



ELECTRICITY SUPPLY CORPORATION OF MALAWI LIMITED

Name of Project: Malawi Emergency Power Restoration Project

Project ID No.:

PI78914

**TRAFFIC SAFETY MANAGEMENT FRAMEWORK
FOR THE MALAWI EMERGENCY POWER RESTORATION PROJECT
COMPONENT 2.**

**THE ELECTRICITY SUPPLY CORPORATION OF MALAWI [ESCOM]
TRAFFIC SAFETY MANAGEMENT FRAMEWORK**

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SECTION I: INTRODUCTION

Project description

ESCOM intends to reconstruct its infrastructure damaged by tropical storm Ana including both transmission (132kV & 66kV) and distribution (33kV, 11kV and 400V lines) networks where a number of power line components have been affected. These include steel towers, wooden poles and structures, transformers, conductors and insulators. The project will further construct two warehouses. Overall reconstruction and building construction will be carried out in a manner that will not jeopardize the physical and social well-being of contractors, ESCOM staff, neighboring communities, and the environment at large. The proposed project is anticipated to engage at least 3 different contractors who will be responsible for the works. One contractor will be responsible for reconstruction of distribution components, while the other two will be responsible for the reconstruction of Transmission components, and warehouse construction respectively.

Purpose and scope of this framework

The Project is expected to generate relatively high volumes of traffic during the construction phase in particular. It is therefore important to ensure that traffic is managed in a manner that facilitates efficiency as well as ensuring the safety of personnel and the local community. The vehicular traffic generated as a result of the Project not only requires management on Site itself, but also insofar as traffic impacts may be experienced along local road networks and in urban/residential areas.

This Framework has been prepared to enable ESCOM and its contractors to identify and implement all legal and good practice requirements in respect of the management of traffic risks and impacts associated with the Project activities. The purpose of this Framework is to ensure that traffic management (and management of vehicles and equipment in respect of the Project) is undertaken in a safe and efficient manner. As such, the management of traffic in terms of this framework is intended to avoid and minimize traffic risks to (and impacts on) the health and safety of the local community and any personnel on site during the Project, under both routine and non-routine circumstances. The requirements of this Framework shall apply to all project activities including any Sub-contractor appointed to provide vehicles, machinery or drivers for the project.

This Framework shall apply during all the phases, the construction, decommissioning and the operational phases of the Project.

This is a Framework that will guide the contractor to develop detailed plans suited to specific sites. The contractor will be required to conduct a site road safety and traffic risk assessment to determine potential road safety and traffic hazards including types of roads, routes, location relative to communities, schools, sensitive issues, etc., considering prevailing traffic conditions and future projections.

A copy of the specific Traffic Safety Management Plan derived from this framework must be maintained on site by the contractor. This Traffic Safety Management Framework should be kept

as an annexure to the ESMP. All employees working at the site are obliged to abide by these plans. Sub-contractors must be trained to ensure compliance with these plans. The Plan shall be used alongside the Environmental and Social Management Plan (ESMP), Health and Safety Management Plan, Hazardous Substances and Waste Management Framework and the other relevant Environmental and Social Management tools developed for the purposes of this project.

SECTION 2: SITE SPECIFIC TRAFFIC SAFETY MANAGEMENT PLANS

This section outlines the requirements for compiling a site-specific Traffic Safety Management Plans, these must also take into consideration section 5 of the World Bank Good Practice Note on Road Safety under ESF ESS4 and the E&S considerations listed in Section 3 of this Framework. Project activity specific measures should be added according to the specific risks and impacts identified through the ESMPs. The Contractor is required to compile the detailed plan for how they will conduct their works to ensure that the health and safety risks posed by movable machines and vehicles are either eliminated or mitigated.

1. Project and Site description

Include a map, indicating construction roads in relation to the surrounding environment, community, other public roads and facilities such as schools, hospitals or clinics. Include a google map. Who and how are likely to be impacted by the project-activity traffic?

