LAO PEOPLE'S DEMOCRATIC REPUBLIC

Peace Independence Democracy Unity Prosperity

MINISTRY OF AGRICULTURE AND ENVIRONMENT

LAO - WATER INFRASTRUCTURE FOR SUSTAINABILITY, EFFICIENCY AND RESILIENCE (WISER)

LABOR MANAGEMENT PROCEDURES

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Abbreviations and Acronyms

DIA	Designated Implementing Agency
EPL	Environmental Protection Law
ESIA	Environmental and Social Impact Assessment
ESMF	Environmental and Social Management Framework
GoL	Government of Lao PDR
GRM	Grievance Redress Mechanism
LMP	Labor Management Procedures
MAE	Ministry of Agriculture and Environment
MOF	Ministry of Finance
M&E	Monitoring and Evaluation
OHS	Occupational Health and Safety
PAP	Project Affected People
VMC	Village Mediation Committee
WB	World Bank

Executive Summary

The Labor Management Procedures (LMP) establish how the Water Infrastructure for Sustainability, Efficiency and Resilience Project (WISER) will manage labor and working conditions under World Bank Environmental and Social Standard 2 (ESS2) and applicable Lao PDR requirements. They cover direct, contracted, community and primary supply workers, with requirements applied according to each category. Government staff who retain their public employment arrangements are subject to the applicable ESS2 provisions on workforce protection and occupational health and safety.

The Project includes rehabilitation of dams and irrigation systems at Nam Houm, Nam Suang and Nam Hin, technical assistance and project management. Key worker risks include construction and excavation hazards, work around water, traffic, unexploded ordnance, heat, inadequate protective equipment, discriminatory practices, forced or child labor, and sexual exploitation and abuse or sexual harassment. Community workers may face travel and field-visit risks during short-term village-level tasks.

The Department of Irrigation Project Management Unit (PMU) is accountable for the implementation of LMP. Employers and engaging entities will document terms and conditions before workers start, verify age and applicable coverage, provide training, and operate accessible grievance channels. The proposed community-worker arrangement assigns the district authority to issue individual appointments, the provincial PIU to supervise field arrangements, and the PMU to confirm appointment authority and injury coverage before mobilization. Village authorities support outreach and day-to-day coordination.

Contractors and engaging entities will provide role-specific induction, protective equipment, first aid and emergency arrangements. The PMU will require contractors and supervisors to incorporate these provisions into procurement and site management, verify unexploded ordnance screening and clearance where required, and monitor contractor and primary-supplier compliance as applicable.

Workers can raise grievances without retaliation through the worker grievance mechanism, including direct escalation to the Project. Sexual exploitation and abuse or sexual harassment reports use confidential, survivor-centered referral channels. Contractors and engaging entities will respond to incidents and report them in line with applicable law and the Environmental and Social Commitment Plan.

1. INTRODUCTION

1.1 Project Overview

1.1.1 Project Development Objectives

The Project Development Objective (PDO) aims to increase water security and enhance the resilience of selected water infrastructure to water-related climate risks.

More specifically, the project aims to lay the foundations for irrigation dam safety and resilience in Lao PDR – through:

(i) Enhance the safety of most hazardous dams in Lao PDR
(ii) Improve the institutional, legal, and regulatory frameworks for the safety of dams and resilience of downstream communities
(iii) Improve the operation and maintenance of dams, reservoirs, and their associated water distribution systems, and
(iv) Provide critical decision-support tools and studies to underpin the safe operation of irrigation dams.

The project's primary beneficiaries would be farmers and rural households who are served by the rehabilitated irrigation dams and associated conveyance systems. Target beneficiaries would benefit from more reliable, efficient, and climate-resilient water service delivery for agricultural production and, where relevant, domestic water supply. The project is expected to reduce disruptions in water service, lower exposure to dam safety risks, and support more stable agricultural livelihoods and food security in the targeted areas. Secondary beneficiaries would include downstream communities benefiting from reduced safety risks, Water User Groups and local authorities with improved infrastructure management capacity, and national and subnational institutions that would gain stronger systems for dam safety, water resources planning, and inter-agency coordination.

The project will be implemented by the Department of Irrigation (DOI) within the Ministry of Agriculture and Envionment (MAE).

The project has the following four components:

1. **Improve and Sustain Water Infrastructure**
2. **Building Institutional Capacity for Integrated Water Resources Management**
3. **Project Management; and**
4. **Contingent Emergency Response Component.**

Details are provided below.

Component 1: Improve and Sustain Water Infrastructure (US$57 million, IDA)

This component would involve the rehabilitation and critical water infrastructure, including dams and its water conveyance systems to support multiple water uses including irrigation and domestic water supply. Beyond the necessary structural interventions, this would also include non-structural interventions related to the improvement of dam management, operation and maintenance through the development of as well as the installation of adequate monitoring

systems for data collection to support informed decision-making. The component would include the following activities:

- **Sub-Component 1.1**: **Rehabilitation of multi-purpose water infrastructure.** Sub-Component 1.1 will finance the rehabilitation and repurposing of priority high-risk irrigation dams, specifically Nam Houm and Nam Suang in Vientiane Capital and Nam Hin in Oudomxay Province, while supporting structural rehabilitation to improve dam stability, seepage control, spillway and drawdown capacity, and sediment management, alongside installation of safety-related equipment and site improvements where needed. The sub-component will also establish a Panel of Experts to provide independent technical review and quality assurance of designs and oversight of rehabilitation works. Finally, the component will prepare site-specific plans for the operation and management of the dams, including Instrumentation and Monitoring, Standard Operating Procedures (SOP), Maintenance, Emergency Preparedness Plan (EPP), as well as Water Allocation Plan that explicitly accounts for domestic water supply, irrigation, and environmental flow requirements, when applicable.
- **Sub-Component 1.2: Rehabilitation of irrigation conveyance infrastructure.** Sub-Component 1.2 will finance the rehabilitation and upgrading of irrigation conveyance and distribution infrastructure to improve the reliability, efficiency, and climate resilience of water service delivery from rehabilitated dams to farms. Investments will support the repair, lining, modernization, and, where necessary, selective expansion of main, secondary, and tertiary canals, control and measurement structures, turnouts, and associated conveyance assets to reduce water losses, improve flow regulation, and enhance equitable water distribution to irrigated areas. The sub-component will also support rehabilitation of on-farm water delivery interfaces and related infrastructure, where needed, to strengthen connectivity between bulk water infrastructure and agricultural production, while improving operational performance and service delivery to farmers.
- **Sub-Component 1.3: Establishing an Agriculture Water Management Center.** Sub-Component 1.3 will support the establishment of an Agriculture Water Management Center under DOI to strengthen the management, operation, and performance of irrigation infrastructure through improved data, analytics, modeling and coordination. The sub-component will finance the facility, systems, tools, and capacity building to support water allocation planning, infrastructure operation, hydrological monitoring, and decision-making for irrigation service delivery, while enhancing coordination across national and subnational institutions responsible for water resources and irrigation management. Investments will also support the development of operational protocols, information systems, and analytical capacity needed to improve the efficiency, reliability, and climate resilience of water infrastructure management.

Component 2. Building Institutional Capacity for Integrated Water Resources Management (US$ 3 million, IDA).

This component will strengthen the institutional foundations for integrated water resources management. It will: (a) support the operationalization of the Dam Safety Law (2022) in the

irrigation sector, including the establishment of regulatory, institutional, and technical arrangements and the creation of a Dam Safety Division within DOI; (b) support the National Water Management Committee to improve coordination among agencies with water-related mandates, including on dam safety, water allocation, and flood and drought risk management; and (c) support the preparation, updating, and implementation of river basin profiles and River Basin Management Plans in priority basins. Building on lessons from the Mekong Integrated Water Resources Management Project (MIWRM, P104806), the component will strengthen national systems for monitoring, planning, and managing water resources at the basin level, while improving coordination among relevant technical departments at central, provincial, and district levels.

- **Sub-Component 2.1. Operationalization of the Dam Safety Law (2022) in the irrigation sector.** The sub-component will support the operationalization of the Dam Safety Law (2022) in the irrigation sector by strengthening the regulatory, institutional, and financing framework for irrigation dam safety management. This will include development of irrigation dam safety regulations and related subordinate legislation, establishment of a dedicated Dam Safety Division within the Department of Irrigation and corresponding arrangements at provincial and district levels, strengthening inter-agency coordination on dam safety oversight and emergency preparedness, development of a young professionals program in dam safety engineering, and piloting of financing mechanisms to support the management, operation, and maintenance of irrigation dams.
- **Sub-Component 2.2. Strengthen basin-level planning, coordination, and management of water resources.** This sub-component will support the National Water Management Committee and the preparation, updating, and implementation of River Basin Profiles and River Basin Management Plans in priority basins to strengthen basin-level planning, coordination, and management of water resources. Activities will include clarifying institutional responsibilities for water resources management, improving inter-agency coordination and joint decision-making, supporting mechanisms for data sharing and knowledge exchange, undertaking technical studies and stakeholder consultations, and providing institutional support needed to advance integrated water resources management, improve water allocation and risk-informed planning, and strengthen the basis for coordinated management of flood and drought risks across sectors and administrative levels.

Component 3: Project Management (US$5 million, IDA).

This component supports the effective implementation of project activities and monitoring and evaluation of project implementation progress, outputs, and outcomes. It involves establishing the Project Management and Project Implementation Units (PMU & PIU) to oversee and coordinate project implementation, as well as setting up a monitoring and evaluation (M&E) system.

Component 4: Contingent Emergency Response Component (US$0 million).

This component allows for the provision of immediate response to an eligible crisis or emergency, as needed. The CERC will allow the recipient to request the World Bank to reallocate uncommitted project funds, following an eligible crisis or emergency.

1.2 Purpose of the LMP

The purpose of the LMP is to identify risks and impacts that are associated with the engagement and management of the project workers. Based on identified risks and impacts, mitigation measures, including grievance redress mechanism, and implementation arrangements, are proposed to minimize labor related risks during project implementation. The Labor Management Procedures is prepared in accordance with the WB's Environmental and Social Framework (ESF), particularly the ESS2 (Labor and Working Condition), ESS4 (Community Health and Safety), and ESS10 (Stakeholder Engagement and Information Disclosure). It is also prepared in line with relevant national laws and regulations of Lao PDR. The LMP is a living document and may be updated as needed during project implementation.

