



**Millennium
Development
Authority**
Economic Growth and Poverty Reduction



MILLENNIUM DEVELOPMENT AUTHORITY (MiDA)

HEALTH AND SAFETY POLICY AND PROCEDURES GHANA POWER COMPACT

May 2016

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LIST OF ACRONYMS

AIDS:	Acquired Immune Deficiency Syndrome
ALARP:	As Low As Reasonably Practicable
BSP:	Bulk Supply Point
CEO:	Chief Executive Officer
COO:	Chief Operation Officer
CFO:	Chief Financial Officer
ECG:	Electricity Company of Ghana
EHS:	Environment Health and Safety
EPA:	Environmental Protection Agency
ESP:	Environment and Social Performance
GOG:	Government of Ghana
HIRA:	Hazard Identification and Risk Assessment
HIV:	Human Immunodeficiency Virus
H&S	Health and Safety
HSE:	Health, Safety, Environment
HSP:	Health and Safety Plan
HSM:	Health and Safety Management
HSMS:	Health and Safety Management Systems
ESPD:	Environment and Social Performance Director
IFB:	Invitation for Bid
IFC:	International Finance Corporation
JSA:	Job Safety Analysis
LEAD:	Leadership for Environment and Development
MCA:	Millennium Challenge Account
MCC:	Millennium Challenge Corporation
M&E:	Monitoring and Evaluation
MIDA:	Millennium Development Authority
PMC:	Project Management Consultant
PPE:	Personal Protective Equipment
PTW:	Permit to Work
RA:	Risk Assessment
REOI:	Request for Expression of Interest
RFP:	Request for Proposal
SOPs:	Standard Operation Procedures
TB:	Tuberculosis
USG:	United States Government
VRA:	Volta River Authority

1.0 HEALTH AND SAFETY POLICY AND PROCEDURES

1.1 Introduction

This Health and Safety Policy and Procedures is a living document that will be reviewed and adjusted as needed at least once a year. Health and Safety (H&S) is committed to promoting the continuous improvement of health and safety and the development and implementation of health and safety procedures, plans and management systems. The H&S management system is consistent with MCC's founding legislation that prohibits MCC from providing Compact assistance for any project that is likely to cause a significant environmental, health or safety hazard.

Health Safety and Environment (HSE) and H&S team are responsible for developing and maintaining programs which promote health, safety and sound environment management. The team are to take appropriate measures to protect human health/Safety and the natural environment. The team are closely related and housed under the ESP Directorate.

The Health and Safety (H&S) policy and procedures of Millennium Development Authority (MiDA) provides the framework for managing MiDA's operations, projects and activities under the compact with respect to occupational health and safety and the health and safety of the general public. This policy is developed on the sound principles of elimination, minimization and compensation of risks and impacts to human health. It also sets the criteria for audit and reviews of health and safety (H&S) practices and drive continual improvement in the management of MiDA operations and projects under the compact.

1.2 Policy Objectives

The objectives of this Policy are to;

- Integrate health and safety stewardship and promote high H&S standards into development and implementation of projects and operations.
- Establish H&S programs for staff, implementing entities, consultants and contractors to empower them on good H&S management.
- Promote dialogue on health and safety performance to contribute to knowledge sharing.
- Help improve Health and safety performance and capacity by establishing specific standards and requirement and monitoring performance.
- Lead in the identification and management of risk and impacts association with project operations and activities.

1.3 Scope and Applicability

This Health and Safety policy, procedures and practices of MiDA applies to all operations, projects, activities and sub-activities managed under the compact. To this end, designs, bidding documents, contracts, implementation, monitoring and reporting of compact projects and activities will incorporate relevant provisions, procedures and practices of this policy.

2.0. HEALTH AND SAFETY POLICY STATEMENT

Through the application of this H&S policy, plans, procedures and practices, MiDA will ensure the following:

- Establish Health, Safety, and Environment (HSE) programs for MiDA staff, implementing entities, consultants and contractors to build capacity for assessing risk and impacts of internal operations, projects and activities with respect to occupational health and safety and to develop effective and adequate measures to promote high health and safety practices and standards both at offices and at project sites.
- Ensure procurement documents including request for proposals (RFPs, invitation for bids (IFBs), request for expression of interest (REOIs), and contracts include relevant provisions of this H&S plan, policy and procedures.
- Compliance with relevant national and international laws and regulations including but not limited to IFC performance standards on environment and social sustainability (2, 3 and 4), MCC health and safety policy, World Bank Group Environmental, Health and Safety, Ghana Labor Act, Factories, Offices, and Shops Act of Ghana and environmental laws and regulations of Ghana and best management practices in occupational health and safety.
- Commit to identifying potential emergency situations and preparing to manage them effectively. MiDA will provide safe systems of works and tools to appropriately comply with principles set out in this policy.
- Enhance a strong H&S culture by setting up HSE teams and working groups.
- Ensure continual monitoring and reporting of H&S performance in all MiDA operations and compact projects and activities.
- Ensure continuous engagement, communication and consultation with all stakeholders and communicate roles and responsibilities related to HS management within MiDA and relevant stakeholders

Chief Executive Officer, MiDA

Environment and Social Performance Director

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Date:

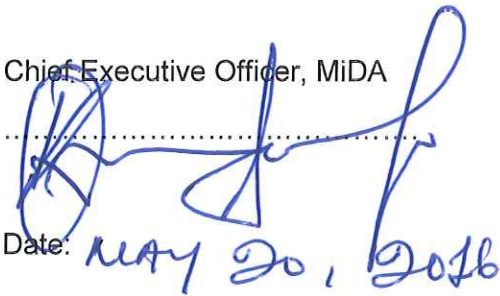
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Chief Executive Officer, MiDA



Date: MAY 20, 2016

Environment and Social Performance Director



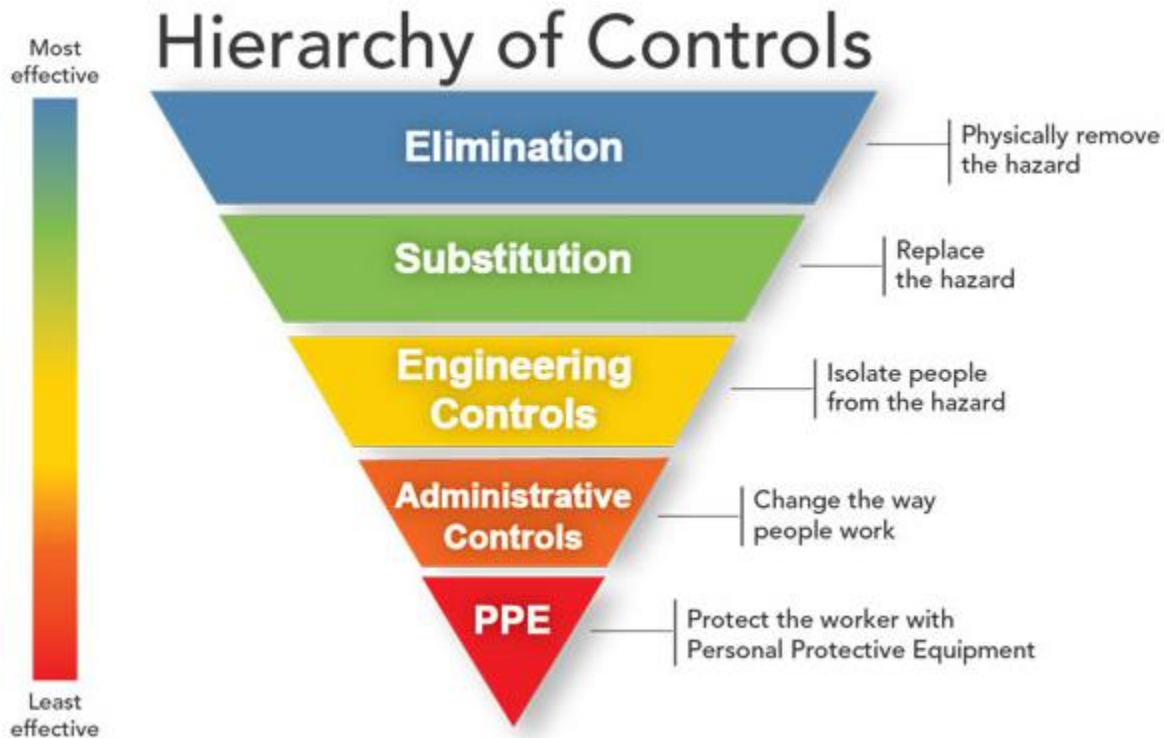
Date: MAY 20, 2016

CHIEF EXECUTIVE OFFICER
MILLENNIUM DEVELOPMENT AUTHORITY
PMB 56, MINISTRIES
ACCRA

3.0. HEALTH AND SAFETY PRINCIPLES

MiDA as an entity will adopt the hierarchy of controls as an organizational principle for effective health and safety management. Controlling exposures to hazards is the fundamental technique for protecting workers both on project sites and MiDA Offices. The hierarchy of controls is used as means of determining how to implement feasible and effective control solutions. *Figure 1 below indicates the hierarchy of controls on which MiDA health and Safety System is built.*

