

# MY Workers Responsibility

**Protocols and guidelines for the employers of construction sector for the compliance of Occupational Safety, Health and COVID19 Standards at worksites.**

### Employers Basic Responsibilities

As an employer, safe workplace, safe workers, safe equipment is your prime responsibility. Employers may have to be vigilant to ensure workplace safety procedures are in place and enforced. Employers need to make sure that workers have adequate information about their right, instruction about their work, training and supervision to work in a safe and healthy manner on a specific construction site.



Construction safety means implementing rules, regulations, and safeguards to keep construction sites workers safe from possible injury and harm.

According to a survey<sup>1</sup>, the number of work-related accidents that take place in the construction industry is significantly higher than any other line of work. The ultimate goal for the construction industry is to reduce workplace accidents, injuries, and deaths to zero. The fewer accidents there are, the more popular the construction industry will be. The only hope of reducing the number of accidents is to keep workers aware of safety issues, train them on these issues, communicate and discuss ways to improve these safety programs and concerns, and documenting these issues. In addition to these steps, workers must have the right equipment, must have proper supervision, must be innovative in finding ways to solve this problem, and must be transparent if such a problem does occur.



### Do investments in Occupational Safety


Expenditure on occupational safety and health is an investment that “pays off”.

The Return on Prevention is assessed at

## “2.55”

Calculating the Return on Prevention for Companies: Costs and Benefits of Investments in Occupational Safety and Health in Pakistan's Textile and Garment Sector Textile Industry Sustainability Forum, GIZ, 2016


There is no set way to reduce the number of accidents to zero, but following these construction site safety best practices will help pave the road to get there.

Risk Assessment	
<p style="text-align: center;"><b>Assessing and Managing Risk<sup>2</sup></b></p> <div style="text-align: center;">  <p><b>RISK</b></p> </div> <p>Employers have to identify risks in order to manage them, they should also conduct risks assessment to ensure that a new and inexperienced worker is sufficiently trained and supervised in order to reduce the risk involved with construction work. There are multiple potential risks associated with construction work. Each job and work site has its own risks which need to be dealt individually. It is difficult to</p>	<p><b>Tips for Risk Assessment</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If a hazard cannot be eliminated, it can be isolated. Substitute the hazard with a less dangerous activity.</li> <li><input type="checkbox"/> Warning signs are particularly useful in identifying areas that workers should be wary of. Fencing to guard certain hazards, such as heavy machinery, forklift operation areas etc will be useful.</li> <li><input type="checkbox"/> Invest in PPE (Personal Protective Equipment) to protect a worker. Arrange specific clothing, right equipment or substance designed to protect a person from risks of injury or illness. This may include ear plugs, safety goggles, safety helmets, hard hats, working gloves, safety shoes, etc.</li> <li><input type="checkbox"/> Conduct regular risk assessment and maintain record periodically. Keep a track on trends and workers behavior.</li> </ul>

<sup>1</sup> Construction statistics in Great Britain, HSE's Labour Force Survey, 2020




<sup>2</sup> A 5-step simple risk assessment approach is given as **Annex 01**

<p>eliminate the risk from a construction site, but following tips and attempt will be useful to minimis these risks.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Don't wait, identifying risks as first-hand experience of potential hazards. Consult Health and safety professionals to discuss Risk Assessment Reports to identifying hazards and developing control measures.</li> </ul>
---	--

<b>Safe Work Methods</b>	
<p style="text-align: center;"><b>Prepare Safe Work Methods</b></p> <div style="text-align: center;">  </div> <p>Preparing safe work methods prior to high-risk construction is the responsibility of employer. The Safe Work Methods is a document that lists how the high-risk construction work will be done at site. It states the health, safety hazards, risks and describes how the controlling measurement will be put in place.</p> <p>Employer is responsible to ensure that workers and contractors are comply with instruction as per the specified safe work methods.</p>	<p><b>Tips for developing "Safe Work Methods"</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Workers and contractors should be involved in the planning and development of safe work methods.</li> <li><input type="checkbox"/> The safe work methods can be use as primary source of OSH guidance.</li> <li><input type="checkbox"/> The safe work methods assess the risk of hazards and outline the preventative measures to be implemented.</li> <li><input type="checkbox"/> The safe work methods should be reviewed to ensure that things are going right on site or changes are required.</li> </ul> <p><b>Implementing "Safe Work Methods"</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Induction training:</b> The employers most crucial responsibility is to ensure all workers receive proper induction training<sup>3</sup> upon their arrival. Employers must ensure that anyone worker at site has completed the induction training before they start work, including apprentices, contractors and regular workers.</li> <li><input type="checkbox"/> <b>Site/work specific training:</b> every workers should be informed and instructed about their specific site safety measures and procedures, through a training<sup>4</sup>. This may include: emergency procedures, identification of health and safety representatives, OSH protocols at site, etc.</li> <li><input type="checkbox"/> <b>Promotion of Safety Rules:</b> Safety rules and signs should be visible on prominent and specific places. Toolbox meeting should be held regularly. Worker should be educated and encourage about the signs (color, shape and etc.).</li> </ul>

