

**Project: Responsive Assistance for Priority Infrastructure Development (RAPID)
– Small and Minor Works –**

John Garang Memorial University of Science and Technology, Bor, South Sudan

**Contract Title: Upgrading of John Garang Memorial University of Science and Technology, Bor,
Jonglei State – South Sudan**

Annex D:

Health and Safety Manual (Plan)

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PROJECT HEALTH & SAFETY PLAN**Project Title:****Project Location:****UNOPS Project Manager:****Date of Issue of Plan:****To Be Used Forms****Yes/No**

<p>1. Introduction/Purpose</p> <p>Health and safety is integral to the responsibilities of all parties on the project with the health and safety of all workers, employees, consultants, public and visitors to the site fundamental to the success of the project. The UNOPS Project Health and Safety Plan is a management framework to encourage and ensure safer construction practices and to prevent dangerous acts that could lead to accidents on site.</p> <p>2. Local law and Regulations</p> <p>The Contractor shall identify any specific health and safety law, regulations and relevant authorities policies and procedures relating to the execution, completion and remedying of the works. The Contractor with the assistance of UNOPS will identify and incorporate any requirements identified above into the relevant sections of this project health & safety plan to assist with implementation and control.</p> <p>3. Project Health and Safety Responsibilities</p> <p>In additional 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, co-operate 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.</p> <p>The project health and safety task and responsibility check list assists in identifying specific activities to be implemented on the project along with the position/person responsible for implementation and the associated documentation.</p> <p>4. Project Site Emergency and Evacuation Plan</p> <p>A site specific emergency and evacuation plan is to be developed by the site management team detailing required actions in an emergency, exit locations and assembly points, fire extinguisher and first aid facility locations, emergency and evacuation drills and important/emergency contact telephone</p>	<p>Yes</p> <p>Yes</p>	<p>H&S Form 001</p> <p>H&S Form 002</p>
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<p>numbers.</p> <p>Emergency and Evacuation plan to be incorporated into the project site induction briefing and displayed on site notice boards.</p> <p>Trail site evacuation drills will be held once every month, for the purpose of identifying any areas of concern and required improvements.</p>		
<p>5. Project Site Induction and Site Safety Rules</p> <p>It is required that all personnel working on the project attend the UNOPS Health and Safety site induction briefing prior to commencing any work on the site. The site specific safety rules will act as the main agenda and content of the induction briefing. The induction briefing should be, as far as possible, two way communication with attendees invited to contribute, comment and ask questions regarding health and safety.</p> <p>The site induction briefing and copy of the site safety rules should be presented in the appropriate language of the attendees.</p> <p>All attendees of the induction briefing will be recorded and included on the UNOPS site induction register.</p>	Yes	H&S Form 003
<p>6. Project Visitors Briefing and Register</p> <p>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 partake in the UNOPS project site visitors health and safety briefing before entering the site proper.</p> <p>All Visitors are required to be registered and logged on the UNOPS visitors registration form.</p>	Yes	H&S Form 004
<p>7. Hazard Identification and Risk Control Assessment</p> <p>Hazard identification and risk assessment is an essential part of any health and safety management system.</p> <p>A hazard identification and risk assessment system 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.</p> <p>UNOPS <i>H&S Form 007 Hazard and Risk Assessment</i> provides a staged approach to project/site hazard identification and risk control, thus providing a framework to reduce work related accidents and create a safer working environment. Before each significant or new construction activity/task is undertaken an</p>	Yes	H&S Form 005
	Yes	H&S Form 006
	Yes	H&S Form 007

