



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

OHS GUIDELINES OF LGED



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Message

It is my privilege to introduce the “OHS Guidelines of LGED”, a practical framework designed to translate our policy commitments and standards into actionable steps at construction worksites, and workplaces. As LGED continues to lead rural infrastructure development in Bangladesh, ensuring occupational health and safety remains a cornerstone of our institutional vision.

These Guidelines provide clear directions for implementing workplace safety measures, risk assessments, grievance redress mechanisms, gender-sensitive practices, and training programs. They complement the “OHS Policy of LGED” and “OHS Standards of LGED” by offering step-by-step procedures, operational clarity, and practical tools those contractors, engineers, and stakeholders can apply in their daily work.

I firmly believe that the adoption of these Guidelines will foster a culture of safety across all levels of LGED’s operations. They are not only a guiding document but also a practical instrument to safeguard lives, enhance accountability, and strengthen institutional resilience.

LGED reaffirms its commitment to uphold occupational health and safety as a fundamental priority. Together, we will build a future where safe, inclusive, and sustainable workplaces are the foundation of resilient infrastructure.

I would like to express my sincere thanks to the project and the World Bank Team members for their valuable contribution and guidance in preparing this Guideline.

(Kazi Golam Mustafa)
Chief Engineer
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Message

The development of the “**Occupational Health and Safety (OHS) Guidelines of LGED**” represents a significant advancement in our collective efforts to ensure safer and more sustainable infrastructure development. These Guidelines are the result of dedicated work, technical expertise, and collaborative contributions, ensuring that the provisions of the OHS Policy and Standards are translated into practical, measurable, and enforceable actions.

The Guidelines provide contractors, engineers, and stakeholders with operational clarity and step-by-step directions for adopting standardized practices. They highlight workplace risk assessment, mitigation measures, grievance redress mechanisms, gender equity, and compliance requirements, aligned with national laws and international conventions. Most importantly, they establish a culture where safety is mandatory, and where the rights and well-being of workers are protected.

As Project Director, I am confident that these Guidelines will serve as a practical framework for minimizing risks, enhancing accountability, and fostering safe, equitable, and productive workplaces.

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

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Acronyms

Acronym	Full Form
OHS	Occupational Health and Safety
LGED	Local Government Engineering Department
PPE	Personal Protective Equipment
MSDS	Material Safety Data Sheet
CAP	Corrective Action Plan
HIRA	Hazard Identification and Risk Assessment
SOP	Standard Operating Procedure
EHS	Environment, Health and Safety
ILO	International Labor Organization
ILO C155	ILO Convention No. 155 on Occupational Safety and Health
ILO R164	ILO Recommendation No. 164 on Occupational Safety and Health
ILO C187	ILO Convention No. 187 on Promotional Framework for Occupational Safety and Health
GRM	Grievance Redress Mechanism
ICR	Implementation Completion Report
TL	Team Leader
EE	Executive Engineer
UE	Upazila Engineer
SAE	Sub-Assistant Engineer
ToR	Terms of Reference
BoQ	Bill of Quantities
QA/QC	Quality Assurance / Quality Control
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
SMP	Safety Management Plan
HSE	Health, Safety and Environment
CSR	Corporate Social Responsibility
NGO	Non-Governmental Organization
CBO	Community-Based Organization
PIU	Project Implementation Unit
PMU	Project Management Unit

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1. Introduction and Policy Perspective

1.1 Introduction

This guideline presents an implementable framework for ensuring the health and safety of workers/laborers in LGED's construction activities. In its formulation, the provisions of LGED's existing OHS Policy and OHS Standards, as well as relevant standards/specifications, have been considered as the primary basis. Necessary provisions and instructions have been defined to effectively implement each indicator.

LGED believes that a safe working environment is not merely an administrative requirement, but a moral responsibility and institutional commitment, which plays a vital role in protecting workers' lives, enhancing work efficiency, and upholding the reputation of the organization.

Through this guideline:

- It will be possible to clearly define the identification, assessment, and control mechanisms of workplace risks;
- It will be possible to develop implementable steps, checklists, and training frameworks under each indicator;
- It will be possible to define role distribution and monitoring mechanisms according to the realities of LGED's projects and field-level operations.

This guideline is a living framework, which will be reviewed, revised, and improved over time based on stakeholder feedback.

1.2 Why OHS Guidelines of LGED is Needed?

In LGED's construction activities, thousands to hundreds of thousands of workers/laborers, engineers, supervisors, and field-level personnel work regularly in various hazardous environments. Although the existing OHS Policy of LGED and OHS Standards of LGED provide fundamental guidance for ensuring occupational safety and health, a clear, step-by-step, and followable guideline is required that can function as a Standard Operating Procedure (SOP) at the field level.

This guideline is needed for the following activities:

- To translate the indicators of the policy and standards into implementable provisions;
- To develop specific responsibility, monitoring, and evaluation frameworks under each indicator;
- To ensure applicability considering the diversity of project/program/contract-based realities and working environments;
- To establish a provision-based foundation for audit, inspection, and reporting;
- To effectively reflect the institutional commitment to protect the safety and dignity of every worker/laborer.

This serves as an operational framework to establish the foundation of safety, health, and human dignity in every project/program of LGED.

1.3 Purpose of the Guidelines

The primary purpose of this guideline is to provide an implementable framework for ensuring the health and safety of workers/laborers in LGED's construction activities, by transforming the existing OHS Policy of LGED and OHS Standards of LGED/specifications into operational guidelines.

To ensure a safe working environment in LGED's projects/programs/activities, this guideline will:

- Define Standard Operating Procedures (SOPs) under each indicator;
- Clearly define the structure of responsibilities, duties, and monitoring;
- Provide step-wise instructions for training, awareness, and emergency preparedness;
- Provide checklist and recording structure for inspection, audit, and reporting;
- Assist in implementing institutional commitment to enhance the safety, dignity, and work efficiency of workers/laborers.

This guideline will serve as a supportive document for all engineering, administrative, and field-level stakeholders of LGED and will establish the foundation for risk control, health protection, and improvement of the working environment in every project/program/contract/activity.

1.4 Applicability and Scope

1.4.1 Applicability

This guideline is applicable to all construction projects, maintenance/rehabilitation activities, and all types of infrastructure development activities under LGED. It is not only applicable to major projects/programs/contracts, but also equally applicable to sub-projects, pilot activities, and all field-level operations.

1.4.2 Scope

The scope of this guideline includes the following institutions/agencies/entities/officers/employees/persons:

- *All contracting entities and third-party service providers (e.g., suppliers);*
- *Permanent and temporary workers/laborers under all types of LGED activities;*
- *Engineering, administrative, and supervisory personnel;*
- *Construction sites, storage zones, transport corridors, and associated facilities;*
- *The instructions and Standard Operating Procedures (SOPs) of this guideline must be applied in alignment with the OHS Standards of LGED, and where applicable, local adaptation will be permitted based on project/program/contract/activity-specific realities;*
- *This will be considered a mandatory reference document, which will serve as the basis for compliance audit, evaluation, and report preparation.*

1.5 Definitions and Terminologies (with Detailed Explanation)

1.5.1 Workplace

Any designated or temporary location where personnel related to LGED's project/ program/contract—including workers, contractors, or third-party members—perform work. This includes construction sites/worksites, storage zones, transport corridors, and associated facilities. Determination of workplace considers the nature of the project/program/contract, type of work, and level of risk.

1.5.2 Worker

Any individual who provides labor directly or indirectly in LGED's projects. The term worker includes all laborers engaged on permanent, temporary, contractual, or daily basis. Protection of workers' safety and health is a core commitment of this guideline.

1.5.3 Safety

The condition of protection from physical, mental, and environmental risks at the workplace. It is not limited to accident prevention, but is ensured through step-by-step risk control, use of protective equipment, and adoption of precautionary measures.

1.5.4 Health

The overall condition of physical wellness, mental stability, and work capacity. Health at the workplace includes not only medical care, but also access to clean water, sanitation, rest, and mental stress management.

1.5.5 Hazard

Any substance, condition, equipment, or activity that may cause harm to workers. Hazards may be physical (e.g., heavy machinery), chemical (e.g., toxic substances), or environmental (e.g., excessive noise or dust).

1.5.6 Risk Level

The combined measure of the likelihood and impact of a hazard. It considers how frequently a hazard may occur and how severe its consequences would be. Control measures are determined based on the risk level.

1.5.7 Risk Assessment

The process of determining the nature, level, and need for control of hazards. It is an institutional method through which potential risks are identified at each step of work and appropriate remedies are defined.

1.5.8 Control Measures

Actions taken to reduce or eliminate risks. Examples include use of Personal Protective Equipment (PPE), warning signs, safe work procedures, and training. If control measures are ineffective, the risk remains present.

1.5.9 Occupational Health and Safety (OHS)

The collective framework of policies, standards, and implementation mechanisms for ensuring health, safety, and welfare at construction sites/worksites/workplaces. It is part of LGED's institutional commitment.

1.5.10 Standard

Guidelines or benchmarks set by the relevant institution to ensure quality, safety, and consistency of activities. Standards form the basis for developing guidelines and Standard Operating Procedures (SOPs).

1.5.11 Guideline

A supportive document that provides step-by-step instructions for implementing/complying with standards. It transforms the indicators of policies and standards into practical provisions, enabling effective application of the guideline at field level.

1.5.12 Indicator

A defined element or subject used to measure progress in safety and health protection. Each indicator represents a specific hazard, practice, or framework.

1.5.13 Provision

Effective steps, rules, or instructions defined for implementing an indicator. It forms the basis of Standard Operating Procedures (SOPs) and provides a measurable structure for inspection, evaluation, and audit.

1.5.14 Standard Operating Procedure (SOP)

Step-by-step instructions defined for performing specific activities, ensuring safety, efficiency, and consistency. SOPs are the practical embodiment of standards at field level.

1.5.15 Personal Protective Equipment (PPE)

Equipment that provides individual protection to workers (e.g., helmet, goggles, gloves, safety belt, etc.). Use of PPE ensures the first layer of risk control.

1.5.16 Warning Sign

Visible signs, colors, or messages used to alert workers about the presence of hazards. It is a fundamental element for increasing hazard awareness at construction sites/worksites/workplaces.

1.5.17 Training

Planned activities conducted to enhance workers' skills, awareness, and safety practices. Without training, Standard Operating Procedures (SOPs) cannot be effectively implemented.

1.5.18 Awareness Campaigns

Safety and health-related messages, posters, meetings, or promotions conducted to make workers aware of hazards and encourage proper behavior.

1.5.19 Inspection

The process of observing and verifying safety and health practices at construction sites/worksites/workplaces at scheduled times or as needed. It may be regular, sudden, or specialized.

1.5.20 Audit

An institutional method for evaluating documents, implementation, and outcomes of safety activities. It may be internal or external and serves as the basis for report preparation.

1.5.21 Report

A written presentation of safety and health-related information, analysis, and recommendations at construction sites/worksites/workplaces following audit, inspection, or incident. Reports serve as the basis for decision-making, correction, and future planning.

1.5.22 Emergency Preparedness

The process of taking prior measures to address accidents, natural disasters, or health crises at construction sites/worksites/workplaces. It generally includes drills, rescue equipment, communication systems, and worker training.

1.5.23 Drill

Practice activities conducted to prepare for emergency situations. It improves workers' skills, timing, and coordination in emergency response.

1.5.24 Equipment

Machines or tools used to safely evacuate workers/laborers during emergencies at construction sites/worksites/workplaces (e.g., stretcher, rope, fire extinguisher, respirator, etc.).

1.5.25 Fire Safety

Measures taken to prevent, control, and respond to fire-related hazards. This includes fire extinguishers, alarms, exit routes, and training.

1.5.26 Dust Suppression

Measures taken to control airborne dust (e.g., water spraying, covering, or use of specific equipment). This helps prevent respiratory diseases.

1.5.27 Noise Management

Measures to control the harmful effects of excessive noise (e.g., noise-reducing equipment, designated time limits, and ear protection for workers). Noise management helps maintain workers' mental stability and work efficiency.

1.5.28 Waste Management

The process of collecting, segregating, storing, and disposing of solid, liquid, organic, inorganic, and hazardous waste generated at construction sites/worksites/workplaces. It is important for reducing environmental risks.

1.5.29 Hazardous Materials

Substances that may be harmful to human health, the environment, or property (e.g., chemical, flammable, toxic, or radioactive materials). Their storage, transportation, and use at construction sites/worksites must follow specific procedures.

1.5.30 Sanitation

The process of ensuring health protection at construction sites/worksites/workplaces through cleanliness, hygienic toilet facilities, and waste disposal. It includes separate arrangements for female and differently-abled workers.

1.5.31 Safe Drinking Water

Pure, germ-free, and chemically uncontaminated water as per WHO and national standards, which must be easily accessible to workers/laborers at construction sites/worksites. It is essential for maintaining work capacity, health, and concentration.

1.5.32 Child Labor

Engaging any individual below the age of 18 in labor. It is against national law and the policies of the International Labour Organization (ILO). It violates workplace ethics and legal protection.

1.5.33 Stakeholders

Individuals, institutions, or groups directly or indirectly involved in LGED's project/program/contract-related "Occupational Health and Safety (OHS)" activities (e.g., LGED engineers, contractors, workers, supervisors, local administration, and community/representatives).

1.5.34 Project Site

Designated location for construction, maintenance/rehabilitation, or development activities, where all indicators of the OHS guideline must be effectively applied.

1.5.35 Contractor

An individual or institution responsible for construction or related activities in LGED's project/program through a bilateral agreement with LGED, and upon whom the responsibility of implementing and monitoring the OHS guideline rests.

1.5.36 Third Party

Any service provider institution or individual other than the contractor (e.g., supplier of materials/goods/items, consultant, or specialized technology provider). Their activities also fall under the scope of OHS instructions.

1.5.37 Work Environment

The physical, mental, and social surroundings of workers/laborers at construction sites/ worksites/workplaces. This includes lighting, ventilation, noise, temperature, rest, and interpersonal behavior.

1.5.38 Safety Equipment

Machines or tools/items/materials that ensure workers' safety (e.g., fire extinguisher, guard rail, safety net, first aid kit, etc.). These must be installed and maintained according to specific procedures.

1.5.39 Recordkeeping

The process of storing and updating written documents related to safety information, activities, training, inspection, and accidents. It forms the basis for audits and all types of report preparation.

1.6 Legal and Policy Basis

Each indicator, provision, and procedure of this guideline has been determined based on national laws, LGED's own policies, standards, and internationally recognized standards. It constitutes essential administrative instructions, legal obligations, and policy commitments for ensuring health and safety at the workplace.

This guideline includes applicable provisions/laws/regulations from the following laws/regulations/policies:

1.6.1 National Laws and Regulations:

- *Bangladesh Labor Act, 2006*
- *Bangladesh Labor Rules, 2015*
- *Bangladesh National Building Code (BNBC)*
- *Environment Conservation Act, 1995*
- *Guidelines of the Department of Inspection for Factories and Establishments (DIFE Guidelines)*

1.6.2 Institutional Policies and Frameworks:

- *OHS Policy of LGED*
- *OHS Standards of LGED*
- *Environmental and Social Management Framework (ESMF) of LGED*
- *Contractor Management Guidelines of LGED*

1.6.3 International Standards:

- *ISO 45001: Occupational Health and Safety Management Systems*
- *ILO Convention No. 155: Occupational Safety and Health (OSH)*
- *OSHA Guidelines: United States Occupational Safety and Health Administration*
- *Framework Directive 89/391/EEC: General Policy of Preserving Workplace Health and Safety*

1.7 Alignment with Existing Policies and Standards

This guideline has been formulated in full alignment with the existing OHS Policy of LGED, the OHS Standards of LGED, and internationally recognized standards. Each indicator and implementation framework has been structured in a way that ensures institutional continuity and guarantees practical applicability at the field level.

This alignment has been ensured in the following ways:

1.7.1 OHS Policy of LGED:

The basic structure of this guideline has been arranged in alignment with the indicators of LGED's own OHS Policy. For example: safe working environment, risk control, PPE management, and training framework.

1.7.2 OHS Standards of LGED:

Each Standard Operating Procedure (SOP), instruction, and implementation framework of this guideline follows and aligns with the OHS Standards of LGED (e.g., indicator-based SOPs, inspection and audit framework, emergency preparedness, and recordkeeping, etc.).

1.7.3 Environmental and Social Management Framework (ESMF) of LGED:

The health and safety indicators mentioned in LGED's ESMF have been used as the basis of this guideline. Specifically, the instructions on workplace risk identification, emergency preparedness, and stakeholder inclusion have been incorporated into this guideline in the form of SOPs.

1.7.4 ISO 45001: Occupational Health and Safety Management Systems:

The chapters of this guideline have been structured following the applicable provisions/instructions of this international standard, including risk assessment, control measures, and inspection framework. Following ISO 45001, the indicators have been made measurable and auditable.

1.7.5 ILO Convention No. 155: Occupational Safety and Health (OSH):

This convention of the International Labour Organization has been followed in protecting the safety, health, and welfare of workers/laborers. In particular, the policies of this convention have been reflected in the guideline in areas such as worker participation, training, and protective equipment management.

1.7.6 OSHA Guidelines – United States Occupational Safety and Health Administration:

Based on the globally recognized OSHA guidelines, applicable instructions and the structure of Standard Operating Procedures (SOPs) including site safety and warning signs have been incorporated into the guideline. Although not directly applicable, its instructions have been used as a reference framework.

1.7.7 Contractor Management Guidelines of LGED:

The responsibilities of contractors and third parties, safety practices, and training frameworks have been included in this guideline following the Contractor Management Guidelines.

Each instruction of the guideline has been adapted according to the project/program/contract-based realities at the field level so that the instructions are not only policy-oriented but also implementable. For example: sanitation, rest rooms, separate facilities for female workers, etc.

This alignment will ensure not only policy coherence but also applicability, auditability, and stakeholder acceptability. It will serve as the foundation for transforming LGED's safety culture into a living, institutionally integrated framework.

2. Connection between the “National Occupational Health and Safety Policy” and Other Laws/Ordinances Related to Occupational Health and Safety

An effective policy for ensuring Occupational Health and Safety (OHS) at construction sites/worksites becomes implementable only when it is coherently aligned with existing national laws, ordinances, and international standards. In formulating LGED’s OHS Guideline, the structure, objectives, and obligations of the National Occupational Health and Safety Policy and relevant laws/regulations/ordinances have been taken as the foundational basis.

This chapter highlights the relationship and alignment between the OHS policy and national laws such as the Labor Act, 2006 (amended 2013), Environment Conservation Act, 1995, Factory Act, 1965, and conventions of the International Labour Organization (ILO). Through this, LGED’s OHS management framework has been provided with a legal, ethical, and institutional foundation.

Additionally, this chapter includes the aspect of ensuring legal connection between OHS-related recommendations in project documents of development partner agencies and contract-based implementation frameworks. As a result, this chapter will serve as a reference chapter for all OHS activities of LGED, which will support the implementation, evaluation, and updating of the policy.

2.1 Workplace (Construction Site/Worksite) Accident

2.1.1 Relevant Policy:

National Labor Policy

2.1.2 Quoted Clause (Clause-19)

“In every workplace, the employer must take necessary measures for accident prevention, immediate medical treatment, compensation, and rehabilitation.”

2.1.3 Purpose of the Guidelines

The purpose of this instruction is to ensure immediate response, medical treatment, compensation, and rehabilitation for workers/laborers working at construction sites/worksites in case of an accident. Additionally, it aims to take effective measures to prevent future accidents through investigation of causes, adoption of preventive actions, and documentation of reports.

2.1.4 Detailed Guidelines

2.1.4.1 Immediate Response to Accident

In case of an accident at the construction site, the injured worker must be immediately sent to a medical center. Medical bills, transportation, and initial support must be ensured.

2.1.4.2 Preparation of Accident Report

A comprehensive report must be prepared including the type, time, location, and extent of damage of the accident. The report shall include:

- *Brief description of the incident;*

- *Names of the involved workers/persons;*
- *Opinions of eyewitnesses;*
- *Details of initial medical treatment and support;*
- *Recommendations for remedial actions.*

2.1.5 Compensation and Rehabilitation Measures

Economic support must be ensured for worker compensation according to the contract and labor law. If necessary, arrangements for rehabilitation or re-employment must be made.

2.1.6 Adoption of Preventive Measures

To prevent recurrence of similar accidents, safety measures in the concerned area must be reviewed and preventive actions taken. For example: warning signs, safety training, distribution of personal protective equipment (PPE).

2.1.7 Grievance Reception and Resolution (GRM):

Through GRM, arrangements must be made to receive, verify, and resolve complaints from workers or colleagues. Confidentiality of complaints must be maintained and a resolution timeline must be defined.

2.1.8 Responsibility Distribution

2.1.8.1 Responsibilities of the Contractor

- *Send the injured worker to a medical center and ensure initial medical treatment.*
- *Prepare the accident report and submit it to the concerned LGED field office within 24 hours.*
- *Ensure financial support for compensation according to the contract and labor law.*
- *Review safety measures and take preventive actions.*
- *Ensure complaint reception and resolution through GRM.*

2.1.8.2 Responsibilities of the Concerned LGED Field Office

- *Verify the report submitted by the contractor and conduct investigation at the incident site.*
- *Monitor the process of receiving medical treatment, compensation, and rehabilitation.*
- *Prepare a comprehensive investigation report and send it to the Project/Program Implementation Unit (PMIU).*
- *Seek assistance from local administration or health department (if necessary).*
- *Provide awareness instructions and take measures to prevent future accidents.*

2.1.8.3 Responsibilities of the Project/Program Implementation Unit (PIMU)

- *Preserve the investigation report and include it in the annual OHS audit.*
- *Send the report to development partners in the prescribed format.*
- *Identify similar risks and issue preventive instructions.*
- *Consider the accident issue in evaluating contractor performance.*

2.2 Workplace (Construction Site/Worksite) Health Conditions

2.2.1 Relevant Law

Labor Act, 2006 (Amended 2013)

2.2.2 Quoted Clause (Clause-51):

“Every establishment must take appropriate measures to protect the health of workers, ensuring light, ventilation, temperature control, and cleanliness at the workplace.”

2.2.3 Purpose of the Guidelines

The purpose of this instruction is to ensure a healthy, safe, and work-friendly environment for workers engaged at construction sites. Through this, it will be possible to create a supportive environment for workers’ physical well-being, concentration, and accident prevention.

2.2.4 Detailed Guidelines

2.2.4.1 *Ensuring Light and Ventilation*

Construction sites must have adequate natural or artificial lighting so that workers can perform tasks clearly. Additionally, there must be arrangements for ventilation—such as open windows, ventilation fans, or air passageways.

2.2.4.2 *Temperature Control*

Extreme heat or cold reduces workers’ ability to work. Therefore, temperature control measures must be in place at construction sites—such as shade, water spraying, or temporary cooling arrangements.

2.2.4.3 *Maintaining Cleanliness*

Construction sites must be kept free from dirt, waste, and foul odor. At the end of each workday, cleanliness activities must be conducted by designated personnel.

2.2.4.4 *Increasing Health Awareness*

To increase health awareness among workers, posters, banners, and applicable International Electrotechnical Commission (IEC) materials must be used. Examples include: “Stay Clean, Stay Healthy”, “Avoid Dust”, “Check if Drinking Water is Safe”, etc.

2.2.4.5 *Health Risk Assessment*

Before the start of the project and during its implementation, health risk assessments of workers must be conducted. For example: impact of dust, noise, heat, or chemical substances. Preventive measures must be taken based on the assessment.

2.2.5 Responsibility Distribution

2.2.5.1 *Responsibilities of the Contractor*

- *Install adequate lighting and ventilation systems at the construction site.*
- *Adopt measures such as shade, water spraying, or cooling systems for temperature control.*
- *Appoint and supervise personnel for daily cleanliness activities after work.*
- *Install posters, banners, and applicable IEC materials to increase health awareness.*
- *Provide necessary information and support for health risk assessment.*

2.2.5.2 Responsibilities of the Concerned LGED Field Office

- *Monitor and verify health measures implemented by the contractor.*
- *Collect workers' feedback and recommend necessary corrections.*
- *Prepare health risk assessment report and send it to the Project/Program Implementation Unit (PMIU).*
- *Participate in awareness activities and coordinate with local health authorities.*
- *Include health indicators in monthly reports and audit forms.*

2.2.5.3 Responsibilities of the OHS Focal Point/Focal Person

- *Conduct annual health audit and evaluate according to labor law.*
- *Analyze project-based health risks and provide preventive recommendations.*
- *Send health-related reports to development partners.*
- *Identify similar risks in other projects and issue instructions accordingly.*
- *Coordinate with GRM for resolution of health-related complaints.*

2.3 Safety of Female Workers at the Workplace (Construction Worksite)

2.3.1 Relevant Policy

National Labor Policy

2.3.2 Quoted Clause (Clause-19)

“Effective measures must be taken to ensure a safe working environment, separate rest rooms, sanitary facilities, and prevention of sexual harassment for female workers.”

2.3.3 Purpose of the Guidelines

The purpose of this instruction is to ensure a safe, dignified, and hygienic working environment for female workers engaged at construction sites. Through this, it will be possible to protect female workers’ concentration, confidence, and rights.

2.3.4 Detailed Guidelines

2.3.4.1 Separate Rest Room

A safe, shaded, and clean separate rest room must be provided for female workers at the construction site. The room must be located in an easily accessible area and separate from the male workers’ rest room.

2.3.4.2 Sanitary Toilet Facility

A separate sanitary toilet must be provided for female workers, ensuring water supply, lighting, and cleanliness. The toilet door must be marked “For Female Workers” and maintained regularly.

2.3.4.3 Safety Measures

Adequate lighting, CCTV (if applicable), and safety signs must be installed in the movement paths, rest rooms, and toilet areas of female workers. If necessary, female security personnel may be appointed.

2.3.4.4 Prevention of Sexual Harassment

To prevent sexual harassment at the construction site, awareness posters, complaint reception mechanisms, and resolution processes through GRM must be in place. Confidentiality of complaints must be maintained and resolution ensured within the defined timeframe.

2.3.4.5 Collection of Female Workers’ Opinions

Before and after implementing safety and facility-related measures, opinions of female workers must be collected. Measures must be reviewed and revised based on their feedback.

2.3.5 Responsibility Distribution

2.3.5.1 Responsibilities of the Contractor

- *Construct and maintain separate rest rooms for female workers at the construction site under the contract.*
- *Install sanitary toilet facilities, ensure water supply, and maintain cleanliness.*
- *Install and maintain safety measures (lighting, CCTV, signs).*
- *Install awareness posters for prevention of sexual harassment and ensure complaint reception and resolution through GRM.*

- *Collect opinions of female workers and assist in taking necessary measures accordingly.*

2.3.5.2 Responsibilities of the Concerned LGED Field Office

- *Monitor and verify the separate rest room and toilet facilities implemented by the contractor.*
- *Receive and investigate complaints related to safety and facilities of female workers.*
- *Review the effectiveness of GRM and ensure timely resolution.*
- *Coordinate with local administration or the Department of Women Affairs to receive necessary support.*
- *Include the “Female Worker Safety” indicator in monthly reports and audit forms.*

2.3.5.3 Responsibilities of the Project/Program Implementation and Management Unit (PIMU)

- *Preserve reports sent by the field office and include them in the annual OHS audit.*
- *Send reports related to female worker safety to development partners in the prescribed format.*
- *Issue instructions for implementing similar measures in other projects.*
- *Evaluate the effectiveness of GRM and recommend necessary policy amendments.*
- *Ensure budget allocation for training and awareness activities related to female worker safety.*

2.4 Workplace (Construction Site/Worksite) Health: Dust/Smoke/ Respiratory Management

2.4.1 Relevant Law

Labor Act, 2006 (Amended 2013)

2.4.2 Quoted Clause (Clause-53)

“If there is a possibility of workers’ respiratory obstruction due to dust, smoke, vapor, or any other gaseous substance at any workplace, the employer must take effective measures to control it.”

2.4.3 Purpose of the Guidelines

The purpose of this instruction is to reduce respiratory health risks of workers by controlling dust, smoke, or other airborne pollution at construction sites. As a result, the likelihood of lung diseases, fatigue, and long-term health damage among workers will decrease, and a safe working environment will be ensured.

2.4.4 Detailed Guidelines

2.4.4.1 Adoption of Dust Suppression Measures

During activities that generate dust at construction sites (e.g., excavation, demolition, brick/sand transportation), regular water spraying, covering, or use of dust-absorbing equipment must be ensured.

2.4.4.2 Control of Smoke and Vapor

If smoke/vapor is emitted due to fuel or chemical use, the emission source must be immediately controlled. If necessary, emission control devices or ventilation arrangements must be provided.

2.4.4.3 Personal Protective Equipment (PPE) for Workers

Workers engaged in activities involving exposure to dust/smoke/vapor must be provided with masks, respirators, or filter-equipped breathing support equipment. A register of PPE distribution must be maintained.

2.4.4.4 Health Awareness and Training

Posters, banners, and short training sessions must be arranged to raise awareness among workers regarding health risks from dust/smoke. The training will include instructions on PPE usage, risk identification, and preventive behavior.

2.4.4.5 Risk Assessment and Reporting

Health risk assessments related to dust/smoke must be conducted before and during the implementation of the project/program/contract. Preventive measures must be taken based on the assessment, and monthly health reports must be prepared.

2.4.5 Responsibility Distribution

2.4.5.1 Responsibilities of the Contractor

- Implement dust control measures such as water spraying, covering, or other suppression methods during dust-generating activities.
- Identify sources of smoke/vapor emission and take effective control measures.

- *Provide PPE to workers, maintain a distribution register, and encourage PPE usage.*
- *Install awareness posters and arrange short training sessions.*
- *Assist in risk assessment and prepare monthly health reports.*

2.4.5.2 Responsibilities of the Concerned LGED Field Office

- *Monitor and verify dust/smoke control measures implemented by the contractor.*
- *Review the effectiveness of PPE distribution and usage.*
- *Collect workers' feedback and recommend necessary corrections.*
- *Prepare health risk assessment reports and send them to the Project/Program Implementation Unit (PMIU).*
- *Coordinate with local health authorities to receive necessary support.*

2.4.5.3 Responsibilities of the OHS Focal Point/Focal Person

- *Include dust/smoke-related indicators in the annual health audit.*
- *Analyze project-based risks and provide preventive recommendations.*
- *Send health-related reports to development partners in the prescribed format.*
- *Identify similar risks in other projects and issue instructions accordingly.*
- *Develop and distribute IEC materials to improve PPE usage standards and awareness.*

2.5 Workplace (Construction Worksite) Health – Safe Drinking Water

2.5.1 Relevant Law

Labor Act, 2006 (Amended 2013)

2.5.2 Quoted Clause (Clause-58)

58(1): “Every establishment must ensure adequate provision of pure drinking water for workers.”

58(3): “Where 25 or more workers are employed, the source of drinking water must be installed in a way that it is easily accessible and free from contamination.”

2.5.3 Purpose of the Guidelines

The purpose of this instruction is to ensure safe, easily accessible, and adequate provision of pure drinking water for workers engaged at construction sites. Through this, it will be possible to prevent waterborne diseases, fatigue, and reduced work efficiency among workers.

2.5.4 Detailed Guidelines

2.5.4.1 *Installation of Adequate Water Sources*

Water sources (e.g., tube wells, tanks, filters, bottled water) must be installed at construction sites/worksites according to the number of workers. At least one water point must be provided for every 25 workers.

2.5.4.2 *Ensuring Water Quality*

Drinking water must be pure according to WHO or the standards of the Directorate General of Health Services/Public Health Engineering Department. If necessary, filtration, ultraviolet (UV), or reverse osmosis (RO) technology must be used. Arrangements must be made for water sample testing.

2.5.4.3 *Location and Accessibility*

Water sources must be installed in locations that are easily accessible from the workers’ work area and safe from contamination. Water sources must not be placed near toilets, waste dumping areas, or chemical storage zones.

2.5.4.4 *Cleanliness and Maintenance*

Water containers, tube wells (where applicable), tanks, or filters must be cleaned daily. Designated personnel must be appointed for maintenance, and a cleanliness register must be maintained.

2.5.4.5 *Signage and Awareness*

Signs stating “Safe Drinking Water” must be clearly displayed at water points. Additionally, awareness messages such as “Do not waste water”, “Turn off the tap after use”, etc., must be installed.

2.5.5 Responsibility Distribution

2.5.5.1 *Responsibilities of the Contractor*

- Install adequate safe drinking water sources for workers at the construction site under the contract.
- Install and regularly maintain filtration or purification systems to ensure water quality.

- *Install water sources in contamination-free areas and make them easily accessible for workers.*
- *Clean water containers and equipment daily and maintain a maintenance register.*
- *Install awareness signs and messages and provide verbal instructions to workers.*

2.5.5.2 Responsibilities of the Concerned LGED Field Office

- *Verify the number, quality, and location of drinking water sources installed by the contractor.*
- *Collect feedback from workers regarding water quality and accessibility.*
- *Review the maintenance register and take immediate action in case of irregularities.*
- *Include the “Safe Drinking Water” indicator in the monthly progress report.*
- *Arrange water quality testing with the assistance of local health authorities.*

2.5.5.3 Responsibilities of the OHS Focal Point/Focal Person

- *Include water quality, quantity, and management in the annual health audit.*
- *Send drinking water-related reports to development partners in the prescribed format.*
- *Issue instructions for implementing similar measures in other projects.*
- *Propose innovative methods in drinking water management (e.g., solar filters, rainwater harvesting).*
- *Organize awareness activities (e.g., observance of Water Day) with worker participation.*

2.6 Workplace (Construction Worksite) Health – Rest Room and Water Supply

2.6.1 Relevant Law

Labor Act, 2006 (Amended 2013)

2.6.2 Quoted Clause (Clause-93(1))

“In establishments where workers require rest, the employer must provide suitable rest rooms and water supply for the workers.”

2.6.3 Purpose of the Guidelines

The purpose of this instruction is to create opportunities for physical rest and regaining work capacity for workers engaged at construction sites/worksites. Additionally, by ensuring safe water supply during rest periods, it aims to reduce fatigue, dehydration, and health risks among workers.

2.6.4 Detailed Guidelines

2.6.4.1 Location and Structure of Rest Room

A shaded, ventilated, and safe rest room must be established for workers at the construction site. The room must be located in an easily accessible and contamination-free area near the work zone.

2.6.4.2 Furniture and Facilities

The rest room must have benches, mats, or plastic chairs for seating. During excessive heat, fans or ventilation arrangements must be provided. If necessary, arrangements for light snacks or water supply for workers may be included.

2.6.4.3 Cleanliness and Maintenance

The rest room must be cleaned daily. Cleanliness of the floor, walls, and furniture must be ensured. Designated personnel must be appointed for maintenance, and a cleanliness register must be maintained.

2.6.4.4 Water Supply Arrangement

A safe drinking water source must be located near the rest room. The water source must display a sign reading “Safe Drinking Water” and be cleaned regularly.

2.6.4.5 Signage and Awareness

At the entrance of the rest room, a sign reading “Worker Rest Room” must be displayed. Additionally, awareness messages such as “Keep Clean”, “Designated Rest Time”, “Do Not Waste Drinking Water” must be installed.

2.6.5 Responsibility Distribution

2.6.5.1 Responsibilities of the Contractor

- Construct and maintain a shaded, safe, and clean rest room for workers at the construction site under the contract.
- Install necessary furniture (bench, chair, fan) in the rest room and ensure maintenance.
- Install a safe drinking water source near the rest room and clean it regularly.
- Maintain a cleanliness register and appoint maintenance personnel.

- *Install awareness signs and messages and provide verbal instructions to workers.*

2.6.5.2 Responsibilities of the Concerned LGED Field Office

- *Verify the quality, location, and usability of the rest room and water supply system constructed by the contractor.*
- *Collect feedback from workers regarding the effectiveness of the rest room.*
- *Review the cleanliness register and take immediate action in case of irregularities.*
- *Include the “Rest Room and Water Supply” indicator in the monthly progress report.*
- *Verify standards and receive advice with the assistance of the local health or labor department.*

2.6.5.3 Responsibilities of the OHS Focal Point/Focal Person

- *Include rest room and water supply-related indicators in the annual health audit.*
- *Send rest and water-related reports to development partners in the prescribed format.*
- *Issue instructions for implementing similar measures in other projects.*
- *Propose innovative methods in rest room management (e.g., mobile rest units).*
- *Organize awareness activities (e.g., Rest Awareness Week) with worker participation.*

2.7 Workplace (Construction Worksite) Health – Separate Rest Room for Female Workers

2.7.1 Relevant Law

Labor Act, 2006 (Amended 2013)

2.7.2 Quoted Clause (Clause-93(3))

“In establishments where female workers are employed, the employer must provide separate rest rooms for them.”

2.7.3 Purpose of the Guidelines

The purpose of this Guidelines is to create a respectful, safe, and hygienic resting opportunity for female workers engaged at construction sites. Through separate rest rooms, it will be possible to ensure women’s personal privacy, physical rest, and mental comfort.

2.7.4 Detailed Guidelines

2.7.4.1 *Location and Structure of Separate Rest Room*

A separate, shaded, and safe rest room must be established for female workers at the construction site. The room must be installed in a contamination-free area, separate from the male workers’ rest room.

2.7.4.2 *Privacy and Security*

The door, windows, and entrance of the room must have arrangements to ensure privacy. If necessary, curtains, locks, or female security personnel may be appointed. A sign reading “For Female Workers” must be displayed at the entrance.

2.7.4.3 *Furniture and Facilities*

The room must have benches, mats, or plastic chairs for seating. During excessive heat, fans or ventilation arrangements must be provided. If necessary, arrangements for light snacks or water supply may be included.

2.7.4.4 *Cleanliness and Maintenance*

The room must be cleaned daily. Cleanliness of the floor, walls, and furniture must be ensured. If a female staff member is appointed for maintenance, it will be given priority.

2.7.4.5 *Collection of Female Workers’ Opinions*

Opinions of female workers must be collected regarding the design, location, and management of the room. Necessary revisions must be made based on their feedback.

2.7.5 Responsibility Distribution

2.7.5.1 *Responsibilities of the Contractor*

- *Construct and maintain a separate rest room for female workers at the construction site under the contract.*
- *Ensure the privacy, security, and cleanliness of the room.*
- *Install and maintain necessary furniture (bench, chair, fan).*
- *Collect opinions of female workers and make necessary changes in room management.*
- *Install awareness signs and messages and provide verbal instructions.*

2.7.5.2 Responsibilities of the Concerned LGED Field Office

- *Verify the quality, location, and usability of the separate rest room constructed by the contractor.*
- *Collect experience and feedback from female workers regarding room usage.*
- *Review the cleanliness register and take immediate action in case of irregularities.*
- *Include the indicator “Separate Rest Room for Female Workers” in the monthly progress report.*
- *Receive advice with the assistance of the local Department of Women Affairs or health authorities.*

2.7.5.3 Responsibilities of the OHS Focal Point/Focal Person

- *Include indicators related to female workers’ rest rooms in the annual health audit.*
- *Send reports in the prescribed format to development partners.*
- *Issue instructions for implementing similar measures in other projects.*
- *Develop and distribute IEC materials to protect the safety and dignity of female workers.*
- *Organize awareness activities (e.g., Women Safety Week) with worker participation.*

2.8 Workplace (Construction Worksite) Health – Sanitary Toilet Facilities

2.8.1 Relevant Law

Labor Act, 2006 (Amended 2013)

2.8.2 Quoted Clause (Clause-59)

“Every establishment must provide an adequate number of sanitary toilets for workers, which are clean, well-lit and ventilated, and separately designated for male and female workers.”

2.8.3 Purpose of the Guidelines

The purpose of this Guideline is to ensure hygienic, safe, and dignified toilet facilities for workers engaged at construction sites/worksites. Through sanitary toilets, it will be possible to reduce waterborne diseases, environmental pollution, and discomfort among workers.

2.8.4 Detailed Guidelines

2.8.4.1 *Number and Segregation of Toilets*

An adequate number of sanitary toilets must be installed at construction sites/worksites according to the number of workers. Separate toilets must be provided for male and female workers, and clearly marked.

2.8.4.2 *Location and Accessibility*

Toilets must be installed in locations that are easily accessible and safe from the work area. The entrance of the toilet must have adequate lighting and ensure privacy.

2.8.4.3 *Water Supply and Sanitation*

Each toilet must have a water supply arrangement—such as water taps, buckets, mugs. If necessary, arrangements for handwash, soap, and dry cloths must be provided.

2.8.4.4 *Cleanliness and Maintenance*

Toilets must be cleaned at least twice daily. Designated personnel must be appointed for cleanliness, and a cleanliness register must be maintained.

2.8.4.5 *Signage and Awareness*

Each toilet door must display a sign reading “For Male Workers” or “For Female Workers.” Additionally, awareness messages such as “Keep Clean”, “Do Not Waste Water”, etc., must be installed.

2.8.5 Responsibility Distribution

2.8.5.1 *Responsibilities of the Contractor*

- *Construct and maintain an adequate number of sanitary toilets at the construction site under the contract.*
- *Install and ensure identification of separate toilets for male and female workers.*
- *Provide water supply, handwash, and sanitation materials in each toilet.*
- *Maintain a cleanliness register and appoint maintenance personnel.*

- *Install awareness signs and messages and provide verbal instructions to workers.*

2.8.5.2 Responsibilities of the Concerned LGED Field Office

- *Verify the number, quality, and usability of toilets constructed by the contractor.*
- *Collect experience and feedback from female workers regarding toilet usage.*
- *Review the cleanliness register and take immediate action in case of irregularities.*
- *Include the “Sanitary Toilet Facilities” indicator in the monthly progress report.*
- *Verify standards and receive advice with the assistance of local health or sanitation authorities.*

2.8.5.3 Responsibilities of the OHS Focal Point/Focal Person

- *Include indicators related to sanitary toilets in the annual health audit.*
- *Send toilet facility-related reports to development partners in the prescribed format.*
- *Issue instructions for implementing similar measures in other projects.*
- *Propose innovative methods in sanitation management (e.g., mobile toilet units, biogas toilets).*
- *Organize awareness activities (e.g., Cleanliness Week) with worker participation.*

3. Implementation Guidelines Based on OHS Indicators (as per OHS Policy of LGED: Chapter-5)

Under Chapter-5 of LGED's OHS Policy, a comprehensive indicator-based framework has been developed to ensure occupational health and safety (OHS) and environmental protection in the implementation of LGED's development activities. Among these indicators, some have already been included in LGED's regular practices as Key Performance Indicators (KPIs), and their performance is regularly evaluated. On the other hand, although most other indicators are not yet part of regular practice, their importance is essential for maintaining project quality, worker safety, and environmental balance.

The objectives of the instructions in this chapter of the guideline are:

- *To incorporate the other indicators mentioned in the policy into regular practice as applicable;*
- *To provide clear instructions for implementation through contractors/implementing agencies/institutions;*
- *To ensure compliance with OHS indicators in all projects/programs/activities regardless of the funding agency.*

These indicators have been categorized as follows, which will support implementability, risk control, and equity assurance:

- a) Key Performance Indicators (KPIs):** *These indicators are currently part of LGED's practice and their performance is evaluated.*
- b) Other General Indicators:** *Lightning, temperature, land stability, emergency preparedness, disaster, rain, storm, traffic, site cleanliness, general safety, fall from height, flying objects, fire, labor camps, safety records, welding/cutting—each indicator directly ensures the protection of workers' lives and working conditions.*
- c) Environmental Indicators:** *Wildlife, sustainable use of resources, environmental degradation, air and water pollution—each indicator contributes to enhancing the effectiveness, sustainability, and preventive capacity of OHS.*
- d) Indicators Related to Material/Equipment/Item Storage and Handling:** *Warehousing, stacking, carrying, lifting, hazardous materials—each indicator ensures accident prevention and operational efficiency.*
- e) Construction Safety Indicators:** *Scaffold, platform, cofferdam, machinery, hand tools, demolition, electrical safety, hazardous materials—each indicator is essential for structural stability, life protection, and risk control.*
- f) Gender Equality, Safety of Female Workers, and Grievance Redress Mechanism (GRM):** *These indicators are essential to ensure dignity, safety, participation, and grievance resolution for female workers.*

For each of these indicators, implementation guidelines have been provided in Chapter-3 of the guideline following the structure below:

- a) Effective Implementation Instructions**
- b) Responsibility Distribution**
- c) Supportive Materials and Implementation Tools**
- d) Applicable Practices for Risk Reduction**

3.1 Key Performance Indicator (KPI) Implementation Guidelines (Based on Chapter–5, Sub-Chapter 5.1 of the OHS Policy)

To ensure Occupational Health and Safety (OHS) in the implementation of LGED’s development projects/programs/contracts, certain indicators have been identified as “Key Performance Indicators (KPI).” These indicators are part of LGED’s regular practice and their performance is regularly evaluated.

KPI indicators are essential for ensuring project quality, worker safety, and institutional accountability. To ensure effective implementation of these indicators, clear instructions, responsibility distribution, supportive materials, and applicable practices for risk reduction must be defined for each indicator.

3.1.1 Safe Drinking Water (Based on Chapter–5, Sub-Chapter 5.1.1 of the OHS Policy)

3.1.1.1 Effective Implementation Guidelines

- *Safe, uncontaminated, and adequate drinking water must be supplied for workers at the construction site;*
- *The source of drinking water must be tested and approved according to standards set by WHO, DPHE, or LGED;*
- *At temporary or remote sites, UV/RO filters, chlorination, or water purification tablets must be used;*
- *Water must be stored in tanks/jars/buckets made of non-toxic, food-grade materials with lids;*
- *Separate arrangements must be made in the distribution system to prevent cross-contamination;*
- *Clear signage reading “Drinking Water” must be installed at storage and distribution points;*
- *In emergency situations, bottled water, mobile units, or alternative supply from safe sources must be ensured;*
- *Regular inspection, cleaning, and maintenance activities must be maintained.*

3.1.1.2 Responsibility Distribution

1. Contractor

- Will be responsible for identifying safe drinking water sources, installing purification technology, and implementing storage and distribution systems;
- Will ensure water quality according to standards set by WHO, DPHE, or LGED;
- Will install UV/RO filters, chlorination units, or purification tablets.

2. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will ensure daily supply, identification of distribution points, and accessibility for workers;
- Will ensure cleanliness of storage containers, proper lids, and measures to prevent cross-contamination.

3. OHS Committee or Worker Representative

- Will receive complaints related to safe drinking water;

- Will activate alternative arrangements during emergencies;
- Will participate in awareness-raising activities for workers;
- Will ensure regular inspection and follow-up.

4. Relevant LGED Office

- Will review the identification of safe drinking water sources, quality control, and appropriateness of purification technology at the construction site;
- Will monitor the effectiveness of the water supply system and provide corrective recommendations as needed;
- Will be responsible for setting water quality standards, approving sources, and overseeing overall implementation;
- Will evaluate the effectiveness of the safe drinking water system under the project/contract and prepare reports.

3.1.1.3 Supportive Materials and Implementation Tools

- *Water quality testing kits (TDS, pH, chlorine)*
- *UV/RO filters, chlorination units*
- *Lidded jars/tanks/buckets (food grade)*
- *“Drinking Water” signage boards/stickers*
- *Emergency bottled water stock*
- *Distribution checklist and maintenance log*

3.1.1.4 Applicable Practices for Risk Reduction

- 1. Prevention of waterborne diseases such as stomach illness, diarrhea, hepatitis:** Practice of identifying safe and uncontaminated drinking water sources, quality control, and ensuring supply from sources tested by WHO/DPHE/LGED.
- 2. Prevention of dehydration and reduced work efficiency among workers:** Practice of supplying adequate and easily accessible drinking water daily and encouraging regular water intake to maintain work capacity.
- 3. Ensuring alternative supply during emergencies to prevent disruption:** Practice of activating alternative supply through bottled water, mobile water units, or nearby safe sources in case of water shortage, contamination, or supply interruption.
- 4. Reducing long-term health risks through purification technology:** Practice of using appropriate technologies such as UV, RO, chlorination, or purification tablets to control contamination and reduce health risks.
- 5. Preventing misuse through identification and awareness:** Practice of installing clear signage reading “Drinking Water” at storage and distribution points and raising awareness among workers about safe water usage.

3.1.2 Toilet Facilities (Based on Chapter–5, Sub-Chapter 5.1.2 of the OHS Policy)

Ensuring hygienic, safe, and dignified toilet facilities for workers at construction sites is a fundamental human right and one of the key performance indicators (KPI) of LGED’s OHS Policy. This indicator is essential not only for health protection but also for maintaining the dignity, safety, and work capacity of both male and female workers.

3.1.2.1 *Effective Implementation Guidelines*

- Adequate, hygienic, well-lit, and safe toilet facilities must be ensured for workers at construction sites;
- Separate toilet arrangements must be provided for male and female workers;
- Toilets must be made of food-grade plastic, cement, or tin, easy to clean, and suitable for waste disposal;
- Regular cleaning, disinfection, and maintenance must be ensured;
- Lighting, ventilation, and water supply systems must be in place;
- Clear signage and instructions must be displayed at toilet entrances;
- In special situations (remote sites, temporary camps), mobile toilets or temporary arrangements must be adopted;
- Workers' feedback and needs must be considered through complaint reception and redress mechanisms.

3.1.2.2 *Responsibility Distribution*

1. Contractor

- Responsible for toilet installation, ensuring separation, and maintenance;
- Will ensure the installation of separate and safe toilets for female workers.

2. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise daily cleaning, water supply, lighting, and signage;
- Will assist in receiving complaints from workers and taking immediate action.

3. OHS Committee or Worker Representative

- Will monitor the effectiveness of toilet facilities;
- Will play a role in ensuring the opinions and safety of female workers.

4. Relevant LGED Office

- Will monitor the materials used, installation methods, and maintenance activities for ensuring separate, safe, and hygienic toilet facilities for male and female workers at construction sites;
- Will review the effectiveness of toilet placement, water supply, and drainage systems along workers' movement paths;
- Will provide implementation advice as per national health and sanitation standards when necessary;
- Will be responsible for design approval, standard setting, and implementation monitoring.

3.1.2.3 *Supportive Materials and Implementation Tools*

- Toilet units made of fiber/cement/tin
- Disinfectants, brushes, water supply units
- "Male/Female Toilet" signage boards/stickers
- Mobile toilet units (if necessary)
- Maintenance logbook and complaint register

3.1.2.4 *Applicable Practices for Risk Reduction*

1. **Prevention of diseases due to unhygienic conditions (diarrhea, infections):** Practice of ensuring hygienic, clean, and regularly disinfected toilet facilities to prevent waterborne and infectious diseases among workers.

2. **Ensuring safety and dignity of female workers:** Practice of installing and identifying separate, safe, and accessible toilets for female workers to ensure their dignity and safety.
3. **Maintaining proper waste management flow:** Practice of using designated reservoirs, drains, and treatment systems for disposal of toilet wastewater and waste to ensure environmentally friendly waste management.
4. **Building trust in complaint redress mechanisms:** Practice of receiving workers' feedback, maintaining a complaint register, and taking immediate remedial actions to establish a trustworthy complaint management system.
5. **Enhancing worker productivity in clean and well-lit environments:** Practice of maintaining adequate lighting, ventilation, and cleanliness around toilet areas to improve workers' mental comfort and work efficiency.

3.1.3 Waste Management (Based on Chapter–5, Sub-Chapter 5.1.3 of the OHS Policy)

Waste management at construction sites is not only about cleanliness—it is a fundamental condition for protecting workers' health, safety, and environmental balance. In LGED's OHS Policy, waste management is included as a Key Performance Indicator (KPI), which is part of regular practice.

Under this indicator, guidelines have been provided regarding waste classification, safe collection, transportation, recycling, and final disposal. Proper implementation can reduce accidents, pollution, and health risks.

3.1.3.1 *Effective Implementation Guidelines*

- Waste must be segregated and identified at the construction site; waste must be stored in color-coded containers with clear labels;
- Solid waste (brick, sand, wood, metal, plastic) must be prepared for recycling if reusable, otherwise disposed of at approved locations;
- Liquid waste (wash water, oil, slurry) must be safely collected and disposed of through treatment/purification;
- Hazardous waste (chemicals, batteries, radioactive materials) must be identified, labeled, and stored in secure containers and disposed of by trained personnel;
- Organic waste (food, leaves, wood) must be converted into reusable compost;
- Inorganic waste (plastic, metal, glass) must be prepared for recycling; if not possible, it must be disposed of at approved locations;
- Appropriate packaging, labeling, and designated routes must be followed during transportation and final disposal;
- Regular inspection and documentation must be maintained;
- Training and awareness activities for workers must be conducted.

3.1.3.2 *Responsibility Distribution*

1. Contractor

- Responsible for waste classification, segregation, collection, and disposal;

- Will appoint trained personnel for hazardous and liquid waste management.

2. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise daily waste collection, container placement, labeling, and transportation;
- Will prepare inspection and reporting.

3. OHS Committee or Worker Representative

- Will participate in training and awareness activities for workers;
- Will receive complaints and activate emergency measures.

4. Relevant LGED Office

- Will be responsible for standard setting, approval, and overall implementation monitoring;
- Will monitor the effectiveness and environmental impact of waste classification, collection, disposal, and recycling activities at the construction site;
- Will provide technical advice to ensure compliance with national and international environmental guidelines for hazardous, liquid, and organic waste management;
- Will review inspection reports and the quality and continuity of worker training activities and provide necessary corrective recommendations.

3.1.3.3 Supportive Materials and Implementation Tools

- Color-coded waste containers (red, blue, green, yellow);
- Secure containers for hazardous waste storage;
- Mobile waste transportation units;
- Composting units and organic fertilizer preparation equipment;
- Inspection checklists and reporting forms;
- Training handbooks and awareness posters.

3.1.3.4 Applicable Practices for Risk Reduction

- 1. Accident prevention through identification and safe disposal of hazardous waste:** Practice of identifying, labeling, and storing hazardous materials such as chemicals, batteries, oil-based substances, and radioactive items in secure containers and disposing of them at approved locations by trained personnel.
- 2. Pollution reduction through segregation of organic and inorganic waste:** Practice of separately collecting organic waste (food, leaves, wood chips) and inorganic waste (plastic, metal, glass) for recycling or environmentally sound disposal.
- 3. Maintaining environmental balance through proper transportation and disposal routes:** Practice of using appropriate packaging, labeling, and designated routes during waste transportation and disposal to approved locations.
- 4. Reducing health risks through training and awareness:** Practice of conducting training and awareness activities for workers on waste classification, hazardous waste identification, and safe disposal methods.
- 5. Enhancing transparency and accountability through regular inspection:** Practice of regularly inspecting and documenting activities

related to waste collection, disposal, and recycling to increase transparency and accountability.

3.1.4 First Aid Facilities (Based on Chapter–5, Sub-Chapter 5.1.4 of the OHS Policy)

To ensure health protection for workers at construction sites, first aid facilities are an essential provision and are included as a Key Performance Indicator (KPI) in LGED’s OHS Policy. A first aid center is not only an emergency response mechanism—it is a humanitarian commitment to workers, where lighting, ventilation, cleanliness, medicines, training, and emergency transportation are all part of an integrated safety framework.

3.1.4.1 *Effective Implementation Guidelines*

- *A first aid center must be established in an easily accessible location within the project area;*
- *The center must be operated with adequate lighting, ventilation, and cleanliness;*
- *At least one trained medical assistant/nurse must be readily available;*
- *First aid training may be provided to workers;*
- *Contact information for the nearest hospital and emergency medical centers must be displayed in visible locations;*
- *A vehicle (ambulance or alternative) must be kept ready for emergency transportation;*
- *Written records of medical activities must be maintained, and reports of accidents/illnesses must be prepared;*
- *Handwashing, sanitization, and toilet facilities must be available near the medical center;*
- *Used water and waste must be disposed of following water pollution control guidelines (5.2.2.5 of OHS Policy);*
- *All activities must be conducted in accordance with applicable laws, regulations, and guidelines;*
- *Additional applicable measures must be adopted based on the nature of the project.*

3.1.4.2 *Responsibility Distribution*

a. Contractor

- Responsible for establishing the medical center, procuring equipment, supplying medicines, and appointing trained assistants.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Responsible for supervising daily operations, maintaining records, and displaying emergency contact information.

c. OHS Committee or Worker Representative

- Will play a role in worker training, receiving complaints, and activating emergency support.

d. Relevant LGED Office

- Will monitor the quality and effectiveness of activities related to the establishment of the first aid center, availability of equipment and medicines, and trained assistance at the construction site;

- Will evaluate accountability and response capacity in emergency communication systems, transportation readiness, and accident/illness recordkeeping;
- Will provide technical advice and corrective recommendations in light of national health and sanitation guidelines and the OHS Policy;
- Will be responsible for standard setting, approval, and implementation monitoring.

3.1.4.3 Supportive Materials and Implementation Tools

- *First aid box (kit)*
- *Blood pressure machine, thermometer, gloves, masks*
- *Inhaler, burn cream, eye wash*
- *Record register and reporting forms*
- *Emergency contact number board*
- *Training handbook and awareness posters*
- *Ambulance or alternative vehicle readiness checklist*
- *The medical center must contain the following equipment and medicines:*
- *Bandages, gauze, cotton, antiseptic items*
- *Common medicines for fever, pain, stomach issues, and allergies*
- *Burn cream, eye wash, inhaler (if necessary)*
- *Blood pressure machine, thermometer, gloves, masks*

3.1.4.4 Applicable Practices for Risk Reduction

1. **Ensuring life-saving response immediately after accidents:** Practice of taking all necessary steps/measures to ensure life-saving support immediately after an accident through trained assistance, medical equipment, and emergency transportation.
2. **Enhancing efficiency of medical activities through trained assistance and equipment:** Practice of completing emergency medical activities quickly, safely, and effectively through trained medical assistants and designated medical equipment.
3. **Preventing treatment delays through emergency transportation and communication systems:** Practice of keeping ambulances or alternative vehicles ready and maintaining active communication with nearby hospitals to prevent delays in treatment.
4. **Improving accountability and future preparedness through recordkeeping and reporting:** Practice of maintaining written records of medical center activities and preparing reports of accidents/illnesses to enhance accountability and future risk management capacity.
5. **Preventing infection and pollution by maintaining health and sanitation systems:** Practice of maintaining health and sanitation at the medical center through handwashing, sanitizers, toilets, and water disposal systems to prevent infection and environmental pollution.

3.1.5 Dust Suppression (Based on Chapter–5, Sub-Chapter 5.1.5 of the OHS Policy)

Ensuring control of dust and air pollution at construction sites is a fundamental responsibility for protecting the health of workers, the surrounding environment, and public safety. It is included as a Key Performance Indicator (KPI) in LGED’s OHS Policy. Dust suppression is not only about environmental protection—it is a vital practice for respiratory

safety of workers, public safety of nearby residents, and maintaining ethical standards at construction sites.

3.1.5.1 Effective Implementation Guidelines

- *Appropriate dust control measures must be taken before starting dust-generating activities (e.g., excavation, cutting, drilling, demolition);*
- *Especially during dry weather or high wind conditions, dusty areas must be regularly sprayed with water to keep them moist;*
- *As needed, dust absorbers, mobile water sprayers, or dust screens/netting must be used;*
- *Sand, cement, soil, or other dust-generating materials stored in open areas must be covered;*
- *During transportation of construction materials, truck/bodies must be covered and measures taken to prevent dust or soil from spreading on roads;*
- *Special dust control measures must be adopted when construction activities are conducted near hospitals, schools, residential areas, or environmentally sensitive zones;*
- *Use of masks, goggles, and other dust-resistant PPE must be made mandatory for workers;*
- *Dust control activities must be regularly inspected and effectiveness evaluated to take corrective actions as needed;*
- *All activities must be conducted in accordance with applicable national laws, rules, and policies; national and international environmental guidelines and regulations; and LGED's OHS Policy;*
- *Additional applicable measures must be adopted based on the nature of the project/contract to protect workers' health, environmental balance, and public interest.*

3.1.5.2 Responsibility Distribution

a. Contractor

- Will ensure dust control preparedness, equipment procurement, water spraying, and transportation safety.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise daily dust suppression activities, PPE distribution, and implementation of special measures in sensitive areas.

c. OHS Committee or Worker Representative

- Will promote worker awareness, receive complaints, and encourage PPE usage.

d. Relevant LGED Office

- Will monitor the materials, methods, and implementation process used in dust control activities;
- Will supervise whether dust control measures are properly followed in sensitive areas;
- Will provide advice and guidance as needed in accordance with environmental guidelines.

3.1.5.3 Supportive Materials and Implementation Tools

- *Mobile water sprayer*
- *Dust absorber*
- *Dust screen/netting*

- Tarpaulin/cover for sand/cement
- Masks, goggles, dust-resistant PPE
- Inspection checklist and evaluation form
- Awareness posters and instruction boards

3.1.5.4 *Applicable Practices for Risk Reduction*

1. **Prevention of respiratory problems due to dust and air pollution:** Practice of protecting workers' respiratory health through dust control preparedness, water spraying, and use of dust suppression equipment.
2. **Protection of public interest in environmentally sensitive areas:** Practice of ensuring public safety by adopting special dust control measures during construction near hospitals, schools, and residential areas.
3. **Prevention of dust spread during transportation of construction materials:** Practice of maintaining environmental balance by covering truck/bodies and conducting regular inspections to prevent dust spread on roads.
4. **Health protection of workers through PPE usage:** Practice of reducing health risks by mandating the use of masks, goggles, and dust-resistant PPE.
5. **Enhancing effectiveness through regular inspection and evaluation:** Practice of ensuring effectiveness and taking corrective actions through regular inspection and evaluation of dust control activities.

3.1.6 Warning Signs (Based on Chapter–5, Sub-Chapter 5.1.6 of the OHS Policy)

Installation of warning signs at construction sites is a fundamental and mandatory measure for ensuring the safety of workers, raising awareness among pedestrians and vehicles, and preventing accidents. It is included as a Key Performance Indicator (KPI) in LGED's OHS Policy and is part of regular practice.

A warning sign is not just a board—it is a visible, language-supported, symbol-based safety message that alerts workers and the public to potential risks and ensures protection.

3.1.6.1 *Effective Implementation Guidelines*

- Appropriate warning signs must be installed based on the nature of work, type of risk, and movement patterns (e.g., “Risk of Falling from Height”, “Electrical Hazard”, “Wet Floor”, “Machinery Area”);
- Signs must be placed within the line of sight of workers and pedestrians; height, color, reflectivity, and illumination must be considered;
- Signs must use simple language, internationally recognized symbols, and local language if necessary;
- Signs must be made of weather-resistant, durable, and non-corrosive materials; regular inspection and maintenance must be ensured;
- Mobile warning signs must be used for ongoing or temporary works;
- In addition to warning signs, direction boards, diversion signs, and safety instructions must be installed in an integrated manner;
- All activities must be conducted in accordance with applicable national laws, rules, and policies; international safety guidelines; and LGED's OHS Policy;

- Based on the nature of the project/contract, other applicable measures must be adopted to ensure worker safety, pedestrian awareness, and accident prevention.

3.1.6.2 Responsibility Distribution

a. Contractor

- Will be responsible for preparing, installing, maintaining, and using mobile warning signs.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will be responsible for verifying the location, visibility, language, and symbols of the signs and conducting regular inspections.

c. OHS Committee or Worker Representative

- Will play a role in raising worker awareness, helping interpret the meaning of signs, and receiving complaints.

d. Relevant LGED Office

- Will review the appropriateness of the type, language, symbols, and installation method of warning signs;
- Will monitor the effectiveness and impact of sign installation activities in environmentally and socially sensitive areas;
- Will provide technical advice and corrective recommendations in accordance with national and international safety guidelines.

3.1.6.3 Supportive Materials and Implementation Tools

- Warning sign boards (plastic/metal/flex)
- Reflective stickers and paint
- Mobile sign stands
- Direction boards and diversion signs
- Language and symbol guideline handbook
- Inspection checklist and maintenance logbook

3.1.6.4 Applicable Practices for Risk Reduction

1. **Accident prevention through display of warning signals in hazardous areas:** Practice of installing appropriate warning signs based on the nature of work to alert workers and pedestrians to potential risks.
2. **Ensuring day and night safety through visibility and reflectivity:** Practice of installing signs considering height, color, lighting, and reflectivity to ensure safety at all times.
3. **Enhancing worker understanding through use of language and symbols:** Practice of using simple language, international symbols, and local language to improve worker awareness and response capacity.
4. **Ensuring safety in ongoing work through use of mobile and temporary signs:** Practice of using movable signs for temporary or changing work to provide immediate warnings.
5. **Maintaining effectiveness through regular inspection and maintenance:** Practice of conducting regular inspection and maintenance to preserve the durability, visibility, and clarity of signs.

3.1.7 Noise Management at Construction Worksite (Based on Chapter–5, Sub-Chapter 5.1.7 of the OHS Policy)

Controlling noise pollution at construction sites is not only about protecting workers' hearing—it is a vital responsibility for safeguarding the surrounding environment, residential areas, sensitive institutions, and public interest. In LGED's OHS Policy, noise management is considered a core safety indicator.

3.1.7.1 *Effective Implementation Guidelines*

- *Identify noise-generating equipment, activities, and time periods, and measure noise levels;*
- *Use low-noise equipment, silencers, or sound shields;*
- *Limit noise-generating activities between 8:00 AM and 6:00 PM;*
- *Ensure mandatory use of PPE such as earplugs and earmuffs in high-noise areas;*
- *Install sound barriers, noise-absorbing curtains, or temporary walls as needed to control noise;*
- *Inform local residents in advance and adopt special noise control measures when construction is carried out near hospitals, schools, religious institutions, or residential areas;*
- *Regularly inspect noise control activities and maintain reports on noise levels and corrective measures;*
- *All activities must be conducted in accordance with applicable laws, regulations, and guidelines;*
- *Based on the nature of the project/contract, adopt other applicable measures to protect workers' mental well-being and public interest.*

3.1.7.2 *Responsibility Distribution*

a. Contractor

- Will be responsible for using noise control equipment, following work schedules, distributing PPE, and installing sound barriers.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise noise level measurement, inspection, report maintenance, and implementation of special measures in sensitive areas.

c. OHS Committee or Worker Representative

- Will play a role in raising worker awareness, ensuring PPE usage, and collecting feedback.

d. Relevant LGED Office

- Will monitor the effectiveness and environmental impact of equipment, schedules, PPE, and reports used for noise control;
- Will inspect and evaluate whether noise control measures are properly followed in sensitive areas;
- Will provide technical advice and corrective recommendations in accordance with national and international noise pollution control guidelines.

3.1.7.3 *Supportive Materials and Implementation Tools*

- *Sound level meter*
- *Silencer, sound shield, noise-absorbing curtain*

- Earplugs, earmuffs
- Sound barrier and temporary wall
- Noise control schedule board
- Inspection checklist and reporting form.

3.1.7.4 *Applicable Practices for Risk Reduction*

1. **Protecting workers' hearing and mental well-being:** Practice of ensuring workers' health protection through PPE usage and noise level control in high-noise areas.
2. **Maintaining environmental balance in residential and sensitive areas:** Practice of adopting noise control measures and informing local residents in advance when working near hospitals, schools, and religious institutions.
3. **Reducing noise pollution through use of low-noise equipment:** Practice of reducing noise pollution by using silencers, sound shields, and noise-controlled technologies.
4. **Protecting public interest by controlling work schedules:** Practice of ensuring public comfort by limiting noise-generating activities within designated hours.
5. **Enhancing accountability through regular inspection and report maintenance:** Practice of increasing transparency and accountability by measuring noise levels, documenting corrective actions, and recording worker feedback.

3.1.8 Child Labor at Construction Worksite (Based on Chapter–5, Sub-Chapter 5.1.8 of the OHS Policy)

Child labor at construction sites is strictly prohibited. This is not only a legal obligation—it is a moral, humanitarian, and institutional responsibility. Preventing child labor ensures workers' rights, children's safety, and the social acceptability of the project. In LGED's OHS Policy, this is a mandatory policy directive.

3.1.8.1 *Effective Implementation Guidelines*

- No person under the age of 18 shall be employed or engaged as a worker at the construction site/worksite;
- Prior to hiring, age verification through national ID, birth certificate, or other valid documents is mandatory;
- Age-related information of workers must be regularly inspected and verified; in case of doubt, investigation and evidence collection must be conducted;
- All contracts with contractors, sub-contractors, and relevant parties must include clauses prohibiting child labor;
- A separate and sensitive mechanism under the GRM framework must be maintained for receiving, investigating, and resolving complaints related to child labor;
- All activities must be conducted in accordance with applicable national labor laws, child rights laws, international guidelines, and LGED's OHS Policy;
- Based on the nature of the project/contract, other applicable measures must be adopted to ensure the construction site is completely safe and designated as a restricted area for children.

3.1.8.2 Responsibility Distribution

a. Contractor

- Will be responsible for verifying age during worker recruitment, including child labor prohibition clauses in contracts, and activating the complaint management system.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will be responsible for regular inspection and verification of workers' age-related information, conducting investigations in doubtful cases, and ensuring redress through the GRM framework.

c. OHS Committee or Worker Representative

- Will raise awareness among workers, assist in receiving complaints, and monitor child labor prevention at the local level.

d. Relevant LGED Office

- Will monitor the age verification system in the recruitment process, contract clauses, and effectiveness of the GRM framework;
- Will provide technical advice and corrective recommendations in light of national and international labor laws and child rights policies;
- Will provide institutional guidance and supervision to designate the construction site as a safe and restricted area for children.

3.1.8.3 Supportive Materials and Implementation Tools

- Age verification checklist
- National ID/birth certificate verification form
- Sample clause for child labor prohibition in contracts
- GRM complaint form and register
- Awareness posters and guidelines
- Inspection report form

3.1.8.4 Applicable Practices for Risk Reduction

1. **Preventing legal and ethical risks through prohibition of child labor involvement:** Practice of ensuring compliance with labor laws and child rights by not employing individuals under 18 years of age.
2. **Adopting preventive measures through pre-employment age verification:** Practice of preventing child labor by verifying national ID, birth certificate, or valid documents.
3. **Enhancing accountability through inclusion of prohibition clauses in contracts:** Practice of ensuring accountability by including child labor prohibition clauses in contracts with contractors and relevant parties.
4. **Ensuring complaint reception and redress through GRM framework:** Practice of ensuring redress for child labor-related issues through a separate and sensitive complaint management system.
5. **Designating the construction site as a safe and restricted area for children:** Practice of completely prohibiting child labor by adopting other preventive measures based on the nature of the project/contract.

3.1.9 Personal Protective Equipment (PPE) (Based on Chapter–5, Sub-Chapter 5.1.9 of the OHS Policy)

To ensure personal safety of workers/employees at construction sites, the practice of using appropriate, quality-assured, and training-based PPE is

essential. It is not only about saving lives—it is a fundamental component of protecting work capacity, health, and ethical responsibility. In LGED’s OHS Policy, it is included as a key safety indicator (KPI).

