



UNOPS – Office in Ukraine

Project Social and Environmental Management Plan – EM01

15-December-2020

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1. Introduction

1.1. INTRO AND SCOPE OF THE PROJECT S&E MANAGEMENT PLAN

UNOPS recognizes its responsibility to protecting the environment and to promoting positive societal outcomes in the communities in which we work.

This Project Social and Environmental (S&E) Management Plan (hereafter “the Plan”) describes how UNOPS intends to manage environmental and social issues under the sphere of influence of this project. It identifies the procedures to be followed by all personnel working in the project.

This Plan is a live document that will be reviewed on the regular basis and updated if necessary.

1.2. PROJECT DESCRIPTION AND KEY DATES

Table 1 – Project details

Project Title	Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project Supply and Installation of a Video Surveillance System for the State Bureau of Investigations of Ukraine
Project Location	Multiply
UNOPS Project No.	<u>21000</u>
Project Duration	<i>8 months</i>
Project Social and Environmental Management Level	<i>Level 1</i>
Project Overall Risk Score, and sub-scores for elements 2 and 3	<i>[Refer to design manual risk assessment]</i>
UNOPS Project Manager	Nadiia Polishchuk
UNOPS Project S&E Manager/Coordinator	Viktoriya Sekretna

1.3. ROLES AND RESPONSIBILITIES

While the Project Manager holds the overall responsibility for Social and Environmental Management in the Project, other roles may hold accountability, or need to be consulted and informed of various work packages (e.g. the Contractor, the Office Director, the Programme Manager, the Project Design Manager). [Table 2](#) below outlines Roles and responsibilities for Infrastructure projects in the assurance set-up.

Table 2 - RACI Table

ACTIVITY	Director / Programme Manager	UNOPS PROJECT MANAGER	Project Engineer *	Project Design Manager *	Contractor*
Ensure that the Environmental and Social screening has been performed	A	R			
Ensure that the Environmental/Social Review and the ESIA have been performed (if applicable)	A	R			
Ensure that the risks and opportunities for the project over its life-cycle have been identified	A	R			
Draft the S&E Plan	A	R			
Eliminate foreseeable environmental and social risks through engineering design solutions	A	R		R*	
Transmit to procurement function the environmental/social requirements for contractors and suppliers	A	R			
Ensure regular liaison between parties on site on Environmental and Social matters (including regular meetings)	A	R	C		
Ensure Consultation with the workforce, visitors and affected stakeholders	A	R	C		
Ensure that Contractor(s) employ effective S&E Management techniques	A	R	C		
Ensure arrangements are in place for Site induction, training and briefings	A	R	I		R*
Ensure that Waste Management is performed according to plans	A	R	I		R*
Ensure that other environmental and social activities are performed according to plans	A	R	I		R*
Conduct site inspections according to stated frequency	A	R	C		
Compile quarterly reports of performance and report to HQ	A	R	C		
Ensure reporting of environmental accidents, incidents and high potential near-misses	R	C	I		R*
Review and update the Plan at the indicated frequency or when circumstances change	A	R			

- A - Accountable (overall responsibility)
- C - Consulted (supports, has the information or capability required)
- I - Informed (notified but not consulted)
- R - Responsible (gets the work done)
- R* - refers to Work Package Responsibility

2. Local laws, regulations and other compliance requirements

Environmental and social legislation and other relevant requirements in *Ukraine* are described in the

- *LAW OF UKRAINE On environmental impact assessment*

- *DBN A.2.2-1-2003 Composition and Content of Environmental Impact Assessment Materials*

-DBN B.1.2-8-2008 BASIC REQUIREMENTS FOR BUILDINGS AND STRUCTURES HEALTH AND SAFETY AND PROTECTION OF THE ENVIRONMENT

legal register using form HSE03. This should also include the relevant requirements of interested parties that have been identified by the local office using form HSE02. A check for legal compliance has been performed to ensure that this project is compliant with legal and other requirements, using form HSE04.

A copy of the legal register is available *in Form_HSE03_Legal_Register_EN* . UNOPS Project Manager will review these laws and regulations every *12 months* to make sure that there are no changes which may affect this plan.

3. Operational planning (for multiple sites, detail all site-specific information)

3.1. SOCIAL AND ENVIRONMENTAL SCREENING REPORT

At the pre-engagement stage of the project, the project developer completed the Environmental and Social screening report (form EM03); this document is attached to this Plan as *Annex 1*.

3.2. IDENTIFIED SOCIAL AND ENVIRONMENTAL RISKS AND OPPORTUNITIES

The main environmental and social aspects of the activities, products and services that are under the project's control and influence are identified and detailed using form EM04.

The full Analysis of environmental and social aspects for the project is attached to this Plan as .

3.3. OBJECTIVES AND TARGETS

The project will have the following Environmental and Social objectives and targets:

Table 3 - Objectives and Targets

#	Objective	Target (measurable where practicable)	Action/Program/Resources	Responsible	Target Date
1	Implement UNOPS EMS Management System Requirements.	Ensure that everyone at the office/and site staff is briefed on relevant EMS plans. Conduct weekly EMS inspections at site and monthly ones at the office. Hold a Toolbox Talk bi-weekly on Environmental issues at site and bi-monthly at the office. Conduct EIA or other environmental assessment for each of the three project sites	Generate awareness of every UNOPS UAOC personnel on the importance of implementation of OHS plans. Ensure that all personnel, in particular those personnel with management responsibilities under the EMS understand their duties and roles accordingly. Design Consultant to submit an assessment/report compliant with local laws prior to developing the next stage of the project design.	Senior Engineer	
2	Raise Awareness and Training of all UNOPS personnel on EMS matters	All UNOPS UAOC personnel to be inducted on commencement of employment.	Induction briefing to be carried out specifically ensuring the EMS and the management plans are briefed to new personnel.	Senior Engineer	
3	Consultation and capacity building with Contractors	Ensure that Contractor(s) is/are aware of existence of EMS plans. Implement Environmental plans in cooperation with contractor(s). Elements of UNOPS Env. Management system to be delegated to the contractors within the first three months of contract award.	Include EMS Plans and requirements in ITB/RFP process for Design and works. Conduct weekly EMS inspection together with contractor(s) EMS representative. Hold Toolbox Talk together with contractor(s) or if relevant supervise contractor(s) EMS representative TT during the initial contract stages. Contractor to prepare Site based EMS Aspects and Impacts register and all project specific EMS procedures after initiation of the contract	Project Manager Procurement Unit Senior Engineer	
4	Improved environmental sustainability of procuring goods, works and services.	All procured cleaning products must meet the criteria UNOPS SUSTAINABLE PROCUREMENT FRAMEWORK	All procured cleaning products must meet the criteria UNOPS SUSTAINABLE PROCUREMENT FRAMEWORK	Project Manager Procurement Unit Senior Engineer	

MANAGEMENT OF CONTRACTORS AND SUB-CONTRACTORS

- Bidders receive key documentation outlining the requirements of UNOPS Environmental and Social Management Systems during the tender phase. The selected contractor shall comply with all UNOPS S&E requirements for the whole duration of the contract. These requirements equally apply to any subcontractors hired by the contractor. It is the contractor's responsibility to ensure that subcontractors comply and to demonstrate such compliance in submittals and during verification processes by UNOPS.
- If pre-bid meetings, site visits and/or contract commencement meetings are carried out, S&E requirements and submittals should be discussed, both for day-to-day work and for S&E critical stages/activities.
- *Sub-contractors also should follow all S&E requirements*

4. Environmental and social management at project site**4.1. WASTE MANAGEMENT**

A Waste management plan for the project has been developed using form EM06, and is available *in the Form_EM06_Site_Waste_Management_Plan_EN*.

Where possible, the waste will be segregated: organic from non-organic, hazardous from non-hazardous. Opportunities for introduction of the waste recycling and reuse schemes should be investigated and implemented if appropriate.

Waste SHALL be stored in a separate area, at least 30m away from the water sources and accommodation rooms. The storage should be on a wooden, metal, or concrete stand.

The containers must be emptied at regular intervals (to be determined based on temperatures and volumes generated) to avoid unpleasant odours associated with decaying organic materials.

Waste disposal should be undertaken according to the instructions outlined in the Guideline GEM 02–Solid Waste Management.

Wastewater facilities shall be provided in accordance with the guidelines specified in the Guideline GEM04–Wastewater management

The plan shall be monitored and updated Every 3 months.

4.2. GENDER MAINSTREAMING

The project has considered gender mainstreaming in its activities:
See the project gender plan annex 2

4.3. OTHER KEY TOPICS

Following additional considerations should be applied during the project in addition to the facts mentioned in the condition of the contract:

- *Human rights due diligence;*
- *Preventing discrimination towards vulnerable groups;*

- *Supporting and respecting fundamental rights at work;*
- *Promoting improvement of conditions of work and social protection;*
- *Promoting social responsibility in the value chain;*
- *Conflict sensitivity;*
- *Community involvement and development.]*

4.4. SITE INSPECTIONS

UNOPS plans to implement *weekly* environmental and social inspection on this project. Inspection will be carried out by UNOPS site representatives and Contractor(s) Project and Environmental/Social managers.

When carrying out the site weekly inspection, all aspects contained in the Health, Safety, Social and Environmental inspection site report (form HSE05) should be reviewed.

4.5. SITE INDUCTION AND TRAINING

Site induction, training and briefings will be given in accordance with this training matrix:

Table 4 - Training

Planned Training	Nominated Staff	Frequency
First induction. Register HSE07	All personnel	Once before works
Visitor induction. Register HSE 08	All visitors on construction site	Once before first visit
Fire safety induction	All personnel	Once for all personnel before works. And repeat each month
Toolbox Talks on Environmental and Social issues	Workers at site	Bi – weekly
EMS training (Env. Impact assessment)	Contractors PE	Once

The HSE training matrix (form HSE18) can be used to keep detailed records of site inductions, toolbox talks and training.

[Follow table 7 \(this document\)](#)

4.6. EMERGENCY AND EVACUATION PROCEDURES

Emergency information details including the site location, neighbours, emergency contact details, location of the spill kits, high priority flora/fauna, culturally sensitive sites are provided within the Site emergency and evacuation plan.

Emergency Plan and procedures including the emergency contact numbers will be available on all notice and information boards all over the project work areas and site offices; also the emergency procedures will be incorporated in the project site inductions briefing. These documents are available in [Annex 3](#).

Emergency and evacuation procedures will be tested through appropriate drills that will be held every *month* and, where possible, may involve relevant interested parties *UNOPS, Contractor's Personnel* .

As a minimum, the Emergency Plan and procedures shall include:

- emergency contact numbers available on notice and information boards over the project work areas and site offices
- emergency procedures, incorporated in the project site inductions briefing
- *evacuation plan*

Emergency procedures should be periodically reviewed to ensure continued relevance.