### Employers Considerations for Compliance

All contractors and employers in the construction sector are constitutionally<sup>5</sup> and legally<sup>6</sup> bound for the compliance occupational safety and health compliance requirement. They are responsible under the law to:

 <b>Safe Environment</b>	 <b>Training and Orientations</b>	 <b>Documentations</b>
<p>Ensure that employees have and use safe equipment and tools and properly maintain those tools.</p>	<p>Establishing or updating operating procedures and communicating them so that workers follow safety and health standards</p>	<p>Keeping records of work-related injuries and illnesses.</p>
<p><b>Following Chekists<sup>7</sup> may be consulted for better compliance</b></p>		

<sup>3</sup> SAFETY MATTERS orientation pack especially prepared for construction workers, can be used for the purpose. The material is available with BWI

<sup>4</sup> SAFETY FIRST, a comprehensive training material for all worksites and trade specific trainings of workers at construction site is also available with BWI.

<sup>5</sup> See Annex 01, Constitutional right to work for the citizens of Pakistan.

<sup>6</sup> See Annex 02, Labor laws on Occupational Safety and Health

<sup>7</sup> All checklist are given as **Annex 04**.



## Role of Employers for a Safe Construction Work Site









Protocols for Employers to ensure safe working environment at a Construction Site.

<input type="checkbox"/> OSH Compliance CHEKLISTS <input type="checkbox"/> Camp and Workers Residents CHECKLIST <input type="checkbox"/> COVID19 Checklist	<input type="checkbox"/> Construction Safety Training CHECJLIST <input type="checkbox"/> Training Needs CHECKLIST <input type="checkbox"/> COVID19 Checklist	<input type="checkbox"/> Monthly Accident/Incident Reporting and Analysis CHECKLISTS
--	--	--

### 7 Ways to Keep a Worker Safe


Due to the nature of the work, it's one of the most dangerous job roles with workers being exposed to a higher risk of falls, machinery malfunctions, electrocution, falling objects, and structural collapses – just to name a few. As an employer, it may be tempting to cut corners to save costs; but with workplace related injuries being the cause of over 2.2 million lost work days annually, it's in nobody's best interests to avoid it. There are a number of ways to improve health and safety in your workplace, and it doesn't have to cost an arm and a leg. We've put together a list of our top 7 ways to keep workers safe in the construction industry, so everyone has more chance of keeping their body parts...

#	Tip	Detail
1	 Ensure employees wear the correct protective gear	<p>Wearing the correct personal protective equipment (PPE) could mean the difference between a minor injury and a long term injury or even a fatality.</p> <p>It's important to provide your employees with the appropriate PPE relative to the type of work being carried out. This can include helmets, ear protection, safety goggles, knee pads and hi-vis jackets. If they become worn or unfit for purpose, they need to be replaced immediately. Make sure they wear them, too!</p>
2	 Correctly construct and maintain scaffolding	<p>When erecting scaffolding, there should be no shortcuts or improvisations. It should be built on stable ground with solid footing to eradicate the risk of it collapsing. Be sure to maintain and repair any damage or inconsistencies of the structure, as well as ensuring that all employees using the scaffolding to have an adequate level of scaffolding safety training.</p>
3	 Health & safety training	<p>Construction workers operating in high and medium risk environments are required to have sufficient health and safety training. They should be fully competent and aware of the risks associated with their actions, especially when working at height, with machinery or in confined spaces. It is also advised that they have an appropriate awareness of first aid, being able to administer basic life-saving techniques if necessary.</p>
4	 Display clear signs	<p>Construction sites are full of potential dangers, not just for workers but for the public too. It's important to highlight any hazards with signs and posters, warning everyone nearby to take pre-cautions. Signs are a cost effective way of reducing accidents, which could indicate dangers such as falling objects, turning large vehicles or presence of gas/chemicals.</p>
5	 Use technology	<p>In today's technological world, almost every adult in the UK owns a mobile phone – a majority of these being smartphones. It's not all about texting and calling now – with smartphones comes apps and a whole universe of possibilities..</p>
6	 Inspect tools and equipment regularly	<p>Construction workers rely on their tools to work efficiently and get jobs done. If their tools are unsafe or broken, there are higher risks of serious accidents including the loss of limbs. Equipment should regularly be inspected to ensure there are no equipment malfunctions or defects. It is both the responsibility of the worker and the employer to highlight issues with defective equipment.</p>

## Role of Employers for a Safe Construction Work Site



Protocols for Employers to ensure safe working environment at a Construction Site.

7	 Communicate	Communication is a major factor in keeping employees safe. Staff should communicate with each other and with any alternative party if they identify potential risks. Those working onsite should be aware of existing potential hazards but also have a conscious awareness of other dangers. Employees should be regularly asked about what they think could make their job safer and have the opportunity to report any accidents or near-misses.
---	--	---

Adopted from Becky Morris, 7 Ways to Help Keep Workers Safe in the Construction Industry

### The Bottom Line

**Working in construction is a Dirty, Difficult and Dangerous task.**

Making safety, a top priority can help you avoid and ensure safety of everyone at site.



