

JPS Contractor Occupational
Health, Safety & Environment
**Requirements
Manual**



OUR SAFETY CREED

- No schedule is so important
- No job so urgent
- No emergency so great

That we cannot take the time to work safely and take care of the environment.



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Definitions

Contract:	Any written agreement between the Company and a Contractor for the provision of services to the Company.
Contract Manager:	The Company Representative who has portfolio responsibility for the Contract.
Contractor:	Any company or person contracted for service as an independent entity to perform 3rd party short or long-term work for the Company.
Contractor Workers:	Contractor employees, servants, agents, contractors or subcontractors and consultants.
Company:	The Jamaica Public Service Company Limited (JPS) or any one of its subsidiaries and/or business units.
Company Representative:	Any person or employee of the Company contracted or employed to perform short or long-term work and is primarily assigned to liaison with the Contractor or monitor the works or services being executed
HSE:	Health, Safety and Environment
ID Card:	Identification Card, issued by the Contractor to Workers
Incident:	Any act, event, injury, occurrence, unwanted release of energy, unwanted release of product or near miss that is not considered a normal operating procedure and/or an occurrence that results in worker injury, property damage or monetary loss.
JPS Worksite:	References to JPS Worksite includes; Company premises, property, job or project site, job and worksite. Any real property on which Contractor will be working, whether owned by Company or not, including facilities, offices, roads, parking lots, rights-of-way, customer premises or underground facilities
Near Miss:	An undesired event or a condition that, under slightly different circumstances, could have resulted in injury, damage or other loss.
Permit to work systems:	An operational procedure established to grant specific documented permission (permit-to-work) and authorization to a Supervisor, competent qualified person to allow the safe execution of work in an area or on an equipment that are considered hazardous or non-routine.
Public Commercial Carrier:	A public carrier's Licence issued by the Transport Authority in accordance with sections 78-89 of the Road Traffic Act.

Safety Orientation

Card: A card issued to Contractor employees, confirming that they received orientation training for working on JPS Worksite. SOC are valid for one year.

Skills Training

Certificate: An educational credit, certification or award issued by a qualified training provider in recognition of a person attaining a measureable technical or occupational skills necessary to perform work in a specified occupation or profession.

SOW

(Scope of Work): Includes the purpose of a project and project definition to reduce and ultimately eliminate ambiguity. Scope planning will demonstrate clear, detailed communication among the project stakeholders that results in a clearly defined project with little misinterpretation. Specific project tasks, critical dates, and quality control measures are identified during scope development and project definition.

Supervisor:

Named Contractor representative with responsibility to lead and Direct work activity related to the Contract. Includes Project Manager (PM), Supervisor, Lead, Foreman and / or Manager that is responsible to direct and oversee Contractor Workers, project scope activities. They are accountable for applying knowledge, skills, tools, resources, and techniques to all project activities, ensuring that project results meet the Company needs and expectations.

Tailboard

Conference: A discussion/meeting conducted by work crew to outline the job description, the major steps associated to complete the job, the hazards associated with the step for the job and the control measures, barriers and PPE necessary to complete the job safely.

Work:

Any and all services, acts, obligations, duties and responsibilities necessary to the successful completion of the project assigned to or undertaken by Contractor under the Contract Documents, including the furnishing of all labour, services, materials, equipment and other incidentals.

Workers:

Contractor employees, servants, agents, contractors or sub-contractors and consultants.

INTRODUCTION

JPS is committed to providing a safe and healthy work environment for all staff, 3rd party contractors and suppliers.

The application of relevant rules and procedures that will promote accident free performance at our workplace is critical. It is in keeping with this mind-set that the Company has developed this Contractor Occupational Health, Safety and Environment Requirements Manual.

This manual provides the Company Contractors with the minimum health, safety and environmental (HSE) standards required while working on JPS Worksite.

Noncompliance of HSE standards or any requirement of this manual is treated the same as non-compliance with any contract provision and may result in work stoppage, disciplinary action, and or Contractor removal from JPS Worksite. Severe breach and or repeated non-

compliance may result in greater punitive action and may lead to Contractor dismissal and Contract termination.

The Company requires that Contractors meet all guidelines outlined of this manual in addition to Pre-Job Requirements, prior to commencing any work on JPS Worksite. As a part of this commitment, the Company ensures that Contractors are aware of its policies, standards and requires Contractors to comply with the Company standards. It is the responsibility of the Contractor to ensure that all their Workers fully comply with JPS HSE requirements.

Contractor is responsible for complying with all laws and regulations applicable to occupational health, safety, environment and requirements of the Contract. Contractor must also comply with the requirements listed in the Contractor Occupational Health, Safety and Environment Requirement Manual and any site-specific and/or business unit policies and procedures that are applicable in the contracted Scope of Work. It is the Contractor's continuing and absolute responsibility for all aspects of Contractor safety on JPS Worksites during the execution of work. Contractors are important resource of the Company and it is necessary that they know HSE norms and ensure healthy and safety practices in JPS.



OBJECTIVE

1. To establish and communicate JPS' HSE expectations and standards to its external contractors.
2. To encourage the contractor to align their HSE practices to meet the JPS' HSE standards.
3. To reduce the actual and potential risks from contractor activities.
4. To prevent injury, property damage and improve the overall JPS' HSE performance.
5. To provide clear guidelines of applicable sanctions for HSE breaches.

The purpose of this manual is to establish, implement and execute a practical, sound and effective program for the prevention of incidents that cause or may cause injury to person or damage to property. These safety requirements have been designed to assist all Contractors, their supervisors and workers to identify, evaluate, and subsequently adopt control measures in various activities or conditions to reduce the possibility of any undesired incident within their respective areas of contract responsibility.



SCOPE

All Company Contractors and their Workers, vendors, and visitors are bound by this manual when performing work which include but is not limited to short term, long term, civil, mechanical, electrical, vegetation and general contractors engaged to perform any job on JPS Worksite where work is being conducted by or/on behalf of the Company.

The standards presented in this document are not an exhaustive list of all applicable requirements and regulations. As a general rule, Contractor must refer to the current version of the APPA Safety Manual for additional electric utility specific safety requirements. In instances where the APPA Safety Manual indicate that you refer to the “utility specific policy” please consult the relevant JPS policies that will provide more details on the specific work procedure in question. In cases where there is a conflict with the JPS specific policy and APPA, comply with the most stringent requirement. Also of note, in cases where the APPA Safety Manual refer to any legislation that contradicts with the laws of Jamaica, in such cases the Jamaican law take precedent. For example, APPA gives references to driving on the right, the Jamaican law dictates that we drive on the left.

This manual shall be read and construed in accordance with the Contract by which a contractor is engaged. However, in the event of a conflict between this manual and such Contract, the terms of the Contract shall prevail.

Amendment to the requirements included in this manual can only be done with the explicit and written authorization of the JPS Senior Vice President responsible for Safety.

JPS ENVIRONMENT, HEALTH & SAFETY POLICY

At JPS we incorporate safety, health and sound environmental practices into our business every day. Our policy is to provide a safe work environment, to apply a set of rules and procedures to promote the accident-free performance of duties, and to make employees conscious of their responsibility in integrating safety, health and good environmental practices in their activities.