3.1.9.1 Effective Implementation Guidelines

- *Supplied PPE must be appropriate for the specific task, safely designed, properly fitting, and comfortable;*
- *Workers must be trained on proper understanding, usage skills, and risk response related to PPE;*
- *PPE must be supplied in accordance with international standards, durability, and manufacturer’s usage guidelines;*
- *All PPE must fit appropriately for the intended purpose and be used according to recognized practice procedures;*
- *PPE must be used, stored, managed, and maintained by qualified, skilled, trained, and experienced personnel;*
- *Based on the nature of work and risk, PPE related to eyes, face, head, hands, feet, respiration, fall protection, and visibility must be properly supplied and used;*
- *The effectiveness, condition, and usability of supplied PPE must be regularly inspected, and maintained or replaced as needed;*
- *All activities must be conducted in accordance with applicable national laws, ordinances, regulations, international guidelines, and LGED’s OHS Policy;*
- *Based on the nature of the project/contract, other applicable measures must be adopted to protect the safety, work capacity, and health of workers/employees.*

3.1.9.2 Responsibility Distribution

a. Contractor

- Will be responsible for collecting, supplying, organizing training, and maintaining appropriate PPE based on the nature of work.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise PPE usage by workers, prepare inspection reports, and determine replacement needs.

c. OHS Committee or Worker Representative

- Will assist in raising awareness about PPE usage, receiving complaints, and collecting workers’ feedback.

d. Relevant LGED Office

- Will monitor the quality, usability, and effectiveness of training activities and risk response capacity of supplied PPE;
- Will provide technical advice and corrective recommendations in accordance with national and international safety standards;
- Will provide institutional guidance and supervision for project-based PPE management.

3.1.9.3 Supportive Materials and Implementation Tools

- *Helmet, goggles, mask, earplugs, gloves, safety boots*
- *Safety vest, safety harness, lifeline, safety net*
- *Training handbook and awareness posters*
- *Inspection checklist and maintenance register*

- *Manufacturer's instruction form*

3.1.9.4 *Applicable Practices for Risk Reduction*

1. *Accident prevention through use of appropriate and comfortable PPE: Practice of ensuring worker protection by using properly fitting and comfortable PPE based on the nature of work.*
2. *Enhancing risk response capacity through training and awareness on PPE usage: Practice of improving workers' understanding and skills in PPE usage to enhance risk response capacity.*
3. *Protecting health and work capacity through supply of high-quality PPE: Practice of protecting workers' health and work capacity by supplying durable, effective PPE that meets international standards.*
4. *Maintaining effectiveness through regular inspection and maintenance: Practice of preserving PPE functionality through regular inspection and maintenance of its condition and usability.*
5. *Ensuring accountability through compliance with applicable laws and policies: Practice of ensuring accountability and ethical compliance in PPE management by following national and international guidelines.*

3.1.10 COVID-19 Prevention at Construction Worksite (Based on Chapter–5, Sub-Chapter 5.1.10 of the OHS Policy)

Preventing COVID-19 transmission at construction sites and site offices is not only a matter of health protection—it is a moral, humanitarian, and institutional responsibility, essential for safeguarding workers' lives, morale, and continuity of construction activities. This guideline must be implemented in accordance with LGED's COVID-19 Response and Guidelines (SOP), September 2021.

3.1.10.1 *Effective Implementation Guidelines*

- *Wearing masks and using hand sanitizers is mandatory for all site personnel and visitors;*
- *Handwash stations with soap and clean water must be installed at key locations on site;*
- *Daily health screening and temperature checks must be conducted before allowing site entry;*
- *Physical distancing rules must be strictly followed in work areas, site offices, and rest zones;*
- *Group meetings and toolbox meetings must be limited to essential personnel only;*
- *Suspected COVID-19 cases must be immediately isolated and reported to the designated health authority;*
- *Additional measures must be taken as needed to prevent COVID-19 transmission;*
- *Counseling, rest, and compassionate management must be provided to address workers' mental stress, anxiety, and fatigue;*
- *Food, medical, and communication support must be ensured for workers in quarantine or isolation;*
- *Awareness activities must be conducted to prevent misinformation, rumors, and confusion related to COVID-19;*
- *Contingency plans must be prepared for construction continuity during infection surges or lockdown situations;*

- Advance measures must be taken to secure the supply chain of equipment, workers, and materials;
- All activities must be conducted in accordance with the COVID-19 SOP, national laws, health and safety guidelines;
- Other applicable measures must be adopted based on the nature of the project/contract.

3.1.10.2 Responsibility Distribution

a. Contractor

- Will be responsible for implementing mask usage, sanitizers, handwash stations, health screening, physical distancing, quarantine support, and standard implementation procedures.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise daily health screening, identification of suspected cases, reporting, and awareness activities.

c. OHS Committee or Worker Representative

- Will assist in raising awareness among workers, providing mental health support, receiving complaints, and updating COVID-19 related information.

d. Relevant LGED Office

- Will monitor the effectiveness and continuity of preventive measures, health screening, quarantine support, and contingency planning as per the COVID-19 SOP;
- Will provide technical advice and corrective recommendations in accordance with national and international health guidelines;
- Will provide institutional guidance and supervision for safe and stable operation of construction activities during infection scenarios.

3.1.10.3 Supportive Materials and Implementation Tools

- Masks, hand sanitizers, soap
- Handwash stations and thermal scanners
- Physical distancing markers and instruction boards
- Quarantine support form and register
- Awareness posters and SOP handbook
- Contingency plan form
- Supply chain security checklist

3.1.10.4 Applicable Practices for Risk Reduction

1. **Preventing transmission through masks, sanitizers, and health screening:** Practice of reducing infection risk through daily health checks, mask wearing, and use of hand sanitizers.
2. **Ensuring safe operations through physical distancing and limited meetings:** Practice of maintaining distance in work areas and offices and limiting meetings to essential personnel.
3. **Ensuring rapid response through identification and reporting of suspected cases:** Practice of isolating individuals with COVID-19 symptoms and reporting to health authorities.
4. **Ensuring worker welfare through quarantine support and mental health management:** Practice of providing food, medical, and communication support and counseling for quarantined workers.

5. ***Maintaining continuity through contingency planning and supply chain protection:*** Practice of securing continuity of operations through contingency plans and protection of equipment/labor supply chains during infection scenarios.

3.2 Other OHS Indicators (Based on Chapter–5.2 of the OHS Policy)

In the implementation process of LGED’s projects, programs, and activities, there are certain OHS indicators which, although not part of regular or mandatory practice, play a highly significant role in specific contexts. These indicators are considered essential contributors to ensuring project quality, safety, environmental protection, and good governance.

As applicable, these indicators must be complied with in all projects, programs, and activities, regardless of the funding agency. Proper application and monitoring of these indicators will make important contributions to sustainable development, safe working environments, and environmental balance in projects.

For effective application and analysis, the indicators have been categorized into five groups:

- *Other General Indicators (16 items)*
- *Environmental Indicators (5 items)*
- *Construction Material Storage Indicators (1 item)*
- *Construction Safety Indicators (10 items)*
- *Gender Equality, Female Safety, and Grievance Redress Mechanism (GRM) Indicators (4 items)*

3.2.1 Other General OHS Indicators (Based on Sub-Chapter 5.2.1 of the Policy)

Although the other general OHS indicators are not part of LGED’s mandatory or regular practice, their importance in the reality of project/program/activity implementation cannot be denied. These indicators play an effective role in areas such as environmental risk, safety, disaster preparedness, and worker welfare.

Applicable indicators must be implemented based on the nature of the work under implementation in the project, so that the working environment becomes safer, more secure, and sustainable. These indicators will be considered complementary to project quality, safety, and sustainable management.

This category includes a total of 16 indicators, which are classified from technical and policy perspectives. Important issues such as lightning, fire management, worker sheds, and risk of falling from height are included under this category, which in specific contexts play a vital role in protecting the lives and assets of workers and related personnel.

3.2.1.1 Lightning at Construction Worksite (Based on Sub-Chapter 5.2.1.1 of the OHS Policy)

Lightning-related risks at construction sites pose immediate and fatal threats to workers. Especially in open construction areas, tall structures, and temporary shelters, workers are directly exposed to danger. Taking measures for preparedness, awareness, and emergency response against lightning is essential as part of worker safety, disaster preparedness, and sustainable project management.

1. Effective Implementation Guidelines

- *Assess the history and intensity of lightning and identify high-risk zones;*
- *Install lightning arrestors and grounding systems in tall buildings, open construction areas, worker shelters, and critical structures;*
- *Predetermined and marked safe shelters must be available for workers during lightning events;*
- *Construction activities in open areas must be temporarily suspended upon receiving lightning forecasts;*
- *Workers and relevant personnel must be trained on lightning risks, preventive measures, and emergency actions;*
- *Weather monitoring and warning signal dissemination systems must be in place;*
- *First aid kits and trained personnel must be available to provide immediate medical response in case of lightning-related accidents;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional preventive measures must be adopted based on the nature of the project/contract to reduce lightning-related risks.*

2. Responsibility Distribution

a. Contractor

- Will be responsible for installing lightning arrestors, identifying safe shelters, suspending activities, and organizing training.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise identification of high-risk areas, weather monitoring, warning dissemination, and emergency response.

c. OHS Committee or Worker Representative

- Will assist in raising awareness among workers, supporting training, and encouraging use of safe shelters.

d. Relevant LGED Office

- Will monitor the effectiveness of lightning protection systems, shelters, training, and emergency response activities;
- Will provide technical advice and corrective recommendations in accordance with national and international disaster preparedness and safety guidelines;
- Will provide institutional guidance and supervision to reduce lightning-related risks.

3. Supportive Materials and Implementation Tools

- *Lightning arrestor and grounding kit*
- *High-risk area identification map*
- *Safe shelter signage and instruction board*
- *Weather monitoring equipment and warning dissemination system*
- *Training handbook and awareness posters*
- *First aid kit and emergency response form*

4. Applicable Practices for Risk Reduction

1. **Preventing direct risk through installation of lightning arrestors and grounding:** Practice of ensuring worker safety by installing lightning arrestors in tall buildings and open areas.
2. **Ensuring immediate protection through identification and designation of safe shelters:** Practice of preparing workers to move to safe shelters during lightning events.
3. **Providing early response through weather monitoring and warning dissemination:** Practice of suspending activities and relocating workers upon receiving lightning forecasts.
4. **Enhancing risk response capacity through training and awareness:** Practice of educating workers about risks and enabling appropriate emergency actions.
5. **Reducing accident consequences through first aid and emergency response systems:** Practice of ensuring readiness for immediate medical response in case of lightning-related accidents.

3.2.1.2 Extreme Temperature at Construction Worksite (Based on Sub-Chapter 5.2.1.2 of the OHS Policy)

Extreme heat or cold temperatures at construction sites pose health and safety risks to workers. Conditions such as heat stroke, hypothermia, dehydration, fatigue, and loss of morale directly affect workers' performance and quality of life. Therefore, based on seasonal temperature conditions, it is essential to adopt preparedness measures, reschedule working hours, provide rest, protective gear, and awareness activities.

1. Effective Implementation Guidelines

- Assess seasonal temperature conditions and their impact to determine risk levels;
- Reschedule working hours during periods of extreme heat or cold;
- Provide shaded, cool, and comfortable rest areas for workers;
- Ensure adequate supply of safe drinking water and electrolytes during hot weather;
- Provide warm clothing, hand gloves, hoods, and other protective gear during cold weather;
- Maintain regular health monitoring and first aid arrangements to identify heat stroke, hypothermia, etc.;
- Provide training to workers on temperature intensity, its impact, and preventive measures;
- Establish systems for early warning dissemination based on weather forecasts regarding temperature extremes;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional preventive measures must be adopted based on the nature of the project/contract to reduce temperature-related risks.

2. Responsibility Distribution

a. Contractor

- Will be responsible for rescheduling working hours, preparing rest areas, supplying protective gear, and ensuring drinking water/electrolytes.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise temperature risk assessment, weather forecast monitoring, health checks, and medical arrangements.

c. OHS Committee or Worker Representative

- Will play a role in raising awareness among workers, supporting training, and collecting feedback.

d. Relevant LGED Office

- Will monitor the effectiveness of seasonal risk management, working hours, rest areas, protective gear, and medical arrangements;
- Will provide technical advice and corrective recommendations in accordance with national and international health and safety guidelines;
- Will provide institutional guidance and supervision to reduce temperature-related risks.

3. Supportive Materials and Implementation Tools

- Shaded rest areas and cold-water arrangements;
- Electrolyte and safe drinking water supply units;
- Warm clothing, hand gloves, hoods;
- Health monitoring forms and first aid kits;
- Weather forecast boards and warning signals;
- Training handbook and awareness posters.

4. Applicable Practices for Risk Reduction

1. **Reducing temperature-related stress through rescheduling of working hours:** Practice of limiting work during midday in hot weather and delaying morning work in cold weather.
2. **Preserving worker performance through rest areas and water supply:** Practice of preventing fatigue and dehydration by ensuring shaded rest and electrolyte supply.
3. **Reducing cold-related risks through use of warm clothing and protective gear:** Practice of preventing hypothermia by supplying warm clothing and gloves during winter.
4. **Enhancing emergency response capacity through health monitoring and first aid:** Practice of identifying temperature-related illness and providing immediate treatment.
5. **Enhancing risk response capacity through awareness and training:** Practice of ensuring safety by educating workers about temperature impacts and preventive measures.

3.2.1.3 Soil and Land Stability at Construction Worksite (Based on Sub-Chapter 5.2.1.3 of the OHS Policy)

Ensuring soil and land stability at construction sites helps prevent structural hazards, protect workers, and reduce accidents. Weak soil, excessive moisture, landslides, or lack of bearing capacity can pose major risks to construction activities. Therefore, pre-construction land assessment, technical prevention, safe access, monitoring, and training measures are essential.

1. Effective Implementation Guidelines

- Before starting construction activities, assess the nature of soil and land, bearing capacity, and stability;

- Identify high-risk zones by detecting landslide potential, collapse risks, excessive moisture, or weak soil presence;
- Adopt technical solutions such as retaining walls, shoring, sheet piling, slope stabilization, drainage systems, geotextiles, etc.;
- During use of heavy machinery, excavation, and filling activities, control the timeline and method to prevent damage to land stability;
- In high-risk areas, ensure safe access routes for workers, PPE, and emergency response arrangements;
- Monitor land stability during construction and prepare regular reports on any changes or risks;
- Provide training to engineers, supervisors, and workers on land stability risks, preventive measures, and emergency actions;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional preventive measures must be adopted based on the nature of the project/contract to protect land stability.

2. Responsibility Distribution

a. Contractor

- Will be responsible for land assessment, identification of high-risk areas, adoption of technical preventive measures, and preparation of safe access routes.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will control the timeline and method of construction activities, supervise monitoring and reporting, and oversee worker safety arrangements.

c. OHS Committee or Worker Representative

- Will play a role in raising awareness among workers, supporting training, and promoting caution during work in high-risk areas.

d. Relevant LGED Office

- Will monitor the effectiveness of technical solutions, construction methods, safety arrangements, and reports related to land stability;
- Will provide technical advice and corrective recommendations in accordance with national and international safety guidelines;
- Will provide institutional guidance and supervision to protect land stability.

3. Supportive Materials and Implementation Tools

- Land assessment checklist and report form;
- High-risk area identification map;
- Retaining walls, shoring, sheet piling, geotextiles;
- Safe access route instruction board;
- PPE equipment and emergency response kit;
- Monitoring form and report register;
- Training handbook and awareness posters.

4. Applicable Practices for Risk Reduction

1. **Identifying and preventing weaknesses through land assessment:** Practice of assessing soil and land nature and bearing capacity before construction.

2. **Preventing landslides and collapses through technical solutions:** Practice of ensuring stability using retaining walls, shoring, slope stabilization, etc.
3. **Protecting workers through safe access and PPE usage:** Practice of ensuring safe entry and use of protective equipment in high-risk areas.
4. **Providing early warning through monitoring and reporting systems:** Practice of regularly monitoring and reporting changes and risks in land conditions.
5. **Enhancing response capacity through training and awareness:** Practice of training engineers, supervisors, and workers on land stability risks and actions.

3.2.1.4 Emergency Preparedness at Construction Worksite (Based on Sub-Chapter 5.2.1.4 of the OHS Policy)

Potential accidents, natural disasters, or other emergency situations at construction sites pose threats to both workers' lives and project continuity. Therefore, preparedness, response frameworks, and awareness activities are essential. Emergency preparedness is considered a fundamental safety practice to ensure immediate response in situations such as fire, earthquake, lightning, chemical accidents, or landslides.

1. Effective Implementation Guidelines

- Identify potential emergency situations and develop a comprehensive emergency preparedness plan;
- Each construction site must have an effective management framework for emergency response, including designated personnel, communication systems, equipment, and instructions;
- Clear, unobstructed exit routes and visible signs/signals must be available for workers to evacuate quickly and safely;
- Fire extinguishers, emergency lights, PPE, stretchers, and other emergency equipment must be readily available and functional;
- First aid kits and trained personnel must be available to provide emergency medical care;
- Mobile numbers, radios, sirens, or other information dissemination systems must be in place for rapid communication during emergencies;
- Weather and environmental monitoring systems must be maintained to receive forecasts of lightning, earthquakes, or other natural disasters;
- All activities must be conducted in accordance with applicable laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional emergency preparedness measures must be adopted based on the nature of the project to ensure worker safety and life protection.

2. Responsibility Distribution

a. Contractor

- Will be responsible for preparing the emergency preparedness plan, installing exit routes and signals, storing equipment, and appointing trained personnel.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will implement the emergency response framework, activate communication systems, and supervise weather monitoring.

c. OHS Committee or Worker Representative

- Will play a role in raising awareness among workers, assisting in emergency signal dissemination, and enhancing response capacity.

d. Relevant LGED Office

- Will monitor the effectiveness of emergency preparedness plans, equipment, training, and response frameworks;
- Will provide technical advice and corrective recommendations in accordance with national and international disaster preparedness guidelines;
- Will provide institutional guidance and supervision in emergency preparedness systems.

3. Supportive Materials and Implementation Tools

- *Emergency preparedness plan form and guidelines;*
- *Exit route signs and signal boards;*
- *Fire extinguishers, stretchers, PPE, emergency lights;*
- *First aid kits and list of trained personnel;*
- *Mobile number list, radios, sirens;*
- *Weather monitoring equipment and warning signal systems;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Enhancing early response capacity through emergency preparedness planning:** Practice of ensuring preparedness by identifying risks of potential disasters and accidents.
2. **Ensuring safe evacuation through installation of exit routes and signals:** Practice of ensuring quick and safe evacuation of workers through designated paths and signals.
3. **Providing immediate response through emergency equipment and trained personnel:** Practice of ensuring availability of fire extinguishers, medical kits, and trained personnel.
4. **Facilitating rapid signal exchange through communication and information dissemination systems:** Practice of disseminating emergency messages via mobile, radio, siren, etc.
5. **Strengthening disaster preparedness through weather monitoring and warning systems:** Practice of receiving forecasts of lightning, earthquakes, etc., through monitoring and alert systems.

3.2.1.5 Disaster Management at Construction Worksite (Based on Sub-Chapter 5.2.1.5 of the OHS Policy)

Natural and human-induced disasters at construction sites pose immediate threats to workers' lives, assets, and continuity of construction activities. Preparedness, prevention, emergency response, and recovery measures are essential to address disasters such as earthquakes, floods, fires, lightning, chemical explosions, or storms.

1. Effective Implementation Guidelines

- *Identify potential disasters and determine risk levels;*
- *Develop a disaster management plan incorporating prevention, preparedness, response, and recovery measures;*

- *Install retaining walls, drainage systems, fire extinguishers, lightning arrestors, and earthquake-resistant structures;*
- *Ensure availability of trained personnel, rescue equipment, exit routes, and communication systems;*
- *Maintain first aid kits, trained health personnel, and coordination with nearby health centers;*
- *Establish weather monitoring and warning signal dissemination systems;*
- *Prepare a post-disaster recovery plan to resume activities;*
- *All activities must be conducted in accordance with applicable laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional disaster prevention and management measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will be responsible for preparing the disaster management plan, installing preventive infrastructure, and preparing rescue equipment and medical kits.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise risk assessment, weather monitoring, and activation of exit routes and communication systems.

c. OHS Committee or Worker Representative

- Will play a role in raising awareness among workers, supporting training, and enhancing disaster response capacity.

d. Relevant LGED Office

- Will monitor the effectiveness of disaster management plans, infrastructure, medical support, and recovery systems;
- Will provide technical advice and corrective recommendations in accordance with national and international disaster preparedness guidelines;
- Will provide institutional guidance and supervision in disaster management.

3. Supportive Materials and Implementation Tools

- *Disaster management plan form and guidelines;*
- *Retaining walls, drainage systems, lightning arrestors, earthquake-resistant structures;*
- *Rescue equipment, exit signals, communication devices;*
- *First aid kits, list of trained health personnel;*
- *Weather monitoring equipment and warning signal systems;*
- *Recovery plan form and evaluation checklist;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. *Enhancing early response capacity through disaster management planning: Practice of ensuring preparedness by identifying risks of potential disasters and accidents.*
2. *Ensuring structural safety through installation of preventive infrastructure: Practice of installing retaining walls, drainage systems, lightning arrestors, and earthquake-resistant structures.*

3. *Enhancing emergency response capacity through rescue equipment and exit route preparation: Practice of ensuring rapid response and safe evacuation during disasters.*
4. *Strengthening life-saving systems through first aid and health support: Practice of providing immediate medical care and health support to injured workers.*
5. *Preparing for disaster forecasts through weather monitoring and warning dissemination: Practice of receiving disaster forecasts through monitoring and alert systems.*
6. *Maintaining activity continuity through recovery planning: Practice of minimizing losses and resuming operations after disasters through recovery planning.*

3.2.1.6 Heavy Rain at Construction Worksite (Based on Sub-Chapter 5.2.1.6 of the OHS Policy)

During heavy rain at construction sites, workers' safety, health, and continuity of operations are at risk. Hazards such as slipping, hypothermia, electrical danger, reduced visibility, and fatigue directly affect workers' lives and productivity. Therefore, preparedness, protective equipment, weather monitoring, and emergency planning are essential.

1. Effective Implementation Guidelines

- *Use anti-slip mats to prevent slipping and ensure the workplace is properly illuminated and hazard-free;*
- *Wear waterproof and insulated clothing to protect against hypothermia and cold stress, and take regular breaks to stay warm;*
- *Wear reflective and brightly colored clothing to protect against reduced visibility;*
- *Avoid using electrical equipment in wet conditions to prevent electrical hazards;*
- *Ensure regular breaks to prevent fatigue;*
- *Wear boots with anti-slip soles to protect against poor stability;*
- *Prepare emergency action plans for adverse weather;*
- *Ensure the use of safe anti-slip equipment and materials suitable for wet environments;*
- *Monitor weather changes and be prepared to suspend work if conditions become hazardous;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional measures must be adopted based on the nature of the project/contract to ensure heavy rain prevention and management.*

2. Responsibility Distribution

a. Contractor

- Will be responsible for preparing anti-slip equipment, insulated clothing, reflective clothing, boots with soles, and emergency plans.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will be responsible for workplace lighting, supervision of electrical equipment usage, break schedules, and weather monitoring.

c. OHS Committee or Worker Representative

- Will assist in raising awareness among workers, encouraging use of protective equipment, and promoting alerts in hazardous conditions.

d. Relevant LGED Office

- Will evaluate the effectiveness of equipment, clothing, planning, and monitoring systems used during heavy rain;
- Will provide technical advice and corrective recommendations in accordance with national and international disaster preparedness guidelines;
- Will provide institutional guidance and supervision in heavy rain management.

3. Supportive Materials and Implementation Tools

- *Anti-slip mats and boots with soles;*
- *Insulated and waterproof clothing, reflective vests;*
- *Emergency action plan form and guidelines;*
- *Weather monitoring equipment and warning signals;*
- *Lighting systems and safety signs;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. ***Preventing slipping through use of anti-slip equipment:*** Practice of ensuring use of anti-slip mats and boots with soles in wet environments.
2. ***Preventing hypothermia through insulated clothing and breaks:*** Practice of keeping workers warm in cold and wet conditions through insulated clothing and scheduled breaks.
3. ***Enhancing visibility through use of reflective clothing:*** Practice of using bright and reflective clothing in low-visibility environments.
4. ***Ensuring electrical safety through cautious equipment use:*** Practice of avoiding use of electrical equipment in wet conditions.
5. ***Preventing accidents through weather monitoring and readiness to suspend work:*** Practice of preparing to suspend work upon receiving hazardous weather forecasts.

3.2.1.7 Strong Wind and Storm at Construction Worksite (Based on Sub-Chapter 5.2.1.7 of the OHS Policy)

During strong wind and storm conditions at construction sites, workers' lives, assets, and construction safety are at risk. Hazards such as flying debris, electrical danger, unstable structures, slipping, and reduced visibility require preparedness, protective equipment, weather monitoring, and emergency planning.

1. Effective Implementation Guidelines

- *Secure loose objects and materials safely and wear protective helmets and eye protection;*
- *Avoid working near unsafe and unstable structures and ensure proper securing of scaffolding and ladders;*
- *Refrain from using electrical equipment during storms and ensure proper grounding;*

- *Wear reflective and brightly colored clothing and use additional lighting if necessary;*
- *Use anti-slip mats and ensure the workplace is properly illuminated and hazard-free;*
- *Ensure regular breaks to prevent fatigue;*
- *Wear boots with anti-slip soles;*
- *Prepare emergency action plans for adverse weather;*
- *Ensure the use of safe anti-slip tools and equipment suitable for wet and humid wind conditions;*
- *Monitor weather changes and be prepared to suspend work in hazardous conditions;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional measures must be adopted based on the nature of the project/contract to ensure protection of workers and assets.*

2. Responsibility Distribution

a. Contractor

- Will be responsible for securing loose objects, supplying protective equipment, securing ladders and scaffolding, preparing emergency plans, and using anti-slip equipment.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise electrical equipment usage, lighting, break schedules, and weather monitoring.

c. OHS Committee or Worker Representative

- Will assist in raising awareness among workers, encouraging use of protective equipment, and promoting alerts in hazardous conditions.

d. Relevant LGED Office

- Will evaluate the effectiveness of equipment, clothing, planning, and monitoring systems used during strong wind and storm;
- Will provide technical advice and corrective recommendations in accordance with national and international disaster preparedness guidelines;
- Will provide institutional guidance and supervision in strong wind and storm management.

3. Supportive Materials and Implementation Tools

- *Protective helmets, goggles, reflective clothing;*
- *Anti-slip mats and boots with soles;*
- *Emergency action plan form and guidelines;*
- *Weather monitoring equipment and warning signals;*
- *Lighting systems and safety signs;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Protecting against flying debris through protective equipment and storage systems:** *Practice of securing loose objects and using helmets and goggles.*

2. **Ensuring structural safety by avoiding unstable structures:** Practice of avoiding work near unsafe structures and properly securing ladders/scaffolding.
3. **Preventing electrical hazards through cautious equipment use:** Practice of not using electrical equipment during storms and ensuring proper grounding.
4. **Enhancing safe movement through improved visibility:** Practice of using reflective clothing and additional lighting.
5. **Preventing slipping and falling through use of anti-slip equipment:** Practice of using anti-slip mats and boots with soles.
6. **Managing fatigue through scheduled breaks:** Practice of maintaining worker performance through regular breaks.
7. **Preparing to suspend work through weather monitoring:** Practice of monitoring weather and preparing to suspend work in hazardous conditions.

3.2.1.8 Temporary Traffic Management at Construction Worksite (Based on Sub-Chapter 5.2.1.8 of the OHS Policy)

Temporary traffic management at construction sites is extremely important for ensuring the safety of workers, pedestrians, and vehicles, and for maintaining operational discipline. Without proper planning of traffic density, movement, visibility, and access routes, accidents, congestion, and productivity loss may occur. Therefore, site-specific planning, control equipment, trained personnel, and coordination with local authorities are essential.

1. Effective Implementation Guidelines

- Assess potential traffic-related risks and prepare a temporary traffic management plan;
- Prepare site-specific plans through a road safety expert or experienced technician;
- Install traffic signals, cones, barricades, warning lights, and flagging systems;
- Clearly identify and ensure unobstructed safe access routes for workers, vehicles, and emergency services;
- Set speed limits and, if necessary, arrange temporary lane changes;
- Ensure adequate lighting during low visibility and use reflective materials on signals and barricades;
- Appoint trained flagmen or traffic marshals for traffic control;
- Maintain coordination with local traffic police, municipal authorities, and emergency services;
- Obtain approval from the Executive Engineer of the concerned district or appropriate executive authority;
- Regularly monitor the traffic management plan and revise as needed based on site conditions;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional traffic control measures must be adopted based on the nature of the project/program/contract to ensure safety and effectiveness.

2. Responsibility Distribution

a. Contractor

- Will be responsible for traffic risk assessment, installation of control equipment, identification of safe access routes, and appointment of trained personnel.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will be responsible for implementing site-specific plans, supervising lighting, controlling speed, and monitoring the plan.

c. OHS Committee or Worker Representative

- Will assist in raising awareness among workers and pedestrians, supporting signal compliance, and encouraging safe movement.

d. Relevant LGED Office

- Will approve plans, evaluate effectiveness, coordinate with local authorities, and provide corrective recommendations.

3. Supportive Materials and Implementation Tools

- Traffic signals, cones, barricades, warning lights;
- Reflective signals and clothing;
- Site-specific plan form and guidelines;
- Safe access route signs and instruction boards;
- List of trained flagmen/marshals;
- Approval form and coordination checklist;
- Awareness posters and training handbook.

4. Applicable Practices for Risk Reduction

1. **Enhancing early response capacity through traffic risk assessment and planning:** Practice of ensuring preparedness by identifying potential collisions and congestion.
2. **Ensuring pedestrian and vehicle safety through installation of control equipment:** Practice of maintaining orderly movement through signals, barricades, and flagging systems.
3. **Ensuring emergency access through identification of safe entry routes:** Practice of ensuring unobstructed access for workers and emergency vehicles.
4. **Enhancing traffic management efficiency through appointment of trained personnel:** Practice of managing safe movement through flagmen/marshals.
5. **Improving visibility through lighting and reflective systems:** Practice of using reflective signals and additional lighting in low-light conditions.
6. **Increasing operational acceptability and safety through coordination with local authorities:** Practice of coordinating with traffic police and municipal authorities.
7. **Ensuring effectiveness through monitoring and plan revision:** Practice of updating plans based on site conditions and feedback.

3.2.1.9 *Site Cleaning and Waste Removal Activities (Based on Sub-Chapter 5.2.1.9 of the OHS Policy)*

Site cleaning and waste removal activities are fundamental safety and environmental management practices to ensure cleanliness, health protection, and reduction of environmental risks at construction sites. Through scheduled operations, classification, protective equipment, eco-friendly disposal, and awareness activities, the site can be kept safe, healthy, and environmentally compliant.

1. Effective Implementation Guidelines

- *Conduct site cleaning activities at each stage according to the scheduled timeline;*
- *Classify solid, liquid, hazardous, and recyclable waste separately and store in designated containers;*
- *Ensure use of personal protective equipment (PPE) by workers during waste removal;*
- *Identify hazardous waste such as chemicals, oil, batteries separately and dispose of them through authorized agencies using eco-friendly methods;*
- *Keep pathways for workers, vehicles, and emergency services always clean and unobstructed;*
- *Use leak-proof containers for waste storage and prevent spillage during transportation;*
- *Provide training to workers/employees and stakeholders on cleanliness, health risks, and safe waste management;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional measures must be adopted based on the nature of the project/contract to ensure health, safety, and environmental standards.*

2. Responsibility Distribution

a. Contractor

- Will be responsible for conducting cleaning activities as per schedule, classification and PPE supply, and waste transportation.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise pathway cleanliness, identification and disposal of hazardous waste, and assist in training activities.

c. OHS Committee or Worker Representative

- Will assist in raising awareness among workers, encouraging PPE usage, and promoting caution in hazardous waste management.

d. Relevant LGED Office

- Will monitor the effectiveness of cleaning activities and classification;
- Will coordinate with authorized agencies for hazardous waste management;
- Will supervise the quality and implementation of training activities;
- Will provide technical advice and corrective recommendations in light of applicable laws and guidelines.

3. Supportive Materials and Implementation Tools

- Scheduled cleaning activity form;
- Classification guidelines and color-coded waste containers;
- PPE kit (gloves, mask, boots);
- Hazardous waste identification tags and disposal register;
- Leak-proof containers and waste transportation checklist;
- Awareness posters and training handbook.

4. Applicable Practices for Risk Reduction

1. **Protecting health and safety through scheduled cleaning activities:** Practice of cleaning the site at each stage according to the defined schedule.
2. **Ensuring eco-friendly waste management through classification and segregation:** Practice of storing solid, liquid, hazardous, and recyclable waste separately.
3. **Ensuring worker protection through use of PPE:** Practice of using protective equipment during waste removal.
4. **Ensuring safe disposal of hazardous waste through authorized agencies:** Practice of disposing of chemicals, oil, batteries, etc., in an environmentally safe manner.
5. **Ensuring emergency access through clean pathways:** Practice of keeping pathways for workers and vehicles unobstructed.
6. **Enhancing risk response capacity through awareness and training:** Practice of training workers on cleanliness and health risks.

3.2.1.10 General Safety at Construction Worksite (Based on Sub-Chapter 5.2.1.10 of the OHS Policy)

Ensuring general safety at construction sites is a fundamental responsibility of every project. It is essential for protecting workers' lives, pedestrian safety, and maintaining operational discipline. A safe and orderly construction environment can be established through cleanliness, control of unauthorized access, installation of signs, and provision of first aid facilities.

1. Effective Implementation Guidelines

- The site must be kept clean, safe, and orderly until implementation is complete;
- Each construction site must ensure first aid facilities with adequate medicines as determined by the PIU;
- Entry of children and unauthorized persons must be restricted based on the nature and scope of work;
- Signboards, diversion boards, etc., must be installed at designated locations to attract the attention of pedestrians and workers without obstructing vehicles;
- A secure fence must be constructed around the worksite to prevent unauthorized entry;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional general safety measures must be adopted based on the nature of the project/contract to ensure health, safety, and environmental standards.

2. Responsibility Distribution

a. Contractor

- Will be responsible for maintaining cleanliness, installing first aid kits, constructing fences, and installing signboards.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will play a role in controlling unauthorized access, supervising medical equipment, and maintaining site discipline.

c. OHS Committee or Worker Representative

- Will assist in raising awareness among workers, promoting safety instructions, and preventing unauthorized access.

d. Relevant LGED Office

- Will monitor the effectiveness of general safety measures;
- Will verify the quality of first aid facilities and sign installations;
- Will provide technical advice and corrective recommendations in accordance with national and international safety guidelines;
- Will ensure institutional guidance and supervision.

3. Supportive Materials and Implementation Tools

- *Cleanliness checklist and schedule;*
- *First aid kit and medicine list;*
- *Unauthorized access control signs and instructions;*
- *Signboards, diversion boards, and reflective signals;*
- *Fence construction guidelines;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Preventing accidents through cleanliness and discipline:** Practice of keeping the site clean and orderly throughout implementation.
2. **Enhancing emergency response capacity through provision of first aid facilities:** Practice of installing and managing first aid kits with adequate medicines.
3. **Protecting children and pedestrians through control of unauthorized access:** Practice of installing access control signs and constructing fences.
4. **Ensuring movement discipline through installation of signs and diversion boards:** Practice of installing instructional boards to attract attention of pedestrians and workers.
5. **Maintaining institutional safety standards through compliance with applicable laws and guidelines:** Practice of conducting activities in accordance with national and international guidelines.

3.2.1.11 Fall from Height at Construction Worksite (Based on Sub-Chapter 5.2.1.11 of the OHS Policy)

The risk of falling from height at construction sites is one of the most fatal and immediate hazards for workers. When working on scaffolds, roofs, tall structures, or open edges, it is essential to adopt proper preventive measures, protective equipment, weather-based restrictions, and awareness activities.

1. Effective Implementation Guidelines

- *Safety orientation must be provided to new workers before working in high-risk areas;*
- *Wearing a harness with a properly secured fall-prevention lanyard at appropriate anchor points must be ensured;*
- *Guardrails, mid-rails, and top rails must be installed on suspended and supported scaffolds;*
- *Use of personal protective equipment (PPE) including hard hats and anti-slip boots must be ensured;*
- *Work on scaffolds must be suspended during cyclones, heavy rain, thunderstorms, storms, or high winds;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional safety measures must be adopted based on the nature of the project/contract to prevent falls from height.*

2. Responsibility Distribution

a. Contractor

- Will organize safety orientation for new workers;
- Will install guardrails and safety systems on scaffolds;
- Will ensure supply of appropriate harnesses, lanyards, and PPE for workers.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will monitor weather conditions and apply restrictions during scaffold work;
- Will supervise PPE usage and ensure proper wearing;
- Will monitor safe access and safety systems during work at height.

c. OHS Committee or Worker Representative

- Will assist in raising awareness among workers and promoting safety instructions;
- Will encourage PPE usage and ensure proper use;
- Will play a role in promoting alerts during high-risk work.

d. Relevant LGED Office

- Will monitor the effectiveness of scaffolds and safety systems;
- Will verify the quality of safety orientation and PPE management;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure institutional guidance and supervision to prevent falls from height.

3. Supportive Materials and Implementation Tools

- *Safety orientation guide and register;*
- *Harness, lanyard, guardrail, PPE kit;*
- *Scaffold safety checklist;*
- *Weather monitoring equipment and warning signals;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Ensuring preparedness for high-risk work through safety orientation:** Practice of educating new workers about fall risks and providing safety training.
2. **Enhancing life-saving capacity through use of preventive systems and PPE:** Practice of preventing falls through use of appropriate harnesses, lanyards, and PPE.
3. **Ensuring structural safety through installation of guardrails on scaffolds:** Practice of installing guardrails on suspended and supported scaffolds.
4. **Preventing accidents through weather-based restrictions:** Practice of suspending scaffold work during adverse weather conditions.
5. **Maintaining institutional safety standards through compliance with applicable laws and guidelines:** Practice of conducting activities in accordance with national and international guidelines.

3.2.1.12 Flying and Falling Objects at Construction Worksite (Based on Sub-Chapter 5.2.1.12 of the OHS Policy)

Flying and falling objects at construction sites pose immediate and fatal risks to workers. To ensure protection from scaffolds, heights, equipment usage, or wind-blown objects, proper awareness, preventive measures, mechanical support, and safe positioning are essential.

1. Effective Implementation Guidelines

- Awareness must be raised among workers/employees regarding the potential hazards of falling objects;
- Before starting work, wearing hard hats and necessary personal protective equipment (PPE) must be ensured;
- Mechanical and supportive equipment such as ladders and lifters must be used;
- Toe boards or screens must be installed to prevent objects from slipping off scaffold platforms;
- Gaps in guardrail systems must be controlled to prevent objects from slipping through;
- Debris nets, catching platforms, or canopies must be installed to stop or redirect falling objects;
- Hand tools and other items must be kept away from scaffold edges;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional safety measures must be adopted based on the nature of the project/contract to ensure protection from flying and falling object impacts.

2. Responsibility Distribution

a. Contractor

- Will install toe boards, screens, debris nets, and catching platforms;
- Will ensure supply of hard hats and PPE for workers;
- Will arrange for the use of mechanical and supportive equipment.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise gap control in guardrail systems and safe positioning of equipment;
- Will conduct awareness activities and ensure worker alertness;
- Will monitor that objects are not placed at scaffold edges.

c. OHS Committee or Worker Representative

- Will raise awareness among workers and encourage PPE usage;
- Will assist in promoting alerts in high-risk areas;
- Will assist in handling complaints and redress mechanisms related to falling objects.

d. Relevant LGED Office

- Will monitor scaffolds, guardrails, and preventive systems;
- Will verify the quality of PPE management and assist in training activities;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure institutional guidance and supervision for prevention of flying and falling objects.

3. Supportive Materials and Implementation Tools

- *Hard hats, anti-slip boots, PPE kit;*
- *Toe boards, screens, guardrails;*
- *Debris nets, catching platforms;*
- *Mechanical equipment (ladders, lifters);*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Enhancing response capacity through awareness of falling objects:** Practice of ensuring alertness by educating workers about risks.
2. **Ensuring direct protection through PPE usage:** Practice of using hard hats and other protective equipment.
3. **Preventing object slippage through installation of toe boards and screens:** Practice of installing toe boards and screens on scaffold platforms.
4. **Enhancing structural safety through gap control in guardrails:** Practice of controlling small gaps in guardrails to prevent object falls.
5. **Controlling falling objects through use of debris nets and catching platforms:** Practice of redirecting or stopping debris using nets and platforms.
6. **Preventing accidents through safe positioning of equipment:** Practice of keeping tools away from scaffold edges.

3.2.1.13 Fire Safety at Construction Worksite (Based on Sub-Chapter 5.2.1.13 of the OHS Policy)

Fire safety measures are essential practices for preventing, controlling, and responding to fire incidents at construction sites. Without proper planning for flammable materials, electrical connections, worker presence, and emergency exit routes, immediate threats to life, property, and the environment may arise.

1. Effective Implementation Guidelines

- *Fire risk assessment must be conducted considering potential sources of fire, flammable materials, electrical connections, and worker presence;*
- *Effective fire extinguishing agents such as CO₂, foam, dry powder, etc., must be installed at accessible locations;*
- *Clear, unobstructed exit routes and visible signs/symbols must be installed to ensure quick and safe evacuation of workers;*
- *Flammable materials such as chemicals, fuel, wood, plastic, etc., must be stored in designated and safe locations;*
- *Electrical connections, wires, switches, and equipment must be regularly inspected, and protection must be ensured against overload, short circuits, and sparks;*
- *Adequate first aid kits and trained personnel must be appointed to treat fire-related injuries;*
- *Sirens, alarms, communication systems, and rescue equipment must be prepared for rapid response during fire incidents;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional fire safety measures must be adopted based on the nature of the project/contract to ensure protection of life, property, and the environment.*

2. Responsibility Distribution (in order)

a. Contractor

- Will conduct fire risk assessment, install fire extinguishers, and arrange safe storage of flammable materials;
- Will install exit routes and signs, and prepare first aid kits;
- Will prepare sirens, alarms, and rescue equipment.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will regularly inspect and supervise electrical connections, wires, and equipment;
- Will conduct fire safety awareness and training activities;
- Will ensure emergency response readiness and safe evacuation of workers.

c. OHS Committee or Worker Representative

- Will raise awareness among workers about fire safety and encourage PPE usage;
- Will assist in identifying fire-related risks and implementing redress mechanisms;
- Will assist workers during emergency response.

d. Relevant LGED Office

- Will monitor the effectiveness of fire safety measures;
- Will verify the quality of fire extinguishers, electrical safety, and exit routes;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure institutional guidance and supervision regarding fire safety.

3. Supportive Materials and Implementation Tools

- Fire risk assessment form and checklist;
- CO₂, foam, dry powder fire extinguishers;
- Exit signs, alarms, sirens;
- Flammable material storage guidelines and warehouse markings;
- Electrical safety checklist;
- First aid kit and list of trained personnel;
- Awareness posters and training handbook.

4. Applicable Practices for Risk Reduction

1. **Enhancing early response capacity through fire risk assessment:** Practice of ensuring preparedness by identifying potential sources and flammable materials.
2. **Establishing immediate control measures through installation of fire extinguishers:** Practice of installing and using CO₂, foam, dry powder extinguishers.
3. **Ensuring safe evacuation through installation of exit routes and signs:** Practice of ensuring quick and safe evacuation of workers through designated paths and signals.
4. **Preventing accidents through electrical safety measures:** Practice of ensuring protection against overload, short circuits, and sparks.
5. **Enhancing life-saving capacity through emergency response equipment and training:** Practice of using sirens, alarms, communication systems, and rescue equipment.

3.2.1.14 Worker Shelter at Construction Worksite (Based on Sub-Chapter 5.2.1.14 of the OHS Policy)

Ensuring safe, healthy, and comfortable shelter for workers at construction sites is an essential part of Occupational Health and Safety (OHS) management. Structural stability, ventilation, fire safety, cleanliness, drinking water, and medical facilities contribute to workers' well-being, morale, and work efficiency.

1. Effective Implementation Guidelines

- Worker shelters must be structurally stable and capable of withstanding environmental adversity;
- Proper ventilation must be ensured to prevent accumulation of harmful fumes;
- Adequate lighting must be ensured to prevent accidents;
- Clear and unobstructed paths must be available for safe entry and exit;
- Fire safety measures including fire extinguishers must be ensured;
- Clean and user-friendly toilet and handwashing facilities must be available;
- Provision of safe drinking water must be ensured;
- First aid kits with adequate supplies and trained personnel must be available;
- Regular maintenance and inspection of worker shelters and associated facilities must be ensured;

- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional safety measures must be adopted based on the nature of the project/contract to ensure worker protection.*

2. Responsibility Distribution

a. Contractor

- Will ensure structural stability, lighting, ventilation, fire safety, and drinking water supply in worker shelter construction;
- Will install toilet and handwashing facilities and first aid kits;
- Will follow a scheduled timeline for shelter maintenance and inspection.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise shelter safety, entry and exit paths;
- Will monitor the effectiveness and placement of fire extinguishers;
- Will raise awareness among workers to maintain cleanliness and hygiene.

c. OHS Committee or Worker Representative

- Will raise awareness among workers regarding shelter safety and hygiene;
- Will identify problems or irregularities and inform the concerned authority;
- Will assist workers during emergency situations.

d. Relevant LGED Office

- Will monitor the quality and effectiveness of worker shelters and associated facilities;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will supervise maintenance and inspection activities;
- Will provide institutional guidance on worker shelter safety and hygiene.

3. Supportive Materials and Implementation Tools

- *Shelter construction and maintenance checklist;*
- *Lighting and ventilation verification form;*
- *Fire extinguishers and exit signs;*
- *Toilet and handwashing units;*
- *Drinking water supply unit;*
- *First aid kit and list of trained personnel;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Enhancing disaster resilience through structural stability:** Practice of constructing shelters to withstand environmental adversity.
2. **Creating a healthy environment through lighting and ventilation:** Practice of ensuring proper lighting and airflow.

3. **Enhancing life-saving capacity through fire safety and exit routes:** Practice of ensuring rapid response and safe evacuation during fire incidents.
4. **Protecting health through cleanliness and drinking water supply:** Practice of providing toilet, handwashing facilities, and safe drinking water.
5. **Ensuring ongoing safety through first aid and maintenance:** Practice of reducing injury risks and conducting regular shelter supervision.

3.2.1.15 *Safety Records (Including Incidents, Accidents, and Near Misses)*
(Based on Sub-Chapter 5.2.1.15 of the OHS Policy)

Proper documentation, analysis, and management of all safety-related incidents, accidents, and near misses at construction sites are essential for worker protection, accountability, and prevention of future risks. Through timely reporting, analysis, preventive measures, and awareness activities, a safety culture can be established.

1. Effective Implementation Guidelines

- Detailed information of all safety-related incidents, accidents, and near misses must be recorded in writing (time, location, person, description, initial response);
- Any accident or near miss must be immediately reported to the concerned authority and preliminary investigation must be initiated;
- Each recorded incident must be analyzed to determine the root cause;
- Based on the analysis, effective preventive measures must be adopted and implementation progress must be monitored;
- Confidentiality must be maintained in record keeping and access must be granted to authorized persons/authorities only;
- Records must be maintained following LGED's prescribed forms and filing procedures;
- Previous records must be used in safety meetings, training, and awareness activities;
- Safety records must be reviewed regularly and monthly/quarterly reports must be prepared and submitted to the concerned authority;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional safety record keeping and management measures must be adopted based on the nature of the project/contract.

2. Responsibility Distribution

a. Contractor

- Will ensure safety record keeping, immediate reporting, and use of prescribed forms;
- Will implement preventive measures and monitor progress;
- Will use records in safety meetings and training.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will conduct preliminary investigation at the incident site and assist in analysis activities;

- Will control confidentiality and access to records;
- Will prepare monthly/quarterly reports and submit to the concerned authority.

c. OHS Committee or Worker Representative

- Will assist in raising awareness among workers and in record-based training;
- Will assist in collecting information on near misses and accidents;
- Will ensure worker participation in implementing preventive measures.

d. Relevant LGED Office

- Will monitor the effectiveness of record keeping, analysis, and reporting systems;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will verify the quality of filing procedures, forms, and audit systems;
- Will provide guidance on using records in safety meetings and awareness activities.

3. Supportive Materials and Implementation Tools

- *Safety record form and register;*
- *Preliminary investigation form and analysis checklist;*
- *Preventive measure planning form;*
- *Confidentiality policy and access control list;*
- *Monthly/quarterly report form;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Ensuring accountability and future preparedness through record keeping:** Practice of maintaining written records with time, location, and incident details.
2. **Enhancing response capacity through immediate reporting and investigation:** Practice of promptly notifying authorities and initiating investigation after an incident.
3. **Reducing risks through analysis and preventive measures:** Practice of identifying root causes and adopting preventive actions.
4. **Protecting information through confidentiality and access control:** Practice of managing records through authorized personnel.
5. **Building a safety culture through use of records in training and awareness activities:** Practice of analyzing past incidents to raise worker awareness.

3.2.1.16 Gas/Electric Welding/Cutting Activities (Based on Sub-Chapter 5.2.1.16 of the OHS Policy)

During gas/electric welding and cutting activities, fire, smoke, noise, and electrical hazards can pose immediate and severe risks to workers. Therefore, specific preventive measures, protective equipment, training, and emergency preparedness are essential at every stage.

1. Effective Implementation Guidelines

- *Proper ventilation and local exhaust must be ensured so that smoke and gas remain away from breathing zones;*

- *If exposed to smoke, it must be reported immediately to the supervisor;*
- *Fire- and electricity-resistant clothing, hand shields, welding gloves, aprons, and boots must be worn;*
- *Ear muffs and earplugs must be used for noise protection;*
- *Lock-out and tag-out procedures must be followed during maintenance;*
- *Equipment must be serviced or repaired only by qualified maintenance technicians;*
- *Appropriate (Class A, B, C) fire extinguishers must be kept ready during operations;*
- *The gauge of fire extinguishers must be full, and alternatives such as fire hoses, sand buckets, or other tools must be available;*
- *If working within 35 feet of flammable materials, metal sheets or fire-resistant blankets must be used, and a fire watch must be assigned;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional safety measures must be adopted based on the nature of the project/contract.*

2. Responsibility Distribution

a. Contractor

- Will ensure supply and use of protective clothing and equipment;
- Will keep fire extinguishers and alternative tools ready;
- Will ensure equipment servicing by qualified technicians.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will receive and monitor reports of smoke exposure;
- Will supervise implementation of lock-out/tag-out procedures;
- Will ensure assignment of fire watch when working near flammable materials.

c. OHS Committee or Worker Representative

- Will raise awareness and ensure proper use of PPE;
- Will provide training and support to workers on noise and smoke hazards;
- Will assist workers in responding to emergency situations.

d. Relevant LGED Office

- Will monitor the safety measures and equipment standards of the activities;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will assist in recordkeeping, training, and audit activities;
- Will ensure safety instructions and supervision related to gas/ electric welding/cutting.

3. Supportive Materials and Implementation Tools

- *Ventilation and exhaust checklist;*
- *PPE kit (hand shield, gloves, apron, boots);*

- Ear muffs and earplugs;
- Lock-out/tag-out tags and register;
- Fire extinguisher and alternative equipment list;
- Fire watch assignment form;
- Awareness posters and training handbook.

4. Applicable Practices for Risk Reduction

1. **Ensuring respiratory protection through ventilation and exhaust:** Practice of using local exhaust systems to keep smoke and gas away.
2. **Preventing fire and electrical hazards through PPE usage:** Practice of using fire- and electricity-resistant clothing and equipment.
3. **Preserving hearing through use of ear muffs/earplugs in noisy environments:** Practice of ensuring hearing protection in high-noise areas.
4. **Enhancing immediate response capacity through fire extinguisher readiness and alternatives:** Practice of keeping fire extinguishers and alternative tools ready.
6. **Fire watch and preventive measures when working near flammable materials:** Practice of using metal sheets, fire-resistant blankets, and assigning fire watchers.

3.2.2 Environmental Indicators that Directly Affect OHS

To ensure Occupational Health and Safety (OHS) at construction sites/workplaces, effective compliance with environmental indicators is essential. Several environmental factors arising during project implementation—such as:

- *Protection of wildlife and vegetation*
- *Sustainable use of resources*
- *Environmental degradation*
- *Airborne and waterborne pollution*

—have direct impacts on the health and safety of workers.

These indicators must be considered in light of LGED’s existing practices and policies, and they play a vital role in enhancing the effectiveness, sustainability, and preventive capacity of the OHS system.

Therefore, proper implementation and compliance with these indicators must be ensured across all projects/programs/activities.

3.2.2.1 Wildlife and Plant Protection (Based on Sub-Chapter 5.2.2.1 of the OHS Policy)

Ensuring the protection of existing wildlife and plants in the natural environment during construction activities is part of environmental balance, sustainable development, and social responsibility. Responsible behavior towards nature can be ensured through pre-activity assessment, protection of endangered species, ecosystem conservation, pollution control, and awareness activities.

1. Effective Implementation Guidelines

- *A preliminary environmental assessment must be conducted to identify the presence of wildlife and plants within the project/program/contract area;*
- *If protected or endangered species of animals or plants are present, special measures must be taken to ensure their protection;*
- *Wetlands, forests, shrubs, or vegetation must not be destroyed or damaged;*
- *Construction activities must be limited or controlled during wildlife breeding or migration seasons;*
- *It must be ensured that chemical substances, smoke, noise, or other pollutants do not cause harmful effects;*
- *Training and guidance must be provided to raise awareness among workers and related personnel;*
- *Impacts on wildlife and plants during project implementation must be monitored and reports must be prepared;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional protection measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will conduct the preliminary environmental assessment;
- Will take measures to protect endangered species;
- Will exercise caution in pollution control and chemical usage.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will control the timeline of construction activities;
- Will monitor activities to conserve the ecosystem;
- Will conduct monitoring and prepare reports.

c. OHS Committee or Worker Representative

- Will assist in raising awareness and training among workers;
- Will play a role in promoting caution during work in sensitive areas;
- Will assist in environmental complaints and redress mechanisms.

d. Relevant LGED Office

- Will verify environmental assessments and reports;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure institutional guidance and supervision for ecosystem conservation and species protection;
- Will ensure the quality of awareness and training activities.

3. Supportive Materials and Implementation Tools

- *Environmental assessment form and checklist;*
- *Protected species list and protection guidelines;*
- *Pollution control guidelines and chemical management form;*
- *Construction timeline planning form;*
- *Awareness posters and training handbook;*

- Monitoring register and report format.

4. Applicable Practices for Risk Reduction

1. **Preparing for species protection through pre-activity environmental assessment:** Practice of identifying wildlife and plant presence and planning for protection.
2. **Taking special measures to protect endangered and sensitive species:** Practice of adopting separate protection measures for endangered species.
3. **Preserving environmental balance through ecosystem conservation:** Practice of limiting activities to protect wetlands, forests, and vegetation.
4. **Protecting species health through pollution control:** Practice of adopting control measures to reduce the impact of chemicals, noise, and smoke.
5. **Ensuring environmentally responsible behavior among workers through awareness and training:** Practice of building a protection culture through training and guidance.

3.2.2.2 Sustainable Use of Resources at Construction Worksite (Based on Sub-Chapter 5.2.2.2 of the OHS Policy)

Ensuring the proper and sustainable use of natural and man-made resources in construction activities helps maintain environmental protection, worker welfare, and operational longevity. Waste prevention, reuse, energy efficiency, water management, and prioritization of local resources form the foundation of sustainable construction.

1. Effective Implementation Guidelines

- Before starting construction activities, a resource use plan (water, electricity, wood, sand, stone, etc.) must be prepared;
- Reusable and recyclable construction materials/items/equipment must be used;
- Water conservation and management systems must be implemented to prevent water wastage and ensure safe drinking water;
- Energy efficiency in construction machinery and equipment must be ensured, and unnecessary fuel use must be limited;
- Waste generated from construction activities must be segregated, stored, and disposed of to prevent environmental pollution;
- Locally available materials/items/equipment and labor must be prioritized to reduce transportation-related pollution and costs;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional measures must be adopted based on the nature of the project to ensure sustainable use of resources.

2. Responsibility Distribution

a. Contractor

- Will prepare and implement the resource use plan;
- Will ensure the use of reusable materials and waste management;
- Will maintain water conservation and energy efficiency.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will monitor the effectiveness of resource use;
- Will play a role in using local resources and controlling transportation pollution;
- Will prepare monthly/quarterly resource management reports.

c. OHS Committee or Worker Representative

- Will raise awareness among workers on resource use;
- Will ensure worker participation in waste prevention;
- Will encourage the use of reusable materials.

d. Relevant LGED Office

- Will verify the quality of resource management planning and implementation;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure institutional guidance and supervision for sustainable use;
- Will conduct audit and evaluation activities to maintain environmental balance.

3. Supportive Materials and Implementation Tools

- *Resource use planning form and checklist;*
- *List and guidelines of reusable materials;*
- *Water conservation unit and management guide;*
- *Energy efficiency verification form;*
- *Waste segregation and disposal register;*
- *Local resource verification form and supplier list;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Preventing waste and increasing efficiency through resource use planning:** Practice of planning proper use of water, electricity, wood, sand, etc.
2. **Reducing environmental pressure through use of reusable materials:** Practice of using recyclable materials such as steel, plastic, wood, etc.
3. **Ensuring worker welfare and environmental protection through water conservation and management:** Practice of preventing water wastage and ensuring safe drinking water supply.
4. **Controlling cost and pollution through energy efficiency:** Practice of ensuring energy efficiency in machinery.
5. **Reducing transportation pollution and cost through use of local resources:** Practice of prioritizing the use of local materials and labor.

3.2.2.3 Environmental Degradation at Construction Worksite (Based on Sub-Chapter 5.2.2.3 of the OHS Policy)

Environmental degradation caused by construction activities—such as filling of water bodies, destruction of vegetation, soil erosion, noise and air pollution, and loss of biodiversity—negatively impacts natural balance and workers’ well-being. To prevent such degradation, effective measures must be taken for conservation of natural resources, pollution control, waste management, and biodiversity protection.

1. Effective Implementation Guidelines

- *Effective measures must be taken to conserve trees, water bodies, soil, and biodiversity, and unnecessary destruction must be prevented;*
- *To prevent soil erosion, slope stabilization, grass planting, retaining walls, and drainage systems for water body conservation must be ensured;*
- *Prescribed measures must be taken to control dust, noise, chemical waste, and smoke;*
- *Solid and liquid waste must be collected, stored, and safely disposed of separately;*
- *Necessary measures must be taken to conserve existing animal and plant species in the project area, especially for protected or endangered species;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional preventive measures must be adopted based on the nature of the project to reduce environmental degradation and maintain ecological balance.*

2. Responsibility Distribution

a. Contractor

- Will implement natural resource conservation and pollution control measures;
- Will arrange for segregation, storage, and disposal of waste;
- Will take necessary steps for biodiversity conservation.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise slope stabilization and drainage systems to prevent soil erosion;
- Will monitor the effectiveness of pollution control and waste management;
- Will prepare reports related to environmental degradation.

c. OHS Committee or Worker Representative

- Will raise environmental awareness among workers;
- Will assist in promoting caution for protection of protected species and ecosystems;
- Will participate in environmental complaints and redress mechanisms.

d. Relevant LGED Office

- Will monitor the effectiveness of measures taken to prevent environmental degradation;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will conduct audit and evaluation activities related to environmental conservation;
- Will ensure the quality of awareness and training activities.

3. Supportive Materials and Implementation Tools

- *Natural resource conservation checklist;*

- Slope stabilization and drainage planning form;
- Pollution control guidelines and equipment list;
- Waste management register and segregation guidelines;
- Biodiversity conservation guidelines and species list;
- Awareness posters and training handbook.

4. Applicable Practices for Risk Reduction

1. **Maintaining environmental balance through conservation of natural resources:** Practice of conserving trees, water bodies, and biodiversity.
2. **Adopting structural measures to prevent soil erosion and protect water bodies:** Practice of slope stabilization, grass planting, and drainage system implementation.
3. **Protecting worker health and the environment through pollution control:** Practice of controlling dust, noise, and chemical waste.
4. **Reducing environmental damage through waste management:** Practice of segregating and safely disposing of solid and liquid waste.
5. **Preserving species and sustaining ecosystems through biodiversity conservation:** Practice of adopting special measures for the protection of protected and endangered species.

3.2.2.4 Airborne Pollution at Construction Worksite (Based on Sub-Chapter 5.2.2.4 of the OHS Policy)

Dust particles, chemical vapors, smoke, and other airborne pollutants generated from construction activities negatively impact workers' health and the surrounding environment. To control such pollution, risk assessment, dust and smoke control, use of PPE, weather monitoring, and awareness activities are essential.

1. Effective Implementation Guidelines

- Risk assessment must be conducted by identifying the sources, levels, and impacts of potential airborne pollution;
- To control dust, water spraying, covering materials, using dust-proof nets, and keeping roads clean must be ensured;
- For controlling vapors and smoke from paint, solvents, welding, cutting, bituminous work, etc., prescribed ventilation systems and safe usage procedures must be followed;
- Appropriate masks, respirators, goggles, etc., must be provided for workers;
- Training must be provided to workers and related personnel on airborne pollution risks, preventive measures, and emergency actions;
- Weather monitoring systems must be maintained to control pollution spread based on wind speed, humidity, and temperature;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional pollution control measures must be adopted based on the nature of the project.

2. Responsibility Distribution

a. Contractor

- Will implement dust and smoke control measures;
- Will ensure supply and use of PPE;
- Will take necessary steps for weather monitoring and pollution control.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise risk assessment and identification of pollution sources;
- Will monitor ventilation systems and safety of chemical usage;
- Will conduct awareness and training activities.

c. OHS Committee or Worker Representative

- Will raise awareness among workers and encourage PPE usage;
- Will assist in pollution-related complaints and redress mechanisms;
- Will ensure worker participation in pollution control.

d. Relevant LGED Office

- Will monitor the effectiveness of pollution control measures;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will conduct audit activities related to weather monitoring and pollution control;
- Will ensure the quality of awareness and training activities.

3. Supportive Materials and Implementation Tools

- *Air pollution risk assessment form;*
- *Dust control equipment (nets, water spraying units);*
- *Ventilation plan and safe usage guidelines;*
- *PPE kit (mask, respirator, goggles);*
- *Weather monitoring instruments and record form;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Identifying pollution sources and planning prevention through risk assessment:** Practice of determining levels and impacts of airborne pollution.
2. **Protecting workers and the environment through dust control measures:** Practice of water spraying, covering materials, and using nets.
3. **Controlling chemical vapors and smoke through safe usage and ventilation:** Practice of following prescribed ventilation and safe usage procedures.
4. **Ensuring personal protection through use of PPE:** Practice of using masks, respirators, and goggles.
5. **Controlling pollution spread through weather monitoring:** Practice of controlling pollution based on wind speed and humidity.

3.2.2.5 *Waterborne Pollution at Construction Worksite (Based on Sub-Chapter 5.2.2.5 of the OHS Policy)*

Liquid waste, chemical substances, oil, and other pollutants generated from construction activities can adversely affect nearby water sources and the environment. To protect workers' health and the natural ecosystem, risk assessment, liquid waste management, drainage control, and protection of drinking water sources are essential.

1. Effective Implementation Guidelines

- *Risk assessment must be conducted by identifying potential sources, impacts, and sensitivities of water pollution;*
- *Cement slurry, paint, chemicals, sanitary waste, contaminated water, etc., must be safely collected, stored, and disposed of;*
- *Oil, diesel, or other substances used in machinery and vehicles must be prevented from entering water sources by implementing oil containment measures;*
- *Water flow and drainage systems must be planned and implemented in such a way that contaminated water does not enter ponds, canals, or rivers;*
- *Protective measures must be established around drinking water sources used by workers to prevent contamination;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional pollution control measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will arrange for the collection, storage, and disposal of liquid waste;
- Will ensure controlled use of oil and fuel substances;
- Will establish protective measures around drinking water sources.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise risk assessment and identification of pollution sources;
- Will monitor implementation of drainage and flow control systems;
- Will prepare progress reports on pollution control activities.

c. OHS Committee or Worker Representative

- Will raise awareness among workers regarding water pollution;
- Will assist in pollution-related complaints and redress mechanisms;
- Will encourage safe use of drinking water.

d. Relevant LGED Office

- Will monitor the effectiveness of water pollution control measures;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will conduct audit and evaluation activities related to pollution control;

- Will ensure the quality of awareness and training activities.

3. Supportive Materials and Implementation Tools

- *Water pollution risk assessment form;*
- *Liquid waste collection and disposal register;*
- *Oil containment system checklist;*
- *Drainage planning and implementation guidelines;*
- *Drinking water source protection signs and enclosures;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Identifying pollution sources and planning prevention through risk assessment:** *Practice of determining potential sources and impacts of water pollution.*
2. **Reducing environmental damage through liquid waste management:** *Practice of safely disposing of cement slurry, chemicals, and sanitary waste.*
3. **Protecting water sources through control of oil and fuel usage:** *Practice of installing and using oil containment systems.*
4. **Protecting water bodies through drainage and flow control:** *Practice of implementing planned drainage systems to prevent contaminated water from entering water bodies.*
5. **Protecting worker health through safeguarding drinking water sources:** *Practice of establishing and maintaining protective measures around water sources.*

3.2.3 Indicators Related to Storage/Handling of Construction and Other Materials/Items/Equipment (Based on Sub-Chapter 5.2.3 of the OHS Policy)

Proper storage, preservation, and safe handling of materials/items/equipment used in construction and related activities are essential prerequisites for ensuring Occupational Health and Safety (OHS). Unnecessary scattering, uncontrolled storage, or risky handling may cause accidents for workers and compromise the quality of the project.

3.2.3.1 Effective Implementation Guidelines

- *All materials/items must be stored and handled safely, orderly, and in a planned manner;*
- *Warehouses/storage areas must be dry, shaded, ventilated, and equipped with fire safety measures;*
- *Adequate spacing must be maintained between stacks to allow easy access, inspection, and emergency response;*
- *Heavy or hazardous materials must be stored in a way that prevents falling and damage;*
- *For storing flammable materials, fire extinguishers, exit routes, and warning systems must be in place;*
- *Adequate spacing between rows and controlled access systems must be ensured;*
- *Warehouses and storage areas must be cleaned regularly;*
- *Workplace layout must be planned to maintain flow, safety, and efficiency;*
- *Stability, height control, and labeling must be ensured in stacking;*

- *Chemical and hazardous materials must be stored separately, securely, and with proper labeling;*
- *Designated procedures must be followed for lifting, carrying, and transferring;*
- *PPE such as helmets, gloves, boots, masks must be used mandatorily;*
- *Proper posture, equipment, and team coordination must be ensured when lifting heavy materials;*
- *When handling drums, barrels, etc., rolling prevention systems, stoppers, and safety gloves must be used;*
- *When handling pipes, rods, etc., anti-slip systems, balancing stands, and PPE must be ensured;*
- *All activities must be conducted in accordance with applicable laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional safety and storage measures must be adopted based on the nature of the project.*

3.2.3.2 Responsibility Distribution

a. Contractor

- Will plan and construct warehouses and storage areas;
- Will ensure supply and use of PPE;
- Will store chemical and hazardous materials separately and securely.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise stacking, spacing, and access routes;
- Will ensure proper procedures during lifting and carrying;
- Will monitor warehouse cleanliness and fire safety measures.

c. OHS Committee or Worker Representative

- Will raise awareness among workers regarding safe handling;
- Will encourage PPE usage and ensure proper use;
- Will assist in promoting caution during handling of hazardous materials.

d. Relevant LGED Office

- Will monitor the effectiveness of warehouse and storage systems;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will conduct audit and evaluation activities related to safety and quality standards;
- Will ensure the quality of awareness and training activities.

3.2.3.3 Supportive Materials and Implementation Tools

- *Warehouse planning and layout checklist;*
- *Stacking guidelines and labeling form;*
- *PPE kit (helmet, gloves, boots, mask);*
- *Lifting and carrying procedure guidelines;*
- *Chemical material storage register and MSDS form;*
- *Rolling prevention systems, stoppers, and balancing stand list;*
- *Awareness posters and training handbook.*

3.2.3.4 *Applicable Practices for Risk Reduction*

1. **Preventing accidents through orderly storage and stacking:** Practice of ensuring spacing, stability, and labeling for safe storage.
2. **Ensuring worker protection through PPE usage:** Practice of mandatory use of helmet, gloves, boots, etc.
3. **Preventing injury during lifting and carrying through proper posture and equipment:** Practice of team coordination and equipment use.
4. **Ensuring health protection through separate and secure storage of chemical and hazardous materials:** Practice of following MSDS and labeled storage.
5. **Preventing rolling/slipping during handling of round and tubular materials through safety measures:** Practice of using stoppers, stands, and gloves.

3.2.4 Indicators Related to Construction Safety

To ensure worker protection, structural stability, and accident prevention during construction activities, the implementation of construction safety indicators is essential.

Activities such as deep excavation, working at heights using scaffolding, operating construction machinery, handling electrical connections, managing hazardous materials, and conducting demolition—all require specific safety measures. Without these, the effectiveness of OHS systems is compromised, and worker risks multiply significantly.

Therefore, proper implementation of these indicators is critical to establishing a safe work environment, maintaining operational continuity, and building institutional trust. The following indicator-based regulatory provisions must be followed across all projects/programs/contracts:

3.2.4.1 *General Provisions Related to Construction Safety (Based on Sub-Chapter 5.2.4.1 of the OHS Policy)*

A comprehensive safety framework is essential in construction activities to ensure worker protection, accident prevention, and a safe working environment. Risk assessment, PPE supply, site signage, height and chemical management, training, and monitoring collectively foster an effective safety culture.

1. Effective Implementation Guidelines

- *A comprehensive construction safety plan must be prepared for each project/program/contract;*
- *Visible safety signs, warning signals, and instruction boards must be installed;*
- *Mandatory supply and use of PPE such as helmets, gloves, boots, high-visibility clothing, goggles must be ensured for workers;*
- *Entry and exit routes must be unobstructed, illuminated, and marked with signals;*
- *For deep excavation or underground work, anti-slip measures, gas/oxygen monitoring, and protective railings must be ensured;*
- *Safety railings, fall prevention, and balance must be ensured in the use of stairs, ramps, platforms, and scaffolding;*

- *Trained personnel and maintenance systems must be in place for equipment used at height;*
- *For chemical, flammable, or hazardous substances, MSDS compliance, separate storage, and training must be ensured;*
- *Fire extinguishers, exit signals, and emergency response personnel must be kept ready;*
- *Regular training, drills, and evaluation activities must be conducted;*
- *Effectiveness of safety measures, accident records, and response systems must be monitored and documented;*
- *All activities must be conducted in accordance with applicable laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional safety measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will prepare and implement the safety plan;
- Will ensure PPE supply and usage;
- Will implement chemical management and fire safety measures.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise site signage, entry routes, and height safety;
- Will conduct training and drill activities;
- Will monitor safety and prepare reports.

c. OHS Committee or Worker Representative

- Will raise awareness among workers and encourage PPE usage;
- Will assist in promoting caution during high-risk work;
- Will ensure worker participation in safety plan implementation.

d. Relevant LGED Office

- Will monitor and evaluate the effectiveness of safety measures;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure the quality of training and awareness activities;
- Will conduct safety record and audit activities.