5. Communication and information sharing

5.1. INTERNAL COMMUNICATION

Internal communication for the Project will include as a minimum:

- S&E meetings. They may be dedicated to S&E or S&E may be one part of the agenda. Additional S&E meetings will be organised when needed. Meeting minutes will be distributed to UNOPS, Contractor's team and sub-contractors.
- Inspections (form HSE05); including Environmental and Social items will be performed jointly by UNOPS team and the Contractor(s) team; the report will be prepared by UNOPS S&E Manager/Coordinator and shared with the Contractor(s) for necessary actions.
- Site HSE quarterly report (form HSE12); the HSE quarterly report is a summary of the site weekly inspection report findings and corrective action. It is prepared by UNOPS site HSE Manager/Coordinator to be shared with the Contractor(s) and with UNOPS Senior Management in the country as well as with UNOPS HQ.
- Toolbox talks
- Information and guidance signage will be present at site in *Russian language*.
- The Site Notice Board will be used to convey daily updates and information.

5.2. EXTERNAL COMMUNICATION

Queries on environmental and social management from local communities, journalists, business community, neighbours, local representatives, and any other external parties will be handled according to the following protocol:

Senior Engineer shall be the focal point for all external communication in case of visits from HSE inspectors or other interested parties for the project. All Visitors to site must report to the UNOPS site office before entering the site working areas. It is required that all first time Visitors to the site undergo the UNOPS project site visitors' induction briefing before entering the site proper. All Visitors are required to be registered and logged on the UNOPS visitors' registration form – refer to Form HS08.

5.3. CONSULTATION WITH THE WORKFORCE

Arrangements for consulting and coordinating with the workers at site will be as follows:

- An employee representative will participate in the regular and extraordinary meetings between UNOPS and the Contractor(s)
- All Contractor’s and sub-contractor’s employees will be encouraged to raise any suggestions and concerns on environmental and social management of the project on an ongoing basis and during meetings, briefings, toolbox talks, etc.
- *include elected employees’ representatives in H&S/HSE Committee*
- *Also make meetings with workers during weekly site inspection*

5.4. ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION

All significant accidents or incidents and high potential near misses shall be reported to UNOPS HQ using form HSE09.

They should be thoroughly investigated and action taken to prevent recurrence. For Class 1 incidents, the outcomes of the review shall be reported to UNOPS HQ using form HSE10. Lessons learned should be captured using HSE11.

UNOPS and Contractor’s personnel have an obligation to report all incidents and near misses to the UNOPS Project Manager/ESM coordinator, and will receive proper induction in this sense. Main incidents and near misses should be recorded in [Table 5](#):

Table 5 – Incidents/near misses

Incident/near miss description	Date	Corrective action taken

6. Audit and monitoring

6.1. PROJECT FILES AND RECORDS

UNOPS environmental and social management electronic files will form the archived component of the records for this project, in line with UNOPS Record Retention Policy and to facilitate internal and external audit and review. As a minimum they will consist of:

- A copy of [\[UAOC\]](#) legal register
- The Project Social and Environmental management plan with its Annexes
- Waste management plan and records
- S&E meetings minutes
- Weekly site inspection reports
- Quarterly HSE site reports
- Incidents investigation reports and near misses
- Emergency drill records

- Record of training and toolbox talks
- A copy of any S&E related correspondence in the project including any nonconformities notification for the Contractor(s)
- Internal and External Audits records
- Copy of the latest UNOPS HQ Management Review records

The UNOPS S&E system shall be formally documented to allow for control and accountability.

6.2. AUDIT AND MONITORING

Environmental and social performance at site will be regularly monitored through:

- Weekly site inspections
- Ad hoc site inspections
- Internal peer reviews if requested by UNOPS HQ
- External audit visit if requested by UNOPS HQ
-

7. Revisions of the Plan

Table 6 - Revisions

Revision date	Name and title	Description of main changes

8. Table of references to Templates and Guidance documents

Table 7 - References

TOPICS	TEMPLATES	GUIDANCE
Legal review	HSE02 Register of interested parties HSE03 Legal register HSE04 Check for legal compliance	
Social and environmental screening	EM03 Environmental and social screening report	
Social and environmental assessment	EM05 Environmental review report TOR for EIA	
Analysis of environmental and social risks and opportunities	EM04 Register of environmental and social risks and opportunities	GEM01 Generic REI
Waste management	EM06 Waste management plan – site EM07 Waste management plan – office	GEM02 Waste management GEM07 Hazardous waste
Gender mainstreaming	Gender Action Plan template	Gender checklists
Other environmental management topics		GEM03 Protection of water GEM04 Wastewater management GEM05 Borrow pit management
Other social management topics		GEM06 Historical
Site induction and training	HSE07 Site induction register HSE08 Visitor induction register HSE18 Training matrix	See catalogue of Toolbox talks
Site weekly inspections	HSE05 HSE inspection report – site	
Management of contractors and sub-contractors		See guidance for Contractors working with UNOPS
Emergency and evacuation procedures	Site emergency and evacuation plan HS03 Emergency contact numbers HS04 Emergency drill record	
Accident/incident reporting	HSE08 Incident report form HSE10 Incident review form HSE11 Incident highlight form	
Communication and reporting	HSE12 Quarterly HSE report – site	
Audit and monitoring	HSE16 Internal review (audit)	

■ = UNOPS responsibility (usual set-up in assurance position)

■ = Contractor responsibility (usual set-up in assurance position)

GENDER ACTION PLAN
Project Name: Support for Rule of Law Reforms in Ukraine (PRAVO) – ENI/2016/039-835
UNOPS Project ID: 21000-001
Date of revision: December 17, 2020

Activity	Targets and Indicators	Means of verification	Responsibility	Duration	Comments/ Performance Progress
Establishing project team	(1) Implementing gender balance approach during hiring process (“Female candidates are encouraged to apply”) (2) Preference to female candidates in line with UNOPS/UN policy and procedures during interviews to achieve 50/50 balance	Terms of reference, Shortlists, Interview minutes	Hiring manager	By June 30, 2021	Current ratio is: 50% - male; 50% - female. The project conducts the outreach activities to a very wide array of institutions, in particular specialized LEA’s academies and Ukrainian Association of Women in Law Enforcement, to ensure qualified female candidates apply.
Collect the sex and age disaggregated data (SAD) on project beneficiaries and reflect in the project reports	100% documents	All Project documents	Project Support Officers, Project Manager	36 months	Progressing SAD data collected on participants of round tables (QDCP, Prosecution), reflected in monthly and donor reports
Build capacity of project personnel on gender related issues	(1) Project personnel passed at least three of the following online gender-sensitizing courses available on UNOPS Learning Zone: - An Introduction Gender Equality - Mainstreaming Gender Equality in Infrastructure - Gender Equality in Sustainable Project Management - Gender Equality, UN Coherence and You	Certificates on the courses’ completion, Screenshot of the ‘My Course and Learning Plans’ page	Project personnel	36 months (1 course per person per year)	(1) Progressing All staff members recruited in 2018 passed the indicated e-courses, certificates uploaded on shared drive and UNOPS Learning Zone folders (2) Done

	<p>(2) Project personnel passed the mandatory gender related course: 'I know gender'</p> <p>(3) Project personnel increased awareness on gender and diversity</p> <p>(4) All personnel attend any gender related trainings organized by the UAOC</p> <p>(5) All personnel are aware of the learning opportunities with online gender- courses available on UNOPS Learning Zone</p>	All developed support packages discussed and reviewed from the gender perspective.	Project personnel		All staff members passed 'I know gender' course, certificates uploaded (3) Progressing Three support packages' logframes and monitoring/ evaluation frameworks were reviewed to ensure gender-related aspects included.
Implementing flexible hours	People are aware of and use the flexible hours system as established in accordance with HR directives	HR records	All project personnel	By June 30, 2021	1 (one) request was approved so far.
Strengthen gender and protection issues integrated in the project	All project documents and support packages' logframes and monitoring/evaluation frameworks are reviewed with regards to gender-related or protection targets and indicators	Gender and protection aspects included in at least 50% support packages logframes and monitoring/evaluation frameworks	Project Support Officers, Project Manager	2019-2021	The indicator to be measured when all support packages are approved
Renovation of police stations infrastructure	<p>20 renovated police stations respond to the needs of male and female clients. 20 police stations are designed to be accessible for victims of GBV/DV, children, and families.</p> <p>The lavatories in 20 police stations are designed in line with WASH and menstrual hygiene management to ensure women access to safe and clean toilets with water to comfortably change and dispose the sanitary pads and wash in private.</p> <p>The specialized equipment provided to 20 police stations are equally fully accessible for male and female personnel.</p> <p>The police station indicative signs are installed outside of 20 police stations to increase visibility and facilitate access to those who are in need.</p>	<p>Social and Environmental Screening Report,</p> <p>Project vision document and design documentation</p> <p>Health and Safety Reports</p> <p>Report on compliance with UNOPS Policy on health and safety and social and environmental aspects (HSSE)</p> <p>Project reports</p>	<p>Senior engineer</p> <p>Local Health and Safety Officer</p> <p>Quality Assurance Advisor</p>	2019-2021	To be measured when infrastructure works launched

Deliver the specialized necessary equipment for public safety, for public order officers, for witness protection, etc.	<p>The technical specifications for personal protective equipment are developed taking into consideration the requirements of male and female police officers to be involved into the public order activities</p> <p>20 police stations designed and equipped to ensure witness protection</p> <p># of female vulnerable witnesses supported</p>	<p>Project quarterly, annual and final reports</p> <p>Technical Specifications for equipment</p>	Project manager	2019-2021	To be assessed when protective equipment's technical specifications developed
Build capacity of the staff and personnel of the NPU, MoIA, Prosecution office, SBI, etc.	<p>Number of female officers benefitted from expert support and capacity building trainings delivered in different disciplines within the project framework is proportionate to the actual ratio of women in the respective units of LEAs.</p>	<p>Analysis of gender ratio based on submissions and approval to training</p> <p>Project documentation including quarterly, annual, final reports and training attendance journals</p> <p>Evaluation report</p>	Project Manager, PSOs	2019-2021	To be measured when submissions for trainings received and approved
Build partnerships to ensure greater participation and leadership of women in activities delivered by the Project	<p>Number of partnerships or close collaboration with government, state and/or civil society that contributed to enhancing gender equality</p>	<p>Project documentation including quarterly, annual, final reports</p>	Project Manager, Communication Officer, PSOs	2019-2021	Progressing PRAVO Police established cooperation with the Ukrainian Association of Women in Law Enforcement
Strengthen female representation in international policing platforms and their networking with international LEAs	<p>Number of female representatives of Ukrainian LEAs engaged in international forum, seminars, conferences, etc</p>	<p>Project documentation, mission report, donor reports</p>	Project Manager, Communication Officer, PSOs	2019-2021	To be measured at a later stage of implementation
Disseminate gender related stories/achievements in media	<p>Number of gender related stories promoted in public announcements</p>	<p>Publications in media, social media posts</p>	Project Manager, Communication Officer	2019-2021	To be measured against Project Communication Plan indicators approved

Site Waste Management Plan

Project title	Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO-Police) Project. “SBI SUPPORT PACKAGE”. Supply and Installation of a Video Surveillance System for the State Bureau of Investigations of Ukraine
Project site	Multiple
Project Manager	Nadiia Polishchuk
Officer responsible for environmental planning – waste management	Viktoriya Sekretna
Brief outline of the project scope	This project is aimed at supporting the SBI in creation of an efficient law-enforcement system respectful of human rights in support of the people of Ukraine, via provision of the necessary support to transformation process.