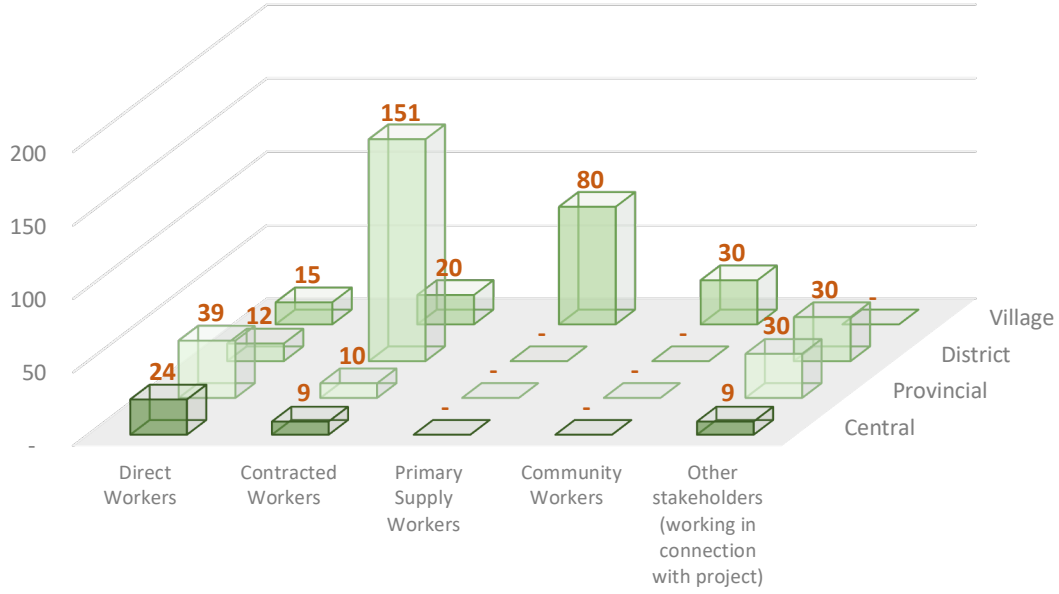
2. OVERVIEW ON LABOR USE UNDER THE PROJECT

The World Bank's ESS2 (Labor and Working Conditions) classifies workers engaged under a World Bank financed project into four categories: 1) direct workers, 2) contracted workers, 3) community workers, and 4) workers of primary suppliers. Under WISER, it is estimated that a total of 459 people will be engaged for project purpose. These people are categorized into the following four types:

1. **Direct workers (estimated 90 people)**. People who will be employed directly and full time by the Project Management Unit (PMU) at central level, and Project Implementation Unit (PIU) at provincial level. Under this project, there are 24 direct workers working at central level, 39 people working at provincial level, 12 at district level, and 15 at commune level.
2. **Contracted workers (estimated 190 people).** People who will be engaged by PMU for a) to work at central level (9 persons), provincial level (10 persons), district level (151 persons – contractors workers), and village level (20 persons).
   It is noted that direct workers and contracted workers will be recruited in accordance with national recruitment procedures. The recruitment process, in particular, will ensures the process is transparent and non-discriminatory – characterized by the process being open, consistent, and objective. Candidates will be treated equally on the basis of their capacity and qualifications – vis a vis their job description.
3. **Primary supply workers (estimated 80 people).** Workers (full time or part-time) that are hired by enterprises and companies that supply goods and construction materials directly and regularly to to project's contractors. These suppliers provide construction materials that are essential to the core functions of the subprojects).
4. **Community workers** (estimated 30 people) who would be engaged temporarily under the project to support some activities, at village level, during project implementation. These people are members of Village Development Committee, Village Mediation Committee (See Section 13 – Community Workers). They may take on short-term additional tasks such as facilitating consultations and supporting field visits. These community workers will be identified and confirmed by the project during first year of project implementation. These community workers will be provided with letter of appointment by the district authority so that they are aware of their responsibilities – as community workers under

the project, and any project benefits including expense reimbursement or remuneration arrangements that they may be entitled to - for their services.

Other stakeholders working in connection with the project (estimated 69 people) include governmental staff who provide part-time technical support to the project. These staff remain under Government employment contracts, labor laws of Lao PDR applies to them (not ESS2). However, concerning occupational health and safety, child and forced labor, these ESS2 provisions still apply to them during their participation in project implementation process. The above project workforces are summarized by type and distribution in figure below.



3. ASSESSMENT OF KEY POTENTIAL LABOR RISKS

3.1 Project activities involving labor

Most physical works under Sub-Component 2.1 (Rehabilitation and repurposing of Extreme risk dams) will involve labor related risks. This sub-component would rehabilitate three extreme risk dams, including Nam Suang and Nam Houm in Vientiane Capital, and Nam Hin in Oudomxay province. The following activities are envisioned under this sub-component:

- Raising of embankments to increase water storage and ensure that original irrigation needs are met, as well as remediation of intake towers to meet operational requirements for dam safety.
- Increasing spillways capacity by addressing hydrological risks, including installation of additional spillways or expansion of the existing ones.
- Installation of piezometers, measures for seepage reduction (grouting, geo-membranes, etc.), strengthening of dam structures (e.g., gates), repairing foundation damages, strengthening dam sections, and improving basic dam facilities (e.g., access roads).

- Erosion protection and piloting of nature-based solutions for dam safety. Managing flood and river erosion risks require a combination of green and gray infrastructure, and structural and non-structural approaches.
- Rehabilitation/ construction of additional irrigation canals for Nam Suang and Nam Hin.

3.2 Key labor risks

3.3 Occupational Health and Safety for Contracted Workers (for construction workers mostly, and any other project workers)

Physical Hazards. Physical hazards represent potential for accident or injury or illness due to repetitive exposure to mechanical action or physical activities. Physical hazards may result in a wide range of injuries, from minor that needs medical aid only, to disabling, catastrophic, and/or fatal.

- **Accidents due to falls:** falling from dam crest, from vehicles, fall into river, etc.
- **Accident due to falling objects:** Tools, machinery, equipment, and materials used during construction may fall from the height, causing injuries.
- **Traffic and Road Safety:** for workers who travel as part of their routine work.
- **Physical injury related to use of tools/equipment:** Injury, such as cuts and bruises, may result during use of tools, and equipment such as soil compactors, excavators, etc.
- **Slips or Trips:** Though workers often try to keep materials organized, construction sites are naturally dishevelled places. As a result, certain areas present tripping or falling hazards to workers no matter how much is done.
- **Overexertion:** Workers in construction often have injuries that relate to overexertion and strain. When this happens, workers may have muscle strains due to lifting heavy items.
- **Electrocutions**: a common construction injury when workers come into contact with any live electrical power cables could result in severe burns, shock, or even death.
- **Fire and Explosions:** Fires and or explosions resulting from ignition of flammable materials or gases can lead to loss of property as well as possible injury or fatalities to project workers.
- **Heat stress:** exposure to heat such as working in the sun for hours could leading to potential illness, injury, and death due to factors like high temperatures, humidity, physical exertion, risk of flooding and other extreme weather conditions.
- Risk of vector-born diseases (dengue fever, malaria…) due to mosquito outbreak.
- Risk of bites from wild animal (e.g. snakes…)

Personal Protective Equipment. Worker may sustain physical injuries if they do not have access to the proper PPE such as protective clothes, gloves, shoes. PPE provides additional protection to workers exposed to workplace hazards in conjunction with other facility controls and safety systems.

Working Time: Civil work project sites are most likely to be located in remote areas. For safety reasons, workers should only be allowed to work during daytime. In case night shift is required because of the urgency of the work, proper safety measures, including sufficient lighting and surrounding security, must be provided by the contractors.

3.4 Community Health and Safety (for community workers)

- **Traffic and Road Safety:** for community workers who travel for project work)
- **Contracting/spreading of communicable disease(s):** for workers interacting with community members, other project workers (in meetings), and/or visit construction sites.
- **Sexual Exploitation & Abuse, Sexual Harassment and Violence Against Children:** for female community workers when working for project at village level.

3.5 Working conditions (for contracted workers and primary supply workers)

- **Child labor.** Since the project construction activities will take place in rural areas where child labor is common, there is a risk that contractors may engage local labor under 18 years for unskilled labor (prohibited under the project).
- **Forced labor:** Forced labor or compulsory labor is forbidden under the Labor Law (Article 15, Section 5). Forced or compulsory labor includes situations where persons are coerced to work through use of violence or intimidation, manipulation of debt, retention of identity papers, threats, or other forms of retaliation. Hiring of people to work in order to pay off their debt is considered forced labor. Since project construction activities will take place mainly in rural area and most people are likely unskilled for the construction works, effort will be made by PMU and contractors to avoid forced labor. This will be done through requirement of avoiding forced labor in contractors' work contract, and requirement for contractors to verify if a local worker to be hired is likely to be forced labor and ensure that they have written contracts which specify the terms and conditions of their engagement.

4. BRIEF OVERVIEW OF LABOR LEGISLATION: TERMS AND CONDITIONS

The Labor Law (2013) is the legal document that governs labor and working conditions for labor in Lao PDR. The Labor Law 2013 provides regulations about labor management, including provisions related to about non-discrimination, promoting fair treatment and equal opportunity (decent work) in employment and wages, and providing protection and assistance to vulnerable workers[1].

The national labour law specifies Labour Regulations as follows:

[1] Vulnerable workers may include a) **primary supply workers** who are hired by supplier(s) for core functions at subproject level), b) **workers contracted directly by constractors** (at civil work subproject) as short-term, temporary, unskilled workers - to support subproject during construction process. Vulnerable workers could be female, those with disabilities, people from ethnic groups, from poor households, from SOGI/LGBT group,…).

