



# **Digital West Bank and Gaza (DWBG)**

Project ID: P174355

## **Occupational Health and Safety (OHS) Contractors' Requirements**

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## List of Abbreviations

COVID-19	Coronavirus disease (COVID-19)
EHS	Environmental, Health, and Safety
EHSG	Environmental, Health, and Safety Guidelines
E&S Specialist	Environmental and Social Specialist
E&S Officer	Environmental and Social Officer
ES	Environmental and Social
ESMF	Environmental and Social Management Framework
GBV	Gender Based Violence
GIIP	Good International and Industry Practices
GRM	Grievance Redress Mechanism
LMP	Labor Management Procedures
MOH	Ministry of Health
MTIT	Ministry of Telecommunication and Information Technology
OHS	Occupational Health and Safety
PA	Palestinian Authority
PMU	Project Management Unit
PPE	Personal Protective Equipment's
SEP	Stakeholder Engagement Plan
VO	Variation Order
WB	World Bank
WHO	World Health Organization

## 1. Purpose and Objectives

This occupational health and safety (OHS) requirements document aims to provide the Digital West Bank and Gaza (DWBG) Project's contractors with the necessary requirements and guidance to apply OHS measures and promote a healthy and safe working environment. This set of OHS guidelines and requirements aim to:

- Provide instructions and guidance to the contractors, subcontractors and project team on the development and implementation of the project specific environmental, social, and OHS requirements.
- Promote a healthy and safe working environment.
- Provide guidance to contractors on how to identify and incorporate safety considerations from design to implementation of project activities.
- Detail the minimum safety requirements in the subprojects' sites.
- Provide guidance on ensuring compliance with all relevant statutory requirements.
- Establish roles and responsibilities associated with environmental, social and OHS management.
- Eliminate and prevent any environmental, social, health, or OHS related hazards within the working environment, and control hazards at source if possible.
- Promote safety aware and safety conscious project workers within the project staff, contractors, subcontractors and visitors within project premises.

## 2. Governing Documents and E&S Instruments

This document sets out guidelines/requirements for the contractor/other parties to comply with during the project. The governing regulation of this document is the Palestinian Labor Law, and other applicable national laws. This document shall be read in conjunction of the below other relevant/related documents:

1. Digital West Bank and Gaza (DWBG) - Labor Management Plan:  
<https://documents1.worldbank.org/curated/en/818321615214912208/pdf/Labor-Management-Procedures-Digital-West-Bank-amp-Gaza-P174355.pdf>
2. Digital West Bank and Gaza (DWBG) - Environmental and Social Management Framework:  
<https://documents1.worldbank.org/curated/en/149331615214881212/pdf/Environmental-and-Social-Management-Framework-ESMF-Digital-West-Bank-amp-Gaza-P174355.pdf>

## 3. Demarcation of Responsibilities

The environmental and social instruments of the DWBG project clearly establish roles and responsibilities in terms of environmental and social safeguarding. For this, the following are the key personnel involved in the implementation of the environmental and social safeguarding;

- **The Environmental and Social Specialist:** The Project Management Unit's (PMU) specialist responsible for the implementation of the E&S Safeguarding on the owner's level.

- **The Environmental and Social Officer/Focal Point:** The contractor's personnel responsible for the implementation of the management and mitigation measures as set forward in this document and other project management plans.

The E&S Specialist, the contractors, subcontractors, and subprojects site management shall commit to guarantee the compliance with the legal and statutory requirements regarding Occupational Health and Safety, as well as environmental and social safeguarding in line with the national applicable laws and regulations, and the World Bank's ESF. These project specific E&S instruments are the Environmental and Social Management Framework (ESMF), the Labor Management Procedures (LMP), the Stakeholder Engagement Plan (SEP). In addition to the commitments required in the Environmental and Social Commitment Plan (ESCP). all available at MTIT's website through: [https://mtit.pna.ps/Site/Projects/1#Project\\_Documents\\_1](https://mtit.pna.ps/Site/Projects/1#Project_Documents_1)