3. Supportive Materials and Implementation Tools

- *Construction safety plan form and checklist;*
- *Safety signs, signals, and instruction boards;*
- *PPE kit (helmet, gloves, boots, goggles);*
- *Entry and exit route planning;*
- *Scaffolding and height safety checklist;*
- *Chemical management register and MSDS form;*
- *Fire safety equipment and emergency response personnel list;*
- *Training and drill register;*
- *Safety monitoring and reporting format.*

4. Applicable Practices for Risk Reduction

1. **Establishing risk assessment and prevention framework through safety planning:** Practice of identifying risks and preparing preventive and emergency response structures.
2. **Ensuring worker protection through PPE usage:** Practice of mandatory PPE supply and usage.
3. **Enhancing life-saving capacity through entry route and height safety:** Practice of using anti-slip measures, railings, and trained personnel.
4. **Ensuring health and fire safety through chemical management:** Practice of MSDS compliance and use of separate storage.
5. **Building a safety culture through training and monitoring:** Practice of regular drills, evaluations, and recordkeeping.

3.2.4.2 Sharp/Steep Excavation/Earthwork/Subsurface Work (Based on Sub-Chapter 5.2.4.2 of the OHS Policy)

Large excavations with sharp/steep slopes, deep earthworks, or subsurface activities are extremely hazardous for workers. To prevent risks such as landslides, lack of air, gas accumulation, or structural collapse, it is essential to ensure practical planning, approval, shoring systems, and adequate ventilation.

1. Effective Implementation Guidelines

- A practical/requirement-based safety plan must be prepared for the concerned site, including applicable shoring/sheet piling/palisading;
- Approval must be obtained from the Executive Engineer of the concerned district prior to implementation of the plan;
- Shoring/sheet piling/palisading systems must be implemented according to the approved plan;
- Adequate ventilation must be ensured during subsurface work;
- All activities must be conducted in accordance with applicable national laws, ordinances, regulations, international guidelines, and LGED's OHS Policy;
- Additional safety measures must be adopted based on the nature of the project to ensure worker protection.

2. Responsibility Distribution

a. Contractor

- Will prepare and submit the safety plan for approval;
- Will implement the shoring/piling system according to the approved plan;
- Will establish ventilation systems during subsurface work.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise implementation of the plan and monitor safety measures;
- Will ensure safe entry for workers and emergency response systems;
- Will prepare safety records and reports.

c. OHS Committee or Worker Representative

- Will assist in raising awareness and promoting caution among workers;
- Will encourage PPE usage during high-risk work;
- Will ensure worker participation in implementation of the safety plan.

d. Relevant LGED Office

- Will monitor approval, implementation, and effectiveness of the plan;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will conduct safety audit and evaluation activities;
- Will ensure the quality of awareness and training activities.

3. Supportive Materials and Implementation Tools

- Safety plan form and approval checklist;
- Shoring/sheet piling/palisading guidelines;
- Ventilation equipment and monitoring register;
- PPE kit (helmet, gloves, boots, goggles);
- Safety record and reporting format;
- Awareness posters and training handbook.

4. Applicable Practices for Risk Reduction

1. **Ensuring structural safety through practical planning:** Practice of preparing plans based on site-specific risks.
2. **Ensuring administrative accountability through approved plans:** Practice of obtaining Executive Engineer’s approval and supervising implementation.
3. **Preventing landslides through shoring/piling systems:** Practice of implementing approved shoring/piling systems.
4. **Ensuring respiratory protection through ventilation systems:** Practice of ensuring adequate ventilation during subsurface work.
5. **Maintaining institutional safety standards through compliance with laws and guidelines:** Practice of conducting activities in accordance with national and international guidelines.

3.2.4.3 Scaffold (Based on Sub-Chapter 5.2.4.3 of the OHS Policy)

Scaffolding activities at construction sites are highly hazardous for workers. Electrical connections, adverse weather, heavy objects, structural stability, and daily inspections—all require specific safety measures in scaffold management.

1. Effective Implementation Guidelines

- A risk-free safe distance must be maintained between scaffolds and insulated power lines;
- Separate scaffolds must be used for welding and other electrical works;
- Use of appropriate PPE including rubber gloves must be made mandatory for scaffold-related electrical activities;
- Work on scaffolds must be strictly prohibited during lightning or electrical storms;

- *The scaffold installation plan must consider static loads (e.g., wind pressure) and the impact of heavy objects;*
- *To ensure structural stability and safety, scaffolds must be designed by a qualified person;*
- *Scaffolds must be inspected daily by a qualified person before starting work;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional safety measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will prepare the scaffold design through a qualified person;
- Will ensure installation of separate scaffolds and supply of PPE;
- Will implement instructions to suspend work during adverse weather.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise daily inspection of scaffolds and safe distance maintenance;
- Will monitor effectiveness of scaffold installation considering static loads and heavy objects;
- Will assist in promoting worker awareness and safety instructions.

c. OHS Committee or Worker Representative

- Will encourage PPE usage and ensure proper use;
- Will assist in promoting caution during electrical work;
- Will participate in scaffold-related complaints and redress mechanisms.

d. Relevant LGED Office

- Will verify the quality of scaffold design, installation, and inspection activities;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will conduct safety audit and evaluation activities;
- Will ensure the quality of awareness and training activities.

3. Supportive Materials and Implementation Tools

- *Scaffold design form and approval checklist;*
- *PPE kit (rubber gloves, helmet, boots, goggles);*
- *Weather monitoring instruments and warning signals;*
- *Static load and heavy object analysis form;*
- *Daily inspection register and checklist;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Preventing electrical hazards by maintaining safe distance:** *Practice of maintaining safe distance between scaffold and insulated power lines.*

2. **Ensuring electrical work safety through use of separate scaffolds:** Practice of using separate scaffolds for welding and electrical work.
3. **Enhancing life-saving capacity by suspending work during adverse weather:** Practice of prohibiting scaffold work during lightning or electrical storms.
4. **Ensuring structural stability through qualified design and inspection:** Practice of scaffold design and daily inspection by qualified personnel.
5. **Ensuring personal protection through PPE usage:** Practice of mandatory use of PPE including rubber gloves.

3.2.4.4 Platforms, Ramps, Stairs, etc. at Construction Worksite (Based on Sub-Chapter 5.2.4.4 of the OHS Policy)

Ensuring safe design, construction, and use of platforms, ramps, stairs, and related movement structures at construction sites is essential for worker safety, operational efficiency, and structural durability. Proper design, railings, surface condition, lighting, balance control, and daily inspection together establish a safe movement system.

1. **Effective Implementation Guidelines**

- All platforms, ramps, and stairs must be constructed according to specified engineering designs;
- Safety railings, barriers, and toe-boards must be installed on elevated platforms and stairs;
- Surfaces must be non-slip, level, and free of debris, and must be regularly maintained;
- Adequate lighting must be ensured, and signals/signs and reflectors must be used;
- It must be ensured that excessive workers or materials are not present, and load limits must be marked;
- Stair steps should preferably be of uniform height and depth, with grip and visibility ensured;
- Ramp slopes must be designed to allow easy movement of wheelchairs, trolleys, or heavy materials;
- When using temporary platforms or ramps, additional safety measures and approved materials must be ensured;
- Platforms, ramps, and stairs must be inspected daily before use;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional safety measures must be adopted based on the nature of the project.

2. **Responsibility Distribution**

a. **Contractor**

- Will construct platforms, ramps, and stairs according to engineering designs;
- Will install safety railings, barriers, and toe-boards;
- Will test the stability of temporary structures and ensure use of approved materials.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise surface condition, lighting, and load control;
- Will conduct daily pre-use inspections;
- Will monitor safety features of stairs and ramps.

c. OHS Committee or Worker Representative

- Will raise awareness among workers regarding movement safety;
- Will identify risky movement structures and inform the concerned authority;
- Will encourage PPE usage and ensure proper use.

d. Relevant LGED Office

- Will monitor design, construction, and safety measures;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure the quality of awareness and training activities;
- Will conduct safety audit and evaluation activities.

3. Supportive Materials and Implementation Tools

- *Engineering design form and approval checklist;*
- *Safety railing, barrier, and toe-board guidelines;*
- *Surface maintenance register;*
- *Lighting and signal installation guidelines;*
- *Load limit marking and control form;*
- *Stair and ramp safety checklist;*
- *Temporary structure stability verification form;*
- *Pre-use inspection register;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Ensuring structural stability by maintaining design and construction standards:** Practice of construction based on width, height, slope, and load-bearing capacity.
2. **Preventing falls through safety railings and barriers:** Practice of installing railings and barriers on elevated platforms and stairs.
3. **Enhancing movement safety through surface maintenance and lighting:** Practice of maintaining non-slip surfaces and adequate lighting.
4. **Ensuring life-saving capacity through load control and stair features:** Practice of marking load limits and ensuring uniformity of steps.
5. **Preventing defects and enabling immediate action through pre-use inspection:** Practice of daily inspection and corrective action upon identifying defects.

3.2.4.5 Cofferdam and Caisson at Construction Worksite (Based on Sub-Chapter 5.2.4.5 of the OHS Policy)

Ensuring worker safety, structural stability, and water control during the use of cofferdams and caissons at construction sites adjacent to reservoirs, rivers, or water bodies is extremely important. A safe and effective

construction environment can be established through water entry control, gas monitoring, secure access routes, and emergency response systems.

1. Effective Implementation Guidelines

- *The design of cofferdams and caissons must comply with approved engineering standards and be approved by the relevant authority;*
- *Pumping, sealing, and drainage systems must be effectively installed to prevent water ingress;*
- *The structure must be regularly inspected to identify cracks, dampness, or collapse risks and take immediate action;*
- *Stairs, ramps, handrails, and signals/signs must be provided to ensure safe entry and exit for workers;*
- *Adequate ventilation must be ensured inside the caisson, and levels of oxygen, carbon monoxide, or other gases must be monitored;*
- *Emergency exit routes, response personnel, and communication systems must be kept ready;*
- *PPE such as helmets, life jackets, hand gloves, boots, etc., must be mandatorily supplied and used by workers;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional safety and technical measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will prepare the engineering design and submit it for approval;
- Will implement water control and drainage systems;
- Will ensure supply and use of PPE.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise structural inspection and access route safety;
- Will operate ventilation and gas monitoring systems;
- Will ensure emergency response readiness and personnel deployment.

c. OHS Committee or Worker Representative

- Will raise awareness among workers and encourage PPE usage;
- Will identify hazardous conditions and inform the relevant authority;
- Will assist workers during emergency situations.

d. Relevant LGED Office

- Will verify the quality of design, approval, and implementation activities;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will conduct safety audit and evaluation activities;
- Will ensure the quality of awareness and training activities.

3. Supportive Materials and Implementation Tools

- *Engineering design form and approval checklist;*

- List of pumping, sealing, and drainage equipment;
- Inspection register and risk identification form;
- Access safety guidelines and signal boards;
- Gas monitoring instruments and record form;
- Emergency response personnel list and communication system;
- PPE kit (helmet, life jacket, gloves, boots);
- Awareness posters and training handbook.

4. Applicable Practices for Risk Reduction

1. **Ensuring structural stability through approved design compliance:** Practice of designing and approving according to engineering standards.
2. **Protecting the work environment through water control systems:** Practice of effective implementation of pumping, sealing, and drainage systems.
3. **Enhancing life-saving capacity through inspection and access safety:** Practice of regular inspection to prevent cracks, dampness, and collapse.
4. **Ensuring respiratory protection through ventilation and gas monitoring:** Practice of monitoring gases and ensuring airflow inside the caisson.
5. **Ensuring worker protection through PPE and emergency response systems:** Practice of using PPE including life jackets and preparing emergency exits.

3.2.4.6 Construction Machinery/Equipment (Based on Sub-Chapter 5.2.4.6 of the OHS Policy)

Safe use, maintenance, and controlled operation of machinery and equipment used at construction sites are essential for protecting workers' lives, preventing accidents, and ensuring operational efficiency. Proper equipment selection, trained operators, maintenance, load control, movement safety, and emergency response systems collectively establish a safe and efficient construction environment. This guideline provides implementation instructions under the following four sub-sections:

1. Effective Implementation Guidelines

- Machinery/equipment must be selected in accordance with international/national safety standards based on the nature of the project/contract;
- Trained, authorized, and responsible operators must be appointed to operate the machinery;
- A maintenance schedule must be set for each machine, and inspections must be conducted daily before starting work;
- Load limits of machines must be clearly marked, and use under overload or unbalanced conditions must be prohibited;
- During movement of mobile machinery, signals/signs, warning lights, barriers, and guiding personnel must be present;
- Fire protection systems must be ensured for fuel-powered machines, and grounding, insulation, and circuit breakers must be ensured for electrical machines;
- Emergency response systems including stop switches, alarms, and exit routes must be prepared by identifying potential accident risks;

- *Use of PPE (helmet, gloves, boots, goggles, hearing protection) must be made mandatory;*
- *After work, machines must be safely parked at designated locations, and control measures must be in place against unauthorized use;*
- *Workers must be regularly trained on machinery-related risks, safety procedures, and emergency actions;*
- *Accidents, faults, or abnormalities must be observed and reported immediately and documented;*
- *All activities must be conducted in accordance with applicable laws, regulations, LGED's OHS Policy, and environmental protection laws;*
- *Additional technical and safety measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will select machinery and appoint trained operators;
- Will implement maintenance schedules and parking systems;
- Will ensure supply and use of PPE.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will inspect machinery daily and monitor load limits;
- Will supervise movement safety systems and emergency response readiness;
- Will observe accidents and faults and prepare reports.

c. OHS Committee or Worker Representative

- Will assist in raising awareness and training among workers;
- Will encourage PPE usage and ensure proper use;
- Will identify hazardous machinery use and inform the relevant authority.

d. Relevant LGED Office

- Will monitor and evaluate the effectiveness of machinery management;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure the quality of awareness and training activities;
- Will conduct safety audits and environmental protection-related activities.

3. Supportive Materials and Implementation Tools

- *Machinery selection checklist and verification form;*
- *Operator training register and approval list;*
- *Maintenance schedule and inspection register;*
- *Load limit markings and balance guidelines;*
- *Movement safety signals, lights, and barrier list;*
- *Fuel and electrical safety checklist;*
- *Stop switch, alarm, and exit route guidelines;*
- *PPE kit (helmet, gloves, boots, goggles, hearing protection);*
- *Parking and storage guidelines;*

- Awareness posters and training handbook.

4. Applicable Practices for Risk Reduction

1. **Ensuring safety through verified machinery selection and trained operator appointment:** Practice of selecting machinery and using authorized operators based on the project.
2. **Preventing accidents through maintenance and inspection:** Practice of daily inspection and scheduled maintenance.
3. **Enhancing life-saving capacity through movement safety and load control:** Practice of marking signals, barriers, and load limits.
4. **Preventing fire and electrical hazards through fuel and electrical safety:** Practice of using grounding, insulation, and circuit breakers.
5. **Ensuring worker protection through PPE and emergency response systems:** Practice of mandatory PPE use and preparation of stop switches/alarms.

3.2.4.7 Hand Tools at Construction Worksite (Based on Sub-Chapter 5.2.4.7 of the OHS Policy)

Although hand tools used at construction sites (such as hammers, screwdrivers, wrenches, cutters, pliers, etc.) are the closest support instruments for workers, improper use can lead to accidents. Proper selection, maintenance, PPE usage, storage, electrical safety, and emergency response systems together establish a safe and effective hand tool management system.

1. Effective Implementation Guidelines

- Hand tools must be selected according to prescribed standards and must be appropriate for the type of work;
- Hand tools must be inspected daily before starting work; broken, rusted, or deformed tools are prohibited;
- Regular maintenance and application of oil/grease must be ensured where applicable;
- During use of hand tools, PPE such as hand gloves, goggles, safety boots, and helmets must be mandatorily used;
- After use, tools must be stored in designated places; safe bags or belts must be used during transport;
- Caution must be exercised when using sharp tools; using them facing others is prohibited;
- Hand tools used near electrical connections must be insulated and electrical safety guidelines must be followed;
- If prolonged use of the same tool causes fatigue or injury risk, rest and tool replacement must be ensured periodically;
- In case of injury or cutting incidents, immediate first aid and report preparation must be ensured;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional safety measures must be adopted based on the nature of the project.

2. Responsibility Distribution

a. Contractor

- Will implement hand tool selection and maintenance schedule;
- Will ensure supply and use of PPE;
- Will implement storage and transport management.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise daily tool inspection and fault identification;
- Will promote caution in use of sharp and electrical tools;
- Will prepare reports of injuries or accidents.

c. OHS Committee or Worker Representative

- Will raise awareness among workers and encourage PPE usage;
- Will assist workers regarding fatigue and tool replacement;
- Will participate in promoting safety instructions.

d. Relevant LGED Office

- Will monitor and evaluate the effectiveness of hand tool management;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure the quality of awareness and training activities;
- Will conduct safety audit and reporting activities.

3. Supportive Materials and Implementation Tools

- *Hand tool selection checklist and verification form;*
- *Maintenance schedule and inspection register;*
- *PPE kit (hand gloves, goggles, boots, helmet);*
- *Storage guidelines and transport bag/belt list;*
- *Safety guidelines for use of sharp tools;*
- *Insulated tools list and electrical safety instructions;*
- *Fatigue management and tool replacement register;*
- *First aid kit and accident report format;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

1. **Ensuring effectiveness through standard tool selection and maintenance:** *Practice of selecting tools based on work type and daily inspection.*
2. **Ensuring personal protection through PPE usage:** *Practice of using hand gloves, goggles, boots, and helmets.*
3. **Ensuring caution and safety in use of sharp and electrical tools:** *Practice of using insulated tools and avoiding facing others during use.*
4. **Preventing injury through fatigue management:** *Practice of periodic rest and tool replacement.*
5. **Enhancing life-saving capacity through accident prevention and emergency response:** *Practice of first aid and preparation of incident reports.*

3.2.4.8 *Demolition of Infrastructure at Construction Worksite (Based on Sub-Chapter 5.2.4.8 of the OHS Policy)*

During demolition of old or unnecessary infrastructure, it is extremely important to ensure worker safety, protection of adjacent structures, and environmental balance. A safe and controlled demolition process can be ensured through specific planning, approval, PPE, debris management, and emergency response systems.

1. Effective Implementation Guidelines

- *A comprehensive demolition plan must be prepared by identifying the structure's composition, connections, and risks;*
- *Prior to starting the activity, approval must be obtained from the relevant authority, and warning signals, barriers, and safety signs must be installed;*
- *Electricity, gas, and water connections must be safely disconnected;*
- *Demolition methods must be determined based on the type of structure (hammer, cutter, crane, hydraulic breaker);*
- *The demolition site must be enclosed with barriers, and entry must be restricted to authorized personnel only;*
- *PPE (helmet, goggles, mask, safety boots, hand gloves, high-visibility clothing) must be mandatorily supplied and used;*
- *Water spraying must be used to control dust, and designated time and equipment must be used to control noise;*
- *Debris must be collected, transported, and safely disposed of separately; recyclable materials must be reused;*
- *Emergency exit routes, first aid kits, and trained personnel must be kept ready;*
- *Each step must be monitored, and safety-related reports must be documented;*
- *All activities must be conducted in accordance with applicable laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional safety and technical measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will prepare the demolition plan and submit it for approval;
- Will disconnect utility connections and implement the demolition method;
- Will ensure supply and use of PPE.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise warning signals, barriers, and entry control;
- Will supervise debris management and emergency response readiness;
- Will monitor and prepare safety reports.

c. OHS Committee or Worker Representative

- Will raise awareness among workers and encourage PPE usage;
- Will assist in promoting caution by identifying hazardous areas;
- Will assist in providing initial response during accidents.

d. Relevant LGED Office

- Will monitor approval, implementation, and effectiveness of demolition activities;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure the quality of awareness and training activities;
- Will conduct safety audit and reporting activities.

3. Supportive Materials and Implementation Tools

- Demolition plan form and approval checklist;
- List of warning signals, barriers, and safety signs;
- Utility disconnection guidelines;
- Demolition method guidelines (hammer, cutter, crane, breaker);
- PPE kit (helmet, goggles, mask, boots, gloves, high-visibility clothing);
- List of dust and noise control equipment;
- Debris collection and recycling register;
- Emergency response personnel list and medical kit;
- Monitoring register and safety report format;
- Awareness posters and training handbook.

4. Applicable Practices for Risk Reduction

1. **Risk control through pre-demolition assessment and planning:** Practice of preparing plans by analyzing structure, connections, and adjacent buildings.
2. **Accident prevention through warning systems and entry control:** Practice of using signals, barriers, and authorized entry.
3. **Ensuring worker protection through PPE usage:** Practice of mandatory use of helmet, mask, goggles, boots, etc.
4. **Maintaining environmental balance through dust, noise, and debris management:** Practice of water spraying, designated timing, and recycling.
5. **Enhancing life-saving capacity through emergency response and medical systems:** Practice of preparing exit routes, medical kits, and trained personnel.

3.2.4.9 Electrical Safety at Construction Worksite (Based on Sub-Chapter 5.2.4.9 of the OHS Policy)

To ensure safe use of electrical connections, machinery, and equipment at construction sites, a comprehensive electrical safety framework is essential. Insulation, grounding, trained electricians, PPE, warning signs, and emergency response systems collectively help protect workers' lives, prevent accidents, and maintain operational continuity.

1. Effective Implementation Guidelines

- An electrical safety plan must be prepared for each project/contract;
- All electrical wires, connections, and equipment must be insulated and grounded; open connections are prohibited;
- Use of circuit breakers, fuses, and RCCBs is mandatory;
- Rubber mats and insulated tools must be used in wet environments;
- Electrical connections must be safely disconnected before maintenance or replacement;

- *Temporary connections must be secured, waterproofed, and visibly marked;*
- *Trained and authorized electricians must be appointed for electrical work;*
- *Use of rubber gloves, insulated boots, helmets, and goggles must be mandatorily ensured;*
- *Warning signs and signals must be placed near electrical panels and hazardous areas;*
- *Emergency exit routes, fire extinguishers, trained personnel, and medical kits must be kept ready;*
- *Safety systems must be regularly inspected, and fault/accident reports must be documented;*
- *All activities must be conducted in accordance with applicable laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional safety and technical measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will prepare and implement the electrical safety plan;
- Will appoint trained electricians and ensure PPE supply and usage;
- Will implement temporary connection and insulation systems.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise connection disconnection, warning signs, and inspection activities;
- Will ensure emergency response systems and medical readiness;
- Will prepare and document safety reports.

c. OHS Committee or Worker Representative

- Will raise awareness among workers regarding electrical safety;
- Will encourage PPE usage and ensure proper use;
- Will identify hazardous connections and inform the relevant authority.

d. Relevant LGED Office

- Will monitor the safety plan, implementation, and effectiveness;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure the quality of awareness and training activities;
- Will conduct safety audit and reporting activities.

3. Supportive Materials and Implementation Tools

- *Electrical safety plan form and checklist;*
- *Insulation and grounding verification register;*
- *List of circuit breakers, fuses, and RCCBs;*
- *Guidelines for rubber mats and insulated tools;*
- *Temporary connection markings and safety instructions;*
- *Electrician training register and approval list;*
- *PPE kit (rubber gloves, insulated boots, helmet, goggles);*

- Warning signs and signal boards;
- Emergency response personnel list and medical kit;
- Inspection register and safety report format;
- Awareness posters and training handbook.

4. Applicable Practices for Risk Reduction

1. **Risk control and emergency preparedness through electrical safety planning:** Practice of preparing connection layout, risk assessment, and response framework.
2. **Accident prevention through insulation, grounding, and circuit breakers:** Practice of prohibiting open connections and using protective devices.
3. **Ensuring worker protection through PPE usage:** Practice of mandatory use of rubber gloves, boots, helmet, and goggles.
4. **Raising awareness through warning signs and signal systems:** Practice of installing Live Wire and entry control signals.
5. **Enhancing life-saving capacity through emergency response and medical systems:** Practice of preparing exit routes, fire extinguishers, and medical kits.

3.2.4.10 Safety Related to Hazardous Materials/Elements/Substances at Construction Worksite (Based on Sub-Chapter 5.2.4.10 of the OHS Policy)

Chemical, flammable, toxic, or radioactive materials/items/substances used at construction sites can have serious impacts on workers' health, safety, and the environment. Through risk assessment, MSDS, PPE, storage, spill control, medical arrangements, and legal compliance, a safe and controlled management framework can be established.

1. Effective Implementation Guidelines

- Risk assessment and classification must be conducted by identifying the type, quantity, exposure potential, and reactions of hazardous materials/items/substances;
- MSDS must be collected, stored, and distributed for each material, and usage, storage, and disposal must be ensured according to MSDS;
- Materials must be stored in separate, secure, airtight, and labeled warehouses;
- Prior to use, PPE, ventilation, spill containment, and emergency response systems must be prepared;
- Use of PPE such as respirators, goggles, chemical-resistant gloves, aprons, and boots must be mandatorily ensured;
- In case of spills or leaks, immediate containment, neutralization, and cleaning measures must be taken; spill kits and trained personnel must be kept ready;
- Waste must be collected, transported, and disposed of separately in an environmentally friendly manner; packaging and labeling must be ensured during transport;
- For incidents involving toxicity, flammability, or radiation, first aid, eyewash stations, emergency showers, and CPR-trained personnel must be kept ready;
- Each incident, fault, or accident must be monitored and safety reports must be prepared and documented;

- *All activities must be conducted in accordance with applicable laws, regulations, international guidelines, and LGED's OHS Policy;*
- *Additional safety and technical measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will ensure risk assessment, MSDS collection, and PPE supply;
- Will implement storage, spill control, and waste disposal systems;
- Will prepare medical arrangements and trained personnel.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will ensure classification, warehouse supervision, and pre-use preparation;
- Will operate spill and leakage control activities;
- Will prepare and document safety reports.

c. OHS Committee or Worker Representative

- Will raise awareness among workers and encourage PPE usage;
- Will assist in promoting caution during use of hazardous materials;
- Will assist in providing initial response during accidents.

d. Relevant LGED Office

- Will monitor and evaluate the effectiveness of safety systems;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure the quality of awareness and training activities;
- Will conduct safety audit and reporting activities.

3. Supportive Materials and Implementation Tools

- *Risk assessment form and classification checklist;*
- *MSDS collection and distribution register;*
- *Warehouse storage guidelines and labeling form;*
- *PPE kit (respirator, goggles, gloves, apron, boots);*
- *Spill kit list and training register;*
- *Waste disposal and transport register;*
- *Medical kit, eyewash station, and emergency shower list;*
- *CPR training register;*
- *Safety monitoring and reporting format;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

- 1. Specific management through risk assessment and classification:** *Practice of classifying materials based on type and reaction.*
- 2. Safe usage and storage through MSDS compliance:** *Practice of using and disposing materials according to MSDS.*
- 3. Ensuring worker protection through PPE usage:** *Practice of mandatory PPE use based on material type.*

4. **Maintaining environmental balance through spill and leakage control:** Practice of containment, neutralization, and cleaning.
5. **Enhancing life-saving capacity through medical arrangements and CPR training:** Practice of preparing eyewash stations, emergency showers, and CPR readiness.

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

Although the participation of female workers/laborers at construction sites is steadily increasing, true inclusion is not possible without ensuring their safety, dignity, and equitable opportunities.

Gender equity is not merely a numerical balance—it is a principled commitment that must be realized through safe working environments, respectful behavior, and effective grievance redress mechanisms.

Implementing and complying with these indicators will help establish a secure, supportive, and dignified workplace for female workers, while also strengthening institutional trust and the foundation of social justice.

Therefore, the indicator-based regulatory provisions outlined below must be followed across all projects/programs/contracts

3.2.5.1 Gender Equality at Construction Worksite (Based on Sub-Chapter 5.2.5.1 of the OHS Policy)

Ensuring equal opportunity, dignity, and safety for male and female workers/staff at construction sites is a fundamental ethical and institutional responsibility. By maintaining gender sensitivity in recruitment, wages, work environment, leadership, and grievance mechanisms, an inclusive and respectful workplace can be established.

1. Effective Implementation Guidelines

- Female workers must be given equal opportunities in recruitment, training, promotion, and assignment of responsibilities as male workers;
- Wage discrimination between male and female workers for the same type of work is prohibited;
- Flexibility must be maintained in work type, schedule, and responsibility allocation for female workers;
- Separate restrooms, hygienic toilets, and a harassment-free work environment must be ensured;
- Gender sensitivity and sexual harassment prevention training must be mandatory for all workers and supervisors;
- Confidentiality and equal rights must be ensured for female workers in grievance submission, hearing, and redressal;
- Inclusion and leadership participation of women must be encouraged in safety committees, worker representative groups, and training programs;
- Data on male-female worker numbers, responsibilities, grievances, and training must be maintained separately;
- All activities must be conducted in accordance with applicable laws, regulations, international guidelines, and LGED's OHS Policy;

- *Additional gender-sensitive measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will ensure gender equality in recruitment and wage policies;
- Will establish separate restrooms and hygienic toilets;
- Will implement gender-sensitive training programs.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise flexibility and safety in responsibility allocation for female workers;
- Will ensure confidentiality and equal access in grievance mechanisms;
- Will manage data collection and analysis activities.

c. OHS Committee or Worker Representative

- Will encourage female participation in leadership roles;
- Will ensure inclusion of women in training and awareness programs;
- Will ensure worker participation in a harassment-free environment.

d. Relevant LGED Office

- Will monitor implementation of gender equality policies;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure the quality of awareness and training activities;
- Will conduct safety audit and reporting activities.

3. Supportive Materials and Implementation Tools

- *Recruitment and wage analysis form;*
- *Guidelines for establishing separate restrooms and toilets;*
- *Gender-sensitive training module and register;*
- *Grievance submission and confidentiality form;*
- *Register for women's participation in leadership;*
- *Male-female data recording template;*
- *Awareness posters and training handbook.*

4. Applicable Practices for Risk Reduction

- 1. Preventing gender-based discrimination in recruitment and wage equality:** *Practice of equal opportunity and wage analysis.*
- 2. Ensuring female participation in a safe and dignified work environment:** *Practice of providing separate restrooms, toilets, and harassment-free environment.*
- 3. Empowerment through inclusion of women in training and leadership:** *Practice of gender-sensitive training and leadership participation.*
- 4. Ensuring confidentiality and equal rights in grievance mechanisms:** *Practice of grievance submission, hearing, and redressal.*

5. Enhancing accountability through data recording and analysis: Practice of separately recording and analyzing male-female data.

3.2.5.2 Safety of Female Workers/Staff at Construction Worksite (Based on Sub-Chapter 5.2.5.2 of the OHS Policy)

Ensuring a safe, respectful, and supportive environment for female workers/staff at construction sites is a fundamental responsibility. Night shifts, transportation, sanitation, sexual harassment prevention, maternity support, PPE suitability, and mental health support collectively help establish a women-friendly and secure workplace.

1. Effective Implementation Guidelines

- Separate safety risk assessments must be conducted for female workers assigned to night shifts, solitary duties, or remote locations;
- Separate, hygienic, well-lit, and secure toilets and restrooms must be ensured for female workers;
- Clear policies and mechanisms for receiving and resolving complaints must be in place to prevent sexual harassment;
- Safe transportation, illuminated entryways, and access control systems must be ensured;
- Maternity leave, breastfeeding spaces, and childcare facilities must be provided for pregnant or child-rearing female workers;
- Separate training and awareness programs must be conducted for female workers on site safety, self-defense, emergency response, and grievance procedures;
- PPE (helmet, gloves, boots, clothing) suitable in size and design for female workers must be supplied;
- Emergency exit routes, first aid kits, and mental health support systems must be kept ready;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Additional safety and supportive measures must be adopted based on the nature of the project.

2. Responsibility Distribution

a. Contractor

- Will conduct safety risk assessments and implement separate sanitation facilities;
- Will establish sexual harassment prevention policies and complaint mechanisms;
- Will ensure PPE supply and maternity support systems.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise safe transportation, access control, and training programs;
- Will prepare emergency response and mental health support systems;
- Will prepare and document safety reports.

c. OHS Committee or Worker Representative

- Will raise awareness among female workers and ensure participation in training;
- Will protect confidentiality and equal rights in grievance mechanisms;
- Will encourage PPE usage and ensure proper use.

d. Relevant LGED Office

- Will monitor and evaluate the effectiveness of safety systems;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure the quality of awareness and training activities;
- Will conduct safety audit and reporting activities.

3. Supportive Materials and Implementation Tools

- *Safety risk assessment form;*
- *Separate sanitation and restroom planning;*
- *Sexual harassment prevention policy and complaint format;*
- *Transportation and access control guidelines;*
- *Maternity support and childcare register;*
- *Training module and awareness posters;*
- *PPE kit (female-friendly helmet, gloves, boots, clothing);*
- *Medical kit, mental health guidelines, and exit route signage;*
- *Safety report format and audit checklist.*

4. Applicable Practices for Risk Reduction

1. **Ensuring protection of female workers through safety risk assessment:** Practice of risk analysis for night shifts, solitary duties, and remote assignments.
2. **Dignified work environment through sanitation and restrooms:** Practice of using separate, hygienic, and well-lit toilets and restrooms.
3. **Effectiveness of policies and complaint mechanisms in preventing sexual harassment:** Practice of complaint submission, confidentiality, and resolution.
4. **Enhancing self-protection capacity through PPE suitability and training:** Practice of supplying suitable PPE and conducting self-defense training.
5. **Preserving life and productivity through emergency response and mental health support:** Practice of preparing exit routes, medical kits, and mental health support systems.

3.2.5.3 Gender-Based Violence Related to OHS at Construction Worksite (Based on Sub-Chapter 5.2.5.3 of the OHS Policy)

Preventing and addressing gender-based violence such as sexual harassment, psychological abuse, physical threats, or social humiliation against female workers/staff at construction sites is a fundamental human and institutional responsibility. SOP, zero tolerance, GRM, safe complaint mechanisms, and monitoring frameworks collectively help establish a respectful and secure workplace.

1. Effective Implementation Guidelines

- *A clear, written OHS-linked SOP must be developed, disseminated, and implemented to prevent gender-based violence;*
- *A “zero tolerance” policy must be enforced for all workers, supervisors, and contractors;*
- *A credible and gender-sensitive GRM framework must be in place to receive, investigate, and resolve complaints while maintaining confidentiality;*
- *Separate complaint boxes, designated female representatives, and safe hearing arrangements must be ensured for female workers;*
- *Complaint, redressal, and awareness activities must be regularly monitored and documented;*
- *All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED’s OHS Policy;*
- *Specifically, LGED’s GRS Guideline and SOP to Redress GBV Grievances must be followed;*
- *Additional preventive and remedial measures must be adopted based on the nature of the project.*

2. Responsibility Distribution

a. Contractor

- Will develop and disseminate the SOP;
- Will implement the zero-tolerance policy;
- Will establish the GRM framework and complaint boxes.

b. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will nominate female representatives and supervise safe hearing arrangements;
- Will conduct complaint investigation and redressal processes;
- Will prepare monitoring and reporting documents.

c. OHS Committee or Worker Representative

- Will participate in and promote awareness activities;
- Will encourage female workers to submit complaints;
- Will assist in SOP implementation.

d. Relevant LGED Office

- Will monitor the effectiveness of SOP and GRM framework;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure the quality of awareness and training activities;
- Will conduct safety audit and reporting activities.

3. Supportive Materials and Implementation Tools

- *GBV prevention SOP form and leaflet;*
- *Zero tolerance policy and signature form;*
- *GRM framework guidelines and complaint register;*
- *Female complaint box and safe hearing room plan;*
- *Female representative nomination form;*
- *Monitoring register and report format;*
- *Awareness posters and training handbook;*

- LGED's GRS Guideline and SOP to Redress GBV Grievances copy.

4. Applicable Practices for Risk Reduction

1. **Establishing prevention framework through SOP development and implementation:** Practice of preparing and disseminating OHS-linked SOP.
2. **Ensuring behavioral accountability through zero tolerance policy:** Practice of obtaining signatures from all personnel and monitoring behavior.
3. **Enhancing credibility through GRM framework and safe complaint mechanisms:** Practice of maintaining confidentiality, appointing female representatives, and ensuring safe hearings.
4. **Promoting accountability and transparency through monitoring and reporting:** Practice of regularly preparing reports on complaints and redressal activities.
5. **Maintaining institutional standards through legal compliance:** Practice of adhering to LGED's GRS Guideline and SOP to Redress GBV Grievances.

3.2.5.4 OHS-Related Grievance Redress Mechanism (GRM) at Construction Worksite (Based on Sub-Chapter 5.2.5.4 of the OHS Policy)

An effective, transparent, and gender-sensitive grievance redress mechanism (GRM) is essential for receiving, investigating, and resolving any complaints related to workers' safety, health, and dignity at construction sites. SOP, multiple complaint channels, confidentiality, timelines, training, and follow-up collectively help establish a trustworthy and fair grievance management framework.

1. Effective Implementation Guidelines

- A written and approved OHS-linked GRM framework must be developed and disseminated for each project/contract;
- Workers must have access to verbal, written, digital, or complaint box channels for submitting grievances; separate and secure channels must be available for female workers;
- The identity, statement, and evidence of the complainant must be kept fully confidential; retaliatory behavior is prohibited;
- Upon receiving a complaint, investigation, hearing, and redress must be provided within the specified timeline; if delayed, a written explanation must be given;
- A multi-stakeholder GRM committee must be formed including worker representatives, supervisors, site managers, and female members;
- GRM committee members must receive mandatory training on gender-based violence, workers' rights, and OHS;
- Progress of each grievance redress activity must be regularly monitored and complainant satisfaction must be verified;
- All activities must be conducted in accordance with applicable national laws, regulations, international guidelines, and LGED's OHS Policy;
- Specifically, LGED's GRS Guideline must be properly followed and implemented;
- Additional grievance redress measures must be adopted based on the nature of the project.

2. Responsibility Distribution

a. Contractor

- Will develop and disseminate the GRM framework;
- Will establish grievance channels and ensure confidentiality;
- Will form the GRM committee and implement training.

c. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Will supervise grievance reception, hearing, and redress activities;
- Will ensure redress within the specified timeline;
- Will conduct follow-up and satisfaction verification activities.

c. OHS Committee or Worker Representative

- Will encourage workers to submit grievances;
- Will assist in promoting safe grievance channels for female workers;
- Will participate in GRM committee activities and ensure transparency.

d. Relevant LGED Office

- Will monitor and evaluate the GRM framework and its effectiveness;
- Will provide technical advice and corrective recommendations in accordance with national and international guidelines;
- Will ensure the quality of awareness and training activities;
- Will conduct safety audit and reporting activities.

3. Supportive Materials and Implementation Tools

- *GRM framework form and leaflet;*
- *Grievance register and digital form;*
- *Female complaint box and safe hearing room plan;*
- *GRM committee formation form and member list;*
- *Training module (gender-based violence, workers' rights, OHS);*
- *Follow-up checklist and satisfaction verification form;*
- *LGED's GRS Guideline and SOP copy;*
- *Awareness posters and grievance process guidelines.*

4. Applicable Practices for Risk Reduction

- 1. Transparency in grievance management through GRM framework development and dissemination:** Practice of building worker trust through written and disseminated framework.
- 2. Ensuring access through multiple and safe grievance channels:** Practice of verbal, written, digital, and female-designated channels.
- 3. Establishing fairness through confidentiality and timeline compliance:** Practice of ensuring complainant safety and timely redress.
- 4. Effective hearing and redress through trained GRM committee:** Practice of conducting hearings by trained committee members.

5. ***Ensuring effectiveness of redress through follow-up and satisfaction verification:*** *Practice of monitoring progress and collecting complainant feedback.*

4. Working Spheres of the OHS Policy of LGED (Based on Chapter-6 of OHS Policy of LGED)

4.1 Capacity Enhancement (based on Sub-Chapter-6.2.3 of OHS Policy of LGED)

To ensure health and safety at construction sites and workplaces, capacity enhancement of all relevant individuals and institutions is a fundamental and continuous process. It is not limited to training alone; rather, it involves awareness, motivation, participation, evaluation, and incentives to build a safe, humane, and efficient work environment.

This process must ensure the active participation of LGED officials at all levels, contractors, site managers, workers, worker representatives, and OHS committees.

4.1.1 General Training

4.1.1.1 Explanatory Description

Basic health and safety training for all levels of personnel is essential to enable them to work safely, competently, and ethically at construction sites.

4.1.1.2 Key Action Points

- **Use of Personal Protective Equipment (PPE):**

- Training must be provided on the proper wearing, maintenance, and timely replacement of PPE such as helmets, gloves, masks, and safety boots.
- Workers must be made aware of the rules, limitations, and risks associated with improper use of PPE.

- **Hazard Identification:**

- Training must develop the ability to identify potential risks such as falls, electrical hazards, chemical exposure, noise pollution, and equipment failure.
- Participants must understand the severity of risks, potential consequences, and preventive measures.

- **Emergency Response:**

- Training must include techniques for prompt, accurate, and coordinated response during fire, accidents, earthquakes, or natural disasters.
- Workers must practice using emergency exits, fire extinguishers, first aid kits, and CPR.

- **Safe Equipment Handling:**

- Training must raise awareness about safe operation, routine maintenance, and misuse risks of tools and machinery.
- Clear instructions must be provided regarding equipment limitations and authorized users.

- **Behavioral Guidelines:**

- Training must promote discipline, mutual respect, empathy, teamwork, and gender-sensitive behavior at the workplace.

- Behavioral training must include prevention of harassment, discrimination, and violence.

4.1.1.3 Implementation Guidelines

- Training content must be designed based on the nature of work, activity type, and level of risk;
- Training must be linguistically accessible, visual, and based on real-life examples;
- Post-training evaluation and feedback must be collected to guide future course improvements.

4.1.1.4 Responsibility Distribution

a. LGED Central and Field Officials

- Develop and approve project-based training plans;
- Prepare and distribute training modules, guidelines, and materials;
- Monitor and evaluate training activities and outcomes;
- Analyze feedback and recommend improvements for future training.

b. Contractor/Implementing Agency

- Conduct training sessions and ensure worker participation;
- Maintain and update training registers regularly;
- Supply, monitor, and maintain PPE;
- Assist in promoting behavioral guidelines at the site.

c. Site Supervisor/Manager

- Supervise attendance, conduct, and discipline during training;
- Lead hazard identification and emergency response drills;
- Encourage proper PPE usage and prevent misuse;
- Collect feedback and document worker opinions post-training.

d. Worker Representatives and OHS Committee

- Encourage workers to participate in training sessions;
- Promote behavioral guidelines and gender-sensitive practices;
- Provide feedback and monitor training implementation;
- Support PPE awareness and correct usage.

e. Workers/Laborers

- Actively participate in training and apply learned skills;
- Properly use, maintain, and report issues with PPE;
- Be prepared for hazard identification and emergency response;
- Follow behavioral guidelines and treat colleagues with respect.

4.1.1.5 Supportive Materials and Implementation Tools

- Training modules and slides;
- Registration forms and attendance sheets;
- Evaluation forms and feedback templates;
- PPE guidelines and usage checklists;
- Behavioral guidance handbook;
- Awareness posters and banners;
- CPR and emergency response instructions;
- Training report formats.

4.1.1.6 Recommended Practices for Risk Reduction

- **Identifying and Preventing Weaknesses through Land Assessment:** Practice evaluating soil type and load-bearing capacity before construction begins.
- **Preventing Landslides and Collapses through Technical Solutions:** Practice using retaining walls, shoring, and slope stabilization to ensure structural stability.
- **Ensuring Worker Safety through Safe Entry and PPE Usage:** Practice safe access and proper use of protective equipment in hazardous areas.
- **Early Warning through Monitoring and Reporting Systems:** Practice regular observation and reporting of land changes and potential risks.
- **Enhancing Response Capacity through Training and Awareness:** Practice educating engineers, supervisors, and workers on land stability risks and appropriate actions.

4.1.2 Training of Trainers (ToT) (Based on Policy Subsection 6.2.3: Capacity Enhancement)

4.1.2.1 Explanatory Description

Training of Trainers (ToT) programs must be conducted for trainers from LGED, contractors, the Project Management Unit (PMU), and relevant agencies.

Through this process, trainers will be equipped to deliver high-quality health and safety training and contribute to building a preventive safety culture at construction sites.

4.1.2.2 Key Action Points

- **Training Methods and Techniques:**
 - Trainers must learn adult learning principles, participatory teaching techniques, effective presentation methods, and evaluation strategies.
 - Skills in time management, Q&A handling, and group facilitation must be developed.
- **Subject-Matter Expertise**
 - Trainers must gain in-depth knowledge of health and safety topics;
 - They must develop competencies in risk analysis, behavioral guidance, and emergency response.
- **Proficiency in Using Training Materials**
 - Trainers must be skilled in using modules, handbooks, illustrations, videos, online resources, and digital platforms;
 - They must learn how to select, present, and evaluate training materials effectively.
- **Communication and Leadership Skills**
 - Trainers must develop clear, empathetic, and motivational communication techniques;
 - Leadership qualities such as team facilitation, feedback reception, problem-solving, and encouragement must be enhanced.

4.1.2.3 Implementation Guidelines

- **Course Structure and Alignment**

- ToT course content must align with the trainer's responsibilities, roles, and field-level practical needs.

- **Evaluation and Certification**

- Participants must be evaluated at the end of the training and awarded certificates to validate their qualification for future training delivery.

- **Re-evaluation and Follow-up**

- Trainers must undergo periodic re-evaluation, feedback collection, and follow-up activities to maintain training quality and relevance.

- **Trainer Database and Record Keeping**

- A database of trained trainers, including their skills and activities, must be maintained to support future planning and deployment.

4.1.2.4 Responsibility Distribution (Roles in ToT Implementation)

a. LGED Central and Field Officials

- Plan, approve, and allocate budget for ToT activities;
- Develop and review training modules, guidelines, and materials;
- Monitor, evaluate, and report on training implementation;
- Conduct periodic re-evaluation and follow-up activities for trainers.

b. Project Management Unit (PMU)

- Prepare the list of trainers and manage the nomination process;
- Ensure training schedules, venues, and logistical support;
- Assist in certification and recordkeeping after training completion.

c. Contractor

- Ensure nominated trainers participate in ToT programs;
- Support field-level training implementation after ToT;
- Assist in maintaining training registers and collecting feedback.

d. Trainers/Participants

- Actively participate in ToT and apply learned skills in future training;
- Use and update training materials responsibly;
- Provide feedback and participate in re-evaluation processes.

4.1.2.5 Supportive Materials and Implementation Tools

- ToT training modules and guidelines;
- Handbook on adult learning principles;
- Visuals and videos on participatory training techniques;
- Evaluation forms and certificate templates;
- Trainer register and competency tracking sheets;
- Online resources and digital platform guides;
- Communication and leadership development checklists;
- Feedback collection and analysis templates.

4.1.2.6 Recommended Practices for Risk Reduction

- **Enhancing Training Methodology and Evaluation Skills:** Practice participatory learning techniques, presentation methods, and evaluation strategies.

- **Deepening Subject-Matter Expertise:** Practice risk analysis, behavioral guidance, and emergency response in health and safety topics.
- **Improving Proficiency in Training Materials Usage:** Practice using modules, videos, and digital platforms for effective delivery.
- **Developing Communication and Leadership Qualities:** Practice team facilitation, feedback reception, problem-solving, and motivational techniques.
- **Maintaining Training Quality through Re-evaluation and Follow-up:** Practice feedback collection, periodic re-evaluation, and recordkeeping for continuous improvement.

4.1.3 Refreshers Training (Based on Policy Subsection 6.2.3: Capacity Enhancement)

4.1.3.1 Explanatory Description

Refreshers training is essential for revisiting, updating, and re-evaluating previously acquired knowledge. It helps maintain worker competency, address emerging risks, and sustain a culture of safety. Through refreshers training, the effectiveness of prior sessions can be assessed, behavioral changes monitored, and preparedness for new challenges ensured.

4.1.3.2 Key Action Points

- **Revisiting Previous Training Content:** Reinforce core concepts, rules, and behavioral guidance from earlier health and safety training.
- **Updating Risks and New Challenges:** Include updated information and response strategies based on changing work environments, new equipment, or emerging hazards.
- **Behavioral Assessment and Correction:** Identify behavioral changes, unsafe habits, or errors and provide corrective guidance based on prior training.
- **Reviving Safety Culture:** Use effective messages and examples to reawaken safety awareness, team responsibility, and preventive attitudes.
- **Training Records and Evaluation:** Review past training records to determine refresher needs; conduct post-training evaluation and collect feedback.

4.1.3.3 Implementation Guidelines

- **Scheduling Refreshers Training:** Align training schedules with project/program/contract realities, worker availability, and workload.
- **Evaluation-Based Planning:** Design content and methods based on prior evaluations, feedback, and observed behavioral changes.
- **Flexible Training Methods:** Deliver training through individual, group, on-the-job, or online formats as needed.
- **Recordkeeping and Reporting:** Maintain records of participation, evaluation, and outcomes; submit reports to relevant authorities.
- **Follow-Up and Re-Evaluation:** Monitor post-training changes in behavior, skills, and safety response; initiate follow-up actions as needed.

4.1.3.4 Responsibility Distribution

a. LGED Central and Field Officials

- Review past training records and develop refresher training plans;
- Update training content and re-evaluation frameworks;

- Monitor, evaluate, and report on training activities;
- Analyze behavioral changes and conduct follow-up programs.

b. Contractor

- worker participation;
- Maintain and update training registers and previous records;
- Incorporate new risks and equipment-related topics into training;
- Assist in post-training evaluation and feedback collection.

c. Site Supervisor/Manager

- Supervise attendance, conduct, and discipline during training;
- Identify and address unsafe behaviors or errors from prior sessions;
- Observe post-training behavior and submit reports;
- Recommend refresher training when needed.

d. Worker Representatives and OHS Committee

- Encourage worker participation in refresher training;
- Assist in collecting and analyzing feedback from previous sessions;
- Monitor behavioral changes and provide corrective suggestions;
- Promote safety culture through messaging and peer engagement.

e. Workers/Laborers

- Actively participate in refresher training and apply learned content;
- Correct previous unsafe behaviors and enhance safety awareness;
- Update knowledge on new risks and equipment;
- Demonstrate team responsibility and preventive attitudes.

4.1.3.5 Supportive Materials and Implementation Tools- Past training records and evaluation forms;

- Updated training modules and illustrated guidelines;
- Behavioral observation checklists;
- Risk update guides and equipment SOPs;
- Participation registers and feedback templates;
- Re-evaluation forms and reporting formats;
- Awareness posters and message kits;
- Online training platform guides (where applicable).

4.1.3.6 Recommended Practices for Risk Reduction

- **Identifying and Correcting Past Unsafe Behaviors:** Practice recognizing and correcting risky behaviors based on previous training.
- **Preparing for New Risks and Equipment Use:** Practice handling emerging risks and operating new equipment safely.
- **Reviving Safety Culture through Messaging:** Practice group-based awareness messaging using posters and examples.
- **Participating in Evaluation and Feedback Collection:** Practice completing oral questions, checklists, and feedback forms post-training.
- **Monitoring Behavior through Follow-Up and Re-Evaluation:** Practice observing post-training changes in behavior, skills, and safety response.

4.1.4 On-the-Job Training (Based on Policy Subsection 6.2.3: Capacity Enhancement)

4.1.4.1 Explanatory Description

On-the-job training provides workers with real-time learning opportunities during active work at construction sites or workplaces. It enhances their skills, confidence, and ability to respond effectively to risks. Learning under the supervision of experienced personnel makes safety culture practical, grounded, and effective.

4.1.4.2 Key Action Points

- *Training Under Supervision of Experienced Personnel: Training must be conducted under the direct supervision of qualified and responsible personnel to ensure safety and skill development.*
- *Instruction on Specific Equipment or Work Processes: Workers must be taught usage methods, limitations, and safety instructions for relevant tools, equipment, or work steps.*
- *Immediate Problem Solving and Risk Response: Workers must learn how to respond promptly to issues, risks, or irregularities during work.*
- *Team Coordination and Behavioral Guidance: Training must include directions on teamwork, mutual respect, and empathetic behavior during collaborative tasks.*

4.1.4.3 Implementation Guidelines

- *Alignment with Nature and Risk Level of Work: On-the-job training must be designed in accordance with the type, complexity, and risk level of the assigned work.*
- *Observation and Feedback Collection: Mutual observation, Q&A, and real-time feedback between trainee and supervisor must be facilitated during training.*
- *Brief Evaluation and Recordkeeping: Post-training evaluations (e.g., oral questions, checklists, observation forms) must be conducted and documented for future improvement.*
- *Recommendation for Refresher Training: If any weakness or unsafe behavior is identified during training, refresher training must be recommended for the concerned individual.*

4.1.4.4 Responsibility Distribution

a. LGED Central and Field Officials

- *Develop on-the-job training frameworks and guidelines;*
- *Monitor training activities and prepare evaluation reports;*
- *Analyze post-training behavioral changes and conduct follow-up programs;*
- *Recommend refresher training when necessary.*

b. Contractor

- *Implement training and ensure worker participation;*
- *Maintain training registers and observation forms;*
- *Provide safety instructions for equipment and tools;*
- *Assist in post-training evaluation and feedback collection.*

c. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Directly supervise training and observe behavior during sessions;
- Lead immediate problem-solving and risk response activities;
- Conduct brief evaluations and maintain records;
- Identify weaknesses and recommend refresher training.

d. Worker Representatives and OHS Committee

- Encourage worker participation and promote behavioral guidance;
- Collect feedback and observe behavior during training;
- Promote teamwork and empathetic conduct;
- Support safety culture messaging.

e. Workers/Laborers

- Actively participate in training and apply learned skills;
- Follow safety instructions for equipment use;
- Demonstrate prompt response to problems and risks;
- Maintain respectful and cooperative behavior during teamwork.

4.1.4.5 Supportive Materials and Implementation Tools- On-the-job training guidelines and SOPs;

- Illustrated instructions for equipment usage;
- Observation forms, checklists, and oral questionnaires;
- Participation registers and feedback templates;
- Behavioral guidance handbook;
- Refresher training recommendation format;
- Team coordination guides and awareness posters.

4.1.4.6 Recommended Practices for Risk Reduction- Practicing Safe Work Under Supervision

1. **Practicing Safe Work Under Supervision:** Conduct safety drills under the supervision of experienced personnel.
2. **Reinforcing Equipment Usage and Safety Limits:** Practice safe operation and understanding of limitations for specific tools and equipment.
3. **Training in Immediate Problem Solving and Risk Response:** Practice responding to real-time issues and irregularities during work.
4. **Promoting Team Behavior and Mutual Respect:** Practice teamwork coordination and empathetic behavior during training sessions.
5. **Evaluating and Recommending Refresher Training:** Conduct brief evaluations and recommend refresher training based on observed weaknesses.

4.1.5 Awareness, Campaigns & Observance (Based on Policy Subsection 6.2.3: Capacity Enhancement)

4.1.5.1 Explanatory Description

To enhance health and safety awareness at construction sites and workplaces, campaigns, message dissemination, and observance of key days are critically important. These activities ensure worker attention, responsibility, behavioral change, and active participation in safety culture. Awareness initiatives foster early risk recognition, preventive attitudes, and collective tolerance.

4.1.5.2 Key Action Points

- *Observance of Safety Week, Health Day, Labor Day, etc.:* Organize discussions, exhibitions, competitions, and recognition programs with active worker participation on designated days.
- *Posters, Leaflets, Videos, Seminars, Roadshows, and Social Campaigns:* Disseminate messages through diverse media—visuals, sound, stories, and shared experiences—to attract workers and enhance impact.
- *Visible Safety Messages and Signs at Workplaces:* Install warning signs, instructions, and messages at hazardous zones, equipment areas, and entry points to raise immediate awareness.
- *Local and Organizational Participation:* Ensure active involvement of local administration, health departments, worker representatives, and the Project Management Unit in awareness activities.

4.1.5.3 Implementation Guidelines

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

4.1.5.4 Responsibility Distribution

a. LGED Central and Field Officials

- Plan, approve, and allocate budgets for awareness activities;
- Prepare messages, posters, campaign materials, and observance guidelines;
- Monitor activities, evaluate impact, and prepare reports;
- Recommend improvements and ensure continuity.

b. Contractor

- Implement awareness programs and ensure worker participation;
- Distribute and display campaign materials;
- Support observance events and message dissemination;
- Assist in evaluation and feedback collection.

c. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- Oversee message placement and awareness activities at the site;
- Encourage worker participation and facilitate experience sharing;
- Conduct brief evaluations and prepare reports;
- Monitor behavioral changes and recommend follow-up actions.

d. Worker Representatives and OHS Committee

- Motivate workers to participate in awareness programs;

- Support message dissemination, experience sharing, and feedback collection;
- Coordinate with local administration and health departments;
- Promote continuity and improvement of awareness efforts.

e. Workers/Laborers

- Actively participate in awareness activities and receive messages;
- Share experiences, provide feedback, and demonstrate behavioral change;
- Follow warning signs, instructions, and safety messages;
- Exhibit collective responsibility and tolerance within the safety culture.

4.1.5.5 Supportive Materials and Implementation Tools

- Awareness messages, posters, leaflets, and banners;
- Observance guidelines and activity planning formats;
- Experience-sharing scripts and roadshow instructions;
- Evaluation forms, feedback templates, and reporting structures;
- Warning signs, instructions, and message designs;
- Participation registers and follow-up checklists.

4.1.5.6 Recommended Practices for Risk Reduction

1. **Promoting Safety Messages through Observance Events:** Practice organizing participatory activities and message dissemination during Safety Week, Labor Day, etc.
2. **Using Visuals, Sound, and Stories for Campaigns:** Practice multi-media message delivery to attract workers and enhance awareness.
3. **Installing Warning Signs at Hazardous Locations:** Practice placing safety signs at entry points, equipment zones, and risk-prone areas.
4. **Facilitating Participatory Discussions and Experience Sharing:** Practice group discussions and storytelling to build awareness and empathy.
5. **Evaluating Impact and Ensuring Follow-Up:** Practice post-activity evaluation and improvement based on behavioral change and risk reduction.

4.1.6 Motivation & Engagement (Based on Policy Subsection 6.2.3: Capacity Enhancement)

4.1.6.1 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 culture. Motivational activities enhance responsibility, leadership, team coordination, and safety awareness. This includes not only workers but also contractors, engineers, supervisors, worker representatives, and all levels of the Project Management Unit.

4.1.6.2 Key Action Points

- *Participatory Planning, Feedback Collection, and Recognition:* Incorporate stakeholder opinions in planning, recognize their contributions, and promote a culture of collective decision-making.

- *Positive Attitude and Behavior in Safety Leadership: Foster empathetic, encouraging, and exemplary leadership among supervisors, engineers, and managers to strengthen safety culture.*
- *Active Involvement of Worker Representatives, Contractors, Engineers, and Supervisors: Ensure participation of all parties based on field realities, challenges, and opportunities to make safety management practical and sustainable.*
- *Motivational Messages and Activities: Include posters, stories, videos, experience sharing, and recognition programs in motivation efforts.*

4.1.6.3 *Implementation Guidelines*

- *Planning Based on Real Challenges, Successes, and Opportunities: Design motivational activities based on actual project challenges, positive examples, and future potential.*
- *Incorporating Feedback and Experience into the Process: Collect and integrate participant feedback, experiences, and suggestions into implementation procedures to ensure realism and participation.*
- *Outcome Evaluation and Reporting: Evaluate the impact, participation level, behavioral change, and progress in safety culture, and prepare a report accordingly.*
- *Continuity and Repetition: Ensure motivational efforts are not one-time events but are conducted regularly and improved based on previous experiences.*

4.1.6.4 *Responsibility Distribution*

a. LGED Central and Field Officials

- *Plan, approve, and allocate budgets for motivational activities;*
- *Prepare messages, posters, recognition guidelines, and participation frameworks;*
- *Monitor activities, evaluate outcomes, and prepare reports;*
- *Recommend improvements and ensure continuity.*

b. Contractor

- *Implement motivational activities and ensure worker participation;*
- *Support experience-sharing and recognition programs;*
- *Assist in evaluation and feedback collection;*
- *Maintain participation registers and reports.*

c. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- *Oversee message dissemination and motivational activities at the site;*
- *Collect participant feedback and experiences;*
- *Conduct brief evaluations and prepare reports;*
- *Observe behavioral changes and recommend follow-up actions.*

d. Worker Representatives and OHS Committee

- *Encourage worker participation in motivational activities;*
- *Assist in collecting feedback, experiences, and suggestions;*
- *Coordinate with local administration and engineering departments;*
- *Support continuity of motivational efforts.*

e. Workers/Laborers

- *Actively participate in motivational activities and receive messages;*

- Share experiences, provide feedback, and demonstrate behavioral change;
- Exhibit leadership, respect, and team coordination;
- Demonstrate responsibility and enthusiasm in safety culture.

4.1.6.5 Supportive Materials and Implementation Tools

- Motivational messages, posters, stories, and videos;
- Recognition guidelines and activity planning formats;
- Experience-sharing scripts and participation registers;
- Evaluation forms, feedback templates, and reporting structures;
- Feedback collection formats and suggestion forms;
- Continuity checklists and follow-up guides.

4.1.6.6 Recommended Practices for Risk Reduction

1. **Experience Sharing to Promote Leadership and Responsibility:** Practice sharing experiences among engineers, supervisors, and workers to enhance leadership and awareness.
2. **Recognition and Awards to Encourage Positive Behavior:** Practice recognizing responsible behavior and safety leadership through awards and acknowledgments.
3. **Participatory Feedback Collection and Planning:** Practice participatory discussions and feedback sessions to incorporate opinions into planning.
4. **Evaluation and Reporting Practice:** Practice evaluating behavioral change and participation after motivational activities and documenting the outcomes.
5. **Follow-Up and Repetition for Continuity:** Practice continuous improvement based on previous experiences through regular follow-up and repetition.

Certainly, *সহজ*. Below is the English translation of Chapter 4.1.7: Incentive Mechanism (Based on Sub-Chapter 6.2.3 of the Policy), preserving the original structure and clause-wise formatting exactly as instructed:

4.1.7 Incentive Mechanism (Based on Sub-Chapter 6.2.3 of the Policy)

4.1.7.1 Explanatory Description

To encourage all individuals and entities involved in achieving health and safety standards at construction sites/worksites, a transparent, policy-based, and evaluation-driven incentive mechanism is essential.

All levels of LGED officials (Upazila, District, Region, Division, PMU, Headquarters), contractors, site managers, workers, and worker representatives involved in this process must be appropriately incentivized for achieving health and safety standards.

This incentive mechanism plays a supportive role in enhancing morale, responsibility, and participation in the safety culture.

4.1.7.2 Key Actions

- Certificates of appreciation, financial benefits, promotion opportunities: Written recognition, financial rewards, and career advancement opportunities for individuals who successfully achieve health and safety standards.

- *Awards based on safety ratings: To create a competitive and encouraging environment, team or individual awards must be given based on site or project safety ratings.*
- *Recognition of team/individual achievements: To foster collective responsibility, recognition must be given to both individual contributions and team efforts in promoting safety culture.*
- *Multidimensional incentives: Incentives must include not only financial rewards or promotions but also appreciation, honors, experience sharing, and leadership opportunities.*

4.1.7.3 Implementation Guidelines

- *Transparent, impartial, and evaluation-based process: A written Standard Operating Procedure (SOP) must be in place to establish a basis for impartial evaluation, review, and decision-making.*
- *Inclusion at all levels: All levels of LGED officials, contractors, site managers, workers, and representatives from headquarters to Upazila level must be included.*
- *Review of impact and effectiveness: The impact, acceptability, and contribution of the incentive activities to the safety culture must be regularly reviewed and reported.*
- *Feedback and improvement: After the incentive activities, participants' opinions and experiences must be collected and used to improve future policies.*

4.1.7.4 Responsibility Distribution

a. LGED Central and Field-Level Officials

- *Formulation and approval of incentive policy and SOP;*
- *Preparation of evaluation framework and award guidelines;*
- *Monitoring, evaluation, and reporting of activities;*
- *Analysis of feedback and recommendation for policy improvement.*

b. Contractor

- *Support and ensure participation in the implementation of incentive activities;*
- *Provide relevant data, ratings, and evaluation inputs;*
- *Participate in award distribution and recognition activities;*
- *Collect feedback and submit reports.*

c. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- *Monitor worker performance and provide data;*
- *Assist in nomination and evaluation of candidates for incentives;*
- *Supervise award distribution activities;*
- *Report on behavioral changes and progress in safety culture.*

d. Worker Representative and OHS Committee

- *Ensure transparency and participation in the incentive process;*
- *Provide opinions in nomination and evaluation;*
- *Encourage workers during award distribution;*
- *Provide feedback and recommendations.*

e. Workers/Staff

- Actively participate in achieving safety standards;
- Contribute through responsible behavior and teamwork;
- Provide opinions and experiences in the incentive process;
- Show respect and draw inspiration from award recipients.

4.1.7.5 Supportive Materials and Implementation Tools

- Incentive policy and SOP;
- Evaluation form, rating template, and nomination format;
- List of certificates, honors, and awards;
- Participation register and feedback form;
- Reporting framework and analysis tools;
- Guidelines for experience sharing and leadership development.

4.1.7.6 Applicable Practices for Risk Reduction

1. **Practice of awarding based on safety ratings:** Practice of awarding based on project/site safety ratings.
2. **Practice of recognizing team achievements:** Practice of evaluating and honoring team-based contributions.
3. **Practice of conducting evaluation and nomination process:** Practice of impartially completing and analyzing nomination and evaluation forms.
4. **Practice of collecting feedback and using it for policy improvement:** Practice of collecting participants' opinions and applying them for future development.
5. **Practice of multidimensional incentives:** Practice of using various types of incentives such as financial rewards, appreciation, and leadership opportunities.

4.2 Communication & Cooperation *(Based on Policy Clause 6.2.4)*

Effective communication and cooperation are essential for ensuring health and safety at construction sites and across relevant administrative levels.

This is not merely about exchanging information—it forms the foundation for responsibility sharing, decision-making, emergency response, and team coordination.

When a well-integrated communication framework is established between field-level operations and administrative or interfacing institutions, it enables risk reduction, skill enhancement, and the creation of a humane working environment.

The subsections under this chapter (starting from 4.2.1) will systematically address various dimensions of communication and cooperation, including:

- *Daily coordination at site level,*
- *Emergency response protocols,*
- *Dialogue between worker representatives and management,*
- *Information flow and decision-making across administrative tiers.*

Policy Clause 6.2.4 emphasizes that participatory and two-way communication strategies are vital in occupational health and safety management. Such strategies ensure that individuals and institutions at every level are aware of their roles and can work in a coordinated and responsive manner.

4.2.1 Work Site Team-Level Communication & Cooperation *(Based on Policy Clause 6.2.4)*

4.2.1.1 *Explanatory Description*

Effective communication and cooperation among work site teams are essential for ensuring health and safety at construction sites.

This is not merely about exchanging information—it forms the foundation for task allocation, risk anticipation, emergency response, and team coordination.

Daily communication before starting work, during operations, and after completion enhances safety awareness and mutual support among team members.

4.2.1.2 *Key Action Points*

- *Daily Briefing (Toolbox) and Recap Meetings: Conduct short meetings before and after work to discuss plans, risks, responsibilities, and response strategies.*
- *Verbal and Written Communication Channels: Facilitate information exchange between workers, site managers, and supervisors through verbal instructions, signs, checklists, and recording systems.*
- *Instant Messaging During Risk Events: Ensure rapid communication during emergencies using hand signals, mobile phones, radios, or other devices.*
- *Team Coordination and Task Allocation: Assign responsibilities based on task type, form support circles, and promote mutual cooperation to ensure safety.*

- *Behavioral Guidance and Empathetic Environment: Promote and practice ethical guidance on mutual respect, empathy, and team behavior.*

4.2.1.3 *Implementation Guidelines*

- *Institutionalization of Communication Framework: Define a structured communication system, responsible personnel, and channels for each construction site.*
- *Linguistic and Cultural Appropriateness: Ensure communication methods align with workers' language, culture, and educational background.*
- *Recordkeeping and Reporting: Document daily briefings, risk discussions, and emergency responses; prepare regular reports.*
- *Feedback and Improvement: Collect worker feedback and experiences to improve and update the communication system.*

4.2.1.4 *Responsibility Distribution*

a. LGED Central and Field Officials

- *Develop and approve communication frameworks and guidelines;*
- *Monitor activities, evaluate outcomes, and prepare reports;*
- *Analyze feedback and recommend improvements.*

b. Contractor

- *Implement daily briefings and recap meetings;*
- *Operate verbal and written channels and maintain records;*
- *Provide and ensure use of emergency communication tools.*

c. Site Supervisor/Manager/OHS Supervisor (Employed by Contractor)

- *Coordinate teams, assign tasks, and oversee behavior;*
- *Facilitate instant messaging during risk events;*
- *Collect feedback and prepare reports.*

d. Worker Representatives and OHS Committee

- *Promote communication awareness among workers;*
- *Support behavioral guidance and empathetic environment;*
- *Provide feedback and suggestions.*

e. Workers/Laborers

- *Participate in daily briefings and recap meetings;*
- *Follow verbal and written instructions;*
- *Respond quickly during emergencies;*
- *Demonstrate teamwork and mutual cooperation.*

4.2.1.5 *Supportive Materials and Implementation Tools*

- *Toolbox meeting and recap formats;*
- *Verbal instruction checklists and recording forms;*
- *Hand signal and emergency communication guides;*
- *Task allocation templates and coordination circle guides;*
- *Behavioral guidance handbook;*
- *Feedback forms and reporting structures.*

4.2.1.6 Recommended Practices for Risk Reduction

1. **Conducting Daily Briefings and Recap Meetings:** Practice safety-focused discussions and coordination before and after work.
2. **Instant Messaging During Risk Events:** Practice emergency communication using hand signals, mobile phones, or radios.
3. **Team Coordination and Task Allocation:** Practice assigning tasks and forming support circles based on work type.
4. **Behavioral Guidance and Empathetic Environment:** Practice team behavior based on mutual respect and empathy.
5. **Feedback Collection and Communication System Improvement:** Practice collecting worker feedback and updating the communication framework.

4.2.2 Communication & Cooperation Among Administrative Tiers **(Based on Policy Clause 6.2.4)**

4.2.2.1 Explanatory Description

Effective communication and coordination among LGED's divisional, zonal, district, and upazila levels are essential for implementing health and safety measures.

Through structured exchange of information, instructions, reports, and experiences across these administrative tiers, a unified and preventive safety culture can be established.

Regular communication and mutual cooperation among responsible officials at each level help ensure field-level realities, needs, and progress in risk management are properly addressed.

4.2.2.2 Key Action Points

- **Regular Coordination Meetings and Reviews:** Organize monthly/quarterly coordination meetings among divisional, zonal, district, and upazila officials to discuss progress, challenges, and recommendations related to health and safety.
- **Report Sharing and Analysis:** Regularly submit and analyze reports on field-level safety activities, training, incidents, and risks to higher administrative levels.
- **Use of Email, MIS, and Online Platforms:** Utilize modern technologies (e.g., email, cloud-based MIS, online forms, dashboards) to ensure speed and transparency in information exchange.
- **Vertical and Horizontal Linkages from Upazila to Division:** Establish both vertical and horizontal communication channels across all tiers to ensure uninterrupted data flow.
- **Clarity of Roles and Communication Protocols:** Define responsible personnel, schedules, and reporting formats for health and safety communication at each administrative level.