Figure 1: Hierarchy of Controls

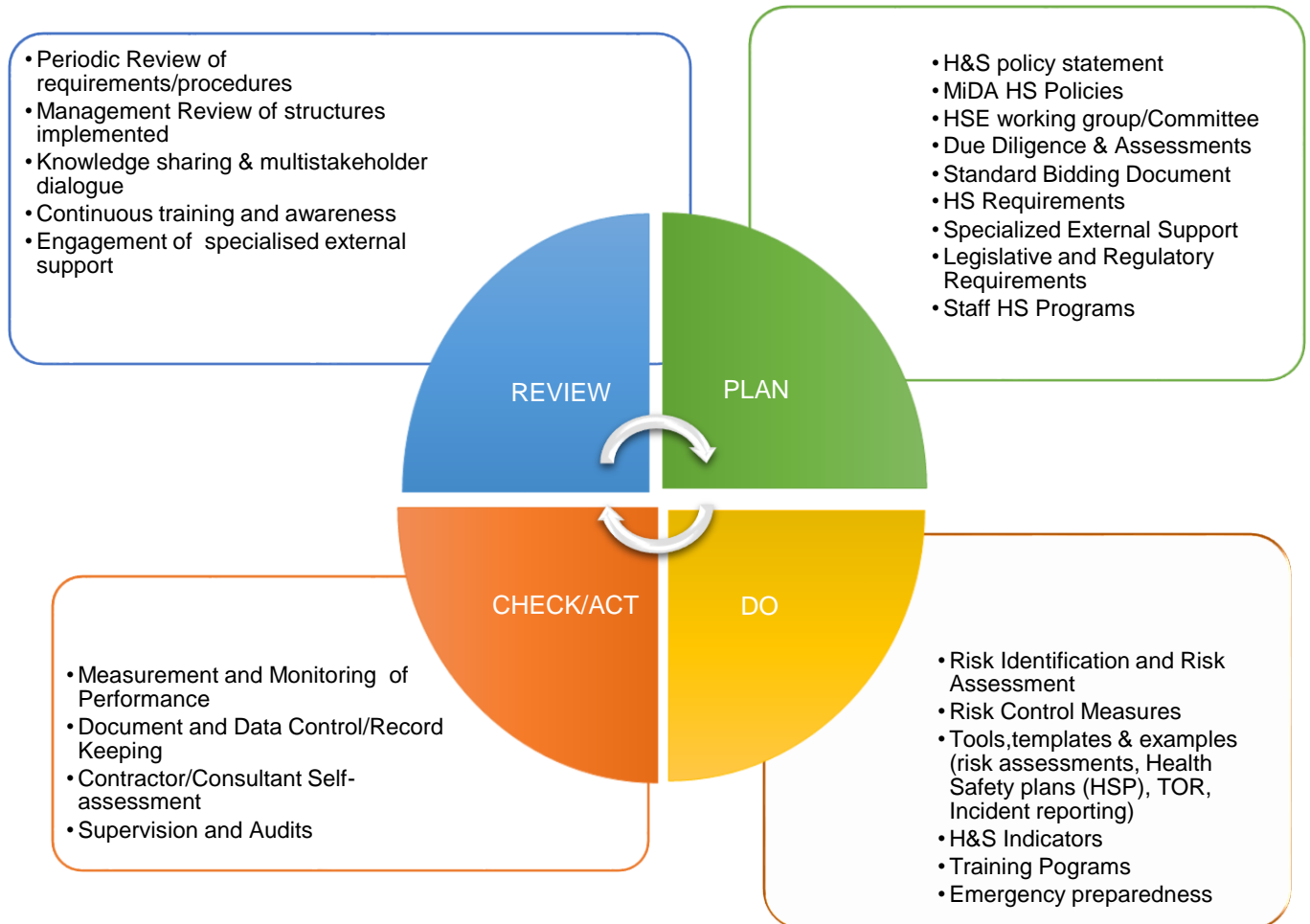


The Hierarchy of Controls at the top of graphic (Elimination, Substitution and Engineering Controls respectively) are more effective and protective than those at the bottom (Administrative Controls and Personal Protective Equipment-PPE). This hierarchy usually leads to the implementation of safer systems, where the risk of illness or injury has been significantly minimized. Elimination and substitution, while more difficult to implement in an existing process, are most effective at decreasing hazards. Administrative controls and PPE programs, on the other hand, may be relatively inexpensive to establish but, over the long term, can be very costly to sustain and are less effective at protecting workers.

Source: The National Institute for Occupational Safety and Health (NIOSH). Available at: <http://www.cdc.gov/niosh/topics/hierarchy/>.

These H&S principles were developed with the Millennium Challenge Corporation (MCC)'s H&S management principles¹ in mind and built on MCC's H&S Management framework to include PLAN-DO-CHECK-REVIEW. This section highlights the core principles under which procedures and practices outlined in this health safety management approach will be achieved. *Figure 2 below indicates the core principles on which H&S management framework of MiDA is built.*

Figure 2: MiDA Health and Safety Cycle of Adaptive Management



¹ <https://www.mcc.gov/resources/doc/health-and-safety-policy>

4.0. HEALTH AND SAFETY PROCEDURES (SAFE WORK PROCEDURES)

4.1. Overview

MiDA's H&S procedures are a set of requirements designed to manage risks and impacts of operations and projects under the compact. The effective implementation of these procedures will steer MiDA's commitment to eliminating harm to all staff and communities within which we operate. These procedures are expected to guide all employees, consultants and contractors working under the compact.

4.2. Scope

The scope of the H&S procedures includes the following:

4.2.1. General H&S Procedures (Operations & Projects)

- Hazard identification and Risk assessment (HIRA)
- Training and Induction
- Accident/incident reporting and investigation
- Workplace Hazard Control
- Personal Protective Equipment (PPE)
- First Aid
- Well-being and hygiene
- Intimidation, harassment and abuse
- Child and Forced labor and Trafficking in persons
- Welfare facilities
- Housekeeping
- HSE management approach, review and audit
- Documentation and data control & review
- Safe Driving and Vehicle Use Procedures
- Alcohol, drug and smoking policy
- Threats, Security and Security Training
- Employee Safety Guide

4.2.2. Specific H&S Procedures (Projects)

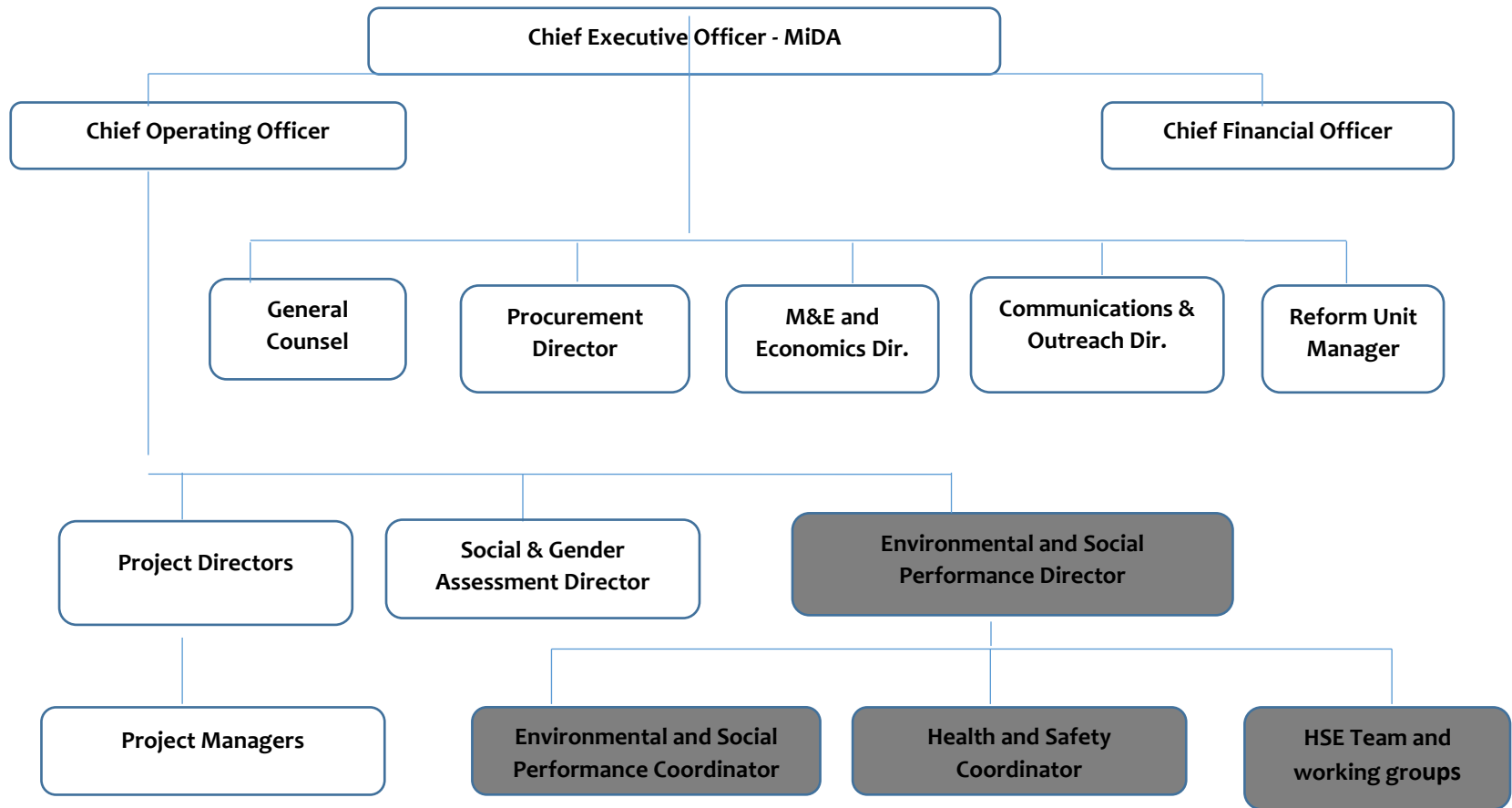
- Working at height including safety harness and scaffold
- Ladders
- Confined space entry
- Project site security
- Hazardous materials/chemicals and Safety Data Sheets (SDS)
- Electrical Safety
- Vehicle and Mechanized Equipment Maintenance
- Hand and Power tools
- Cranes and forklift
- Traffic Management
- Excavation and Trenching

4.3. H&S Management Structure

Health and Safety is *everyone's responsibility*. All MiDA staff and partners have responsibility towards good health and safety of workers and the general public. The MiDA Management team commitment will be needed to ensure high H&S standards within MiDA operations and compact projects are achieved and maintained. The shaded section (Grey) within the structure below is the Environment Social Health and Safety management team