Include a site layout including Parking areas, access roads, loading and unloading areas, refueling areas, blind spots or sharp corners, access for emergency services including emergency assembly, workspaces and workshops, offices, sanitary facilities, kitchen and rest areas.

Indicate how suitability of the construction roads was determined in relation to the other alternatives considered.

2. Site Risk Assessment

- Identify all crossings where pedestrians, vehicles and other road users cross.
- Identify possible blind spots (where vehicles are obscured by other buildings, stockpiles, scaffold)
- Identify all activities taking place in areas that are in proximity with moving vehicles and plant (loading bays, refueling areas, pedestrian area)
- Conduct site risk assessment and provide measures to avoid accidents. The risk assessment should include roles and responsibilities for implementation.
- Hazards and risks related to moving objects (Cranes, vehicles transporting loads).
- Hazards and risks related to flying objects (transportation of quarry, soil and sand, waste materials, fly rock from blasting, roofing material).
- Hazards and risks related to falling objects (movement of unsecured loads or during loading activities).
- Hazards and risks related to collisions with moving vehicles
- Hazards and risks related to striking against fixed or stationary objects (poor stacking of materials such as timber or bricks, which may cause a person to walk into them, poor

housekeeping in work areas, scaffold edges close to walk ways, vehicles reversing into fuel tanks or buildings)

3. Vehicles and Plant Movement

- Indicate the type of plant and vehicles, its use and type of load and Maximum load (Can be in a table);
- Measures implemented to ensure visibility on roads (signage, including reflective signage);
- Construction vehicle routing agreement, that establishes the routes that construction vehicles take to access sites and camps, and showing the agreed safe regular routes between quarries and batching plants;
- Details of safety measures at the key risk points, such as turn outs, narrow roads, unstable roads;
- Measures to ensure that vehicles are fit for purpose and are checked prior to each use (pre start inspections);
- Measures to avoid mechanical failure of plant and vehicles (such as failure of breaks);
- Measures to avoid accidents from environmental/weather conditions (such as slippery roads during the rainy season, high wind when operating a crane);
- Measures implemented to ensure separation of people from construction vehicles (barriers, alternative foot paths, crossing points with signage);
- Measures to avoid congestion of vehicles in an area. Use one-way systems to avoid reversing. Use of audible devices, banksman while reversing;
- Gradients of 1 in 10 to be avoided, inspections to check access road surface conditions and carrying out regular and timely maintenance on access roads;
- Sufficient lighting especially for night works;
- Management of visiting vehicles such as delivery trucks;

4. Loading and Unloading activities

- Develop Safe operating procedure for all loading and offloading activities
- Measures to prevent overloading
- Measures to prevent accidents from placing sheeting over loads and removing it
- Measures to prevent accidents from coupling activities such as trailer attachment and detachment processes.

5. Hazardous materials and Spill Control (In coordination with Hazardous Substances and Waste Management Plan)

- Records of hazardous materials on site and Material Safety Data Sheet (MSDS)
- Training for workers on MSDS
- Measures to prevent, minimize and clean-up of spills, provision of spill response equipment.
- Establish safe areas for parking, delivery and storage of hazardous materials.
- Provisions for designated wash bays to avoid contaminating land or water resources

6. Site rules, communication and training

- Speed limits, Parking areas, one way route systems, visitors' inductions, no resting under plant and vehicles, no reversing from site into traffic.
- Prohibition of parking near structures like scaffolding
- Indicate measures for driver competence (selection criteria, general basic training, job specific training).
- Training plan (Inductions, refresher training, training workers on Job Hazards Assessments, tool box talks)
- Traffic related site rules and driving control measures incorporated into Code of Conduct
- Training workers on incident reporting.
- Work schedules (avoid and minimize impacts of noise, dust, safety of children going to school).

7. Workers' transportation

- Provide measures for safety of workers during transportation (Driver competency, Suitability and safety of vehicle including provisions for seatbelts, road conditions).

