BEREKUM EAST MUNICIPAL ASSEMBLY

OCCUPATIONAL HEALTH AND SAFETY PLAN

AND

COMMUNITY HEALTH AND SAFETY PLAN

PART A – OCCUPATIONAL HEALTH AND SAFETY (OHS) PLAN

A1. Purpose and Objectives

This Occupational Health and Safety Plan sets out the arrangements that BEREKUM EAST MUNICIPAL ASSEMBLY will implement to protect the health, safety and welfare of all workers, subcontractors and visitors on its construction sites and workplaces.

Objectives:

- Prevent workplace accidents, injuries, occupational diseases and fatalities;
- Ensure compliance with the Labour Act, 2003 (Act 651), applicable Ghanaian occupational safety requirements, and World Bank ESS2 (Labour and Working Conditions);
- Provide a systematic approach to hazard identification, risk assessment and control;
- Establish clear roles, induction, training, PPE, emergency response and incident reporting procedures;
- Promote a positive safety culture through leadership, worker participation and continuous improvement.

A2. Scope

This Plan applies to all construction and related activities carried out by BEREKUM EAST MUNICIPAL ASSEMBLY, its employees, subcontractors and any other persons under its control on project sites. It covers pre-construction, construction and demobilisation phases.

A3. OHS Policy Statement

BEREKUM EAST MUNICIPAL ASSEMBLY is committed to providing a safe and healthy working environment for all personnel. The Company will:

- Comply with all applicable legal and contractual OHS requirements;
- Identify hazards, assess risks and implement effective controls;
- Provide appropriate PPE, training and supervision free of charge;
- Consult workers on health and safety matters;
- Investigate incidents and implement corrective actions;
- Continually improve OHS performance.

Every worker has the right and duty to stop work if they believe it is unsafe, and to report hazards without fear of retaliation.

A4. Roles and Responsibilities

Managing Director / Senior Management: Overall accountability for OHS performance; provision of resources; approval of this Plan.

Site Manager / Project Manager: Day-to-day implementation of the OHS Plan; ensuring competent supervision; stopping unsafe work.

OHS Officer / Safety Officer: Technical advice, induction and training, inspections, incident investigation, record-keeping and reporting.

Supervisors / Foremen: Enforce safe work procedures, PPE use and site rules; conduct toolbox talks; report incidents immediately.

Workers and Subcontractors: Comply with this Plan, use PPE, follow procedures, report hazards and incidents, and refuse unsafe work.

Visitors: Report to site office, receive induction briefing, and comply with site rules while on site.

A5. Hazard Identification and Risk Assessment

Before work begins and whenever methods or conditions change, hazards shall be identified and risks assessed. High-risk activities require task-specific risk assessments and written safe work procedures. Typical construction hazards include:

- Falls from height and falling objects;
- Excavation collapse and struck-by hazards;
- Moving plant and vehicles;
- Electrical hazards;
- Manual handling and ergonomic risks;
- Noise, dust, vibration and chemical exposure;
- Fire, hot work and confined spaces;
- Fatigue and heat stress.

Risks shall be controlled using the hierarchy of controls: elimination, substitution, engineering controls, administrative controls, and PPE as the last line of defence.

A6. Personal Protective Equipment (PPE)

Appropriate PPE shall be provided free of charge and worn as required. Minimum site PPE typically includes:

- Safety helmet (hard hat);
- Safety footwear with steel toe-cap;
- High-visibility clothing;
- Task-specific items: gloves, eye protection, hearing protection, dust masks / respirators, fall-arrest harness, etc.

PPE shall be maintained in good condition. Damaged PPE shall be replaced immediately. Supervisors shall enforce PPE use daily.

A7. Safe Work Procedures for High-Risk Activities

A7.1 Excavation and Trenching

Excavations shall be assessed for stability. Edge protection, shoring, battering or trench boxes shall be used as required. Safe access and egress shall be provided. Spoil shall be kept at a safe distance. No person shall enter an unsupported excavation deeper than permitted without controls. Atmosphere testing and rescue arrangements shall be in place for confined or deep excavations.

A7.2 Working at Height

Work at height shall be avoided where practicable. Where required, certified scaffolding, mobile elevated work platforms or other suitable means shall be used. Fall-arrest systems shall be worn where there is a risk of falling. Work below shall be controlled. Only competent persons shall erect, alter or dismantle scaffolds.

A7.3 Lifting Operations and Material Handling

Lifting equipment shall be certified and operated by competent persons. Exclusion zones shall be established. Banksmen shall be used where necessary. Manual handling shall be minimised through mechanical aids and team lifting.

A7.4 Plant and Vehicle Operations

Only authorised and competent operators shall drive or operate plant. Daily checks shall be performed. Reversing shall be controlled by banksmen where visibility is restricted. Speed limits and designated routes shall be observed.

A7.5 Electrical Safety

Electrical work shall be carried out only by competent persons. Isolation and lock-out/tag-out procedures shall be used. Temporary electrical installations shall be inspected and protected. Cables shall be routed safely.