Figure 3 below shows MiDA Management Structure in Relation to HS

Figure 3: MiDA Management Structure in Relation to HSE



5.0. MiDA HS PROCEDURES AND PRACTICES

Activity	Description	Requirement
General Health and Safety Procedures (Operations and Projects)		
<p>Hazard Identification and Risk Assessment (HIRA)</p>	<p>Identification of risks and impacts arising from internal operations and projects. Risks shall be evaluated and the suitable control measures put in place to reduce harm to workers, contractors, visitors, community members and environment.</p> <p>Account must be taken of incidents, near-misses, HSE site inspections, hazard identification and risk management when reviewing work procedures and processes.</p>	<ul style="list-style-type: none"> ▪ Risk management will form an integral part of daily work operations and practices. ▪ An up to date risk assessment register/form shall be maintained within MiDA and its operations (<i>Refer to Attachment 1</i>). This document shall detail all risks associated with work activities with operations and project activities. The Risk assessment template shall be shared with contractors for works or projects. This document shall be reviewed quarterly, updated and shared. ▪ Project directors and managers, contractors and supervisors must ensure hazards pertaining to their areas of responsibilities are captured and assessed and reported to the ESP team and consultants. These assessments shall be reviewed whether new or old tasks to ensure that prior to commencement or continuation of projects and activities, the right mitigation measures have been put in place by contractors to minimize risks to persons and environment. ▪ Risks identified and registered in the template shall be revisited and reviewed quarterly. For instance, High, medium and low risks identified and give timelines. ▪ All corrective actions or interventions identified to manage risks shall be communicated to all relevant stakeholders and employees, implemented and verified prior to commencement and/or continuation of project operations and activities. ▪ Method statement and specific Standard operating procedures (SOPs) with the input of implementing entities, consultants, and contractors shall be developed after reviewing possible risks. SOPs must be reviewed should accident or any incident occur. Risk assessment shall be reviewed periodically and reproduced should work activities and processes change. ▪ The ESPD and team will be in charge of ensuring that any action identified based on risk assessment will be implemented so as to reduce risks.
<p>Training and Induction</p>	<p>Training has a key role to ensure staffs acquire appropriate skills and competencies to manage work related hazards and risks. This procedure is to ensure all employees, contractors and consultants are provided with the appropriate training to</p>	<ul style="list-style-type: none"> ▪ Training and competency building in H&S will be undertaken by all employees, implementing entities, contractors and consultants. ▪ A training matrix shall be developed by MiDA in collaboration with implementing entities and consultants. This will detail all training needs against personnel and department to simplify training coordination. MiDA shall provide targeted training programs in H&S for key staff of contractors and subcontractors.

Activity	Description	Requirement
	<p>complement their experience, with respect to hazards and working conditions associated with project operation and activities.</p> <p>H&S induction and training programs shall be incorporated in MiDA operations and projects. All staff and contractors shall be provided with H&S induction and training programs. Based on the level of involvement or engagement with MiDA and compact projects, varying levels of induction shall be provided.</p>	<ul style="list-style-type: none"> ▪ The ESP team will ensure all training needs and delivery meets required standards and incorporate gender and social inclusion perspectives. The Human Resource team will keep record of training database and assist in facilitation of the programs. ▪ Directors, managers, and Supervisors are required to communicate to the ESP team upon completion of training courses of all employees under their responsibility. ▪ All MiDA staff shall undertake H&S induction programs and orientation relevant to the tasks they are assigned to (Refer to Attachment 2). Induction training programs shall be delivered to workers in a language and form understood and acceptable to them. This induction shall be prior to commencement of work supervised by the ESP team. The ESP team shall ensure that all new staff are advised on procedures and given copies of the H&S management plans and procedures. This will be done in as reasonably practicable time upon resumption of duty. ▪ The Project Management Consultant (PMC) contracted by MiDA with the support of MiDA ESP shall conduct HSE induction for contractors and subcontractors appropriate to their expected duties on project sites. ▪ The ESP team led by the ESPD shall design a MiDA specific H&S induction program for all visitors, employees, contractors before they are allowed to work on any compact project/ activities. This induction must explain Emergency procedures, risk management, SOPs and identify sections of the manual which must be read and understood prior to start of work.
<p>Accident, Incident Reporting and Investigation</p>	<p>This outlines the reporting protocols for all types of incidents in order to ensure that incidents are investigated in a consistent manner to determine the immediate and root causes and to recommend actions for correction and prevention of such incidents and accidents.</p> <p>It is a requirement for MiDA staff as well as persons working within and on behalf of MiDA to cooperate with accident, incident and near-miss investigation processes and reporting. The objective of the H&S investigation process is to</p>	<ul style="list-style-type: none"> ▪ All Contractors are responsible for immediate reporting of all accidents, incidents and near misses. ▪ Project directors, managers, supervisors, contractors and consultants are responsible for ensuring that all accidents, incidents and near-misses are recorded and investigated. A standard accidents and incident template and tools shall be developed for recording (Refer to Attachment 3). All parties shall comply with this reporting system. ▪ The HSE Team must ensure that all supervisory staff are trained in incident investigation and given adequate support to carry out their responsibilities in this regard. ▪ Directors, managers, contractors and consultants shall be responsible for handing over all incident and accident reports with comments and recommendations to the ESP team and for ensuring that mitigation measures are implemented accordingly. ▪ Employees shall be responsible for reporting all injuries and incidents, however minor to their immediate supervisor. ▪ All reports of incident/accident investigation must be submitted to the ESP team within 24 hours of the incident or accident occurring. Staff or contractors who sustain injuries in the course of work should report to the supervisor immediately and a first aid attendant to attend to such persons.

Activity	Description	Requirement
	<p>identify potential hazards and risks and identify control measures to prevent recurrence.</p>	<ul style="list-style-type: none"> ▪ Where there is property damage, the supervisor, contractor or consultant in charge shall inform the ESP team as soon as they become aware of it. ▪ All staff or contractors shall report in writing cases of near-misses. ▪ The HSE team shall carry out independent investigation of all accidents, near-misses and property damage and the head of H&S shall review all investigation reports within 1 day of occurrence. ▪ Supervisors, Managers, Contractors or Consultants shall forward accident/incident report to MiDA ESP team not later than three days after the occurrence of the accident or incident.
<p>Workplace Hazard Control</p>	<p>Workplace hazard control ensures that all work is undertaken safely and that risks are identified and managed. All project activities and tasks shall only proceed when all personnel involved are confident they understand their roles and responsibilities and are well trained, knowledgeable and have the requisite practical experience to undertake them.</p>	<ul style="list-style-type: none"> ▪ All work routine and processes shall be assessed and industry's best practice shall be involved. ▪ Non-routine works shall be assessed for risks and will not take place until Job Safety Analysis (JSA)/risk assessment has been conducted and scope of work clearly identified with corresponding responsible persons and dates of completion stated. ▪ The ESP team must ensure all hazard lists; Risk assessments and risk register are up to date and reviewed for update should there be any changes. Risk assessment must be reviewed; after accidents, incidents/near-misses, after 12 months, after audit findings, when work circumstances or processes change or when the procedure is no longer valid. ▪ Risk assessment shall also be conducted in the work environment which include vulnerable groups such as pregnant women, persons with disability etc.
<p>Personal Protective Equipment (PPE)</p>	<p>PPE is the last line of defense in controlling hazards. Issuance and training on use of PPE must be made available to all persons (either employee or visitor) on every project site and MiDA offices.</p>	<ul style="list-style-type: none"> ▪ Contractors, consultants and implementing entities shall be made aware of policy requirements regarding PPE usage on every project site. ▪ Training on benefits and correct usage of PPEs will also be conducted by ESP team. ▪ Signs shall be posted at sites where PPE is required. ▪ Appropriate PPE provisions shall be available and must be fitted to the specific user, stored in a clean area, and maintained and inspected on a regular basis. ▪ All workers must ensure to use PPE in the correct manner and report all problems encountered with usage to their supervisors. ▪ Supervisors must ensure that there is adequate PPE for their workers and they are being kept in good conditions. They must ensure that the right PPE is being used for the right job. ▪ Personal Protection Equipment (PPE) depends on the risks as defined by a risk assessment. A staff visiting active project site, PPE requirement may be different from a worker performing a specific task during the construction of a Primary or BSP substation. PPEs must be worn as detailed in the risk assessment and minimum site requirements. All employees must wear the appropriate PPE for specific task and when visiting active project sites.

Activity	Description	Requirement
		<p><u>CATEGORIES OF PPES</u></p> <ul style="list-style-type: none"> • Safety Helmet • Safety Boots (E.g. Wellington boots, insulator boots) • Coveralls such as reflective vest, robe or apron for special tasks • Prescribed eye safety goggles, glasses or shield • Task Specific Gloves (Example, Leather, auto electrical gloves, insulation gloves or rubber gloves) • Safety Belts (Example for working at height) • Fall arrest harnesses • Dust & filter masks • Visor • Choice of appropriate Respirator (Disposable). This will consider fit testing and training. All users of respiratory protection must first be medically cleared by a doctor. • Hearing protection such as hearing plugs ▪ Safety Policy Handbook
First Aid	This procedure shall provide a standard for the management of injuries and illnesses associated with work operations and activities.	<ul style="list-style-type: none"> ▪ All injuries or illness however minor must be reported to the HSE team and must be disaggregated by age, sex. ▪ On project site and MiDA offices, all staff must be aware of who the nominated first aid personnel are prior to the commencement of work. All first aid personnel shall under take first aid training courses provided by MiDA to assist in their line of work ▪ HSE officers and working group must assess situations in the event of an accident as well as ensure their own safety and to determine the necessary basic treatment and whether or not an ambulance is needed to transport injured persons to the nearest medical center. ▪ A vehicle must always be on standby to transport personnel in case of an emergency on every project site and MiDA Office. ▪ First Aid and Material Provision must be adequate and in place for initiating any potential hazard material spills. First aid kit shall contain the following; Gauze pads (at least 4 x 4 inches), Two large gauze pads (at least 8 x 10 inches), Box adhesive bandages (Band-Aids), Elastic roll adhesive, Hypoallergenic tape, Two triangular and Roller bandages, Wound cleaning agent such as sealed moistened towelettes, Scissors, at least one blanket, Tweezers, Adhesive tape, Disposable gloves, Resuscitation mask, Two elastic wraps, Splint, Eye pad, Eye shield. ▪ First Aid Kits shall be inspected weekly and stocked at all times. ▪ MiDA Management shall provide standard first aid kits at work areas and train selected employees to administer first aid assistance to MiDA personnel.

