symptoms and performing hand hygiene after disposing of the mask;
- maintaining social distance (a minimum of 1 meter) from persons with respiratory symptoms.

MoE will monitor the compliance of the contractor to these measures. To educate the workers on the above-mentioned measures, Annex 4 provide visualization of General Safety Instructions.

### 13. Disposal of Waste Materials

All scrap lumber, waste material, and rubbish shall be removed from the immediate work area as the work progresses. Disposal of waste material or debris shall be to identified waste landfill.

Whenever materials are dropped more than 7 meters to any point lying outside the exterior walls of the building, an enclosed chute of wood, or equivalent material, shall be used. An enclosed chute is a slide, closed in on all sides, through which material is moved from a high place to a lower one. When debris is dropped through holes in the floor without the use of chutes, the area onto which the material is dropped shall be completely enclosed with barricades not less than 42 inches 1 meter high and not less than 2 meter back from the projected edge of the opening above. Signs warning of the hazard of falling materials shall be posted at each level. Removal shall not be permitted in this lower area until debris handling ceases above.

All solvent waste, oily rags, and flammable liquids shall be kept in fire resistant covered containers until removed from worksite.

Also, the waste management shall be segregated by type and classification as follow:

- ✓ Chemical Wastes
- ✓ Biological Waste/Sludge
- ✓ Food Wastes
- ✓ Recyclable / Reusable Materials



A waste collection point shall be ensured to a temporary storage inside the construction site, which is properly identified by the below signal.



Temporary storage shall be carried out for homogeneous waste categories and in compliance with the related technical standards, as well as, for hazardous waste, in compliance with the standards that regulate the storage of dangerous substances contained in them.

It is forbidden to mix hazardous waste having different dangerous characteristics or to mix hazardous waste with non-hazardous ones. Mixing causes, the dilution of dangerous substances. The rules, which govern the packaging and labeling of dangerous substances, shall be respected. The recovery and disposal is organized according to the current standards.

About waste materials from maintenance of equipment, check procedures and conditions of disposal on specific maintenance manuals.

#### 14. Disposal of Industrial Materials

OHS Officer shall ensure that all toxic industrial wastes generated are disposed in the designated storage areas and kept under shelter.

The toxic industrial wastes generated are as follows:

Toxic Industrial Wastes	Method of Storage
Waste Oil, Diesel, Hydraulic Fluid, Grease and Lubricants, water heavily contaminated with chemicals or oil.	Kept in a sheltered designated storage place
Paint Container with Un-solidified Paint	Kept in designated temporary storage place/bin
Concrete admixtures, resins, ceiling compounds, concrete accelerators, cleaning agents	Kept in site store

OHS Officer shall provide and ensure that all containers use to contain toxic industrial waste are properly labeled. The OHS Officer shall also ensure that the label must include the name (contents) of substance, storage date and person in charge in Arabic Language.

#### 15. Fire Protection





The contractor OHS Officer in coordination with the construction manager shall be responsible to prepare and implement the OHS Plan and the ERP in compliance with the national regulations related to fire protection, and the contractor shall provide fire extinguishers to prevent risks identified the above sections, fire preventive and protection measures shall be implemented in accordance to the national regulation. The fire protection measures should be maintained and followed throughout all phases of the construction.

## 16. Storage of Material and Equipment Spare parts

Materials and supplies used at the site should be stored in a neat and orderly manner at the site to prevent them from falling off shelves onto moving equipment. Spare parts should be kept in a neat and orderly manner with the item labeled to indicate on what piece of equipment the spare part is used. Junk parts removed from a piece of equipment should be disposed of in an acceptable manner.

## 17. General Safety Standards

The following roles and instructions need to be carefully followed in the Project facilities to ensure maximum safety for the workers and people that will visit the construction site. Where all Warning Signs shall be in both Arabic and English languages.

### **CAUTION**

In the event of lifting machinery or components of the system, the user must block all parts of the machine and all equipment as recommended by the manuals of the individual machinery and / or equipment and the provisions of the specific safety local regulations. It is forbidden to anyone to stay or to pass under or in close proximity to lifted machinery, without taking measures to ensure what can be done with absolute certainty.