A7.6 Hot Work and Fire Prevention

Hot work permits shall be used where required. Fire extinguishers shall be available and inspected. Flammable materials shall be stored safely. Smoking shall be restricted to designated areas.

A8. Induction, Training and Toolbox Talks

All workers shall receive site-specific induction before starting work. Induction shall cover site rules, hazards, PPE, emergency procedures, reporting channels and the Code of Conduct. Toolbox talks shall be held regularly (at least weekly, and before high-risk tasks). Attendance shall be recorded. Refresher training shall be provided as needed.

A9. Welfare Facilities

Adequate welfare facilities shall be provided and maintained, including:

- Potable drinking water;

- Clean toilets and washing facilities (separate for men and women where practicable);
- Rest / eating areas protected from weather;
- First-aid facilities and trained first-aiders;
- Changing / storage facilities where required.

A10. First Aid and Medical Arrangements

Sufficient first-aid kits and trained first-aiders shall be available on site. Arrangements for emergency medical treatment and evacuation to the nearest appropriate health facility shall be established and communicated. Contact details shall be displayed.

A11. Incident Reporting and Investigation

All accidents, near misses, dangerous occurrences and occupational diseases shall be reported immediately to the supervisor and OHS Officer. Serious incidents and fatalities shall be notified to senior management, the client / Supervising Consultant and relevant authorities within the timelines required by law and contract (typically within 24–48 hours for serious events).

Incidents shall be investigated to identify root causes and corrective actions. Lessons learned shall be shared. Records shall be maintained.

A12. Emergency Preparedness (Workplace)

An Emergency Coordinator shall be designated. Emergency procedures covering fire, serious injury, excavation collapse, plant failure and other workplace emergencies shall be established, communicated and practised through drills. Evacuation routes and assembly points shall be clearly marked.

A13. Monitoring, Inspection and Review

Daily visual inspections and regular formal OHS inspections shall be conducted. Non-conformances shall be recorded and corrected. OHS performance shall be reviewed periodically and this Plan updated as necessary.

PART B – COMMUNITY HEALTH AND SAFETY PLAN

B1. Purpose and Objectives

This Community Health and Safety Plan sets out the measures that BEREKUM EAST MUNICIPAL ASSEMBLY will implement to protect residents, pedestrians, road users, businesses, schools, health facilities and other members of the public from risks arising from construction activities.

Objectives:

- Prevent or minimise risks to community health, safety and security from project activities;

- Comply with World Bank ESS4 (Community Health and Safety) and applicable Ghanaian requirements;
- Maintain safe access for communities and emergency services;
- Control dust, noise, traffic and other nuisances that affect neighbouring people;
- Provide clear information and accessible channels for community concerns and grievances.

B2. Scope

This Plan covers all construction activities that may affect communities adjacent to or interacting with the project site, including traffic interfaces, dust and noise impacts, public access, emergency access, and worker–community interactions.

B3. Key Community Risks

Typical community health and safety risks associated with construction include:

- Traffic accidents involving construction vehicles and public road users or pedestrians;
- Injury from falling into unprotected excavations or from falling materials;
- Dust, noise and vibration affecting nearby residences, schools and health facilities;
- Restricted or unsafe access to homes, businesses, schools and services;
- Obstruction of emergency vehicle routes;
- Communicable disease transmission through worker–community interaction;
- Sexual exploitation and abuse or harassment risks associated with the presence of a workforce;
- Damage to community property or infrastructure.

B4. Traffic and Pedestrian Safety

Where construction interfaces with public roads or pedestrian routes:

- A Traffic Management Plan (or equivalent controls) shall be implemented;
- Advance warning signs, barriers, cones and flaggers shall be used as required;
- Safe pedestrian walkways and crossing points shall be maintained or provided;
- Construction vehicle entry/exit points shall be controlled;
- Speed limits and banksmen shall be used for vehicle movements near public areas;
- School routes and peak pedestrian times shall receive particular attention.

This Plan shall be coordinated with any approved Traffic Management Plan for the project.

B5. Protection of the Public from Site Hazards

All excavations, open edges, material stockpiles and hazardous work areas accessible to the public shall be protected by barriers, fencing or equivalent means and clearly signed. Night-time

lighting or reflective devices shall be provided where required. Unauthorised entry to the work site shall be prevented as far as practicable.

B6. Dust, Noise and Vibration Control

Measures to minimise community exposure include:

- Water spraying of unpaved surfaces and stockpiles to suppress dust;
- Covering of loads of fine materials;
- Speed restriction on unpaved haul routes;
- Scheduling of particularly noisy activities to minimise disturbance to sensitive receptors (schools, health facilities, residences);
- Maintenance of plant to reduce noise emissions;
- Advance notification to nearby communities of anticipated noisy or disruptive works.

B7. Access to Properties and Essential Services

Local access to individual properties, businesses, schools and health facilities shall be maintained whenever practicable. Where temporary restriction is unavoidable, affected persons shall be given reasonable advance notice and alternative access shall be provided where feasible. The duration of any restriction shall be minimised.