Activity	Description	Requirement
		<ul style="list-style-type: none"> ▪ Contractors and Consultants shall ensure project site first aid facilities exists at all times and first aid personnel are trained to handle any emergency. ▪ All MiDA vehicles shall have First Aid Kits available. ▪ MiDA staff travelling to project site shall have a first aid kit or bag at their disposal.
Well-being and Hygiene Procedures	The HSE safe work procedures implemented shall manage potential health and hygiene risks.	<ul style="list-style-type: none"> ▪ Health and hygiene risks associated with physical, chemical and ergonomic exposures must be identified, risk assessed and fully understood by relevant stakeholders. ▪ All incidents that have the potential to impact the health/well-being and hygiene of individuals must be immediately reported in accordance with MiDA's incident reporting process. ▪ Medical assessments such as chest x-ray, blood and glucose test, hearing and eye tests shall be undertaken for all employees and contractors prior to commencement of MiDA official duties and execution of specific project activities. ▪ All project sites / facilities must allocate sufficient resources to support emergency medical facilities and train individuals commensurate with the risk associated with the work being performed. ▪ Supervisors or Project Managers responsible for designing and implementing work schedules must review and adjust schedules to ensure that individuals do not work excessive hours without providing sufficient rest periods. ▪ Fatigue management must be considered when extended working hours are anticipated. An individual must not work in excess of 16hrs within a 24hr period without sufficient rest. ▪ Malaria risk must be assessed for every project site of operation and management plans must be in place where there is significant risk. ▪ HIV/AIDS education and awareness/prevention programs (This will include basic facts on HIV/AIDS, how it is transmitted, who are the workers or persons at risk, as well as preventive intervention such as use of condoms etc.) for MiDA employees, contractors and project site workers and community members where project activities and operations are underway. HIV/AIDS information posters shall be posted at MiDA Offices and on all project sites. ▪ All personnel or employees performing work on behalf of MiDA must not do so while under the influence of drugs and alcohol and all personnel must comply with Alcohol, Drug Use and Smoking Policy. ▪ If you are on any prescribed medication that may affect work performance, the employee must disclose this to Supervisor, Manager, Contractor or Consultant. ▪ Employees or personnel who by the nature of work may be exposed to health hazards must undergo periodic medical examinations such as chest x-ray.

Activity	Description	Requirement
Intimidation, Harassment and Abuse	<i>(Please Refer to MiDA's HR Policy)</i>	<ul style="list-style-type: none"> ▪ Employees must report incidences or cases of intimidation, harassment and abuse to Supervisors, Managers and Directors for appropriate action to be taken. It should be noted that, workplace intimidation, harassment and abuse affect work productivity and output. ▪ MiDA Management must encourage mutual respect at the workplace and project site. Teamwork is key and enhances productivity and effectiveness of employee's skills and potential. ▪ Education on workplace intimidation, abuse and harassment must be done for all workers. Management must prepare policies and disciplinary sanction for such behaviors. Such issues must be addressed fairly and properly. ▪ Intimidation, Harassment and abuse codes shall be posted at MiDA Offices and all project sites to inform workers of these rules.
Forced Labor and Child Trafficking	<i>(Please Refer to MCC TIP Policy)</i>	<ul style="list-style-type: none"> ▪ MiDA management, Project managers, contractors and consultants shall not employ personnel under age for economic exploitation as defined by the WHO/ILO standards and other international and national laws and regulations. ▪ Project managers, contractors and consultants shall not employ trafficked persons or forced labor. This includes work or service not voluntarily performed or under threat of force or penalty.
Welfare Facilities	<i>(Please Refer to MiDA's HR Policy)</i> This shall be applicable if necessary on project site	<ul style="list-style-type: none"> • Eating areas and clean drinking water shall be provided to all staff. Staff shall not drink from a common drinking cup. Staff shall be entitled to disposable cups which are disposed immediately after use. • Toilet facilities shall be provided for employees. It is the responsibility of everyone to ensure that these facilities are kept to a high standard of cleanliness. ▪ It is the responsibility of the Contractor to ensure these facilities are provided for both males and females. Dressing areas shall be provided for males and females separately.
Housekeeping		<ul style="list-style-type: none"> ▪ It is the duty of all employees, supervisors, contractors and consultants to ensure a clean and tidy workplace on every compact project site as well as MiDA offices. When work areas are tidy and clean, there is reduction in risk of injury. ▪ All fire escape route and fire exits must be kept free from obstruction at all times. MiDA offices areas and workstation should be spacious and walkways must be free from any obstruction. ▪ Liquid spills such as oils for transformers, petroleum, diesel, are to be cleaned immediately to prevent falls, slips and trips and other health concerns <i>(Refer to Environmental Plan)</i>. ▪ The contractor should have a management plan for handling liquid spills • Debris or waste of any description must be carefully disposed.
Employee Safety Guide	This is a brief guide for MiDA employees when going into the field to	<ul style="list-style-type: none"> ▪ Employees shall wear the minimum PPEs on project site and when performing certain task which insist the use of PPEs from the risk assessment <i>(Refer to Personal Protective Equipment in MiDA Health and Safety Policy and Procedures)</i>.

Activity	Description	Requirement
	<p>visit active project site. This instructions will apply to MiDA staff and consultants contracted by MiDA to manage and oversee projects, Example, Project Management Consultant (PMC)</p>	<ul style="list-style-type: none"> ▪ MiDA Staff shall inform the Emergency Response team of all planned field visits for projects and other off-site official assignment for effective emergency response coordination. ▪ Incidents and accidents at the workplace and on the field shall be recorded and reported to MiDA Emergency Response team within 24 hours for investigation and corrective actions to be implemented. ▪ Employees shall adhere to the safe driving and vehicle use procedures (<i>Refer to MiDA Health and Safety Policy and Procedures Document</i>). ▪ Employees and visitors shall register their names in the employees and visitors log book both at the office and at project sites. Employees and visitors shall sign-in and sign-out in the log book. ▪ Badges shall be provided by MiDA for all staff for identification purposes. These badges shall be worn at all times at the Office and when visiting project site. Visitors visiting MiDA office shall be issued with a visitors tag by MiDA for easy identification. MiDA shall require of works contractors to provide badges for staff and visitors who may visit project site at any given time. ▪ Employees shall participate in all health and safety induction and training programs. ▪ Emergency Contact details shall be provided by MiDA to all MiDA staff embarking on a field trip and official MiDA engagement. In case of any emergency out on the field, MiDA staff will be required to contact the emergency response team at MiDA. Emergency Contact details shall be made available to staff prior to any planned field visit. ▪ All employees embarking on field trips shall participate in a health and safety orientation and training. ▪ Regular briefing shall be provided (Tool box talks). ▪ At the beginning of every meeting at MiDA office or on project site, a health and safety orientation shall be provided. ▪ Employees shall work according to applicable national and international laws, codes and regulations. ▪ Employees shall comply with approved procedures, policies, rules and instructions. ▪ Safety rule violations by contractor or employees noted shall be addressed immediately. ▪ Unsafe operations that represent an immediate safety hazard or endanger the safety of site employees or visitors shall be immediately brought to the attention of the PMC or Contractor for action to be taken. ▪ In the event of a health and safety emergency, employees will first of all report to the emergency response team at MiDA. The team will then communicate and coordinate with the relevant emergency service provider to provide relief to affected staff. The following means or methods of communication may be used by employees. This include Phone calls, SMS messaging, Whatsapp or Viber, email etc.

Activity	Description	Requirement
		<ul style="list-style-type: none"> ▪ Contractors shall designate entry and exit areas for the delivery of materials and supplies. And designate walkways for pedestrians and employees. ▪ As appropriate, Contractors may be required by MiDA as part of their site-specific health and safety plans to provide an infirmary on site and make any necessary arrangements for ambulance service.
Threats, Security and Security Training	To foster business integrity and manage continuity, the security of employees and property is critical. Action must be taken against group or individuals acting illegally and such actions must be taken within the confines of international human rights practice and legislation and without infringing the rights of the individuals or group concerned.	<ul style="list-style-type: none"> ▪ Assess and manage threats so that employees and assets are protected. ▪ Take account of security issues in all aspects of MiDA operations and planning. ▪ Engage effectively with public security providers to protect employees and assets from threats. Security personnel shall be stationed at the MiDA office to respond to potential terrorist incidents and are appropriately trained in crowd control practices to manage conflict situations. ▪ Use skilled and equipped security personnel to provide security training for MiDA employees. Ensure all employees and visitors log-in and log-out at the MiDA office and project site (e.g. Substation and Bulk Supply Point (BSP) construction sites). For communities and general public, signage and access control checks shall be put in place by contractors to prevent injuries or fatalities. ▪ MiDA shall develop a security management plan to adhere to during an emergency. ▪ At the MiDA premises, all vehicles Entering and Exiting the premises shall undergo security checks. Personal belongings and People entering and exiting the building are all scanned for security purposes. MiDA has put in place an Access Control System that grants people authorization into the MiDA premises. An emergency release button shall be put in place to disengage the Access Control system in case of any emergency or system failure.
HSE Management Approach, Review and Audit	This outlines guidance for conducting audits of the HSE Management approach for continuous improvement (Refer to Attachment 5).	<ul style="list-style-type: none"> ▪ The Director of Environment and Social Performance is responsible for ensuring that the Health and Safety Management Policies, Principles and Procedures are reviewed and updated annually. Periodic audits either done in-house or by external experts shall be conducted annually. ▪ The Health Safety and Environmental Coordinator shall maintain an audit schedule for internal audit of the entire ESP Plan together with all other plans and procedures for HSE annually. ▪ There shall be adequate preparation for such audits and reviews and all parties duly informed in good time. All other parties that play roles in the management of HSE shall prepare for audits and reviews and play their part in ensuring successful programs. ▪ Gender sensitive HSE indicators should be identified for effective monitoring and evaluation of the HSE management system.

