



**Government of the People's Republic of Bangladesh
Local Government Engineering Department (LGED)**

OHS POLICY OF LGED



December, 2025



Message

It is a matter of great pleasure that the **“Occupational Health and Safety (OHS) Policy of LGED”** has been formulated under the Program for Supporting Rural Bridges (SupRB), jointly supported by the Government of Bangladesh (GoB) and the World Bank. The **“Occupational Health and Safety (OHS) Policy of LGED”**, a milestone document that reflects LGED’s commitment to safe and sustainable development. As LGED continues to lead rural infrastructure development in Bangladesh, ensuring the safety and welfare of workers and stakeholders at construction sites and workplaces remains our highest priority.

This Policy integrates national regulations, international conventions, and LGED’s institutional practices into a comprehensive framework. It emphasizes workplace risk assessment, mitigation measures, grievance redress mechanisms, gender equity, training, and capacity building. By aligning with global standards while addressing local realities, the Policy ensures that every worker can perform with dignity, confidence, and security.

I firmly believe that the implementation of this Policy will foster a culture of safety across all levels of LGED’s operations. It is not only a guiding document but also a practical tool to safeguard lives, enhance accountability, and strengthen institutional resilience.

LGED reaffirms its commitment to uphold occupational health and safety as a cornerstone of development. Together, we will build a future where every project reflects responsibility, inclusiveness, and sustainability.

I would like to take this opportunity to express sincere appreciation to the project and the World Bank Team members for their valuable support and guidance in preparing this Guideline.

A handwritten signature in black ink, appearing to read 'Kazi Golam Mustafa'.

(Kazi Golam Mustafa)
Chief Engineer

Local Government Engineering Department



Message

The formulation of the “Occupational Health and Safety (OHS) Policy of LGED” marks a significant achievement in our collective journey toward safer and more sustainable infrastructure development. This Policy is the outcome of dedicated efforts, technical expertise, and collaborative contributions from LGED officials, consultants, and stakeholders.

The Policy provides clear directions for integrating occupational health and safety into every stage of project implementation. It highlights key performance indicators, workplace safety measures, gender-sensitive practices, and grievance redress mechanisms, ensuring compliance with national laws and international standards. Most importantly, it establishes a culture where safety is not optional but mandatory, and where every worker’s rights and well-being are protected.

As Project Director, I am confident that this Policy will serve as a practical framework for contractors, engineers, and stakeholders to adopt standardized practices, minimize risks, and enhance accountability. It will guide us in transforming construction sites into safe, equitable, and productive workplaces.

I would like to extend my sincere appreciation to all who contributed to the development of this Policy. Together, we reaffirm our commitment to building infrastructure that is not only strong and resilient but also safe and inclusive.

A handwritten signature in blue ink, appearing to read 'Md. Belal Hossain', written over a faint circular stamp.

(Md. Belal Hossain)
Additional Chief Engineer
&
Project Director
Program for Supporting Rural Bridges (SupRB)

ACRONYMS

| Acronym | Full Form |
|----------------|---------------------------------------------------------|
| LGED | Local Government Engineering Department |
| OHS | Occupational Health and Safety |
| BoQ | Bill of Quantities |
| PAD | Project Appraisal Document |
| ILO | International Labor Organization |
| WHO | World Health Organization |
| ESMF | Environmental and Social Safeguard Management Framework |
| ESMP | Environmental and Social Safeguard Management Plan |
| DPHE | Department of Public Health Engineering |
| PMU | Project Management Unit |
| PPE | Personal Protective Equipment |
| GRM | Grievance Redress Mechanism |
| HQ | Headquarters |
| FP | Focal Point |
| FC | Focal Committee |
| M&E | Monitoring and Evaluation |
| DPP | Development Project Proposal |
| FGD | Focus Group Discussion |
| FSCD | Fire Service and Civil Defence |
| HCU | Health Care Unit |
| LA | Local Administration |
| GESI | Gender Equality and Social Inclusion |

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1 INTRODUCTION

1.1 Why is Occupational Health and Safety (OHS) Essential in LGED's Workplace?

1.1.1 Necessity of OHS and its link to productivity

Occupational Health and Safety (OHS) is critically important. It helps keep workers safe and healthy. Workplace accidents can cause injuries or even fatalities. By preventing such incidents, risks are reduced for everyone involved. A safe workplace enables workers to be more productive. Implementing agencies or contractors can avoid disruptions and ensure successful execution of activities.

1.1.2 Economic savings and foundation of trust

Reducing accidents also lowers related financial costs. If an accident occurs at the worksite, medical expenses and legal claims can be costly. Compensation and property damage may increase the implementation cost of the project or contract package. Proper implementation of OHS measures helps contractors save money. Contractors who prioritize safety can build a trustworthy relationship with the client (i.e., LGED). This enhances the contractor's reputation and credibility within LGED. Workers feel more confident in a safe environment.

1.1.3 Worker satisfaction, improved work environment, quality, legal and environmental compliance

A safe workplace increases worker satisfaction. Workers feel more comfortable and motivated. Such conditions attract new workers who seek safe work environments. Following OHS regulations also helps avoid applicable penalties. It ensures high-quality work and protects against environmental damage.

1.1.4 Safety culture and skill development

Investing in OHS programs fosters a safety culture at construction sites. Workers learn to identify risks and manage safety procedures. They take proactive steps to improve workplace safety. This leads to a strong safety culture and enhanced skills. When safety is prioritized, workers feel valued. As a result, their performance and engagement increase.

1.1.5 Reduced health risks and improved worker retention

Practices that enhance performance also make the workplace more comfortable. This reduces health risks for workers. A good physical environment boosts job satisfaction and improves the ability to retain workers at the site.

1.1.6 Overall benefits and foundation for a better workplace

Overall, OHS is essential for protecting workers. It increases productivity and reduces costs. It builds trust and enhances the reputation of contractors. A culture of compliance with OHS regulations ensures legal and environmental protection. A strong safety system is vital for creating a better workplace for all.

1.2 ILO Provisions for Preparing National and Organizational OHS Policies

1.2.1 Introduction

The International Labor Organization (ILO) has established several conventions and recommendations to promote occupational health and safety (OHS) at both national and organizational levels. These provisions aim to create a safe and healthy working environment by setting out principles, guidelines, and frameworks for OHS policies.

1.2.2 Key ILO Conventions and Recommendations

The following ILO conventions and recommendations are essential for developing national and organizational OHS policies:

- **Occupational Safety and Health Convention, 1981 (No. 155):** This convention sets out basic principles for ensuring safety and health at work, including the adoption of a national policy on OHS, the establishment of a national OHS system, and the implementation of preventive measures;
- **Promotional Framework for Occupational Safety and Health Convention, 2006 (No. 187):** This convention provides a framework for promoting a national OHS culture, encouraging the development of national policies, systems, and programs to improve OHS;
- **Occupational Health Services Convention, 1985 (No. 161):** This convention focuses on the establishment and maintenance of occupational health services to prevent occupational diseases and accidents.
- **Promotional Framework for Occupational Safety and Health Recommendation, 2006 (No. 197):** This recommendation supplements the Promotional Framework for Occupational Safety and Health Convention, 2006 (No. 187), providing guidance on the development and implementation of national OHS policies.

1.2.3 National OHS Policy

As per ILO Conventions, national OHS policy should be formulated in consultation with relevant organizations of workers and employers. It should state the commitment to the prevention of occupational accidents and diseases, outline the main principles guiding national action on OHS, and define the spheres of action on OHS. The policy should also specify the functions and responsibilities of the main stakeholders.

1.2.4 National OHS System

ILO conventions suggest that there should be a national OHS system that should provide the infrastructure for implementing national policy and programs on OHS. It should include:

- OHS laws and legislation;
- A national authority; and
- A national tripartite advisory body on OHS;
- Arrangements to promote cooperation between management, workers, and their representatives, training, information, and advisory services,

occupational health services, research on OHS and data collection and analysis on occupational injuries and diseases.

1.2.5 National OHS Program

ILO provided convention for a strategic and time-bound national OHS program endorsed by the highest national authority. The program should include objectives, targets, and indicators of progress and be formulated and reviewed based on the analysis of the national situation regarding OHS. The program should aim at continuously improving OHS performance and promoting a national preventative safety and health culture.

1.2.6 Organizational OHS Policy (Applies OHS Policy of LGED)

According ILO Convention, organizational OHS policies should be developed in consultation with workers and their representatives. These policies play a vital role in promoting and maintaining a safe and healthy working environment, ensuring compliance with national OHS regulations and standards, and fostering a culture of safety within the organization.

1.2.7 The Basic Principles of ILO in formulating Organizational OHS Policy

1.2.7.1 *Policy Development and Objectives:*

- *The OHS policy should clearly state the organization's commitment to preventing occupational accidents and diseases (ILO Convention No. 155, Article 1).*
- *It should outline the main objectives of the OHS program, including the identification, evaluation, and control of workplace hazards (ILO Convention No. 155, Article 3).*
- *The policy should be aligned with national OHS policies and reflect the organization's dedication to continuous improvement in OHS performance (ILO Convention No. 187, Article 1).*

1.2.7.2 *Roles and Responsibilities:*

- *Define the roles and responsibilities of management, supervisors, and workers in implementing the OHS policy (ILO Convention No. 155, Article 2).*
- *Establish a system for the active participation of workers and their representatives in OHS-related activities (ILO Convention No. 155, Article 2).*
- *Ensure that all levels of management demonstrate commitment to OHS by providing necessary resources, training, and support (ILO Convention No. 155, Article 2).*

1.2.7.3 *Risk Assessment and Management:*

- *Implement a systematic approach to identifying, assessing, and managing workplace hazards and risks (ILO Convention No. 155, Article 3).*
- *Develop and maintain procedures for regular risk assessments, including the identification of new or emerging risks (ILO Convention No. 155, Article 3).*

- *Establish measures to eliminate or control identified hazards and reduce risks to an acceptable level (ILO Convention No. 155, Article 3).*

1.2.7.4 Training and Education:

- *Provide ongoing OHS training and education programs for all employees to ensure they understand their roles and responsibilities (ILO Convention No. 155, Article 2).*
- *Ensure that training covers safe work practices, emergency procedures, and the use of personal protective equipment (PPE) (ILO Convention No. 155, Article 3).*
- *Keep records of all training activities and regularly evaluate the effectiveness of training programs (ILO Convention No. 155, Article 2).*

1.2.7.5 Monitoring and Reporting:

- *Establish procedures for monitoring and reporting OHS performance, including the collection and analysis of data on occupational accidents, incidents, and illnesses (ILO Convention No. 155, Article 3).*
- *Set up a system for reporting hazards, near misses, and unsafe conditions without fear of reprisal (ILO Convention No. 155, Article 2).*
- *Conduct regular inspections and audits to ensure compliance with OHS policies and regulations, and implement corrective actions as needed (ILO Convention No. 155, Article 3).*

1.2.7.6 Emergency Preparedness and Response:

- *Develop and implement emergency preparedness and response plans to address potential workplace emergencies, such as fires, chemical spills, and natural disasters (ILO Convention No. 155, Article 3).*
- *Ensure that all employees are trained in emergency procedures and participate in regular drills and simulations (ILO Convention No. 155, Article 2).*
- *Review and update emergency plans regularly to reflect changes in workplace conditions and new risks (ILO Convention No. 155, Article 3).*

1.2.7.7 Continuous Improvement:

- *Promote a culture of continuous improvement by regularly reviewing and updating OHS policies, procedures, and practices (ILO Convention No. 155, Article 3).*
- *Encourage employee feedback and suggestions for improving OHS performance (ILO Convention No. 187, Article 1).*
- *Establish mechanisms for evaluating the effectiveness of OHS initiatives and making necessary adjustments (ILO Convention No. 155, Article 3).*

1.2.7.8 *Worker Health and Well-being:*

- *Address not only physical hazards but also psychosocial risks that may affect worker health, such as stress, harassment, and workplace violence (ILO Convention No. 155, Article 3).*
- *Promote work-life balance and support programs that enhance worker well-being and mental health (ILO Convention No. 155, Article 3).*
- *Implement initiatives that encourage healthy lifestyle choices, such as wellness programs and ergonomic assessments (ILO Convention No. 155, Article 3).*

1.3 Applicable Recommendations from Project Documents Funded by Development Partners)

Several key recommendations are outlined in the project documents of ongoing or completed initiatives funded by development partners, including the World Bank. These recommendations are fully aligned with the provisions of the International Labor Organization (ILO). The recommendations are as follows:

1.3.1 Inclusion of OHS in the Bill of Quantities (BoQ)

The recommendations are:

- Include OHS as a line item in the Bill of Quantities; and
- Ensure third-party certification in its report regarding compliance of this provision.

1.3.2 Engagement of Third Party

The Suggestions are to:

- Engagement of a third party for helping LGED in monitoring and managing OHS, labor influx, and child labor engagement issues with a view to institutionalize the issues as a part of institutional strengthening in Social Safeguard issues.

1.4 Compliance with ILO Provisions and National OHS Policy

In formulating this Policy (OHS Policy of LGED), ILO provisions and National OHS Policy have been complied with carefully.

1.5 Objectives of OHS Policy of LGED

1.5.1 Preventing Accident and Injuries, Deaths and Diseases:

To ensure continuous improvement in Occupational Health and Safety (OHS), with the objective of preventing work-related injuries, illnesses, and fatalities by:

- Minimizing risks and hazards associated with the working environment, as far as reasonably practicable, in accordance with LGED's operational practices.
- Identifying and addressing inherent causes of workplace hazards through structured consultation with representative organizations of contractors and laborers.
- Aligning all preventive measures with national policies, systems, and programs, in full conformity with ILO conventions and standards.

1.5.2 Achieving a Safe and Healthy Working Environment in LGED Worksites:

- To progressively establish a safe and healthy working environment across LGED worksites.
- To implement Occupational Health and Safety measures through LGED's existing systems and national or applicable programs for LGED.
- To ensure all actions conforming to national provisions, as determined by the LGED Authority.
- To incorporate and uphold the promotional provisions outlined in the National OHS Policy.
- To align all safety initiatives with national standards and LGED's operational framework.

1.5.3 Periodical Endorsement of Updated Provisions for Occupational Health and Safety:

Periodically formulate the updated measures relevant occupational health and safety that could reasonably be considered to endorse in the OHS Policy of LGED in consultation with the leading representative organizations of Contractors and Laborers.

1.6 Scopes of the Policy

1.6.1 Scope (Organization and Provision)

- a. This Convention applies to all Sectors of LGED activities; Namely, a) Rural, 2) Urban, and 3) Small Scale Water Resources Sector.
- b. If, in course of time any new provisions in OHS are introduced internationally and included in the national policy, may be include in the upgraded/updated version of this this policy;
- c. If in course of time any/some of the provision(s) of OHS proves obsolete internationally and deleted from the national policy, those provisions shall be deleted in the upgraded/updated version of this this policy.

1.6.2 Scope (Officers /Employers/Employees/ Contractors/Suppliers/Laborers / Workers/ Contractors Associations/Labor Associations/Trade Unions etc.)

- a. The “Occupational Health and Safety Policy of LGED” shall be applicable to all (Officers /Employers/Employees/ Contractors/Suppliers/Laborers / Workers/ Contractors Associations/Labor Associations/Trade Unions engaged in any activity across all sectors of LGED.
- b. If the LGED Authority deems this policy partially or fully inapplicable to any specific type, category, or class of officers, employees, contractors, suppliers, laborers, workers, contractor associations, or labor/trade unions, it may—
 - Modify the implementation or application of the policy accordingly, either partially or fully, to suit the objectives of the concerned group or community, or
 - Exclude such officers, employees, contractors, laborers, workers, contractor associations, or labor/trade unions from the jurisdiction of this policy.

1.7 Definitions

For the purpose of this Policy:

- a. **Sectors:** The term *Sectors* refers all the sectors of LGED in which workers are employed/engaged (*by the Contractor/Contractors*);
- b. **Workers/Laborers:** The term *Workers/Laborers* refers all employed persons by the contractor(s) in all the sectors of LGED excluding public employees;
- c. **Workplace:** The term *Workplace* refers all places where workers need to be or to go by reason of their work and which are under the direct or indirect control of the employer/contractor(s);
- d. **National Policy:** The term *National Policy* refers to all the provisions given force of law by the competent authority or authorities of Ministries Concerned/ Government;
- e. **OHS Policy of LGED:** *OHS POLICY of LGED* refers to the Policy on occupational health and safety and the working environment developed in accordance with the Spheres of action of Article 6.1 of this Policy;
- f. **Health:** The term *Health*, in relation to work, indicates not merely the absence of disease or infirmity; it also includes the physical and mental elements affecting health which are directly related to safety and hygiene at work;
- g. **Safety:** The term *Safety* in relation to work refers not only the state of being free from danger but the condition of the work environment of employees and is concerned with eliminating injuries, accidents, risks, and hazards;
- h. **LGED System:** The term *LGED System* for occupational safety and health or *LGED System* refers to the infrastructure which provides the main framework for implementing the LGED policy and LGED/National programmes (*in applicable cases for LGED as to be determined by LGED authority*) on occupational health and safety;
- i. **National Programs:** The term *National Programmes on Occupational Health and Safety* or *National Programmes* refers to any national program that includes objectives to be achieved in a predetermined time frame, priorities and means of action formulated to improve occupational safety and health, and means to assess progress;
- j. **LGED Culture of Preventative Health and Safety:** The term *LGED culture of preventative health and safety* refers to a culture in which the right to a safe and healthy working environment is respected at all levels of LGED Officers/Staff, Contractors and laborers actively participate in securing a safe and healthy working environment through a system of defined rights, responsibilities and duties, with high priority.

2 OVERVIEW OF NATIONAL OHS POLICY

2.1 Scope

Industry and factories in formal and informal sector, trade and commerce, agricultural sector, Agri-farms, institutions and other workplaces/worksites are included within the scope of National OHS policy.

2.2 Objectives

The main objectives of the Policy are:

2.2.1 Improvement of OHS Provisions

Improvement of Occupational Health and Safety (OHS) provisions for all workers/ laborers engaged in formal and informal sectors of Bangladesh to reduce occupational death, injuries or damages due to occupational diseases gradually; and

2.2.2 Ensuring Compliance

Ensure compliance with the constitutional and international responsibilities of the Government appropriately.

2.3 Obligations and Responsibilities

The National Occupational Health and Safety (OHS) Policy provided with obligations and responsibilities of the Government and other related agencies/institutions/entities very succinctly. The summary of leading obligations and responsibilities are as follows:

2.3.1 Obligations

The Policy suggests 15 (Fifteen) nos. of important **Ethical and Legal** Obligations. Some leading obligations are:

- Identifying the RISKS of Occupational Health and Safety (Clause: 3.a.3);
- Providing Prior information to all persons engaged in worksites under formal and informal sector regarding potential accidents and Occupational Health and Safety Risks (Clause: 3.a.4)
- Provide for appropriate technology, infrastructural development and arrangement for basic training to ensure necessary Safety (Clause: 3.a.5);
- Ensure collection and preservation of all the information related OHS (Number of accidents, Number of injuries, number of disease affection and damage of health, number of deaths, number of treatments provided, number of receiving Compensations, number of filings cases and redresses etc.) (Clause: 3.a.7);
- Build up Safety Specialist in all sectors to ensure developing the worksites as a safe working place (C. 3.a.9);
- Use the information collected in planning to ensure the OHS provisions (Clause: 3.a.10);
- Ensure treatment and compensation for laborers after accident (Clause: 3.a.11);
- Rehabilitate the affected laborer in a job as per his capability (3.a.12).

2.4 Responsibilities of Key Stakeholders

2.4.1 Roles/Responsibilities of the Government

In this section the policy encompasses a total of 34 (Thirty-four) responsibilities of the Government. Some leading and burning examples are as bellows:

- Identifying Occupational Health and Safety (OHS) risks and considering OHS as the Risky Priority Sector (Clause: 4.a.1);
- Preparing National Profile on Occupational Health and Safety (OHS) (Clause:4 a.4);
- Ensuring Occupational Health and Safety (OHS) for women in the worksites, specially ensuring special health facilities for pregnant women laborers (Clause: 4. a.7);
- Ensuring inclusion of Occupational Health and Safety (OHS) issues in the Policy of respective Ministry and Departments (Clause: 4. a.13);
- Prescribe National Standards for Occupational Health and Safety (OHS) (Clause: 4. a. 14);
- With a view to implement the objectives of the policy, inviting and collecting yearly workplan from concerned stakeholders including Labor Organizations and formulating national workplan based on the consensus of all the relevant stakeholders and cooperate to implement it thereby (Clause: 4. a. 18);
- In case of Government construction activities/programs (as in LGED) imposing the obligations/conditions to the implementing Agency (Contractors) to mandatorily comply with the Occupational Health and Safety Provisions ((Clause: 4. a. 22);
- In different sectors of Occupational Health and Safety (OHS) combined with other participants, arrange for OHS competition and introduce the custom of prize giving and recognition of best practices (Clause: 4. a. 23);
- Observing 28th April every year as Occupational Health and Safety (OHS) day Nationally (Clause: 4. a. 25);
- Arrange for Higher Education and Special Training (both Home and Abroad) for officers/ Staff engaged in Occupational Health and Safety (OHS) Management (Clause: 4.a.28);
- Arrange for operating Occupational Health Surveillance to identify Occupational diseases (Clause: 4.a.34).

2.4.2 Roles/Responsibilities of Owners/Contractors Associations

In this section the policy encompasses a total of 13 (Thirteen) responsibilities of the Owners/Contractors Association. Some leading and burning responsibilities are as bellows:

- Encourage Agencies/Owners/Contractors in complying with the Occupational Health and Safety (OHS) and other relevant laws/rules/regulations (Clause: 4.b.1);
- Providing advices, discussing with and arrange for necessary OHS training to the member organizations/agencies/contractors (Clause: 4.b.2);
- Evaluating the activities taken by the Owners/Agencies/Contractor to implement the OHS Policy, Formulating and implementing special motivating schemes (Clause: 4.b.4);

- Ensure Establishment of Occupational Health and Safety (OHS) Unit at the Agencies/Organizations of Owners/Contractors. Updating the OHS concepts and cooperate in implementing the activities undertaken by the Government (Clause:4.b.7);
- Arranging for periodic Medical Examination to identify Occupational health problem/work-place related diseases (Clause: 4.b.12);
- Providing holistic cooperation in Occupational Health Surveillance activities (Clause: 4.b.13).

2.4.3 Roles/Responsibilities of Laborers/Workers Association/Trade Union

In this section the policy encompasses a total of 7 (Seven) responsibilities of the **Laborers/Workers Association/Trade Union**. Some leading and leading responsibilities are as follows:

- Motivating the members of the association to obey Occupational Health and Safety (OHS) rules/provisions (Clause: 4.c.2);
- Ensure Establishment of Occupational Health and Safety (OHS) Unit in the Association/Trade Union with the main responsibility to Update the OHS concepts and working with Government and Contractors/Owners/Agencies in favor of laborers/workers (Clause:4.c.4);
- Participating in bilateral/trilateral discussion meetings related to Occupational Health and Safety (OHS) (Clause: 4.c.5);
- Providing holistic cooperation in Occupational Health Surveillance activities in identifying work-place related diseases (Clause: 4.c.07).

2.4.4 Roles/Responsibilities of Contractors/Employer/Management Authority (e.g., LGED)

In this section the policy encompasses a total of 16 (Sixteen) responsibilities of **Contractors/ Employer/Management Authority**. Some leading and leading responsibilities are as follows:

- Identify Occupational Health and Safety (OHS) risks and prior inform persons engaged in the worksite regarding potential accidents, Health and safety risks (Clause: 4.d.2);
- Arranging for appropriate technology, improvement of infrastructure and basic training for the people engaged in work to ensure necessary safety (Clause: 4.d.3);
- Ensuring Highest level of safety in storing, using and carrying chemicals and other risky substances (Clause: 4.d.4);
- Providing safety instructions, appropriate trainings and in applicable cases Personal Protective Equipment (PPE) and ensuring their uses for all the workers/laborers engaged in the worksite (Clause: 4.d.7);
- Ensuring compliance of Occupational Safety at the Organizational level through constituting Occupational Health and Safety Committee at the Worksites (Clause: 4.d.9);
- Formulating own Policy for individual Organization/Agency concerned in the light of National Occupational Health and Safety (OHS) Policy and operate the activities accordingly (Clause: 4.d.10);
- Identification of Occupational Health and Safety (OHS) for female laborers in the worksites and ensure implementation/compliance (Clause: 4.d.14);
- Providing holistic cooperation in Occupational Health Surveillance activities in identifying work-place related diseases (Clause: 4.d.16).

2.4.5 Roles/Responsibilities of Laborers/Staff/Employee

In this section the policy encompasses a total of 6 (Six) responsibilities of Laborers/Employee/Staff. Some leading and leading responsibilities are as bellows:

- Follow the instructions of Employer/Contractor/Authority in complying Occupational Health and Safety (OHS) and wear Personal Protective Equipment (PPE) (Clause: 4.e.1);
- Participating in all the activities related to Occupational Health and Safety (OHS) including training programs (Clause: 4.e.3);
- Inform the authority and take shelter of Physician if any physical discomfort is felt (Clause: 4.e.5);
- Informing authority if any risky situation is seen in the worksite (Clause: 4.e.6).

2.4.6 Implementation Strategy

In this chapter a total of 11 (Eleven) steps have been discussed that should have been followed to successfully implement the Policy. Some of the leading steps are as follows:

- **Key Responsibilities:** The Ministry of Labor and Employment (Clause: 2.5.1);
- **Work-Plan:** Within 6 (Six) month Government will formulate a work-plan Clause: (Clause: 2.5.2);
- **Participation, Finalization and Publication of Workplan:** All level Stakeholders (Clause: 2.5.3-2.5.9);
- **Coordination in Implementation:** Important Organizations constituted conforming to the International and Labor Law of the Government (like, National Industrial Health and Safety Council, Bangladesh Labor Welfare Foundation, Institution of Engineers Bangladesh, International Labor Organization, World Health Organization etc.)