8. Develop Safe Operating Procedures for the following:

- Fleet management and vehicle road safety, vehicle markings, etc.
- Driver assessment, check in, work schedules, etc.
- Driving routes traffic management, including filling potholes from the driving, clearing fallen obstacles from vehicles, etc.
- Site traffic safety management, including site layout plan marking routes for vehicles, pedestrians, etc.

- Emergency procedures, if there is an accident/incident what to do on the scene (separate to the ESIRT).

9. For Works on active roads:

- Standards for traffic control and signage that will be used:
 - The work site itself;
 - The roads to get to/from the work site;
 - The roads/routes from resource points e.g. borrow pits, quarry, and others;
 - How machinery and construction move around on the site – esp. scaffold hazardous substances, worker rest areas, etc;
 - How the construction vehicles move on public roads;
 - How to protect the public and other road users from construction vehicles.

SECTION 3: GENERAL CONSIDERATIONS

The following sections outline general environmental, health, safety, and social considerations to be included in the Traffic Safety Management Plans for specific works.

A. LICENSING, ROADS AND MAINTENANCE

Licensing

The Contractor shall ensure that:

- All Project vehicles comply with relevant traffic and transport licensing requirements (such as with regard to licensing requirements relating to the transportation of over-sized loads or hazardous materials, including hazardous waste).
- All drivers of vehicles used during the Project shall have the requisite licenses to operate any vehicle (or machinery) operated by them on Site or on any public roads.
- All Project vehicles shall have valid roadworthy certificates and licenses.

Maintenance

All vehicles and machinery used during the Project shall be regularly maintained and repaired where necessary. In this regard, all construction and passenger vehicles used during the Project shall be inspected by an appropriately qualified mechanic every six months following the commencement of the Project. The Project Managers shall ensure that regular inspections are undertaken of construction and passenger vehicles to ensure that they are in good working order and are not overloaded. *(Refer to Health and Safety Management Plan section 8.7.6 for more details on maintenance of vehicles and machinery)*

Road and stormwater management infrastructure on Site shall be maintained by the Contractor so as to facilitate traffic safety. Road borders must also be regularly maintained to ensure vegetation remains short. This will enable roads to function as firebreaks.

Gravel roads shall be sprayed with water or, where available, molasses to limit the generation of dust (where economically viable and environmentally acceptable). If the utilization of water or molasses to limit dust generation on gravel roads is not possible for these reasons, an appropriate dust suppressant must be used for this purpose.

Any potential road hazard or vehicle defect which may render a vehicle or road unsafe for use shall be immediately reported to the Project Managers of the contractor who shall ensure that the vehicle/road is not used until the necessary repairs have been undertaken.

Maintenance and repairs of vehicles and equipment on sites

Where possible and practical, all maintenance of vehicles and equipment shall take place in a workshop area.

During servicing of vehicles or equipment, a suitable drip tray shall be used to prevent spills onto the soil, especially where emergency repairs are conducted outside the workshop area.

Leaking equipment shall be repaired immediately or be removed from site to facilitate repair.

All potentially hazardous and non-degradable waste shall be collected and removed to a registered waste site.

Workshop areas shall be monitored for oil and fuel spills and such spills shall be cleaned and remediated to satisfaction.

Should emergency repairs be necessary, drip trays or tarpaulins must be utilised to ensure the collection of the oil. The area for emergency repairs should be identified by the site manager.

Only emergency repairs shall be allowed on site and a drip tray shall be used to prevent oil spills.

The contractor must ensure that delivery drivers and plant operators are informed of all relevant procedures and restrictions required ensuring compliance with this document.

All vehicles and equipment must be well maintained to ensure that there are no oil or fuel leakages.

The following shall apply:

- All contaminated soil / yard stone shall be removed and be placed in containers for further disposal;
- Hazardous waste may only be stored on site temporarily and should be managed according to the guidelines outlined in the Hazardous Substances and Waste Management Plan.

