



Government of Nepal  
Ministry of Federal Affairs and Local Development  
Department of Local Infrastructure Development and  
Agricultural Roads (DoLIDAR)

# OCCUPATIONAL SAFETY AND HEALTH GUIDELINES



PERSONAL SAFETY GOODS	सहितको प्रयोग	सहितको प्रयोग
<b>HELMETS</b> PROTECT TO HEAD	<b>हलमेट</b> सुरक्षाको लागि प्रयोग गर्नुपर्छ	<b>हलमेट</b> सुरक्षाको लागि प्रयोग गर्नुपर्छ
<b>SHOES</b> PROTECT TO LEGS	<b>सुरक्षाको लागि</b> सुरक्षाको लागि प्रयोग गर्नुपर्छ	<b>सुरक्षाको लागि</b> सुरक्षाको लागि प्रयोग गर्नुपर्छ
<b>GOGGLES</b> PROTECT TO EYES	<b>सुरक्षाको लागि</b> सुरक्षाको लागि प्रयोग गर्नुपर्छ	<b>सुरक्षाको लागि</b> सुरक्षाको लागि प्रयोग गर्नुपर्छ
<b>GLOVES</b> PROTECT TO HAND	<b>सुरक्षाको लागि</b> सुरक्षाको लागि प्रयोग गर्नुपर्छ	<b>सुरक्षाको लागि</b> सुरक्षाको लागि प्रयोग गर्नुपर्छ
<b>SAFETY BELT</b> PROTECT TO BODY	<b>सुरक्षाको लागि</b> सुरक्षाको लागि प्रयोग गर्नुपर्छ	<b>सुरक्षाको लागि</b> सुरक्षाको लागि प्रयोग गर्नुपर्छ







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# **OCCUPATIONAL SAFETY AND HEALTH GUIDELINES**

May 2017



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Government of Nepal  
Ministry of Federal Affairs and Local Development  
Singhadurbar, Kathmandu



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## Foreword

I am pleased to know that DoLIDAR is publishing this occupational safety and Health guidelines as reference for implementation under projects and programmes that fall under jurisdiction of DoLIDAR within the overall umbrella of Ministry of Federal Affairs and Local Development (MoFALD). The Guidelines adheres to three main laws/policies of the country, namely the constitution of Nepal 2072, Labour Law 2048 and the occupational safety and Health policy, and prioritize the need for worker,s safety and health. Though there is a need for new strategies to help extend workplace safety and health protection and promotion to all workers in Nepal, this Guideline is a step toward achieving the goal of minimizing accidents and incidents that occur on construction sites. This is the first document of its kind with a vision to make all construction work under DoLIDAR a decent work zone.

An understanding of issues related to occupational health and safety, basic hygiene and sanitation, nutrition and food safety, mental well-being and access to preventive health services - all which are essential to a healthy workplace. Addressing this broad range of issues in the workplace requires cooperation and collaboration of multiple sectors and disciplines as well as supportive public policies and strong community action. when workplace health protection and health promotion becomes a part of national policy then only the workplace personnel practice will become sustainable. Therefore, this occupational safety and Health Guidelines is brought forward to promote safety and health in the construction with the coordination of all relevant Ministries and Departments along with, employer associations, trade unions and professional associations.

I am positive that this Guideline will be very effective in mainstreaming osH within DoLIDAR projects setting example for other sectors to follow.

Dinesh Kumar Thapaliya  
Secretary

Ministry of Federal Affairs and Local Development  
04 May, 2017







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## Foreword

The Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR) under the Ministry of Federal Affairs and Local Development (MoFALD) is the focal body responsible for planning and implementing local infrastructure development programs throughout the country. The Government of Nepal, recognizing the way forward to better development lies in strengthening its infrastructure has, over the last two decades, significantly increased its focus and investment on infrastructure.

The Government, in 2061 (2004) introduced the Local Infrastructure Development Policy (LIDP) which aims at expediting the pace of rural development and rural poverty reduction in the country. It sees rural infrastructure development as a means of generating employment and enhancing livelihood in the rural areas. In 2013/14, the programs under DoLIDAR alone generated employment of 9.46 million-person days and predicted to create more jobs over the coming years.

Under the decent work condition sound health, conducive working environment and the wellbeing of each worker are fundamental concerns for an overall socio-economic development. Therefore, Occupational Safety and Health (OSH) is an effective tool to increase workers' overall quality of life and to promote healthy working environment in society at all levels. OSH in Nepal is in its nascent stage where safety awareness, prevention measure levels, and sensitiveness towards accidents are relatively low in the country. In 1996, the Government established the Occupational Safety and Health Project under the Ministry of Labour and Employment and more recently, the Government has drafted a national OSH policy to promote and raise awareness on this aspect in various sectors. In line with this present OSH Guidelines, projects under the DoLIDAR will maintain basic principles for working safely on construction sites and for ways for Contractors to manage and promote safety and health on site.

In the end, I would like to express my sincere gratitude to the World Bank, the International Labour Organisation (ILO), DoLIDAR and DTO and SNRTP team for their support and effort in developing this Guideline.

Further constructive suggestion on improving this Guideline will be highly appreciated.

**Ram Krishna Sapkota**  
Director General



# INTRODUCTION

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Occupational Safety and Health (OSH) in the workplace is an issue faced all around the world. According to ILO estimates, throughout the world there are over 300 million work accidents (both fatal and non-fatal), about 160 million work disease cases every year, and some 2.3 million persons die from work related accidents and diseases. Therefore, OSH is an effective tool required to bridge the decent work deficit, to increase workers' overall quality of life, and to promote development of society at all levels.

This Guidelines complies with the Constitution of Nepal 2072, Labour Law 2048 (1992)<sup>1</sup> and the Occupational Safety and Health Policy of Nepal. In addition to the afore mentioned laws and policies the Guidelines also complies with the draft amendments made to the Labour Law 2048 and the OSH Policy, both of which have considerable changes regarding the safety and health of workers.

To better understand the situation at hand in Nepal, a detailed study on the legal provisions and current situation of OSH within the MoFALD/DoLIDAR concurrently and its ongoing projects was carried out. The study highlighted the current OSH practices and emphasized the urgent need for an OSH Guidelines for the projects within DoLIDAR.

Based on the recommendations the Guideline was developed with a set purpose.

## I. Purpose

The purpose of the Guideline is to provide all projects under the DoLIDAR with basic principles for working safely on construction sites and for ways for Contractors and managers to manage the safety and health on site. The handbook compliments the Constitution, Labour Law and the National Occupational Safety and Health Policy of Nepal and hopes to give the ability to manage the safety and health requirements on site.

Information in this Guideline deals with the hazards in situations, which potentially produce the highest level of risk, and offers appropriate safety measures to control hazards and minimize risk. Its main purpose is to help develop safe work practices and to meet the statutory and common contract requirements in undertaking construction works under DoLIDAR. It is not intended to cover each and every type of workplace scenario, nor to be used as a pictorial guide of do's and don'ts. The focus is to address the most common – and hence more accident-prone - hazards found in DoLIDAR worksites.

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<sup>1</sup> This Guidelines also complies with the new Labour Law (2014)

More specifically, the objectives are -

- **To provide a legal basis of OSH promotion in construction sector**
- **To fill a knowledge gap on site safety issues**
- **To provide handy reference of best practices for frontline management teams**

## II. How to use the Guidelines

This Guideline is a practical guide specifically prepared for use by all construction works under MoFALD/DoLIDAR, to manage the critical areas of occupational safety and health (OSH) on site, such as:

- The duties of responsible persons
- Pre-work planning
- Controlling risks associated with electricity, hand tools, noise, access, and others
- In case of emergencies protocols, accidents reporting and recording

This Guideline provides a framework for frontline management teams to tackle different aspects of site safety, but **it is not a substitute for complying** with the statutory provisions and standards. The intention is to strike a balance between pitching above the minimum requirements of the law and best practices as observed in Nepal.

Where a contract involves the use of sub contractors, a Contractor should be aware that suitable systems of selection and supervision should apply to his sub contractors and specialist contractors. A contract manager should ensure that suitable training and instructions are in place to ensure that nothing falls between the cracks in understanding and actually implementing the safety requirements.

## III. Definitions of Terms

As used herein, the terms below shall be defined as follows:

- i. **“Department”** means the Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR).
- ii. **“Detail Project Report”** means the detailed report made by DoLIDAR for each of its projects and programmes
- iii. **“Construction”** means all construction work that DoLIDAR undertakes or arranges to undertake the planning of local-level seven sectors (rural road construction, bridges, suspension bridges, irrigation, housing and building, hydro power, rural energy, sanitation and others) as outlined in the Local Infrastructure Development Plan, 2008 and others under the Ministry in co-ordination with local authorities.
- iv. **“Occupational Safety”** means the freedom from unacceptable risk of personal harm from, or in relation to, employment, i.e. the avoidance of accidents and incidents during the time of employment and working hours
- v. **“Occupational Health”** means the physical and mental wellbeing of a person and the freedom from any illness caused from, or in relation to, working conditions during the time of employment and working hours

- vi. **“Duly authorized representative”** appointed and recognized representatives of DoLIDAR
- vii. **“Guidelines”** means the present Occupational Safety and Health Guidelines
- viii. **“Worker”** means anyone employed or a staff or anyone who receives remuneration for whatever work performed for a Contractor or the Sub contractor that demands mental or physical labour
- ix. **“Contractor”** means any person or organization who undertakes or offers to undertake or claims to have the capacity to undertake or does himself or by or through others to do any part in the construction, and is the main person or organization to submit a bid and is labelled as the principal contractor in the bid document.
- x. **“Sub contractor”** means any person or organization who performs any kind of work that demands mental or physical labour as part of the larger project undertaken by the Contractor
- xi. **“Hazards”** means a situation which may have the potential to cause harm including human injury, damage to property, plant or equipment, damage to the environment, or economic loss
- xii. **“Risk”** means the chance of something adverse happening. It consists of a combination of the probability, or frequency, of the occurrence of defined hazard and the magnitude of the consequences of the occurrences
- xiii. **“Reportable Accidents/Incidents”** means an accident or incident that should be reported to the safety officer or the committee which includes all fatalities, injuries, dangerous occurrences and all accidents which results in the incapacity for more than 48 hours or more following the accident
- xiv. **“Inspection”** means any inspection or investigation undertaken by the authorised inspector or the safety and health officers
- xv. **“Inspector”** means the one in charge of the inspections and duly appointed by the DTO or DoLIDAR
- xvi. **“Safety Committee”** means the committee formed at the Central, District and Grassroots level that are formed and are responsible for developing policies and procedures in order to improve the safety and health of workers
- xvii. **“Safety Officers”** means project engineers as hired by the DTO or Contractors



Part I

# General Provisions and Safety Committees



## 1. General Provisions

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### 1.1. Administration and Enforcement

- 1.1.1. The Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR) shall enforce and administer the provisions in this Guideline.
- 1.1.2. Every Contractor shall give the DoLIDAR or its' duly authorized representative access to its premises and its records as and when required to determine compliance with the provision in the Guidelines.
- 1.1.3. Every place of employment or establishment shall be inspected, at least once a year to determine its compliance with the provisions provided in the Guidelines. Special or surprise inspection visits maybe be made under the authorization of DTO or Labour Office or DoLIDAR or MoFALD or as authorized under provision of this Guideline, to investigate incidents and accidents, dangerous occurrences, especially those that result in permanent or partial disability or death, to conduct investigations, inspections or follow up inspections upon the request of a contractor, sub contractor, worker or the labour union and or others.

