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Shubhendu Mudgal , Abdulhafed Al-Magrabi

YEMEN ECRP OHS CONSULTANCY ASSIGNMENT UNDP YEMEN

## ABOUT THE TOOLKIT

The tools have been prepared by the team of OHS consultants under Yemen Emergency Crisis Response Project. The toolkit is intended to provide support to implementation partners for implementing occupational health and safety measures as advised under Framework for actions on OHS, developed for the project by the consultants' team. The tools have been prepared by careful review of best international practices and standards on occupational health and safety and assessment of stakeholders and adapted for use by IPs.

The toolkit consists of tools such as safe work practices, checklists and questionnaires, guidance notes for OHS management System implementation and formats for reports and records. The section on safe work practices cover major hazards and risks and measures for their control. The checklists and questionnaire section cover OHS inspections at worksites as well as assessment of management system elements under OHS framework to be implemented by IPs. The section on guidance notes cover explanation and suggestions for implementation of management system elements to be implemented under OHS framework. The section on formats for reports and records cover key areas for reporting and records such as risk assessment, injuries and accidents monitoring etc.

# SAFE WORK PRACTICES

## SWP-1

## Safe work Practices- Ladder

### Common causes of accidents due to ladders include following-

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1. Ladders are not held, tied-off or otherwise secured
2. Slippery surfaces and unfavourable weather conditions cause workers to lose footing on rungs or steps.
3. Workers fail to grip ladders adequately when climbing up or down.
4. Workers take unsafe positions on ladders (such as leaning out too far).
5. Placement on poor footing or at improper angles cause ladders to slide.
6. Ladders are defective.
7. Ladders are toppled by high winds.
8. Ladders are carelessly handled or improperly positioned near electrical lines.

### Preventing ladder accidents on the job site

1. Check ladder for defects before use.
2. Clear scrap and material away from the base and top of the ladder, since getting on or off the ladder is relatively hazardous.
3. Secure the base against accidental movement. Secure the top also.
4. Set the ladder on a firm, level surface. On soft, non-compacted, or rough soil, use a mudsill.
5. Single-width job-built ladders are only meant for one worker at a time. A double-width ladder can be used by two workers, providing they are on opposite sides.
6. Make sure that rails on ladders extend at least 3 feet above the landing. This allows for secure grip while stepping on or off.
7. Set straight or extension ladders one foot out for every 3 or 4 feet up, depending on length of ladder.
8. Before setting up ladders, always check for overhead power lines.
9. Do not position ladders against flexible or moveable surfaces.
10. Always face the ladder when climbing up or down and while working from it.
11. Maintain 3-point contact when climbing up or down. That means two hands and one foot or two feet and one hand on the ladder at all times.
12. Keep your centre of gravity between the side rails. Your belt buckle should never be outside the side rails.
13. When climbing up or down, do not carry tools or material in your hands. Use a hoist rope instead.
14. Keep boots clean of mud, grease or any slippery materials which could cause loss of footing.
15. When working 3 metres (10 feet) or more above the ground or floor, wear a safety belt or safety harness with the lanyard tied off to the structure.
16. Never straddle the space between a ladder and another object.
17. Never erect ladders on boxes, carts, tables, or other unstable surfaces.
18. Use fall-arrest equipment such as ladder-climbing devices or lifelines when working from long ladders or when climbing vertical fixed ladders.
19. Never use ladders horizontally as scaffold planks, runways, or any other service for which they have not been designed.

20. Stand no higher than the third or fourth rung from the top. Maintain knee contact for balance.
21. Do not splice short ladders together to make a long ladder – the side rails will not be strong enough for the extra loads.
22. Do not use ladders for bracing – they are not designed for this type of loading.
23. Do not set up ladders in doorways, passageways, driveways, or any other location where they can be struck or knocked over.
24. Never rest a ladder on its rungs. Ladders must rest on their side rails.
25. To erect long, awkward, or heavy ladders, get help to avoid injury from overexertion.
26. Before erecting, using, or working from ladders, always check for electrical hazards. Never use aluminium ladders near live electrical equipment or wires.

**Inspection and Maintenance**

Defective ladders should be taken out of service and either tagged for repair or scrapped. Personnel that are competent in this type of work should repair ladders.

1. Inspect ladders for structural rigidity.
2. Inspect non-skid feet for wear, imbedded material and proper pivot action on swivel feet.
3. Replace frayed or worn ropes on extension ladders with type and size equal to manufacturer's original rope.
4. Check aluminium ladder for dents and bends in side rails, steps and rungs. Do not use metal pipe to replace a rung.
5. Check wooden ladders for cracks, splits and rot.
6. Check all ladders for grease, oil, caulking, imbedded stone and metal or other materials that could make them unsafe.

## SWP-2

## Safe Work Practices- Scaffolding

1. The erection and dismantling of scaffolds must be carried out under the supervision of a competent worker who is knowledgeable and experienced in such operations.
2. Workers erecting and dismantling a scaffold more than 2.4 metres (8 feet) high must be tied off with a full body harness and lanyard equipped with a shock absorber.
3. Scaffolds must be erected with all braces, pins, screw jacks, base plates, and other fittings installed, as required by the manufacturer.
4. Scaffolds must be adequately braced horizontally and vertically.
5. Scaffolds must be equipped with guardrails consisting of a top rail, mid-rail and toe-board.
6. Scaffold platforms must be at least 46 centimetres (18 inches) wide and if they are over 2.4 metres (8 feet) high they must be planked across their full width.
7. Scaffolds must be tied in to a building at vertical intervals not exceeding three times the least lateral dimension, including the dimension of any outrigger stabilizing devices.
8. Where scaffolds cannot be tied in to a building, guy lines adequately secured should be used to provide stability.
9. Scaffold frames must be properly pinned together where scaffolds are two frames or more in height or where they are used as rolling scaffold towers.
10. Scaffolds must be erected, used and maintained in a reasonably plumb condition.
11. Scaffold planks must be securely fastened to prevent them from sliding.
12. Scaffold planks must be installed so that they overhang by at least 15 centimetres (6 inches) but not more than 30 centimetres (12 inches).
13. Scaffold planks must be of good quality and free of defects, such as loose knots, splits or rot,
14. Scaffolds must be equipped with a proper ladder for access. Vertical ladders must be equipped with 15-centimetre (6 inch) stand-off brackets and a ladder climbing fall protection device or safety cage when they are more than 3 metres (10 feet) high.
15. Frame scaffolds over 15 metres (50 feet) high and tube-and-clamp scaffolds over 10 metres (30 feet) high must be designed by a professional engineer and constructed in accordance with the design.
16. Remove oil, grease and other slippery material from the platform, and apply sand to the surface.
17. Wheels or casters on rolling scaffolds must be equipped with braking devices and securely pinned to the scaffold frame.

# SWP-3

# Safe Work Practices- Fall Protection

## Working from Scaffolds

1. Scaffold platforms must be fully planked.
2. Guardrails consisting of a top rail, mid-rail and toe-board are required whenever the working platform is 2.4 metres (8 feet) or more above floor level.
3. Wheels and casters must be locked when personnel are working on the scaffold.
4. If the scaffold is more than 2.4 metres (8 feet) high, it must not be moved with personnel on it unless:
    a. they wear full body harness with lanyard and shock absorber tied off to an independent fixed support, and
    b. the floor is firm and level.

## Working from Ladders

1. A worker must wear a full body harness with lanyard and shock absorber tied off to either an independent fixed support or a lifeline whenever the worker is:
    a. 3 metres (10 feet) or more above the floor, or
    b. above operating machinery, or
    c. above hazardous substances or objects.

## Working from Swing Stages

1. A worker must wear a full body harness with lanyard and shock absorber tied off to:
    a. an independent lifeline, if the swing stage has only two independent suspension lines, or
    b. the swing stage, if it has four independent suspension lines (two at each end).