<p>assessment of that activity should take place involving the appropriate supervisory UNOPS staff and employees/subcontractors of the Contractor responsible for executing the works.</p>		
<p><i>“No Task is so important that the time cannot be taken to plan a safe way to do it”</i></p>		
<p><i>H&S Form 008 Hazard Prompt Checklist</i> is available as a prompt to identify potential hazards related to the tasks and activities under review on <i>H&S Form 007</i>.</p>	Yes	H&S Form 008
<p><i>H&S Form 009 Health and Safety Task and Activity Guidelines</i> is a collection of safe practice guidelines for various infrastructure activities. The guidelines act as a tool to assist in identifying and controlling common hazards found on construction sites and provided information and guidance to incorporate into the project specific Hazard and Risk Assessment procedure (<i>H&S Form 007</i>) for controlling the risks.</p>	Yes	H&S Form 009
<p>8. Project Safety Meetings</p>		
<p>UNOPS project management staff will carry out a specific project safety meeting on a regular basis. The Contractor may be required to attend these meetings in full or in part.</p>	Yes	H&S Form 010
<p>UNOPS may also facilitate regular Site Safety meetings for all workers on the project (contractors, subcontractors, suppliers, etc) to review and discuss safety issues relating to the works.</p>		
<p>9. COSHH (Control of Substances Hazardous to Health)</p>		
<p>Many construction materials contain hazardous substances, possibly including micro-organisms and biological agents. There is a need to identify products and materials specific to the project which may be hazardous. Controls need to be identified and put in place to ensure exposure of employees and others to harmful elements is prevented or at very least adequately controlled and isolated.</p>		
<p>Hazard Identification and Risk Control assessment reviews should be undertaken for each identified hazardous substance (<i>H&S Form 007</i>).</p>	Yes	H&S Form 007
<p>Particular notice should be given to product labelling and manufactures recommendations regarding hazards present and directions on use, application instructions and storage requirements. Specific training, additional technical information and active record keeping may well be required to mitigate risk.</p>		
<p>10. Permit System</p>		
<p>Certain construction activities will require pre-approval before being carried out due to the inherent risk involved in their execution. The need for thorough planning and review of the</p>		

<p>works before they are carried out is controlled by the UNOPS work permit system.</p> <p>The following UNOPS work permits will be required for tasks on this specific project.</p> <ul style="list-style-type: none"> • Confined Space Entry and Work required yes <input checked="" type="checkbox"/> no <input type="checkbox"/> • Hot Works required yes <input checked="" type="checkbox"/> no <input type="checkbox"/> • Excavation required yes <input checked="" type="checkbox"/> no <input type="checkbox"/> (& underground services) • For lifting Operations required yes <input checked="" type="checkbox"/> no <input type="checkbox"/> 	Yes	H&S Form 011
<p>The permit issuer will be a suitable and competent person(s) who must be appointed for the task and is always available on site to issue and control the permit system.</p> <p>11. Accident and Incident Reporting</p> <p>All accidents and or incidents involving injury, ill health, material damage, services strikes and loss of production should be thoroughly investigated and action taken to prevent recurrence. Incidents that are judged as having the potential for injury, damage or loss but were not realised (a near miss) should also be investigated to prevent possible recurrence.</p> <p>Any investigation should be carried out as soon as possible after the accident/incident to allow the maximum amount of information to be obtained. One of the main reasons for an investigation is to support the improvement of the safety operations on the project by identifying unsafe incidents which may have resulted from an absence or inadequacy in safety controls or the presence of new uncontrolled risks.</p> <p>The detail and depth of the investigation will largely depend on the severity and complexity of the accident/incident and the level of risk it presents. More time should be spent on significant events involving serious injury, harm or loss. The UNOPS project manager responsible for the project will either carry out the investigation or delegate the task to a senior member of the UNOPS site team.</p> <p>For potential incidents, minor harm incidents (defined as on site first aid treatment with no lost work time) and harm incidents (defined as off site medical treatment and rehabilitation/rest for not server or permanent injury but involving lost work time) the UNOPS Accident/Incident Report form (<i>H&S Form 012</i>) can be used.</p>	Yes	H&S Form 001
<p>12. Significant Accident and Incident Response</p>	Yes	H&S Form 012

<p>A Significant Accident or Incident is an event with serious or extreme consequences. Such events would include multiple major injuries, a fatality, a major environmental incident or an extreme failure of a product, structure, element or service.</p>	Yes	H&S Form 013
<p>H&S Form 013 acts as a guide and checklist focusing on the immediate response to a significant accident or incident. H&S Form 014 is the Significant Accident and Incident investigation and reporting template.</p>	Yes	H&S Form 014
<p>13. Site Safety Inspections</p> <p>Regular health and safety site inspections of the project assist in identifying key safety areas requiring immediate attention, while reinforcing and supporting positive and safe working practices.</p> <p>UNOPS will plan to implement regular weekly/fortnightly/monthly safety inspections on this project. Inspections will be carried out by UNOPS site representatives.</p>	Yes	H&S Form 015

(FORMS SHALL BE USED DURING ACTUAL IMPLEMENTATION)