### 1.2. Application to all Projects/Programmes under DoLIDAR

- 1.2.1. The Guideline will be applicable to all programmes/projects that fall under the jurisdiction of DoLIDAR, which includes but is not limited to the seven sectors- rural road construction, bridges, suspension bridges, irrigation, housing and building, hydropower, rural energy, sanitation and others.

### 1.3. Special Inspections, Investigations and Review

- 1.3.1. If any worker or workers' representative or any concerned person believes that there is any kind of violation of any provisions of this Guideline, which threatens physical harm or imposes imminent danger to life, may request an inspection by giving full particulars or details regarding such violation or danger to the District Technical Office (DTO) or duly authorized representative. If upon assessment of such notification, the DTO or its duly authorized representative finds reasonable grounds to believe that a violation has really been committed or danger exists, a special inspection or investigation shall be conducted immediately. Upon the completion of the investigation or inspection, a written complaint shall be notified detailing the outcome of the investigation or inspection.
- 1.3.2. Any complaints or inspections requested by a worker or workers representative shall be taken under the condition of anonymity and shall remain so throughout the investigation and further
- 1.3.3. The OSH committee, on complaints or reported violation from the worker and or the management or others, shall review any failure or refusal of the DTO or duly authorized representative to order compliance or issue recommendation in respect to the complaint or reported violation.
- 1.3.4. Inspections are to be carried out by DoLIDAR and or DTO before finalizing the contract



## 2. Change in Rules and Special Rules

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### 2.1. Change in rules

DoLIDAR on the basis of information available may amend the contents of the Guideline as and when deemed necessary and may ask for advice and assistance from individuals and organizations, private or public agencies, trade unions, employers organizations and others for recommendation

Where a condition arises where the Occupational Safety and Health Central Committee sees the requirement to amend the contents of the Guideline it may do so by submitting a proposal with the recommended proposed changes to the Director General of DoLIDAR.

### 2.2. Special Rules

- 2.1.1. In case of unavoidable dangers, the Occupational Safety and Health Central Committee shall report the matter to the Director General of DoLIDAR to stop the ongoing operations.
- 2.1.2. The Director General may issue a temporary order to suspend any provisions under the Guidelines.
- 2.1.3. The Director General may, under the guidance of the Occupational Safety and Health Central Committee, issue termination of a contract or stoppage of operations where it sees there is major violations of Safety and Health of the workers.

## 3. Occupational Safety and Health Committee

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Joint safety and health committee can provide a valuable framework for discussions and concrete actions in order to improve the safety and health of workers. Additionally, they bring the management, workers and worker representatives together in a planned, structured and focused way, providing a means for developing policies and procedures of significance to the whole organization.

In this regard, Safety and Health committees will be formed at three different levels i) Central ii) District iii) Grassroots (Contractors)

### 3.1. Constitution of Occupation Safety and Health (OSH) Committee at the Central level

- 3.1.1. The composition of the OSH Central Committee at the Central level shall be as follows

**Chairperson** - Director General DoLIDAR

**Members** - a. Deputy Director General DoLIDAR

- b. Senior Divisional Engineer (MoFALD- Infrastructure Development Division)
- c. Representative from Federation of Contractors Association of Nepal (FCAN)
- d. Trade Unions (Workers representative) (1)
- e. Health Professionals (1)
- f. OSH Experts (1)
- g. Representative from Nepal Engineering council (1)
- h. Representative of Project/Program coordinator (1)
- i. Secretary-Senior Divisional Engineer, OSH promotion

### 3.2. Duties of the OSH Committee at the central level

- 3.2.1. Policy Development
- 3.2.2. Initiate, plan and develop accident prevention measures including practical risk assessment and risk reduction methodologies, policies and programs for DoLIDAR
- 3.2.3. Make recommendations on safety and health rules, programs, measures and procedures
- 3.2.4. Gather information from current trends, review reports, safety and health specialists, and others and make recommendations on safety rules, programs, measures and procedures to employers
- 3.2.5. Develop strategic planning in effective implementation of OSH in all construction sites.
- 3.2.6. Developing and Monitoring Programs
  - i. Develop OSH programmes
  - ii. Review reports of inspection, accident investigations and implementation of programs
  - iii. Monitor OSH programs at the district level
- 3.2.7. Training and Supervision
  - i. Initiate and supervise safety trainings to all level of workers including workers in contractors, subcontractors and workers working without employment documents.
  - ii. Plan, identify and develop safety trainings and workshops
  - iii. Disseminate importance of OSH through audio visual modes like radio and TV program to aware the people.
- 3.2.8. Trends in Accident and Illness Report
  - i. Monitoring and review of accidents and injuries; provide recommendations to control measures to eliminate or reduce the risk
  - ii. Gather and analyse trends in accidents and illness and make recommendations to try and eliminate it
- 3.2.9. Resolution of Safety and Health Issues
  - i. Committee is responsible for resolving issues that may arise and be reported to the committee
  - ii. Undertake investigation and provide solutions
  - iii. Address any unfavourable issues, disputes or misinterpretation found in any construction site which are not followed by districts

### 3.3. Occupational Safety and Health Committee at the District Level

- 3.3.1. The composition at the District level shall be as follows
  - i. Chairperson** - DTO Chief
  - ii. Members** - a. Project Manager
    - b. District Contractors Association of Nepal (DECAN)
    - c. Social Development Officer/Planning Officer
    - d. Trade Unions (workers' representatives)
    - e. Contractors representative

### 3.4. Duties of the OSH Committee at the District Level

- 3.4.1. Plan, develop and implement programs on understanding and promoting OSH and for accident prevention measures and carry out risk assessment and risk reduction activities at the workplace in cooperation with workers' and employers' representatives

- 3.4.2. Review Site Safety plans, inspection reports, make recommendations on contractors safety rules, emergency plans, training procedures and any other activities related to OSH
- 3.4.3. Monitor, investigate and where necessary assist in accident investigations, and provide recommendations to control measures to eliminate or reduce the risks
- 3.4.4. Initiate safety trainings and where necessary assist Contractors in providing safety and induction trainings
- 3.4.5. Resolve safety and health issues that are reported to the committee
- 3.4.6. Provided assistance to Contractors and sub contractors with regards to OSH when and where necessary

### 3.5. Occupational Safety and Health Committee at Contractor's level

Safety committees must be formed by Contractors for each contract.

- 3.5.1. The committee members should be, but not restricted to, the following:
  - Chairperson** - The Contractor's Senior Manager for the Contract
  - Members** - a. DTO's Engineer/ Sub Engineers (Site In charge)
    - b. Contractor representative
    - c. Sub Contractor representative
    - d. Workers (could be a union member, if organized)
    - e. Representative of Independent Consultants if applicable

### 3.6. Duties of the Committee at Contractor's level

- 3.6.1. Plan and develop programs to prevent accidents
- 3.6.2. Develop a system of disciplinary measures and procedures to deal with complaints by workers to contractors
- 3.6.3. Monitor and ensure implementation of the Contractor's Site Safety Plan
- 3.6.4. Review site emergency and rescue procedures
- 3.6.5. Initiates and supervises safety training for workers including workers without having employment documents
- 3.6.6. Promotes safety and health on site and support all contractors in cooperation with their workers to carry out risk assessment and risk reduction activities in their assigned work
- 3.6.7. Conducts safety and health meetings at least once a month
- 3.6.8. Report accidents or incidents to the Occupational Safety and Health Committee at the District level and if necessary at the Central level
- 3.6.9. Taking action against any person directly or indirectly associated with any major breach of the Site Safety Plan or any other disrespect for the safety and health on site
- 3.6.10. Issuing warning notices to persons that may be associated with any breach of the Site Safety Plan or any other disrespect for the safety and health on site
- 3.6.11. Train the workers, supervisors, and staffs on assessing and reducing their OSH risks, reporting their risks to their supervisors or higher management and proper usage at different type of OSH gears.
- 3.6.12. Maintain construction site with first aid treatment system, fix signposts or symbol of safety measures and keep good housekeeping.

## 4. Occupational Safety and Health Officer

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Principal duty of the Safety and Health Officer is to act as the principal assistant and consultant in the application of OSH programmes, remove hazards from the workplace and to correct unsafe practices.

### 4.1. Occupational Safety and Health Safety Officer

- 4.1.1. Project engineer(s) will function as the Safety Officer on each site
- 4.1.2. Safety Officer(s) must have received the training course on OSH, in particular practical OSH risk assessment and risk reduction methodologies, and certified by DoLIDAR
- 4.1.3. Mandatory for Safety Officer(s) to renew their trainings every two years

### 4.2. Duties and responsibilities of Safety Officer

- 4.2.1. Promote OSH: Safety officers shall develop programs/training, implement and promote occupational safety and health programmes on site and within the organisations including joint risk assessment and risk reduction activities in cooperation with site managers and workers
- 4.2.2. Advise/Assist: Safety Officers will be responsible for advising and assisting the Contractors and Sub contractors in complying with the provisions given in the Guideline, especially with submission of reports and other paper work
- 4.2.3. Monitoring and Evaluation: Safety Officers:
  - i. Must prepare monthly reports to be submitted to the safety and health committee at the Contractors and District levels
  - ii. Must prepare an annual report to be submitted to the safety and health committee at the Central level
  - iii. Will be in charge and present during schedule safety and health inspections specially if authorized by DoLIDAR/DTO
  - iv. Monitor and record accidents and or incidents, prepare detailed report to be handed to the safety and health committee
  - v. Conduct proper monitoring and evaluation of the work site on each site visit
- 4.2.4. Trainings:
  - i. Conduct trainings to workers on OSH risks at the workplace and how to prevent such OSH risks and inductions when necessary and on regular intervals
  - ii. Responsible for ensuring new recruits are given training prior to entering the worksite
- 4.2.5. Dispute Resolution: Safety officers will resolve disputes if and when they arise and report to the safety and health committee
- 4.2.6. Additional duties and responsibilities will be as directed by the OSH committee