- Normal hours of work will be no more than 6 days per week and 8 hours per day or no more 48 hours per week.
- Hours per week, regardless of the type of salary or wage; and hours of work must not exceed 6 hours per day or 36 hours per week for employees whose occupations are in sectors that involve direct exposure to dangerous chemicals. *(Article 51)*.
- Overtime shall not exceed 45 hours per month or 3 hours per day, but it is prohibited to work more than four consecutive days, except in the case of an emergency such as combating natural disasters or an accident that would cause great damage to its labor unit and Where overtime is necessary for more than 45 hours in any one month, the employer must first request authorization from the Labor Administration Agency which is responsible for its labor unit and receive approval from the trade union or workers' representatives, or the majority of employees in its labor unit. *(Article 53);*
- Workers have the right to at least 1 day's rest within a week or 4 days per month, which may be Sunday or any other day as agreed between the workers and the employer. *(Article 54).*
- Employees have the right to rest on official holidays and receive their normal salary or wage. *(Article 55).*
- Workers have the right to sick leave (Article 56), annual leave (Article 57) as well as personal leave *(Article 58).*
- Female workers are entitled to maternity leave – before and after giving birth (Article 98)
- The use of forced labor is not authorized except in 4 cases *(Article 59).*
- Female employees have the right to employment in every sector that do not conflict with the law, and may participate in skill training. Female employees are entitled to salary or wages equal to that of male employees for the same job excepting work that affect adversely the reproductive health of women which must be protected (Article 96).
- Equal work access for people in disadvantaged circumstances, people with disability, the elderlies, women, need to be promoted (Article 4, Article 33).

In addition to the terms and working condition specified under the Labor Law (2013), the following legal documents also apply to workers engaged under the project, including direct workers and contracted workers:

- Law on Social Security (Amended 2018).
- Law on Hygiene, Prevention and Health Promotion, No. 73/NA (2019).
- Health Insurance Law (amended version, 2018).
- Decree on Occupational Health and Safety, No. 22/GoL (2019).

5. BRIEF OVERVIEW OF OCCUPATION HEALTH & SAFETY LEGISLATION

Employer will comply with the Government of Lao PDR's Labor Law, particularly Section VIII on Workers' Occupational Safety and Health:

- Implement its core obligations including workplace equipment and procedures, safety measures, safety systems, risks, safety gear, addictive substances, training on basic

health and safety knowledge *(Article 119).*

- Inspect and assess risks to safety and health within workplace regularly and report the results *(Article 122).*
- Maintain a medicine cabinet and have one employee as primary nurse *(Article 124).*
- Record and Reporting of Workplace Accidents in detail and report it to the Labor Administration Agency *(Article 125)*, and
- Facilitate medical examinations of employees *(Article 126)*.

First Aid: The Lao Labour Law, articles 43, provides that `All labor units shall be equipped with a first-aid kit. [Labor] units employing fifty or more workers should have a permanent medical staff to take care of and treat the health of the workers'

Victims of Labour Accidents and Occupational Diseases:

The contractor will be committed for the Labor Accidents and Occupational Diseases as provided in Lao PDR's Labor Law:

- If an employee is injured as a result of a labor accident or occupational disease, the employer or social insurance implementation agency must take responsibility for the cost of treatment as determined in the appropriate legislation. For the course of treatment and rehabilitation, the employee has the right to receive their normal salary or wages from the employer, but for no longer than six months. If the limit is reached, the employer or social insurance implementation agency will cover the cost in accordance with the Law on Social Insurance. In cases where the employee dies from a labor accident or occupational disease, the employer or social insurance implementation agency must take responsibility for the funeral and remuneration as determined in the Law on Social Insurance. If a worker dies while assigned to another workplace by the employer, the cost of transferring his body or remains to his family shall also be borne by the employer. In cases where the employee loses a limb or organ due to accident or occupational disease, the employer or the social insurance implementation agency must take responsibility to pay remuneration as determined in the Law on Social Insurance*, Article 128.*

Reporting of Accidents

The project will be committed with Lao Labour Law articles 55 that provides: In the event that the worker suffers from a serious labor accident or occupational disease or dies, the employer must report to the nearest labor administration agency within forty-eight hours. If the employee is dead, the employer shall be responsible for funeral expenses as appropriate but not less than six months' salary or wages of the deceased.

6. RESPONSIBLE STAFF

6.1 Responsibilities of PMU

The Project Management Unit (housed within the Department of Irrigation) is responsible for the overall LMP implementation.

PMU will ensure the LMP is implemented in accordance with this LMP, the Labor Law (2013), and other relevant laws and regulations (as mentioned under Section 4 above). In particular, PMU is responsible for the followings:

- **Compliance.** Comply with relevant national legislation as well as requirements set forth in this LMP.
- **Terms and Working Conditions.** Ensure all the workers engaged for the project work are formally contracted, receive and acknowledge a written contract (appointment letter) that is valid and recognized as a valid employment contract under Lao PDR national law, that workers are fully aware of terms and working conditions, including workers engaged by contractor for rehabilitation of dams and irrigation canals at project provinces. For community workers, verify individual written appointments and injury coverage under Section 13.
- **Appointment of Staff**. Ensure that an OHS officer is appointed in PMU to be in charge of OHS issues for relevant activities under their PMU, and to identify and assess further the labor risks as initially identified in See Section 3 (above). The OHS officers of PMU will be trained with the WB's support,and will take lead in preparing/updating training curriculum, and will timely deliver training (including satisfactory implementation of trainings). The PMU OHS officers will ensure project workers engaged in their own Project Component understand fully all risks related to OHS (as identified in Section 3), including Work Safety requirements, before their project workers commence their works. OHS Officer will conduct monthly OHS monitoring with priority given to sites and time that are more sensitive to identified OHS risks.
- **Training of Project Workers and Village Authorities.** Ensure all workers engaged have the right and sufficient skills, knowledge, training, and experience to carry out the work, or are in the process of obtaining them, to meet the work requirements as specified in the Work Contract. Where required by the project, PMU OHS officer will provide additional trainings and supervision to ensure workers engaged in their respective components work safely. Ensure that project workers are trained on the key topics that were identified in Section 2. These topics may include Environmental, Social, Health and Safety (ESHS), OHS, SEA/SH, communicable diseases such as HIV/AIDS, COVID-19, non-communicable diseases, as well Worker's Code of Conduct (CoC) as specified in the Work Contracts with PMU.
- **Addressing Workers' Grievances**. All employers under the project, including PMU for direct workers, their respective contractors'/service providers for contracted workers, and the employers of community workers, shall adopt the Grievance Redress Mechanism for workers as specified in this LMP (Section 10.2.2). The GRM Focal Points of PMU will review GRM records that are submitted from project level. PMU will oversee ensure that all complaints (arising from respective Project Components) are resolved timely in accordance with the procedure outlined in Section 10 of this LMP, and that grievance resolution process and results are reflected in PMU's quarterly progress reports to the World Bank.

Reporting. Ensure that accidents/serious incidents are reported to PMU (at DOI) within 24 hours. The accidents/serious incidents must be reported to the World Bank within 48 hour at the latest

(See Appendix 3 for Forms to be used by PMU to report to the WB in the event the incidence happens).

For Contractors and Service Providers, PMU will:

- Ensure that contractors (engaged for civil works and other services (e.g. consultancies) adopt and implement this LMP. PMU will ensure contractors are committed to implementing LMP – before their workers are mobilized to the construction sites, or embark the consultancy services;
- Conduct regular monitoring to ensure contractors' performance is in compliance with the LMP, and with relevant provisions described in site-specific ESMP and procurement documents;
- Ensure contractors takes proactive and appropriate measures to ensure their workers carry out the work safely;
- Ensure contractors appoint a GRM focal point, and addresses timely and effectively the grievances, if any, from their workers, and in accordance with the GRM described in this LMP. Ensure Contractors establish a safe working environment, free of discrimination and SEA/SH risks, as well as provide appropriate PPE to relevant workers and visitors.
- PIU to conduct meetings with village authorities of each project village and ask village authorities to meet with the community workers (CW) who are engaged for project purpose (See Section 11 – Community Workers). The purpose of village authorities' meeting with CWs is to inform the CWs of the Terms and Conditions (including time commitments, risks, OHS support, reimbursement or pay, injury, Code of Conduct, and GRM) required for CWs (See Section 10) and to ensure CWs understand the project purposes, project's ES risks and impacts, particularly the risks associated with the subprojects/ activities that they support in the role of CW. CW is expected to sign the Meeting Minutes to indicate their understanding of the meeting contents and agree to support the project as CWs (See Appendix 4 – Sample Outline of Meeting Minutes).

7. POLICIES AND PROCEDURES

PMU will incorporate all environmental and social requirements in the tender document and contract documents to ensure that potential bidders are aware of project requirements for their environmental and social performance, and are able to implement such requirements for the duration of the contract.

The construction contractor under Component 1 (for construction of river bank and flood protection structures…) are required to ensure that all documentation related to their environmental and social performance, including activities related to the LMP, are available for inspection at any time by PMU. All workers will be trained and will be required to sign a Worker's Code of Conduct (See Appendix 1).

Occupational Health and Safety

With respect to Occupational Health and Safety (OHS), to ensure the safety of project workers, particularly those contracted by civil work contractors to work at construction sites, the OHS management plna will include specific measures that will be taken in a concerted manner by PMU (in the role of project implementation oversight), and b) civil work contractors who manage day-to-day OHS risks and OHS performance of their contracted workers, particularly workers who are recruited from commmunity for short-term work and as such are not aware of, and trained on OHS risks and prevention measures before. Procedure to identify, address, monitor, and report are summarized in table below.