## Safety is a Constitutional<sup>8</sup> & Legal Right

Federal law entitles you to a safe workplace. Your employer must keep your workplace free of known health and safety hazards. You have the right to speak up about hazards **without fear of retaliation**.

### Constitutional Provisions on Labor Right?

The Constitution of Pakistan contains a range of provisions with regards to labour rights found in Part II: Fundamental Rights and Principles of Policy.

Articles	Detail
11	<ul style="list-style-type: none"> <li>• All forms of forced labour and traffic in human beings are prohibited.</li> <li>• No child below the age of fourteen years shall be engaged in any factory or mine or any other hazardous employment.</li> </ul>
17	<ul style="list-style-type: none"> <li>• Every citizen shall have the right to form associations or unions, subject to any reasonable restrictions imposed by law in the interest of sovereignty or integrity of Pakistan, public order or morality.</li> </ul>
18	<ul style="list-style-type: none"> <li>• Every citizen shall have the right to enter upon any lawful profession or occupation, and to conduct any lawful trade or business.</li> </ul>
25	<ul style="list-style-type: none"> <li>• All citizens are equal before law and are entitled to equal protection of law.</li> <li>• There shall be no discrimination on the basis of sex alone.</li> </ul>
27	<ul style="list-style-type: none"> <li>• No citizen otherwise qualified for appointment in the service of Pakistan shall be discriminated against in respect of any such appointment on the ground only of race, religion, caste, sex, residence or place of birth.</li> </ul>
37(e)	<ul style="list-style-type: none"> <li>• The State shall make provision for securing just and humane conditions of work, ensuring that children and women are not employed in vocations unsuited to their age or sex, and for maternity benefits for women in employment.</li> </ul>
38	<ul style="list-style-type: none"> <li>• The State shall secure the well-being of the people, irrespective of sex, caste, creed or race, by ensuring equitable adjustment of rights between employers and employees.</li> <li>• Provide for all persons employed in the service of Pakistan or otherwise, social security by compulsory social insurance or other means.</li> </ul>

<sup>8</sup> Complete Constitution of Pakistan can be downloaded from: [chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=http%3A%2F%2Fwww.na.gov.pk%2Fuploads%2Fdocuments%2F1333523681\\_951.pdf&clen=1288151&chunk=true](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=http%3A%2F%2Fwww.na.gov.pk%2Fuploads%2Fdocuments%2F1333523681_951.pdf&clen=1288151&chunk=true)



## Pakistan Occupational Safety and Health Act 2018

The federal government recognized the facts and needs of Occupational Health and Safety for the workers in Pakistan and introduced the first Occupational Health and Safety Act<sup>9</sup> in 2018, which in forced in all four provinces at once. The main objectives of the act is to provide balanced and nationally consistent framework to secure the health and safety of workers and workplaces in the country. The act is derived from the following key resources including:

- The Labour Policy 2010 – Government of Pakistan
- ILO conventions on Occupational Safety and Health Convention, 1981 (No. 155)
- United Nations’ 17 Sustainable Development Goals with specific target on OSH, 8 Millennium Development Goals (MDGs).
- Pakistan Vision 2025 (Sustainability)

The act is to ensure safe and healthy working conditions for the people at work; by authorizing enforcement of the rules and regulations developed under the Act. The act is very comprehensive document to provide complete protection to a worker from:

Accidents	Body Injuries	Dangerous Incidents	Uncontrolled gases	Spillages and Leakages
Explosion of Fire	Pressurised Substances	Electric Shocks	Fall from height	Failure or malfunctions
Collapse of Structure	Failure of Excavation	Inrush of Water	Mud or Gases in Working areas	work-related stress
physical or mental harm caused by work	demolition/ deconstruction	ventilation	Engines, Motors & Appliances	Gaseous Products
Lifting Machines	Lifting Vehicles	Self-Generated Motors	Mines and Tunnels	loss of a bodily function
Illness	Injuries (head, eyes,	Occupational disease	Burns	spinal injury

<sup>9</sup> Complete Pakistan Occupational Health and Safety Act 2018 can download from chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=https%3A%2F%2Fwww.pec.org.pk%2FDownloadables%2FBuildingCode%2FDraft%2520Modle%2520OHS%2520Act%25202018.pdf&clen=549711&chunk=true





### Health and Safety Rights (under Factories Act 1934<sup>10</sup>, Chapter III)

The specific Occupational Safety and Health Law was introduced in 2018, which is still at the embryonic stage of implementation. Factories Act is the most popular and effective labor instrument to provide maximum support for Occupational Health and Safety in any manufacturing processes. Labor departments and inspectors using the same instrument to inspect the working environment and workers safety.