B8. Emergency Access

A clear route for ambulances, fire service and other emergency vehicles shall be maintained at all times through or around the work area. Emergency services shall be informed of significant traffic diversions or access changes. Contact details and current arrangements shall be kept up to date.

B9. Worker–Community Interaction and Communicable Diseases

Workers shall be required to conduct themselves respectfully toward community members at all times (see Company Code of Conduct). Awareness on prevention of communicable diseases shall be included in induction and toolbox talks. Any concerns about worker behaviour in the community shall be addressed promptly through the grievance mechanism and disciplinary procedures.

B10. SEA/SH and Protection of Vulnerable Persons

The Company’s zero-tolerance policy on sexual exploitation and abuse and sexual harassment applies fully to interactions with community members. Children and other vulnerable persons shall be protected from harm. Work areas shall be secured against unauthorised entry, particularly by children. Community members shall have access to confidential reporting channels for safeguarding concerns.

B11. Community Information and Notification

Affected communities shall be informed in advance of significant construction activities that may affect them, including:

- Nature and expected duration of works;
- Traffic restrictions or diversions;
- Expected noise, dust or access impacts;
- Safety advice;
- Contact details for queries and grievances.

Methods may include community meetings, notices at Assembly offices or community centres, radio announcements and site signage, as appropriate to the location.

B12. Community Grievance Redress

Complaints related to community health, safety, access, dust, noise, traffic or worker behaviour shall be received, recorded, investigated and resolved through the project or Company Grievance Redress Mechanism. Complainants shall receive acknowledgement and feedback. Serious or unresolved grievances shall be escalated in accordance with approved procedures. Retaliation against complainants is prohibited.

B13. Monitoring and Review (Community Aspects)

Community health and safety performance shall be monitored through:

- Daily site inspections of barriers, signage and public interfaces;
- Records of community complaints and their resolution;
- Incident reports involving members of the public;
- Feedback from community engagement activities.

Findings shall be reviewed and corrective actions implemented. This Plan shall be updated when significant changes in scope or community risk profile occur.

PART C – SHARED ARRANGEMENTS AND IMPLEMENTATION

C1. Coordination with Other Plans

This OHS and Community Health and Safety Plan shall be implemented in coordination with:

- The Company Code of Conduct;
- The project Environmental and Social Management Plan (ESMP) / Construction ESMP (C-ESMP);
- Any approved Traffic Management Plan;
- Labour Management Procedures (where applicable);
- Emergency Preparedness and Response arrangements;
- Grievance Redress Mechanism procedures.

C2. Training Requirements

All workers shall receive training covering both occupational safety and community health and safety expectations, including respectful conduct, protection of the public, and reporting of community concerns. Attendance records shall be maintained.

C3. Key Performance Indicators (Indicative)

Indicator	Target	Monitoring Frequency
Lost-time injuries / serious accidents (workers)	Zero serious; investigate all	Immediate + monthly
PPE compliance	≥ 95%	Daily spot checks
Incidents involving members of the public	Zero serious	Immediate + monthly
Community complaints related to safety / access / dust / noise	All logged and addressed promptly	Continuous; monthly summary
Completion of induction and toolbox talks	100% of workers before deployment	On induction; weekly records
Barriers and public protection measures in place	Full compliance	Daily inspection

C4. Reporting

Monthly OHS and Community Health and Safety reports shall summarise incidents, inspections, training, complaints and corrective actions. Serious incidents shall be reported immediately in accordance with contractual and legal requirements.

C5. Review and Continuous Improvement

This Plan shall be reviewed at least annually or whenever there is a significant change in project scope, methods, risk profile or legal/contractual requirements. Lessons from incidents and near misses shall be used to improve controls.

APPENDICES

Appendix 1 – OHS Induction Checklist (Indicative)

Topics to be covered: site layout and rules; key hazards; PPE requirements; emergency procedures and assembly points; first-aid locations; incident reporting; Code of Conduct and respectful behaviour; community safety expectations; questions and acknowledgement.

Appendix 2 – Daily / Weekly OHS Inspection Checklist (Indicative Items)

- PPE availability and use;
- Condition of scaffolding, ladders and working platforms;
- Excavation protection and access;
- Plant and vehicle condition and operation;
- Electrical safety and cable management;
- Fire extinguishers and emergency equipment;
- Housekeeping and welfare facilities;

- Barriers, signage and public protection measures;
- First-aid kits and trained first-aiders present.

Appendix 3 – Incident / Accident Report Form (Minimum Fields)

Date, time, location; description of incident; persons involved / injured; immediate actions taken; witnesses; apparent causes; corrective and preventive actions; notifications made; signatures of reporter and reviewer.

Appendix 4 – Community Notification Template (Indicative)

Project name and location; nature of upcoming works; expected start date and duration; possible impacts (traffic, noise, dust, access); safety advice; contact person and telephone number for queries or complaints; date of notice.