



# **SOCIAL, SAFETY AND HEALTH SAFEGUARDS IMPLEMENTATION GUIDELINES**

## **FOR LOCAL GOVERNMENTS**

### **A SIMPLIFIED VERSION**

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## **ACRONYMS AND ABBREVIATIONS**

BOQs	Bills of Quantities
BOWEC	Building Operations and Works of Engineering Construction
CBO	Community Based Organisation
CDO	Community Development Officer
COFTU	Confederation of Free Trade Unions of Uganda
CSOs	Civil Society Organisations
DCDO	District Community Development Officer
ED	Executive Director
FBOs	Faith Based Organisations
FUE	Federation of Uganda Employers
GRC	Grievance Redress Committee
GRM	Grievance Redress Mechanism
HIV/AIDS	Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome
HLG	Higher Local Government
HUMC	Health Unit Management Committee
ILO	International Labour Organisation
LCs	Local Councils
LD	Labour Department
LGs	Local Governments
LLG	Lower Local Government
MGLSD	Ministry of Gender, Labour and Social Development
MoH	Ministry of Health
MOU	Memorandum of Understanding
NGO	Non-Governmental Organisation
NOTU	National Organisation of Trade Unions
NIN	National Identification Number
NSSF	National Social Security Fund
OSH	Occupational Safety and Health
PAP	Project Affected Person
PCDO	Principal Community Development Officer

PLWHIVs	People Living with Human Immunodeficiency Virus
PPE	Personal Protective Equipment
PTA	Parent Teacher Association
PWD	Persons With Disability
SGBV	Sexual and Gender Based Violence
SIA	Social Impact Assessment
SMC	School Management Committee
SOPs	Standard Operating Procedures
SSHMP	Social, Safety and Health Management Plan
SWOT	Strengths, Weaknesses, Opportunities and Threats
TIN	Tax Identification Number

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## **Foreword**

The Ministry of Gender, Labour and Social Development (MGLSD), is the lead agency in the implementation of Social, Safety and Health Safeguards. For this reason, it emphasises coordination and management of community activities to reduce poverty.

To deliver, its mandate, the Ministry is supported by international, regional and national regulatory frameworks. The national regulatory frameworks include the; Constitution of the Republic of Uganda, Occupational Safety and Health (OSH) Act, Persons with Disability (PWD) Act, Employment Act, Children (Amendment) Act, Labour Unions Act, Workers' Compensation Act, National Social Security Fund (NSSF) Act, Community Development Policy, Uganda Gender Policy, Equal Opportunities Policy, National Child Labour Policy, Employment Policy, National HIV/AIDS and World of Work Policy and Community Mobilisation and Empowerment Strategy.

Despite various community empowerment efforts, it is evident that the Social, Safety and Health Safeguards have not been adhered to, hence a significant number of persons in the communities still continue to be marginalized, susceptible to exploitation and are often excluded from the benefits of development.

Some of the reasons for this predicament include; inadequate funding for the Community Development function, limited knowledge and appreciation of Social, Safety and Health Safeguards and discrimination of vulnerable groups.

In developing the Social, Safety and Health Safeguards Implementation Guidelines for Local Governments, we intend to guide stakeholders to prevent, mitigate and respond to social, safety and health risks during planning/design and implementation of development programmes and projects at that level.

I therefore call upon all stakeholders and in particular the Local Governments to utilize the Social, Safety and Health Safeguards implementation guidelines so that the well-being of communities is enhanced sustainably.

**For God and My Country**

  
A.D Kibenge  
PERMANENT SECRETARY

## GLOSSARY

<b>Adverse Effects</b>	Undesirable and unintended although not necessarily unexpected results
<b>Child Care Facility</b>	Building/structure or portion thereof used for educational, supervision or personal care services for more than one (1) child of seven (7) years in age or less
<b>Child Labour</b>	<p>Work, which by its nature or circumstances in which it is performed is likely to harm the health, safety or morals of a child or children</p> <p>Children between the ages of 14-17 years may engage in light work under the supervision of an adult and work should not exceed 14 hours per week</p>
<b>Community Engagement</b>	Process of working collaboratively with and through groups of people affiliated by geographical proximity, special interest or similar situations to address issues affecting the wellbeing of those people
<b>Contract of Service</b>	Any contract, whether oral or in writing, whether express or implied, whether a person agrees in return for remuneration, to work for an employer
<b>Emergency</b>	Sudden, unexpected impending situation that may cause injury, loss of life, damage to property and or interference with the normal activities of a person, workplace and which therefore requires immediate remedial action
<b>Employers</b>	Any person or groups of persons for whom an employee/worker works or has worked or normally worked or sought to work under a contract of service
<b>Employee/Worker</b>	Any person who has entered into a contract of service or an apprenticeship contract
<b>Ergonomically</b>	A way that minimizes physical effort or discomfort and maximizes efficiency
<b>Grievance Redress Committee</b>	Is a body that receives and processes complaints from citizen's/communities and takes action in order to avail services more effectively
<b>Grievance Redress Mechanism</b>	A set of specified procedures through which dispute resolution is sought and provided