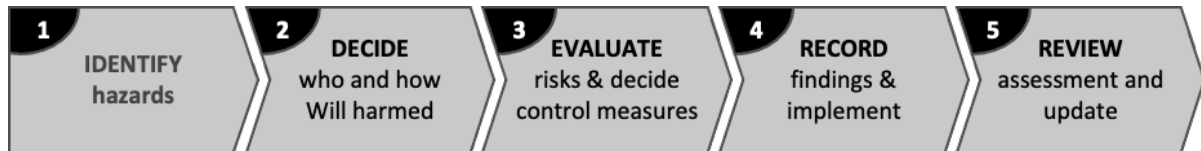
Following sections under Chapter III, explain the safety provision for the workers at worksite.






- |  |   |
|--|---|
| 13. Cleanliness  | 28. Employment of young persons on dangerous machines |
| 14. Disposal of wastes and effluents                     | 29. Striking gear and devices for cutting off power   |
| 15. Ventilation and temperature                          | 30. Self-acting machines                              |
| 16. Dust and fume  | 31. Casing of new machinery                           |
| 17. Artificial humidification                            | 33. Cranes and other lifting machinery                |
| 18. Overcrowding   | 33-A. Hoists and lifts                                |
| 19. Lighting   | 33-B. Revolving machinery                             |
| 20. Drinking water                                       | 33-C. Pressure plant                                  |
| 21. Latrines and urinals                                 | 33-D. Floors, stairs and means of access              |
| 22. Spittoons  | 33-E. Pits, sumps, opening in floors.                 |
| 23. Precautions against contagious or infectious disease | 33-F. Excessive weights                               |
| 23-A. Compulsory vaccination and inoculation             | 33-G. Protection of eyes                              |
| 24-A. Welfare officer                                    | 33-K. Precautions against dangerous fumes             |
| 25. Precautions in case of fire                          | 33-L. Explosive or inflammable dust, gas, etc         |
| 26. Fencing of machinery                                 | 33-N. Notice of certain accidents                     |
| 27. Work on or near machinery in motion                  |   |

<sup>10</sup> Complete Law on Factories Act 1934 can be download from ILO (<https://www.ilo.org>) and provincial departments of labor, Pakistan

## 05 Steps Risk Assessment

There are no fixed rules on how a risk assessment should be carried out, but there are a few general principles that should be followed. Five steps to risk assessment can be followed to ensure that your risk assessment is carried out correctly, these five steps are:



Steps	Assessment Level	Detail	Examples
1	 <b>IDENTIFY</b> hazards	In order to identify hazards you need to understand the difference between a 'hazard' and 'risk'. A hazard is 'something with the potential to cause harm' and a risk is 'the likelihood of that potential harm being realised'.	Hazards can be identified by using a number of different techniques such as walking round the workplace, or asking workers .
2	 <b>DECIDE</b> who might be harmed and how	Once the hazards are identified, knowing the level of harm and who could be harm would be necessary.	Workers working in the warehouse, working in the sun, working with fire, working on height, etc. may have different level of hazards.
3	 <b>EVALUATE</b> the risks and decide on control measures	After identifying hazards, knowing who might be harm and how it will harm them, ensuring their protection would be extremely important.	The hazards can either be removed completely or the risk is controlled and prevented from injury or incident.
4	 <b>RECORD</b> your findings	Writing the findings is a legal mandate. Recording of findings also shows that hazards are identified, harm is assessed, reasons are listed and plan is prepared to eliminate the hazard.	List the complete sequence of each hazard from identification to elimination plan.
5	 <b>REVIEW</b> your assessment and update as and when necessary	Some workplaces remain same in terms of risk assessment, due the nature and turnover of staff. Risk assessment of these sites should be reviewed periodically.	The excavation site, tunnels, scaffolding, etc. are the most common places where unskilled and untrained workers are posted for work.

### OSH Compliance CHECKLISTS Series<sup>11</sup>

Please read the following checklists and mark “Yes” or “No” for each category and program available or practice in your organization?

#### OSH Polices and Programs CHECKLIST

#	Policies	Availability (Yes/No)
<b>Policies</b>		
1	Policies for monitoring/surveillance of Occupational and Work-Related Injuries and Illnesses	
2	Non-discrimination policy of workers (with Tuberculosis, HIV infection, Hepatitis B, etc.)	
3	HIVAIDS Prevention and Control Policy	
4	Hepatitis B Prevention and Control Policy	
5	Anti-Sexual Harassment Policy	
6	Drug-Free Workplace Policy	
7	COVID19 SOPs related Policy	
8	Others (specify) _____	
<b>Programs</b>		
1	Construction Safety and Health Program	
2	Hearing Conservation Program	
3	Accident Prevention Program	
4	Emergency Preparedness and Response Program	
5	Tuberculosis Prevention and Control Program	
6	Heat Stress Management Program	
7	Respiratory Protection Program	
8	Anti-Sexual Harassment Program	
9	Indoor Air Quality Program	
10	Employee Assistance Program related to substance abuse to include treatment, rehabilitation and referral services	
11	Ergonomics Program	
12	Chemical Safety Program	
13	Fire Prevention and Control Program	
14	Healthy Lifestyle Program such as smoking cessation, regular physical exercise, good nutrition and stress management	
14	COVID19 Pandemic protection program	
15	Others (specify) _____	

<sup>11</sup> The checklist and protocols are prepared in the light of: Philippines Integrated Survey on Labour and Employment, Quick guide on sources and uses of statistics on occupational safety and health, International Labour Organization (ILO).

