Environmental and Social Management Plan (ESMP)
Generic ESMP Table Template

Instructions

This document outlines the key elements of an Environmental and Social Management Plan (ESMP) capturing the typical environmental and social (E&S) impacts and associated mitigation measures that need to be considered at minimum in the context of Category B Moderate Risk Project activities.

NRC - together with the contractor - shall use this document as guidance and amend it to the Project specifications, characteristics and risks as identified through the Site Assessment Tool (annex 2.1). Thus, this ESMP Template should not be used "as it is" for a Project but serves as a basis for a Project-specific ESMP, commensurate with the relevant E&S risks and expected impacts of the Project.

The ESMP is structured as follows:

A – General requirements for ESHS Management,
B – Protection of Environment
C – Workers Health & Safety
D – Labour and Relations with Local Communities

The items that have been identified as non-relevant by the Site Assessment do not have to be further considered. However, the **bold and underlined** ESMP items are always to be considered, regardless of the results of the Site Assessment.

For ESMP documentation, it is required that NRC provides a narrative report related to the ESMP, following the template given in annex **2.3 - ESMP Report Template**. After the site specific amendments the ESMP table below has to inserted into the ESMP Report in *Section 6.2*. In addition, the PEA should monitor the implementation of the ESMP by using the guidance and templates given in *Section 7* of the **ESMP Report Template (annex 2.3)**.

This document has to be supplemented by:

- NRC staff and third party Code of Conduct
- Grievance Mechanism aligning with section 8 of the ESMF
- Incident Reporting - NRC Protect

The other annexes are referred to in the relevant ESMP items hereinafter.

As Appendix 1 to the ESMP Table, the "Do and Don't Table" provides guidance on general best practices to be used during (construction) works. These recommendations are to be used regardless the content of the ESMP.

In these ESHS Specifications, General Requirements, the Bidder is required to sign each page or paragraph in the space provided if he is compliant and committed to implement the requirements. The Bidder thereby declares that he has read the requirements and that he is willing and able to implement them

Item	Mitigation, Management and Enhancement Measures	Means of Verification	Responsibility	Monitoring Procedure
A. General Requirements for ESHS Management				
A1[1]. Responsibilities and Liabilities[2]	Ensure that all workers, suppliers and possible subcontractors are familiar and comply with the ESHS requirements and specifications of this ESMP.	Induction training performed and recorded. Contracts with subcontractors and suppliers	NRC Support Coordinator, Project Manager, ESS Coordinator	Review of training records Review of Contracts to ensure that Project requirements are included
	Adjust this ESMP to the specific project, define the frequency of the monitoring procedure and share it with KfW. Identify if further Management Plans have to be prepared.	Final Project-specific ESMP	NRC ESS Coordinator	Review prior to finalization of Project-specific ESMP
A4. Resources allocated to ESHS Management	Assign ESHS responsible staff[3] and define the requirements and responsibilities. Responsible for contact with stakeholders (Relations officer or Community Liaison officer)	Final Project-specific ESMP Inform the relevant authorities about the ESHS responsible.	NRC Project Managers, Contractors	Review prior to finalization of Project-specific ESMP
A6. Reporting	Reporting of progress and incidents, accidents, observations, near misses.	Final Project-specific ESMP Reporting protocol for ESHS incidents	NRC ESS Coordinator, Contractor	Review once prior to finalization of Project-specific ESMP
A7. Code of Conduct	Establish a Code of Conduct taking into consideration legislation, safety rules, substance abuse, environmental sensitivity, communicable diseases, gender issues (sexual harassment), respect for local beliefs and customs, community interactions etc.	Code of Conduct in place and rules shared with personnel (see Annex A)	NRC Support Coordinator, Contractor	Review of Code of Conduct induction records Review of reported punishable or misconduct behaviour Review of grievance records
A8. ESHS Training	Provide H&S induction and training and awareness to the workforce regarding H&S risks and mitigation measures (including indirect workers) tailored to Project scope.	Training performed and recorded	HSS Focal point, Contractor	Review of training records

[1] Numbering is not continuous because it refers to the items of KfW standard bidding documents

[2] Reminder: Bold and underlined ESMP items are always to be considered, regardless of the results of the Site Assessment.

