



UNOPS – Office in Ukraine, UAOC

Project Health and Safety Management

Plan – HS01

10-Dec-20

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1. Introduction

1.1. Intro and scope of the Project H&S Management Plan

UNOPS endeavours, in all its projects and operations, to prevent personal injuries, ill health and damage to property.

This Project Health and Safety (H&S) Management Plan (hereafter “the Plan”) has been designed to assist the management of activities and support a risk-based approach to preventing dangerous acts that could lead to injuries or illnesses or serious incidents in the workplace.

This Plan is a live document that will be reviewed on a 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	Multiple
UNOPS Project No.	<u>21000</u>
Project Duration	<i>8 months</i>
Project Health and Safety 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 H&S Manager/Coordinator	Viktorya Sekretna

1.3. Roles and responsibilities

While the Project Manager holds the overall responsibility for Health and Safety 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 /Program Manager	UNOPS Project Manager	Project Engineer*	Project Design Manager*	Contractor*
Ensure that local laws and regulations are understood and fully considered within the H&S Plan	A	R			
Ensure planned review dates for the H&S plan are monitored	A	R			
Convene Design Phase Start Up Meeting and assign H&S responsibilities	A	R		I	
Eliminate foreseeable health and safety risks through engineering design solutions and, where that is not possible, take steps to reduce or control those risks	A	R		R*	
Carry out hazardous materials assessment for materials within the design, and where appropriate inform key stakeholders/work package contractors.	A	R		C	
Ensure regular liaison between parties on site on health and safety matters	A	R	C		
Ensure consultation with the workforce & visitors	A	R	C		
Check that design changes that affect H&S are recognised and assessed during construction phase	A	R	C		R*
Ensure that works contractors are procured using the appropriate FIDIC based contract. (Defines responsibilities for H&S / insurance etc.)	A	R	I		
Ensure that contractor(s) employ effective H&S management techniques	A	R	C		
Ensure effective arrangements in place for site security/access	A	R	I		
Ensure arrangements in place for Site induction and safety briefings	A	R	I		R*
Ensure that suitable welfare facilities and first aid arrangements are in place	A	R	I		
Ensure that reporting of accidents / incidents structural failures are reported in line with their relevant OI	R	C	I		R*
Ensure work permit system is established and implemented	A	R	I		R*
Ensure that risk assessments and method statements are compiled and implemented in a timeous manner	A	R	I		R*
Ensure that Fire and evacuation procedures are established and tested	A	R	I		

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

Health and Safety legislation and other relevant requirements in *Ukraine* are described in the *Law of Ukraine "About Occupational Safety"; DBN (State Construction Norms) A.3.2-2-2009 (SSBT 45.2-7.02-12). The system of standards of labor protection. Labour protection and industrial safety in construction* 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. Activity risk assessment planning

A staged approach to project/site hazard identification and risk control is a requirement of this plan.

Hazard identification and subsequent risk assessment will be an ongoing process throughout the life of the project (up to defects notification period, if part of the contract). The Contractor receives already during the tender phase a schedule of key risks/hazards identified during design (form HS07, Schedule of Key Tasks, can be used for this purpose). These tasks should be carefully considered during the development of detailed Risk Assessments.

3.2. Hazard identification and activities risk assessment

UNOPS Project Manager ensures that the risk assessments developed by the Contractor(s) are aligned with the requirements of form HS05, including as a minimum:

- Contractor(s) has identified all foreseeable hazards within the assessed activity
- Hazards have been prioritized by their magnitude (high, medium or low)
- Adequate control/mitigation measures have been documented for each hazard
- Both routine and non-routine conditions and special conditions have been taken into account.

The Contractor has developed Risk Assessments *using Form HS05 (preliminary Risk Assessment is formed)* that were reviewed by the UNOPS Project Manager and accepted prior to works commencing. The requirement to produce Risk Assessments applies to activities performed by sub-contractors as well.

The workforce shall be briefed on the contents of appropriate Risk Assessment(s) prior to works commencing; briefings are formally recorded using form HS06.

The Risk Assessment(s) will be amended as necessary to ensure that the works progress in a safe manner. The Risk Assessment(s) for this Plan are attached as (Annex [Form HS05](#)).