### **DANGER**

The electrical control panels of the plant must always be connected to a grounding line and must be protected with a differential switch. Periodic checks must therefore be carried out to ensure that all ground wire cables are tight and that the differential works properly.

### **CAUTION**

Before switching on any equipment in the system, it is necessary to remove the voltage from the switch or the local switch by setting it to "0" (zero) or from the control panel by positioning the switch on the machine in question "0" (zero) and entering a sign on the control panel with the words:

**WORK IN PROGRESS, DO NOT TAKE VOLTAGE**

For details and special safety information pay attention to the following guidelines:

- Define and report the work area in the construction site. When the site is under construction, only the staff members and specialized personnel will be able to enter the work area.
- Keep the work area clean, dry, and free from any objects that could interfere with the workers or that may create hazardous situations for the same and for others.



- Do not use gasoline, solvents or other flammable liquids to clean the machines or equipment's or the work area. Cleaning procedures should be identified referring to the machine or equipment manual.
- Keep hands and clothing away from moving parts.
- Equipment's and machines used at the work site maintenance should have been carried out regularly in reference to the equipment/machine maintenance manual.
- Check that there is no leakage of a chemical products.
- Do not leave any unused equipment unattended. Unused equipment must be put back to their storage locations. Abide to Lock out – Tag out (LOTO) procedures.

## 18. Safety Signage

It is very important to understand and follow the safety instruction posted in the signage. Any damaged, missing and unreadable sign or labels at the construction site should be immediately replaced. It is forbidden to alter or remove any posted safety signals and labels without authorization,

### **CAUTION**

Before switching on any equipment in the system, it is necessary to remove the voltage from the switch or the local switch by setting it to "0" (zero) or from the control panel by positioning the switch on the machine in question "0" (zero) and entering a sign on the control panel with the words:

**WORK IN PROGRESS, DO NOT TAKE VOLTAGE**







The Contractor is obliged to provide the signage required for the sub-project in both Arabic and English languages.

Following is the definition of warning signage which are usually posted at the construction sites.




<b>PROHIBITORY SIGNS</b>		
No smoking in this area	Smoking and naked	No access for pedestrians











	flames forbidden	
		
Do not extinguish with water	Non Potable	No access for unauthorized persons
		
No access for industrial vehicles	Do not touch	

WARNING SIGNS		
		
Flammable material or high temperature	Toxic material	Explosive material
		
Corrosive material	Radioactive material	Overhead load



		
Industrial vehicles	Danger: electricity	General danger

CHEMICAL WARNING SIGNS			
			
Combustion	Corrosive	Explosive	Compressed gases
			
Flammable	Harmful	Toxic	Dangerous for the environment

## 19. Personal Protective Equipment and Clothing

Personal Protective Equipment (PPE) provides additional protection to workers exposed to workplace hazards. This manual refers to the 29 CFR 1926 – OSHA Safety and Health Regulations for Construction, where the regulations governing the use, selection, and maintenance of personal protective and lifesaving equipment are included<sup>1</sup>.

The Contractor is responsible for requiring the wearing of appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions or where this part indicates the need for using such equipment to reduce the hazards to the workers, employees and visitors.

<sup>1</sup> 1926.28, Personal protective equipment, Link: <https://www.osha.gov/laws-regs/regulations/standardnumber/1926/1926.28>



All personal protective equipment shall be of safe design and construction for the work to be performed.

The contractor/subcontractor shall take every practicable measure to eliminate hazards through the selection of non-hazardous materials and/or by engineering controls, e.g., prohibition, substitution, enclosure, etc.

Workers working alone on construction sites in confined spaces, enclosed premises or in remote or inaccessible places should be provided with an appropriate alarm and the means of rapidly summoning assistance in an emergency. Ensure the visibility of workers through their use of high visibility vests when working on roads or walking through heavy equipment operating areas.

High visibility waistcoats during all construction phases of the project. Additional PPE requirements, e.g., fall protection, respiratory protection, face shields, hearing protection, gloves, winter PPE, etc., shall be determined/mandated by the nature of the individual work activities.