<b>Hazard</b>	An object, situation or behaviour that has the potential to cause injury, ill health or damage to property or the environment
<b>Occupational Accident</b>	An occurrence arising out of or in the course of work which results into fatal occupational injury or non-fatal occupational injury
<b>Occupational Disease</b>	A disease contracted as a result of an exposure to risk factors arising from a work activity
<b>Project Affected Person</b>	Any person who, on account of the execution of a Project, has experienced or would experience direct economic and social impacts caused by: (a) the involuntary taking of land, resulting in relocation or loss of shelter; loss of assets or access to assets; or loss of income sources or means of livelihood, whether or not such person must move to another location; or (b) have or would have their right, title, or interest in any house, land (including premises, agricultural and grazing land) or any other fixed or movable asset acquired or possessed, or otherwise adversely affected temporarily or permanently
<b>Safeguards</b>	Activities and or processes that serve as a protection or defense or that ensure safety
<b>Social Screening</b>	The use of standardized tool/s to identify risks and determine the required action
<b>Social Impact Assessment</b>	Is the process of identifying and managing the social impacts of projects
<b>Social Risks</b>	Factors that expose individuals to deprivation, extreme poverty and social exclusion
<b>Tool Box Talks</b>	Safety meetings conducted at the job site prior to the commencement of a job or work shift
<b>Vulnerable Groups</b>	Categories of the population who are predisposed to deprivation, extreme poverty and social exclusion by virtue of age, gender, disability, ethnicity and geographical location or other social attributes
<b>Work Place</b>	All places of work and all sites and areas where work is carried out



## **1.0 BACKGROUND**

### **1.1 Introduction**

The Ministry of Gender, Labour and Social Development (MGLSD) provides community level activities to reduce poverty and sets up a platform for the National Development Plan. The Ministry places emphasis on the promotion of; social protection, equality, equity, human rights, culture, suitable working conditions, employment, and vulnerable groups such as women, children, unemployed youth, Internally Displaced Persons, Older Persons, Persons With Disability (PWDs), Migrant Workers, ethnic minority, Refugees who are often marginalized and excluded from participation in and benefits of economic growth.

MGLSD is responsible for community mobilization, empowerment and protection through policy formulation, development of guidelines for service delivery, setting standards, provision of support supervision, conducting monitoring and evaluation, capacity building, coordination and research.

### **1.2 Justification for the Social, Safety and Health Safeguards Implementation Guidelines**

The Government implements various programmes and projects that empower and protect communities for socio-economic development. However, it is evident from monitoring reports that the Social, Safety and Health Safeguards have not been adhered to. The Guidelines will therefore provide direction to all stakeholders on how to prevent, mitigate and respond to social, safety and health risks during planning, design, implementation, monitoring and evaluation, of programmes and projects at Local Government level.

### **1.3 Legal and Policy Framework**

The Social, Safety and Health Safeguards Implementation Guidelines are drawn from various international, regional and national regulatory frameworks.

These include:

#### **1.3.1 International Regulatory Frameworks**

- (i) ILO Convention Labour Inspection (C81), 1947;

- (ii) ILO Convention on Equal Remuneration (C100), 1951;
- (iii) ILO Asbestos Convention (C162), 1986;
- (iv) International Covenant on Economic Social and Cultural Rights, 1976;
- (v) Convention on Elimination of all forms of Discrimination Against Women, 1979;
- (vi) Convention on the Rights of a Child, 1989; and
- (vii) Convention on the Rights of Persons With Disabilities, 2006.

### **1.3.2 Regional Regulatory Framework**

- (i) African Charter on Human and People's Rights, 1981;
- (ii) Maputo Protocol on the Rights of Women in Africa, 2003;
- (iii) African Charter on the Rights and Welfare of the Child, 1999;
- (iv) East African Community Treaty, 1999; and
- (v) East African Common Market Protocol, 2010 and the Free Movement of Persons Regulations.