## Working Beside Unprotected Openings and Edges

1. A worker must wear a full body harness with lanyard and shock absorber tied off to an independent fixed support whenever the worker is more than 3 metres (10 feet) above the next level or whenever the worker is above operating machinery, hazardous substances or objects regardless of the possible fall height.

## Full Body Harnesses, Lanyards, and Shock Absorbers

1. All full body harnesses, lanyards, and shock absorbers must be of certified quality.

2. Full body harnesses must be snug-fitting and worn with all hardware and straps intact and properly fastened.
3. Lanyards must be 16 mm (5/8") diameter nylon or equivalent.
4. Lanyards must be equipped with a shock absorber.

**Lifelines**

1. All lifelines must be:
   - 16 mm (5/8") diameter polypropylene or equivalent;
   - used by only one worker at a time;
   - free from any danger of chafing;
   - free of cuts, abrasions and other defects;
   - long enough to reach the ground or knotted at the end to prevent the lanyard from running off the lifeline; and
   - secured to a solid object

**Rope Grabbing Devices**

1. To attach the lanyard of a full body harness to a lifeline, use a mechanical rope grab that is of certified quality.

## SWP-4

## Safe Work Practices- Trenching and Excavation

1. All earth trenches more than 1.2 metres (4 feet) deep that a worker is required to enter, must be shored with timbers or be cut with embankment slopes of 1 to 1 (45 degrees).
2. Ladders must be used for getting into or out of a shored trench and be placed so that a worker is protected at all times when using the ladder.
3. Work must not be performed in a trench unless another worker is working above ground in close proximity to the trench or to the means of access to it.
4. Buried services such as gas lines, water lines, sewers and electrical services must be located and marked before excavation starts.
5. When timber shoring is used, it must be installed progressively as the trench is being excavated.
6. Excavations which workers are required to enter must be kept reasonably free of water.
7. Tools, equipment and excavated soil must be kept at least 1 metre (3 feet) from the edge of the excavation or trench.

## SWP-5

## Safe Work Practices- Housekeeping

A clean workplace is a safer workplace. Good housekeeping must be practiced at all times. Tripping hazards and slippery conditions must be eliminated

All employees, contractors and subcontractors are required to:

1. Keep the work area clean, free of oil, grease, mud, unnecessary tools/equipment, scrap metal and other materials.
2. Clean-up spills promptly with proper absorbing materials and agents.
3. Place all garbage and waste materials in appropriate containers.
4. Store all oily rags in appropriate fire-approved steel containers.
5. Keep exterior walkways and stairways free of obstacles.
6. Keep interior hallways, stairwells and other traffic areas clear.
7. Watch for hazards such as nails, pieces of scrap metal, grease and oil.
8. Aisles and access ways must be kept clear of any obstruction, and be well-lit and properly ventilated.
9. Scraps must be removed to disposal bin or designated disposal area.
10. Nails or sharp objects protruding from lumber or boards must be removed.
11. Daily job site clean-up is required and individual clean-up duties must be assigned to all workers.
12. All materials must be segregated as to size, kind and length and placed in neat, safe and orderly piles. This will ensure clear passageways in storerooms, warehouses and on job/project sites creating a safe workplace for all employees.
13. Materials must be properly stored, stacked or piled away from power lines and to prevent tipping/spilling.
14. Bagged or sacked material should be stacked or piled no more than ten high and should be cross piled on skids so that in all cases, no one can be injured because the material falls, rolls, overturns or breaks.
15. Barrels may be stacked upright with platforms/planks between layers and should not be stacked any higher than the mechanical equipment can safely reach.
16. Skids of brick blocks or other such material should be stockpiled in such a manner as to prevent tipping or collapsing.
17. Employees are not allowed to climb up, on or about around any such stacked equipment, machinery, supplies, parts, products, etc.
18. Stockpiles should be blocked and interlocked ensuring that they are not too high or obstruct any fire access, extinguishing or fire safety equipment (e.g. fire doors).
19. Proper tools, such as cutters or snips, must be used to break metal bands and extreme caution should be taken when removing such objects.
20. Protruding nails in boards, planks, etc., must have the nails removed or bent over, and the boards placed in an orderly fashion. When handling such material, the workers should wear heavy gloves and safety footwear as prescribed.
21. Signs must be posted to warn workers of hazardous areas.

## SWP-6

## Safe Work Practices- Electrical Safety

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.

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

## SWP-7

## Safe Work Practices- Fire Safety

Good housekeeping is essential in the prevention of fires. Fires can start anywhere and at any time. This is why it is important to know the type of fire extinguisher to use and how to use it.

Always keep fire extinguishers visible with easy access. Fire extinguishers have to be properly maintained. Where temperature is a factor, ensure that care is taken in selecting the right extinguisher.

Workers must receive training before using fire extinguishing equipment.

### Types of Fires

1. Class A: Wood, paper, rags, rubbish and other ordinary combustible materials.
    - Recommended Extinguishers: Water from a hose, pump type water can, pressurized extinguisher, or soda acid.
    - Fighting the Fire: Soak the fire completely – even the smoking embers.
2. Class B: Flammable liquids, oil and grease.
    - Recommended Extinguishers: ABC units, dry chemical, foam and carbon dioxide.
    - Fighting the Fire: Start at the base of the fire and use a swinging motion from side to side, always keeping the fire in front of you.
3. Class C: Electrical equipment.
    - Recommended extinguishers: Carbon dioxide and dry chemical (ABC units).
    - Fighting the Fire: Use short bursts on the fire. When the electrical current is shut off on a Class C fire, it can become a Class A fire if materials around the electrical fire are ignited.

Fire prevention requires special attention.

1. Keep all entrances and exits clear of obstructions such as vehicles, equipment and general clutter at all times.
2. Correct poor housekeeping practices.
3. Use appropriate shielding of flammable surfaces when performing hot work.
4. Remember that grinders are capable of throwing red hot particles approximately 30 feet.
5. Keep your work area free of unnecessary combustible materials.
6. Use proper degreasing agents. Never use gasoline or other “flammable liquids” for degreasing or cleaning.
7. All fire doors are to be kept closed when the shop is vacant.

Fire Fighting Equipment

1. All workers should know the location of the firefighting equipment in their area.
2. Fire extinguishers are to be checked monthly.
3. Never return an empty extinguisher to its fire station. Clearly mark it “MT” with chalk and exchange it for a charged unit.
4. All fire extinguishers will be inspected on an annual basis by a certified company.
5. All workers must receive training before using fire extinguishing equipment.

## SWP-8

## Safe Work Practices- Welding, cutting and burning

Work involving welding, cutting and burning can create fires and breathing hazards for workers on any job. The following should be considered prior to the start of work.

1. Always ensure that adequate ventilation is supplied since hazardous fumes can be created during welding, cutting or burning.
2. Where other workers may also be exposed to the hazards created by welding, cutting and burning, they must be alerted to these hazards and protected by the use of “screens”.
3. Never start work without proper authorization.
4. Always have firefighting equipment on hand before starting.
5. Check the work area for combustible material and possible flammable vapours.
6. A welder should never work alone. A fire or sparks watch should be maintained.
7. Protect cables and hoses from slag or sparks.
8. Never weld or cut lines, drums, tanks, etc. that have been in service without making sure that all have been purged or other necessary precautions are in place.
9. Never enter, weld or cut in a confined space without proper air quality testing and a qualified safety lookout in place.
10. When working overhead, use fire resistant materials (blankets, tarps) to control or contain slag and sparks.
11. Cutting and welding must not be performed where sparks and cutting slag will fall on cylinders. Move all cylinders away to one side.
12. Open all cylinder valves slowly. The wrench used for opening the cylinder valves should remain on the valve spindle.