We define our commitment to EHS by the following principles:

- We manage our business with an active commitment to environment, health and safety excellence

We integrate environment, health and safety into our business strategies to enhance our competitive advantage

- We comply with applicable environment, health and safety laws and regulations and implement prudent standards where none exist
- We hold each employee and contractor accountable for integrating environment, health and safety into their work activities. We encourage our business partners to adopt same accountability
- We strive for continuous improvement in our environment, health and safety program by setting challenging goals, measuring and evaluating performances, and learning from our experiences.

JPS HSE REQUIREMENTS

PREREQUISITE FOR CONTRACTOR SELECTION & ENGAGEMENT

Prior to the engagement of any contractor or 3rd party contracting firm, the contractor shall demonstrate that their company/firm have an established safety management systems and standards governing all aspect of their operations inclusive of the services being offered to JPS. Safety maturity of the 3rd party firm will be heavily weighted in the Company contractor selection criteria. The contractor's safety standard will be judged by the following attributes:

- The contractor's safety commitment, as demonstrated by its own safety programs supported by their top management.
- Experience profile of the contractor, its supervisor and workmen.
- Good historical safety performance of the contractor as can be evaluated through data tracking or through documentary evidence submitted by the contractor such as accident data, near-miss data, safety audit records, safety violation during the job, system of safety training, hazard identification and mitigation plan, safety meeting, safety promotion program, safety enforcement and disciplinary action plan, safety standard available with contractor for similar jobs etc.
- Availability of Personnel Protective Equipment (PPE), safety devices and equipment with the contractor.
- Availability of qualified and skilled safety personnel with the contractor to monitor safety performance during the progress of the job.

Contractors and or 3rd party contracting firms are required to submit to the Company documents with the information above. Information on the Contractor safety history and performance is required as part of the Contractor pre/post bid or contract engagement qualification process.

- After completion of assigned Scope of Work (SOW) as per contract, the contractor EHS performance will be evaluated & a contractor assessment form completed by the responsible Contract Manager or Company Representative. Contractor assessment form must be per format attached in Appendix E. Information captured on this assessment form will be used in future assessments during selection of contractor for job allocation.



CONTRACTOR' MANAGEMENT GENERAL RESPONSIBILITIES

The Contractor management shall accept the responsibility for Safety, Health & Environment Management of their company and shall be responsible and accountable for all, staff and all persons engaged by them. The contractor management must:

- A. Ensure that Environment, Health & Safety is it first priority in the operations of its business.
- B. Ensure compliance with all applicable Codes, Standards & Safety practices in all activities.
- C. Ensure that all persons engaged by contractor are fully informed about the requirements of this manual and ensure strict compliance of safety orders/rules issued by the Company.
- D. Provide medical certification as verification that employees are fit for duty or to perform work.
- E. Provide and maintain, adequate tools, equipment, PPE, safety devices and in proper working order.
- F. Provide all necessary resources for full Occupational Health, Safety and Environmental compliance with job or site rules.
- G. Ensure each employee abstain from unsafe acts and prevent unsafe conditions.
- H. Make It compulsory for all employees to take active part on safety & health related activities on & off the job.
- I. Ensure compliance with Permit to work systems.

- J. Ensure use of Personnel Protective Equipment (PPE) is compulsory while at work.
- K. Ensure quality is maintained in all areas of activities.
- L. Ensure that vehicle operators are conducting regular vehicle safety inspections and notifying management of identified deficiencies. (Refer to Table 2)
- M. Ensure that all vehicles operated, owned and or leased by the contractor assigned to JPS Worksite are duly licensed as a Public Commercial Carrier, in accordance with the Road Traffic Act and any amendments thereto.
- N. Take the necessary steps during the implementation of work activities at JPS Worksite to keep the environs clean and ensure that upon completion of the works the site and environs are left in a neat and clean condition.
- D. Maintain training records for all its Workers. Training records shall include the training and safety orientation history of each of the Contractor Workers and schedule for refresher training. Training records for each Contractor Worker assigned to work on a JPS Worksite are to be submitted to the Company on request and/or prior to contract signing.
- E. Submit to the Contract Manager or Company Representative proof of the required training for all workers prior to the start of the contract or for any new worker that is employed to the contractor subsequent to the agreement and is required to perform work on JPS Worksite. Proof of refresher training must be submitted when it is due. (Refer to Appendix C - Type of Contract, Training, & Frequency of Refresher). Proof of training must include certification or certificate of participation
- F. Issue a photo ID Card to each of its Worker. Issuance of an ID card is more of a security issue than a safety issue. However, this system can also be used effectively for safety interventions. Following may be adapted to use the ID Card for safety controls specific to JPS Safety Orientation:

TRAINING & SAFETY ORIENTATION

The Contractor shall:

- A. Ensure that all employees and all persons engaged are appropriately trained and/or certified to carry out their assigned activities and tasks associated with the Contract.
- B. Ensure that each Contractor Worker engaged to work on a JPS Worksite received JPS Safety Orientation before they are assigned to work on JPS Worksite.
- C. Ensure that each Supervisor assigned to work on JPS Worksite is specifically trained in how to conduct Tailboard Conference Meeting/Safety Talk.
- a. Photo ID Card should contain identification marks and can be referred for future administrative controls.
- b. After imparting safety orientation trainings, the ID Card can be stamped as 'Safety Orientation given' or separate Safety Orientation Card may be issued by the Company to the Contractor Worker.
- c. The validity of such "Safety Orientation Card" shall be maximum one year.
- d. Safety Orientation Card should be similar

in size and dimension as that of an ID card, and each Contractor Worker must have it available for the Company Representative to view at all times when on JPS Worksites.






- e. The stamping of an ID Card or issuance of a Safety Orientation Card, shall not replace the Skills Training Certificate required for qualified Workers.

No Contractor Worker must conduct any work activity on JPS Worksite without first completing JPS Safety Orientation and the stamping of their ID Card or received a signed Safety Orientation Card from the Company.

Tailboard Conference Meeting/ Safety Talk Training

Contractor supervisory personnel must be specifically trained in how to conduct Tailboard Conference Meeting/Safety Talks.

The Contractor should ensure that the training program include the following:

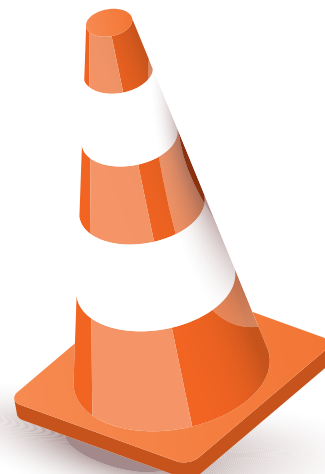
-  • Hazard identification
-  • Safety standards and procedures relevant for carrying out jobs.
-  • Special precaution or hazards controls measures specific for worksite based on its hazard perception.
-  • Use of PPEs in general and any special PPE specific for a particular job.
-  • Energy source control

HSE MANAGEMENT SYSTEM

Contractor must have a defined Health, Safety & Environmental Management system in place aligned to the Company requirements and demonstrate that it is implemented effectively. It should typically cover the following elements:

- Leadership & Commitment by higher management.
- HSE Policy
- Organization, Resources & Documentation related to HSE.
- Evaluation & Risk Management.
- Planning & Procedure.
- Implementation & Monitoring.
- Auditing & Review.