3 LINKAGES BETWEEN NATIONAL OHS POLICY AND OTHER LAWS/ ACTS RELATED TO OHS

Occupational Health and Safety is a sensitive issue. There are several laws/regulations/acts that included good number of clauses to salute the health and safety issues of people/persons be affected due to the non-compliance these issues. The following table is highlighting a sample synopsis:

Table 3-1 :Linkages Between National OHS Policy and Other Laws/Acts/Related to OHS

| Sl. No | Provision/Issues of National OHS Policy | Related Policy/Law/Act | Clause/Sub-Clause |
|--------|-----------------------------------------------------------|--------------------------------------|----------------------|
| 1. | Accidents at Workplace | The National Labor Policy | Section-19 |
| 2. | Workplace Health | The Labor Act 2006 | Section-51 |
| 3. | Safety of Women at Workplace | The National Labor Policy | Section-19 |
| 4. | Workplace Health (Dust/Fume/ inhalation) Management | The Labor Act 2006 (Amended in-2013) | Section-53 |
| 5. | Workplace Health (Safe Drinking Water) | The Labor Act 2006 (Amended in-2013) | Section-58(1), 58(3) |
| 6. | Workplace Health (Rest Room and Water Supply) | The Labor Act 2006 (Amended in-2013) | Section-93(1) |
| 7. | Workplace Health (Separate Rest Room for Female laborers) | The Labor Act 2006 (Amended in-2013) | Section-93(3) |
| 8. | Workplace Health (Sanitary Toilet Facilities) | The Labor Act 2006 (Amended in-2013) | Section-59 |

4 INDICATOR BASED WORKING SPHERE OF ESMF AND OCCUPATIONAL HEALTH AND SAFETY (OHS)

The following table (Table-4.1) illustrates in brief the indicator based working sphere for Environmental and Social Management Framework (ESMF) and Occupational Health and Safety (OHS):

Table 4-1: Brief Illustration of indicator Based Working Sphere for ESMF and OHS

| Sl. No. | KEY INDICATOR | WORKING SPHERE | |
|---------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Environmental and Social Management Framework (ESMF) | Occupational Health and Safety (OHS) |
| 1. | Definition | A tool used to better manage Environmental and Social risks of projects (activities/interventions etc.) and to improve development outcomes. | A multidisciplinary field concerned with the safety, health, and welfare of people at work. |
| 2. | Key Focus(s)/ Elements | It includes key elements of a people-centered approach and establishes requirements of environmental and social performances (Water/Airborne Diseases/ discomforts, Gender Based Violence etc.). | It focuses on identifying and managing illness (Borne from occupation air/water/unhygienic situation etc.) and injury trends in the workplace. |
| 3. | Purpose/ Objectives | <p>The objectives of ESMF is generally to assist, manage, and direct the activities proposed under various projects.</p> <p>The scope of ESMF is to provide:</p> <ul style="list-style-type: none"> ▪ Guidance on the management of environmental and social impacts and risks; ▪ Outlines the institutional arrangements and environmental and social safeguards instruments to be prepared. | <p>The objectives of an occupational safety and health program is to:</p> <ul style="list-style-type: none"> ▪ Foster a safe and healthy occupational environment; ▪ Also to protect all the general public who may be affected by the occupational environment. <p>The scope of occupational health and safety is broad and generally includes:</p> <ul style="list-style-type: none"> ▪ Encompassing disciplines from hazardous materials; and ▪ The spread of disease to ergonomics and violence prevention |
| 4. | Tools/ Techniques used to materialize | <p>ESMF typically uses techniques:</p> <ul style="list-style-type: none"> ▪ A risk-based and proportionate approach that applies increased oversight and resources to complex projects (Like "SupRB", LGED); | <p>Generally, the techniques are used to materialize the compliance of OHS in workplace irrespective of project categories:</p> <ul style="list-style-type: none"> ▪ Establishing strong safety culture leadership; ▪ Establishing a comprehensive OHS management system; |

| Sl. No. | KEY INDICATOR | WORKING SPHERE | |
|---------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Environmental and Social Management Framework (ESMF) | Occupational Health and Safety (OHS) |
| | | <ul style="list-style-type: none"> ▪ It allows for greater responsiveness to changes in project circumstances through adaptive risk management and stakeholder engagement; ▪ It promotes integrated environmental and social risk management; | <ul style="list-style-type: none"> ▪ Integrate OHS issues into the business process; ▪ Practicing POLICE Approach (Plan, Organize, Lead, Inspect, Correct, Evaluate) in worksites/Business; ▪ Ensuring a rational and disciplined approach to OHS; ▪ Ensuring accountability for all parties (Implementing Agency, Contractor, Laborer and linked agencies/stakeholders); ▪ Encouraging the culture of an active and open discussion; ▪ Holding regular worksite safety meetings/Toolbox Meetings; ▪ Keeping the construction site clean and hygienic; ▪ Ensuring culture of disciplinary actions against employees/laborers for safety violations. |
| 5. | Risk Management | <ul style="list-style-type: none"> ▪ Focuses on identifying, assessing, and managing risks; ▪ Uses a risk-based and proportionate approach that applies increased oversight and resources to complex projects | <ul style="list-style-type: none"> ▪ Focuses on identifying, assessing, and managing risks; ▪ Management systems are designed to create and maintain a safe and healthy working environment and comply with the OHS requirements pursuant to national laws and regulations. |
| 6. | Stakeholder Engagement | Ensures that all stakeholders, including local and indigenous communities, have ample opportunities to actively participate in projects' activities and to voice their concerns about them. | Involves workers, employers, and other relevant parties in the process of establishing and implementing OHS management systems. |
| 7. | Compliance with Standards | Aim to ensure compliance with national and international standards: For instance, the World Bank's ESMF (as applied in case of "SupRB", LGED) promotes integrated environmental and social risk management | <ul style="list-style-type: none"> ▪ Aim to ensure compliance with national and international standards; ▪ The World Bank's OHS policy (as applied in case of "SupRB", LGED) promotes Occupational Health and Safety integrated with environmental and social risk management ▪ Management systems are designed to create and |

| Sl. No. | KEY INDICATOR | WORKING SPHERE | |
|---------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Environmental and Social Management Framework (ESMF) | Occupational Health and Safety (OHS) |
| | | | maintain a safe and healthy working environment and comply with the OHS requirements pursuant to national laws and regulations. |
| 8. | Continual Improvement | Emphasizes on the importance of continual improvement. The World Bank's ESMF (as applicable for SupRB, LGED) allows for greater responsiveness to changes in project circumstances through adaptive risk management. | <ul style="list-style-type: none"> ▪ The World Bank's OHS Policy (as applicable for SupRB, LGED) allows for greater responsiveness to changes in workplace Health and safety in project circumstances through adaptive risk management and improvement interventions; ▪ The management systems are designed to continually improve the safety and health conditions in the workplace. |
| 9. | Overall Goal | <ul style="list-style-type: none"> ▪ Contribute to ensure the social and economic well-being of workers and communities, as well as their physical safety and health. | <ul style="list-style-type: none"> ▪ Contribute to the overall goal of ensuring the social and economic well-being of workers as well as their physical safety and health. |

5 OHS INDICATORS AND MITIGATION MEASURES TO BE ENSURED IN REGULAR PRACTICE OF LGED

The following clauses outline the Occupational Health and Safety (OHS) and Environment-related indicator-based mitigation measures that must be ensured under LGED's regular practice when implementing development activities through contractors or implementing agencies/institutions. These include:

- a) **Key Performance Indicators (KPIs):** These indicators are currently part of LGED's operational practice and are subject to performance evaluation.
- b) **Other Indicators:** Some of these indicators are present in LGED's existing practice but are not evaluated for performance. Others are neither included in current practice nor evaluated. The classification 'other' does not imply that these indicators are unimportant and not needed to be practiced for compliance. Rather, in the context of LGED's existing practice, their implementation is not as extensive as that of the KPIs. These are also categorized as bellows:
- c) **Overall Implementation Context:** Certain other indicators, along with the KPIs, are implemented or planned for implementation under projects/programs funded or being funded by development partners. However, these practices are not yet regularly adopted across other LGED activities.
- d) **Policy Objective:** Regardless of the funding agency, the core objective of this policy is to ensure the initial adoption of KPI indicators and significant other indicators across all LGED projects, programs, and activities—and to progressively ensure the practice of all relevant indicators.

5.1 Key Performance Indicators (KPIs)

To ensure effective implementation of LGED's Occupational Health and Safety (OHS) Policy, ten (10) indicators have been designated as Key Performance Indicators (KPIs). These indicators are integral to LGED's existing operational practices and are subject to regular performance evaluation.

Through the adoption and monitoring of these KPIs, it is possible to uphold the quality of project implementation, strengthen the culture of safety, and ensure environmental protection. The consistent practice of these indicators reinforces accountability, transparency, and sustainable development within LGED's activities related to OHS.

The applicable regulatory provisions for these ten (10) Key Performance Indicators (KPIs) are presented below:

5.1.1 Safe Drinking Water

To ensure safe, adequate, and hygienic drinking water for workers and personnel at construction worksites, the following policy provisions shall be followed:

- **Identification of Water Source and Quality Control:** *The source of drinking water must be hygienic, contamination-free, and tested in accordance with standards prescribed by WHO, DPHE, or LGED. Where necessary, deep tube wells, pipeline connections, or other verified safe sources shall be ensured.*
- **Use of Purification Technologies and Equipment:** *Appropriate water purification methods shall be applied, including water purifiers (e.g., UV,*

RO, or carbon filters), chlorination systems, or purification tablets—especially in temporary or remote construction sites.

- **Adequacy and Accessibility:** Drinking water shall be supplied in sufficient quantity to meet daily demand, ensuring easy and regular access for all workers and personnel.
- **Storage and Distribution System:** Drinking water shall be stored in clean, covered, non-toxic, and food-grade containers such as tanks, jars, or buckets. Distribution systems shall be designed to prevent cross-contamination.
- **Regular Inspection and Maintenance:** The water storage and distribution system shall be regularly inspected, cleaned, and maintained to ensure hygiene and functionality.
- **Identification and Awareness:** All drinking water storage and distribution points shall be clearly marked with “Drinking Water” signage. Awareness shall be raised among workers regarding safe water usage.
- **Emergency Alternative Arrangements:** In case of water shortage, contamination, or supply disruption, emergency arrangements shall be made to provide safe drinking water—such as bottled water, mobile water units, or collection from nearby verified sources.
- **Compliance with Applicable Laws, Ordinances, Rules, Policies, and Guidelines:** All activities shall be conducted in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED’s OHS policies, standards, and guidelines.
- **Other Applicable Measures** Depending on the nature of the project/program/contract, other applicable measures shall be adopted to safeguard the health and productivity of workers through effective provision of safe drinking water.

5.1.2 Toilet Facilities

To ensure hygienic, safe, and dignified toilet facilities for workers and personnel at construction worksites, the following policy provisions shall be followed:

- **Provision of Adequate Number of Toilets:** Toilets shall be installed in sufficient numbers based on the total workforce to avoid overcrowding and long waiting times.
- **Separate Facilities for Male and Female Workers:** Separate toilet facilities shall be provided for male and female workers to ensure privacy and dignity.
- **Hygienic and Safe Design:** Toilets shall be designed to be hygienic, well-ventilated, odor-free, and free from accident risks.
- **Regular Cleaning and Maintenance:** Toilets shall be cleaned daily and disinfected as needed. Dedicated personnel shall be assigned for maintenance and upkeep.
- **Provision of Water and Soap:** Each toilet shall be equipped with clean water, soap/handwash, and where necessary, tissue paper or hand dryers for proper hand hygiene.
- **Lighting and Safety:** Adequate lighting shall be ensured inside and around toilet areas, especially during evening and nighttime hours, to maintain safety.

- **Identification and Directional Signage:** Toilet locations shall be clearly marked, and directional signage shall be placed throughout the construction site for easy access.
- **Emergency Management:** In case of toilet malfunction or accidents, emergency communication systems and alternative toilet arrangements shall be made available immediately.
- **Compliance with Applicable Laws, Ordinances, Rules, Policies, and Guidelines:** All activities shall be conducted in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures** Depending on the nature of the project/program/contract, Other applicable measures shall be adopted to safeguard the health, dignity, and productivity of workers through effective toilet facility management.

5.1.3 Waste Management

To ensure environmental balance, worker health, and safety at construction worksites, the following five types of waste shall be properly managed and disposed of:

- **Waste Segregation and Identification:** Each type of waste shall be stored separately in color-coded containers with clear labeling. Containers shall be placed in unobstructed areas accessible to workers.
- **Solid Waste Management and Disposal:** Solid waste generated from construction activities (e.g., bricks, sand, concrete, wood, metal scraps, plastic, packaging materials) shall be collected separately. Reusable materials shall be prepared for recycling, and non-reusable portions shall be disposed of in an environmentally sound manner—such as through approved landfills, recycling plants, or reuse centers.
- **Liquid Waste Management and Disposal:** Liquid waste generated at the site (e.g., wash water, concrete slurry, oil-based substances) shall be safely collected and treated before disposal. Drainage systems shall include reservoirs, drains, and filtering mechanisms.
- **Hazardous Waste Management and Disposal:** Hazardous waste including chemicals, oils, batteries, medical or radioactive materials shall be separately identified, labeled, and stored in secure containers. Disposal shall be carried out by trained personnel at authorized facilities using environmentally safe methods.
- **Organic Waste Management and Disposal:** Organic waste such as food scraps, leaves, and wood shavings shall be composted into reusable fertilizer or disposed of at approved environmentally safe locations.
- **Inorganic Waste Management and Disposal:** Inorganic waste such as plastic, metal, glass, and ceramics shall be collected separately and prepared for recycling. If recycling is not feasible, safe disposal shall be ensured at authorized sites.
- **Transportation and Final Disposal:** Waste shall be transported using appropriate packaging, labeling, and designated routes. Final disposal must be conducted at approved locations using environmentally sound procedures.

- **Regular Inspection and Reporting:** Waste management activities shall be regularly inspected, and records shall be maintained regarding collection, removal, and recycling operations.
- **Worker Training and Awareness:** Training and awareness programs shall be conducted for workers on waste classification, identification of hazardous waste, and safe disposal procedures.
- **Compliance with Applicable Laws, Ordinances, Rules, Policies, and Guidelines:** All activities shall be conducted in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures** Depending on the nature of the project/program/contract, other applicable measures shall be adopted to protect worker health, maintain environmental balance, and ensure cleanliness at the construction site.

5.1.4 First Aid Facilities

To ensure the health and safety of workers at construction sites/workplaces, the following provisions for primary medical facilities must be implemented:

- **Provision of First Aid Supplies:**
 - Adequate and essential medicines along with supportive equipment must be supplied at the workplace and site office during working hours.
- **Establishment of Medical Center:**
 - A designated first aid center must be established within the project site, ensuring easy accessibility for all workers.
 - The center must be operated with sufficient lighting, proper ventilation, and maintained cleanliness.
- **Essential Equipment and Medicines:**

The medical center must be equipped with the following basic medical supplies and medicines:

- Bandages, gauze, cotton, antiseptic solutions
- Common medicines for fever, pain, stomach issues, and allergies
- Burn cream, eye wash, inhalers (as required)
- Blood pressure monitor, thermometer, gloves, masks
- **Trained Medical Assistance:**
 - At least one trained medical assistant or nurse must be readily available.
 - Arrangements may be made to provide basic first aid training to workers so they can assist during emergencies.
- **Emergency Measures**
 - A communication system must be established with the nearest hospital.
 - Contact numbers of nearby public/private medical centers and relevant physicians must be displayed in a clearly visible location.
 - A vehicle (such as an ambulance or alternative transport) must be kept ready for emergency transportation.
- **Record Keeping**

- All medical activities at the center must be documented and recorded in writing.
- In case of accidents or illness, incident reports must be prepared and submitted to the concerned authority.
- **Health and Sanitation**
 - Adequate handwashing stations, sanitizers, and toilet facilities must be available around the medical center.
 - Disposal of used water and medical waste must be carried out in accordance with water pollution control guidelines (see section 5.2.2.5).
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities must be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures** Supplementary preventive measures shall be adopted, as required by the nature of the project/ Program/Contract, to protect workers/laborers from lightning-related risks at construction worksites.

5.1.5 Dust Suppression

To control dust and air pollution at construction worksites and ensure the health of workers, protection of the surrounding environment, and public safety, the following policy provisions shall be followed:

- **Pre-Planning for Dust-Generating Activities:** Prior to initiating dust-generating activities (e.g., excavation, cutting, drilling, demolition), appropriate dust control measures shall be planned and implemented.
- **Water Spraying and Surface Wetting:** Dust-prone areas shall be regularly sprayed with water to keep surfaces moist, especially during dry weather or high wind conditions.
- **Use of Dust Control Equipment:** Where applicable, dust extraction machines, mobile water sprayers, or dust screens/netting shall be used to minimize airborne particles.
- **Covering of Sand and Construction Materials:** Sand, cement, soil, and other dust-generating materials stored in open areas shall be properly covered to prevent wind dispersion.
- **Dust Control During Transportation:** During transportation of construction materials, truck or vehicle bodies shall be covered, and measures shall be taken to prevent dust or soil from spreading onto roads.
- **Additional Measures in Environmentally Sensitive Areas:** When construction activities are conducted near hospitals, schools, residential zones, or other environmentally sensitive areas, enhanced dust control measures shall be adopted.
- **Use of Personal Protective Equipment (PPE):** Workers shall be provided with and required to wear dust-protective PPE such as masks, goggles, and other appropriate gear.
- **Regular Inspection and Evaluation:** Dust control activities shall be regularly inspected, and their effectiveness shall be evaluated to determine and implement necessary improvements.

- **Compliance with Applicable Laws, Ordinances, Rules, Policies, and Guidelines:** All activities shall be conducted in accordance with applicable national laws, rules, and policies; relevant national and international environmental guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures** Depending on the nature of the project/program/contract, other applicable measures shall be adopted to safeguard worker health, maintain environmental balance, and protect public interest through effective dust suppression.

5.1.6 Warning Signs

To ensure worker safety, pedestrian and vehicular awareness, and accident prevention at construction worksites, the following policy provisions shall be followed:

- **Installation of Context-Specific Warning Signs:** Warning signs shall be installed based on the nature of work, type of risk, and movement patterns—such as “Risk of Falling from Height,” “Electrical Hazard,” “Wet Floor,” “Machinery Zone,” etc.
- **Visibility and Placement:** Warning signs must be placed within the visible range of workers and pedestrians. Height, color, reflectivity, and lighting shall be considered to ensure visibility during both day and night.
- **Use of Language and Symbols:** Warning signs shall use clear language, internationally recognized symbols, and local language where necessary to ensure full comprehension by all workers.
- **Durability and Maintenance:** Signs shall be made of weather-resistant, durable, and non-corrosive materials. Regular inspection and maintenance shall be carried out to ensure effectiveness.
- **Temporary and Mobile Signs:** For ongoing or temporary activities, mobile warning signs shall be used. These must be easily relocatable and reusable.
- **Integration with Signals and Directional Guidance:** Warning signs shall be complemented with directional boards, diversion indicators, and safety instructions in an integrated manner.
- **Compliance with Applicable Laws, Ordinances, Rules, Policies, and Guidelines:** All warning signs shall be installed and managed in accordance with applicable national laws, rules, and policies; relevant national and international safety guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures** Depending on the nature of the project/program/contract, other applicable measures shall be adopted to enhance worker safety, pedestrian awareness, and accident prevention through effective use of warning signs.

5.1.7 Noise Management (At Construction Worksites)

To control noise pollution at construction worksites and protect the health of workers, the surrounding environment, and public interest, the following policy provisions shall be followed:

- **Identification and Assessment of Noise Sources:** All noise-generating equipment, activities, and time periods at the construction site shall be identified. Noise levels shall be measured to determine the degree of risk.
- **Use of Low-Noise Equipment:** Equipment shall be selected and operated using low-noise or noise-controlled technologies. Where necessary, silencers or sound shields shall be installed.
- **Control of Work Schedule:** Noise-generating activities should preferably be limited between 8:00 AM and 6:00 PM. Excessive noise during nighttime, holidays, or near residential areas shall be strictly prohibited.
- **Use of Personal Protective Equipment (PPE):** In high-noise zones, workers shall be provided with and required to use ear protection PPE such as earplugs or earmuffs.
- **Installation of Noise Barriers:** Where applicable, sound barriers, acoustic curtains, or temporary walls shall be installed around the construction site, especially near sensitive areas.
- **Protection of Residential and Sensitive Areas:** When construction activities are conducted near hospitals, schools, religious institutions, or residential zones, additional noise control measures shall be adopted and local residents shall be informed in advance.
- **Regular Inspection and Reporting:** Noise control activities shall be regularly inspected. Reports shall be maintained on noise levels, corrective actions taken, and worker feedback.
- **Compliance with Applicable Laws, Ordinances, Rules, Policies, and Guidelines:** All activities shall be conducted in accordance with applicable national laws, rules, and policies; relevant national and international environmental and health guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures** Depending on the nature of the project/program/contract, other applicable measures shall be adopted to safeguard worker health, mental well-being, and public interest through effective noise management.

5.1.8 Child Labor

Child labor is strictly prohibited at construction worksites. To ensure its prevention, identification, and remediation, the following policy provisions shall be followed:

- **Complete Prohibition of Child Labor:** No person under the age of 18 shall be employed or engaged in any form of labor at the construction worksite.
- **Age Verification Prior to Employment:** Before hiring any worker, age verification shall be mandatory through valid documents such as national ID, birth certificate, or other legal proof.
- **Regular Inspection and Verification:** Age-related information of workers shall be regularly inspected and verified. In case of suspicion, investigation and evidence collection shall be conducted.
- **Contractual Clause for Child Labor Prohibition:** All contracts with contractors, sub-contractors, and relevant parties shall include a clause explicitly prohibiting child labor.
- **Grievance Handling and Remedial Measures:** A dedicated and sensitive mechanism under the GRM framework shall be maintained to receive, investigate, and resolve complaints related to child labor.

- **Compliance with Applicable Laws, Ordinances, Rules, Policies, and Guidelines:** All activities shall be conducted in accordance with applicable national laws, labor laws, child rights-related policies and regulations; relevant national and international guidelines; and LGED's OHS policies, standards, and guidelines.
- **Other Preventive Measures:** Depending on the nature of the project/program/contract, other applicable measures shall be adopted to prevent child labor and ensure that the construction site remains a completely safe and restricted area for children.

5.1.9 Personal Protective Equipment (PPE)

To ensure the personal safety of workers and personnel at construction worksites, the following policy provisions shall be followed:

- **Suitability and Comfortable Design:** Supplied PPE must be appropriate for the specific task, designed for safety, properly fitting, and comfortable to wear.
- **Training and Awareness on PPE Usage:** Workers/personnel shall be trained to understand the correct use of PPE, develop necessary skills, and respond appropriately to associated risks.
- **Provision of High-Quality PPE:** PPE must be of international standard, durable, and effective, and shall be usable in accordance with the manufacturer's instructions.
- **General Specifications for PPE Usage:** All PPE must meet the following conditions:
 - Fit appropriately and effectively for its intended purpose.
 - Be used in accordance with the manufacturer's printed instructions or recognized standard practices.
 - Be handled, stored, operated, assembled, and maintained by qualified, skilled, trained, and experienced personnel.
- **Supply and Use of PPE:** Based on the nature of work and associated risks, the following personal protective equipment shall be adequately supplied and used:
 - PPE for eye and face protection
 - Artificial respiratory equipment (where applicable)
 - Personal Protective Equipment (PPE) for head protection
 - Personal Protective Equipment (PPE) for hand and arm protection
 - Safety belts, lifelines, safety nets, safety harnesses
 - Personal Protective Equipment (PPE) for foot and lower limb protection
 - Safety vests and other protective clothing
- **Regular Inspection and Maintenance:** The functionality, condition, and usability of supplied PPE shall be regularly inspected, and maintenance or replacement shall be carried out as needed.
- **Compliance with Applicable Laws, Ordinances, Rules, Policies, and Guidelines:** All activities shall be conducted in accordance with applicable national laws, ordinances, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Safety Measures:** Depending on the nature of the project/program/contract, other applicable measures shall be adopted to protect the

safety, productivity, and health of workers/personnel through effective PPE management.

5.1.10 COVID-19

To ensure the prevention and control of COVID-19 transmission risks at construction worksites and site offices, the following policy provisions shall be followed:

- ***Implementation of Appropriate and Effective Preventive Measures:***
 - Wearing of masks and use of hand sanitizers shall be mandatory for all site workers and visitors.
 - Handwashing stations with soap and clean water shall be installed at key locations within the site.
 - Daily health screening and temperature checks shall be conducted before allowing entry to the site.
 - Physical distancing rules shall be strictly followed in work areas, site offices, and rest zones.
 - Group meetings and toolbox sessions shall be limited to essential personnel only.
 - Any suspected COVID-19 case shall be immediately isolated and reported to the designated health authority.
- ***Other Applicable Preventive Measures:*** *Additional measures shall be adopted as needed and wherever necessary to ensure safe operation of construction activities and site operations.*
- ***Other applicable measures to Protect Health and Morale:***
 - Counseling, rest provisions, and empathetic management shall be ensured to address stress, anxiety, and fatigue among workers during the COVID-19 situation.
 - Workers in quarantine or isolation shall be provided with food, medical support, and communication assistance.
 - Regular updates and awareness campaigns shall be conducted to prevent misinformation, rumors, and confusion related to COVID-19.
- ***Planning for Continuity of Construction Activities:***
 - A contingency plan shall be prepared to maintain construction continuity in case of increased transmission or lockdown situations.
 - Advance arrangements shall be made to secure the supply chain of essential equipment, labor, and materials.
- ***Compliance with Applicable Laws, Ordinances, Rules, Policies, and Guidelines:*** *This provision shall be implemented in accordance with the COVID-19 Response and Guidelines (Standard Operating Procedure) revised in September 2021 under LGED's Emergency Multi-Sector Rohingya Crisis Response Project (EMCRP). Additionally, all activities shall comply with applicable national laws, ordinances, rules, and policies; relevant national and international health and safety guidelines and regulations; and LGED's OHS policies, standards, and guidelines.*
- ***Other Applicable Measures:*** *Depending on the nature of the project/program/contract, other applicable measures shall be adopted to protect the health, safety, and infection control of workers/personnel in relation to COVID-19.*

5.2 Other OHS Indicators

In the implementation process of LGED's projects, programs, and activities, there are certain indicators that, while not part of regular or mandatory practices, play a crucial role in specific contexts. These indicators contribute meaningfully to ensuring quality, safety, environmental protection, and good governance across project operations. Therefore; these should be complied in all projects/programs/activities of LGED as per applicability irrespective of financiers. To facilitate effective monitoring, compliance and application, these OHS indicators have been categorized as follows:

- a) **Other General OHS Indicators:** A total of 16 (Sixteen) indicators that support qualitative improvement in project management and field-level operations.
- b) **Environmental Indicators:** A total of 5 (Five) indicators that directly impact Occupational Health and Safety (OHS) and play a vital role in reducing environmental risks at construction/work sites.
- c) **Construction and Material Storage/Handling Indicator:** 1 (One) indicator that ensures proper management of construction materials and related items.
- d) **Construction Safety Indicators:** A total of 10 (Ten) indicators directly linked to construction activities, essential for ensuring the safety of workers and associated personnel.
- e) **Gender equity, safety of female workers/laborers, and grievance redress mechanism (GRM) related indicators:** A total of 4 (four) indicators, directly linked to construction activities and critically supportive for ensuring the safety of female workers/laborers and associated women at construction worksites.

Proper implementation and adherence to these indicators will significantly contribute to sustainable development, safe working environments, and the preservation of ecological balance within LGED projects. Below are the relevant provisions categorized accordingly:

5.2.1 Other General OHS Indicators

Although these indicators are not part of LGED's mandatory or routine practices, their importance cannot be overlooked in the practical context of project, program, or activity implementation. These indicators play a vital role in addressing environmental risks, safety concerns, disaster preparedness, and worker welfare.

Depending on the nature of work under specific projects, programs, or activities, other applicable general OHS indicators must be implemented as required. These indicators are to be considered complementary to project quality, safety, and sustainable management. Where applicable, their implementation will contribute to a safer working environment.

This category includes a total of sixteen (16) indicators, classified from both technical and policy perspectives. Important indicators such as water pollution, lightning, fire safety management, workers shed, and fall from height etc. are included under this category.

5.2.1.1 *Lightning at Construction Worksite.*

To ensure the safety of workers against lightning-related risks at construction worksites, the following policy provisions shall be followed:

- **Identification of Lightning-Prone Areas:** *The history and intensity of lightning incidents within the project/program/contract*

area shall be assessed, and vulnerable zones shall be identified accordingly.