### 3.1. Contractors' Roles and Obligations

Upon awarding the contract to the contractor, the contractor will be held responsible of the occupational health and safety of his working staff, subcontractors if any, employees on site, and visitors 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 shall appoint one or more E&S officer, or designate an E&S focal point, depending on the requirements of the work at the site, and per the approval of the project owner. If the risks identified are minor, a focal point shall suffice subject to the owner's approval. The E&S officer/focal point shall be responsible for the implementation of OHS aspects in addition to the other Environmental and social aspects described in the E & S instruments. The E&S Officer/focal point should have relevant education and qualifications.
- 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, as required, including precautions for COVID-19, GBV risks mitigation measures, and grievances redress arrangements. The OHS plan should then be made available to all interested parties and be prepared with input from workers. Additionally, the plan would clarify responsibility matrix, risk assessment, job hazards assessment and mitigation measures that should be in place for each job.
- The contractor shall provide adequate personnel protective equipment (PPEs), tools, and first aid at no cost for employees, maintain their proper usage and ensure training of the workforce at all levels.

The contractor will ensure that appropriate signage is posted in critical locations to alert workers of potential risks.

- The contractor shall be responsible for providing the employees under his responsibility with Medical Insurance during the contract's duration in accordance with the relevant laws.
- The contractor shall commit to amending any non-compliance as instructed within a period of 24 hours since receiving the instruction letter from the E&S Specialist, otherwise the

E&S Specialist has 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 and the contractor shall not request any VO or compensation for any time lost.

- Penalties if non-conformity situations occur repeatedly, or if such lack of commitment causes delays to the implementation schedule will be applicable according to relevant contractual clauses.
- The contractor shall ensure that all their workers are aware of the codes of conduct (CoC) and shall provide the E&S Specialist with copies of all their employees, workers, and subcontractors signing them.
- The contractor shall develop and implement a grievance mechanism (GM) for the workforce prior to the start of civil works. This grievance mechanism shall also address child labor, GBV and sexual harassment related grievances. The PMU has created a workers' grievance mechanism that the contractor may copy and enhance to suit the needs and nature of their workforce and duties. As a result, the GM shall develop features to accept and respond to 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 grievances as well as the resolution date in a log that shall be monitored by the project's E&S Specialist. The Contractor shall assign a GM Designated Personnel to follow up on grievances resulting from their workforce. Additionally, the contractor shall include this in their training plan and shall circulate a simplified version in Arabic of the GM.
- Provide a safe workplace. Risk Assessment Procedures will be completed before the commencement of any installation activities, and safety measures will be implemented in accordance with applicable safety standards;
- Include but not limited to fall prevention and working at heights safety measures, protection against falling objects, prevention of accidents due to moving vehicles, protection against risk of electrocution, as needed;
- Provide an E&S and OHS training plan;
- Provide First aid kits on site. For more serious injuries, there must be a pre-approved health facility for medical treatment, as well as appropriate transportation of injured workers; hence the contractor shall, along with their OHS plan, specify the designated health facility for each sub-project.
- All workers shall abide by the Ministry of Health regulations regarding COVID-19 safety, this includes wearing facemasks at all times, gloves, and the presence of sanitizers on site. All of these PPEs shall be provided by the contractor at no cost to the employees and workers. Equipment shall be cleaned with disinfectants prior to installation, and facemasks shall be worn at all times. Non-compliance with these provisions is a cause to send a notification to the contractor and halt work if the situation is not remedied.
- Control access provisions to the 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.

- The contractor will organize and implement periodically safety exercises (for instance in case of fires) to ensure proper levels of alertness and awareness of the workforce.

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 3:00PM (Max. till 5:00 PM when liaised with the site management).
- It is prohibited to do any work before and after the working hours determined in the before mentioned point except in duly authorized conditions and when proper additional measures are in place (e.g. lighting, presence of medical professionals, etc...).

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 E&S Specialist who in turn will report this occurrence to the PMU management.
- Provide additional details of the incident/accident in a form of a comprehensive report within 48 hours following the incident.
- 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.
- Fire prevention measures shall be established on site during works, including having operational fire extinguishers, avoiding smoking on site, avoiding burning of waste, utilizing steel cutters and other spark emitting machinery only by qualified workers after ensuring that all flammable material are removed from the working site, and inspecting site after works to ensure there are no fire hazards or signs of fire available.

### 3.2. Subcontractors OHS Obligations

If subcontractors are to be involved in the project, they shall be subjected to the same requirements on E&S and OHS measures as the contractors.