The contractor should have an HSE policy backed by their management's commitment to create a safe work environment. The policy should state the intention and methodology of protecting the personnel at work site. Contractor shall demonstrate their HSE commitment in protecting the people, environment and assets by implementing the HSE Management system and various HSE programs that support their HSE Policy.



HSE PLANS

The purpose of the HSE plan is to provide assurance of effective working of the interface between the HSE Management Systems of JPS and contractors at specific work/project sites. Prior to the commencement of contractual activity or bid submission, the contractor shall submit a written Project-specific/Work Specific HSE plan to JPS for review and approval. Contractor shall prepare the Project HSE plan addressing all work activities, to include hazards and risk assessments, controls methods, training needs identification, audits and safety promotional activities.

The Contractor's Project specific plan shall address the following:

- Title page
- Project title and brief scope of work
- Organization chart
- Hazard identification plan (clearly identifying project related HSE risks, control measures and persons responsible)
- Safety & Environmental policy and assignment of responsibilities
- HSE Training plan
- Management of subcontractors
- Safety inspections
- Safety reports and records
- Welding and cutting equipment
- Personal protective equipment
- Tools and portable power tools
- Ladders
- Electrical installation and equipment
- Cranes and rigging equipment

- Mechanical equipment
- Transportation
- Incident reporting and investigation
- Excavation
- Fire prevention
- First-aid facilities
- General safety rules
- Emergency response and evacuation procedures
- Environmental regulatory compliance requirements and compliance process
- Manual Handling
- Checklists

SUPERVISION & EHS COVERAGE

The Contractor shall:

- a. Ensure that the necessary and required supervision and EHS coverage are in place for all jobs and activities.
- b. Provide a separate and independent designated, competent HSE Officer for projects and worksites with ten (10) or more persons as outlined in Table #1 below.
- c. Appoint a Supervisor for all jobs, provide direct supervision, and give instructions to its Workers. For the avoidance of doubt, JPS shall have no responsibility for direct Worksite supervision of contractor employees.
- d. Prior the start of each contract, Contractor shall submit to the Company its HSE organization chart detailing the names of Superiors and Safety professionals for review and approval.

Responsibility of Line Supervisor / Foreman

The line supervisor/foreman is the contractor's representative with full responsibility for the contractor employees. For the avoidance of doubt, JPS have no responsibility for direct worksite supervision of contractor employees or to give direct instruction to them.

This position is responsible for:

- Taking direct and specific job field instructions from JPS representative. For the avoidance of doubt, JPS have no responsibility to give job instruction directly to contractor employees below the supervisor level.
- Provide worksite supervision and instruction to contractor employees, servants, agents and/or sub-contractors.
- Conducting job briefings and hazard identifications exercise prior to the start of all jobs.
- Ensuring that all affected workers are fully briefed, that they acknowledge and sign the relevant tailboard forms
- Ensuring that all workers are fully compliant with the PPE requirements for each task.
- Updating the JPS representative promptly on the progress of assigned work to include OHSE related matters.
- Bringing to the attention of JPS any previously unidentified or any new risks that requires additional controls by JPS to avoid injury to anyone.

Responsibility of HSE Officer

This position is responsible for:

- Ensuring all the workmen & supervisor are provided with safety gears (Safety shoes, safety helmet, cover all & other job specific PPE's).
- HSE training (organize the training programs as per the training matrix).
- Daily workplace safety inspections (to identify unsafe acts, unsafe conditions and take necessary actions).
- Identification of hazards and environmental impacts.
- Inspection of PPEs, tools / lifting accessories / slings / ropes/web belts/ D-shackles etc. (visual inspection once in week for their soundness and validity).
- Maintain daily HSE logbook (site HSE observations and preventive actions taken).
- Checking availability of safety work permit & review of work permits as per permit conditions.
- Reporting of near miss incident, first aid & other incident.
- Identifying and correcting unsafe behaviours at work site.
- Training to their staff, supervisor & workmen regarding the operation & maintenance of Firefighting equipment.
- Ensuring tailboard conference meeting is conducted for each job.
- Daily Safety Talk must be conducted for work men.

Responsibility of HSE Manager

Contractor's HSE Manager assumes the lead safety position for the contractor organization and is responsible for monitoring and administering a pro-active safety program designed to provide assistance in recognizing, evaluating, and subsequently controlling or eliminating hazardous acts or conditions. He/she works in close coordination with JPS HSE Management and in conjunction with his / her Principal employer assisting in the implementation of HSE programs. Broadly the responsibilities of the HSE Manager are:

- Administer appropriate safe work practices and procedures within the worksite.
- Ensure that necessary records are maintained as per applicable HSE regulatory requirements and reports are submitted to statutory bodies as per the timelines defined by them in the applicable acts / rules.
- Ensure that all mobile lifting appliances are

subjected to third party inspections as per statutory requirement & records are maintained by the Contractor.

- Promote a high level of safety awareness among the staff/workers through orientation/refresher training programs.
- Conduct site safety visits.
- Ensure compliance with permit to work system.
- Ensure safety gears (safety shoes, safety helmet, cover all & other job specific PPE's) by all the workmen & supervisor at job site.
- Ensure Certification & testing of Safety equipment & PPE's.
- Conduct weekly safety inspections, track performance and report trends to his/her site management.
- Maintain all HSE related records and files associated with the organization.



- Maintain pertinent information (i.e. phone number, locations) of emergency response services, physicians, and hospitals.
- Lead and assist in accident & incident investigations to ensure all accidents and incidents are properly investigated including near miss incidents, first aid cases, all recordable cases, property damage, etc. & reporting to the Company safety executive.
- Evaluate subcontractor safety programs and performance and ensure they comply with the statutory and HSE requirements
- Training to their staff, supervisor & workmen regarding the operation & maintenance of firefighting equipment

The minimum qualification for Contractor supervisor and safety personnel:

Line Supervisor/Foreman

- Minimum qualification must be Diploma in Engineering (Mechanical, Chemical, Electrical, Civil) and Safety Certification (minimum 30 hour HSE training) from a recognized institution.

HSE Officer

- Must be qualified as a Certified Occupational Safety Specialist from a recognized institution.

HSE Manager

- Minimum qualification must be an Undergraduate Bachelor’s Degree in Occupational Safety & Health Safety) or a Degree in Engineering (Mechanical, Electrical, Civil or Chemical) and qualified as a Certified Occupational Safety Specialist.
- Having two years of experience as a Safety Officer in the electric utility, oil & gas or chemical industry.