Additionally, due to the COVID-19 pandemic, the MOH with reference to WHO has provided guideline to protect and avoid any infection including wearing of masks or medical mask, hand washing stations shall be provided. If this is not possible adequate amounts of sanitizers in proximity shall be made available.

PPE should be stored, maintained, cleaned and, if necessary, for health reasons, disinfected or sterilized at suitable intervals. Workers should be required to make proper use of and to take good care of the personal protective equipment and protective clothing provided for their use.

Where there is no practical alternative to the use of PPE, appropriate training shall be given to employees to ensure that they are fully conversant with the construction, processes and equipment they are working with appropriate PPE for the project shall consist of the following:

- Safety helmet
- Light duty safety glasses
- Safety boots
- Safety gloves, protection against cuts or sharp materials
- Protection against cold or heat
- Protection against bacteriological risks
- Protection against splashes from diluted chemicals

Workers should be instructed on the use of personal protective equipment and protective clothing. Training on the correct selection, and proper use of personal protective equipment shall be reviewed by the contractor OHS Coordinator.

The table below presents general examples of occupational hazards and types of PPE available for different purposes, to be adopted and complied with by the contractor.












Objective	Workplace Hazards	Suggested PPE
Eye and face protection	Flying particles, molten metal, liquid chemicals, gases or vapors, light radiation.	Safety Glasses with side-shields, protective shades, etc.
Head protection	Falling objects, inadequate height clearance, and overhead power cords.	Plastic Helmets with top and side impact protection.
Hearing protection	Noise, ultra-sound.	Hearing protectors (ear plugs or ear muffs).
Foot protection	Falling or rolling objects, pointed objects. Corrosive or hot liquids.	Safety shoes and boots for protection against moving & falling objects, liquids and chemicals.
Hand protection	Hazardous materials, cuts or lacerations, vibrations, extreme temperatures.	Gloves made of rubber or synthetic materials (Neoprene), leather, steel, insulating materials, etc.
Respiratory protection	Dust, fogs, fumes, mists, gases, smokes, vapors.	Facemasks with appropriate filters for dust removal and air purification (chemicals, mists, vapors and gases). Single or multi-gas personal monitors, if available.
	Oxygen deficiency	Portable or supplied air (fixed lines). On-site rescue equipment.
Body/leg protection	Extreme temperatures, hazardous materials, biological agents, cutting and laceration.	Insulating clothing, body suits, aprons etc. of appropriate materials.

The main Personnel Protective Equipment (PPEs) available at the construction area and their signs are shown below:

- Face shield and goggles
- Chemical resistant gloves
- Protection shield
- Disposable protection coverall
- Eyewash station



MANDATORY SIGNS for PPEs		
		
Eye protection must be worn	Ear protection must be worn	Safety helmet must be worn
		
Safety overalls must be worn	Safety gloves must be worn	Safety boots must be worn
		
Respiratory equipment must be worn	Face protection must be worn	Safety harness must be worn

*Note: All the above signs shall be in both Arabic and English languages.*

## 20. General Directions for First Aid

Following are nine general directions for first aid in an emergency, outlined by the American Red Cross.

- Keep the victim lying down.
- Examine the victim - look for serious bleeding, lack of breathing, and poisoning.
- Keep the victim warm.
- Send someone to call a physician or ambulance.
- Remain calm. Do not be rushed into moving the victim unless absolutely necessary.
- Never give an unconscious victim anything to eat or drink.
- Keep the crowd away from the victim.
- Ensure the victim is comfortable and cheerful.
- Don't allow the victim see his injury.



At least one employee/worker trained on first aid shall be present at all times during working hours. The Trained person phone will be distributed on all the workers on the site at highlighted boards and listed in the contact number list.

First-aid kits or boxes, as appropriate, should be provided at the workplaces, including isolated locations such as balloon gas, sludge treatment facilities, TPs, and be protected against contamination by dust, moisture, etc.

All workers can access first aid kits in approximately 5 minutes. Kits must be available at all times.