### 3.3. Workers OHS Obligations

Each project worker, as defined in the SEF<sup>1</sup>, who is performing their working duties is responsible for assuring safety for themselves; Safety for fellow employees; protection for the public and visitors; 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 their senior or the designated E&S Officer/focal point 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 their superior or the E&S officer/focal point of the existence of such conditions. Works that are hazardous or carry specific risks should have corresponding OHS mitigation measures in place prior to commencement of works.
- It's the responsibility of the contractor to provide and enforce the usage of PPE's among workers.
- 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 the responsibility of each contractor to ensure that workers know and understand the safety rules, 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.
- All project workers shall read and understand the CoC, it is their right to raise any questions to the E&S officer/focal point. Moreover, they have to understand their right to raise grievances through the workers' GM.

## 4. Information Dissemination and Grievances Management

This section lays out the measures for information dissemination and handling of grievances throughout the project cycle. These measures provide a clear channel between the surrounding communities, project workers, and the contractor. The following steps will be followed during the project implementation:

- The contractor's EHS Officer/Focal Point shall be responsible to register any direct complaints resulting at site from the community and shall direct them to the project's grievance mechanism. The contractor shall appoint a GRM designated personnel who can be the EHS officer/focal point.
- Provide a workers' grievance mechanism in line with the project's one, and share it with the workers, personnel and subcontractors.
- To keep in close contact with local authorities to coordinate and resolve any complaint.

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<sup>1</sup> <https://thedocs.worldbank.org/en/doc/837721522762050108-0290022018/original/ESFFramework.pdf#page=45&zoom=80>

- 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 E&S Specialist, including a proposal to mitigate the grievance.

## 5. Monitoring and Reporting

### 5.1. Monitoring

Occupational health and safety monitoring needs to be undertaken by the E&S Officer/focal point and to be reported to the Environmental and Social Specialist to verify the effectiveness of prevention and control strategies. The occupational health and safety monitoring program should include:

- The inspection should verify that PPE continues to provide adequate protection and is being worn as required.
- Inspection should verify that all the workforce is adhering to the COVID-19 mitigation measures including wearing facemasks at all times, washing and/ or sanitizing hands, cleaning and sanitizing work spaces, and social distancing as much as possible and in line with the guidelines issued by the Ministry of Health.
- Surveillance of worker's health: health of the Project's staff will be monitored on a regular basis, 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.

### 5.2. Accidents and Diseases Monitoring

Contractors are required to set procedures for reporting and recording accidents and diseases that include, at minimum, the following aspects:

- Occupational accidents and diseases
- Dangerous occurrences and incidents
- Near miss incidents
- Incidents resulting in the loss of working hours/ days

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 contractor shall submit the OHS compliance data to the E&S Specialist. 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 E&S Officer in the contractor's team. The investigation should result in a report that:

- Establishes what happened
- Determines the cause of what happened
- Identifies measures necessary to prevent a recurrence

### 5.3. Reporting

For reporting on hazardous conditions and incidents/accidents, the contractor shall notify the PMU within a maximum of 24 hours of occurrence. And to provide additional supporting details of the incident/ accident within 48 hours of occurrence.

A worker who receives a report of a hazardous condition, either from the public or from another worker, shall immediately refer this information to the person in charge (E&S Officer/Focal Point). The below actions shall be followed when reporting and accident:

- All accidents or incidents related to the project, or ones that have, or could have a significant adverse effect on the environment, the affected communities, the public, or workers and could have resulted 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 E&S Officer/focal point who shall notify the project's E&S Specialist.

The E&S Officer/Focal Point shall:

- Establish the site accident reporting system, customized as necessary to project requirements.
- Inform the E&S Specialist within 1 hour of any incident involving serious bodily injury.
- Inform the E&S Specialist within 6 hours of near miss accidents relating to the execution of the works which, in slightly different conditions, could have led to bodily injury.
- Ensure that all injuries, damages 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. These recommendations shall be included in the incident report.
- Complete a Final Safety Report at the end of the Project. and submit it to the E&S Specialist who 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 E&S Specialist.
- 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 subprojects sites, throughout the duration of the works.