[3] Note: in many legislations an ESHS manager is required on sites employing 50 workers or more

Item	Mitigation, Management and Enhancement Measures	Means of Verification	Responsibility	Monitoring Procedure
B. Protection of the Environment				
B10. Protection of adjacent areas	Restrict excavation activities during periods of intense rainfall. Use temporary bunding to reduce the risk of sediment, oil or chemical spills to the receiving waters.	No excavation during intense rainfall	Contractor/NRC Project team	Check weather forecast and inspect the site conditions prior to excavation.
	Carry out excavation works in cut off ditches to prevent water from entering excavations.	No water entering excavations	Contractor/NRC Project team	Random site inspection
	Ensure that means of protection are in place to avoid or minimise adverse effects on vegetation, soils, groundwater and surface water, biodiversity, natural drainage and the water quality in areas within the works area. Construction methods to minimise impacts to the extent possible.	No impacts identified in the adjacent environment	Contractor/NRC Project team	Regular monitoring of adjacent natural resources.
	Ensure that work site boundaries and limits are in accordance with plans agreed upon in advance. All construction activities should be carried out within boundaries.	Marking the borders of works site boundaries and usage of warning signs	Contractor/NRC Project team	Site inspection prior to commencement of activities.
	Ensure to stay out of surrounding wetland areas.	Pre-construction survey to make sure that site is not in wetland areas	Contractor/NRC Project team	During site selection
	Ensure to keep the following distances from permanent water course and outside of floodable areas; sensitive urban services and buildings (health centre, school, water supply for populations); any housing;	Marking the borders of works site boundaries in line with given limits and usage of warning signs	Contractor/NRC Project team	Site inspection prior to commencement of activities.
	After construction, form reshaped land so that it is inherently stable, adequately drained and suitable for the desired long-term land use and allows natural regeneration of vegetation	Visual inspection and comparison with adjacent undisturbed areas.	Contractor/NRC Project team	Regular monitoring
	Minimise visual impacts	Visual inspection and comparison with adjacent undisturbed areas.	Contractor/NRC Project team	Review of grievance records

Item	Mitigation, Management and Enhancement Measures	Means of Verification	Responsibility	Monitoring Procedure
B. Protection of the Environment				
B11. Selection of borrow areas, backfill material stockpile sites and access road	Select borrow areas or areas to be excavated, backfill material stockpile locations and access roads if applicable to the project.	Designated areas selected	Contractor/NRC Project team	Once during site selection
	Locate stockpile areas in areas where trees can act as buffers to prevent dust pollution	Designated areas selected	Contractor/NRC Project team	Once during site selection
	Deposit any excess material in areas approved by local authorities	Designated areas selected	Contractor/NRC Project team	Once during site selection
	Locate disposal site on low value land.	Designated areas selected	Contractor/NRC Project team	Once during site selection
B12. Pollution prevention	Ensure all works carried out minimise pollution risk (e.g. liquid effluents, air emissions, noise and vibration management, vehicle and equipment maintenance and selection, fuel, oil and chemical storage and handling) including the whole duration of the Project.	Ensure that potential pollutants are not stored and handled within 50 m of sensitive receptors (particularly watercourses).	Contractor/NRC Project team	Regular site inspection Review of grievance records
B13. Effluents	Ensure appropriate containment and storage of construction wastewater, including sanitary water. No untreated effluent is discharged.	No untreated wastewater discharge	Contractor/NRC Project team	Regular site inspection Review of grievance records
B14. Emissions and dust	Use to the extent possible, vehicles in appropriate technical conditions. Provide emissions control equipment where applicable (e.g. filters).	Technical Specification Sheet	Contractor/NRC Project team	Prior to commencement of works and each time new equipment/vehicle is used at the site. Review of grievance records Visual inspection on regular basis
	Use low sulphur content fuels, in line with legal provisions in force as well as local availability.	Technical Specification Sheet	Contractor/NRC Project team	Regular documentation inspection
	Ensure vehicles are switched off when not in use. Sensitise drivers.	Engines switched off	Contractor/NRC Project team	Site inspection