## SWP-9

## Safe Work Practices- Moving vehicles and equipment

This practice is intended to ensure the safe movement and use of vehicles, machines and equipment

1. The Site In-charge / Manager shall ensure that all workers, contractors and sub-contractors will be informed of this procedure before moving or using vehicles, machines and equipment.
2. All workers, contractors, and sub-contractors will use this procedure when moving or using vehicles, machines and equipment.
3. When using vehicles, machines or equipment near energized overhead electrical conductors, no part shall be brought closer than minimum distance listed in Table 1

**TABLE 1**

| Nominal phase-to-phase voltage rating | Minimum distance |
|---|---|
| 750 or more volts, but no more than 150,000 volts | 3 meters |
| more than 150,000 volts, but no more than 250,000 volts | 4.5 meters |
| more than 250,000 volts | 6 meters |

4. Operators of vehicles, machines and equipment shall be assisted by signallers if the operator's view of the intended path of travel is obstructed and/or a person could be endangered by the vehicle, machine or equipment and its load.
5. A competent worker shall be designated as a signaller. Both the operator and signaller shall jointly establish the procedures by which the signaller assists the operator and both will follow those procedures. A loud signalling device, such as a whistle should be used to indicate either "STOP" or "GO".
6. The signaller should be walking with the vehicle, machine, or equipment in a manner that gives the signaller an unobstructed view of the intended path of travel and in full view of the operator.
7. The signaller shall station themselves in such a position that they have a clear view of the equipment and the electrical conductor and be in full view of the operator. The signaller shall warn the operator by the agreed method if any part of the equipment or its load may approach the minimum distance as listed in Table 1.
8. If it is possible that a part of the equipment or its load may encroach upon the minimum distance listed in Table 1, a legible sign that is visible to the operator and warns of the potential electrical hazard shall be posted at the operator's station.

<u>Vehicle and equipment maintenance</u>

9. The use of vehicles shall be in full compliance with applicable local regulatory requirements with respect to its design, operation and

environmental pollution prevention.

10. The equipment and vehicles shall be periodically inspected as per defined schedule for their operational fitness
11. The vehicle and equipment shall only be operated by trained and medically fit personnel.

# CHECKLISTS AND QUESTIONNAIRES

## Checklist for construction worksite OHS inspection

| Check-list | Yes | No | Remarks |
|---|---|---|---|
| **Safety organization and management** | | | |
| 1. The organization (project implementing partner) has a written safety policy which states the safety and health standards to which the employer/contractors should adhere. | | | |
| 2. Safety and health records are kept at the site. | | | |
| 3. Training is conducted at all levels, including for managers, supervisors, workers, subcontractors and contract workers. | | | |
| 4. Safety and health duties are specifically assigned on site. | | | |
| 5. Tool-box briefings and safety checks are used regularly on site. | | | |
| 6. All workers are aware that the site manager has established a safety policy and what the policy is. | | | |
| 7. Safety aspects are included appropriately in site planning and layout. | | | |
| 8. Safe working procedures exist and are used for key workplace hazards e.g. working at height, excavation work, confined space work, electrical work etc. | | | |
| **Site organization and lay out** | | | |
| 1. There is a fence at the boundary of the site. | | | |
| 2. Ladders are removed from position or their rungs boarded at the end of the working day. | | | |
| 3. There is a traffic control system on site to control the movement of vehicles in order to avoid danger to pedestrians. | | | |
| 4 Everyone can reach their place of work safely – that there are safe roadways, walkways, gangways, staircases, ladders and scaffolds. | | | |
| 5 Holes and openings are securely fenced off or provided with fixed, clearly marked covers. | | | |
| 6 The site is kept tidy and materials are stored safely. | | | |
| 7 Proper arrangements have been made for collecting and disposing of waste and scrap at frequent intervals. | | | |
| **Hand tools** | | | |
| 1. Hand tools are regularly inspected for safe condition. | | | |
| 2. Tool handles are free from splits and cracks | | | |
| 3. Tool handles are firmly fixed to the heads of all tools. | | | |
| 4. Hammers, chisels and other impact tools do not have mushroomed heads. | | | |
| 5. The edges or teeth of cutting tools are kept sharp. | | | |
| **Hazardous substances** | | | |
| 1. Workers are aware of the hazards of the substances they are using and have been informed of the precautions to be taken by them, in particular when using substances e.g. pesticides, | | | |
| 2. Workers have been trained in the handling and use of hazardous chemicals. | | | |
| 3. Area for safe storage and disposal of hazardous chemicals is available | | | |
| **Excavations** | | | |
| 1. There are daily inspections of excavations to determine the possibility of a cave-in, and weekly recorded inspections of the shoring. | | | |
| 2. A sufficiently long ladder for safely getting in and out of excavations is available and in use. | | | |

| Check-list | Yes | No | Remarks |
|---|---|---|---|
| 3. There are barriers to stop persons falling into the excavations. | | | |
| 4. There are no buildings whose stability might be affected by the excavations. | | | |
| 5. Arrangements such as properly secured stop blocks have been made to prevent vehicles driving into the excavations. | | | |
| **Scaffolding** | | | |
| 1. There is proper access to all parts of the scaffold platforms. | | | |
| 2. There are effective barriers and warning notices to stop people using an incomplete scaffold, e.g. one that is not fully boarded. | | | |
| 3. The boards are arranged so as to avoid the risk of tripping. | | | |
| 4. Scaffolds are inspected by a competent person at least once a week, and always after windy and bad weather. | | | |
| 5. The results of scaffold inspections are recorded and signed by the person who carried out the inspections. | | | |
| **Ladders** | | | |
| 1. Ladders are not being used for jobs which require a scaffold. | | | |
| 2. Metal ladders are not being used near overhead power lines. | | | |
| 3. The ladders that are in use are in good condition. | | | |
| 4. Ladders are secured at or near the top whenever practicable even if only used for a short time. | | | |
| 5. Ladders are inspected regularly for signs of damage or corrosion. | | | |
| **Transport** | | | |
| 1. All site vehicles are in good repair through daily checks for water, oil, fuel, lights, tyre pressure and brakes, weekly check by fitter and through periodic servicing as per manufacturers requirements. | | | |
| 2. Drivers are trained to secure properly the loads of all site vehicles. | | | |
| 3. Vehicles are equipped with a reversing signal where appropriate. | | | |
| 4. When vehicles reverse with a load, the driver should be directed by a second trained worker. | | | |
| **Material handling** | | | |
| 1. Mechanical means e.g. Wheelbarrows are used for handling weights, as far as possible | | | |
| 2. Workers are trained and using correct method of lifting and carrying heavy weights | | | |
| 3. Safety boots are used while lifting and carrying heavy weights | | | |
| 4. Maximum allowable limits for lifting and carrying weights by single worker and women workers are specified and implemented. | | | |
| **Personal protective equipment** | | | |
| 1. Personal protective clothing and equipment is provided to protect the head, eyes, hands and feet. | | | |
| 2. Workers are trained in on use of personal protective equipment. | | | |
| 3. The workers wear and use the protective clothing and equipment. | | | |
| 4. The workers use brilliantly colored vests and flags while working in traffic areas and during night | | | |
| **Emergency preparedness** | | | |
| 1. Emergency plan including evacuation procedures is present at worksite. | | | |
| 2. Hazard signages are displayed at prominent places | | | |

| Check-list | Yes | No | Remarks |
|---|---|---|---|
| 3. Safe areas are identified near work sites as Assembly points, for evacuation during emergency | | | |
| 4. Appropriate type of Fire extinguishers, sand and water are available for managing fires | | | |
| 5. Electrical equipment have proper insulation and earthing points. | | | |
| **First Aid** | | | |
| 1. There are sufficient and suitable provisions made for first aid and medical treatment. | | | |
| 2. All workers are trained about action to be taken in emergency first-aid situations following an accident. | | | |
| **Welfare facilities** | | | |
| 1. There are separate washing and latrine facilities for men and women workers. | | | |
| 2. Safe drinking water is available during working time | | | |
| 3. Areas for resting, taking meals and changing clothes are present | | | |