### 4.3. Number of Safety Officers required

- 4.3.1. Depending on the number of workers employed and the hazardous or non-hazardous nature of the workplace the following shall be the number of safety officers/supervisors (engineers or sub engineers) or technical persons in charge:
  - i. For each project undertaken by the Contractor there shall be one (1) fulltime safety officer who shall be part of the safety and health committee

- ii. For every site of the project the following shall be applicable

Number of workers	Minimum Number of Safety Officers	
51-100	One part time	One full time
100-200	Two part time	One full time
200>	Three part time	Two full time

## 5. OSH Pre Requisites for Contractor

All construction entrepreneurs wishing to undertake any public construction must have a license to carry out any public works as prescribed under the Construction Business Act (1999)

### 5.1. Pre requirements for contractors

- 5.1.1. Safety and Health Policy: Contractor must prepare and, as often as possible, revise a written statement of his general policy with respect to the safety and health at work of his workers, the organization and provisions for executing the policy. Contractors are also responsible for bringing the statement and any revisions in to the notice of all the workers. The safety and health policy and programme should cover all workers working at the site. Workers without having employment documents should not be excluded from training and prevention activities and compensation. In parallel, contractors should take immediate action to provide proper employment documents to those workers without employment documents.
- 5.1.2. Safety and Health Committee: Contractors must establish a safety and health committee for the purpose of keeping under review conditions in the worksite, which may affect the safety and health of its workers or the public at large. *(Please refer to section 3)*
- 5.1.3. Safety and Health Officer: Every contractor of any construction operations must employ safety and health officer(s) in proportion to the number of workers employed (As mentioned in section 4.3 )
- 5.1.4. Safety Site Plan: Site safety plan must be established and maintained by every contractor for each work site. The plan should identify the potential for accidents and emergency situations and address the prevention of occupational safety and health risk associated with them. *(Please refer to Annex )*

### 5.2. Contractor liable for Sub contractors

- 5.2.1. Contractors are responsible for ensuring that all their sub contractors are able to demonstrate a successful record with regards to the management of safety and health of their workers.
- 5.2.2. Contractors are responsible for ensuring that their sub contractors have suitably trained and qualified safety staff to carry out regular safety inspections, safety promotions, safety audits and able to maintain a record
- 5.2.3. Where deemed necessary the contractor is responsible for providing their sub contractors with OSH provisions
- 5.2.4. In case of an accident or incident DoLIDAR will solely hold the Contractor responsible regardless of whether the accident or incident occurred under the supervision of a sub contractor or solely by the Contractor, as per the Labour Laws and the contract

### 5.3. Personal Protective Equipment's budget to be included in Bill of Quantities (BoQ)

- 5.3.1. Contractors are to be aware that personnel protective equipment, insurance and other necessary provisions for ensuring the safety of its workers are addressed in the bid document and in the BOQ, as provisioned in DoLIDAR Technical Specification G -5 Scope of Work and not as separate item. It should be noted that all workers are provided with their personal protective equipment at no cost of workers.
- 5.3.2. To ensure that Contractors are committed to providing safety to their workers the following estimated provisional sum is assumed pledged towards safety and health measures, including personal protective equipment, insurance and other necessary provisions, based on the total budget of the project:

Contract Amount	Percentage to be committed
Up to NRs 2 crore (NRs. 20 million)	2%
NRs 2 to 5 crore (NRs. 20-50 million)	1.5%
NRs 5 to 10 crore (NRs. 50-100 million)	1%
NRs 10 to 20 crore (NRs. 100-200 million)	0.75%
>NRs. 20 crore (more than NRs.200 million)	0.5%

- 5.3.3. Where provisions in addition to those specified in DoLIDAR Technical Specification G -5 Scope of Work are provided, then DoLIDAR/DTO will reimburse the actual additional expenditure to the Contractor based on the invoice submitted and duly certified by the project engineers. However, Contractors should note that there is no duplicate claims made while submitting their invoice
- 5.3.4. Based on the end of project evaluations and accidental rates, DoLIDAR and DTO will provide certificates to the Contractors as appreciation

### 5.4. Pre-qualification standards

- 5.4.1. Apart from the criteria set by DoLIDAR to choose Contractors, extra attention will be given to best OSH practices of the Contractors
- 5.4.2. Pre-qualification grading system will be based on the following:
- OSH Policy
  - Site Safety Plan
  - Emergency Plan
  - Record of Accidents and Incidents
- 5.4.3. Contractors must submit their policies and plans as mentioned in 5.4.2 to DoLIDAR or and the DTO, depending on which the DoLIDAR/DTO will award the contract to the Contractors based on their best OSH practices

*(Please refer to Annexes I-III for further details on the policies and plans to be submitted)*

Part II

# Safety and Health Responsibility and Organization on Site





## 6. Safety and Health Responsibilities on Site

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Ensuring safe and healthy work environment calls for full co-operation of ALL (contractors, subcontractors, workers, managers, designers, engineers and employers) persons employed. It is of utmost importance that there is no doubt or vagueness with regards to the duties and responsibilities of an individual regarding health and safety on site. The duties and responsibilities must be clearly defined from the senior most level to the junior most level in the Site Safety Plan and shall be explained to the concerned individual with utmost clarity to ensure that they are fully aware and understand them.

Employers and managers have the primary responsibilities to provide safe and healthy workplaces to their workers. Each and every worker employed by the Contractor and Sub Contractor on any site shall cooperate in the fulfilment by their employers of the obligations placed upon them.

### 6.1. Responsibility of District Technical Office Engineers/Architects

- 6.1.1. The District Technical Officers (engineers, architects and others) involved in the planning and designing stages of construction work must identify the safety and health risks in construction work to mitigate or eliminate entirely certain risks involved in the construction work.
- 6.1.2. Architects, project engineers, and other professionals involved in the design of the project should not include any such designs which would involve the use of dangerous structures or processes, materials, hazardous to the safety and health of the workers during the course of construction, operation and execution.
- 6.1.3. The districts Detailed Project Report (DPR) prepared by DTO must identify the broad safety issues that may be involved in all the identified interventions that are necessary for the proposed construction.
- 6.1.4. Engineers, architects and others involved in the planning stage should also take into account the safety problems associated with the subsequent maintenance of the construction where there is a requirement to involve hazards

### 6.2. Responsibility of the Contractor/Sub contractor

- 6.2.1. Contractors and Sub contractors are liable to adhere with all statutory and contractual requirements on safety and health, including the general provisions imposed on them under the Laws and Regulations under the Government of Nepal and other relevant authorities.
- 6.2.2. Contractors are solely responsible for their actions and the actions of their Sub Contractors. DoLIDAR shall deal with any safety and health issues only through the Contractor, and shall solely hold the Contractor responsible for the actions of their Sub Contractors.
- 6.2.3. Contractors and Sub Contractors are responsible for ensuring there are competent supervisors at the workplace at all times and that the supervisors have relevant knowledge, training and experience on OSH.
- 6.2.4. Contractors and Sub Contractors are responsible for providing safety and health trainings, regular safety and health inspections and risk assessment and risk reduction activities, promoting safety, carrying out safety audits, and keeping records.



- 6.2.5. Contractors are responsible for submitting their policies relating to construction safety and health to DoLIDAR along with the Bid Document.
- 6.2.6. Contractors and Sub contractors are responsible for reporting dangerous occurrences and accident through the best and practicable means available.
- 6.2.7. Contractors and Sub contractors are responsible for forming and organizing site safety committees

### **6.3. Hours of work and welfare of the workers**

Contractors and sub-contractors are to abide by the provisions as specified under Chapters 7, 8 and 9 of the Labour Law

- 6.3.1. Contractors must ensure that the number of hours of work, which constitutes a day, shall not exceed more than eight hours or 48 hours per week; day of rest, with pay, must be provided as weekly holiday every week
- 6.3.2. Workers shall not be made to work for more than five hours at a stretch without providing an interval of at least half an hour for food.
- 6.3.3. In case of over time i.e. more than eight hours a day or 48 hours a week, workers shall be paid overtime wages at the rate of one and one half time of her/his ordinary rate of wages. Overtime should not exceed four hours a day or twenty hours per week, as specified in Article 30 of the Labour Act.
- 6.3.4. Contractors and sub contractors must maintain a register for recording particulars of the workers with details on the work performed, the number of hours performed in the week and acknowledgement of the wage paid to them
- 6.3.5. Contractors and sub contractors must ensure that each site has provisions for the following:
  - i. Sufficient supply of wholesome drinking water
  - ii. Sufficient latrine and urinal situated at an accessible and convenient location
  - iii. Where and if necessary a temporary living accommodation to the workers for the period of employment
  - iv. A shaded place for resting and having meals

## **7. Site Safety Plan**

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Contractors are to prepare a site safety plan for each of their sites. These plans should be formulated to identify accidents and emergency situation and address the prevention of safety and health risks associated with them. The plan should be made in accordance to the size and nature of the activity to be undertaken.

### **7.1. Site Safety Plan**

- 7.1.1 Site safety plan is to be prepared by the contractor for each contract or site to address foreseeable emergencies
- 7.1.2 Contractors have to submit the site safety plan along with the bid document in order to make an informed decision while grading based on best OSH practices
- 7.1.3 The plan should cover but not be limited to the following:

- Warning signs to be posted at various access points, to notify the workers and the public at large
- i. Details of emergency and evacuation procedures in case of, but not limited to accidents, natural disasters, evacuations, construction and other hazards, fire, structural collapse, first aid protocols and others
  - ii. Regular risk assessment and risk reduction activities and their results
  - iii. Personal Protective Equipment and their proper use checklist
  - iv. Accidents and incidents investigation report
  - v. Safety and training register
  - vi. Site induction register
  - vii. Designated emergency personnel with contact details
  - viii. First aid facilities

Copies of the site safety plan and especially the emergency procedures and contact numbers should be made readily available to the workers and should be displayed at each place of work and notice boards.