4.2.2.3 Implementation Guidelines

- **Institutionalization of Communication Framework:** Prioritize the development of a written communication framework and SOP (Standard Operating Procedure) for divisional, zonal, district, and upazila levels.
- **Linguistic and Administrative Alignment:** Ensure that communication language, report formats, and instructions are aligned with the administrative realities of each tier.

- **Recordkeeping and Reporting:** Maintain records of all meetings, reports, and instructions, and forward them to the central level for analysis.
- **Feedback and Improvement:** Collect field-level experiences and recommendations to support policy development and updates at divisional and central levels.

4.2.2.4 Responsibility Distribution

a. LGED Headquarters and Divisional Officials

- Develop and approve communication frameworks and SOPs;
- Lead central analysis and policy development;
- Organize divisional coordination meetings and maintain records.

b. Zonal and District Officials

- Collect, analyze, and forward field-level reports to divisional level;
- Organize coordination meetings and disseminate instructions;
- Gather feedback and maintain administrative coordination.

c. Upazila-Level Officials

- Collect site-level data and prepare reports;
- Organize monthly meetings and implement instructions;
- Provide feedback and assist in risk management.

4.2.2.5 Supportive Materials and Implementation Tools

- Communication framework and SOP;
- Coordination meeting formats and schedules;
- Report templates and analysis forms;
- MIS and online platform guidelines;
- Role distribution lists and channel maps;
- Feedback forms and policy development tools.

4.2.2.6 Recommended Practices for Risk Reduction

1. **Practicing Coordination Meetings and Report Exchange:** Conduct monthly/quarterly meetings and practice timely report submission.
2. **Operating Vertical and Horizontal Communication Channels:** Practice seamless data flow from division to upazila and across administrative tiers.
3. **Using MIS and Online Platforms for Information Exchange:** Practice data sharing through email, cloud systems, and dashboards.
4. **Collecting Feedback and Updating Policies:** Practice analyzing field experiences to update central policies.
5. **Aligning Report Formats and Language with Administrative Realities:** Practice preparing reports that match the linguistic and operational context of each tier.

4.2.3 Communication & Cooperation between PMU and LGED Headquarters (Based on Policy Clause 6.2.4)

4.2.3.1 Explanatory Description

Effective communication and coordination between LGED's Project/Program Management Unit (PMU) and Headquarters are a central foundation for health and safety activities. This linkage bridges field-level realities, risks, training, awareness, and policy directives.

Regular exchange of information, review, and decision-making between PMU and Headquarters is essential to ensure continuity and effectiveness of the safety culture.

4.2.3.2 Key Action Points

- *Coordination Meetings and Instruction Delivery:* Organize monthly/quarterly coordination meetings between PMU and Headquarters to review project/program-based safety activities, reports, and recommendations.
- *Report Analysis and Response:* Analyze field-level reports on safety activities, training, incidents, and risks, and provide necessary feedback and instructions.
- *Digital Dashboard and MIS Management:* Use cloud-based MIS, online forms, and dashboards to collect, analyze, and present health and safety data.
- *Policy Alignment and Updates:* Update and revise policies at Headquarters based on practical experiences and recommendations received from PMU.
- *Role Distribution and Communication Channels:* Define responsible personnel, communication methods, and schedules between PMU and Headquarters.

4.2.3.3 Implementation Guidelines

- *Continuity of Information Flow:* Ensure uninterrupted flow of field-level data from PMU to Headquarters, and timely dissemination of instructions back to the field.
- *Recordkeeping and Reporting:* Maintain records of all meetings, instructions, reports, and analyses, and use them for future planning.
- *Feedback and Policy Development:* Collect PMU's experiences, recommendations, and feedback to support realistic policy updates and improvements at Headquarters.

4.2.3.4 Responsibility Distribution

a. LGED Headquarters

- Develop and approve communication frameworks and SOPs;
- Lead central analysis, issue instructions, and update policies;
- Manage and review MIS and dashboard systems.

b. Project/Program Management Unit (PMU)

- Collect, analyze, and forward field-level reports to Headquarters;
- Organize coordination meetings and implement instructions;
- Gather feedback and present practical experiences.

4.2.3.5 Supportive Materials and Implementation Tools

- Communication framework and SOP;
- Coordination meeting formats and schedules;
- Report analysis templates;
- MIS and dashboard guidelines;
- Role distribution lists and communication maps;
- Feedback forms and policy development tools.

4.2.3.6 Recommended Practices for Risk Reduction

1. **Conducting Coordination Meetings between PMU and Headquarters:** Practice organizing monthly/quarterly meetings and exchanging instructions.
2. **Analyzing Reports and Providing Responses:** Practice reviewing field-level reports and issuing appropriate directives.

3. **Managing MIS and Dashboards:** Practice collecting, analyzing, and presenting safety data using cloud-based systems.
4. **Updating Policies Based on Field Experience:** Practice revising policies using PMU's practical insights and recommendations.
5. **Operating Defined Roles and Communication Channels:** Practice exchanging information according to designated schedules and methods.

4.2.4 Vertical & Horizontal Communication & Cooperation Among PMU and Field Tiers (Based on Policy Clause 6.2.4)

4.2.4.1 Explanatory Description

Vertical and horizontal communication between LGED's Project Management Unit (PMU) and field-level administrative tiers—division, zone, district, and upazila—is essential for health and safety operations.

This inter-tier linkage ensures continuity and effectiveness in central planning, field realities, risk management, training, awareness, and reporting.

A coordinated communication framework is vital for strengthening the safety culture and providing evidence-based information for decision-making.

4.2.4.2 Key Action Points

- *Vertical Information Flow: Ensure systematic exchange of health and safety data, reports, and recommendations from Upazila → District → Zone → Division → PMU → Headquarters.*
- *Horizontal Coordination: Encourage coordination and innovation by sharing experiences, challenges, and successful initiatives among offices at the same administrative level.*
- *Coordination Meetings and Reviews: Organize periodic coordination meetings between PMU and field officials to review project/program-based safety activities, reports, and recommendations.*
- *Report Analysis and Response: PMU should analyze field-level reports and provide necessary responses, instructions, and policy recommendations.*
- *Digital Platforms and MIS Management: Use cloud-based MIS, online forms, dashboards, and email for modern, efficient information exchange.*

4.2.4.3 Implementation Guidelines

- *Institutionalization of Communication Framework: A written SOP (Standard Operating Procedure) must be established between PMU and field tiers, defining responsibilities, schedules, and reporting formats.*
- *Continuity and Reliability of Information Flow: Ensure uninterrupted flow of field-level data to PMU and onward to Headquarters, and timely return of instructions to the field.*
- *Recordkeeping and Reporting: Maintain records of all meetings, instructions, reports, and analyses, and use them for future planning.*
- *Feedback and Policy Development: Collect field-level experiences, suggestions, and feedback to support realistic policy updates and improvements by PMU and Headquarters.*

4.2.4.4 Responsibility Distribution

a. Project Management Unit (PMU)

- Develop vertical and horizontal communication frameworks and SOPs;

- Analyze field reports and provide responses;
- Manage MIS and dashboards;
- Forward feedback to Headquarters for policy development.

b. Divisional, Zonal, District, and Upazila Officials

- Submit data, reports, and recommendations as per schedule;
- Participate in coordination meetings and share experiences;
- Implement instructions and provide feedback.

4.2.4.5 Supportive Materials and Implementation Tools

- Vertical and horizontal communication maps;
- SOPs and role distribution lists;
- Coordination meeting formats and schedules;
- Report analysis templates;
- MIS and dashboard guidelines;
- Feedback forms and policy development tools.

4.2.4.6 Recommended Practices for Risk Reduction

1. **Practicing Vertical Information Flow:** Practice systematic data exchange from Upazila → Division → PMU → Headquarters.
2. **Practicing Horizontal Coordination and Experience Sharing:** Practice peer-level sharing of challenges and successes among officials.
3. **Practicing Coordination Meetings and Report Reviews:** Practice periodic meetings and structured review of safety reports.
4. **Practicing Use of Digital Platforms:** Practice uploading and analyzing safety data using cloud-based MIS and dashboards.
5. **Practicing Feedback Collection and Policy Updates:** Practice collecting field experiences and using them to improve policies.

4.2.5 Communication and Cooperation Among Relevant Organizations, Institutions and Line Agencies (Based on Policy Clause 6.2.4)

4.2.5.1 Explanatory Description

To ensure health and safety at construction sites, effective communication, cooperation, and coordination with external organizations, institutions, and line agencies are essential alongside LGED’s internal management.

Integrated engagement with the Department of Labor, Health Services, local administration, suppliers, inspectors, and other stakeholders enables realistic risk management, emergency response, training, awareness, and policy support.

Such multidimensional linkage, coordination, and collaboration are vital for making the safety culture inclusive and sustainable.

4.2.5.2 Key Action Points

- **Regular Dialogues and Coordination Meetings:** Organize monthly/quarterly dialogues, reviews, and planning meetings with relevant organizations.
- **Agreements and Memoranda of Understanding (MoUs):** Establish MoUs or agreements with relevant agencies to define responsibilities, services, response mechanisms, and support structures.
- **Emergency Response and Support Mechanisms:** Predefine communication protocols and responsibilities for receiving support from external agencies during accidents, fires, or natural disasters.

- *Participation in Training and Awareness Activities: Conduct joint training and awareness programs with participation from external agency representatives, experts, and trainers.*
- *Information and Report Exchange: Regularly exchange health and safety-related data, statistics, recommendations, and reports with relevant organizations.*

4.2.5.3 Implementation Guidelines

- *Institutionalization of Communication Framework: Develop a realistic written framework defining responsible personnel, schedules, and reporting formats for communication with external agencies.*
- *Linguistic and Institutional Alignment: Ensure that communication language, messages, and presentations align with the administrative and organizational context of the respective agencies.*
- *Recordkeeping and Reporting: Maintain records of all meetings, agreements, instructions, and activities, and use them for future planning.*
- *Feedback and Policy Development: Collect experiences, opinions, and recommendations from external agencies to support realistic updates and improvements to LGED's OHS policies.*

4.2.5.4 Responsibility Distribution

a. LGED Headquarters and PMU

- *Execute MoUs/agreements with external agencies;*
- *Develop communication frameworks and SOPs;*
- *Organize central coordination meetings and issue directives;*
- *Analyze feedback and update policies.*

b. Relevant Organizations / Line Agencies

- *Deliver defined services and responsibilities;*
- *Participate in training, emergency response, and data exchange;*
- *Share experiences and recommendations.*

c. LGED Field-Level Officials

- *Coordinate with local agencies and institutions;*
- *Organize meetings and implement MoUs;*
- *Submit data and reports;*
- *Collect and present feedback.*

4.2.5.5 Supportive Materials and Implementation Tools

- *MoU/agreement formats and guidelines;*
- *Dialogue and coordination meeting templates;*
- *Emergency contact lists and responsibility maps;*
- *Training and awareness planning tools;*
- *Report exchange templates;*
- *Feedback forms and policy development tools.*

4.2.5.6 Recommended Practices for Risk Reduction

1. **Practicing Regular Dialogues and Coordination Meetings:** *Conduct monthly/quarterly meetings with relevant agencies.*
2. **Practicing MoU/Agreement Execution:** *Prepare and execute MoUs to define service and responsibility structures.*
3. **Practicing Emergency Response Communication:** *Practice receiving support from external agencies during emergencies.*
4. **Practicing Joint Training and Awareness Activities:** *Conduct collaborative training and awareness programs with external participants.*

5. ***Practicing Information and Report Exchange:*** Regularly exchange health and safety data with relevant organizations.

4.3 Freedom to Raise Safety Concerns *(Based on Policy Sub-Chapter 6.1 and 6.2.5)*

Establishing a preventive culture of occupational health and safety at construction sites/workplaces means not only responding to accidents—but actively identifying risks, taking early precautions, and ensuring protection through proactive measures.

This culture is not merely a strategy; it is a fundamental right, as reaffirmed throughout Policy Clauses 6.1 to 6.2 and their sub-clauses.

To uphold this culture, workers and their representatives must be provided with an environment where they can express safety concerns or recommendations without fear, punishment, or adverse consequences.

Section 4.3 will present the framework, components, implementation strategies, and evaluation mechanisms of preventive OHS culture, ensuring its effective integration across all LGED projects and workplaces—so that safety awareness becomes a daily habit.

4.3.1 Freedom to Raise Safety Concerns *(Based on Policy Clauses 6.1 and 6.2.5)*

4.3.1.1 *Explanatory Description*

To ensure health and safety at construction sites, it is essential that workers and their representatives have the freedom to raise safety concerns, suggestions, or reports.

Without this freedom, early warning, preventive measures, and appropriate responses are hindered.

According to Policy Clause 6.1, no individual shall face punitive action, threats, or discrimination for raising safety concerns—this is a fundamental right and the foundation of a preventive safety culture.

4.3.1.2 *Key Action Points*

- *Provision for Raising Safety Concerns: Establish designated channels for workers and representatives to raise concerns, such as verbal reporting, written forms, helplines, or digital platforms.*
- *Anonymity or Identity Disclosure: Ensure the right to anonymity or name disclosure so that individuals can express concerns without fear or hesitation.*
- *Receiving and Reviewing Safety Suggestions: Accept safety-related suggestions from workers, review them, implement where applicable, and respond in a timely and appropriate manner.*
- *Protection from Retaliation: Ensure that no worker or representative faces punishment, threats, or discrimination for raising concerns—through a written Code of Conduct and grievance redress mechanism.*
- *Regular Concern Analysis and Reporting: Analyze received concerns/suggestions and prepare monthly/quarterly reports to support risk management.*

4.3.1.3 *Implementation Guidelines*

- *Institutionalization of Channels and Procedures: Define and publicly communicate the designated channels, forms, schedules, and responsible personnel for raising concerns.*

- *Linguistic and Cultural Appropriateness: Ensure that concern-raising procedures are aligned with workers' language, culture, and educational background.*
- *Recordkeeping and Response: Maintain records of all concerns and ensure responses through the appropriate authority.*
- *Feedback and Policy Development: Collect experiences, feedback, and suggestions related to concern-raising and use them to update and improve policies realistically.*

4.3.1.4 Responsibility Distribution

a. LGED Headquarters and PMU

- *Develop and approve policies and Codes of Conduct;*
- *Review concern analysis and reports;*
- *Analyze feedback and update policies.*

b. Project/Program Management Unit (PMU)

- *Implement channels and forms;*
- *Receive, record, and respond to concerns;*
- *Prepare monthly/quarterly reports.*

c. Site Managers and Supervisors/OHS Supervisor (Employed by Contractor)

- *Encourage workers and promote awareness of channels;*
- *Ensure confidentiality and adherence to the Code of Conduct;*
- *Collect and present feedback.*

d. Worker Representatives and OHS Committee

- *Assist and encourage concern-raising;*
- *Formulate and present suggestions;*
- *Play a role in ensuring protection.*

4.3.1.5 Supportive Materials and Implementation Tools

- *Concern reporting forms and channel guidelines;*
- *Confidentiality policy and Code of Conduct;*
- *Helpline and digital platform guides;*
- *Analysis templates and reporting formats;*
- *Feedback forms and policy development tools.*

4.3.1.6 Recommended Practices for Risk Reduction

1. **Practicing Use of Concern-Raising Channels:** *Practice verbal, written, and digital methods for raising concerns.*
2. **Practicing Anonymity and Protection Assurance:** *Practice raising concerns with or without name disclosure.*
3. **Practicing Suggestion Review and Response:** *Practice receiving, analyzing, and responding to suggestions.*
4. **Practicing Code of Conduct and Grievance Redress:** *Practice applying the Code of Conduct to prevent retaliation.*
5. **Practicing Concern Analysis and Report Preparation:** *Practice preparing monthly/quarterly reports based on received concerns.*

4.3.2 Protection from Retaliation (Based on Policy Clauses 6.1 and 6.2.5)

4.3.2.1 Explanatory Description

No worker or representative shall face retaliation, threats, discrimination, or humiliation for raising safety concerns, offering suggestions, or taking preventive actions at construction sites.

This is a fundamental right and a core pillar of the preventive OHS culture. According to Policy Clauses 6.1–6.2, any action taken to ensure occupational health and safety must never result in punishment. Failure to ensure this protection leads to fear, hesitation, and inaction among workers, which weakens the safety system.

4.3.2.2 Key Action Points

- *Written Policy and Commitment: LGED and relevant contractors must issue a written declaration that no one will be punished for raising safety concerns, providing suggestions, or taking preventive actions.*
- *Grievance Redress Mechanism: A defined procedure and responsible personnel must be in place to receive, investigate, and resolve complaints of retaliatory behavior or threats.*
- *Anonymity or Identity Disclosure: Complainants must have the right to remain anonymous if they choose, ensuring safe expression of concerns.*
- *Impartial Investigation and Response: Conduct impartial investigations based on complaints, gather evidence, and provide appropriate feedback.*
- *Regular Evaluation and Reporting: Analyze data on complaints, resolutions, and preventive actions, and prepare periodic reports.*

4.3.2.3 Implementation Guidelines

- *Policy Dissemination and Awareness: The protection policy must be clearly communicated to all workers, representatives, and relevant personnel.*
- *Complaint Reception System at Each Site: Each construction site must have designated forms, boxes, helplines, or digital channels for receiving complaints.*
- *Recordkeeping and Confidentiality: Maintain records of all complaints and ensure confidentiality of complainants.*
- *Feedback and Policy Development: Collect experiences, feedback, and recommendations from grievance resolution to support realistic policy updates and improvements.*

4.3.2.4 Responsibility Distribution

a. LGED Headquarters and PMU

- Develop and approve policies and Codes of Conduct;
- Analyze complaints and review reports;
- Analyze feedback and update policies.

b. Project/Program Management Unit (PMU)

- Receive complaints, maintain records, and provide responses;
- Conduct impartial investigations and prepare reports;
- Implement awareness activities.

c. Site Managers and Supervisors/OHS Supervisor (Employed by Contractor)

- Operate complaint channels;

- Ensure confidentiality and adherence to the Code of Conduct;
- Collect and present feedback.

d. Worker Representatives and OHS Committee

- Assist and encourage complainants;
- Formulate and present recommendations;
- Play a role in ensuring protection.

4.3.2.5 Supportive Materials and Implementation Tools

- Complaint form and box guidelines;
- Helpline and digital channel guides;
- Code of Conduct and confidentiality policy;
- Investigation and analysis templates;
- Reporting formats and feedback forms.

4.3.2.6 Recommended Practices for Risk Reduction

1. **Practicing Complaint Reception and Confidentiality:** Practice safe complaint submission using designated channels.
2. **Practicing Policy Dissemination:** Practice communicating protection policies among workers.
3. **Practicing Impartial Investigation and Response:** Practice conducting fair investigations and providing feedback.
4. **Practicing Code of Conduct Enforcement:** Practice applying the Code of Conduct to prevent retaliation.
5. **Practicing Report Preparation and Policy Updates:** Practice preparing periodic reports and updating policies based on complaint analysis.

4.3.3 Encouragement of Preventive Action (Based on Policy Clauses 6.1 and 6.2.5)

4.3.3.1 Explanatory Description

To ensure health and safety at construction sites/workplaces, active participation of workers and relevant personnel in risk identification, early warning, and preventive actions is essential.

To cultivate a culture of preventive action, they must be encouraged to identify safety issues, propose solutions, and avoid risky behaviors.

Such encouragement strengthens safety awareness, collective responsibility, and workplace sustainability.

4.3.3.2 Key Action Points

- **Participation in Risk Identification:** Encourage workers and representatives to identify hazardous areas, behaviors, or equipment, and value their observations.
- **Receiving Preventive Action Suggestions:** Maintain an open and transparent system for receiving, reviewing, and implementing suggestions related to preventive actions.
- **Encouraging Use of Personal Protective Equipment (PPE):** Promote and appreciate regular and proper use of PPE (helmets, gloves, masks, safety boots, etc.).
- **Encouraging Behavioral Change:** Promote safe, disciplined, and empathetic behavior by discouraging risky actions.

- *Recognition and Incentives: Acknowledge individuals or teams who take preventive actions through certificates, awards, or other incentives.*

4.3.3.3 *Implementation Guidelines*

- *Development of Encouragement Framework: Establish a written framework, evaluation method, and recognition system for encouraging preventive actions.*
- *Linguistic and Cultural Appropriateness: Ensure that motivational messages, visuals, stories, and examples align with workers' language, culture, and realities.*
- *Recordkeeping and Reporting: Maintain records of motivational activities, participation, suggestions, and implementation, and prepare regular analytical reports.*
- *Feedback and Policy Development: Collect experiences and opinions from participants to evaluate the effectiveness of the encouragement system and update policies accordingly.*

4.3.3.4 *Responsibility Distribution*

a. LGED Headquarters and PMU

- *Develop and approve the encouragement framework and policy;*
- *Define evaluation methods and review reports;*
- *Update policies based on feedback.*

b. Project/Program Management Unit (PMU)

- *Implement motivational activities and maintain records;*
- *Analyze participation and prepare reports;*
- *Collect and present feedback.*

c. Contractors

- *Encourage workers to participate in risk identification;*
- *Promote and ensure PPE usage;*
- *Support behavioral change and offer appreciation;*
- *Receive and help implement preventive suggestions;*
- *Execute recognition and incentive programs.*

d. Site Managers and Supervisors/OHS Supervisor (Employed by Contractor)

- *Motivate and appreciate workers;*
- *Monitor PPE usage and support behavioral change;*
- *Assist in receiving and implementing suggestions.*

e. Worker Representatives and OHS Committee

- *Participate in risk identification;*
- *Provide suggestions and assist in evaluating the encouragement system;*
- *Promote empathetic behavior.*

4.3.3.5 *Supportive Materials and Implementation Tools*

- *Encouragement framework and evaluation guidelines;*
- *PPE promotion materials;*
- *Suggestion forms and analysis templates;*
- *Recognition formats (certificates, award lists);*
- *Feedback forms and reporting structures.*

4.3.3.6 *Recommended Practices for Risk Reduction*

1. ***Practicing Participation in Risk Identification:*** Practice worker observation and reporting of hazards.
2. ***Practicing Suggestion Reception and Implementation:*** Practice receiving and responding to suggestions through open and transparent processes.
3. ***Practicing PPE Usage Promotion:*** Practice rewarding proper PPE usage.
4. ***Practicing Behavioral Change Encouragement:*** Practice promoting safe and empathetic behavior.
5. ***Practicing Recognition and Report Preparation:*** Practice analyzing participation and preparing recognition and reports.

4.3.4 Participatory Environment (Based on Policy Clauses 6.1 and 6.2.5)

4.3.4.1 *Explanatory Description*

To ensure health and safety at construction sites/workplaces, it is essential to establish a participatory environment based on active involvement of workers, representatives, contractors, engineers, and supervisors.

In such an environment, everyone can contribute to safety-related opinions, suggestions, and decision-making from their respective positions.

A participatory environment is necessary to strengthen workers' sense of responsibility, collective awareness, and the culture of prevention.

4.3.4.2 *Key Action Points*

- *Regular Discussions and Coordination Meetings:* Organize periodic discussion meetings among worker representatives, site managers, engineers, and safety officers/consultants (if any) to openly exchange views on risks, problems, and suggestions.
- *Receiving and Including Opinions:* Collect safety-related opinions, observations, and suggestions from workers and include them in planning and decision-making.
- *Designated Representatives and Role Allocation:* Assign worker representatives, OHS focal persons, and coordinators at each site, clearly defining their roles and responsibilities.
- *Team Behavior and Empathetic Environment:* Build a safety culture through mutual respect, empathy, and team coordination.
- *Active Participation in Training and Awareness Activities:* Ensure active participation of workers at all levels in training, campaigns, and emergency drills.

4.3.4.3 *Implementation Guidelines*

- *Institutionalization of Participation Framework:* Establish a written procedure, representative selection method, and meeting schedule to support participatory environments.
- *Linguistic and Cultural Appropriateness:* Ensure that methods of opinion collection, discussion, and decision-making align with workers' language, culture, and realities.
- *Recordkeeping and Reporting:* Maintain records of meetings, opinions, suggestions, and decisions, and analyze them regularly to prepare reports.

- *Feedback and Policy Development: Collect experiences and opinions from participants to evaluate the effectiveness of the participation framework and update policies accordingly.*

4.3.4.4 *Responsibility Distribution*

a. LGED Headquarters and PMU

- *Develop and approve the participation framework and policy;*
- *Provide guidelines for representative selection and meeting schedules;*
- *Review reports and update policies.*

b. Project/Program Management Unit (PMU)

- *Organize discussion meetings and maintain records;*
- *Analyze participation and prepare reports;*
- *Collect and present feedback.*

c. Contractors

- *Assist in collecting workers' opinions;*
- *Encourage representative selection and team behavior;*
- *Ensure participation in training and awareness activities.*

d. Site Managers and Supervisors/OHS Supervisor (Employed by Contractor)

- *Facilitate meetings and include worker opinions;*
- *Assign and coordinate roles of representatives and focal persons;*
- *Maintain records and present feedback.*

e. Worker Representatives and OHS Committee

- *Provide opinions and suggestions;*
- *Encourage participation and promote empathetic behavior;*
- *Actively engage in decision-making.*

4.3.4.5 *Supportive Materials and Implementation Tools*

- *Participation framework and selection guidelines;*
- *Meeting schedules and discussion formats;*
- *Opinion collection forms and analysis templates;*
- *Training and awareness activity planning tools;*
- *Reporting formats and feedback forms.*

4.3.4.6 *Recommended Practices for Risk Reduction*

1. **Practicing Discussion Meetings and Opinion Sharing:** *Practice regular meetings among workers, representatives, and engineers.*
2. **Practicing Opinion Collection and Inclusion:** *Practice incorporating worker observations and suggestions into planning.*
3. **Practicing Representative Selection and Role Assignment:** *Practice selecting site-based representatives and defining their roles.*
4. **Practicing Team Behavior and Empathetic Environment Building:** *Practice fostering a safety culture through mutual respect and coordination.*
5. **Practicing Participation in Training and Awareness Activities:** *Practice ensuring active participation of all worker levels in safety programs.*

4.3.5 Policy Alignment with Clause 6.1–6.2 (Based on Policy Clauses 6.1 to 6.2.5)

4.3.5.1 Explanatory Description

To implement a preventive culture of Occupational Health and Safety (OHS), it is essential to maintain policy alignment with Clauses 6.1 to 6.2.

These clauses clearly define the rights of workers and their representatives, the freedom to raise concerns, preventive actions, participation, protection, and policy support.

Every OHS activity, training, evaluation, and decision must be consistent with the principles and directives of these clauses—this is the foundation of a safety culture and a matter of ethical responsibility.

4.3.5.2 Key Action Points

- *Clause-Based Policy Review: Review the directives of Clauses 6.1–6.2 before implementing any OHS activity, instruction, or decision.*
- *Policy Explanation and Dissemination: Explain and disseminate the key messages of Clauses 6.1–6.5 in simple language to relevant officials, contractors, site managers, and workers.*
- *Identification and Correction of Policy Deviations: If any activity or decision contradicts the directives of these clauses, identify and take corrective action.*

4.3.5.3 Implementation Guidelines

- *Inclusion in Training and Awareness Programs: Integrate the core principles of Clauses 6.1–6.5 into training and awareness programs to ensure participants understand the policy aspects.*
- *Recordkeeping and Reporting: Maintain records of policy alignment evaluations, deviations, corrections, and recommendations, and analyze them regularly to prepare reports.*
- *Feedback and Policy Updates: Review the implementation of Clauses 6.1–6.5 based on field-level experiences and recommendations to ensure realistic policy updates.*

4.3.5.4 Responsibility Distribution

a. LGED Headquarters and PMU

- Develop policy alignment frameworks and guidelines;
- Integrate policy clauses into training materials;
- Review reports and update policies.

b. Project/Program Management Unit (PMU)

- Review clauses before implementing activities and decisions;
- Identify deviations and initiate corrections;
- Maintain records and prepare reports.

c. Contractors

- Disseminate policy messages among workers;
- Participate in training and awareness programs;
- Assist in identifying and correcting policy deviations.

d. Site Managers and Supervisors/OHS Supervisor (Employed by Contractor)

- Implement and monitor policy directives;
- Collect opinions and feedback;

- Maintain records and submit reports.

e. Worker Representatives and OHS Committee

- Promote and explain policy clauses;
- Provide practical experiences and recommendations;
- Assist in evaluating policy effectiveness.

4.3.5.5 Supportive Materials and Implementation Tools

- Policy alignment guidelines and review checklists;
- Clause summaries for training materials;
- Deviation identification forms and correction templates;
- Reporting formats and analysis tools;
- Feedback forms and policy update guides.

4.3.5.6 Recommended Practices for Risk Reduction

1. **Practicing Clause Review Before Activities:** Practice reviewing Clauses 6.1–6.2 before each OHS activity.
2. **Practicing Policy Message Dissemination:** Practice communicating policy messages in simple language to workers and contractors.
3. **Practicing Deviation Identification and Correction:** Practice reviewing activities to identify and correct policy deviations.
4. **Practicing Clause Integration in Training:** Practice incorporating Clauses 6.1–6.5 into training materials.
5. **Practicing Report Preparation and Policy Updates:** Practice analyzing records to prepare reports and update policies.

5. Responsibilities of Organization/Officials/Staff/Workers/Associations etc. (Based on Sub-Chapter-6.3 of the OHS Policy of LGED)

This chapter is the central framework for implementing LGED's OHS Guidelines. The preservation of safety and health is not merely a policy commitment, but a participation-based responsibility where individuals and institutions at every level play a defined role.

In this chapter, each responsibility is clearly defined to ensure accountability and proper coordination.

5.1 Responsibilities of LGED Authority

In LGED's OHS implementation framework, the responsibilities of LGED authority have been determined considering the importance of position, authority, and field-level impact. The position-based responsibilities for each level are presented below:

5.1.1 Scope of Responsibility

Under this responsibility, LGED shall undertake necessary administrative, technical, and coordination measures to implement/enforce "LGED's OHS Policy" and "LGED's OHS Standards." In this regard, LGED authority must necessarily consider stakeholder consultation, compliance with applicable laws/regulations, and field-level realities.

5.1.2 Required Key Actions

To ensure the effectiveness, acceptability, and continuity of the policy and standards, the designated officials/employees/persons must perform the following activities as described in this section:

- 1. Stakeholder Consultation:** *Necessary measures must be taken to implement LGED's Occupational Health and Safety Policy (Section 6.1), which shall be carried out through discussions and, where applicable, consultation with relevant contractor and worker representative organizations; this process shall be conducted in alignment with existing laws, regulations, and established procedures.*
- 2. Legal Compliance:** *National labor laws, safety regulations, and environmental laws must be reviewed and incorporated into contracts and inspection checklists.*
- 3. Inspection Mechanism:** *A safety inspection schedule must be set for each project, and checklist-based monitoring and reporting must be conducted.*
- 4. Inclusion of Disciplinary Measures:** *Disciplinary clauses must be included in tenders and contracts for violations of OHS regulations, and incident reporting and show-cause procedures must be maintained.*
- 5. Incident Reporting and Notification:** *In case of incident/accident or illness, a notice must be issued within 24 hours, and a report must be prepared and sent to the concerned authority.*
- 6. Annual Statistics Preservation:** *Information on accidents, training, use of personal protective equipment (PPE), etc., must be stored in Excel/MIS and submitted to the annual evaluation meeting.*

7. **Health Risk Investigation:** In case of serious accidents, an investigation committee must be formed to conduct interviews, site visits, and document analysis to prepare recommendations.
8. **Field-Level Dissemination of Instructions:** OHS-related instructions must be sent to division, region, district, and upazila levels through the focal person, and implementation of Tool Box Meetings must be ensured.
9. **Annual Disclosure of OHS Data:** An annual OHS report must be prepared and published on the website, and stakeholder opinions must be collected through workshops.
10. **Occupational Health Risk Testing:** To identify hazardous elements, tests must be conducted through authorized laboratories, and corrective measures must be taken including PPE/work type adjustments.
11. **Issuance of OHS Instructions:** Bilingual (English and Bangla) instructions must be prepared for contractors and workers, distributed with photos/videos (where applicable), and verbally explained during training.
12. **Training Planning and Budgeting:** OHS-related training must be included in the annual training plan, with budget allocation, syllabus preparation, and preservation of evaluation reports.
13. **Inclusion of OHS Training Provisions in Bid/Project Documents:** OHS-related training must be made mandatory in bid/project documents, with inclusion of schedule, evaluation method, and documentation requirements.
14. **Formation of Central OHS Committee:** A Central OHS Committee must be formed at LGED Headquarters with Terms of Reference (TOR), and quarterly meetings, implementation of decisions, and preparation of annual reports must be ensured.

5.1.3 Guidelines for Implementation of Responsibilities

This section explains how designated officials/employees/persons will implement their assigned responsibilities in a manner that is observable, auditable, and institutionally acceptable.

1. Stakeholder Consultation and Consensus Building

- a. Prior to preparing the annual OHS plan, LGED must organize consultation meetings with contractors, labor organizations, consultants, and relevant stakeholders. The purpose of these meetings will be to determine the implementation framework, identify challenges, and collect relevant recommendations.
- b. Written opinions from each participating party must be collected and preserved to ensure clarity of source and context during future evaluations. A meeting record must be prepared mentioning the list of participants, their designations, and representing organizations.
- c. The recommendations raised must be analyzed in light of relevant guidelines and incorporated into the implementation framework. Legal obligations, field-level realities, and effectiveness of worker protection must be prioritized when accepting recommendations.
- d. The entire process of organizing the meeting, analyzing recommendations, and incorporating them must be documented and auditable. A summary report must be prepared including the meeting resolution, list of recommendations, and clause numbers incorporated.

- e. *This consultation meeting will serve as the basis for the annual OHS plan and must be prepared in alignment with LGED’s central and field-level implementation directives. The outcomes of the meeting must be presented to the Central OHS Committee for final approval.*

2. Compliance with Applicable Laws and Regulations

- a. *LGED’s OHS activities must be reviewed and updated in accordance with national labor laws, construction safety regulations, environmental protection laws, and relevant institutional guidelines. This review must ensure that all activities are legally valid and meet minimum standards of worker protection.*
- b. *Legal obligations related to OHS must be incorporated into tenders and contracts so that the responsibilities and accountability of contractors, consultants, and relevant parties are clearly defined. Each clause of the contract must be verified to ensure compliance with laws related to worker protection, safety equipment, and training.*
- c. *During field inspections, law-based checklists must be used as needed to ensure that no critical legal aspect is overlooked. The checklist must include PPE usage, working hours, rest arrangements, and permit requirements for hazardous work.*
- d. *Training sessions must include applicable legal and regulatory topics to raise awareness among participants. Training materials must explain relevant laws, penalties, and disciplinary measures so that workers understand what constitutes a violation and its consequences.*
- e. *Progress reports on legal compliance must be submitted to the Central OHS Committee. The report must be written, evidence-based, and auditable. It will include inspection results, contract review summaries, and training evaluations.*

3. Establishment of Safety Inspection Mechanism

- a. *LGED will determine the schedule and frequency of safety inspections for each project to regularly identify and control risks. The schedule must consider the nature of the project/program/contract, number of workers, and history of previous accidents.*
- b. *Prescribed forms and checklists must be used to conduct inspection activities so that each inspection is structured, comparative, and auditable. The checklist must include PPE usage, site entry and exit arrangements, safety for work at height, electrical hazards, and emergency exit routes.*
- c. *During inspections, direct observation and interviews must be conducted with workers, supervisors, contractors/contractor representatives (if present) to identify real-time conditions and behavioral risks. Observations must be documented and preserved with photos and videos where applicable.*
- d. *After inspection, a written report must be prepared clearly mentioning identified risks, recommendations, and timelines for corrective actions. The report must be submitted to the concerned site manager, contractor, and Central OHS Committee.*
- e. *For irregularities or risks that are immediately correctable, verbal instructions must be given during inspection and documented in writing. Progress of correction must be verified in the next inspection.*

- f. *Inspection results must be submitted to the annual OHS evaluation meeting to determine risk types, corrective actions, and future planning based on project/program.*

4. Incorporation of Disciplinary Measures in Contractual Framework

- a. *To ensure effective implementation of LGED's OHS Policy and OHS Standards, disciplinary measures for OHS violations must be clearly included in tenders and contracts. These measures may include fines, work suspension, contract termination, or disqualification from future tenders depending on the severity and recurrence of the violation.*
- b. *During contract evaluation, OHS performance scores must be included to assess the contractor's safety behavior. Inspection reports, PPE distribution, training participation, and number of accidents will be considered in the scoring method. This score will influence future contract award decisions.*
- c. *Prescribed forms, evidence, and timelines must be determined to enforce disciplinary measures. For each violation, a separate incident report, testimony, and photos must be attached for decision-making. The decision must be written, signed, and documented.*
- d. *Before taking disciplinary action, the concerned contractor must be given an opportunity to show cause to maintain fairness and transparency. The show cause notice, response, and review summary must be preserved.*
- e. *After taking disciplinary measures, they must be presented to the Central OHS Committee and included in the annual evaluation report. The report will mention the type of penalty, reason, and progress of corrective actions for each project.*

5. Incident Reporting and Notification Protocol

- a. *When an incident/accident or work-related illness occurs, LGED will issue a written notice to the concerned contractor within 24 hours. The notice will include time, location, preliminary cause, and possible damage details. The notice must be in prescribed format, signed, and registered.*
- b. *Alongside the notice, LGED will prepare a preliminary incident report mentioning the context of the incident, identity of the concerned worker, and immediate actions taken. This report will serve as the basis for investigation and subsequent steps.*
- c. *Incident information must be properly sent to the relevant insurance company, Department of Labor (where applicable), and LGED Headquarters. Prescribed channels, timelines, and supporting documents must be followed to ensure smooth legal and administrative processing.*
- d. *Each report must be stored in a digital register for future audit, statistical analysis, and policy review. The register will include incident type, date, project name, concerned contractor, and summary of actions taken.*
- e. *Progress of notice and report-related activities must be submitted to the Central OHS Committee so that the committee can provide necessary recommendations and include them in the annual evaluation report. The submission must be written, evidence-based, and auditable.*

6. Annual Compilation and Preservation of OHS Statistics

- a. *For each LGED project/program/contract, data on accidents, work-related illnesses, PPE usage, training participation, and safety inspections*

must be regularly collected. Prescribed forms, registers, and digital input formats must be used to accurately document data type and source.

- b. Collected data must be prioritized for annual preservation in Excel or MIS software so that it is easily analyzable, comparable, and auditable. The software system should preferably include project-based filters, timestamps, and auto-graphing features.
- c. Statistical analysis must be conducted to evaluate risk types, recurrence rates, and effectiveness of corrective actions. The analysis must be numerical, graphical, and directive-based to support policy revision and budget planning.
- d. Statistical reports must be submitted to the annual OHS evaluation meeting so that the Central OHS Committee can review project/program-based progress, failures, and recommendations. The report must be written, evidence-based, and easily understandable for stakeholders.
- e. Preserved statistics must be used for future planning, training framework, and improvement of contract conditions. The statistics will serve as the foundation of LGED’s safety culture, essential for worker protection, budget allocation, and stakeholder trust.

7. Investigation of Occupational Health Hazards at Construction Site/Worksite/Workplace

In case of a serious incident/accident or health hazard, LGED shall form an investigation committee to determine the actual cause of the incident and ensure corrective measures. Based on practical necessity, LGED authority may revise/modify/extend/adapt this structure. Any revision/ modification/ extension/adaptation including committee formation must be approved by the Chief Engineer, LGED. A framework for committee formation and its responsibilities is presented below:

Table 5-1: Investigation Committee for Preliminary Investigation of Serious Incident/Accident or Health Hazard

SN	Designation	Unit/Office	Committee Role
1	Additional Chief Engineer	Rural Infrastructure Maintenance and Road Safety Unit, LGED Headquarters	Chairperson
2	Project Director	Project Management Unit (PMU), LGED Headquarters	Member Secretary
3	OHS Specialist (Project) (if available) or Independent Specialist (if not available in project)	Project Management Unit (PMU), LGED Headquarters / Independent	Member (Incident Analyst)
4	Superintending Engineer	Monitoring and Evaluation Unit	Member
5	Superintending Engineer	Administration	Member
6	Superintending Engineer	Relevant Sector (Rural Infrastructure Development / Maintenance / Small-scale Water Resources Development / Urban Infrastructure Development)	Member
7	Superintending Engineer	Relevant Region	Member
8	Executive Engineer	Office of the Additional Chief Engineer, Relevant Division (nominated by Additional Chief Engineer)	Member
9	Executive Engineer	Incident Location (Relevant District)	Member

11	Representative of Contractor/Contracting Firm/Construction Organization	Contracted under relevant project/program	Member
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Responsibilities of the Investigation Committee:

- **Collection and verification of preliminary incident information:** *The committee shall determine the time, location, and context of the incident through testimony from relevant engineers, contractors, workers, and eyewitnesses, and site inspection.*
- **Determination of actual cause of the incident:** *The committee shall analyze the root cause based on technical error, human mistake, failure of safety measures, or administrative shortcomings to support corrective actions.*
- **Evidence collection and documentation:** *The committee shall collect and analyze photos, videos, records, contracts, safety checklists, and relevant documents as the basis of investigation.*
- **Provision of corrective recommendations:** *To prevent recurrence, the committee shall recommend safety instructions, training plans, structural changes, and contract-based revisions.*
- **Determination of responsibility and ensuring accountability:** *The committee shall analyze the role of individuals or organizations involved in the incident and recommend administrative actions.*
- **Preparation and submission of report:** *The committee shall compile the investigation findings and submit a report containing recommendations, analysis, evidence, and decisions to the office of the Chief Engineer within the specified timeline.*
- **Institutional learning and policy revision:** *Based on the investigation, the committee shall review LGED's OHS policy, standards, and training framework and propose revisions to prevent similar risks in the future.*
- **Analysis of impact and coordination at divisional level:** *The committee shall analyze alignment of the incident with divisional/regional/district/upazila engineering structure and safety guidelines and recommend corrective measures at respective levels.*
- **Coordination and consultation with relevant parties:** *The committee may consult contractors, worker representatives (if available), local administration, or health agencies to incorporate multidimensional perspectives.*
- **Recommendation for temporary safety measures:** *If temporary safety measures are required before resuming work after the incident, the committee shall determine and recommend them.*
- **Advice on media and public awareness (if necessary):** *If the incident is of public interest, the committee may advise the responsible public relations officer/employee on the structure and language of information dissemination.*
- **Proposal for future training and capacity building:** *Based on the incident, the committee may propose special OHS training, drills, or awareness sessions for workers/employees.*

- *Compilation of evaluation and lessons learned: After the investigation, the committee shall prepare a “Lessons Learned” document and preserve applicable learnings for future projects.*
- *Monitoring of timeline and progress of investigation activities: The committee shall set a timeline for its activities and monitor progress to ensure necessary coordination.*

8. Dissemination of OHS Directives at Field Level

- a. *Applicable directives prepared by LGED’s Central OHS Committee must be sent in writing to the offices at division, region, district, and upazila levels. While sending the directives, the name of the relevant project/program, implementation period, and name of the responsible officer must be mentioned to ensure clarity of responsibility distribution.*
- b. *Along with the sent directives, the relevant Standard Operating Procedure (SOP), photos/videos (where applicable), and examples must be attached to provide an easily understandable explanation for field-level staff. The language of the directives must be bilingual (Bangla and English) so that staff at all levels can understand and apply them.*
- c. *The content of the directives must be verbally explained and reiterated through Tool Box Meetings, Site Orientation sessions, and Weekly Safety Briefings before the start of weekly work. These explanations must be interactive, question-and-answer based, and documented with an attendance register.*
- d. *A designated focal person must be appointed at the field level to monitor the receipt and implementation progress of the directives, who will be responsible for implementing each step of the directive. The focal person must prepare a monthly report and submit it to the Central Committee.*
- e. *The evaluation of directive dissemination activities must be submitted to the annual OHS meeting to analyze the effectiveness, acceptability, and limitations of implementation. The evaluation report must be written, evidence-based, and recommendation-oriented.*

9. Annual Disclosure of OHS Implementation Data

- a. *A written report must be prepared compiling the annual progress, statistics, and recommendations of LGED’s OHS activities. The report must be project/program-based, where the safety performance, training activities, and accident statistics of each project are presented separately.*
- b. *While preparing the report, the source of information, method of analysis, and basis of recommendations must be clearly mentioned so that stakeholders, auditors, and policymakers can verify the credibility of the information. The report must be bilingual (Bangla and English) and preserved in both digital and printed formats.*
- c. *The report must be published on LGED’s website so that the general public, stakeholders, and relevant institutions can be informed about the transparency and progress of OHS activities. During publication on the website, the report must be uploaded in PDF format with a summary and made downloadable.*
- d. *A Stakeholder Review Workshop must be organized to present the report and collect feedback. Contractors, worker representatives, contract/site managers, and members of the Central OHS Committee must be present at the workshop. The proceedings, opinions, and recommendations of the workshop must be preserved and incorporated into future planning.*

- e. *The published report and outcomes of the workshop must be presented to the Central OHS Committee and included in the annual evaluation report. This will include the timeline of publication, number of participants, accepted recommendations, and a draft of the next year's plan.*

10. Assessment of Occupational Health Risks from Hazardous Agents at Construction Site/Worksite/Workplace

- a. *Under each contract implemented within LGED's projects/programs, health risk assessment activities must be initiated based on chemical, physical, and biological agents to determine the health risks of workers at construction sites/worksites/workplaces. These agents include dust, noise, temperature, vibration, toxic gases, microbes, and other hazardous substances that may adversely affect the physical and psychological health of workers.*
- b. *An authorized laboratory or recognized health institution may be appointed to conduct the assessment activities, which will collect samples, analyze, and provide reports according to international or equivalent national standards (as applicable and available). While contracting with the lab, the quality of service, timeline, and report structure must be clearly defined.*
- c. *During testing, prior consent, identity confidentiality, and ethical approval of workers must be ensured. Separate forms, sample codes, and report numbers must be used for each worker to maintain data confidentiality and accuracy.*
- d. *Based on the report analysis, corrective measures must be taken for at-risk workers/employees (e.g., change of personal protective equipment - PPE, reduction of working hours, reassignment of duties, or provision of medical support). Corrective actions must be written, time-bound, and implemented under the supervision of the responsible officer.*
- e. *The progress of assessment and corrective activities must be presented to the Central OHS Committee and included in the annual evaluation report. This will include the number of tests, types of risks, actions taken, and recommendations. The report must be auditable, evidence-based, and focused on worker protection.*

11. Issuance of Legally Aligned OHS Instructions to Contractors and Workers

- a. *To ensure effective implementation of LGED's OHS Policy, LGED shall prepare and distribute written instructions for contractors, workers, site/contract managers, and relevant personnel. These instructions shall be project-based, aligned with the nature of work, and consistent with OHS and other applicable legal obligations.*
- b. *The language of the instructions shall be bilingual (Bangla and English) so that personnel at all levels can understand and apply them. The structure of the instructions shall include purpose, applicability, actions to be taken, prohibited activities, and emergency response procedures.*
- c. *Each instruction shall be accompanied (as applicable) by photos/videos (where applicable), examples, and FAQs to provide practical explanation. For example: in instructions regarding PPE usage, it will be realistic to include photos/videos (where applicable) showing correct wearing procedures, a list of prohibited PPE, and common mistakes.*
- d. *During distribution of such instructions, verbal explanation must be provided in Tool Box Meetings, Site Orientation sessions, and training*

sessions. This will help workers understand the practical application of the instructions beyond written documents. Attendance registers, photos, and feedback must be preserved.

- e. A monthly report must be prepared to evaluate the acceptability, implementation progress, and need for revision of the instructions. The report must be presented to the Central OHS Committee for inclusion of necessary revisions in the next version.

12. Integration of OHS Training into Annual Planning and Budgeting

- a. To structurally implement safety awareness, risk response, and behavioral change, OHS training activities must be clearly included in LGED's annual training plan. The plan should mention the training objectives, target group, timeline, and expected outcomes.
- b. Budget allocation for implementing training activities must be ensured so that trainer recruitment, material preparation, venue rental, and logistical support for participants can be conducted smoothly.
- c. A subject-based syllabus must be prepared for the training activities to maintain structural continuity in each session. The syllabus shall include OHS policy, OHS standards, PPE usage, risk identification, legal obligations, and emergency response procedures.
- d. During training implementation, attendance, evaluation, and feedback from participants must be collected and a written report prepared. The report shall highlight training effectiveness, learning progress of participants, and future recommendations. The report must be auditable and presentable to the Central OHS Committee.
- e. Progress of training activities and budget utilization data must be submitted to the annual OHS evaluation meeting so that necessary revisions and improvements can be included in the next year's plan. The presentation shall include photos/videos (where applicable), statistics, and recommendations.

13. Embedding OHS Training Requirements in Bid and Project Documentation

- a. To ensure mandatory implementation of LGED's OHS Policy and Standards, training-related conditions must be clearly included in bid/project documents. These shall specify the obligation to conduct OHS training, training content, timeline, and minimum participation rate. These conditions shall be part of bid evaluation and essential elements of the contract.
- b. The project document must mention the schedule, training module, and evaluation method for training implementation so that the contractor can prepare in advance for initiating, conducting, and reporting the training activities. The schedule must be realistic and determined according to the nature of the project work.
- c. Contractors must be required to collect and preserve evidence of training implementation. Evidence shall include attendance registers, training materials, photos, videos, and evaluation results of participants. These documents must be submitted to LGED authority in the prescribed format.
- d. The concerned Project Director/Program Manager of LGED shall monitor and verify the training activities to ensure that the training is not merely formal but contributes to real skill enhancement. During monitoring, they

shall evaluate the training environment, participant engagement/performance, and trainer competency.

- e. *Progress and impact of training activities must be submitted to the annual OHS evaluation meeting and reported to the Central OHS Committee. The report shall include project/program-based number of trainings, participation rate, evaluation results, and future recommendations. The report must be auditable, evidence-based, and supportive for policy decisions.*

14. Formation and Operationalization of Central OHS Committee at LGED Headquarters

- a. *A Central OHS Committee must be formed at LGED Headquarters:*
 - *The responsibility of this committee shall be to evaluate and coordinate the implementation of OHS Policy and Standards.*
 - *The constitution of the committee shall clearly mention the names, designations, responsibilities of members, and meeting frequency.*
 - *The committee shall include representatives from the following units:*
 - *Administrative Unit*
 - *Human Resource Development, Quality Control and Environment Unit*
 - *Monitoring and Evaluation Section*
 - *Road and Bridge Maintenance Unit*
 - *Integrated Water Resource Management Unit*
 - *Urban Management Unit*
- b. *Terms of Reference (TOR) of the committee must be prepared and approved by the Chief Engineer, LGED, to define the scope of work, decision-making process, and reporting timeline. The TOR shall include review of policy and standards compliance, approval of annual plans, and analysis of field-level reports.*
- c. *The committee shall organize quarterly meetings to review progress, challenges, and recommendations of project/program-based OHS activities. Meeting minutes, decisions, and responsibility distribution must be documented. Attendance register, presentation slides, and reports shall be attached.*
- d. *To implement the decisions taken by the committee, written instructions must be sent to the concerned divisions with timelines and names of responsible officers to ensure coordination and accountability in field-level activities.*
- e. *The committee's annual evaluation report must be submitted to LGED's highest administrative level to facilitate decisions regarding institutional progress of OHS activities, budget requirements, and necessary revisions of policy and standards. The report shall be evidence-based, analytical, and supportive for policy formulation.*

5.2 Responsibilities of Project Management Unit (PMU)

Under Regulation 6.3.2 of “LGED’s OHS Policy,” the responsibilities of the Project Management Unit (PMU) have been defined. These responsibilities are essential to ensure effective implementation of safety management in each project according to the framework of LGED’s Occupational Health and Safety Policy. These responsibilities will provide practical support in maintaining continuity and accountability of the OHS policy through planning, implementation, monitoring, and reporting at the project level. Each action has been defined in a way that equally reflects legal obligations, worker protection, and institutional transparency.

5.2.1 Scope of Responsibility

Under this responsibility, the Project Management Unit (PMU) shall carry out activities related to planning, contract integration, training, inspection, reporting, and statistical preservation for the implementation of LGED’s OHS Policy and Standards in relevant projects. While implementing these activities, PMU must consider the nature of project work, level of risk, and field-level realities. All steps shall be documented, auditable, and aligned with the directives of the Central OHS Committee.

5.2.2 Required Key Actions of PMU:

1. **Ensuring Adherence to LGED’s OHS Policy and Standards:** *The Project Management Unit (PMU) of each project must ensure proper adherence to LGED’s Occupational Health and Safety Policy and the clauses and specifications of the Standards. At every stage of planning, implementation, and evaluation, the core principles of the OHS policy and standards, worker protection indicators, and risk control measures must be effectively incorporated. This adherence shall be documented, observable, and aligned with the directives of the Central OHS Committee.*
2. **Compliance with LGED’s OHS Directives During Implementation:** *At every stage of project implementation, activities must be conducted according to LGED’s issued OHS directives, standard operating procedures, and official correspondence. If the directives include distribution of safety equipment, organization of training, or implementation of risk control measures, PMU shall implement them properly and preserve evidence of implementation.*
3. **Incorporation of OHS Clauses in Tender Documents:** *Applicable regulations, standards, and specifications related to OHS must be included in the project’s tender documents to ensure contractor commitment and accountability for safety. This inclusion shall be legally binding and subject to evaluation so that OHS capacity can be reviewed during tender assessment.*
4. **Integration of Additional OHS Provisions from Development Partners:** *For projects funded by development partner organizations, if additional OHS provisions or international standards are applicable, PMU shall integrate them with the core policy/standards and implement accordingly. This integration shall be written, contract-based, and subject to agreement from relevant stakeholders.*
5. **Inspection and Field-Level Coordination for OHS Compliance:** *The Project Management Unit (PMU) shall ensure implementation of safety indicators according to OHS directives, policy/standards, tender documents, and contract clauses through regular inspections and coordination with field*

offices at division, region, district, and upazila levels. Inspection results, identified risks, and corrective actions must be documented in writing.

6. *Stakeholder Engagement for OHS Compliance: Time-to-time discussions and consultations must be held with contractors, labor organizations, and other relevant representatives to prevent confusion or obstacles in practical application of OHS-related matters. These discussions shall be conducted through meetings, Tool Box Meetings, or field-level exchanges. Where applicable, proceedings and minutes of such meetings must be preserved.*
7. *Ensuring Capacity of Project Personnel to Implement OHS Indicators: The Project Management Unit (PMU) shall ensure that project-related workers/employees, consultants, and other responsible individuals are adequately equipped with knowledge, training, and materials to implement OHS indicators. If necessary, training sessions, instruction distribution, and monitoring activities must be conducted to effectively establish a safety culture within the scope of the project.*

5.2.3 Guidelines for Implementation of Responsibilities

1. Ensuring Adherence to LGED's OHS Policy and Standards

- a. *For each project implemented by the Project Management Unit (PMU), a project-based safety plan must be prepared by reviewing the provisions, directives, and standards of LGED's OHS Policy/Standards. The plan must include risk identification, corrective measures, and worker protection indicators according to the nature of work.*
- b. *The core principles of the OHS Policy/Standards (such as prevention, preparedness, response, and rehabilitation) must be incorporated into the project's implementation framework. Relevant parts of the policy must be applied in each process (design, construction, supervision).*
- c. *Each OHS measure undertaken by the Project Management Unit (PMU) must be documented and observable so that it can be verified during inspection, audit, and evaluation. The forms, registers, and MIS software (if used) must be centrally approved.*
- d. *Progress on adherence to the OHS Policy/Standards must be reported monthly and quarterly to the Central OHS Committee. The report must include implemented indicators, identified limitations, and recommendations.*
- e. *If any deviation or activity inconsistent with the Policy/Standards is identified, immediate corrective action must be taken and the concerned officer must be informed. The timeline for correction, responsible person, and follow-up inspection must be determined.*

2. Compliance with LGED's OHS Directives During Implementation

- a. *At each stage of project implementation, activities must be conducted according to LGED's issued OHS directives, Standard Operating Procedures (SOP), and official correspondence. If the directives include distribution of safety equipment, organization of training, or implementation of risk control measures, the Project Management Unit (PMU) shall implement them properly.*
- b. *To ensure proper application at the field level, the directives must be distributed among project-related workers/employees after receipt. Distribution must be done through written and verbal explanation, Tool Box Meetings, or Site Orientation sessions.*

- c. *During implementation, the application of each directive must be monitored. Site inspections must be conducted using prescribed checklists, and evidence of implementation (photos, registers, testimonies) must be collected.*
- d. *If any deviation or limitation is observed in the application of directives, the concerned authority must be informed immediately and necessary coordination measures must be taken.*
- e. *Progress of directive implementation must be reported monthly to the Central OHS Committee. The report must include type of directive, date of application, concerned personnel, and summary of observations.*

3. Incorporation of OHS Clauses in Tender Documents

- a. *In each tender document prepared by the Project Management Unit (PMU), mandatory safety clauses must be included according to LGED's OHS Policy, Standards, and applicable laws. These clauses must be clear, measurable, and part of the tender evaluation.*
- b. *Supply of safety equipment, organization of training, risk control measures, worker protection indicators, and accident reporting procedures must be included in the OHS clauses. For each clause, the timeline, responsible person, and method of application must be specified.*
- c. *During tender evaluation, a prescribed scoring method must be used to assess OHS capacity, including contractor's past experience, training records, and safety culture. The scoring must be documented and auditable.*
- d. *During the draft stage of tender document preparation, it is advisable to seek opinion from the Central OHS Committee regarding the OHS clauses. This will ensure the clauses are realistic, legally sound, and applicable at field level.*
- e. *Before final publication of the tender document, the language, structure, and applicability of the OHS clauses must be verified and approved by the Chief Engineer. The approved document must be preserved so that it can be used as a reference in future tender evaluations.*

4. Integration of Additional OHS Provisions from Development Partners in Applicable Cases

- a. *In projects/programs implemented with funding from development partner organizations, if additional OHS provisions, international standards, or contract-based safety directives are applicable, the Project Management Unit (PMU) must integrate them with LGED's OHS Policy/Standards. This integration shall be written, approved, and considered as an annexed part of the contract.*
- b. *In the first step, the OHS directives of the development partner must be reviewed and harmonized provisions must be identified through discussion with LGED's Central OHS Committee. The review must prioritize risk type, worker protection, and implementability.*
- c. *Harmonized provisions must be included in the project's tender documents, contracts, and implementation directives. During inclusion, clause number, source document, and method of application must be clearly mentioned.*
- d. *To avoid confusion in practical application, the Project Management Unit (PMU) must organize orientation and training for contractors, consultants, and field-level officers regarding new/additional OHS*

provisions. Training proceedings, attendance register, and materials must be preserved.

- e. *Progress on implementation of integrated provisions must be reported to the Central OHS Committee. The report must include list of integrated provisions, date of implementation, challenges, and recommendations. The report must be auditable so that it can be used as a reference in future project planning.*

5. Inspection and Field-Level Coordination for OHS Compliance

- a. *For each contract under the project, the Project Management Unit (PMU) must conduct safety inspection activities according to the prescribed schedule. LGED's approved OHS checklist must be used for inspection to observe risk identification, PPE usage, training implementation, and quality of work environment.*
- b. *During inspection, joint observation activities must be conducted in coordination with field offices at division, region, district, and upazila levels. This will allow direct verification of local realities, worker behavior, and contractor's compliance with directives.*
- c. *Inspection results must be documented in writing so that each observation, identified risk, and recommendation can support future decision-making. The report must be date-based, site-specific, and include photos/evidence.*
- d. *Based on identified risks, a Corrective Action Plan (CAP) must be prepared mentioning timeline and responsible person. Progress of CAP implementation must be verified in the next inspection.*
- e. *Summary of inspection activities must be submitted monthly to the Central OHS Committee to analyze risk types, corrective actions, and field-level realities in the project. The presentation shall include photos/videos (where applicable), statistics, and recommendations.*

6. Stakeholder Engagement for OHS Compliance

- a. *At each stage of project implementation, timely discussion meetings must be organized with contractors, labor organizations, consultants, and relevant stakeholders to prevent confusion, hesitation, or obstacles in practical application of OHS directives. Discussions shall be held before planning, during implementation, and at evaluation stage.*
- b. *Explanation of safety directives, implementation challenges, concerns regarding worker protection, and recommendations shall be prioritized as discussion topics. Meeting proceedings must include names, designations, and representing organizations of participants.*
- c. *Verbal explanation and exchange of opinions among stakeholders must be ensured through Tool Box Meetings, Site Orientation sessions, and Field-Level Briefings. These activities must be documented, with photos and registers attached, and auditable.*
- d. *Raised opinions and recommendations must be submitted to the Central OHS Committee for inclusion in the OHS implementation framework. Legal obligations, field-level realities, and effectiveness of worker protection must be prioritized when accepting recommendations.*
- e. *Outcomes of discussions and included decisions must be preserved monthly in report format so that they can be used to support future planning, training framework, and directive development.*

7. Ensuring Capacity of Project Personnel to Implement OHS Indicators

- a. *The Project Management Unit (PMU) shall ensure that all project-related officials/employees, consultants, and responsible persons are adequately equipped with knowledge, skills, and materials to implement LGED's OHS indicators. To achieve this capacity, necessary training, instruction distribution, and monitoring activities must be conducted.*
- b. *In the first phase, an OHS subject-based training plan must be prepared according to the nature of the project work. The plan shall include the training objective, content, timeline, trainer, and list of participants.*
- c. *During implementation of the training activities, the practical application of instructions among workers must be ensured through Tool Box Meetings, Site Orientation sessions, and Hands-on Demonstrations. Training proceedings, attendance register, and photographs must be preserved.*
- d. *Post-training evaluation must be conducted by the Project Management Unit (PMU) to assess participants' learning progress, understanding of instructions, and readiness for practical application. This evaluation shall be written, question-based, and follow a scoring method.*
- d. *For personnel who demonstrate weakness in implementing OHS, re-training or special support measures must be adopted. These measures shall be time-bound, target-based, and outcome-oriented.*
- e. *A summary of capacity-building activities must be presented/submitted monthly to the Central OHS Committee to analyze training impact, limitations, and future recommendations. The presentation/submission shall include photos/videos (where applicable), statistics, and recommendations.*

5.3 Responsibilities of Additional Chief Engineer-Division

To ensure effective implementation of LGED's OHS Policy/Standards, the office of the Additional Chief Engineer at the divisional level plays a vital role. This office acts as the central point for field-level realities, contract implementation, and stakeholder coordination. Its responsibilities are not limited to supervision but also include leadership in establishing a safety culture and overseeing the practical application of OHS Policy/Standards in civil works implemented at the divisional level.

5.3.1 Scope of Responsibility

Under this responsibility, the Additional Chief Engineer shall ensure adherence to OHS Policy/Standards and directives in civil works implemented within the jurisdiction of the concerned division. Additionally, the office shall support regional, district, and upazila-level offices in implementing directives and lead stakeholder consultations. The overall scope of responsibility shall be policy/standards-based, coordination-oriented, and result-driven.

5.3.2 Required Key Actions of Additional Chief Engineer-Division

1. *Ensuring Compliance with OHS Policy During Divisional Oversight*
LGED's OHS Policy/Standards and directives must be followed during supervision, monitoring, or investigation of civil works under implementation.
2. *Providing Support to Field-Level Offices for OHS Implementation*
Technical and administrative support must be provided to regional, district, and upazila offices for implementing OHS directives.
3. *Presiding Over Stakeholder Consultations and Adopting Improvement Plans*
Stakeholder consultations organized with contractors, labor organizations, and relevant parties must be presided over, and if gaps in directive implementation are identified, improvement plans must be adopted.

5.3.3 Guidelines for Implementation of Required Actions

1. Ensuring Compliance with OHS Policy During Divisional Oversight

- a. *Before supervising, monitoring, or investigating civil works under the jurisdiction of the Additional Chief Engineer's Office (Division), LGED's OHS Policy/Standards, directives, and checklists must be reviewed. During the review, the nature of the project, potential risks, and applicable directives must be identified.*
- b. *During inspection, direct observation of the practical application of OHS indicators must be conducted (e.g., use of PPE, safety signage, training attendance, and control measures for hazardous work). Observations must be based on photographs, testimonies, and registers.*
- c. *A written observation report must be prepared for each inspection. The report shall include inspection date, site name, identified risks, recommendations, and comments from the concerned officer. The report must be auditable and storable in MIS.*
- d. *In case of any deviation or directive violation, the concerned district/upazila office must be immediately informed and instructed to prepare a Corrective Action Plan (CAP). The CAP shall include problem*

description, recommendations, implementation timeline, and responsible person.

- e. A summary of inspection activities must be submitted monthly to the Central OHS Committee. The summary shall include number of inspections, types of identified risks, actions taken, photos/videos (where applicable), statistics, regulatory references, and recommendations.*
- f. In the next inspection, progress on implementation of previous recommendations must be verified and revised recommendations provided if necessary. To maintain this continuity, an OHS observation register must be preserved at the divisional level.*

2. Providing Support to Field-Level Offices for OHS Implementation

- a. The Additional Chief Engineer's Office (Division) must collect and analyze descriptions of OHS implementation problems/barriers from regional, district, and upazila offices. Prescribed forms, meeting minutes, and previous inspection reports may be used for collecting problem descriptions.*
- b. Based on the analysis of problem descriptions, a coordination meeting must be organized at the divisional level. The meeting shall discuss challenges in implementing OHS directives, training gaps, and needs for materials/equipment. District/upazila engineers, OHS focal persons, and relevant project officers (if any) shall be present.*
- c. Based on recommendations from the meeting, necessary instructions, training plans, and material supply arrangements must be made. Instructions shall be bilingual (Bangla and English), training shall be subject-based, and materials/equipment shall be selected according to project risk type.*
- d. During implementation of support activities, each step must be documented in writing so that effectiveness can be verified in future evaluations. The documentation shall include type of support, date, participants, and results achieved.*
- e. Results of support activities must be submitted monthly to the Central OHS Committee in report format. The report shall include number of support activities, progress in meeting project-based needs, statistics, photos/videos (where applicable), and future recommendations.*
- f. For offices where gaps in directive implementation are observed despite support, re-support or special coordination plans must be adopted. These plans shall be time-bound, target-based, and outcome-oriented.*

3. Presiding Over Stakeholder Consultations and Adopting Improvement Plans

- a. The Additional Chief Engineer's Office (Division), and through the office of the concerned Superintending Engineer (SE) of the region, must preside over stakeholder consultation meetings (where applicable). Contractors, labor organizations, project OHS officers (if any), and relevant consultants shall be present.*
- b. Discussion topics shall include progress in implementing OHS directives, identified gaps, worker protection challenges, and recommendations. Opinions from each stakeholder must be collected in writing and meeting minutes prepared, clearly documenting representing organizations, summary of statements, and recommendations.*

- c. *Based on analysis of gaps raised in the meeting, a written Improvement Plan must be prepared at the divisional level. The plan shall include type of problem, recommendations, implementation timeline, and responsible officer/office.*
- d. *To implement the Improvement Plan, written instructions must be sent to the concerned district/upazila office. Instructions shall be based on OHS regulations, time-bound, and observable. Follow-up meetings or inspection activities must be conducted if necessary.*
- e. *A summary of the meeting and plan must be submitted monthly to the Central OHS Committee so that challenges and recommendations can be considered at the policy-making level. The summary shall include photos/videos (where applicable), statistics, and clause references.*
- f. *In the next meeting related to stakeholder consultation, progress on implementation of the previous plan must be verified and revised plans adopted if necessary. To maintain this continuity, a Stakeholder Consultation Register must be preserved at the divisional level.*

5.4 Superintending Engineer's Office – Region

To ensure effective implementation of LGED's OHS Policy/Standards, the office of the Superintending Engineer at the regional level plays a vital coordinating role. This office ensures the practical application of safety directives through coordination with district and upazila-level offices and supports the field-level implementation of central and divisional directives. The responsibilities of this office go beyond supervision and include leading stakeholder discussions to establish a safety culture.

5.4.1 Scope of Responsibility

Under this responsibility, the Superintending Engineer's Office (Region) shall ensure adherence to LGED's OHS Policy/Standards and directives in civil works implemented within its jurisdiction. Additionally, it shall support district and upazila-level offices in implementing the directives of the OHS Policy/Standards, facilitate the field-level implementation of central and divisional directives, and lead stakeholder consultations. The scope of responsibility shall be policy-driven, coordination-based, and result-oriented.

5.4.2 Required Actions of the Office of Regional Superintending Engineer

1. *Ensuring Compliance with OHS Policy During Regional Oversight*
LGED's OHS Policy/Standards and directives must be followed during supervision, monitoring, or investigation of civil works under implementation.
2. *Supporting District and Upazila Offices in OHS Implementation*
Technical and administrative support must be provided to district and upazila-level offices for implementing OHS directives.
3. *Implementing Central and Divisional OHS Directives Through Field Offices*
Directives/advice/proposals from LGED Headquarters, Project Management Unit (PMU), and Divisional Office must be implemented through subordinate offices.
4. *Participating in and Presiding Over Stakeholder Consultations*
Participation and chairing of discussions organized with contractors/organizations must be ensured, and improvement plans must be adopted after reviewing gaps in OHS implementation.

5.4.3 Guidelines for Implementation of Required KeyActions

1. Ensuring Compliance with OHS Policy/Standards During Regional Oversight

- a. *Before supervising, monitoring, or investigating civil works under its jurisdiction, the Superintending Engineer's Office (Region) must review LGED's OHS Policy/Standards, directives, and applicable checklists. During the review, the nature of the project, level of risk, and type of applicable directives must be identified.*
- b. *During inspection, direct observation of the practical application of OHS indicators must be conducted—such as use of PPE, safety signage, training attendance, control measures for hazardous work, and worker behavior. Observations must be based on photos/videos (where applicable), testimonies, and registers.*
- c. *A written observation report must be prepared for each inspection. The report shall include inspection date, site name, identified risks,*

recommendations, and comments from the concerned officer. The report must be auditable and storable in MIS.