The first aid equipment may contain and not limited to the following:

- Plasters in a variety of different sizes and shapes
- Small, medium and large sterile gauze dressings
- Sterile eye dressings
- Triangular bandages
- crêpe rolled bandages
- Safety pins
- Disposable sterile gloves
- Tweezers
- Scissors
- Alcohol-free cleansing wipes
- Sticky tape
- Thermometer (preferably digital)
- Skin rash cream, such as hydrocortisone or calendula
- Cream or spray to relieve insect bites and stings
- Antiseptic cream
- Painkillers such as paracetamol
- Cough medicine
- Antihistamine cream or tablets
- Distilled water for cleaning wounds
- Eye wash

Knowing what not to do in an emergency is just as important as knowing what to do. The original injury may be magnified by the wrong kind of treatment or mishandling. If a victim must be transported, ensure that methods described in a standard first aid text are used. With neck or back injuries, particularly, serious damage may occur by improperly transporting the victim. If possible, the victim should remain at the site where the injury occurred until a physician arrives, rather than risk an increase to the injury through mishandling. Further information is expected to be received during the OHS training.

## Reference to E&S Instruments

This document, sets out guidelines/requirements for the contractor/other parties to comply with during the project construction stage. The governing regulation of this document is the Palestinian Labor Law, etc. Monitoring systems will be implemented to ensure full compliance with these regulations. This document shall be read in conjunction of the below other relevant/related documents:

1. Labor Management Plan

دولة فلسطين  
وزارة التربية والتعليم



دولة فلسطين  
وزارة الصحة



2. Environmental and Social Management Framework/Plan Environmental and Social Commitment Plan



## Annex 1: Contents of the Occupational Health and Safety Plan

- 1 Introduction
- 1.1 Purpose
- 1.2 Policy and Principals of Safety and Health On Construction Site
- 2 Roles & Responsibilities
- 2.1 Contractors' Obligation
- 2.2 OHS Coordinator
- 2.3 Workers
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- 2.5 Personal conduct while on duty
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- 5 Hazards
- 5.1 Physical Hazards
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- 5.6 Disposal of waste materials
- 6 Storage of materials and piece of equipment
- 6.1 Proper Use and Care of Equipment
7. General Safety Standards
8. Safety Signage
9. Safety Devices and Safe Working Practices
- 9.1 Clothing
- 9.2 Personal Eye Protection
10. Monitoring
- 10.1 Accidents and Diseases monitoring
- 10.2 Accident Reporting



## Annex 2: Code of Conduct (Arabic)

The Code of Conduct will be prepared for workers to indicate that they have:

- received a copy of the code;
- had the code explained/oriented to them;
- acknowledged that adherence to this Code of Conduct is a condition of employment; and
- understood that violations of the Code can result in serious consequences, up to and including dismissal, or referral to legal authorities.

Code of Conduct: will be prepared and used for all sub-activities. The COC will be dealt with as the following:

The below Code of Conduct is an example and can be edited to be appropriate with the nature of the sub-project activities and location.

## مدونة قواعد السلوك واخلاقيات العمل

### مقدمة

يأتي الاهتمام بمواثيق سلوك وأخلاقيات العمل والتشغيل كأحد مداخل تطوير الاداء للعاملين واصحاب العمل. إن إعداد مدونة قواعد السلوك وأخلاقيات العمل من شأنه تعزيز قيم والممارسات الايجابية في العمل ، وتعد مدونة السلوك إطاراً عاماً يجب على العاملين في المشروع التقيد به والعمل بمقتضاه، فهي مدونة تلقي الضوء على المعايير و الاخلاق والقيم التي يجب أن يتحلى بها العامل أثناء أداء واجباته، ومن ثم فهي قواعد ستسهم على نحو إن هذه المدونة تشكل جزءاً من مقتضيات العمل في فاعل في الارتقاء بمستوى جودة الاداء والارتقاء به. المشروع بالتركيز على اجراءات الوقاية والسلامة والصحة العامة المتعلقة بكوفيد 19، ويجب تطبيقها في كل اوقات العمل وطوال فترة التشغيل، وسوف يتم تزويد كل عامل بنسخة منها، ليقراها ويعمل بموجبها.