### **1.3.3 National Regulatory Framework**

#### **Laws**

- (i) The Constitution of the Republic of Uganda, 1995;
- (ii) The Occupational Safety and Health Act, 2006;
- (iii) Persons With Disability Act, 2020;
- (iv) The Workers' Compensation Act, 2000;
- (v) The Labour Unions Act 2006;
- (vi) The Labour Disputes (Arbitration and Settlement) Act 2006;
- (vii) The Tobacco Control Act, 2015;
- (viii) Toxic Chemicals Control and Prohibition Act, 2015;
- (ix) The National Tripartite Charter on Labour Relations;
- (x) The Employment Act, 2006;
- (xi) National Social Security Fund (NSSF) Act, Cap 222;
- (xii) Children (Amendment) Act, 2016

## **Policies**

- (i) The National Community Development Policy, 2015;
- (ii) The Uganda Gender Policy 2007;
- (iii) The National Equal Opportunities Policy, 2006;
- (iv) The National Child Labour Policy, 2006;
- (v) The National Employment Policy, 2011;
- (vi) The National HIV/AIDS and World of Work policy, 2007;
- (vii) The Uganda National Culture Policy, 2006;
- (viii) The Persons With Disability Policy, 2006; and
- (ix) The Older Persons Policy, 2009.
- (x) Social Protection Policy, 2015

## **1.4 Scope**

The Guidelines will apply to all Government, Non-government and Private Sector programmes and projects in local governments (LGs).

## **1.5 Purpose of the Guidelines**

To provide minimum standards and procedures for Government, Non-Government and Private sector actors to deliver and adhere to social, safety and health safeguards in programmes and projects at Local Government level.

## **1.6 Specific Objectives of the Guidelines**

The objectives of the guidelines are to:

- (i) Explain Social, Safety and Health Safeguards to stakeholders;
- (ii) Build capacity of stakeholders to implement Social Safety and Health Safeguards;
- (iii) Provide guidance on how to prevent, mitigate and respond to social, safety and health risks; and
- (iv) Provide guidance on how to monitor compliance to social, safety and health safeguards.

## **1.7 Users of the Guidelines**

The users of the guidelines shall include the following:

- (i) Employers or employer representatives;
- (ii) Employees/Workers (Contract, Permanent, Seasonal, Casual);
- (iii) Contractors;
- (iv) Ministries, Departments, Agencies and Local Governments;
- (v) Development partners;
- (vi) Community Leaders;
- (vii) Policy-makers;
- (viii) Intermediaries such as labour Unions;
- (ix) Social Partners such as Federation of Uganda Employers (FUE), Confederation of Free Trade Unions of Uganda (COFTU), National Organisation of Trade Unions (NOTU);
- (x) Civil Society Organisations (CSOs, CBOs, FBOs)

## 2.0 SOCIAL, SAFETY AND HEALTH SAFEGUARDS COMPONENTS

**Social Safeguards** are measures to mitigate social risks and or adverse effects on people during the implementation of programmes and projects; while **Safety and Health Safeguards** are measures taken to prevent harm due to unsafe and unhealthy work practices.

The clustering of Social, Safety and Health Safeguards is as follows:

<b>Social Safeguards</b>	<b>Safety and Health Safeguards</b>
<i>(a) Community/ Stakeholder Engagement</i>	<i>(a) Health and welfare of workers and community</i>
<i>(b) Grievance Redress Mechanism/ Committee</i>	<i>(b) Safety of workers and community</i>
<i>(c) Compensation for Land/ Resettlement of Project Affected Persons (PAPs)</i>	
<i>(d) Fair conditions of work and compensation</i>	
<i>(e) Protection of vulnerable groups against any form of violence and harassment</i>	

## **2.1 How to deliver and adhere to Social, Safety and Health Safeguards**

### **2.1.1 Social Safeguards**

#### **(a) Community / Stakeholder Engagement- what it is**

Community/Stakeholder Engagement is the process of seeking the active participation and contribution of communities and other stakeholders in decisions that affect their lives. Communities and other stakeholders should be consulted on various matters (e.g. recruitment of workers, land acquisition and usage, location of project sites and conflict resolution) during project design/planning, implementation, monitoring and evaluation.

**Community/Stakeholder Engagement Process shall be as follows:**

#### **Community/ Stakeholder Engagement Planning**

*- The District / Municipality / City will develop and implement a Community / Stakeholder Engagement Plan detailing how communities and other stakeholders will be consulted and engaged during planning, design, implementation and monitoring of programmes/projects.*

#### **Holding Community/Stakeholder meetings**

*- These will be face to face meetings or through the media (e.g. Radio, Television, Social Media), or written literature preferably in a local language of the area.*

#### **Documentation**

*- Minutes and or reports shall be compiled by the CDO of the hosting lower local government (LLG) or a delegated representative and shared with the DCDO.*

***The whole Community / Stakeholder Engagement process shall be presided over by the Accounting Officers at the various levels***

## **What to consider when planning and holding a Community / Stakeholder Meeting**

- A<sub>i</sub> Meetings should be organized to allow for small group discussions with oral feedback.*
- A<sub>ii</sub> Provide opportunities for participants to set or participate in the agenda formulation and ask questions.*
- A<sub>iii</sub> Establish time, day, location and duration of meeting that will allow all categories of the community/ stakeholders to attend. Women, Youth, PWDs and Older Persons should be encouraged to attend and participate.*
- A<sub>iv</sub> Relevant local government officials and other stakeholders (e.g. CSO's, FBOs, Associations, Opinion leaders, PAP's) should be invited to attend.*
- A<sub>v</sub> Use the language of the area used by most community members*
- A<sub>vi</sub> Use simple language*
- A<sub>vii</sub> Allow open/free discussions*

***The CDO of the hosting LLG will be the official Secretary of these meetings. However, if they are not able to attend the meeting, they may delegate a representative (e.g. Parish Chief, CSO, FBO representative)***

### **The Community/ Stakeholder Engagement Plan What it is**

It is a set of interventions detailing how the Community/Stakeholders will be involved in the identification, planning, design, implementation, monitoring and evaluation of programmes/ Projects.