- d. In case of any deviation or directive violation, the concerned district/upazila office must be immediately informed and instructed to prepare a Corrective Action Plan (CAP). The CAP shall include problem description, recommendations, implementation timeline, and responsible person.*
- e. A summary of inspection activities must be submitted monthly to the Divisional Office and Central OHS Committee. The summary shall include number of inspections, types of identified risks, actions taken, recommendations, photos/videos (where applicable), statistics, and references to OHS regulations.*
- f. In the next inspection, progress on implementation of previous recommendations must be verified and revised recommendations provided if necessary. To maintain this continuity, an OHS observation register must be preserved at the regional level.*

2. Supporting District and Upazila Offices in OHS Implementation

- a. The Superintending Engineer's Office (Region) must identify and analyze OHS implementation barriers/problems in district and upazila-level offices. Prescribed forms, previous inspection reports, and field-level feedback must be used for identifying these barriers/problems.*
- b. Based on the analysis of barriers/problems, a regional coordination meeting must be organized to discuss challenges in implementing OHS directives, training gaps, and needs for materials/equipment. District/upazila engineers, OHS focal persons, and relevant project/program officers/consultants (if any) shall be present.*
- c. Based on recommendations from the meeting, arrangements must be made for necessary instructions, training plans, and supply of materials/equipment. Instructions/recommendations shall be bilingual (Bangla and English), training shall be subject-based, and materials/equipment shall be selected according to project risk type.*
- 4. During implementation of support activities, each step must be documented in writing so that effectiveness can be verified in future evaluations. The documentation shall include type of support, date, participants, and results achieved.*
- 5. Results of support activities must be submitted monthly to the Divisional Office and Central OHS Committee in report format. The report shall include number of support activities, progress in meeting project-based needs, and future recommendations, along with photos/videos (where applicable), statistics, and references to OHS regulations.*
- 6. For offices where gaps in directive implementation are observed despite support, re-support or special coordination plans must be adopted. These plans shall be time-bound, target-based, and outcome-oriented.*

3. Implementing Central and Divisional OHS Directives Through Field Offices

- a. The Superintending Engineer's Office (Region) must receive and document OHS directives, advice, and proposals from LGED*

Headquarters, PMU, and Divisional Office. A directive register must be maintained mentioning source of directive, date, regulatory reference (if applicable), and name of the relevant project/program.

- b. Received directives must be properly sent to subordinate offices at district and upazila levels and explained both verbally and in writing. This will help field-level officers/employees clearly understand the purpose, application method, and timeline of the directives.
- c. A follow-up framework must be prepared to monitor implementation progress of the sent directives. It shall include implementation date of each directive, responsible person, evidence of application (photos, registers, testimonies), and description of challenges.
- d. For directives that create complexity in field-level implementation, written requests must be sent to the divisional or central level seeking clarification/support. The request shall include directive details, implementation barriers, and proposed solutions.
- e. A summary of directives implemented at field level must be submitted monthly to the Divisional Office and Central OHS Committee. The summary shall include type of directive, implementation date, challenges, and recommendations, along with photos/videos (where applicable), statistics, and references to regulations.
- f. Before sending the next directive, progress on implementation of the previous directive must be verified and revised directives provided if necessary. To maintain this continuity, an “OHS Directive Implementation Tracker” must be preserved at the regional level.

4. Participating in and Presiding Over Stakeholder Consultations

- a. The Superintending Engineer’s Office (Region), through LGED and the Project Management Unit (PMU), must actively participate in and preside over stakeholder consultation meetings organized at the regional level. In addition to relevant officials/employees, contractors, labor organizations, project/program-related officers, and relevant consultants shall be present in the meeting.
- b. Discussion topics in the meeting shall include—progress in implementing OHS directives, identified gaps, challenges related to worker protection, and recommendations. Written opinions must be collected from each stakeholder, and meeting minutes must be prepared clearly documenting the representing organization, summary of statements, and recommendations.
- c. Based on the OHS compliance gaps raised in the meeting, a written Improvement Plan must be prepared. The plan shall include type of problem, recommendations, implementation timeline, and responsible officer/office. The plan must be implementable, observable, and referenced to OHS regulations.
- d. To implement the Improvement Plan, written instructions must be provided to the concerned district/upazila office. The instructions must be bilingual (Bangla and English), time-bound, and applicable. Follow-up meetings or inspection activities must be conducted if necessary.
- e. A summary of the meeting and plan must be submitted monthly to the Divisional Office and Central OHS Committee. The summary shall include discussion topics, decisions taken, implementation progress,

and recommendations, along with photos/videos (where applicable), statistics, and references to regulations.

- f. In the next stakeholder consultation meeting, progress on implementation of the previous plan must be verified and revised plans adopted if necessary. To maintain this continuity, a Stakeholder Consultation Register must be preserved at the regional level to record the continuity, participation, and history of decisions.*

5.5 Office of the District Executive Engineer

The Office of the District Executive Engineer is one of the primary field-level bridges for implementing LGED's OHS Policy/Standards. This office not only supervises but also plays a vital role in establishing a safety culture by issuing directives to upazila-level offices, implementing central and divisional directives, and coordinating with stakeholders. Its responsibilities include ensuring effective intervention at every level of worker protection, contract implementation, and risk control.

5.5.1 Scope of Responsibility

The scope of responsibility of the Office of the District Executive Engineer includes—ensuring adherence to OHS Policy/Standards in civil works implemented within the concerned district, issuing directives to upazila offices, field-level implementation of central and divisional directives, participating in stakeholder consultation meetings, implementing contract-based activities, verifying equipment safety, coordinating with external agencies, consulting before commencement of work, assessing training needs, and performing additional duties. This scope shall be policy/standards-based, reality-based, and result-oriented.

5.5.2 Required Key Actions of District Executive Engineer's Office

- 1. Supervising Civil Works in Accordance with OHS Policy: Civil works implemented within the district must be supervised, monitored, and investigated in accordance with LGED's OHS Policy/Standards and directives. Each observation shall be checklist-based, documented, and include recommendations for risk control.*
- 2. Issuing Directives to Upazila Offices for OHS Compliance: Upazila-level offices must be guided through written and verbal directives to ensure proper implementation of the OHS Policy/Standards. These directives shall be regulation-based, time-bound, and observable.*
- 3. Implementing Central and Divisional OHS Directives Through Upazila Offices: OHS directives/advice/proposals received from LGED Headquarters, Project Management Unit (PMU), Divisional and Regional Offices must be properly implemented through upazila offices. The implementation process must clearly mention the source of directive, regulatory reference, and method of application.*
- 4. Participating in Stakeholder Consultations and Analyze Gaps: Active participation must be ensured in stakeholder consultation meetings organized with contractors, labor organizations, and relevant stakeholders. Gaps in compliance with OHS regulations raised in the meeting must be analyzed and a written improvement plan adopted.*

5. *Ensure Contractual Implementation of OHS Activities: OHS indicators must be implemented through upazila offices as per contract conditions. This implementation must be observable, documented, and evaluable.*
6. *Verifying Safety of Equipment and Materials Used by Contractors: Safety of equipment and materials used by contractors must be verified to ensure they do not pose risks to users. This verification should be based on photos/videos (where applicable), registers, and testimonies.*
7. *Coordinating with External Agencies to Operationalize OHS Policy/Standards: Coordination must be ensured with various authorities, agencies, and institutions to implement the OHS Policy/Standards. This coordination shall be carried out through meetings, correspondence, and joint inspections.*
8. *Consult Stakeholders Before Commencement of Works: Before starting work, consultation must be held with contractors, labor organizations, and relevant agencies to avoid confusion in applying OHS directives.*
9. *Assess Training Needs and Recommend Capacity Building: The capacity of contractors, workers/employees, and site managers to implement OHS must be assessed, and necessary training recommendations must be provided.*
10. *Execute Additional OHS Duties as Assigned by Higher Authorities including LGED HQ: Additional OHS duties assigned by LGED Headquarters or relevant higher authorities must be properly executed, and such execution must be documented and auditable.*

5.5.3 Guidelines for Implementation of Required Key Actions

1. Supervising Civil Works in Accordance with OHS Policy/Standards

- a. *The Office of the District Executive Engineer must conduct supervision activities by reviewing LGED's OHS Policy/Standards, directives, and checklists in civil works implemented within the district. The review must identify project type, level of risk, and applicable directives.*
- b. *During inspection, direct observation of the practical application of OHS indicators must be conducted—such as use of PPE, safety signage, training attendance, and control measures for hazardous work. Observations must be based on photos/videos (where applicable), evidence, and registers.*
- c. *A written observation report must be prepared for each inspection, including inspection date, site name, identified risks, recommendations, and comments from the concerned officer. The report must be auditable and storable in MIS.*
- d. *In case of identified deviations or directive violations, the concerned upazila office must be immediately informed and instructed to prepare a Corrective Action Plan (CAP).*
- e. *A summary of inspection activities must be submitted monthly to the Regional/Divisional Office and Central OHS Committee. The summary shall include number of inspections, types of identified risks, actions taken,*

2. Issuing Directives to Upazila Offices for OHS Compliance

- a. *The Office of the District Executive Engineer shall prepare written directives for upazila offices by reviewing LGED's OHS Policy/Standards, central directives, and project-specific safety needs.*

These directives must be regulation-based, project-specific, and implementable.

- b. The prepared directives must be sent in writing to the upazila offices, and verbal explanations or consultations must be provided if necessary. The directives shall include checklists, timelines, responsible persons, and methods of application.*
- c. After receiving the directives, a follow-up framework must be prepared to monitor the extent of implementation by the upazila offices. This shall include the date of implementation, evidence of application (photos, registers, testimonies), and a description of challenges.*
- d. Progress of directive implementation must be reported monthly to the Office of the Regional Superintending Engineer and other relevant offices, so that effectiveness, limitations, and recommendations can be analyzed. The report shall follow a standard format and include photos/videos (where applicable), statistics, and references to regulations.*
- e. For directives that create implementation complexities, the Office of the District Executive Engineer must send a written request to the divisional/regional or central level seeking clarification/support. The request shall include directive details, implementation barriers, and proposed solutions.*
- f. Before sending the next directive, the implementation progress of the previous directive must be verified, and revised directives must be issued if necessary. To maintain this continuity, it is advisable to preserve a “Directive Register” at the district level.*

3. Implementing Central and Divisional OHS Directives Through Upazila Offices

- a. The Office of the District Executive Engineer must receive and document OHS directives, advice, and proposals from LGED Headquarters, Project Management Unit (PMU), Divisional and Regional Offices. An “Instruction Receiving Register” must be maintained, mentioning the source, date, OHS regulation number, and applicable project name.*
- b. The received directives must be properly forwarded and explained to the upazila offices so that field-level officers clearly understand the purpose, method of application, and timeline. Such explanations should preferably be provided through verbal briefings or Tool Box Meetings along with written directives.*
- c. A follow-up framework must be prepared to monitor the implementation progress of directives by the upazila offices. This shall include the date of implementation, responsible person, evidence of application (photos, registers, testimonies), and a description of challenges.*
- d. For directives that create implementation complexities at the field level, the Office of the District Executive Engineer must send a written request to the divisional/regional or central level seeking clarification/support. The request shall include directive details, implementation barriers, and proposed solutions.*
- e. Implementation progress of the relevant directives must be reported monthly to the issuing office and other applicable offices and the Central OHS Committee. The report shall include the type of directive, date of*

implementation, challenges, recommendations, photos/videos (where applicable), statistics, and OHS regulation references.

- f. Before forwarding the next directive from higher authorities to the upazila level, the implementation progress of the previous directive must be verified, and revised implementation-related directives must be issued through discussion with the concerned authority if necessary. To maintain this continuity, it is advisable to preserve an “Instruction Implementation Tracker” at the district level.

4. Participate in Stakeholder Consultations and Analyze Gaps

- a. The Office of the District Executive Engineer must actively participate in and (where applicable) preside over stakeholder consultation meetings organized by LGED, Divisional Office, Project Management Unit (PMU), and the Office of the Regional Superintending Engineer. Presence of contractors, representatives of labor organizations (if available and applicable), relevant project/program officers/employees (if any), and relevant consultants must be ensured.
- b. Discussion topics in the meeting shall prioritize progress in implementing OHS directives, identified gaps, worker protection challenges, and recommendations. Written opinions must be collected from each stakeholder, and the meeting minutes must be prepared accordingly, clearly documenting the representing organization, summary of statements, and recommendations.
- c. Based on the gaps raised in the meeting regarding implementation/compliance with OHS regulations, a written Improvement Plan must be prepared. The plan shall include type of problem, recommendations, implementation timeline, and responsible officer/office. The plan must be implementable, observable, and referenced to OHS regulations.
- d. To implement the Improvement Plan, written directives must be issued to the concerned upazila office. The directives must be bilingual (Bangla and English), time-bound, and applicable. Follow-up meetings or inspection activities must be conducted if necessary.
- e. A summary of the meeting and plan must be submitted monthly to the Divisional Office and Central OHS Committee. The summary shall include discussion topics, decisions taken, implementation progress, and recommendations, along with photos/videos (where applicable), statistics, and references to OHS regulations.
- f. In the next stakeholder consultation meeting, progress on implementation of the previous plan must be verified, and revised plans must be adopted if necessary. To maintain this continuity, it is advisable to preserve a “Stakeholder Consultation Register” at the district level to record the continuity, participation, and history of decisions.

5. Ensuring Contractual Implementation of OHS Activities

- a. The Office of the District Executive Engineer must review each civil works contract document to identify OHS-related clauses. These clauses may include supply of safety equipment, organization of training, risk control measures, and worker protection indicators.
- b. Necessary directives must be issued to the concerned upazila office to ensure that appropriate actions are taken to implement the OHS clauses

mentioned in the contract. The directives must include OHS regulation numbers, be time-bound, and applicable.

- c. A prescribed form and checklist must be used to monitor the progress of OHS activity implementation by the contractor, so that practical application of each indicator can be verified. Monitoring must be conducted through site inspections, and evidence (photos, registers, testimonies) must be collected.*
- d. If any gap is observed in implementing OHS clauses in civil works under contract, the concerned contractor must be notified in writing and instructed to take corrective measures. If necessary, applicable clauses such as Penalty Clause or Performance Review must be enforced.*
- e. A summary of OHS activity implementation must be submitted monthly to the Divisional Office and Central OHS Committee in report format. The report shall include contract name, implemented indicators, identified gaps, actions taken, recommendations, photos/videos (where applicable), statistics, and references to OHS regulations.*
- f. During preparation of the next contract, the language and structure of OHS clauses must be improved by analyzing previous OHS implementation experiences so that future activities become more effective and auditable.*

6. Verifying Safety of Equipment and Materials Used by Contractors

- a. The Office of the District Executive Engineer must collect and verify the list of equipment and materials used by contractors in each civil works contract. The prescribed Equipment Safety Checklist must be used for verification. This will facilitate assessment of the condition, maintenance history, and risk level of each equipment and material.*
- b. During inspection of equipment and materials, direct observation must be conducted at the site, and interviews with operators or users must be conducted if necessary. Observations must include photos/videos (where applicable), registers, and usage authorization documents.*
- c. For equipment and materials that do not meet safety standards, their use must be suspended and corrective measures must be instructed. The instructions must be written, time-bound, and include conditions for re-inspection.*
- d. The results of safety verification must be prepared as a “Site Equipment Safety Report.” The report shall include inspection date, name of equipment, identified risks, recommendations, and comments from the responsible officer. The report must be auditable and storable in MIS.*
- e. Equipment safety reports must be submitted monthly to the Divisional/Regional Office and Central OHS Committee so that project-based risk types, corrective actions, and future recommendations can be analyzed. The report must include photos/videos (where applicable), statistics, and references to OHS regulations.*
- f. In the next inspection, progress on implementation of previous recommendations must be verified, and revised recommendations must be provided if necessary. To maintain this continuity, it is advisable to preserve an “Equipment Safety Register” at the district level.*

7. Coordinating with External Agencies to Operationalize OHS Policy

- a. *The Office of the District Executive Engineer shall prepare a coordination framework with relevant external agencies such as local administration, Department of Labor, Health Department, development partners, and safety consultancy firms, as applicable. The framework shall include agency names, scope of responsibilities, communication methods, and a list of joint activities.*
- b. *To ensure practical implementation of the OHS Policy/Standards, joint meetings must be organized with identified external agencies. These meetings shall discuss risk control, training support, emergency response, and inspection coordination. Meeting minutes, participant lists, and recommendations must be preserved.*
- c. *For implementing joint activities, a Memorandum of Understanding (MoU) may be prepared, clearly specifying the application of OHS directives, information exchange, and division of responsibilities. Such MoUs must be documented, approved, and auditable.*
- d. *Results of training, inspections, or awareness activities conducted with external agency support must be documented in writing to enable future evaluation of effectiveness. The documentation shall include type of activity, date, participants, and outcomes achieved.*
- e. *A summary of coordination activities must be submitted monthly to the Divisional/Regional Office and Central OHS Committee, enabling analysis of external agency roles, challenges, and recommendations. The report shall include photos/videos (where applicable), statistics, and references to OHS regulations.*
- f. *For agencies where coordination gaps are observed, re-engagement or special coordination meetings must be organized to restore collaboration and maintain continuity of the Policy/Standards.*

8. Consulting Stakeholders Before Commencement of Works

- a. *Before initiating each contracted civil work, the Office of the District Executive Engineer shall organize a consultation meeting with relevant stakeholders—such as contractors, labor organizations, site managers, and (where applicable) representatives of the local administration. The purpose of the meeting shall be to explain the OHS Policy/Standards implementation framework, identify challenges, and collect consent forms.*
- b. *Discussion topics shall include explanation of safety directives, types of risks, mandatory use of personal protective equipment (PPE), training schedules, and emergency response procedures. Written opinions must be collected from each participant, and meeting minutes must be prepared.*
- c. *Recommendations adopted in the meeting must be analyzed in light of relevant provisions of LGED's OHS Policy/Standards and incorporated into the project implementation framework. Legal obligations, field-level realities, and effectiveness of worker protection must be prioritized when accepting recommendations.*
- d. *The entire process of meeting organization, recommendation analysis, and incorporation must be documented and auditable. A concise report*

must be prepared including meeting resolutions, list of recommendations, and referenced OHS regulation numbers.

- e. *This consultation meeting shall serve as the foundation for OHS implementation in the project and must be prepared in alignment with LGED's central and field-level implementation directives. Meeting outcomes must be submitted to the Divisional/Regional Office and Central OHS Committee, and approval must be obtained from relevant authorities where applicable.*
- f. *For projects where consultation meetings cannot be organized, alternative activities such as written consent forms, Tool Box Briefings, or site-based orientation sessions must be conducted to document stakeholder opinions and consent.*

9. Assessing Training Needs and Recommending Capacity Building

- a. *The Office of the District Executive Engineer shall assess the skill and preparedness level of contractors, workers/employees, site managers, and upazila office officials involved in OHS implementation for each project. The prescribed "Training Need Assessment Form" must be used, including designation, responsibilities, type of prior training, and implementation capacity.*
- b. *Based on the assessment, a project-specific training plan must be prepared, including training content (e.g., PPE usage, risk control, emergency response), training schedule, list of trainers, and number of participants. The plan must be regulation-based and suitable for practical application.*
- c. *During implementation of training activities, practical application of directives must be ensured through Tool Box Meetings, Site Orientation sessions, and Hands-on Demonstrations. Activity proceedings, attendance registers, and photographs must be preserved.*
- d. *Post-training evaluation must be conducted to assess participants' learning progress, understanding of directives, and readiness for practical application. The evaluation must be written, question-based, and follow a scoring method.*
- e. *For personnel who demonstrate weakness in OHS implementation, re-training or special support measures must be adopted. These measures must be time-bound, target-based, and outcome-oriented.*
- f. *A summary of training activities must be submitted monthly to the Divisional Office and Central OHS Committee in report format, enabling analysis of training impact, limitations, and future recommendations. The report/summary shall include photos/videos (where applicable), statistics, and references to OHS regulations.*
- g. *During preparation of training plans for future projects, the structure of directives must be improved by analyzing previous experiences and evaluation results to make capacity-building activities more effective and auditable.*

10. Execute Additional OHS Duties as Assigned by LGED or Higher Authorities

- a. *The Office of the District Executive Engineer shall formally receive and document additional OHS duties assigned by LGED Headquarters, Project Management Unit (PMU), Divisional Office, or relevant*

authorities. Each duty's source, date, OHS regulation number, and scope of application must be recorded in the "Instruction Receiving Register" mentioned in Clause 3(c).

- b. An implementation plan must be prepared for the received duties, including nature of duty, required resources, timeline, responsible officer, and expected outcomes. The plan must be implementable, observable, and compliant with OHS regulations.
- c. For project-based duties, directives must be issued to the concerned upazila office, and training, materials/equipment, or advisory support must be ensured where necessary. The directives should be bilingual (Bangla and English), time-bound, and applicable.
- d. During implementation of duties, each step must be documented in writing to enable future evaluation of effectiveness. The documentation shall include implementation date, completed activities, challenges, and actions taken.
- e. A summary of additional duty implementation must be submitted monthly to the Divisional/Regional Office and Central OHS Committee, enabling analysis of duty type, implementation progress, limitations, and recommendations. The report shall include photos/videos (where applicable), statistics, and references to OHS regulations.
- f. For duties that create implementation complexities, a written request must be sent to the divisional or central level seeking clarification/support, and revised implementation plans must be adopted if necessary.
- g. Before accepting the next duty, previous implementation experiences must be analyzed to reorganize preparation and resources, ensuring continuity, accountability, and protection of workers/employees.

5.6 Upazila Engineer's Office

The Upazila Engineer's Office is the final and direct field-level tier for implementing LGED's OHS Policy/Standards. This office works closely with contractors, workers, site managers, and local administration to ensure practical application of safety directives. Its role is not limited to following instructions but includes building a culture of awareness, training, and risk control at the beginning of each workday.

5.6.1 Scope of Responsibility

The scope of responsibility of the Upazila Engineer's Office includes—supervision of civil works within the upazila, issuing directives to upazila-level officers, implementing central, divisional, regional, and district-level directives, participating in stakeholder consultation meetings, implementing contract-based activities, verifying equipment safety, coordinating with external agencies, consulting before commencement of work, ensuring daily Tool Box Meetings, and assessing training needs. This scope shall be reality-based, worker-protection focused, and result-oriented.

5.6.2 Required Key Actions of Upazila Engineer's Office

1. **Ensuring Compliance with OHS Policy/Standards during supervision of civil works within the Upazila:** Civil works

implemented within the upazila must be supervised, monitored, and risk-analyzed in accordance with LGED's OHS Policy/Standards and directives. Each observation must be documented, include photos/videos (where applicable), and be based on OHS regulations.

2. **Issuing clear and provision-based OHS directives to Upazila-level officers/Staff:** Written and verbal directives based on OHS regulations must be issued to relevant upazila-level officers/staff to ensure clarity and continuity in field-level implementation.
3. **Implementing OHS directives received from LGED HQ, Project Implementation Unit PMU, Divisional, Regional, and District Offices:** OHS directives received from LGED HQ, PMU, Divisional, Regional, and District Executive Engineer's Office must be properly applied at the field level.
4. **Participating in stakeholder consultations and resolving identified gaps as per authority's instruction:** Participation must be ensured in stakeholder consultation meetings organized with contractors and relevant agencies, and identified gaps must be resolved as per instructions from the concerned authority.
5. **Ensuring implementation of OHS activities as per contract clauses through Upazila Office:** OHS activities must be implemented through the Upazila Office as per contract conditions to ensure worker protection and contractual integrity.
6. **Verifying safety of contractor's equipment and materials to prevent user risk:** Safety of equipment and materials used by contractors must be verified to ensure they do not pose risks to users.
7. **Maintaining close coordination with relevant agencies for effective OHS implementation:** Regular coordination must be maintained with relevant agencies and authorities to ensure unified application of directives.
8. **Consulting stakeholders before commencement of works to ensure clarity and compliance with OHS Provisions:** Before starting work, consultation must be held with contractors, workers, and relevant agencies to avoid confusion in applying OHS directives.
9. **Ensuring daily Tool Box Meeting with workers and site managers before work begins:** Participation of workers and site managers in daily Tool Box Meetings must be ensured before work begins to reinforce risk awareness and directives.
10. **Assessing training needs of workers and site managers and recommending capacity-building measures:** Training needs of workers and site managers must be analyzed, and necessary training/capacity-building measures must be recommended to maintain skill and safety standards.

5.6.3 Guidelines for Implementation of Key Required Actions

1. Ensuring Compliance to OHS Policy/Standards during supervision of civil works within the Upazila

- a. The Upazila Engineer's Office shall conduct supervision activities by reviewing LGED's OHS Policy/Standards, directives, and checklists. The review must identify project type, level of risk, and applicable directives.

- b. *During inspection, direct observation of the practical application of OHS indicators must be conducted—such as use of personal protective equipment (PPE), safety signage, training attendance, and control measures for hazardous work. Observations must be based on photos/videos (where applicable), testimonies, and registers.*
- c. *A written observation report must be prepared for each inspection, including inspection date, site name, identified risks, recommendations, and comments from the concerned officer. The report must be auditable and storable in MIS.*
- d. *In case of identified deviations or directive violations, the concerned contractor and District Executive Engineer’s Office must be immediately informed, and a Corrective Action Plan (CAP) must be prepared as applicable.*
- e. *A summary of inspection activities must be submitted monthly to the District and Divisional/Regional Office (as applicable). The summary shall include number of inspections, types of identified risks, actions taken, and recommendations.*

2. Issuing clear and provision-based OHS directives to Upazila-level Officers/Staff

- a. *The Upazila Engineer’s Office shall prepare written directives for relevant upazila-level officers/staff by reviewing LGED’s OHS Policy/Standards, central and divisional/regional/district directives, and project-specific safety needs. These directives must be regulation-based, project-specific, and implementable.*
- b. *The prepared directives must be sent/distributed in writing to the concerned officers/staff, and verbal explanations or consultations must be provided as necessary. The directives shall include checklists, timelines, responsible persons, and methods of application.*
- c. *After receiving the directives, a follow-up framework must be prepared to monitor the progress of OHS implementation by the concerned officers/staff. This shall include implementation date, evidence of application (photos, registers, testimonies), and description of challenges.*
- d. *For directives that face implementation complexities, the Upazila Engineer’s Office must send a written request to the district or regional level seeking clarification/support. The request shall include directive details, implementation barriers, and proposed solutions.*
- e. *Progress of directive implementation must be reported monthly to the District and Regional Office, enabling analysis of effectiveness, limitations, and future recommendations. Such reports must include photos/videos (where applicable), statistics, and references to OHS regulations.*
- f. *Before issuing/sending the next directive, progress on implementation of the previous directive must be verified, and revised directives must be issued if necessary. To maintain this continuity, it is advisable to preserve an “OHS Directive Register” at the upazila level.*

3. Implementing OHS directives received from LGED HQ, Project Implementation Unit: PMU, Divisional, Regional, and District Offices

- a. *The Upazila Engineer’s Office shall formally receive and document OHS directives, advice, and proposals from LGED HQ, PMU, Divisional, Regional, and District Executive Engineer’s Office. An “OHS Instruction*

Receiving Register” must be maintained, mentioning source, date, OHS regulation number, and applicable project name.

- b. The received directives must be properly forwarded and explained to relevant upazila officers/staff, contractors, and site managers so that the purpose, method of application, and timeline are clearly understood. Such explanations should preferably be provided through verbal briefings or Tool Box Meetings along with written directives.*
- c. A follow-up framework must be prepared to monitor the implementation progress of the directives. This shall include implementation date, responsible person, evidence of application (photos, registers, testimonies), and description of challenges.*
- d. For directives that face implementation complexities, the Upazila Office must send a written request to the district or regional level seeking clarification/support. The request shall include directive details, implementation barriers, and proposed solutions.*
- e. Progress on implementation of directives must be reported monthly to the District and Regional Office (as applicable), enabling analysis of effectiveness, limitations, and future recommendations. Such reports must include photos/videos (where applicable), statistics, and references to OHS regulations.*
- f. Before starting implementation of the next directive, progress on implementation of previous directives must be verified, and revised directives must be issued if necessary. To maintain this continuity, it is advisable to preserve a “Directive Tracker” at the upazila level.*

4. Participating in stakeholder consultations and resolving identified gaps as per authority’s instruction

- a. The Upazila Engineer’s Office shall actively participate in stakeholder consultation meetings organized by LGED HQ, Divisional Office, Regional Office, PMU, and Executive Engineer’s Office. Contractors, labor organizations, relevant project officers (if any), and relevant consultants shall be present in such meetings.*
- b. Based on the gaps raised in the meeting regarding OHS compliance applicable to the concerned upazila, a written Gap Resolution Plan must be prepared as per instructions from the concerned authority. The plan shall include type of problem, recommendations, implementation timeline, and responsible officer/office.*
- c. To implement the resolution plan, written directives must be issued to the concerned contractor, site manager, and upazila officers/staff. These directives should be bilingual (Bangla and English), time-bound, and applicable. Follow-up meetings or site inspection activities must be conducted by the Upazila Engineer as necessary.*
- d. A summary of the meeting and plan must be submitted monthly to the District and Regional Office (as applicable), enabling analysis of discussions, decisions, implementation progress, and recommendations. Such reports must include photos/videos (where applicable), statistics, and references to OHS regulations.*
- e. In the following stakeholder consultation meeting, progress on implementation of the previous OHS plan must be verified, and revised plans must be adopted if necessary. To maintain this continuity, it is advisable to preserve a “Stakeholder Consultation Register” at the upazila level to record continuity, participation, and decision history.*

5. Ensuring implementation of OHS activities as per contract clauses through Upazila Office

- a. *The Upazila Engineer's Office shall review each civil works contract document to identify OHS-related clauses. Priority must be given to clauses concerning supply of safety equipment, organization of training, risk control measures, and worker protection indicators.*
- b. *Necessary actions must be taken through the Upazila Office to implement the identified OHS clauses so that contractors and site managers operate according to contract instructions. Such actions must be regulation-based, time-bound, and applicable.*
- c. *Prescribed checklists and forms must be used to monitor the progress of OHS activity implementation so that practical application of each indicator can be verified. Such monitoring must be conducted through site inspections, and evidence (photos, registers, testimonies) must be collected.*
- d. *For contracts where gaps in implementing OHS clauses are observed, the concerned contractor must be notified in writing and instructed to take corrective measures, and the Executive Engineer's Office must be informed. If necessary, recommendations must be sent to the Executive Engineer to enforce applicable clauses such as Penalty Clause or Performance Review.*
- e. *A summary of OHS activity implementation must be submitted monthly to the District and Regional Office (as applicable), enabling analysis of effectiveness, limitations, and future recommendations of contract-based directives. Such reports must include photos/videos (where applicable), statistics, and references to OHS regulations.*
- f. *During implementation of the next contract with the same contractor, it is reasonable to recommend to the Executive Engineer's Office that the language and structure of OHS clauses be improved based on previous implementation experiences. This will make future activities more effective and auditable.*

6. Verifying safety of contractor's equipment and materials to prevent user risk

- a. *The Upazila Engineer's Office shall collect and verify the list of equipment and materials used by the contractor in each project. The prescribed "Equipment Safety Checklist" must be used for verification, enabling easy assessment of the condition, maintenance history, and risk level of each item.*
- b. *During inspection of equipment and materials, direct observation must be conducted at the site, and interviews with operators or users must be taken if necessary. Such observations must include photos/videos (where applicable), registers, and usage authorization documents.*
- c. *For equipment and materials that do not meet safety standards, their use must be suspended and corrective measures must be instructed. The instruction must be written, time-bound, and include conditions for re-inspection.*
- d. *The results of safety verification must be prepared as a "Site Equipment Safety Report," including inspection date, name of equipment/material, identified risks, recommendations, and comments from the responsible officer. Such reports must be auditable and storable in MIS.*
- e. *Equipment safety reports must be submitted monthly to the District and Regional Office (as applicable), enabling analysis of project-based risk*

types, corrective actions, and future recommendations. Such reports must include photos/videos (where applicable), statistics, and references to OHS regulations.

- f. In the next (follow-up) inspection, progress on implementation of previous recommendations must be verified, and revised recommendations must be provided if necessary. To maintain this continuity, it is advisable to preserve an “Equipment Safety Register” at the upazila level.

7. Maintaining close coordination with relevant agencies for effective OHS implementation

- a. The Upazila Engineer’s Office shall follow the coordination framework prepared by the Executive Engineer’s Office or Regional Office for implementing OHS in collaboration with relevant authorities such as Upazila Administration, Health Department, local office of the Department of Labor, local safety agencies, and development partners. The framework must be properly understood, including existing agencies, scope of responsibilities, communication methods, and list of joint activities.
- b. Based on the identified role of external agencies in implementing OHS directives, active participation must be ensured in joint meetings organized by the Executive Engineer’s Office or Regional Office. Implementation of agency-specific responsibilities must be ensured based on meeting decisions regarding risk control, training support, emergency response, and inspection coordination. Meeting minutes, participant lists, and recommendations must be preserved.
- c. A summary of coordination activities must be submitted monthly to the District and Regional Office (as applicable), enabling proper analysis of external agency roles, challenges, and recommendations. Such reports must include photos/videos (where applicable), statistics, and references to OHS regulations.
- d. If coordination gaps are observed with any agency, a written request/recommendation must be sent to the Executive Engineer’s Office to organize re-engagement or special coordination meetings. This will help restore cooperation and maintain continuity of the Policy/Standards.

8. Consulting stakeholders before commencement of works to ensure clarity and compliance with OHS Provisions

- a. Before starting each civil work under contract, the Upazila Engineer’s Office shall organize a consultation meeting with relevant stakeholders (e.g., contractor, workers, site manager, local administration, and safety consultant—if applicable). The purpose of the meeting shall be to explain the OHS Policy/Standards implementation framework, identify challenges, and collect consent forms for necessary actions to implement OHS provisions.
- b. Discussion topics in such meetings shall include explanation of safety directives, types of risks, mandatory use of personal protective equipment (PPE), training schedule, emergency response procedures, and rules for Tool Box Meetings. Written opinions must be collected from each participant, and meeting minutes must be prepared.
- c. Recommendations adopted in the meeting must be analyzed in light of relevant provisions of LGED’s OHS Policy/Standards and incorporated into the implementation of contract-based works. Legal obligations, field-level realities, and effectiveness of worker protection must be prioritized when accepting recommendations.

- d. *The entire process of meeting organization, recommendation analysis, and incorporation must be documented and auditable. A concise report must be prepared including meeting resolutions, list of recommendations, and referenced OHS regulation numbers.*
- e. *This consultation meeting shall be considered the foundation for implementing OHS provisions in contract-based works. Therefore, it must be prepared in alignment with LGED's central and field-level implementation directives. Meeting outcomes must be submitted to the District and Regional Office (as applicable) for final approval.*
- f. *If consultation meetings cannot be organized for any contract, alternative activities such as written consent forms, Tool Box Briefings, or site-based orientation sessions must be conducted to document stakeholder opinions and consent.*

9. Ensuring daily Tool Box Meeting with workers and site managers before work begins

- a. *The Upazila Engineer's Office shall ensure organization of Tool Box Meetings every day before work begins, with participation from the concerned contractor, workers, and site managers. This will reinforce awareness of daily work risks, safety directives, and behavioral precautions.*
- b. *Topics of Tool Box Meetings shall include type of work for the day, potential risks, mandatory use of PPE, emergency response procedures, and lessons learned from previous day's observations. Discussions must be brief, relevant, and participatory.*
- c. *A written register must be maintained for each meeting, including date, project name, list of participants, discussion topics, and signature of the site manager. Such registers must be auditable and storable in MIS.*
- d. *If Tool Box Meetings are not regularly organized under any contract, the concerned contractor must be notified in writing by the Upazila Office with instructions for immediate action, and the Executive Engineer's Office must be informed in writing.*
- e. *To evaluate the effectiveness of Tool Box Meetings, a brief analysis report may be prepared monthly. This report should include trends in risk reduction, behavioral changes among workers, and level of compliance with directives.*

10. Assessing training needs of workers and site managers and recommending capacity-building measures

- a. *The Upazila Engineer's Office shall assess the skill and preparedness level of contractors, workers, site managers, and upazila office officials involved in OHS implementation under each contract. The prescribed "Training Need Assessment Form" must be used, including designation, responsibilities, type of prior training, and implementation capacity. A sample form is presented below. The Upazila Engineer's Office may revise it as needed, but the revised form must be approved by the Executive Engineer.*

FORM: 5-1: Sample Form for Assessing Training Needs

SN	Name	Designation	Responsibility	Project/Program (Package No.)	Type of Previous Training	Training Date	Implementation Capacity (High/Medium/Low)	Specific Weakness (if applicable)	Recommendation for Retraining (Yes/No)
1	[Insert Name]	Contractor's Representative	Site Management	[Package No.]	Basic OHS	[Date]	Medium	Weakness in Risk Identification	Yes
2	[Insert Name]	Worker	Construction Activities	[Package No.]	Use of Safety Equipment	[Date]	Low	Reluctance to Use PPE	Yes
3	[Insert Name]	Site Manager	Daily Supervision	[Package No.]	Tool Box Meeting Facilitation	[Date]	High	Provides Instructions Properly	No
4	[Insert Name]	Upazila Assistant Engineer	Support to Upazila Engineer	[Package No.]	OHS Reporting	[Date]	Medium	Uncertainty in Filling Report Forms	Yes
5	[Insert Name]	Sub-Assistant Engineer	Supervision of Development Works	[Package No.]	OHS Implementation	[Date]	Medium	Weakness in Risk Identification	Yes

- b. Based on the assessment, the results must be submitted to the Executive Engineer's Office with necessary recommendations to prepare project/contract-based training plans.
- c. For workers who demonstrate weakness in implementing OHS, a written request must be sent to the Executive Engineer's Office with necessary recommendations for re-training or special support measures.
- d. A summary of training activities must be submitted monthly to the District and Regional Office (as applicable), enabling analysis of training impact, limitations, and future recommendations. Such reports must include photos/videos (where applicable), statistics, and references to OHS regulations (as applicable).
- e. During preparation of training plans for future projects/contracts, the structure of recommendations must be improved by analyzing previous experiences and evaluation results to make capacity-building activities more effective and auditable.

5.7 Responsibilities of Safety Officer/Consultant

Safety officers/employees or consultants (if appointed and applicable) related to project OHS play a supportive role in field-level implementation of LGED's OHS Policy/Standards. Their responsibilities go beyond observation and include creating awareness at the start of each workday, supplying equipment, conducting training, and preparing reports on non-compliance to inform the relevant authorities. This role is essential in building a safety culture at the workplace.

5.7.1 Scope of Responsibilities of Safety Officers/Consultants

The scope of responsibilities of project-related OHS safety officers/employees/consultants includes—supervision as per OHS regulations, ensuring toolbox meetings, preparing indicator checklists, raising worker awareness, supplying PPE and other applicable OHS amenities, reporting OHS non-compliance, conducting training, preparing inspection reports, and assisting in compliance with environmental regulations. This scope shall be applicable, result-oriented, and compliant with OHS regulations.

5.7.2 Required Actions of Safety Officers/Consultants

1. **Supervising all OHS-related activities within assigned project area:**
Project staff/employees/consultants must supervise activities at each civil work site within their assigned area in accordance with LGED's OHS Policy/Standards and directives. Supervision shall include observation of OHS risk-prone activities, PPE usage, presence of safety signage, and compliance with behavioral regulations by workers, including all indicators under contract conditions. Such supervision should be daily/weekly/biweekly (as applicable), based on photos/ videos (where applicable), registers, and must be documented.
2. **Ensuring daily toolbox meetings before work begins at all sites:**
Before work begins each day, toolbox meetings must be organized with the presence of relevant workers, contractor representatives, and site managers. These meetings shall include safety instructions, potential risks, mandatory use of PPE, and opportunities for workers to express concerns/statements.
3. **Preparing indicator checklist aligned with OHS guidelines for monitoring and evaluation:**
An applicable and implementable checklist of indicators must be prepared based on OHS guidelines/policies/standards for the relevant contract, enabling evaluation of supervision and monitoring results and planning of subsequent actions.
4. **Orienting workers with task-specific OHS terminology and standards:**
Each worker must be oriented with applicable OHS terminology, standards, and risk control procedures based on the nature of their work, so they can consciously comply with safety regulations.
5. **Ensuring supply of essential OHS tools and motivating contractors to comply with:**
Essential safety tools (e.g., PPE, warning signs, dust control systems, traffic signs, safe drinking water) must be ensured, and contractors or their representatives, site managers, and workers must be motivated to comply with these regulations.
6. **Ensuring availability of OHS amenities like first aid, gender-specific toilets, etc.:**
Adequate OHS amenities must be ensured at the

workplace, including a first aid box with medicines, separate toilets for men and women, and rest areas for workers.

7. **Ensuring provision of appropriate Personal Protective Equipment at all sites:** Before work begins at all sites, necessary PPE (e.g., helmets, gloves, safety shoes, reflective vests) must be provided to workers.
8. **Ensuring proper use of PPE by workers during all work activities:** Continuous observation must be conducted to ensure that workers are properly using applicable PPE during all work activities at construction/work sites, and immediate correction must be ensured if necessary.
9. **Reporting any OHS violations to designated authorities promptly:** Any incident of OHS regulation violation must be reported in writing immediately to the OHS coordinator/project-related officer/employee, Upazila Engineer, and Project Director.
10. **Filling out inspection and follow-up forms as per instruction of PMU/ Team Leader:** Based on inspection and follow-up visits, prescribed forms prepared/ instructed by the PMU/Team Leader must be properly filled out and preserved.
11. **Conducting OHS training for workers, contractor representatives, and relevant staff:** OHS training must be provided to workers, contractor representatives, and other relevant officers/employees/consultants working in the project area. Such training must be task-based, risk-oriented, and directive-compliant to ensure proper adherence to safety regulations.
12. **Assisting experts in developing training materials and implementing OHS sessions:** Support must be provided to relevant experts in developing necessary materials (e.g., posters, handbooks, slides, videos) for OHS training activities and active participation in training implementation must be ensured.
13. **Recording compliance and violations during site visits and submitting reports to team leader and relevant authorities:** During each site visit, information on compliance and violations of OHS regulations must be collected and submitted in a written report to the team leader and relevant authorities. Such reports must include photos/videos (where applicable), testimonies, and references to OHS regulations.
14. **Evaluating improvement in OHS compliance and recommending actions based on comparative inspection findings:** During subsequent inspections, progress in OHS implementation must be evaluated compared to previous observations, and necessary recommendations must be provided to ensure continuous improvement.
15. **Reporting worst-case scenarios to Team Leader and concerned authorities and acting as per guidance therefrom:** Any serious or dangerous situation must be reported immediately to the Team Leader and relevant authorities, and corrective measures must be taken as per their guidance.
16. **Supporting contractors and consultants in complying with environmental and related provisions:** Support must be provided to contractors and consultants in complying with environmental regulations related to OHS (e.g., waste management, noise control, water drainage).
17. **Carrying out any additional duties assigned by the Project Director:**
Any additional duties assigned by the Project Director must be properly carried out. Such duties shall be considered complementary to the OHS implementation framework.

5.7.3 Guidelines for Implementation of Key Required Actions

- 1. Supervising all OHS-related activities within assigned project/program area**
 - a. Project officers/employees/consultants must observe the practical application of OHS directives before and during daily work in their assigned area.
 - b. During supervision, direct observation must be made of PPE usage, warning signs, safe access routes, applicable indicators, and control measures for hazardous work.
 - c. Observation results must be documented in the “Site Safety Monitoring Form/Sheet,” including date, site name, identified risks, and recommendations.
 - d. If any OHS violations are observed, the concerned contractor and relevant LGED office must be informed immediately. A Corrective Action Plan (CAP) must be prepared as applicable.
- 2. Ensuring daily toolbox meetings before work begins at all sites**
 - a. A brief 5–10 minute toolbox meeting must be organized before work begins each day with the presence of relevant workers, site managers, and contractor representatives.
 - b. Toolbox meeting discussions must include type of work for the day, potential risks, mandatory use of PPE, and lessons learned from the previous day’s observations.
 - c. A “Tool Box Meeting Register” must be maintained for each meeting, including participant list, discussion topics, and signature of the site in-charge.
- 3. Preparing indicator checklist aligned with OHS guidelines for monitoring and evaluation**
 - a. An indicator checklist must be prepared based on the type of project work, including PPE usage, safety signs, first aid, traffic control, dust control, etc.
 - b. The checklist must be regulation-based, observable, and storable in MIS, so that each indicator can be marked as “Compliant / Non-Compliant.”
 - c. Using this checklist, a weekly monitoring report must be prepared.
- 4. Orienting workers with task-specific OHS terminology and standards**
 - a. Each worker must be oriented with applicable OHS terminology, risks, and safety directives based on the nature of their work.
 - b. Such orientation sessions must be conducted on-site, with verbal explanations and photos/videos (where applicable), so that workers understand which PPE, warnings, and behaviors are required for each task.
- 5. Ensure supply of essential OHS tools and motivate contractors to comply**
 - a. The status of supply of essential OHS tools in the project area—such as dust control systems, warning signs, temporary traffic signs, safe drinking water, and dustbins—must be observed.
 - b. If deficiencies are identified, the concerned contractor or representative and relevant LGED office must be notified in writing, and the contractor must be motivated to ensure supply.

- c. *Once supply is ensured, the “OHS Equipment Supply List” must be documented with date, name of equipment/material, quantity, and signature of the receiving representative.*
 - d. *Effectiveness of equipment usage must be monitored and a monthly report must be prepared and submitted to the relevant authority.*
- 6. Ensuring availability of OHS amenities like first aid, gender-specific toilets, etc.**
- a. *Availability of first aid boxes, rest areas, and separate toilets (for male and female) must be ensured at each workplace.*
 - b. *The condition, usability, and maintenance of these amenities must be monitored—especially at remote or temporary sites.*
 - c. *Weekly evaluations must be conducted using the prescribed checklist, and if deficiencies are found, the contractor and relevant LGED office must be notified in writing.*
 - d. *Information related to these amenities must be submitted monthly to the Team Leader and Project Director.*
- 7. Ensuring provision of appropriate Personal Protective Equipment at all sites**
- a. *Before work begins, the status of PPE supply (e.g., helmets, gloves, safety shoes, reflective vests, safety goggles) for each worker must be verified.*
 - b. *Records of PPE supply must be maintained in the “PPE Supply Register,” including worker name, designation, date of supply, and signature.*
 - c. *In case of PPE deficiency or absence, the contractor must be notified immediately, and if supply is not ensured, the matter must be reported to the Upazila Engineer/Executive Engineer or Project Director as applicable.*
- 8. Ensuring proper use of PPE by workers during all work activities**
- a. *During daily work, PPE usage must be observed—especially during high-risk activities (e.g., working at height, cutting, concrete mixing, etc.).*
 - b. *If PPE is not used, verbal warning must be given immediately, and in case of repetition, the contractor must be notified in writing. If necessary, the matter must be reported to the Upazila Engineer/Executive Engineer or Project Director.*
 - c. *Daily “PPE Compliance Record” must document PPE usage status, violations, and actions taken.*
 - d. *Monthly analysis of PPE usage trends must be conducted and reported to the relevant authority.*
- 9. Reporting any OHS violations to designated authorities promptly**
- a. *If any OHS regulation violation is identified at the workplace, it must be reported in writing immediately—first to the contractor, and subsequently to the Upazila Engineer, Executive Engineer, or Project Director as applicable.*
 - b. *The report must include date of incident, project name, type of violation, potential risk, and proposed corrective measures.*
 - c. *In case of serious violations, photos, testimonies, and worker statements must be attached.*
- 10. Filling out inspection and follow-up forms as per instruction of PMU/ Team Leader**

- a. After each site inspection, the “Site Inspection Form” prepared by the designated Team Leader or project authority must be filled out.
- b. The form must include inspection date, site name, identified risks, PPE usage, safety signs, and recommendations.
- c. During follow-up inspections, the “Follow-up Compliance Evaluation Form” must be filled out to assess progress on previous recommendations.
- d. After completing the form, it must be submitted to the relevant authority and a scanned copy must be stored in MIS.

11. Conducting OHS training for workers, contractor representatives, and relevant staff

- a. Support must be provided to the Executive Engineer/Regional Superintending Engineer to organize training activities based on project/contract, work type, and risk-based content. Training topics shall prioritize PPE usage, risk control, emergency response, and behavioral safety.
- b. A “Training Participant Register” must be used to record the list of participants including officers/employees/contractor representatives/site managers/workers.
- c. After training, the “Post-training Evaluation Sheet” must be collected from the office of the Superintending Engineer/Executive Engineer (as applicable) to assess learning progress and applicability.
- d. A summary of the training activities must be submitted monthly to the District/Regional Office/Project Director’s Office in report format.

12. Assisting experts in developing training materials and implementing OHS sessions

- a. Support must be provided to relevant experts/authorities in developing bilingual (Bangla and English), relevant, and worker-friendly training materials—such as posters, slides, videos, handbooks, and visual instructions (where applicable).
- b. Materials must be jointly reviewed with the expert/trainer to assist in preparing the implementation plan.
- c. Presence must be ensured during training sessions to confirm participation of intended attendees, and assistance must be provided in translation, explanation, or Q&A sessions as needed.

13. Recording compliance and violations during site visits and submitting reports to team leader and relevant authorities

- a. Information must be collected at each workplace regarding compliance and violations of OHS regulations (e.g., PPE usage, warning signs, control of hazardous work).
- b. Each inspection must be recorded using the “OHS Compliance Observation Sheet,” including site name, date, identified issues, and recommendations. A sample sheet is presented below. If necessary, it may be modified with approval from the concerned District Executive Engineer.

Sheet: 5-1: Sample OHS Compliance Observation Sheet

Site/Project Name: [Project Name], Package Number: [Package Number]

Date of Inspection: [Date], Name of Inspector: [Your Name]

SN	Subject	OHS Regulation	Observation	Compliance Status	Severity	Recommendation	Remarks
1.	Use of Personal Protective Equipment (PPE)	Ensure proper PPE use based on worker's task	Workers are using regular shoes instead of helmets, safety shoes, and gloves	Non-compliance	Critical	Ensure proper PPE use immediately and provide necessary training	Photo attached
2.	Control of Hazardous Work	Ensure use of safety belts and ropes for working at height	Workers are working at 4 meters height without safety belts	Non-compliance	Critical	Ensure safety belts and other protective measures before working at height	Witness statement attached
3.	Warning Signs	Use of warning signboards and symbols in hazardous areas	No warning signs at excavation site	Non-compliance	Moderate	Install warning signs in hazardous areas immediately	—
4.	Fire Safety	Availability and functionality of fire extinguishers at workplace	Some fire extinguishers found empty and non-functional	Non-compliance	Critical	Ensure all fire extinguishers are functional and maintained regularly	—
5.	Cleanliness	Removal of garbage and waste from workplace	Excess construction debris scattered, obstructing movement	Non-compliance	Low	Ensure regular waste removal	—

Additional Comments: [Attach photos, testimonies, or worker statements in case of critical non-compliance incidents.]

Signature of Sender: [Your Name]

Date of Report Submission: [Date]

Submitted for kind information to:

- Project Director: [Project, Office]

- Executive Engineer: [Office, District]

- Upazila Engineer: [Office, Upazila, District]

- Team Leader: [Project, Office]

- Contractor/Representative: [Organization Name, Address]

- c. Reports must be prepared and submitted within the designated time to the Team Leader, Upazila Engineer, Executive Engineer, and Project Director.
- d. In case of serious violations of OHS regulations, photos, testimonies, and worker statements must be attached.

14. Evaluating improvement in OHS compliance and recommending actions based on comparative inspection findings

- a. During subsequent inspections, it must be verified whether the recommendations from previous inspections have been implemented.

- b. Comparative analysis of previous and current observations must be conducted using the “OHS Compliance Progress Comparison Sheet.” This must be submitted monthly in report format to the Executive Engineer and all relevant offices. A sample sheet is presented below. If necessary, it may be modified with approval from the concerned District Executive Engineer.

Sheet: 5-2: Sample Sheet for Comparing Progress in OHS Compliance

Project Name: [Project Name], Package Number: [Package Number], First Inspection Date: [Date],

Second Inspection Date: [Date]

Name of Observer: [Your Name]

SN	Subject	Status of Previous Observation	Previous Recommendation	Status of Current Observation	Implementation Status of Recommendation	Additional Comments
1.	PPE Usage	Most workers were without helmets and safety shoes	Ensure proper PPE use immediately	Workers are now using helmets, but safety shoes are still missing in some cases	Partially Implemented	Workers need to be re-informed about the importance of safety shoes
2.	Control of Hazardous Work	Safety belts were not used during work at height	Make safety belt use mandatory and increase supervision	All workers are now using safety belts and supervisors are monitoring	Fully Implemented	This positive practice should be maintained in future
3.	Warning Signs	No warning signs were present at excavation site	Install warning signboards and symbols	Warning signboards have been installed, but not visible at night	Partially Implemented	Use fluorescent or illuminated warning signs for nighttime visibility
4.	Fire Safety	Fire extinguishers were not usable	Maintain all fire extinguishers and make them functional	All extinguishers are now usable and placed at designated locations	Fully Implemented	Monthly fire drills are recommended
5.	Cleanliness	Construction debris and waste were scattered	Arrange regular waste removal	A designated area has been created for waste disposal, but removal is not regular	Partially Implemented	A fixed schedule for waste removal must be created and strictly followed

Signature of Sender: [Your Name]

Date of Report Submission: [Date]

Submitted for kind information to:

1. Project Director: [Project, Office]

2. Executive Engineer: [Office, District]

3. Upazila Engineer: [Office, Upazila, District]

4. Team Leader: [Project, Office]

5. Contractor/Representative: [Organization Name, Address]

- c. If expected progress is not achieved, the concerned contractor must be re-instructed, and necessary recommendations must be prepared and submitted to the authority.

- d. Progress trends must be analyzed using the “OHS Progress Trend Sheet” and submitted monthly in report format to the Executive Engineer and all

relevant offices. A sample sheet is presented below. If necessary, it may be modified with approval from the concerned District Executive Engineer.

Sheet: 5-3:Sample Monthly Sheet for OHS Implementation Progress Trend

Project Name: [Project Name], Package Number: [Package Number], Observation Period: [September/2025]

Identified Non-Compliance	Status at Beginning of Month	Status at End of Month	Progress (%)	Remarks
PPE Usage	Not complied at all	Some improvement	40%	Progress was slow initially, but efforts to implement recommendations are noticeable.
Safety in Working at Height	Not complied at all	Improved in most cases	60%	Use of safety belts has increased due to close supervision by supervisors.
Control of Hazardous Work	Partially complied	Significant improvement	70%	Actions taken in serious violations have yielded positive results.
Warning Signs and Signboards	Mostly non-compliant	Some improvement	50%	Some new warning signboards have been installed, but more are needed.
Waste Management	Not complied at all	Slight improvement	30%	A designated area for waste disposal has been created, but regular removal is yet to be ensured.
Fire Safety	Partially non-compliant	Significant improvement	80%	Non-functional fire extinguishers have been replaced with new ones at the workplace.
Electrical Safety	Not complied at all	Slight improvement	25%	Some exposed wires have been fixed, but the entire system still needs renovation.

Signature of Sender: [Your Name]

Date of Report Submission: [Date]

Submitted for kind information to:

1. Project Director: [Project, Office]
2. Executive Engineer: [Office, District]
3. Upazila Engineer: [Office, Upazila, District]
4. Team Leader: [Project, Office]
5. Contractor/Representative: [Organization Name, Address]

15. Reporting worst-case scenarios to Team Leader and concerned authorities and acting as per guidance therefrom

- a. Any serious or dangerous situation (e.g., working at height without PPE, electrical hazards, road blockage) must be reported immediately to the contractor, Team Leader, and concerned authorities.
- b. The “Critical Incident Alert Form” must be used to document incident details, risk level, and proposed actions, and must be submitted to the contractor, Team Leader, and concerned authorities. A sample form is presented below. If necessary, it may be modified with approval from the concerned District Executive Engineer.

FORM: 5-2: Sample Critical Incident Alert Form

Serial	Item	Description
1.	Site Identification and Time	Project Name: _____ Package Number: _____ Location: _____ Date: _____ Incident Time: _____
2.	Incident Description	Type of Incident: (Please tick) 1. Working at height without PPE () 2. Electrical hazard () 3. Road obstruction () 4. Fire () 5. Others (please specify): _____
	Photo/Video	Photo/Video attached (tick): Yes () / No ()
3.	Level of Risk	1. Severity of Risk (tick): High () / Medium () / Low () 2. Persons/Property Involved (briefly describe): _____
4.	Initial Actions Taken	1. Actions taken by Contractor (describe in bullet points):
		2. Actions taken by Observer (You) (describe in bullet points):
		3. Actions taken by Supervisor (Sub-Assistant Engineer/Upazila Engineer) (if present at the moment) (describe in bullet points):
5.	Recommendations	1. Immediate Actions (describe in bullet points):
		2. Long-term Actions (describe in bullet points):
6.	Instructions from Authority	Specify the instructions:
7.	Contact Details	Reporter (You): [Signature]____ Reporter (You): _____ <ul style="list-style-type: none"> o Designation: [Designation]_____ o Contact Number: [Mobile Phone Number]_____
		Copy forwarded for kind information to: Contractor/Team Leader/Executive Engineer: (Please specify names/designations, office, and contact numbers of all concerned)
Signature of Sender: [Your Name] Date of Report Submission: [Date] Submitted for kind information to: 1. Project Director: [Project, Office] 2. Executive Engineer: [Office, District] 3. Upazila Engineer: [Office, Upazila, District] 4. Team Leader: [Project, Office] 5. Contractor/Representative: [Organization Name, Address]		

16. Supporting contractors and consultants in complying with environmental and related provisions

- a. Environmental aspects such as dust control, noise pollution, waste management, and water drainage must be monitored.
- b. If deficiencies are identified, the contractor or consultant must be assisted along with the Upazila Engineer/Executive Engineer by explaining the relevant regulations and supporting necessary actions.
- c. The “Environmental Compliance Support Sheet” must be used to document type of support, date, and results. A sample sheet is presented below. If necessary, it may be modified with approval from the concerned District Executive Engineer.

Sheet: 5-4: Sample Sheet for Supporting Environmental Regulation Compliance

Project Name: [Project Name], Package Number: [Package Number]

Contractor/Consultant: [Name of Contractor/Consulting Firm],

Observer/Support Provider: [Your Name], Date: [Date]

SN	Environmental Issue	Deficiency Identified During Observation	Support/Explanation Provided	Action Taken	Result/Remarks
1.	Dust Control	Water spraying was not being used at the construction site, causing air pollution.	The importance of dust control under the Environmental Conservation Act-2010 was explained and regular water spraying was advised.	The contractor arranged for regular water spraying.	Dust levels have significantly decreased.
2.	Noise Pollution	High noise levels were generated during use of heavy machinery, causing discomfort to nearby residents.	The necessity of maintaining noise levels within permissible limits under the Noise Pollution (Control) Rules-2006 was explained, and use of noise barriers was advised.	Operating hours of machinery were limited and the process of installing noise barriers has begun.	Noise levels have slightly decreased; further action is needed.
3.	Waste Management	Construction waste and garbage were scattered in an unplanned manner.	The procedure for segregating and disposing of waste at designated locations and ensuring regular removal was explained as per Waste Management Rules-2010 and other local regulations.	Designated containers were installed for waste collection and a fixed removal routine was established.	Waste management has improved, but regular monitoring is required.
4.	Water Drainage	Excess rainwater and construction water were not being drained properly, causing waterlogging.	The importance of proper design and maintenance of drainage systems was explained. Advice was given to construct drainage channels.	A temporary drainage channel was constructed.	Waterlogging issue has been resolved.
<p>Signature of Sender: [Your Name] Date of Report Submission: [Date] Submitted for kind information to: 1. Project Director: [Project, Office] 2. Executive Engineer: [Office, District] 3. Upazila Engineer: [Office, Upazila, District] 4. Team Leader: [Project, Office] 5. Contractor/Representative: [Organization Name, Address]</p>					

d. A summary of environmental support activities must be submitted quarterly to the relevant offices in report format.

17. Carrying out any additional duties assigned by the Project Director

- a. *Any additional duties assigned in writing or verbally by the Project Director must be accepted and documented in the “Additional Duty Register of Project Director.”*
- b. *An implementation plan must be prepared based on the nature of the duty—such as timeline, resources, responsible person, and expected outcomes.*
- c. *Progress of duty implementation must be submitted to the Project Director in report format within the designated time.*

5.8 Responsibilities of Contractor's Association

The Contractor's Association (if present and applicable) plays a coordinating and influential role in the field-level implementation of LGED's OHS Policy/Standards. The association is responsible for supporting the development of a safety culture by raising awareness among member contractors, incorporating the policy/standards, participating in training, and including OHS topics in general meetings. This responsibility is not only formal—it is also a moral commitment.

5.8.1 Scope of Responsibilities

The scope of responsibilities of the Contractor's Association includes: mandatory inclusion of OHS Policy/Standards in the organization's constitution, participation in LGED-organized meetings and training, raising awareness and coordination among member contractors, and inclusion of OHS topics and recommendations in general meetings. This scope shall be policy-driven, stakeholder-coordinated, and supportive of practical implementation.

5.8.2 Required Key Actions of Contractor's Association

1. **Including mandatory OHS provisions in the organization's constitution, where applicable:** *Mandatory provisions of the OHS Policy/Standards must be included in the organization's constitution so that it is considered a policy and organizational obligation for member contractors.*
2. **Participating regularly in LGED-organized review and consultation meetings:** *Representatives of the association shall regularly participate in LGED-organized OHS-related meetings to present field-level experiences, challenges, and recommendations.*
3. **Nominating representatives for LGED-organized OHS training programs:** *For each training program, one or more qualified representatives must be nominated from the association who can disseminate knowledge among members after completing the training.*
4. **Raising awareness among member contractors and coordinate with LGED to fulfill OHS policy/Standards and contract clauses:** *The association must raise OHS awareness among member contractors and coordinate with LGED to support implementation of safety directives under contract conditions.*
5. **Including OHS topics in general meetings and recommending necessary updates or improvements:** *OHS topics must be included as key agenda items in the association's general meetings, and necessary updates or improvements must be recommended based on field-level experiences.*

5.8.3 Implementation Guidelines of Required Key Actions

1. **Including mandatory OHS provisions in the organization's constitution, where applicable**
 - a. *The Contractor's Association must first review LGED's OHS Policy/Standards and guidelines to identify relevant provisions that may be included in the organization's constitution.*
 - b. *A proposal to include OHS must be raised in the meeting of the organization's executive committee (if not already included), and a draft*

of the revised constitution must be prepared based on members' opinions.

- c. The draft constitution shall include mandatory compliance with OHS Policy/Standards, obligation for members to receive training, and the organization's stance on safety violations.*
- d. If the proposal for constitutional amendment is approved in the general meeting, it must be documented in writing and submitted to the relevant authorities (e.g., LGED, Registrar of Societies).*
- e. A copy of the revised constitution must be submitted to LGED Headquarters and field-level offices to ensure clarity of the organization's commitment during future coordination and evaluation.*
- f. After inclusion in the constitution, the organization must disseminate the matter among member contractors and provide necessary explanations and guidance.*

2. Participating regularly in LGED-organized review and consultation meetings

- a. The Contractor's Association must collect and preserve the annual/quarterly schedule of LGED-organized OHS review and consultation meetings to prepare for participation in advance.*
- b. For each meeting, a responsible representative must be nominated from the organization to present field-level experiences, challenges, and recommendations related to OHS implementation.*
- c. After participating in the meeting, the "Meeting Participation Register" must record the representative, date, discussion topics, and the organization's response.*
- d. Recommendations or decisions raised in the meeting must be presented in the organization's next executive committee meeting, and an "Action Note" must be prepared for follow-up steps.*
- e. A summary of meeting participation and the organization's response must be submitted in writing to LGED's OHS Unit to maintain coordination and accountability.*
- f. If participation in any meeting is not possible, a written explanation and arrangement for an alternative representative must be made in advance.*

3. Nominating representatives for LGED-organized OHS training programs

- a. The organization must regularly collect and preserve the schedule and content of LGED-organized OHS training programs to take preparatory steps.*
- b. For each training, qualified, experienced representatives capable of disseminating training among members must be nominated from the organization. Such nominations must be in writing and sent to the training organizing authority.*
- c. Prior to training, nominated representatives must be given a brief on relevant parts of the OHS Policy/Standards, contract conditions/directives, and field-level realities to enable effective participation.*
- d. After training, the representative must prepare a "Training Feedback Summary" to analyze learned topics, relevance, and applicability among members.*

- e. *The organization may arrange short refresher or internal awareness sessions for member contractors through the trained representative to ensure field-level impact of the training.*
- f. *A summary of training activities and progress of its application among members should be submitted to LGED's OHS Unit in report format.*

4. Raising awareness among member contractors and coordinate with LGED to fulfill OHS policy/Standards and contract clauses

- a. *The Contractor's Association must briefly analyze the key elements of the OHS Policy/Standards and contract conditions/directives and prepare an awareness briefing in Bangla for members. This shall include applicable OHS regulations, risk control, and accountability framework.*
- b. *Awareness meetings must be organized among member contractors at least quarterly. LGED representatives shall attend such meetings to explain the policy/standards and provide guidance on practical implementation.*
- c. *The organization must arrange regular coordination meetings with relevant LGED offices to review implementation challenges, recommendations, and progress of members.*
- d. *For members lagging in OHS implementation, special support or refresher training must be arranged and implemented with LGED's assistance.*
- e. *A summary of awareness activities and coordination progress should be submitted to relevant LGED offices in report format to make the organization's role visible in future planning.*

5. Including OHS topics in general meetings and recommending necessary updates or improvements

- a. *During preparation of the annual/quarterly agenda of the Contractor's Association's general meeting, OHS topics must be included as key discussion items. For inclusion, LGED's OHS Policy/Standards, field-level experiences, and member feedback must be analyzed.*
- b. *A "Discussion Brief" must be prepared for the meeting, including ongoing challenges, gaps in directives, and potential areas for improvement.*
- c. *Based on members' opinions, an "Improvement Proposal" must be prepared. Such proposals shall prioritize recommendations on directives, contract language, or updates to implementation frameworks.*
- d. *Recommendations must be presented to the organization's executive committee and, upon approval, submitted in writing to the relevant LGED office. This will ensure inclusion of the organization's experience in policy/standards review.*
- e. *Meeting minutes, participant list, and adopted decisions must be documented in writing. These records shall serve as the basis for future evaluation and accountability.*
- f. *If any recommendation is not accepted, LGED's response must be explained to the organization's members to maintain awareness and policy dialogue.*

5.9 Responsibilities of Contractor

The contractor, labor recruiter, or agency implementing work under contract is the frontline entity responsible for OHS implementation. Their responsibility is not limited to fulfilling the contract, but also includes building a culture of safety, health, and awareness at the workplace. This responsibility extends beyond contractual boundaries to moral, social, and institutional commitments.

5.9.1 Scope of Responsibilities

The scope of responsibilities of the contractor includes: practical implementation of contract-based OHS Policy/Standards, safe use of equipment, chemicals, and materials, provision, use, and training of Personal Protective Equipment (PPE), Tool Box Meetings, emergency response and medical arrangements, coordination with LGED and labor unions, bearing all OHS-related costs, and performing additional duties. This scope shall be applicable, accountable, and effective in ensuring protection of workers/employees.

5.9.2 Required Key Actions of Contractor

1. **Ensuring proper implementation of OHS policy/standards as per contract:** Each clause of the OHS directives must be implemented before and during commencement of work.
2. **Making equipment usage guidelines available at worksites:** Guidelines for safe use of each equipment must be made available and visible at the worksite.
3. **Providing safety information for hazardous materials and equipment:** Risks related to hazardous materials and equipment must be reduced through Material Safety Data Sheets (MSDS), warning signs, and verbal briefings.
4. **Participating in LGED's OHS meetings and share field experiences:** Contractors must regularly participate in LGED-organized meetings to contribute to the development of safety policies/standards and implementation frameworks, and present field-level challenges, experiences, and recommendations both in writing and verbally.
5. **Ensuring daily toolbox meetings with workers and site managers:** A mandatory 5–10 minute toolbox meeting must be organized daily before work begins with workers and site managers to inform them about potential risks, safety instructions, and PPE usage.
6. **Maintaining safe and health-risk-free worksite, equipment, and processes:** Hazardous areas, equipment, and processes must be identified and appropriate control measures ensured (e.g., barricades, warning signs, and safety instructions).
7. **Ensuring protective measures for chemical, physical, and biological agents:** To reduce health risks from chemical, physical, and biological agents, ventilation, shields, warning signs, and safety instructions must be used; MSDS must be provided as necessary.
8. **Ensuring provision of protective clothing and PPE as needed:** PPE such as helmets, gloves, safety shoes, reflective vests, etc. must be supplied promptly and adequately based on the nature of each worker's task.

9. **Providing PPE usage training at contractor's own expense:** Hands-on training must be arranged at the contractor's expense so that workers can use PPE properly. Training must include photos/videos (where applicable) and language-friendly materials.
10. **Making PPE usage mandatory and link it to wage disbursement:** Workers who do not use PPE may face delayed wage disbursement, warnings, or corrective actions as per contract terms.
11. **Ensuring first aid and emergency response systems at site:** First aid boxes, fire extinguishers, and emergency contact numbers must be placed visibly at the site; relevant personnel must be prepared for emergency response.
12. **Maintaining close coordination with LGED and relevant agencies:** Effective coordination must be maintained with LGED and relevant agencies through regular communication, joint inspections, report submissions, and follow-up activities.
13. **Sharing OHS information with labor unions and raise awareness:** OHS-related information, instructions, and awareness must be disseminated through labor unions so that workers are informed and encouraged about safety regulations.
14. **Bearing all costs of mandatory OHS implementation as per contract:** All mandatory safety measures (e.g., PPE, equipment, training, medical, warning signs, etc.) must be supplied and implemented at the contractor's own expense.
15. **Carrying out additional OHS duties assigned by LGED:** Any additional OHS duties assigned in writing by LGED must be implemented properly while maintaining coordination and accountability.

5.9.3 Implementation Guidelines of Key Required Actions

1. **Ensuring proper implementation of OHS policy/standards as per contract**
 - a. The contractor must review the OHS provisions under the contract (e.g., use of PPE, safety signage, risk control measures) and ensure practical implementation of each directive.
 - b. To monitor the progress or status of OHS compliance under the contract, the contractor may use a self-developed "OHS Compliance Checklist" at the beginning and end of each workday. A sample checklist is provided below for contractor's convenience, which may be modified/adapted as needed.
 - c. For identified deficiencies, a Corrective Action Plan (CAP) must be prepared and submitted to the Upazila Engineer or relevant project officer/consultant as applicable.
2. **Making equipment usage guidelines available at worksites**
 - a. Bilingual (Bangla and English) usage guidelines must be prepared for each equipment and displayed visibly at the site.
 - b. Verbal briefings with photos/videos (where applicable) must be arranged for workers so they can understand safe usage of equipment.
3. **Providing safety information for hazardous materials and equipment**
 - a. Material Safety Data Sheets (MSDS) must be kept at the site for each hazardous material and explained to workers.
 - b. Warning signs, color codes, and risk indicator boards must be used.