Risks	Monitoring Indicators	Reporting
Bidding ▪ Key OHS requirements developed under the LMP will be summarized and included in Bidding Documents for consideration of potential bidders ▪ Key OHS requirements developed under the LMP, including labor related GRM will be include as an Annex to the Work Contract that will be signed between PMU and construction contractors. ▪ Construction contractors will be required (as part of their Work Contract with PMU) to implement the Labor Management Procedure to ensure all labor related risks associated with their civil works are identified and managed appropriately – as part of contract condition.	**Key OHS requirements Integrated** into a) **bidding documents** and b) **work contracts** for contractors	Updated in Bi-Annual Progress Implementation Report to the WB
UXO risks ▪ Screen all WISER activities involving ground disturbance for unexploded ordnance (UXO), including dam, canal, access and ancillary works, in accordance with the ESMF UXO procedure in Annex 8. Where risk is identified or cannot be ruled out, arrange the required survey and, if confirmed, clearance by an accredited operator. Obtain the NRA clearance certificate where required before ground disturbance.	UXO screening and consultation records are available for each applicable work area. Where required, survey, clearance and NRA certification are documented before work starts. Workers are trained to stop work, withdraw and report suspected UXO in accordance with the ESMF procedure.	Updated in Bi-Annual Implementation Progress Report to the WB
Basic safety risks at workplace ▪ All workers must undergo a refreshed **safety awareness training** - as a precondition for presence at a construction site. ▪ At least one supervisory staff member is trained in safety procedures and to be present at all times when construction work is in progress ▪ Employment of people under 18 years of age is prohibited under the project.	**100% of workers** to be mobilized to construciton sites are trained **Training record** (training cources completed with list of participants) **Recruitment record**	Updated in Bi-Annual Implementation Progress Report to the WB

Risks	Monitoring Indicators	Reporting
▪ All employees will be informed of their ability and rights to file a grievance using the project's GRM for project workers	Labor related GRM are included as annex in contracts signed between contractors and workers	
Hiring of local, temporary, unskilled workers ▪ Ensure disadvantaged and vulnerable community members have **equal access** to such work opportunities and are considered/ prioritized. ▪ All unskilled workers hired locally will have prior **written contract agreement** that inform them of the potential OHS risks, mitigation measures, including coverage of all medical costs in case accident happen to unskilled workers engaged locally. ▪ All workers are trained on **basic safety awareness training** as a precondition for presence at a construction site. ▪ All unskilled workers are **provided with OHS and safety trainings relevant to the risks they are exposed** to at work. ▪ They will be provided with **appropriate PPE** to ensure safety at work ▪ Where large numbers of community members are employed, **childcare facilities** should be provided.	***Recruitment record*** ▪ **Number** of local people **h`ired** for unskilled works. ▪ **Number** of workers **trained** on OHS risks and preventative measures (relevant to the works they perform) ▪ **Number** of contract **signed** ***Number** of **grievance** **reported by** locally hired workers, and **recorded in** GRM logbook of contractor ***Number** of **accidents** occurred to locally hired workers	Updated in Bi-Annual Implementation Progress Report to the WB
For machine operators mobilized to construction sites ▪ **Drivers** must possess valid driving licenses (for the type of vehicle operated at construciton stie) ▪ **Machine operators** for specialized machinery such as excavator, crane, compactor, must have valid training certificate for the respective machinery operated, and are regularly updated on safety procedures ▪ Safe management of the areas around operating equipment (e.g. turning circle of excavators), including stationing flagmen where necessary	***Number** of **accidents** associated with contractor's drivers and machine operators	Updated in Bi-Annual Implementation Progress Report to the WB
PPE ▪ Provide workers with suitable PPE at no cost based on task and site risk, with instruction, fit checks, maintenance and replacement. ▪ Required PPE may include helmets, boots, gloves, eye and hearing protection, harnesses, flotation devices etc. .	Number of workers found without appropriate PPE	Reported in Weekly Report of Construction Supervision Consultant
Working and Resting Conditions & Labor Grievance Procedure • Adequate provision of hygiene facilities, resting areas, among other things. • On-site accommodation must be safe and hygienic. Adequate supply of potable water, washing facilities, sanitation, accommodation, and cooking facilities will be	Number of workers camp (per contractors) that do not meet basic requirement on hygiene facilities and resting	Reported in Weekly Report of Construction Supervision Consultant

Risks	Monitoring Indicators	Reporting
provided. Together with the construction supervision consultant, the location and design of the site camps will be decided, and a pertinent risk assessment will be conducted. • Workers residing at site accommodation will receive training on prevention of infections from contaminated food and/or water, vector-borne and sexually transmitted diseases. • Workers residing at site accommodation will receive training on prevention of infections from contaminated food and/or water, vector-borne and sexually transmitted diseases.	areas (vis-a-vis contract specifications)	
Child labor/ forced labor • Construction materials manufactured in Lao shall be procured from suppliers who are able to certify that no forced labor (including debt bondage labor) or child labor (except as permitted by the Labor Law) were involved in the production of the materials.	**Recruitment record** ▪ **Number** of child labor found (after engagement) ▪ **Number of contract record with** age of work with supporting document for revification	Updated in Bi-Annual Implementation Progress Report to the WB
Emergency Response ▪ All work sites have health and safety plans, including identification of potential hazards and actions to be taken in case of emergency, locations prone to accidents, and emergency facilities. ▪ Confirm the referral route and access to appropriate treatment with qualified health providers. ▪ First aid equipment and facilities to be provided in accordance with the Labor Law. ▪ Provide trained first-aiders and suitable, stocked and accessible emergency supplies at each worksite. All workers will be covered by insurance against occupational hazards.	▪ Verify that medical emergency procedures, supplies, contact lists, referral arrangements are available, and that designated staff are trained. ▪ **Record** drills or briefings, emergency activations and corrective actions. ▪ **Number** of cases that trigger emergency response ▪ **Number** of emergency response cases successfully deployed and complted	▪ Reported in Weekly Report of Construction Supervision Consultant ▪ Updated in Bi-Annual Implementation Progress Report to the WB
Accidents/ Incident ▪ All workplace health and safety incident will be accurately documented in a register that is shared with the supervising engineer ▪ The register should contain the following information: (1) the incident's date, time, and location; (2) its nature; (3) type of injury, and other relevant impacts, including the number of affected workers and others; and (4) the actions that have been taken (first aid, evacuation etc.).	▪ **Number** of accidents that happen (including type, nature of accidents, and people involved) ▪ **Number of accidents** that are reported to PMU within 24 hours.	▪ Reported immedidately to Construction Supervision Consultant ▪ Report to the WB within 48 hours.

Risks	Monitoring Indicators	Reporting
	▪ **Number of accidents** that are reported to the WB within 48 hours.	▪ Updated in Bi-Annual Implementation Progress Report to the WB

8. AGE OF EMPLOYMENT

The minimum age for employment under the WISER project is 18 years of age. Prior to the engagement of labor, workers will be required to provide their identification card or birth certificate for age verification before commencing project related works. In the absence of these official documents, alternative methods could be used to support the age verification, such as a testimony/affidavit from village level where the potential employee was born, or currently live. PMU will check all supporting documents for age verification for its validity. A copy of the document used for age verification will be kept on the Employer's record.

If an Employer's worker is found to be under 18 years of age, the Employer is required to stop the work of the worker involved and check the supporting document about the worker. If a worker is under 18 is found, PMU must explain to the workers and ask the worker to stop their work immediately. PMU will then agree with the worker on how compensation for the time the worker have spent are paid, including payment of any unpaid overtime work, other benefits, leave balance, etc. The contract should be ceased immediately on the day age verification is completed.

9. TERMS AND CONDITIONS

All terms and conditions outlined in the World Bank's ESS2 (paragraphs 10 to 15) will be adopted and applied to contracted workers. In addition,

- In line with national law, the maximum working hours are limited to 8 hours per day, 6 days per week.
- PMU shall guarantee that the workers receive at least one day of rest per week. PMU shall also make arrangements for the employees to take vacation according to laws, and any other legal holidays prescribed by the laws and regulations.
- Employment opportunities will be available to all, including equal pay regardless of workers' gender, ethnicity, social and employment status.
- The wages to be paid to workers shall not be lower than the local minimum wage as required under the Labor Law (Article 105 on Minimum wage), and relevant updated legal documents.
- Relevant provisions in the Labor Law for female workers must be observed, including maternity leave for female workers, where applicable.
- Workers are required to be tested periodically for COVID-19 (per updated local regulations

at subproject location. Worker(s) tested positive will be isolated and transferred to designated health care facilities for medical treatment.

- Suspected workers will be isolated for close medical monitoring and reported to local health services/authorities for guidance/action to prevent spreading.
- Workers who are affected communicable diseases, and are unable to work will be paid in accordance with the current national regulations.

The labor contract shall be provided to workers in writing and shall have the following provisions:

- Work content (e.g. nature and scope of work);
- Working condition (duration of contract; hours of work, overtime work, place of work, annual leave, sick leave, labor protection measures, etc.);
- Remuneration payable (basic wage, bonus, and others);
- Conditions for termination of the employment contract;
- Responsibilities of parties when breaching employment contract;
- Staff regulations and rules, including Worker's Code of Conduct on SEA/SH, etc.;
- Disciplinary measures for the violation of Worker's Code of Conduct and misconduct;
- Grievance Redress Procedures (Section 10.3 of this document) related Labor and Working Conditions, and SEA/SH.

10. GRIEVANCE MECHANISM

10.1 Objective

The objective of the project's GRM is to provide affected parties/persons with redress procedures that they can use to raise a project related concern, or grievance. The GRM specifies how a project related complaint can be made, including forms and channels through which a complaint can be lodged. To facilitate the grievance resolution process, grievances received will be acknowledged in writing and resolved within a specified timeframe (as required below for each step). During the resolution process, where necessary, dialogue will be held between PMU and complainants for effective resolution. Once a complaint is resolved, aggrieved person will be notified of the resolution results. The GRM has sequential steps that aggrieved person can use. For instance, if the aggrieved person is not satisfactory with the grievance resolution result, or if their complaint is not resolved within a timeframe specified for a particular step, aggrieved person can move on to the next step in the GRM hierarchy. The project has an appeal process that aggrieved person can resort to if they are not satisfied with a resolution decision at a particular step, or if their complaints are not resolved within a specified timeframe.

PMU is required to inform its workers (in work contract and during induction trainings) of all project's grievance redress procedures for their understanding and use when necessary.