Activity	Description	Requirement
Documentation and Data Control & Review		<ul style="list-style-type: none"> ▪ The ESP team must ensure that documents or templates to control activities are readily available to personnel performing any assigned task that may affect safety, health and wellbeing and environment. ▪ The ESP team is responsible for the development, maintenance and revision of HSE manuals and documents. These documents/manuals are to ensure that the HSE management and activities are reviewed, approved and controlled. ▪ Records must be kept and reviewed periodically to demonstrate effectiveness of the HSE management system. ▪ Keeping reliable sex and age disaggregated statistical data of all accidents to ensure safety effectiveness.
Specific H&S Procedures (Projects)		
Confined Space Entry	<p>An enclosed or partially enclosed space:</p> <ul style="list-style-type: none"> • Not intended or designated primarily as a place of work. • With restricted means for entry and exit. • Large enough to bodily enter. <p>Which may at any time:</p> <ul style="list-style-type: none"> • Have any potential to contain a safety or health hazard. • Have a potentially harmful atmosphere. • Have an oxygen deficiency or excess. • Cause engulfment <p>This procedure shall provide a standard for the management of risks associated with confined space entry</p>	<ul style="list-style-type: none"> ▪ Confined space entry must only be conducted after alternatives which avoid confined space entry have been considered, evaluated and discounted. ▪ Identify and suitably mark all confined spaces to prevent unauthorized access to those spaces by site personnel. ▪ Risk assessment must be conducted for all confined space entries with all personnel involved or impacted by the work. ▪ A rescue plan and associated equipment must be in place and communicated to personnel prior to the commencement and/or continuation of a confined space entry. ▪ Confined space entries must only be performed by trained and competent individuals. ▪ Adequate ventilation (Gas air monitoring requirement – O₂, CO, LEL & H₂S) must be provided to ensure a safe atmosphere at all times, from initial entry until the work is completed and the space is evacuated. ▪ A dedicated stand-by person must be continually stationed at the entrance to the space to prevent unauthorized entry and initiate any rescue response. ▪ There must be a reliable means of communication established with individual(s) in the confined space.
Working at Height	Falls from height are one of the major causes of injury and death and must be looked at carefully.	<ul style="list-style-type: none"> ▪ Working at height activities must never be performed alone and competent personnel must perform task or activity.

Activity	Description	Requirement
	<p>This simple procedure details the controls and checks that must be made when working at height on all project sites. This applies to any work where the worker is more than 2.0 meters above ground, outside of fixed access platforms, outside of safety rails or wherever there is a risk of a fall to a lower level.</p>	<ul style="list-style-type: none"> ▪ All working height activities must be performed using a personal fall arrest system, consisting of a full body harness, shock absorber and lanyard. ▪ The fall arrest system and associated equipment must be visually inspected prior to use and immediately removed from service if any defect exist. ▪ Do not block access or egress routes or ladders. ▪ Take account of weather conditions. ▪ Establish control methods, barriers and restraints. ▪ Individuals working at height must remain attached to a suitable anchor point at all times. Where movement at height is necessary a double lanyard will be used. ▪ A rescue plan and associated equipment must be in place prior to the commencement and/or continuation of an activity at height. ▪ A preventive maintenance system and inspection must be in place to ensure that all fall arrest equipment is maintained and in a serviceable condition. <p>If work is to take place using a fall arrest or fall restraint system, the following points should be considered.</p> <ul style="list-style-type: none"> ▪ Workers must be trained in the correct wearing and use of the equipment. ▪ Choose the correct type of restraint system. ▪ Ensure that anchor point will take the additional forces generated in a fall. ▪ Check for dangerous obstacles which a person could hit or swing into if falling. ▪ Choose the correct type of equipment and most suitable harness for the job. ▪ Check the equipment prior to use for damage if in doubt replace it. • Put in place emergency procedures for recovery of a fallen person.
Ladders	<p>Ladders can be used when risk assessment has shown that using equipment offering a higher level of fall protection is not justified due to low risk and short duration of use.</p>	<ul style="list-style-type: none"> ▪ Ladders must be used by a competent person who has had instruction and understanding of how to use the equipment safely. Appropriate training shall be provided and the persons working with ladders shall be supervised. ▪ Ladders shall be used in a safe environment. Example, where the ladder will be level and stable and where reasonably practicable to do so. ▪ Check ladders before use. A pre-check shall be carried out before starting a task. Example, check the feet, any locking mechanisms, steps or treads on stepladders. ▪ Floors and other areas where ladders shall be used must be free from any obstruction and clean. ▪ Ladder used to access another level should be tied and extend at least 1m above the landing point to provide secure hand hold. A self-closing gate may be provided where necessary. ▪ Contractors must ensure that ladders or stepladders are suitable for the specific task and in safe condition before use.

Activity	Description	Requirement
Electrical Safety	Electrical hazards are electric shock/electrocution which can lead to injuries such as heart failure, burns and death. This can lead to indirect falls from a ladder or other walking or working surfaces.	<p>Electrical Isolation</p> <ul style="list-style-type: none"> • No use of cranes, man-lifts or other mechanical lifting devices closer than 10 feet away from power lines. We can be safe by keeping electricity away from us. We can: • Insulate the conductors. Example: The insulation on extension cords. • Elevate the conductors. Example: Overhead powerlines. • Guard the conductors by enclosing them. Example: Receptacle covers, boxes, & conduit. • Rubber and plastic put on wires to prevent shock, fires, and short circuits and for strain relief. • It is always necessary to check the insulation on equipment and cords before plugging them in. • It is always necessary to check the location of overhead lines before you begin work each day. • The worker, tools, or materials used for work must not be within <u>10 feet</u> of energized lines. • Covers, boxes, and enclosures must be put around conductors to prevent worker contact. • It is always necessary to check that electrical boxes and panels are covered and free from missing “knock-outs”. • Remember, electric equipment operating at 50 volts or more must be guarded. • Automatically shut off the flow of electricity in the event of leakage, overload, or short circuit. • A Competent Person (one who is capable of identifying existing and predictable hazards in the surroundings or working conditions, and who has authorization to take prompt corrective measures to eliminate them). • Employees must be trained on electrical safety practices before and during construction. <p>Safe Work Practices</p> <ul style="list-style-type: none"> • Before work begins, the employer must determine where exposed and concealed electrical circuits are located. Once found, warning signs/labels must be posted. • Workers need to be informed the location, possible hazards, and protective measures such as PPEs. • Distance of the worker to the energy source should be considered and measures put in place. • Tools, materials, and processes should also be considered to see if they could potentially shorten the safe separation distance. Examples: Metal Ladders, Forklift etc. • Live parts of electrical equipment shall be guarded against accidental contact. • Workers must not be permitted to work near electric circuits unless the worker is protected by: De-energizing the circuit and grounding it, guarding it effectively by insulation.

Activity	Description	Requirement
		<ul style="list-style-type: none"> • “Lock out and tag out” procedure shall be performed to ensure that power is shut off to circuits or equipment being worked on and remains shut off until the task is complete. • De-energized circuits and equipment must be locked/tagged out. • No metal ladders for or near electrical work. • No wet hands when plugging or unplugging cords/equipment. • Unless equipment or work tool is designed for it, cannot be used in damp and wet locations. • Contractors and project workers shall be trained in the use and handling electrical equipment, materials and tools safely. • Working spaces, walkways and similar locations shall be kept clear of cords so as not to create hazards to employees and public. • Worn or frayed electric cords must not be used. • Use of electrical receptacle voltage tester.
Hand and Power Tools	<p>Hand and power tools are a common part of our everyday lives. However, these simple tools can be hazardous and have the potential for causing severe injuries when used or maintained improperly.</p> <p>Examples, chisel, screwdrivers, guards, operating controls and switches, electric tools, liquid fuel tools, portable abrasive wheel tools, powered-actuated tools, hydraulic power tools and pneumatic tools.</p>	<ul style="list-style-type: none"> ▪ Contractors are responsible for the safe condition of tools and equipment used by employees, but the employees have the responsibility for properly using and maintaining tools. ▪ Provide and use properly the right PPEs such as goggles, appropriate footwear, gloves etc. ▪ Contractors and Employees shall be trained in the proper use and handling of all tools. Thus, workers should be able to recognize hazards associated with the different types of tools and safety precautions necessary. ▪ Use the right tool for the right job. Keep all tools in good condition with regular maintenance. ▪ Examine tools for damage before use and do not use damaged tools. ▪ Workplace floors shall be kept clean and dry as possible to prevent accidental slips with or around dangerous tools.
Cranes and Forklift and Mechanized Equipment	<p>Working with any machinery can be dangerous because moving machinery can cause injuries in many ways: People can be hit and injured by moving parts of machinery, parts of the body can also be drawn in or trapped between rollers, belts, chains and</p>	<ul style="list-style-type: none"> ▪ Check the equipment to ensure it is well maintained and fit to be used, i.e. appropriate for the job, working properly and all the safety measures are in place. Ensure it is safe for any work that has to be done when setting up, during normal use, when carrying out repairs for breakdowns or faults, and during planned maintenance. ▪ Equipment must be properly switched off, isolated or locked-off before taking any action to remove blockages, clean or adjust the equipment. Lock out and tag out” procedure shall be performed to ensure that power is shut off to circuits or equipment being worked on and remains shut off until the task is complete.

Activity	Description	Requirement
	<p>pulley drives, sharp edges can cause cuts and severing injuries. Sharp-pointed parts can stab or puncture the skin, and rough surface parts can cause friction or abrasion. People can be crushed both between parts moving together or towards a fixed part of the machine, wall or other object, and two parts moving past one another can cause shearing, parts of the machine, materials and emissions (such as steam or water) can be hot or cold enough to cause burns or scalds. Note: Electricity can cause electrical shock and burns, equipment or attachments can become unreliable and develop faults due to poor or no maintenance. Machines may be used improperly through inexperience or lack of training and parts of the equipment may fail and loads may drop.</p>	<ul style="list-style-type: none"> ▪ Make sure all parts, including attachments, can accommodate the load weight. ▪ Make sure you identify and deal with the risks from: electrical, hydraulic or pneumatic power supplies. ▪ Use the equipment properly and in accordance with the manufacturer’s instructions. ▪ Make sure employees are wearing the appropriate protective clothing and equipment, required for that machine, such as safety glasses, head protection and safety shoes. ▪ Make sure control switches are clearly marked to show what they do. ▪ Have emergency stop controls where necessary, Example, mushroom-head push buttons within easy reach. ▪ Make sure operating controls are designed and placed to avoid accidental operation and injury. Use two-hand controls where necessary and shroud start buttons and pedals. ▪ Do not let unauthorized, unqualified or untrained people use lifting equipment – never allow children to operate or help with lifting equipment. Some workers, for instance, new workers, young people or those with disabilities, may be particularly at risk and need instruction, training and supervision. ▪ Adequate training should ensure that those who use the equipment are competent to use it safely (they have the necessary skills, knowledge and experience), and are physically suited to the task. ▪ Make sure the work area around the equipment is kept clean and tidy, free from obstructions or slips and trips hazards, and well lit. ▪ Do not cross directly in front of or immediately behind large heavy equipment or trucks where the operator sits higher in the vehicle. ▪ Communicate with an operator (verbally and/or by eye contact) before entering any area near heavy equipment or large trucks. ▪ If you have to stand near parked equipment or trucks, stand in front or on operator side so if equipment comes into use, the operator can see you and you can see them. <p>The vehicle has an operable <i>automatic reverse signal alarm</i></p> <ul style="list-style-type: none"> • which is audible above surrounding noise level; and • Is audible at least fifteen feet from the rear of the vehicle and an observer who signals when it is safe to back up or stop or • The vehicle has an operable device installed which provides the driver a full view of the area behind the dump truck.
Vehicle and Mechanized		<ul style="list-style-type: none"> ▪ All contractors, consultants shall ensure that all vehicles and work equipment are maintained in a safe and efficient manner.

