

Health, Safety, Social & Environmental Inspection Report - Site

Project	Zanzibar Secondary Schools Upgrade and Procurement Project			
Person carrying out inspection	UNOPS Project Manager			
Location	Applicable for all school sites	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.

- MARK THE ITEMS THAT HAVE BEEN INSPECTED**
- 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		The site is within the confines of the Jongowe school compound. There are existing student WASH facilities, water supply, and power. The contractor has to mobilize. The school is unfenced, and the natural ground is somewhat level. The security was reported by the school administrators as good. However, modalities need to be put in place for the contractor's equipment when available to the contractor.	UNOPS site engineers Contractor site manager	
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,		UNOPS PM will develop a security response plan in collaboration with the contractor once the site activities	Contractor's site manager	

	location) Information display (emergency plan, contacts, site rules, policies)	begin.		
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)	The construction of the science laboratories does not involve deep foundations that would require any form of scaffolding. However, there will be a need for scaffolding during the laying of wall blocks. The project site shall be barricaded to ensure students do not have access to the construction site.	Contractor	
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)	The project operations do not require the use of a crane. The lifting will be on items that will not exceed 50Kg. There will be a need for standard tools deemed necessary for blockwork, formwork, concrete works, etc. The source of power is from the existing power line. All electrical activities and conduits shall be to support lab experiments.	Contractor	
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	The project site is open; it is not confined. There is no need for dewatering as geotechnical studies do not indicate the high water table issues at the project site.	Contractor	
6. Personal Protection Equipment (PPE)				
Consider:	Use, suitability for the task (i.e. dust masks or hearing protection), condition, storage Manual Handling	All personnel entering the project site shall wear proper PPE. The contractor shall provide the PPE's and due to the nature of the project, appropriate boots footwear shall be enforced. A logbook on compliance shall be maintained by the UNOPS Associate Project Engineer and the PM shall review the log on a monthly basis. Visitors shall be advised of the protocols and for them to comply. UNOPS PM will inform the contractor of the need for adequate safety at the project site, including storing items	UNOPS/ Contractor	

		that may create unsafe conditions and the handling of tools.		
7. Underground and Overhead Services				
Consider:	Identification, marking and protection	There are no underground services within the project site, and the power line is a few meters away from the site.	Contractor	
8. Hazardous Materials				
Consider	Clear identification, labelling, storage, no smoking sign, asbestos Gas Cutting/welding (welding screens, flashback arrestors, condition of the gas bottles and hoses, permit).	Storage of flammable consumables at the project site will be minimal. However, any flammable fluids like diesel, petrol, etc. that will be used as project consumables are to be contained adequately and stored. Access to such items shall be controlled and the contractor will make appropriate labeling of containers and pre questionnaire measures put in place. The UNOPS Associate Project Engineer and contractor's site manager will work together to ensure requirements for labelling, storage compliance, etc., are met. The contractor shares to ensure an appropriate fire extinguisher is available for use in the case of fire breakout. The UNOPS Engineer shall review and document the different requirements stated for compliance on a regular basis.	Contractor UNOPS	
9. Traffic Management				
Consider:	Planning, Routing, Turning areas, Delivery Management, Unloading area, Pedestrian Segregation, Access, Signage and traffic control, plan display, banksman Segregation of pedestrians and workers from vehicles	The project location does not require traffic control. The project vehicles. No vehicles on the island. A boat is used for travel between Zanzibar main island and Jongowe. All materials shall be ferried by boats. However, transportation of materials shall be adequately coordinated with the contractor for the use of bots that are new and with the	Contractor	

		<p>capacity to take materials to the island. However, boat transportation shall be operated in a manner to prevent any form of accident.</p> <p>Like boats are loaded to the right capacity and project materials are transported during the day.</p> <p>UNOPS will put the plan in place to ensure students do not come near the construction site.</p> <p>These discussions have been initiated with the school officials. The site area is spacious for vehicles and trucks to make a safe turning.</p>		
10. Mobile Plant Equipment				
Consider:	<p>Equipment safe and well-functioning (brakes, horn, reverse alarm, indicators, headlights and mirrors, tyres, hydraulic systems)</p> <p>Radio communication procedures</p> <p>Maintenance and daily checks</p> <p>Segregation from pedestrians</p>	<p>All project equipment brought to site shall be in good working condition. UNOPS associate engineers shall inspect mobile plant equipment after arrival at the project site.</p> <p>The daily log of equipment shall be maintained and reviewed by the UNOPS project engineer every week.</p>	UNOPS Associate Engineers & PM	
11. Risk Assessment and Method Statement (RAMS)				
Consider:	<p>Work carried out according to RAMS, communication to workers</p>	<p>UNOPS site engineers shall communicate potential risks to the rest of the site personnel regularly.</p> <p>The risks, including environmental hazards, shall be recorded in the risk log and control measures defined and adequately recorded and communicated.</p> <p>UNOPS shall ensure the contractor establishes a safe work environment & methodology system to address hazard-related events like working at height, lifting operations, plant & vehicle movement, etc.</p>	UNOPS Associate Engineers & PM	
12. Lifting appliances and equipment				
Consider:	<p>Radio communication system with cranes, outriggers, Safe Working Load (SWL) clearly marked</p>	<p>The size and scale of the project activities do not require lifting equipment like a crane.</p> <p>Flagmen shall properly guide trucks that will be hauling building materials. Maneuvering at the project site shall be</p>	Contractor	