10.2 Redress Procedures

10.2.1 Redress Procedure related to labor and working conditions

Project workers can lodge their grievance/complaint as follows:

- **Step 1 – Employer Level.** Aggrieved person (AP) can submit their grievance to their Employer who serves as the first focal point for receiving and resolving grievance. Grievance can be lodged verbally or in writing, in person or by phone, text message (e.g., Whatsapp), mail or email (anonymous complaint is accepted). The Employer involved will resolve the case no later than two weeks. Once resolved and the AP is satisfied with the resolution, the Employer will report the case, including resolution process and results, to the PMU for information and record. If the AP is not satisfied with the resolution of their Employer, the Employer will refer the AP to the PMU GRM focal point, and PMU Management if needed, and inform the AP of this referral. It is noted that if a complaint concerns the safety and health of one or several individuals, such complaint shall be resolved as soon as possible and measures to ensure safety will be taken immediately.
- **Step 2 – PMU level.** PMU will resolve the complaint referred to by the Employer and acknowledge the receipt of the AP's complaints within two weeks from the date of complaint receipt. If PMU cannot resolve the complaint, the GRM focal point of PMU will consult with the head of their PMU for resolution. The GRM focal points of PMU will inform the AP of the PMU's resolution result in writing within four weeks from the date of complaint receipt. If the AP is not satisfied with the resolution outcome proposed by PMU, PMU will refer the case to the PMU for resolving and inform the AP of this referral in writing.
- **Step 3 – Court of Law.** If the AP is not satisfied with the resolution proposed above, the AP can initiate a lawsuit to the court of law at any step. The cost associated to the lawsuit shall be borne by the AP. The decision of the Court will be final.

Community workers can raise complaints directly with the PIU or PMU. The PIU will explain the channels during induction and ensure that complaints can be raised confidentially and without retaliation.

10.2.2 Redress Procedure for Complaints related to SEA/SH

Under this Project, GRM for SEA/SH is mainly used to : (i) refer the aggrieved person to local Gender-Based Violence service providers; and (ii) record resolution result of the aggrieved person. Under the project, the following principles is applied to a) recognize victim as principal decision makers in their own care, and b) treat them with agency, dignity and respect for their needs and wishes.

- Multiple channels are in place for easy access and lodging complaints.
- SEA/SH victim will be referred to local SEA/SH service provider for immediate support if they make a complaint directly to PMU.
- Confidentiality of victims are protected. The Grievance Focal Point of PMU will keep SEA/SH allegation report confidential.
- No identifiable information on the victim shall be collected and stored in Project's

Grievance Logbook.

- Costs of operating the SEA/SH GRM will be financed by the Project.
- SEA/SH victims could use the network/center for women protection and counselling services – by call hotline at 1362, or 1727 for health care services provided by Mahosoth hospital (in Vientianne).

Channels for lodging SEA/SH complaints:

- Channel 1 – Affected persons (AP) can submit a complaint, verbally or in writing, to Village Mediation Committee
- Channel 2 – Alternatively, AP can lodge their complaint, verbally or in writing, to the GRM Focal Point of PMU.
- Channel 3 – AP can submit a complaint to Women Union, if relevant.

All SEA/SH related grievance will be addressed directly by the Lao Women Union (LWU) who will be engaged by PMU to assist in addressing potential grievances related to SEA/SH.

The Project and units that resolve AP's complaint and appeal process will not charge any fees. Any expenses incurred due to submission of complaints, appeals, and phone calls, should be classified as unexpected expenses and covered by the Project.

11. CONTRACTOR MANAGEMENT

11.1 Contractor Selection

Construction contractors will be selected by PMU.

11.2 Project Performance

PMU will:

- Monitor, keep records and report on terms and conditions related to labor management (with the support of Construction Supervision Consultant – as needed);
- Keep records regarding labor conditions and workers engaged under the Project, including contracts, registry of induction of workers including Worker's Code of Conduct, hours worked, remuneration and deductions (including overtime);
- Record safety incidents and corresponding Root Cause Analysis (lost time incidents, medical treatment cases), first aid cases, high potential near misses, and remedial and preventive activities required (e.g. revised job safety analysis, new or different equipment, skills training, etc.);
- Report evidence that no child labor is involved, training/induction dates, number of trainees, and topics;
- Provide details of any worker grievances including occurrence date, grievance, and date submitted; actions taken and dates; resolution (if any) and date; and follow-up yet to be taken. Grievances listed should include those received since the preceding report and

those that were unresolved at the time of that report;

- Sign, as applicable, the Worker's Code of Conduct (See Appendix 1 – Worker's Code of Conduct).

Contractors, among other requirements in work contract, will:

- Ensure workers' GRM is accessible to all workers engaged for project activities. In particular, workers will:
    - Include the Workers' GRM in the contract to be signed with contractor's workers
    - Explain how workers GRM could be used when needed during contractor's inception for workers (before workers are mobilized to the construction sites)
    - Worker's GRM will be posted at all construction sites, including also other channels (that workers can use to submit their grievance) in addition to the internal channel that the contract will establish such as a contact (name and phone) of contractor's GRM focal points
    - Ensure the GRM information (including contract details) is displaced at the construction site (including workers' camp).
    - Appointment of a GRM focal person on the contractor side and ensure this GRM focal point is trained on the GRM and how to receive, record, and resolve the grievance – in accordance with the GRM objectives set forth in Section 10 of this document.
    - Report periodically to PMU(s) (in weekly/monthly progress report – as agreed with respective PMU) any grievance that Contractor may have received from their workers, including workers engaged by their subcontractors – if any.
    - Ensure subcontractors (if any) apply the same above requirements.

12. PRIMARY SUPPLIER

The objective of the procedure is to ensure that labor-related risks, especially child and forced labor as well as serious safety issues to the project from primary supply workers are managed. PMU and all contractors (that provide major material/supplies) will take the following measures:

- **Selection of primary suppliers**

Before contracting a primary supplier for the services, PMU will:

- Procure supplies from legally constituted suppliers;
- Inform the primary supplier that PMU will not enter into contract with any primary suppliers that a) engage child labor and/or forced labor, b) commit serious occupational health and safety issues among their workers (engaged in the supply service), c) supply materials (e.g. aggregates, select soils…) that are known to originate from areas

susceptible to risk of significant conversion, or significant degradation of natural or critical habitats;
  - Conduct a screening of potential primary suppliers for a) risk of child labor, forced labor, b) risk related to occupational health and safety among suppliers' workers, c) source of materials.
  - Where necessary, conduct secondary due diligence of potential primary suppliers by collecting information from other parties who may be familiar with the primary suppliers. This is to make sure there are no reported instances of forced/ child labor and safety incidents.

- **Remedial process**
  - When the supply of materials is in progress, if child labor, forced labor, and/or serious safety incidents involving primary supply workers are found, PMU will require the supplier to take necessary corrective actions. PMU will periodically check on the implementation of mitigation measures to make sure the primary supplier's corrective actions are on track. If the mitigation measures are found to be ineffective, PMU will switch to other qualified primary suppliers within a reasonable amount of time.

13. COMMUNITY WORKERS

13.1 Definition

Under WISER project, in each project village, 2-3 local people would be potentially engaged by the project to support/facilitate project planning and implementation at village level. These members are typically from the Village Development Committee.

Though these peoples may hold existing roles in village institutions, their participation in WISER is voluntary and relates to short–term, ad–hoc tasks (e.g., facilitation of project meetings and consultations, support to surveys/data collection, coordination and communication of project activities, and accompaniment to project field activities), which require them to perform extra project related work (in addition to their existing government–designated responsibilities). Since project related activities can expose them to safety risks (e.g., travel, field visits, interaction with project beneficiaries and contracted workers), these people (who work on a voluntary basis under this project) are classified as Community Workers (CW) – as per ESS2. Identification of these risks (as potentially associated with CW) aim to ensure these CW are aware of, trained on these risks and risk management, and can use project–level GRM as needed.

Given this, it is estimated that about 30 people will be engaged as village facilitators from five project provinces. In this LMP, these village facilitators are classified as community workers (CW) – as per ESS2.

13.2 Nature and scope of work

In each project village, Community Workers will facilitate implementation of different project activities, particularly activities involve project planning and implementation. When carrying out these works, CW typically need to travel from home to meeting places, training venues, construction sites, doing consultation, and survey, etc., within their own villages. Depending on

the amount of workes, CW may get some allowance to cover their travel (e.g. petrol) and communication (mobile phone). Key roles of CWs are described briefly below:

- Facilitate subproject planning and implementation
- Provide support in organization of village level meetings, public consultations, survey, and so on.
- Collect and provide information that are required for subproject planning and implementation.
- Attend project's trainings, and so forth.

13.3 Risks associated with Community Workers

Offer participation on equal terms to both men and women, and agree practical schedules, remuneration where relevant, and safe travel arrangements with workers. When CW support project works, they are exposed to the following risks (as identified in Section 3 of this document):

- **Accident risk** (while traveling by motorcycle for project purpose).
- **SEA/SH risk** (when travelling and working outside their family, interacting with other community members, project workers, and sometimes strangers).
- **Discrimination** (from male community member and the elderlies…)
- **Contracting of disease(s)** and **spreading of communicable disease** (affected while working outside the family) **to other people,** including their own family and community members).

13.4 Terms and Conditions

The following terms and conditions will be discussed with persons who agreed to support the project as community workers. If new community workers are engaged by the project (based on their roles and responsibility), terms and conditions specified in this Section (Section 13) will apply. Since labor provided by community workers is on a voluntary basis, the following terms and conditions will apply to all community workers.

CWs are expected to be identified from existing village-level structures (e.g., Village Development Committee and/or Village Mediation Committee) whose members are already in place when the project engages with the village. If additional persons are needed (to support project activities), more CWs will be identified through a transparent, public, and non-discriminatory process – in consultation with village authorities. The PMU will conduct a village meeting to explain CW roles, expected tasks, project related risks, OHS measures, Code of Conduct expectations, and the project GRM. New CWs will confirm their voluntary participation and understanding through signed meeting minutes (see sample template in Annex 4) and/or other written acknowledgment (as needed) before CWs begin doing voluntary works the project expect from them.

Requirements for selection of CWs

- The minimum working age of any community workers engaged under the project will be 18 years.
- Female members are encouraged to join.
- Participation must be freely agreed. Record whether the assignment is voluntary,

reimbursed or paid and the applicable terms. Refusal or withdrawal will not affect access to Project benefits.

- Recruitment procedures will be transparent, public and non-discriminatory with respect to ethnicity, religion, sex, disability, and beliefs.