Table #1: Typical requirement for number of Trained Dedicated Supervisory and Safety personnel

Item #	Employee Complement (Including subcontractor/s)	Minimum Requirement of HSE Personnel
1	Number of Employees < 10	<ul style="list-style-type: none"> • Line Supervisor for each team working independently.
2	Number of Employees ≥10 ≤ 25	<ul style="list-style-type: none"> • Line Supervisor for each team working independently + • 1 x HSE Officer • HSE Officer to randomly visit worksite from time to time.
3	Number of Employees > 25 but < 50	<ul style="list-style-type: none"> • Line Supervisor for each team working independently + • 2 x HSE Officer
4	Number of Employees ≥ 50	<ul style="list-style-type: none"> • Line Supervisor for each team working independently+ • 1 x HSE Officer for every 25 Employees + • 1 x HSE Safety Manager for every 75 workers

WORK PREPARATION MEETING

The Contractor shall:

- o participate in a work preparation meeting (Prep Work or Kick Off Meeting) with JPS Representative for planned jobs or projects, to discuss among other things OHSE expectations, potential OHSE management system interfaces and specific OHSE issues and requirements in accordance with the Contract. This preparation meeting will be held as soon as practical after contract award and an appropriate time before the performance of any planned work. This meeting shall not be considered or treated as a substitute for EHS responsibilities of the Contractor under the Contract; nor shall the meeting or issues be construed or treated as an assumption of the Contractor's sole EHS obligations under the Contract. Matters to be discussed at the meeting may include but not limited to:
 - a. **Scope of the job**
 - b. **Expected duration of job**
 - c. **Risk Assessment** - Hazards associated with the job – complete JSA

Tailboard Conference

The Supervisor must conduct a Tailboard Conference Meeting with the Workers involved before the start of each job. Each worker should actively participate in the meeting to identify job and task specific probable hazards and determine and agree on the appropriate controls and planned mitigation measures to be taken. The meeting should:

- Review the job activity at a task level and the procedure to execute the tasks safely.

- Identify the use & benefits of PPE's & safety gears required for the job.
- Identify any environmental challenges and determine how to treat with same during the execution of the job.
- Be documented on an approved Tailboard Conference Form and each Worker involved sign onto the form indicating that they were part of the discussions, understand the possible hazards and will abide by the agreed procedures.

At the end of the work activities and or if a worker is no longer participating in the work, before they leave the JPS Worksite, each Worker must sign-off, on the form indicating that they are no longer involved with work relating that specific tailboard.

Permit to Work System

The Contractor Supervisor should ensure that:

- They have received training in the permit to work system for affected workers for the specific job they are assigned. Permit to work should include but not limited to Lock Out Tag Out (LOTO PTW), Sanction for Test, Limitation of Access, De energize Permit, Hot Work Permit & Confine Space
- The affected workers received adequate instruction in the system.
- They discuss the job fully with the person issuing the permit.
- The workmen are briefed on the details of the permit including any potential hazards, and on all the precautions taken or to be taken.
- The precautions are maintained throughout the work activity.

- The worker understands that if circumstances change work must be stopped and inform the supervisor.
- The work group stays within the limitations set on the permit (physical boundaries, type of work and the duration of the permit)

On completion or suspension of the work, the site is left in a safe condition and the person that issued the permit is informed & permit has been returned for cancellation.

Individuals working within the permit to work system should ensure that:

- They have received instruction and have a good understanding of the permit to work system at the specific JPS Worksite where they work.
- They do not start any work requiring a permit, until it has been properly authorized and issued.
- They receive a briefing from the supervisor on the particular task and they understand the hazards and the precautions taken or to be taken
- They follow the instructions specified in the permit. When they stop work, the site and any equipment they are using is left in a safe condition
- If in any doubt or if circumstances change, they must stop work and consult with their supervisor.

Worksite Safety

It is the responsibility of each Contractor or his authorized nominated representative to inspect each work area at the beginning of each job or shift, and periodically thereafter, to ensure safe working conditions are maintained.

Where required, Contractor must provide good illumination for work to proceed safely.

Contractor must ensure protection from severe weather conditions. (Extreme wind, lightning storms, extreme heat, etc...).

The Contractor needs to evaluate /consider the environmental extremes of the project, such as the ability of their workers to work safely in volatile areas.

Based on that evaluation the Contractor must implement the appropriate procedures or measures to provide a safe work environment.

The minimum PPE requirement on a worksite must be safety helmet, safety glasses, safety boot and uniform. Other appropriate steps must be taken and the appropriate PPEs worn to protect against all hazards that affects workers on the jobsite.

Work Clothing

Only clothing and PPEs adhering to specification shown in Appendix B shall be worn on JPS Worksite.

At least once per year, the Contractor must provide or ensure Workers & Supervisors, have a minimum of two (2) 100% cotton uniform or coverall and one safety shoe for working at JPS Worksite.

Where hazards exist due to moving parts on machinery or equipment, clothing and hair must be maintained to avoid entanglement.

Special PPE and work clothing must be worn where exposure to fire, extreme heat, corrosive chemicals, electrical hazards, body impacts, cuts from handled materials or other hazards are possible. See the premises or business unit's site-specific requirements for any additional needs, such as Fire-Resistant Clothing (FRC).



The Contractor is required to supply special work clothing, ensure it is in good condition and properly worn, when and where required.

SITE SECURITY

Where applicable the Contractor shall:

- o comply with all Security and Standard Operating Procedures when accessing and working on the plant, electrical system and/or equipment.
- o ensure all vehicles entering the JPS plant shall undergo required security checks to include searches.

ALCOHOL, ILLEGAL DRUGS AND FIREARMS

Contractor must develop and enforce a policy that prohibits the possession, distribution, promotion, manufacture, sale, and use of illegal drugs, drug paraphernalia, controlled substances, alcoholic beverages and weapons by workers while on JPS Worksite or during work at site.

ACCIDENT/ INCIDENT NOTIFICATION, REPORTING & INVESTIGATION

The Contractor shall:

- a. immediately report to the responsible Company Representative or Contract Manager via electronic mail, text message, verbal or telephone, etc. all accidents/OHSE incidents including near misses, arising from the works and/or involving Contractor personnel, equipment and materials at the JPS Worksite. In instances where reports

cannot be done immediately, reports must be made no later than 2 hours after the occurrence of the incident.

- b. within 24 hours of the occurrence of any accident/incident provide JPS with a written Preliminary Accident/Incident Report. The JPS Preliminary Incident Report Form shown in Appendix D must be used for such reports. All fields on the Form must be completed.
- c. investigate all accidents/incidents that result in, or have the potential to result in, injury or illness, property damage, process/product loss or harm to the environment.

The investigative process must include the identification of root causes or causal factors that contributed to the occurrence. The Contractor must determine and document the necessary corrective actions and ensure closure/ completion in timely manner. In addition to the Contractor's analysis/investigation, JPS retains the right to conduct their own investigation for any illnesses, injuries, fatalities, incidents or near misses occurring on its premises and or project sites.

The Contractor must conduct a thorough investigation and submit a written report within 5 – 10 working days after the occurrence of the accident/incident to the JPS Representative, Contract Manager and or other JPS personnel as otherwise specified.

- d. Accidents resulting in injury to employees leading to absence from work for more than to (2) days should be reported to the relevant agencies or regulatory bodies in a timely manner as prescribed by the prevailing laws and regulations. The contractor shall submit copy of the statutory report to JPS representative as well.
- e. maintain injury logs for their respective workers.

Incident Investigation format attached at Appendix F.