B. ROUTING OF TRAFFIC, SPEED LIMITS & SIGNAGE

Routing and direction of traffic and site access

The movement of all vehicles to and from Site shall be along designated public roads and site access roads. The most appropriate route for large Project vehicles (such as trucks and buses)

transporting equipment, materials and employees (along public roads) to and from the Site shall be determined by the Contractor in consultation with the local district council, local road traffic authorities and the local community. A copy of the approved routes must be maintained on Site together with this Plan (this is the responsibility of the Contractor's Site Manager).

Any anticipated or scheduled traffic delays occasioned by Project vehicles (such as abnormal loads, i.e. the transformers) should be coordinated with local traffic authorities in advance.

The Route

The route utilized for transporting equipment to and from the Site should, as far as possible, avoid urban and residential areas, and should avoid areas of high pedestrian traffic (such as schools and trading centers) so that the interaction of pedestrians with all Project-related traffic will be minimized as far as reasonably possible. No deviation from approved access routes must be allowed by the Contractor, unless roads forming part of the approved routes are closed for any reason. Where traffic delays due to transport requirements for the Project are likely, the Contractor must liaise and coordinate such events with the responsible authorities.

The movement of construction vehicles shall not be undertaken during peak morning and afternoon traffic times so as to avoid causing an impact on commuters. Materials and labor shall, as far as possible, be sourced locally in order to minimize transport related impacts and transport safety risks.

A designated site access to the Site must be created to ensure safe entry and exit. The Site access will be clearly sign posted and shall not be located so as to cause a traffic risk.

The location and construction of access roads shall be informed by road-use safety requirements and shall seek to limit the impact of traffic on neighboring landowners. The movement of all vehicles within the Site must be along designated roadways. Where possible, existing roads on Site shall be used as access roads.

Adequate and appropriate traffic warning signage must be erected where applicable, along transport routes and access roads.

The contractor shall take preventative measures e.g. screening, muffling, timing, pre-notification of affected parties to minimise complaints regarding noise and vibration nuisance from sources.

Vehicle speed on site shall be restricted to 20km/h for construction vehicles and 30km/h for other motor vehicles.

Fine material which can easily be blown off by wind must be covered during transportation when travelling on public roads.

Deliveries must be scheduled for off-peak hour traffic times.

All trucks and vehicles removing spoil from the site via a public road must have load areas and must be covered by a tarpaulin (plastic/synthetic sheets covers) to prevent rocks and spoil falling onto the road surfaces. Should the covering of vehicles not be possible, vehicles are only to be

loaded to a capacity of 80% of the maximum capacity of the vehicle. Pickups and trucks transporting load will have closed tail gates during transportation.

All drivers and operators are to have licences for driving and moving of plant on site.

Speed limit

The speed limit on the Site and access roads shall be 20km/h for construction vehicles and 30km/h for light vehicles and passenger vehicles.

All speed limits applicable to public roads shall be strictly adhered to by all drivers operating vehicles as part of the Project.

The failure to adhere to the prescribed speed limits is an offence and disciplinary action may be taken by ESCOM or the Contractor.

Signage

It is the responsibility of the Project Managers of the contractor in consultation with the Construction Safety Officer of the contractor/consultant (owners engineer) to ensure that signage is conspicuously placed at appropriate locations along all access roads, and public roads (in consultation with the relevant traffic authorities) to indicate the following:

- Road hazards such as blind or sharp corners or loose gravel, speed bumps;
- Warning of construction vehicles operating in the area;
- Appropriate speed limits;
- Turning traffic;
- The Site access;
- Indicating sensitive areas e.g. school, children crossing, church, medical facility, etc;
- Routes to be used by construction vehicles, where appropriate;
- That caution should be taken by motorists or pedestrians;
- No-go areas for vehicles; and
- Any traffic control information which may be relevant in the circumstances such as temporary road closures, detours, or lane reductions
- All project vehicles will be given code numbers conspicuously marked on the body, for example "T04" for easy identification by the public and the officers in case of any eventualities like hit and run accidents.

