

ENVIRONMENT, SOCIAL, HEALTH AND SAFETY PLAN FOR CONSTRUCTION WORKS GUIDLINES

QAIA-CEO-QSM-PLN-019-02



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Annexes Reference

Annex number	Annex Contents
Annex 1	Work information, include <ul style="list-style-type: none"> - Work site drawings - Specification of equipment - List of chemical materials used and the material safety data sheet (MSDS). - Project Management team contact details - Qualification details of project management team
Annex 2	Environment, Social, risk assessment and Hazard identification risk assessment Interested parties analysis
Annex3	Specification of personnel protective equipment (PPE)
Annex 4	Calibration and certification documents
Annex 5	Environment, Social, health and Safety monitoring program, this can include <ul style="list-style-type: none"> - Samples collection program - Inspection check list
Annex 6	Emergency preparedness, include <ul style="list-style-type: none"> - Spill kit type and locations - Fire extinguisher type and locations - Drawing showing the site evacuation route - Emergency contact details
Annex 7	Accident/incident investigation, can include: <ul style="list-style-type: none"> - Standard form for incident/accident - Standard form for incident/accident investigation

Chapter 1: Scope & Objectives

1.1 Purpose

Airport International Group (AIG) as airport operator of QAIA is committed to provide safe and healthy environment for all staff, visitors, airport users, contractors and community around airport , accordingly this manual is developed to be the guideline for contractors who are assigned by AIG to perform construction works .

This manual is a guideline only and does not replace the requirement to issue a valid work permit (WP) prior starting any construction works.

1.2 Scope

This document applies on the major construction works that have significant impact on airport operation/social/safety/environment/community.

This plan should submit to AIG concern department during the project preparation & planning phase, it can be part of tender document.

1.3 Objectives:

The objectives of this Guideline are:

- Provide safe work practices for carrying out normal operations.
- Identify hazards, analyze & treat hazards through Risk assessment
- Minimize impact on local community
- Understand the methodology used to perform the Environmental & Social impact analysis
- Create awareness on safety, health and environment as an integral part of work.
- Identify lines of responsibility for safety, health and environment
- Immediate response to Emergencies.
- Investigate Site Incidents (Near miss / Accidents) and Provide /Implement necessary Corrective and Preventive actions

1.4 Project Description:

On this section, the contractor should provide details of work description at site, work drawings and list of tool/equipment that will use.

The contractor should provide in a separate annex a list of tools/equipment and their specifications in addition but not limited to the Material Safety Data sheet (MSDS) of any chemical materials

1.5 Project Organization structure:

The contractor should describe the project organization structure to have an overview on the hierarchy and communication channels within the project structure.

1.6 Roles and Responsibilities:

The contractor should describe the roles and responsibilities of project management team, especially for the person that responsible to follow the Environment, Social, health and safety issues.

*Contractor should include in **Annex1** all the needed contact details (mobiles and emails) for the project management team*

Chapter2: Guideline for Environment, Social, Health and Safety Risk Assessment

2.1 Interested Parties Analysis:

The contractor shall analysis who will be impacted from the work, and what kind of impact and risk related.

The parties that might be impact from the work, can be either internal (working within airport premises, such as Stakeholders) or external (such as local community, etc.).

The interested parties analysis shall link it with Impact and hazard risk assessment

2.2 Hazard Identification:

Hazard can be the sources or situation with a potential for harm in terms of injury or ill health to person(s). Hazard identification should be done per each task during routine and non-routine activity and before the start of any works.

Below are example of work hazards:

- Chemical hazard
- Physical hazard
- Tripping hazard
- Works at heights
- Noise hazards
- Electrical hazard
- Confined space
- Biological hazard
- Any other hazard based on the nature of works

Mitigation and controls should identify for the work hazard.

Work hazard should be reviewed when works type or equipment's are changed
The contractor should ensure minimum operational disruption on airport operation.

2.3 Environment impact:

Contractor is responsible to identify the environment impact from each activities during the normal and abnormal situation and below are example of environment impact:

- Soil pollution
- Air pollution
- Surface water pollution
- Ground water pollution

Any other pollution based on the nature of works

Mitigation and controls should identify for environment impact.

Environment impact should be reviewed when changes are made to the project scope.

As per Ministry of environment and Jordan Civil Aviation requirements and depending on the nature of the project, AIG can request from contractor to submit his/her environment impact assessment and action plan addressing CARC and MOE requirements.

The contractor should have a document in separate Annex with clear details of the hazard identification and Environment Impact assessment results preferably in the format of a matrix or a table (hazard/action)

2.4 Social Impact Assessment:

Contractor is responsible to identify the Social impact related to the project; impact assessment should include:

- Assess the social impact related to transportation goods
- Assess health and safety impact on local community and related to project such as (Noise, air pollution, water contamination, communicable disease, etc.)