# Questionnaire for assessment of OHS Management system performance

| Questions | Yes | No | Remarks |
|---|---|---|---|
| 1. Does the organization have a documented OHS policy that is endorsed by its top management? | | | |
| 2. Is the OHS policy relevant to its activities and OHS risks? | | | |
| 3. Has it been communicated across the organization and is available to interested parties? | | | |
| 4. Has the organization established an OHS organization with clear roles, responsibilities and authority? | | | |
| 5. Have adequate resources e.g. manpower, equipment, finances, training provided for managing OHS? | | | |
| 6. Has the organization established and implemented procedures on hazards identification and risk assessment? | | | |
| 7. Does these procedures cover main hazards and risks at worksites? Give examples. | | | |
| 8. Has the organization identified hazards and risks from its work sites on the neighboring communities and implemented controls for managing these risks? | | | |
| 9. Have controls for OHS risks determined and implemented across the organization? | | | |
| 10. Are the operational controls applied using hierarchy i.e. preventive measures preferred over personal protective equipment etc.? | | | |
| 11. Does the organization have established and implemented a procedure for Identification of key regulations and other requirements? | | | |
| 12. Does there exists and implemented a procedure for monitoring of tits compliance for key regulations and other requirements? | | | |
| 13. Has the organization established objectives for managing key hazards and risks? | | | |
| 14. Are there program established and implemented for attaining the key objectives as identified during risk assessment? Give examples. | | | |
| 15. Is there a documented and implemented Contractors OHS Management Plan? | | | |
| 16. Does there exists and implemented a training plan for employees on OHS issues? | | | |
| 17. Does the training program cover OHS training needs of employees at different levels e.g. senior OHS officials, Project managers, supervisors and consultants etc.? | | | |
| 18. Have the training programs conducted for above categories of employees? | | | |
| 19. Does the organization has established and implemented procedure for Toolbox Talks for workers? | | | |
| 20. Has the procedures for induction training for workers and supervisors established and implemented? | | | |
| 21. Has the organization identified main emergencies and established and implemented procedure for managing such emergencies? | | | |
| 22. Has the organization tested its procedures and their effectiveness for managing emergencies on periodic basis? | | | |

| | | | |
|---|---|---|---|
| 23. Does there exists and implemented procedure for OHS assessments / inspections? How many projects out of total have been covered for OHS assessment/ Inspections in last three months? | | | |
| 24. How many non-conformities reported and for how many of these, the corrective and preventive actions have been implemented in last three months? | | | |
| 25. Does there exists and implemented a procedure for incidents recording and reporting? How many Incidents and accidents reported during last three months? | | | |
| 26. Does there exists and implemented a procedure for incidents investigations? How many such incidents been investigated and acted upon by the management during last three months? | | | |
| 27. Does there exists and implemented a procedure for Management Review? | | | |
| 28. Has the organization conducted management review during last three months? | | | |
| 29. Has the organization been inspected by TPMA during last three months. If yes, give status of follow up actions? | | | |
| 30. Has the organization been inspected by labor Inspectorate during last three months. If yes, give status of follow up actions? | | | |

# Guidance notes on OHS Management System implementation

## Guidance notes on OHS Management System implementation

**Elements of OHS Management System**

**Planning**

OHS Policy
Hazards identification, risk assessment and determining controls
Legal and other requirements
Objectives and programs
**Implementation and operation**
Resources, roles, responsibility, accountability and authority
Competence, training and awareness
Communication, participation and consultation
Documentation and document control
Operational controls
Emergency preparedness and response
**Checking**
Performance measurement and monitoring
Evaluation of compliance
Incidents investigation, nonconformity, corrective and preventive actions
Control of records
Internal audit
Management review
**Act**
Continual improvement

**Documents**

**Key documents that need to be present for OHS MS include-**

OHS Policy and objectives
Scope of OHSMS
Elements of OHSMS, their interaction and reference to the related documents
Documents- records, including those required for effective implementation and planning, operation and control of processes
Legal and other requirements

**Legal and other requirements**

These legal requirements can take many forms, such as:
— legislation, including statutes, regulations and codes of practice,
— decrees and directives,
— orders issued by regulators,
— permits, licences or other forms of authorization,
— judgements of courts or administrative tribunals, — treaties, conventions, protocols.

Examples of “other requirements” can include:
— contractual conditions,
— agreements with employees,
— agreements with interested parties,
— agreements with health authorities,
— non-regulatory guidelines,
— voluntary principles, best practices or codes of practice, charters,
— public commitments of the organization or its parent organization, and
— corporate/company requirements.

**OHSMS Policy**

The policy is, as a minimum, required to include statements about the commitment of an organization to:
the prevention of injury and ill health,
continual improvement in OH&S management,
continual improvement in OH&S performance,
compliance with applicable legal requirements, and
compliance with other requirements to which the organization subscribes.

**Determining the need for controls**

Examples of implementing the hierarchy of controls:

Elimination – modify a design to eliminate the hazard, e.g. introduce mechanical lifting devices to eliminate the manual handling hazard;
Substitution – substitute a less hazardous material or reduce the system energy (e.g. lower the force, amperage, pressure, temperature, etc.; use of fiberglass in place of asbestos, use of water based paints instead of solvent based ones

Engineering controls – install ventilation systems, machine guarding, interlocks, sound enclosures, etc.;
Signage, warnings, and/or administrative controls – safety signs, hazardous area marking, photo-luminescent signs, markings for pedestrian walkways, warning sirens/lights, alarms, safety procedures, equipment inspections, access controls, safe systems of working, tagging and work permits, etc.;
Personal protective equipment (PPE) – safety glasses, hearing protection, face shields, safety harnesses and lanyards, respirators and gloves.

**Operational controls**

Examples of areas in which OH&S risks typically arise, and examples of their associated control measures, include:

a) general control measures
   - regular maintenance and repair of facilities, machinery and equipment to prevent unsafe conditions from developing,
   - housekeeping and maintenance of clear walkways,
   - traffic management (i.e. the management of the separation of vehicle and pedestrian movements),
   - provision and maintenance of workstations,
   - maintenance of the thermal environment (temperature, air quality),
   - maintenance of the ventilation systems and electrical safety systems,
   - maintenance of emergency plans,
   - policies related to travel, bullying, sexual harassment, drug and alcohol abuse, etc.,
   - health programmes (medical surveillance programmes),
   - training and awareness programmes relating to the use of particular controls (e.g. permit-to-work systems),
   - access controls;

b) performance of hazardous tasks
   — use of procedures, work instructions, or approved working methods,
   — use of appropriate equipment,
   — pre-qualification and/or training of personnel or contractors for hazardous tasks,
   — use of permit-to-work systems, pre-approvals, or authorizations,
   — procedures controlling the entry and exit of personnel to hazardous work sites,
   — controls to prevent ill health

c) use of hazardous materials
   — established inventory levels, storage locations and storage conditions,
   — conditions of use for hazardous materials,
   — limitations of areas where hazardous materials can be used,
   — secure and safe storage provisions and control of access,
   — provision of and access to material safety data and other relevant information,
   — shielding of radiation sources,
   — isolation of biological contaminants,
   — knowledge in the use of and availability of emergency equipment;

d) facilities and equipment
   — regular maintenance and repair of facilities, machinery and equipment to prevent unsafe conditions from developing,
   —housekeeping and maintenance of clear walkways, and traffic management,
   — provision, control and maintenance of personal protective equipment (PPE),

— inspection and testing of OH&S equipment, such as guarding, fall arrest systems, shutdown systems, rescue equipment for confined spaces, lock-out systems, fire detection and suppression equipment, exposure monitoring devices, ventilation systems and electrical safety systems,
— inspection and testing of material handling equipment (cranes, forklifts, hoists and other lifting devices);

e) purchase of goods, equipment and services
— establishment of OH&S requirements for goods, equipment and services to be purchased, — communication of the organization's own OH&S requirements to suppliers,
—pre-approval requirements for the purchase or transport/ transfer of hazardous chemicals, materials and substances,
— pre-approval requirements and specifications for the purchase of new machinery and equipment,
— pre-approval of procedures for the safe operation of machinery, equipment, and/or the safe handling of materials prior to their use,
— selection and monitoring of suppliers,
— inspection of received goods, equipment and services, and (periodic) verification of their OH&S performance,
— approval of the design of OH&S provisions for new facilities;

f) contractors
— establish criteria for the selection of contractors,
— communication of the organization's own OH&S requirements to contractors,
— evaluation, monitoring and periodic re-evaluation, of the OH&S performance of contractors

g) other external personnel or visitors in the workplace. As the knowledge and capabilities of visitors or other external personnel vary greatly, this should be considered when developing controls. Examples can include:
— entry controls,
— establishing their knowledge and capabilities prior to permitting the use of equipment,
— provision of advice and training as necessary,
— warning signage/administrative controls,
— methods for monitoring visitor behaviour and supervising their activities.