In addition, the contractor will submit a comprehensive monthly OHS report in relation to the execution of the works. The report shall contain 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 and/ or electronic waste.
- Monitoring results
- Health & safety statistics about accidents/incidents, preventive/corrective actions
- Training activities
- Near miss
- incidents log and reports

## 6. Training

The employed staff including management, supervisors, and workers of the contractor need to receive basic OHS training to ensure proper orientation to the general and specific hazards of individual work assignments. 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 emergency management

Drills should be conducted periodically to ensure the alertness and awareness of the workforce is not dulled.

Further details need to cover the followings:

- Knowledge of materials, equipment, and tools

- Known hazards in the operations and how they are controlled
- Hygiene requirements
- Wearing and use of protective equipment and clothing
- Appropriate response to operation extremes and accidents
- Principles of first aid
- COVID-19 mitigation measures
- Environmental and social risks and mitigation measures

## 7. OHS Risks and Hazards

### 7.1. 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.

### 7.2. Rotating Machinery

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. Additionally, machinery shall only be operated by qualified personnel and workers with the required qualification.

### 7.3. Noise

The contractor will ensure that no employee/ worker 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.

The contractor's E&S Officer/Focal Point shall ensure that excessive noise generating equipment and noise control equipment are maintained regularly according to the preventive maintenance schedule.

The E&S Officer/Focal Point shall promptly raise work orders to service and repair equipment that is generating abnormally excessive noise.

The E&S Officer/Focal Point shall ensure that non-routine activities (e.g., drilling) which generate excessive noise are scheduled during daytime hours as mentioned above and in coordination with the site management.

## 7.4. Slipping and Fall from Heights

Falls from elevation associated with working with ladders, scaffolding, telecommunication towers, 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), and installing proper signs in Arabic.

The works are not expected to include work from heights, however if needed and identified through the course of implementation, the E&S Specialist has to be informed prior to installation works to determine appropriate mitigation measures.

## 7.5. Falling Objects

Struck-by-falling-objects is a common hazard on the work site and could result in injuries that range from fractures, bruises, and cuts to fatal injuries. This type of hazard typically exists on sites where working beneath scaffolds or other areas where overhead work is being performed. Falling objects can become a source of concern when workers at elevated levels area using power tools or performing tasks that include pushing, pulling or prying objects.

The works anticipated in the DWBG Project do not include working at elevations or under scaffolds or overhead works. However, if such risks are identified, hardhats must be provided to employees, staff and visitors and all personnel on site. Additionally, material must be safely and securely stacked to prevent them from falling or collapsing.

## 7.6. Moving Vehicles

Traffic and pedestrian movement around the workplace can be accompanied by hazards where people can be hit by moving vehicles, people injured by objects falling from vehicles, people injured by vehicles overturning or when slow and heavy moving vehicles are reversing. Additionally, loading and unloading activities can result in accidents in the workplace by unsafe handling of objects while loading/unloading, non-adherence to safety equipment, and falling objects.

The DWBG Project activities do not require heavy vehicles typically involved in infrastructure type projects. However, if such vehicles or machinery (e.g., trucks, vans, forklifts) are to be used in any of the project's activities, contractors are required to include moving vehicles hazards in their OHS risk assessment and provide mitigation and control measures accordingly.

## 7.7. Electricity and Electrocution

Electrical works shall only be installed and maintained by qualified and specialized personnel. Adequate measures shall be implemented by the contractor to eliminate risks to personnel, workers and visitors against live electrical wires or apparatus within the site.

All parts of electrical installations shall be of adequate size and characteristics for the power requirements and work, and in particular:

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

To prevent exposure to electrical risks, the following must 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.
- Use the correct cable connectors or couplers to join lengths of cables together and do not allow taped joints.
- Electrical installations are installed and maintained by a competent person and checked regularly
- Socket Outlets are not overloaded by the use of adaptors
- Electrically powered equipment provided is suitable for use

## 8. COVID 19 Transmission Precautions

COVID 19 precautions and commitments include adhering to the Ministry of Health and the WHO guidelines regarding protection 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 E&S Officer by email and to follow the national COVID-19 prevention instruction issued by the MoH and WHO.

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 2) including:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- 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 at all time and performing hand hygiene after disposing of the mask;
- maintaining social distance in line with MoH and WHO guidelines.
- Recognize personal risk factors. According to the WHO, certain people, including older adults and those with underlying conditions such as heart or lung disease or diabetes, are at higher risk for developing more serious complications from COVID-19.