### أولاً: المبادئ الأساسية لمدونة السلوك واخلاقيات العمل

إن جودة الاداء ونجاح العمل تتوقف على الالتزام بقواعد السوك العامة واخلاقيات العمل، والتصرف بطريقة عادلة وصادقة كأفراد مسؤولين اجتماعيا انطلاقاً من ايماننا الراسخ بمسؤوليتنا الاجتماعية التي لها أثراً إيجابياً ولتحقيق هذا، يجب علينا احترام هذه المبادئ الأساسية. كبراً على المشاريع التي نعمل بها

**النزاهة والامانة :** إيمان بتعزيز التصرف بأمانة في جميع العلاقات مع التقيد الصارم بجميع القوانين المعمول بها ، احترام كرامة كل شخص والحفاظ على سلامتهم .

**الشفافية:** الاحترام المتبادل والحوار والشفافية هي أساس العلاقة مع اصحاب العمل والسلطات ذات العلاقة ، والتي تتوافق مع مبادئ التعاون والصدق والانفتاح.

**الموضوعية والاستقلالية :** العمل بموضوعية واستقلالية وتجنب أي نوع من أنواع الفساد أو تضارب المصالح الذي قد يؤثر على اتخاذ القرارات المتعلقة بالعمل.

**المسؤولية:** توفير بيئة عمل آمنة وصحية للعمال ، واحترام الحقوق والتقيد بالواجبات من مقتضى المسؤولية ، واحترام المجتمعات التي نعمل فيها.

### ثانياً: قواعد السلوك واخلاقيات العمل



### القسم الاول : الحقوق العامة

- يلتزم العامل بتأدية عمله بإخلاص وأمانة وبالمحافظة علي أسرار العمل وأدواته، ويعتبر مسؤولاً عن الأدوات التي في عهده و عليه الحفاظ عليها، وفي حالة وجود ظرف خارج عن ارادته او قوة قاهرة، فان العامل لا يعتبر مسؤولاً عن خلل الأدوات أو ضياعها.
- على العامل أن يلتزم بأخلاقيات العمل والحفاظ على خصوصية السكان والعمال في منطقة العمل، دون الاشتباك معهم أو التسبب بأي أذى لهم بأي شكل كان. ويجب الامتناع عن المشاركة في أي عنف بدني أو لفظي لأي من العاملين أو السكان.
- والامتنال بالمهام المكلف بها. على العامل التقيد بساعات العمل المطلوبة، وكذلك التقيد على العامل بالإلتزام بإجراءات السلامة المتبعة في الموقع، خاصة عند استخدام الآلات الخطرة، وأي إجراءات إضافية يتم طلبها من قبل المقاول أو الوزارة.
- يجب على العامل الإبلاغ فوراً عن أي أمراض مزمنة يعاني منها أو عند الشعور بالإعياء، وعن أي عواقير يتلقاها العامل.
- الإمتناع عن التسبب بأي نوع من المضايقات سواء اللفظية المباشرة او غير المباشرة لأي شخص أثناء فترة العمل، وخاصة من فئة النساء والأطفال وذوي الاحتياجات الخاصة.
- من حق العامل أن يوقع عقد عمل مع صاحب العمل علي أن يكون باللغة العربية، وذلك لحفظ حقوق العامل ، علماً بأن عقد العمل يجب أن يتضمن : الأجر، نوع العمل، مكانه ومدته، ساعات وأوقات العمل، كما ويجب ان يتضمن العقد الاجراءات الصحية وشروط الوقاية المتعلقة ب كوفيد 19، والتي اقرتها وزارة الصحة الفلسطينية، و يجب أن يوقع العقد من قبل صاحب العمل والعامل بحيث يحتفظ العامل بنسخة أصلية من العقد.
- علي صاحب العمل أن يلتزم بالتأمين على جميع عماله عن إصابات العمل لدي الجهات المرخصة في فلسطين.
- يجب أن تتخلل ساعات العمل اليومي فترة أو أكثر لراحة العامل لا تزيد في مجموعها عن ساعة مع مراعاة ألا يعمل العامل أكثر من خمس ساعات متصلة دون تخصيص وقت للراحة.
- التقيد بأوقات العمل وتكريس اوقات العمل للقيام بالمهام والواجبات المتعلقة بطبيعة العقد ، كما نص عليها عقد العمل.
- ضمان حق العامل في التظلم او الشكوى من اي انتهاك لحقه او من اتخاذ قرار خاطيء بحقه.