Activity	Description	Requirement
Equipment Maintenance		<ul style="list-style-type: none"> ▪ The HR Manager has the ultimate responsibility for ensuring MiDA vehicles in operation are maintained in a safe manner. ▪ Contractors, consultants must arrange prompt repair and servicing at the appropriate garage. ▪ Advice from the Insurance firms regarding company and project vehicles is to be sought after when seeking accident damage repair as this may require specialist repairs under the guidance of the HR Manager. ▪ All employees must report any damage to vehicle and equipment to contractors, supervisors and MiDA Human Resource Manager. ▪ Drivers of all MiDA vehicles have the responsibility to ensure that the MiDA vehicles are regularly serviced and maintained in accordance with the manufacturer’s recommendation. ▪ Management of MiDA shall provide adequate information, instruction and training in relation to the use of a vehicle or equipment. Records of such training, information and instruction shall be kept by the HR Manager.
Project Site Security		<ul style="list-style-type: none"> ▪ MiDA ESP team and consultants in collaboration with contractors shall ensure that unauthorized persons are not allowed onto project sites by hiring a security personnel to safeguard project premises and property. ▪ Security personnel hired shall be trained, equipped and monitored. ▪ They shall be trained adequately on conduct towards workers and affected communities and the use of force where applicable. Security personnel will not sanction any use of force except when used for preventive and defensive purposes (In accordance with IFC PS 4). ▪ Contractors shall provide grievance mechanism for affected communities and individuals to express concerns about the security arrangement and acts of security personnel. ▪ All allegations of unlawful or abusive acts of security personnel shall be investigated and necessary action taken to prevent recurrence and report such unlawful or abusive acts to public authorities. ▪ Visitors log book as well as security ID/visitors pass card shall be made available on site and at MiDA offices to monitor entry and exit of visitors. Visitors must be provided with the appropriate PPEs when on project site. ▪ Security persons may be employed to guard project premises from individuals entering unauthorized site areas. ▪ Warning signs and information shall be provided to inform persons of any possible danger as project operation commences and progresses.

Activity	Description	Requirement
Hazardous Materials/chemicals and Safety Data Sheet (SDS)	An inherently safe approach to the use of hazardous materials must be adopted, where the use, transportation and storage of hazardous materials should be properly handled.	<ul style="list-style-type: none"> ▪ A register of hazardous materials/chemicals at a site/facility must be maintained and must at least include material/chemical names, type and Safety Data Sheet (SDS). Refer to Attachment 4 ▪ The use of hazardous material or chemicals on a site / facility must be performed by a competent person(s). ▪ A task risk assessment must be conducted for the use of hazardous materials with all personnel involved or potentially impacted by the work. ▪ Hazardous materials and chemicals must be stored, transported, handled and disposed of correctly and in accordance with best standard practices. ▪ A process must be in place to ensure that up-to-date SDS are readily available to all personnel involved in the transportation, storage, handling, use and disposal of hazardous materials on MiDA project site / facility. ▪ Appropriate PPE provisions must be available as defined by the relevant SDS and must be fitted to the specific user, stored in a clean area, and maintained and inspected on a regular basis. ▪ Access to areas where hazardous materials are stored and handled must be controlled and monitored, including process areas where hazardous materials may be released under certain operational circumstances.
Traffic Management	Workers in construction, utilities, or public works jobs as well as community members are at risk of fatal or serious debilitating injuries. The work is in congested areas with exposure to high traffic volumes and speeds, as well as under conditions of low lighting, low visibility, and inclement weather. The work is routinely near both moving construction vehicles and passing motor vehicle traffic. Workers and public in the roadway are at risk of injury from a variety of general traffic vehicles entering the work zone	<ul style="list-style-type: none"> • Flaggers shall be used to control traffic and there must be a current site-specific traffic control plan that is kept on site. • Flaggers: must be trained in traffic control techniques. • A Traffic Control Plan shall be developed to help motorist and vehicle traffic safely through or around roadway work zones to protect the public and workers. • Availability of traffic control devices, standard signage, and buffer and transition zones. <p>Temporary Traffic Control Plan</p> <ul style="list-style-type: none"> • Restrict personnel access points into work areas and define/designate “no backing zones” and “pedestrian-free zones”. • Design into the Temporary Traffic Control Plan flow paths for equipment and vehicle traffic to minimize backing maneuvers where possible as well as buffer spaces to protect pedestrian workers from straying traffic vehicles and/or work zone equipment. • Establish procedures for entering and exiting work zone. • Train all employees on the Temporary Traffic Control Plan and its precautionary measures and work zone safety; discussing potential hazards, equipment blind spots, movement precautions in the activity area • Wear high-visibility safety apparel (vest & head gear in photos)

Activity	Description	Requirement
	<p>such as drunk drivers, sleepy or impaired drivers, impatient, reckless drivers, drivers using cell phones; other inattentive drivers, law enforcement and emergency vehicles, disabled vehicles pulling in and parking and lost drivers looking for directions</p>	<ul style="list-style-type: none"> • Be alert for construction vehicles and equipment as well as general traffic • Check surroundings often for hazards • Stay behind protective barriers where possible • Do not linger or cross into areas around moving equipment if you have no reason to be there <p>Protect yourself when you must work at night by:</p> <ul style="list-style-type: none"> • being aware of your surroundings at ALL TIMES • wearing High Visibility Apparel • arranging good work area lighting • setting up proper traffic controls • knowing the traffic flow plan/pattern
<p>Excavation and Trenching</p>	<p>Excavation is any man-made cut, cavity, trench or depression in the earth's surface formed by earth removal.</p> <p>A trench is defined as a narrow underground excavation that is deeper than it is wide and is no wider than 15feet (4.5meters). Cave-ins pose the greatest risk and are more likely than other excavation related accidents to result in worker fatalities.</p> <p><i>Other Potential Hazards</i></p> <ul style="list-style-type: none"> • Falls, falling loads, hazardous atmosphere, and incident involving mobile equipment. • Materials falling into trench • Handling and disposal of materials • Falls when workers enter or leave 	<ul style="list-style-type: none"> • When digging or disturbing the earth, avoid damaging underground services. Examples include, utility lines which include water pipelines, telecommunication lines etc. • To prevent damage to live service, all live services shall be suitably supported. The contractor undertaking works shall install and maintain service protection as excavation works proceeds. • Excavation near cables requires one experienced in underground cable detection techniques to be present to help locate them using suitable equipment. • Excavation at night should be avoided until the following morning in daylight hours. Night time working must have task flood lighting installed. Arrangement shall be made to illuminate the excavation during the hours of darkness. • Digging shall be done by a competent person. • No excavation shall be permitted without a suitable and sufficient risk assessment or method statement covering proposed work from contractor or staff engaged to carry out the work. • If risk assessment identifies a requirement or if excavation is more than 2m deep, a substantial barrier consisting of guardrails and toe boards shall be provided around surface of working area. • A competent person must supervise work and workers given clear instructions on working safely in the excavation. • Excavation 1m to 1.5m deep and more than 2m deep shall be supported by timbering and props with guard rails to prevent falls. The sides must be prevented from collapsing by shoring and battering and safe ladder access must be provided and supported. Barricades and temporal fencing may also be used to prevent any incidents. Caution tapes shall be used for all shallow excavation (less than 1metres) to prevent falls and prevent the general public and unauthorized persons from using these areas as a pathway etc.

Activity	Description	Requirement
	<ul style="list-style-type: none"> • Maneuver on the equipment or cuttings • Fall in the trench • Exposure to toxic gases <p>Trench collapses and excavation incident may lead to fatalities and injuries.</p> <p>Excavation and trenching must be properly planned.</p>	<ul style="list-style-type: none"> • Entry shall be restricted to competent and authorized persons only. Excavated areas shall be fenced at all times. • All workers shall wear suitable PPEs and appropriate confined space apparel required. • Vehicles must be kept away as far as possible using warning signs and barriers. Where vehicle is tipping materials into the excavation, stop block should be placed behind the wheels. • Safe access and egress from the excavation is essential. Whenever workings should be covered outside normal working hours. The excavation shall be secured by fencing with appropriate notices posted. • Measures shall be taken such as use of warning signs, boundary or fencing where appropriate to prevent pedestrian coming within the area of operation. • Additional hazards such as oxygen deficiency and the presence of noxious gases must be assessed and controlled. • Emergency procedures must be developed to deal with foreseeable emergencies. • Excavations must be inspected at the beginning of every day to check for signs of collapse. • A register must be maintained to record the inspection of the excavations. • Emergency arrangements must be practiced periodically • The bottom of the excavation should be maintained to ensure safe access. • Barriers must be checked daily. • Employees shall not work in excavations in which there is accumulated water, or in excavations in which water is accumulating, unless adequate precautions have been taken to protect employees against the hazards posed by water accumulation. • If water is controlled or prevented from accumulating by the use of water removal equipment, a competent person shall monitor the water removal equipment and operations to ensure proper operation.

6.0. ALCOHOL, DRUG AND SMOKING POLICY

MiDA seek to protect the health, safety and wellbeing of all employees' and partners. Alcohol and Drugs can impair the ability of a person to perform properly and this may have serious adverse effects on the safety and productivity of other individuals.