Table 2: Audits and Inspection Frequency

Reports	Frequency	Report Schedule	Medium
Jobsite Inspection-Maintenance Work	Daily	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Jobsite Inspection-Emergency Work	One per shift	5pm each day/ end of shift	JPS Assure Platform/ submit to Contract Manager & OHSE
PPE & Safety Device Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/ submit to Contract Manager & OHSE
Tools and Equipment Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/ submit to Contract Manager & OHSE
Safety Observation	Daily	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Vehicle	Daily (Job site)	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Safety Management Audit	Quarterly	Last Friday each quarter @ 5pm	Submit to Contract Manager & OHSE



AUDITS & INSPECTION

The Contractor shall:

- o Ensure that management Safety Audits are carried out [quarterly] and findings are documented for follow up actions.

- o Conduct job site inspections, audits, and safety observations (i.e. Behaviour Based Safety Observations, etc.).
- o Log audits, inspections and observations in the JPS Health and Safety Portal – ASSURE by using the link below (<https://app.na.sheassure.net/jps/p/jpsPortal/>).
- o Inspections and audits done using templates outside of the Assure Portal must be submitted to the Contract Manager on a weekly basis.
- o Conduct inspections and audits based on the frequency prescribed below:

SANCTIONS

The Contractor shall:

Comply with all OHSE Requirement prescribed in the Contract and this manual.

If any Contractor allows workers to work in unsafe conditions or violates environmental permits or regulations, JPS may remove the Contractor or any of its individual worker from JPS Worksite or penalty/sanction may be imposed to the Contractor and or Contractor Worker as per Table 3 below.

Immediate and permanent removal may occur (the Contactor or Worker) if any of the following activities are observed:

- a. Openly exhibits disregard, defiance, or disrespect for the safety program
- b. Violates established safety or environmental rules, regulations, procedures or codes
- c. Participates in fighting, violence, threats of violence, theft, or destruction of property
- d. Possesses weapons including but not limited to firearms or knives not typically used in conjunction with normal work tasks.
- e. Falsifying documents or information.
- f. Contractor provide the Company false information during the pre-selection process.

Table 3 – Sanctions for Breach of OHSE Requirements/ Procedures

Violation	First Offence	Second Offence	Third Offence	Forth Offence
Failure to comply with OHSE Requirements	Verbal Warning	Written Warning	Three months Suspension of contract	Termination of contract



APPENDICES

Appendix A-

Vehicle Traffic Management & Transporting Equipment









1. Poles, ladders, pipe, etc., shall be loaded parallel with the truck length. Such material shall not extend beyond the normal sides of the vehicle.
2. Materials shall be securely fastened to prevent a hazard due to shifting.
3. A person shall not operate on a road a motor vehicle laden or unladen, where the overall height of which exceeds 4.2 metres measured from the ground.
4. Vehicle transporting oversized equipment (height, length and width) must have adequate warning signs, reflector and pilot escort where necessary in accordance with the local road traffic regulation.
5. Any motor vehicle transporting a load which extends more than 102 mm (4 inches) beyond the overall width of the motor vehicle shall be equipped with the following lamps in addition to other required lamps when operated during the hours when headlamps are required to be used:
 - a. (1) The foremost edge of that portion of the load which projects beyond the side of the vehicle shall be marked (at its outermost extremity) with an amber lamp visible from the front and side;
 - b. (2) The rearmost edge of that portion of the load which projects beyond the side of the vehicle shall be marked (at its outermost extremity) with a red lamp visible from the rear and side;
 - c. (3) If the projecting load does not measure more than 914 mm (3 feet) from front to rear, it shall be marked with an amber lamp visible from the front, both sides, and rear, except that if the projection is located at or near the rear it shall be marked by a red lamp visible from front, side and rear.









6. Material being transported such as poles that extends more than 4 feet beyond the front or rear of the vehicle shall have these projections marked as follows when the vehicle is operated during the hours when headlamps are required to be used:









- a. On each side of the projecting load, one red side marker lamp, visible from the side, located so as to indicate maximum overhang.
- b. On the rear of the projecting load, two red lamps, visible from the rear, one at each side; and two red reflectors visible from the rear, one at each side, located so as to indicate maximum width.









Appendix B - JPS Safety & Health Guidelines - Personnel Protective Equipment & Safety Devices

PPE	Applicable Standard	Equivalent Type of PPE
Helmet	ANSI/ISEA Z89.1-2014 Standard Class E (Electrical)	 MSA V- Guard helmet w/ ratchet suspension
Safety Goggles	ANSI /ISEA Z87.1 – 2020 (CE EN 166 and CSA 94 standards)	  American Allsafe Goggles
Safety Boot	ASTM 2413-11 & ASTM 2412-11 EH, I/75 & C75) or Equivalent Local Standard	 Timberland Pro 6” Endurance Waterproof Boot
Respirator	NIOSH – 42CFR Part 84 OSHA – 29 CFR 1910.134 ANSI / ASSE Z88.2	 3M Full Face piece Respirator Pack(cartridge) for protection against eye irritants. Half respirator where there is no eye irritant.
Safety Glasses	ANSI Z 87.1 – 2010 (CE EN 166 and CSA A94 standards)	 Salisbury Uvex XC Safety Glasses Clear Lens TS56505
Rubber Gloves Class 0	ASTM D120 and IEC/EN 60903, NFPA 70E	 Salisbury E014Y
Rubber Gloves Class 3	ASTM D120 - 09 and IEC/EN 60903;2014 NFPA 70E	 Salisbury E318CYB/ Novax 155-3-18

PPE	Applicable Standard	Equivalent Type of PPE
Chemical Protecting Clothing	Fabric tested as per BIS 4051-1981 standards. Chemical resistant material to include PVC, polyurethane, nitrile or neoprene	 <p>3M Protective Coverall 4520</p>
ARD Reflective t Safety Ves	ANSI 107 – 2010 – High Visibility ANSI Class 2 rating for high visibility on roads with traffic traveling above 30 mph.	 <p>CJ Safety ANSI Class 2 High Visibility Two Tone Safety Vest - Meets ANSI/ISEA 107-2010</p>
Arc Flash & Flame Resistant Rain Wear	ASTM F 1891– Flame retardant ATPV rating of 8 cal/cm ² PVC Nomex [®] Rain Suit meets Class 3 ANSI/ISEA 107-2010 standards	 <p>402STLM SAFETY RAINGEAR</p>
Flame Resistant Clothing	NFPA 70E, ASTM F 1506, ASTM F 1959 ATPV rating of 8 cal/cm ²	 <p>Coverall (Aramark Style G01083)</p>
Lineman Gloves	Palm and back of gloves should be made from high quality grain cow-hide material. Cuff should be made of natural pig skin.	 <p>Salisbury Lineman Cowhide Work Gloves LW2SPE</p>
Chemical Gloves	PVC/Nitrile blend, Double Dipped 40cm	 <p>Chemstar Double-dipped, 40 cm</p>
Dexterity Workman Gloves	Palm of gloves made of nitrile that is resistant to chemical and oil	 <p>3M Comfort Grip</p>
Rain Wear (Suit) (Non-FR)	ANSI/ISEA 107-2010. Class 3	 <p>Fonnira -PVC/Polyester high visibility rain gear</p>