All UNOPS personnel have the authority to stop any activity that has the potential to cause injury or damage property until such times as the works are managed in a safe manner.

3.3. Objectives and targets

The project will have the following Health and Safety objectives and targets:

Table 3 - Objectives and Targets

#	Objective	Target (measurable where practicable)	Action/Program/Resources	Responsible	Target Date
1	Implement Management System Requirements.	Ensure that the contractor's main staff are briefed on relevant HSE plans. They will then brief their work force on the relevant HS matters. Conduct HSE inspections at site. Perform Fire Drills bi-annually. Annually check of local law for ongoing compliance with UNOPS UAOC HSE Management Plans.	Generate awareness of every UNOPS UAOC personnel on the importance of implementation of HSE plans. Ensure that responsible personnel understand their duties and apply accordingly. In cooperation with the Contractor ensure that Fire Drill is performed at least twice a year.	Project Engineer	
2	Raise Awareness and Training of all UNOPS personnel on HSE matters	All UNOPS UAOC personnel to be inducted on commencement of employment. All UNOPS UAOC personnel to get certified for IOSH Working Safely. All UNOPS UAOC technical staff to get certified for IOSH Managing Safely.	Induction briefing to be carried out specifically ensuring the HSE management plans are briefed to new personnel. Enrol on the WS course at least one UNOPS-UAOC personnel per month. Enrol on the MS course at least one UNOPS-UAOC personnel per month.	Project Engineer	
3	Consultation and capacity building with Contractors.	Ensure that Contractor(s) is/are aware of existence of HSE plans. Implement HSE plans in cooperation with contractor(s).	Include HSE Plans and requirements in procurement process for works. Conduct weekly HSE inspection together with contractor(s) HSE representative. (On site) Hold TT together with contractor(s) or if relevant supervise contractor(s) HSE representative TT. Perform Fire Drills (every time the site layout changes) or if no change to site lay out then every 6 months in cooperation with contractor(s) at site.	Project Manager Procurement Unit Project Engineer Site Engineer	
4	Prevent injury and ill health of personnel during work/worksites activities and ensure that safety is the prime consideration during the project execution.	Achieve zero fatalities, zero lost time injuries, zero restricted work and medical treatment, injury cases, and zero total reportable injury frequency.	Occupational Health & Safety Work Instruction issued. Ensure that all aspects of the H&S management system are complied with. All hazards are identified and appropriate risk assessments are in place. Regular walk rounds in construction site undertaken and recorded. Toolbox talks will be held by supervisory staff on a weekly basis as seen necessary with employees and will address the application of health and safety rules and procedures to the hazards of current work. Provide communication to all staff.	Project Engineer Site Engineer	
5	Health and Safety measures under coronavirus epidemics	Achieve zero new cases	Health and Safety measures under coronavirus epidemics Managing COVID-19 risks on UNOPS construction sites	Project Engineer Site Engineer	

3.4. Work permit system

The following activities at site will require the Contractor(s) to obtain a signed work permit from UNOPS [*Project Engineer and the landlord*] before commencing these activities at site:

- [*Confined Space Entry, form HS08*]
- [*Working at heights, form HS12*]

3.5. Management of contractors and sub-contractors

- Bidders receive key documentation outlining the requirements of UNOPS Health and Safety Management Systems during the tender phase. The selected contractor shall comply with all UNOPS H&S 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, H&S requirements and submittals should be discussed, both for day-to-day work and for H&S critical stages/activities.
- *Sub-contractors also should follow all H&S requirements*

4. **Health and safety management at project site**

The necessarily temporary works and the site logistic plan are included in the design documentations and to be updated if any significant changes occur. In addition to the formal responsibilities detailed within the general conditions of contract, all persons on the project site have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions, cooperate with the employer on health and safety matters and not to interfere with, remove or alter anything provided on site for health, safety and welfare. All guidelines provided by UNOPS or developed and embedded in the contractors' HSE Management system must be in printed copies on the site.

The Contractor Site Engineer responsible for HSE and Fire on site safety must be assigned by an order from the organisation.

4.1. Management of hazardous materials

Hazard identification and risk assessment is an essential part of the health and safety management system.