Any signage erected in terms of this Plan must be secured against being blown over or out of position by the wind or by-passing traffic. In addition, they should be located so as to provide adequate warning of hazards. Signs located on two-way roads should be visible to traffic traveling in both directions, and care should be taken to ensure that signs are not obscured by vegetation or dirt.

C. PEDESTRIAN AND PASSENGER SAFETY

All personnel of the Contractor transported to and from the Site shall be safely accommodated in appropriate passenger vehicles. No employee or member of public shall be transported on the

back of open trucks or in grader bins. The Construction Safety Officer shall ensure that this requirement is adhered to at all times.

All vehicles transporting employees shall be appropriately maintained and shall not carry more passengers than the number of persons for whom seating accommodation is provided.

Assembly points for passengers embarking passenger vehicles shall be located a safe distance from areas/routes of high vehicle traffic. Roads and areas used by construction vehicles shall, as far as possible be avoided by all personnel. Designated pedestrian routes shall be demarcated where appropriate.

Vehicle and pedestrian safety shall be emphasized in the Safety Induction Training required to be provided by ESCOM. All employees and construction personnel shall be trained and informed as to the dangers and risks posed by construction and other traffic, such training shall also include appropriate precautionary measures required to be undertaken to facilitate safe and efficient traffic management (e.g. checking for traffic before crossing roadways and utilizing designated pedestrian routes). Drivers shall be adequately trained in the recognition and avoidance of road hazards, vehicle maintenance and safety requirements.

Arrangements shall be made to ensure that pedestrians, livestock, cyclists and motorcyclists (including kabaza) are kept clear of site vehicles and mobile plant by providing adequate traffic routes and other controls.

In as much as it is reasonably practical, eliminate or minimise the need for reversing.

In instances where reversing cannot be eliminated, pedestrian exclusion zones will be created so far as is reasonably practical.

Where reversing cannot be eliminated and pedestrian cannot be excluded, a competent traffic marshal shall be used to guide the vehicle from a position of safety.

All vehicles being used for construction work shall:

- Be driven in a manner which is safe;
- Be loaded in a way that it can be driven, operated or towed safely;
- Have means to provide adequate visibility to the operator;
- Have suitable steps taken to prevent unintended movement of the vehicle; and
- Have the person in control of the vehicle able to give adequate warning to any person liable to be at risk from movement of the vehicle

Any vehicle leaving the site will have clean wheels and bodywork free of loose materials.

Stakeholder engagement

The traffic safety procedures, transport routes and construction schedules intended to be applied during the construction phase shall be finalized in consultation with members of the local community, the local authority and affected landowners, in accordance with the project Stakeholder Engagement Plan, prior to the commencement of construction activities.

The scope of such engagement should include the designation of routes for construction vehicles, procedures for complaints and emergency procedures shall be concluded in consultation with local community members, affected land owners and local emergency and traffic authorities.

In this regard, appropriate measures shall be taken to ensure that:

- The routes used by construction vehicles (as far as possible) avoid areas of high pedestrian traffic;
- Adequate signage is used to warn local community members of hazards (e.g. site access, construction vehicles turning);
- Information dissemination and awareness is conducted to inform community members of increased traffic risks and appropriate precautionary measures; and
- Community members are aware of the Contractors' construction (and delivery) schedules.

D. TRANSPORT OF EQUIPMENT AND MATERIALS

It is the responsibility of the Contractor (for the duration of the construction phase) and ESCOM (for the duration of the operational phase) to ensure the following:

- All equipment and/or materials transported to or from Site shall be appropriately secured to, or contained in, vehicles.
- No construction vehicles shall be loaded in excess of its manufacturer-specified weight bearing capacity.
- All vehicles used during the Project shall have the appropriate load-bearing capacity for the materials and/or equipment intended to be transported.
- Drivers shall be appropriately trained and permitted in driving techniques applicable to specific loads (e.g. hazardous substances) where necessary.