PPE	Applicable Standard	Equivalent Type of PPE
Harness	ANSI Z359.1 - 2016, ANSI/ASSE A10.32 and OSHA 1926 Subpart M	 <p>Honeywell Duraflex Webbing Harness Part # M1020073</p>
Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104, ASTM F887-04	 <p>Arc Flash EZ-STOP II Shock Absorbing Lanyard from DBI/SALA</p>
Welding Apron and Sleeve	ISO 11611:2015. Providing exceptional heat, spark and spatter resistance	 <p>Qeelink Welding Apron</p>
Flame Resistant Face Shield with Helmet Slot Adaptor	ANSI Z89.1 – 2003 and NFPA 70E	 <p>Salisbury AS1200HAT</p>
Welders Helmet	ANSI Z87.1 – 2003 Personal Protective – Protective Eyewear	 <p>Sellstrom Titan 24701-60</p>
Welders Goggles	ANSI Z 87.1 – 2003, CSA Z94.3, SEI Certified	 <p>North Safety NS - GW200</p>
Face Shield with Helmet Slot Adaptor	ANSI Z87.1 – 2003 Personal Protective – Protective Eyewear	 <p>MSA Defender</p>
Safety Footwear – Water Boot	ANSI Z41 PT 1999 M specification for impact and compression.	 <p>Camcorp Industrial</p>

PPE	Applicable Standard	Equivalent Type of PPE
Safety Cap (Helmet) Chin Strap	ANSI Z 89.1 – 1997 Class E, and SEI Certified	 <p data-bbox="911 470 1089 499">MSA Chin Strap</p>
Air Purifying Respirator, half-face	NIOSH – 42CFR Part 84 OSHA – 29 CFR 1910.134	 <p data-bbox="906 659 1175 688">3M Half Face Respirator</p>
High Voltage Rubber Rubber Sleeves Class 3	Meet ASTM D1051	 <p data-bbox="906 854 1403 911">Salisbury Sleeve Dipped Class 3 Type I Red/ Yellow Extra Curved Elbow D3RRY-EC</p>
Leather Protector for High Voltage Rubber Glove	ASTM D120 Standard and meet International Standard 903, IEC-1988.	 <p data-bbox="906 1073 1084 1102">Salisbury ILP-6S</p>
Utility Glove Liners	100% Cotton blend liners, design construction must allow natural sensitivity, durability and flexibility	 <p data-bbox="906 1262 1187 1291">HI - LINE Catalogue # GL</p>
Workman Gloves	Kevlar [®] sewn premium double tanned side split leather that provides greater flexibility along with increased abrasion, cut, and puncture resistance.	 <p data-bbox="906 1451 1073 1480">Arbill A179000</p>
Welder's Gloves	Premium heat-treated side split leather that provides greater flexibility along with increased heat and flame resistance.	 <p data-bbox="906 1646 1295 1675">ESAB Heavy Duty Welding Gloves</p>
Harness (Live line Operations)	ANSI Z359, OSHA 1926.104 and ASTM F887-04.	 <p data-bbox="906 1829 1175 1858">DBI SALA, Delta™ II Arc</p>

PPE	Applicable Standard	Equivalent Type of PPE
Lineman, Full Body Harness	ANSI Z359.1 - 2016, ANSI/ ASSE A10.32, OSHA 1926.104, ASTM F887 and CSA standards.	 <p>3M DBI SALA ExoFit NEX Arcflash</p>
Lineman Body Belt	Extra light weight and durable body belt made of 45 millimeters nylon	 <p>Salisbury/FP424/-2ED</p>
Pole Choking / Work Positioning Fall Arrest System	Wood pole climbing fall arrest. CSA certified Z259.14-12 type AB The pole choker shall be made with a drop forged tongue buckle on a six-ply neoprene impregnated webbing. The yellow choker strap shall be adjustable, helping the workers to extend his reach in a safer manner. It shall be 1 3/4-inch-wide and manufactured from nylon. It shall consist of a roller's teeth which is used to provide the gripping force required to prevent you from falling to the ground. When the choker strap is disconnected, it shall function the same as a standard pole strap. The snaplock shall comprise of loops. The pole choker shall have a length of 6.2 ft. Distribution and 6.8ft for Transmission	 <p>Jelco Pole Choker</p>
Retractable Web- Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104	 <p>Salisbury FPS04/01</p>
Shock-Absorbing Web-Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104	 <p>Guardian 01220 6-Foot Single Leg Shock Absorbing Lanyard</p>
Shock-Absorbing Web Loop-Live Line Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104, ASTM F887-04	 <p>Arc Flash EZ-STOP II Shock Absorbing Lanyard from DBI/SALA</p>

Appendix C - Type of Contract, Training, & Frequency of Refresher

TRAINING REQUIREMENT			
T&D Pole Maintenance & Line Extension			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	T&D Pole Maintenance & Line Extension Program (Pole line skills training)	Lineman	Skills Training Certification!
7	Fall Protection & Ladder Safety	All Affected	Every 3 years
Vegetation Management			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	Use of Chainsaw	Chainsaw Operator	Every 3 years
7	Fall Protection & Ladder Safety	All Affected	Every 3 years
8	Vegetation Management Program	Workers	Skills Training Certification!
New Service Installation Discon/ Recon			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	Fall Protection & Ladder Safety	All Affected	Every 3 years
7	New Service Installation Discon/Recon Program	Technicians	Skills Training Certification!
Streetlight			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	Fall Protection & Ladder Safety	All Affected	Every 3 years
7	Streetlight Program	Technicians	Skills Training Certification!

Notes Skills Training Certified Persons:

1. Proof Training for workers must be submitted to the Contractor Manager at the start of contract, renewal or when refresher is due and for new employees.
2. In any case where a worker has been inactive for a period of one year or more in their trade or any area of their work for which they are Certified, a refresher training is required prior to working on JPS Worksite or carrying out such work activity they have not performed in excess of one year.
3. Workers must receive additional or refresher training if any or both of the below situation exists:
 - a. If new technology, procedures, or change in procedures cause new safety-related work practices to be introduced
 - b. If supervision and inspection indicate that the worker is not complying with safety-related work practices



Appendix D - Preliminary Accident/Incident Report Form

OHSE Incident Type <i>(double click to check box; if other, please explain)</i>	<input type="checkbox"/> Fatality <input type="checkbox"/> Spill <input type="checkbox"/> Personnel Accident <input type="checkbox"/> Fire <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Unsafe Condition/Act <input type="checkbox"/> Medical/First Aid <input type="checkbox"/> Environmental Release - Emissions <input type="checkbox"/> Near Miss <input type="checkbox"/> Security Incident <input type="checkbox"/> Contractor Accident/Incident <input type="checkbox"/> Property Damage <input type="checkbox"/> Other _____	
Actual Severity/Injury	Fatality	
Potential Severity		
Business Unit <i>(double click to check box)</i>	Division/ Contractor: _____ Cost Centre Name: _____ CC#: _____	
Location of Incident <i>(Area – Facility/Field-Site)</i>		
Date & Time	Date:	Time :
Name (s), Age & Address of Injured		
Employer & Occupation <i>(JPS or Name of Contractor Company & Job title)</i>		
Event Description <i>(Provide a brief description of the incident)</i>		
Injury/Damage/Loss Details <i>(Explanation: Details of Accident/ Spill / Environmental Release / Damage)</i>		