**Operating criteria**

Operating criteria should be specific to the organization, its operations and activities, and be related to its own OH&S risks, where their absence could lead to deviation from the OH&S policy and objectives.

Examples of operating criteria can include:

a) for hazardous tasks
   — use of specified equipment, and procedures/work instructions for its use,
   — competency requirements,
   — use of specified entry control processes and equipment,
   — authorities/guidelines/instructions/procedures for individual risk assessment prior to immediate commencement of the task;
b) for hazardous chemicals
   — approved chemical lists,
   — exposure limits,
   — specific inventory limits,
   — specified storage locations and conditions;
c) for task involving entry into hazardous areas
   — specification of personal protective equipment (PPE) requirements,
   — specified conditions for entry,
   — health and fitness conditions;
d) for tasks involving work performed by contractors
   — specification of OH&S performance criteria,
   — specification of competency and/or training requirements for contractor personnel,
   — specification/inspection of contractor provided equipment;
e) for OH&S hazards to visitors
   — entry controls (sign-in/sign-out, access limitations),
   — personal protective equipment (PPE) requirements,
   — site safety briefings,
   — emergency requirements.

**Monitoring and measurements**

The organization's measuring and monitoring should use both reactive and proactive measures of performance, but should primarily focus on proactive measures in order to drive performance improvement and injury reduction.

Examples of proactive measures include:

a) assessments of compliance with legal and other requirements,
b) the effective use of the results of workplace safety tours or inspections,
c) evaluation of the effectiveness of OH&S training,
d) use of OH&S behaviour-based observations,
e) use of perception surveys to evaluate OH&S culture and related employee satisfaction,
f) the effective use of the results of internal and external audits,
g) completion of legally required and other inspections as scheduled,

h) the extent to which programme(s) have been implemented,
i) the effectiveness of the employee participation process,
j) the use of health screening,
k) exposure modelling and monitoring,
l) benchmarking against good OH&S practices,
m) work activity assessments.

Examples of reactive measures include:

a) monitoring of ill health,
b) occurrences and rates of incidents and ill health,
c) lost time incident rates, lost time ill health rates,
d) actions required following assessments by regulators,
e) actions following receipt of comments from interested parties.

Examples of issues that can give rise to nonconformities include:

A <u>for OH&S management system performance</u>

- failure of top management to demonstrate commitment,
- failure to establish OH&S objectives,
- failure to define responsibilities required by an OH&S management system, such as responsibilities for achieving objectives,
- failure to periodically evaluate compliance with legal requirements,
- failure to meet training needs,
- documentation being out of date or being inappropriate,
- failure to carry out communications;

B <u>for OH&S performance</u>

- failure to implement the planned programme to achieve improvement objectives,
- consistent failure to achieve performance improvement objectives,
- failure to meet legal or other requirements,
- failure to record incidents,
- failure to implement corrective action in a timely manner,
- consistent high rates of illness or injury that are not being addressed,
- deviations from OH&S procedures,
- introduction of new materials or processes without appropriate risk assessments being conducted.

**Inputs into corrective action and preventive action can be determined from the results of:**

- periodic tests of emergency procedures,
- incident investigations,
- internal or external audits,
- the periodic evaluations of compliance,
- performance monitoring,
- maintenance activities,
- employee suggestion schemes and feedback from employee opinion/satisfaction surveys,
- exposure assessments.

**Records**

Records that can demonstrate conformance to the requirements include:

- Records of the evaluation of compliance with legal and other requirements,
- Hazard identification, risk assessment and risk control records,
- Records of the monitoring of OH&S performance,
- Calibration and maintenance records for equipment used to monitor OH&S performance,
- Records of corrective action and preventive action,
- Reports of OH&S inspections,
- Training and associated records that support evaluations of competence,
- OH&S management system audit reports,
- Participation and consultation reports,
- Incident reports,
- Incident follow-up reports,
- OH&S meeting minutes,
- Health surveillance reports,
- Personal protective equipment (PPE) maintenance records,
- Reports of emergency response drills,
- Management review records.

**Internal audits**

The documentation that can be reviewed includes:

- information on roles responsibilities and authorities (e.g. an organization chart),
- OH&S policy statement,
- OH&S objectives and programme(s),
- OH&S management system audit procedures,
- OH&S procedures and work instructions,
- hazard identification, risk assessment and risk control results,
- applicable legal and other requirements,
- incident, nonconformity and corrective action reports.

**Management Review**

Top management should review the organization's OH&S management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews should include assessing opportunities for improvement and the need for changes to the OH&S management system, including the OH&S policy and OH&S objectives. Records of the management reviews shall be retained.

Input to management reviews include:

- results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organization subscribes;
- the results of participation and consultation;
- relevant communication(s) from external interested parties, c) including complaints;
- the OH&S performance of the organization;
- the extent to which objectives have been met;
- status of incident investigations, corrective actions and preventive actions;
- follow-up actions from previous management reviews;
- changing circumstances, including developments in legal and
- other requirements related to OH&S; and
- recommendations for improvement.

In relation to the OH&S performance of the organization, and to show evidence of progress on the policy commitments to prevent injury and ill health, the following inputs could be considered:

- reports of emergencies (actual or exercises),
- worker satisfaction surveys,
- incident statistics,
- results of regulatory inspections,
- results and/or recommendations from monitoring and measurement,
- OH&S performance of contractors,
- OH&S performance of supplied products and services,
- information on changes in legal and other requirements