A hazard identification and risk assessment process is designed to assist with establishing priorities and setting objectives and plans to eliminate construction hazards and to minimize the risk of accidents on site. Infrastructure implementation involves executing a number of potentially hazardous activities, it is essential that these hazards are identified, risk assessed and controls put in place to eliminate, isolate or minimise the hazard.

Occupational diseases may occur as a result of exposure to hazardous substances in the form of inhaled particulates, ingested materials or skin contact with substances. Such possibilities have been identified in the Risk Assessment(s) and appropriate controls put in place. The main types of hazardous materials that have been identified are:

Table 4 - Hazardous materials

Hazardous material	Risk rating	Control method	Responsible person
Dust	8	Use PPE and respirators during Perforation of chases works	Site Engineer, Project Engineer

Hazardous materials/chemicals used at the site shall have Material Safety Data Sheets (MSDS). The MSDS are obtained from the manufacturer/supplier of the materials and should be requested with each purchase of products.

Material Safety Data Sheets will be included in the Toolbox talks and risk assessment briefings. This information will be made available to any employee or sub-contractor or visitor who may interact with the materials/chemical substances on site.

4.2. Access and site security

UNOPS Project Manager will ensure that the Contractor(s) have put in place all measures to establish the site according to UNOPS guidance ([GHS12](#)).

It is the Project Manager responsibility to ensure that all site security requirements identified in the Risk Assessment for this activity are fully implemented.

4.3. Site Induction and Site Safety Rules

Site inductions will be carried out by the contractor. Arrangements for site inductions for this project shall be:

- Any new worker coming to the work site will be briefed on the site safety rules including the site logistics plan, hazards, evacuation procedures, emergency and first aid procedures, and the duties and responsibilities of all persons on site.
- A Site Induction briefing and Site Safety Rules has been developed in *Ukrainian language* and in English
- All attendees of the Site Induction briefing will be recorded and included in UNOPS Site Induction Register (form HSE07).
- Visitors will be given a brief site induction (based on an either oral or written Visitor's induction) and will be accompanied at all times during their visit to the site.

- UNOPS personnel at Site should ensure that workers carrying out safety critical tasks have the necessary induction, qualifications and/or on the job training/licensing for the tasks they carry out.

4.4. Workplace inspections

Inspections of the project site should be carried out weekly. Contractor(s) will undertake weekly inspections of the whole work site, and specifically of:

- *small equipment (form HS15)*
- *inspection of ladders/trestles (form HS13)*
- *electrical cables*

Records of the inspections should be kept using form HSE05 and/or other dedicated forms, or the Contractor(s) forms where approved by UNOPS:

- *fill form HSE 05 each week after weekly site inspection*

UNOPS personnel at site will be responsible to for the assurance of these inspections. UNOPS site team are responsible for ensuring that the inspection findings and recommendations are closed out in a timely manner.

4.5. Site induction and training

Induction, training and awareness activities have been planned and consideration given to ensuring that personnel doing H&S critical activities are covered.

Following Ukrainian law each worker should has First H&S induction and Fire safety induction before work start. In a case of changes in the working environment, workers should have a new induction.

Table 5 - Training

Planned training	Nominated staff	Frequency
First induction. Register HSE07 and onsite Log	All personel	Once before works
Visitor induction. Register HSE08 and onsite Log	All visitors on construction sites	Once before first visit
Fire safety induction	All personel	Once before works or visit

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

Follow table 8 (this document)

4.6. Emergency and evacuation procedures

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:

evacuation plan

location of the first aid kits

location of the muster (assembly) points and fire extinguishers

location of the site accommodation – welfare facilities, toilets, parking, etc

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:

- H&S *two-weekly* meetings. They may be dedicated to H&S or H&S may be one part of the agenda. Additional H&S meetings will be organised when needed. Meeting minutes will be distributed to UNOPS, Contractor's team and sub-contractors.
- *Site* inspections (form HSE05); including Health and Safety items will be performed jointly by UNOPS team and the Contractor(s) team; the report will be prepared by UNOPS H&S Manager/Coordinator and shared with the Contractor(s) for necessary actions.
- Site H&S quarterly report (form HSE12); the quarterly report is a summary of the site weekly inspection report findings and corrective action. It is prepared by UNOPS site H&S 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 *Ukrainian/Russian language*.
- The Site Notice Board will be used to convey daily updates and information.
- *Two weekly meeting with contractor's and UNOPS representatives*