Item	Mitigation, Management and Enhancement Measures	Means of Verification	Responsibility	Monitoring Procedure
B. Protection of the Environment				
	Best practice to ensure minimisation of dust emissions (e.g. proper stockpiling, watering etc.) during dry and windy conditions and transportation.	Watering conducted, no dust emissions are observed, no workers' grievances	Contractor/NRC Project team	Regular site inspection Review of grievance records
	Ensure speed limits on site. Sensitise drivers.	Speed signs installed Training performed and recorded Accident/incident reports	Contractor/NRC Project team	Random site inspection Review of grievance records Review of accident/incident records Review of training records
B15. Noise and vibration	Avoid operations and vehicle movements at night.	No work conducted between 10 pm and 7 am No grievances received	Contractor/NRC Project team	Random site inspection Review of grievance records Review of accident/incident records Review of training records
	Set traffic speed limits. Sensitise drivers.	Speed limit signs Driver Training Records as part of Induction training	Contractor/NRC Project team	Random site inspection Review of grievance records Review of accident/incident records Review of training records
	Locate stationary equipment (such as power generators) as far as possible from nearby receptors (e.g. worker resting areas, populated areas and environmentally sensitive areas). Make sure that noise levels don't exceed 120db in case of equipment or vehicle use.	Distances between equipment and receptors are kept	Contractor/NRC Project team	Once prior to commencement of works Monitor noise levels in case equipment is used Review of grievance records
B16. Waste Management	Identify waste management facilities and waste management contractors. Ensure disposal through waste contractors licensed for treatment/removal/recycling of each of the waste types.	Waste management through licensed contractors, if feasible Waste management contracts Waste transfer notes	Contractor/NRC Project team	Inspect waste management facilities Proof of contractors' certifications Review of waste transfer records

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B. Protection of the Environment				
	Ensure that all wastes produced are properly collected, segregated, stored, transported and treated	Waste collection areas existent, waste inventories Waste transfer notes	Contractor/NRC Project team	Random site inspection, Review of waste inventories Review of waste transfer records
	Minimise the waste production to the extent possible.	Records of waste production are kept Waste Management Plan Training performed and recorded	Contractor/NRC Project team	Monitor (e.g. monthly) the amount of waste produced Review of training records
	Document all waste related operations (type of wastes, quantities produced etc.).	Storage, transport and treatment of waste is documented Waste transfer notes Waste inventories	Contractor/NRC Project team	Review of waste transfer records Review of waste inventories
	Appropriate and safe storage of fuels, construction materials, wastes and any materials that can cause spills (e.g. batteries from energy generators).	Safe storage of materials Spill response procedure Spill response and remediation equipment in place.	Contractor/NRC Project team	Random site inspection
B17. Vegetation clearing	Limit vegetation clearing to areas within the site boundary where it is strictly necessary.	Vegetation clearing minimal Marking the borders of works site boundaries	Contractor/NRC Project team	Site inspection prior to commencement of activities.
	Describe the methods of vegetation clearance. Ensure that no chemicals/pesticides are used, burning of vegetation is restricted etc. Do not clear vegetation more than two months in advance of operations	No use of fires or chemicals on site Marking the borders of works site boundaries Usage of warning signs	Contractor/NRC Project team	Site inspection prior to commencement of activities. Site inspection during site clearance
	Avoid clearing mature trees and endangered species.	No mature trees cleared	Contractor/NRC Project team	Site inspection prior to commencement of activities.

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B. Protection of the Environment				
B18. Biodiversity	Avoid to the extent possible areas of ecological value.	Areas of ecological value avoided	Contractor/NRC Project team	Site assessment prior to site selection. Ecological value assessment if needed.
	Avoid natural habitats disturbance.	No habitats disturbed	Contractor/NRC Project team	Inspection of construction practices.
B19. Erosion control measures	If construction takes place on inclined surfaces/slopes, ensure preventive erosion control measures are applied (e.g. plan to retain trees and other vegetation, use of natural contours for roads and drainage networks, excavated drainage channels).	Preventive temporary and permanent erosion control measures in place Landscape and biorestoration plan in place	Contractor/NRC Project team	Random site inspection to check if measures where applied
	Ensure that topsoil is stripped and stored properly. After construction, topsoil will be used for restoration of the area. Topsoil should not be mixed with subsoil, therefore needs to be stored separately.	Topsoil stored and re-used for restoration.	Contractor/NRC Project team	Monitor if topsoil is properly stripped and stored
	Optimal stockpiling.	Stockpile height limited	Contractor/NRC Project team	Random site inspection
B20. Site rehabilitation	Ensure revegetation and restoration of cleared areas where possible after construction using native species.	Revegetation completed	Contractor/NRC Project team	One-time inspection after construction
	Ensure that rehabilitated areas don't pose health and safety risks (such as holes, ponds).	Reinstatement completed	Contractor/NRC Project team	Inspection after construction Inspection after heavy rainfalls and snow
	Reinstatement of construction working area to the best possible after construction activities are completed.	Reinstatement completed	Contractor/NRC Project team	One-time inspection after construction Inspection after heavy rainfalls and snow
	Rehabilitate borrow areas, backfill material stockpile sites and access roads, where applicable.	Rehabilitation completed	Contractor/NRC Project team	One-time inspection after construction Inspection after heavy rainfalls and snow