## 7.2. Responsibility of the Workers

- 7.2.1. Work in accordance with the safety practices and standards that have been established by the Contractors and Sub Contractors
- 7.2.2. Every person employed by the Contractor and Sub Contractor must comply with the general rules and duties set out on site and take steps to understand the workplace hazards and risks and measures to prevent them
- 7.2.3. Workers must report unsafe conditions and practices to the Safety Officer or/and if necessary to the Safety and Health Committee
- 7.2.4. Inform the responsible Safety officer or person in charge in case of any incident/accident immediately
- 7.2.5. Cooperation with the Safety and Health Committee and the Safety Officer to reduce and eliminate workplace hazards

## 8. First Aid and Injuries

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- 8.1. Contractors and sub contractors must ensure that all workers and staffs are linked to medical care centre or health posts, nearest to the site
- 8.2. In accordance to Article 46 (c), of the Labour Act (1992), the Contractor must provide insurance for its workers. The insurance should clearly cover work-related injuries and diseases
- 8.3. The Contractor or Sub contractor must appoint a go to person, team leader, in case of emergencies on each site and provide first aid training to the team leader
- 8.4. Contractors must provide each site or group of workers with a first aid kit and all site workers should know where the first aid facilities are located (*Please refer to the ANNEX*)
- 8.5. Contractors must ensure that the workers are linked with the nearest hospital, health clinics or any other nearest medical facilities
- 8.6. Orientation on the contents and usage of the first aid kit must be given to all workers with a special focus on its expiry date and correct usage
- 8.7. Contractor must provide workers with emergency contact numbers

## 9. Accident/Incident Reporting and Recording

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Regardless of whether or not personnel injuries occur, all accidents and dangerous occurrences must be recorded (*Please refer to the ANNEX*)

### 9.1. Reporting protocol

- 9.1.1. Work related injuries or illness must be reported to the site in charge immediately by the quickest possible means
- 9.1.2. In case of an accident the protocol for reporting the accident or incident shall be as follows:  
Worker → Safety and Health officer → Contractor → Safety and Health Committee → DTO/DoLIDAR
- 9.1.3. The Contractors or Sub contractors are responsible for reporting all dangerous occurrences on site within 24 hours whether or not there were any casualties
- 9.1.4. The following information must be provided while reporting:
  - i. Time of occurrence
  - ii. Details on the injured or deceased person- name, age, sex, address, occupation
  - iii. Details on damage to any building, machinery or plant
  - iv. Circumstances under which the incident occurred (*Please refer to the Annex*)
- 9.1.5. The Safety Officer must conduct an in depth investigation into the accident and send copies of the investigation within seven days of the incident to the DTO
- 9.1.6. The Contractor shall report immediately in written or orally all fatal accidents and occurrences, which require reporting, to the police, at the police station in whose jurisdiction the accident occurred.
- 9.1.7. An accident is considered reportable to the DTO if it causes incapacity for more than three days, excluding the day of injury. The Contractor must submit a report to the DTO within seven days of the incident with the following information:
  - i. Details of the Contractors or Sub contractors employing the injured person
  - ii. Details on the injured or deceased person- name, age sex, address, occupation
  - iii. Nature of injury and course of treatment
  - iv. Causes or circumstances under which the accident occurred and preventive measures

### 9.2. Recording

- 9.2.1. The Contractor or sub contractor must maintain and keep a record of accidents or illnesses with the following minimum data:
  - i. Date of accident or illness
  - ii. Name of the injured or ill worker, sex, age and address
  - iii. Occupation of the injured at the time of the accident or illness
  - iv. Assigned cause of the accident or illness
  - v. Extent or nature or disability
  - vi. Whether it involved damage to any building, equipments or machinery, kind and extent of damage

- 9.2.2. Recording maintained by the Contractor shall be compiled and submitted to DTO and DoLIDAR as a part of the bidding process (*Please refer to ANNEX*)

### 9.3. Accident Investigation

In case of an accident, the investigations should be conducted in a positive atmosphere, which encourages the victim and witnesses to talk openly and freely, with the prime objective to establish the facts in order to prevent any future occurrences.

- 9.3.1. Contractors must immediately investigate accidents and occurrences which result in death, disability, serious injury or serious damage in order to find out the cause of the accident/ occurrence so as to prevent its occurrences in the future
- 9.3.2. Information on the accident should be gathered in an organised way; the following measures may be adopted to gather accurate information:
- i. Photographs or sketches of the scene
  - ii. Interview victims, witnesses, and others
  - iii. Expert consultation if and when required
  - iv. Identification of specific Contractor or Sub contractor involved
- 9.3.3. Information gathered must be analyzed, the following steps may be taken:
- i. Base the chain of events and actions that lead to the accident or incident
  - ii. Identify the stage the accident took place
  - iii. Take into consideration all possible causes and the link between various factors that may have lead to the accident, identifying the most probable causes
- 9.3.4. Follow up actions should include the report on findings with a valid conclusion and a preventive measure formulated to avoid any future recurrences (*Please refer to the Annex*)
- 9.3.5. Insurance, where and if necessary, can be claimed as per the contract insurance policy and its provisions

Part III

# Risk Control and Management



## 10. Training of Personnel

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Training is an essential component of safety and health management since workers who perform tasks without adequate training can cause serious injuries and/or even death. All workers should be informed about site rules and safety procedures making sure that they understand them before starting work rather than relying on them to pick it up as they go along. Training should be provided to all workers at no cost and should take place during working hours, if possible.

### 10.1. Site specific induction

- 10.1.1. Contractors and Sub contracts must ensure that all workers are given proper site specific induction in OSH prior to starting work
- 10.1.2. The initial site specific induction should be followed by ongoing refreshers and training to help workers work safely and efficiently
- 10.1.3. Contractors and Sub contractors should provide re fresher trainings to the workers at least every six months
- 10.1.4. Workers IDs should be given only after the training has been received not before

### 10.2. What should the training cover?

- 10.2.1. Induction training should cover but not be limited to the following:
  - i. Site safety rules and policies
  - ii. Site services and facilities
  - iii. Site specific OSH hazards, risks and control measures
  - iv. How safety issues and disputes are sorted?
  - v. How to report safety hazards or unsafe work practices?
  - vi. How to report accidents, incidents, dangerous occurrences and notifiable incidents and claim thereafter
  - vii. What should workers do if they are injured
  - viii. First aid provisions and insurance
  - ix. Awareness on HIV and AIDS
  - x. Details of workers representation on site
- 10.2.2. Specific training to persons handling machinery, cranes, etc. should be given
- 10.2.3. Trainings carried out should be recorded, formally, and signed attendance records kept
- 10.2.4. Contractors and Sub contractors must ensure that the training are not cramped into a single session, but spread across two to three sessions

### 10.3. Who should conduct the trainings

- 10.3.1. Site specific training shall be conducted by the site management and or an authorized representative or the Safety officer
- 10.3.2. The trainer must have the following minimum accreditations:
  - i. Must have completed a training course provided by DoLIDAR prior to their appointment
  - ii. Must have a minimum of five years working on the specific site
  - iii. Trainers must ensure they take re fresher trainings as and when provided by DoLIDAR or every five years

## 11. Environmental Control

### 11.1. Threshold limits

i. Noise – As according to the National level permissible noise limit has been categorized into two:

#### 1. Permissible Exposure Limit (PLE) of noise at workplace-

Total time of exposure (continuous or a number of short term Exposures) per day, in hours	dBA (Sound Pressure Level in dBA) (decibels A-weighted)
8	10
4	15w
2	100
1	105
30 min	110
15 min	115

- No exposure in excess of 115 dBA is to be permitted
- Exposure to impulsive or impact noise should not exceed 140 dB peak sound pressure level in C weighting network
- Hearing protection shall be mandatory above 85dBA

#### 2. Permissible Exposure Level (PEL) of impulsive or impact noise

Peak Sound Pressure Level in dB (decibels)	Permitted number of Impulses or impact per day
140	100
135	315
130	1000
125	3160
120	10,000

- No exposure in excess of 140 dB peak sound pressure level is permitted

Additionally, the following ISO standards shall be applied for the following

- In order to monitor the noise procedure, the noise monitoring procedure should be as defined under ISO 1996 and 1999
- Acoustics description, measurement and assessment of environment noise—Part 1: Basic quantities and assessment procedures ISO 1996-1:2003
- Description, measurement and assessment of environment noise—Part 2: Determination of environmental noise levels 1996-2: 2007
- Acoustics-- Determination of occupational noise exposure and estimation of noise-induced hearing impairment ISO 1999: 1990

#### i. Lighting



The following standards should be followed:

Seeing Task	Typical Type of Work Category	Min. Light Illumination in Lux
Emergency	Emergency exit, emergency pathways	10
Limited	Inactive storage, stock-yards, main entrance and exit	20
Easy	Rough active storage, warehouse, passage-ways, and corridors and stairways, compressor houses, stock-rooms) for large and bulky materials, platforms of outdoor plants, basements, engine and boiler rooms, passengers and freight elevators, conveyer crating and boxing departments, store-rooms, and stock rooms for medium and fine materials, locker rooms, toilet and wash rooms	50
Casual	Simple assembly, rough bench work, grinding, simple inspection, wrapping, packing and labeling, control house general lighting, production of semi-finished iron and steel products, milling of grains, opening, carding, drawing, stubbing, roving, spinning (ordinary), rough bench work and machine work.)	100
Moderate	Moderately difficult assembly and inspection, checking and sorting, service garage repair areas, medium bench work, instrument panel (vertical illumination), inspection and testing of products, veneering planning of lumber, sewing of light color textiles and leather products, weaving light thread warping, fine spinning, welding, sub-assembly, drilling, riveting, book binding and folding, flour grading, weaving cotton goods, or light colored woolen goods	300
Difficult	Difficult assembly and inspection, color coding, paper manufacturing (Inspection and Rewinding) finishing operations, fine assembling, fine bench and machine work, fine inspection, fine polishing and beveling of glass, fine wood working, weaving dark colored woolen goods	500
Very Difficult	Extra fine assembling, extra fine inspection, testing of extra fine instruments, jewelry and watch manufacturing, grading and working in dark cloth hand tailoring, final perching in dye works, make-up and proof reading in printing plants	1000

In order to prevent glare the following should be followed:

1. Where any source of artificial light in the industry is less than five meter above floor level, no part of the light source or of the persons whilst normally employed within 30 meters of the source
2. Any local light, that is to say, an artificial light designed to illuminate particularly the area or



part of the area of work of a single operative or small group of operatives working near each other, shall be provided with a suitable shade of opaque material to prevent glare or with other effective means by which the light source is completely screened from the eyes of every person employed at a normal working place, or shall be so placed that no such person is exposed to glare there from.