5.2. External communication

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

Project 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 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 health and safety management of the project on an ongoing basis and during meetings, briefings, toolbox talks, etc.
- *Include elected employees' representatives in H&S/HSE Committee*
- *Organise meetings with workers during 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/H&S coordinator, and will receive proper induction in this sense. Significant incidents and near misses should be recorded in [Table 6](#):

Table 6 - Incidents/near misses

Incident/near miss description	Date	Corrective action taken

5.5. H&S risks during operation

To prevent/reduce risks at the use and maintenance phase or during the facility/structure operation, UNOPS will provide the project end user with an operation and maintenance manual, which explains how to operate and maintain the asset in a safe manner.

6. **Audit and monitoring**

6.1. Project files and records

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

- A copy of *[Local Office]* legal register
- The Project Health and Safety management plan with its Annexes
- H&S meetings minutes
- Weekly site inspection reports
- Work Permits
- Quarterly HSE site reports
- Incidents investigation reports and near misses
- Emergency drill records
- Record of training and toolbox talks
- A copy of any H&S 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 H&S system shall be formally documented to allow for control and accountability.

6.2. Audit and monitoring

Health and Safety 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 7 - Revisions

Revision date	Name and title	Description of main changes

8. Table of references to Templates and Guidance documents

Table 8 - References

TOPICS	TEMPLATES	GUIDANCE
Legal review	HSE02 Register of interested parties HSE03 Legal register HSE04 Check for legal compliance	
Risk Assessment	HS05 Risk Assessment HS06 RA briefing register	
Work permits	HS08 Confined space permit HS09 Hot works permit HS10 Excavation permit HS11 Lifting permit HS12 Working at heights permit	GHS02 Lifting GHS04 Excavations GHS09 Work at height GHS11 Confined space
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 HS13 Ladder inspection record HS14 Scaffold inspection checklist HS15 Small tools inspection record HS16 Lifting devices inspection record	GHS07 Scaffold
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	GHS10 Accident response
Accident/incident reporting	HSE09 Incident report form HSE10 Incident review form HSE11 Incident highlight form	
Communication and reporting	HS12 Quarterly HSE report – site	
Audit and monitoring	HS16 Internal review (audit)	

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

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

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. The work has not been completed and the following remains outstanding:	Date/Time
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:	Date/Time
(permit returned and expired)	

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.

Date of inspection	Results of inspection										Signature person who made inspection
	Ladder/scaffold number										

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

Name of Person carrying inspection		Signature

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.

Project Title		Site	
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Date of inspection	Results of inspection										Signature person who made inspection
	Tool number										

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.

Project Title		Site	
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Date of inspection	Results of inspection										Signature person who made inspection
	ID number										

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)