- 4. Participating in LGED's OHS meetings and share field experiences**
 - a. The contractor must collect the schedule of LGED-organized meetings and nominate a responsible representative for each meeting.
 - b. Meeting minutes and participation records must be collected from the relevant office and preserved.
- 5. Ensuring daily toolbox meetings with workers and site managers**
 - a. A brief 5–10 minute toolbox meeting must be organized daily before work begins. Discussions must include the day's work, potential risks, PPE usage, and observations from the previous day.
 - b. A "Tool Box Meeting Register" must be maintained, including participant list, discussion topics, and signature of the site in-charge/manager.
- 6. Maintaining safe and health-risk-free worksite, equipment, and processes**
 - a. The contractor must identify hazardous areas at each site and install warning signs, barricades, and safe access routes.
 - b. Equipment must be checked for maintenance before use, and safety instructions must be visibly displayed for operators.
 - c. For work processes such as working at height, excavation, electrical connections, etc., special safety measures (e.g., harnesses, insulated tools) must be ensured.
 - d. Safety conditions must be evaluated weekly, and corrective actions must be taken immediately if deficiencies are identified.
- 7. Ensuring protective measures for chemical, physical, and biological agents**
 - a. Each agent must be classified by risk level (e.g., high risk, medium risk, low risk).
 - b. MSDS must be kept at the site for chemical agents and explained to workers verbally and through photos/videos (where applicable).
 - c. For physical risks (e.g., noise, heat, vibration), noise barriers, heat shields, and vibration control measures must be implemented as applicable.
 - d. For biological risks (e.g., waste, contaminated water), waste management, use of disinfectants, and sanitation systems must be ensured.
- 8. Ensuring provision of protective clothing and PPE as needed**
 - a. PPE must be determined based on type of work, such as:
 - Excavation work: helmet, safety shoes
 - Electrical work: insulated gloves, goggles
 - Dusty environment: mask, reflective vest
 - b. A "PPE Supply Register" must be maintained, including worker name, PPE type, supply date, and signature.
 - c. If any deficiency in PPE supply is observed, the Upazila Engineer or relevant officer/consultant must be notified immediately and alternative arrangements must be made.
 - d. The quality and effectiveness of supplied PPE must be verified monthly.
- 9. Providing PPE usage training at contractor's own expense**
 - a. PPE usage training must be hands-on and based on photos/videos (where applicable). The training must be language-friendly so that workers understand which PPE to use, when, how, and why.

- b. A “PPE Training Attendance Sheet” must be maintained, including participant list, trainer name, and training content.
- c. After training, learning progress and applicability must be evaluated. Workers who fail must be retrained.
- d. The cost of training activities must be borne by the contractor and considered a contractual obligation.

10. Making PPE usage mandatory and link it to wage disbursement

- a. PPE usage must be observed daily during work—especially during high-risk, deep and steep excavation, and similar activities.
- b. If PPE is not used, verbal warning must be issued, and in case of repetition, the concerned worker/employee must be notified in writing.
- c. A daily record of PPE usage must be maintained. This will facilitate identification of PPE usage status, violations, and actions taken, and help evaluate implementation status.
- d. PPE usage must be established as a moral and administrative condition during wage disbursement—so that workers/employees are encouraged to follow safety behavior.

11. Ensuring first aid and emergency response systems at site

- a. Each workplace must have a stocked first aid box with necessary medicines, bandages, disinfectants, and emergency contact list.
- b. Emergency response arrangements such as fire extinguishers, alarms, and designated assembly points must be visibly marked.
- c. Monthly evaluation of preparedness status must be conducted at site level, and corrective actions must be taken if deficiencies are identified.
- d. Workers must be briefed verbally and through photos/videos (where applicable) on actions to be taken during emergencies, and mock drills may be arranged if necessary.

12. Maintaining close coordination with LGED and relevant agencies

- a. The contractor must maintain regular communication with LGED’s Upazila, District, and Regional OHS focal persons—especially regarding inspections, reports, and directives.
- b. In case of any OHS-related complexity or violation, the relevant LGED unit must be notified in writing and joint consultation must be undertaken for resolution.
- c. Coordination must be made with other agencies (e.g., Health Department or local administration) as required.

13. Sharing OHS information with labor unions and raise awareness

- a. The contractor may organize OHS dialogue meetings with representatives of labor unions (if present) at least quarterly. This will facilitate hearing workers’ concerns, recommendations, and experiences and taking necessary supportive measures.
- b. In such meetings, LGED’s OHS directives, mandatory PPE usage, and risk control procedures must be explained.
- c. Through the union, awareness posters, leaflets, or videos in Bangla may be distributed among workers.

14. Bearing all costs of mandatory OHS implementation as per contract

- a. Budget must be allocated for OHS provisions under the contract (e.g., PPE, training, medical equipment, warning signs, and safety

arrangements), and expenses must be made as per contract's OHS provisions.

- b. Records and accounts of OHS-related expenses including type, amount, and timeline must be maintained. This will be helpful for the contractor.*
- c. Where applicable, OHS expense reports must be prepared in LGED-prescribed format and submitted to the office within the stipulated time.*
- d. Any irregularity or delay in expenses as per contract terms shall be considered a contract violation and may invite intervention from the concerned authority.*

15. Carrying out additional OHS duties assigned by LGED

- a. Any additional duties assigned in writing by LGED (e.g., organizing special training, emergency response drills, or site safety improvements) must be accepted and recorded.*
- b. An implementation plan must be prepared specifying timeline, resources, and responsible person for executing the duty.*
- c. Upon completion of the duty, a "Completion Report" must be prepared and submitted to the relevant LGED office for evaluation and settlement of claims.*
- d. Execution of additional duties must be considered a contractual complement and moral commitment.*

5.10 Responsibilities of Association/Representatives of Workers/Laborers/Site Supervisors

The workers' association, their representatives, or site supervisors serve as field-level bridges in the implementation of OHS. Their role is not limited to receiving instructions, but also includes raising awareness among workers, collecting feedback, and supporting relationship-building with the implementing agency. This responsibility is trust-based, participatory, and a moral commitment.

5.10.1 Scope of Responsibilities

Under this provision, the scope of responsibilities includes: coordination with the contractor and LGED for OHS implementation, dissemination and explanation of OHS directives among workers, regular consultation and feedback collection from workers, and fostering positive relationships between the implementing agency and workers. This scope is collaborative, awareness-driven, and supportive of practical implementation.

5.10.2 Required Actions of Association/Representatives of Workers/Laborers/Site Supervisors

1. **Coordinating with contractor and LGED to support implementation of OHS policy/standards:** *Worker representatives or supervisors must actively coordinate with the contractor and LGED to ensure practical implementation of OHS directives before and during daily work.*
2. **Sharing contractor-issued OHS instructions with workers and their representatives:** *Instructions issued by the contractor or LGED must be delivered to workers with photos/videos (where applicable), and explained through verbal briefings as needed.*
3. **Consulting workers regularly on OHS matters to ensure proper implementation:** *During daily Tool Box Meetings or weekly dialogue/ review sessions, workers' opinions, concerns, and recommendations must be collected and communicated to the relevant authority.*
4. **Facilitating positive relationship between LGED and workers:** *Worker representatives or supervisors must act as mediators to resolve any conflict, confusion, or misunderstanding between LGED/implementing agency and workers.*

5.10.3 Implementation Guidelines of Required Key Actions

1. **Coordinating with contractor and LGED to support implementation of OHS policy/standards**
 - a. *Worker representatives or site supervisors must hold a brief coordination meeting/discussion with the contractor and LGED's responsible officer before starting daily work to ensure day-wise implementation of OHS directives.*
 - b. *Key coordination topics shall include preparation for Tool Box Meetings, distribution of PPE, list of hazardous tasks, and workers' concerns.*
 - c. *If any OHS directive appears unclear to workers/employees or its implementation is obstructed, the representative/supervisor must*

notify LGED's OHS focal person in writing and obtain instructions to resolve the issue and ensure implementation.

2. Sharing contractor-issued OHS instructions with workers and their representatives

- a. Each OHS directive (e.g., PPE usage, access control, identification of hazardous areas) must be explained and delivered to workers. Where applicable, photos/videos, verbal briefings, and posters may be used.
- b. During Tool Box Meetings, the key points of OHS directives must be briefly presented and explained, and workers' questions must be answered.
- c. If instructions are not shared or are misinterpreted, immediate correction must be made and re-explanation must be ensured.

3. Consulting workers regularly on OHS matters to ensure proper implementation

- a. OHS dialogue meetings must be organized with workers at least weekly, where they can share their experiences, concerns, and recommendations.
- b. Such dialogues/discussions must be participatory, listening-based, and solution-oriented. The representative or supervisor should preserve workers' feedback in writing for future reference.
- c. These opinions and recommendations must be shared with LGED and the contractor as needed, so that the implementation framework aligns with workers' experiences.

4. Facilitating positive relationship between LGED and workers

- a. Worker representatives or supervisors must foster an environment of mutual respect and communication. This will enable workers to exchange opinions directly with LGED's relevant officers.
- b. During Tool Box Meetings, inspections, or training activities, the presence of LGED's relevant officers must be ensured to create opportunities for worker interaction and dialogue.
- c. If any conflict or misunderstanding arises, the worker representative or supervisor must consciously, neutrally, and solution-orientedly take initiative to mediate.

5.11 Responsibilities of Workers/Laborers

Workers are frontline stakeholders in the implementation of OHS. Their responsibility is not limited to following instructions, but also includes actively contributing to personal safety, protection of co-workers, and creation of a risk-free work environment. Workers' behavior, participation, and alertness are the foundation for successful implementation of OHS Policy/Standards.

5.11.1 Scope of Responsibilities

The scope of responsibilities of workers includes: following OHS directives under the contract and as determined by the contractor, wearing and using Personal Protective Equipment (PPE), active participation in Tool Box Meetings, participation in training and orientation, and informing the supervisor of any health risk or accident potential. This scope is behavior-based, awareness-driven, and embedded in the rhythm of daily work.

5.11.2 Required Actions of Workers/Laborers

1. **Following OHS conditions set by the contractor during work:** *During daily work, workers must remain aware of OHS-related safety instructions under the contract (e.g., access routes, warning signs, and hazardous areas) and work accordingly.*
2. **Wearing protective clothing and PPE during work:** *During daily work, workers must properly wear PPE such as helmets, gloves, safety shoes, reflective vests, etc., based on the nature of the task.*
3. **Ensuring daily participation in toolbox meetings before work begins:** *Workers must attend the 5–10 minute safety discussion (Tool Box Meeting) before starting work each day, listen attentively to the instructions, and implement them properly during work.*
4. **Participating in OHS training and orientation programs:** *Workers must participate in training and orientation to gain necessary knowledge on risk control, PPE usage, and emergency response.*
5. **Informing supervisor of any situation posing risk to life or health:** *Any abnormal, dangerous, or illness-related situation must be reported immediately to the supervisor.*

5.11.3 Implementation Guidelines for Required Key Actions

1. **Following OHS conditions set by the contractor during work**
 - a. *Before starting work each day and during work, workers must be informed about and comply with warning signs, access routes, and hazardous areas.*
 - b. *Safety instruction boards, signs, or verbal briefings related to OHS installed at the site must be attentively received.*
 - c. *Movement, positioning, and type of work must be determined according to contractor-issued instructions under the contract's OHS provisions; no work shall be done based on personal decisions.*
 - d. *If any instruction is unclear, the supervisor or site manager must be asked immediately.*
2. **Wearing protective clothing and PPE during work**
 - a. *PPE such as helmets, gloves, safety shoes, reflective vests, etc. must be properly worn according to the type of work.*

- b. *During equipment use, designated PPE must be used to protect eyes, ears, or other sensitive body parts.*
- c. *If PPE is damaged, ineffective, or inappropriate, it must be reported to the supervisor for replacement.*
- d. *“Work must not begin without PPE; this is a contractual obligation”—this principle must be remembered at every step and followed sincerely.*

3. Ensuring daily participation in toolbox meetings before work begins

- a. *Workers must be present at the designated location for the 5–10 minute toolbox meeting before work begins each day.*
- d. *Risks, instructions, and warnings discussed in the meeting must be listened to attentively and applied diligently.*
- c. *Workers must be encouraged to share their opinions, concerns, or prior experiences during the meeting.*
- d. *If needed, the supervisor must ensure repetition or a brief summary of the instructions at the end of the meeting.*

4. Participating in OHS training and orientation programs

- a. *Workers must attend training and orientation activities and ensure participation as per the scheduled time.*
- b. *Instructions on risk control, PPE usage, and emergency response must be practiced hands-on.*
- c. *Learned topics must be internalized using photos, videos, or language-friendly materials.*
- d. *After training, acquired knowledge must be shared with co-workers and they must be encouraged to apply and practice the training content properly.*

5. Informing supervisor of any situation posing risk to life or health

- a. *If any abnormal, dangerous, or illness-related situation arises during work, it must be reported immediately to the supervisor.*
- b. *The type, time, and location of the risk must be clearly explained—so that prompt corrective action can be taken.*
- c. *As part of collective safety, risky behavior or situations involving other workers/employees must also be reported accordingly.*
- d. *Workers must remain active, inquisitive, and observant, stay informed about follow-up actions after reporting, and assist as needed.*

5.12 Responsibilities of Third-Party

Third-party refers to institutions, individuals, or entities who are not directly part of the contractor, workers, or LGED, but are involved in OHS-related activities at specific stages of project implementation (e.g., consulting firms, equipment suppliers, environmental specialists, or auditors, etc.). Their responsibility is to assist in ensuring OHS-related safety with respect for the OHS policy/standards, in a neutral and evidence-based manner. This role is supportive, accountable, and a moral commitment.

5.12.1 Scope of Responsibilities

The scope of responsibilities of third-party includes: respecting and aligning with OHS policy/standards, providing safety-related information, advice, or equipment, participating in training, inspection, or evaluation activities, identifying and reporting risks, and maintaining cooperative relationships with LGED and contractors. This scope is supportive, impartial, and policy-driven in OHS implementation.

5.12.2 Required Key Actions of Third-Party

1. **Operating in alignment with LGED's OHS policy/standards:** *Third-party must understand the core principles of OHS policy/standards and play a supportive role without engaging in any activity contrary to them.*
2. **Providing accurate OHS-related information, guidance, or equipment as applicable:** *Any materials, instructions, or advice must be relevant, verified, and understandable to workers.*
3. **Participating in OHS training, inspection, or evaluation activities:** *Third-party must participate in training or inspections as per the scheduled time and present real photos/videos (where applicable).*
4. **Identifying risks and submitting impartial reports to relevant authorities:** *Where applicable, risks must be identified based on observation and reported in writing to LGED or the contractor.*
5. **Maintaining cooperative relationship with LGED and contractors:** *All coordination including exchange of information, advice, etc., between third-party and LGED or contractors must be respectful and solution-oriented.*

5.12.3 Implementation Guidelines for Required Key Actions of Third-Party

1. **Operating in alignment with LGED's OHS policy/standards**
 - a. *To ensure that third-party activities do not contradict the policy, they must review and understand LGED's OHS policy/standards and guidelines in advance.*
 - b. *If necessary, an "OHS Policy Briefing" may be organized before work begins, where LGED representatives will have the opportunity to explain the key elements of the policy/standards.*
 - c. *Each member of the third-party must sign the "OHS Commitment Declaration" form to document their moral and administrative commitment. A sample form is presented below. This form may be modified/revised with approval from the concerned Executive Engineer.*

FORM: 5-3: Third-Party OHS Commitment Declaration

Sample Package: Name: Nabinagar–Shibpur Road Rehabilitation,
 Number: Nabi-Shib/Rehab-2025-26/W-356
 Sample Third-Party (Organization): SafetyTech Inspection Services Ltd.

Serial	Statement	Yes	No	Signature
1	I have reviewed LGED’s OHS policy/standards and understood them.			
2	I will not engage in any activity contrary to this policy while performing my duties.			
3	I will participate in the “OHS Policy Briefing” before starting work, if required.			
4	I will maintain respectful and cooperative relations with LGED and the contractor.			
5	I will identify risks and submit impartial written reports.			
6	I will explain any OHS-related instructions in a way that is understandable to workers.			
	Date: ----/-----/-----			

d. *If any deviation from the OHS policy/standards is observed during work, it must be reported in writing to the concerned Executive Engineer’s office of LGED and corrective action must be ensured.*

2. Providing accurate OHS-related information, guidance, or equipment as applicable

- a. *Supplied information or materials must be verified, relevant, and understandable to workers (e.g., PPE guidelines, warning signs, standard risk photos/videos where applicable).*
- b. *Supplied equipment or materials must include usage instructions, safety standards, and maintenance procedures.*
- c. *If any information is misleading or incomplete, it must be re-verified and a corrected version must be provided.*

3. Participating in OHS training, inspection, or evaluation activities

- a. *Third-party representatives must regularly participate in LGED-organized training or inspections and present their observations in writing.*
- b. *Third-party must maintain a record/list of participation in inspections or training. Such records/lists must include the date of training/inspection, names of participants, and feedback.*
- c. *During evaluation activities, risks, deficiencies, and recommendations must be submitted while maintaining impartiality.*
- d. *After training, a “Feedback Summary” must be prepared and submitted to the relevant LGED office/unit.*

4. Identifying risks and submitting impartial reports to relevant authorities

- a. *Third-party must observe and impartially report hazardous areas, PPE deficiencies, or behavioral violations at the workplace.*
- b. *Third-party must use the “Risk Identification Form” (as presented in Chapter-3 of this guideline) to include type of risk, potential impact, and recommendations.*
- c. *The report must be submitted in writing to LGED’s relevant office/unit, the contractor, and if necessary, to the Upazila Engineer.*

- d. *In case of serious risks, photos, testimonies, and worker statements must be attached.*

5. *Maintaining cooperative relationship with LGED and contractors*

- a. *Third-party must maintain respectful and solution-oriented behavior during coordination meetings, inspections, and training activities.*
- b. *If any disagreement or confusion arises, it must be consciously, impartially, and formally submitted for resolution.*
- c. *To improve the quality of cooperation, quarterly review meetings may be organized with LGED's relevant office/unit.*

6. Monitoring & Evaluation, Laborers Database, Insurance, Noncompliance, Consequence, Auditing, Performance Evaluation etc.

Ensuring Occupational Health and Safety (OHS) requires not only policy formulation but also its practical enforcement through monitoring, evaluation, and outcome-based reporting.

At LGED's Upazila, District, Regional, and Divisional offices, regular monitoring and evaluation of real-time OHS compliance at construction sites is essential to uphold preventive culture, policy transparency, and accountability.

Simultaneously, establishing an integrated database for skilled and unskilled workers' capacity, training, and insurance records, identifying non-compliance, assessing performance, and providing incentives creates a comprehensive OHS management framework.

This chapter presents these components clause-wise to clarify responsibilities, implementation procedures, and evaluation structures at every level.

6.1 Monitoring, Evaluation, Review and Reporting of OHS Compliance Status *(Based on Sub-Chapter 6.4 of OHS Policy of LGED)*

6.1.1 Explanatory Description

For LGED's Upazila, District, Regional, and Divisional offices, it is mandatory to monitor, evaluate, review, and report the real-time compliance status of OHS provisions at construction sites under their jurisdiction at defined intervals (monthly/quarterly).

This process ensures preventive culture, policy transparency, and effective decision-making.

The core objectives include identifying major issues, proposing effective solutions, prioritizing action plans, and evaluating results.

6.1.2 Key Action Points

6.1.2.1 *Periodic Monitoring and Evaluation*

Conduct site visits on a monthly/quarterly/half-yearly basis to monitor and evaluate health and safety conditions.

6.1.2.2 *Identification of Major Issues*

Document health risks, behavioral gaps, equipment faults, or policy deviations identified during monitoring.

6.1.2.3 *Determination of Effective Solutions*

Propose realistic, timely, and sustainable solutions for identified issues, to be approved and implemented by relevant authorities.

6.1.2.4 *Prioritization of Action Plans*

Prioritize action plans based on the severity and urgency of identified risks and issues for both immediate and long-term interventions.

6.1.2.5 *Evaluation of Results and Report Preparation*

Assess the effectiveness of actions taken, behavioral changes, and risk reduction levels, and prepare written reports to be submitted to relevant authorities.

6.1.3 **Implementation Guidelines**

6.1.3.1 *Assignment of Responsibilities at Each Level*

Designated officers/focal persons shall be assigned by appropriate authorities at Upazila, District, Regional, and Divisional levels for monitoring and reporting activities.

6.1.3.2 *Use of Checklists and Evaluation Formats*

- a) *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 LGED's OHS Standards.***
- b) *In the use of these forms and checklists, all relevant offices/officers/staff under the project/program/contract must be included, such as the OHS Officer (if available), Upazila Engineer, Executive Engineer, Regional Superintending Engineer, and the Project/Program Director..*

6.1.3.3 *Digital Recordkeeping and Report Submission*

Reports must be digitally stored and submitted to the PMU and Headquarters within the defined timeline.

6.1.3.4 *Feedback and Policy Update*

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

6.1.4 **Responsibility Distribution**

a. LGED Headquarters and PMU

- *Approve the structure, checklists, scorecards, and reporting formats for OHS compliance monitoring across all levels.*
- *Analyze submitted reports from regional and divisional offices and provide feedback to improve field-level implementation.*
- *Based on monitoring outcomes and feedback, revise and update OHS policies and compliance procedures as needed.*
- *Provide technical support, training, and capacity building to district and upazila offices for effective monitoring and reporting.*

b. Regional/Divisional Offices

- *Receive and review reports submitted by district offices, ensuring completeness and accuracy.*
- *Compile key findings, challenges, and proposed solutions from district-level reports and forward them to the central PMU.*
- *Assist in communicating central feedback and policy updates to district and upazila levels.*
- *Track compliance trends across districts and identify recurring gaps or strengths.*

c. District Executive Engineer's Office

- *Oversee the monitoring, evaluation, and reporting activities conducted by Upazila Engineer's Offices.*

- *Verify the accuracy of site-level reports and consolidate them for submission to the divisional office.*
- *Ensure that contractors and OHS Supervisors cooperate during monitoring and provide necessary documentation.*
- *Initiate follow-up actions for critical issues identified in site-level reports and ensure timely resolution.*

d. Upazila Engineer's Office

- *Conduct regular site visits (monthly/quarterly/half-yearly) to assess health and safety compliance.*
- *Record health risks, behavioral gaps, equipment faults, and policy deviations during monitoring.*
- *Prepare written reports evaluating actions taken, behavioral changes, and risk reduction, and submit to the District Executive Engineer's Office.*
- *Utilize centrally approved checklists, scorecards, and reporting templates for consistency and comparability.*

e. Contractors

- *Facilitate access to work sites and cooperate with monitoring teams during scheduled evaluations.*
- *Provide relevant safety records, PPE usage logs, and training attendance sheets to monitoring teams.*
- *Actively participate in resolving issues identified during monitoring and implement recommended actions.*
- *Ensure that OHS Supervisors are empowered and resourced to fulfill their monitoring responsibilities.*

f. OHS Supervisor (Employed by Contractor)

- *Monitor daily safety practices, PPE usage, and behavioral compliance at the site.*
- *Assist Upazila Engineer's Office during site visits by providing real-time data and observations.*
- *Prepare and submit internal reports to the contractor and Upazila Engineer's Office on a regular basis.*
- *Identify emerging risks and communicate them promptly to relevant authorities for preventive action.*

g. Workers and Worker Representatives

- *Cooperate during site visits and provide honest feedback on safety conditions and practices.*
- *Report unsafe conditions, equipment faults, or behavioral risks to OHS Supervisors or site managers.*
- *Participate in post-monitoring discussions and support implementation of corrective measures.*
- *Demonstrate consistent use of PPE and adherence to safety protocols as part of the compliance culture.*

6.1.5 Supportive Materials and Implementation Tools

- *Monitoring checklists and scorecards;*
- *Evaluation formats and reporting templates;*

- Software/database tools for recordkeeping;
- Feedback forms and analysis templates;
- Policy update guidelines.

6.1.6 Recommended Practices for Risk Reduction

- a. **Practicing Regular Monitoring and Evaluation:** Practice site visits on monthly/ quarterly basis.
- b. **Practicing Issue Identification and Solution Proposal:** Practice documenting issues and proposing solutions during monitoring.
- c. **Practicing Prioritization of Action Plans:** Practice prioritizing actions based on risk severity.
- d. **Practicing Result Evaluation and Report Preparation:** Practice analyzing effectiveness and preparing reports.
- e. **Practicing Feedback and Policy Update:** Practice analyzing reports to provide feedback and update policies centrally.

6.2 Formation, Functioning and Reporting of OHS Committee at Construction Worksites *(Based on Sub-Chapter-6.5 of OHS Policy of LGED)*

6.2.1 Explanatory Description

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

This committee shall comprise representatives from the contractor, workers, LGED field office, consultant, and (where applicable) the Project Management Unit (PMU).

The primary objective of the committee is to ensure a safe, healthy, and dignified working environment through coordination, supervision, and response among all relevant parties.

Details regarding the committee's formation, number of members, meeting frequency, reporting structure, and operational procedures is illustrated as bellows:

6.2.2 Key Action Points

6.2.2.1 Formation of OHS Committee

The committee must be formed within a maximum of 7 (seven) days after contract effectiveness, and approved by the Upazila Engineer's office.

6.2.2.2 Committee Structure and Representation

The formation of OHS Committee at construction worksites shall be as follows:

Table 6-1: Structure of OHS Committee at Construction Worksites

SN	Professional Designation	Position in OHS Committee	Number
1	Upazila Engineer (Concerned Upazila)	Chairperson	1
2	Sub-Assistant Engineer (Worksite/Contract Supervision)	- Member-Secretary (if no OHS Officer is appointed) - Vice-Chairperson (if OHS Officer is appointed)	1
3	Site Manager/Contractor/ Contractor's Representative	Member	1
4	Labor Leader/Representative (Nominated by Contractor)	Member	1
5	General Laborer (Male) (Nominated by Contractor)	Member	1
6	General Laborer (Female) (Nominated by Contractor)	Member	1
7	OHS Officer/Staff/Consultant (if available)	Member-Secretary	1
8	Community Organizer (Concerned Upazila)	Member	1
		Total =	7/8

Note: If female worker/laborers are not available, 2(Two) male workers /laborers (selected by the contractor) shall be included as members of OHS Committee

6.2.2.3 *Committee Duties and Responsibilities*

The Occupational Health and Safety Committee (OHSC) is the authority responsible for planning and policy-making related to safety and health at the workplace/worksites. The key responsibilities of the OHSC are outlined below, though not limited to these:

- (a) *To plan and develop accident prevention programs for the worksite.*
- (b) *To manage accident prevention efforts at the workplace/worksites in accordance with the contract provisions and applicable government regulations/rules.*
- (c) *To organize a general safety meeting at least once a month. In case of emergencies, meetings may be convened at the earliest possible time as decided by the OHSC.*
- (d) *To review inspection reports, accident investigations, and compliance with OHS regulations as per the contract.*
- (e) *To submit minutes/reports of meetings and activities to the Executive Engineer of the concerned district and other senior officials.*
- (f) *To assist LGED and other relevant inspection authorities (if applicable) in conducting proper inspections to ensure effective implementation of these standards.*
- (g) *To recommend/initiate and supervise safety training programs for workers.*
- (h) *To prepare an emergency plan and maintain readiness accordingly.*
- (i) *To organize necessary emergency service units to respond to emergency situations.*

6.2.2.4 *Meeting Arrangement and Reporting*

- *The committee shall hold at least one meeting per month.*
- *Meeting minutes shall be submitted to the Upazila Engineer's office.*
- *At least 60%-member attendance must be ensured in each meeting.*

6.2.3 *Implementation Guidelines*

6.2.3.1 *Approval and Documentation of Committee Formation*

The contractor shall prepare the committee formation document and obtain approval from the Upazila Engineer's office for documentation.

6.2.3.2 *Tool Box Meeting Observation and Reporting*

The committee shall observe daily Tool Box Meetings and submit necessary recommendations to the Upazila Engineer's office.

6.2.3.3 *Presentation of Workers' Concerns and Suggestions*

Workers' concerns, complaints, and suggestions shall be received in writing and presented to the Upazila Engineer's office.

6.2.3.4 *Follow-up on Recommendation Implementation*

Progress on implementation of committee recommendations shall be reported from the Upazila Engineer's office to the District Executive Engineer's office.

6.2.3.5 *Procedure and Guideline Compliance*

Committee activities shall be conducted following the format, frequency, and procedures defined in LGED's OHS Guidelines.

6.2.4 *Responsibility Distribution*

a. *LGED Headquarters and PMU*

- ***Policy and Guideline Formulation:*** *Approve and update the structure, procedures, and formats for OHS committees.*

- **Report Analysis and Feedback:** Analyze reports from district and regional levels and provide necessary feedback.
- **Capacity Building and Training:** Provide training and technical support to enhance committee effectiveness.
- **Supervision and Evaluation:** Monitor and evaluate the effectiveness of field-level committee activities.

b. Regional/Divisional Office

- *Review of District-Level Reports:* Verify and analyze reports received from District Executive Engineer's offices.
- *Compilation of Issues and Recommendations:* Compile issues and recommendations from committee reports and forward to PMU.
- *Support in Disseminating Feedback:* Assist in delivering central feedback and instructions to district and upazila levels.
- *Monitoring Operational Consistency:* Monitor consistency and quality of committee activities across districts.

c. District Executive Engineer's Office

- *Verification of Upazila-Level Reports:* Verify and consolidate committee reports received from Upazila offices.
- *Follow-up Supervision:* Monitor progress of recommendation implementation and forward to divisional office.
- *Coordination and Support:* Provide coordination and technical support to upazila and contractor levels.
- *Assistance in Problem Resolution:* Provide necessary guidance and support to resolve complex issues.

d. Upazila Engineer's Office

- *Committee Approval and Documentation:* Approve formed committees and maintain records.
- *Report Reception and Analysis:* Receive and analyze reports on Tool Box Meetings and worker suggestions.
- *Follow-up and Report Submission:* Prepare and submit progress reports on recommendation implementation to the District Executive Engineer's office.
- *Supervision of Guideline Compliance:* Monitor whether committee activities are conducted as per prescribed format and procedures.

e. Contractor

- *Committee Formation and Approval Process:* Form the committee within the stipulated time and submit for approval to the Upazila Engineer's office.
- *Meeting and Tool Box Arrangement:* Organize monthly meetings and daily Tool Box Meetings and maintain records.
- *Collection and Presentation of Worker Concerns:* Collect workers' concerns and suggestions in writing and ensure presentation through the committee.
- *Participation in Recommendation Implementation:* Actively participate in implementing committee recommendations.

f. OHS Supervisor (Appointed by Contractor)

- **Daily Observation and Reporting:** Observe daily safety practices, PPE usage, and behavior at site and submit reports.
- **Tool Box Meeting Observation:** Observe daily Tool Box Meetings and evaluate effectiveness.

- **Support in Collecting Worker Concerns:** Assist in receiving workers' concerns and suggestions and present them to the committee.
- **Monitoring Recommendation Implementation:** Monitor progress of implemented recommendations and inform contractor and Upazila office.

6.2.5 Supportive Tools and Implementation Instruments

- Committee formation and approval form
- Monthly meeting minutes form
- Tool Box Meeting observation form
- Worker complaint intake form
- Recommendation implementation follow-up form
- OHS committee operational guideline
- Feedback form and analysis template
- Software/database preservation tool
- Policy update guideline

6.2.6 Applicable Practices for Risk Reduction

1. *Timely Committee Formation and Approval: Practice of forming and approving the committee within 7 days of contract effectiveness.*
2. *Collection of Worker Concerns and Suggestions: Practice of receiving and presenting workers' concerns and suggestions to the appropriate authority.*
3. *Observation and Evaluation of Tool Box Meetings: Practice of observing daily meetings and evaluating their effectiveness.*
4. *Follow-up and Reporting on Recommendation Implementation: Practice of regularly reporting progress on implementation to the district level.*
5. *Monthly Meeting Arrangement and Documentation: Practice of organizing meetings, ensuring member attendance, and preserving minutes.*

6.3 Reporting of Incidents/Accidents at Construction Worksites (Ref: Policy Sub-Chapter 6.6)

6.3.1 Explanatory Description

At any construction worksite, it is mandatory to report any Occupational Health and Safety (OHS)-related incident—such as accidents, injuries, hazardous conditions, violations of PPE regulations, or breaches of safety concerning female workers—immediately and without delay.

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

This reporting process is an institutional responsibility and a mechanism of accountability, essential for protecting workers, maintaining project continuity, and upholding public interest.

All prescribed forms and formats for reporting presented below and must be followed by contractors, engineers, and supervisors.

6.3.2 Key Action Points

6.3.2.1 Reporting by Contractor/Representative/OHS Officer

- Any OHS-related accident or illness occurring at the worksite must be reported by the contractor, contractor's representative, or the designated OHS officer.
- The report must be submitted using the "Contractor's Incident Reporting Form to LGED Executive Engineer."
- Reporting authorities:
 - o Executive Engineer of the concerned district
 - o If necessary, Upazila Engineer of the concerned sub-district

6.3.2.2 Reporting by Executive Engineer to Higher Authority

- Upon receiving the contractor's and investigation officer's reports, the Executive Engineer of the concerned district shall report the incident to the Chief Engineer and higher authorities, based on the severity of the event.
- The report must be submitted using the "Executive Engineer's Incident Reporting Form to Chief Engineer/Higher Authority."
- The report must clearly mention:
 - Subject of the incident
 - Package number
 - Contractor's name and address
 - Name of the Upazila
- Reporting recipients:
 - Chief Engineer, LGED
 - Chairperson of the Central OHS Committee
 - Additional Chief Engineer (as applicable)

6.3.3 Implementation Guidelines

6.3.3.1 Guidelines for Contractor/Representative/OHS Officer

- A verbal/telephonic report must be provided within 24 hours of the incident.
- A written report must be submitted within 10 (ten) working days of the incident.
- The report may be submitted directly to the Executive Engineer's office or sent via email/digital means (where applicable).
- In case of serious injury or fatality, an immediate verbal report must be followed by a written report.
- A copy of the report must be preserved at the relevant project/field office.
- The report or written information must be delivered to the concerned worker or their duly authorized representative.

6.3.3.2 Guidelines for Executive Engineer

- The report must be submitted within 10 (ten) working days of receiving the contractor's report.
- A copy of the report must be preserved at the district office.
- The Central OHS Committee shall review the report and take necessary action.
- Reports must be included in the Annual OHS Performance Audit.
- The report must clearly mention the subject, package number, contractor's name, address, and Upazila name.

6.3.3.3 Reporting Forms for Contractors

Following is the reporting form for incidents/accidents for contractors/Representatives.

FORM: 6-1: Reporting Form for Contractor to Submit to Executive Engineer

(The report shall be submitted by the contractor to the Executive Engineer, LGED, concerned district on or before 10th day of the occurrence of the instance)

Monogram of the Contractor/Firm/Agency

Memo:----- Date:

To

The Executive Engineer
LGED,
District: -----

Sub: **CONTRACTOR'S REPORT ON WORKPLACE ACCIDENT/ILLNESS**

Ref: Investigation on Accident/Illness Date:

Dear Sir,

Please find hereunder the report on workplace accident/illness for your kind information and necessary action.

Sl.	INDICATOR	DETAIL INFORMATION	
1	CONTRACTOR	a.	Name of Firm/Organization:
		b.	Address of Firm/Organization (Official Communicating Address):
		c.	Name of Contractor:
		d.	Permanent Address:

Sl.	INDICATOR	DETAIL INFORMATION	
		e.	Nationality: _____ NID No: _____
2.	CONTRACT	a.	Name of the Package:
		b.	Location of worksite:
		c.	Value of Contract:
		d.	Date of Commencement:
		e.	Approved Date of Completion:
3.	INJURED/ ILL LABORER/PERSON	a.	Name:
		b.	Communicating Address:
		c.	Permanent Address
		d.	Nationality: _____ NID No: _____
		e.	Age: _____ Sex: _____ Civil Status: _____ Dependents: _____
4.	OCCUPATION OF INJURED/ILL LABOR/PERSON	a.	Occupation: _____ Skilled/Unskilled:
		b.	Average Weekly Wage (BDT):
		c.	Length of Service before injury (Weeks):
5.	ACCIDENT (Not Applicable for Illness)	a.	Date of Accident: _____ Time: _____
		b.	Accident Results in: <ul style="list-style-type: none"> i. Personal Injury (mention in brief): ii. Level of Fatality/Severity/Disability (if any): iii. Damage to Property (mention in brief): iv. Level/Severity of Damage
		c.	Describe full detail of injury including cause (es) (attach separate sheet if needed):
		d.	Whether the injured laborer/employee has been engaged in his normal duty during the accident? (Yes/No): If no Why:
		e.	Whether the injured laborer/employee has been using proper Personal Protection Equipment/preventive measures? (Yes/No): If no Why:
		f.	Damages/Expenditures/Costs: <ul style="list-style-type: none"> ▪ Injured Laborer/Employee <ul style="list-style-type: none"> i. Compensation (if any) BDT: ii. Hospitalization, Treatment (BDT): iii. Burial and Other Formalities (in case of Death) BDT: ▪ Machinery and Tools: <ul style="list-style-type: none"> i. Damages (brief in Short): ii. Cost of Repair/Replacement (BDT): ▪ Materials: <ul style="list-style-type: none"> i. Damages (brief in Short): ii. Cost of Repair/Replacement (BDT): ▪ Equipment: <ul style="list-style-type: none"> i. Damages (brief in Short): ii. Cost of Repair/Replacement (BDT):
6.	ILLNESS (Not Applicable for Accident)	a.	Date of Illness:
		b.	Type of Illness (Epidemic/Non-Epidemic/Others, mention name): Waterborne OR Airborne (Virus/Bacteria): If Waterborne: Whether water (drinking/other uses) contamination of worksite is responsible (Yes/No): If Airborne: Whether environmental (water logging/waste deposition etc.) contamination or worksite is responsible (Yes/No):
		c.	Describe full detail of illness including cause(es)(attach separate sheet if needed):

Sl.	INDICATOR	DETAIL INFORMATION	
		d.	Describe full detail of treatments provided to the affected laborer/employee (attach separate sheet if needed):
		e.	Whether the ill laborer/employee has been engaged in his normal duty during the effect of illness? (Yes/No): If no Why:
		f.	Whether the ill laborer/employee has been using proper preventive measures regarding cleanliness/hygienic mandatories? (Yes/No): If no Why:
7.		g.	Expenditures/Costs: <ul style="list-style-type: none"> ▪ Ill Laborer/Employee <ul style="list-style-type: none"> i. Compensation (if any) BDT: ii. Hospitalization, Treatment (BDT): iii. Burial and Other Formalities (in case of Death) BDT:
<p>To the best of my knowledge the information provided above is true in all respect.</p> <p>Kind Regards</p> <p>Signature:-----</p> <p>(Name: -----)</p> <p>Seal of the Firm/Agency</p> <p style="text-align: right;">Endorsement of the Investigating Officer: Signature:----- (Name: -----)</p>			

6.3.3.4 Reporting Forms for Executive Engineer

Following is the reporting form for incidents/accidents for the Executive Engineer after receiving the report from contractor.

FORM: 6-2: Reporting Format to Submit to the Chief Engineer by Executive Engineer

(The report shall be submitted by the Executive Engineer, concerned district to the Chief Engineer, LGED, on or before 10th day of the receiving of Contractors Report/investigation Report)

Government of the Peoples Republic of Bangladesh
Local Government Engineering Department
Office of the Executive Engineer
District:-----

Memo:-----

Date:

To

The Chief Engineer
 LGED,
 Level-5, LGED Bhaban
 Agargaon, Sher-e-Bangla Nagar
 Dhaka-1207.

(Attention: Chairperson, OHS Committee, and Additional Chief Engineer,-----
 ----- LGED, Head Quarters)

Sub: **REPORT ON WORKPLACE ACCIDENT/ILLNESS**

Ref: Report of Contractor and Investigation Officer on Accident/Illness

Date:

Under the subject and reference please find hereunder the report on workplace accident/illness for your kind information and necessary action.

Sl.	INDICATOR	DETAIL INFORMATION	
1.	CONTRACTOR	a.	Name of Firm/Organization:
		b.	Address of Firm/Organization (Official Communicating Address):
		c.	Name of Contractor:
		d.	Permanent Address:
		e.	Nationality: NID No:
2.	CONTRACT	a.	Name of the Package:
		b.	Location of worksite:
		c.	Value of Contract:
		d.	Date of Commencement:
		e.	Approved Date of Completion:
3.	INJURED/ ILL LABORER/PERSON	a.	Name:
		b.	Communicating Address:
		c.	Permanent Address
		d.	Nationality: NID No:
		e.	Age: Sex: Civil Status: Dependents:
4.	OCCUPATION OF INJURED/ILL LABOR/PERSON	a.	Occupation: Skilled/Unskilled:
		b.	Average Weekly Wage (BDT):
		c.	Length of Service before injury (Weeks):
5.	ACCIDENT (Not Applicable for Illness)	a.	Date of Accident: Time:
		b.	Accident Results in: i. Personal Injury (mention in brief): ii. Level of Fatality/Severity/Disability (if any): iii. Damage to Property (mention in brief): iv. Level/Severity of Damage:
		c.	Describe full detail (how the accident occurred, attach separate sheet if needed):

Sl.	INDICATOR	DETAIL INFORMATION	
		d.	Causes of Accident: i. ii. iii.
		f.	Property Damage: Describe the kind and extent of damage to Property, Tools, Equipment, Machinery etc. ----- ----- -----
		g.	Preventive Measures Taken:
6.	ILLNESS (Not Applicable for Accident)	a.	Date of Illness:
		b.	Type of Illness (Epidemic/Non-Epidemic/Others, mention name): Waterborne OR Airborne (Virus/Bacteria): If Waterborne: Whether water (drinking/other uses) contamination of worksite is responsible (Yes/No): If Airborne: Whether environmental (water logging/waste deposition etc.) contamination or worksite is responsible (Yes/No):
		c.	Describe full detail of illness including cause(es)(attach separate sheet if needed):
		d.	Describe full detail of treatments provided to the affected laborer/employee (attach separate sheet if needed):
		e.	Whether the ill laborer/employee has been engaged in his normal duty during the effect of illness? (Yes/No): If no Why:
		f.	Whether the ill laborer/employee has been using proper preventive measures regarding cleanliness/hygienic mandatories? (Yes/No): If no Why:
		g.	Expenditures/Costs: ▪ Ill Laborer/Employee i. Compensation (if any) BDT: ii. Hospitalization, Treatment (BDT): iii. Burial and Other Formalities (in case of Death) BDT:
<p>Attachment: Report of Contractor on Accident/Illness</p> <p style="text-align: right;">Signature:----- (Name: -----) Executive Engineer Official Seal</p>			

6.3.4 Responsibility Distribution

a. LGED Headquarters and Project Management Unit (PMU)

- Ensuring Compliance with Reporting Formats:

- Ensure following the structure, forms, and instructions for incident reporting as per OHS Guidelines.

- *timelines, reporting channels, and required data elements for both verbal and written reporting can be redefined subject to the approval of the Chief Engineer of LGED.*

- Annual Review and Audit

- *Issue directives to include district and upazila-level reports in the Annual OHS Performance Audit.*
- *Analyze reports to identify recurring risks and initiate corrective measures.*

- High-Level Coordination and Action

- *In case of serious incidents, initiate investigation and remedial actions through the Central OHS Committee.*
- *Ensure gender sensitivity and protection of workers' rights throughout the reporting process.*

b. Regional/Divisional Office

- Review of District-Level Reports

- *Verify and analyze reports received from subordinate Executive Engineers.*
- *Evaluate the accuracy of reported risks, damages, and proposed corrective actions.*

- Compilation of Issues and Solutions

- *Compile identified issues and local solutions from reports and forward them to the headquarters.*
- *Recommend region-specific training or awareness programs in case of recurring incidents.*

- Monitoring Gender Sensitivity

- *Analyze reports related to safety violations involving female workers and report separately to HQ.*
- *Monitor indicators related to participation and protection of female workers.*

c. District Executive Engineer's Office

- Receiving and Verifying Reports

- *Receive and verify reports submitted by contractors and OHS supervisors.*
- *In case of serious incidents, immediately provide verbal notification to HQ.*

- Forwarding Reports to Higher Authority

- *Submit written reports to the Chief Engineer and OHS Committee using the prescribed format.*
- *Clearly mention package number, contractor's name, address, and upazila name.*

- Preservation and Analysis of Reports

- *Retain a copy of each report at the district office for audit readiness.*
- *Analyze reports to identify local risk patterns and prepare mitigation insights.*

d. Upazila Engineer's Office

- Receiving and Preliminary Verification of Reports

- *Receive verbal and written reports from contractors and OHS supervisors.*
- *Conduct preliminary verification and forward to the district office.*

- Field-Level Recordkeeping

- Maintain reports in project/contract files and digital databases.
- Ensure delivery of report copies to concerned workers or their representatives.

- Coordination and Follow-Up

- Coordinate with contractors and supervisors to ensure compliance with reporting timelines and standards.
- Recommend local training or awareness actions in case of repeated risks.

e. Contractor

- Preparation and Submission of Reports

- Prepare verbal report within 24 hours and written report within 10 working days of the incident.
- Submit reports to the Upazila/District office using the prescribed format.

- Deployment and Coordination of OHS Supervisor

- Appoint an OHS Supervisor for each contract and involve them in the reporting process.

- Providing Report to Worker Representative

- Ensure a copy of the report is delivered to the concerned worker or their authorized representative.
- Maintain confidentiality and uphold workers' rights.

f. OHS Supervisor (Appointed by Contractor)

- Observation and Reporting of Incidents

- Monitor safety violations, PPE usage, and behavioral risks at the worksite and prepare reports.

- Assistance in Report Preparation

- Assist the contractor and Upazila Engineer's office in completing the prescribed forms.

- Regular Submission of Reports

- Submit written reports at regular intervals and provide immediate verbal reports in case of serious incidents.

6.3.5 Support Tools and Implementation Aids

- Incident reporting forms and templates (Contractor to XEN, XEN to HQ)
- Verbal and written reporting guidelines
- Email/digital submission guide
- Checklist for report delivery to worker representatives
- Templates for inclusion in annual audit
- Instructional guide for form completion
- Gender-sensitive reporting checklist
- Logbook for report preservation and follow-up

6.3.6 Practices for Risk Reduction

1. Practice of Immediate Reporting:

- Simulate verbal reporting within 24 hours of incidents.
- Improve communication skills among field-level supervisors and engineers.

2. Practice of Written Reporting

- *Train personnel on completing prescribed forms accurately.*
- *Ensure adherence to the 10-working-day submission timeline.*

3. Practice of Report Preservation and Handover

- *Practice proper filing and digital storage of reports.*
- *Ensure timely handover of report copies to worker representatives.*

4. Practice of Annual Audit Inclusion

- *Prepare reports for inclusion in the Annual OHS Performance Audit.*
- *Ensure accuracy and completeness of report content and format.*

5. Practice of Using Prescribed Forms and Structures

- *Standardize reporting through consistent use of approved forms and templates.*
- *Use checklists and guides to support accurate form completion.*

6. Practice of Gender Sensitivity and Confidentiality

- *Maintain separate analysis and storage of reports involving female workers.*
- *Uphold confidentiality of personal and medical information of workers.*

6.4 Establishing a Database for Information of Skilled and Unskilled Laborers/Workers Regarding Capacity, Experience and Training (Ref: Policy Sub-Chapter 6.7)

6.4.1 Explanatory Description

For all projects/programs/contracts under LGED, it is mandatory to establish a centralized, integrated, and digital database to record information regarding the capacity, experience, and training of skilled and unskilled laborers/workers engaged or eligible for engagement.

This database will support skill development, re-engagement, training planning, risk reduction, and gender sensitivity. It is an institutional responsibility and an accountability mechanism as per Policy Sub-Clauses 6.2.5.

6.4.2 Key Action Points

6.4.2.1 Scope of Information to be Included are as follows:

- The database shall include:

- a) Name, ID number, and contact details of the worker*
- b) Names, locations, and duration of previously completed projects/contracts*
- c) Type of work and skill level (skilled/unskilled)*
- d) Type, date, and outcome of training received*
- e) Health screening records*
- f) Use of personal protective equipment (PPE)*
- g) Safety-related behavior*
- h) Gender indicators and grievance participation of female workers*

6.4.2.2 Responsibility for Data Collection and Storage

- The Upazila Engineer's Office shall be responsible for collecting and uploading data.*
- Contractors, consultants, and labor organizations shall assist in data provision and verification.*

6.4.2.3 Data Updating and Verification

- The labor database must be updated at the start, mid-point, and completion of each project/program/contract.*
- LGED Headquarters shall conduct annual data verification and audits.*

6.4.2.4 Guidelines for Database Utilization

- The database shall be used to:

- a) Prioritize re-engagement based on skill and experience*
- b) Plan training and allocate budgets*
- c) Take data-driven actions to reduce safety risks*
- d) Ensure protection and participation of female workers*

6.4.2.5 Confidentiality and Data Protection

- Personal and health-related information of workers shall be protected with strict confidentiality.*

- No unauthorized access shall be allowed beyond approved authorities.

6.4.3 Implementation Guidelines

6.4.3.1 Scheduling for Data Collection and Verification

- Mandatory data updates must occur at three stages: project start, mid-point, and completion.

6.4.3.2 Use of Digital Platform

- A centrally approved software/database must be used for data storage and analysis.

6.4.3.3 Gender Sensitivity and Confidentiality Compliance

- Special care must be taken to protect the privacy of female workers' data.

6.4.3.4 Integration with Training and Capacity Planning

- Training plans and budget allocations must be based on database insights.

6.4.4 Responsibility Distribution

a. LGED Headquarters and PMU

- *Policy and Software Approval:* Approve the structure of the OHS database, data formats, software platform, and data protection policies at the central level.
- *Annual Verification and Audit:* Develop and implement annual plans for verifying and auditing labor data.
- *Training Planning and Budget Allocation:* Prepare training plans and allocate budgets based on database analysis.
- *Feedback and Policy Update:* Analyze field-level reports to provide feedback and ensure necessary policy revisions.

b. Regional/Divisional Offices

- *Review of District-Level Reports:* Verify and analyze reports submitted by subordinate district offices.
- *Compilation of Issues and Solutions:* Compile identified issues and proposed solutions for submission to the central office.
- *Monitoring Gender Sensitivity:* Monitor indicators related to the participation and protection of female workers.

c. District Executive Engineer's Office

- *Supervision of Upazila-Level Activities:* Oversee data collection, verification, and reporting processes conducted by Upazila offices.
- *Coordination with Contractors and OHS Supervisors:* Monitor and coordinate the activities of contractors and OHS Supervisors appointed under each contract.
- *Verification and Submission of Reports:* Verify reports from Upazila offices and forward them to the Regional/Divisional office.

d. Upazila Engineer's Office

- *Data Collection and Upload:* Collect, verify, and upload labor data using the approved software platform.
- *Site-Level Monitoring:* Conduct site visits at the start, mid-point, and completion of each project to ensure timely data updates.

- *Preparation of Preliminary Reports: Prepare reports on worker capacity, training, and behavioral indicators and submit them to the District Executive Engineer's Office.*

e. Contractors

- *Appointment of OHS Supervisor: Appoint one OHS Supervisor per contract as per LGED regulations.*
- *Support in Data Provision and Verification: Provide accurate labor data and assist in verification with the Upazila Engineer's Office.*
- *Ensure PPE Supply and Training Participation: Ensure supply of PPE and active participation of workers in training programs.*
- *Assist in Risk Identification: Actively participate in identifying site-level risks and proposing solutions.*

f. OHS Supervisor (Employed by Contractor)

- *Monitoring Safety Behavior: Observe workers' use of PPE, behavioral risks, and safety awareness.*
- *Lead Training and Risk Identification: Facilitate training sessions and identify risks for reporting.*
- *Report Submission: Submit written reports to the Upazila Engineer's Office and contractor at defined intervals.*

g. Workers and Worker Representatives

- *Data Provision and Training Participation: Provide accurate personal data and actively participate in training programs.*
- *Commitment to Safe Behavior: Demonstrate commitment to PPE usage, risk identification, and safe conduct.*
- *Submission of Complaints and Suggestions: Report safety-related issues, complaints, and suggestions to relevant authorities.*
- *Support in Database Updates: Cooperate in updating labor data during project implementation.*

6.4.5 Supportive Materials and Implementation Tools- Worker data format and checklist

- *Training and skill benchmarks*
- *Software/database usage guide*
- *Confidentiality policy and access approval forms*
- *Gender sensitivity indicator templates*

6.4.6 Recommended Practices for Risk Reduction

1. **Practicing Data Collection and Verification:** *Practice collecting and verifying data at all three project stages.*
2. **Practicing Database Updating and Analysis:** *Practice updating and analyzing data using approved software.*
3. **Practicing Training Plan Development:** *Practice creating training plans based on database insights.*
4. **Practicing Gender Sensitivity and Confidentiality Protection:** *Practice safeguarding female workers' data with confidentiality.*
5. **Practicing Data-Based Re-engagement Decisions:** *Practice re-engaging workers based on skill and experience records.*

6.5 Contractor's Mandatory Compliance with Insurance Provisions (Ref: Policy Sub-Chapter 6.8)

6.5.1 Explanatory Description

To ensure the safety of workers, third parties, assets, and the environment in construction activities, contract-based insurance is a mandatory and policy-bound requirement. According to Public Procurement Rules (PPR 2008), Clause 31(3), the contractor must obtain applicable insurance before the contract becomes effective.

In all LGED-implemented projects/contracts, this obligation is embedded, and uploading insurance documents is mandatory in the e-Contract system as a precondition for contract registration. The purpose of these provisions is to reduce risks for all parties under the contract, ensure compensation, and promote safe construction management.

6.5.2 Key Action Points

6.5.2.1 Ensuring Policy-Based Insurance Obligations

- *All contracts must ensure applicable insurance coverage for worker safety, third-party liability, asset protection, and construction risk management.*

6.5.2.2 Defining Types and Scope of Insurance

- *The following types of insurance must be obtained under each contract:*
 - a) Insurance for worker accidents, health risks, and death compensation*
 - b) Third-party liability insurance for damages or accidents at the construction site*
 - c) Insurance for damage to machinery, equipment, and assets*
 - d) Insurance for project timeline and safety-related risks*

6.5.2.3 Inclusion of Clauses in Tender Documents

- *All categories of LGED tender documents must include mandatory clauses on insurance requirements.*

6.5.2.4 Document Upload in e-Contract System

- *Before contract registration, contractors must upload insurance-related documents (policy, receipt, validity, coverage) in the e-Contract Management System.*

6.5.2.5 Verification and Approval of Insurance

- *The relevant project/district Executive Engineer's Office (or the authority executing the contract) must verify and approve insurance documents before the contract becomes effective.*

6.5.2.6 Renewal and Updating of Insurance

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

6.5.2.7 Actions in Case of Violation

- *In case of failure to obtain insurance or submission of fraudulent documents, punitive actions such as contract suspension/*

cancellation, fines, and disqualification from future tenders must be enforced.

6.5.2.8 Annual Audit and Reporting

- Information on contractor's insurance and renewals must be included in the annual OHS performance audit and published in report form.

6.5.3 Implementation Guidelines

- Insurance must be confirmed before the contract becomes effective in every project/program/contract.
- No contract registration shall be completed in the e-Contract system without uploading insurance documents.
- Renewable insurance must be renewed before expiration.
- Documents must be submitted to the designated authority in time for verification and approval.
- Approved software/templates must be used for storing insurance data and preparing reports.

6.5.4 Responsibility Distribution

a. LGED Headquarters and PMU

- **Policy and Format Approval:** LGED Headquarters and PMU shall approve the insurance-related policy provisions, document formats, and verification protocols to be followed across all contracts. This includes defining the types of insurance required and ensuring alignment with PPR 2008 Clause 31(3).
- **Annual Audit Planning and Oversight:** They shall develop and implement an annual audit plan to assess contractor compliance with insurance obligations, including renewal status, document authenticity, and coverage adequacy.
- **Tender Document Clause Enforcement:** Ensure that all categories of LGED tender documents include mandatory clauses requiring contractors to obtain applicable insurance before contract activation. If missing, clauses must be inserted during revision.
- **Central Monitoring and Feedback:** Review compiled reports from divisional offices, identify systemic gaps, and provide feedback to improve field-level enforcement and contractor accountability.

b. Regional/Divisional Offices

- **Review and Compilation of District-Level Data:** Receive insurance-related data and verification reports from district offices, review them for completeness and accuracy, and compile findings for submission to LGED Headquarters.
- **Trend Analysis and Reporting:** Analyze recurring patterns of non-compliance, delays in renewal, or document discrepancies, and prepare summary reports highlighting risks and recommendations.
- **Support in Clause Implementation and Feedback Dissemination:** Assist district offices in interpreting central feedback, updating tender clauses, and ensuring contractors are informed of insurance obligations.

c. District Executive Engineer's Office

- **Verification and Approval of Insurance Documents:** Verify insurance documents uploaded by contractors in the e-Contract system, including policy validity, coverage scope, and authenticity. Approve only after confirming compliance with contract terms.

- **Monitoring of Insurance Renewal and Validity:** Track insurance expiry dates during the contract period and ensure timely renewal. Follow up with contractors to prevent lapses in coverage.
- **Coordination with Upazila Offices and Contractors:** Coordinate with Upazila Engineers and contractors to ensure timely submission of insurance documents, resolution of discrepancies, and compliance with upload protocols.
- **Reporting to Divisional Office:** Prepare and submit consolidated reports on contractor insurance status, renewal actions, and any violations to the divisional office for further analysis.

d. Upazila Engineer's Office

- **Initial Collection and Verification of Insurance Data:** Collect insurance documents from contractors and OHS Supervisors at the field level. Conduct preliminary verification before forwarding to the district office.
- **Support During Site-Level Monitoring:** During site visits, ensure that insurance coverage is active and applicable to the workers and third parties present. Report any gaps or inconsistencies.
- **Timely Submission of Verified Documents:** Ensure that all verified insurance documents are submitted to the District Executive Engineer's Office within the stipulated timeframe to avoid delays in contract registration or renewal.

e. Contractors

- **Obtaining Applicable Insurance Before Contract Activation:** Contractors must obtain all required insurance policies—covering workers, third parties, assets, and project risks—before the contract becomes effective, as mandated by LGED and PPR 2008.
- **Uploading Documents in e-Contract System:** Upload valid insurance documents (policy, receipt, coverage details, and duration) in the e-Contract system prior to contract registration. Failure to do so will delay or suspend contract activation.
- **Renewal and Updating of Expired Insurance:** Monitor insurance expiry dates and ensure timely renewal. Upload renewed documents and seek approval before the previous coverage lapses.
- **Avoidance of Fraudulent Submissions:** Contractors must refrain from submitting forged or expired insurance documents. Violations will result in penalties, contract cancellation, and disqualification from future tenders.

f. OHS Supervisor (Employed by Contractor)

- **Monitoring Insurance Coverage at Site Level:** Ensure that all workers and third-party personnel at the site are covered under valid insurance policies. Report any uncovered individuals or expired coverage to the Upazila Engineer's Office.
- **Assistance in Incident Reporting and Claims Activation:** In case of accidents or incidents, assist in activating the insurance claim process by providing necessary documentation and coordinating with contractors and field offices.
- **Regular Updates on Coverage Status:** Provide periodic updates on insurance coverage status, especially when new workers are engaged or when renewal is pending.

6.5.5 Supportive Materials and Implementation Tools

- *Insurance verification checklist*
- *Document upload guidelines*
- *e-Contract management software*
- *Annual audit templates*
- *Tender clause inclusion formats*

6.5.6 Recommended Practices for Risk Reduction

1. ***Pre-contract Insurance Verification Practice:*** Conduct verification activities to ensure insurance is obtained before contract activation.
2. ***Insurance Renewal Timeline Monitoring Practice:*** Practice alert and follow-up mechanisms to renew insurance before expiration.
3. ***Document Validation and Fraud Detection Practice:*** Practice verifying uploaded insurance documents and identifying fraudulent submissions.
4. ***Annual Audit Data Inclusion Practice:*** Practice including insurance and renewal data in annual OHS performance audits.
5. ***Tender Clause Inclusion Practice:*** Practice incorporating mandatory insurance clauses in all categories of tender documents.

6.6 Actions in Case of Contractor’s Non-Compliance or Violation of OHS Provisions (Ref: Policy Sub-Chapter 6.9)

6.6.1 Explanatory Description

Ensuring Occupational Health and Safety (OHS) at construction sites is a critical and mandatory responsibility of contractors.

Under LGED’s OHS policy framework, failure to comply with prescribed provisions poses serious risks to workers’ lives, health, dignity, and the credibility and effectiveness of the project.

This sub-chapter establishes a clear, fair, and institutional response mechanism for contractor violations of OHS provisions. It ensures proper investigation, corrective action, disciplinary measures, and compensation.

This mechanism is an integral part of LGED’s accountability culture, commitment to worker protection, and ethical construction management.

6.6.2 Key Action Points

6.6.2.1 Definition of OHS Violation

- *Any failure, negligence, or deliberate breach by the contractor of LGED’s OHS policies, standards, guidelines, or contract-based safety conditions shall be considered an “OHS violation.”*

6.6.2.2 Investigation and Evidence Collection

- *Upon receiving a complaint, the concerned project/field office must immediately initiate an investigation and collect written evidence, testimonies, and documentation.*

6.6.2.3 Initial Warning and Instruction

- *For first-time violations, a written warning must be issued along with instructions to implement corrective actions within a specified timeframe.*

6.6.2.4 Disciplinary Measures for Repeated or Severe Violations

- *In case of repeated or serious violations, one or more of the following actions must be taken:*
 - a) Suspension or cancellation of specific contract components*
 - b) Imposition of financial penalties*
 - c) Disqualification from future LGED tenders*
 - d) Mandatory compensation to affected workers*
 - e) Inclusion of violation record in contract/project documents*

6.6.2.5 Special Measures for Violations Related to Female Workers

- *If indicators related to female worker safety, gender equity, or grievance resolution (as per Clause 5.2.5) are violated, both administrative and contractual disciplinary actions must be enforced.*

6.6.2.6 Compensation and Rehabilitation

- *In cases of health damage, accident, or death resulting from OHS violations, the contractor must take legal steps to ensure compensation and rehabilitation of affected workers.*

6.6.2.7 Reporting and Documentation

- A written report detailing the investigation, decision, and actions taken must be prepared and preserved at the field office and LGED Headquarters.

6.6.2.8 Inclusion in Annual OHS Audit

- All OHS violation incidents must be included in the annual OHS performance audit and considered in future training and awareness programs.

6.6.3 Implementation Guidelines

- Written investigation and reporting are mandatory for every violation.
- Evidence and testimonies must be collected before enforcing disciplinary actions.
- Repeated violations must be addressed with strict measures and recorded in contract documents.
- Violations related to female workers require separate administrative handling.
- Compensation and rehabilitation must follow labor laws and contract terms.

6.6.4 Responsibility Distribution

a. LGED Headquarters and PMU

- **Approval of Policy and Response Framework:** Approve OHS violation response protocols, investigation formats, disciplinary action guidelines, and compensation procedures. Include separate administrative measures for violations involving female worker indicators.
- **Annual Audit Planning and Analysis:**
 - o Develop and implement a central audit plan to include OHS violations in the annual performance audit.
 - o Analyze violation types, recurrence, corrective actions, and compensation outcomes.
- **Issuance of Central Instructions for Repeated Violations:** Issue directives for punitive actions—such as disqualification, contract cancellation, or blacklisting—for contractors with repeated violations.
- **Integration into Training and Awareness Programs:** Incorporate violation insights into future training and awareness programs to prevent recurrence.

b. Regional/Divisional Offices

- **Review and Compilation of District-Level Reports:** Review violation reports from district offices and compile findings for submission to LGED Headquarters.
- **Trend Analysis and Report Preparation:**
 - o Analyze patterns of repeated violations, female worker-related breaches, and effectiveness of disciplinary actions.
 - o Prepare summary reports with recommendations.
- **Support in Disseminating Instructions and Implementation:** Assist in communicating central directives to district and upazila levels and support their implementation.
- **Preparation of Separate Reports on Female Worker Violations:** Prepare and submit separate reports for violations related to female worker safety and grievance indicators, as per Clause 5.2.5 of OHS Policy of LGED.

c. District Executive Engineer's Office

- **Reception of Complaints and Supervision of Investigations:** Receive complaints from Upazila offices, supervise investigations, and ensure proper collection of evidence and testimonies.
- **Implementation of Disciplinary Actions:** Enforce written warnings, financial penalties, contract suspension/cancellation, disqualification, and compensation obligations.
- **Oversight of Compensation and Rehabilitation Process:** Ensure legal procedures are followed for compensating and rehabilitating affected workers.
- **Submission of Reports to Divisional Office:** Prepare and submit detailed reports on investigations, decisions, and actions taken.

d. Upazila Engineer's Office

- **Identification and Documentation of Site-Level Violations:** With support from the OHS Supervisor, identify violations and collect written evidence, photographs, and testimonies.
- **Conducting Preliminary Investigations and Preparing Reports:** Carry out initial investigations and submit reports to the District Executive Engineer's Office.
- **Collection of Testimonies from Contractors and Workers:** Gather and verify statements from relevant parties involved in the violation.
- **Monitoring Follow-Up and Corrective Actions:** Track contractor implementation of corrective measures based on issued warnings and instructions.

e. Contractors

- **Compliance with OHS Policies and Contractual Obligations:** Strictly adhere to all OHS provisions, safety guidelines, and contract-specific requirements.
- **Cooperation in Investigations:** Provide documents, evidence, and testimonies during investigations and implement corrective actions.
- **Ensuring Compensation and Rehabilitation:** Take legal responsibility for compensating and rehabilitating affected workers.
- **Maintaining Eligibility for Future Tenders:** Remain vigilant in complying with OHS standards to avoid disqualification.

f. OHS Supervisor (Employed by Contractor)

- **Monitoring and Reporting of Site-Level Violations:** Regularly monitor OHS compliance and report violations to the Upazila Engineer's Office.
- **Support in Evidence Collection:** Assist in gathering documentation, photographs, and testimonies.
- **Assistance in Implementing Corrective Measures:** Support the contractor in executing corrective actions and raise worker awareness.
- **Special Oversight for Female Worker Violations:** Identify and report violations related to female worker safety and grievance resolution separately.

6.6.5 Supportive Materials and Implementation Tools

- *Violation investigation checklist*
- *Warning and instruction templates*
- *Disciplinary action formats*
- *Compensation calculation guidelines*
- *Annual audit report structure*

6.6.6 Recommended Practices for Risk Reduction

1. ***Violation Identification and Reporting Practice:*** Practice identifying and documenting site-level violations in written form.
2. ***Evidence Collection and Testimony Verification Practice:*** Practice collecting and verifying evidence, photographs, and testimonies related to violations.
3. ***Disciplinary Action Enforcement Practice:*** Practice implementing disciplinary measures for repeated or serious violations.
4. ***Compensation and Rehabilitation Process Practice:*** Practice activating legal procedures for worker compensation and rehabilitation.
5. ***Integration into Training and Awareness Practice:*** Practice incorporating violation insights into future training and awareness programs.

6.7 OHS Auditing by Third Party/Consultant and Evaluation of OHS Performance of Contractors and LGED Officials/Staff *(Ref: Policy Sub-Clause 6.10)*

6.7.1 Explanatory Description

To ensure effective implementation, compliance, and continuity of the Occupational Health and Safety (OHS) Policy, the Local Government Engineering Department (LGED) shall conduct an institutional auditing process at regular intervals.

This audit shall include comparative analysis of policy directives, implementation progress, challenges, achievements, and previous observation reports.

The auditing process is a vital tool for promoting a preventive culture, accountability, and policy cohesion.

Contractors and LGED officials/staff (such as Upazila Engineer, Upazila Assistant Engineer, contract-specific supervising officials/staff, Executive Engineer, and regional/divisional coordinating engineers/officials) play a critical role in implementing OHS.

Therefore, as part of the annual OHS audit, their performance must be evaluated, rewarded, and considered in future tender assessments and promotions. This will foster accountability, motivation, and a preventive safety culture.

6.7.2 Key Action Points

6.7.2.1 *Mandatory Annual Audit and Performance Evaluation*

At least once a year, under the supervision of LGED's designated unit, a qualified third party/consultant must conduct the following activities:

- a) Audit the compliance and implementation status of OHS policies.*
- b) Evaluate the OHS performance of relevant contractors and LGED officials/staff.*

6.7.2.2 *Policy Implementation Review and Performance Evaluation*

The audit shall observe and analyze the implementation of the indicators related to the following:

- Training and awareness*
- Use of PPE*
- Risk management*
- Report preparation*
- Freedom to express concerns*

The contribution and role of contractors and LGED officials in implementing such indicators must be evaluated.

6.7.2.3 *Comparative Analysis of Provisions and Reports*

Reports prepared under the audit must be compared with previous reports under to assess continuity and progress.

6.7.2.4 *Identification of Risks, Deviations, and Roles*

- a) *The audit must identify policy deviations, risky behaviors, or structural weaknesses and recommend corrective actions to the relevant authority.*
- b) *Performance evaluation must identify the actual role of individuals in OHS compliance and provide appropriate recommendations.*

6.7.2.5 *Report and Recommendation Preparation*

Separate written reports must be prepared for audit and performance evaluation, including observations, analysis, comparative assessments, and recommendations.

6.7.3 *Implementation Guidelines*

6.7.3.1 *Appointment of Third Party/Consultant and Scheduling*

- a) *The Project/Program Director shall appoint a qualified third party/consultant to conduct the annual audit.*
- b) *The Terms of Reference (ToR) must be finalized and approved by the Chief Engineer, LGED, based on recommendations from the Central OHS Committee.*

6.7.3.2 *Evaluation Methodology*

- a) *Based on approved indicators, the third party/consultant shall prepare a written evaluation methodology.*
- b) *The following indicators from Clause 5.1 of the policy shall be considered:*
 - 1) *Safe drinking water*
 - 2) *Toilet facilities*
 - 3) *Waste management*
 - 4) *First aid facilities*
 - 5) *Dust suppression*
 - 6) *Warning signs*
 - 7) *Noise management*
 - 8) *Child labor*
 - 9) *Personal Protective Equipment (PPE)*
 - 10) *COVID-19 or similar pandemics*
- c) *LGED may modify or add indicators as needed from the indicators included in Chapter-5 of OHS policy of LGED.*
- d) *Evaluation activities shall commence only after the methodology based on approved indicators is formally approved by the Chief Engineer, LGED on recommendation of Central OHS Committee.*

6.7.3.3 *Incentives, Certificates, and Awards*

- a) *Written certificates, financial rewards, or honors must be provided to successful contractors and officials.*
- b) *The structure of such certificates/mementos shall be prepared by the third party/consultant and must be approved by the Chief Engineer, LGED, prior to use.*

6.7.3.4 *Use of Evaluation in Tender and Promotion*

- a. *Contractor performance shall be considered as a standard criterion in future tender evaluations.*
- b. *Officials' performance shall be considered in annual work planning, training needs assessment, and promotion decisions.*

6.7.3.5 *Digital Record Preservation*

Audit reports and performance evaluation documents/evidence must be digitally preserved and forwarded to the PMU and relevant units.

6.7.3.6 *Policy Update Based on Results*

Based on audit recommendations and analysis, the OHS policy must be updated as necessary.

6.7.4 Responsibility Distribution

a. LGED Headquarters and Project Management Unit (PMU)

- Approval of Audit Structure and Indicators

- Determine and approve indicators for OHS audit and performance evaluation.
- Finalize and approve the Terms of Reference (ToR) for third party/consultant.

- Appointment and Supervision of Third Party

- Review and approve consultant appointment proposals from Project/Program Directors.
- Monitor the quality of audit activities.

- Report Review and Policy Update

- Review audit and performance evaluation reports and decide on necessary policy updates.
- Approve incentives for successful contractors and officials.

b. Regional/Divisional Office

- Coordination of District-Level Audits

- Monitor progress of audits in subordinate districts and collect reports.
- Forward identified issues and recommendations to headquarters.