Item	Mitigation, Management and Enhancement Measures	Means of Verification	Responsibility	Monitoring Procedure
C. Health and Safety				
C22. Health and Safety Plan	Develop a Health and Safety Plan.	H&S Plan in place	Contractor	Review of H&S Plan
C24. Accident reporting	Ensure all H&S related incidents (e.g. observations, accidents) on site are recorded and followed up properly. (See Annex C – Incident Reporting)	Incident recording process in place	Contractor/NRC Project team	Check incident/accident records
C28. Personal protective equipment	Ensure the provision of Personal Protective Equipment (PPE) for workers (hardhats, masks, safety glasses, safety boots etc. depending on project type).	PPE used by everyone on-site Training performed and recorded	Contractor/NRC Project team	Random site inspection Review training records
C31. Emergency scenarios prevention	Ensure immediate cleaning of any spills and remediation of contaminated areas after construction.	Workers trained. Emergency Response Team (ERT) is in place	Contractor/NRC Project team	Random site inspection after spill events One-time inspection after construction Review of training records Review of ERT
	Provide necessary prevention equipment and teams on site in line with applicable regulations to respond to emergency scenarios e.g. fire, explosion, floods, natural hazards etc.	Prevention equipment and team is in place Training performed and recorded	Contractor/NRC Project team	Regular site inspection Review list of equipment Review of ERT Review of training records
	Maintain high standard in housekeeping on site. Construction materials and light equipment should be stored properly.	Visual verification of good housekeeping on-site	Contractor/NRC Project team	Random site inspection

Item	Mitigation, Management and Enhancement Measures	Means of Verification	Responsibility	Monitoring Procedure
C. Health and Safety				
C31.a. UXO / hazardous materials clearance	Ensure UXO clearance/clearance from hazardous and dangerous materials as relevant has been completed and approved prior to start of works. If relevant, clearance work should be accompanied by sensitisation / training of community members on emergency preparedness in case of discovery of further UXO/ hazardous and dangerous materials. (See Annex D – UXO Clearance Form)	Documentation of clearance Training records	Contractor/NRC Project team	Random site inspection Review documentation and training records
C33. First-aid	Ensure minimum first aid provisions on site (suitably stocked first-aid kits; a person, respectively an adequate number of first-aid helpers and ensure that staff and workers are informed about first-aid arrangements)	Suitable first aid kits on site Ensure the presence of first aid helpers in all shifts First aid certificates	Contractor/NRC Project team	Regular monitoring of first aid kits Review of first aider certificates Review of number of first aiders required by local legislation
C37. Access to health care	Ensure the workforce has access to primary healthcare on site, providing prescriptions and vaccinations.	Healthcare available on site Medical surveillance records	Contractor/NRC Project team	Random site inspection Review of grievance records Review of medical records (in case not confidential)
	In case more than 35 workers are present on site, ensure that a hospital, medical clinic or a health center can be reached within a period of 45 minutes.	Medical centres in the proximity of the site.	Contractor/NRC Project team	Medical centres in the proximity of the site identified once prior the commencement of works
C40. Hygiene, accommodation and food	Ensure provision of Health and Safety (H&S) and hygienic and sanitary facilities at the site, including shaded welfare areas, bathrooms, changing rooms and potable water. Ensure toilets and changing rooms are separated between male and female employees.	Appropriate H&S and sanitary facilities provided at site	Contractor/NRC Project team	Campsite inspection prior to accommodation of the workers. Regular inspection Review of grievance records