### Workplace Environment, Activities and Practices CHECKLIST

#	Activities	Practice (Yes/No)
<b>Structure</b>		
1	Designated health and safety personnel in the establishment	
2	Formation / organization of safety and health committee	
3	Is the safety program and officer accredited by the authority?	
4	Others (specify) _____	
<b>Environment (Machinery, Chemical and Hazardous Material, PPEs, etc.)</b>		
1	Installation of machine guards on moving parts/equipment	
2	Smoke-free workplace	
3	Regular monitoring and control of hazards such as chemicals, noise and heat in work areas	
4	Posting of safety signages or warnings	
5	Assessment of ventilation system	
6	Regular inspection and maintenance of equipment	
7	Practice proper handling of chemicals/hazardous materials (appropriate labels, handling, storage)	
8	Use of safety data sheet for chemicals	
9	Provision of appropriate personal protective equipment (PPE) such as respirators, hardhat, safety shoes, safety goggles, gloves, etc.	
10	Emergency preparedness and response activities for earthquake, fire, chemical spills, etc.	
10	COVID19 Sanitization structures, gates and SOPs.	
11	Others (specify) _____	

### Staff Orientation Capacity Building CHECKLIST

#	Activities	Practice (Yes/No)
<b>Management Related</b>		
1	Safety Audit/Accident Investigation	
2	Emergency Preparedness and Response	
3	OSH Management System	
4	Others (specify) _____	
<b>Audits and Inspections</b>		
1	Perform corrective action programs and audits	
2	Proper maintenance of mechanical and electrical facilities	
3	Submission of required reports on illnesses/injuries to DOLE	
4	Level of compliance of Policies and SOPs	
5	Others (specify) _____	

### Workers Orientation Capacity Building CHECKLIST

#	Activities	Practice (Yes/No)
<b>Work Related</b>		
1	Workers' orientation on safety and health hazards at work	
2	Dissemination of information materials on safety and health	
3	Trainings on safety and health for officers and workers	
4	Use of safety manuals, labels or maintenance procedures	
5	Safe Work Procedures/Lock Out Tag Out Training	
6	Fire Safety Training	
7	Industrial Hygiene (ventilation, work environment measurement, etc.)	
8	Chemical Safety Training	
9	Ergonomics Training	
10	Scaffold Safety Training	
11	COVID19 SOPs Training	
12	Others (specify) _____	
<b>Personal Health and Hygiene</b>		
1	HIV and AIDS Prevention and Control in the Workplace	
2	Advocacy, education and training on drug-free workplace	
3	Tuberculosis Prevention and Control in the Workplace	
4	Smoke-Free Workplace/Tobacco Control in the Workplace	
5	Hepatitis B Prevention and Control in the Workplace	
6	Stress Management	
7	Prevention and Control of Lifestyle-Related Disease/Healthy Lifestyle	
8	Family Planning and Reproductive Health	
9	Periodic/annual medical exam of workers	
10	Random drug testing of officers and employees	
11	Protection from COVID19 and use of SOPs	
12	Others (specify) _____	

### Monthly Accident/Incident Reporting and Analysis CHECKLISTS

The OSH statistics may help the safety committees, employers and establishments to analyze the situation, frequency and type of accidents and prepare themselves to avoid any future incidents. Data may also help the contractor and organizations to prepare capacity building program for their workers for specific sites.

#### Type of Accidents

Type of Injury	Cases	Workdays lost	w/o Workday Lost
1. Superficial injuries and open wounds			
2. Fractures			
3. Dislocations, sprains and strains			
4. Traumatic amputations			
5. Concussions and internal injuries			
6. Burns, corrosions, scalds and frostbites			
7. Acute poisonings and infections			
8. Foreign body in the eye			
9. Others (specify)			
<b>Total</b>			

#### Type of Injuries

Part of the Body Injured	Cases	Permanent Incapacity cases	Temporary incapacity cases	Cases without workdays lost
1. Head				
2. Neck				
3. Back				
4. Trunk or internal organs				
5. Arm and shoulder				
6. Wrist and hand				
7. Lower extremities				
8. Whole body or multiple sites equally injured				
<b>Total</b>				

### Accident Cause Analysis

Cause of Injury	Cases	Perman ent incapaci ty cases	Temporary incapacity cases	Cases without workday s lost
1. Falls of persons				
2. Struck by falling objects				
3. Stepping on or struck by objects, excluding falling objects				
4. Caught by or in between objects				
5. Over-exertion or strenuous movements				
6. Exposure to or contact with extreme temperatures				
7. Exposure to or contact with electric current				
8. Exposure to or contact with harmful substances				
9. Exposure to radiation				
10. COVID19				
11. Others (specify)				
<b>Total</b>				