### القسم الثاني: حماية حقوق النساء

- معاملة النساء باحترام بغض النظر عن العرق أو اللون أو اللغة أو الدين أو الرأي السياسي أو غير السياسي أو الأصل أو الإعاقة أو أي وضع آخر.
- عندما يكون لدى المرأة العاملة مخاوف أو شكوك فيما يتعلق بأعمال العنف القائم على النوع الاجتماعي من قبل اصحاب العمل او اي طرف ذو علاقة بالعمل، يجب عليها الإبلاغ عن هذه المخاوف وفقاً لإجراءات الشكاوى المعتمدة في المشروع. على ان يتم التعامل مع هذه الشكاوي بخصوصية كبيرة للحفاظ على كرامة المشتكية.
- يجب توفير الحماية للنساء وتهيئة أماكن امنة في العمل للنساء وخاصة الحوامل والتأكد من عدم نقل أي امرأة حامل بشكل غير صحيح ، والعمل على ازالة او منع تعرض النساء الحوامل للمخاطر.
- يجب توفير أماكن للنظافة الشخصية لاستخدامها من قبل النساء العاملات بعد الانتهاء من العمل. وايضا توفير مرافق صحية ( دورات مياه) خاصة بالنساء في امكان العمل، ويجب أن يتم تعقيم هذه الأماكن بشكل يومي.
- يجب تنفيذ لقاءات توجيهية قبل بدء العمل في الموقع للتأكد من أن الجميع على دراية بقواعد السلوك الخاصة بالعنف القائم على النوع الاجتماعي.





#### القسم الثالث : حماية حقوق ذوي الاعاقات

- يلتزم اصحاب العمل بتهيئة البيئة الملائمة لاحتياجات ذوي الاحتياجات الخاصة وتوفير تسهيلات الحركة والتنقل في اماكن العمل.
- عدم التمييز بحق المعاقين والمعاقات في العمل، واحترام حقهم / هن في اختيار نوعية الاعمال التي تناسب قدراتهم /تهن ، واهتماماتهم/هن واحتياجاتهم/هن.
- الالتزام بتوفير خدمات ومرافق صحية مواءمة لاستخدامات ذوي الاعاقة الحركية في مواقع العمل.

#### القسم الرابع : الصحة والسلامة المهنية

- على العامل التقيد بتطبيق شروط واجراءات الصحة والسلامة العامة الصادرة عن وزارة الصحة الفلسطينية ، والالتزام بقواعد السلامة والصحة المهنية في العمل.
- على صاحب العمل تقديم الإسعافات الأولية اللازمة للعامل في حال الاصابة ونقله إلى اقرب مركز للعلاج .
- الإلتزام باجراءات ومتطلبات السلامة والصحة العامة المتعلقة بكوفيد 19 بما فيها التباعد الجسدي واللبس الواقي وكل ما ينص عليه البروتوكول الصحي.

دولة فلسطين  
وزارة التربية والتعليم



دولة فلسطين  
وزارة الصحة





Annex 3: Commitment Letter Regarding to COVID 19 (Arabic)  
الإمتثال لإجراءات الحد من إنتشار وباء كوفيد 19

اسم العقد: .....

رقم المشروع: .....

في ظل تطور الحالة الوبائية ومن منطلق الحرص على صحة العمال والمهندسين والصحة العامة للسكان، أقر منظمة الصحة /أنني سأقوم بتطبيق كل ما ورد في البروتوكولات الصحية الصادرة عن وزارة الصحة الفلسطينية العالمية فيما يخص مكافحة وباء كوفيد 19 والحد من إنتشاره، وأنني على أتم الإستعداد لتطبيق أي بروتوكولات جديدة صادرة من ذات الجهات المختصة خلال فترة العمل. كما أنني أقر أنني سألتزم بتطبيق الإجراءات التالية، وأن عدم الإمتثال لأي من هذه الإجراءات يستوجب الإنذار البيئي كما هو موضح في خطة الإدارة البيئية والاجتماعية للمشروع:

1. تقسيم المهندسين والعمال إلى فرق عمل ثابتة وعدم التبادل بين الفرق (فرق عمل على شكل مجموعات) على ان لا تجتمع الفرق في أن واحد، ويكون هناك مدة زمنية بين دخول وخروج الفرق المختلفة. كما يجب أن يتم تحديد أدوات خاصة لكل فريق من فرق العمل وعدم تبادل الأدوات بين الفرق.
2. يجب توفير أماكن للنظافة الشخصية لإستخدامها من قبل العمال بعد الإنتهاء من العمل. حيث يجب أن يتم تعقيم هذه الأماكن بشكل يومي.
3. يجب إغلاق موقع العمل لفترة زمنية تحددها وزارة الصحة في حال ظهور حالات إصابة بين العمال بفايروس كورونا.
4. تدريب وتنظيف وتوعية جميع العاملين (الطاقم الفني والعمال) على طرق الوقاية الشخصية، وطرق إنتقال العدوى والتعريف بطبيعة المرض وكيفية التعايش مع الإجراءات الموصى بها. و يجب التعميم على جميع العمال بضرورة التبليغ في حال ظهور أعراض على أي من أفراد عائلاتهم.
5. على جميع العاملين (مهندسين وعمال) إرتداء اللبس الواقي بما فيها الكمامة، وكذلك توفير المطهرات والكحول اللازمة لهم بشكل يومي، حيث يعتبر توفير اللبس الواقي والمطهرات من مسؤولية المقاول وليس العامل.
6. يمنع تشغيل العمال دون السن (18 عام) وكبار السن التي تزيد أعمارهم عن (60 عام). كما يجب عدم حضور أي من العاملين الذين تظهر عليهم أعراض مرضية مثل (سعال، عطس، حمى... إلخ) الى الموقع.
7. يجب عدم تجمع العمال لتناول الطعام والشراب مع بعضهم البعض، وكذلك يجب عليهم إستخدام أدوات الطعام والشراب ذات الإستخدام الواحد (كاسات، صحن... إلخ) وتوفير سلات نفايات في الموقع تتناسب مع عدد العمال.



8. ظرف، يجب ترك مسافة بين العاملين لا تقل عن 2 م وعدم مصافحة العمال لبعضهم البعض تحت أي ظرف، والإلتزام بأداب العطس من خلال تغطية الفم والأنف، والمحافظة على عدم لمس الأعين والفم والأنف والتي يمكن أن تكون ملوثة.
9. الإلتزام بأي إجراءات جديدة يعلن عنها من الجهات المختصة، او موصى بها من منظمة الصحة العالمية. ايهما أشد حرصا على سلامة العمال.



## Annex 4 COVID-19 General Safety Instructions

# Stay safe and healthy during COVID-19



Clean your hands frequently. Use soap with water, or an alcohol-based hand rub



Wear a mask when physical distancing is not possible



Maintain a safe physical distancing



Don't touch your eyes, nose or mouth



Stay home if you feel unwell



Cover your nose and mouth with your bent elbow or a tissue when coughing or sneezing



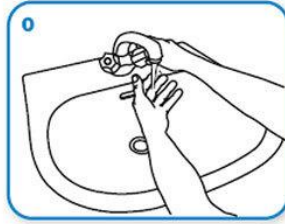
If you have a fever, cough and difficulty breathing, seek medical attention

# كيف تغسل يديك بالماء والصابون؟

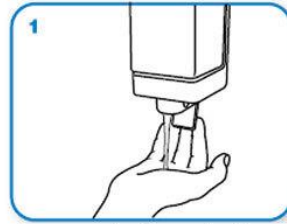
أغسل يديك في حالة الإتساخ الظاهري ودلكها من أجل نظافة الأيدي