<p>Financial Impact</p> <p><i>(Revenue loss, penalty, cost of repair/clean-up, labour, material, etc.).</i></p>					
<p>Cause of Incident</p> <p><i>(Explanation: The trigger for an incident without which the incident could not have happened)</i></p>					
<p>Hospital the injured taken to</p>					
<p>Incident Response Action(s)</p> <p><i>(State immediate actions taken after the incident)</i></p>					
<p>Disciplinary/Corrective Actions to Prevent Recurrence/ Lessons Learned</p>					
<p>Incident reported to</p>	<p>Incident Reported to</p>	<p>Person Contacted</p>	<p>Telephone No.</p>	<p>Reported by</p>	<p>Date & Time</p>
<p>Statutory Authorities Informed</p>	<p> <input type="checkbox"/> None <input type="checkbox"/> Police <input type="checkbox"/> Fire Department <input type="checkbox"/> ODPEM <input type="checkbox"/> NEPA <input type="checkbox"/> NWC <input type="checkbox"/> Other _____ </p>				
<p>Contact details for Queries or Further Information</p> <p><i>(Who to contact for further details – Name, email, telephone, mobile)</i></p>					
<p>Form Completed by</p>					
<p>PLEASE USE ADDITIONAL SHEET(S) FOR PHOTOGRAPHS OR ADDITIONAL REPORT INFORMATION.</p>					

Appendix E – Contractor HSE Evaluation Form

JAMAICA PUBLIC SERVICE CO. LTD.			
	TO:	DATE:	
	FROM:	CONTRACTOR:	
	P.O. #	CONTRACTOR FOREMAN:	
	JOB REF. No		
	TYPE OF WORK/SERVICE:		
	SCOPE OF WORK/SERVICE:	Score	<input style="width: 50px; height: 20px;" type="text"/>
A	<u>HSE ORIENTATION & TRAINING</u>	YES	NO N/A
1	WAS HSE ORIENTATION CONDUCTED FOR ALL WORKERS?	<input type="checkbox"/>	<input type="checkbox"/>
2	WAS PROOF OF HSE ORIENTATION PROVIDED?	<input type="checkbox"/>	<input type="checkbox"/>
3	ARE ALL WORKERS TRAINED/CERTIFIED TO PERFORM WORK?	<input type="checkbox"/>	<input type="checkbox"/>
4	ARE EQUIPMENT OPERATORS TRAINED/CERTIFIED?	<input type="checkbox"/>	<input type="checkbox"/>
5	WAS SAFETY MEETING CONDUCTED BY CONTRACTOR WITH WORKERS?	<input type="checkbox"/>	<input type="checkbox"/>
B	<u>PPE</u>	YES	NO N/A
6	WAS ALL EMPLOYEES PROVIDED WITH THE REQUISITE PPEs?	<input type="checkbox"/>	<input type="checkbox"/>
7	WAS ALL PPEs ARE GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>
8	Helmet	<input type="checkbox"/>	<input type="checkbox"/>
9	Safety Glasses	<input type="checkbox"/>	<input type="checkbox"/>
10	Safety Boot	<input type="checkbox"/>	<input type="checkbox"/>
11	Rubber Gloves	<input type="checkbox"/>	<input type="checkbox"/>
12	Uniform	<input type="checkbox"/>	<input type="checkbox"/>
13	Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>
14	Other	<input type="checkbox"/>	<input type="checkbox"/>
15	EMPLOYEES DONNED ALL APPROPRIATE PPEs ON THE JOB?	<input type="checkbox"/>	<input type="checkbox"/>
C	<u>SAFETY DEVICES & EQUIPMENT:</u>	YES	NO N/A
16	WAS EMPLOYEES PROVIDED WITH THE REQUIRED SAFETY DEVICES ?	<input type="checkbox"/>	<input type="checkbox"/>
17	WAS ALL SAFETY & EQUIPMENT IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>
18	Noisy Tester	<input type="checkbox"/>	<input type="checkbox"/>
19	Switch stick	<input type="checkbox"/>	<input type="checkbox"/>
20	Grip All Stick	<input type="checkbox"/>	<input type="checkbox"/>
21	Slings and Riggin Equipment	<input type="checkbox"/>	<input type="checkbox"/>
22	Short & Ground	<input type="checkbox"/>	<input type="checkbox"/>
23	Traffic Cones	<input type="checkbox"/>	<input type="checkbox"/>
24	Men At Work Sign	<input type="checkbox"/>	<input type="checkbox"/>
25	LOTO Hardware	<input type="checkbox"/>	<input type="checkbox"/>
26	PTW Booklet	<input type="checkbox"/>	<input type="checkbox"/>
27	Tailboard Booklet	<input type="checkbox"/>	<input type="checkbox"/>
28	Other	<input type="checkbox"/>	<input type="checkbox"/>

JAMAICA PUBLIC SERVICE CO. LTD.			
TO:	DATE:		
FROM:	CONTRACTOR:		
P.O. #	CONTRACTOR FOREMAN:		
JOB REF. No			
TYPE OF WORK/SERVICE:			
SCOPE OF WORK/SERVICE:	Score		
D	<u>RISK ASSESSMENT (TAILBOARD,SAFETY PLAN & PTW)</u>	YES	NO N/A
29	WAS TAILBOARD MEETING CONDCUTED ?		
30	WAS TAILBOARD PROPERLY COMPLETED & ALL HAZARDS IDENTIFIED?		
31	DID ALL EMPLOYEES SIGN ON THE TAILBOARD FORM TO START WORK?		
32	DID ALL EMPLOYEES SIGN OFF THE TAILBOARD FORM WHEN WORK COMPLETE?		
33	DID THE WORK CREW COMPLY WITH PTW REQUIREMENT?		
34	WAS A SAFETY PLAN DONE OR SUBMITTED FOR PROJECT OR NON ROUTINE WORK?		
35	WAS A SAFETY RISK ASSESSMENT DONE FOR THE PROJECT OR NON ROUTINE WORK?		
36	DID THE CONTRACOR COMPLY WITH SAFETY PLAN FOR FOR PROJECT OR NON ROUTINE WORK?		
37	DID THE CONTRACTOR PARTICIPATE IN (PREP) WORK ACTIVITIES FOR THE PROJECT /NON ROUTINE JOB?		
	SCOPE OF WORK/SERVICE:	Score	
E	<u>BBSO, AUDIT & INSPECTIONS</u>	YES	NO N/A
38	DID THE CONTRACTOR CONDUCT ANY SAFETY AUDIT/INSPECTION FOR THE JOB?		
39	STATE THE NUMBER OF SAFETY AUDIT OR INSPECTION DONE FOR THE JOB		
40	DID THE CONTRACTOR CONDUCT ANY BBSOs FOR THE JOB?		
41	STATE THE NUMBER OF BBSOs DONE FOR THE JOB		
F	<u>VEHICLE:</u>	YES	NO N/A
42	WERE VEHICLE(S) /TRUCK(S) PROPERLY EQUIPPED		
43	WERE VEHICLE(S) /TRUCK(S)IN GOOD CONDITION?		
		YES	NO N/A
44	WERE VEHICLE(S) /TRUCK(S) INSURED?		
45	WERE VEHICLE(S) /TRUCK(S) LICENCED?		
G	<u>ACCIDENT/DAMAGE TO PERSON OR PROPERTY</u>	YES	NO
46	WAS THE JOB COMPLETED WITHOUT AN ACCIDENT?		
47	IF THERE WAS AN ACCIDENT, WAS THERE COMPLIANCE WITH INCIDENT/ ACCIDENT PROCEDURES?		
	STATE THE NUMBER OF ACCIDENTS ON THE JOB.		
	COMMENTS.....		
		