# Generic formats for reports and records

## AUDIT MONITORING REPORT

| CATEGORY | | IPs OHS ASSESTMENT | 0 | 1 | 2 | 3 |
|---|---|---|---|---|---|---|
| | | | MINIMAL/ NON ALINGMENT (IPs does not comply with the statement) | PARTIAL ALIGNMENT (IPs complies partially with the statement, however major improvements / updates are necessary) | CONSIDERABLE ALIGNMENT (IPs complies partially with the statement, with minor adjustments necessary) | FULL ALIGNMENT IPs fully complies with the statement |
| | 1 | How do you intend to meet the UNDP OHS targets? | | | | |
| **Management Commitment** | 2 | Do you have a policy for OHS? If YES, provide copy. If NO, please explain WHY | | | | |
| | 3 | How are senior managers personally involved in OHS management and how is this demonstrated? | | | | |
| | 4 | What other OHS policies do you have ? Please provide copies | | | | |
| | 5 | Who is accountable for OHS in your organisation? Who is responsible for the management system(s)? | | | | |
| | 6 | Do your senior managers participate in OHS activites on sites - walkarouns, inspections, audits. Provide evidence please | | | | |
| | 7 | How does senior management assign resources to meet your OHS objectives, give examples. | | | | |
| | 8 | Do your senior managers review OHS statistics on a regualr basis - provide evidence. | | | | |
| | 9 | How much time does management spend on social responsibility and community issues? | | | | |
| | 10 | Have work safety specialists been appointed? Have officers been nominated for environmental protection and management? | | | | |
| | 16 | Do you have a list of trained first aid responders? If YES, provide copy. Have the staff been informed of these first aid responders? | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Organization** | 17 | Please provide a copy of your management organisation showing OHS personnel and the senior manager accountable for OHS. | | | | |
| | 18 | How do you assign resources to ensure that all your sites meet the legal requirement for a safe worksite? | | | | |
| | 19 | Please provide a copy of your OHS Management system table of contents including the revsion status. | | | | |
| | 20 | How do you know you have adequate resources to provide a safe work environment, both in office and on sites? | | | | |
| | 21 | How do you ensure the security of your personnel and equipment? | | | | |
| **People, Competency and Behaviour** | 22 | Please provide a copy of your annual OHS training plan showing subjects and intended participants | | | | |
| | 23 | How are OHS training needs for your organisation identified and arranged? Who approves this training? Provide evidence | | | | |
| | 24 | How do you ensure that personnel working in hazardous areas and activities have the correct and current training? Provide evidence | | | | |
| | 25 | How do you measure competency of your personnel? | | | | |
| | 26 | How often do you train your staff in emergency response? And how many drills do you conduct on each site? | | | | |
| | 27 | Are there general OHS inductions in place for new employees? | | | | |
| | 28 | How do you track and monitor the training of all your employees - particularly specialist training? | | | | |
| **Hazards and Effects** | 29 | What techniques are used within your company for the Risk Management i.e. identification, assessment, control and mitigation of OHS, Security and CSR-Community Relations hazards and effects? | | | | |
| | 30 | Please provide a copy of your risk assessments/Job safety Analysis documents or a copy of your risk register. | | | | |
| | 31 | Please describe your risk assessment process and provide examples | | | | |
| | 32 | How do you train your personnel in hazard identification and risk control? How is this recorded - please provide evidence | | | | |
| | 33 | Do you have a register of hazardous materials? Please provide evidence. | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Engineering** | 35 | How do you ensure that safety and security are designed into your work? | | | | |
| | 36 | How do you ensure your design personnel are competent for their work? | | | | |
| | 43 | Does IPs have Community relations plans and how do you impelment and monitor these plans? | | | | |
| | 44 | How do you control your personnel on site and specifically for high risk activities? Provide examples. | | | | |
| **Contracted Services** | 45 | How do you select and monitor your contractor ? | | | | |
| | 46 | What training do you give in your OHS management system? | | | | |
| | 47 | How often do you audit and on what basis do you conduct these audits? | | | | |
| | 48 | How do you assess the perfromance of your program ? Describe how report OHS issues. | | | | |
| **Planning and Performance Monitoring** | 49 | Does IPs has a written OHS plan? If Yes, please attach a copy. | | | | |
| | 50 | Do you measure performance indicators for OHS? If so, what types of performance indicators/criteria are used in your organazation ? Please give examples | | | | |
| | 51 | What type of performance criteria are used i? Please give examples | | | | |
| | 52 | Has your organazation received any award for OHS performance achievement? If YES, provide record of awards achieved to date. | | | | |
| | 53 | Have you maintained records of your incidents and OHS performance for the last five years? (If YES, please provide the following: Number of Fatalities, Lost Time Injuries, Lost Workday Cases, Medical Treatment Cases and Restricted Work Day Cases. Also include the Fatal Accident Rate, Lost Time Injury Frequency and Total Recordable Incident Rate for each year) | | | | |
| | 54 | How is health performance measured and recorded? Please provide evidence | | | | |
| | 55 | How is environmental performance measured and recorded? Please provide evidence | | | | |
| | 56 | How often is OHS performance reviewed? By whom? Please provide evidence e.g. minutes of meeting of last review | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | 57 | Which kind of OHS performance standards do you have? Provide copies. | | | | |
| | 58 | How do you ensure these performance standards are met and verified? | | | | |
| | 60 | What are the OHS goals in IPs and what measures have been implemented or are in effect to reach these goals? Were there OHS goals last year that were not met, and how were this handled? | | | | |
| **Incidents and Accidents** | 61 | Do you have a system for reporting, evaluating and documenting incidents, accidents, near misses, unsafe conditions and actions? If YES, please detail. If NO, please explain WHY | | | | |
| | 62 | How are statistics collected on work accidents? (accident statistics) Please provide the last 5 years statistics. | | | | |
| | 63 | Who conducts incident investigations? | | | | |
| | 64 | How are work accidents, the results of accidents, investigations and the resulting measures/ lessons learned communicated to the staff? | | | | |
| **Emergency and Crisis Control** | 65 | What organisation and procedures are in place to handle emergency and crisis situations? | | | | |
| | 66 | How is the staff trained in Emergency Response? | | | | |
| | 67 | How do ensure that you have addressed all potential emergencies and that your plans are adequate? | | | | |
| | 68 | Do you have an emergency plan for evacuation?<br>Are regular evacuation exercises carried out? IF YES, provide copy of the programme and type of scenarios. | | | | |
| **Audit and Review** | 73 | Has your IPs ever been accused of violating OHS regulations? Are the minutes of these reviews accessible? | | | | |
| | 74 | Have OHS audits been conducted within the last 12 months in IPs? Were corrective measures, notes or recommendations determined made on the basis of these audits? If yes, how were these processed, and were they implemented effectively? | | | | |
| | 75 | Do you have a system for auditing your staff at customer site (for OHS)?Were corrective measures, notes or recommendations determined or made on the basis of these audits? If yes, how were these processed, and were they implemented effectively? | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| | 77 | Do you have a written procedure on OHS auditing? Is there a competency requirement for auditors included in the procedure? If you have a written procedure, please attach a copy of your OHS audit and inspection plan. If NO, please explain WHY. | | | | |
| | 78 | Do you require a report for each OHS audit and inspection Conducted? If YES, attach copy of a recent OHS audit and inspection report with follow-up on action items until closed out. If NO, please explain WHY. | | | | |
| | 79 | Do you require all senior managers to participate / lead an OHS audit? If YES, list names of manager and title and date OHS audit carried out. If NO, please explain WHY | | | | |
| | 80 | Do you require unsafe act auditing or other similar programme to be carried out within your locations where your employees work? If YES, attach list of unsafe acts noted and corrective actions taken and names list of the auditors and their position If NO, please explain WHY | | | | |
| | 81 | Do your OHS plans include schedules for auditing and what range of auditing is covered?If YES, attach copy of the programme and list the types of audit and areas covered If NO, please explain WHY | | | | |
| | 82 | How do follow up and measure the effectiveness of audits? | | | | |
| | 83 | Are aspects of OHS assessed in the management reviews and appropriate measures documented? | | | | |
| | 84 | Do you conduct safety inspections in IPs? If so, then who keeps a record of these inspections and how often? | | | | |
| | 85 | Are health and safety aspects covered regularly? | | | | |
| **TOTAL SCORING - DESCRIPTIVE QUESTIONS** | | | | | | |
| **TOTAL SCORING** | | **#REF!** | | | | |

**RISK ASSESSMENT FORMS**

| **Risk Assessment No.:** | **Work activity** | Assessment initiated and prepared by: |
|---|---|---|
| **Date** | | |

| **No** | **Hazard** | | **Hazard effect** | | **Determined Risk** | | **Existing controls** | | | **Additional controls** | | **Residual risk** | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | |
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**All relevant work permits to be filled in and duly verified prior commencement of the job. Before the job is actually started, a meeting must be held for discussing the Risk Assessment and detailing work and OHS procedures involved.**

| Special instructions and/or additional precautions: |
|---|
| |

**The undersigned have attended the meeting, understand the risks involved and the work instructions and are satisfied with the precautions taken and safety measures in place.**

| **No.** | **Name / rank** | | **Signature** | | **No.** | **Name / rank** | | **Signature** | | **No.** | **Name / rank** | | **Signature** |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **1** | | | | | **3** | | | | | **5** | | | |