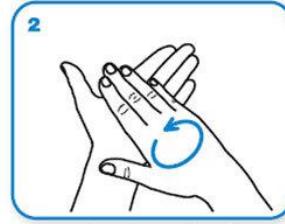
الزمن الكلي للإجراء من ٤٠-٦٠ ثانية



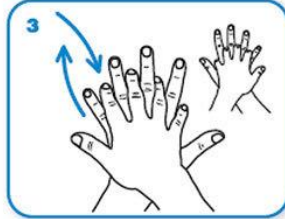
بلل يدك بالماء



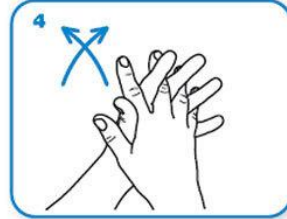
ضع كمية من الصابون بحيث تغطي سطح اليد



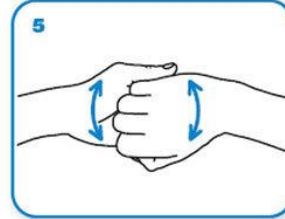
باطن اليد بباطن اليد الأخرى



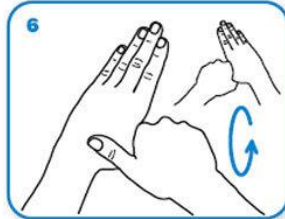
باطن اليد اليمنى على ظهر اليد اليسرى مع تداخل الأصابع والعكس



باطن اليد بباطن اليد الأخرى مع تداخل الأصابع



ظهر الأصابع بباطن اليد الأخرى و الأصابع مضمومة



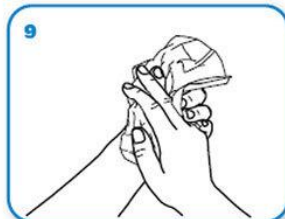
الدعك الدائري للإبهام الأيسر ثم الأيمن



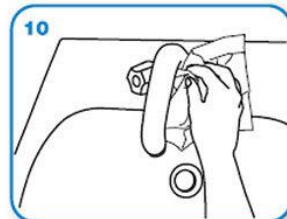
الدعك الدائري للأمام والخلف بأصابع اليد اليمنى لباطن اليد اليسرى والعكس



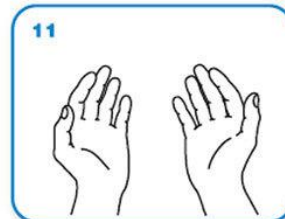
شطف اليدين بماء جاري



تجفيف اليدين باستخدام فوطة نظيفة أحادية الاستخدام



أغلق المياه باستخدام فوطة نظيفة أحادية الاستخدام



يديك آمنة الآن





## شغلك مش أهم من صحتك وصحة عيلتك ... الترم بالحجر المنزلي

أخي العامل أختي العاملة في حال إحساسك بأي عرض  
من أعراض الإصابة بالفايروس



عليك الاتصال بوزارة الصحة على الرقم

غزة 103

الضفة 1800-000-888

إذا كان لديك أية استفسارات أخرى بإمكانك الاتصال على الرقم المجاني  
الخاص بالاتحاد العام لعمال نقابات فلسطين

1800120120





## Annex 6: Safety Inspection Checklist

### SAFETY INSPECTION CHECKLIST

**Date of Inspection:**

**Location:**

	Yes	No
Is personal protective equipment (PPE) provided, used and maintained when required?	<input type="checkbox"/>	<input type="checkbox"/>
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have in-house procedures for handling employee safety and health complaints?	<input type="checkbox"/>	<input type="checkbox"/>
Have current weather conditions created new hazards to be addressed?	<input type="checkbox"/>	<input type="checkbox"/>
Are all potentially hazardous activities segregated and/or fenced as required?	<input type="checkbox"/>	<input type="checkbox"/>
Have any unanticipated hazards been introduced?	<input type="checkbox"/>	<input type="checkbox"/>
Are first aid facilities in place?	<input type="checkbox"/>	<input type="checkbox"/>
Is control in place and public address system working?	<input type="checkbox"/>	<input type="checkbox"/>
Were any incidents/accidents reported during the work?	<input type="checkbox"/>	<input type="checkbox"/>
Are tools and equipment tested and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
Are all ladders maintained and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>

**ADDITIONAL REMARKS:**

**Safety Engineer:**

**Signature:**