- **Installation of Lightning Protection Systems:** Lightning arrestors and grounding systems shall be installed in high-rise structures, open construction zones, worker shelters, and critical infrastructure.
- **Designation of Safe Shelters:** Designated and clearly marked shelters shall be provided for workers to take refuge during lightning events, wherever applicable.
- **Temporary Suspension of Activities:** Construction activities in open areas shall be temporarily suspended upon receiving forecasts or indications of lightning.
- **Awareness and Training:** Training on lightning-related risks, preventive measures, and emergency actions shall be provided to workers and relevant personnel.
- **Monitoring and Warning Systems:** Weather monitoring systems and early warning mechanisms shall be established to anticipate lightning occurrences.
- **First Aid and Emergency Response:** First aid kits and trained personnel shall be kept ready to respond promptly to lightning-related incidents.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable preventive measures shall be adopted, as required by the nature of the project, to reduce lightning-related risks.

5.2.1.2 Temperature Extremes at Construction Worksite

Due to excessive heat or cold, workers at construction sites may face significant health and safety risks. In response to such temperature extremes, the following policy provisions shall be followed:

- **Assessment of Temperature Risks:** The nature and impact of seasonal temperature conditions within the project/program/contract area shall be assessed.
- **Rescheduling of Working Hours:** Working hours shall be rescheduled during periods of extreme heat or cold—for example, limiting work during midday heat or delaying morning shifts in winter while ensuring warm clothing.
- **Provision of Shaded and Cool Rest Areas:** Shaded, cool, and comfortable rest areas shall be provided at the construction site to allow workers to rest as needed.
- **Supply of Drinking Water and Electrolytes:** Adequate supply of safe drinking water and electrolytes shall be ensured for workers during hot weather.
- **Warm Clothing and Protective Gear:** Warm clothing, hand gloves, hoods, and other protective gear shall be provided to workers during cold conditions.

- **Health Monitoring and First Aid:** Regular health monitoring shall be conducted to detect temperature-related illnesses such as heat stroke or hypothermia, and first aid arrangements shall be maintained.
- **Awareness and Training:** Training shall be provided to workers on temperature extremes, their impacts, and preventive measures.
- **Monitoring and Warning Systems:** Systems for weather forecasting and dissemination of early warnings regarding temperature extremes shall be established.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Additional Measures:** Other applicable preventive measures shall be adopted, as required by the nature of the project/program/contract, to reduce temperature-related risks.

5.2.1.3 Soil and Ground Stability at Worksite

Structural safety, worker protection, and accident prevention at construction worksites shall be ensured through the stabilization of soil and ground conditions. To achieve this, the following policy provisions shall be followed:

- **Pre-Activity Assessment of Soil and Ground Conditions:** The nature, bearing capacity, and stability of soil and ground within the project/program/contract area shall be assessed prior to the commencement of construction activities.
- **Identification of Risk-Prone Areas:** Areas vulnerable to landslides, collapses, excessive moisture, or weak soil conditions shall be identified and designated as risk-prone zones.
- **Implementation of Technical Preventive Measures:** Retaining walls, shoring, sheet piling, slope stabilization, drainage systems, geotextiles, or other technical solutions shall be implemented as required.
- **Control of Activity Timing and Methods:** The timing and methods of activities involving heavy machinery, excavation, and filling shall be controlled to prevent damage to ground stability.
- **Worker Safety Measures:** Safe access routes, appropriate personal protective equipment (PPE), and emergency response arrangements shall be ensured for workers operating in risk-prone areas.
- **Monitoring and Reporting:** Ground stability shall be monitored during construction, and regular reports shall be prepared on any changes or emerging risks.
- **Awareness and Training:** Engineers, supervisors, and workers shall be trained on ground stability risks, preventive measures, and emergency procedures.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, acts, rules, and policies; relevant national

and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.

- **Other Applicable Measures:** *Other applicable preventive measures shall be adopted, as required by the nature of the project/program/contract, to support ground stability.*

5.2.1.4 *Emergency Preparedness at Construction Worksites*

To ensure the safety of workers in the event of potential accidents, natural disasters, or other emergency situations at construction worksites, the following policy provisions shall be followed:

- **Risk Assessment and Preparedness Planning:** *A comprehensive emergency preparedness plan shall be developed by identifying potential emergency scenarios—such as fire, earthquake, lightning, landslide, and chemical accidents—within the project/program/contract area.*
- **Emergency Response Management Structure:** *An effective management structure shall be established at each construction site, comprising designated personnel, communication systems, equipment, and instructions for emergency response.*
- **Safe Exit Routes and Signage:** *Clear and unobstructed exit routes, along with visible signs and markings, shall be provided to enable workers to evacuate quickly and safely.*
- **Fire Extinguishers and Emergency Equipment:** *Fire extinguishers, emergency lighting, personal protective equipment (PPE), stretchers, and other emergency tools shall be kept readily available and in functional condition at the construction site.*
- **First Aid and Trained Personnel:** *Adequate first aid kits and trained personnel shall be maintained to provide emergency medical assistance.*
- **Communication and Information Dissemination:** *Mobile numbers, radios, sirens, or other communication systems shall be arranged to facilitate rapid information dissemination during emergencies.*
- **Weather and Environmental Monitoring:** *Systems for monitoring weather and environmental conditions shall be established to receive forecasts of lightning, earthquakes, or other natural disasters.*
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** *All activities shall be carried out in accordance with applicable national laws, acts, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.*
- **Other Applicable Measures:** *Other applicable emergency preparedness measures shall be adopted, as required by the nature of the project, to ensure the protection and safety of workers.*

5.2.1.5 *Disaster Management at Construction Worksites*

To ensure the protection of workers' lives, safeguard assets, and maintain operational continuity in the face of natural and human-induced disasters at construction worksites, the following policy provisions shall be followed:

- **Assessment of Disaster Risks:** Potential disasters—such as earthquakes, floods, fires, lightning, landslides, storms, and chemical explosions—shall be identified within the project/program/contract area, and the level of risk shall be determined.
- **Formulation of Disaster Management Plan:** A comprehensive disaster management plan shall be prepared based on identified risks, incorporating measures for prevention, preparedness, response, and recovery.
- **Establishment of Disaster-Resilient Infrastructure:** Retaining walls, drainage systems, fire extinguishers, lightning arrestors, and earthquake-resilient structures shall be installed at the construction site.
- **Emergency Response and Rescue Arrangements:** Trained personnel, rescue equipment, exit routes, and communication systems shall be kept ready to ensure effective emergency response during disasters.
- **First Aid and Health Support:** Adequate first aid kits, trained health personnel, and coordination with nearby health centers shall be ensured to address disaster-related injuries or illnesses.
- **Weather and Forecast Monitoring:** Systems for monitoring weather conditions and disseminating early warning signals shall be established to anticipate disaster events.
- **Post-Disaster Recovery Planning:** A recovery plan shall be prepared to resume construction activities after a disaster, minimizing losses and restoring operations.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, acts, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable measures shall be adopted, as required by the nature of the project/program/contract, to strengthen disaster prevention and management, ensuring the safety of workers and assets.

5.2.1.6 Heavy Rain at Construction Worksites

Safety during periods of heavy rainfall at construction worksites shall be ensured through the following measures:

- **Slip Prevention and Site Illumination:** Anti-slip mats shall be used, and the worksite shall be properly illuminated and kept free from hazards to prevent slipping.
- **Protection Against Hypothermia and Cold Stress:** Waterproof and insulated clothing shall be worn, and regular breaks shall be taken to maintain body warmth.
- **Visibility Enhancement:** Reflective and brightly colored clothing shall be worn to protect against reduced visibility.
- **Electrical Hazard Prevention:** The use of electrical equipment in wet conditions shall be strictly avoided to prevent electrical hazards.
- **Fatigue Management:** Regular breaks shall be ensured to prevent fatigue during adverse weather conditions.

- **Footwear for Ground Stability:** Boots with anti-slip soles shall be worn to protect against unstable ground surfaces.
- **Emergency Planning for Adverse Weather:** Emergency action plans shall be prepared to address risks associated with severe weather conditions.
- **Use of Safe Equipment in Wet Conditions:** Safe, anti-slip tools and equipment suitable for wet environments shall be ensured.
- **Weather Monitoring and Work Suspension:** Changes in weather shall be monitored, and readiness shall be maintained to suspend work if conditions become hazardous.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, acts, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable measures shall be adopted, as required by the nature of the project/program/ contract, to ensure effective prevention and management of risks related to heavy rainfall.

5.2.1.7 Strong Wind and Storm at Construction Worksites

Safety during strong wind and storm conditions at construction worksites shall be ensured through the following measures:

- **Protection from Flying Debris:** Loose materials and objects shall be securely stored, and protective helmets and eye safety gear shall be worn to prevent injury from flying debris.
- **Avoidance of Structural Instability:** Work near unstable structures shall be avoided, and under-construction stairs and scaffolding shall be properly secured.
- **Electrical Hazard Prevention:** The use of electrical equipment during storms shall be avoided, and proper grounding shall be ensured.
- **Visibility Enhancement:** Reflective and brightly colored clothing shall be worn, and additional lighting shall be used where necessary to address low visibility.
- **Slip, Trip, and Fall Prevention:** Anti-slip mats shall be used, and the worksite shall be adequately illuminated and kept hazard-free to prevent slips, trips, and falls.
- **Fatigue Management:** Regular breaks shall be arranged to prevent fatigue during adverse weather conditions.
- **Footwear for Ground Stability:** Boots with anti-slip soles shall be worn to protect against unstable surfaces.
- **Emergency Planning for Adverse Weather:** Emergency action plans shall be prepared to address risks associated with strong wind and storm conditions.
- **Use of Safe Equipment in Humid Conditions:** Safe, anti-slip tools and equipment suitable for wet and humid air conditions shall be ensured.

- **Weather Monitoring and Work Suspension:** Changes in weather shall be monitored, and readiness shall be maintained to suspend work if conditions become hazardous.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable measures shall be adopted, as required by the nature of the project/program/contract, to ensure effective prevention and management of strong wind and storm risks, safeguarding workers and assets.

5.2.1.8 Temporary Traffic Management at Construction Worksites

To ensure the safety of workers, pedestrians, and vehicles, and to maintain operational discipline at construction worksites, the following policy provisions related to temporary traffic management shall be followed:

- **Traffic Risk Assessment and Planning:** Potential traffic-related risks within the project/program/contract area shall be assessed, and a temporary traffic management plan shall be prepared accordingly.
- **Preparation of Site-Specific Plan:** A site-specific traffic management plan shall be prepared by a road safety specialist or experienced technical personnel, considering traffic density, safety, vehicle movement, and pedestrian flow.
- **Installation of Traffic Control Devices:** Traffic signs, cones, barricades, warning lights, and flagging systems shall be installed to regulate the movement of vehicles and pedestrians in an orderly manner.
- **Designation of Safe Access Routes:** Clearly marked and unobstructed safe access routes shall be designated for workers, vehicles, and emergency services.
- **Speed Control and Lane Diversion:** Speed limits shall be enforced, and temporary lane diversions shall be implemented where necessary to reduce congestion and collision risks.
- **Lighting and Visibility Measures:** Adequate lighting shall be ensured during low visibility conditions, and reflective materials shall be used on signs and barricades.
- **Deployment of Trained Personnel:** Trained flagmen or traffic marshals shall be deployed to manage traffic and ensure safe movement for workers and pedestrians.
- **Coordination with Local Authorities:** Where applicable, coordination shall be maintained with local traffic police, municipal authorities, and emergency services.
- **Administrative Approval:** Approval shall be obtained from the Executive Engineer of the concerned district or the appropriate executive authority.
- **Monitoring and Plan Adjustment:** The traffic management plan shall be regularly monitored and adjusted based on site conditions, feedback, and emerging risks.

- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, acts, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable traffic control measures shall be adopted, as required by the nature of the project/program/contract, to ensure the safety and effectiveness of temporary traffic management.

5.2.1.9 Site Cleaning, Removal and Disposal Activity

To ensure cleanliness, health protection, and reduction of environmental risks at construction worksites, the following policy provisions shall be followed:

- **Planned Cleaning Activities:** Site cleaning activities shall be carried out at each stage of construction according to a defined schedule.
- **Waste Classification and Segregation:** Solid, liquid, hazardous, and recyclable waste shall be classified separately and stored in designated containers.
- **Personal Protective Equipment (PPE):** The use of personal protective equipment (PPE) shall be ensured for workers during waste removal activities.
- **Hazardous Waste Management:** Hazardous waste such as chemicals, oil, batteries, or similar materials shall be separately identified and disposed of through authorized agencies using environmentally safe methods.
- **Clean Access and Movement Paths:** Access routes for workers, vehicles, and emergency services shall be kept clean and unobstructed at all times.
- **Waste Storage and Transportation:** Leak-proof containers shall be used for waste storage, and appropriate measures shall be taken during transportation to prevent spillage.
- **Awareness and Training on Cleanliness:** Training shall be provided to workers and relevant personnel on cleanliness, health risks, and safe waste management practices.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, acts, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable cleaning and waste management measures shall be adopted, as required by the nature of the project/program/contract, to ensure site health, safety, and environmental standards.

5.2.1.10 General Safety at Construction Worksites

General safety measures at construction worksites shall be ensured through the following provisions:

- **Cleanliness and Order Until Completion:** The site shall be kept clean, safe, and orderly until the completion of implementation.
- **Provision of First Aid Facilities:** Adequate first aid facilities, including essential medicines as determined by the PIU, shall be ensured at each construction site/worksite.
- **Restriction of Unauthorized Entry:** Entry of children and other unauthorized individuals shall be restricted based on the nature and scope of the work.
- **Installation of Signage and Diversion Boards:** Construction signage, diversion boards, and other visual guides shall be installed at designated locations to attract the attention of pedestrians and relevant workers without obstructing vehicular movement.
- **Perimeter Fencing:** Fencing shall be constructed around the worksite to prevent unwanted access or intrusion.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable general safety measures shall be adopted, as required by the nature of the project/program/contract, to ensure site health, general safety, and environmental standards.

5.2.1.11 Fall From Heights

To prevent falls from heights at construction worksites, the following essential safety precautions shall be ensured:

- **Pre-Work Safety Orientation for New Workers:** Safety orientation shall be provided in advance to new workers regarding tasks in hazardous areas with fall from height risks.
- **Fall Protection Measures:** Fall protection systems shall be ensured for workers, including the use of harnesses properly secured with lanyards to suitable anchor points.
- **Guardrails on Scaffolds:** Guardrails, mid-rails, and top rails shall be installed on both sides of suspended and supported scaffolds.
- **Use of Personal Protective Equipment (PPE):** The use of personal protective equipment such as hard hats and anti-slip boots shall be ensured.
- **Weather-Based Work Restrictions:** Work on heights shall be restricted during adverse weather conditions such as cyclones, heavy rain, lightning, storms, or strong winds.
- **Compliance with Applicable Laws, Acts, Policies, Rules and Guidelines:** All activities shall be carried out in accordance with applicable national laws, Acts, Rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable general safety measures shall be adopted, as required by the nature of the project/program/contract, to ensure protection against falls from heights at the construction site/worksite.

5.2.1.12 *Flying and Falling Objects*

To ensure protection against flying and falling objects at construction worksites, the following safety measures shall be ensured:

- **Awareness of Falling Object Hazards:** Workers shall be made aware of the potential hazards associated with flying and falling objects.
- **Use of Personal Protective Equipment (PPE):** Necessary PPE, such as hard hats, shall be worn before commencing any work involving risks of falling or flying objects.
- **Use of Mechanical and Supportive Tools:** Mechanical and other supportive tools such as ladders or racks shall be properly used as required.
- **Installation of Toe Boards or Screens:** Toe boards or screens shall be installed on scaffold platforms to prevent tools and materials from slipping off.
- **Guardrail Gap Management:** Small gaps shall be maintained in guardrail systems to prevent objects or materials from slipping through.
- **Deployment of Debris Nets and Catching Platforms:** Debris nets, catching platforms, or overhead canopies shall be installed to stop or redirect falling objects.
- **Safe Placement of Tools and Materials:** Hand tools and other materials shall be kept away from scaffold edges to prevent accidental falls.
- **Compliance with Applicable Laws, Acts, Policies, Rules and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety measures shall be adopted, as required by the nature of the project/ program/ contract, to ensure protection of workers against injuries caused by flying and falling objects.

5.2.1.13 *Fire Safety at Construction Worksites*

To prevent, control, and respond to fire incidents at construction worksites, the following policy provisions shall be followed:

- **Assessment of Fire Hazards:** Fire risks shall be assessed considering potential ignition sources, flammable materials, electrical connections, and the presence of workers at the construction site.
- **Installation of Fire Extinguishing Equipment and Element:** Effective fire extinguishing equipment and element (e.g., CO₂, foam, dry powder) of appropriate types and quantities shall be installed at accessible locations within each construction site.
- **Emergency Exit Routes and Signage:** Clear and unobstructed emergency exit routes, along with visible signs and markings, shall be provided to ensure safe and rapid evacuation of workers.

- **Safe Storage of Flammable Materials:** Flammable substances such as chemicals, fuel, wood, and plastic shall be stored in designated and secure locations.
- **Electrical Safety Measures:** Electrical connections, wiring, switches, and equipment shall be regularly inspected, and protection shall be ensured against overloading, short circuits, and sparks.
- **First Aid and Trained Personnel:** Adequate first aid kits and trained personnel shall be deployed to respond to fire-related injuries.
- **Emergency Response Arrangements:** Sirens, alarms, communication systems, and rescue equipment shall be kept ready to ensure prompt response during fire emergencies.
- **Compliance with Applicable Laws, Acts, Policies, Rules and Guidelines:** All activities shall be carried out in accordance with applicable national laws, acts, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable fire safety measures shall be adopted, as required by the nature of the project/program/contract, to ensure protection of life, property, and the environment at the construction site.

5.2.1.14 Labor Shed at Construction Worksites

The following essential provisions and standards for labor sheds at construction worksites shall be ensured:

- **Structural Stability:** The labor shed shall be structurally stable and capable of withstanding environmental conditions such as wind, rain, and extreme temperatures.
- **Ventilation:** Adequate ventilation shall be ensured to prevent the accumulation of harmful fumes and to maintain a comfortable working environment.
- **Lighting:** Sufficient lighting shall be provided to prevent accidents and enable workers to see clearly during work activities.
- **Entry and Exit Routes:** Clear and unobstructed pathways shall be maintained for safe entry and exit, ensuring evacuation during emergencies.
- **Fire Safety:** Fire extinguishers shall be supplied along with clearly marked exit routes to ensure fire safety.
- **Sanitation Facilities:** Clean and user-friendly toilets and handwashing stations shall be provided to maintain hygiene and health standards.
- **Drinking Water Supply:** Access to safe drinking water shall be ensured within each labor shed.
- **First Aid Arrangements:** A first aid kit with adequate supplies and trained personnel shall be available to address minor injuries and emergency situations.
- **Maintenance and Inspection:** Regular maintenance and inspection of the labor shed and its facilities shall be conducted to ensure ongoing compliance with OHS standards.

- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety measures shall be adopted, as required by the nature of the project/ program/ contract, to ensure the protection of workers residing in the labor shed at the construction site/worksite.

5.2.1.15 *Safety Record (Including Incidents, Accidents and Near Misses)*

To ensure proper documentation, analysis, and management of all safety-related incidents, accidents, and near misses at construction worksites, the following policy provisions shall be followed:

- **Preservation of Safety Records:** Detailed information on all safety-related incidents, accidents, and near misses shall be recorded in writing, including time, location, involved personnel, description of the event, and initial response.
- **Immediate Reporting of Events:** Any accident or near miss shall be reported immediately to the relevant authority, and preliminary investigation shall be initiated without delay.
- **Analysis and Root Cause Identification:** Each recorded event shall be analyzed to identify the root cause, enabling the implementation of preventive measures.
- **Implementation of Preventive Measures:** Based on the analysis, effective preventive actions shall be taken to reduce associated risks, and progress of implementation shall be monitored.
- **Confidentiality and Access Control:** Safety records shall be maintained with confidentiality, and access shall be restricted to authorized personnel or authorities only.
- **Prescribed Forms and Filing Procedures:** Records shall be preserved using LGED's prescribed forms and filing procedures to facilitate future review and audit.
- **Use of Records in Safety Meetings and Trainings:** Past incidents and records shall be utilized in safety meetings, training sessions, and awareness programs to enhance worker understanding and vigilance.
- **Regular Review and Reporting:** Safety records shall be reviewed regularly, and monthly or quarterly reports shall be prepared and submitted to the concerned authority.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, acts, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety record management measures shall be adopted, as required by the nature of the project/program/contract, to ensure accountability and protection of workers at the construction site.

5.2.1.16 Gas/Electrical Welding/Cutting Operations

During gas/electrical welding and cutting operations, the following preventive and safety measures shall be ensured:

- **Ventilation and Local Exhaust:** Adequate ventilation and local exhaust systems shall be ensured to keep fumes and gases away from workers' breathing zones and the general environment.
- **Reporting of Fume Exposure:** Any exposure to fumes generated from welding/cutting operations shall be reported to the supervisor for monitoring and necessary action.
- **Protective Clothing and Equipment:** Fire- and electricity-resistant clothing, hand shields, welding gloves, aprons, and boots shall be worn during operations.
- **Hearing Protection:** Ear muffs and ear plugs shall be used to protect against noise hazards.
- **Lock-Out and Tag-Out Procedures:** Lock-out and tag-out procedures shall be followed during equipment maintenance and repair.
- **Qualified Technician for Servicing:** Welding and cutting equipment shall be serviced or repaired only by qualified maintenance technicians.
- **Availability of Fire Extinguishers:** Appropriate Class A, B, or C fire extinguishers shall be kept nearby during welding/cutting operations.
- **Fire Extinguisher Readiness:** Gauges of fire extinguishers shall be checked to ensure they are full; if extinguishers are unavailable, fire hoses, sand buckets, or other fire suppression tools shall be kept within reach.
- **Protection Near Flammable Materials:** If welding/cutting is performed within 35 feet of flammable materials, fire-resistant blankets or metal sheets shall be placed over the materials, and a fire watch shall be deployed nearby to monitor potential spark or fire hazards.
- **Compliance with Applicable Laws, Acts, Policies, Rules and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety measures shall be adopted, as required by the nature of the project/program/contract, to ensure protection of workers from accidents related to gas/electrical welding and cutting operations at the construction site.

5.2.2 Environmental Indicators (that Directly Affect OHS)

Effective implementation of environmental indicators is essential for ensuring Occupational Health and Safety (OHS) at the construction Worksites/workplaces. Leading environmental concerns arising during project execution (Such as wildlife and plant safety, sustainable use of resources, environmental degradation, airborne contaminants, and waterborne contaminants) have a direct impact on worker/laborer's health and safety. These indicators should be recognized under

LGED's prevailing practices and policies, and facilitate to play their roles in enhancing the effectiveness, resilience, and sustainability of OHS systems. Their proper implementation must be ensured across all relevant projects, programs, and activities.

5.2.2.1 Wildlife and Plant Safety

During construction activities at project/work sites, the following policy-based provisions must be followed to ensure the protection of wildlife and plant life within the natural environment:

- ***Pre-Activity Environmental Assessment:*** A preliminary environmental assessment must be conducted to identify the presence of wildlife and plant species within the project/ program/ contract area.
- ***Protection of Protected and Sensitive Species:*** If any protected or endangered species of animals or plants are found within the project/program/contract area, special measures must be taken to ensure their protection.
- ***Ecosystem (Natural Habitat) Conservation:*** Natural habitats such as wetlands, forests, shrubs, and vegetation must not be destroyed or damaged during construction activities.
- ***Scheduling of Construction Activities:*** Construction activities must be limited or regulated during breeding or migration seasons of wildlife to avoid disruption.
- ***Chemical Use and Pollution Control:*** The use of chemicals, smoke, noise, or other pollutants at the construction site must be controlled to prevent harmful impacts on wildlife and plant life.
- ***Awareness and Training for Workers:*** Workers and relevant personnel must be provided with training and guidance to raise awareness about wildlife and plant protection.
- ***Monitoring and Reporting:*** The impact on wildlife and plant life must be monitored during project/program/contract implementation, and necessary reports must be prepared accordingly.
- ***Compliance with Applicable Laws, Acts, Policies, Rules and Regulations, and Guidelines:*** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- ***Other Applicable Measures:*** Depending on the nature of the project/Program/Contract, additional protective measures must be adopted to ensure the sustainable conservation of wildlife and plant life at construction worksites.

5.2.2.2 Sustainable Use of Resources at Construction Worksites

Environmental protection, worker welfare, and operational longevity shall be ensured through the proper and sustainable use of natural and man-made resources in construction activities. To achieve this, the following policy provisions shall be followed:

- ***Planning for Use of Resources:*** Prior to the commencement of construction activities, a resource utilization plan shall be

prepared to prevent wastage of essential resources such as water, electricity, wood, sand, stone, etc.

- ***Use of Reusable and Recyclable Materials:*** *Wherever possible, reusable and recyclable construction materials/items shall be used, such as steel, plastic, wood, etc.*
- ***Water Management:*** *Measures shall be taken to prevent water wastage at the construction site/worksites and to ensure the availability of safe drinking water for workers.*
- ***Fuel Efficiency:*** *Fuel efficiency shall be ensured in construction machinery and equipment, and unnecessary fuel consumption shall be minimized.*
- ***Waste Reduction and Management:*** *Waste generated during construction activities shall be properly segregated, stored, and disposed of to prevent environmental pollution.*
- ***Prioritization of Local Resources:*** *Locally available materials/items and labor shall be prioritized to reduce transportation-related pollution and costs.*
- ***Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:*** *All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.*
- ***Other Applicable Measures:*** *Other applicable measures shall be adopted, as required by the nature of the project/program/contract, to ensure sustainable use of resource and maintain environmental balance.*

5.2.2.3 Environmental Degradation at Construction Worksites

Environmental degradation resulting from construction activities—such as wetland filling, destruction of vegetation, soil erosion, noise and air pollution, and loss of biodiversity—can negatively impact natural balance and worker well-being. To prevent such degradation, the following policy provisions shall be followed:

- ***Conservation of Natural Resources:*** *Effective measures shall be taken to conserve trees, wetlands, soil, and biodiversity at the construction site, and unnecessary destruction shall be prevented.*
- ***Soil Erosion and Waterbody Protection:*** *Slope stabilization, grass planting, retaining walls, and proper drainage systems shall be ensured to prevent soil erosion and protect waterbodies.*
- ***Pollution Control Measures:*** *Prescribed measures shall be implemented to control dust, noise, chemical waste, and fumes generated during construction activities to prevent environmental pollution.*
- ***Waste Management:*** *Solid and liquid waste shall be collected, stored, and safely disposed of separately to avoid environmental damage.*
- ***Biodiversity Conservation:*** *Necessary actions shall be taken to protect existing species of flora and fauna within the project area, especially those that are protected or endangered.*

- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable preventive measures shall be adopted, as required by the nature of the project/program/contract, to reduce environmental degradation and maintain ecological balance.

5.2.2.4 Air Contamination at Construction Worksites

Dust particles, chemical vapors, fumes, and other airborne pollutants generated from construction activities can adversely affect worker health and the surrounding environment. To control such contamination, the following policy provisions shall be followed:

- **Assessment of Air Pollution Risks:** Potential sources, levels, and impacts of airborne contamination within the project/program/contract area shall be identified and assessed.
- **Dust Control Measures:** Measures such as water spraying, covering of construction materials/items, use of dust screens, and regular road cleaning shall be implemented to control dust at the construction site.
- **Control of Chemical Vapors and Fumes:** Prescribed ventilation systems and safe handling procedures shall be followed to control vapors and fumes generated from paint, solvents, welding, cutting, bituminous works, etc.
- **Personal Protective Equipment (PPE):** Appropriate PPE such as masks, respirators, and goggles shall be provided to workers to protect them from dust-related pollution.
- **Awareness and Training:** Where applicable, workers and relevant personnel shall be trained on the risks of airborne contamination, preventive measures, and emergency actions.
- **Weather and Environmental Monitoring:** Weather monitoring systems shall be maintained to control the spread of pollutants based on wind speed, humidity, and temperature.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable pollution control measures shall be adopted, as required by the nature of the project/program/contract, to ensure worker health protection and environmental balance.