The table below lists type of waste that is anticipated to be generated by the project, estimates the quantities of waste expected and establishes the appropriate waste mitigation measures that will be put in place for reducing and controlling the waste.

From data collected throughout the project duration, monitor the actual quantity of waste generated calculating the difference and identifying the reasons for any variance.

The plan should be regularly reviewed, and progress recorded to evaluate performance against planned targets/assumptions.

Waste Materials	Estimated Quantity	Reused/recycled on site		Reused/recycled off site		Landfill disposal		Notes (mitigation/control/actions)
		Planned	Actual	Planned	Actual	Planned	Actual	
Non-Hazardous Waste								
Plastic	50kg					50kg		All plastics to be collected and appropriately stored for offsite re-use/recycling
Concrete	50kg					50kg		All concrete waste to be collected and transported to the nearest official landfill
Hazardous Waste								
Paint residues	10kg					10kg		All paint chips to be collected and disposed in a sealed plastic bags and transported to official landfill

Additional Items for Waste Management Consideration	Action
Landfill/Disposal Site: Has the site been identified? Approved? Licensed? Acceptable to local authorities etc?	Yes. All wastes will be transported to the nearest official landfills to every site accordingly (indicated in environmental assessment reports).
Are hazardous material disposal facilities available and identified?	Yes
Will a waste removal contractor be appointed? If so, are they aware of requirements of this plan?	Yes. The contractor will be responsible for waste removal.
Have all staff and workers been made aware of requirements of this plan for waste processing, included in the project site Induction?	It is planned to acknowledge all workers on site before the beginning of works. Engineering time is aware.
Will there be an audit and or review process of the waste management project plan? Provide details.	Yes, it will be included in weekly site reports.
Are there any specific training issues that should be undertaken to implement this plan?	No
Other issues:	None

Guidance and minimum requirements on waste management:

- [GEM02 Waste Management](#)
- [GEM07 Hazardous Waste Management](#)

Waste Management and Hazardous Substances

The word '**SHALL**' in upper caps and bolded indicates a **mandatory requirement**.

1. Emphasis on hazardous waste

Hazardous waste is waste that is likely to cause substantial harm to the environment or to human beings. For UNOPS infrastructure operations, examples include, used oil, spillages of fuels and oils, asbestos waste, concrete/cement washings and fluorescent light fittings (containing mercury residues). These substances must be separated from other wastes and disposed of carefully to avoid release into the environment. Releases could be through leachates seeping into soil and/or water bodies, or vapours escaping into the atmosphere. Hazardous waste may be handed over to the local authority in line with local procedures if local capacity to handle the waste exists. The guidance of the Health, Safety and Environment Manager, Sustainable Infrastructure Practice Group (SIPG) should be sought where there are no local facilities to handle the waste.

2. General

The main principles of effective management of waste are:

- efficient use of resources to eliminate or reduce the generation of waste,
- diversion of waste from landfill by reuse or recycling,
- disposal of remaining waste.

In majority cases waste management in construction is governed by legislation which can be summarised as ensuring that disposal of waste is regulated (and traceable) and that the cost of waste disposal is borne by the waste producer (in-line with the Polluter Pays Principle).

Generally waste can be subdivided into the following categories:

- organic waste
- inactive waste - materials that do not cause environmental pollution or harm to human health or endanger the quality of any surface water or groundwater when deposited in a landfill under normal conditions. These include rocks, ceramics, concrete, masonry, and brick rubble.
- non-hazardous waste - include timber and bitumen
- hazardous waste - waste that is deemed to be dangerous to life and/or damaging to the environment. It may be corrosive, reactive, explosive, oxidising, carcinogenic or flammable i.e. asbestos, acids, alkaline solutions, oily sludges, waste oils and wood preservative.

3. Planning stage

Waste management should start with resource efficiency by using the raw materials wisely. To manage waste effectively, focus should be directed on ways to prevent materials becoming waste:

- If possible, developing standardised sizes or pre-cut materials to reduce off cuts (i.e. timber)
- If possible, arranging for the return of unused construction materials to suppliers,
- Control of purchasing of the materials – do not purchase unnecessary items, that would have to be disposed later on,
- Specifying/negotiating reduction in the amount of packaging used by suppliers, or packaging return schemes,
- Specifying pre-cast units (i.e. concrete panels rather than on-site pours),
- Employing selective demolition - dismantling, often for recovery, selected parts of buildings to be demolished before the wrecking process is initiated,
- Storing materials delivered to site carefully to minimise potential damage and creation of waste (off-ground storage, maintain original packaging, covered protection from the weather and protection from collision by plant and vehicles).

Measures to minimize volume of waste generated **SHALL** be recorded in the Project Environmental Management Plan.

The planning stage can also consider opportunities for reuse and recycle waste generated on site.

4. Waste Reuse/Recycle

As much as possible construction and demolition debris should be prevented from disposal into the landfills. This can be achieved by reuse and recycle materials on site. Following examples present how materials can be re-used on the project:

- excavated stone can be used to build retaining wall in place of the gabions; this allows for cost saving on installation of gabions and disposal of the stone,
- concrete from demolition of existing structures can be crushed and then used as general fill material – i.e. concrete can be used on haul roads and when these are removed, it can be used as a capping layer for the new footpaths.
- trees removed as part of construction can be shredded and reused as mulch, which is used for landscaping and promoting the growth of new habitats
- excavated material can be reused for backfilling, this eliminates the need to import other material onto site saving time and money.
- Excavated material (gravel, stone, sand) or other suitable construction waste (brick, concrete) can be used as cover material at the landfill, backfill at new construction sites, for the reclamation of wetlands, for the filling of low-lying areas subject to regular flooding or can be sold to other engineering contractors.
- Scrap metal - has a residual value and can be sold to the scrap metal dealers

The local waste market should be investigated - there may be potential for recovery and reuse of materials from the waste such as recycling of paper, metals, glass, and plastic.

5. Site Waste Management Plan

Each construction project **SHALL** prepare Waste Management Plan (**Form EM 02**). The Plan **SHALL**:

- identify each type of waste that is expected to be produced, including identifying wastes that are inactive, non-hazardous, hazardous and organic,
- estimate the quantities of waste that are expected to be generated,
- for each waste stream consider how the waste will be disposed – take into account availability of facilities in the area of the site,
- demonstrate how reductions in overall waste expected to be generated and the reductions in waste to be sent to landfill can be achieved,
- define facilities on site and outline an action plan: i.e. construction of waste storage area, liaison with local government, communication plans, training,
- identify person responsible for waste management on site.

The plan **SHALL** be regularly reviewed to evaluate performance against action plan including targets and records shall be updated.

The waste management should consider the most suitable (practical, financial, technical) solutions.

6. Storage of hazardous substances and wastes

Storage and handling of hazardous substances

Substances that may harm people or the environment shall be handled and stored in a way that prevents accidental release.

- Drip trays shall be placed under leaking under generators, vehicles and other equipment to prevent spills of hydrocarbons reaching the soil or watercourses.
- Storage tanks shall have secondary containment, so that leaking liquids may be collected in the event of a failure. Secondary containment should ideally have a capacity of at least 110% of the holding capacity of the tank it is protecting.
- To avoid leaks, proper funnels should be used when decanting to other containers. It is recommended to use a hand pump rather than a funnel and smaller containers for frequent/routine transfers from one container to another (or to a vehicle tank).

Waste storage areas **SHALL** be provided on site:

- Sufficient space should be allocated on site for the waste expected to be generated,
- Storage areas **SHALL** be indicated on site plans for communication purposes,
- Storage areas **SHALL** have clear signage to ensure different wastes are stored in the correct place,
- Storage area **SHALL** be enclosed to prevent waste escaping – i.e. spread of waste by wind-blown; if possible covered skips are suggested to be used,

- If possible waste should be protected from the rain fall/water ingress,
- Waste storage SHALL not be located in the area prone to flooding or on the slope,
- Location of the waste storage should be away (min 30 m) from human settlements, animal pastures, water bodies, water sources etc
- Hazardous wastes SHALL not be mixed with non-hazardous waste,
- Organic waste SHALL not be mixed and stored with non-organic waste,
- Hazardous wastes **SHALL** be stored in suitable containment, on impermeable surface

Practical advice:

Store waste in one place and segregate immediately. In such way you will avoid piles of waste scattered throughout the site, which is dangerous and double-handling waste.

7. Waste Segregation

As much as possible waste on site should be segregated - that will help recovery of reusable or recyclable materials:

- Make segregation easy to do by providing separate areas (containers) in a designated impermeable waste storage area
- Brief staff on the segregation requirements
- Organic waste SHALL be segregated from non-organic waste
- Hazardous waste SHALL be segregated from non-hazardous waste
- If there is no space on site to segregate wastes for reuse or recycling, consider off site recycling by using a waste management subcontractor that has the necessary facilities.

8. Waste Disposal

Disposal of waste from site must only be carried out by a registered waste carrier who should be able to provide a copy of their waste carriers' licence – check local government/authorities requirements. Waste materials removed from the construction area **SHALL** be disposed at the approved landfill site.

It is recommended to carry out review of the local waste practices - what waste facilities are available in the country/region. If no facilities are available nearby the site, this may be an opportunity for joint action with the local community to explore options to create local disposal site – controlled dump site.

Unauthorised and uncontrolled dumping of the waste generated on construction site is strictly forbidden.

9. Burial of waste

If there are no waste collection facilities in the area, disposal of construction waste should be by burying. Burial **SHALL** be in pits. Following conditions **SHALL** be followed for pits location and construction:

- located downstream of any water sources (30m away),

- away from human settlements (at least 50m distance),
- only inactive or non-hazardous waste, which do not have potential for leaking can be buried,
- bottom of the pit should be min 1.5m above water table,
- sides of the pit need to be stable and should be at 45 degrees unless a geotechnical expert advises otherwise,
- a small fence SHALL be constructed around the pit to avoid accidents and scavenging,
- pit SHALL be protected from the rain water ingress and from the wind (prevent spreading waste in the area),
- location of the pit SHALL be agreed with the UNOPS representative and local authorities, if necessary.
- pit SHALL be covered by at least 600mm of earth material prior to abandonment.

No hazardous waste (medical waste, batteries) should be disposed in these pits.

Wherever possible the organic waste should be composted.