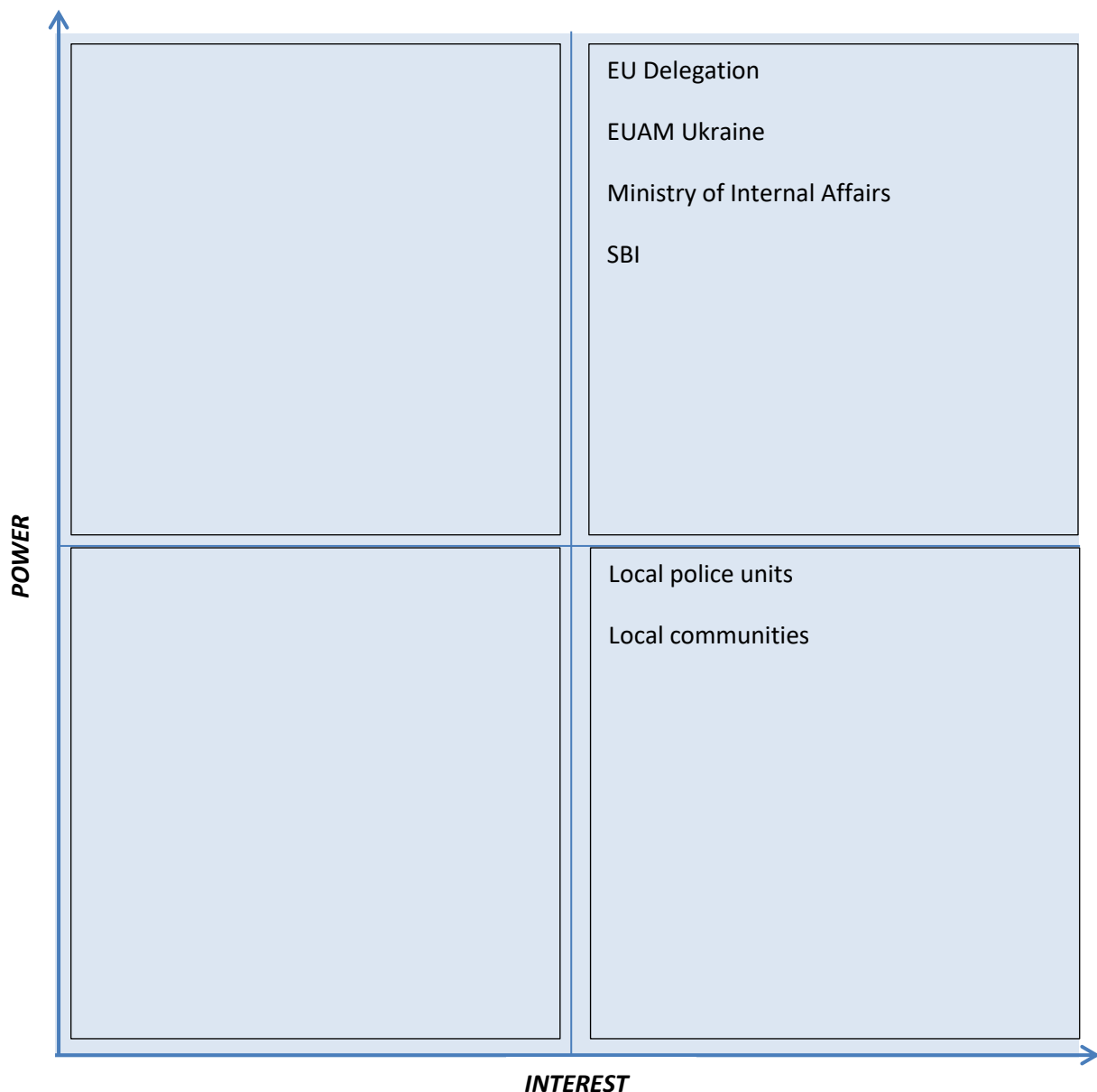
1. List of interested parties and methodology for determining requirements

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.1.1.0.

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_I D: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 15.12.2003 № 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 (HHAOP 45.2-7.02-12) The system of standards of labour protection. Labour protection and industrial safety in construction.	Building site	27.01.2009 № 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	DBN (State Construction Norms) V.2.5-56:2014 Fire protection systems	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>	<p>1.Certificate of verification of information of fire protection systems</p> <p>2.Certificate of technical examination of fire protection systems.</p> <p>3.Maintenance plan of fire protection system.</p>
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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	14.03.1997 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	27.03.2007 № 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 HSSE inspection per week. Daily HSSE 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	

Site Induction Register

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	

Induction No.	Employee Name	Employee Signature	Employer	Date Inducted	Inducted By

Visitor Induction Register

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	Visitor Name	Signature	Organisation	Time In	Time Out	Briefing By/ Supervising Visit (UNOPS staff)

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 <small>(Record all facts prior to and including the incident that can help clarifying its dynamics and its causes)</small>			
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)	<div> <input type="checkbox"/> Training of personnel <input type="checkbox"/> Improve hazard/impact Identification </div> <div> <input type="checkbox"/> Improve hazard/impact control <input type="checkbox"/> Increase supervision </div> <div> <input type="checkbox"/> Improve risk/impact assessment <input type="checkbox"/> Discuss during HSSE meeting </div> <div> <input type="checkbox"/> Other (please specify below) </div> <hr/>		
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		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			