5.2.2.5 Water Contamination at Construction Worksites

Liquid waste, chemical substances, oil, and other pollutants generated from construction activities can adversely affect nearby water sources and the surrounding environment. To protect worker health and preserve natural ecosystems, the following policy provisions shall be followed:

- **Assessment of Water Contamination Risks:** Potential sources, impacts, and sensitivities of water contamination within the project/program/contract area shall be identified and assessed.
- **Liquid Waste Management:** Liquid waste generated at the construction site—such as cement slurry, paint, chemicals, sanitary waste, contaminated water, and solutions—shall be safely collected, stored, and disposed of.
- **Controlled Use of Oil and Fuel:** Oil, diesel, and other substances used in machinery and vehicles shall be prevented from entering water sources through the use of oil containment systems.
- **Drainage and Flow Control:** Water flow and drainage systems at the construction site shall be designed and implemented in a manner that prevents contaminated water from entering nearby ponds, canals, or rivers.
- **Protection of Drinking Water Sources:** Protective measures shall be established around drinking water sources used by workers to prevent contamination.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable pollution control measures shall be adopted, as required by the nature of the project, to reduce waterborne contamination and maintain environmental balance.

5.2.3 Storage and Handling of Construction and Other Materials

Proper storage, preservation, and safe handling of materials/items used in construction and related activities shall be considered a key prerequisite for ensuring Occupational Health and Safety (OHS). Uncontrolled storage, scattered placement, or unsafe handling of materials may lead to accidents and compromise the quality of the project. Therefore, the following policy provisions shall be followed to ensure a safe working environment, resource protection, and operational efficiency:

- **General Provisions:** All materials and items shall be stored and handled in a safe, orderly, and planned manner to prevent accidents, wastage, and health hazards.
- **General Storage Guidelines:** Warehouses/storage areas shall be dry, shaded, well-ventilated, and equipped with fire safety arrangements.
- **Spacing Between Stacks:** Adequate spacing shall be maintained between material stacks to allow easy access, inspection, and emergency response.
- **Fall/Spill Prevention:** Heavy or hazardous materials shall be stored in a manner that prevents falling or spilling; barriers or retainers shall be used where necessary.
- **Fire Safety:** Fire extinguishers, exit routes, and fire alert systems shall be provided when storing flammable materials.
- **Row and Access Path Spacing:** Sufficient spacing shall be maintained between storage rows, and controlled access shall be ensured at entry points.

- **Cleanliness Importance:** Warehouses and storage areas shall be cleaned regularly to prevent accumulation of dust, waste, or chemicals that may cause accidents.
- **Worksite Layout Planning:** The layout of the construction site/worksite shall be planned to ensure flow, safety, and efficiency in material storage and handling.
- **Efficient Stacking/Piling Methods:** Balance, height control, and labeling shall be ensured during stacking to facilitate easy identification and use.
- **Storage of Chemical/Hazardous Materials:** Chemical and hazardous materials shall be stored separately in secure and labeled locations; Material Safety Data Sheets (MSDS) shall be followed where applicable.
- **Material Handling Procedures:** Prescribed procedures shall be followed for lifting, carrying, and transferring materials/items to ensure balance, speed, and safety.
- **Use of Personal Protective Equipment (PPE):** Helmets, gloves, boots, masks, and other PPE shall be mandatorily used by workers during material handling.
- **Lifting and Carrying:** Proper posture, use of equipment, and team coordination shall be ensured when lifting heavy materials/items.
- **Handling of Round Materials/Items:** Rolling prevention systems, stoppers, and protective gloves shall be used when handling drums, barrels, etc.
- **Handling of Cylindrical Materials/Items:** Anti-slip measures, balancing stands, and PPE shall be ensured when handling pipes, rods, etc.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, ordinances, rules, and policies; relevant national/international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety and storage measures shall be adopted, as required by the nature of the project/program/contract, to ensure worker protection and operational effectiveness in the storage and handling of construction and other materials/items.

5.2.4 Indicators Related to Construction Safety

Construction safety indicators shall be considered essential for ensuring worker/laborer protection, structural stability, and accident prevention during construction activities. In the absence of specific safety measures for deep excavation, scaffolding for elevated structures, construction machinery, electrical connections, handling of hazardous substances, and demolition works, the effectiveness of Occupational Health and Safety (OHS) is significantly reduced and worker risks are greatly increased. Therefore, the proper implementation of these indicators shall be ensured to establish a safe working environment, operational continuity, and institutional trust. The following indicator-based Policy provisions shall be complied with:

5.2.4.1 General Requirements Related to Construction Safety

To ensure worker protection, accident prevention, and a safe working environment during construction activities, the following general safety provisions shall be followed:

- **Preparation of Safety Plan:** A comprehensive construction safety plan shall be prepared for each project/program/contract.

The plan shall include risk assessment, preventive measures, and emergency response protocols.

- **Site Safety Signs and Instructions:** *Visible safety signs, warning signals, and instruction boards shall be installed at the construction site/worksites to make workers and visitors aware of hazardous areas.*
- **Personal Protective Equipment (PPE):** *Helmets, gloves, safety boots, high-visibility clothing, goggles, and other PPE shall be mandatorily provided and their use shall be ensured for all workers.*
- **Safe Entry and Exit Routes:** *Unobstructed, illuminated, and signposted entry and exit routes shall be maintained for workers to ensure safe evacuation during emergencies. For deep excavation or underground works, slip-resistant access, gas/oxygen monitoring, and protective railings shall be ensured.*
- **Safety for Working at Heights:** *Safety railings, fall protection, and balance shall be ensured when using ladders, ramps, platforms, and scaffolding. Use of machinery at heights shall be restricted to trained personnel, and maintenance arrangements shall be in place.*
- **Management of Hazardous Substances:** *Storage and use of chemicals, flammable, or hazardous substances shall follow MSDS guidelines, with separate warehousing and training ensured. Fire safety arrangements shall include fire extinguishers, exit signage, and emergency response personnel.*
- **Awareness and Training:** *Regular training, drills, and evaluation activities shall be conducted to raise awareness of construction safety among workers and relevant personnel.*
- **Monitoring and Reporting:** *The effectiveness of safety measures, accident records, and response mechanisms shall be regularly monitored and documented during the construction period.*
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** *All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national/international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.*
- **Other Applicable Measures:** *Other applicable safety measures shall be adopted, as required by the nature of the project/program/contract, to ensure protection of workers related to construction safety.*

5.2.4.2 Deep/Steep Excavations, Earthwork, and Underground Work

Prior to initiating deep or steep slope excavations, earthwork, or underground operations, the following safety measures and policy provisions shall be ensured:

- **Preparation of a Practical and Site-Specific Safety Plan:** *A realistic and need-based safety plan shall be prepared, incorporating applicable provisions such as shoring, sheet piling, or palisading for the concerned site.*

- **Approval from the Appropriate Implementing Authority:** The safety plan shall be approved by the designated authority, particularly the Executive Engineer of the respective district.
- **Implementation of Shoring/Sheet Piling/Palisading Measures:** Shoring, sheet piling, or palisading arrangements shall be implemented as per the approved plan, wherever applicable.
- **Ventilation for Underground Work:** Adequate ventilation shall be ensured, especially for underground operations, to maintain breathable air quality and safe working conditions.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Relevant Measures:** Other applicable safety measures for Deep/Steep Excavations, Earthwork, and Underground Work shall be adopted, as required by the nature of the Project/program/ Contract to ensure protection of workers and structural stability.

5-2-4.3 Scaffolding at Construction Worksites

The following preventive and safety measures shall be ensured in relation to scaffolding at construction worksites:

- **Safe Distance from Insulated Power Lines:** A hazard-free distance shall be maintained between any scaffold and insulated power lines.
- **Separate Scaffolds for Electrical Work:** Separate scaffolds shall be used for welding and other types of electrical work.
- **Use of PPE such as Rubber Gloves:** Personal protective equipment (PPE), including rubber gloves, shall be worn during scaffold-related electrical activities.
- **Work Restriction During Adverse Weather:** Work on scaffolds shall be prohibited during adverse weather conditions, especially during electrical storms or lightning.
- **Consideration of Static Loads and Heavy Objects:** Scaffold installation shall be planned considering static loads such as wind pressure and heavy objects, even when not in active use.
- **Design by Qualified Personnel:** Scaffolds shall be designed by a qualified person to ensure structural integrity and safety.
- **Daily Inspection Before Use:** Scaffolds shall be inspected daily by a qualified person before commencement of work.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national and international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety measures shall be adopted, as required by the nature of the project/program/

contract, to ensure protection of workers related to scaffolding operations at the construction site/worksites.

5.2.4.4 Platform, Ramps, Stairs etc. at Construction Worksites

To ensure the safe design, construction, and use of platforms, ramps, stairs, and related access structures at construction sites, the following policy provisions shall be followed:

- **Design and Construction Standards:** All platforms, ramps, and stairs shall be constructed in accordance with approved engineering designs, maintaining appropriate width, height, slope, and load-bearing capacity.
- **Safety Railings and Barriers:** In applicable cases platforms and stairs shall be equipped with safety railings, barriers, and toe boards to reduce the risk of falling.
- **Surface Condition and Maintenance:** The surfaces of platforms, ramps, and stairs shall be non-slip, level, and free from debris. Regular inspection and maintenance shall be ensured.
- **Lighting and Visibility:** Adequate lighting shall be provided for all access structures, and reflective signs or markers shall be used for movement during nighttime or low visibility conditions.
- **Balance and Load Control:** Overcrowding of workers or accumulation of materials/items on platforms and ramps shall be prevented; load limits shall be clearly marked.
- **Stair Safety Features:** Stair steps shall preferably be of uniform height and depth, with visibility and grip ensured on each step. Wet or oily steps shall be strictly prohibited.
- **Ramp Slope and Accessibility:** Ramp slopes shall be designed to allow easy movement of wheelchairs, trolleys, or heavy materials/items; excessive slopes shall be avoided.
- **Safety of Temporary Structures:** When using temporary platforms or ramps, additional safety measures, stability checks, and use of approved materials/items shall be ensured.
- **Pre-Use Inspection:** Platforms, ramps, and stairs shall be inspected daily before use, and any defects identified shall be addressed immediately.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national/ international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety measures shall be adopted, as required by the nature of the project/program /contract, to ensure worker safety and structural stability related to Platform, Ramps, Stairs etc. at Construction Worksites.

5.2.4.5 Cofferdams and Caissons at Construction Worksites

During construction activities adjacent to reservoirs, rivers, or waterbodies, the following policy provisions shall be followed to ensure worker safety, structural stability, and water control:

- **Engineering Design and Approval:** The design of cofferdams and caissons shall strictly follow approved engineering standards and shall be authorized by the relevant authority.
- **Water Control Measures:** Effective pumping, sealing, and drainage systems shall be installed to prevent water ingress into cofferdams and caissons.
- **Structural Stability and Inspection:** The structural condition of cofferdams and caissons shall be inspected regularly to identify cracks, dampness, or collapse risks, and immediate corrective actions shall be taken.
- **Safe Entry and Exit Arrangements:** Safe access and egress for workers shall be ensured through the provision of stairs, ramps, handrails, and appropriate signage.
- **Ventilation and Gas Monitoring:** Adequate ventilation shall be maintained inside caissons, and levels of oxygen, carbon monoxide, or other gases shall be monitored.
- **Emergency Response Arrangements:** Emergency exit routes, response personnel, and communication systems shall be kept ready for workers operating inside cofferdams and caissons.
- **Personal Protective Equipment (PPE):** Helmets, life jackets, hand gloves, boots, and other applicable PPE shall be mandatorily provided and their use shall be ensured for all workers.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, acts, rules, and policies; relevant national/international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety and technical measures shall be adopted, as required by the nature of the project/program/contract, to ensure water control, worker protection, and structural stability related to cofferdams and caissons at the construction site/worksite.

5.2.4.6 Construction Machineries/Equipment

To ensure the safe use, maintenance, and controlled operation of machineries and equipment at construction sites/worksites, the following policy provisions shall be followed:

- **Selection Based on Design and Standards:** All machineries/equipment shall be selected according to the nature of the project/program/contract and shall be verified against international/national safety standards.
- **Trained and Authorized Operators:** Only trained, authorized, and designated operators shall be appointed to operate machineries/equipment; operation by untrained workers shall be strictly prohibited.
- **Regular Maintenance and Inspection:** A maintenance schedule shall be established for each machinery/equipment, and its functionality and safety features shall be inspected daily before use.

- **Load Limit and Balance Control:** Load limits of machineries/equipment shall be clearly marked, and overloading or operation in unbalanced conditions shall be prohibited.
- **Movement Safety Measures:** During movement of mobile equipment, signals/signage, warning lights, barriers, and, where applicable, guiding personnel shall be provided.
- **Fuel and Electrical Safety:** Fire protection systems shall be ensured for fuel-powered equipment, and grounding, insulation, and circuit breakers shall be ensured for electrical equipment.
- **Accident Prevention and Emergency Response:** Potential accident risks during equipment operation shall be identified, and emergency response arrangements such as stop switches, alarms, and exit routes shall be kept ready.
- **Personal Protective Equipment (PPE):** Helmets, gloves, boots, goggles, hearing protection, and other applicable PPE shall be mandatorily provided and used during equipment operation.
- **Storage and Parking Arrangements:** After work, machineries/equipment shall be safely parked at designated locations, and control measures shall be in place to prevent unauthorized use.
- **Awareness and Training:** Workers shall be regularly trained on equipment-related risks, safety procedures, and emergency actions.
- **Monitoring and Reporting:** Accidents, faults, or irregularities during equipment use shall be monitored and reported immediately, with records maintained.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national/international equipment operation guidelines/regulations; LGED's OHS policies, standards, and guidelines;
- **Other Applicable Measures:** Other applicable technical and safety measures shall be adopted, as required by the nature of the project/program/contract, to ensure worker protection and operational effectiveness of construction machineries/equipment.

5-2-4.7 Hand Tools at Construction Worksites

Although hand tools (such as hammers, screwdrivers, wrenches, cutters, pliers, etc.) are among the most immediate support instruments for workers at construction sites, improper use may lead to accidents. Therefore, the following policy provisions shall be followed for the safe use of hand tools:

- **Selection and Standards of Hand Tools:** All hand tools shall be selected in accordance with prescribed standards and shall be appropriate for the nature of the work.
- **Inspection and Maintenance:** Hand tools shall be inspected daily before commencement of work; broken, rusted, or deformed tools shall be strictly prohibited. Where applicable, regular maintenance and application of oil/grease shall be ensured.
- **Personal Protective Equipment (PPE):** During the use of hand tools, applicable PPE such as hand gloves, goggles, safety

boots, and helmets shall be mandatorily provided and used by workers/ personnel.

- **Storage and Carrying:** After use, hand tools shall be stored in designated locations; safe bags or belts shall be used while carrying tools.
- **Caution with Sharp and Heavy Tools:** Extra caution shall be exercised when using sharp tools such as cutters, knives, chisels, etc.; tools shall not be used facing toward others.
- **Tools Used Near Electrical Connections:** Hand tools used near electrical connections shall be insulated, and electrical safety instructions shall be strictly followed during use.
- **Overuse and Fatigue Management:** If prolonged use of the same tool may cause fatigue or injury, periodic rest and tool rotation shall be ensured.
- **Accident Prevention and Emergency Measures:** In case of injury or cuts during hand tool use, immediate first aid and incident reporting arrangements shall be in place.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, ordinances, rules, and policies; relevant national/international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety measures shall be adopted, as required by the nature of the project/program/contract, to ensure worker protection and operational effectiveness of hand tools at the construction site/worksite.

5.2.4.8 Demolition/Dismantling at Construction Worksites

During the demolition or dismantling of old or unnecessary structures, the following policy provisions shall be followed to ensure worker safety, protection of surrounding infrastructure, and environmental balance:

- **Pre-Demolition/dismantling Assessment and Planning:** A comprehensive demolition/dismantling plan shall be prepared by identifying the structural composition, connected electricity/gas/water utilities, adjacent structures, and potential risks.
- **Approval and Warning Arrangements:** Prior approval shall be obtained from the relevant authority before initiating demolition activities, and warning signals, barriers, and safety signage shall be installed at the construction site/worksite.
- **Disconnection of Utilities:** All relevant utility connections (electricity, gas, water) shall be safely disconnected prior to demolition/dismantling to reduce accident risks.
- **Defined Demolition Methods:** Demolition/dismantling methods shall be determined based on the type of structure—such as hammering, cutting, crane operation, hydraulic breakers, etc. For taller structures, a phased demolition approach shall be followed.
- **Controlled Area and Restricted Access:** The demolition/dismantling zone shall be enclosed with barriers, and entry shall be restricted to authorized personnel only.

- **Use of Personal Protective Equipment (PPE):** Helmets, goggles, masks, safety boots, hand gloves, and high-visibility clothing shall be mandatorily provided and used by workers as applicable during demolition/dismantling.
- **Dust and Noise Control:** Water spraying shall be used to control dust, and designated equipment and time schedules shall be followed to manage noise levels.
- **Debris Management:** Debris generated from demolition shall be collected, transported, and disposed of safely; recyclable materials shall be processed for reuse.
- **Emergency Response and Medical Arrangements:** Emergency exit routes, first aid kits, and trained personnel shall be kept ready during demolition/dismantling due to the potential for accidents.
- **Monitoring and Reporting:** Each phase of the demolition activity shall be monitored, and safety-related reports shall be documented and preserved.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, ordinances, rules, and policies; relevant national/international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Adoption of Other Applicable Measures:** Other applicable safety and technical measures shall be adopted, as required by the nature of the project, to ensure worker protection, structural control, and environmental balance during demolition/dismantling at the construction site/worksite.

5.2.4.9 *Electrical Safety at Construction Worksites*

To ensure the safe use of electrical connections, equipment, and appliances at construction sites/worksites, the following policy provisions shall be followed:

- **Electrical Safety Planning:** An electrical safety plan shall be prepared for each project/contract, incorporating connection layout, risk assessment, and emergency response arrangements.
- **Proper Insulation and Grounding:** All electrical wires, connections, and equipment shall be properly insulated and grounded; exposed wires or open connections shall be strictly prohibited.
- **Use of Circuit Breakers and Fuses:** Circuit breakers, fuses, and RCCBs (Residual Current Circuit Breakers) shall be mandatorily used to prevent overloads or short circuits.
- **Precautions for Electrical Work Near Water:** Extra precautions shall be taken when performing electrical work in wet environments, including the use of rubber mats and insulated tools.
- **Disconnection of Power Supply:** Before any maintenance, repair, or equipment replacement, the relevant power supply shall be safely disconnected.
- **Safety of Temporary Connections:** Temporary electrical connections used at construction sites shall be secured, waterproofed, and visibly marked.

- **Deployment of Trained Electricians:** Authorized and trained electricians shall be appointed for electrical work; electrical tasks performed by untrained workers/personnel shall be strictly prohibited.
- **Personal Protective Equipment (PPE):** Rubber gloves, insulated boots, helmets, and protective goggles shall be mandatorily provided and used during electrical work.
- **Signals and Warning Signs:** Electrical panels, connection points, and hazardous zones shall be equipped with warning signs (e.g., "Live Wire"), signals, and access control measures.
- **Emergency Response and Medical Arrangements:** Emergency exit routes, fire extinguishers, CPR-trained personnel, and first aid kits shall be kept ready to respond to electrical accidents.
- **Monitoring and Reporting:** Electrical safety systems shall be inspected regularly, and any faults or incidents shall be documented and reported.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, ordinances, rules, and policies; relevant national/international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety and technical measures shall be adopted, as required by the nature of the project/program/contract, to ensure electrical safety, worker protection, environmental balance, and operational continuity at the construction site/worksite.

5.2.4.10 Hazardous Materials Safety at Construction Worksites

Chemical, flammable, toxic, or radioactive materials/items used at construction sites/worksites may pose serious risks to worker health, safety, and the environment. To ensure safe handling and management of such materials, the following policy provisions shall be followed:

- **Risk Assessment and Classification:** The type, concentration, exposure potential, and possible reactions of hazardous materials/items shall be identified and assessed; materials shall be classified accordingly, such as flammable, corrosive, toxic, reactive, or radioactive.
- **Material Safety Data Sheet (MSDS) Collection and Use:** MSDS shall be collected, preserved, and distributed for each hazardous material; usage, storage, and disposal shall be carried out in accordance with MSDS guidelines.
- **Safe Storage/Warehousing Arrangements:** Hazardous materials/items shall be stored separately in secure, airtight, and clearly labeled warehouses, away from high heat, humidity, or low-light conditions.
- **Pre-Use Preparation and Controls:** Before using hazardous materials/items, appropriate PPE, ventilation, spill containment, and emergency response arrangements shall be prepared and ensured.

- **Personal Protective Equipment (PPE):** Based on the type of hazardous material/item, suitable PPE such as respirators, goggles, chemical-resistant gloves, aprons, and boots shall be mandatorily provided and used.
- **Spill and Leakage Control:** In case of spills or leaks, immediate containment, neutralization, and cleaning procedures shall be implemented; spill kits and trained personnel shall be kept ready where applicable.
- **Waste Disposal and Transportation:** Waste from hazardous materials/items shall be collected, transported, and disposed of separately in an environmentally safe manner; appropriate packaging and labeling shall be ensured during transportation.
- **Emergency Response and Medical Arrangements:** For incidents involving toxicity, flammability, or radiation, first aid, eyewash stations, emergency showers, and CPR-trained personnel shall be kept ready.
- **Monitoring and Reporting:** All incidents, faults, or accidents involving hazardous materials shall be monitored, and safety reports shall be prepared and preserved.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, ordinances, rules, and policies; relevant national/international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety and technical measures shall be adopted, as required by the nature of the project/program/contract, to ensure hazardous materials safety, worker protection, environmental balance, and operational continuity at the construction site/worksites.

5.2.5 Gender Equity, Safety of Female Workers/Laborers, Grievance Redress Mechanism (GRM) Related Indicators

Although female participation in construction sites/worksites is steadily increasing, true inclusion cannot be achieved without ensuring their safety, dignity, and equitable opportunities. Gender equity is not merely a numerical balance—it is a policy commitment that must be realized through a safe working environment, respectful behavior, and an effective grievance redress mechanism. Implementation of these indicators shall facilitate the creation of a secure, supportive, and dignified workplace for female workers/laborers, thereby strengthening institutional trust and the foundation of social justice.

5.2.5.1 Gender Equality at Construction Worksites

To ensure equal opportunity, dignity, and safety for both male and female workers/laborers at construction sites/worksites, the following policy provisions shall be followed:

- **Equal Opportunity and Recruitment Policy:** Female workers shall be provided equal opportunities in recruitment, training, promotion, and assignment of responsibilities; gender-based discrimination shall be strictly prohibited.
- **Prevention of Wage Disparity:** Wage disparity between male and female workers for the same type of work shall be strictly

prohibited; gender-based wage analysis and equity shall be ensured within the project.

- ***Equality and Flexibility in Work Allocation:*** *Flexibility shall be maintained in work types, schedules, and task distribution for female workers to enable contribution based on their skills.*
- ***Safe and Dignified Work Environment:*** *Separate rest areas, hygienic toilets, and harassment-free environments shall be ensured for female workers.*
- ***Gender-Sensitive Training:*** *All workers and supervisors shall be mandatorily trained on gender sensitivity, respectful behavior, and prevention of sexual harassment.*
- ***Equal Access to Grievance Redress Mechanism:*** *Full confidentiality, safety, and equal rights shall be ensured for female workers in lodging complaints, attending hearings, and receiving remedies.*
- ***Participation of Women in Leadership:*** *Inclusion and leadership of women shall be encouraged in safety committees, worker representative groups, and training programs.*
- ***Gender-Based Data Preservation and Analysis:*** *Data related to the number of male and female workers, responsibilities, complaints, and training shall be preserved and analyzed separately.*
- ***Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:*** *All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national/ international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.*
- ***Other Applicable Measures:*** *Other applicable gender-sensitive measures shall be adopted, as required by the nature of the project/ program/contract, to ensure the safety, dignity, and participation of female workers.*

5.2.5.2 Safety of Female Workers/Laborers at Construction Worksites

To ensure a safe, respectful, and secure environment for female workers/laborers at construction sites/worksites, the following policy provisions shall be followed:

- ***Safety Risk Assessment:*** *Specific safety risks shall be identified for female workers, especially in cases of night shifts, solitary assignments, or deployment in remote areas; appropriate preventive measures shall be taken accordingly.*
- ***Separate and Safe Sanitation Facilities:*** *Separate, hygienic, well-lit, and secure toilets and rest areas shall be ensured for female workers; regular cleaning and maintenance shall be mandatory.*
- ***Sexual Harassment Prevention Measures:*** *Clear policies and mechanisms for receiving and resolving complaints of sexual harassment shall be established at the construction site; confidentiality and safety of the complainant shall be protected.*
- ***Safe Transportation and Access Control:*** *Safe transportation arrangements, illuminated entryways, and access*

control systems shall be ensured for female workers, particularly during evening and night hours.

- **Maternity Support:** Maternity leave, breastfeeding spaces, and daycare facilities shall be ensured for pregnant female workers or those with young children.
- **Safety Training and Awareness:** Separate training and awareness programs shall be conducted for female workers on site safety, self-protection, emergency response, and grievance procedures.
- **Suitability of Personal Protective Equipment (PPE):** PPE such as helmets, gloves, boots, and clothing shall be provided in appropriate sizes and designs for female workers to ensure comfort and effectiveness.
- **Emergency Response and Medical Arrangements:** Emergency exit routes, first aid kits, and mental health support systems shall be kept ready for female workers.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance with applicable national laws, ordinances, rules, and policies; relevant national/international guidelines and regulations; and LGED's OHS policies, standards, and guidelines.
- **Other Applicable Measures:** Other applicable safety and support measures shall be adopted, as required by the nature of the project/program/contract, to ensure the dignity, protection, and productivity of female workers.

5-2.5-3 Gender-Based Violence Related to OHS at Construction Worksites

To prevent and address gender-based violence (GBV) against female workers/laborers—such as sexual harassment, psychological abuse, physical threats, or social humiliation—at construction sites/worksites, the following policy provisions shall be followed:

- **Development of Standard Operating Procedure (SOP):** A clear, written, and OHS-integrated Standard Operating Procedure (SOP) for the prevention of gender-based violence shall be developed, disseminated, and implemented across all activities under the construction project/program/contract.
- **Zero Tolerance Policy:** A “zero tolerance” policy toward gender-based violence shall be enforced for all workers, supervisors, and contractors.
- **Grievance Redress Mechanism (GRM):** A functional, credible, and gender-sensitive GRM framework shall be established to receive, investigate, and resolve complaints while maintaining confidentiality.
- **Safe Reporting Mechanism for Female Workers:** Separate complaint boxes, designated female representatives, and secure hearing arrangements shall be ensured for female workers.
- **Monitoring and Reporting:** Complaints, remedies, and awareness activities related to gender-based violence shall be regularly monitored and documented.
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** All activities shall be carried out in accordance

with applicable national laws, rules, and policies; relevant national/international guidelines and regulations; and LGED's OHS policies, standards, and guidelines. In particular, LGED's "GRS Guideline" and "Standard Operating Procedure to Redress GBV Grievances" shall be duly followed and implemented.