- ii. **Lifting and excessive weights:** All contractors and sub contractors must ensure that no worker lifts by hand, carries overhead, or on shoulder, any material or article tools appliances exceeding the maximum limit set out- Male 25 kgs, Female 20 kgs, unless assisted by other workers or by mechanical device (In accordance to the Labour Act 1992).
- iii. **Ventilation:** Contractors and Sub contractors must ensure that the ventilation system is adequate to maintain circulation of air in all parts of the construction. Air shall be considered unfit for workers to breathe if it equals or exceeds the following in the given time:

Compound	Guideline Value	Average Time
Ozone (1)	120 micrograms/m <sup>3</sup> (0.06 ppm)	8 hours
Nitrogen dioxide (1)	200 micrograms/cubic metre (0.11 ppm)	1 hour
	40-50 micrograms/cubic metre (0.21 to 0.026 ppm)	1 hour
Sulphur dioxide (1)	500 micrograms/cubic metre (0.175 ppm)	10 min
	125 micrograms/cubic metre (0.044 ppm)	24 hour
	50 micrograms/cubic metre (0.017 ppm)	1 hour
Carbon monoxide (2)	100 milligrams/cubic metre (90 ppm) <sup>b</sup>	15 min
	60 mg/cubic metre (50 ppm)	30 min
	30 mg/cubic metre (25 ppm)	1 hour
	10 mg/cubic metre (10 ppm)	8 hours
Lead (3)	0.5 to 1.0 micrograms/cubic	1 hour

(1) No guideline values were set for particulate matter because there is no evident threshold for effects on morbidity and mortality.

(2) The guideline is to prevent carboxyhemoglobin levels in the blood from exceeding 2.5%. The values above are mathematical estimates of some of the CO concentrations and averaging times at which this goal should be achieved.

(3) The guideline for lead was established by WHO in 1987. Source: World Health Organization (Ambient Air Quality Guideline).

## 12. Personal Protective Equipment

- 12.1 Contractors and Sub contractors shall at all times keep and maintain an adequate supply of suitable personnel protective equipments (PPE) which are readily available. Appropriate PPE shall be provided to all workers at no cost. Safety Officers must ensure that all personnel on site, including visitors and management must also wear suitable PPEs before entering the site
- 12.2. All sites must be deemed as a hard hat, safety boots and reflective jacket site and as such adequate supply of safety helmets, safety boots and reflective jackets must be provided to all workers and kept available for use by all staff, workers and authorized visitors to the site.
- 12.3. Contractors must also provide PPEs to safety officers and managers. The colour of the PPEs (specifically hard hat reflective jacket) must be of a different colour than that provided to the workers
- 12.4. Contractors and sub contractors shall guide all worker to wear appropriate personal

- protective equipment all the time during their work
- 12.5. Contractors and sub contractors must consider the following while providing workers with personal protective equipment:
- i. Contractors and Sub contractors are responsible for provisions of personal protective equipment necessary to all workers at no cost
  - ii. Workers must be trained in the use of personal protective equipment and made fully aware of the reason for its use
  - iii. Where there is a risk of injury from falling objects and is impracticable to fix overhead protection, safety helmets must be provided, and worn by the workers
  - iv. Adequate eye protection should be provided and worn whenever there is a possibility of eye damage e.g. from debris, welding flash, grinding dust and others
  - v. Appropriate foot wear must be provided to protect the workers feet having regarded the sort of work being carried out
  - vi. When working in an area or with machines that have high noise levels (limits given in the section above) hearing protection must be worn
  - vii. Gloves must be provided to the workers by the contractors; type of the gloves must be appropriate to the type of work being performed
  - viii. Respiratory protection which is appropriate for the given task should be personally provided to the workers exposed to respiratory hazards
  - ix. Suitable measures should be made available to reduce skin hazards when working, which may include but not limited to wearing gloves, long sleeved shirts, full length trousers and boots , and others
  - x. Full body safety harnesses with secure anchorage points must be provided when working at a height
- (Please check Annex on details for PPEs)*

### 13. Hazard Identification and Control of Risks

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Hazard management is an important process of identifying hazards in the workplace, working out how much risk they pose then putting in place appropriate measures to deal with them. Hazards can be actual or potential risks, physical biological or behavioral and can arise or be caused within or outside the work place.

- 13.1. When planning method of work, a detailed suitable and sufficient assessment must be carried out and recorded. The assessment must detail the method(s), materials and equipment to be used and selected to remove or minimize risk from work.
- 13.2. Contractors should consider the principles of risk assessment listed below when determining methods and sequences of work:
  - i. identification of risks and hazards involved with the proposed work
  - ii. assessment of the risk (i.e. likelihood and severity) of any potential harm that may arise
  - iii. removal of risks, possibly by changing the proposed methods or processes
  - iv. control of remaining risks
  - v. review, and if appropriate, update

## 14. Working at a Height

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Working at a height causes serious risks and could be a high cause for accidents. Therefore, where a danger of any person or any materials or of things falling from a height or work of place, consideration should be given to the distance a person or any material or things might fall.

- 14.1. Where the area of work is above a public thoroughfare and danger exists of materials or other things falling from the platform particular care must be given to ensure that no material can fall from the working area
- 14.2. Guardrails/edge protections should be erected along the exposed edges or openings where workers or materials can fall more than two meters
- 14.3. Safety nets must be provided where necessary; should be hung as close as possible to the underside of the work area; and installed with sufficient clearance to prevent contact with the surface below when a person falls of them
- 14.4. Scaffolds must be erected and dismantled by one person who are experienced and trained; they should be inspected prior to first use, upon change and adaption, where the weather may affect the stability and at regular intervals
- 14.5. Ladders must be selected and must be the most suitable type of ladder for the work to be carried out; should be checked weekly and replaced when necessary
- 14.6. Safety harnesses must be provided and should be full body type and secure anchorage points should be provided; workers must be given proper training and instruction on the usage

## 15. Electrical

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- 15.1. No electrical installation, service or power supply shall be used or connected unless prior approval has been received by the contractors
- 15.2. Contractors must provide detail plans of electrical installation and of the equipment and usage
- 15.3. All electrical installation work on site shall be done in accordance to the plan provided and shall be carried out by a trained electrician
- 15.4. All electrical tools and equipments should be inspected prior to their first use and thereafter at least every three months
- 15.5. All cabling shall be at a high level and firmly secured to ensure it doesn't present a hazard or obstruction to people and equipment

## 16. Hazardous Chemicals and Substances

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- 16.1. Appropriate personal protective clothing and equipments must be provided
- 16.2. Safe handling should be aimed at eliminating or minimizing risk to workers and others and should involve reading the labels and complying with the instructions
- 16.3. Should be stored in their original containers in a safe, well ventilated secure place and in accordance to the directions on their labels

- 16.4. Cautions should be taken while transporting the chemicals and hazardous substances
- 16.5. All workers should be trained in the correct practices to be followed when using the chemicals and hazardous substances and how to deal with emergencies that may arise while using any substances

## 17. Welding and Hot Works

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- 17.1. All welding and hot works should be carried out so that the risks are kept at a minimum
- 17.2. Equipment must be stored in a proper place, routinely inspected
- 17.3. Welders must be provided with face and eye protection with correct grade of shield, gauntlet gloves, safety footwear, welders aprons and overalls and the vicinity should be safe to breathe and free from flammable gases
- 17.4. Cylinders must be stored in an upright positions and away from other flammable substances and sources of ignition and should take caution not to roll along the ground or handled roughly
- 17.5. The hose should be checked before every use for signs of damage

## 18. Heavy Machinery

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- 18.1. Contractors must ensure that all gears, revolving shafts, flywheels, coupling and other dangerous parts of the machinery should be properly guarded and fencing of dangerous parts of the machinery not be removed while the machine is in motion
- 18.2. Contractors must ensure that all machinery used on site are in proper condition and properly maintained and repaired regularly
- 18.3. Contractors must also ensure that the driver is trained, competent and over 18 years of age and have prior experience and knowledge of handling the machinery
- 18.4. The driver should be able to determine the weight of every load before lifting to eliminate any incidents or accidents
- 18.5. Person assisting the driver should have previous knowledge and training on giving signals and to attach loads correctly and knows the lifting limitations of the machinery
- 18.6. Both the driver and the person assisting must be provided with safety gears and must wear them at all working times
- 18.7. Machines should not be positioned over people or others allowed to go under it or that they are not left on the slope with the engine running

## 19. Special Work Situation

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### 19.1. Confined spaces

Confined spaces should not be defined or limited to closed spaces with restricted means of entry and exit but should also include open manholes, trenches, pipes, ceiling voids enclosed rooms and other inadequate ventilation and or where the air is either contaminated or oxygen deficient. Contractors and sub contractors should take the following precautions:

- 19.1.1. Workers required to work in confined spaces should be given prior trainings and instructions on precautions that should be taken inside the area
- 19.1.2. Rescue procedures should be included in the trainings of workers and rescue equipments should be available near the entrances at all times
- 19.1.3. At least one person should be stationed outside the space to keep watch and communicate with the anyone inside

## **19.2. Demolition**

- 19.2.1. Contractors must ensure that all demolitions are undertaken in a controlled manner and are managed by an experienced person and under competent supervision
- 19.2.2. Before demolition relevant notices must be given to the local authority and the public made aware
- 19.2.3. Public are protected from the rubble, dust and traffic by proper barricades and fencing
- 19.2.4. Prior to demolition a survey should be conducted to identify if there are any hazardous materials and steps should be taken to deal with them
- 19.2.5. Traffic and footpaths must be controlled and directed throughout the process

## **19.3. Blasting**

- 19.3.1. Contractors and sub contractors must ensure that all blasting operations are undertaken after having received permission and consultation from relevant authorities
- 19.3.2. Prior to blasting the Contractor or Sub contractor must submit a detailed hazard and risk assessment on, but not limited, to the following
  - a. Type of explosions being used
  - b. Anticipated effects of vibration to the near structures
  - c. Blasting pattern
  - d. Transportation and storage of explosives
  - e. Warning sirens
  - f. Atmosphere monitoring

## **20. Public and General Safety**

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Contractors and Sub contractors are responsible for ensuring that nothing they or their workers do will endanger members of the public by any action. They should take steps to ensure the:

- 20.1. Where dangers on the road persists, pedestrian detours are clearly defined and pedestrians protected from the dangers of road traffic when using any detour
- 20.2. Warning signs, barriers, signs or traffic lights are used to stop the public
- 20.3. Adequate warning signs and security of the site provided during non-working hours
- 20.4. Noise levels are kept at a minimum and per notices given

## 21. Safety Signs

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- 21.1. Contractors must ensure that there are illustrated safety signage displayed around the site as deemed necessary
- 21.2. All signage must be clearly displayed in both the local language and in English
- 21.3. The following are examples of signs that must be present, but are not limited to
  - a. Wear safety helmets and reflective jackets
  - b. Permit to work areas
  - c. Unauthorized persons keep out
  - d. Falling Hazard, Use safety belt
  - e. Watch for moving equipment
  - f. All visitors, please report to the site office
  - g. Wear safety footwear
  - h. Wear hearing protection
  - i. Wear eye protection
  - j. Stop, look and listen
  - k. First aid
  - l. Emergency exists
  - m. No entry signs
  - n. Fire precautions
  - o. Danger of electricity
  - p. No smoking
  - q. Danger, crane overhead
  - r. Work in progress
  - s. Stop and go