Terms and Conditions

Village authorities will assist with open, non-discriminatory outreach and local coordination. The PIU and district authority will verify selection, explain the tasks and risks, and record voluntary agreement. The district authority will issue the individual written appointment. Terms and conditions must be discussed with potential CWs to obtain their written agreement before they are engaged by village authorities to support the project as CW in their own village.

- Occupational Health and Safety described in this LMP (Section 5) will apply to community workers.
- Community workers will be trained on recognizing all social and environmental risks and impacts that they may be exposed to know to manage such risks and impacts, particularly risks related to their health and safety while at work.
- The community members understand that they can revoke their consent, at any time during project cycle, on serving the project as community workers.
- Community workers have access to project's GRM (as described in project's Stakeholder Engagement Plan).
- These requirements will be reflected/updated into respective Project Operational Manual, and relevant guidance and manuals.

ANNEXES

Annex 1 – Worker's Code of Conduct

The Appendix has two Worker's Code of Conduct (COC). The first is for ESHS and SEA/SH, and the second is for working with local Ethnic Communities.

1.1 Code of Conduct related to ESHS and SEA/SH

Instructions:

This Code of Conduct shall be perused and signed by all individual workers who enter direct work contract with a) PMU, b) PMU's consulting firms and service providers, c) contractors engaged in civil works.

I, _____, acknowledge that adhering to environmental, social, health and safety (ESHS) standards, following the project's occupational health and safety (OHS) requirements, and prevention of Sexual Exploitation & Abuse (SEA)/Sexual Harassment (SH), are important.

I understand that that failure to follow ESHS and OHS requirement, or to partake in activities constituting SEA/ SH -- be it at the project site, the surrounding area of the project site, workers' camps, or the project communities, including community members and project workers, constitute acts of gross misconduct and are therefore grounds for sanctions, penalties or potential termination of employment. Prosecution by the Police of those who commit SEA/SH may be proceeded as applicable under relevant Laws.

I agree that while working on the project, I will:

- Carry out my duties competently and diligently.
- Comply with this Worker's Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other project workers, and any other person and community members.
- Maintain a safe working environment including by:
    - Ensure that workplaces, machinery, equipment and processes under each person's control are safe and without minimal risk to health and safety of those involved.
    - Use appropriate measures relating to chemical, physical and biological substances and agents; and
    - Follow applicable emergency response procedures.
- Report works situations that I believe unsafe or unhealthy to either project workers and/or community and remove myself and inform those relevant to remove themselves from a work situation which I reasonably believe imminent and dangerous to safety, life and health of those involved.
- Consent, if required, to a background check in any place I have worked for more than six months.
- Attend and actively partake in training courses related to ESHS, OHS, SEA/SH, as requested by my employer.

- Always wear my personal protective equipment (PPE), as required while at work or engaged in project related activities.
- Take all practical steps to implement the environmental and social code of practice (ESCOP), which may include OHS Management Plan.
- Abide by a zero-tolerance policy as to SEA/SH and alcohol consumption during work activities, and refrain from use of narcotics or other substances which can impair worker's expected working ability and judgement.
- Respect women, children (persons under 18 years of age), and the elderlies regardless of their ethnic background, language, religion, personal opinions, disability, and/or other socioeconomic status.
- Shall not use language or behavior that are inappropriate to community members and project workers, particularly women, children, and the elderlies,
- Shall not commit any sexual abuse and or exploit, and/or sexual harassment of any kinds to community members in the project area and any project workers.
- Shall not engage in sexual harassment of project personnel and staff — for instance, making unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (looking somebody up and down; kissing, howling or smacking sounds; hanging around somebody; whistling and catcalls; in some instances, giving personal gifts.
- Shall not engage in offering any work-related favors such as making promises of favorable treatment (i.e. promotion), or make threats of unfavorable treatment (i.e. loss of job), or make payments in kind or in cash depending on sexual acts — or other forms of humiliating, degrading or exploitative behavior.
- Shall not engage in using prostitution service, and/or hospitality services that may engage labor under 18 years of age -- in any form and at any time during project implementation.
- Shall not participate in sexual contact or activity with children under 18 years of age —including grooming or contact through digital media. Mistaken belief regarding the age of a child is not a defense. Consent from the child is also not considered a defense or excuse.
- Consider reporting through the project's GRM, or to my manager, any suspected or actual SEA/SH deed by a fellow worker, whether employed by my company or not, or any breaches of this Code of Conduct.
- Complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including on health and safety matters, and Sexual Exploitation & Abuse, Sexual Harassment.
- Report violations of this Code of Conduct; and

With respect to children under the age of 18:

- Bring to the attention of my manager the presence of any children on the construction site or engaged in hazardous activities.
- Wherever possible, ensure that another adult is present when working in proximity to children.
- Shall not invite unaccompanied children unrelated to my family into my home unless they are at immediate risk of injury or in physical danger.

- Not use any computers, mobile phones, video and digital cameras or any other medium to exploit or harass children or to access child pornography (see also “Use of children's images for work related purposes” below).
- Avoid, in all circumstances, any verbale and/or physical punishment or discipline of children.
- No hiring of children (under 18) in any project activity.
- Comply with all relevant local regulations, including labor law in relation to child labor and forced labor.
- Take appropriate caution when photographing or filming children (see also section below). Photos or films of children should generally not be taken under the project, except for instances showing the benefits or impacts of road works, such as impacts to schools or school safety trainings.

Use of children's images for work related purposes

When photographing or filming a child for work related purposes, I must:

- Before photographing or filming a child, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
- Before photographing or filming a child, obtain informed consent from the child and a parent or guardian of the child. As part of this, I must explain how the photograph or film will be used.
- Ensure photographs, films, videos present children in a dignified and respectful manner and not in a manner that is vulnerable or submissive. Children should be adequately dressed up and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels do not reveal identifying information about a child when sending images electronically.

Raising Concerns

If any person observes behavior that I believe may represent a violation of this Code of Conduct, or that otherwise concerns me, I will raise the issue promptly. This can be done in either of the following ways:

1. Contact [enter name of the Employer’s Social Focal Point] to handle these incidences.
2. Call Employer’s telephone (See contact detail at Section 6 of project’s Stakeholder Engagement Plan).

The person’s identity will be kept confidential, unless reporting of allegations is mandated by the country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. PMU will take all reports of possible misconduct seriously, and will investigate and take appropriate action. In case of SEA/SH, PMU will provide referral to local service provider who will provide support to SEA/SH victims (See also Section 6.4 of project’s Stakeholder Engagement Plan).

There will be no retaliation against any person who raises a concern in good faith about any behavior prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

Sanctions

I understand that if I breach this Workers’ Code of Conduct, my employer will take disciplinary action which could include:

- Informal warning.
- Formal warning.
- Additional Training.
- Termination of employment.
- Report to the Police if warranted.

I understand that it is my responsibility to:

Ensure that the Environmental, Social, Health and Safety requirements are met.

Adhere to the Occupational Health and Safety Management Plan

Avoid actions or behaviors that could be construed as SEA/SH. Any such actions will be a breach to this Workers' Code of Conduct.

I hereby acknowledge that I have perused the foregoing part of this Workers' Code of Conduct, agree to comply fully with the requirements contained therein and understand my roles and responsibilities to prevent and respond to ESHS, OHS, SEA/SH issues. I understand that any actions that are inconsistent with this Workers' Code of Conduct, or failure to act as mandated by this Workers' Code of Conduct may result in disciplinary action and may affect my ongoing employment.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

1.2 Code of Conduct for Working with Local Ethnic Communities

This Code of Conduct is grounded on the Objectives of the WB's ESS7, which are:

- To ensure that the development process fosters full respect for the human rights, dignity, aspirations, identity, culture, and natural resource-based livelihoods of Indigenous Peoples.
- To avoid adverse impacts of projects on Indigenous Peoples, or when avoidance is not possible, to minimize, mitigate and/or compensate for such impacts.
- To promote sustainable development benefits and opportunities for Indigenous Peoples in a manner that is accessible, culturally appropriate and inclusive.
- To improve project design and promote local support by establishing and maintaining an ongoing relationship based on meaningful consultation with the Indigenous
- To recognize, respect and preserve the culture, knowledge, and practices of Indigenous Peoples, and to provide them with an opportunity to adapt to changing conditions in a manner and in a timeframe acceptable to them.

Annex 2 – Guidance for Establishing Project Grievance Logbook

A Project Grievance Logbook (PGL) will be established by each project's Village Authority and used and maintained by directly by Village Mediation Committee. A Similar PGL is established at district PMU that consolidate grievance records submitted by VDC/VMC) and report to PMU at Central level. The PGL summarizes concerns/complaints received as a list, along with key statistics on the number of complaints, time spent for each complaint from receipt to final resolution. Each grievance should be assigned with a unique number. A good practice is to assign the case by the date of receipt, such 2024-12, etc.). Supporting documents associated to each grievance should be documented electronically or in hard copy for convenient retrieval when needed. These supporting documents may include letter, email, record of conversation, etc.

The sample table below can be used. The table should include:

- Name and contact details of complainants.
- Details of the nature of the grievance.
- Date received,
- How it was submitted, acknowledged, resolved, and closed.

Grievances can be submitted anonymously, or the aggrieved person can also request their name be kept confidential.

Project Grievance Logbook (PGL)								
Name of Complainant (or anonymous)	Sex (M/F)	Contact info	Date Received	Details of the nature of the grievance (environmental impacts, social impacts, labor, health, etc.)	To whom was grievance submitted	Actions to resolve grievance	Date grievance was settled (and what stage)	How was the response provided?

Annex 3 – Reportable Incidents

The following incident types are to be reported using the environmental and social incident response process.