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **2** | | | | | **4** | | | | | **6** | | | |

| **Risk Class** | **Action required** |
|---|---|
| High | Act now (stop job until hazard is removed) |
| Moderate | Act as soon as possible (don't undertake job or use equipment until hazard is removed) |
| Low | Plan risk reduction |
| Negligible | OK for now (review if equipment/people/materials/work methods change |

**Assessment approved by:**
(Name, date, signature)

## RISK ASSESSMENT FORM

| | | | |
|---|---|---|---|
| | **Program :** | **Page :** **of**<br>**Date :** | |
| | **Supervisor:** | **Attendes:** | **Site Visit**<br>**Date:** **Duration:** |

**Job Description:**

| No | TASK | HAZARD | INITIAL RISK | | | RISK CONTROL MEASURES | RESIDUAL RISK | | | ACTION PARTY | TARGET DATE | COMPLETION DATE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | S# | P# | R# | | S | P | R | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

**Approval of Risk Assessment**

**Date:**

**# Note-**

**S, P, R refer to source (S) of a hazard, the pathways (P) by which exposure might occur, and the receptors (R) of exposure.**

## INCIDENT INVESTIGATION FORM

| | | |
|---|---|---|
| Program Number:<br>locations : | | **INCIDENT INVESTIGATION REPORT** |

**DATE OF INCIDENT:** **TIME OF INCIDENT:**

**LOCATION OF INCIDENT:**

**TYPE OF INCIDENT:** *(Tick on appropriate box)*

☐ PERSONAL INJURY ☐ ASSET DAMAGE ☐ ENVIRONMENT POLLUTION ☐ ROAD TRAFFIC

☐ NEAR MISS ☐ NON ACCIDENTAL DEATH ☐ OTHERS(Specify): _____

**BRIEF DESCRIPTION OF INCIDENT:**

**PARTIES INVOLVED IN INCIDENT:**

| NAME | JOB | COMPANY/ DEPARTMENT | INJURY SUSTAINED |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

**ACTION TAKEN FOR INJURED PERSONS:**

☐ First Aid ☐ Medical Treatment ☐ Hospital Confinement

☐ Others (Specify):_____

**IMMEDIATE CAUSE (UNSAFE ACT /CONDITION) CONTRIBUTING TO THE INCIDENT**

-

**REPORTED BY(SUPERVISOR/MANAGER):**

**NAME:** **SIGNATURE:** **DATE/TIME:**

| **FIM NUMBER** | |
|---|---|

**UNDERLYING CAUSE (S): (ABSENCE OR LAPSE IN MANAGEMENT CONTROLS)**

| **CORRECTIVE ACTION (S)** | | | TYPE | RESPONSIBLE PARTY | TARGET DATE |
|---|---|---|---|---|---|
| PEOPLE | | | | | |
| PLANT/EQPT | | | | | |
| PROCESS | | | | | |

1) Eliminate 2) Substitute 3) Isolation 4) Engineering 5) Supervision 6) PPE

Comments from HSE Dept.:

Investigated by: Date:

Closed out date:

Remarks:

| **HSEM/A:** | **SIGNATURE:** | **DATE:** |
|---|---|---|

NOTE

Timelines for incidents / accidents reporting and investigations

All incidents, accidents to be reported to Unit Manager within 24 hours of occurrence

All incidents, accidents to be investigated by Unit Manager / OHS professional within 72 hours of occurrence.

Significant incidents should be reported to World Bank and UNDP within 48 hours.

# Hazardous work authorization form

| | | |
|---|---|---|
| **Authorization#** | **Date :** | |
| **Type of work** | ☐ **Working at height work permit**<br>☐ **Excavations work permit**<br>☐ **Confined space permit**<br>☐ **Special job** | |
| **Time issue Valid form: Authorization** **Am/Pm** **to :** **Am/Pm**<br>**Extended to:** **Am/Pm** **Extension approved by:-** | | |
| **Location of the work** | | |
| **Descriptions of work** | | |
| **Name of contractor** | | **Number of workers :-** |

*This document is applicable to high risks activities and to be implemented for IPs high risks activities.*

| **General conditions of Work** | **Yes** | **NO** | **N/A** |
|---|---|---|---|
| **1- Has the work area and surrounding work site been examined to ensure they are free from the hazards and that they will not create a hazards for this work?** | | | |
| **2- Has this Authorization been discussed with workers?** | | | |
| **3- Is Job Safety Analysis (JSA) required? if yes please attached** | | | |
| **4- Are vehicle allowed into the work area?** | | | |
| **5- Are necessary barriers and warning signs in place?** | | | |
| **6- Is isolation required?** | | | |

| | | | |
|---|---|---|---|
| **7- Have working areas been secured out and fenced?**<br>☐ **Public area**<br>☐ **Roads**<br>☐ **other specify** | | | |
| **8- Dose the work involve the hazards of the below**<br>☐ **Working at height**<br>☐ **Excavation**<br>☐ **other specify** | | | |
| **9- Has competent person carried out the explaination of following working hazards**<br>☐ **Working at height**<br>☐ **Excavation**<br>☐ **other specify** | | | |
| **10- Are the workers familiar with applicable activities?** | | | |
| **11- Is any specific fire emergency rescue equipment required?**<br>☐ **Fire extinguisher**<br>☐ **Frist aid kit**<br>☐ **Portable radio**<br>☐ **Other, specify** | | | |
| **12- Is any special protective equipment required?** | | | |
| **13- Additional precautions :-** | | | |
| | | | |
| | | | |
| | | | |

## 14- Mandatory Signature:-

**Program Supervisor Name:-** **Signature:** **Date:**
**Program consultants Name :** **Signature:** **Date:**

**15- Additional approval (for works associated with high potential hazard)**

| | | | |
|---|---|---|---|
| **Programs Manager Name:-** **signature**<br>**Date:-** | | | |
| **PLEASE SIGN OFF AND RETURNE AUTHORIZATION TO WORK SUPERVISOR** | | | |
| **Has the work been completed**<br>☐ **Yes**<br>☐ **No**<br>**Is the work place left in good condition**<br>☐ **Yes**<br>☐ **No (if not, make it safe before closing this form)** | | | |
| **Program Supervisor :-** | | | |
| **Program consultants :-** | | | |
| | | | |

**Note: - A minimum of two signatories are always required. These are a Program Supervisor and Program consultants. Depending on the job to be performed, an additional signature (e.g. for working at height or deep excavation) may be required. OHS personnel can be consulted for advice whenever required.**

## ACCIDENT REPORT FORM

### A. When and where – الوقت والمكان

| | | |
|---|---|---|
| **1.** Date: التاريخ: | **2.** Time PM ☐ AM ☐ :الوقت | **3.** Place: موقع الحادث: |

**If there was a vehicle accident, go to box B.** **إذا كان هناك حادث سيارة، يرجى تعبئة الجزء رقم B، وفي حال غير ذلك، اذهب مباشرة للجزء رقم C.**
**If not, go to box C.**

### B. Vehicle accident – حادث سيارة

| | | |
|---|---|---|
| **1.** Name of Driver: اسم قائد السيارة: | **2.** Staff Number: الرقم الوظيفي: | **3.** Job Title: المسمى الوظيفي: |
| **4.** Vehicle Type: نوع السيارة:<br>☐ Car - ☐ Sales Van - ☐Truck | **5.** Fleet No.: رقم الأسطول: | **6.** Plate Number: رقم اللوحة: |
| **7.** Year of Make: سنة الصنع: | **8.** Brand Model: النوع أو الموديل: | **9.** Third Party Involved? هل يوجد طرف آخر في الحادث؟<br>☐ Yes. ☐No. |
| **10.** Damage to Nadec Vehicle: مقدار الضرر الحاصل للسيارة:<br>1.<br>2.<br>3.<br>4. | | **11.** Damage to Third Party Vehicle: الضرر الحاصل للطرف الآخر:<br>1.<br>2.<br>3.<br>4. |
| **12.** Estimated Vehicle Repair Cost : التكلفة التقديرية لإصلاح المركبة: | | **13.** Estimated Payment to/for Third Party: المبلغ التقديري للطرف الآخر: |
| **14.** Police Report available? هل يوجد تقرير للشرطة؟<br>☐es. ☐. | **15.** IPs liability? هل تتحمل مؤسستك المسئولية؟<br>☐ Yes. ☐No. | **16.** Photos enclosed? هل هناك صور مرفقة؟<br>☐ Yes. ☐No. |

