



**UNOPS – Jerusalem Operation centre ( JMOC)**

## **Project Health and Safety Management**

**Plan – HS01**

**10/05/2023.**

## Table of Contents

<b>1. Introduction</b>	<b>3</b>
1.1. Intro and scope of the Project H&S Management Plan	3
1.2. Project description and key dates	3
1.3. Roles and responsibilities	4
<b>2. Local laws, regulations and other compliance requirements</b>	<b>5</b>
<b>3. Operational planning (for multiple sites, detail all site-specific information)</b>	<b>5</b>
3.1. Activity risk assessment planning	5
3.2. Hazard identification and activities risk assessment	5
3.3. Objectives and targets	6
3.4. Work permit system	8
3.5. Management of contractors and sub-contractors	8
<b>4. Health and safety management at project site</b>	<b>8</b>
4.1. Management of hazardous materials	8
4.2. Access and site security	9
4.3. Site Induction and Site Safety Rules	9
4.4. Workplace inspections	10
4.5. Site induction and training	10
4.6. Emergency and evacuation procedures	11
<b>5. Communication and information sharing</b>	<b>11</b>
5.1. Internal communication	11
5.2. External communication	11
5.3. Consultation with the workforce	12
5.4. Accident and incident reporting and investigation	12
5.5. H&S risks during operation	12
<b>6. Audit and monitoring</b>	<b>12</b>
6.1. Project files and records	12
6.2. Audit and monitoring	13
<b>7. Revisions of the Plan</b>	<b>13</b>
<b>8. Table of references to Templates and Guidance documents</b>	<b>14</b>

## 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.

For the Social and Environment , the general principles of UNOPS Policy Social and Environmental Management still apply.

### 1.2. Project description and key dates

**Table 1 – Project details**

<b>Project Title</b>	Renovating existing basement floor in West Bank - Ramallah rehabilitation centre
<b>Project Location</b>	Ramallah - West bank
<b>UNOPS Project No.</b>	23279-001
<b>Project Duration</b>	<i>16 Weeks</i>
<b>Project Health and Safety Management Level</b>	<i>Level 2</i>
<b>Project Overall Risk Score, and sub-scores for elements 2 and 3</b>	<i>Low risk , Overall rating 10</i> <i>Element 2 : 1</i> <i>Element 3: 1</i>
<b>UNOPS Project Manager</b>	Sa'id AlSharif
<b>UNOPS Project H&amp;S Manager/ Coordinator</b>	Sa'id AlSharif

### 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.

*[If any responsibilities deviate from the table below, indicate it here.]*

**Table 2 - RACI Table**

ACTIVITY	Director /Programme 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	A	R	C		

health and safety matters					
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	R	C	I		R*

reported in line with their relevant OI					
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 *Palestine* are described in the *[Local Office]* 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 the Annex, or other location/ Will be given to the contractor prior the renovation works start ]*. 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 prioritised 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 is required to develop Risk Assessments *[using Form HS05 (Will be given to the contractor prior the renovation works start ) / another form that was accepted by UNOPS as adequate]* that will be reviewed by the UNOPS Project Manager and accepted prior to works commencing. The requirement to produce Risk Assessments applies to activities performed by subcontractors 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 x).

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/R esources	Responsible	Target Date
1	No Injuries during project execution	0 lost time injuries occur during the works	Contractor to follow all required H&S procedure and UNOPS plan to ensure no injuries occur at site	Contractor	TBC
2	Health , safety , social and environmental (HSSE) training at site	*HSSE Briefing session to all personnel at site before they start the work or enter the site ( for visitors) *Weekly Tool box talk on a selected topic ( agreed with UNOPS engineer)	*HSSE Briefing session to all personnel at site before they start the work or enter the site ( for visitors) *Weekly Tool box talk on a selected topic ( agreed with UNOPS engineer)	Contractor in coordination with UNOPS	TBC
3	Risk assessments to be prepared for all activities , Schedule of key tasks to be prepared as well	Prepare Risk assessment for all activities mentioned in the schedule of key tasks that will be reviewed and approved by UNOPS . Risk assessment with method statement will be required for high risk activities ( work at height, MEP works ... etc)	Contractor to prepare the RA & method statements before one week of starting the works at site and submit to UNOPS for approval	Contractor	TBC
4	TBC later				
5	TBC later				
6					
7					
8					
9					
10					



### 3.4. Work permit system

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

- *[Confined Space Entry, form HS08 (Will be given to the contractor prior the renovation works start) ]*
- *[Hot Works, form HS09 (Will be given to the contractor prior the renovation works start)]*
- *[Excavation, form HS10 (Will be given to the contractor prior the renovation works start)]*
- *[Lifting, form HS11 (Will be given to the contractor prior the renovation works start)]*
- *[Working at heights, form HS12 (Will be given to the contractor prior the renovation works start)]*

### 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.
- *[Include any other requirements for suppliers and sub-suppliers under this project as relevant]*

## 4. Health and safety management at project site

### 4.1. Management of hazardous materials

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
Painting Material	low	Safety Data sheet	Contractor
Other material as per the submittal	TBC	TBC	

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 subcontractor 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 *Arabic* 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:

- *equipment*
- *small equipment (form HS15)*
- *scaffolds (form HS14)*
- *lifting devices (form HS16)*
- *electrical cables*
- *fire extinguishers*

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

UNOPS personnel at site will be responsible for the assurance of these inspections. UNOPS site teams 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.

**Table 5 - Training**

Planned training	Nominated staff	Frequency
Site induction	All contractor workers	At the work commence
Visitors induction	All visitors	every site visit to highlight the current hazards
Risk assessment briefings	Relevant contractor	At the beginning of the activities
Evacuation drill ( if the Health centre operations can allow )	UNOPS Personnel All contractor workers	TBC/ Once during the project implementation
TBC		

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

#### 4.6. Emergency and evacuation procedures

Emergency and evacuation procedures will be tested through appropriate drills that will be held Once during the project implementation) and, where possible, may involve relevant interested parties *[UNOPS, Contractor's Personnel, and specify others]*.

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

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

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:

- HSSE progress will be during the progress meeting that is planned to be held every two weeks. 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.
- *[Weekly]* 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 *[Arabic]*.
- The Site Notice Board will be used to convey daily updates and information.

## 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:

*Through UNOPS PM via the donor report*

## 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.

## 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 *JMOC* 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
- *[Other, for instance audit requirements from Donor or local authorities]*


**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	HSE12 Quarterly HSE report – site	
Audit and monitoring	HSE16 Internal review (audit)	

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

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