E. EMERGENCY RESPONSES AND REPORTING OF HAZARDS

Prior to the commencement of the Project, local emergency services (ambulance and medical services, police and fire and rescue) shall be consulted by the Contractor in relation to the availability of emergency services to attend to road accidents associated with the Project.

In the event that any traffic hazard is identified on Site by any person or Project personnel, such hazard shall be immediately reported to the Site Manager who shall take the appropriate measures to avoid an incident or accident being caused. The reported hazard shall be kept in the site OHS File, including how the hazard was mitigated/addressed. Fatality, severe injury or near

miss will be reported to the World Bank within 48 hours. Minor incidents will be recorded and submitted through monthly progress reports.

Drivers of project vehicles will be required to undertake first aid training and all project vehicles shall carry first aid supplies, emergency markers, and applicable valid fire extinguishers which should be adequate to cater for the number of passengers carried on the vehicle in question. *(Refer to Health and Safety Management Plan section 6.4.5 for more details on first Aid)*. Vehicles will have working and operational hazard lights.

In the event that an accident occurs on-site or off-site, the on-site emergency procedure shall be followed. In the event that an accident occurs off-site, it shall immediately be reported to the relevant emergency service providers by the driver, and in the event that the driver is incapacitated, by any other passenger on such vehicle.

Surrounding community members should be sensitized of the existence of the Grievance Redress Mechanism (GRM) through which they can register their concerns including drivers' misconduct like over speeding and careless driving. Construction vehicles will be required to have conspicuously visible identification numbers (e.g T4) for easy identification and reporting by the community members.

F. Contingency Planning for Unexpected Events, Such as Extreme Weather Conditions, Accidents, or Delays.

It is important for the contractor to reduce the impacts of delays caused by extreme weather conditions and other unforeseen emergencies by planning ahead and scheduling well. There should be Plan B and Plan C if possible. Weather is unpredictable but proper and accurate planning can help the contractors optimize their plans and resources around the expected delays. Should Plan A fail in the event of weather disturbances, at least it's easier to shift to Plan B without losing track when you have a construction software like Pro Crew Schedule to guide you.

Prioritize Safety

During the rain, it can still be possible to work on the site provided that it is complete with safety features intended for this kind of weather disturbance. But there are times when it's also impossible to work like during heavy downpours, electrical storms, and hail. So don't push for operations to continue otherwise, you would see some accidents happening. Not only that, it can also require rework like when you are trying to rush cement pouring or installation of steel bar frames.

For marginal weather that allows for some outdoor work, make sure workers have the proper garb and equipment. Treaded, non-skid footwear, gloves, hoods and other outerwear permits work in some conditions.

Protect the construction site with non-skid materials and fill the floors with signage and lightings so your workers can watch their steps properly. Tie-down or remove materials that could become airborne or otherwise dangerous to workers in bad weather. Make sure a hand signal

or other communications protocol is in place to compensate for reduced hearing and verbal communications that can come with poor weather.

Extreme temperatures can affect machinery and halt progress, while heavy rain and snow can reduce visibility for workers using heavy machinery and driving vehicles carrying materials.

Health and safety risks are higher during most adverse weather spells. The hazards should undergo a thorough assessment to decide if work must stop until the conditions have cleared or if it can continue.

Firstly, risk management should begin with monitoring the closest weather stations to the construction site. This will provide a head start on planning for any adverse weather predictions, allowing the contractor to consider the risks before it arrives. However, bad weather might show up with little to no warning, meaning the contractors have no time to prepare. For this reason, planning for all available scenarios should be carried out before construction starts.

Each risk should be evaluated to see if it could be avoided, eliminated, reduced, transferred or accepted. The level of impact should also be graded either low, medium or high. For example, torrential rain might have a high impact since the water can cause erosion of materials. Flooding becomes more likely, which creates a serious risk of danger to life. Health and safety dangers combined with potential losses for materials and equipment means that action must be taken. At this point, halting work is the only solution to eliminate the life-threatening risk. The risk management team for the construction site should begin looking at possible ways to reduce the impact on the workers without drastically increasing the time and cost of the project.