- **Other Applicable Measures:** *Other applicable preventive and remedial measures shall be adopted, as required by the nature of the project/program/contract, to ensure the dignity, safety, and mental well-being of female workers.*

5-2-5-4 OHS Related Grievance Redress Mechanism at Construction Worksites

To receive, investigate, and resolve any complaints related to worker safety, health, and dignity at construction sites/worksites, an effective, transparent, and gender-sensitive Grievance Redress Mechanism (GRM) shall be followed:

- **Formulation and Dissemination of GRM Framework:** *A written and approved OHS-integrated GRM framework shall be developed for each project/contract and disseminated among workers.*
- **Multiple Channels for Complaint Submission:** *Workers shall be allowed to submit complaints through verbal, written, digital, or complaint box methods; separate and secure channels shall be ensured for female workers.*
- **Protection of Confidentiality and Safety:** *The identity, statements, and evidence of complainants shall be preserved with full confidentiality; retaliatory behavior shall be strictly prohibited.*
- **Timely Resolution:** *Investigation, hearing, and resolution shall be completed within the prescribed timeframe after receiving a complaint; any delay shall be justified in writing.*
- **Formation of GRM Committee:** *A multi-stakeholder GRM committee comprising worker representatives, supervisors, site managers, and female members shall be formed to conduct hearings and make decisions.*
- **Gender Sensitivity and Training:** *GRM committee members shall be mandatorily trained on gender-based violence, worker rights, and OHS-related issues.*
- **Follow-Up and Monitoring Arrangements:** *The progress of each grievance resolution shall be regularly monitored, and complainant satisfaction shall be verified.*
- **Compliance with Applicable Laws, Acts, Rules, Policies and Guidelines:** *All activities shall be carried out in accordance with applicable national laws, rules, and policies; relevant national/ international guidelines and regulations; and LGED's OHS policies, standards, and guidelines. In particular, LGED's "GRS Guideline" shall be duly followed and implemented.*
- **Other Applicable Measures:** *Other applicable grievance redress measures shall be adopted, as required by the nature of the project/program/contract, to ensure worker (Irrespective of Gent and female)'s trust, safety, and fairness.*

6 SPHERES OF ACTION OF OHS POLICY OF LGED (Principles)

6.1 Formulation, Implementation and Review of Policy, Standards and Guidelines etc.

LGED shall, in the light of prevailing conditions and practices and in consultation with the leading representative organizations of contractors and laborers, implement and periodically review this **policy** and formulate coherent **standards and guidelines** on occupational health and safety and the working environment;

6.2 Main Spheres of Action (Principles)

The policy referred to in **Article 6.1** of this Policy shall take account of the following main spheres of action in so far as they affect occupational health, safety and the working environment:

6.2.1 Material Components of the Workplace

a) *Definition of Material Components:*

Material components of the construction worksites refer to all substances, equipment, environmental conditions, and operational processes that directly influence the safety, health, and overall working conditions of laborers. The quality, layout, and management of these components play a critical role in minimizing risks and enhancing productivity.

b) *Examples of Material Components:*

1. **Structural Layout of the Construction Worksite**

Explanation:

- **Structure:** *The structure of a worksite includes its architectural layout—such as entry and exit points, emergency evacuation routes, site office, rest areas, safety signage, and designated work zones.*
- **Layout:** *Layout refers to the spatial arrangement, proximity, flow, and functional accessibility of the above elements. It determines how effectively workers can navigate, operate machinery, and respond to emergencies.*

Impact: *A well-designed structure and layout:*

- Facilitates safe and efficient movement of workers
- Reduces the risk of collisions and equipment-related accidents
- Enables timely response during emergencies
- Contributes to a disciplined, secure, and productivity-enhancing work environment

2. **Work Environment (Lighting, Air, Noise, Temperature, etc.)**

Explanation: *The work environment refers to the essential physical conditions that directly affect the physical and mental well-being of workers. These elements must be carefully managed to ensure safety, comfort, and sustained productivity at construction sites.*

- **Lighting:** *Adequate and shadow-free illumination is essential to prevent accidents, improve visibility, and support precision in task execution.*

- **Air Quality:** In construction zones—especially where dust and chemical exposure are prevalent—it is critical to ensure a supply of fresh, clean, and pollutant-free air to protect respiratory health and overall worker safety.
- **Noise:** Excessive noise can lead to psychological stress and long-term hearing damage. Noise levels must be monitored and controlled to maintain a healthy auditory environment.
- **Temperature:** Extreme heat or cold can negatively impact workers' physical performance, concentration, and health. Maintaining a moderate and stable temperature is vital for operational efficiency and well-being.

Impact: Balancing these environmental components contributes significantly to:

- Enhanced worker/laborer focus and alertness
- Reduced risk of injury or illness
- Improved overall safety and productivity at the worksite

3. Machinery and Equipment

Explanation: Machinery and equipment refer to all mechanical, electrical, hydraulic, or manual tools and devices used in construction activities. These components are integral to task execution and directly influence safety and operational efficiency.

Impact: Proper selection, maintenance, and usage of machinery and equipment play a vital role in:

- Ensuring worker/laborer safety
- Enhancing work speed and precision
- Reducing the risk of accidents and operational disruptions

4. Chemical Substances

Explanation: Chemical substances commonly used at construction sites—such as paints, solvents, acids, and cleaners—can pose significant risks to workers' respiratory systems, skin, and eyes if not handled properly.

Impact: To safeguard worker health, it is essential to ensure:

- Safe storage and handling of chemicals
- Clear labeling and hazard communication
- Controlled usage and proper disposal procedures

These measures help prevent exposure-related illnesses and environmental contamination.

5. Physical and Biological Agents

Explanation:

- **Physical Agents:** These include environmental factors such as dust, vibration, heat, lighting, and noise—each of which can affect workers' comfort, concentration, and long-term health.
- **Biological Agents:** These refer to microorganisms like bacteria, viruses, and fungi that may be present at construction sites and pose infection risks.

Impact: Monitoring and controlling these agents is essential to:

- Minimize chronic health risks
- Maintain hygienic and safe working conditions
- Support long-term occupational well-being

6. Work Process and Operational Flow

Explanation: Work process refers to the structured sequence of tasks, scheduling, distribution of responsibilities, and the continuity of operations. It encompasses how work is planned, delegated, and executed across different phases of a construction project.

Impact: A disciplined and risk-free work process contributes significantly to:

- Enhancing worker efficiency and coordination
- Ensuring safety and minimizing operational hazards
- Maintaining consistent quality and timely delivery of work

6.2.2 Relationship: Between Components (Elements), Individuals, and Processes, it's Necessity and Expected Outcomes

Definition and Clarification: The term "relationship" refers to the mutual alignment, coordination, and effective communication among workplace components, personnel (all individuals including laborer, supervisors, site managers, officials, Engineers, consultants etc.), and operational processes. These relationships must be considered across three key dimensions:

a) Inter-component Relationships:

Example Context: Mutual compatibility of machinery and equipment, spatial arrangement of the workplace, and strategic positioning of operational units.

At construction sites, various physical components are directly or indirectly interconnected. If these relationships are not properly aligned, the work environment may suffer from increased risks, confusion, and resource wastage. Therefore, the positioning, connectivity, usability, and mutual influence of each component must be carefully planned and managed. Some Critical Component-to-Component Relationships are illustrated bellows:

- **Compatibility between Machinery and Tools:** Machinery must be appropriately matched with its corresponding tools—for example, a cutting machine should be fitted with the correct blade, and a drill should use the designated bit.
- **Relationship between Tools and Site Layout:** Tools and equipment should be placed in a manner that does not obstruct worker movement, emergency exits, or workflow continuity.
- **Machinery and Power/Fuel Source Alignment:** The location and operation of machinery must maintain safe distance and secure connections with power lines, generators, or gas cylinders.
- **Chemical Substances and Storage Containers:** Chemicals must be stored in appropriate, clearly labeled, and non-reactive containers to prevent hazardous interactions with other materials.
- **Work Environment and Equipment Performance:** Environmental factors such as temperature, lighting, noise, and airflow must not compromise the functionality or safety of equipment—for example, excessive heat may cause machinery to overheat.
- **Operational Sequences and Component Placement:** The placement of components should follow the logical sequence of work phases to reduce time, labor, and risk—for instance, maintaining an efficient distance between the cutting area and material storage zone.

b) Interpersonal Relationships at the Construction Worksites

Example Context: Workers/laborers, supervisors, LGED engineers at various levels, OHS officers/consultants (if present), suppliers, inspectors, and other relevant personnel must engage in mutual exchange of responsibilities, information, and assistance.

To ensure success, safety, and a humane environment at the construction site/worksites, it is essential to establish integrated, respectful, and effective relationships among all involved individuals across all levels. These relationships go beyond mere duty—they foster a tolerant, risk-free, and productive work environment through mutual respect, empathy, communication, and team coordination. Key Dimensions of Multi-Stakeholder Interpersonal Relationships are illustrated as follows:

- **Clarity of Roles and Responsibilities:** Roles, duties, and responsibilities of workers, supervisors, engineers, safety officers, and suppliers must be clearly defined to prevent conflict, confusion, or negligence.
- **Mutual Respect and Empathy:** All personnel, regardless of level, must uphold mutual respect, empathetic behavior, and humane values—especially during disagreements, stressful situations, or emergencies.
- **Communication and Information Flow:** Timely and effective communication—oral, written, or digital—must be ensured during work hours, risk moments, and decision-making. Information must reach the correct individuals to avoid misunderstandings.
- **Collaboration and Team Coordination:** At every stage of the project, mutual support, coordination, and joint planning among stakeholders must be fostered to maintain work pace, quality, and safety.
- **Transparency in Leadership and Guidance:** Leadership from supervisors, project managers, or safety officers must be tolerant, directive, and encouraging to boost morale and motivation among workers and staff.
- **Collective Participation in Problem Solving:** During complexities, risks, or confusion, all relevant individuals must jointly seek solutions—ensuring safety, efficiency, and timeliness.
- **Mental and Social Support:** In cases of personal issues, mental stress, or health difficulties, empathetic behavior and support must be provided to maintain a humane and tolerant work environment.
- **Coordination with Local Stakeholders and External Entities:** Relationships with local administration, inspectors, suppliers, or external agencies must be respectful, information-based, and conducive to safety.

c) Relationship Between Individuals and Materials at the Construction Worksite

Example Context: The physical and mental capacities of relevant individuals (e.g., workers, supervisors, engineers, safety officers, suppliers) must align with the nature of machinery, tools, working hours, job types, organizational structure, and workflow processes.

If the type, placement, or complexity of materials used at the worksites are not compatible with the physical, mental, and implementation capacities of the involved personnel, it may lead to reduced efficiency, increased stress, poor decision-making, and heightened risk of accidents. Therefore, effective alignment between individuals' capacities and the nature of machinery, tools,

working hours, organizational structure, and workflow is essential. Key Dimensions of this multi-faceted relationship are presented as below:

- **Machinery and Equipment Compatibility:** All machinery and equipment must be compatible with the physical strength, height, vision, and skill level of the relevant personnel (e.g., operators, supervisors, safety officers). For heavy or complex machinery, additional support, training, and safety measures must be ensured.
- **Tools and Components:** The shape, weight, type, and usage method of hand tools or components must align with the user's hand structure, grip capacity, and attention span. Excessively fine or complex tools may increase mental stress and the likelihood of errors.
- **Working Hours and Shift Patterns:** Work schedules and shift types must be adjusted to match the physical endurance and mental stability of the personnel. Extended hours, night shifts, or irregular schedules may cause fatigue and reduced concentration.
- **Organizational Structure and Workflow Clarity:** Roles, responsibilities, and communication flows must be compatible with the mental capacity and social skills of the individuals involved. Ambiguous structures may lead to confusion and poor decision-making.
- **Nature and Complexity of Work Processes:** The steps, technical complexity, and risk levels of tasks must align with the skill, experience, and mental preparedness of the personnel. Excessive complexity may increase stress and accident risks.
- **Safety Equipment and User Compatibility:** Personal protective equipment (PPE), safety gear, and emergency tools must be easily usable and suited to the physical build and needs of the user.
- **Technology and Mental Readiness:** The use of digital tools, applications, or automation systems must be compatible with the technological proficiency and mental readiness of the personnel involved.

d) Where These Relationships Are Formed

These relationships are formed at construction sites, site offices, workshops, and in any work environment where individuals and materials operate together.

e) Why These Relationships Are Formed

Because lack of relationship or incompatibility may lead to health risks, accidents, mental stress, and disruption in productivity for workers

f) Necessity

1. Safe and Healthy Work Environment

Explanation: Ensuring a safe and healthy work environment means creating a risk-free, pollution-free, well-ventilated, and mentally tolerant space for workers.

Effectiveness: This reduces accidents, illnesses, and workplace-related mental stress; enhances workers' confidence and attendance.

2. Effective Teamwork

Explanation: The effectiveness of teamwork depends on mutual cooperation, distribution of responsibilities, exchange of information, and collective decision-making.

Effectiveness: This improves work speed, quality, and problem-solving efficiency; fosters trust and unity among workers.

3. Risk Reduction

Explanation: Risk reduction refers to taking preventive and preparatory measures to avoid accidents, health hazards, equipment failures, and operational breakdowns.

Effectiveness: This ensures the safety of workers and assets; reduces legal complications and financial costs.

4. Enhancement of Work Efficiency

Explanation: Enhancing work efficiency means increasing the speed, quality, accuracy, and productivity of workers. It depends on training, appropriate tools, organized workflows, and a focused environment.

Effectiveness: This helps maintain project/program/contract timelines, budget, and quality standards; ensures institutional success.

5. Preservation of Morale and Motivation

Explanation: To preserve workers' morale and motivation, respect, safety, empathy, and a participatory environment must be ensured.

Effectiveness: This supports workers' self-confidence, interest in work, and long-term engagement.

g) Expected Outcomes

1. Worker Safety and Wellbeing

Explanation: Worker safety refers to ensuring protection from accidents, injuries, and hazardous situations. Wellbeing encompasses the creation of an environment that supports physical, mental, and social health.

Effectiveness: A safe and healthy work environment helps maintain worker attendance, focus, performance, and long-term engagement.

2. Efficiency and Continuity of Work Processes

Explanation: Efficiency means speed, accuracy, and productivity of work; continuity refers to uninterrupted workflow, timeliness, and planned progression.

Effectiveness: Proper work processes enhance worker efficiency, prevent wastage of time and resources, and ensure successful project implementation.

3. Institutional Reputation and Sustainability

Explanation:

- Reputation refers to stakeholders', workers', and society's trust and positive perception of the institution.
- Sustainability refers to the institution's capacity and credibility to operate long-term activities.

Effectiveness: A safe, humane, and efficient work environment makes the institution socially and professionally acceptable, supporting future projects, funding, and partnerships.

4. Risk-Free, Tolerant, and Humane Work Environment

Explanation:

- *Risk-free environment means freedom from accidents, health hazards, and operational failures.*
- *Tolerance means respect for diverse opinions, abilities, and needs.*
- *Humanity means valuing workers' dignity, emotions, and welfare.*

Effectiveness: *Such an environment preserves workers' confidence, motivation, and mental wellbeing—ensuring overall productivity and social responsibility.*

6.2.3 Capacity Enhancement

Enhancing the capacity of all relevant individuals and institutions is a fundamental and continuous process for ensuring health and safety at construction sites/workplaces. This is not limited to training alone—it involves awareness, motivation, participation, evaluation, and incentives to build a safe, humane, and efficient work environment. Active participation must be ensured from LGED officials at all levels, contractors, site managers, workers, and worker representatives.

1. General Training

a) Explanatory Description: *Basic health and safety training must be arranged for personnel at all levels so that they can work at construction sites in a risk-free, efficient, and humane manner.*

b) Key Action Areas:

- **Use of Personal Protective Equipment (PPE):** *Training on proper wearing and maintenance of PPE (helmets, gloves, masks, safety boots, etc.).*
- **Risk Identification:** *Training on identifying potential workplace hazards such as falls, electrical risks, chemical exposure, noise pollution, etc.*
- **Emergency Response:** *Training on quick and accurate response techniques during fire incidents, accidents, or natural disasters.*
- **Safe Use of Machinery:** *Awareness of safe operation methods, maintenance procedures, and operational limitations of machinery and equipment.*
- **Behavioral Guidelines:** *Ethical guidance on discipline, mutual respect, empathy, and teamwork at the workplace.*

c) Implementation Instructions:

- **Training Course Content:** *Course content must be designed based on the nature of work, type of tasks, and level of risk involved.*
- **Linguistic and Cognitive Accessibility:** *Training must be linguistically accessible, supported by visuals, and based on real-life examples.*
- **Course Evaluation and Content Development:** *Post-training evaluation and feedback must be collected to inform and improve future course development.*

2) Training of Trainers (ToT)

a) Explanatory Description: *It is essential to conduct Training of Trainers (ToT) programs for trainers from LGED, contractors, Project/Program Management Units (PMU), and relevant organizations. Through this initiative, trainers will be equipped to deliver high-quality health and safety training within their respective domains and contribute to fostering a preventive safety culture at construction sites.*

b) Key Action Areas

- **Training Methods and Techniques:** Instruction on adult learning principles, participatory learning strategies, effective presentation methods, and evaluation techniques.
- **Subject-Matter Expertise:** Development of deep knowledge in health and safety topics, risk analysis, behavioral guidance, and emergency response capabilities.
- **Training Material Utilization Skills:** Building capacity to use modules, handbooks, illustrations, videos, online resources, and digital platforms effectively.
- **Communication and Leadership Skills:** Enhancing clear, empathetic, and motivational communication techniques and leadership qualities for training facilitation.

c) Implementation Instructions

- **Course Structure and Alignment:** ToT course content must align with the trainer's responsibilities, roles, and practical field-level needs.
- **Evaluation and Certification:** Participants must be evaluated at the end of the training and awarded certificates to validate their future training facilitation eligibility.
- **Re-evaluation and Follow-Up:** Regular re-evaluation, feedback collection, and follow-up activities must be conducted to maintain the quality and relevance of the training.
- **Trainer Database and Record Keeping:** A database of trained trainers, including their competencies and activities, must be maintained to support future planning.

3) Refreshers Training

a) Explanatory Description: Refreshers training is essential for revisiting, updating, and re-evaluating previously acquired knowledge. It helps maintain worker competence, address emerging risks, and sustain a culture of safety at the workplace.

b) Key Action Areas

- **Re-practice of Previously Covered Content:** Reinforcement and recall of core concepts, rules, and behavioral guidelines from prior health and safety training.
- **Updated Risks and New Challenges:** Inclusion of updated information and response strategies based on changing work environments, new equipment, or emerging hazards.
- **Behavioral Assessment and Correction:** Identification and correction of behavioral changes, errors, or risky habits among workers based on previous training outcomes.
- **Revival of Safety Culture:** Use of impactful messages and examples to reawaken safety awareness, collective responsibility, and preventive attitudes among workers.
- **Training Records and Evaluation:** Review of previous training records to determine refresher needs, and collection of feedback and evaluation post-training.

c) Instructions for Implementation

- **Scheduling of Refreshers Training:** Training schedules must be aligned with project/program/contract realities, worker availability, and workload conditions.

- **Evaluation-Based Planning:** Refresher content and strategies must be designed based on prior training evaluations, feedback, and observed behavioral changes.
- **Flexibility in Training Methods:** Refresher training may be conducted individually, in groups, on-the-job, or through online platforms as needed.
- **Record Keeping and Reporting:** Participation, evaluation, and outcome records of training activities must be preserved and reported to relevant authorities.
- **Follow-Up and Re-Evaluation:** Post-training monitoring of workers' behavior, skills, and safety responses must be conducted, with appropriate follow-up measures.

4) On-the-Job Training

a) Explanatory Description: Providing direct training during active work hours at the construction site/workplace creates opportunities for workers to learn in real-life scenarios. It enhances their skills, confidence, and ability to respond effectively to risks. On-the-job training, conducted under the supervision of experienced personnel, transforms the safety culture into a practical and effective reality.

b) Key Action Areas

- **Training During Actual Work Under Experienced Supervision:** Training must be conducted under the direct supervision of experienced and responsible personnel to ensure safety and skill development.
- **Instruction on Specific Equipment, Tools, or Work Processes:** Workers must be taught the usage methods, limitations, and safety guidelines related to specific machinery, tools, or procedural steps.
- **Teaching Immediate Problem-Solving and Risk Response:** Techniques for resolving issues, responding to risks, or handling irregularities during active work must be imparted.
- **Team Coordination and Behavioral Guidance:** Training must include directions on teamwork coordination, mutual respect, and empathetic behavior.

c) Instructions for Implementation

- **Alignment with Nature and Risk Level of Work:** On-the-job training must be planned in accordance with the nature, complexity, and risk level of the assigned tasks.
- **Observation and Feedback Collection:** Mutual observation, Q&A, and real-time feedback between trainees and supervisors must be ensured during training.
- **Brief Evaluation and Record Keeping:** At the end of training, brief evaluations (e.g., oral questions, checklists, observation forms) must be conducted and records preserved for future improvement.
- **Recommendation for Retraining if Needed:** If any weakness or risky behavior is identified during training, retraining must be recommended for the concerned individual.

5) Awareness, Campaigns & Observance

a) Explanatory Description: To enhance health and safety awareness at construction sites/workplaces, campaigns, message dissemination, and observance of relevant days are critically important. These activities ensure workers' attention, sense of responsibility, behavioral change, and active

participation in the safety culture. Awareness initiatives foster risk anticipation, preventive attitudes, and collective tolerance.

b) Key Action Areas

- **Observance of Safety Week, Health Day, Workers' Day, etc.:** Organize discussion sessions, exhibitions, competitions, and recognition programs with active worker participation on designated observance days.
- **Posters, Leaflets, Videos, Seminars, Roadshows, and Social Campaigns:** Disseminate messages through diverse media—visuals, sound, storytelling, and shared experiences—to attract workers and enhance message impact.
- **Visible Safety Messages and Signage at the Workplace:** Install warning signs, instructions, and messages at hazardous zones, equipment areas, and entry points to raise immediate awareness among workers.
- **Local and Organizational Participation:** Ensure active involvement of local administration, health departments, worker representatives, and project management units in awareness activities.

c) Instructions for Implementation

- **Preparation Based on Language, Culture, and Worker Context:** Campaign language, visuals, messages, and presentation must align with workers' linguistic, cultural, and educational backgrounds.
- **Participatory and Motivational Activities:** Awareness activities must encourage active participation, feedback, and experience sharing—boosting workers' responsibility and confidence.
- **Impact Evaluation and Reporting:** After each awareness activity, evaluate participation, message reception, behavioral changes, and risk reduction; prepare and submit reports accordingly.
- **Follow-Up and Continuity:** Awareness activities must be conducted regularly—not as one-time events—and improved based on previous experiences and outcomes.

6) Motivation & Engagement of Relevant Individuals and Institutions

a) Explanatory Description: To ensure health and safety at construction sites/workplaces, active participation of relevant individuals and institutions is essential for building an effective and preventive safety culture. Motivation initiatives enhance responsibility, leadership, team coordination, and safety awareness. This includes not only workers, but also contractors, engineers, supervisors, worker representatives, and personnel at all levels of the Project/Program Management Unit (PMU).

b) Key Action Areas

- **Participatory Planning, Feedback Collection, and Recognition:** Incorporate stakeholder opinions into work plans, acknowledge their contributions, and foster a culture of collective decision-making.
- **Positive Attitude and Behavior in Safety Leadership:** Promote empathetic, encouraging, and exemplary leadership among supervisors, engineers, and managers to strengthen the safety culture.
- **Active Involvement of Worker Representatives, Contractors, Engineers, and Supervisors:** Ensure practical and sustainable safety management through active participation of all parties based on field realities, challenges, and opportunities.

- **Motivational Messages and Activities:** Include posters, stories, videos, experience sharing, and recognition programs as part of motivation efforts.

c) Instructions for Implementation

- **Planning Based on Real Challenges, Successes, and Opportunities:** Motivation activities must be designed based on actual project challenges, positive examples, and future possibilities.
- **Inclusion of Feedback and Experience in the Process:** Collect and incorporate participant feedback, experiences, and suggestions into the implementation framework to ensure relevance and ownership.
- **Impact Evaluation and Reporting:** Assess the impact of motivation activities, level of participation, behavioral changes, and progress in safety culture; prepare and submit reports accordingly.
- **Continuity and Repetition:** Motivation efforts must be conducted regularly—not as one-time events—and improved based on previous experiences and outcomes.

7) Incentive Mechanism

a) Explanatory Description: A transparent, policy-based, and evaluation-driven incentive mechanism shall be established to encourage all relevant individuals and institutions in achieving health and safety standards at construction sites/workplaces. Incentives shall be provided to personnel across all levels of LGED—including headquarters, contractors, site managers, field-level workers, and worker representatives—from Upazila, District, Regional, and Divisional levels to the Project Management Unit (PMU). This mechanism shall support the enhancement of morale, responsibility, and participation in the safety culture.

b) Key Action Areas

- **Certificates, Financial Benefits, and Promotion Opportunities:** Written recognition, monetary rewards, and career advancement opportunities shall be provided to individuals who successfully achieve health and safety standards.
- **Awards Based on Safety Ratings:** Team-based or individual awards shall be granted based on site or project safety ratings to foster a competitive and motivational environment.
- **Recognition of Team and Individual Achievements:** Contributions to the safety culture shall be acknowledged both individually and collectively to promote shared responsibility.
- **Multidimensional Incentives:** Incentives shall include not only financial rewards or promotions, but also appreciation, honors, experience sharing, and leadership opportunities.

c) Instructions for Implementation

- **Transparent, Impartial, and Evaluation-Based Procedure:** A written Standard Operating Procedure (SOP) shall be developed to ensure impartial evaluation, review, and decision-making for incentive distribution.
- **Inclusion Across All Levels:** Officials, contractors, site managers, workers, and representatives from LGED headquarters to Upazila level shall be included in the incentive framework.

- **Impact and Effectiveness Review:** *The impact, acceptance, and contribution of incentive activities to the safety culture shall be regularly reviewed and documented.*
- **Feedback and Policy Improvement:** *Feedback and experiences from participants shall be collected after each incentive activity and used to improve future policy frameworks.*

6.2.4 Communication & Cooperation

Effective communication and cooperation shall be ensured at construction sites and across relevant administrative levels to uphold health and safety standards. This shall not be limited to information exchange—but shall serve as the foundation for responsibility sharing, decision-making, emergency response, and team coordination. A structured communication framework between operational teams and administrative or liaison entities shall be established to reduce risks, enhance efficiency, and ensure a humane working environment.

1) Team-Level Communication & Cooperation at Construction Work Site

a) Explanatory Description: *To ensure health and safety at the construction site, effective communication and cooperation among work teams shall be maintained. This shall encompass not only information exchange, but also responsibility distribution, risk anticipation, emergency response, and team coordination. Through daily communication before, during, and after work, safety awareness and mutual support shall be strengthened.*

b) Key Action Areas

- **Daily Briefings (Toolbox Talks) and Recap Meetings:** *Short meetings shall be conducted before and after each workday to discuss plans, risks, responsibilities, and response strategies.*
- **Verbal and Written Communication Channels:** *Information shall be exchanged among workers, site managers, and supervisors through verbal instructions, signage, checklists, and recording systems.*
- **Instant Messaging During Risk Events:** *Rapid communication during emergencies shall be ensured using hand signals, mobile phones, radios, or other devices.*
- **Team Coordination and Role Distribution:** *Responsibilities shall be assigned based on task types, and support cycles shall be formed to ensure safety through mutual cooperation.*
- **Behavioral Guidelines and Empathetic Environment:** *Ethical guidance on mutual respect, empathy, and team behavior shall be promoted and practiced.*

c) Instructions for Implementation

- **Institutionalization of Communication Framework:** *A designated structure, responsible personnel, and communication channels shall be defined for each construction site.*
- **Linguistic and Cultural Appropriateness:** *Communication methods shall be aligned with workers' language, cultural, and educational backgrounds.*
- **Record Keeping and Reporting:** *Information from daily briefings, risk discussions, and emergency responses shall be documented and reported regularly.*

- **Feedback and System Improvement:** Workers' feedback and experiences shall be collected to ensure continuous improvement and updating of the communication system.