### Sources of Analysis

Agent of Injury	Cases	Permanent incapacity cases	Temporary incapacity cases	Cases without workday s lost
1. Buildings, structures				
2. Prime movers				
3. Distribution systems				
4. Hand tools				
5. Machines, equipment				
6. Conveying/Transport/Packaging equipment or vehicles				
7. Materials, objects				
8. Chemical substances				
9. Human, animals, plants, etc.				
10. COVID19				
11. Others (specify)				
<b>Total</b>				




### Training Need Analysis

Agent of Injury	Cases	Training Need
1. Operating without authority		
2. Failure of safety devices		
3. Using unsafe equipment or equipment unsafely		
4. Disobeying instruction		
5. Failure to use the provided personal protective equipment		
6. Unsafe loading or stacking		
7. Wrong order of supervisor (Specify what and by whom)		
8. Unsafe act by fellow employee (Specify what and by whom)		
9. Unsafe act of outsiders (Specify what and by whom)		
10. Excess Speed and violation of signals		
11. Infections and Pandemics (Malaria, COVID19, etc.)		
12. Other (Specify)		
<b>Total</b>		



### Construction Safety Training CHECKLIST

The employer and safety team in consultation should design training program for three different audiences based on the site requirements.

#	Category	Potential Participants	Coverage
1	 <b>Safety Orientations for New Hires</b>	All new hires and temporary workers should participate in a safety training program orientation session to cover essential information before they start working.	This includes covering hazard recognition, policies & procedures for work conduct, as well as hazard identification & prevention <sup>12</sup> .
2	 <b>Communication/ Leadership Skills</b>	Managers and supervisors should undergo effective and continuous training to improve their skills in hazard prevention, as well as communication skills in relation to safety.	This involves refresher courses regarding skills to communicate for implementing better safety procedures and policies.
3	 <b>Targeted Safety Training After an Incident</b>	After any incidents – such as an on-site injury or hazard detection – safety managers should host team meetings to go over targeted safety training <sup>13</sup> classes to discuss the topic in more detail.	This is a behaviour-based safety program, meaning that specific topics are covered after an incident to ensure that everyone understands how to prevent it from recurring and it should not happen again.

<sup>12</sup> SAFETY MATTERS orientation pack will also be useful, beside organizational own training polices and material, for the new commers for a quick orientation about the hazards and precautions. SAFETY MATTERS orientation pack is available with BWI.

<sup>13</sup> SAFETY FIRST training material for site and trade specific training would be useful, beside organizational own training material on Occupational Safety and Health, SAFETY First training material is available with BWI.

### Camp and Workers Residents CHECKLIST

The checklist may help the employer, establishment to improve the living conditions of the workers which in result provide them no-workday lost at work site due to their personal health and hygiene.

Sr.	Activities	Practice (1.Acceptable, 2.Average, 3.Not Acceptable)	Suggestions for Improvements
<b>Living Conditions</b>			
1	Dust, fumes, etc.		
2	Loud noise, vibration, etc.		
3	Fire, gas, flames		
4	Extreme cold or heat		
5	Dangerous tools knives, blades, etc.		
6	Living close to water pond / river		
7	Living in dark or confined / Insufficient ventilation		
8	Interaction with chemicals (pesticides, glues, etc.)		
9	Availability of explosives material		
10	Taking unsafe position		
10	Not or least use of SOPs for COVID19		
11	Unsafe living practice and habits, danger to COVID19		
12	Others (specify) _____		
<b>Violence</b>			
1	Constantly repeatedly insulted		
2	Beaten /physically hurt		
3	Gender Based Violence		
4	Sexually abused (touched or molested)		
5	Force interaction (with high risk of COVID19)		
6	Others (specify) _____		

### COVID19 CHECKLIST for Construction Worksite

The following checklist may help the employer to protect their workers and spread of COVID-19 at worksite. This checklist is also aligned with “What Construction Workers Needs to Know about COVID19”.