10. Burning of waste

Burning of waste on site is the last option for disposal of waste, allowed only if all other options are exhausted. If this form of the waste disposal is necessary, it will require permission of the UNOPS HSE Manager.

Uncontrolled and unauthorised burning of the waste generated by the project is strictly forbidden.

Burning of the hazardous waste is strictly forbidden.

If burning of the waste is authorised by the UNOPS HSE Manager, it **SHALL** follow following rules:

- be undertaken in the pits, located downwind of the construction site and dwellings – as a minimum 50m away,
- treated wood should be removed from the waste stream before burning,
- fire prevention measures shall be implemented to reduce fire hazard.

Hazardous Waste Management

The word '**SHALL**' in upper caps and bolded indicates a **mandatory requirement**.

Mandatory requirements in this document are:

- Hazardous waste **SHALL** be separated from all other waste and organised by stream
- Every significant stream of hazardous waste **SHALL** be identified and recorded in the Office and/or Project Environmental Management Plan
- Hazardous waste **SHALL NEVER** be released untreated into the environment
- When transported, hazardous waste **SHALL** be properly classified, packaged and labelled, and necessary permits SHALL be obtained from authorities, if available
- Deviations from these guidelines **SHALL** be authorised by the most senior officer in the Office/Site and immediately communicated to the HSE Team in HQ.
- Burning of the hazardous waste is **strictly forbidden**

1. What is hazardous waste?

There are different ways of defining and classifying hazardous waste. UNEP defines it as “wastes other than radioactive wastes which, by reason of their chemical activity or toxic, explosive, corrosive or other characteristics cause danger or are likely to cause danger to health or the environment”. A simple way of describing it is as waste that is dangerous and can harm human health and/or the environment.

Non-hazardous waste can become so, if contaminated. If there is a doubt on how to classify a waste stream, this should be treated as hazardous on the basis of the precautionary principle. Additional guidance can be sought from hse@unops.org.

2. Common types of hazardous waste produced in UNOPS projects and or facilities

Hazardous waste **SHALL** be separated from all other waste and organised by stream; high diligence should be given to avoid that hazardous waste contaminates other waste streams.

Every significant stream of hazardous waste **SHALL** be identified and recorded in the Office and/or Project Environmental Management Plan, as well as in the Waste Management Plan (Form EM 02). Table 1 provides some examples of where common hazardous waste streams can be found in projects and office facilities, together with a short description of their environmental and health impacts.

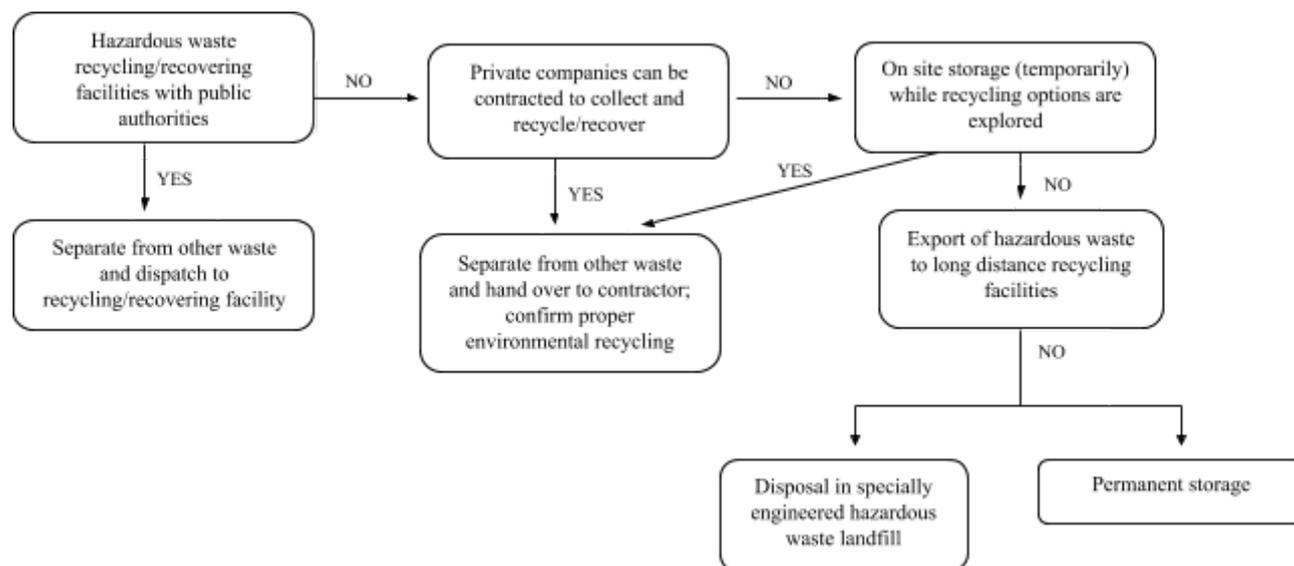
Table 1

TYPE OF WASTE	ENVIRONMENTAL AND HEALTH IMPACTS	WHERE THEY CAN BE FOUND
Used oils	Insoluble, persistent, can contain toxic chemicals and heavy metals, and is a major source of contamination of waterways	From vehicles, generators, other equipment and machinery, kitchens, etc.
Batteries	Contain toxic heavy metals such as lead, mercury, and cadmium	Small and large battery operated devices
Chemicals and pesticides	Toxic; can pollute waterways and may harm fish, plants and other living things	Cleaning products, disinfectants, pest control chemicals

Mercury containing equipment	Mercury is highly toxic to human body; persists and accumulates in the environment	Potential sources are batteries and paints, biocides and pesticides, electrical switches, contacts and relays, light sources, thermometers and other measuring devices, manometers and gauges, etc.
Paints and solvents	Toxic; can pollute waterways and may harm fish, plants and other living things	Material for finishing and decorations of buildings and facilities, wood preservatives, etc.
Electronics	A mixture of materials including some with hazardous potential, and scarce and precious materials as well	Computers, printers, laptops, phones, printers, etc.
Asbestos	Carcinogen when inhaled	Widely used in buildings (insulation, pipes, cement, etc) until the '80s
Pneumatic tyres	Tyres become an hazard to environment and health when uncontrolled open air burning occurs, generating smoke, oil and leaking toxic contaminants	All mobile vehicles and machinery

3. Options for safe recycling and disposal of hazardous waste

Hazardous waste **SHALL NEVER** be released untreated into the environment. Identifying proper disposal can prove challenging in locations where waste management infrastructure is weak or non-existent. It is recommended that a hierarchy of actions is followed, going from the best to least preferred option as illustrated in the graph below.



- Proper recycling and/or recovery of hazardous waste is always the preferred option. In countries and regions with well-developed systems, public authorities provide infrastructure to handle hazardous waste through processes such as physio-chemical treatment (transforming the hazardous substances into less hazardous ones), biological processes (mostly used for wastewater treatment),

stabilisation/solidification (to immobilise and isolate from the environment hazardous elements that cannot be further treated with current technologies), thermal treatment (with control of incineration gases).

- In some cases, private companies may be providing similar services, including partial recovery of high value materials, and/or as part of their take-back or cradle-to-cradle production processes. If no public infrastructure is available, always enquire for available recycling services from private contractors. Due to the very high risk of the substances handled, a proper background check of the processes and facilities used by the contractor(s) is required, to confirm proper environmental management.
- If the hazardous waste cannot be processed in an environmentally sound manner locally or regionally, an alternative may be that of exporting to a location where this is possible. In this case, the hazardous waste **SHALL** be properly classified, packaged and labelled, and necessary permits **SHALL** be obtained from authorities, if local authorities issue these permits. Transportation of hazardous waste over long distances presents additional environmental impacts and risks. This option should be assessed against the alternatives of local disposal in landfill or permanent storage on site.
- If no alternatives are possible, hazardous waste may be disposed in landfill sites that have been properly engineered to contain the waste in isolation from the external environment.
- If no such sites can be used, the last resort is to store hazardous waste (semi-)permanently on a site, until other disposal options become available. This should not be used as a cheaper alternative to other preferable options. When selecting and preparing the site for storage, it is important that:
 - The location of the site must be agreed with local authorities, and in consultation with local stakeholders
 - Carefully select the site (not prone to flooding, landslides, etc.)
 - Select proper containers (inert, do not get attacked from the content, well-sealed)
 - Ensure waste compatibility when storing (i.e. ensure different types of hazardous waste that have potential of reacting with each other are isolated)
 - Ensure waste is properly marked using pictograms from the Globally Harmonized System of Classification and Labelling of Chemicals, using durable labels and with description in English and in local language(s)
 - Records, inventory and inspections should be monitored and kept on record
 - Access should be limited and controlled
 - Consider the hazards for personnel storing the waste, and provide them with adequate protection
 - All relevant stakeholders should be made aware of the existence of the site and of its hazard profile
- In some countries, controlled burning of hazardous material is performed according to local requirements and in properly engineered facilities. In any other situation, **burning of the hazardous waste is strictly forbidden.**

Any deviation from these guidelines **SHALL** be authorised by the most senior officer in the Office/Site and immediately communicated to the HSE Team in HQ.

4. Hazardous waste prevention

The best strategy in terms of hazardous waste management is avoidance. All reasonable efforts should be made to avoid the use of hazardous materials, or substitute with alternatives that are less hazardous or not hazardous at all (e.g. eco-labelled electronics contain lower levels of toxic materials, mercury can be substituted in several appliances, use waterborne paints and varnishes with lower VOCs and toxicity, etc.). Possible hazardous waste prevention and avoidance strategies include:

- Avoid releasing the hazard – e.g. asbestos is not hazardous to health if it is not airborne and breathable, thus special care should be given during demolition if there is even a suspicion that asbestos may be present in certain construction materials; tyres release hazardous material only in case of uncontrolled open-air burning
- Buy the right amount of products to avoid having to dispose of leftovers (e.g. paints, varnishes, pesticides, disinfectants)
- Store properly (in sealed container with proper labelling) for later use, or give back to the supplier for use in other sites (e.g. paints, disinfectants)
- Donate left overs to charity or other users (e.g. electronics).
- Ensure that, when donating highly hazardous materials such as used oils or fluorescent bulbs, the recipient knows how to dispose of them without contaminating the environment. UNOPS should not transfer the challenge of handling hazardous waste to people who have no capacity to do it.
- Make use of suppliers take-back schemes whenever these exist (e.g. electronics, toner cartridges)

Measures to minimize volume of hazardous waste generated should be recorded in the Office/Project Environmental Management Plan and relative Waste Management Plan (form EM 02).

Best practice: on-site bio-remediation of contaminated soil

It is common at project sites for minor fuel spillages to occur, leaving soil contaminated with hydro-carbons. When no treatment facilities are available, it is possible to treat this in-situ using biological soil farming processes. However, this should only be undertaken:

- if there is enough time remaining on the project to effectively implement and monitor, or
- if the beneficiary has adequate capacity to complete the process.