## 22. Traffic Management

---

- 22.1. Contractors must ensure that all vehicles used on worksite shall be roadworthy and comply with the local Authorities in charge of the area
- 22.2. No person shall drive a vehicle of any class or description in a construction site unless he/she has a driving license authorizing her/him to drive a vehicle of that class or description
- 22.3. Adequate and clear warning signs shall be displayed at appropriate distances before the commencement of the site workings
- 22.4. Whenever any work is being undertaken over, or in close proximity to any place where there is vehicular traffic into and out of the work site which may cause danger to the public, such working area must have suitable and sufficient warning signs set up to direct traffic to slow down or away from it and if deemed necessary the traffic shall be specially controlled by designated person
- 22.5. Vehicles should be parked in the designated area when not in use and must not block traffic or pose as threat to the public
- 22.6. Contractors must make regular inspections of the traffic management schemes during the day and night time hours

## 23. Materials Handling and Storage

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- 23.1. Worksites should have a barricaded protective hoarding area so that the general public would be protected from the work in progress.
- 23.2. Hoarding areas should be able to not only protect the public from dangers within site but also act as a barrier or security to prevent persons from trespassing into the site
- 23.3. There should be adequate safety distance between the worksite and hoarding area
- 23.4. All raw materials should be stored and handled in the hoarding area
- 23.5. Suitable warning signs should be posted where most visible
- 23.6. Site managers must ensure that parking or hawking activities are not allowed at the surrounding perimeter of the hoarding especially when there is a high risk activity or operation being carried out that may cause hazards to the surrounding

## 24. Restrictions on Employment of Children and Young Person

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- 24.1. No Contractor or Sub contractor shall employ Children and person under the age of 18
- 24.2. Contractors and Sub Contractors shall take practicable steps to ensure that no persons who has not yet completed the age of 18 years is employed
- 24.3. Persons between 16 and 18 years of age may visit the site workplace for justifiable reasons only and under the direct supervision of an adult with prior permission from the site in charge and the visit should not exceed more than 2 hours a day
- 24.4. Site in charge must have records of any such visits





# ANNEX

## I. OSH Safety Policy

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### Table of Contents

- I. Objective
- II. Policy
- III. Applicability
- IV. Implementation
- V. Administration
- VI. Reporting Injuries
- VII. Notifications
- VIII. Basic Safety Rules
- IX. Enforcement of Safety Rules

### i. Objective

The Safety Policy of *Company Name* is designed to comply with the Standards of the DoLIDAR Occupational Safety and Health Guidelines, and to endeavour to maintain a safe and injury/illness free workplace. Copies of the OSH Guidelines are available for all workers to use and reference in a language/languages they understand. These Guidelines shall be available in the office at all times and will be sent to the jobsite on request.

Compliance with the following Safety Policy and all items contained therein is mandatory for all workers of the company. The authorization and responsibility for enforcement has been given primarily to the Responsible Person. The Other Responsible Person(s) share in this responsibility as well.

### ii. Policy

It is company policy that accident prevention be a prime concern of all workers. This includes the safety and wellbeing of our workers, sub contractors, customers and visitors, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment and to ensure as far as reasonably practical that our activities do not impact the surrounding communities and environment.

### iii. Applicability

This Safety Policy applies to all workers of *Company Name*, regardless of position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a company project site. Every worker is expected to comply with the Safety Policy, as well as with DoLIDAR OSH Guidelines.

### iv. Implementation

This Safety Policy supports six fundamental means of maximum worker involvement:

- A. Management commitment to safety.
- B. Workers' participation and weekly tool box safety meetings at all jobsites.
- C. Effective job safety training for all categories of workers.
- D. Job hazard analysis provided to all workers.
- E. Induction and trainings given at jobsites by Responsible Person (Safety Officer).
- F. Various incentive awards for exemplary safety performance.

The Responsible Persons (Safety Officer) will meet at least once a month to evaluate all areas of safety and make recommendations to the company president.

#### **v. Administration**

The Safety Policy will be carried out according to guidelines established and published in this and other related procedures. Specific instructions and assistance will be provided by Responsible Person (Safety officer) as requested. Each supervisor will be responsible for meeting all of the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each supervisor must also ensure that all accidents are thoroughly investigated and reported to Occupational Safety and Health Committee on the same day of the occurrence.

#### **vi. Reporting of injuries**

All workers will be held accountable for filling out a "Notice of Injury Form" immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury, or, in serious cases, as soon as the condition of the injured person permits reporting.) Workers must report the injury to their supervisor/lead man/foreman/superintendent/project manager, etc. A casual mentioning of the injury will not be sufficient. Workers must let their supervisor know:

- A. How they think they hurt themselves.
- B. What they were doing at the time.
- C. Who they were working with at the time.
- D. When and where it happened.
- E. Other pertinent information that will aid in the investigation of the incident.

Unless justified by the medical condition of the injured person/s, failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and may result, based on proper investigation, in immediate termination, in accordance with company policy.

#### **vii. Notifications**

##### **A. In Case of Serious Injury or Death**

After the injured has been taken to the hospital, the Safety Officer shall notify the main office and Occupational Safety and Health Committee as soon as possible. Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs

of the area where the incident occurred and any other relevant items are to be taken. Responsible Person (Safety Officer) will assist in the investigation. The completed accident report form will be sent to the main office.

### **B. In Case of Inspection by DTO Inspector**

The lead man/foreman must notify Responsible Person (Safety Officer) that an OSH DTO Inspector is on the jobsite. It is the responsibility of all workers to make the inspector's visit on the jobsite as successful and timely as possible.

### **viii. Basic safety rules**

- A. Compliance with applicable National, DoLIDAR safety rules and regulations is a condition of employment.
- B. All injuries, regardless of how minor, must be reported to your supervisor and the Safety Officer immediately. Any worker who fails to fill out a "Notice of Injury Form" and send it to the Safety Office can be issued a safety violation notice and may be subject to disciplinary measures, in accordance with company policy, which may include termination, depending on the situation.
- C. Hard hats will be worn by all workers on the project site at all working times. Alterations or modifications of the hat or liner are prohibited. Crane operators, when in an enclosed cab, have the option of not wearing a hard hat due to the possible obstruction of view.
- D. Safety glasses will be worn as the minimum-required eye protection at all working times.
- E. Fall Protection Requirements
  - 1. Full body harnesses and lanyards shall be worn and secured any time there is a fall hazard of more than six (6) feet.
  - 2. Lifelines shall be erected to provide fall protection where work is required in areas where permanent protection is not in place.
  - 3. Structural steel erectors are required to "hook up" with full body harness.
- F. Firearms, alcoholic beverages, sedatives and illegal drugs are not allowed on company property or in company vehicles at any time. When a physician prescribes drugs, the Responsible Person (Safety Officer) must be informed. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.
- G. Drinking water containers are to be used for drinking water and ice only. Tampering with or placing items such as drinks in the water cooler will result in disciplinary measures.
- H. All tools whether company or personal, must be in good working condition. Defective tools will not be used.
- I. Report all unsafe conditions and near misses/accidents to Responsible Person so that corrective action can be taken.
- J. Warning signs, barricades, and tags will be used to the fullest extent and shall be obeyed by all those on site.

**ix. Enforcement of safety policy**

Safety violation notice(s) shall be issued to any worker, subcontractor, or anyone on the jobs violating the safety rules or regulations by Responsible Person.

- A. Any violation of safety rules can result in suspension or immediate termination depending on the situation and subject to investigation.
- B. Any worker receiving three (3) written general violation notices within a six (6) month period shall be terminated.
- C. Issuance of a safety violation notice for failure to use fall protection or for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company's policy.

It is understood that *Company Name* is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job may be issued in accordance with the national laws and regulations and posted as needed.

Name:

Date:

Signature:

## II. Site Safety Plan

---

*Sample Site Specific Safety Plan*

Project: Name of Project

Contract # XXXX

Date: DD/MM/YY

Project Manager: XXXXX

Address: XX-XXX (Office)

Safety Officer: XXX XXXX

Contact Details (XXX) XXX-XXXX (Cell)

Emergency Services: Number to be called in case of emergencies

The purpose of this document is to identify potential safety hazards and mitigation measures for the XX ZZZ project.

Project Description:

Detailed description of the project to be provided below

**1. Site Specific Safety Plan Checklist**

To be completed and handed to principal/site management before start of work on site

Main contractor:

Project Site:

Sub- contractor:

Contracted works:

We undertake as follows:

**1. Workplace Control Management:**

On site safety officer for this project is: Name..... (Phone no).....

The person in charge in this workplace is: **Principal contractor** .....

**2. Notifiable Works:**

We have notifiable works associated with our contract Yes      No

DoLIDAR has been notified Yes      No

**3. Hazard Management:**

Hazard Management is maintained on site Yes      No

An analysis has been prepared detailing the hazards on site and the management before any work involving that hazard commenced on site Yes      No

**4. Communication/ Worker Participation**

Methods used to communicate safety information to our workers are:

Type	Frequency
Pre task meetings	
Health and safety meetings	
Coordination meetings	
Others please specify	

**5. Emergencies:**

Our First Aid Kit/s is/are located at:

Our First Aid persons is/are:..... (Phone no).....