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C. Health and Safety				
	Ensure the provision of adequate space, supply of water, adequate sewage and garbage disposal system, appropriate protection against heat, cold, damp, fire and disease-carrying animals, adequate sanitary and washing facilities, adequate lighting, and basic medical services, in accordance with all applicable health and safety regulations and norms.	Appropriate conditions for workers on site	Contractor/NRC Project team	Campsite inspection prior to accommodation of the workers. Regular inspection Review of grievance records
	Report any occurrence of any communicable diseases amongst the workforce (STD, HIV/AIDS, TB, malaria and Hepatitis B and C). Sensitise workers.	Communicable Diseases Register Training performed and recorded	Contractor/NRC Project team	Review of diseases register and disease prevention programme if available. Review of training records

Item	Mitigation, Management and Enhancement Measures	Means of Verification	Responsibility	Monitoring Procedure
D. Labour and relations with local communities				
D42. Labour conditions	Ensure minimum legal labour standards as per ILO regulations (child/forced labour, sexual assault, no discrimination, equal opportunities, working hours, minimum wages) are met.	Grievance Mechanism Records, Training performed and recorded	Contractor/NRC Project team	Review of Inspection reports (also from labour authorities), Review of grievance records Review of training records
	Ensure that all direct and indirect workers have access to and are aware about the Grievance Mechanism were they can raise workplace relevant complaints anonymously. (See Annex B – Grievance Mechanism)	Grievance Mechanism in place and grievances recorded Training performed and recorded	Contractor/NRC Project team	Review of grievance register Review of training records
	Ensure all workers have the same rights and are treated equally.	Non-discrimination policy in place	Contractor/NRC Project team	Random site inspection Review of grievance register

Item	Mitigation, Management and Enhancement Measures	Means of Verification	Responsibility	Monitoring Procedure
D. Labour and relations with local communities				
D43. Local recruitment	Ensure local communities are preferred for the supply of goods and services to the Project and Project personnel, where appropriate.	Local Procurement and Employment Records	Contractor/NRC Project team	Review procurement and employment rules and records Review of grievance register
D44. Transport	Organise carpools/buses for worker transportation where needed.	Carpools/ buses used	Contractor/NRC Project team	Review of grievance register
D47. Community interaction	Engage/ communicate/inform communities. Ensure consultations with the local authorities and communities regarding the construction. Obtain local knowledge regarding chance finds and land acquisition matters.	Minutes of Meetings Grievance Mechanism	Contractor/NRC Project team	Review of grievance register Minutes of consultation meetings
	Initiate an efficient Grievance Mechanism to allow potentially affected individuals to raise their concerns.	Grievance Mechanism in place, grievances recorded	Contractor/NRC Project team	Review of grievance register
	Engage with the local community and potential affected households to understand their needs and identify the risk of damage to their livelihood basis through the Project (e.g. take of pasture land, lack of access to water). Should land acquisition be inevitable, a timely and fair compensation should be given to all affected persons?	Minutes of Meetings Grievance Mechanism records Management Plan for Land Acquisition and Compensation if needed (See Annex F)	Contractor/NRC Project team	Review of grievance register and meeting minutes
D48. Damage to people and property	Ensure all contractors implement codes of conduct concerning employment and workforce behaviour (including but not limited to safety rules, zero tolerance for substance abuse, environmental sensitivity of the area, dangers of sexually transmissible diseases and HIV/AIDS, gender equality and sexual harassment, respect for the beliefs and customs of the populations and community relations in general).	Code of Conduct (See Annex A) Grievance Mechanism records	Contractor/NRC Project team	Worker interviews, Review of grievance log