Alcohol and Drug

An employee may not possess, use, transfer, offer, or be under the influence of any intoxicating liquor or substance while at work. This rule prohibits using any alcohol prior to reporting to work, during breaks or meal periods, or in conjunction with any MiDA operation or activity.

An Employee may not possess, use, transfer, offer, share, attempt to sell or obtain, manufacture, or be under the influence of any drug or similar substance and also may not have any drugs of similar substances present in the body. This rule also pertains to prescription drugs being taken without doctors' authorization.

Smoking

Smoking has serious adverse effects on a person as well as persons close by who inhale the smoke. Smoking is not permitted on MiDA's premises or project sites at any time by any person other than in designated smoking areas. Signs shall be posted informing workers about MiDA's drugs and alcohol policy.

7.0. SAFE DRIVING AND VEHICLE USE PROCEDURES

The primary risk factors associated with the use of vehicles are speed, distraction, fatigue, alcohol intake and driving impaired. MiDA has developed procedures for driving and vehicle safety.

This procedures applies to all contractors, drivers and staff who by virtue of their positions are required to drive vehicles for project operations. It also applies to project management consultants, contractors and their sub-contractors working on compact projects and activities.

Safe Driving Protocols/Procedures

All drivers and employees must follow all procedures detailed below;

- Vehicle and journey selection must be based on a risk assessment taking account of tasks, application and environmental conditions.
- Daily and pre-use checks must be performed on all MiDA owned vehicles and vehicles on construction and project site prior to their use and recorded (**Refer to Attachment 6**).
- A formal inspection and preventative maintenance system must be in place to ensure that vehicles are maintained in a safe and roadworthy condition, and as a minimum serviced in line with the vehicle manufacturer's service schedule.
- Drivers and passengers must always wear a three point seatbelt before moving vehicle.
- Drivers must obey speed limits and comply with applicable national road safety rules. If adverse weather conditions persist and it is deemed unsafe to continue to drive, the driver must cease driving, pullover to a safe location until weather conditions improve.
- Drivers must be appropriately licensed, trained and medically fit to operate the specific vehicle.
- Drivers must adjust their speed to account for prevailing weather conditions.
- Drivers must ensure they use the vehicle for official business only unless in an emergency or with prior risk assessment and approval by Contractors, Human Resource Team and ESP team. Drivers are responsible for the payment of any fines, police tickets whilst on duty.

- All vehicles should have emergency contact information.
- All vehicles must have a First Aid Kit and shall be refilled appropriately.
- All employees must inform Human resource manager of any imposed or pending driving penalties or convictions as well as road safety concerns, car crashes and collisions within 24 hours.
- All employees must ensure that insurance cover is provided for fleet vehicles and hired vehicles from approved hirers.
- Drivers are required to ensure that vehicles are not overloaded (passengers must not be carried on vehicles that are not designed for that purpose).
- Luggage is safely stowed.
- Reversing maneuvers are carried out with great care with the use of a banksman where deemed necessary for safety purposes.
- Safe pick-up/drop-off areas are identified and used.
- Mobile phones should be switched off while driving and drivers should not dial out while in motion (This includes hands free kits). Where there is a passenger in the vehicle they should be responsible for all communication however, all driver distractions must be kept to an absolute minimum. Messages and phone calls should only be picked up and responded to when it is safe to do so and vehicle is not in motion. Failing to adhere to the mobile phone policy will be subject to disciplinary proceedings.
- MiDA operates a zero tolerance Alcohol and Drug Driving Policy. Drivers must not operate vehicles when under the influence of alcohol or drugs. All employees are encouraged to report concerns about colleagues with regards to alcohol use and drugs as soon as possible. This can be done anonymously if necessary. Any driver taking prescription or over the counter medicines must check that they are still fit to drive. Take medicines or prescribed drugs only as instructed by doctor or dentist. Check with the pharmacist or doctor that any medicines prescribed or bought over the counter will not affect ones capacity to safely drive a vehicle.
- You must not operate vehicle when fatigued or for excessive hours without sufficient rest. Only drive if you feel alert.
- If you suspect you have any eye problem which may impair driving, immediately see an eye specialist.

APPENDIX

Attachment 1: RISK ASSESSMENT FORM					
Location/Workplace:					
Assessment No:			Assessment Date:		
What is being Assessment:					
Assessor(s) Name:					
Others Consulted:					
Hazard Identification to People, Property or the Environment. Tick (T) the Applicable Hazards					
General Work Environment	T	Health & Security	T	Vehicles & Equipment	T
Restricted Access or Egress		Work related Health Hazards		Vehicles	
Confined Spaces		Water		Powered Equipment	
Air Quality		Dehydration		Non-Powered Equipment	
Air-Conditioning (Thermal Comfort)		Violence		Elevated Work Platforms	
Noise		Working in isolation		Electrical Equipment	
Outdoors (Sun/heat Exposure)		Malaria		Traffic Control and Management	
Uneven Walking Surfaces		HIV/AIDS		Vibration	
Working at Height				Ladders	
Lighting				Cranes	
				Forklift	
				Hand and Power Tools	
				Mechanized Equipment	
Ergonomic/Manual Handling	T	Chemical	T	Temperature/weather Effects	T
Workstation Setup		Hazardous Chemicals (PCBs, SF6)		Heat	
Poor Posture		Hazardous Materials		Rain/Flood	
Lifting/Carrying		Gas Cylinders		Lightning	
Pushing/Pulling		Fuel/Petrol		Smoke	
Reaching/Outstretching		Diesel		Wind	
Repetitive Movement					
Bending					
Eye Strain					
Workplace Issues & Management	T	Radiation	T	Other Hazards Specify	T
Fatigue		Ionizing Radiation		Fire Outbreak/Fire Hazards	

Is the Risk <i>(Tick applicable One or Highlight)</i>	1. Adequately controlled. No further action required		
	2. Inadequately controlled. Further Action/Investigation required		
Implementation Plan (For Controls not in place)			
Control Option	Resources	Peron (s) Responsible	Proposed Implementation Date
Any Comments:			
Name:		Date:	
Assessment Approval			
I am satisfied that the risk are not significant and/or adequately controlled and that resources required will be provided.			
Name:		Signature:	
Position/Title:		Date:	

PRIORITISING HAZARDS AND RISKS

C O N S E Q U E N C E	Probability				
		Very Likely	Likely	Unlikely	Highly Unlikely
	Life Threatening/Catastrophic (L/C)	High	High	High	Medium
	Detrimental (D)	High	High	Medium	Medium
	Harmful (H)	High	Medium	Medium	Low
	Negligible (N)	Medium	Medium	Low	Low

HAZARD CONSEQUENCE/SEVERITY RATING (OPERATIONAL DEFINITION)

Life Threatening/Catastrophic (L/C)	Hazard may cause death, huge financial loss, affect closure
Detrimental (D)	Hazard may cause severe injury, illness or permanent/partial loss of one or more bodily function or body part, property damage, loss of production capability
Harmful (H)	Hazard may cause reportable incident .ie. an incident that results in the employee being unable to undertake their normal duties from 3-7 days, significant property damage, high financial loss
Negligible (N)	Hazard may cause minor injury, illness or property, first aid treatment only or no injury, low financial loss

PROBABILITY/LIKELIHOOD RATING (OPERATIONAL DEFINITION)

Very Likely	Exposure to hazard likely to occur frequently
Likely	Exposure to hazard likely to occur but not frequently
Unlikely	Exposure to hazard unlikely to occur
High Unlikely	Exposure to hazard so unlikely that it can be assumed that it will not happen

RISK PRIORITY

Risk Priority	Definitions of Priority
High (H)	Situation critical, stop work immediately or consider cessation of work process. Must be fixed Now, consider short term and long term actions
Medium (M)	It is very important, must be fixed within a week, consider short & long term actions
Low (L)	Still important & to be dealt with through regular maintenance or other program. Review and manage by routine procedures (1-3 months)

UNDERSTANDING RISK RATING

Scores Multiplied Likelihood * Severity	Score	Rating
	20-25	High Risk
	15-19	Medium to High Risk
	8-14	Medium Risk
	5-7	Low to Medium Risk
	1-4	Low Risk

Attachment 2: INDUCTION TRAINING RECORD AND CHECKLIST				
(Please Tick when Induction training is Complete and submit)				
1.	MiDA HSE Policy		11.	Self-Inspection Procedures
2.	MiDA HSE Safe work Procedures		12.	Building/Project Site/Fixed Workplace
3.	Risk Assessment and Management		a.	Free Access
4.	MiDA Emergency Preparedness & Response Plan		b.	Restricted Access
			c.	No Go Areas
5.	First Aid			
a.	Who are the nominated First Aid Attendants			
b.	Where First Aid equipment are kept		13.	Work Equipment
c.	In the event of an emergency Situation		a.	What can be used by anyone
d.	Nominated Emergency Personnel/Warden		b.	What can be used after training
			c.	What may be used by authorized or competent persons?
6.	Fire Safety and Evacuation Procedures			
a.	Fire Evacuation Procedures		14.	Hazard Identification & Reporting
b.	Fire Equipment .Eg. Fire Extinguishers			Report to ESP team/HR team
c.	Fire Exit Routes			Written Reports of serious or Recurring Hazards
d.	Assembly Point		15.	Emergency Contact Information
			16.	Change Management
7.	Noise			
8.	Personal Protective Equipment			
a.	Why the Need/Personal Entitlement			
b.	Care and Maintenance of PPEs			
c.	Replacement			
9.	Accident/Incident Reporting and Investigation			
a.	Where the Accident/Incident form is kept			
b.	What must be recorded and Reported			
c.	How to report an injury if you are incapacitated late in work shift or day			
d.	Reporting of near-miss incidents		New Employee Name:	
10.	Hazardous Materials			
a.	What to be used by everyone		Date:	
b.	What substance should be used after training			
c.	What may be used by authorized/competent persons		Trainer Name:	
d.	Disposal & Control of Waste Materials			
e.	Hazardous Agents		Date:	

Attachment 3: ACCIDENT/INCIDENT REPORT FORM

Location:	Reference Number:
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Details of Person Completing Form

Name		Date	
Job Title:		Telephone:	

Details of Injured Person/ Damaged Property

Name of Injured Person (or property)		Age/Date of Birth	
Address of Injured Person/Damaged Property			
Telephone		Occupation	
Employer's Name			
Manager's Name		Telephone	

Please Tick the applicable information

Accident	Injury Type: Major Minor..... Fatality.....
Ill Health	
Near Miss	
Property Damage	

Accident/Incident Details

Location of Accident/Incident (Floor/Plot/Room)	
What work was occurring at the time of the accident/incident	
Summary of accident/incident and injury caused (state also part of body and severity).	