We have trained First Aid personnel and procedures in place on site to provide assistance in case of emergencies Yes      No

**6. Accident/incident: Reporting and investigation/ recording**

We have an accident incident and reporting system in place and keep an accident/incident register Yes      No

We will immediately notify all serious harm accidents to site management follow up within 7 days with a completed copy of accident and incident investigation report Yes      No

**7. Safety Inspection and Safety Reviews:**

We have agreed to undertake safety inspections and reviews at the specified intervals Yes      No



**8. Training/Induction**

All persons under the current project have received safety and health trainings before the commencement of works Yes  No

All persons under our control on site have been given site specific induction Yes  No

All persons under our control on site are appropriately qualified, competent fully supervised Yes  No

**9. Sub contractors:**

Will you have any sub contractors working for you on this project? Yes  No

S.N.	Name	Address	Contact details	Type of work/task assigned

Signed:..... Name:..... Date:

(Sub contractor's representative)

Signed:..... Name:..... Date:

(Contractors representative)



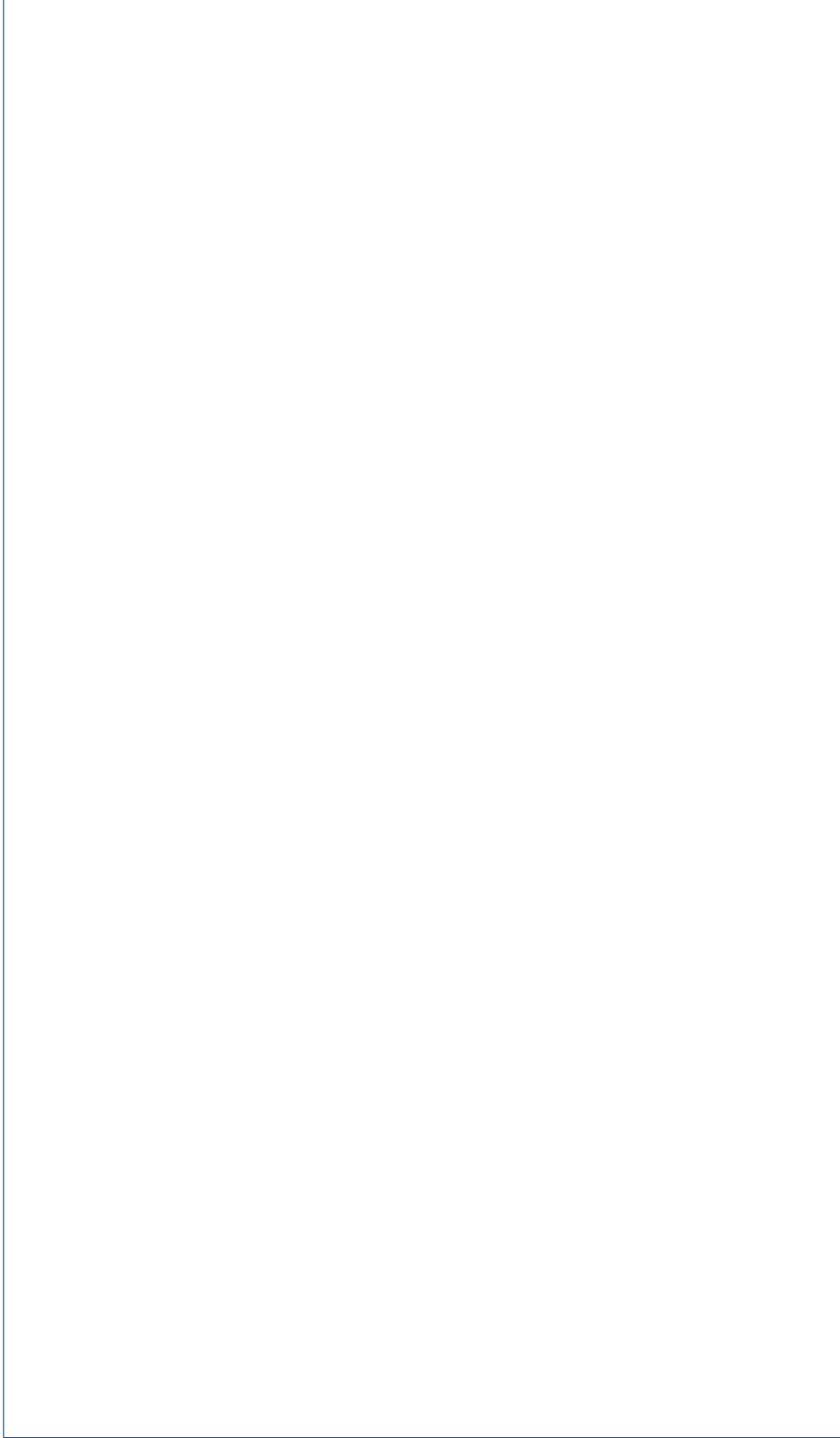
### 3. Emergency Plan and Procedure

Project/ Site	
<b>Potential Emergency Situation</b>	<p>List Separately:</p> <p>Procedure</p>
<b>Responsibilities</b>	<p>Personnel:</p> <p>Key responsibilities</p>
<b>Evacuation Procedures</b>	<p>Assembly areas:</p> <p>Alarms:</p>
<b>Medical Treatment</b>	<p>Emergency services:</p> <p>Key subcontractors' telephone numbers</p>
<b>Training and Communication</b>	<p>Location of nearest medical centre:</p> <p>Procedure to advise site staff:</p>

**4. Emergency Evacuation Plan:**

Map of emergency plan or detailed description to be given below

NOTE: Emergency map should be placed at all accessible places and clearly visible at all times



## 5. Accident /Incident register

Specifications	Description
Name of person (injured): Address of person injured	
Detailed description of accident/ incident/near miss	
Cause of harm	
Type of injury or disease	
Immediate action taken	
Serious Harm Yes/No	
Insurance paid/covered Yes/No Please attach evidence in case of insurance paid/covered	
Safety Committee notified Yes/No	
Investigation actioned and documented Yes/ No	
Investigation outcomes discussed at safety meetings on:	



## 7. CHECKLIST ON NEED FOR Personnel Protective Equipment

Inspections are to be made by the Safety officer and handed it in to the Project manager.

If there are any boxes checked as yes the appropriate PPE must be provided to all workers on site.

Suggested Questions	Typical Operations of Concern	Yes	No
<b>EYES</b>			
Do your workers perform tasks, or work near workers who perform tasks, that might produce airborne dust or flying particles?	Sawing, cutting, drilling, sanding, grinding, hammering, chopping, abrasive blasting, punch press operations, dust etc.		
Do your workers handle, or work near workers who handle, hazardous liquid chemicals?	Pouring, mixing, painting, cleaning, syphoning, dip tank operations, services, etc.		
Are your workers' eyes exposed to other potential physical or chemical irritants?	Battery charging, installing fiberglass insulation, compressed air or gas operations, etc.		
Are your workers exposed to intense light or lasers?	Welding, cutting, laser operations, etc.		
<b>FACE</b>			
Do your workers handle, or work near workers who handle, hazardous liquid chemicals?	Pouring, mixing, painting, cleaning, syphoning, dip tank operations, etc.		
Are your workers' faces exposed to extreme heat?	Welding, pouring molten metal, smithing, baking, cooking, drying, etc.		
Are your workers' faces exposed to other potential irritants?	Cutting, sanding, grinding, hammering, chopping, pouring, mixing, painting, cleaning, etc.		
<b>HEAD</b>			
Might tools or other objects fall from above and strike your workers on the head?	Work stations or traffic routes located under catwalks or conveyor belts, construction, trenching, utility work, road construction, etc.		
Are your workers' heads, when they stand or bend, near exposed beams, machine parts, pipes, etc.?	Construction, confined space operations, building maintenance, etc.		
Do your workers work with or near exposed electrical wiring or components?	Building maintenance; utility work; construction; wiring; work on or near communications, or other high tech equipment; arc or resistance welding; etc.		
<b>FEET</b>			
Might tools, heavy equipment, or other objects roll, fall onto, or strike your workers' feet?	Construction, plumbing, building maintenance, trenching, utility work, grass cutting, etc.		
Do your workers work with or near exposed electrical wiring or components?	Building maintenance; utility work; construction; wiring; work on or near communications, computer, or other high tech equipment; arc or resistance welding; etc.		

Suggested Questions	Typical Operations of Concern	Yes	No
Do your workers handle, or work near workers who handle, molten metal?	Welding, foundry work, casting, etc.		
Do your workers work with explosives or in explosive atmospheres?	Demolition, explosives manufacturing, grain milling, spray painting, abrasive blasting, work with highly flammable materials, etc.		
<b>HANDS</b>			
Do your workers' hands come into contact with tools or materials that might scrape, bruise, or cut?	Grinding, sanding, sawing, hammering, material handling, etc.		
Do your workers handle chemicals that might irritate skin, or come into contact with blood?	Pouring, mixing, painting, cleaning, dip tank operations, health care and dental services, etc.		
Do work procedures require your workers to place their hands and arms near extreme heat?	Welding, pouring molten metal, smithing, baking, cooking, drying, etc.		
Are your workers' hands and arms placed near exposed electrical wiring or components?	Building maintenance; utility work; construction; wiring; work on or near communications, computer, or other high tech equipment; arc or resistance welding; etc.		
<b>BODY</b>			
Are your workers' bodies exposed to irritating dust or chemical splashes?	Pouring, mixing, painting, cleaning, syphoning, dip tank operations, machining, sawing, battery charging, installing fiberglass insulation, compressed air or gas operations, etc.		
Are your workers' bodies exposed to sharp or rough surfaces?	Cutting, grinding, sanding, sawing, glazing, material handling, etc.		
Are your workers' bodies exposed to extreme heat?	Welding, pouring molten metal, smithing, baking, cooking, drying, etc.		
Are your workers' bodies exposed to acids or other hazardous substances?	Pouring, mixing, painting, cleaning, syphoning, dip tank operations, etc.		
<b>HEARING</b>			
Are your workers exposed to loud noise from machines, tools, etc.?	Machining, grinding, sanding, work near conveyors, pneumatic equipment, generators, ventilation fans, motors, punch and brake presses, etc.		





### III. Incident/Accident Reporting

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Date of Incident	Time	Place
Serious harm?    Yes    No		
Injured person(S)		
Damaged property?    Yes    No	Near miss?    Yes    No	
Description	Description	

**Health Monitoring**

Does the nature of incident or injury require post health monitoring?    Yes    No

Description of what happened

---

**Information collection** - List all the information available about the incident. Use additional pages if required and attach photographs where possible

Factual/Documented Information	Testimony of witnesses	Scene/Environment inspections

List all the causes and contributing factors to this incident

Causes and Contributing Factors	Hazards involved
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10	10

Was the incident or injury caused by

Known hazards? Yes No

If known hazards, did the current controls fail and how can they current controls be improved to eliminate or isolate or minimize the hazards

1.

2.

3.

If new hazards please list below with details

Hazard	Significant	Control
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.

**Follow up:** What follow up is required to ensure that all practicable steps are now taken to control the identified hazards and the effects on the health of the injured person and staff in general are properly monitored

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

**Review:** This review and action plan has been reviewed and approved by me, and I accept responsibility for follow up to completion

Name:


Position:

Date:


Sign:

## IV. Details on Personal Protective Equipment (PPEs) and sinages


### Raincoat

Name of the Product	Raincoat
Material specification	PVC coated
Workmanship and Finish	It should be 100% water proof, The Raincoat should be less in weight, easy to wear, durable and it should not restrict the movement of any person wearing. Air penetrable, self-draining, easy to fold and light weight.
Size	Must be suitable to adult size
Colour	Blue
Tentative sketch	Refer figure below. 


### Safety Helmet

Name of the Product	Safety Helmet
Material specification	Equivalent to IS 2925-1984 or at least equivalent to Guard Company.
Workmanship and Finish	Must have triple corrugation on the shell to offer stronger surface strength for added safety. The strap must be made of l.d.t.e.. Good finish without any imperfections like Cracks, Burrs, Pits, Scales etc. and such other physical defects
Colour	Yellow
Tentative sketch	Refer figure below. 