Item	Mitigation, Management and Enhancement Measures	Means of Verification	Responsibility	Monitoring Procedure
D. Labour and relations with local communities				
	Ensure that site areas are provided with appropriate security, fencing, signage and lighting. Use hazard notices/signs/barriers to protect children and other vulnerable people from harm and prevent access to non-workers.	H&S planning of construction site done, items installed	Contractor/NRC Project team	Inspection prior to the activities. Random site inspection Review of grievance register
D49. Land acquisition and land take	Avoid to the extent possible land take of both formal and informal land owners/land users. If land take is inevitable, no forced eviction should take place. Owners should be compensated prior to access to land. Engage with the local community to understand the land ownership and land use.	Grievance Mechanism Management Plan for Land Acquisition and Compensation if needed (See Annex F)	Contractor/NRC Project team	Once during site selection Review of grievance log Follow up of land acquisition/compensation process
D50. Traffic management	Ensure safe driving by Project personnel (e.g. through training/induction).	Driver Training Records as part of Induction training	Contractor/NRC Project team	Review of training records
	Target signage and outreach activities to improve public awareness of traffic changes and potential hazards for high-risk sections of public roads, including near the site and laydown areas.	Warning signs Minutes of Meetings	Contractor/NRC Project team	Inspection if traffic routes, Review of grievance register
D51. Fossils/ Archaeological Chance Finds	Establish specific procedures to manage the protection of archaeological and historical sites, chance finds and fossils. Ensure all finds of cultural heritage (e.g. graves, old ceramic, old building fragments) are reported immediately to the relevant authority and avoid excavation in the ultimate neighbourhood of a chance find, fence the chance find and await instructions from the competent authority.	Notification records to relevant authority Training records, Records about chance finds	Contractor/NRC Project team	Site inspection

Appendix 1: Do's and Don't Table

Topic	DO	DON'T
Land Use	• Prefer already disturbed areas for workers' accommodation, storage, workshop and the worksite. • Ensure that unexploded ordnance (UXO) clearance has been carried out for the project site/work area. • Clearly mark "No-go" areas (cultivated lands or fruit trees, wetlands, grave sites or any sensitive environment or social site/area). • Avoid proximity to schools, health posts and households with vulnerable families. • Clean up the worksite and rehabilitate the site to its original condition. • Rehabilitate all temporary access tracks, haul roads and any other disturbed areas outside of the approved working areas to their original condition.	• Do not enter any worksites and areas without permissions and approvals. • Do not damage any households and associated structures, cultivated lands, fruit trees or any other potential source of income. • Do not undertake any activity and park your vehicles outside of the working area borders.
Noise	• Limit working hours for noisy activities working hours close to schools, hospitals, residents, religious buildings, etc. • Turn off vehicle engines if not required. • Keep the noise level to acceptable limits.	• Do not undertake any noisy activity during night time.
Dust and Air	• Minimize traffic wherever possible and drive slowly. • Spray the unpaved roads with water if you're working close to schools, hospitals, residential areas, etc. • Revegetate the disturbed areas as soon as activity is completed. • Drive slowly not to generate dust.	• Do not store cement, sand, excavated material without cover sheets or shelters. • Do not clear the vegetation cover if it's not required.
Water	• Refuel the vehicles at least 30 m away water courses. • Fence the construction site adjacent to the sensitive areas such as natural water courses, ponds, drains. • Divert the runoff / water the construction sites or disturbed areas, using ditches.	• Do not use any natural water resources to supply water (e.g. springs, streams, lakes without approval of relevant authorities, local leaders. • Do not discharge of hazardous substances, chemicals, construction material and wastes d into water courses, ponds, drainage systems. • Do not block the water flow.

Topic	DO	DON'T
Waste	• Keep the working site clean and tidy. • Store hazardous waste using secondary containment and restrict access to hazardous waste storage area to prevent harm to construction staff, environment and public. • Perform on site sorting to separate liquid, organic, demolition material, hazardous and recyclables waste streams and identity the disposal pathway for each of them. • Use waste containers without any damages and leakages. • Reuse the excavated soil as much as possible for backfilling, landscaping and for other project areas where excavation material is required. • Collaborate with local authorities to transport and dispose waste in accordance with legal requirements.	• Do not burn any type of waste. • Do not dump waste at any unpermitted area and especially near watercourses. • Do not leave any sharp or dangerous objects (knives, box cutters, scissors, broken glass, etc.) that may attract children's attention living close to the construction site.
Employment and Labour Rights	• Implement a fair and transparent employment process. • Provide workers with clear and understandable information regarding rights via contract documents in local language.	• Do not discriminate any workers or job applicants on the basis of their gender, marital status, nationality, ethnicity, age, religion or sexual orientation. • Do not recruit children (under 18 years old) or use forced labour.
Code of Conduct	• Establish a Code of Conduct for worker-community interaction and on-site behavior. Oblige workers to adhere to code of conduct.	
Grievances	• Establish and maintain grievance mechanism accessible for workers.	
Community Safety	• Establish and maintain grievance mechanism for local communities adjacent to construction sites. • Secure worksites (temporary bridges, traffic controls, barricades, signs and warning lights). • Demarcate open trenches with high visible temporary fencing, undertake monitoring after rainfall, and prevent flooding of trenches. • Inform relevant authorities immediately in case of damages on utilities such as underground and aboveground electricity lines, water lines, gas lines, oil pipelines, etc. • Establish appropriate site boundary and access controls near settlements to prevent unauthorized entry to construction or activity sites especially by children (e.g. fencing of construction section in the vicinity of settlements or communities).	• Do not leave any holes and openings without secure fencing provided with fixed, clearly marked covers. • Do not exceed the speed limits.