For more information on social impact assessment, please refer to section 3.5.2.1.5 Environment, health, Safety and Social Impact Assessment inside the EHS plan ref.: QAIA-CEO-QSM-PLN-015, which is available at AIG website on this link:

http://www.aig.aero/sites/default/files/qaia-ceo-qsm-pln-015-04-ehs_plan.pdf

2.5 Risk Assessment & Environment impact: Is the combination from the probability of occurring the hazard of environment impact and severity of adverse effect from exposure to hazard and environment impact, simply risk assessment process depending on three basic steps:

- Identify: identify hazard/environment impact/impact on interested parties
- Analyze Risk: Estimate the risk from each hazard or impact
- Evaluate: Decide if the risk is tolerable/intolerable/acceptable

Chapter3: Training and communication

3.1 ESHS Awareness:

EHS awareness should be provided to the contractor staff as induction before start the work, awareness should include information on Environment, social, health and safety risk assessment and relevant control measures, below are examples of topics that can be covered in training:

- Introduction on job hazard and Environment impact
- Environment, Social, health and safety instruction.
- Emergency and first aid procedure
- Use of PPE

Any new staff should have ESHS awareness before starting his/her work.

Chapter4: Environment, Social, Health and Safety instructions

4.1 Introduction:

As per hazard identification and Environment & Social impact risk assessment results, control measures should be identified for each hazard and its relevant impacts.

Example of ESHS control measures details in Environment, health and Safety handbook which is available at AIG website on www.aig.aero, the contractor can take in his/her consideration these measures. However, for any additional or missing items need to add it from contractor as per hazard and environment impact analysis, the final control measures will be reviewed from AIG concern department for any additional comments.

The contractor should have Annex in this plan list the Specification of Personnel Protective Equipment's that should be used onsite.

Chapter5: Equipment's Certification /Calibration/Test

5.1 Introduction:

The contractor should ensure that the necessary calibration done for the project equipment's prior start the work, for special equipment is such as lifting equipment has, etc.

If the project required using pressure gas cylinder, required to have hydraulic test to cylinder.

The entity responsible to do the calibration or test should be certified from accreditation body at Jordan

The contractor must provide copy of the Certificate/calibration/Test documents

Chapter6: Environment, Social, Health and Safety Monitoring

6.1 Site inspections:

The Contractor will describe how is monitoring the ESHS performance onsite to ensure from following ESHS instruction during the works.

The contractor should describe the inspection methodology used, frequency and how is following the inspection results.

6.2 Samples collections:

As per hazard /environment impact analysis, samples can be taken to check the work environment (air quality, noise level, etc.).

The Contractor will describe the samples collection program, samples location, samples type

The contractor should provide as Annex in this plan, the inspection form that will be used and include the items that will be checked onsite, and provide samples collections program.

Chapter7: Emergency Preparedness

7.1 Emergency preparedness classifications:

The contractor should identify the Emergency type that can happen at site depending on hazard identification and environment impact risk assessment sheet (ex. Fire prevention and protection, Soil contamination, spill response, Chemical exposure, etc.)

For each Emergency type, the following points (but not limited) should identify:

- Emergency response;
- Roles and responsibilities
- Emergency evacuation and escape routes;
- Emergency response equipment's specifications.

The contactor should provide as Annex information of the type of Fire extinguishers, spill absorbent materials, etc

Chapter8: Incident Accident Investigation

8.1 Incident Accident Procedure:

The contractor should identify the procedure of Incident investigation and reporting mechanisms, to ensure that the risks and the cause of workplace incidents are eliminated as well as ensure that AIG is informed of all near misses, incidents and accident cases occurring on the work site.

The minimum information that should be included in incident report are:

- Incident description, time, and location
- Injury description and severity
- Weather condition
- Witness names and feedback
- Description of response actions
- Tools or equipment's or materials, involve in incident
- Analysis of cause
- Corrective actions
- Deadline to solve actions
- Actions follow up

Note (8): The contractor should attached in the Annex at this plan the incident investigation form

Versions Records					
Version	Amendment No.	Revision Date	Effective Date	Revision Purpose	Revision Pages/Sections
V2	-	October,2020	22 nd October,2020	Change the document format and logo Integrate the Social risk assessment & control measure in the scope	Whole documents
V1	-	Oct,2018	Oct,2018	Original Document	

Record Control: (if Document Type is Form)			
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- Does the new version or amendment needs training for interested parties?

Reviewed by	Approved by	Validated by
EHS Manager	QSD Director	QMS