Indicatively, the remediation process will take approximately one year. The process for bio-remediation of the contaminated soil is as follows:

- The site is lined with heavy plastic sheeting, and the area contained using bund walls made from densely packed grass or reeds. The area must be adequate in size with the containment method strong enough to withstand local climatic conditions.
- The contaminated soil is spread in a layer to a maximum of 50 cm in depth, with urea fertiliser applied at the rate of 1 kg per m², once a month for 12 months. Lightly turn all the contaminated soil (manually) twice a month – once when applying the fertiliser.
- The soil should be covered with a tarpaulin(s) during periods of heavy rainfall, making provision for drainage off the site.
- Apply water if the soil becomes dry. It needs to be damp rather than saturated.

The soil should be tested prior to the land farming, and on completion to ensure that the process has been effective in removing the hydro-carbons. The soil should be designated for a non-production end use, such as landfill cover, or soil for construction in an area away from water courses.

Note that bioremediation is useful for hydrocarbons and other materials that can be broken down by microorganism. It should not be used for other hazardous wastes such as mercury compounds in fluorescent bulbs.

Project Emergency Contact Numbers

Project Title	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project		
Project Location			
Contractor			
Date of issue		Revision	

Service	Telephone Number	Name/Details/Address
UNOPS representative		
Contractor Contact		
Site First Aid givers		
Nearest Doctor		
Nearest Medical Clinic /Hospital		
Ambulance Service		
Nearest Fire Service		
Nearest Police Service		
Services Providers Electricity Water Service Gas Service		

Other		
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Emergency Drill Record

Project Title	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project
Location of the drill (address)	
Date of Emergency drill	
Time warning system was initiated	
Warning system initiated by	
Weather condition	
Emergency coordinators present	
Approximate number of people evacuated	
Time taken to fully evacuate	

Overall Standard of Emergency Drill	Unsatisfactory	Satisfactory
(tick the correct)		
Comments/findings	Action required/ Responsibility	Date completed

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Name of Person in charge of the drill		Date	
Signature			

Schedule of key tasks

Item	Activity	H&S RA	Env. Plan	Hazardous substances	Method Stat.	Date Req.	Date of 1st issue	Revised	Responsibility	Approved
1	Mobilization									
2	Excavation/Backfilling									
3	Demolish existing walls									
4	Concrete works / Stone works									
5	Septic tank works									
6	Electrical works									
7	Mechanical works									
8	Finishing works									
9	Stone pointing works									
10	Outside building M&E works									
11	Landscaping works									
12	Others to be specified during construction									

UNOPS Work Permit: Confined Space Entry

Project Title	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project	Permit Number	
Location of Confined Space		Date Submitted	
Details of Work		Date Approved	
Name of Contractor/Workers		Validity Period	

Atmospheric (gas) Testing	Results (Tests to be carried out prior to any entry by lowering detection equipment into the confined space.)
Oxygen	
Carbon Monoxide	
Hydrogen Sulphide	
Other?	
EXPLOSIVENESS	

Ensure that the Confined Space is free from

	Check performed
Noxious Sludge and Material Matter	
Gas and Fumes	
Isolated from all sources of Gas and Fumes	

The following precautions must be taken as a condition of this permit approval

	Yes	No
Gas monitoring throughout operation		

Is forced ventilation system required for operation?		
Breathing apparatus required to be worn?		
Specific protective clothing to be used (list)		
Support person in attendance		
Lifeline system (harness, winch and tripod) to be used		
Non spark tools and flameproof electronics and equipment to be used		
Emergency rescue equipment/facilities required		
Specific workers training to be undertaken		
Other precautions? (detail)		

Approval: (Before the works are undertaken the recipient understands and is competent with the safe systems of work in confined spaces.)

Signature of Approving Authority	Date
Signature of Recipient	Date

Completion: (Confirmation that all persons and equipment has been withdrawn from the space and the area has been left safe.)

Signature of Recipient handing back	Date
Signature of Approving Authority	Date

UNOPS Work Permit: Hot Works

Project Title	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project	Permit Number	
Location of Proposed Works		Date submitted	
Details of Work			
Name of Contractor/Workers			
Hot Work Fuel Source			

The following precautions are to be undertaken by the Contractor:

<p>Within a 10 metre radius of the work</p> <p> <input type="checkbox"/> Removal of combustible Material and Liquids <input type="checkbox"/> Covering/protection of fixed combustibles <input type="checkbox"/> Clean floor areas of combustibles <input type="checkbox"/> Wetting down of combustibles <input type="checkbox"/> Covers to collect sparks <input type="checkbox"/> Cover all floor and wall openings </p>
<p>General</p> <p> <input type="checkbox"/> All cutting and welding equipment is in good repair <input type="checkbox"/> All equipment operated by competent people <input type="checkbox"/> Does the area require additional ventilation <input type="checkbox"/> Ensure suitable PPE is in use <input type="checkbox"/> If smoke alarms are required to be disconnected to perform the hot work then continuous fire watch must take place. </p>
<p>Extinguishers</p> <p> <input type="checkbox"/> Hose Reel <input type="checkbox"/> CO2 <input type="checkbox"/> Dry Powder <input type="checkbox"/> Water </p>

Authorisation

Signature of Approving Authority	Time/Date of permit validity
Signature of Receiver:	Date:

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Completion

The work areas have been inspected one hour after the completion of the works and is all clear.	
Permit Receiver	Date/Time
Approving Authority (Permit returned and expired)	Date/Time

UNOPS Work Permit: Excavation

Project Title	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project	Estimated Time Required	
Location of Proposed Works		Proposed commencement of excavation	
Details of Excavation (including max depth)		Permit Number	
Person in charge of Excavation (name and title)		Date submitted	

Underground and Overhead Services Checklist

	‘As built’ existing services drawings	Services locations confirmed on site and marked	Control zone confirmed, excavation within?	Services require isolation?	Area to be scanned?	Specific method, controls, techniques and protection required?
Electrical (in ground)						
Electrical (overhead)						
Water main						
Gas main						
Sewer system						
Storm water system						
Data and telecoms						

Other?						
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General Considerations

	Yes	No
Is area required for stockpiling sufficient and secure?		
Are temporary barriers available to protect excavation?		
Has risk assessment been carried out for the works?		

Note: All archaeological items uncovered during excavation shall be immediately reported to the UNOPS site representative. Work shall be stopped and waiting for further instruction from UNOPS site representative.

Authorisation

Signature of Approving Authority	Time/Date of permit validity
Signature of Receiver	Date

Completion

The work area is complete and has been left in a safe condition.	Date/Time
The work has not been completed and the following remains outstanding:	
Permit Receiver:	
Approving Authority: (permit returned and expired)	Date/Time

UNOPS Work Permit: Lifting (Crane)

Project Title	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project	Banksman/Slingers	
Location of Proposed Lift		Permit Number	
Proposed Date of Lift		Date submitted	
Appointed person to control lift			

Details and Description of Lift	
Type of Crane	
Safe Working Load of the Crane	
Details of the item to be lifted	
Weight to be lifted	
Maximum radius of the lift	
Confirmation of lift and radius suitability	
Lifting Gear minimum capacity	
Crane operator licensed/Experienced	
Banksman/Slinger licence/Experienced	
Crane and equipment weekly/monthly/yearly inspections detailed?	

Pre Lift Checklist		
<input type="checkbox"/> Ground conditions suitable for access and lifting?	<input type="checkbox"/> Visual inspection of lifting gear	<input type="checkbox"/> Crane level and wheels clear of ground?
<input type="checkbox"/> Outrigger spreaders	<input type="checkbox"/> Health and Safety Hazard	<input type="checkbox"/> Risk controls in place relating to

required and in place?	and Risk assessment undertaken?	access, vehicles, workers, lifting area etc
<input type="checkbox"/> Crane operator has all round vision?	<input type="checkbox"/> Any workers under suspended loads?	<input type="checkbox"/> Have all workers involved been thoroughly briefed on proceedings?
<input type="checkbox"/> Any additional requirements?		

Approval

Signature of Approving Authority	Time/Date of permit validity
Signature of Receiver	Date

Review and Completion

Lift undertaken as planned?	
Improvements for next lift?	
The lift has/has now been completed	Date/Time
Permit Receiver:	
Approving Authority: (permit returned and expired)	Date/Time

Weekly inspection of ladders/trestles

Project Title	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project	Site		Date	
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Ladder ID Number	Description – ladder: length or number of rungs, scaffold - location

Guidance

- Weekly inspections shall be carried out and report completed.

- The report should be kept on site until the project is complete.
- All ladders/trestles should be individually tagged.
- Ladders/Trestle's must be in good condition and correctly stored - check for splits or cracks in the stiles and rungs. Ensure that none of the rungs are missing or loose.
- Ladders shall not be painted - paint can hide damaged parts.
- Any defected ladders / trestles should be removed from site immediately.

Scaffold inspection checklist

Project Title	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project	Site	
Scaffold ID number and location			
Inspection date			

FOOTINGS		BRACING		PLATFORMS	
Soft and uneven		Façade and ledger		Bad boards	
No base plates		Some missing		Trap boards	
No sole boards		Loose		Incomplete boarding	
Undermined		Wrong fittings		Insufficient supports	
SATISFACTORY		SATISFACTORY		SATISFACTORY	
STANDARDS		COUPLINGS		GUARD RAIL & TOE BOARDS	
Not plumb		Wrong fittings		Wrong height	
Joined at same height		Loose		Some missing	
Wrong spacing		Damaged		Loose	
Damaged		No check couplers		Damaged	
SATISFACTORY		SATISFACTORY		SATISFACTORY	
LEDGERS		TIES		LADDERS	
Not level		Some missing		Insufficient length	
Joined in same bays		Loose		Not tied	
Loose		Damaged		Damaged	
Damaged		Other		Other	
SATISFACTORY		SATISFACTORY		SATISFACTORY	

Other comments	Action required/Responsible	Action Completed

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Name of Person carrying inspection		Signature	
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Weekly inspection of small tools

Project Title		Site	
	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project		

Tool ID Number	Description

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Guidance

- Weekly inspections shall be carried out and report completed.
- The report should be kept on site until the project is complete.
- Any tool that is found to be defective shall not be used, then fixed or removed from site.

Weekly inspection of lifting devices

Project Title	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project	Site	
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ID Number	Description

Guidance

- Weekly inspections shall be carried out and report completed.
- The report should be kept on site until the project is complete.
- Any tool that is found to be defective shall not be used, then fixed or removed from site.

Register of Interested Parties

Office/Project	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project
Location	Ukraine
Revision and date	

“Any persons or organisations that can affect, be affected by or perceive itself to be affected by UNOPS decisions and/or activities”

Step 1: List interested parties (e.g. beneficiaries, communities, suppliers, NGOs, donors, regulators, our personnel, partners, etc.)