2) Communication & Cooperation Among Administrative Tiers

a) Explanatory Description: Effective communication and coordination among LGED's Divisional, Regional, District, and Upazila levels shall be ensured for health and safety-related activities. Through structured exchange of information, directives, reports, and experiences across these administrative tiers, an integrated and preventive safety culture shall be developed. Regular communication and mutual cooperation among responsible officers at each level shall be maintained to reflect field realities, address needs, and advance risk management.

b) Key Action Areas

- **Regular Coordination Meetings and Reviews:** Monthly or quarterly coordination meetings among officials at Divisional, Regional, District, and Upazila levels shall be organized to discuss progress, challenges, and recommendations related to health and safety.
- **Exchange and Analysis of Reports:** Reports on field-level safety activities, training, incidents, and risks shall be regularly submitted to higher tiers and analyzed accordingly.
- **Use of Email, MIS, and Online Platforms:** Modern technologies such as email, cloud-based MIS, online forms, and dashboards shall be used to ensure speed and transparency in information exchange.
- **Vertical and Horizontal Linkages from Upazila to Division:** Vertical and horizontal communication channels among all tiers shall be established to ensure uninterrupted information flow.
- **Clarity of Roles and Communication Protocols:** Designated personnel, schedules, and reporting formats for health and safety communication at each level shall be clearly defined.

c) Instructions for Implementation

- **Institutionalization of Communication Framework:** A written communication structure and Standard Operating Procedure (SOP) shall be developed and prioritized across Divisional, Regional, District, and Upazila levels.
- **Linguistic and Administrative Alignment:** Communication language, report formats, and directives shall be aligned with the administrative realities of each respective tier.
- **Record Keeping and Reporting:** All meetings, reports, and directives shall be documented and submitted to the central level for analysis.
- **Feedback and Policy Improvement:** Field-level experiences and recommendations shall be collected and used to update and improve policies at the Divisional and Central levels.

3) Communication & Cooperation between PMU and LGED Headquarters

a) Explanatory Description: Effective communication and coordination between LGED's Project/Program Management Unit (PMU) and Headquarters shall be considered a central foundation for occupational health and safety activities. Through this linkage, a bridge shall be

established between field-level realities, risks, training, awareness, and policy directives. Regular exchange of information, review, and decision-making between PMU and Headquarters shall be ensured to maintain continuity and effectiveness of the safety culture.

b) Key Action Areas

- **Coordination Meetings and Directive Issuance:** Monthly or quarterly coordination meetings between PMU and Headquarters shall be organized to review project/program-based safety activities, reports, and recommendations.
- **Report Analysis and Response:** Reports on field-level safety activities, training, incidents, and risks shall be analyzed and necessary responses and directives shall be issued.
- **Digital Dashboard and MIS Management:** Cloud-based MIS, online forms, and dashboards shall be used to collect, analyze, and present health and safety-related data.
- **Policy Alignment and Updating:** Policies shall be updated and refined by Headquarters based on practical experiences and recommendations received from PMU.
- **Role Distribution and Communication Channels:** Designated personnel, communication mediums, and schedules between PMU and Headquarters shall be clearly defined.

c) Instructions for Implementation

- **Continuity of Information Flow:** A seamless flow of field-level information to PMU and onward to Headquarters—and vice versa—shall be ensured for timely directives and feedback.
- **Record Keeping and Reporting:** All meetings, directives, reports, and analyses shall be documented and used for future planning.
- **Feedback and Policy Improvement:** Experiences, recommendations, and feedback from PMU shall be collected and used by Headquarters to ensure realistic policy development and updating.

4) Vertical & Horizontal Communication & Cooperation Among PMU and Field Tiers

a) Explanatory Description: Vertical and horizontal communication between LGED's Project Management Unit (PMU) and field-level administrative tiers—Division, Region, District, and Upazila—shall be considered essential for health and safety-related activities. Through this inter-tier linkage, continuity and effectiveness of central planning, field realities, risk management, training, awareness, and reporting shall be ensured. A coordinated communication framework shall be established to strengthen the safety culture and provide evidence-based inputs for decision-making.

b) Key Action Areas

- **Vertical Information Flow:** Health and safety-related data, reports, and recommendations shall be exchanged sequentially from Upazila → District → Region → Division → PMU → Headquarters.
- **Horizontal Coordination:** Experience, challenges, and successful initiatives shall be shared among offices at the same tier to promote coordination and innovation.

- **Coordination Meetings and Reviews:** Scheduled meetings between PMU and field-level officials shall be organized to review project/program-based safety activities, reports, and recommendations.
- **Report Analysis and Response:** Field-level reports shall be analyzed by PMU, and appropriate responses, directives, and policy recommendations shall be issued.
- **Digital Platforms and MIS Management:** Cloud-based MIS, online forms, dashboards, and email systems shall be used to facilitate modern and efficient data exchange.

c) Instructions for Implementation

- **Institutionalization of Communication Framework:** A written communication protocol or Standard Operating Procedure (SOP) shall be developed between PMU and field tiers to define responsibilities, schedules, and reporting formats.
- **Continuity and Reliability of Information Flow:** A seamless flow of field-level information to PMU and onward to Headquarters—and vice versa—shall be ensured for timely directives and feedback.
- **Record Keeping and Reporting:** All meetings, directives, reports, and analyses shall be documented and utilized for future planning.
- **Feedback and Policy Improvement:** Field-level experiences, recommendations, and feedback shall be collected and used by PMU and Headquarters to ensure realistic policy improvement and updating.

5) Communication and Cooperation Among Relevant Organizations, Institutions and Line Agencies

a) Explanatory Description: To ensure health and safety at construction sites, effective communication, cooperation, and coordination shall be maintained not only within LGED's internal management but also with relevant external organizations, institutions, and line agencies. Integrated engagement with the Department of Labor, Health Services, Local Administration, Suppliers, Inspectors, and other stakeholders shall be ensured to support risk management, emergency response, training, awareness, and policy assistance. Such multidimensional linkage shall be considered essential for sustaining and mainstreaming the safety culture.

b) Key Action Areas

- **Regular Dialogues and Coordination Meetings:** Monthly or quarterly dialogues, reviews, and planning meetings shall be organized with relevant agencies.
- **Agreements and Memoranda of Understanding (MoUs):** MoUs or formal agreements shall be signed with concerned agencies to define responsibilities, services, response mechanisms, and support structures.
- **Emergency Response and Support Mechanisms:** Communication protocols and designated responsibilities for emergency support during accidents, fires, or natural disasters shall be pre-established.
- **Participation in Training and Awareness Activities:** Joint training and awareness programs shall be conducted with participation from external agency representatives, experts, and trainers.
- **Exchange of Information and Reports:** Health and safety-related data, statistics, recommendations, and reports shall be regularly exchanged with relevant agencies.

c) Instructions for Implementation

- **Institutionalization of Communication Framework:** A realistic written framework shall be developed to define responsible personnel, schedules, and reporting formats for communication with external agencies.
- **Linguistic and Institutional Alignment:** Communication language, messaging, and presentation shall be aligned with the administrative and organizational context of the respective agencies.
- **Record Keeping and Reporting:** All meetings, agreements, directives, and activities shall be documented and utilized for future planning.
- **Feedback and Policy Improvement:** Experiences, opinions, and recommendations from external agencies shall be collected and used to ensure realistic updating and improvement of LGED's OHS policy.

6.2.5 Preventive Culture of Occupational Health & Safety (OHS)

A preventive culture of occupational health and safety at construction sites/workplaces shall be established not only to respond to accidents but also to proactively identify risks, implement early warnings, and ensure protection. Workers and their representatives shall be provided with an environment where safety concerns or recommendations can be expressed without fear, punishment, or adverse consequences. As per the provisions outlined in Sections 6.1–6.2 (including sub-sections), this shall be treated as a fundamental right and must be implemented accordingly.

1) Freedom to Raise Safety Concerns

a) Explanatory Description: To ensure health and safety at construction sites, the freedom of workers and their representatives to express safety concerns, recommendations, or reports shall be guaranteed. Without this freedom, risk anticipation, preventive measures, and appropriate responses shall be hindered. In light of the provisions under Section 6.1, no individual shall be subjected to disciplinary action, threats, or deprivation for raising safety concerns—this shall be recognized as a fundamental right and the foundation of a preventive culture.

b) Key Action Areas

- **Provision for Expressing Safety Concerns:** Designated channels such as verbal reporting, written forms, helplines, or digital platforms shall be established for workers and representatives to raise concerns.
- **Name Disclosure or Confidentiality:** The right to disclose identity or maintain confidentiality while expressing concerns shall be ensured to prevent fear or hesitation.
- **Reception and Review of Safety Recommendations:** Safety-related suggestions from workers shall be received, reviewed, implemented where necessary, and responded to in a timely and appropriate manner.
- **Protection from Disciplinary Measures:** Written codes of conduct and grievance redress mechanisms shall be established to ensure that no worker or representative faces punishment, threats, or denial for raising concerns.
- **Regular Analysis and Reporting of Concerns:** Safety concerns and recommendations shall be analyzed and compiled into monthly/quarterly reports to support risk management.

c) Instructions for Implementation

- **Institutionalization of Channels and Procedures:** Designated channels, forms, schedules, and responsible personnel for expressing concerns shall be defined and formally disseminated.
- **Linguistic and Cultural Appropriateness:** Concern-raising procedures shall be aligned with workers' language, cultural, and educational backgrounds.
- **Record Keeping and Response Assurance:** All concerns shall be documented, and responses shall be ensured through the appropriate authority.
- **Feedback and Policy Improvement:** Experiences, feedback, and recommendations from concern-raising shall be collected to ensure realistic policy development and updating.

2) Protection from Retaliation

a) Explanatory Description: No worker, laborer, or representative shall be subjected to disciplinary action, threats, denial, or humiliation for expressing safety concerns, providing recommendations, or taking preventive measures related to occupational health and safety at construction worksites. This shall be recognized as a fundamental right and a central pillar of the preventive OHS culture. As per the provisions of Sections 6.1–6.2, any action taken to ensure safety shall never be treated as grounds for punishment. If this protection is not ensured, fear, hesitation, and disengagement shall arise among workers, thereby weakening the safety system.

b) Key Action Areas

- **Written Policy and Commitment:** A formal declaration shall be issued by LGED and relevant contractors stating that no individual shall be punished for raising safety concerns, providing recommendations, or taking preventive actions.
- **Grievance Redress Mechanism:** A designated procedure and responsible personnel shall be established to receive, investigate, and resolve complaints related to retaliatory behavior or threats.
- **Name Disclosure or Confidentiality:** The right to anonymity shall be ensured for complainants who wish to keep their identity confidential while expressing concerns.
- **Impartial Investigation and Response:** Neutral investigations, evidence collection, and appropriate feedback shall be conducted based on submitted complaints.
- **Regular Evaluation and Reporting:** Data on complaints, resolutions, and preventive actions shall be analyzed and compiled into periodic reports.

c) Instructions for Implementation

- **Policy Dissemination and Awareness:** The protection policy against retaliation shall be clearly communicated to all workers, representatives, and relevant personnel.
- **Complaint Reception Mechanism at Each Site:** Designated forms, boxes, helplines, or digital channels shall be made available at construction sites for receiving complaints.
- **Record Keeping and Confidentiality Maintenance:** All complaint records shall be preserved, and the confidentiality of complainants shall be strictly maintained.

- **Feedback and Policy Improvement:** Experiences, feedback, and recommendations from grievance resolution shall be collected to ensure realistic updating and improvement of the policy.

3) Encouragement of Preventive Action

a) Explanatory Description: To ensure health and safety at construction workplaces, active participation of workers and relevant personnel in risk identification, early warning, and preventive actions shall be encouraged. A culture of preventive action shall be promoted so that individuals can identify safety issues, propose solutions, and avoid risky behavior. This encouragement mechanism shall be considered essential for strengthening safety awareness, collective responsibility, and workplace sustainability.

b) Key Action Areas

- **Participation in Risk Identification:** Workers and representatives shall be encouraged to identify hazardous locations, behaviors, or equipment, and their observations shall be valued.
- **Reception of Preventive Action Recommendations:** An open and transparent system shall be maintained to receive, review, and implement preventive action recommendations as necessary.
- **Encouragement of PPE Usage:** Regular and proper use of personal protective equipment (helmets, gloves, masks, safety boots, etc.) shall be encouraged and appreciated.
- **Encouragement of Behavioral Change:** Safe, disciplined, and empathetic behavior shall be promoted by discouraging risky practices.
- **Recognition and Incentives:** Individuals or teams who take preventive actions shall be recognized through certificates, awards, or other incentives.

c) Instructions for Implementation

- **Development of Encouragement Framework:** A written framework, evaluation method, and recognition system shall be developed to promote preventive actions.
- **Linguistic and Cultural Appropriateness:** Motivational messages, visuals, stories, and examples shall be aligned with the language, culture, and realities of the workers.
- **Record Keeping and Reporting:** Records of motivational activities, participation, recommendations, and implementation shall be preserved and regularly analyzed for reporting.
- **Feedback and Policy Improvement:** Experiences and opinions of participants shall be collected to evaluate the effectiveness of the encouragement system and ensure realistic policy updates.

4) Participatory Environment

a) Explanatory Description: To ensure health and safety at construction workplaces, a participatory environment shall be established based on the active involvement of workers, representatives, contractors, engineers, and supervisors. In such an environment, every individual shall be empowered to contribute safety-related opinions, recommendations, and decisions from their respective positions. A participatory environment shall be considered essential for strengthening responsibility, collective awareness, and a preventive safety culture among workers.

b) Key Action Areas

- **Regular Discussions and Coordination Meetings:** Periodic meetings shall be organized among worker representatives, site managers, engineers, and safety officers/consultants (if available) to openly discuss risks, issues, and recommendations.
- **Reception and Inclusion of Opinions:** Safety-related opinions, observations, and suggestions from workers shall be received and incorporated into planning and decision-making processes.
- **Designation of Representatives and Role Allocation:** Worker representatives, OHS focal persons, and coordinators shall be designated at each site, and their roles and responsibilities shall be clearly defined.
- **Team Behavior and Empathetic Environment:** A safety culture shall be fostered through mutual respect, empathy, and coordinated team behavior.
- **Active Participation in Training and Awareness Activities:** Active participation of workers at all levels shall be ensured in training, campaigns, and emergency drills.

c) Instructions for Implementation

- **Institutionalization of Participation Framework:** A procedural framework, representative selection method, and meeting schedule shall be defined to establish a participatory environment.
- **Linguistic and Cultural Appropriateness:** Methods for receiving opinions, conducting discussions, and making decisions shall be aligned with the language, culture, and realities of the workers.
- **Record Keeping and Reporting:** Records of meetings, opinions, recommendations, and decisions shall be preserved and regularly analyzed for reporting.
- **Feedback and Policy Improvement:** Experiences and opinions of participants shall be collected to evaluate the effectiveness of the participation framework, and realistic policy updates shall be ensured.

5) Policy Alignment with Clause 6.1–6.2

a) Explanatory Description: To implement a preventive culture of Occupational Health and Safety (OHS), policy alignment with Clauses 6.1 to 6.2 shall be ensured. These clauses clearly define the rights of workers and their representatives, including the freedom to raise concerns, take preventive actions, participate, receive protection, and access policy support. Every OHS activity, training, evaluation, and decision shall be aligned with the principles and directives of these clauses—this shall be treated as the foundation of the safety culture and a matter of ethical responsibility.

b) Key Action Areas

- **Clause-Based Policy Review:** All OHS activities, directives, and decisions shall be reviewed in light of the guidance provided in Clauses 6.1–6.2.
- **Policy Explanation and Dissemination:** The core messages of Clauses 6.1–6.5 shall be explained in simple language and disseminated to relevant officials, contractors, site managers, and workers.
- **Identification and Correction of Policy Deviations:** Any activity or decision found to be inconsistent with the directives of these clauses shall be identified and corrective measures shall be taken.

c) Instructions for Implementation

- ***Inclusion in Training and Awareness Programs:*** The core principles of Clauses 6.1–6.5 shall be incorporated into training and awareness programs to ensure participant understanding of policy aspects.
- ***Record Keeping and Reporting:*** Records related to policy alignment evaluations, deviations, corrections, and recommendations shall be preserved and regularly analyzed for reporting.
- ***Feedback and Policy Updating:*** Field-level experiences and recommendations shall be reviewed to ensure realistic updating of the implementation procedures for Clauses 6.1–6.5.

6.3 Roles and Responsibilities

The formulation of the policy referred to in **Article 6.1** of this Policy shall indicate the respective functions and responsibilities regarding Occupational Health and Safety (OHS) and the working environment of LGED authorities, Contractor(s), laborers and others, considering both of the complementary character of such responsibilities and of prevailing conditions and practice of LGED. These may include the following:

6.3.1 Responsibilities of LGED

The following responsibilities are being considered LGED's core duties, though not limited to:

1. Taking necessary measures and completing implementation of LGED's Occupational Health and Safety (OHS) Policy (as mentioned in clauses 6.1–6.2) in accordance with existing laws, regulations, or customary procedures, through discussion and consultation (where applicable/in the way it is applicable) with contractors and workers' representative organizations.
2. Ensuring enforcement of laws and regulations related to Occupational Health and Safety (OHS).
3. Establishing acceptable and appropriate inspection systems to maintain a safe working environment.
4. Including acceptable and appropriate punitive measures for violations of Occupational Health and Safety (OHS) regulations in LGED's specifications/bid documents.
5. Establishing procedures for issuing notices regarding the following matters/entities:
 - o *Reports of occupational accidents and diseases (through contractors);*
 - o *Insurance companies (where applicable/in the way it is applicable);*
 - o *Other relevant agencies/institutions directly involved in Occupational Health and Safety (OHS) matters.*
6. Ensuring arrangements for investigation of occupational accidents, diseases, or any other health-related injuries that reflect serious situations.
7. Ensuring appropriate punitive measures against individuals proven guilty in investigations (regardless of position/designation/class/level) in accordance with existing and customary laws/regulations/ordinances.
8. Ensuring compensation for affected workers/employees in case of occupational accidents, diseases, or other health-related injuries or serious situations, as per existing national laws/regulations/ordinances.
9. Including conditions in specifications/bid documents and (where applicable/in the way it is applicable) project documents to ensure compensation for affected workers/ employees in case of occupational accidents, diseases, or other health-related injuries or serious situations, as per existing national laws/regulations/ordinances.
10. Disseminating all instructions and policies to LGED's divisional, regional, district, and upazila field offices to facilitate proper implementation of Occupational Health and Safety (OHS) matters.
11. Ensuring publication of annual data on occupational accidents, diseases, and health-related issues, and measures taken under the Occupational Health and Safety (OHS) policy mentioned in clauses 6.1–6.2.

12. Arranging for assessment of how workers' health risks may be affected by chemical, physical, and biological agents, in accordance with existing national procedures.
13. Ensuring provision of necessary instructions to contractors and workers/employees in alignment with legal obligations.
14. Including training programs for LGED officials/employees (at headquarters and field level), contractors/representatives, workers, and managers in LGED's annual training plan with appropriate budget allocation.
15. Including arrangements for specialized training/capacity building activities with budget allocation for individuals involved in Occupational Health and Safety (OHS) activities (officers/employees/workers/laborers etc.) in specifications/bid documents (where applicable/in the way it is applicable) and project documents (where applicable/in the way it is applicable).
16. Establishing a central Occupational Health and Safety (OHS) Committee at LGED's headquarters to monitor and manage OHS-related matters.
17. To ensure gender equality, safety, wage parity, grievance resolution, and other applicable benefits for female workers/employees at construction/work sites, LGED shall implement the indicators described in clause 5.2.5 regarding gender equality, safety of female workers/employees, and grievance redress mechanism (GRM):
 - o *Gender equality at construction/work sites (sub-clause 5.2.5.1);*
 - o *Safety of female workers/employees at construction/work sites (sub-clause 5.2.5.2);*
 - o *Gender-based violence related to OHS at construction/work sites (sub-clause 5.2.5.3);*
 - o *Grievance redress mechanism (GRM) related to OHS at construction/work sites (sub-clause 5.2.5.4).*
18. To ensure the responsibilities mentioned in clause 17:
 - o *Inclusion of necessary conditions in bid documents and specifications;*
 - o *Issuance of regulations (circulars/notifications etc.) for taking necessary administrative (punitive) actions against concerned officials/employees in case of non-compliance with the mentioned indicators;*
 - o *Inclusion of conditions in bid documents/specifications/OHS guidelines for taking punitive actions (as applicable: fines, contract termination, and debarment) against concerned contractors/contracting firms/ construction companies in case of non-compliance with the mentioned indicators.*
19. Initiating a system for annual compilation and preservation of statistics on occupational accidents and diseases through performance auditing of Occupational Health and Safety (OHS). This auditing may be:
 - o *Conducted through LGED's own setup; or*
 - o *Conducted by a third party to avoid potential conflict of interest;*
 - o *If auditing is to be conducted by a third party, the provision must be included in the relevant project/program document;*
 - o *Necessary financial allocation must be ensured in the relevant head of the project/program's DPP/program document;*
 - o *Detailed guidelines must be formulated and implemented in this regard.*
20. Following clause 19, initiating a system for awarding/incentivizing officials/employees and contractors at district, regional, and LGED headquarters level based on their performance in complying with Occupational Health and Safety (OHS).

21. Any other responsibilities institutionally applicable under the national OHS policy, relevant national laws, ordinances, regulations, and international provisions/guidelines.

6.3.2 Responsibilities of PMU

The following are the responsibilities of the Project/Program Management Unit (PMU) under ongoing projects/programs of LGED, but are not limited to:

1. Adhering to LGED's Occupational Health and Safety (OHS) Policy in implementing project/program activities.
2. Following the Occupational Health and Safety (OHS) instructions issued by LGED at each stage of project/program implementation.
3. Incorporating Occupational Health and Safety (OHS) related rules, standards, and specifications in the bid documents.
4. Integrating new/additional Occupational Health and Safety (OHS) provisions (if any) in projects/programs implemented with funding from development partners.
5. Ensuring proper compliance with Occupational Health and Safety (OHS) indicators in accordance with LGED's OHS policy and guidelines, bid documents, and contract provisions, through appropriate inspections and coordination with field offices (division, region, district, and upazila).
6. Ensuring periodic discussions with contractors/representatives and workers/organizations (where applicable/in the way it is applicable) to ensure proper compliance with workplace Occupational Health and Safety (OHS) indicators.
7. Ensuring that project-related personnel, consultants, and other individuals (if any) are able to implement Occupational Health and Safety (OHS) indicators within the scope of the project.
8. Fulfilling applicable roles and responsibilities of the PMU in implementing clauses 7, 8, 9, 10, 17, 18, 19, and 20 of section 6.3.1 (Roles and Responsibilities of LGED).
9. Complying with and implementing any instructions deemed essential for implementation under the OHS policy, as issued by the Headquarters (Chief Engineer, LGED).

6.3.3 Responsibilities of Field Offices/Authorities of LGED

6.3.3.1 *Office of the Additional Chief Engineer (Division):*

The responsibilities of the Office of the Additional Chief Engineer at the divisional level of LGED are as follows, but not limited to:

1. *Following LGED's Occupational Health and Safety (OHS) policy and guidelines while supervising/monitoring/investigating civil works being implemented within the jurisdiction of the division.*
2. *Assisting regional, district, and upazila offices in implementing Occupational Health and Safety (OHS) provisions/instructions in civil works being implemented under LGED.*
3. *Presiding over discussions organized through LGED, the Project Management Unit (PMU), and the office of the Superintending Engineer with contractors/organizations, and reviewing any shortcomings in the implementation of Occupational Health and Safety (OHS) instructions to formulate development plans.*

4. *Complying with and implementing any instructions deemed essential for implementation under the OHS policy, as issued by the Headquarters (Chief Engineer, LGED).*

6.3.3.2 Office of the Superintending Engineer (Region):

The responsibilities of the Office of the Superintending Engineer at the regional level of LGED are as follows, but not limited to:

1. *Following LGED's Occupational Health and Safety (OHS) policy and guidelines while supervising/monitoring/investigating civil works being implemented under the jurisdiction of the region.*
2. *Assisting district and upazila offices in implementing Occupational Health and Safety (OHS) provisions/instructions in civil works being implemented under LGED.*
3. *Implementing Occupational Health and Safety (OHS) related instructions/advice/recommendations (if any) from LGED Headquarters, the Project/Program Management Unit (PMU), and the Divisional Office through subordinate offices (district and upazila).*
4. *Participating in and presiding over discussion meetings (where applicable/in the way it is applicable) with contractors/organizations organized through LGED, the Project/Program Management Unit (PMU), and the Office of the Superintending Engineer, and reviewing shortcomings in the implementation of Occupational Health and Safety (OHS) to formulate development plans.*
6. *Fulfilling applicable roles and responsibilities of the Executive Engineer/Office in implementing clauses 7, 8, 9, 10, 17, 18, 19, and 20 of section 6.3.1 (Roles and Responsibilities of LGED).*
6. *Complying with and implementing any instructions deemed essential for implementation under the OHS policy/standards/guidelines, as issued by the Headquarters (Chief Engineer, LGED) and approved by the Chief Engineer, LGED through the PMU (Project Director/Program Manager).*

6.3.3.3 Office of the Executive Engineer (District)

The responsibilities of the Office of the Executive Engineer at the district level are as follows, but not limited to:

1. *Supervising, monitoring, and investigating civil works being implemented under the district jurisdiction by following LGED's Occupational Health and Safety (OHS) policy and related instructions.*
2. *Providing instructions to upazila offices to ensure proper adherence to LGED's Occupational Health and Safety (OHS) policy during implementation of civil works under LGED.*
3. *Implementing Occupational Health and Safety (OHS) related instructions/advice/recommendations (if any) from LGED Headquarters, the Project Management Unit (PMU), and the Divisional Office through the upazila offices.*
4. *Participating in discussions and review meetings on Occupational Health and Safety (OHS) organized by LGED, the Divisional Office, the Project Management Unit (PMU), and the Office of the Superintending Engineer with contractors/organizations (where applicable/in the way it is applicable), to identify and resolve shortcomings in OHS implementation.*
5. *Ensuring implementation of Occupational Health and Safety (OHS) activities through upazila offices in accordance with the contract and LGED's OHS policy.*

6. *Ensuring that the equipment and materials used by contractors are safe and do not pose any risk to users.*
7. *Coordinating with various authorities, agencies, and institutions to enforce the Occupational Health and Safety (OHS) policy.*
8. *Consulting with contractors, labor organizations, and other agencies before commencement of work to ensure proper application of the Occupational Health and Safety (OHS) policy.*
9. *Reviewing the need for training/capacity development of contractors, workers/laborers, and site managers, and providing appropriate recommendations.*
10. *Fulfilling applicable roles and responsibilities of the Executive Engineer/Office in implementing clauses 7, 8, 9, 10, 17, 18, 19, and 20 of section 6.3.1 (Roles and Responsibilities of LGED).*
11. *Performing any additional Occupational Health and Safety (OHS) responsibilities assigned by LGED or competent authorities.*