		adequately supervised by the contractor.		
13. Waste Management and Segregation				
Consider:	<p>Waste segregation, availability of bins/skips/containers properly labelled, secured and protected i.e. from rain, animals</p> <p>Frequency of emptying bins, waste disposal/recycling according to plan</p> <p>Separate, secure storage of hazardous waste in sealed, non-leaking, bunded area</p>	<p>The management of the waste at the site will be handled responsibly.</p> <p>KOICA has contracted an NGO to undertake the implementation of other areas of the project, including waste management. UNOPS PM shall ensure the contractor be educated on the aspect of minimizing waste and eliminating accumulated waste regularly.</p> <p>A waste management plan shall be prepared and enforced at the site and shall contain inputs from the NGO's training documents..</p>	Contractor UNOPS PM	
14. Fuel/oil/chemical Storage				
Consider:	<p>Fuels/chemicals/oils storage in bunded areas, use of drip trays, good condition of the drums and bund</p> <p>Designated refuelling area on site, located away from watercourse, bunded or on hard surface</p> <p>Gas storage in secure/lockable area; labelling and signage</p>	<p>Minimal use or refueling of trucks at the site shall be encouraged. Trucks shall refuel at designated fuel stations.</p> <p>Flammable fluids shall be contained in appropriate containers, labeled appropriately, and safely secured.</p>	Contractor	
15. Drainage, dewatering, spillage control				
Consider:	<p>Uncontrolled discharges to watercourses/drainages; storm water drainage; control of dewatering or over pumping activities; use of settlement tanks and/or oil separators</p> <p>Check for leaking equipment; use of drip trays; concrete washout site; designated vehicles wash-down area (connected to drainage and oil separator)</p> <p>Sewage system from site/canteen/office discharge</p>	<p>There is no centrally controlled sewerage system on the island. However, the project shall construct proper and adequate soakaway pits to accommodate wastewater discharged from laboratory activities.</p> <p>Oil spills will be minimal due to the nature of the activities at the site during construction. However, because of the structure's intended purpose, spills may not present an immediate hazard, like fire explosion, chemical exposure, etc. Special operating procedures shall be made available to science teachers to be aware of the spills response procedure. They will be trained on how spills can be cleaned up by lab personnel without putting themselves or others at risk.</p>	Contractor	

		<p>There are different organizations that will undertake such pieces of training:</p> <p><u>NIRAS (MEL Partner)</u> - Responsible for overall monitoring, evaluation and learning, including the baseline midline and endline evaluations. NIRAS also provide support in results-based management implementation to the Implementing Partner</p> <p><u>Good Neighbors Zanzibar Office (Implementing Partner)</u> - Responsible for implementing the project activities, specifically: in-service teacher training and capacity building for teacher centre staff and heads of schools; and community engagement in education quality assurance.</p>		
16. Ecology, Archaeology and Heritage				
Consider:	Ecological, archaeological or sensitive areas, protection from site activities; affected trees or vegetation	The school lab will be constructed within the school compound, and issues of Ecological, archaeological, or sensitive areas do not apply.	UNOPS/ MoEVT	
17. Dust and mud				
Consider:	<p>Dust control measures, excavated material stock piles covered, dust suppression system (sprinklers), traffic control around the site controlled (speed limited)</p> <p>Mud spreading prevention - wheel wash, dust suppression systems on the equipment i.e. on the chain saw</p>	The road to the site is paved; the only area that could generate dust is at the project site. The foundation excavation may produce dust during windy days but this will be minimal. The contractor shall cover any heap of soil material appropriately to control the generation of dust.	Contractor	
18. Odour and Air Emissions				
Consider:	<p>Burnings on site, waste burning prohibited on site</p> <p>Odour emissions</p> <p>Emissions from equipment/machinery/vehicles, related maintenance</p>	The site is clear, and the issue of burning cleared bushes does not apply. The contractor shall properly maintain project equipment and machines working at the site.	Contractor	
19. Noise and Vibration				
Consider:	'Noisy' equipment, maintenance, noise mitigation measures i.e. is the	Noise and vibrations from equipment and machinery will be	Contractor	

	equipment fitted with mufflers, screens, noise monitoring	an issue since the site is at the schoolyard. The project team shall prepare an operational plan such that activities that require the use of machines that produce noise and vibration will be implemented after school hours and on weekends.		
20. 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	The UNOPS project team will ensure the contractor is compliant with labor conditions of employment, including those of unions. The PM ensures the contractor utilizes efficient labor to undertake all construction activities to complete the project on time, cost within the budgeted amount, and desired quality.	Contractor	

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