Step 2: Describe how you will determine their requirements (i.e. their needs and expectations)

Step 3: List the requirements you have identified, and highlight those that will become compliance obligations (NOTE: make sure you include compliance obligations in the Legal Register, HSE03)

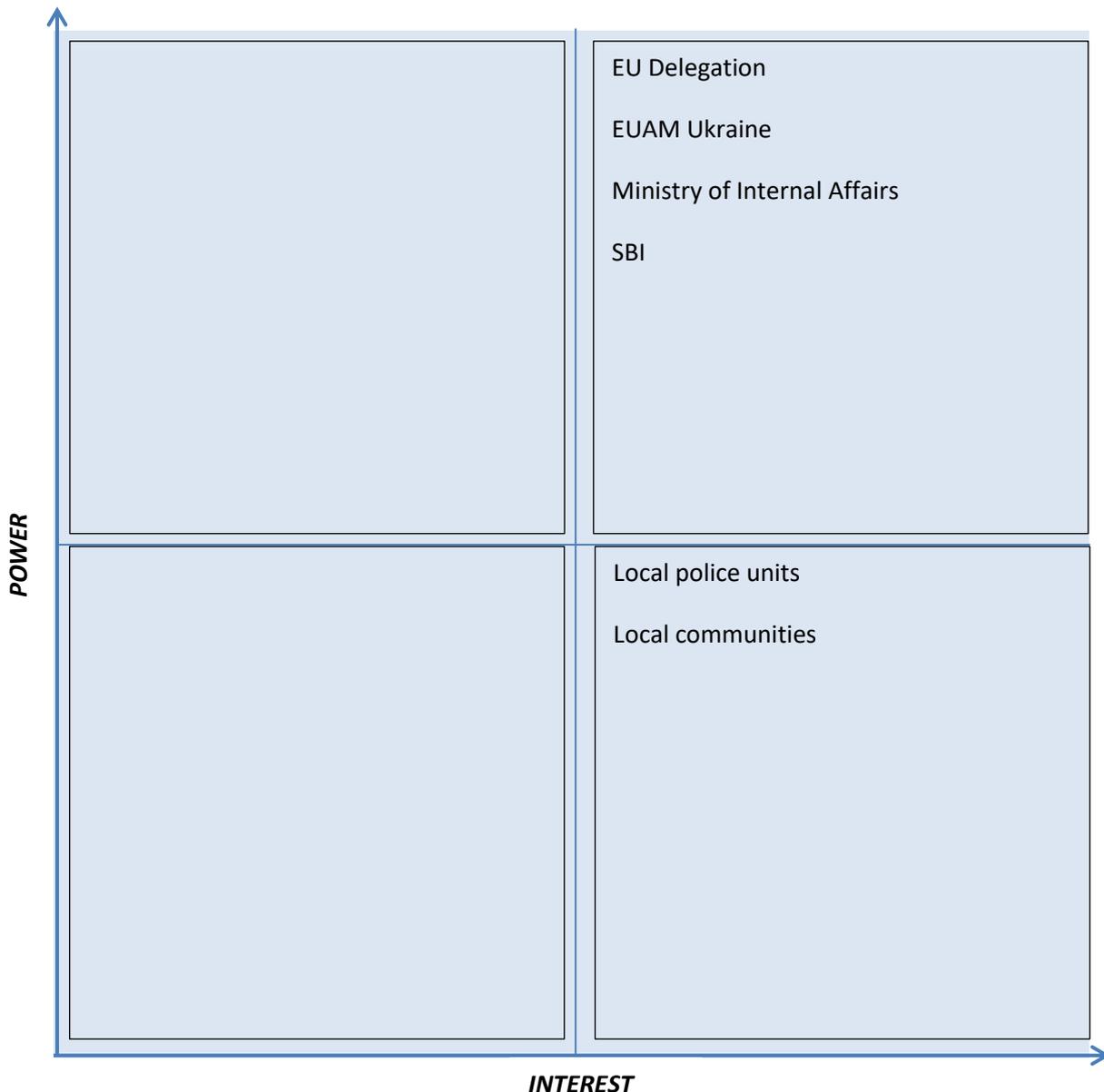
1. List of interested parties and methodology for determining requirements

Interested party	Requirement	Requirement identified by way of
1. EU Delegation	Project delivery Reporting	EU Delegation Agreement
2. EUAM Ukraine	Advisory support role, e.g. to be informed on the project products description/ outcomes, observer role in recruitment process	EU Delegation Agreement Memorandum of Understanding
3. Ministry of Internal affairs	- To be informed about the project progress and outputs during Work Groups meetings, - Approval of all developed specifications/ToRs must be obtained in written before starting any procurement	Memorandum of Understanding
4. SBI	- To be consulted for the project products description and outcomes during Work Groups meetings, - Approval of all developed specifications/ToRs must be	EU Delegation Agreement Memorandum of Understanding



	obtained in written before starting any procurement	
5. Local police units	To be involved into the implementation of activities at local level, under supervision of assigned focal point(s) from NPU	Memorandum of Understanding
6. Local communities	To be involved into the implementation of activities at local level, implementation of grants for confidence building and partnership with police	Memorandum of Understanding

2. Determination of compliance obligations for UNOPS Office in Ukraine based on a power/interest grid analysis



3. Identified compliance obligations must be reported in the Legal Register (form HSE03)

Legal Register for Health, Safety and Environment

Office/Project	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project
Location	Multiple locations
Revision and date	V.1.0.

I. Introduction

UNOPS premises are protected by the Immunities and Privileges of the United Nations. These immunities also apply to UNOPS staff. It is the intention of UNOPS to ensure that operations do not operate below the standard of local legislation (see the UNOPS Health and Safety policy and the UNOPS Environmental Policy). Contractors and construction sites have an even higher obligation to meet legal and other obligations as they are incorporated under local laws. The contractors are assumed to have control over their ability to meet local legislation at UNOPS construction sites. UNOPS has the role of enforcing legal and other requirements in line with the UNOPS policy commitment.

When researching for applicable national legal HSE requirements, it is recommended that existing legislation in the following areas is explored:

Access/ Egress	Small tools
Fire/Emergency Prevention and Response	Work over water
Ergonomics	Work interactions (e.g. stress, psychosocial)
Occupational Health Stressors	Use of Lifting Machinery
Pressurised equipment	PPE
Electrical equipment	Other general H&S requirements
Hazardous substances	Water quality and management
Preparation of food	Air quality
Structures	Waste
Transportation	Resources conservation
Working at heights	Pollution control
Excavation	Other general environmental requirements

II. Legal Register

No	Legislation/Requirement	Source	Requirements
1	UN Occupational Safety and Health (OSH) Framework	CEB/2015/HLCM/7 of 31 March 2015	Implementation of the framework through six phases by December 2018
2	A system-wide road map for United Nations climate neutrality by 2020 and of the related goals towards enhancing the environmental sustainability of United Nations operations	CEB/2015/HLCM/7 of 31 March 2015	United Nations climate neutrality by 2020 and enhancement of environmental sustainability
3	Environmental Sustainability Management in the UN System	CEB/2013/HLCM/5 of 7-8 March 2013	Development and implementation of environmental sustainability management systems in each UN organization
4	A framework for advancing environmental and social sustainability in the United Nations system	UN Environmental Management Group, 2012	Moving UN organizations towards strengthening environmental and social sustainability in our activities
5	EOD 03 "Occupational Health & Safety and Social & Environmental Management"	UNOPS	Establish UNOPS Social, Environmental and H&S policies
6	OD 28 "Policy on work-life harmonisation" and AI/OEC/2009/02 on flexible working	UNOPS	Support personnel in balancing the demands of work and personal life.
7	Road and driving safety AI/EO/2010/04	UNOPS	Provide instructions governing road and driving safety
8	OD 08 Policy on prohibition of Discrimination, Harassment, including Sexual Harassment, and Abuse of Authority	UNOPS	Ensuring the workplace is free of any form of discrimination and harassment
9	The Law of Ukraine "About Labour Protection"	The Information of Verhovna Rada of Ukraine, 1992, № 49, 668 p.	This Law determines basic provisions by realization of constitutional right of workers to protection of their life and health in the course of labor activity.
10	DBN (State Construction Norms) A.2.2-1-2003 Composition and content of materials on the evaluation of environmental impact (EEI) when designing and constructing enterprises, buildings and facilities.	The Ministry for Regional Development, Building and Housing of Ukraine from 15.12.2003 № 214	Outline the necessary procedures and minimum requirements for environmental impact assesment
11	DBN (State Construction Norms) A.3.2-2-2009 (SSBT 45.2-7.02-12) The system of standarts of labour protection. Labour protection and industrial safety in construction.	The Ministry for Regional Development, Building and Housing of Ukraine from 27.01.2009 № 45	Determines the requirements for labour protection and industrial safety during construction and installation work.
12	DBN (State Construction Norms) A.3.1-5-2016 Organization of building production	The Ministry for Regional Development, Building and Housing of Ukraine from 05.05.2016 №115	General requirements for the organization of construction during the new construction, reconstruction, overhaul, technical re-equipment of buildings, buildings of any purpose, their complexes or parts, linear objects of engineering and transport infrastructure
13	DBN (State Construction Norms) V.1.2-12-2008. Building in the compacted area. Safety requirements.	The Ministry for Regional Development, Building and Housing	These norms establish safety requirements during the new construction, reconstruction and technical re-equipment of objects in

		of Ukraine from 27.08.2008 №385	the conditions of compacted development and cover the safety of adjacent buildings and territories, the safety of the object under construction, the safety of the production process for the execution of construction and installation work
14	DSTU (State Standard of Ukraine) 4050-2001 Signal special clothing. Jackets. Specifications.	State Standards of Ukraine from 14.09.2001 № 454	This standard applies to men's and women's vests with tufts of retro-reflective materials intended to enhance the safety of work in conditions of insufficient visibility.
15	DBN (State Construction Norms) V.2.5-56:2014 Fire protection systems	UUFTS: Ukrainian Union Fire and Technological Safety from 13.11.2014 № 312	Systems of fire protection of buildings, or their parts, structures, equipment of different purposes, during the new construction, reconstruction, technical re-equipment, overhaul of these objects.
16	NPAOP (Regulatory Legal Acts on Labour Protection) 0.00-1.80-18 Rules of labor protection during operation of lifting cranes, lifting devices and related equipment	Ministry of Social Policy of Ukraine from 19.01.2018 № 62	Rules of construction and safe operation of lifting cranes
17	DNAOP (The State Regulatory Legal Acts on Labour Protection) 0.00–1.21–98. Consumers' electric installations safety code	State Committee of Ukraine on Supervision of Labor Protection from 09.01.1998 № 4	Rules for safe operation of electrical installations
18	NAPB (Regulatory Legal Act on Fire Safety) A.01.001-2014 Fire safety regulations.	Ministry of Internal Affairs of Ukraine from 30.12.2014 № 1417	The rules establish common requirements for fire safety for buildings, structures of different purposes and adjoining territories, other real estate, equipment, which are being exploited, construction sites, as well as during construction, reconstruction, restoration, overhaul, technical re-equipment of buildings and structures.
19	NPAOP (Regulatory Legal Acts on Labour Protection) 45.2-1.11-97 State Committee of Ukraine for Industrial Safety, Labor Protection and Mining Supervision. Occupational safety regulations for erections of monolithic concrete and reinforced concrete objects.	State Committee of Ukraine on Supervision of Labor Protection from 14.03.1997 decree № 58	Rules of occupational safety at erections of monolithic concrete and reinforced concrete objects
20	NPAOP (Regulatory Legal Acts on Labour Protection) 0.00-1.15-07 On Approval of the Occupational Safety Regulation for working at height.	State Committee of Ukraine of Industrial Safety, Labor Protection and Mining Supervision 27.03.2007 p № 62	Rules of occupational safety for working at height.