6.3.3.4 Office of the Upazila Engineer (Upazila)

The responsibilities of the Office of the Upazila Engineer are as follows, but not limited to:

1. *Supervising civil works being implemented under the jurisdiction of the upazila by following LGED's Occupational Health and Safety (OHS) policy and related instructions.*
2. *Providing instructions to upazila-level officials to ensure proper adherence to LGED's Occupational Health and Safety (OHS) policy during implementation of civil works under LGED.*
3. *Implementing Occupational Health and Safety (OHS) related instructions/advice/recommendations (if any) from LGED Headquarters, the Project Management Unit (PMU), and the Divisional, Regional, and District Executive Engineer offices.*
4. *Participating in discussions and review meetings on Occupational Health and Safety (OHS) organized by LGED, the Divisional Office, the Project Management Unit (PMU), and the Office of the Superintending Engineer with contractors/organizations (where applicable/in the way it is applicable), and resolving identified shortcomings in OHS implementation as per instructions from the relevant authorities.*
5. *Ensuring implementation of Occupational Health and Safety (OHS) through the upazila office in accordance with the contract and LGED's OHS policy.*
6. *Ensuring that the equipment and materials used by contractors are safe and do not pose any risk to users.*
7. *Ensuring close coordination with relevant authorities for proper implementation of the Occupational Health and Safety (OHS) policy.*
8. *Consulting with contractors, workers, and relevant agencies before commencement of work to ensure proper implementation of the Occupational Health and Safety (OHS) policy.*
9. *Ensuring participation of workers and site managers in the Tool Box Meeting before the start of work each day.*
10. *Fulfilling applicable roles and responsibilities of the Upazila Engineer/Office in implementing clauses 7, 8, 9, 10, 17, 18, 19, and 20 of section 6.3.1 (Roles and Responsibilities of LGED).*
11. *Identifying and recommending the training needs of workers/laborers and site managers.*

12. *Performing any additional Occupational Health and Safety (OHS) responsibilities assigned by the Executive Engineer, LGED or relevant authorities.*

6.3.3.5 Responsibilities of Contractors Associations

The responsibilities of the Contractors Association (including suppliers), where applicable/in the way it is applicable, shall include the following, but are not limited to:

1. *Incorporating mandatory provisions in the constitution of the contractors' association in accordance with the Occupational Health and Safety (OHS) policy (where applicable/in the way it is applicable).*
2. *Regular participation in review and discussion meetings organized by LGED.*
3. *Nominating representatives for training programs organized by LGED.*
4. *Raising awareness among member contractors and cooperating with LGED authorities to fulfill the Occupational Health and Safety (OHS) policy and contract conditions (where applicable/in the way it is applicable).*
5. *Including Occupational Health and Safety (OHS) issues as a primary agenda item in general meetings and recommending necessary changes, amendments, additions, or upgrades (where applicable/in the way it is applicable).*
6. *Fulfilling applicable roles and responsibilities of the Upazila Engineer/Office in implementing clauses 7, 8, 9, 10, 17, 18, 19, and 20 of section 6.3.1 (Roles and Responsibilities of LGED).*
7. *Encouraging contractors/contracting and supplier firms to implement LGED's Occupational Health and Safety (OHS) policy, labor laws, and relevant legal provisions.*
8. *Providing discussions, consultations, and periodic training on Occupational Health and Safety (OHS) to member organizations (especially at regional, district, and upazila levels).*
9. *Formulating and monitoring time-bound specific activities to implement LGED's OHS policy.*
10. *Evaluating activities undertaken by contractors (including suppliers) under LGED's OHS policy and formulating and implementing special incentive schemes.*
11. *Conducting various activities as required under LGED's Occupational Health and Safety (OHS) policy.*
12. *Establishing a dedicated Occupational Health and Safety (OHS) unit/cell at least at the central level of the contractors' (including suppliers) association. This unit/cell shall update OHS-related concepts and provide necessary support in implementing activities undertaken by LGED/government.*
13. *Encouraging each contractor to collect and preserve all information related to Occupational Health and Safety (e.g., number of accidents, injuries, disabilities, illnesses and health losses, deaths, medical treatments received, compensations received, number of related cases filed and resolved, etc.).*
14. *Utilizing the information collected by each contractor and supplier to formulate action plans for ensuring Occupational Health and Safety (OHS).*

15. *Ensuring medical services and compensation for workers/employees after accidents.*
16. *Ensuring workplace rehabilitation of affected workers/employees based on their capacity (where applicable/in the way it is applicable).*
17. *Arranging periodic medical examinations of workers/employees at specific intervals to identify workplace-related health risks (occupational health problems).*
18. *Providing overall support in occupational health surveillance activities (nationally and institutionally by LGED) for identifying occupational diseases.*
19. *Assisting in building good relationships between the implementing agency (LGED/relevant offices) and workers/employees.*

6.3.3.6 Responsibilities of Contractors

The responsibilities of contractors/employers of workers/laborers are as follows, but not limited to

1. *The responsibilities of contractors/employers of workers/laborers are as follows, but not limited to:*
2. *Ensuring proper adherence to the Occupational Health and Safety (OHS) policy at the workplace in accordance with the contract.*
3. *Making guidelines on proper installation and use of equipment and tools easily accessible at the workplace.*
4. *Providing necessary information at the workplace to ensure safe use of hazardous chemicals, equipment, and materials.*
5. *Participating in and exchanging experiences at Occupational Health and Safety (OHS) review and discussion meetings organized by LGED.*
6. *Ensuring Tool Box Meetings with workers and site managers before the start of work each day.*
7. *Taking measures to keep the workplace, equipment, and work processes safe and free from health hazards.*
8. *Ensuring that chemical, physical, and biological agents are kept free from health risks through appropriate safety measures.*
9. *Ensuring the supply of protective clothing and personal protective equipment (PPE) as needed.*
10. *Ensuring training for workers on the use of personal protective equipment (PPE) at the contractor's own expense.*
11. *Ensuring the use of personal protective equipment (PPE) and making it mandatory as a precondition for full wage payment.*
12. *Ensuring implementation of first aid, emergency response measures, and other Occupational Health and Safety (OHS) indicators.*
13. *Arranging periodic medical examinations of workers/laborers at specific intervals to identify workplace-related health risks (occupational health problems).*
13. *Participating in and providing overall support to occupational health surveillance activities (nationally and institutionally by LGED) for identifying occupational diseases.*
14. *Ensuring the following arrangements for first aid and emergency response:*
 - a. *Contracting a full-time/part-time ambulance (with alternative arrangements where applicable/in the way it is applicable) to provide services as needed;*

- b. Contracting a full-time/part-time (to provide services as needed) experienced village doctor/physician/assistant physician from the nearest government or private hospital for emergency medical services.
- 15. *Collecting and preserving all information related to Occupational Health and Safety (e.g., number of accidents, injuries, disabilities, illnesses and health losses, deaths, medical treatments received, compensations received, number of related cases filed and resolved, etc.).*
- 16. *Maintaining close coordination with LGED and relevant agencies.*
- 17. *Sharing Occupational Health and Safety (OHS) related information with labor organizations and raising awareness.*
- 18. *Bearing all costs for mandatory implementation of Occupational Health and Safety (OHS) measures as per the contract.*
- 19. *Performing additional Occupational Health and Safety (OHS) responsibilities as determined/provided by LGED.*

6.3.3.7 Responsibilities of Labor Associations/Labor Representatives/Site Supervisor

The responsibilities/duties of Workers/Laborers Associations (Unions)/Trade Unions (where applicable/in the way it is applicable) shall include the following, but are not limited to:

- 1. *Being aware of laws related to Occupational Health and Safety (OHS) and informing workers/employees about their rights and responsibilities regarding a safe and healthy workplace.*
- 2. *Encouraging union members to comply with laws related to Occupational Health and Safety (OHS).*
- 3. *Participating in and providing necessary support to the measures taken by authorities for the health and safety of workers/employees.*
- 4. *Establishing a Safety Unit in each trade union responsible for updating concepts related to Occupational Health and Safety (OHS) and working jointly with the government and employers on behalf of the employees.*
- 5. *Participating in and cooperating with bilateral and tripartite discussions related to health and safety.*
- 6. *Playing an active role in implementing the national Occupational Health and Safety (OHS) policy.*
- 7. *Providing overall support in occupational health surveillance activities for identifying occupational diseases.*

6.3.3.8 Responsibilities of Labors

The responsibilities of labors will be but not limited to:

- 1. *Performing work in accordance with the Occupational Health and Safety (OHS) conditions determined by the contractor.*
- 2. *Wearing protective clothing and personal protective equipment (PPE) during work.*
- 3. *Ensuring participation in the Tool Box Meeting before the start of work each day.*
- 4. *Participating in training and orientation programs related to Occupational Health and Safety (OHS).*
- 5. *Informing the supervisor of any situation that poses a risk to life or health.*

6.3.3.9 Responsibilities of Project Personnel/Staff/Consultants (if any) for OHS

The responsibilities of Project Personnel/Staff/Consultants (If any and if Applicable) will be but not limited to:

1. *Supervising all activities related to compliance with Occupational Health and Safety (OHS) regulations in the region where they are assigned.*
2. *Ensuring routine Tool Box Meetings are conducted at all sites before the start of work each day.*

(Tool Box Meeting: A brief and informal consultation session held at the workplace to discuss safety-related issues of the specific task or project. It is primarily intended to raise awareness about workplace safety measures and potential risks, thereby enhancing workers' health and safety. Typically held for 5–10 minutes before work begins, it also serves as a means of consultation between workers and managers/employers/ contractors/ implementing agencies, and encourages workers to express concerns or offer support.)

3. *Preparing a list of indicators based on Occupational Health and Safety (OHS) regulations to evaluate monitoring and supervision results and to plan subsequent actions/interventions accordingly.*
4. *Familiarizing workers at the workplace with OHS regulations, terminology, and indicators relevant to their specific job category.*
5. *Ensuring the supply of Occupational Health and Safety (OHS) equipment (e.g., dustbins, safe drinking water, dust control measures, warning signs, temporary traffic management signs, etc.) as needed, and encouraging contractors/contractor representatives where necessary.*
6. *Ensuring OHS facilities for workers at the workplace (e.g., first aid box with adequate medicines and equipment, separate toilet facilities for men and women, etc.).*
7. *Ensuring the supply of personal protective equipment (PPE) at all work sites as needed.*
8. *Ensuring the use of personal protective equipment (PPE) by workers at all sites during work (e.g., safety vests, reflective jackets, harnesses, gloves, safety boots, safety glasses, helmets, etc.).*
9. *Reporting any violations of OHS regulations at all workplaces, especially ongoing work sites, to the relevant authority (e.g., team leader of the concerned consultant, Upazila Engineer/Executive Engineer/Superintending Engineer/Project Director, where applicable/in the way it is applicable).*
10. *Filling out forms prepared by the team leader/relevant authority based on inspection and follow-up inspection results.*
11. *Providing training to workers/laborers, contractor representatives, and other relevant officials/consultants.*
12. *Assisting relevant experts/authorities in preparing training materials and implementing training activities.*
13. *Inspecting workplaces to record compliance and violations of OHS regulations, and submitting reports to the team leader and other relevant authorities.*
14. *Evaluating the improvement status of OHS compliance based on subsequent inspections, comparing with previous inspections, and providing necessary recommendations.*
15. *Informing the team leader and relevant authorities of the worst-case scenarios and taking action as per advice from the appropriate authority.*

16. *Assisting contractors/contractor representatives/consultants in complying with environmental regulations and other related matters.*
17. *Fulfilling applicable roles and responsibilities in implementing clauses 7, 8, 9, 10, 17, 18, 19, and 20 of section 6.3.1 (Roles and Responsibilities of LGED).*
18. *Performing other responsibilities as assigned by the Project Director.*

6.3.3.10 Responsibilities of Third-Party

a. Definition

For the purpose of this policy, “Third-Party” refers to any individual, entity, or organization not directly under the authority of LGED, contractors, or workers, but engaged in OHS-related activities at specific stages of project implementation. This includes consultants, equipment suppliers, environmental experts, auditors, etc.

b. Policy Position

Third-parties shall operate in alignment with LGED’s OHS policies and standards, and must contribute to safety assurance in a neutral, evidence-based, and supportive manner. This role is a reflection of ethical commitment and accountable partnership.

c. Scope of Responsibilities

The responsibilities of third-parties shall include:

- *Respecting and aligning with LGED’s OHS policies and standards;*
- *Providing accurate safety-related information, guidance, or equipment;*
- *Participating in training, inspection, and evaluation activities;*
- *Identifying risks and submitting impartial reports;*
- *Maintaining cooperative and solution-oriented relationships with LGED and contractors.*

d. The responsibilities of Third-Party (If any and if Applicable) will be but not limited to:

1. *Operate in accordance with LGED’s OHS policies and standards.*
2. *Provide relevant, verified, and worker-appropriate safety information, guidance, or equipment.*
3. *Actively participate in scheduled OHS training, inspection, and evaluation activities.*
4. *Identify risks and submit written, impartial reports to relevant authorities.*
5. *Maintain respectful, informed, and solution-focused coordination with LGED and contractors.*

6.4 Monitoring and Evaluation, Review and Reporting of OHS Compliance Status

For LGED's Upazila, District, Regional, and Divisional level offices, monitoring, evaluation, review, and reporting of the actual compliance status of Occupational Health and Safety (OHS) policy provisions at construction/work sites within their respective jurisdictions, at designated intervals (monthly/quarterly), is a mandatory process.

To ensure a preventive culture and policy-level transparency, this process must facilitate identification of major issues, determination of effective solutions, prioritization of action plans, and evaluation of results. The key actions and implementation principles are presented below:

6.4.1 Key Actions

6.4.1.1 *Periodic Monitoring and Evaluation*

Health and safety conditions must be monitored and evaluated through worksite inspections on a monthly/quarterly/semi-annual basis.

6.4.1.2 *Identification of Major Issues*

Health risks, behavioral weaknesses, equipment defects, or policy violations identified during monitoring must be documented as issues.

6.4.1.3 *Determination of Effective Solutions*

Realistic, timely, and sustainable solutions must be proposed for identified issues, which shall be approved and implemented by the relevant authority.

6.4.1.4 *Prioritization of Action Plans*

Action plans must be prioritized based on the severity of issues and risks to enable both immediate and long-term interventions.

6.4.1.5 *Evaluation of Results and Report Preparation*

A written report must be prepared by evaluating the effectiveness of actions taken, behavioral changes, and the extent of risk reduction, and submitted to the relevant authority for necessary measures.

6.4.2 Instructions for Implementation

6.4.2.1 *Assignment of Responsibilities at Each Level*

At the Upazila, District, Regional, and Divisional levels, designated officers/focal persons assigned by the appropriate authority shall be responsible for monitoring and reporting activities.

6.4.2.2 *Use of Checklist and Evaluation Format*

Approved central checklists, scorecards, and reporting formats must be used for monitoring and evaluation:

- a. *The centrally approved checklists, scorecards, and reporting formats designated for monitoring and evaluation must be used. Such checklists/formats, along with usage guidelines, shall be included in the LGED OHS Standards.*
- b. *In the use of these forms and checklists, all relevant offices/officers/staff at various levels under the project/program/contract must be included, including the OHS Officer (if available), Upazila Engineer, Executive Engineer, Regional Superintending Engineer, and the Project/Program Director.*

6.4.2.3 *Digital Record and Report Preservation*

Reports must be digitally preserved and submitted to the Project/Program Management Unit (PMU) and Headquarters within the designated timeframe.

6.4.2.4 *Feedback and Policy Update*

Based on report analysis, feedback must be provided at the central level, and necessary revisions and updates to the policy must be ensured.

6.5 OHS Committee at Construction Worksites

At every construction/worksite, it is mandatory to form an effective Occupational Health and Safety (OHS) Committee to ensure workplace safety and health.

This committee shall be composed of representatives from the contractor, workers, LGED field office, consultants, and, where applicable, the Project Management Unit (PMU).

The primary objective of the OHS Committee is to ensure coordination, supervision, and responsive action among all stakeholders to maintain a safe, healthy, and dignified working environment at the construction site.

Detailed instructions regarding the committee's formation, member count, meeting frequency, reporting structure, and operational procedures shall be defined in LGED's OHS Guidelines.

6.5.1 Key Responsibilities

6.5.1.1 *Formation of the OHS Committee*

An OHS Committee must be formed at each construction site within fifteen (15) working days of contract activation and must be approved by the Upazila Engineer's office.

6.5.1.2 *Representation and Structure of the Committee*

The committee shall include representatives from the contractor, workers, LGED field offices, consultants, and, if applicable, the PMU.

6.5.1.3 *Duties and Functions of the Committee*

The committee shall:

- Monitor and coordinate OHS activities at the construction site;
- Receive worker concerns, complaints, and suggestions and present them to the appropriate authority;
- Observe and evaluate the effectiveness of daily Tool Box Meetings;
- Review incidents, health risks, and safety violations and assist in implementing preventive measures;
- Ensure coordination among stakeholders in implementing OHS indicators.

6.5.1.4 *Meeting Arrangement and Reporting*

The committee shall hold meetings at least once a month and submit the meeting minutes to the Upazila Engineer's office. At least 60% of the committee members must be present in each meeting.

6.5.2 Implementation Guidelines

6.5.2.1 *Approval and Documentation of Committee Formation*

The contractor shall prepare the committee formation document and obtain approval from the Upazila Engineer, after which it shall be officially recorded.

6.5.2.2 *Monitoring and Reporting of Tool Box Meetings*

The OHS Committee shall monitor daily Tool Box Meetings and submit relevant recommendations to the Upazila Engineer's office.

6.5.2.3 *Presentation of Worker Concerns and Suggestions*

Worker concerns, complaints, and suggestions must be documented and submitted to the Upazila Engineer's office.

6.5.2.4 Follow-Up on Implementation of Recommendations

Progress on implementing the committee's recommendations must be reported from the Upazila Engineer's office to the District Executive Engineer's office.

6.5.2.5 Procedural Compliance with Guidelines

All committee activities shall be conducted in accordance with the formats, frequency, and procedures specified in LGED's OHS Guidelines.

6.6 Reporting Regarding Incidents/Accidents at Construction Worksites

At construction sites, it is mandatory to immediately report any incident related to Occupational Health and Safety (OHS)—such as accidents, injuries, hazardous conditions, violations of PPE regulations, or safety breaches involving female workers.

Through reporting, LGED authorities can take timely action, reduce risks, and make informed decisions for the future.

Prescribed forms and formats for reporting shall be included in the relevant section of LGED's OHS Guidelines.

6.6.1 Key Actions

6.6.1.1 Reporting by Contractor/Representative/OHS Officer

- a) Any OHS-related accident or illness occurring at the workplace must be reported by the contractor, contractor's representative, or OHS officer.
- b) The "Contractor's Incident Reporting Form to LGED Executive Engineer" must be used for submitting the report.
- c) Report receiving authorities:
 - Executive Engineer of the concerned district;
 - If necessary, Upazila Engineer of the concerned Upazila.

6.6.1.2 Reporting by Executive Engineer to Higher Authority

- a) Upon receiving reports from the contractor and investigation officer, the Executive Engineer of the concerned district shall report to the Chief Engineer and higher authorities based on the severity of the incident.
- b) The "Executive Engineer's Incident Reporting Form to Chief Engineer/Higher Authority" must be used for submitting the report.
- c) Report receiving authorities:
 - Chief Engineer, LGED;
 - Chairperson of the Central/Head Office-level OHS Committee;
 - Additional Chief Engineer (as relevant/applicable);
 - The report must clearly mention the subject, package number, contractor's name, address, and Upazila name.

6.6.2 Implementation Guidelines

6.6.2.1 Reporting Instructions for Contractor/Representative/OHS Officer

- a) Within 24 hours of the incident, a verbal/telephonic report must be provided with details.
- b) A written report must be submitted within 10 (ten) working days of the incident.
- c) The report may be submitted directly to the Executive Engineer's office or sent via email/digital means (where applicable).
- d) In case of serious injury or death, an immediate verbal report must be provided followed by a written report.
- e) A copy of the report must be preserved at the relevant project/field office.

f) The report/written information must be delivered to the concerned worker or their duly authorized representative.

6.6.2.2 Reporting Instructions for Executive Engineer

- a) The report must be submitted within 10 (ten) working days of receiving the initial report.*
- b) After receiving the report, a copy must be preserved at the district office.*
- c) The report must be reviewed by the Head Office OHS Committee and necessary actions must be taken.*
- d) Reports must be included in the annual OHS performance audit.*
- e) The report must clearly mention the subject, package number, contractor's name, address, and Upazila name.*

6.6.2.3 Source of Reporting Forms and Formats

All forms, structures, and instructions used for reporting shall be included in the relevant section of LGED's OHS Guidelines.

6.6.2.4 Structure and Content of the Report

The incident reporting form shall include the following information:

- Contractor and contract details;*
- Identity, age, gender, occupation, salary, and service duration of the injured/ill worker;*
- Date, time, outcome, and cause of the incident;*
- PPE usage;*
- Whether the worker was on duty;*
- Type and source of illness;*
- Medical details;*
- Compensation, medical expenses, funeral expenses (if applicable);*
- Damage to equipment/material/property and repair costs;*
- Name, designation, signature, and official seal of the reporting person;*
- Any other necessary information.*

6.7 Establishing a Database for Information of Skilled and Unskilled Laborers/Workers Regarding Capacity, Experience and Training

It is mandatory to establish a centralized, integrated, and digital database at the field-level offices and central level for storing information regarding the capacity, experience, and training of skilled and unskilled laborers/workers engaged or eligible to be engaged under all projects/programs/contracts of LGED.

6.7.1 Scope of Information Inclusion

The database shall include:

- a) Name of laborer/worker, identification number, contact information*
- b) Name, location, and duration of previously completed project/contract*
- c) Type of work and skill level (skilled/unskilled)*
- d) Type, date, and result of training*
- e) Health screening*
- f) Use of personal protective equipment (PPE)*
- g) Safety-related behavior*
- h) Gender indicators and participation in grievance resolution for female workers*

6.7.2 Responsibility for Data Collection and Storage

The Upazila Engineer's Office shall be responsible for collecting and uploading the data. Contractors, consultants, and labor organizations shall assist in providing and verifying the data.

6.7.3 Data Update and Verification

The labor database must be updated at the beginning, mid-point, and completion of each project/program/contract. LGED Headquarters shall conduct data verification and audit on an annual basis.

6.7.4 Policy for Use of the Database

The database shall be used to:

- a) Prioritize re-engagement of laborers/workers based on skill and experience*
- b) Undertake training planning and allocate budget*
- c) Take data-driven actions to reduce safety-related risks*
- d) Ensure protection and participation of female workers*

6.7.5 Confidentiality and Data Security

Confidentiality and data security must be maintained in storing personal and health-related information of laborers/workers. No one other than the authorized authority shall have access to the data.

6.8 Contractor's Mandatory Compliance With Insurance Provisions

To ensure the safety of laborers engaged in construction work, third parties, assets, and the environment, contract-based insurance is an essential and policy-mandated requirement. Contractors under all projects/contracts implemented by LGED must obtain applicable insurance as determined by the Public Procurement Rules (PPR) and included in all tender documents. Additionally, in the e-contract management system, uploading insurance-related documents is mandatory as a prerequisite for contract registration. The purpose of these provisions is to reduce risks for all parties engaged under the contract, ensure compensation, and establish safe construction management.

6.8.1 Policy Directive for Mandatory Insurance

Relevant clause of the Public Procurement Rules (PPR 2008): Clause 31(3):

"In applicable cases, the procuring entity shall include a provision in the contract regarding insurance, and the contract awardee shall obtain such insurance before the contract becomes effective."

In light of this clause, it is mandatory to ensure applicable insurance coverage in all LGED contracts for laborer safety, third-party liability, asset protection, and construction risk management. Accordingly, in each contract under LGED, contractors must obtain applicable insurance. This requirement must be included in all categories of tender documents (if not already included).

6.8.2 Types and Scope of Insurance

The following insurance must be obtained under the contract:

- a) *Insurance for compensation related to accidents, health risks, and death of laborers/workers;*
- b) *Liability insurance for third-party damages or accidents at the construction site;*
- c) *Insurance for damages to machinery, equipment, and assets;*
- d) *Insurance for risks related to project timelines and safety.*

6.8.3 Inclusion of Conditions in Tender Documents

Insurance-related conditions must be mandatorily included in all categories of LGED tender documents (if not already included), so that contractors are obligated to obtain insurance before signing the contract.

6.8.4 Document Upload in E-Contract Management

In the e-contract management system, contractors must upload insurance-related documents (policy, receipt, validity, coverage) for contract registration.

6.8.5 Insurance Verification and Approval

The project/concerned field office (Executive Engineer of the concerned district/office/authority with whom the contract is executed) must verify and approve the insurance documents and ensure this before the contract becomes effective.

6.8.6 Insurance Renewal and Update

If the insurance expires during the contract period, it must be renewed, and the renewed documents must be uploaded and approved in due time.

6.8.7 Actions in Case of Insurance Violation

In case of failure to obtain insurance or submission of false documents by the contractor, punitive actions must be taken including contract suspension/cancellation, fines, and disqualification from future tenders.

6.8.8 Annual Audit and Reporting

Information regarding contractor's insurance coverage and renewal must be included in the annual OHS performance audit and published in report format.

6.9 What to do for Non-complying with/Violation of OHS Provisions by Contractors

Ensuring occupational health and safety (OHS) at construction sites requires contractors to fulfill their responsibilities with utmost importance and obligation. Failure to properly comply with the provisions specified under LGED's OHS Policy creates serious risks to the lives, health, dignity of workers, and the effectiveness and credibility of the project.

The purpose of these provisions is to establish a clear, just, and institutional response framework in case of contractor's violation of OHS provisions, so that each violation is properly investigated, corrected, penalized, and compensated. This shall be considered an integral part of LGED's culture of accountability, commitment to worker protection, and ethical construction management.

6.9.1 Definition of Violation of OHS Provisions

Failure, negligence, or intentional breach by the contractor in complying with LGED's OHS Policy, Standards, Guidelines, or contract-based safety conditions shall be considered as "Violation of OHS Provisions."

6.9.2 Investigation and Information Collection

Upon receiving a complaint of violation, the concerned project/field office must immediately conduct an investigation and collect written information, testimony, and evidence.

6.9.3 Initial Warning and Instruction

In case of first-time violation, a written warning must be issued and instructions must be given to take corrective measures within the specified timeframe.

6.9.4 Punitive Measures for Repeated or Serious Violations

In case of repeated or serious violations, one or more of the following punitive measures must be taken:

- a) *Suspension/cancellation of specific parts of the contract*
- b) *Imposition of financial penalty*
- c) *Declaration of ineligibility to participate in future LGED tenders*
- d) *Obligation to provide compensation to workers*
- e) *Inclusion of violation record in the project/contract document*

6.9.5 Special Measures for Violation of Female Worker Indicators

If the indicators related to safety, gender equality, and grievance resolution for female workers described in Clause 5.2.5 of this policy are violated, administrative and contractual punitive measures must be taken.

6.9.6 Compensation and Rehabilitation

If violation of OHS provisions results in health damage, accident, or death of a worker, the contractor must take legal measures to provide compensation and rehabilitation.

6.9.7 Reporting and Documentation

Reports of investigation, decisions, and actions taken for each violation of OHS provisions must be prepared and preserved at the concerned field office and LGED Headquarters.

6.9.8 Inclusion in Annual OHS Audit

Incidents of violation of OHS provisions must be included in the annual OHS performance audit and considered in subsequent training and awareness activities.