- **Fatality**: Death of a person(s) that occurs within one year of an accident/incident, including from occupational disease/illness (e.g., from exposure to chemicals/toxins).
- **Lost Time Injury**: Injury or occupational disease/illness (e.g., from exposure to chemicals/toxins) that results in a worker requiring 3 or more days off work, or an injury or release of substance (e.g.,chemicals/toxins) that results in a member of the community needing medical treatment.
- **Acts of Violence/Protest**: Any intentional use of physical force, threatened or actual, against oneself, another person, or against a group or community, that either results in or has a high likelihood of resulting in injury, death, psychological harm, deprivation to workers or project beneficiaries, or negatively affects the safe operation of a project worksite.
- **Disease Outbreaks**: The occurrence of a disease in excess of normal expectancy of number of cases. Disease may be communicable or may be the result of unknown etiology.
- **Child Labor:** An incident of child labor occurs: (i) when a child under the age of 14 (or a higher age for employment specified by national law) is employed or engaged in connection with a project, and/or (ii) when a child over the minimum age specified in (i) and under the age of 18 is employed or engaged in connection with a project in a manner that is likely to be hazardous or interfere with the child's education or be harmful to the child's health or physical, mental, spiritual, moral or social development.
- **Forced Labor:** An incident of forced labor occurs when any work or service not voluntarily performed is exacted from an individual under threat of force or penalty in connection with a project, including any kind of involuntary or compulsory labor, such as indentured labor, bonded labor, or similar labor-contracting arrangements. This also includes incidents when trafficked persons are employed in connection with a project.
- **Environmental pollution incident:** Exceedances of emission standards to land, water, or air (e.g., from chemicals/toxins) that have persisted for more than 24hrs or have resulted in harm to the environment.
- **Discrimination based on SOGI:** Discrimination means creating a distinction, exclusion, or restriction which has the purpose or effect of impairing or excluding a person based on their real or perceived sexual orientation, gender identity, gender expression, or sex characteristics from being on an equal basis with others.
- **Sexual Exploitation:** Any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. In Bank financed operations/projects, sexual exploitation occurs when access to or benefit from a Bank financed Goods, Works, Non-consulting Services or Consulting Services is used to extract sexual gain.
- **Sexual Abuse:** Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. In Bank financed operations/projects, sexual abuse occurs

when a project related worker (contractor staff, subcontractor staff, supervising engineer) uses force or unequal power vis a vis a community member or colleague to perpetrate or threat to perpetrate an unwanted sexual act.

- **Sexual Harassment:** Any unwelcome sexual advance, request for sexual favor, verbal or physical conduct or gesture of a sexual nature, or any other behavior of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment, or creates an intimidating, hostile or offensive work environment. In Bank financed operations/projects, sexual harassment occurs within the context of a subcontractor or contractor and relates to employees of the company experiencing unwelcome sexual advances or requests for sexual favor or acts of a sexual nature that are offensive and humiliating among the same company's employees.
- **Other**: Any other incident or accident that may have a significant adverse effect on the environment, the affected communities, the public, or the workers, irrespective of whether harm had occurred on that occasion. Any repeated non-compliance or recurrent minor incidents which suggest systematic failures that PMU deems needing the attention of the WB.

For environmental and social incidents

4.A. Form to be completed by PMU within 48 hours

B1: Incident Details			
Date of Incident:	**Time:**	**Date Reported to PIU:**	**Date Reported to WB:**
Reported to PIU by:	**Reported to WB by**:	**Notification Type**: Email/'phone call/media notice/other	
Full Name of Main Contractor:		**Full Name of Subcontractor**:	

B2: **Type of incident (please check all that apply)**[1]
Fatality ☐ Lost Time Injury ☐ Displacement Without Due Process ☐ Child Labor ☐ Acts of Violence/Protest ☐ Disease Outbreaks ☐ Forced Labor ☐ Unexpected impacts on heritage resources ☐ Unexpected impacts on biodiversity resources ☐Environmental pollution incident ☐ Dam failure ☐ Other ☐

B3: Description/Narrative of Incident

For example:

I. *What is the incident?*
II. *What were the conditions or circumstances under which the incident occurred (if known)?*
III. *Are the basic facts of the incident clear and uncontested, or are there conflicting versions? What are those versions?*
IV. *Is the incident still ongoing or is it contained?*
V. *Have any relevant authorities been informed?*

B4: Actions taken to contain the incident			
Short Description of Action	**Responsible Party**	**Expected Date**	**Status**

For incidents involving a contractor:
Have the works been suspended under Contract GCC8.9? Yes ☐**;** No ☐**;**
Name of Contractor:

B5: What support has been provided to affected people

4.B. Form to be completed by PMU (following investigation)

C3a: Fatality/Lost time Injury information

Cause of fatality/injury for worker or member of the public (please check all that apply):

1. Caught in or between objects ☐ 2. Struck by falling objects ☐ 3. Stepping on, striking against, or struck by objects ☐
4. Drowning ☐ 5. Chemical, biochemical, material exposure ☐ 6. Falls, trips, slips ☐ 7. Fire & explosion ☐
8. Electrocution ☐ 9. Homicide ☐ 10. Medical Issue ☐ 11. Suicide ☐ 12. Others ☐
***Vehicle Traffic:* 13. Project Vehicle Work Travel ☐ 14. Non-project Vehicle Work Travel ☐ 15. Project Vehicle Commuting ☐**
16. Non-project Vehicle Commuting ☐ 17.Vehicle Traffic Accident (Members of Public Only) ☐

Name	**Age/DOB**	**Date of Death/Injur**	**Gender**	**Nationality**	**Cause of Fatality/Injur**	**Worker (Employer)/Public**

		y			y	

C3b: **Financial Support/Compensation Types (To be fully described in Corrective Action Plan template)** **1. Contractor Direct ☐ 2. Contractor Insurance ☐ 3. Workman's Compensation/National Insurance ☐** **4. Court Determined Judicial Process ☐ 5. Other ☐ 6. No Compensation Required ☐**			
Name	**Compensation Type**	**Amount (US$)**	**Responsible Party**

C4: Supplementary Narrative

For SEA/SH Incident

4.C. Incident Form for SEA/SH (to be completed by PMU within 48 hours)

B1: Incident Details		
Date of incident intake by theproject/GM:	**Date Reported to PIU:**	**Date Reported to WBG:**
Reported to project/GM by: ☐ Survivor ☐ Third party ☐ Other: _____ **Is a record of this incident in GM?** Yes ☐ No ☐	**Reported to PIU by**: ☐ GM operator ☐ Directly, by Survivor ☐ Directly, by third party ☐ Other: _____	**Reported to WBG by**: ☐ PIU ☐ Directly, by Survivor ☐ Directly, by third party ☐ Other: _____

B2: **Incident type (please check all that apply)** See Appendix 1 for definitions

Sexual exploitation ☐ Sexual abuse ☐ Sexual harassment ☐

B3: Provide the following details from the GM record	
Age of survivor (if recorded in GM):	Have the national legislation or mandatory reporting requirements been followed? Yes ☐ No ☐
Sex of survivor (if recorded in GM): Male ☐ Female ☐ Other ☐	Was the survivor referred to service provision?[29] Yes ☐ No ☐
Is the survivor employed by the project (as indicated bythe survivor or complainant and reported in the GM)? Yes ☐ No ☐	Is the alleged perpetrator employed by the project (asindicated by the survivor or complainant and reported in the GM)? Yes ☐ No ☐

B4: Basis for further action	
a. Has the complainant provided informed consent tolodge a formal complaint? Yes ☐ No ☐	c. Has the survivor provided informed consent to be partof an investigation into misconduct? Yes ☐ No ☐
b. Does the employer have a suitable administrative process and capacity in place to investigate misconductrelating to SEA/SH in a survivor-centered way? Yes ☐ No ☐	d. Has the complaint been filed anonymously or through athird party? Yes ☐ No ☐
If the answer to any of these questions is no, has the GM assessed the risks and benefits of carrying out an investigation into the alleged misconduct, taking into account the survivor's safety and wellbeing? Yes ☐ No ☐	
Will an investigation into misconduct be undertaken in addition to an investigation into adequacy of project systems, processes or procedures? Yes ☐ No ☐	

4.D. Incident Form for SEA/SH (to be completed by PMU following SEA/SH investigation)

C1: Findings of the investigation		
Have sanctions against a perpetrator been recommended as part of an investigation into misconduct? Yes ☐ No ☐	Has an investigation into adequacy of project systems, processes orprocedures been undertaken? Yes ☐ No ☐	
C2: Corrective actions to be implemented (To be fully described in Corrective Action Plan)		
Short Description of Action (SEA/SH examples)	**Responsible Party**	**Timeline for completion/Status**
Referral of Survivor to holistic care services		
Undertake disciplinary investigation in accordancewith GM timelines and confirmed process		
Disciplinary actions, including sanctions, to beapplied following misconduct investigation by Employer		
Increased training on Codes of Conduct (CoC)		
Audit of implementation of SEA/SH safetymitigation		
Strengthened awareness training on project-related risks, CoC and how to report incidents for project-affected community		
Training for project supervisors on the need tofollow guidelines of behavior in CoC and theirsupervisory responsibilities		
Plan to improve coverage/quality of service provision		
Any other system strengthening measures orcorrections for system failures that are necessary		

Annex 4 – Sample Meeting Minutes between Village Authority & Community Workers

(Used in connection with Section 13 – Community Workers of this LMP)

Minutes of Meeting

Province	
District	
Village	
Number of Participants	
Of which	Number of Female Participants:_____ Number of Male Participants:_____
Ethnic groups	
Date of Meeting	

A. PURPOSE OF MEETING

1. PROJECT BACKGROUND

1.1 Project purpose
1.2 Project expected outcome:
1.3 Project beneficiaries:
1.4 Project activities:

2. ENVIRONMENTAL AND SOCIAL RISKS AND IMPACTS AT VILLAGE SUBPROJECT

3.1 Social risks and impacts

3.2 Environmental, Health and Safety risks and impacts:

3. MITIGATION MEASURES

4. GRIEVANCE REDRESS MECHANISM

5. STAKEHOLDER ENGAGEMENT AND INFORMATION DISCLOSURE

B. FEEDBACK FROM PARTICIPANTS

NOTE: Please summarize below:

- Key points and details that have been discussed:

- Key points and details that have been agreed:
- Please explain how such agreement was reached:
- Please list the key groups of beneficiaries that the community workers will serve:

Annex 5 – Occupation Health and Safety Training Plan[2]

The purpose of this training plan is to ensure OHS risked initially anticipated (during project design) are validated and updated during project's inception stage. This aims to faciliate effective OHS management by project stakeholders involved, particularly those who are present in the project's construction area which make them prone to the OHS risks and impacts.