Who else was involved? Who witnessed the accident/incident? (State names, employer, contact details. How the person was involved etc.)

First Aid Details:

Accident/Incident Details	
Was care beyond first Aid Required?	YES/NO
Diagnosis	
Prognosis	
Were there work restriction due to injury?	YES/NO
Number of days absent from work	

Additional Comments	
Who was the accident/incident reported to?	
What action has occurred since to prevent reoccurrence?	
Is there a Method Statement/Risk Assessment? Please attach a copy if relevant	YES/NO
Was the injured person inducted?	YES/NO
Please Provide Details of Training/Induction:	-

For Office Use Only	
Accident Category	
Follow-Up action	

INSERT PHOTOS	

Attachment 4: SAFETY DATA SHEET	
SECTION 1: PRODUCT INFORMATION	
General Product Name:	
Product Use:	
Product Description:	
Manufacturer's Name:	
Emergency Contact Information:	
SECTION 2: COMPOSITION/PRODUCT INFORMATION	
Hazardous ingredients (Very Specific) or No hazardous materials.	
SECTION 3: PHYSICAL AND CHEMICAL PROPERTIES	
Indicate physical and chemical properties.	
SECTION 3: PHYSICAL DATA	
What does it look like? Is it a Solid, liquid or gas? What happens to it under a variety of circumstances such as heat, dropping or freezing?	
SECTION 4: HAZARD IDENTIFICATION	
Potential Health Effects.	
SECTION 5: FIRST AID MEASURES	
First aid measures in case of body contact.	
SECTION 6: FIRE AND EXPLOSION DATA	
Flammability and how to extinguish. Include details on how easily the product will ignite/explode. How to deal with it.	
SECTION 7: STABILITY AND REACTIVITY DATA	
How stable is the product. Incompatibility with other substances. Hazardous decomposition products.	
SECTION 8: ACCIDENTAL RELEASE MEASURES (SPILL CLEAN-UP PROCEDURES)	
Measures to be taken in case of a spill, leakage.	
SECTION 9: HANDLING AND STORAGE	
How product should be handled and stored.	
SECTION 10: EXPOSURE CONTROL/PERSONAL PROTECTION	
The use of PPEs to limit exposure and other protection.	
SECTION 11: DISPOSAL CONSIDERATIONS	
How product shall be disposed (Such as a licensed disposal company or approved landfill).	
SECTION 12: TRANSPORT INFORMATION	
How product shall be transported to project site.	
SECTION 13: REGULATORY INFORMATION	
OSHA status and other information.	
SECTION 14: OTHER INFORMATION	
SECTION 15: PREPARATION INFORMATION	
Who prepared this and contact information	

Attachment 5: HEALTH AND SAFETY INSPECTION CHECKLIST	
Project Site Location:	Date:

Reference Number:	Site Manager:
Inspected by:	PMC Lead:
Next Inspection Due:	

		Y/N	Correction Action for Improvement
A	HSE Access on Site		
1.	Is there a health and safety board displayed?		
	Are Employers liability insurance, H+S Policy statement, HSE law poster clearly displayed?		
	What other documentation are displayed on the board?		
2.	Is it clear to visitors where they are supposed to report? Are Visitors booked in? Is there an induction for visitors? Is appropriate PPE being worn by all site visitors?		
3.	IS there a clear egress and ingress access? Is it clearly marked for all to easily see? Are they clear of trip hazards?		
4.	Are the vehicles and pedestrian entries separated to avoid accidents?		
	Is the site tidy and are materials stored away safely?		
B	General Public	Y/N	Corrective Action for Improvement
1.	Is the site enclosed, or is there other protection for the public?		
2.	Are there any areas where trespassers might gain access to site? How will you stop access?		
3.	Are there any trips or similar hazards in public areas?		
4.	Is there adequate signage for the public? Warnings of danger, keep out, contact numbers for out of hours emergency response?		
5.	Are there clear designated pedestrian walkways? Areas for material storage?		
6.	Is the site accessible, kept tidy with no materials or debris causing trip/slip hazards?		
C	Falls from Height (Include Scaffolds, ladders)	Y/N	Corrective Action for Improvement
1.	Have Risk Assessments/Method Statements have been completed and made available to all parties?		

		Y/N	Correction Action for Improvement
	All alterations and routine inspections are carried out and certified by a competent person. Are workers at height properly geared for their tasks?		
2.	Has a safe system of work been put in place to ensure fall protection or prevention? Are all workers aware of this? Are all open edges and holes appropriately protected to guard against falls of people and materials?		
3.	Have all scaffolds been erected appropriately to meet the needs for which they are constructed? The scaffold is secured to minimize the likelihood of collapse. Are recorded inspections/handover permits available?		
4.	Are all working platforms fully and properly boarded out? Are boards in good condition?		
5.	Have guardrails, toe boards and brick guards been fitted?		
6.	Are stored materials evenly distributed on the scaffold platforms and not excessive or above guardrails?		
7.	Are ladders used only as means of access, except for short duration work? Are ladders secured before use to prevent slipping? Ladders are all regularly maintained and are safe to use. Ladders never left unattended or unsecure.		
D	Manual Handling	Y/N	Corrective Action for Improvement
1.	Risk Assessments/Method Statements have been completed and made available to all parts. Where mechanical aid is utilized to minimize the need for manual handling.		
2.	Have positive steps been taken to identify materials likely to be supplied in bulk, in unacceptably large size units? (blocks, dry goods, cement)		
3.	The use of heavy materials is minimized and manual handling assessments in place and being followed.		
4.	Are workers manually lifting any large items of equipment or material?		

		Y/N	Correction Action for Improvement
	What is the largest?		
E	Construction Work (Include construction of substations, electric distribution lines, public lighting, underground cables etc)	Y/N	Corrective Action for Improvement
	This will include risk assessment/methods, PPEs and other corrective action put in place		
F	Electrical Hazards	Y/N	Corrective Action for Improvement
1.	Risk assessments and method statements are available to all. Only suitably trained and competent person undertake electrical work		
2.	The supply voltage for tools and equipment is the lowest necessary for the job. Where mains voltage has to be used, trip device, eg. Residual current devices (RCDs) are provided for all equipment.		
3.	Cables and other materials and equipment are protected from damage by sheathing, protective enclosures or by positioning away from causes of damage. An appropriate system is in place for user checks, formal examinations by site managers and combined inspection and test by competent persons for all tools and equipment. If faulty remove from service.		
4.	Controls are in place to ensure live working is strictly forbidden. No electrical isolations are made without the involvement of authorized maintenance persons		
G	Welfare Facilities	Y/N	Corrective Action for Improvement
1.	Suitable provision has been made for toilets, washing and general welfare facilities Are all welfare facilities reasonably accessible to all workers on site?		
2.	Is there accommodation available for sitting, short breaks and eating food?		
3.	Are there adequate numbers of toilets and wash basins with water, towels and are they being maintained		
4.	If cooking personnel on site, how hygienic is their food and surroundings?		
5.	Is there clean water available for drinking?		
H	Vehicles on Site	Y/N	Corrective Action for Improvement
1.	Risk assessments/Method statements have been completed and made available to all parties.		
2.	Separate pedestrian and vehicle routes are clearly marked.		

		Y/N	Correction Action for Improvement
3.	Where practical one way systems and turning areas are provided to minimize the need for reversing.		
4.	Only a suitably trained banksman with hi/vis jacket is used to control vehicle movements		
5.	Vehicles have reversing warning alarms		
I	Emergency Procedures	Y/N	Corrective Action for Improvement
1.	Are there emergency procedures Eg. For evacuating the site in case of fire. Are fire extinguishers available? Qualified First Aid personnel on site? How Many?		
2.	Do people on site know what the procedures are? Is the hospital route displayed and emergency contact numbers available?		
3.	Is there means of raising alarm and does it work? Is there a way to contact the emergency services from site?		
4.	Are there adequate escape routes and are these kept clear”?		
5.	Is the quantity of flammable materials, liquids and gases on site kept to minimum? Are they properly stored		
6.	Are suitable containers used for flammable liquids?		
7.	Are smoking and other ignition sources banned in areas where gases or flammable liquids are stored/used?		
J	Hazardous Materials	Y/N	Corrective Action for Improvement
1.	Have all harmful substances and materials such as asbestos, silica, SF6, PCBs, paints, cement and dust etc been identified?		
2.	Have precautions to prevent/control exposure to hazardous substances been identified and put into place by: <ul style="list-style-type: none"> i. Doing the work in a different way to remove risks entirely? ii. Using a less hazardous materials or iii. Using tools fitted with dust extractions? 		
3.	Have workers had information and training on risks from hazardous substances and how to avoid risks?		

		Y/N	Correction Action for Improvement
4.	Has health surveillance been arrange for people that use specific hazardous substances?		
K	Site Traffic	Y/N	Corrective Action for Improvement
1.	Is there a traffic management plan in place, updated as site progress? Have all personnel seen it?		
2.	Does the plan identify separate pedestrian and vehicle routes where possible?		
3.	Are obstacles such as excavations and scaffolds clearly marked or protected?		
4.	Does any plant need a banksman and if so, is there one present?		
5.	Are there any potentially dangerous slopes where machinery might slide or overturn?		
6.	Are operators of dumpers wearing lap-belts?		
7.	Are flashing beacons working on all plant		

Attachment 6: VEHICLE SAFELY WEEKLY CHECKLIST				
Name of Driver:				
Vehicle Registration Number:				Date:
No.	Required Action	Yes	No	Follow-up Action/Comments
1	Cleaning of Assigned Vehicle			
2	Fuel Check			
3	Water check			
4	Oil Check			
5	Battery Check			
6	Check Signal Lights			
7	Check Brakes			
8	Check Tires			
9	Log trip and mileage using existing log book			
10	Availability of fire extinguisher			
11	Other mechanical tools			
12	Check for first Aid Kit and items available			
13	Emergency contact information available			
14	Driver's License			
15	Airbag Available			

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