## 9. Disposal of Waste Materials

All waste material and rubbish shall be removed from the immediate work area on a daily basis as the work progresses. Disposal of waste material or debris shall be to the identified waste landfill in liaison with the local municipality.

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

- Hazardous Wastes
- Food Wastes
- Recyclable / Reusable Materials

- 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.
- Hazardous waste shall be discarded in special containers that are to be provided by the contractor.
- E-waste has to be stored separately, and quantities, type, and other information to be recorded.
- Housekeeping shall be conducted, and site to be left as entered.

## 10. Fire Risks and Mitigation Measures

The contractor's E&S Officer/Focal Point in coordination with the contractor's management shall be responsible for the preparation and implementation of the OHS requirements and the ERP in compliance with the national regulations related to fire protection.

Fire prevention and protection measures shall be implemented in accordance to the national regulation. The fire protection measures should be maintained throughout project implementation.

## 11. Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) provide additional protection to workers exposed to workplace hazards. The Contractor is responsible for providing PPEs and requiring their workers to adhere to wearing appropriate personal protective equipment in all operations where there is an exposure to hazardous conditions and where there is a need for using such equipment to reduce the hazards to the workers, employees and visitors.

All personal protective equipment shall be of safe design for the works to be performed. High visibility waistcoats shall be provided to all workers. 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, 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 aware with the processes and equipment they are working with. Appropriate PPE for the project shall consist of the following:

- Safety helmet

Safety vests

- Light duty safety glasses
- Safety boots
- Safety gloves, protection against cuts or sharp materials
- Protection against cold or heat
- Protection against electrical hazards

Harnesses

## 12. First Aid

The 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 and should be capable of carrying out first aid to injured workers including CPR.

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 shall be accessible within 2 mins for all locations in subprojects sites.

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

Oxygen

And, if possible, a defibrillator in case of accidents causing cardiac arrest.

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.

### 13. Budget and Resources

The following table provides only an indicative budget and resources needed for the implementation of the OHS Contractor requirements as stated in this document. The actual budget will be determined in each case according to the type of project and the size of the workforce.

<b>Activity</b>	<b>Timeline</b>	<b>Cost / Annum</b>
Hiring/Assigning an E&S focal point	Prior to contract signing	21,600\$
Preparation of the OHS Plan	Prior to contract signing	3000\$
Workers' training sessions	Prior to commencement of works	1000\$
Preparing GM material, complaints box, etc...	Prior to commencement of works	1000\$
First aid kits	Prior to commencement of works	1500\$
PPEs (the contractor, due to their line of work, should already possess such items, hence the cost here is indicative if items were not available)	Prior to commencement of works	2000\$

Covid-19 mitigation measures and PPEs	Prior to commencement of works	500\$
<b>SUM</b>		<b>30,600\$</b>

# ANNEX I: Suggested Contents of the Occupational Health and Safety Plan

- 1 Introduction
  - 1.1 Purpose
  - 1.2 Policy and Principles of Safety and Health on Site
- 2 Roles & Responsibilities
  - 2.1 Contractors' Obligation
  - 2.2 E&S Officer
  - 2.3 Workers
  - 2.4 Safety Meetings
  - 2.5 Personal conduct while on duty
  - 2.6 Reporting on Hazardous Conditions
- 3 Training
- 4 Hazards
  - 4.1 Physical Hazards
    - 4.1.1 Rotating and Moving Equipment
    - 4.1.2 Noise
    - 4.1.3 Electrical Hazards
    - 4.1.4 Eye Hazard
    - 4.1.5 Vehicle driving and site traffic
  - 4.2 COVID 19 related precautions
  - 4.3 Fire Prevention and Control
  - 4.4 Lifting
  - 4.5 Disposal of waste materials
- 5 Storage of materials and equipment
  - 5.1 Proper Use and Care of Equipment
6. General Safety Standards
7. Safety Signage
8. Safety Devices and Safe Working Practices
  - 8.1 Clothing

## 8.2 Personal Protective Equipment

### 9. Monitoring

#### 9.1 Accidents and Diseases monitoring

#### 9.2 Accident Reporting

## ANNEX II: COVID 19 Commitment Letter

### Annex 3: Commitment Letter Regarding to COVID 19 (Arabic)

#### الامتثال لإجراءات الحد من انتشار وباء كوفيد 19

اسم العقد: .....