Sr.	Activities	Action
<b>Monitoring</b>		
1	Watch the symptoms of coronavirus 2019 (COVID-19) in workers, such as cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell.	
2	Do not allow workers, if they found infected or any of the above symptoms found.	
3	<input type="checkbox"/> Workers should be separated from others and isolated (in a separate room) and follow COVID19 guidelines as per government of Pakistan ( <a href="https://covid.gov.pk/guideline">https://covid.gov.pk/guideline</a> ). <input type="checkbox"/> If a workers wish to isolate himself at his own town or home. He should be rescued to his facility and COVID19 guidance for public travel should be followed to help prevent the spread of COVID-19. <input type="checkbox"/> The workers should be given completed information about the COVID19, its symptoms, prevention, spread and required lab test and living habits even in their home.	
4	<input type="checkbox"/> If a workers found in close contact with a person with COVID-19 infection (within six feet for a cumulative total of 15 minutes or more over a 24-hour period), he should also be quarantine for 14 days after his last exposure with infected person.  <b>Quarantine</b> is an isolation process to keeps someone who <i>might have been exposed</i> to the virus away from others. During quarantine, person should <ul style="list-style-type: none"> <li><input type="checkbox"/> Stay home for 14 days after last contact with the confirmed COVID-19 case.</li> <li><input type="checkbox"/> Maintain social distance (at least six feet from other people).</li> <li><input type="checkbox"/> Self-monitor for symptoms (check temperature twice a day, watch for fever (feeling feverish or a measured temperature of 100.4°F or higher), cough, or shortness of breath).</li> <li><input type="checkbox"/> Avoid contact with people at increased risk of illness from COVID-19 such as senior people, people with other illness, etc.</li> <li><input type="checkbox"/> Contact your health coordinator or safety <i>manager for further assistance and information.</i></li> </ul> <p style="text-align: center;"><b>GoP's guidelines for quarantine can be found at:</b> <a href="https://covid.gov.pk/guideline">https://covid.gov.pk/guideline</a>.</p>	
<b>COVID19 SOPs</b>		
1	<b>Face Masks</b> Mask is the first and most important protocols, which should be strictly enforced by the employer. Following consideration should be made for better compliance: <ul style="list-style-type: none"> <li>• Make sure that all workers (irrespective of their trade, class, sex, positions, nationality, etc.) wear face mask.</li> <li>• Make sure to have sufficient supplies of mask at every location and worksite. There should be no limit in supply of mask, but workers should be informed about the smart and efficient use of mask.</li> </ul>	

Sr.	Activities	Action
	<ul style="list-style-type: none"> <li>• Provide a mask that covers nose and mouth for maximum protection (Don't allow the mask around neck or up or on forehead).</li> <li>• Inform the workers, not to touch outside of the mask when wearing it, and, if they do, wash their hands or use sanitizer with at least 60% alcohol to disinfect.</li> <li>• Not to touch their eyes, nose, and mouth when removing their mask and wash hands immediately after removing unless hands have been recently washed.</li> <li>• Periodically check the quality of mask purchased at the worksite. Following can be considered for the procurement of face mask:               <ul style="list-style-type: none"> <li>• Ensure that Cloth/Fabric of mask should be easily breathable</li> <li>• One layered mask should be avoided</li> <li>• Encourage use of fabrics that can be washed in high temperatures regularly with soap and hot water (at least 60 degrees) at least once a day.</li> <li>• Cloth masks must not be shared with others</li> <li>• Mask should be immediately changed if it gets dirty or wet</li> </ul> </li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Inform the workers that face masks are not replacements for respiratory protection when respirators are required.</b></li> <li><input type="checkbox"/> <b>For detail GoP's guidelines for mask can be found at: <a href="https://covid.gov.pk/guideline">https://covid.gov.pk/guideline</a>.</b></li> </ul>	
2	<p><b>Cleaning and Sanitation</b></p> <p>Ensure the practices of hand hygiene, respiratory hygiene/cough etiquette, cleaning, sanitization and disinfection at workplace.</p> <ul style="list-style-type: none"> <li>• Orient the workers about the use of soap, water, and paper towels for frequently washing your hands (at least 20 seconds).</li> <li>• Make sure to have sufficient supplies (soap, sanitizers, paper towels, etc.) at every location and worksite. There should be no limit in supply but workers should be orient about the smart and efficient use of supplies.</li> <li>• Ensure use hand sanitizers (with at least 60% alcohol) when handwashing is not readily available or difficult due to the nature of work.</li> <li>• Inform the workers to cover mouth and nose with a tissue or your upper sleeves when cough or sneeze.</li> <li>• Visible signs should be available to inform about avoid sharing objects with other workers including, gadgets, measuring taps, PPEs. other workbenches, tools and equipment, when possible.</li> <li>• Clean and disinfect frequently touched objects and surfaces, like shared tools, machines, vehicles and other equipment, handrails, ladders, doorknobs, and portable toilets.</li> <li>• Surfaces that are visibly dirty should be cleaned with soap and water before disinfection.</li> </ul>	