## Safety Gloves

Name of the Product.	Safety Gloves
Material specification	Good quality leather.
Workmanship and Finish:	Good finish without any imperfections like tears and such other physical defects.
Size	Should be general size
Test	Must comply with Performance test
Figure	As per given below. 

## Cotton Mask

Name of Product	Cotton Mask
Material Specification	Cotton mask with thin layer of sponge and strap made up of elastic.
Workmanship and finish	Good finish without any imperfections like tear, lose stitching, and such other physical defects
Colour	Any
Test	20% of batch to be inspected for quality as above, if defective mask found, batch should be sorted out and only mask satisfying the quality should be selected. 

## Safety Vest:

Name	Safety Vest
Workmanship	Good Finish without any physical defects
Colour	As provided in figure
Material	Mostly polyester with high reflective polyester tape as per figure

Figure	Refer figure for colour 
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**Safety Gumboot:**

Name of product	Safety Gumboot (Steel toe-cap)
Confirming standard	Should have acquired by the national standard of manufactured country
Size	a. 4 to 5 (UK) b. Full size Safety Gumboot with <b>steel toe cap</b> for safety.
Height of Boot	350 ± 5 mm
Reinforcement body thickness	Complete body shall be reinforced with heavy-duty textile lining –cotton, which acts as a sweat absorbent. a. Toe : 4.0 mm b. Vamp (head support) : 2.5 mm c. Counter (heel support) : 4.0 mm d. Leg / Ankle : 1.5 mm
Base Thickness (min)	a. Sole (overall) : 12.5 mm b. Heel (overall) : 28.0 mm
Colour	Yellow or Black
Material (for Sole)	Polyvinyl Chloride (Hard)- Gumboot sole shall be made of Polyvinyl chloride of hard type, which confirm the requirement of hardness of Sole/Heel is 60 ± 5° A and Flexing Endurance (min) 50,000 cycles (Ross) <b>or at least equivalent to a product ‘Tarzan’</b>
Material (for upper part)	Gumboot upper part shall be made of polyvinyl chloride of soft type, which confirm the flexing endurance (min) 1,50,000 cycles (De Matin) <b>or at least equivalent to a product ‘Tarzan’</b>
Other requirements	i. <u>Leak proof</u> : There shall be no leakage when air with pressure of 0.15 Kg forced into the Boots. ii. <u>Embedded steel toe cap</u> : Steel toe cap shall be completely embedded by PVC lining to provide more room and comfort to the toe. iii. <u>Sole Design</u> : Sole design shall be cleated anti-skid sole.
Application	General Purpose construction industrial (not food industry) boot
Marking	All piece of Gumboot shall be clearly marked manufacture’s name or trademark.
Quality assurance	A manufacture’s certificate that the product was manufactured tested and supplied in accordance with this specification, together with a report of test results. Each certificate so furnished shall be signed by a person authorized by the manufacturer.





Gumboot



Anti-skid sole


### Traffic Cones

Material specification	PVC
Size	H=70 cm, bottom=38 cm
Colour	Yellow and White
Finish	As per figure 
Placement of cones	

### Safety Glass

Name of the Product.	Safety glass
Lens Features	<ul style="list-style-type: none"> <li>▪ Clear lens.</li> <li>▪ Material – Poly carbonate</li> <li>▪ Hard – coated lens for scratch resistance</li> <li>▪ Lens scale number: 2 –1.2</li> </ul>



Special Features	<ul style="list-style-type: none"> <li>▪ Temple grips equipped soft cushioning pads</li> <li>▪ Adjustable temple length to customize the fit on the user head. Length adjustable within a range of 13 mm.</li> <li>▪ Temple / side arms capable of tilting within a wide-angle range (upto 60°).</li> <li>▪ The product is at least equivalent to ES-002 (Clear) of KARAM</li> </ul>
Workmanship and Finish	Good finish without any physical defects.
Size	Should be general size
Figure	As per given below. 

### First Aid Box Contents

S.N	Item	Quantity
	First Aid box (with good quality)	1 No.
	Crepe Bandage	1 No.
	Betadine, 100 ml.	1 No.
	Moov (tube)	1 No.
	Cotton (100 gm)	1 No.
	Dettol (50ml)	1 No.
	Triangular bandage	1 No.
	Scissor	1 No.
	Handkerchief	1 No.
	Normal solution (500 ml)	1 No.
	Forceps (small)	1 No.
	Dettol soap	1 No.
	Handiplast	50 Nos.
	Towel (small)	1 No.



## V. OSH Project Site Inspection Checklist

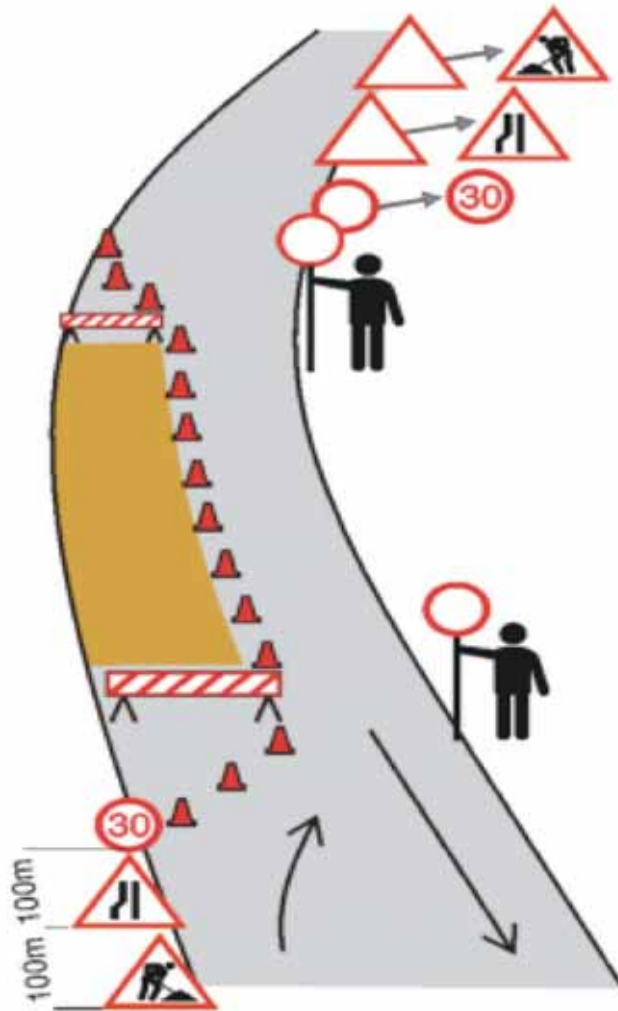
Construction site information	Site (Location):	Total no of workers: Women: Men:	No of workers present on site: Women: Men:
Name and title of Person undertaking inspection	Name: Title: Department/Project: Employer:		
Date and time inspected	Date: Time:		

**A. Personal Protective Equipment:** The equipment listed below are in compliance with that which has been specified in the project contract documents

Items	Compliance	Non Compliance	No. of workers not wearing the protective gear the time of inspection	Remarks
Hard Hats				
Safety Glasses				
Gloves				
Safety Shoes				
Masks				
Reflecting Jacket				

**B. Temporary traffic control:** The equipment listed below are considered in compliance with that which has been specified in the project contract documents

Items	Location	Compliance	Non Compliance	Remarks
Flags				
Signs/mark ups				
Are your signs in good condition?				
Flags were in use at the time of inspection				
Signs were in use at the time of inspection				



**C. Tools:** The tools listed below are considered in compliance with that which has been specified in the project contract documents:

Items	Compliance	Non Compliance	Remarks
Axe			
Khukuri			
Chisel			
Crowbar			
Hand rammer			
Mattock			
Measuring Tape			
Rake			
Ropes			
Shovel			
Sickle			
Sledge Hammer			
Spade			
Wheelbarrow			

**D. Please inspect the equipment and give details of the state of the equipment and if it needs to be repaired or changed**

Items	Good condition	Repair needed	Replacement needed	Remarks
Axe				
Chisel				
Crowbar				
Hand rammer				
Khukuri				
Mattock				
Measuring Tape				
Rake				
Ropes				
Shovel				
Sickle				
Sledge Hammer				
Spade				
Wheelbarrow				

**E. Mechanized Equipment:** If mechanized equipment are needed, identify cranes or heavy equipment that will be used below:

Items	Compliance	Non Compliance	Remarks
Backhoe			
Crane Over 3 Tons			
Crane Under 3 Tons			
Excavator			
Forklift			
Front End Loader			
Tractors			
Other (identify)			

**F. In case of using mechanized equipment please ensure the following:**

Items	Compliance	Non Compliance	Remarks
Brakes and other stopping devices are operating properly and able to stop and hold equipment when fully loaded			
Backup alarms work and are louder than surrounding noise			
Cab glass is not dirty, cracked or broken, and does not distort the operator's view			
Seat belts being used by the driver			

**G. Accidents:** To avoid accidents site workers must have basic knowledge of the reporting system for any accidents or incidents so that they can be logged quickly and accurately; they should at least have the contact details of the closest medical centre in case of emergencies and a basic knowledge of providing first aid.

Please inspect the first aid kit and check for expiry dates on each item

Items	Compliance	Non Compliance	Expiry date	Expired		Remarks
				Yes	No	
Band aids						
Dettol						
Cotton						
Muscle relaxant (Move)						
Compress dressing						
Asprin						
Gloves						

Roller Bandage						
Thermometer						
Gauze						
Scissors						

**H. Please check to see if the following**

Items	Compliance	Non Compliance	Remarks
First aid kits accessible within 5 minutes			
Kits are stocked and contents are in-date			
Names and contacts of first aiders displayed			

**Amenities**

Items	Compliance	Non Compliance	Remarks
Is drinking water readily available?			
Are toilets close by/ available and adequate?			

**J. Findings**

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**K. Other recommendations for improvement**

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Signature of inspector/ Site In charge:

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Employers Representative


Date:

## VI. OSH Awareness Poster


# Safety At Work in Building Construction

Prevention is Better than Cure


**Remember !! Safety is Gainful, Accident is Painful**




Government of Nepal  
Ministry of Labour and Employment  
Department of Labour  
Occupational Safety and Health Project  
Singhdurbar, Kathmandu



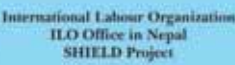
GREEN CROSS FOR SAFETY



ILO/Japan  
Multi-bilateral  
Programme



International  
Labour  
Organization



International Labour Organization  
ILO Office in Nepal  
SHIELD Project







# Do's & Don'ts at Construction Site

## निर्माणस्थलमा गर्नहुने र नहुने कुराहरु



Strengthening the National Rural Transport Programme (SNRTP), Nepal



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Strengthening the National Rural Transport Programme (SNRTP), Nepal



International  
Labour  
Organization









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