III. References

1. Convention Immunities and Privileges of the United Nations. <http://www.un.org/en/ethics/pdf/convention.pdf> (Dec. 2014)
2. <http://www.un.org/en/ecosoc/docs/2010/res%202010-23.pdf>

3. ILO: Safety and Health in Construction Convention no. 167 (Dec. 2014)
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_INSTRUMENT_ID:312312
4. ECOLEX, the gateway to environmental law, operated jointly by FAO, IUCN and UNEP
<http://www.ecolex.org/start.php>
5. NATLEX, the ILO database of national labour, social security and related human rights legislation
http://www.ilo.org/dyn/natlex/natlex4.home?p_lang=en
6. LEGOSH, the ILO global database on occupational safety and health legislation
<http://www.ilo.org/dyn/legosh/en/f?p=LEGPOL:1000>

Check for Compliance Requirements for Health, Safety and Environment

Office/Project	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project
Location	Multiple
Revision and date	

I. Immunities and Privileges of the United Nations

The founding Charter of the United Nations provides for the privileges and immunities “necessary for the fulfilment of its purposes.” (Article 105, UN Charter). The Convention on Immunities and Privileges adopted by the General Assembly of the UN on 13 February 1946 details the specifics of these legal exemptions.

This means that while UNOPS as a separate entity of the United Nations is exempt from compliance with local laws, it does interact with local governmental agencies for the provision of services and should meet the minimum standards for the operation of these services if not exceed them according to international standards.

II. UN requirements and UNOPS HSE minimum standards

The regulations and requirements put forth in the UN system should be applied to UN facilities. Therefore, UNOPS shall meet the requirements of the UN Occupational Safety and Health (OSH) Framework (CEB/2015/HLCM/7 of 31 March 2015); of the UN Climate Neutrality Strategy and the Strategic Plan for Environmental Sustainability Management (CEB/2013/HLCM/2); and the UN Roadmap towards Climate Neutrality by 2020 (CEB/2015/HLCM/7 of 31 March 2015); and of other relevant UN initiatives and frameworks.

UNOPS minimum standards for Health, Safety and Environment apply in all its projects and operations, also in cases where they go beyond and above local legislative requirements.

III. Check for Compliance Requirements

Item ¹	Legislative instrument (law, regulation, decree, etc.)	Area of concern/hazard regulated	Year	Regulatory Body	Requirements	Compliance (Y/N)	Evidence of Compliance/ Corrective Actions
1	<i>The Law of Ukraine "About Labour Protection"</i>	Offices and building sites	1992, № 49, 668 p	Verhovna Rada of Ukraine	This Law determines basic provisions by realization of constitutional right of workers to protection of their life and health in the course of labor activity, on proper, safe and healthy working conditions, governs with the assistance of relevant organs of the government the relations between the employer and the worker on safety issues, occupational health and the production circle and establishes single procedure for the organization of labor protection in Ukraine.		1. Permission or declaration for performance of work of high danger and for operation (application) of machines, mechanisms, equipment of high danger. 2. Decree on the appointment of the responsible for the protection of labor and fire safety 3. Decree on the approval and putting into effect of the instructions on labor protection by type of work to be performed.

¹ Ensure numbering of legislative instruments is aligned and can be cross-referenced with those included in the Legal register.

2	DBN (State Construction Norms) A.2.2-1-2003 Composition and content of materials on the evaluation of environmental impact (EEI) when designing and constructing enterprises, buildings and facilities.	Building site	from 15.1 2.20 03 № 214	The Ministry for Regional Development, Building and Housing of Ukraine	These construction norms outline the necessary procedures and minimum requirements for environmental impact assessment in the design documentation for new construction, expansion, reconstruction and technical re-equipment of industrial and civilian objects, the main requirements for the composition and content of these materials.		1. Contractor's performance according to the project's documentation.
3	DBN A.3.2-2-2009 (HPAOP 45.2-7.02-12) The system of standards of labour protection. Labour protection and industrial safety in construction.	Building site	27.0 1.20 09 № 45	The Ministry for Regional Development, Building and Housing of Ukraine	These norms and rules should be observed in the course of the construction and installation work in the construction of new, reconstruction, expansion and technical re-equipment of the existing enterprises, buildings and structures, and also taken into account in the development of projects for the work production.		1. Documents of workers confirming the right to perform work with high danger. 2. The log of the site safety inductions. 3. The log of work-permits for high risk construction activities. 4. The organization and execution of construction and installation work must meet the requirements of hygienic standards, sanitary rules and norms approved by the Ministry of Health of Ukraine
4	DBN (State Construction Norms) A.3.1-5-2016 Organization of building production	Building site	Decree from 05.0	The Ministry for Regional Development	General requirements for the organization of construction during the new construction,		1. General work log. 2. Internal Regulations which include measures for

			5.20 16 № 115	nt, Building and Housing of Ukraine	reconstruction, overhaul, technical re- equipment of buildings, buildings of any purpose, their complexes or parts, linear objects of engineering and transport infrastructure		occupational safety and environmental protection.
5	<i>DBN (State Construction Norms) V.1.2-12-2008. Building in the compacted area. Safety requirements.</i>	Building site	from 27.0 8.20 08 № 385	The Ministry for Regional Developme nt, Building and Housing of Ukraine	These norms establish safety requirements during the new construction, reconstruction and technical re-equipment of objects in the conditions of compacted development and cover the safety of adjacent buildings and territories, the safety of the object under construction, the safety of the production process for the execution of construction and installation work		1. Internal Regulations which include measures for occupational safety and environmental protection.
6	<i>DSTU (State Standart of Ukraine) 4050-2001 Signal special clothing. Jackets. Specifications.</i>	Building site	14.0 9.20 01№ 454	State Standards of Ukraine	This standard applies to men's and women's vests with tufts of retro- reflective materials intended to enhance the safety of work in conditions of insufficient visibility.		1.The availability and use of overalls on site.

7	<i>DBN (State Construction Norms) V.2.5-56:2014 Fire protection systems</i>	In relation to owners of offices	13.1 1.20 14 № 312	UUFTS: Ukrainian Union Fire and Technologic al Safety	<p>The requirements of these building codes apply to the design, mounting, checking of conformity and maintenance of operational suitability of fire protection systems, namely:</p> <ul style="list-style-type: none"> - automatic fire suppression system; -autonomous local-application fire-extinguish system ; - fire alarms system; - fire alarm systems and evacuation management of people; - anti-smoke protection systems; - centralized fire detection systems; - dispatching of the fire protection system. <p>The above-mentioned fire protection systems are intended for fire protection of houses, buildings or their parts, structures, equipment of different purposes, during the new construction, reconstruction, technical re-equipment, overhaul of these objects.</p>		<ol style="list-style-type: none"> 1.Certificate of verification of information of fire protection systems 2.Certificate of technical examination of fire protection systems. 3.Maintenance plan of fire protection system.
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8	<i>NPAOP (Regulatory Legal Acts on Labour Protection) 0.00-1.80-18 Rules of labor protection during operation of lifting cranes, lifting devices and related equipment</i>	Building site	from 19.01.2018 № 62	Ministry of Social Policy of Ukraine	Establish the minimum safety requirements for the equipment that the employer must maintain at the level specified in these Rules and other regulations on occupational safety and health during its use.		1.Logs of supervision of constructions and technical condition of lifting cranes
9	<i>NAPB (Regulatory Legal Act on Fire Safety) A.01.001-2014 Consumers' electric installations safety code</i>	Offices and building sites	09.01.1998 № 4	State Committee of Ukraine on Supervision of Labor Protection	The requirements of these Rules apply to those who work with electrical installations up to 220 kV inclusively and are mandatory for all, both consumers and producers of electricity, all forms of ownership of the means of production		1. Log of accounting and testing of power tools, transformers, frequency converters and portable lamps. 2. Certificate confirming the safety of electrical equipment for transformer stations.
10	<i>NAPB (Regulatory Legal Act on Fire Safety) A.01.001-2014 Fire safety regulations.</i>	Building site	from 30.12.2014 № 1417	Ministry of Internal Affairs of Ukraine	The rules establish common requirements for fire safety for buildings, structures of different purposes and adjoining territories, other real estate, equipment, which are being exploited, construction sites, as well as during construction, reconstruction, restoration, overhaul, technical re-equipment		1.Order of persons responsible for fire safety from the customer and general contractor (contractor) organization on the object as a whole and on separate sites

					of buildings and structures.		
11	<i>NPAOP (Regulatory Legal Acts on Labour Protection) 45.2-1.11-97 State Committee of Ukraine for Industrial Safety, Labor Protection and Mining Supervision. Occupational safety regulations for erections of monolithic concrete and reinforced concrete objects.</i>	Building site	14.0 3.19 97 decree № 58	State Committee of Ukraine on Supervision of Labor Protection	Rules of safe performance of work during the construction of objects from monolithic concrete and reinforced concrete.		1.Safety instruction log.
12	<i>NPAOP (Regulatory Legal Acts on Labour Protection) 0.00-1.15-07 On Approval of the Occupational Safety Regulationd for working at height.</i>	Building site	27.0 3.20 07 № 62	State Committee of Ukraine of Industrial Safety, Labor Protection and Mining Supervision	The rules of occupational safety at the time of work at the altitude apply to business entities that organize or perform work at high altitude, including vertical works, and establish safety and labor protection requirements during the construction, installation (dismantling) of structures and equipment, repair, reconstruction, operation of objects.		1.The log of admissions for works at height. 2.Safety instruction log.

IV. References

1. Convention Immunities and Privileges of the United Nations.
<http://www.un.org/en/ethics/pdf/convention.pdf> (Dec. 2014)
2. <http://www.un.org/en/ecosoc/docs/2010/res%202010-23.pdf>

Health, Safety, Social & Environmental Inspection Report - Site

Project	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project				
Person carrying out inspection					
Location			Date		
Number of Toolbox talks held since last inspection		Number of personnel on site		Incidents since last inspection	

NOTE: It is mandatory to document at least one HSE inspection per week. Daily HSE inspections are highly recommended.