Sr.	Activities	Action
	<p><b><i>GoP's guidelines for sanitization can be found at: <a href="https://covid.gov.pk/guideline">https://covid.gov.pk/guideline</a>.</i></b></p>	
3	<p><b>Social Distancing</b> Ensure social distancing at your workplace and inform the workers about:</p> <ul style="list-style-type: none"> <li>• Maintaining at least six feet distance (about 2 arms' length) between workers, wherever possible.</li> <li>• Maintaining social distancing during breaks, eating and smoking times.</li> <li>• Avoiding enclosed areas like trailers, tight, confined spaces.</li> <li>• Use of face mask in worksites, especially when social distancing is difficult to maintain.</li> </ul> <p style="text-align: center;"><b><i>GoP's guidelines for social distancing can be found at: <a href="https://covid.gov.pk/guideline">https://covid.gov.pk/guideline</a>.</i></b></p>	
4	<p><b>Transportation<sup>14</sup> (Public and Shared Transport)</b> Transport is mostly provided by the employers at the workshop, workers/employees should be informed about the protocols for private, public or shared transportation. Following guidelines may be followed:</p> <p><b>Bus Stop:</b> At bus stop, following preventive measures should be taken</p> <ul style="list-style-type: none"> <li>• Wash your hands often with soap and water for at least 20 seconds especially when you are in a public place, or after blowing your nose, coughing, or sneezing.</li> <li>• If soap and water are not readily available, use a hand sanitizer that contains at least 70% alcohol.</li> <li>• Avoid touching your hands to eyes, nose, and mouth.</li> </ul> <p><b>Within Bus:</b> <u>Instructions for Bus Cleanliness</u></p> <ul style="list-style-type: none"> <li>• All scheduled buses, before they are allowed to be used for public service should be disinfected properly and ensure that all frequently touched parts in the bus such as seat handles, railings etc are sanitized.</li> <li>• Buses should not commence moving until passenger are properly seated and passengers should not get up from their seating until bus has stopped for alighting so that they are not required to touch handrails and seats for support.</li> </ul> <p><u>Instructions for Bus crew</u></p> <ul style="list-style-type: none"> <li>• Bus crew should wear approved personal protective equipment and maintain the required hygiene at all times.</li> <li>• Bus Stop managers to check body temperature of passengers</li> <li>• Regular instructions to be issued to all transport operation staff</li> <li>• Notices about COVID-19 prevention, health and safety guidelines should be displayed in each vehicle for public awareness.</li> </ul>	

<sup>14</sup> International Travelers should follow the guidelines of country of origin and country of destination. In Pakistan Air Travel Guidelines buy Civil Aviation Authority CAA (<https://www.caapakistan.com.pk/>) should be followed.

Sr.	Activities	Action
	<ul style="list-style-type: none"> <li>• Notices on wearing face masks properly to be displayed graphically emphasizing that improper use increases the risk of infection from touching the face more often.</li> </ul> <p><u>Instructions for Passengers</u></p> <ul style="list-style-type: none"> <li>• Treat transport staff with respect and follow instructions from your transport operator.</li> <li>• Wait for passengers to get off first before you board</li> <li>• Maintain at least 1 metre (3 feet) distance with other passengers when seated</li> <li>• Avoid sitting or standing within 6 feet of the bus driver seat.</li> <li>• Use hand sanitizer that contains at least 70% alcohol.</li> <li>• Wear face mask (disposable/ cloth face covering).</li> <li>• Avoid touching the surfaces often touched by other passengers</li> </ul> <p><u>Instructions for Bus Air Conditioning</u></p> <ul style="list-style-type: none"> <li>• Keeping windows open, when possible</li> <li>• Increasing ventilation by adjusting air conditioning</li> <li>• The air conditioner should be equipped with air purification and disinfection</li> </ul> <p style="text-align: center;"><b>GoP's guidelines for public transport can be found at:</b> <a href="https://covid.gov.pk/guideline">https://covid.gov.pk/guideline</a>.</p>	
<b>Mental Health</b>		
1	<p><b>If an employer found the following behaviours at their worksite, their workers are in stress:</b></p> <ul style="list-style-type: none"> <li>• Feeling irritation, anger, or in denial</li> <li>• Feeling uncertain, nervous, or anxious</li> <li>• Lacking motivation</li> <li>• Feeling tired, overwhelmed, or burned out</li> <li>• Feeling sad or depressed</li> <li>• Having trouble sleeping</li> <li>• Having trouble concentrating</li> </ul> <p><b>The following are the common work-related factors that can add to stress during COVID19 pandemic</b></p> <ul style="list-style-type: none"> <li>• Concern about the risk of being exposed to the virus at work.</li> <li>• Fear of losing job, if exposed.</li> <li>• Lack of access to the tools and equipment needed to perform your job.</li> <li>• Conflict at home</li> <li>• Failure to take time to relax</li> <li>• Feelings that they are not contributing enough to work or guilt about not being on the frontline.</li> </ul>	

Sr.	Activities	Action
	<ul style="list-style-type: none"> <li>• Uncertainty about the future of their workplace or employment.</li> </ul> <p>The following measurement can be introduced to address stress and build resilience:</p> <ul style="list-style-type: none"> <li>• Informe and allow workers to keep a regular sleep, what their habits at camp.</li> <li>• Allow time for breaks, stretch, exercise or hang around with supportive colleagues, co-workers, family and friends.</li> <li>• Allow workers to spend time outside worksite (especially green, water sites), either being physically active or relaxing.</li> <li>• Encourage workers to talk to management, safety officers or senior colleagues and express their feelings about how COVID-19 pandemic is affecting you.</li> <li>• Arrange workers counselling and motivational sessions for their encouragement towards their work, family and future.</li> </ul>	