رقم المشروع: .....

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

1. يجب إغلاق موقع العمل لفترة زمنية تحددها وزارة الصحة في حال ظهور حالات إصابة بين العمال بفيروس كورونا.
2. تدريب وتثقيف وتوعية جميع العاملين (الطاقم الفني والعمال) على طرق الوقاية الشخصية، وطرق انتقال العدوى والتعريف بطبيعة المرض وكيفية التعايش مع الإجراءات الموصى بها. ويجب التعميم على جميع العمال بضرورة التبليغ في حال ظهور أعراض على أي من أفراد عائلاتهم.
3. على جميع العاملين (مهندسين وعمال) ارتداء اللبس الواقي بما فيها الكمامة، وكذلك توفير المطهرات والكحول اللازمة لهم بشكل يومي، حيث يعتبر توفير اللبس الواقي والمطهرات من مسئولية المقاول وليس العامل.
4. 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.
5. يجب عدم تجمع العمال لتناول الطعام والشراب مع بعضهم البعض، وكذلك يجب عليهم استخدام أدوات الطعام والشراب ذات الاستخدام الواحد (كاسات، صحن... إلخ) وتوفير سلات نفايات في الموقع تتناسب مع عدد العمال.

6. 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 العين والفم والأنف والتي ممكن أن تكون ملوثة.

7. الإلتزام بأي إجراءات جديدة يعلن عنها من الجهات المختصة، او موصى بها من منظمة الصحة العالمية. إيها أشد حرصا على سلامة العمال.

# ANNEX III: Employees Report of Injury Statement

## **EMPLOYEE'S REPORT OF INJURY STATEMENT**

*[Please have employee complete.]*

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_ Male  Female

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Marital Status:  Married  
 Widowed  Single  
Number of Dependents: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_  AM  PM

Job Title: \_\_\_\_\_

Injury Location:

Building	Area	Floor	Room No.
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Explain how and why this injury occurred (Provide as much detail as possible)

Item or equipment involved in accident:

Type of injury:  Burn  Cut/Laceration  Bruise  Strain  Needle stick  Repetitive Motion  Exposure  
 Bite  Other \_\_\_\_\_  None (Incident Only)

Who witnessed the injury/illness/accident? Name(s) address and telephone number(s).

Were you advised of safety policies and procedures required for this job?  Yes  No  Not Applicable

If no, please explain:

If requesting medical treatment, who did YOU select as your treating hospital? \_\_\_\_\_ Tel. No. \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

## ANNEX IV: Sample Safety Inspection Checklist

### **SAFETY INSPECTION CHECKLIST**

**Date of Inspection:**

**Location:**

	<b>Yes</b>	<b>No</b>
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:**

## ANNEX V: Suggested Daily E&S and OHS Report Template

**Project Name:**

**Sub-project Name:**

**Location:**

**Date:**

### CONTRACTORS' TEAM

- Site Engineer:
- E&S Officer/Focal Point:
- Technicians:

Description

### DESCRIPTION OF IMPLEMENTATION ACTIVITIES ON SITE:

1	Number of Complaints	Description
2	Types of Complaints	
3	Are Complaints Resolved?	
4	If yes, How were they resolved?	
5	Have there been any accidents / incidents / near miss / injuries or other forms of hazards and risks on site? If yes, elaborate	<input type="checkbox"/>
6	Is the implementation work causing any electricity interruptions?  If yes, when and were the stakeholders, communities and site management informed of any electricity interruptions?	<input type="checkbox"/>
7	Is the Implementation work causing any connectivity loss?  If yes, were the stakeholders informed beforehand that such interruptions will occur?	<input type="checkbox"/>
8	Has the contractor prepared a work schedule and management plan prior to commencement of implementation works?	<input type="checkbox"/>
9	Were the public and site management informed of the work hours?	<input type="checkbox"/>
10	Have any safety incidents / non-compliances been detected? If yes, elaborate	<input type="checkbox"/>

<b>11</b>	<b>Have COVID 19 mitigation measures been implemented?</b>  <b>If any non-compliance detected, elaborate</b>	<input type="checkbox"/>
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**REMARKS AND ADDITIONAL DESCRIPTION**

**SITE ENGINEER NAME :**  
  
**E&S OFFICER NAME:**  
  
**SIGNATURES**

**PHOTOS**