**If there was an injury, go to box C.** **إذا كان هناك إصابات، يرجى تعبئة الجزء رقم C، وفي حال غير ذلك، اذهب مباشرة للجزء رقم D.**
**If not, go to box D.**

### C. About the injured person (s) – معلومات الأشخاص المصابين

| | | |
|---|---|---|
| **1.** What is their name? أسماء المصابين:<br>1.<br>2.<br>3. | **2.** Are they a: هل هم:<br>☐ Contractor - مقاول<br>☐ Employee – موظف<br>☐ Other – آخرين | **3.** How can they be contacted? كيفية التواصل معهم:<br>1.<br>2.<br>3. |
| **4.** What is their staff number? الرقم الوظيفي: | **5.** What is job title? المسمى الوظيفي: | **6.** What department do they normally work in? الإدارة التي يعملون بها: |
| **7.** What date was this reported to the GOSI Clerk, HR? | | تاريخ إبلاغ المؤسسة العامة للتأمينات، وإدارة الموارد البشرية عن الحادث: |

**8.** Describe their injuries. Give the part of the body affected and state left/right where appropriate. صف بدقة نوع الإصابة:

1.
2.
3.

## D. About the incident – معلومات عن الحادث

**1.** What happened? Describe the sequence of events leading up to the accident. Give dimensions e.g. speeds, heights, weights, etc. where these are relevant to the cause of the accident.
اشرح ما الذي حدث، واسرد الخطوات التي قادت لوقوع الحادث. اذكر الأبعاد مثل السرعة، الارتفاع، الوزن، وغيرها بحسب أهميتها لأسباب الحادث.

1.
2.
3.
4.
5.
6.

**2.** Why did it happen? Give your opinion as to why the accident happened. Were there unsafe conditions that contibuted? e.g. faulty equipment, slippery conditions. What did the man do or not do that contributed? E.g. was he speeding, did he try to lift too much, did he not wear PPE?

في رايك ما سبب وقوع هذا الحادث؟، وهل كان هناك بعض المخاطر التي ساهمت في حدوثه؟ مثل عيوب المعدات والأدوات، حالات انزلاق. وما الذي فعله الشخص او لم يفعله مما ساهم في وقوع الحادث؟ مثل السرعة، زيادة الحمولة، أو ارتداء أدوات الحماية الشخصية.

1.
2.
3.
4.
5.

**3.** Give the name and address of any witnesses. اذكر اسماء وعناوين شهود الحادث.

| | |
|---|---|
| Name:<br>Address:<br>Contact No: | Name:<br>Address:<br>Contact No: |

**4.** If First Aid was given, state by whom and what was done.
First Aid treatment given by:
في حال تم عمل الإسعافات الأولية، اذكر من الذي قام بذلك وما فعل تحديداً؟

**5.** If First Aid was not given, state why:
First Aid was not given because:
في حال عدم عمل الإسعافات الأولية، اذكر لماذا؟

**6.** If the injured person attended hospital, give details: في حالة دخول الشخص المصاب للمستشفى، اذكر التفاصيل:

1.
2.
3.

- Name and address of hospital: اسم وعنوان المستشفى:

1.

## E. Action taken to prevent a recurrence. الإجراء المتخذ لمنع تكرار الحادث:

**1.** State what you did or what you intend to do to stop this sort of accident happening again.

اذكر ما الذي فعلته أو ما الذي تنوي فعله لمنع تكرار مثل هذا النوع من الحوادث مستقبلاً:

1.
2.
3.
4.
5.

## F. Who is making this report? بيانات الشخص الذي اعد هذا التقرير:

| **1.** Name: | **2.** Position: | **3.** Department or site: | **4.** Date: |
|---|---|---|---|
| | | | |

| Location Manager's Name: مدير الموقع: | Signature: التوقيع: | Date: التاريخ: |
|---|---|---|
| | | |

NOTE

Timelines for incidents / accidents reporting and investigations

All incidents, accidents to be reported to Unit Manager within 24 hours of occurrence

All incidents, accidents to be investigated by Unit Manager / OHS Professional within 72 hours of occurrence.

Significant incidents should be reported to World Bank and UNDP within 48 hours.

## Guidance note on Incident reporting and investigation

As little time as possible should be lost between the moment of an incident and the beginning of the investigation. This is crucial as this shall help

- to be able to observe the conditions as they were at the time,
- to prevent disturbance of evidence, and
- to identify witnesses.

it is necessary to examine all underlying factors in a chain of events that ends in an incident. This includes both unsafe conditions and unsafe acts. In majority of incidents, there are multiple events as chain of causes.

<u>Steps in reporting and investigation of an incident</u>

- Report the incident occurrence to a designated person within the organization.
- Provide first aid and medical care to injured person(s) and prevent further injuries or damage.

The incident investigation team would perform the following general steps:

- Scene management and scene assessment (secure the scene, make sure it is safe for investigators to do their job).
- Witness management (provide support, limit interaction with other witnesses, interview).
- Investigate the incident, collect data.
- Analyse the data, identify the root causes.
- Report the findings and recommendations.

The tools that members of the investigating team may need (pencil, paper, camera or recording device, tape measure, etc.) should be immediately available so that no time is wasted.

Ideally, an investigation could be conducted by someone or a group of people who are:

- experienced in investigative techniques,
- knowledgeable of any legal or organizational requirements,
- knowledgeable in occupational health and safety fundamentals,
- knowledgeable in the work processes, procedures, persons, and industrial relations environment for that particular situation,
- able to use interview and other person-to-person techniques effectively (such as mediation or conflict resolution),
- knowledgeable of requirements for documents, records, and data collection; and
- able to analyse the data gathered to determine findings and reach recommendations.

Members of the team can include one or more from following-

- safety officer
- health and safety committee
- employees with knowledge of the work
- supervisor of the area or work
- union representative, if applicable
- employees with experience in investigations

- "outside" experts
- representative from local government or police

Advantage and disadvantages of having immediate supervisor in the investigating team
The advantages can be that this person is likely to know most about the work persons involved and the current conditions. Furthermore, the supervisor can usually take immediate remedial action. Disadvantage may be that there may be an attempt to gloss over the supervisor's shortcomings in the incident.

This situation can be avoided, if the incident is investigated by a team of people, and if the worker representative(s) and the investigation team members review all incident investigation findings and recommendations thoroughly.

Management is responsible for acting on the recommendations in the investigation report. The health and safety committee or representative, if present, can monitor the progress of these actions.

Follow-up actions include:

- Responding to the recommendations in the report by explaining what can and cannot be done (and why or why not).
- Developing a timetable for corrective actions.
- Monitoring that the scheduled actions have been completed.
- Checking the condition of injured worker(s).
- Educate and train other workers at risk.
- Re-orient worker(s) on their return to work.

The organization should then undertake following actions:

- Develop a plan for corrective action.
- Implement the plan.
- Evaluate the effectiveness of the corrective action.
- Make changes for continual improvement.

The organisation should also disseminate the information about the incident, its investigation, root cause analysis and corrective actions undertaken with other projects across the organisation. This shall help in proactive management of similar work conditions and / acts if happening in other work sites and thus prevention of injuries and other risks.