- Performance Analysis and Training Planning

- Assess training needs based on performance evaluation and forward to HQ.
- Separately analyze audit results related to safety and participation of female workers.

c. District Executive Engineer's Office

- Coordination with Third Party

- Ensure provision of information and cooperation with third party/consultant during audit.
- Supervise contractor and upazila office activities.

- Verification and Forwarding of Reports

- Verify audit and performance evaluation reports and forward to regional office.
- Preserve reports and prepare data for future tender evaluations.

d. Upazila Engineer's Office

- Providing Information and Field Support

- Provide necessary data, documents, and field access to third party.
- Assist audit activities in coordination with contractor and supervisor.

- Preliminary Observation and Reporting

- Prepare preliminary performance observation report and send to district office.
- Be present during field audits and monitor activities.

e. Contractor

- Providing Data and Documents

- Provide all required information, documents, and evidence for audit in a timely manner.
- Ensure workplace safety measures and PPE usage.

- Participation in Evaluation Process

- Actively participate in performance evaluation.
- Prepare supervisors and workers accordingly.

- Use of Incentives and Evaluation in Future Tenders

- Use received certificates and evaluation results in future tenders.
- Take corrective actions if weaknesses are identified.

f. OHS Supervisor (Appointed by Contractor)

- Audit Preparation and Support

- Prepare data on workplace safety, PPE usage, and risk management.
- Coordinate directly with the audit team.

- Participation in Performance Evaluation

- Participate in evaluation based on assigned duties and observable behavior.
- Ensure demonstration of safety awareness and behavioral discipline among workers.

6.7.5 Support Tools and Implementation Aids

- Approved audit indicator list
- Performance evaluation form and guideline
- Certificate and award templates (design and language)
- ToR preparation template (for third party)
- Audit report template (including analysis, comparison, recommendations)
- Digital record preservation software/database guideline
- Gender-sensitive evaluation checklist
- Register form for inclusion in annual audit

6.7.6 Practices for Risk Reduction

1. Annual Audit Practice

- Practice conducting audit activities as per schedule.
- Practice data exchange with audit team at field level.

2. Evaluation Form Completion and Analysis Practice

- Use training and checklists to complete performance evaluation forms.
- Analyze results to identify weaknesses and plan corrective actions.

3. Certificate and Incentive Management Practice

- Practice preparing and distributing certificates for successful contractors/officials.
- Ensure transparency and procedural integrity in award distribution.

- Digital Preservation and Audit Inclusion Practice

- Practice storing reports and evidence in software systems.
- Prepare data for inclusion in annual audit.

- Policy Update Feedback Practice

- Prepare proposals for policy revision based on audit recommendations.

- *Practice procedural submission of feedback to the central committee.*

7. Implementation Strategy of LGED's Occupational Health and Safety 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 upholds human dignity, productivity, and sustainable development at every workplace.

Successful implementation of this policy requires a well-structured, time-bound, and participatory strategy that is effectively applicable from LGED headquarters to every field level.

This chapter presents an institutional framework through the assignment of responsibilities, publication and dissemination of the policy, preparation of the Bengali version, formation of focal points and central committees, and development of annual work plans.

This framework will help foster coordination, accountability, and a preventive safety culture among all LGED officials, contractors, worker representatives, and stakeholders.

7.1 Responsibilities of Implementation of OHS Policy of LGED (Ref: Policy Sub-Clause 7.1)

7.1.1 Explanatory Description

This subchapter outlines the responsibilities for implementing LGED's Occupational Health and Safety Policy. It ensures that the roles of officials, contractors, worker representatives, and stakeholders at every level are clearly defined and accountable.

7.1.2 Key Action Points

7.1.2.1 Assuming Responsibility for Policy Implementation

- LGED will take full responsibility for implementing the OHS policy across all levels, from headquarters to upazila offices.
- Designated officers and supervisors must be actively engaged in implementing OHS in every project/contract.

7.1.2.2 Ensuring Stakeholder Engagement

- Cooperation must be ensured from contractors, worker representatives, consultants, suppliers, and local administration.
- Orientation sessions and regular meetings should be organized to raise awareness among stakeholders.

c. Activation of Focal Points and Committees

- Central and local OHS committees and focal points must be empowered to perform their duties.
- Define the Terms of Reference (ToR), meeting schedules, and reporting structures for each committee.

7.1.3 Implementation Guidelines

7.1.3.1 Preparation and Approval of Annual Implementation Plan

- LGED Headquarters shall prepare and formally approve an annual implementation plan for OHS activities, ensuring alignment with institutional priorities and field-level feasibility.

7.1.3.2 Issuance of Guidelines to Responsible Officers

- Clear and actionable OHS implementation guidelines shall be issued to designated officers at the upazila, district, regional, and headquarters levels, specifying roles, timelines, and reporting formats.

7.1.3.3 System for Quarterly Progress Reporting

- A structured system shall be established for the preparation, submission, and review of quarterly progress reports, enabling timely monitoring and corrective actions.

7.1.3.4 Training and Guidance for Performance Gaps

- If gaps in implementation or performance are identified, LGED shall arrange targeted training, mentoring, or guidance for the concerned individuals to ensure compliance and capacity enhancement.

7.1.4 Responsibility Distribution

a. LGED Headquarters

- Overall supervision and strategic guidance for policy implementation
- Preparation and approval of the annual implementation plan
- Activation of the central OHS committee and nomination of focal points

b. Regional/Divisional Office

- Supervision of district-level implementation activities
- Analysis of reports and submission to headquarters
- Coordination and awareness-building among stakeholders

c. District Executive Engineer's Office

- Supervision of upazila-level activities
- Coordination with contractors and supervisors
- Preparation and submission of implementation reports

d. Upazila Engineer's Office

- Execution of implementation activities at field level
- Coordination with worker representatives and contractors
- Serve as focal point for reporting and follow-up

e. Contractor

- Ensure contract-based OHS implementation
- Conduct safety and awareness activities for workers
- Field-level reporting and follow-up

f. OHS Supervisor

- Daily supervision of OHS implementation at the worksite
- Ensure PPE usage, risk management, and behavioral safety
- Submit regular reports to the Upazila Engineer's office

7.1.5 Support Tools and Implementation Aids

- Printed OHS policy in both Bengali and English versions
- Orientation slides, videos, posters, and leaflets
- Checklists and guidelines for workers and contractors
- Committee ToRs, meeting registers, and decision forms
- Focal point nomination forms and duty lists
- Implementation plan and quarterly/annual reporting templates
- Software/database usage guidelines
- Gender-sensitive evaluation checklists
- Register forms for inclusion in annual audits

7.1.6 Practices for Risk Reduction

1. Responsibility Assignment and Follow-Up Practice

- Define names, duties, and follow-up schedules for responsible persons at each level.
- Identify performance gaps and provide training or guidance.

2. Stakeholder Coordination Practice

- Organize coordination meetings with contractors, worker representatives, consultants, and administration.
- Develop and implement participatory plans.

3. Committee Activation Practice

- Conduct regular meetings and implement decisions as per ToR.
- Monitor activities based on committee mandates.

4. Reporting and Evaluation Practice

- Prepare and analyze quarterly/annual reports.
- Update work plans based on report findings.

6. Training and Awareness Practice

- Conduct field-level training on PPE, risk management, and behavioral safety.
- Organize awareness campaigns for workers and contractors.

7.2 Publication and Dissemination (Ref: Policy Sub-Chapter- 7.2)

7.2.1 Explanatory Description

For effective implementation of the OHS Policy, its formal publication and widespread dissemination are essential.

The contents of the policy must be communicated in an accessible manner to all levels of officials, contractors, worker representatives, and stakeholders.

Through publication and dissemination, the policy's acceptance, awareness, and a preventive safety culture can be fostered.

7.2.2 Key Actions

7.2.2.1 Formal Publication of the Policy

- *The policy must be formally published within three (3) months of approval by the Chief Engineer, LGED.*
- *The date of publication, medium, and distribution plan must be defined.*

7.2.2.2 Distribution of the Published Policy

- *The published policy must be distributed to all LGED offices, contractors, consultants, labor unions, and relevant stakeholders.*
- *A distribution list and receipts must be maintained.*

7.2.2.3 Promotion and Communication Materials

- *A summary of the policy must be included in posters, booklets, digital media, and training materials.*
- *Awareness campaigns, orientations, and workshops must be conducted to promote the policy.*

7.2.3 Implementation Guidelines

7.2.3.1 Preparation and Approval of Publication and Dissemination Plan

- *LGED Headquarters shall prepare and formally approve a comprehensive plan for the publication and dissemination of the OHS policy, ensuring timely and inclusive outreach.*

7.2.3.2 Bilingual Policy Preparation

- *The OHS policy must be prepared in both Bengali and English versions to ensure accessibility and understanding across all levels of stakeholders.*

7.2.3.3 Schedule for Promotional Materials

- *A defined schedule shall be followed for the design, printing, and distribution of promotional materials, including posters, leaflets, and digital content.*

7.2.3.4 Formation of Monitoring Team

- *A dedicated monitoring team shall be formed to oversee the progress of dissemination activities, identify gaps, and provide feedback for continuous improvement.*

7.2.4 Responsibility Distribution

a. LGED Headquarters

- Prepare and approve the publication and dissemination plan;
- Print Bengali and English versions of the policy;
- Form a monitoring team and supervise progress.

b. Regional/Divisional Office

- Coordinate distribution and promotion at district level;
- Initiate awareness activities among stakeholders;
- Collect reports and forward to headquarters.

c. District Executive Engineer's Office

- Distribute and promote the policy at upazila level;
- Conduct promotional activities with contractors and worker representatives;
- Prepare field-level reports.

d. Upazila Engineer's Office

- Distribute posters, booklets, and training materials at field level;
- Organize awareness sessions and orientations;
- Serve as focal point for reporting and follow-up.

e. Contractor

- Promote the policy at worksites and display posters;
- Raise awareness among workers;
- Coordinate with the Upazila Engineer's office.

f. OHS Supervisor

- Explain policy summaries to workers;
- Promote PPE usage and behavioral safety;
- Participate in awareness activities and submit reports.

7.2.5 Supportive Materials and Implementation Tools

- Printed OHS Policy in Bangla and English versions
- Posters, booklets, leaflets, and digital media materials
- Training slides and videos
- Distribution list and receipt form
- Campaign plan and monitoring form
- Awareness meeting register and TOR
- Orientation guide for stakeholders and contractors

7.2.6 Applicable Practices for Risk Reduction

1. Timely Publication Practices

- Practice of completing publication within 3 months of approval;
- Determination of publication date and medium.

2. Distribution and Receipt Preservation Practices

- Preparation of distribution list and collection of receipts;
- Ensuring distribution among stakeholders.

3. Awareness Campaign Implementation Practices

- Display of posters, booklets, and videos;

– *Organizing awareness meetings and workshops.*

4. Monitoring and Reporting Practices

– *Progress observation through monitoring team;*

– *Preparation and analysis of quarterly reports.*

7.3 Bengali Version of the Policy (Ref: Policy Sub-Chapter 7.3)

7.3.1 Explanatory Description

To ensure effective implementation of the OHS Policy, it is essential to prepare a standardized Bengali version.

The Bengali version must be clear, usable, and suitable for training purposes for all levels of LGED officials, contractors, and workers.

It will enhance policy acceptance, awareness, and practical application across all stakeholder groups.

7.3.2 Key Actions

7.3.2.1 Preparation of the Bengali Version

- *A standardized Bengali version must be prepared within three (3) months of approval by the Chief Engineer, LGED.*
- *The translation must preserve technical terminology, contextual clarity, and implementability.*

7.3.2.2 Distribution and Promotion

- *The Bengali version must be distributed to all levels of LGED officials, contractors, and workers.*
- *It must be used in training sessions, orientations, and awareness activities.*

7.3.2.3 Ensuring Clarity and Usability

- *The language, formatting, and examples must be presented in a way that is easily understandable to workers.*
- *Visuals, checklists, and concise summaries should be included where necessary.*

7.3.3 Implementation Guidelines

7.3.3.1 Formation of Editorial Team for Bengali Version

- *A dedicated team comprising experienced translators and subject matter experts shall be formed to edit and finalize the Bengali version prepared by consultants, ensuring linguistic accuracy and content integrity.*

7.3.3.2 Adherence to Timeline for Translation, Review, and Approval

- *A defined timeline, as per policy provisions, must be strictly followed for translation, review, and final approval to avoid delays and ensure timely readiness of the Bengali version.*

7.3.3.3 Pre-Printing Review and Recommendation

- *Before printing, the finalized Bengali version must be reviewed and formally recommended by the Central OHS Committee or relevant committees, and endorsed by the Chief Engineer, LGED, to ensure quality, relevance, and institutional acceptance.*

7.3.3.4 Development and Execution of Dissemination Plan

- *A separate and structured plan shall be developed and executed for the distribution and promotion of the Bengali version, ensuring accessibility for all levels of stakeholders.*

7.3.3.5 *Mandatory Inclusion in Training Materials*

- *Inclusion of the Bengali version in all training materials shall be made mandatory to ensure comprehension and effective application by field-level staff and workers.*

7.3.4 **Responsibility Distribution**

a. LGED Headquarters

- *Form a team of translators and subject experts to prepare the Bengali version.*
- *Supervise the quality of translation and review process, and provide final approval.*
- *Approve the printing, distribution, and promotion plan.*
- *Ensure integration of the Bengali version into all training materials.*

b. Regional/Divisional Office

- *Coordinate distribution activities at the district level.*
- *Ensure use of the Bengali version in training and awareness programs.*
- *Collect usage reports and submit to headquarters.*

c. District Executive Engineer's Office

- *Distribute the Bengali version at the upazila level.*
- *Promote its use among contractors and workers during awareness activities.*
- *Prepare field-level reports and forward to the regional office.*

d. Upazila Engineer's Office

- *Distribute and explain the Bengali version at field level.*
- *Use it in awareness sessions and training programs.*
- *Act as focal point for reporting and follow-up activities.*

e. Contractor

- *Display and distribute the Bengali version at the worksite.*
- *Use it to raise awareness among workers.*
- *Coordinate with the Upazila Engineer's office during promotional activities.*

f. OHS Supervisor

- *Explain the Bengali version to workers.*
- *Use it in awareness activities related to PPE, behavioral safety, and risk management.*
- *Participate in awareness sessions and submit reports to the Upazila Engineer's office.*

7.3.5 **Support Tools and Implementation Aids**

- *Terms of Reference (ToR) and timeline for preparing the Bengali version*
- *Translation and review guidelines*
- *Printing format and design templates*
- *Distribution lists and receipt forms*
- *Integration of Bengali version into training and awareness materials*
- *Illustrated summaries and simplified explanations for workers*
- *Monitoring and reporting forms*

7.3.6 Practices for Risk Reduction

1. Timely Preparation Practice

- Practice completing the Bengali version within three months of approval
- Follow the ToR and timeline strictly

2. Clarity Validation Practice

- Test readability and formatting with actual workers
- Revise and restructure as needed

3. Distribution and Promotion Practice

- Practice field-level distribution and explanation
- Use the Bengali version actively in training sessions

4. Reporting and Monitoring Practice

- Prepare reports on distribution and usage
- Monitor progress through a dedicated team

7.4 OHS Focal Point (Ref: Policy Sub-Chapter: 7.4)

7.4.1 Explanatory Description

To ensure consistent implementation, supervision, and coordination of the OHS Policy, it is essential to designate a specific “OHS Focal Point” at every administrative level.

Focal Points will play a vital role in monitoring field-level implementation progress, preparing reports, identifying challenges, and coordinating with the Central OHS Committee to foster an effective and preventive safety culture.

7.4.2 Key Actions

7.4.2.1 Nomination of Focal Persons at Field Level

- *Each LGED office at Upazila, District, and Regional levels must officially designate one officer/staff member as the OHS Focal Person in writing.*
- *The nominated individual must receive training on OHS and be clearly informed of their scope of responsibilities.*
- *The nomination letter must explicitly mention the scope of responsibilities, reporting authority, and duration of assignment.*
- *The nominated person shall lead the implementation of OHS-related activities in coordination with the engineers working in the respective office.*

7.4.2.2 Nomination of Focal Point at Headquarters

- *An officer not below the rank of Superintending Engineer must be nominated as the OHS Focal Point at the LGED Headquarters.*
- *This officer shall serve as the Member Secretary of the Central OHS Committee and coordinate the activities of field-level focal persons.*

7.4.2.3 Determination of Responsibilities and Implementation Procedure

- *The Central OHS Committee shall arrange necessary training activities through the Central Training Unit, including course materials, for the focal points.*
- *The responsibilities, reporting structure, checklists, follow-up procedures, and coordination activities of the focal points are outlined below:*

A. Responsibilities of OHS Focal Person

The OHS Focal Person shall perform the following responsibilities (but not limited to):

- 1. Assist in implementing OHS policies and guidelines at construction sites.*
- 2. Complete, preserve, and submit monthly OHS checklists to the appropriate authority.*
- 3. Prepare and submit immediate incident/accident reports using the prescribed format.*
- 4. Monitor issues related to the safety, dignity, and equality of female and child workers.*
- 5. Organize orientation and briefing sessions to raise OHS awareness among contractors, workers, and supervision team members as applicable.*
- 6. Observe and encourage the use of Personal Protective Equipment (PPE) at construction sites.*

7. *Receive OHS-related complaints, conduct preliminary verification, and coordinate with the relevant GRM focal person.*
8. *Ensure preparation and submission of investigation reports within 7 working days of each accident.*
9. *Prepare and regularly update the list of hazardous activities at construction sites.*
10. *Oversee the implementation of zero-tolerance policies regarding child labor, gender-based violence, and sexual harassment.*
11. *Participate in regular coordination meetings with the concerned Upazila/District/Regional Engineer.*
12. *Submit monthly reports as per the instructions of the Central OHS Committee at Headquarters.*
13. *Ensure installation of safety signboards, guidelines, and warning signs at construction sites.*
14. *Organize participatory safety meetings with workers and preserve the meeting minutes.*
15. *Update OHS-related documents and registers.*
16. *Coordinate with Environmental, Social Safeguard, and Gender Focal Persons.*
17. *Assist in implementing project-based OHS action plans.*
18. *Support immediate response measures during emergencies (e.g., fire, collapse, electrocution).*
19. *Participate and assist in OHS-related training and drill activities.*
20. *Disseminate any new instructions or updates related to OHS among relevant stakeholders.*

B. Reporting Structure of OHS Focal Persons

The reporting structures of OHS Focal Persons will be as follows:

- 1. Upazila Level:** The nominated focal person at the LGED Upazila office shall work directly under the Upazila Engineer (UE). Monthly OHS reports shall be submitted to the District Office through the UE.
- 2. District Level:** The nominated focal person at the District Office shall work under the Executive Engineer (XEN) and compile Upazila-level reports for submission to the Regional Office.
- 3. Regional Level:** The nominated focal person at the Regional Office shall work under the Superintending Engineer (SE) and verify District-level reports for monthly submission to the Central OHS Committee of LGED.
- 4. Headquarters Level:** The Central OHS Committee shall analyze reports and data from all levels, issue necessary instructions, and conduct monitoring and evaluation activities at the Headquarters level.

In this structure, both vertical and horizontal coordination must be ensured between the responsible engineers and focal persons at each level.

C. Checklists for OHS Focal Persons at Various Levels

Checklist- 7-1: Monthly Checklist of Upazila-Level OHS Focal Person

Submission Deadline: By the 5th of each month				
To				
Upazila Engineer (UE)				
Upazila:-----				
District: Submission of OHS Checklist				
SL	Checklist Item	Response (Yes/No/Number)		Remarks/Explanation
		Yes/No	Number	
1	Has the monthly checklist been completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Number of active construction sites	_____		
3	Was PPE usage monitored?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
4	Was orientation conducted for workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
5	Was safety of female workers monitored?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
6	Was any evidence of child labor found?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
7	Number of incidents/accidents this month	_____		
8	Were incident reports submitted for each case?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9	Any complaints received through GRM?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10	Were complaints verified and forwarded?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
11	Are safety signboards installed at sites?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
12	Was a safety meeting held with workers?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
13	Any special activities as per HQ instruction?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
14	Was coordination done with Environment/Gender Focal?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
15	Comments/Suggestions:			
Focal Person Submitting the Report				
Signature				
(Name.....)				
Designation:				
Office of the Upazila Engineer				
Upazila: -----				

Checklist- 7-2: Monthly Consolidated Checklist of District Level OHS Focal Person

<p>Submission Deadline: By the 10th of each month</p> <p>To</p> <p>The Executive Engineer (XEN)</p> <p>LGED</p> <p>District:-----</p>

SL	Checklist Item	Response (Yes/No/Number)		Remarks/ Explanation
		Yes/No	Number	
1	Have all upazila-level checklists been collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Total number of upazila offices	_____		
3	Number of offices that submitted checklists	_____		
4	Total number of reported incidents	_____		
5	Total number of GRM complaints	_____		
6	Overall PPE usage observation	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory		
7	Any reports on child labor/gender-based violence?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
8	Any special activities as per HQ instruction?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9	Was coordination done with Environment/Gender/Social Focal Persons?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10	Comments/Analysis/Recommendations:			
<p>Focal Person Submitting the Report</p> <p>Signature (Name.....)</p> <p>Designation:</p> <p>Office of the Executive Engineer LGED District: -----</p>				

Checklist- 7-3: Monthly Consolidated Checklist of Regional Level OHS Focal Person

Submission Deadline: By the 15th of each month				
To Chairperson, Central OHS Committee (COHSC) LGED Head Quarters				
SL	Checklist Item	Response (Yes/No/Number)		Remarks/ Explanation
		Yes/No	Number	
1	Have all district-level checklists been collected?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Total number of district offices	_____		
3	Number of districts that submitted checklists	_____		
4	Total number of reported incidents	_____		
5	Total number of GRM complaints	_____		
6	Number of reports on child labor/gender-based violence	_____		
7	Overall PPE usage observation	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory		
8	Have special activity lists been attached as per HQ instruction?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
9	Was the quarterly coordination meeting held?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
10	Was a virtual meeting held with HQ?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
11	Comments/Analysis/Recommendations:			
Focal Person Submitting the Report Signature (Name.....) Designation: Office of the Superintending Engineer LGED Region: -----				

7.4.3 Implementation Guidelines

7.4.3.1 Issuance of Formal Directive for Focal Point Designation

- LGED Headquarters shall issue a formal directive for the designation of OHS Focal Points at all levels, clearly specifying the nomination process, assigned responsibilities, and reporting structure to ensure uniform implementation.

7.4.3.2 Maintenance and Circulation of Centralized List

- A centralized list of designated Focal Points shall be maintained and regularly updated by LGED Headquarters. Updated copies must be

shared with all relevant regional and district offices to ensure coordination and accountability.

7.4.3.3 Annual Orientation and Refresher Training Plan

- Annual plans shall be developed to provide structured orientation and refresher training for all designated Focal Points. These plans must include training content, schedule, delivery modality, and evaluation mechanisms.

7.4.3.4 Collection and Analysis of Reports

- Quarterly and annual reports shall be collected through the designated Focal Points. These reports must be analyzed and presented to the Central OHS Committee for review, decision-making, and policy refinement.

7.4.3.5 Establishment of Monitoring and Support System

- A monitoring and support system shall be established to evaluate the performance of Focal Points. The system must include mechanisms for feedback, technical assistance, and corrective actions where necessary.

7.4.4 Responsibility Distribution

a. LGED Headquarters

- 1. Preparation and Issuance of Designation Directive for Focal Points:** Prepare and formally issue the directive for the designation of OHS Focal Points across all administrative levels, clearly outlining the nomination process and responsibilities.
- 2. Designation of Central Focal Point and Role Assignment:** Designate one officer at the headquarters level as the Central OHS Focal Point and assign them the role of Member Secretary of the Central OHS Committee.
- 3. Maintenance and Annual Update of Focal Point List;** Maintain a centralized list of all designated Focal Points and update it annually to ensure accuracy and institutional continuity.
- 4. Development and Distribution of Support Materials:** Develop and distribute training materials, operational guidelines, and standardized checklists to support the effective functioning of Focal Points.
- 5. Monitoring and Support for Field-Level Implementation:** Monitor and evaluate the activities of Focal Points at the upazila, district, and regional levels, and provide necessary technical and administrative support as required.

b. Regional/Divisional Office

- 1. Supervision of Nomination Process;** Supervise the nomination process of Focal Points at the district and upazila levels within the respective jurisdiction.
- 2. Collection and Submission of Designation Lists:** Collect the lists of designated Focal Points from subordinate offices and submit them to LGED Headquarters for central recordkeeping.
- 3. Organization of Trainings and Coordination Meetings:** Organize training sessions and quarterly coordination meetings for Focal Points to enhance capacity and ensure alignment with national OHS objectives.
- 4. Report Analysis and Submission:** Collect and analyze reports received from district offices and submit consolidated findings and recommendations to LGED Headquarters.

c. District Executive Engineer's Office

- 1. Designation and Role Assignment at Upazila Level:** Ensure the formal designation of OHS Focal Points at the upazila level and clearly assign their roles and responsibilities.
- 2. Oversight of Orientation and Follow-Up:** Oversee the orientation and follow-up activities of designated Focal Persons to ensure preparedness and continuity.
- 3. Report Collection and Forwarding:** Collect quarterly reports from upazila-level Focal Points and forward them to the respective regional/divisional office in a timely manner.
- 4. Field-Level Engagement and Supervision:** Ensure the active involvement of Focal Points in the implementation of OHS activities at the field level, including site visits and worker engagement.

d. Upazila Engineer's Office

- 1. Formal Designation and Role Definition:** Formally designate one officer as the OHS Focal Person and clearly define their responsibilities in writing.
- 2. Monitoring of Workplace Safety and Risk Management:** Through the Focal Person, monitor workplace safety measures, worker awareness programs, PPE usage, and risk management practices at construction sites.
- 3. Preparation and Submission of Reports:** Ensure the preparation of quarterly OHS reports by the Focal Person and submit them to the district office within the stipulated timeframe.
- 4. Participation in Awareness and Training Activities:** Ensure the active participation of the Focal Person in awareness sessions, training programs, and follow-up activities related to OHS.

7.4.5 Support Tools and Implementation Aids

- Focal Point nomination forms and Terms of Reference (ToR)
- Guidelines on responsibilities and reporting structure
- Orientation and training slides
- Quarterly and annual reporting templates
- Monitoring and evaluation checklists
- Focal Point activity tracking register
- Coordination meeting registers and decision forms

7.4.6 Practices for Risk Reduction

1. Timely Nomination Practice

- Complete the designation of Focal Points at all levels within the specified timeframe
- Fill, verify, and preserve nomination forms

2. Training and Capacity Building Practice

- Organize orientation and refresher courses for Focal Points
- Explain and practice responsibilities and reporting procedures

3. Reporting and Follow-Up Practice

- Collect quarterly and annual reports through Focal Points
- Analyze reports and take necessary corrective actions

4. Coordination and Evaluation Practice

- *Headquarters-level Focal Point must coordinate activities of field-level Focal Persons*
- *Monitoring teams must be actively involved in evaluating Focal Point performance.*

7.5 Central Occupational Health and Safety (OHS) Committee

(Ref: Policy Sub-Chapter 7.5)

7.5.1 Explanatory Description

To ensure centralized planning, implementation, supervision, evaluation, and coordination of the OHS Policy, the formation of a strong and effective Central OHS Committee is essential.

This committee will provide strategic guidance from LGED Headquarters to all field-level offices and ensure continuity and accountability in policy implementation.

The committee's scope of work, member responsibilities, meeting schedule, and reporting structure will be clearly defined.

7.5.2 Key Action Points

7.5.2.1 Committee Formation

- *Within six (6) months of the formal publication of the policy, a Central OHS Committee must be formed under the leadership of the Additional Chief Engineer (or equivalent rank).*
- *An official order must be issued to establish the committee.*

7.5.2.2 Member Inclusion

- *The committee must include relevant members from the Planning, Implementation, Training, Audit, Monitoring & Evaluation and other units as decided by the Chief Engineer, LGED.*
- *The roles and responsibilities of each member must be clearly defined. After formation of the Committee, in the first meeting such responsibilities of the members including chairman should be finalized and shall be approved by the Chief Engineer LGED.*

7.5.2.3 Scope of Work and Meeting Schedule

- *The committee's scope of work, meeting schedule, decision-making procedures, and reporting structure should be finalized in the first meeting of the Central OHS Committee and shall be approved by the Chief Engineer LGED.*
- *The committee shall meet at least four (4) times per year and may convene special meetings as needed.*

7.5.3 Implementation Guidelines

7.5.3.1 Issuance of Official Order for Committee Formation

- *An official order shall be prepared and formally approved by the Chief Engineer, LGED, to establish the committee in accordance with institutional procedures and governance protocols.*

7.5.3.2 Attachment of Member Nominations, ToR, and Responsibility Matrix

- *The official order must include the names of nominated members, clearly defined Terms of Reference (ToR), and a detailed list of responsibilities for each member to ensure role clarity and accountability.*

7.5.3.3 Inclusion of Committee Meeting Schedule in Annual Plan

- *The committee's meeting schedule shall be incorporated into the annual implementation plan to ensure timely coordination, institutional alignment, and regular review of progress.*

7.5.3.4 Documentation and Monitoring by Member Secretary

- The designated Member Secretary shall be responsible for maintaining accurate meeting minutes and for monitoring the progress of implementation of decisions taken by the committee.

7.5.3.5 Preparation of Annual Review Report

- An annual review report shall be prepared to evaluate the committee's performance, document key achievements and challenges, and recommend improvements for future planning and implementation.

7.5.4 Responsibility Distribution

a. LGED Headquarters

- Prepare and approve the official order for committee formation from the Chief Engineer, LGED.
- Nominate the Additional Chief Engineer (or equivalent) as the Chairperson of the committee.
- Nominate members from relevant units including the Planning, Implementation, Training, Audit, Monitoring & Evaluation units.
- Assign the role of the Committee, Members, Chairman and provide necessary support.
- Organize committee meetings, oversee decision implementation, and monitor reporting activities.

b. Central OHS Committee (COHSC)

The Occupational Health and Safety Committee (OHSC) is the authority responsible for planning and policy-making related to workplace/site safety and health. The key responsibilities of the OHS Committee are outlined below, though not limited to these:

1. Plan and develop accident prevention programs for worksites.
2. Oversee workplace/site accident prevention efforts in accordance with contract provisions and applicable government regulations/rules.
3. Organize general safety meetings at least once a month. In emergency situations, meetings may be convened as soon as possible based on the decision of the OHS Committee.
4. Review inspection reports, accident investigations, and compliance with OHS regulations as per contract provisions.
5. Submit meeting minutes and activity reports to the Executive Engineer of the concerned district and other senior officials.
6. Assist LGED and other relevant agencies (if applicable) in conducting proper inspections to effectively implement the provisions of these standards.
7. Recommend, initiate, and oversee safety training programs for workers.
8. Develop an emergency response plan and maintain readiness accordingly.
8. Organize necessary emergency service units to respond to emergency situations.

c. Chairperson of the Central OHS Committee

Responsibilities of the Chairperson of the Central OHS Committee are as follows but not limited to:

1. **Convening and Presiding Over Meetings:** Call and preside over regular and emergency meetings of the committee, providing strategic direction for all OHS-related actions.

2. **Recommending Approval of Annual Plans:** Review annual OHS workplans, budgets, and training frameworks, and recommend them for approval to the appropriate authority.
3. **Review and Endorsement of Policies and Guidelines:** Examine updating proposals OHS policy of LGED, SOPs, and safety guidelines, and present them for endorsement by the competent authority.
4. **Leadership in Risk Assessment and Mitigation Planning:** Lead the review of project/Program-specific OHS risk assessments and mitigation plans, and provide directives for necessary revisions.
5. **Oversight of Grievance Redress Mechanism (GRM):** Monitor the effectiveness of complaint handling, investigation, and resolution processes related to OHS, and assign responsibilities accordingly.
6. **Guidance to Field-Level Committees:** Provide strategic guidance and coordination to district and upazila-level OHS committees to ensure implementation of central policies.
7. **Leadership in Safety Inspections and Audits:** Participate in central-level safety inspections and audits, and issue directives for corrective actions based on findings.
8. **Ensuring Gender-Sensitive Safety Measures:** Coordinate with relevant members to ensure safe sanitation, rest areas, and harassment prevention mechanisms for female workers.
9. **Policy Stance on Child Labor Prevention:** Uphold a firm policy stance against child labor, ensure identification and reporting, and guide the committee accordingly.
10. **Inter-Agency Coordination and Representation:** Represent LGED and coordinate with the Department of Labor, development partners, and other relevant agencies on OHS matters.
11. **Leadership in Emergency Preparedness and Response:** Approve and lead the implementation of emergency response plans for fire, earthquake, flood, and other hazards.
12. **Directive on OHS Inclusion in ICR and Evaluation Reports:** Instruct relevant teams to include OHS activities, achievements, and challenges in project completion and evaluation reports.
13. **Delegation and Supervision of Member Responsibilities:** Allocate responsibilities among committee members, monitor progress, and ensure effective coordination.
14. **Ensuring Transparency and Accountability:** Promote transparency, evidence-based decision-making, and institutional accountability in all committee functions.
15. **Seeking and Implementing Expert Opinions (as needed):** Obtain expert advice on complex OHS issues and guide the committee in implementing recommended measures.

c. Member Secretary (OHS Focal Point of LGED Head Quarters)

The primary responsibilities of the Focal Point (Member Secretary of the Central OHS Committee), on behalf of the Occupational Health and Safety (OHS) Committee, shall be but not limited to:

1. To communicate with stakeholders in alignment with the Occupational Health and Safety (OHS) policy and in accordance with LGED's established procedures regarding the implementation of the annual work plan;
2. To collect individual work plans from stakeholders (such as contractors' associations, workers' associations, and interested LGED field offices) to enrich the implementation process;

3. *To organize consultation meetings with stakeholder representatives to finalize the work plan;*
4. *To receive, edit, and update proposed suggestions/recommendations and finalize the annual work plan;*
5. *To obtain approval from the Chief Engineer of LGED, if necessary;*
6. *To publish the approved annual work plan at the earliest possible time and disseminate it among all concerned persons and stakeholders;*
7. *To monitor/supervise all occupational health and safety (OHS) activities under LGED;*
8. *To receive complaints from field-level offices/stakeholders and take measures for resolution; if necessary, the Committee shall obtain approval from the Chief Engineer of LGED;*
9. *To ensure at least one audit per year regarding compliance with Occupational Health and Safety (OHS) regulations;*
10. *To share audit results with stakeholders and recommend necessary changes/additions/improvements accordingly;*
11. *To organize seminars and discussion meetings on occupational health and safety (OHS) to ensure development and institutionalization of activities;*
12. *To maintain close communication with institutions related to occupational health and safety (OHS) (such as the National Committee on Industrial Health and Safety, Bangladesh Labour Welfare Foundation, Institution of Engineers, Bangladesh, etc.) and to seek expert advice, if necessary, for finalizing the annual work plan.*
13. *Convene committee meetings, prepare agendas, and maintain meeting records.*
14. *Coordinate with field-level Focal Persons and collect implementation reports.*
15. *Prepare progress reports on decision implementation and present them to the Chairperson and Headquarters.*

d. Committee Members

General and Overall Responsibilities of Central OHS Committee Members shall be but not limited to:

1. **Provide Unit-Specific Data and Recommendations:** *Provide relevant data and actionable recommendations from their respective units regarding implementation, training, audit, and evaluation activities to support committee decisions.*
2. **Participate in Meetings and Support Implementation:** *Actively attend committee meetings, contribute to discussions, and assist in the implementation of decisions taken by the committee.*
3. **Timely Submission of Reports and Analysis:** *Submit required information, analytical reports, and documentation to the Member Secretary within the stipulated timeframe to ensure smooth functioning of the committee.*
4. **Review of Policies, Guidelines, and Annual Plans:** *Examine LGED's OHS policies, SOPs, safety guidelines, and draft annual workplans and budgets, and provide practical recommendations for implementation.*
5. **Participation in Risk Assessment and Mitigation Planning:** *Actively engage in reviewing project-specific risk identification, analysis, and mitigation plans, and offer relevant feedback.*

- 6. Support in Safety Inspections, Audits, and Data Analysis:** Participate in field-level safety inspections and audits, and assist in collecting, analyzing, and reporting data on accidents and grievances.
- 7. Contribution to Training and Awareness Activities:** Assist in planning, implementing, and evaluating OHS training, drills, and awareness programs for workers and staff.
- 8. Active Role in Grievance Redress Mechanism (GRM):** Participate in receiving, investigating, and resolving OHS-related complaints, and provide impartial opinions.
- 9. Ensuring Gender Sensitivity and Inclusion:** Review and recommend measures for female workers' safety, sanitation, and harassment prevention mechanisms.
- 10. Support in Child Labor Prevention and Ethical Compliance:** Play an active role in identifying, reporting, and preventing child labor at construction sites, and uphold ethical standards.
- 11. Preparedness and Support in Emergency Response:** Assist in developing and implementing emergency response plans for fire, earthquake, flood, and other hazards.
- 12. Support in Inter-Agency Coordination and Representation:** Facilitate coordination and information exchange with other agencies and stakeholders, and support LGED's representation.
- 13. Participation in Meetings, Implementation of Decisions, and Accountability:** Attend committee meetings regularly, support the implementation of decisions, and help ensure transparency and institutional accountability.

7.5.5 Support Tools and Implementation Aids

- Template for official order to form the committee
- Member nomination forms and Terms of Reference (ToR)
- Agenda and meeting minutes templates
- Decision implementation tracking register
- Annual meeting plan and calendar
- Reporting forms for the Member Secretary
- Annual review report template

7.5.6 Practices for Risk Reduction

1. Timely Committee Formation Practice

- Practice forming the committee within six months of policy publication
- Complete preparation of official order and member nominations

2. Meeting Organization and Decision Implementation Practice

- Organize meetings as per the annual meeting plan
- Establish follow-up mechanisms for implementing meeting decisions

3. Reporting and Evaluation Practice

- Member Secretary prepares progress reports on decision implementation
- Develop and analyze the annual review report

4. Coordination and Accountability Practice

- Maintain regular coordination with field-level Focal Persons
- Ensure accountability of members in fulfilling their assigned responsibilities.

7.6 Formulation of Annual OHS Action Plan (Ref: Policy Sub-Chapter 7.6)

7.6.1 Explanatory Description

To ensure consistent and effective implementation of the OHS Policy, LGED shall prepare a time-bound, participatory, and practical Annual OHS Action Plan each year.

This plan will include LGED's own initiatives as well as contributions from contractor and worker associations (where applicable), along with timelines, responsibility distribution, and performance evaluation indicators.

It will promote transparency, coordination, and accountability in OHS management.

7.6.2 Key Actions

7.6.2.1 Preparation of the Annual Action Plan

- *LGED Headquarters shall prepare an Annual OHS Action Plan every year.*
- *The plan shall include actions taken to implement the policy, timelines, responsibility distribution, and performance indicators.*

7.6.2.2 Inclusion of Contractor Association Initiatives

- *Where applicable, initiatives from contractor associations shall be incorporated into the plan.*
- *These initiatives shall be jointly implemented by LGED and the contractors.*

7.6.2.3 Inclusion of Worker Association Initiatives

- *Where applicable, awareness and participatory activities from worker associations shall be included in the plan.*
- *These activities shall help enhance worker safety awareness and engagement.*

7.6.2.4 Approval and Dissemination of the Plan

- *The Annual OHS Action Plan shall be implemented upon approval by the Central OHS Committee.*
- *The approved plan must be formally disseminated to all relevant levels.*

7.6.3 Implementation Guidelines

7.6.3.1 Preparation and Presentation of Draft Action Plan

- *LGED Headquarters shall prepare a draft version of the OHS action plan and formally present it to the Central OHS Committee for review and feedback.*

7.6.3.2 Finalization and Issuance of Official Order

- *Based on the recommendations of the Central OHS Committee, the action plan shall be finalized and issued as an official order to ensure institutional endorsement and operational clarity.*

7.6.3.3 Specification of Timeline, Responsibility, and Evaluation Indicators

- *Each activity included in the action plan must clearly specify its implementation timeline, the responsible person or agency, and*

measurable evaluation indicators to facilitate monitoring and accountability.

7.6.3.4 Quarterly Review and Update of Implementation Progress

- The progress of action plan implementation shall be reviewed on a quarterly basis. Necessary updates and adjustments shall be made to address emerging challenges and ensure continued relevance.

7.6.3.5 Preparation of Annual Evaluation Report

- An annual evaluation report shall be prepared to assess the overall effectiveness of the action plan, document achievements and gaps, and recommend improvements for future planning cycles.

7.6.4 Responsibility Distribution

a. LGED Headquarters

- Form a planning team comprising representatives from relevant units to prepare the Annual Action Plan.
- Draft the plan and present it to the Central OHS Committee for review and approval.
- Issue the approved plan as an official order and oversee its implementation.
- Collect and analyze quarterly and annual progress reports.
- Evaluate the effectiveness of the plan and incorporate necessary revisions into the following year's plan.

b. Central OHS Committee

- Review and provide recommendations on the draft Annual Action Plan.
- Assess the feasibility, inclusiveness, and effectiveness of the plan before approval.
- Evaluate implementation progress during annual meetings.

c. Regional/District/Upazila Offices

- Implement activities within their respective jurisdictions as per the action plan.
- Prepare progress reports according to the defined schedule and submit to higher offices.
- Coordinate with contractor and worker associations to ensure local-level implementation of the plan.

d. Contractor and Worker Associations (where applicable)

- Implement their respective initiatives included in the action plan.
- Conduct awareness, training, and safety activities in coordination with LGED.
- Submit implementation progress reports through the designated Focal Point.

7.6.5 Support Tools and Implementation Aids

- Annual Action Plan template (in tabular format)
- Forms for assigning responsibilities and timelines
- List of performance evaluation indicators
- Participation forms for contractor and worker associations
- Quarterly and annual progress report templates
- Official order template for plan approval and dissemination
- Evaluation tools and analysis forms

7.6.6 Practices for Risk Reduction

1. Timely Planning Practice

- Ensure preparation and approval of the action plan within the designated timeframe each year;
- Practice drafting, reviewing, and issuing the official order.

2. Stakeholder Engagement Practice

- Incorporate feedback and initiatives from contractor and worker associations;
- Organize participatory planning meetings.

3. Reporting and Evaluation Practice

- Prepare and analyze quarterly and annual progress reports;
- Update the plan based on findings from evaluation reports.

4. Responsibility and Timeline Compliance Practice

- Ensure implementation of each activity according to assigned responsibilities and timelines.
- Conduct follow-up and coordination through designated Focal Points.

7.7 Implementation of Annual Action Plan (Ref: Policy Sub-Chapter 7.7)

7.7.1 Explanatory Description

The implementation of the Annual OHS Action Plan ensures effective management of LGED's safety initiatives.

Active participation of all relevant stakeholders, regular progress monitoring, and results-based evaluation are essential in this process.

Presentation of implementation reports to the Central Committee and dissemination to relevant offices ensures transparency and accountability.

7.7.2 Key Actions

7.7.2.1 Coordinated Implementation

- LGED shall implement the activities of the Annual Action Plan in coordination with contractors, worker representatives, consultants, and local administration.
- Designated persons or institutions must be actively involved in each activity.

7.7.2.2 Progress Monitoring and Evaluation

- The progress of each action included in the plan must be regularly monitored.
- Effectiveness must be assessed using performance evaluation indicators.

7.7.2.3 Reporting and Dissemination

- Implementation reports must be prepared quarterly and annually and presented to the Central OHS Committee.
- Reports must be formally disseminated to relevant regional, district, and upazila offices.

7.7.3 Implementation Guidelines

7.7.3.1 Establishment of Monitoring Framework

- LGED Headquarters shall establish a comprehensive monitoring framework to systematically oversee the implementation of OHS activities at all administrative levels.

7.7.3.2 Collection and Analysis of Field-Level Progress Data

- Field-level implementation data shall be collected through designated OHS Focal Points. The data must be compiled, verified, and analyzed to assess progress and identify gaps.

7.7.3.3 Compliance with Prescribed Formats and Timelines

- All reporting must adhere to the prescribed formats and timelines to ensure consistency, comparability, and timely decision-making across the institution.

7.7.3.4 Adjustment and Recommendation Based on Report Analysis

- Based on the analysis of collected reports, necessary adjustments, corrective actions, or policy recommendations shall be formulated and communicated to relevant stakeholders.

7.7.3.5 Formal Dissemination of Reports

- Finalized reports shall be formally shared with designated offices and committees for dissemination, institutional learning, and strategic planning.

7.7.4 Responsibility Distribution

a. LGED Headquarters

- Develop a monitoring framework and guidelines for implementation oversight.
- Present and analyze reports in Central OHS Committee meetings.
- Issue necessary instructions and take corrective actions based on report reviews.

b. Regional/Divisional Office

- Collect and analyze reports from district and upazila offices.
- Submit consolidated reports to Headquarters and monitor implementation progress.
- Coordinate with stakeholders to support implementation activities.

c. District Executive Engineer's Office

- Supervise implementation activities at the upazila level.
- Collect progress reports through Focal Points and submit to the regional office.
- Coordinate with contractors and worker representatives to ensure implementation.

d. Upazila Engineer's Office

- Implement action plan activities at the field level.
- Collect progress data and prepare reports through the Focal Person.
- Ensure implementation of awareness activities, PPE use, and risk reduction measures.

e. Contractors and Worker Representatives

- Implement assigned activities as per the action plan.
- Provide progress information in coordination with the Focal Point.
- Actively participate in awareness, training, and safety related activities.

7.7.5 Support Materials and Implementation Tools

- *Implementation Monitoring Guidelines*
- *Quarterly and Annual Reporting Forms*
- *Progress Monitoring Checklist*
- *Stakeholder Coordination Register*
- *Decision Implementation Tracking Form*
- *Report Dissemination Register*

7.7.6 Applicable Practices for Risk Reduction

1. Integrated Implementation Practice

- *Implementing activities in coordination with stakeholders;*
- *Ensuring active involvement of responsible personnel.*

2. Progress Monitoring Practice

- *Collecting information through focal points;*
- *Monitoring and analysis according to checklist.*

3. Report Preparation and Presentation Practice

- *Preparing reports following prescribed forms and timelines;*
- *Presenting and disseminating reports to the central committee.*

4. Follow-up and Evaluation Practice

- *Taking necessary actions based on report analysis;*
- *Updating plans based on annual evaluation.*

7.8 Compensation Recovery Strategy Following Worksite Accidents (Ref: Policy Sub-Chapter 7.8)

7.8.1 Explanatory Description

Ensuring compensation for workers following worksite accidents is a critical component of LGED's OHS Policy.

A clear strategy must be developed that includes contractual provisions, data collection, investigation, evidence preservation, and coordination with stakeholders.

This strategy will help establish responsibility, protect workers' rights, and ensure fair and timely compensation.

7.8.2 Key Actions

7.8.2.1 Inclusion of Compensation Clause in Contracts

- *Every construction project/program/contract must include a clear provision for worker compensation.*
- *This will facilitate responsibility determination and streamline the recovery process after an accident.*

7.8.2.2 Mandatory Clause in Contractor Agreements

- *All contracts with contractors/employers must include a mandatory clause on worker compensation.*
- *This will prevent denial of responsibility in case of accidents.*

7.8.2.3 Data Collection and Preliminary Investigation

- *The concerned LGED office must collect accident-related data, conduct preliminary investigations, and verify the legitimacy of compensation claims.*
- *This process must be completed within a defined timeframe.*

7.8.2.4 Evidence Collection and Preservation

- *Medical reports, eyewitness statements, photographs, and details of time and location must be collected and preserved.*
- *These documents will support the compensation recovery process.*

7.8.2.5 Coordinated Recovery Efforts

- *LGED shall coordinate with contractors, worker associations, local administration, and health service providers as needed to pursue compensation recovery.*
- *This ensures protection of workers' rights.*

7.8.2.6 Formation of Focal Point and Grievance Resolution Committee

- *A designated Focal Point and Grievance Resolution Committee must be formed to raise claims, coordinate, and prepare reports on behalf of the workers.*

7.8.2.7 Inclusion in Annual OHS Evaluation

- *Information on compensation recovery progress, challenges, and resolutions must be included in the Annual OHS Evaluation and Report.*
- *This will support policy improvement and future planning.*

7.8.2.8 Provision for Legal Support

- *LGED shall arrange legal advice or assistance as needed to take effective action in complex or disputed claims.*

7.8.3 Implementation Guidelines

7.8.3.1 *Development of Standard Clause Template for Contracts*

- *A standardized clause template shall be developed for inclusion in all LGED contracts to ensure that Occupational Health and Safety (OHS) obligations are clearly defined and legally enforceable.*

7.8.3.2 *Checklist and Timeline for Post-Accident Investigation*

- *A structured checklist and timeline shall be followed for collecting data and conducting investigations after any accident. This shall include documentation protocols, verification steps, and submission deadlines.*

7.8.3.3 *Preparation of ToR and Responsibility Lists*

- *Terms of Reference (ToR) and detailed responsibility lists shall be prepared for both the designated OHS Focal Point and the Grievance Resolution Committee to ensure clarity in roles and accountability.*

7.8.3.4 *Use of Prescribed Formats and Schedules for Reporting*

- *All reports related to accidents, grievances, and compensation must be prepared using prescribed formats and within defined schedules to maintain consistency and institutional compliance.*

7.8.3.5 *Integration of Compensation Data into Annual Evaluation*

- *Data related to compensation cases, including resolution status and payment details, shall be incorporated into the annual evaluation report to support policy review and institutional learning.*

7.8.3.6 *Maintenance of Legal Advisor List and Contact Protocols*

- *A list of legal advisors shall be maintained along with clear contact procedures to provide timely support in disputed or complex cases involving OHS-related grievances or liabilities.*

7.8.4 Responsibility Distribution (Revised)

a. LGED Headquarters

- *Issue directives for inclusion of compensation clauses in all contracts.*
- *Approve the formation and ToR of the Grievance Resolution Committee.*
- *Ensure inclusion of compensation-related data in the Annual OHS Evaluation Report.*
- *Maintain a list of legal advisors and facilitate access to legal support when needed.*

b. District Executive Engineer's Office (Main Responsible Field Office)

- *Ensure inclusion of compensation clauses during contract finalization with contractors.*
- *Lead post-accident data collection, preliminary investigation, and evidence verification.*
- *Coordinate with the contractor and their appointed OHS Supervisor to gather incident details, medical reports, photographs, and eyewitness statements.*
- *Oversee the activities of the Grievance Resolution Committee and assess the legitimacy of claims.*
- *Prepare and forward reports to the regional office and initiate necessary coordination actions.*

c. Upazila Engineer's Office (Primary Responsible Field Office)

- Collect initial accident data and prepare reports through the designated Focal Person.
- Assist in gathering evidence in coordination with workers, contractors, and the OHS Supervisor.
- Forward information to the District Executive Engineer's Office and support follow-up activities.

d. Contractor

- Include compensation clauses in contracts and cooperate in their enforcement.
- Provide necessary documentation such as medical reports and photographs after an accident.
- Coordinate with the Grievance Resolution Committee and support worker claims.

e. Contractor's Appointed OHS Supervisor

- Collect details of the incident including time, location, context, and eyewitness accounts.
- Assist in providing medical support and implementing immediate safety measures.
- Submit relevant information to the Focal Point and Upazila Engineer's Office and support report preparation.

f. Worker Associations and Local Administration

- Support workers in raising claims and provide necessary documentation.
- Participate in investigation and coordination activities.
- Assist in evidence collection and verification.

7.8.5 Support Tools and Implementation Aids

- Template for compensation clause in contracts
- Accident investigation checklist
- Evidence collection forms (medical, statements, photographs)
- ToR and reporting formats for Grievance Resolution Committee
- Annual evaluation report template
- Legal advisor directory
- Coordination register and follow-up tracking forms

7.8.6 Practices for Risk Reduction

1. Contractual Safeguard Practice

- Ensure inclusion of compensation clauses in all contracts;
- Prevent denial of responsibility.

2. Data and Evidence Collection Practice

- Collect and verify data and evidence within the defined timeframe;
- Follow investigation checklist.

3. Coordination and Claim Submission Practice

- Submit claims through Focal Points and Committees;
- Coordinate with stakeholders for effective recovery.

4. Reporting and Evaluation Practice

- *Include compensation data in annual evaluation reports;*
- *Analyze challenges and resolutions for future planning.*

5. Legal Support Practice

- *Seek legal advice in complex or disputed cases;*
- *Take effective action to protect worker rights.*

7.9 Implementation Strategy for Safety and Entitlements of Female Workers at Construction Sites (Ref: Policy Sub-Chapter 7.9)

7.9.1 Explanatory Description

Ensuring safety, dignity, and equal entitlements for female workers at construction sites is a core priority under LGED's OHS Policy.

Each project/program must explicitly incorporate gender-sensitive planning and implementation measures.

This strategy promotes inclusive, respectful, and humane working environments for women in construction.

7.9.2 Key Action Points

7.9.2.1 Policy-Level Prioritization

- *LGED shall treat the safety, dignity, and equal entitlements of female workers as a priority issue.*
- *This must be clearly reflected in project/program planning and implementation frameworks.*

7.9.2.2 Infrastructure for Basic Facilities

- *Contractors/employers must mandatorily install safe and separate sanitation facilities, rest areas, drinking water points, and adequate lighting for female workers at worksites.*

7.9.2.3 Zero Tolerance and Grievance Mechanism

- *LGED shall adopt a zero-tolerance policy against gender-based violence, harassment, or discrimination.*
- *Each project/program/contract must include a grievance reception and resolution mechanism.*

7.9.2.4 Equal Wages and Work Opportunities

- *LGED and contractors shall jointly review wage structures and conduct gender-based analysis.*
- *Findings must be included in the Annual OHS Evaluation Report.*

7.9.2.5 Maternity Benefits and Support Systems

- *Project/program plans must include budgetary provisions and implementation guidelines for maternity leave, medical support, and child-friendly workplace arrangements.*

7.9.2.6 Gender-Sensitive Training and Awareness

- *LGED shall implement training, awareness, and motivational programs for female workers on safety, rights, and protective behavior to build confidence and informed participation.*

7.9.2.7 Representation and Consultation Process

- *LGED and field offices shall coordinate with local labor groups, NGOs, and focus groups to ensure representation of female workers.*
- *Activities shall include focus group discussions, opinion gathering, and recommendation formulation.*

7.9.2.8 *Evaluation and Policy Update*

- *Progress, challenges, and recommendations related to female worker safety and entitlements shall be included in the Annual OHS Evaluation Report.*
- *These insights shall inform future policy updates.*

7.9.3 *Implementation Guidelines*

7.9.3.1 *Integration of Gender-Sensitive Provisions*

- *Gender-sensitive provisions shall be systematically integrated into project design documents and contract clauses to ensure inclusivity, safety, and equity for female workers.*

7.9.3.2 *Orientation of Contractors on Standards*

- *All contractors shall be oriented on mandatory infrastructure requirements and behavioral standards related to gender sensitivity, workplace safety, and respectful conduct.*

7.9.3.3 *Activation and Monitoring of Grievance Mechanisms*

- *Grievance mechanisms addressing gender-based concerns shall be activated at the site level and monitored regularly to ensure accessibility, responsiveness, and resolution.*

7.9.3.4 *Joint Analysis of Wage and Opportunity Data*

- *Data on wages, work opportunities, and participation rates of female workers shall be jointly collected and analyzed to identify gaps and inform corrective actions.*

7.9.3.5 *Budgeting and Implementation of Maternity Provisions*

- *Maternity-related provisions, including leave, facilities, and support services, shall be budgeted and implemented with clear accountability mechanisms at both contractor and institutional levels.*

7.9.3.6 *Tailoring of Awareness and Training Materials*

- *Awareness materials and training modules shall be tailored to address the specific needs, risks, and rights of female workers, ensuring cultural relevance and practical applicability.*

7.9.3.7 *Documentation and Integration of Consultation Processes*

- *Consultation processes involving female workers and stakeholders shall be documented and linked to planning and implementation cycles to ensure participatory decision-making.*

7.9.3.8 *Annual Review and Policy Revision*

- *Evaluation findings related to gender inclusion shall be reviewed annually and used to revise policy elements, improve implementation strategies, and strengthen institutional commitment.*

7.9.4 *Responsibility Distribution*

a. *LGED Headquarters*

- *Issue directives for gender-sensitive planning and mandatory entitlements.*
- *Approve grievance mechanism frameworks and monitor implementation.*
- *Coordinate wage reviews and gender-based analysis with contractors.*
- *Ensure inclusion of findings in the Annual OHS Evaluation Report.*

b. Regional/District/Upazila Offices

- Monitor contractor compliance with infrastructure and behavioral standards.
- Facilitate grievance resolution and ensure timely reporting.
- Coordinate maternity support and awareness activities.
- Engage with local labor groups and NGOs for consultation processes.

c. Contractors

- Install and maintain required facilities for female workers.
- Ensure equal wages and work opportunities.
- Cooperate in grievance resolution and gender-based analysis.
- Support maternity benefits and workplace adjustments.

d. OHS Supervisors and Focal Points

- Monitor safety and dignity conditions for female workers.
- Facilitate training, awareness, and reporting activities.
- Support evidence collection and grievance documentation.

e. Worker Associations, NGOs, and Local Administration

- Participate in consultations and represent female worker concerns.
- Support awareness, protection, and grievance resolution efforts.
- Provide feedback for policy improvement.

7.9.5 Support Tools and Implementation Aids

- Gender-sensitive contract clause templates
- Facility installation checklist for contractors
- Grievance reporting and resolution forms
- Wage review and gender analysis formats
- Maternity support planning templates
- Training modules and awareness materials
- Focus group discussion guides and feedback forms
- Annual evaluation report template with gender indicators

7.9.6 Practices for Risk Reduction

1. Inclusive Planning Practice

- Integrate gender-sensitive provisions into all project and contract documents
- Ensure budget and accountability for entitlements

2. Infrastructure and Safety Practice

- Install and maintain sanitation, rest, and lighting facilities
- Monitor usage and feedback from female workers

3. Grievance and Protection Practice

- Activate grievance mechanisms and ensure zero tolerance enforcement
- Document and resolve complaints promptly

4. Equity and Maternity Practice

- Review wage structures and ensure equal opportunities
- Implement maternity benefits and workplace support

5. Awareness and Representation Practice

- Conduct training and motivational sessions for female workers
- Engage focus groups and document recommendations

6. Evaluation and Policy Update Practice

- Include gender-related findings in annual reports
- Use insights to revise and improve OHS policy

7.10 Monitoring and Evaluation of the Implementation of OHS Policy (Ref: Policy Sub-Clause 7.10)

7.10.1 Explanatory Description

To ensure effective implementation of the OHS Policy, regular, high-quality, and outcome-oriented monitoring and evaluation are essential.

LGED must strengthen reporting capacity, data reliability, and analytical usability at all levels by providing standardized formats, training, and guidance.

Through digital preservation, structured analysis, and presentation to the Central Committee, progress, challenges, and necessary revisions can be identified and addressed.

7.10.2 Key Actions

7.10.2.1 Ensuring Implementation Monitoring

- *LGED shall ensure monitoring of OHS policy implementation activities across all projects and programs.*
- *Data must be collected and reports prepared according to the defined schedule.*

7.10.2.2 Enhancing Reporting Capacity

- *Standardized formats, training, and guidance must be provided to field-level staff for quality reporting.*
- *Orientation and refresher courses must be arranged for report preparers.*

7.10.2.3 Digital Preservation and Analysis

- *All reports must be digitally preserved and prepared in an analyzable format.*
- *Analyzed reports must be presented to the Central OHS Committee.*

7.10.2.4 Revision and Recommendations Based on Evaluation

- *Necessary revisions and recommendations must be adopted based on report analysis.*
- *These recommendations shall be incorporated into future planning and policy updates.*

7.10.3 Implementation Guidelines

7.10.3.1 Development and Dissemination of Reporting Format and Guideline

- *A standardized reporting format and accompanying guideline shall be developed and disseminated to ensure consistency, clarity, and institutional alignment in OHS reporting practices.*

7.10.3.2 Preparation and Implementation of Training Plan

- *A structured training plan shall be prepared and implemented for all personnel responsible for preparing reports, with emphasis on accuracy, timeliness, and use of prescribed formats.*

7.10.3.3 Use of Software/Database for Digital Preservation

- *Appropriate software or database systems shall be utilized to ensure secure digital preservation, retrieval, and archival of all submitted reports.*

7.10.3.4 Use of Defined Indicators and Checklists for Analysis

- *All report analyses shall be conducted using predefined indicators and checklists to ensure objectivity, comparability, and alignment with monitoring frameworks.*

7.10.3.5 Presentation of Reports to the Central Committee

- *Reports shall be formally presented to the Central OHS Committee according to the prescribed schedule for review, decision-making, and institutional learning.*

7.10.3.6 Tracking and Integration of Evaluation Recommendations

- *Recommendations emerging from report evaluations shall be systematically tracked and incorporated into future policy updates and implementation strategies.*

7.10.4 Responsibility Distribution

a. LGED Headquarters

- *Develop and approve reporting formats, guidelines, and training plans.*
- *Manage software/database systems for digital preservation and analysis.*
- *Present reports to the Central Committee and lead evaluation activities.*
- *Adopt revisions and recommendations into the OHS Policy based on evaluations.*

b. Regional/District/Upazila Offices

- *Collect field-level data and prepare reports.*
- *Follow prescribed formats and guidelines for report preparation.*
- *Digitally preserve and submit reports to higher offices.*
- *Ensure participation of report preparers in training programs.*

c. Focal Points and OHS Supervisors

- *Assist in data collection, report preparation, and preliminary analysis.*
- *Ensure timely submission using standard formats and checklists.*
- *Participate in report preservation and follow-up activities.*

7.10.5 Support Tools and Implementation Aids

- *Standard reporting format*
- *Training slides and guidelines*
- *Software/database for report preservation*
- *Analysis checklists and indicator lists*
- *Report presentation register*
- *Evaluation recommendation form*
- *Policy update tracking tool*

7.10.6 Practices for Risk Reduction

1. Timely Reporting Practice

- *Prepare and submit reports according to the defined schedule*

- Follow prescribed formats and guidelines

2. Training and Capacity Building Practice

- Conduct orientation and refresher courses for report preparers

- Practice accurate form filling and data entry

3. Digital Preservation and Analysis Practice

- Store and analyze reports using software systems

- Verify data using checklists and indicators

4. Evaluation and Recommendation Practice

- Analyze reports and prepare revisions and recommendations

- Track and incorporate updates into the OHS Policy

7.11 Auditing of the OHS Policy Implementation and Performance Evaluation (Ref: Policy Sub-Chapter 7.11)

7.11.1 Explanatory Description

LGED shall conduct a comprehensive annual audit on the implementation of the Occupational Health and Safety (OHS) policy at workplaces and evaluate the performance of contractors and relevant officials/employees. Through this audit and evaluation, accident and occupational disease statistics shall be analyzed, policy compliance verified, deviations identified, and corrective proposals provided. As a result, institutional accountability, transparency, and efficiency will be enhanced.

7.11.2 Key Actions

7.11.2.1 Collection and Analysis of Accident and Occupational Disease Statistics:

- Information related to workplace accidents and occupational diseases must be regularly collected and analyzed.

7.11.2.2 Performance Evaluation and Report Review:

- Contractors and relevant officials/employees must be evaluated, and their reports must be reviewed.

7.11.2.3 Verification of Policy Compliance and Identification of Deviations:

- Policy compliance must be verified, and deviations or violations must be identified.

7.11.2.4 Provision of Recommendations and Corrective Proposals:

- Based on audit results, necessary recommendations and corrective proposals must be provided.

7.11.2.5 Publication and Dissemination of Reports:

- Audit and performance evaluation reports must be published and disseminated among relevant stakeholders.

7.11.3 Implementation Guidelines

7.11.3.1 Capacity Building through Institutional Framework:

- LGED shall develop the capacity to conduct audit and performance evaluation through its own institutional framework to enhance accountability and efficiency.

7.11.3.2 Engagement of Third Party/Consultant:

- To ensure neutrality and transparency, assistance from a third party or consultant shall be taken.

7.11.3.3 Inclusion of Responsibilities in Planning Documents:

- Responsibilities related to audit and evaluation must be clearly included in project or program planning documents (such as DPP or work plan).

7.11.3.4 Ensuring Budget Allocation:

- Specific budget allocation must be included in the financial structure of the project or program for audit and performance evaluation activities.

7.11.3.5 Updating OHS Guidelines:

- To maintain the quality and continuity of auditing and performance evaluation activities, LGED's OHS guidelines must be updated, which will be helpful for implementing agencies and stakeholders.

7.11.4 Division of Responsibilities

a. LGED Headquarters

- **Policy Monitoring and Planning:** Shall prepare central planning for annual audit and performance evaluation; determine priorities; and approve implementation framework.
- **Budget and Resource Allocation:** Shall ensure specific budget allocation in project/program financial structures; provide necessary human resources and technical support.
- **Appointment of Third Party/Consultant:** Shall appoint third party or consultant to maintain neutrality and transparency; approve their TOR (Terms of Reference).
- **Publication of Reports:** Shall publish audit and performance evaluation reports and disseminate among relevant stakeholders.
- **Policy Updating:** Shall undertake initiatives for updating and revising policy based on report analysis.

b. Central OHS Committee

- **Report Analysis:** Shall analyze audit and performance evaluation reports; identify deviations and weaknesses.
- **Provision of Recommendations:** Shall provide corrective recommendations based on reports; propose policy amendments if necessary.
- **Coordination:** Shall coordinate with headquarters, field offices, and contractors; monitor implementation progress.
- **Quality Control:** Shall provide guidance to maintain quality and continuity of audit activities.

c. Regional/District/Upazila Offices

- **Data Collection:** Shall collect local-level information on accidents, occupational diseases, and safety issues.
- **Report Preparation:** Shall prepare monthly, quarterly, and annual reports and send them to headquarters.
- **Support to Audit Team:** Shall assist the audit team in verifying information, conducting interviews, and providing documents at field level.
- **Performance Evaluation:** Shall provide preliminary information for evaluating performance of local contractors and employees.
- **Awareness Activities:** Shall organize meetings and workshops to enhance safety awareness at local level.

d. Contractor

- **Information Provision:** Shall provide information to the audit team regarding workplace accidents, safety deviations, and training.
- **Cooperation:** Shall cooperate in the performance evaluation process; provide necessary documents and evidence.
- **Implementation of Recommendations:** Shall implement recommendations provided in audit reports; undertake corrective measures.
- **Incentives and Discipline:** Shall participate in implementing incentive and disciplinary structures for members.

e. OHS Supervisor

- **Field Verification:** Shall verify workplace safety measures; observe PPE usage and behavior.

- **Data Collection:** Shall collect information on accidents and risks and provide to the audit team.
- **Form Completion:** Shall complete performance evaluation forms; document field-level information.
- **Support in Audit and Evaluation:** Shall assist the audit team in monitoring and interviews.

f. Contractor Association Representative

- **Provision of Experience and Recommendations:** Shall provide members' experiences, concerns, and recommendations to the audit team.
- **Participation:** Shall actively participate in the audit and performance evaluation process.
- **Incentive Structure:** Shall propose incentive and disciplinary structures based on success and failure.
- **Coordination Meetings:** Shall participate in coordination meetings with LGED and contractors; jointly determine solutions.

7.11.5 Support Materials and Implementation Tools

- Accident and occupational disease statistics form;
- Performance evaluation checklist;
- Audit report template;
- Budget allocation planning form;
- Third party/consultant TOR;
- Policy amendment proposal form.

7.11.6 Applicable Practices for Risk Reduction

- 1. Practice of Data Collection and Analysis:** Information on accidents and occupational diseases shall be regularly collected and analyzed.
- 2. Practice of Performance Evaluation:** Contractors and officials shall be evaluated based on defined indicators.
- 3. Practice of Policy Compliance Verification:** Policy compliance shall be verified and deviations identified in each project.
- 4. Practice of Recommendations and Corrections:** Audit reports shall be analyzed and corrective proposals provided.
- 4. Practice of Report Publication and Dissemination:** Audit and performance evaluation reports shall be published and disseminated among relevant stakeholders.

7.12 Development and Revision of the OHS Policy (Ref: Policy Sub-Clause 7.12)

7.12.1 Explanatory Description

To ensure the effectiveness, relevance, and timeliness of the OHS Policy, LGED shall periodically undertake development and revision activities. This process will incorporate findings from annual audits, stakeholder feedback, technological and institutional changes, and responses to emerging risks and challenges.

Dissemination and training on the revised policy will enhance implementation capacity at all levels.

7.12.2 Key Actions

7.12.2.1 Development Based on Audit and Stakeholder Feedback

- *LGED shall initiate policy development activities based on annual audit findings and stakeholder feedback.*

7.12.2.2 Core Components of the Development Process

- *Responding to new risks and challenges;*
- *Reflecting technological and institutional changes;*
- *Conducting participatory reviews and consultations;*
- *Disseminating and training on the revised policy.*

7.12.2.3 Approval and Dissemination by Central Committee

- *Policy development activities shall be implemented upon approval by the Central OHS Committee.*
- *The revised policy must be formally disseminated to all relevant levels.*

7.12.3 Implementation Guidelines

7.12.3.1 Analysis of Annual Audit Reports

- *Annual audit reports shall be systematically analyzed to identify gaps, inconsistencies, or outdated provisions that require revision within the OHS policy framework.*

7.12.3.2 Stakeholder Engagement through Consultations

- *Focus group discussions and consultation meetings shall be organized to gather feedback from stakeholders, including field staff, contractors, and community representatives, ensuring participatory policy refinement.*

7.12.3.3 Review of Technological and Institutional Changes

- *Technological advancements and institutional changes relevant to OHS shall be reviewed and appropriately incorporated into the revised policy to maintain relevance and operational efficiency.*

7.12.3.4 Drafting and Presentation of Revised Policy

- *A draft of the revised OHS policy shall be prepared based on audit findings and stakeholder input, and formally presented to the Central OHS Committee for review and approval.*

7.12.3.5 Dissemination and Capacity Building

- *Upon approval, the revised policy shall be disseminated in writing to all relevant offices. Training sessions shall be conducted to ensure effective implementation and institutional understanding of the updated provisions.*

7.12.4 Responsibility Distribution

a. LGED Headquarters

- Analyze audit reports and prepare proposals for policy revision.
- Organize stakeholder consultations and focus group discussions.
- Review technological and institutional changes and draft revisions accordingly.
- Present the draft to the Central Committee for approval.
- Implement dissemination and training activities for the revised policy.

b. Central OHS Committee

- Review and approve the draft policy revisions.
- Evaluate recommendations and provide implementation directives.

c. Regional/District/Upazila Offices

- Assist in collecting stakeholder feedback from the field.
- Ensure participation in dissemination and training activities.
- Submit implementation feedback and field-level reports to LGED Headquarters.

7.12.5 Support Tools and Implementation Aids

- Audit analysis forms and report templates
- Stakeholder feedback collection forms
- Focus group discussion guides
- Draft policy revision templates
- Official order templates for approval and dissemination
- Training slides and instructional materials
- Policy update tracking register

7.12.6 Practices for Risk Reduction (Revised)

1. Audit-Based Review and Proposal Practice

- Analyze annual audit reports to identify weaknesses, inconsistencies, or outdated provisions in the policy.
- Prepare and document structured proposals for necessary revisions based on audit findings.