6.10 OHS Auditing and Evaluation of OHS Performance of Contractors and LGED Officials/Staff by Third Party/Consultant

To ensure effective implementation, compliance, and continuity of the Occupational Health and Safety (OHS) Policy, LGED shall conduct an institutional auditing process at designated intervals. Through this audit, the policy directives, implementation progress, challenges, achievements, and comparative analysis of previous observation reports shall be reviewed. The auditing process is a key component in fostering a preventive culture, accountability, and policy cohesion.

The role of contractors and relevant LGED officials/staff (e.g., Upazila Engineer, Upazila Assistant Engineer, officials/staff supervising contract works, Executive Engineer, coordinating engineers/officers of regional/divisional offices) is crucial in the effective implementation of the OHS Policy. Therefore, as part of the annual OHS audit, their performance shall be evaluated, incentives provided, and such performance considered in future tender evaluations and promotions. This will promote accountability, motivation, and a preventive culture.

6.10.1 Key Responsibilities

6.10.1.1 Mandatory Annual Audit and OHS Performance Evaluation

At least once annually, under the supervision of the designated LGED unit, a genuinely qualified third party/consultant shall:

- a. Conduct an audit on the overall compliance with the OHS policies and relevant regulations.*
- b. Evaluate the performance of contractors and relevant LGED officials/staff in adhering to the OHS policies.*

6.10.1.2 Review of Policy Implementation and Performance Evaluation

- a. The audit shall examine the implementation of key indicators related to training, awareness, use of personal protective equipment (PPE), risk management, reporting, and freedom to express concerns.*
- b. Under OHS performance evaluation, the contribution/role of contractors and relevant LGED officials/staff in implementing key indicators related to training, awareness, PPE usage, risk management, reporting, and freedom to express concerns shall be assessed.*

6.10.1.3 Comparison of Sub-Clause Provisions/Reports

Observation, evaluation, and audit reports prepared under the audit shall be compared with the provisions of sub-clause 6.1 and its associated reports to analyze continuity and progress.

6.10.1.4 Identification of Risks, Deviations, and Role in OHS Compliance

- a. Through the audit, deviations from the policy, risky behaviors, or structural weaknesses shall be identified and recommendations provided to the relevant authority.*
- b. Through performance evaluation, the actual role of contractors and relevant LGED officials/staff in complying with OHS regulations shall be identified and appropriate recommendations provided.*

6.10.1.5 Preparation of Report and Recommendations

Upon completion of the audit and performance evaluation, separate written reports shall be prepared for audit and performance, incorporating observations, analysis, comparative evaluation, and recommendations.

6.10.2 Implementation Guidelines

6.10.2.1 Appointment of Third Party/Consultant and Determination of Audit Framework and Schedule

- a. To conduct the annual OHS audit, the LGED authority/project/program director (as applicable) shall appoint a genuinely qualified third party/consultant.*
- b. The Terms of Reference (ToR) of the third party/consultant, including the audit and performance evaluation schedule and all relevant matters, must be finally approved by the Chief Engineer, LGED, upon recommendation of the Central OHS Committee prior to appointment.*

6.10.2.2 Evaluation Methodology

- a. A written evaluation method shall be developed by the relevant third party/consultant (engaged for such audits) in accordance with the indicators specified and approved by the Chief Engineer, LGED, upon recommendation of the Central OHS Committee.*
- b. For OHS audit and performance evaluation, the following key indicators described in sub-clause 5.1 of the policy may be considered:*
 - Safe Drinking Water
 - Toilet Facilities
 - Waste Management
 - First Aid Facilities
 - Dust Suppression
 - Warning Sign
 - Noise Management
 - Child Labor at Construction Worksite
 - Personal Protection Equipment
 - COVID-19 or similar pandemics
- c. LGED authority may exclude any indicator from the above list or include any other indicator from sub-clauses 5.2, 5.3, or 5.4 of this policy.*
- d. Evaluation activities may commence only after the evaluation method, prepared based on the approved indicators, is recommended by the Central OHS Committee and approved by the Chief Engineer, LGED.*

6.10.2.3 Incentives, Performance Certificates/Commendations, and Awards

- a. Based on the evaluation, written commendations, financial rewards, honors, or other incentives shall be provided to successful contractors and officials/staff.*
- b. Samples/templates of such commendations/mementos shall be prepared by the relevant third party/consultant. However, prior to use, approval must be obtained from the Chief Engineer, LGED, upon recommendation of the Central OHS Committee.*

6.10.2.4 Consideration of Performance in Future Tender/Promotion Evaluation

- a. Contractors' OHS-related performance shall be considered as a standard criterion during future tender evaluations.*

b. The results of OHS-related performance evaluations of officials/staff shall be considered in annual work planning, training needs assessment, and promotions.

6.10.2.5 Digital Record and Report Preservation:

Audit reports and documents/evidence related to performance evaluation shall be digitally preserved and forwarded to the Project/Program Management Unit (PMU) and relevant units.

6.10.2.6 Policy Update Based on Results:

Based on audit recommendations and analysis, necessary amendments and updates to the "LGED OHS Policy" shall be ensured.

7 IMPLEMENTATION STRATEGY OF THE POLICY

The Local Government Engineering Department (LGED) firmly believes that Occupational Health and Safety (OHS) is not merely an administrative obligation, but a moral responsibility that establishes the foundation of human dignity, productivity, and sustainable development at every construction worksites/workplace. Successful implementation of this policy requires a well-organized, time-bound, and participatory strategy that is effectively applicable from LGED's central level to every tier of field operations.

This implementation strategy chapter presents an institutional framework through the assignment of LGED's responsibilities, publication and dissemination of the policy, preparation of the Bengali version, formation of focal points and central committee, and development of annual work plans. This framework will help foster coordination, accountability, and a preventive culture among all LGED officials, contractors, worker representatives, and stakeholders.

7.1 Responsibilities

- a) The full responsibility for implementing this policy lies with the Local Government Engineering Department (LGED).
- b) Implementation activities shall involve cooperation from relevant stakeholders such as contractors, worker representatives, consultants, suppliers, and local administration.
- c) Designated focal points and committees shall remain active for monitoring and evaluation of implementation activities.

7.2 Publication and Dissemination

- a) The policy shall be formally published within three (3) months of approval by the Chief Engineer, LGED.
- b) The published policy shall be distributed among all LGED offices, contractors, consultants, worker organizations, and relevant stakeholders.
- c) A summary of the policy shall be disseminated through posters, booklets, digital media, and training materials.

7.3 Bengali Version of the Policy

- a) A standard Bengali version of the policy shall be prepared within three (3) months of approval by the Chief Engineer.
- b) The Bengali version shall be distributed and promoted among officials, contractors, and workers at all levels to facilitate easy understanding of the policy content.

7.4 OHS Focal Point/Person

- a) LGED shall assign an officer/employee as the OHS “Focal Person/Focal Point” in each field-level office.
- b) At the Headquarters level, an officer not below the rank of Superintending Engineer shall be designated as the OHS Focal Point.
- c) The responsibilities of the focal points shall be defined in LGED’s OHS Standards, and the implementation procedures shall be included in LGED’s OHS Guidelines.
- d) The headquarters-level focal point/person shall serve as the Member Secretary of the Central OHS Committee and coordinate with field-level focal points/persons.

7.5 Central Occupational Health and Safety (OHS) Committee

- a) Within six (6) months of formal publication of the policy, a Central OHS Committee shall be formed under the leadership of an Additional Chief Engineer (or equivalent).
- b) The committee shall include relevant members at least from Planning, Implementation, Roads and Bridge Maintenance, training, audit, and Monitoring and Evaluation units.
- c) The committee’s scope of work and meeting schedule shall be defined in LGED’s OHS Guidelines.
- d) The headquarters-level OHS focal point officer shall serve as the Member Secretary of the committee.

7.6 Formulation of Annual OHS Action Plan

- a) LGED shall prepare an Annual OHS Action Plan every year, which shall include:
 - b) Measures undertaken for the implementation of the OHS policy;
 - c) Initiatives of contractors’ associations (where applicable/in the way it is applicable), to be implemented jointly by LGED and contractors;
 - d) Initiatives of workers’ associations/unions (where applicable/in the way it is applicable), aimed at enhancing workers’ awareness and participation;
 - e) Timelines, division of responsibilities, and performance evaluation indicators.
- f) The Annual OHS Action Plan shall be implemented upon approval by the Central OHS Committee and disseminated across all relevant levels.

7.7 Implementation of Annual Action Plan

- a) LGED shall implement the activities of the Annual Action Plan in coordination with relevant stakeholders (contractors, worker representatives, consultants, local administration).
- b) The progress of implementation of the measures included in the action plan shall be regularly monitored and evaluated.
- c) The implementation report of the action plan shall be presented to the Central OHS Committee and disseminated to the concerned offices.

7.8 Compensation Recovery Strategy Following Worksite Accidents

- a) Under the OHS policy, each construction project/program/contract of LGED shall clearly include provisions for compensation for workers/laborers, to facilitate responsibility determination and compensation recovery following accidents.
- b) It shall be mandatory to include a compensation clause in the contract for workers employed by the contractor/employer, so that denial of responsibility in case of accidents is not possible.
- c) Following an accident, the concerned LGED office shall collect incident information, conduct preliminary investigation, and verify the legitimacy of the compensation claim. This process must be completed within the designated timeframe.
- d) Supporting documents for compensation claims (e.g., medical reports, eyewitness statements, photographs, time and location) shall be collected and preserved to facilitate the compensation recovery process.
- e) LGED shall, where applicable/in the way it is applicable, coordinate with contractors, labor organizations, local administration, and healthcare agencies to initiate compensation recovery efforts and ensure workers' rights.
- f) A designated focal point and grievance resolution committee shall be formed for compensation recovery, responsible for raising claims on behalf of workers, coordinating efforts, and preparing reports.
- g) Information on compensation recovery progress, challenges, and resolutions shall be included in the annual OHS evaluation and report, contributing to policy development and future planning.
- h) LGED shall, where applicable/in the way it is applicable, arrange for legal assistance or consultation to take effective action on behalf of workers in complex or disputed claims.

7.9 Implementation Strategy for Safety and Entitlements of Female Workers at Construction Sites

- a) Under the OHS policy, LGED shall consider the safety, dignity, and equal entitlements of female workers as a priority issue, which shall be explicitly included in project/program planning and implementation frameworks.
- b) Contractors/employers shall be mandatorily required to establish necessary infrastructure to ensure safe and separate sanitation facilities, rest rooms, drinking water, and lighting-security for female workers at construction/work sites.
- c) LGED shall adopt a zero-tolerance policy against any form of gender-based violence, harassment, or discriminatory behavior toward female workers, and shall maintain grievance reception and resolution mechanisms in every project/program/contract.
- d) To ensure equal wages and work opportunities for female workers, LGED and contractors shall jointly review wage structures, conduct gender-based analysis, and prepare reports to be included in the annual evaluation.
- e) Project/program planning shall include budgetary provisions and implementation guidelines to ensure maternity benefits and workplace support systems (e.g., maternity leave, medical assistance, supportive environment for child care).
- f) Gender-sensitive training, awareness activities, and motivational programs shall be implemented for female workers to enhance their understanding of safety, rights, and preventive behavior, and to empower them to work with confidence.
- g) LGED and field-level offices shall coordinate with local labor organizations, NGOs, and focus groups to ensure representation of female workers, and conduct focus group discussions, opinion collection, and recommendation activities.
- h) Progress, challenges, and recommendations related to safety and entitlements of female workers shall be included in the annual OHS evaluation and report, and used for policy updates.

7.10 Monitoring and Evaluation of the Implementation of OHS Policy

- a) LGED shall ensure proper monitoring and evaluation of OHS policy implementation activities.
- b) Prescribed formats, training, and guidelines shall be provided to ensure quality reporting at the field level.
- c) Reports shall be digitally preserved and analyzed, and presented to the Central Committee.
- d) Based on evaluation, necessary revisions and recommendations shall be adopted.

7.11 Auditing of the OHS Policy Implementation and Performance Evaluation

- a) LGED shall conduct a comprehensive annual audit on the implementation of the OHS policy and evaluate the OHS-related performance of contractors and relevant officials/employees.
- b) The scope of the audit and performance evaluation shall include the following:
 - *Collection and analysis of statistics related to workplace accidents and occupational diseases;*
 - *Evaluation of the performance of contractors and relevant officials/employees and review of reports;*
 - *Identification of compliance and deviations from the policy;*
 - *Recommendations and proposals for corrective actions.*
- c) To implement the audit and performance evaluation, LGED shall adopt the following strategies:
 - *LGED shall develop the capacity to conduct audit and performance evaluation activities through its own institutional framework as needed, to enhance institutional accountability and efficiency;*
 - *To ensure neutrality and transparency, arrangements shall be made to implement the audit and performance evaluation with the assistance of an independent third party/consultant;*
 - *For third parties/consultants, the relevant project or program planning documents (such as DPP or work plan) shall clearly include directions and responsibilities related to audit and performance evaluation;*
 - *To ensure necessary budgetary provision for audit and performance evaluation activities, a specific allocation shall be included in the financial structure of the project or program;*
 - *To maintain the quality and continuity of auditing and performance evaluation activities, LGED shall adopt a strategy to include and update detailed OHS-related guidelines, which will be helpful for implementing agencies and stakeholders.*
- d) The audit and performance evaluation report shall be published and disseminated among all relevant stakeholders.
- e) Based on the analysis of the report, the Central OHS Committee shall provide recommendations and, if necessary, propose amendments to the policy.

7.12 Development and Revision of the OHS Policy

- a) **LGED shall periodically develop the OHS policy based on the results of the annual audit and stakeholder feedback.**
- b) **The development process shall include the following activities:**
 - *Response to emerging risks and challenges;*
 - *Reflection of technological and institutional changes;*
 - *Participatory review and consultation;*
 - *Dissemination and training on the revised policy.*
- c) **The policy development activities shall be implemented upon approval by the Central OHS Committee and disseminated across all relevant levels.**

8 Stakeholder Engagement Strategy

Successful implementation of the Occupational Health and Safety (OHS) policy is a multidimensional and participatory process, where active engagement of both internal and external stakeholders of LGED is essential. Some stakeholders are directly involved in implementation, while others play supportive roles indirectly. To ensure effective stakeholder engagement, LGED shall adopt a structured and flexible engagement strategy. The types, rationale, and strategies of engagement for key stakeholders are outlined below:

8.1 LGED Headquarters

8.1.1 Type of Engagement

LGED Headquarters is directly engaged as the central planner, policymaker, supervisor, and evaluator in the implementation of the OHS policy. This engagement is not only administrative but also policy-driven, structural, and stakeholder-coordinated. As the custodian of the policy, the headquarters performs responsibilities related to guidance, approval, coordination, and evaluation at every level of implementation.

8.1.2 Rationale for Engagement

LGED Headquarters is centrally responsible for the formulation, approval, implementation framework, preparation of annual action plans, analysis of audit and evaluation reports, and dissemination and coordination of the policy among stakeholders. Through these responsibilities, the headquarters ensures continuity, transparency, and effectiveness of the policy.

8.1.3 Engagement Strategies

8.1.3.1 *Formulation and Approval of Implementation Plans*

LGED Headquarters shall formulate annual and medium-term implementation plans, which will include the objectives, activities, timelines, budget, and evaluation indicators of the OHS policy. These plans shall be approved by the Chief Engineer and circulated for implementation at the field level.

8.1.3.2 *Formation of Central Monitoring Framework*

The headquarters shall establish a central monitoring framework to regularly review the activities, reports, performance, and stakeholder engagement of field-level offices. This framework shall include the Central OHS Committee, focal points, evaluation unit, and data analysis team.

8.1.3.3 *Analysis of Annual Action Plans and Audit Reports*

LGED Headquarters shall analyze the annual action plans and audit reports received from the field level to identify implementation progress, challenges, successes, and deviations. Based on this analysis, necessary directives, training plans, incentive structures, and policy revision proposals shall be formulated.

8.1.3.4 *Dissemination and Coordination of the Policy Among Stakeholders*

The headquarters shall conduct awareness and dissemination activities to inform all stakeholders about the content, directives, and responsibilities of the OHS policy. These activities shall include organizing training sessions,

distributing leaflets/booklets, developing digital content, arranging stakeholder meetings, and ensuring regular coordination through field-level focal points/persons.

8.2 Field Offices of LGED

8.2.1 Type of Engagement

LGED's Upazila, District, Regional, and Divisional level offices are directly engaged as frontline implementing and supervising agencies for the OHS policy. These offices play a vital role in ensuring workplace safety, stakeholder coordination, report preparation, training implementation, and awareness-raising at the local level.

8.2.2 Rationale for Engagement

As field offices are directly involved in construction activities, they are best positioned to identify workplace safety risks, undertake preventive measures, coordinate with workers and contractors, and monitor implementation progress. Without their effective engagement, practical enforcement of the OHS policy is not possible.

8.2.3 Engagement Strategies

8.2.3.1 *Implementation and Supervision Activities*

Field offices shall ensure practical enforcement of the OHS policy through project-based safety plan implementation, supervision of PPE distribution, risk identification, and observation of worker behavior.

8.2.3.2 *Coordination through Focal Points/Persons and Evaluation Committees*

Each office shall appoint an OHS focal point/person and form an evaluation committee to coordinate safety activities, assess performance, and prepare reports at the local level. These committees shall coordinate with the audit team and the central committee.

8.2.3.3 *Report Preparation and Submission*

Field offices shall prepare and submit monthly, quarterly, and annual reports on safety activity progress, concerns, accidents, and training to the Central OHS Unit. Report formats shall be defined in LGED's OHS Guidelines.

8.2.3.4 *Awareness Activities through Local Stakeholder Engagement*

Field offices shall organize meetings, workshops, leaflet distribution, and focus group discussions in coordination with local administration, labor organizations, contractors, NGOs, and the community to raise awareness. This will help build a safety culture and ensure participatory implementation.

8.3 Contractors/Employers

8.3.1 Type of Engagement

Contractors and employers are directly engaged as the primary implementers, labor managers, and safety environment custodians in the implementation of Occupational Health and Safety (OHS) policy at the workplace. They play a vital role in effective enforcement of the policy through safety plan implementation, worker training, provision of personal protective equipment (PPE), motivation, and supervision of safety behavior.

8.3.2 Rationale for Engagement

As contractors/employers are directly responsible for managing construction activities, they are in the best position to control workplace safety risks, influence worker behavior, and foster a safety culture. Their daily interaction with workers makes their engagement essential for practical enforcement of the policy.

8.3.3 Engagement Strategies

8.3.3.1 Implementation of Safety Plan and Risk Control

Contractors shall implement project/program-based “Occupational Health and Safety (OHS)” plans, which will include preventive measures based on risk types, adherence to safe work procedures, and control of risky behavior at the workplace.

8.3.3.2 Provision of PPE, Medicines, Equipment, and Other Facilities

Contractors shall provide necessary personal protective equipment (PPE), first aid materials, protective clothing, and other facilities for workers, and shall regularly monitor and maintain these provisions.

8.3.3.3 Worker Training and Motivation

Contractors shall organize training sessions on Occupational Health and Safety (OHS) for workers to raise awareness about safety behavior, risk identification, and response. Post-training, motivational activities shall be conducted to encourage safe practices.

8.3.3.4 Participation in Annual Action Plan and Providing Recommendations

Contractors shall participate in LGED’s Annual OHS Action Plan and provide recommendations on safety improvement, training needs, and incentive structures based on practical experience.

8.3.3.5 Coordination with Labor Organizations and LGED

Contractors shall regularly organize coordination meetings with labor organizations, relevant LGED field offices, and focal points/persons to review safety concerns, recommendations, and implementation progress.

8.4 Workers/Laborers

8.4.1 Type of Engagement

Workers/laborers are directly engaged as the primary users, risk-facing individuals, and safety behavior practitioners in the implementation of LGED's OHS policy. Through their daily work, they play a vital role in creating a safe working environment by complying with safety rules, using personal protective equipment (PPE), expressing concerns, and participating in training.

8.4.2 Rationale for Engagement

As workers/laborers are directly involved in construction activities, they are the first to face risks. Their behavior, awareness, and appropriate response determine the effectiveness of the safety system. Without active participation of workers/laborers, no safety policy can be effectively implemented. Therefore, their engagement is not only necessary but essential.

8.4.3 Engagement Strategies

8.4.3.1 *Ensuring Safety Behavior and Use of Personal Protective Equipment (PPE)*

Training and supervision activities shall be conducted to ensure that workers/laborers follow safety rules, properly use personal protective equipment (PPE), and avoid risky behavior. Worker behavior shall be monitored and appropriate responses shall be taken accordingly.

8.4.3.2 *Participation in Training and Awareness Raising*

Regular training, orientation, and awareness programs on Occupational Health and Safety (OHS) shall be organized for workers/laborers so that they become aware of risk identification, response, and preventive measures.

8.4.3.3 *Expression of Concerns and Response*

Safe and confidential mechanisms shall be ensured for workers/laborers to express concerns (e.g., complaint box, verbal reporting through focal points/persons). These concerns shall be properly documented and analyzed, and necessary responses shall be provided.

8.4.3.4 *Coordination with Instructions from Contractors and LGED*

Workers/laborers shall work according to the instructions of contractors and LGED authorities and cooperate in implementing any safety-related directives. Where applicable/in the way it is applicable, nomination and participation of worker representatives shall be ensured.

8.4.3.5 *Providing Feedback and Recommendations through Labor Organizations*

Through labor/worker organizations, workers/laborers shall be able to present their experiences, needs, and recommendations, which shall be considered in the annual action plan and policy development.

8.5 Neighboring Communities

8.5.1 Type of Engagement

Neighboring communities are directly and indirectly engaged in the implementation of Occupational Health and Safety (OHS) policy as protectors of social tolerance, observers of environmental impact, and local coordination partners. They play a vital role in addressing safety, mobility, noise, dust, and other social impacts during construction activities.

8.5.2 Rationale for Engagement

During construction activities, the lifestyle, safety, and environmental balance of surrounding populations are affected. Therefore, their engagement supports social acceptance, local tolerance, and reduction of safety risks. Without active participation of the community, safe and sustainable implementation cannot be ensured.

8.5.3 Engagement Strategies

8.5.3.1 *Conducting Awareness Activities at the Local Level*

LGED and contractors shall jointly organize awareness meetings, orientation sessions, and leaflet distribution for neighboring communities to encourage safe behavior and tolerance during construction activities.

8.5.3.2 *Providing Information on Safety Risks and Ensuring Response Mechanisms*

Designated communication channels (e.g., complaint box, hotline, focal point) shall be maintained to receive safety-related concerns, complaints, or suggestions from community members. These inputs shall be analyzed and appropriate responses shall be ensured.

8.5.3.3 *Ensuring Tolerance and Cooperation During Work Hours*

To ensure community tolerance and cooperation in managing temporary inconveniences such as traffic disruption, noise, dust, or other disturbances during construction, coordination shall be maintained with local beneficiaries, leaders, and social organizations.

8.5.3.4 *Organizing Local Coordination Meetings and Discussions with Focal Groups*

LGED field offices shall regularly organize coordination meetings and discussions with local administration and community representatives to address social impacts, safety concerns, and remedial actions.

8.6 Relevant and Line Agencies (e.g., Local Administration, Police, Fire Service and Civil Defence, Directorate General of Health Services, Government and Private Hospitals/Clinics)

8.6.1 Type of Engagement

These agencies are directly and indirectly engaged in the implementation of LGED's OHS policy as emergency service providers, safety facilitators, and external coordinators. They play a vital role in emergency response, medical assistance, rescue operations, and safety preparedness.

8.6.2 Rationale for Engagement

During construction activities, in cases of emergencies such as accidents, fires, injuries, or occupational diseases, immediate and effective response requires the involvement of these agencies. Without prior preparedness, communication, and coordination with them, risk management may be disrupted, and the safety of workers' lives and property may be jeopardized.

8.6.3 Engagement Strategies

8.6.3.1 *Establishment of Emergency Communication and Referral Systems*

LGED field offices shall coordinate with relevant agencies to prepare and disseminate emergency contact numbers, referral hospitals, and lists of responsible officers for each project/program/contract area.

8.6.3.2 *Rapid Response and Medical Assistance in Case of Accidents*

In coordination with the Fire Service, Police, and healthcare service providers, arrangements shall be ensured for immediate rescue, first aid, and hospital transfer in the event of an accident.

8.6.3.3 *Organization of Joint Drills and Preparedness Activities*

Annual or project/program-based joint simulation drills shall be organized with participation from relevant agencies to clarify the roles of each party during emergencies and enhance response capacity.

8.6.3.4 *Regular Coordination Meetings with Local Administration*

Regular coordination meetings shall be organized with the Upazila Nirbahi Officer, Municipality/Union Parishad, Health Officers, and other relevant stakeholders to discuss safety progress, concerns, and solutions.

8.6.3.5 *Dissemination of Policy and Supportive Guidelines*

Through relevant agencies, LGED's OHS policy summary, emergency response guidelines, and communication procedures shall be disseminated at the local level to ensure that all parties operate within a unified framework.

8.7 NGOs and Focus Groups

8.7.1 Type of Engagement

NGOs and focus groups are indirectly engaged in the implementation of LGED's OHS policy as awareness promoters, facilitators of social inclusion, and advocates of environmental and humanitarian safety. They help raise safety awareness among workers, contractors, and local communities, and support the participation of marginalized and vulnerable groups.

8.7.2 Rationale for Engagement

NGOs and focus groups possess field-level experience, communication skills with the public, and sensitivity to social and environmental issues. They can deliver safety messages in simple language, motivate workers/laborers, and promote inclusive perspectives related to gender, disability, and marginalization.

8.7.3 Engagement Strategies

8.7.3.1 *Conducting Awareness Activities Among Workers/Laborers and Contractors*

NGOs and focus groups shall disseminate safety-related messages on behavior and risk prevention through awareness meetings, posters, booklets, videos, and theatrical performances targeted at workers and contractors.

8.7.3.2 *Supporting Training and Capacity Building*

In coordination with LGED and contractors, NGOs shall assist in organizing training for workers, providing trainers, and developing training materials. This will enhance knowledge and skills related to safety.

8.7.3.3 *Ensuring Social Inclusion and Gender Sensitivity*

Focus groups shall help identify the safety needs of female, disabled, and marginalized workers and support their inclusion in action plans. They shall work to ensure inclusive language, methods, and participation.

8.7.3.4 *Providing Advice on Environmental and Humanitarian Safety*

NGOs shall advise LGED and contractors on environmental impacts, health risks, and social responses related to construction activities, and assist in adopting necessary preventive measures.

8.7.3.5 *Coordination and Dialogue with Local Stakeholders*

NGOs and focus groups shall participate in coordination meetings, focus group discussions, and report preparation activities in collaboration with local administration, labor organizations, and communities on safety-related issues.

8.8 Categories of Engagement

8.8.1 Need-Based Engagement

Field offices shall determine the type of stakeholder engagement based on the nature of the project/program, level of risk, and actual circumstances.

8.8.2 Administrative Tier-Based Engagement

Separate engagement frameworks shall be defined for stakeholders at the Upazila, District, Regional, and Central levels.

8.8.3 Representation Based Engagement

Inclusive strategies shall be adopted in the stakeholder selection process to ensure representation of workers, women, persons with disabilities, and marginalized groups.

8.8.4 Engagement in Communication and Dialogue

Regular meetings, workshops, focus group discussions, and feedback cycles shall be conducted with stakeholders to facilitate dialogue.

8.8.5 Document-Based Engagement

Stakeholder engagement frameworks and responsibilities shall be clearly incorporated in the Development Project Proposal (DPP) or planning documents of the project/program.

8.8.6 Training and Capacity Building

Necessary training and awareness activities for stakeholders shall be included in the annual action plan.