For Project Workers

At a minimum, project workers must know the general occupational healh and safety at workplace, construction sites, and specific sites if they are required to work, or visit those sites occasionally. Project workers, depending on their roles in project and the level of exposure to OHS risks identified in this LMP needs to be trained on project related hazards and the safe work practices to help them control exposure, and individual's role in all types of emergency situations. The project will ensure all project workers understand OHS risks and hazards to which they may be exposed and know measures they need to take to prevent harm to themselves and to others exposed to these hazards.

Commitment of PMU

PMU will commit sufficient resources to ensure project workers (identified under Section 2 -- Overview On Labor Use Under The Project) will receive timely **general OHS orientation,** including an overview of project's OHS risks and requirements, grievance redress mechanism, safety rules of PMU/Contractors for the following circumstances:

- **Whenever a staff member is given a new job assignment** - provide general OHS orientation during formal classroom training, and again, when the supervisor provides specific task training. It is important that (construction) supervisors emphasize safety during initial task assignment.
- **Whenever new work procedures are begun** --during formal classroom training and supervisor on-the-job training.
- **Whenever new equipment is installed** (particularly for civil work contractors) - if new hazards are introduced.
- **Whenever new substances** are used (particularly for civil work contractors) --hazard communication program may apply.
- **The bottom line**: train safety whenever a new hazard is introduced to project workers.

Project workers must be trained and understand that they are responsible for complying with all safety requirement of their employers, including PMU, main contractors, subconstractors, consultants, service providers…). They should be aware of the fact that most accidents could be prevented by their safe work practices. They must be familiar with any personal protective equipment (PPE) required for their jobs. Examples include helmet for motorcylists, welding helmet, safety glasses, welding gloves, flame-resistant clothing (long sleeves and pants), safety footwear for welders. They must know what to do in case of emergencies. Each project workers needs to understand that they are not expected to start working a

[2] This plan is developed with reference to resoures provided at https://www.oshacademy.com

new assignment until they have been properly trained, particular for works that expose them to identified OHS risks. If a job that appears to be unsafe need to be reported to their immediate supervisor(s).

For Supervisors

Supervisors will be given special training to help them in their leadership role. They will be trained to identify hidden hazards in the work under their supervision, and insist on the maintenance of the physical protection in their areas; and reinforce project workers hazard training through performance feedback and consistent enforcement when necessary. Supervisors and managers must understand that their first responsibility is to make sure they have met their obligations to their project workers before considering disciplinary action.

PMU will commit necessary resources to ensure supervisors understand the responsibilities below and the reasons for them:

- **Detecting and correcting hazards** in their work areas before they result in injuries or illnesses
- **Providing physical resources and psychosocial support** that promote safe work
- **Providing performance feedback** and effective recognition and discipline techniques
- **Conducting on-the-job training**

For civil work contractors, supervisors/group leads are considered the primary safety trainers. All supervisors/group leads will complete training of trainders classes to learn training techniques and how to test project workers knowledge and skills. They will also receive training on how to apply fair and consistent recognition and discipline. Supervisor training may be provided by the supervisor's immediate manager, by contractors' OHS specialist, or by resource persons engaged outside.

Incentives, Recognition and Reward

The purpose of an effective incentive/recognition process is to motivate project workers involvement and build ownership in our safety culture. When project workers make suggestions that improve our safety training, PMU will formally recognize their contributions. When project workers make a significant contribution that meets established criteria, PMU will recognize and award tangible rewards. Project workers will submit all suggestions directly to immediate supervisors. Supervisors are authorized to recognize/reward project workers on-the-spot when the suggestion substantially improves the training process or content.

Types of Training

Required rules-related training will be conducted according to guidelines detailed in OSHA Publication, 2254. PMU will also make sure additional trainings are conducted as deemed appropriate. PMU will ensure content of Occupational Healht and Safety trainingsare in full compliance with overall, relevant requirements set forth in the Law on Labour (2013), Law on Hygiene, Prevention and Health Promotion (2019), and relevant effective legal documents such as Decree on Occupational Health and Safety, No. 22/GoL (2019) and Health Insurance Law (amended version, 2018).

In general, OHS training will be conducted on the following levels:

- **General Safety Education:** General safety information is communicated to project workers. No measurement of knowledge, skills, and abilities (KSA's) are required.
- **Specific Safety Training:** Specific safety information and instruction on performing safe procedures and practices. SKA's are measured/tested. Project workers must meet established criteria for SKA's to successfully complete the course.
- **Traing based on workers' experience:**

  Orientation for New Project Workers. The format and extent of orientation training will depend on the complexity of hazards and the work practices needed to control them. Orientation will include a combination of initial classroom and follow-up on-the-job training (OJT).

  - For some jobs, orientation may consist of a quick review of site safety and health rules; hazard communication training for the toxic substances present at the site; training required by relevant OHS standards, e.g., fire protection, lockout/tagout, etc; and, a run-through of the job tasks. This training will be presented by the new Project workers's supervisor or delegated project workers.
  - For larger tasks with more complex hazards and work practices to control them, orientation will be structured carefully. PMU will make sure that our new project workers start the job with a clear understanding of the hazards and how to protect themselves and others.
  - PMU will follow up supervisory training with a buddy system, where a worker with lengthy experience is assigned to watch over and coach a new project worker, either for a set period of time or until it is determined that training is complete.
  - Whether the orientation is brief or lengthy, the supervisor will make sure that before new project workers begin the job, they receive instruction in responding to emergencies. All orientation training received will be properly documented.

  On-the-Job Training. OJT training relates principles and theories to work skills that are then taught and applied in the work environment. OJT is designed to reinforce formal classroom training. All new-hire project workers require training to perform their jobs effectively. In this regard, OJT is an essential supplement to formal classroom training. OJT assignments may be provided concurrently with formal training to emphasize and complement material covered in formal training courses. Time allotted to accomplish OJT assignments should be compatible with the newhire's current knowledge, skill, and experience levels. The supervisor of project workers should assess the project workers's ability to successfully complete OJT training.

  Personal Protective Equipment (PPE). Workers needing to wear personal protective equipment (PPE) and persons working in high risk situations will need special training. Supervisors and project workers alike must be trained on the proper selection, use, and maintenance of PPE. Since PPE sometimes can be cumbersome, project workers may need to be motivated to wear it in every situation where protection is necessary. Therefore,

training will begin with a clear explanation of why the equipment is necessary, how its use will benefit the wearer, and what its limitations are.

Project workers are always reminded by superviors and their peer workers of protecting themselves, and not only to eliminate and reduce the hazards, but also to provide suitable PPE where needed.

Individual project workers will become familiar with the PPE they are being asked to wear. This is done by handling it and putting it on. Training will consist of showing project workers how to put the equipment on, how to wear it properly, and how to test for proper fit and how to maintain it. Proper fit is essential if the equipment is to provide the intended protection. PMU will conduct periodic exercises in finding, donning, and properly using emergency personal protective equipment and devices.

Vehicular Safety

All workers operating a motor vehicle on the job (on or off premises) will be trained in its safe vehicle operation, safe loading and unloading practices, safe speed in relation to varying conditions, and proper vehicle maintenance. PMU will emphasize in the strongest possible terms the benefits of safe driving and the potentially fatal consequences of unsafe practices.

Emergency Response

PMU will train our project workers to respond to emergency situations. Every project workers at every worksite will understand:

- Emergency telephone numbers of focal points (on-site and off-site);
- Emergency exits and how they are marked;
- Evacuation routes; and
- Signals that alert project workers to the need to evacuate.

Periodic Safety and Health Training

At some worksites, complex work practices are necessary to control hazards. At other places, occupational injuries and illness may be common (e.g. season specific). At such sites, contractors will ensure that all workers engaged to construction sites receive periodic safety and health training to refresh their memory and to update new methods of control, if any. New training will also be conducted as necessary when OHS requirements change or new standards are issued.

Where the work situation changes rapidly, weekly meetings will be conducted as needed. Such situation may include wet season where heavy, typhoons, flooding may be sudden. These meetings will remind workers of the upcoming week's tasks, the environmental changes that may affect them, and the procedures they may need to protect themselves and others.

Identifying types of training

Specific hazards that project workers, particularly those hired by main contractors and subcontractors, may need to know about should be identified through total site health and safety surveys, job hazard analysis, and change analysis that need to be conducted by the main contractors - before workers are deployed to the construction sites. Accident and injury records may reveal additional hazards that are situation- and site-specific, and needs for training. Near-miss reports, maintenance requests, and suggestions from workers on the site may uncover still other hazards requiring training for workers.

Monitoring the Training Program

Monitoring of workers' progress through the developmental period is critical to ensure success of the OHS training program. Monitoring provides information to the supervisor regarding the benefits and effectiveness of the training received. It also provides information on the ability of the trainees (workers) to achieve training goals and objectives.

Both the workers 's supervisor and training staff play major roles in the monitoring process. To ensure adequate monitoring of the safety training program the actions below must be taken.

The supervisor will ensure that each worker has completed the necessary prerequisites before the start of work in the designated site.

- The supervisor will review the workers' performance of task assignments.
- The supervisor will conduct a review with the new-hire workers following each required training activity, particularly for those working in environment that expose them to risk of injuries, illeness, and long-term health.
- This review provides the supervisor with information on the progress of the workers and can assist in identifying areas requiring further training.
- When the supervisor determines that the new-hire workers have sufficient experience to successfully complete a task, the OJT review may be discontinued. This is particularly true to workers engaged from local community.
- The supervisor and workers will complete training documentation.

Evaluating the Training OHS Program

The OHS training program should be reviewed periodically – annually for direct and workers contracted directly by PMU and and at interval required specifically for the job skills of workers hired by contractors (including both main and subcontractors). The purpose of program evaluation is to review if the OHS training program delivered expected outputs and outcomes, and identify areas for training improvement.

- Evaluation will include analysis of project workers' attendance at training sessions. Training will not work for a project worker who does not show up. Absenteeism can signal a problem with the worker, but it can also indicate a weakness in training content and presentation.

- PMU will compare pre-and post-training injury and accident rates overall. The periods of time being compared must be long enough to allow significant differences to emerge if training has made a difference.
- PMU will determine whether the training provided has achieved its goal of improving project workers safety performance. Evaluation will highlight training program strengths and identify areas of weakness that need change or improvement.