		
		
	DONE BY	DATE	
	SIGNATURE		
NB. Score = (Sum of "Yes"/ Total Sum of "Yes" + "No")*100			

Appendix F - Incident Investigation Format

Supervisor's Accident Investigation Form

Company Name _____

Name of Injured Person _____

Date of Birth _____ Contact Number _____

Address _____

Town _____ Parish _____ Male. Female

What part of the body was injured? Describe in detail. _____

What was the nature of the injury? Describe in detail. _____

_____ {

Describe fully how the accident happened? What was employee doing prior to the event?
What equipment, tools being using?

Names of all witnesses:

Date of Event _____ Time of Event _____

Exact location of event: _____

What caused the event? _____

Were safety control(s) was in place and used? If not, what was wrong?

Employee went to doctor/hospital? _____

Doctor's Name _____

Hospital Name _____

Recommended preventive action to take in the future to prevent reoccurrence.

Supervisor Signature _____

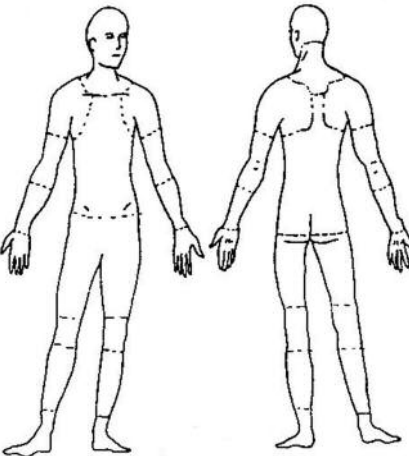
Date _____

Incident/Accident Investigation Report

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate an injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss		
Date of incident:	This report is made by: <input type="checkbox"/> Principal <input type="checkbox"/> Supervisor <input type="checkbox"/> Other _____	

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	
Company:	Job title at time of incident:		
Part of body affected: (shade all that apply) 	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	This employee works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary	
		Months with this employer	
		Months doing this job:	

Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	
Names of witnesses (if any):	

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			

Step 3: Why did the incident happen?

Unsafe workplace conditions: (Check all that apply)

- Inadequate guard
- Unguarded hazard
- Safety device is defective
- Tool or equipment defective
- Workstation layout is hazardous
- Unsafe lighting
- Unsafe ventilation
- Lack of needed personal protective equipment
- Lack of appropriate equipment / tools
- Unsafe clothing
- No training or insufficient training
- Other: _____

Unsafe acts by people: (Check all that apply)

- Operating without permission
- Operating at unsafe speed
- Servicing equipment that has power to it
- Making a safety device inoperative
- Using defective equipment
- Using equipment in an unapproved way
- Unsafe lifting
- Taking an unsafe position or posture
- Distraction, teasing, horseplay
- Failure to wear personal protective equipment
- Failure to use the available equipment / tools
- Other: _____

Why did the unsafe conditions exist?
Why did the unsafe acts occur?
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:
Were the unsafe acts or conditions reported prior to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have there been similar incidents or near misses prior to this one? <input type="checkbox"/> Yes <input type="checkbox"/> No

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near miss from happening again? <input type="checkbox"/> Stop this activity <input type="checkbox"/> Guard the hazard <input type="checkbox"/> Train the employee(s) <input type="checkbox"/> Train the supervisor(s) <input type="checkbox"/> Redesign task steps <input type="checkbox"/> Redesign work station <input type="checkbox"/> Write a new policy/rule <input type="checkbox"/> Enforce existing policy <input type="checkbox"/> Routinely inspect for the hazard <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Other: _____
What should be (or has been) done to carry out the suggestion(s) checked above?

Step 5: Who completed and reviewed this form? (Please Print)

Written by:	Title:
Company:	Date:
Names of investigation team members:	
Reviewed by:	Title:
	Date:

Appendix F - Incident Investigation format

I. Title Page

Date and Time of Incident:

Name of Incident:

Location of Incident:

II. Investigator/Panel

III. Executive Summary

- A. Description of Incident
- B. Summary of Findings
- C. Recommended Corrective Actions

IV. Incident Information

- A. Description of Events
- B. Chronological Course of Events
- C. Immediate Actions Taken
- D. Outside Agency Involvement
- E. Plant/Equipment Status and Activities

V. Investigative Information

- A. Incident Scene Inspection
- B. Witness Interviews
- C. Job Procedure Evaluation
- D. Document Review

VI. Causal Analysis

- A. Immediate (Primary) Cause(s)
- B. Contributing (Secondary) Cause(s)
- C. Root (Tertiary) Cause(s)
- D. Additional (Non-Causal) Cause(s)

VII. Potential Corrective Actions

- A. Employee Level
- B. Job Level
- C. Facility Level
- D. Administrative Level
- E. Analytical Level

VIII. Attachments

- A. Photographs
- B. Documents



Appendix G – Summary of Reports

Inspection & Audit Reporting

Inspection & Audit Reporting	Frequency	Report Schedule	Medium
Jobsite Inspection- Maintenance Work	Daily	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Jobsite Inspection- Emergency Work	One per shift	5pm each day/ end of shift	JPS Assure Platform/ submit to Contract Manager & OHSE
PPE & Safety Device Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/ submit to Contract Manager & OHSE
Tools and Equipment Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/submit to Contract Manager & OHSE
Safety Observation	Daily	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Vehicle	Daily (Job site)	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Safety Management Audit	Quarterly	Last Friday each quarter @ 5pm	Submit to Contract Manager & OHSE

Incident/ Accident Reporting

Incident/ Accident Reports	Report Schedule	Medium
Notification - OHSE Incident/ Accident - Employee Injury (Recordable & First Aid), Near Miss, Public Accident, Motor Vehicle Accident	Immediately/ within 2 hours	Send electronic mail, text message, verbal or telephone to Contract Manager
Preliminary Incident/ Accident Report - OHSE Incident/ Accident - Employee Injury (Recordable & First Aid), Near Miss, Public Accident, Motor Vehicle Accident	Within 24 hours	Submit Preliminary Report (See AppendixD) to Contract Manager
Incident/Accident Investigation - OHSE Incident/ Accident - Employee Injury (Recordable & First Aid), Near Miss, Public Accident, Motor Vehicle Accident	With 5-10 days	Submit Accident/ incident Investigation Report (See Appendix F for Investigation Format) to Contractor Manager

Proof Training for workers outlined in Appendix C must be submitted to the Contractor Manager at the start of contract, renewal or when refresher is due and for new employees.