2. Participatory Consultation and Recommendation Practice

- Collect feedback from contractors, worker groups, NGOs, and focus groups through structured consultations.
- Review and incorporate stakeholder recommendations into the draft policy revisions.

3. Technology and Institutional Adaptation Practice

- Monitor changes in technology, legal frameworks, and institutional structures.
- Update policy clauses accordingly and prepare implementation guidance for new provisions.

4. Dissemination and Training Practice

- Distribute the revised policy in writing to all relevant offices and stakeholders.

- *Organize orientation and training sessions for officials, contractors, and workers on the updated policy.*

5. Policy Update Tracking and Evaluation Practice

- *Track the implementation progress of previous revisions and recommendations.*
- *Include analysis of revision effectiveness in the Annual Evaluation Report to inform future updates.*

8. Stakeholder Engagement Strategy (Ref: Policy Sub-Chapter-8)

The successful implementation of the Occupational Health and Safety (OHS) Policy is a multidimensional and participatory process, requiring active engagement from both internal and external stakeholders of LGED.

Some stakeholders are directly involved in implementation, while others play supportive or oversight roles.

To ensure meaningful and effective engagement, LGED shall adopt a structured yet flexible stakeholder engagement strategy.

The types, rationale, and strategies of engagement for key stakeholders are outlined below.

8.1 LGED Headquarters (Ref: Stakeholder Engagement Strategy – Chapter 8.1)

8.1.1 Explanatory Description

LGED Headquarters is directly engaged as the central planner, policymaker, supervisor, and evaluator of the OHS Policy implementation.

This engagement is not merely administrative—it is strategic, structural, and coordination-oriented.

As the custodian of the policy, the Headquarters is responsible for issuing directives, granting approvals, coordinating stakeholders, and evaluating implementation across all levels.

Its role ensures continuity, transparency, and effectiveness of the policy.

8.1.2 Key Action Points

8.1.2.1 Formulation and Approval of Annual and Mid-Term Implementation Plans

- Draft annual and mid-term implementation plans and finalize them through approval by the relevant committee.

8.1.2.2 Establishment and Operation of Central Monitoring Framework:

- Establish and effectively operate a central monitoring framework to oversee the progress of OHS activities.

8.1.2.3 Analysis of Annual Action Plans and Audit Reports:

- Analyze approved action plans and audit reports to identify challenges, progress, and deviations.

8.1.2.4 Dissemination and Coordination of Policy Among Stakeholders:

- Ensure dissemination of OHS policies and guidelines and coordinate effectively among all relevant stakeholders.

8.1.2.5 Preparation of Training, Directives, and Incentive Structures:

- Develop training plans, operational directives, and incentive structures to enhance worker motivation and compliance.

8.1.3 Implementation Guidelines

8.1.3.1 Required Elements in Implementation Plans:

- Implementation plans must include clear objectives, activities, timelines, budgets, and measurable evaluation indicators.

8.1.3.2 *Components of the Central Monitoring Framework:*

- *The monitoring framework shall include the OHS Committee, Focal Points, Evaluation Unit, and Data Analysis Team.*

8.1.3.3 *Analysis of Reports and Issuance of Directives:*

- *Reports must be analyzed to identify challenges, progress, and deviations, followed by issuance of directives and training plans.*

8.1.3.4 *Development of Awareness Materials and Stakeholder Meetings:*

- *Awareness materials such as brochures, booklets, digital content, and stakeholder meetings must be organized to promote OHS culture.*

8.1.3.5 *Regular Coordination Through Field-Level Focal Points:*

- *Ensure continuous coordination and information flow through designated field-level Focal Points.*

8.1.4 **Role Distribution**

a. Leadership in Policy Formulation and Revision: *LGED Headquarters shall lead the formulation, review, and periodic revision of the OHS Policy. It will ensure alignment with ILO conventions, national laws, and field-level realities while defining the structural framework of the policy.*

b. Approval of Implementation Plans and Budgets: *The Headquarters shall prepare and approve annual and mid-term implementation plans, including activities, timelines, budgets, and evaluation indicators. These plans shall be disseminated to field offices for execution.*

c. Operation of Central Monitoring Framework: *A central monitoring framework shall be established and operated to regularly review field-level activities, reports, performance, and stakeholder engagement. This framework shall include designated units and personnel for oversight and coordination.*

d. Analysis of Reports and Issuance of Directives: *Annual action plans, audit reports, and evaluation documents received from field offices shall be analyzed to identify progress, challenges, and deviations. Based on this analysis, the Headquarters shall issue necessary directives, prepare training plans, and propose policy revisions.*

e. Awareness and Coordination Among Stakeholders: *The Headquarters shall develop and disseminate awareness materials such as brochures, booklets, and digital content. It shall organize stakeholder meetings and ensure regular coordination through field-level Focal Points to promote understanding and compliance with the OHS Policy.*

8.1.5 **Support Tools and Implementation Aids**

- *Templates for annual and mid-term implementation plans*
- *Terms of Reference for central monitoring framework*
- *Report analysis checklists*
- *Awareness materials: brochures, booklets, digital content*
- *Stakeholder meeting agenda and minutes formats*
- *Training plans and instructional guides*

8.1.6 **Practices for Risk Reduction**

1. Planning and Approval Practice

- *Ensure timely formulation and approval of implementation plans*
- *Align activities with defined objectives and indicators.*

2. Monitoring and Analysis Practice

- Operate central monitoring framework to regularly review field-level activities;
- Analyze reports to identify challenges and successes.

3. Awareness and Coordination Practice

- Disseminate policy content among stakeholders;
- Ensure regular coordination through Focal Points.

4. Training and Directive Practice

- Prepare training plans based on report analysis;
- Implement directives and incentive structures for compliance.

8.2 Field Offices of LGED (Ref: Stakeholder Engagement Strategy – Chapter 8.2)

8.2.1 Explanatory Description

LGED's Upazila, District, Regional, and Divisional offices are directly engaged as frontline implementers and supervisors of the OHS Policy.

These offices play a vital role in ensuring workplace safety; coordinating stakeholders; preparing reports; implementing training; and promoting awareness at the local level.

8.2.2 Key Action Points

8.2.2.1 Implementation of Project-Based Safety Plans

- *Safety plans shall be developed and implemented for each project, with specific measures to control risks and ensure compliance with OHS standards.*

8.2.2.2 Supervision of PPE Distribution and Worker Behavior

- *Distribution of Personal Protective Equipment (PPE) shall be supervised, and worker behavior shall be regularly monitored to ensure proper usage and adherence to safety protocols.*

8.2.2.3 Coordination through Focal Persons and Evaluation Committees

- *Designated OHS Focal Persons and Evaluation Committees shall coordinate safety-related activities, reporting, and field-level supervision across all offices.*

8.2.2.4 Preparation and Submission of Reports

- *Monthly, quarterly, and annual reports shall be prepared and submitted using LGED's prescribed formats to ensure timely documentation and institutional accountability.*

8.2.2.5 Awareness Activities with Local Stakeholders

- *Awareness activities shall be conducted in collaboration with local stakeholders to promote safety culture and community engagement at project sites.*

8.2.3 Implementation Guidelines

8.2.3.1 Execution of Safety Plan Activities

- *Prescribed activities under the safety plans shall be executed in each project, ensuring alignment with approved guidelines and risk mitigation strategies.*

8.2.3.2 Monitoring of PPE Usage and Worker Behavior

- *PPE distribution and usage shall be monitored continuously, and worker behavior shall be assessed through site visits and feedback mechanisms.*

8.2.3.3 Appointment of Focal Persons and Formation of Committees

- *OHS Focal Persons shall be appointed in each office, and Evaluation Committees shall be formed to oversee implementation and reporting.*

8.2.3.4 Report Preparation and Timely Submission

- *Reports shall be prepared using LGED's standardized formats and submitted within the specified timelines to ensure consistency and institutional review.*

8.2.3.5 Organization of Awareness and Outreach Activities

- Meetings, workshops, and outreach activities shall be organized in coordination with local stakeholders to promote safety awareness and participatory engagement.

8.2.4 Role Distribution

a. Implementation and Supervision of Safety Plans

- Field offices shall implement project-specific safety plans;
- They shall supervise PPE distribution, identify risks, and monitor worker behavior to ensure safety compliance.

b. Coordination through Focal Persons and Evaluation Committees

- Each office shall appoint an OHS focal person and form an evaluation committee;
- These entities shall coordinate local safety activities, assess performance, and prepare reports;
- They shall also liaise with audit teams and the central committee.

c. Report Preparation and Submission

- Field offices shall prepare monthly, quarterly, and annual reports on safety progress, concerns, incidents, and training activities;
- Reports shall follow LGED's OHS Guidelines and be submitted to the central OHS unit.

d. Awareness Activities with Local Stakeholders

- Field offices shall coordinate with local administration, labor organizations, contractors, NGOs, and community representatives;
- They shall organize meetings, workshops, leaflet distribution, and focus group discussions to promote safety culture and participatory implementation.

8.2.5 Support Tools and Implementation Aids

- Project-specific safety plan templates;
- PPE distribution and usage monitoring forms;
- Focal person appointment forms;
- Terms of Reference for evaluation committees;
- Report preparation checklists and formats;
- Meeting agenda and minutes templates for awareness sessions.

8.2.6 Practices for Risk Reduction

- 1. Safety Plan Implementation Practice:** Identify project-specific risks and implement preventive measures and safe work procedures.
- 2. Focal Point and Committee Coordination Practice:** Ensure active coordination and performance assessment through focal persons and evaluation committees.
- 3. Report Preparation and Analysis Practice:**
 - Prepare and submit reports within the designated timeline;
 - Analyze reports to assess implementation progress.
- 4. Awareness Activity Practice:** Conduct meetings, workshops, and outreach activities with local stakeholders to promote safety awareness and inclusive implementation.

8.3 Contractors/Employers (Ref: Stakeholder Engagement Strategy – Chapter 8.3)

8.3.1 Explanatory Description

Contractors and employers are directly engaged as the primary implementers, workforce managers, and custodians of the safety environment under the OHS Policy.

They play a vital role in executing workplace safety plans; training workers; supplying personal protective equipment (PPE); motivating safe behavior; and supervising safety practices.

Their daily interaction with workers makes them indispensable for effective policy implementation and the cultivation of a safety culture.

8.3.2 Key Action Points

8.3.2.1 Implementation of Project-Specific OHS Plans

- *Project-specific Occupational Health and Safety (OHS) plans shall be implemented to identify and control risks based on the nature of work and site conditions.*

8.3.2.2 Provision and Maintenance of Safety Supplies

- *Personal Protective Equipment (PPE), medical kits, safe clothing, and other safety equipment shall be provided, inspected, and maintained regularly to ensure worker protection.*

8.3.2.3 Training and Motivation for Workers

- *OHS training and motivational activities shall be conducted to enhance awareness, encourage safe behavior, and build a culture of safety among workers.*

8.3.2.4 Participation in Annual OHS Planning

- *Contractors and field-level teams shall participate in LGED's annual OHS planning process and submit practical recommendations based on field experience.*

8.3.2.5 Regular Coordination with LGED and Labor Organizations

- *Continuous coordination shall be maintained with LGED field offices and labor organizations to address safety concerns and ensure collaborative implementation.*

8.3.3 Implementation Guidelines

8.3.3.1 Preparation and Execution of Tailored OHS Plans

- *OHS plans shall be prepared and implemented in alignment with project-specific risks, work procedures, and site conditions to ensure relevance and effectiveness.*

8.3.3.2 Distribution and Maintenance of Safety Supplies

- *Timely distribution, inspection, and maintenance of PPE, medical kits, and safety equipment shall be ensured through a structured supply and monitoring system.*

8.3.3.3 Training on Hazard Identification and Emergency Response

- *Training sessions shall be organized focusing on hazard identification, emergency response protocols, and safe behavior practices for all categories of workers.*

8.3.3.4 *Submission of Field-Based Recommendations*

- *Practical recommendations based on field-level observations and experiences shall be submitted to LGED's central planning team to inform future policy and planning.*

8.3.3.5 *Coordination Meetings with Focal Persons and Labor Representatives*

- *Regular coordination meetings shall be held with LGED-designated focal persons and labor representatives to review safety concerns, share progress, and strengthen implementation.*

8.3.4 **Role Distribution**

a. Implementation of Safety Plans and Risk Control:

- *Contractors shall implement project-specific OHS plans that address identified risks, prescribe preventive measures, and promote safe work practices.*
- *They must ensure that all safety protocols are followed and risky behaviors are minimized.*

b. Provision and Maintenance of Safety Equipment

- *Contractors shall provide workers with appropriate PPE, first-aid kits, safe clothing, and other necessary safety items.*
- *They shall also ensure regular inspection, replacement, and maintenance of these items.*

c. Training and Motivation of Workers

- *Contractors shall organize OHS training sessions for workers to raise awareness on safety behavior, hazard identification, and emergency response.*
- *Post-training motivational activities shall be conducted to reinforce safe practices.*

d. Participation in Annual Planning

- *Contractors shall actively participate in LGED's annual OHS planning process and submit recommendations based on field-level experience.*
- *These may include suggestions for safety improvements, training needs, and incentive structures.*

e. Coordination with Labor Organizations and LGED

- *Contractors shall regularly coordinate with labor organizations, LGED field offices, and designated focal persons to review safety concerns, recommendations, and implementation progress.*
- *They shall organize joint meetings to ensure inclusive and transparent engagement.*

8.3.5 **Support Tools and Implementation Aids**

- *Project-specific OHS Plan Template;*
- *PPE distribution and maintenance checklist;*
- *Worker training modules and attendance sheets;*
- *Recommendation submission form for annual planning;*
- *Coordination meeting agenda and minutes format;*
- *Safety concern tracking register.*

8.3.6 Practices for Risk Reduction

- 1. Safety Plan Implementation Practice:** Identify project-specific risks and implement preventive measures and safe work procedures.
- 2. Provision and Maintenance of Safety Equipment Practice:** Supply necessary PPE and medical kits to workers and ensure regular maintenance and replacement.
- 3. Training and Motivation Practice:** Conduct OHS training sessions and motivational activities to promote safe behavior among workers.
- 4. Participation in Annual Planning Practice:** Provide field-based recommendations on safety improvements, training needs, and incentives.
- 5. Coordination Meeting Practice:** Organize regular meetings with LGED and labor organizations to review safety progress and concerns.

8.4 Workers/Laborers (Ref: Stakeholder Engagement Strategy – Chapter 8.4)

8.4.1 Explanatory Description

Workers and laborers are directly engaged as the primary users, frontline risk-bearers, and safety behavior practitioners under the OHS Policy.

Through their daily activities, they play a vital role in maintaining safety compliance; using personal protective equipment (PPE); expressing concerns; and participating in training programs to help build a safe working environment.

8.4.2 Key Action Points

8.4.2.1 Promotion of Safety Behavior and PPE Usage

- *Workers shall ensure safe behavior at the workplace and consistently use Personal Protective Equipment (PPE) as per safety protocols.*

8.4.2.2 Participation in OHS Training and Awareness Programs

- *Workers shall actively participate in Occupational Health and Safety (OHS) training sessions and awareness programs organized at the project or institutional level.*

8.4.2.3 Expression of Safety Concerns and Use of Feedback Mechanisms

- *Workers shall express safety-related concerns and respond to feedback mechanisms through appropriate and accessible channels.*

8.4.2.4 Coordination with Contractors and LGED Authorities

- *Workers shall maintain regular communication and coordination with contractors and LGED authorities to support safe and compliant work environments.*

8.4.2.5 Contribution through Labor Organizations

- *Workers shall provide opinions and practical recommendations through their respective labor organizations to improve OHS practices and policies.*

8.4.3 Implementation Guidelines

8.4.3.1 Training and Supervision for Safety Compliance

- *Training and on-site supervision shall be conducted to ensure that workers comply with safety protocols and use PPE correctly and consistently.*

8.4.3.2 Regular Awareness and Orientation Sessions

- *Regular training, orientation, and awareness sessions shall be organized to educate workers on hazard identification, emergency response, and preventive measures.*

8.4.3.3 Establishment of Safe Feedback Channels

- *Safe and confidential channels such as complaint boxes and verbal reporting through focal persons shall be established to allow workers to express concerns without fear of reprisal.*

8.4.3.4 Encouragement of Instruction Compliance

- *Workers shall be encouraged to follow instructions and safety directives issued by contractors and LGED authorities to ensure coordinated implementation.*

8.4.3.5 *Integration of Worker Feedback into Planning*

- *Feedback and recommendations from workers, collected through labor organizations, shall be incorporated into LGED's annual OHS planning and policy refinement processes.*

8.4.4 **Role Distribution**

a. Ensuring Safety Behavior and PPE Usage

- *Workers shall follow safety rules, use PPE correctly, and avoid risky behavior.*
- *Their conduct shall be monitored, and necessary training and feedback shall be provided accordingly.*

b. Participation in Training and Awareness

- *Regular training, orientation, and awareness programs shall be organized for workers;*
- *These shall focus on hazard identification, emergency response, and preventive measures.*

c. Expression of Concerns and Response

- *Safe and confidential mechanisms shall be ensured for workers to express safety concerns;*
- *Such as: complaint boxes or verbal reports through designated focal persons.*
- *All concerns shall be documented, analyzed, and responded to appropriately.*

d. Coordination with Contractors and LGED

- *Workers shall follow instructions from contractors and LGED authorities;*
- *They shall cooperate in implementing safety directives;*
- *Where necessary, worker representatives shall be nominated and included in coordination activities.*

e. Recommendations via Labor Organizations

- *Workers shall present their experiences, needs, and suggestions through labor organizations;*
- *These inputs shall be considered in annual planning and policy improvement processes.*

8.4.5 **Support Tools and Implementation Aids**

- *Worker behavior observation forms;*
- *PPE usage checklists;*
- *Training registers and feedback forms;*
- *Complaint box management guidelines;*
- *Worker representative nomination forms;*
- *Recommendation collection and analysis templates.*

8.4.6 **Practices for Risk Reduction**

- 1. Safety Behavior and PPE Usage Practice:** *Conduct training and supervision to ensure compliance with safety behavior and proper PPE usage.*
- 2. Awareness and Training Practice:** *Organize regular training sessions to raise awareness on hazard identification and emergency response.*
- 3. Concern Expression and Response Practice:**
 - *Ensure safe and confidential channels for expressing concerns;*

- *Document and analyze concerns to provide appropriate responses.*

4. Instruction Implementation and Coordination Practice:

- *Encourage workers to follow safety instructions from contractors and LGED;*
- *Nominate worker representatives where needed.*

5. Recommendation and Inclusion Practice: *Collect recommendations through labor organizations and incorporate them into annual planning.*

8.5 Neighboring Communities (Ref: Stakeholder Engagement Strategy – Chapter 8.5)

8.5.1 Explanatory Description

Neighboring communities are directly and indirectly engaged in the implementation of the Occupational Health and Safety (OHS) Policy as agents of social tolerance, observers of environmental impact, and facilitators of local coordination.

During construction activities, they play a vital role in managing safety, mobility, noise, dust, and other social impacts.

8.5.2 Key Responsibilities

8.5.2.1 Organization of Awareness and Orientation Sessions

- *Awareness sessions and orientation programs shall be organized for local communities, and outreach materials shall be distributed to promote understanding of safety measures and project activities.*

8.5.2.2 Reception and Communication of Safety Concerns

- *Mechanisms shall be in place to receive safety-related concerns from community members and ensure timely, respectful, and responsive communication.*

8.5.2.3 Promotion of Tolerance and Cooperation

- *Community tolerance and cooperation shall be promoted during construction periods through dialogue, transparency, and inclusive engagement.*

8.5.2.4 Local Coordination and Dialogue Platforms

- *Local coordination meetings and focus group discussions shall be conducted to facilitate two-way communication and address social and safety-related issues.*

8.5.3 Implementation Guidelines

8.5.3.1 Joint Awareness Activities by LGED and Contractors

- *LGED and contractors shall jointly conduct awareness sessions and distribute outreach materials to neighboring communities to build trust and promote safety practices.*

8.5.3.2 Maintenance of Designated Communication Channels

- *Designated communication channels such as complaint boxes, hotlines, and focal persons shall be maintained to receive safety concerns and ensure responsive follow-up.*

8.5.3.3 Coordination with Local Stakeholders

- *Coordination with local beneficiaries, community leaders, and social organizations shall be ensured to manage temporary inconveniences such as traffic congestion, noise, and dust during construction.*

8.5.3.4 Organization of Meetings and Focus Group Discussions

- *Regular coordination meetings and focus group discussions shall be organized to address social impacts, gather feedback, and resolve safety-related concerns in a participatory manner.*

8.5.4 Role Distribution

a. Awareness Activities

- *LGED and contractors shall jointly organize awareness sessions, orientations, and distribute outreach materials to neighboring communities;*
- *This will help promote safe behavior and social tolerance during construction activities.*

b. Receiving and Responding to Safety Concerns

- *Designated communication channels—such as complaint boxes, hotlines, and focal points—shall be maintained to receive safety concerns, complaints, or suggestions from community members;*
- *All inputs shall be documented, analyzed, and responded to appropriately.*

c. Ensuring Tolerance and Cooperation During Work

- *To manage temporary inconveniences—such as traffic disruptions, noise, and dust—coordination shall be maintained with local beneficiaries, community leaders, and social organizations;*
- *This will help ensure community tolerance and cooperation throughout the construction period.*

d. Organizing Coordination Meetings and Focus Group Discussions

- *LGED field offices shall regularly organize coordination meetings and focus group discussions with local administration and community representatives;*
- *These forums shall be used to discuss social impacts, safety concerns, and remedial actions.*

8.5.5 Support Tools and Implementation Aids

- *Agenda and minutes templates for awareness sessions;*
- *Complaint and feedback registers;*
- *Hotline and focal point contact lists;*
- *Community tolerance agreement forms;*
- *Templates for coordination meetings and focus group discussions.*

8.5.6 Practices for Risk Reduction

- 1. Awareness and Orientation Practice:** *Conduct awareness sessions and distribute outreach materials before construction begins.*
- 2. Concern Reception and Response Practice:** *Maintain complaint boxes, hotlines, and focal points to receive and respond to safety concerns.*
- 3. Tolerance and Cooperation Practice:** *Coordinate with community leaders and organizations to manage temporary inconveniences and promote tolerance.*
- 4. Coordination and Dialogue Practice:** *Organize regular meetings and focus group discussions to address social impacts and safety concerns.*

8.6 Relevant and Line Agencies (e.g., Local Administration, Police, Fire Service and Civil Defence, Directorate General of Health Services, Public and Private Hospitals/Clinics: Ref: Policy Sub-Chapter: 8.6)

8.6.1 Explanatory Description

Relevant agencies are directly and indirectly engaged in the implementation of LGED's OHS Policy as emergency service providers, safety facilitators, and external coordination partners.

They play a critical role in emergency response, medical assistance, rescue operations, and preparedness planning.

8.6.2 Key Responsibilities

8.6.2.1 Establishment of Emergency Contact and Referral Systems

- *Emergency contact numbers, referral hospitals, and designated officers shall be identified and made accessible for each project or contract area to ensure preparedness and rapid response.*

8.6.2.2 Provision of Rapid Intervention and Medical Support

- *Systems shall be in place to ensure immediate intervention, first aid, and medical support in the event of accidents or emergencies at construction sites.*

8.6.2.3 Organization of Joint Drills and Preparedness Activities

- *Joint simulation drills and preparedness activities shall be organized with relevant agencies to clarify roles, test response mechanisms, and build institutional readiness.*

8.6.2.4 Coordination with Local Administration

- *Regular coordination meetings shall be conducted with local administrative bodies to align emergency response efforts and ensure institutional support.*

8.6.2.5 Dissemination of OHS Policy and Guidelines

- *The OHS Policy and its supporting guidelines shall be disseminated to all relevant stakeholders, including local authorities and emergency service providers.*

8.6.3 Implementation Guidelines

8.6.3.1 Preparation and Circulation of Emergency Contact Information

- *Emergency contact numbers, referral hospitals, and designated officers shall be compiled and circulated for each project or contract area to ensure clarity and accessibility during emergencies.*

8.6.3.2 Coordination with Emergency Response Agencies

- *Coordination shall be established with fire service, police, and health agencies to ensure immediate rescue operations, first aid delivery, and hospital transfer during accidents or critical incidents.*

8.6.3.3 Organization of Simulation Drills

- *Annual or project-based joint simulation drills shall be organized to clarify institutional roles, test emergency protocols, and enhance collective response capacity.*

8.6.3.4 *Regular Coordination with Local Stakeholders*

- *Coordination meetings shall be conducted with Upazila Executive Officers, municipal or union representatives, health officials, and other stakeholders to review preparedness and improve inter-agency collaboration.*

8.6.3.5 *Dissemination of Policy Summaries and Protocols*

- *Summaries of the OHS Policy, emergency response protocols, and communication procedures shall be disseminated through relevant local agencies to ensure awareness and operational readiness.*

8.6.4 **Role Distribution**

8.6.4.1 *Emergency Contact and Referral System:*

- *LGED field offices shall coordinate with relevant agencies to prepare and disseminate emergency contact lists, referral hospitals, and designated officers for each project or contract area.*

8.6.4.2 *Rapid Response and Medical Assistance:*

- *Coordination shall be ensured with fire service, police, and health service providers to facilitate immediate rescue, first aid, and hospital transfer during accidents or emergencies.*

8.6.4.3 *Joint Drills and Preparedness Activities*

- *Annual or project-based simulation drills shall be organized with participation from relevant agencies;*
- *These drills shall clarify roles and improve the efficiency of emergency response.*

8.6.4.4 *Coordination Meetings with Local Administration*

- *Regular coordination meetings shall be held with Upazila Executive Officers, municipal or union representatives, health officials, and other stakeholders;*
- *These meetings shall address safety progress, concerns, and remedial actions.*

8.6.4.5 *Policy Dissemination and Guidance*

- *Through relevant agencies, LGED shall disseminate summaries of the OHS Policy, emergency response guidelines, and communication protocols at the local level;*
- *This will ensure that all parties operate under a unified framework.*

8.6.5 **Support Tools and Implementation Aids**

- *Emergency contact and referral list templates;*
- *Rescue and medical coordination checklists;*
- *Simulation drill agendas and evaluation forms;*
- *Coordination meeting minutes formats;*
- *OHS Policy summaries and emergency response guides.*

8.6.6 **Practices for Risk Reduction**

- 1. Emergency Contact Preparation Practice:** *Emergency contact numbers and referral lists shall be prepared and circulated for each project area.*
- 2. Rapid Response and Medical Coordination Practice:** *Immediate rescue and medical support shall be ensured through coordination with relevant agencies.*

- 3. Joint Drill Organization Practice:** Annual or project-based joint drills shall be conducted to clarify roles and improve response capacity.
- 4. Coordination Meeting Practice:** Regular meetings shall be held with local administration to review safety progress and concerns.
- 5. Policy Dissemination and Guidance Practice:** OHS Policy summaries and emergency response guidelines shall be disseminated locally through relevant agencies.

8.7 NGOs and Focus Groups (Ref: Stakeholder Engagement Strategy – Chapter 8.7)

8.7.1 Explanatory Description

NGOs and focus groups are indirectly engaged in the implementation of LGED's OHS Policy as agents of awareness building, facilitators of social inclusion, and promoters of environmental and humanitarian safety.

They help raise safety awareness among workers, contractors, and local communities, while also supporting the inclusion of marginalized and vulnerable groups.

8.7.2 Key Responsibilities

8.7.2.1 Awareness Activities for Workers and Contractors

- Awareness activities shall be conducted among workers and contractors to promote understanding of occupational health, safety, and social responsibilities at the worksite.

8.7.2.2 Support for Training and Capacity Development

- NGOs and community-based organizations shall support training initiatives and capacity development efforts to strengthen safety practices and inclusive participation.

8.7.2.3 Promotion of Social Inclusion and Gender Sensitivity

- Social inclusion and gender sensitivity shall be promoted through targeted engagement with women, marginalized groups, and persons with disabilities.

8.7.2.4 Advisory Role on Environmental and Humanitarian Safety

- NGOs shall provide advisory support on environmental risks, health hazards, and humanitarian safety concerns, contributing to preventive and responsive measures.

8.7.2.5 Coordination and Dialogue with Local Stakeholders

- Regular coordination and exchange of views shall be maintained with local stakeholders to ensure participatory planning, grievance resolution, and community trust.

8.7.3 Implementation Guidelines

8.7.3.1 Dissemination of Awareness Messages

- Awareness messages shall be disseminated through diverse methods such as community meetings, posters, booklets, videos, and theatrical performances to ensure wide outreach and engagement.

8.7.3.2 Coordination for Training and Material Development

- NGOs shall coordinate with LGED and contractors to organize training sessions, supply qualified trainers, and develop context-specific training materials for workers and supervisors.

8.7.3.3 Identification of Inclusive Safety Needs

- Focus groups shall be formed to identify the specific safety needs of women, persons with disabilities, and marginalized workers, and assist in integrating these needs into project planning and implementation.

8.7.3.4 *Advisory Support on Environmental and Health Risks*

- *NGOs shall advise LGED and contractors on environmental impacts, health risks, and social response strategies, and assist in the design and implementation of preventive measures.*

8.7.3.5 *Participation in Stakeholder Engagement Platforms*

- *NGOs and focus groups shall actively participate in stakeholder meetings, focus group discussions, and reporting activities in coordination with local administration, labor organizations, and community representatives.*

8.7.4 *Role Distribution*

8.7.4.1 *Awareness Activities Among Workers and Contractors*

- *NGOs and focus groups shall disseminate safety messages through awareness meetings, posters, booklets, videos, and theatrical performances;*
- *These messages shall promote safe behavior and risk prevention.*

8.7.4.2 *Support for Training and Capacity Development*

- *In coordination with LGED and contractors, NGOs shall assist in organizing training sessions, supplying trainers, and developing training materials;*
- *This will enhance safety-related knowledge and skills.*

8.7.4.3 *Ensuring Social Inclusion and Gender Sensitivity*

- *Focus groups shall identify the safety needs of women, persons with disabilities, and marginalized workers;*
- *They shall promote inclusive language, methods, and participation in planning and implementation.*

8.7.4.4 *Advice on Environmental and Humanitarian Safety*

- *NGOs shall advise LGED and contractors on environmental impacts, health risks, and social responses related to construction activities;*
- *They shall assist in implementing preventive and mitigation measures.*

8.7.4.5 *Coordination and Dialogue with Local Stakeholders*

- *NGOs and focus groups shall coordinate with local administration, labor organizations, and community representatives;*
- *They shall participate in safety-related dialogue sessions, focus group discussions, and reporting activities.*

8.7.5 *Support Tools and Implementation Aids*

- *Awareness materials: posters, booklets, videos, theatrical scripts;*
- *Training plans and trainer rosters;*
- *Inclusive planning templates;*
- *Environmental and humanitarian safety assessment forms;*
- *Minutes templates for stakeholder meetings and focus group discussions.*

8.7.6 *Practices for Risk Reduction*

- 1. Awareness Promotion Practice:** *NGOs and focus groups shall actively disseminate safety messages among workers and contractors.*
- 2. Training Support Practice:** *NGOs shall assist in organizing training sessions, supplying trainers, and developing materials.*

- 3. Inclusive Planning Practice:** *Safety needs of women, persons with disabilities, and marginalized workers shall be integrated into planning.*
- 4. Environmental and Humanitarian Safety Advisory Practice:** *NGOs shall analyze impacts and assist in implementing preventive measures.*
- 5. Coordination and Dialogue Practice:** *NGOs and focus groups shall participate in stakeholder meetings and focus group discussions to promote inclusive safety implementation.*

8.8 Contractors/Workers Associations (Ref: Stakeholder Engagement Strategy – Chapter 8.8)

8.8.1 Explanatory Description

Contractors and workers associations are directly engaged in the implementation of the Occupational Health and Safety (OHS) Policy as motivators, planners, representatives, and proposers of incentive frameworks.

They promote safety awareness, behavioral change, and policy compliance among their members.

8.8.2 Key Responsibilities

8.8.2.1 Participation in Annual OHS Planning

- *Labor organizations shall actively participate in LGED's annual Occupational Health and Safety (OHS) planning process and submit proposals based on field realities and member feedback.*

8.8.2.2 Organization of Training and Behavioral Change Activities

- *Training, motivational programs, and behavioral change activities shall be organized for members to promote safe practices and strengthen workplace discipline.*

8.8.2.3 Proposal of Incentive and Disciplinary Frameworks

- *Labor organizations shall propose performance-based incentive schemes and disciplinary frameworks to encourage compliance and address violations.*

8.8.2.4 Coordination Meetings with LGED and Contractors

- *Regular coordination meetings shall be conducted with LGED officials and contractors to review safety concerns, implementation progress, and member feedback.*

8.8.3 Implementation Guidelines

8.8.3.1 Submission of Proposals Based on Member Experience

- *Proposals for annual OHS plans shall be submitted by labor organizations, reflecting the lived experiences, needs, and practical insights of their members.*

8.8.3.2 Training and Awareness Campaigns

- *Training sessions, motivational activities, and awareness campaigns shall be conducted to promote safe behavior and build a culture of responsibility among workers.*

8.8.3.3 Recommendation of Incentive and Disciplinary Measures

- *Reward and recognition schemes shall be recommended for exemplary safety performance, while disciplinary measures shall be proposed for non-compliance or repeated violations.*

8.8.3.4 Joint Coordination with LGED and Contractors

- *Joint coordination meetings shall be organized with LGED and contractors to discuss concerns, share suggestions, and review the progress of OHS implementation.*

8.8.4 Role Distribution

8.8.4.1 Proposal and Review of Annual OHS Plans

- Associations shall actively participate in LGED's annual OHS planning process;
- They shall submit proposals based on the experiences, needs, and realities of their members;
- They shall also participate in reviewing the progress of plan implementation.

8.8.4.2 Training and Motivation of Members

- Associations shall organize safety training sessions for workers and contractors;
- They shall conduct motivational activities and awareness campaigns to promote behavioral change;
- These efforts shall increase members' commitment to safe work practices.

8.8.4.3 Proposing Incentive and Disciplinary Measures

- Associations shall propose reward, recognition, and incentive schemes for members who successfully implement the OHS Policy;
- They shall also recommend disciplinary frameworks for violations of safety rules.

8.8.4.4 Coordination Meetings with LGED and Contractors

- Associations shall organize regular coordination meetings with LGED field offices and contractors;
- These meetings shall review safety concerns, suggestions, and implementation progress, and jointly determine solutions.

8.8.5 Support Tools and Implementation Aids

- Proposal forms for annual OHS planning;
- Templates for training and motivation plans;
- Awareness materials for behavior change: posters, slogans, videos;
- Recommendation forms for incentive and disciplinary frameworks;
- Agenda and minutes templates for coordination meetings.

8.8.6 Practices for Risk Reduction

- 1. Planning Proposal and Review Practice:** Submit and review annual OHS plans based on members' experiences and needs.
- 2. Training and Motivation Practice:** Conduct training and motivational activities to promote behavioral change.
- 3. Incentive and Disciplinary Framework Practice:** Propose reward and disciplinary measures based on performance and compliance.
- 4. Coordination Meeting Practice:** Organize joint coordination meetings with LGED and contractors to address safety concerns and progress.

9. Annex (Tables, Charts of OHS Standards of LGED, OHS Policy of LGED)

9.1 Tables, Formats from OHS Policy of LGED

Table 9-1: 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

Table 9-2: 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 	<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>

Sl. No.	KEY INDICATOR	WORKING SPHERE	
		Environmental and Social Management Framework (ESMF)	Occupational Health and Safety (OHS)
		safeguards instruments to be prepared.	<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); ▪ 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; 	<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; ▪ 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	<ul style="list-style-type: none"> ▪ Aim to ensure compliance with national and international standards;

Sl. No.	KEY INDICATOR	WORKING SPHERE	
		Environmental and Social Management Framework (ESMF)	Occupational Health and Safety (OHS)
		in case of “SupRB”, LGED) promotes integrated environmental and social risk management	<ul style="list-style-type: none"> ▪ 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 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.

9.2 Tables Formats from OHS Standards of LGED

Table 9-3: Standard Colors of Signs of Safety & Warning

Sl. No	COLOR	PURPOSE OF USE WITH PATTERN	LOCATION WITH EXAMPLE
1.	RED	To call attention to fire protection equipment/apparatus/facilities	<ul style="list-style-type: none"> ▪ Fire stations and equipment: <ul style="list-style-type: none"> ○ Extinguishers; ○ Pumps; ○ Buckets; ○ Hose; ○ Hydrants etc.; ▪ Fire extinguishing systems: <ul style="list-style-type: none"> ○ Valves; ○ Alarm; ○ Sprinkler; ○ Piping, etc. ▪ Fire protection materials; <ul style="list-style-type: none"> ○ Doors; ○ Blankets;

			<ul style="list-style-type: none"> ○ Extinguishing agents. Etc. ▪ Identification of Danger/Stop Signals: <ul style="list-style-type: none"> ○ Red lights placed on barricades at temporary obstruction; ○ Temporary construction; ○ Stop buttons for electrical switches used for emergency stopping of machinery; ○ Emergency stop sirens on hazardous machines.
2.	GREEN	Levelling Safety	<ul style="list-style-type: none"> ▪ Indicating of Location of first-Aid equipment; ▪ Indicating Location of safety and connected devices; ▪ Indicating Safety bulletin boards.
3.	WHITE	<p>Traffic and Housekeeping Marking:</p> <ul style="list-style-type: none"> ▪ White, black, or a combination are the basic colors to display traffic and housekeeping marking; ▪ Solid white, solid black, single-color stripping or alternate stripes of black and white are common pattern. 	<ul style="list-style-type: none"> ▪ Housekeeping: <ul style="list-style-type: none"> ○ Location of waste bins; ○ White corners for rooms or passageways; ○ Location of the source of Drinking water and food serving equipment/facilities etc.; ▪ Traffic: <ul style="list-style-type: none"> ○ Location and width of passageway; ○ Dead ends of passageways; ○ Stairways; and ○ Directional signs etc.
4.	YELLOW	<p>Cautionary Marking:</p> <ul style="list-style-type: none"> ▪ To assign caution and for marking physical hazards, such as striking against, stumbling, falling, tripping, and “caught in between”; ▪ Solid yellow, yellow and black stripes, yellow and black checkers or yellow with suitable contrasting background shall be used alternately so as to ensure the targeted attention. 	<ul style="list-style-type: none"> ▪ Construction Equipment: <ul style="list-style-type: none"> ○ Bull-dozers, tractors, handrails, guardrails; ▪ Stairways/top and bottom treads where caution is needed; ▪ Cranes and lower pulley blocks; ▪ Piping systems containing dangerous materials; ▪ Waste container for highly combustible materials.
5.	ORANGE	<p>To Express Alertness:</p> <ul style="list-style-type: none"> ▪ To assign dangerous parts of machines or equipment which may 	<ul style="list-style-type: none"> ▪ Show the sign “Do not open or remove”; ▪ The inside of movable protections; ▪ Starting buttons and boxes for Safety;

		<p>cut, crush, shock or otherwise injure;</p> <ul style="list-style-type: none"> ▪ To emphasize such hazards when: <ul style="list-style-type: none"> ○ Doors of enclosure are open; ○ Gear, belt or other guards around moving equipment are open; ○ Unguarded hazards are removed, exposed. 	<ul style="list-style-type: none"> ▪ Exposed parts of gears, pulleys, rollers, cutting devices; ▪ Inside the door of box or cover of open fuse, power and electrical switch boxes.
6.	Blue	<p>To Denote Precaution:</p> <ul style="list-style-type: none"> ▪ To denote caution; ▪ Limited to warning against starting; ▪ Use of or the movement of equipment which is under repair or being worked upon. 	<ul style="list-style-type: none"> ▪ “Under Repair” signals warning (<i>regarding of danger of use</i>) while undergoing repairs of: <ul style="list-style-type: none"> ○ Elevators ○ Kiln; ○ Boilers; ○ Electrical controls; ○ Ladders; ○ Scaffolding; ○ Vaults, etc.
7.	Purple	<p>To Denote Hazards:</p> <ul style="list-style-type: none"> ▪ Purple is used in combination with Yellow for markers 	<ul style="list-style-type: none"> ▪ Tags; ▪ Labels; ▪ Signs; ▪ Floor markers etc.

Table 9-4:Water Quality Parameters as per Bangladesh Standards & WHO Guide Lines*

Sl.	Water Quality Parameters	Bangladesh Standards (mg/L)	WHO Guide Line	Methods/ Equipment for Testing
1	Aluminum	0.2	-	Atomic Absorption Spectrophotometer (AAS)
2	Ammonia	0.5		UV-VIS
3	Arsenic	0.05	0.01	AAS
4	Barium	0.01	0.7	AAS
5	Benzene	0.01	0.01	Gas Chromatograph
6	BOD 5 Day, 200C	0.2	-	5 days Incubation
7	Boron	1.0	-	UV-VIS
8	Cadmium	0.005	0.003	AAS
9	Calcium	75	-	AAS
10	Chloride	150-600	-	Titrimetric
11	Chlorinated Alkenes			
11.1	Carbon tetrachloride	0.01	0.004	Gas Chromatograph

Sl.	Water Quality Parameters	Bangladesh Standards (mg/L)	WHO Guide Line	Methods/ Equipment for Testing
11.2	1.1 Dichloroethelene	0.001	0.03	Gas Chromatograph
11.3	1.2 Dichloroethelene	0.03	0.03	Gas Chromatograph
11.4	Tetrachloroethylene	0.03	0.04	Gas Chromatograph
11.5	Trichloroethylene	0.09	0.07	Gas Chromatograph
12.1	Pentachlorophrnl	0.03	0.009	Gas Chromatograph
12.2	2,4,6-Trichlorophenol	0.03	0.2	Gas Chromatograph
13	Chlorine (Residual)	0.2	-	Titrimetric
14	Chloroform	0.09	0.2	Gas Chromatograph
15	Chromium (Hexavalent)	0.05	-	Iron Chromatograph
16	Chromium (Total)	0.05	0.05(P)	AAS
17	COD	4	-	Closed Reflux Method
18	Coli form (Faecal)	0 CFU (N/100mL)	0	Membrane Filtration Method
19	Coli form (Total)	0 CFU (N/100mL)	0	Membrane Filtration Method
20	Color	15 Hazen	-	Color Comparator
21	Copper	1	2	AAS
22	Cyanide	0.1	0.07	UV-VIS/Specific Ion Electrode
23	Detergent	0.2	-	UV-VIS
24	DO	6	-	Multimeter
25	Electric Conductivity	-us/cm	-	Multimeter
26	Fluoride	1	1.5	UV-VIS
27	Hardness as CaCO ₃	200-500	-	Titrimetric
28	Iodine	200-500	-	Titrimetric
29	Iron	0.3-1.0	-	AAS
30	Kjelhl Nitrogen (Total)	1	-	UV-VIS/ Digestion
31	Lead	0.05	0.01	AAS
32	Magnesium	30-35	-	AAS
33	Manganese	0.1	-	AAS
34	Mercury	0.001	0.001	Mercury Analyzer
35	Nickel	0.1	0.02(P)	AAS
36	Nitrate	10	50.0 as N	UV-VIS
37	Nitrite	<1	3.0(0.2)	UV-VIS
38	Oduor	Odorless	-	Threshold Method
39	ORP (Eh)	-	-	ORP meter
40	Oil and Grease	0.01	-	Oil and Grease meter
41	pH		6.5-8.5	pH Meter
42	Phenolic Compounds	0.002	-	Gas Chromatograph

Sl.	Water Quality Parameters	Bangladesh Standards (mg/L)	WHO Guide Line	Methods/ Equipment for Testing
43	Phosphate	6	-	UV-VIS
44	Phosphorus	0	-	Digestion
45	Potassium	12	-	AAS
46	Radioactive Materials (Gross Alpha Activity)	0.01 Bq/L	0.5 Bq/L	-
47	Radioactive Materials (Gross Beta Activity)	0.1 Bq/L	1.0 Bq/L	-
48	Salinity	-%0	-	Multimeter
49	Selenium	0.01	0.01	AAS
50	Silver	0.02	-	AAS
51	Sodium	200	-	AAS
52	Suspended Solids	10	-	Filtration and Drying
53	Sulphide	0	-	UV-VIS
54	Sulphate	400	-	UV-VIS
55	Taste	-	-	Threshold Method
56	Total Alkalinity	-	-	Titrimetric
57	Total Dissolved Solid	1000	-	Multimeter
58	Temperature	20-30C		Thermometer
59	Tin	2	-	AAS
60	Turbidity	10 NTU	-	Turbidity meter
61	Zinc	5	-	AAS

**Adapted from Department of Public Health Engineering Website*

Table 9-5 : Allocation of Toilet for Employees*

Number of Employees	Minimum Number of Toilet with Water Closets
1 to 15	1
16 to 35	2
36 to 55	3
56 to 80	4
81 to 110	5
111 to 150	6
Over 150	1 (One) Additional Facilities for Each 40 (Forty) Additional Employees

**Adapted from OSHA Guidelines*

Table 9-6: Minimum Requirement of Materials Quantities in First Aid Kit

Item	Class A Quantity	Class B Quantity	Specifications
Adhesive Bandages	16	50	Minimum size: 2.5 cm x 7.6 cm (1 in x 3 in)
Adhesive Tape	1 Roll	2 Rolls	Minimum width: 2.5 cm (1 in)
Antibiotic Application	10 Packets	25 Packets	Minimum size: 0.5 g (0.03 oz) per packet
Antiseptic	10 Packets	50 Packets	Minimum size: 0.5 g (0.03 oz) per packet
Breathing Barrier	1	1	Single-use, with one-way valve
Burn Dressing	1	2	Minimum size: 10 cm x 10 cm (4 in x 4 in)
Burn Treatment	10 Packets	25 Packets	Minimum size: 0.5 g (0.03 oz) per packet
Cold Pack	1	2	Minimum size: 10 cm x 12 cm (4 in x 5 in)
Eye Covering	2	2	Minimum size: 6 cm ² (2.5 in ²)
Eye/Skin Wash	1 L (33.8 oz)	1 L (33.8 oz)	Sterile solution
First Aid Guide	1	1	Comprehensive and easy to understand
Hand Sanitizer	6 Packets	10 Packets	Minimum size: 0.9 g (0.03 oz) per packet
Medical Exam Gloves	2 Pairs	4 Pairs	Nitrile or latex, powder-free
Roller Bandage	1	2	Minimum size: 7.6 cm x 4.6 m (3 in x 15 ft)
Scissors	1	1	Capable of cutting through clothing and bandages
Sterile Pads	2	4	Minimum size: 7.6 cm x 7.6 cm (3 in x 3 in)
Trauma Pads	2	4	Minimum size: 12.7 cm x 22.8 cm (5 in x 9 in)
Triangular Bandages	1	2	Minimum size: 96 cm x 96 cm x 137 cm (37 in x 37 in x 54 in)

Adapted from ANSI/ISEA Z308.1-2015 Standards outline for the minimum requirements for workplace first aid kits and supplies

Table 9-7: Regulatory Provisions for Safe Noise Levels in Bangladesh *

Zone	Time Period	Maximum Allowable Noise Level	Unit	Clause
Silent Zone	Daytime (6 AM - 9 PM)	50	dB(A)	E2.1
	Nighttime (9 PM - 6 AM)	40	dB(A)	E2.1
Residential Zone	Daytime (6 AM - 9 PM)	55	dB(A)	E2.2
	Nighttime (9 PM - 6 AM)	45	dB(A)	E2.2
Mixed Zone	Daytime (6 AM - 9 PM)	60	dB(A)	E2.2

Zone	Time Period	Maximum Allowable Noise Level	Unit	Clause
Commercial Zone	Nighttime (9 PM - 6 AM)	50	dB(A)	E2.2
	Daytime (6 AM - 9 PM)	70	dB(A)	E2.2
	Nighttime (9 PM - 6 AM)	60	dB(A)	E2.2
Industrial Zone	Daytime (6 AM - 9 PM)	75	dB(A)	E2.2
	Nighttime (9 PM - 6 AM)	70	dB(A)	E2.2
Occupational Health and Safety	General Limit (8-hour period)	85	dB(A)	G1.1
	Peak Sound Pressure	140	dB(C)	G1.1
	Average Maximum	110	dB(A)	G1.1

**As per Noise Pollution (Control) Rules-2006*

Table 9-8 : Cut Resistance Levels, Range and Specifications as per ANSI/ISEA 105

Level	Cut Resistance Capacity	Appropriate Work Type
A1	200–499 grams	General handling, warehousing tasks
A2	500–999 grams	Wire assembly, fastening, light metal pressing
A3	1,000–1,499 grams	Glass handling, stamping, body shop tasks
A4	1,500–2,199 grams	Metal parts assembly, automated welding
A5	2,200–2,999 grams	Waste handling, heavy lifting, glass sheet handling
A6	3,000–3,999 grams	Maintenance and material/equipment handling
A7	4,000–4,999 grams	Cutting dry, painted or galvanized metal
A8	5,000–5,999 grams	Heavy assembly and machine processing tasks
A9	6,000 grams or more	Maximum protection for metal pressing and primary assembly

Table 9-9: Standards/Specifications for Electrical Safety Gloves (Types & Classes)

Class	Maximum Use Voltage	Proof Tested at	Suitability of Use
Class 00	500 volts AC	2,500 volts AC	For low-voltage electrical work and basic insulation
Class 0	1,000 volts AC	5,000 volts AC	For general electrical tasks up to 1,000 volts
Class 1	7,500 volts AC	10,000 volts AC	For utility and industrial electrical work at medium voltage
Class 2	17,000 volts AC	20,000 volts AC	For high-voltage maintenance and substation operations
Class 3	26,500 volts AC	30,000 volts AC	For heavy-duty high- voltage industrial and utility applications

Table 9-10: Common Types of Gloves for Protection During Work with Leading Feature and Potential Types of Hazards

Sl. No	Type of Glove	Leading Feature	Guarding Against Hazards
1.	Disposable Gloves	i. Usually lightweight; ii. Made of plastic.	i. Guards against mild irritants.
2.	Fabric Gloves	i. Made of cotton or fabric blends.	i. Generally used to improve grip when handling slippery objects; ii. Help insulate hands from mild heat or cold.
3.	Leather Gloves	i. Made of leather	i. Guards against injuries from sparks or scraping against rough surfaces; ii. Used with an insulated liner when working with electricity.
4.	Metal Mesh Gloves	i. Made of metal mesh	i. Protect hands from accidental cuts and scratches; ii. Commonly used with cutting tools or other sharp instruments.
5.	Aluminized Gloves	i. Made of aluminized fabric	i. Insulate hands from intense heat; ii. Most commonly used by persons working with molten materials.
6.	Chemical Resistance Gloves	i. Made of rubber, neoprene, polyvinyl alcohol or vinyl, etc.	i. Protect hands from corrosives, oils and solvents etc.;

Table 9-11: General Vegetation Specifications

Type Vegetations/Trees	Number of Plantation /Square meter
Small Shrubs	About 3–5 plants per square meter
Trees	Typically, 5–10 plants per square meter
Grasses and Ground Cover	1 tree every 5–10 square meters
Medium to Large Shrubs	Usually, Around 1–3 plants per square meter

Table 9-12: Examples of Construction Machinery Used at Construction Worksites

Serial	Name of Machinery	Usage
1	Excavator	Used for digging, grading, and demolition activities
2	Crane	For lifting and moving heavy objects (mobile, tower, overhead)
3	Bulldozer	Used for land leveling, clearing, and earthmoving
4	Loader	For loading and transporting materials (wheel and skid steer)
5	Forklift	For moving materials in warehouses or construction sites
6	Dump Truck	For transporting sand, gravel, soil, etc.
7	Concrete Mixer	For mixing concrete directly at the site
8	Pile Driver	For driving piles into the ground for foundations
9	Compactor/Roller	For compacting soil, asphalt, or other materials
10	Scissor Lift	For working at or accessing elevated areas
11	Boom Lift	For accessing distant elevated areas
12	Generator	For supplying electricity to equipment or tools
13	Trencher	For digging trenches for cables or pipes
14	Drill	Handheld and heavy-duty construction drilling
15	Paver	For laying asphalt in road construction
16	Grader	For creating a level surface in road construction

Table 9-13: Examples of Equipment Used at Construction Worksites

Serial	Name of Equipment	Usage
1	Concrete Mixer	For mixing concrete directly at the site
2	Compactor/Roller	For compacting soil or asphalt
3	Scissor Lift	For working at or accessing elevated areas
4	Boom Lift	For accessing distant elevated areas
5	Generator	For supplying electricity to equipment or tools
6	Trencher	For digging trenches for cables or pipes
7	Air Compressor	For operating pneumatic tools
8	Welding Machine	For assembling and repairing metal structures
9	Concrete Cutter	For cutting concrete panels or slabs
10	Water Pump	For draining or supplying water at the site
11	Ladder/Step Ladder	For safe climbing at small heights
12	Hand Trolley	For transporting light materials
13	Barricade/Safety Cone	For defining safety boundaries at the site
14	Light Tower	For illumination during night work
15	Forklift	For moving heavy materials
16	Wheel Barrow	For transporting concrete, sand, or bricks
17	Drill Machine	For drilling holes in wood, metal, or concrete

Table 9-14: Examples of Hand Tools Used at Construction Worksites

Serial	Tool Name (English)	Category	Construction Work Usage
1	Tape Measure	Measurement & Layout	Site layout, distance determination
2	Spirit/Laser Level	Leveling	Checking levelness, finishing work
3	Framing Square	Framing	Determining structural angles, framing
4	Chalk Line	Marking	Marking straight lines
5	Hand Saw	Cutting	Cutting wood/plastic
6	Utility Knife	Cutting	Cutting boards, plastic, insulation
7	Bolt Cutter	Cutting	Cutting rods, wires, bolts
8	Wire Cutter	Cutting	Cutting electrical wires
9	Crowbar/Prybar	Demolition & Opening	Removing old structures
10	Wrecking Bar	Demolition	Breaking/demolition, opening tasks
11	Claw Hammer	Attachment & Removal	Driving and removing nails
12	Sledgehammer	Attachment & Demolition	Heavy breaking tasks
13	Screwdriver	Attachment	Fixing and removing screws
14	Adjustable Wrench	Fastening	Loosening and tightening nuts/bolts
15	Needle-nose Plier	Electrical Connection	Holding small parts, electrical connections
16	Chisel	Shaping	Carving wood or stone
17	File	Smoothing	Smoothing edges of metal/wood
18	Trowel	Plastering	Applying mortar, plastering
19	Shovel	Excavation & Earthwork	Digging and moving soil
20	Spade	Excavation	Digging holes, cutting soil
21	Pickaxe	Breaking	Breaking hard soil
22	Hand Drill	Miscellaneous	Making small holes
23	Wheelbarrow	Transport	Carrying construction materials

Serial	Tool Name (English)	Category	Construction Work Usage
24	Brick Hammer	Breaking	Breaking bricks, finishing
25	Mason's Tools	Masonry	Plastering, brickwork, etc.

Register- 9.2-1:Sample Filled Personal Protective Equipment (PPE) Register

(Construction Site/Worksite: -----, Date: -----July, 2025)

DATE	WORKER ID	NAME	EQUIPMENT ITEMS	QUANTITY	RECEIPT SIGNATURE	INSPECTOR COMMENTS
26.07.25	LAB-108	Md. Ariful Islam	Helmet, Safety Gloves, Hi-Vis Jacket	1x3	✓ Md. Arif	PPE inspection complete, quality is appropriate
26.07.2025	LAB-109	Nasrin Akhter	Safety Boots, Dust Mask	1x2	✓ Nasrin	Mask acceptable; boots too short—needs replacement
26.07.2025	LAB-110	Rafiqul Hossain	Helmet, Safety Gloves	1x2	✓ Rafiqul	Gloves to be rechecked for quality in next inspection
<p>Explanation:</p> <ul style="list-style-type: none"> • Date: PPE distribution date • ID/Name: Worker identification details • Items: Supplied protective equipment • Quantity: Number of items issued • Signature: Worker signature for receipt confirmation • Comment: Inspector/Supervisor's observations 						

Register- 9.2-2:Sample Filled Training Register

(Construction Site/Worksite: -----, Date: -----July, 2025)

Date	Training Title	Trainer	Duration	Participants	Signatures	Core Topics	Comments / Observations
28.07.25	Scaffold Safety & Fall Prevention	Engineer Md. Saiful Islam (Build Safe BD)	10:00–12:00	1) LAB-201: Md. Delowar Hossain 2) LAB-202: Roksana Parvin 3) LAB-203: Md. Alamgir Hossain	✓ ✓ ✓	- Scaffold erection guidelines - Fall protection PPE - Emergency response	- All workers actively engaged in Q&A - Delowar received certificate - Roksana's PPE practice was weak
28.07.25	Electrical Hazard Awareness	Md. Iqbal Hossain (Safety Ways)	12:15–1:30	1) LAB-204: Rafiqul Islam 2) LAB-205: Meherun Nahar	✓ ✓	- Live wire risk handling - Lockout/Tagout steps - Voltage safety limits	- Rafiqul scored 85% - Meherun raised critical questions; trainer appreciated it

Register- 9.2-3: Sample Completed Near-Miss/Incident Register

(Construction Site/Worksite: -----, Date: -----July, 2025)

Sl.	Date	Time	Type of Incident/ Near-Miss	Location	Description	Involved Personnel	Immediate Action	Follow-Up Measures	Reporter
1	25-07-2025	09:15 am	Near-Miss: Slip/Trip	Stair Wall	A worker lost body balance and was about to fall, but was saved by grabbing a nearby railing.	Robiul	PPE check, site inspection	Reinforce railing, anti-slip strip	Safety Officer
2	26-07-2025	03:30 pm	Incident: Dropped Material	Beam Area	A plastic pipe fell from above; no injuries occurred as no one was standing below.	Not Applicable	Area cleared, warning tape placed	Redesign upper shelving	Supervisor
3	27-07-2025	11:45 am	Near-Miss: Electric Spark	Worker Shed No. 1	Due to water accumulation, an electric spark was observed; the connection was promptly cut off.	Montu	Circuit breaker shut down	Improve drainage system	Electrician

Register- 9.2-4: Sample Completed First Aid/Health Register

Construction Site/Work Area/Worker Shelter: -----Date: ----- July, 2025

Serial No.	Date	Time	Worker Name	Designation	Nature of Incident	Description of Treatment	First Aid Provider	Follow-Up Action
1	24-07-2025	08:40 AM	Jalil Hossain	Mason	Hand cut (minor)	Bandaging, antiseptic, rest	Rina: Safety Officer	Ensure glove usage
2	25-07-2025	02:15 PM	Majeda Begum	Worker – Helper	Dizziness, weakness	Hydration, rest, blood pressure check	Tanvir: First Aid Staff	Referred for medical check-up
3	26-07-2025	04:00 PM	Shov Rahman	Electrician	Burn on foot (minor)	Cooling gel, bandaging	Monir: Site Supervisor	Reorganize electrical safety training

Register- 9.2-5: Example of a Filled Fire Safety Register

(Construction Worksite/Labor Shed: -----, Date: -----July, 2025)

SL No.	Date	Time	Event/Activity	Location	Description	Action/Resolution	Responsible Person
1	22-07-2025	10:30 am	Fire Drill Activity	Stairwell of 3rd Floor	Workers practiced the designated escape route; all evacuated within 4 mins	Training successful; next session scheduled in 15 days	Safety Officer

2	23-07-2025	03:10 pm	Fire Extinguisher Inspection	Basement Lobby	Low pressure found in CO2 extinguisher	Refill order placed	Store Keeper
3	26-07-2025	01:45 pm	Hazard Report	Kitchen	Smoke due to electrical short in machine; no fire occurred	Connection cut off; requested electrical inspection	Supervisor

Register- 9.2-6: Example of a Filled Equipment Safety Register

(Construction Site/Worksite: -----, Date: ----- July, 2025)

Sl. No.	Equipment Name	Model/Serial No.	Location	Current Status	Last Inspection	Issue/Discrepancy	Action Taken	Next Inspection	Responsible Person
1	Tower Crane	TC-BTX-1342	Zone-B, Site-1	Operational	15-07-2025	None	Lubrication completed	15-08-2025	Maintenance Manager
2	Concrete Mixer	CM-PRO-776	Yard Section	Temporarily Out of Service	20-07-2025	Motor overheating issue	Motor replacement in process	05-08-2025	Site Supervisor
3	Welding Machine	WM-ALT-332	Basement Zone	Normal	18-07-2025	Missing warning label	New label affixed	18-08-2025	Safety Officer

Register- 9.2-7: Sample Filled-in Waste Management Register

(Construction Site/Worksite: -----, Date: ----- July, 2025)

Serial No.	Date	Type of Waste	Origin Site	Quantity (kg/L/units)	Disposal Method	Transport Agency	Responsible Person
1	20-07-2025	Construction Debris	Foundation Trench Excavation	420 kg	Landfill (DNCC Zone-2)	Clean Waste Services	Site Engineer
2	21-07-2025	Biomedical Waste	First Aid Unit	15 kg	Incineration	Medi Burn Ltd.	Safety Officer
3	22-07-2025	Used Electronic Components	Electrical Room	8 units	Recycling	E-Tech Recycling	Electrician
4	23-07-2025	General Garbage	Workers' Shed	95 kg	Municipal Pickup	DNCC Trucks	Storekeeper

Register- 9.2-8: Sample Completed Worker Complaint/ Suggestion Register

(Construction Site/Worksite/Worker Shed: -----, Date: ----- July, 2025)

Sl No.	Date	Worker Name	Designation	Type of Complaint/Suggestion	Description	Action Taken	Decision/Status	Responsible Person
1	20-07-2025	Rubel Mia	Welder	Complaint: Water Shortage	Water is supplied only once daily to the labor shed; It's causing problems during hot days.	Increased refill frequency of water tank	Resolved	Safety Officer
2	22-07-2025	Salma Akhter	Cleaner	Suggestion: Request for health posters	Posters regarding first-aid rules and healthy living should be provided	Concerned staff/workers/team are preparing posters	Under Implementation	Labor Welfare Supervisor
3	24-07-2025	Shahin Alam	Helper	Complaint: Insufficient lighting	The labor shed lacks sufficient lighting during night shifts	New LED lights are being installed	In Progress	Site Engineer

**Local Government Engineering Department (LGED)
Program for Supporting Rural Bridges (SupRB)**

Sub: Monitoring Checklist on Occupational Health and Safety (OHS) & Other relevant Issues

To

(Name of Contractor).....

Communicating Address of Contractor (with Mobile Number):.....

Name of Contract Package:.....

Dear Sir,

Please find hereunder the checklist regarding updated compliance status of Occupational Health & Safety (OHS) and other indicators in your work site:

General Information			
Name of Visitor:			
Designation:			
Organization (Firm):			
Date of Visits:	Current	Previous-1	Previous-2
Location of Site:	Union	Upazila	District
Package No:			
Type of Scheme/Sub-Scheme (Mark Tick)	Minor Maintenance	Major Maintenance	Rehabilitation
	Capacity Expansion	Replacement	New Construction
Other Related information (If any):			

COMPLIANCE STATUS		
INDICATORS/ISSUES	Yes	No
1. Has the orientation/ necessary information been provided before starting construction work on OHS to all employees/ workers at site?		
2. Are adequate safe drinking water facilities available for workers/ employees at site office/ Work site/ camp site?		
3. a) Are temporary toilet facilities available at construction site (Temporary semi pucca toilet/ Portable toilet/rented toilet/ other)?		
4. Are proper water supply and hand wash facilities available at work site etc.?		
5. Are temporary toilet facilities available one for male and another for female?		
6. Are Is Waste Management and Disposal management being done properly?		
7. Are 2 (Two) nos. plastic bins set up for waste disposal at site office/work site (one for organic waste and another for inorganic waste with cover plate) being ensured?		
8. Are Air Pollution and Dust suppression-controlled mechanism being managed properly?		
9. Is First Aid Box available at work site?		
10. Is First Aid Box placed properly containing emergency medicines and first aid kit etc.?		
11. Do all employees know how to get first aid assistance on necessity & which hospital/clinic an injured person should be transferred?		
12. Are first-aid supplies replaced properly as and when required?		
13. Is Personal Protective Equipment (PPE) available at site?		
14. Are workers and supervisors using: i) The Safety Jacket, ii) Hand Protection Gloves, iii) Foot Protection Shoes, iv) Safety Helmets, v) Eye protection goggles? (Mark Tick)		
15. Is there any instruction in place to use of PPE provided?		
16. Is required PPE provided, maintained and used?		
17. Are the areas requiring PPE usage properly identified by warning signs?		

COMPLIANCE STATUS		
INDICATORS/ISSUES	Yes	No
18. Has protective fencing / safety measures with warning sign been provided at proper location?		
19. Has the work site been prepared for properly storing the all kinds of construction materials?		
20. Has pH, TDS, EC, Salinity, DO, COD, BOD & TSS tests been carried out for quality of surface water at the bridge?		
21. Has out Air Quality Test been carried out for quality of air around the bridges?		
22. Has stone/bricks breaking machines and other construction equipment and vehicles been fitted with silencers and maintained properly for noise management?		
23. Has road safety measures such as warning signs / lights, road safety signs, flagman etc. been maintained properly for Traffic Management?		
24. Is there any arrangement available to avoid soil pollution at the worksite		
25. Has vehicles transporting the material to the construction site been covered to prevent blowing of dust and spillage during construction materials transportation?		
26. Has proper awareness and motivational training been provided to workers and supervisors on risks & prevention of COVID-19?		
27. Are workers and supervisors using the proper face Mask?		
28. Are workers and supervisors using soap and/or Hand sanitizer (like Hexisol etc.)? for hand washing?		
29. Has the Digital sign board been displayed with COVID-19 awareness information?		
30. Is Digital thermal scanner available at site?		
31. Is COVID -19 Awareness leaflets available at site?		
32. Any Other issues (Please specify):		

As per prevailing site condition, the overall compliance status of OHS and other indicators/issues in your site is Highly Satisfactory/Satisfactory/Not Satisfactory. My recommendations/suggestions are illustrated below for your kind information and mandatory compliance immediately.

Overall Comments and Recommendation(s), if any (Attach Separate Sheet, if needed):

Signature of visitor:	
Date:	

Copy forwarded for kind information and necessary action:

1. Superintending Engineer, Region:-----, LGED.
2. Executive Engineer, District:-----, LGED.
3. Upazila Engineer, Upazila: -----, District:-----, LGED.

Name & Signature of Contractor/Representative receiving the notice on site:

Name: -----, **Date:**-----

**Local Government Engineering Department (LGED)
Program for Supporting Rural Bridges (SupRB)**

Sub: Compliance Status on Occupational Health and Safety (OHS) & Other Relevant Issues

To

1. Project Director

Agargaon, Sher-e-Bangla Nagar
Dhaka-1207

2. Superintending Engineer

LGED
Region:-----

Ref: 1. Official Order of the Project Director (if Applicable), Memo No: Dated:
2. My 1st Visit and Notice Dated:
3. My 2nd (Follow-up) Visit Dated:

Sir,

With reference to the subject mentioned above I'd like to inform you about the checklist regarding updated compliance status of Occupational Health & Safety (OHS) and other indicators/issues in the work site mentioned hereunder:

General Information			
Name of Visitor:			
Designation:			
Organization (Firm):			
Date of Visits:	Current	Previous-1	Previous-2
Location of Site:	Union	Upazila	District
Package Number:			
Name of Package:			
Type of Scheme/Sub-Scheme (Mark Tick)	Minor Maintenance	Major Maintenance	Rehabilitation
	Capacity Expansion	Replacement	New Construction
Name and Communicating Address of the Contractor with Cell Number:			

COMPLIANCE STATUS		
INDICATORS/ISSUES	Yes	No
1. Has the orientation/ necessary information been provided before starting construction work on OHS to all employees/ workers at site?		
2. Are adequate safe drinking water facilities available for workers/ employees at site office/ Work site/ camp site?		
3. a) Are temporary toilet facilities available at construction site (Temporary semi pucca toilet/ Portable toilet/rented toilet/ other)?		
4. Are proper water supply and hand wash facilities available at work site etc.?		
5. Are temporary toilet facilities available one for male and another for female?		
6. Are Is Waste Management and Disposal management being done properly?		
7. Are 2 (Two) nos. plastic bins set up for waste disposal at site office/work site (one for organic waste and another for inorganic waste with cover plate) being ensured?		

COMPLIANCE STATUS		
INDICATORS/ISSUES	Yes	No
8. Are Air Pollution and Dust suppression-controlled mechanism being managed properly?		
9. Is First Aid Box available at work site?		
10. Is First Aid Box placed properly containing emergency medicines and first aid kit etc.?		
11. Do all employees know how to get first aid assistance on necessity & which hospital/clinic an injured person should be transferred?		
12. Are first-aid supplies replaced properly as and when required?		
13. Is Personal Protective Equipment (PPE) available at site?		
14. Are workers and supervisors using: i) The Safety Jacket, ii) Hand Protection Gloves, iii) Foot Protection Shoes, iv) Safety Helmets, v) Eye protection goggles? (Mark Tick)		
15. Is there any instruction in place to use of PPE provided?		
16. Is required PPE provided, maintained and used?		
17. Are the areas requiring PPE usage properly identified by warning signs?		
18. Has protective fencing / safety measures with warning sign been provided at proper location?		
19. Has the work site been prepared for properly storing the all kinds of construction materials?		
20. Has pH, TDS, EC, Salinity, DO, COD, BOD & TSS tests been carried out for quality of surface water at the bridge?		
21. Has out Air Quality Test been carried out for quality of air around the bridges?		
22. Has stone/bricks breaking machines and other construction equipment and vehicles been fitted with silencers and maintained properly for noise management?		
23. Has road safety measures such as warning signs / lights, road safety signs, flagman etc. been maintained properly for Traffic Management?		
24. Is there any arrangement available to avoid soil pollution at the worksite		
25. Has vehicles transporting the material to the construction site been covered to prevent blowing of dust and spillage during construction materials transportation?		
26. Has proper awareness and motivational training been provided to workers and supervisors on risks & prevention of COVID-19?		
27. Are workers and supervisors using the proper face Mask?		
28. Are workers and supervisors using soap and/or Hand sanitizer (like Hexisol etc.)? for hand washing?		
29. Has the Digital sign board been displayed with COVID-19 awareness information?		
30. Is Digital thermal scanner available at site?		
31. Is COVID -19 Awareness leaflets available at site?		
32. Any Other issues (Please specify):		

As per prevailing site condition, the overall compliance status of OHS and other indicators/issues in the site mentioned above is Not Satisfactory. My recommendations/suggestions are illustrated below for your kind information and necessary action.

Overall Comments and Recommendation(s), if any (Attach Separate Sheet, if needed):

--

Signature of visitor:	
Date:	

Copy forwarded for kind information and necessary action:

1. Executive Engineer, District:-----, LGED.
2. Upazila Engineer, Upazila: -----, District:-----, LGED.
3. Team Leader, -----(if Applicable)
4. Contractor/Representative:-----

Name & Signature of Contractor/Representative receiving the notice on site:

Name: -----, **Date:**-----