1. MARK THE ITEMS THAT HAVE BEEN INSPECTED
2. INCLUDE INSPECTION FINDINGS AND PRIORITY* FOR CLOSING THEM (you can also highlight best practices)

* Priority: (A1) – Immediately (A2) – Within 24 Hrs (B3) – Within 3 Days (C) – Other (state)

Category	√	Observation(s) – add rows if necessary	Responsible	Date closed
1. General site layout & Welfare (incl. housekeeping)				
Consider: Site accommodation (toilets, canteen, water, dry clothing, cleanness) General appearance of the worksite (clean/untidy, fencing) Materials storage (protected, tidy, stored correctly), slip, trip and fall risks (protruding bars, cable management) Security, site boundaries (clearly marked/defined, safety signage displayed, security arrangements), lighting				
2. Emergency Arrangements and Response				
Consider: Fire (evacuation plan, muster point marked, extinguishers, fire alarm) First Aid (first aiders, first aid kit – location availability), spill kits (availability, location) Information display (emergency plan, contacts, site rules, policies)				
3. Work at Height				

Consider:	Scaffolding (foundation, bracings, access, handrails, toe boards, tagging) Mobile platforms, ladders (locking, securing, tagging) Fall protection (edge protection in place, fall arrest systems, openings fenced off or covered)			
4. Equipment/Portable Tools/Electrical Appliances				
Consider:	Lifting equipment and management of lifting operations (cranes, hoists, davits, slings, chains, permit) Tools and equipment (condition, regular checking, maintenance, storage, guards in place) Transformers & Power Supply (security, connection, labelling, inspections)			
5. Excavations				
Consider:	Excavation, trench protection (shoring, sheet piles, placement of excavated material, fencing, railing) Confined space (gas monitor, evacuation procedure – tripod, topman etc) Dewatering arrangements			
6. Personal Protection Equipment (PPE)				
Consider:	Use, suitability for the task (i.e. dust masks or hearing protection), condition, storage Manual Handling			
7. Underground and Overhead Services				
Consider:	Identification, marking and protection			
8. Hazardous Materials				
Consider:	Clear identification, labelling, storage, no smoking sign, asbestos Gas Cutting/welding (welding screens, flashback arresters, condition of the gas bottles and hoses, permit)			
9. Traffic Management				

Consider:	Planning, Routing, Turning areas, Delivery Management, Unloading area, Pedestrian Segregation, Access, Signage, plan display, banksman			
10. Risk Assessment and Method Statement (RAMS)				
Consider:	Work carried out according to RAMS, communication to workers			
11. Lifting appliances and equipment				
Consider:	Radio communication system with cranes, outriggers, Safe Working Load (SWL) clearly marked			
12. Waste Management and Segregation				
Consider:	Waste segregation, availability of bins/skips/containers properly labelled, secured and protected i.e. from rain, animals Frequency of emptying bins, waste disposal/recycling according to plan Separate, secure storage of hazardous waste in sealed, non-leaking, bunded area			
13. Fuel/oil/chemical Storage				
Consider:	Fuels/chemicals/oils storage in bunded areas, use of drip trays, good condition of the drums and bund Designated refuelling area on site, located away from watercourse, bunded or on hard surface Gas storage in secure/lockable area; labelling and signage			
14. Drainage, dewatering, spillage control				
Consider:	Uncontrolled discharges to watercourses/drainages; storm water drainage; control of dewatering or overpumping activities; use of settlement tanks and/or oil separators Check for leaking equipment; use of drip trays; concrete wash out site; designated vehicles wash-down area (connected to drainage and oil separator) Sewage system from site/canteen/office discharge			

15. Ecology, Archaeology and Heritage				
Consider:	Ecological, archaeological or sensitive areas, protection from site activities; affected trees or vegetation			
16. Dust and mud				
Consider:	Dust control measures, excavated material stock piles covered, dust suppression system (sprinklers), traffic control around the site controlled (speed limited) Mud spreading prevention - wheel wash, dust suppression systems on the equipment i.e. on the chain saw			
17. Odour and Air Emissions				
Consider:	Burnings on site, waste burning prohibited on site Odour emissions Emissions from equipment/machinery/vehicles, related maintenance			
18. Noise and Vibration				
Consider:	'Noisy' equipment, maintenance, noise mitigation measures i.e. is the equipment fitted with mufflers, screens, noise monitoring			
19. Labour relations; Community Interface				
Consider:	Complaints from the neighbourhood, liaison with community/authorities Indications of child or very young workers presence, retaining salaries, other labour rights violations			

Name/Signature of Person carrying out Inspection:			
Approved by Project Manager		Date	

Incident Report Form

Project/Office	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project		
Report date			
Reported by		Title/role	

I. DETAILS OF THE INCIDENT

Incident date	
Incident time	
Incident place	

Incidents are classified into two classes, as below. You can select either Class 1 or Class 2, not both. Select the Class that better describes the type of incident. You can select multiple sub-categories under each class.

Incident class	Category 1	Category 2	Category 3	Category 4	Category 5
Class 1					
Class 2					

II. IDENTIFICATION OF TYPE OF INCIDENT AND IMMEDIATE CAUSES

1) Select the type of the incident from the list below. An incident can be classified at the same time as H&S/environmental/social.

Type of Incident - H&S		Type of Incident - Social
Moving Machinery/vehicles at project site	Dust, Fumes, Vapours	Misuse of UNOPS property
Fall from height	Noise	Damage to Cultural Heritage
Powered Hand tools	Temperature or heat	Occurrence of infringement of labour rights
Hand Tools	Overexertion	Occurrence of infringement of human rights
Animals or insects	Structural Failure	Stakeholder/community complaint
Fire or Explosion at project sites	Chemical/biological	Strike, demonstration
Trips & smaller falls	Stress	Other (please specify)
Drowning	Other (please specify)	
Borrow-pit Management		

Type of Incident - Environmental	
Chemical/Oil Spill	Damage to ecosystems (e.g. damage to flora/fauna)
Improper Disposal Waste	Odour air Emissions
Disasters (Earthquake, Flood)	Dust, Fumes, Vapours, Air pollution
Water Pollution/ Sedimentation	Other (please specify)

* note that incidents related to terrorism, civil unrest, armed conflict and crime; as well as fire, aviation safety and road transport, are under the responsibility of the UN Security Management System, and should be reported to UN Security using the security incident form. Incidents at contractor operated project sites should be reported through this incident report form.

2) For each type of incident, select the relevant descriptor(s) from the list. You can select up to 5 descriptors for each type of incident. If a descriptor is not listed below, please type in short descriptor in "Other". Add more rows as necessary.

Incident type	Descriptor 1	Descriptor 2	Descriptor 3	Descriptor 4	Descriptor 5	Other
H&S						<i>Please type in short descriptor here</i>
						<i>Please type in short descriptor here</i>

Provide description of the immediate causes of the incident:

III. DESCRIPTION OF THE INCIDENT

Record all facts prior to and including the incident, if it was a planned activity, describe/list material, ecosystem and property damaged, etc:

IV. ROOT CAUSE ANALYSIS

Select the root cause(s) of the incident from the list below. If "Other" please specify.

Root causes	Yes	No
Improper Planning		
Poor Maintenance		
Poor Supervision		
Poor Quality of Equipment		
No rules, standards, or procedures		
Lack of knowledge or skills		
Improper motivation or attitude		
Failure to comply with rules		
Other		

Incident Review Report

Project/Office	UNOPS office in Ukraine UAOC. Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO POLICE) Project		
Review completed on		Reference to incident report	
Incident reviewer/ review team members	[For Class 1 incidents, include names of members of the review team and indicate the lead reviewer.]		

I. DETAILS OF THE INCIDENT

Incident classification	Class 1	<input type="checkbox"/> Fatal <input type="checkbox"/> Lost time <input type="checkbox"/> Major Environmental <input type="checkbox"/> Major Property Damage <input type="checkbox"/> Reportable Social	
	Class 2	<input type="checkbox"/> Minor Environmental <input type="checkbox"/> Minor Injury/Illness <input type="checkbox"/> Minor Property Damage <input type="checkbox"/> Near miss	
Incident Date		Incident Time (Approx.)	
Incident Place			
Description/What Happened (Record all facts prior to and including the incident that can help clarifying its dynamics and its causes)			
Photos attached	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Witness (if any), name and contact details			
Witness Statement attached	<input type="checkbox"/> Yes <input type="checkbox"/> No		

II. DETAILS OF HARMED PERSON(S) (Only for Health & Safety Incidents. For other type of incident, proceed to Step III.)

Name		Age	
Address/Contact details			
Occupation		Employer	
Status	<input type="checkbox"/> Contractor Employee <input type="checkbox"/> Subcontractor employee <input type="checkbox"/> Visitor <input type="checkbox"/> UNOPS Employee <input type="checkbox"/> Public <input type="checkbox"/> Other		
Date injury reported		To Whom Reported	
Did person return to work the same day?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Treatment of injury	<input type="checkbox"/> None <input type="checkbox"/> On Site First Aid only <input type="checkbox"/> Doctor <input type="checkbox"/> Hospitalised		
Details of treatment			
Were any emergency services in attendance?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Details of emergency services if in attendance			
Injury Details Injury type: (e.g. cuts/abrasions, bruising, sprain/strain, fracture, dislocation, unconsciousness, other) Body part:			
Date of return to work			

III. OUTCOME OF INVESTIGATION

Immediate cause What unsafe/inappropriate acts or conditions caused the event? Note contributing factors that have made the incident worse (e.g. incorrect use of ladder, lack of PPE, absence of drip trays/containment)	
Secondary cause What human, organisational or job factors contributed/caused the event (e.g. poor housekeeping, poor planning, incorrect work method, lack of supervision/training, improper attitude, lack of hazard control etc.)? Also review the adequacy of risk assessments.	
Lessons learned	
Recommended preventative action(s)	<input type="checkbox"/> Training of personnel <input type="checkbox"/> Improve hazard/impact Identification <input type="checkbox"/> Improve hazard/impact control <input type="checkbox"/> Increase supervision <input type="checkbox"/> Improve risk/impact assessment <input type="checkbox"/> Discuss during HSSE meeting <input type="checkbox"/> Other (please specify below)

Preventative action(s) to be carried out by (Name of responsible person and target completion date)			
Close out (Agreed actions have been completed and situation now is satisfactory)	<i>[Before closing out, ensure that the preventative action has been implemented for a reasonable period of time and it is showing to be effective.]</i>		
Signature of lead reviewer	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"></td> <td style="width: 40%; text-align: center;">Date</td> </tr> </table>		Date
	Date		

Incident Highlight Report

Incident Classification	Class 1	<input type="checkbox"/> Fatal <input type="checkbox"/> Lost time <input type="checkbox"/> Major Environmental <input type="checkbox"/> Major Property Damage <input type="checkbox"/> Reportable Social	
	Class 2	<input type="checkbox"/> Minor Environmental <input type="checkbox"/> Minor Injury/Illness <input type="checkbox"/> Minor Property Damage <input type="checkbox"/> Near miss	
Incident Date		Incident Place	
Lessons learned			