Topic	DO	DON'T
Traffic Management	• Implement speed limits for all Project vehicles. • Equip vehicles with reverse signals. Ensure that truck drivers are accompanied by a flagman or watchman while reversing, unloading and loading. • Train all drivers on safety provisions. • Avoid routes with blind curves, blind intersections and very narrow roads alongside steep slopes. • Avoid routes that are frequently used by locals. • Use local traffic signage and collaborate with the responsible local authorities and communities. • Keep access roads in good condition and free from deposits, waste, construction material. • Use flagmen where appropriate and install clear and visible signage. • Avoid vehicle traffic during hours that children are travelling to and from school.	• Do not drive without a valid driver's license. • Do not use cell phones while driving.
Occupational Health and Safety	• Provide health and safety training to all Project employees and familiarize workers with the risks related with their activities. • Conduct risk assessment and define mitigation measures for each activity. • Record and report any workplace hazards or any incidents or injuries. • Provide the right PPE and make sure that all employees use them. • Keep PPEs in good condition and change them in case they are damaged. • Prohibit usage of alcohol or illegal drugs. • Use the right tool for the activity. • Use undamaged ladders if you need to climb up. • Implement good housekeeping to prevent trips, slips and falls. • Conduct daily tool-box talks / conversations on health and safety issues before starting works. • Conduct medical examination for all personnel before the activities start. • Provide sufficient drinking water for workforce. • Provide and maintain toilet facilities for workforce separately for female and male workers. • Provide one trained first aiders per 25 employees and adequate amount of first aid kits on site.	• Do not try to repair any broken equipment and machinery if you are not authorized. • Do not use of metal ladders close to overhead power lines? • Do not work without PPE. • Do not work alone or isolated.
Housekeeping	• Keep working areas clean and tidy. • Secure loose materials that have the potential to fall. • Keep aisles, stairways, passageways, ladders, etc. free of obstructions, materials, cables, chords, hoses, etc. • Keep materials away from the edge of excavations, trenches, roofs, etc. • Cover and secure open trenches, holes and other openings Avoid pools of stagnant water in working areas. • Undertake daily clean-up of activity area.	

Topic	DO	DON'T
Hazardous Material Management	• Store fuels, oils, chemicals and other hazardous materials on a suitably sized impervious and bunded base. • Label the containers clearly with content, handling, storage, expiration, and health and safety information. • Use drip trays during fueling and maintenance (e.g. changing oil) of equipment. • Install proper warning signs at hazardous material storage yards, lock gates and restrict access to authorized personnel. • Store hazardous waste using secondary containment and restrict access to hazardous waste storage area to prevent harm to construction staff, environment and public.	• Do not smoke close to hazardous materials.
Fire Prevention and Control	• Take all reasonable and precautionary steps to ensure that fires are not started as a consequence of Project activities on site. • Provide basic fire-fighting equipment available on site (including but not limited to, rubber beaters when working in grass/bush areas, at least one fire extinguisher of the appropriate type when welding or other 'hot' activities are undertaken). • Store flammable materials under conditions that will limit the potential for ignition and the spread of fires. • Train all employees on the fire risks and how to deal with any fires in case one occurs.	• Do not light fire for any reason, incl. waste burning. • Do not throw your cigarette butts on the ground.

Signed on our behalf as follows:

Signature	
Name	
Position	
Date	
Place	