Extreme temperatures are usually easier to predict and plan around. For example, water should be provided, and breaks encouraged at regular intervals in extremely high temperatures. These risks can easily be mitigated to avoid delays.

G. Monitoring and Reporting

Monitoring

Monitoring the performance of the traffic management plan is essential to evaluate its effectiveness and identify any areas for improvement. We will use various indicators and methods, such as traffic counts, travel time, crash data, and feedback surveys, to measure the impact of the traffic management plan on the traffic flow and the user satisfaction. We will also conduct regular audits and inspections to check the compliance and safety of the traffic management plan. Reports and findings should be documented and recommendations suggested for future reference and learning.

Reporting

The Contractor shall submit reports of all incidents, fires and property damage etc to the Engineer immediately after such occurrence, but in any case, not later than 24 hours of the occurrence. The Engineer shall report the same to ESCOM OHS Specialist immediately. Such reports shall be furnished in the manner prescribed by ESCOM.

In addition, periodic reports on safety shall also be submitted by the Contractor to ESCOM from time to time. Compiled monthly reports of all kinds of incidents, fire and property damage to be submitted to ESCOM Specialist as per prescribed formats.

HSE incidents of site shall be reported to ESCOM site Management as per Procedure for Incident Investigation and Reporting in format in Annex I. Corrective action shall be immediately implemented at the work place and compliance shall be verified by ESCOM OHS Specialist and until then, work shall be put on hold by Construction Manager. The Project Manager of ESCOM shall report the incident to the World Bank within 48 hours after the time the incidence happened.

Annex I: INCIDENT REPORTING FORM

Month		Emergency Power Restoration Project-ESCOM	
		Accident/Incident Report Form	
i	Name of person involved in Accident		Occupation :
ii	Address:		
	Phone:		
iii	Who was involved in the accident		
	I.Main Contractor employee	2. Sub-contractor employee	3.Vistor 4.Public
iv	Particulars of accident/incident & circumstances under which the accident/incident occurred:(use additional pages and/or photos if necessary)		
v	Place:		
vi	Time:		Date
vii	Witness name, phone no. and address:		
	Witness name, phone no. and address:		
viii	When and to whom the accident/incident was officially reported?		

ix	<p>Details of injury/damage</p> <p>1. Bruising, Contusion 2. Concussion. 3.Internal injuries 4.Open wound 5.Amputation 6. Abrasion/graze 7. Open fracture 8.Closed fracture 9. Dislocation 10.Infection 11. Sprain/torn ligaments 12. Suffocation 13.Poisoning 14.Burns,scalds 15.Electrical injury 16. Property damage 17.Others (specify)_____</p>
x	<p>Indicate part of body seriously injured</p> <p>1. Head except eyes 2. Eyes 3.Neck 4.Back, Spine 5.Abdomen 6.Chest 7.Shoulder, upper arm, elbow 8.Lower arm, wrist, hand 9.Finger,one or more 10.Hip joint thigh, knee cap 11.Foot 12. Knee joint, lower leg, ankle 14. Toes, one or more 15.Multiple injuries 16.Extensive part of the body 17. Others (specify)</p>
xi	<p>Consequences of the accident</p> <p>1. Insignificant-injury requiring no treatment or first aid 2. Minor-minor injury, first aid only required 3. Moderate –injury requiring medical treatment and some lost time 4. Major-serious injury, hospital treatment required 5.Catastrophic-death or permanent disability</p>
xii	<p>Treatment:</p>
xiii	<p>Doctor’s report and recommendations:</p>

xiv	Accident Investigation Findings:	
xv	Steps taken to prevent reoccurrence of this type of accident/incident:	
	Signature of person completing the report:	Date:
	Name and Job Title:	