The Community Engagement Plan will be developed by the DCDO/Principal Community Development Officer (PCDO) at Municipality level and the Community Based Services Manager of the City. The Plan will be implemented at all levels of the entity- i.e. HLGs and LLGs

It will be reviewed every financial year.

***A template for the Community / Stakeholder Engagement Plan is attached as Annex 1***

## **(b) Grievance Redress Mechanism**

### **What it is**

A Grievance Redress Mechanism (GRM) is a set of specified procedures through which dispute resolution is sought and provided. It involves the receipt and processing of complaints from individuals or groups negatively affected by the processes and activities of a particular programme /project.

The GRM will; address complaints and grievances and seek conflict resolution arising from and during programme/project implementation, ensure transparency and accountability amongst stakeholders including beneficiaries and promote relations between project implementers and beneficiaries

The overall GRM will be developed and disseminated by the Ministry of Gender, Labour and Social Development. Grievance Redress Committees shall be put in place for Government, Non-Government and Private Sector Programmes/Projects at all levels.

### **The Grievance Redress Committee-What it is**

The Grievance Redress Committee (GRC) is a body that receives and processes complaints from citizen's/communities and takes action in order to facilitate the successful implementation of the programme/project. GRCs shall be established at HLG, LLG, Project and Community level.

### **Composition of the GRC**

*B<sub>i</sub> The GRC will be appointed and chaired by:*

- |   |  |
|---|--|
| <i>-For District/Municipality /City</i> | <i>-CAO/TC/ED</i>                              |
| <i>-For Sub-County/Division</i>         | <i>-Sub-County Chief/Assistant Town Clerk;</i> |
| <i>-At project level</i>                | <i>-Project Manager;</i>                       |
| <i>-Community level</i>                 | <i>-CDO of the hosting LLG;</i>                |

## **Composition of the GRC cont...**

*B<sub>ii</sub> The Secretary for the Committee will be:*

- For District/Municipality/City      -DCDO/PCDO/Community Based Services Manager;
- For Sub-County/Division              -CDO;
- At project level                              -Contractor's Sociologist;
- Community level                              -Parish Chief;

*B<sub>iii</sub> The GRC at District/Municipality/City level should have a maximum of 9 members of which:*

- 3 are community members drawn from existing structures such as SMCs, PTAs and HUMCs;
- 1 Chairperson;
- 1 Secretary;
- A representative of vulnerable groups (e.g. women, PWDs, youth, Person Living With HIV AIDs, Older Persons);
- A technical person in charge of the subject matter of the project;
- A representative of CSO or FBO or CBO;
- A Labour Officer.

*B<sub>iv</sub> The GRC at Sub County/Division level should have a maximum of 9 members of which:*

- 3 are community members drawn from existing structures such as School Management Committees (SMCs), Parent Teachers Associations (PTAs), and Health Unit Management Committees (HUMCs);
- 1 Chairperson;
- 1 Secretary;
- A representative of vulnerable groups (e.g. women, PWDs, youth, Person Living With HIV/AIDs, Older Persons);
- A technical person in charge of the subject matter of the project;
- A representative from or of CSO or FBO or CBO;
- 1 PAP.



## **Composition of the GRC cont...**

*B<sub>v</sub> The GRC at Project level should have a maximum of 9 members of which: -3 are community members;*

*-1 Chairperson;*

*-1 Secretary;*

*-2 Representatives of workers (male and female); and*

*-2 Representatives of management (male and female).*

*B<sub>vi</sub> The GRC at Community level should have a maximum of 9 members of which:*

*-1 Chairperson;*

*-1 Secretary;*

*-1 representative of PWDs;*

*-1 representative of women;*

*-1 representative of youth;*

*-1 person living with HIV/AIDs;*

*-1 representative from community Organisations (e.g. CSO, FBO, CBO, SMCs, PTAs, HUMCs);*

*-1 Opinion leader; and*

*-1 representative of a cultural institution.*

***B<sub>vii</sub> Quorum for each GRC is 5 members***

***B<sub>viii</sub> For each GRC the chairperson can co-opt a member according to the grievance***

***B<sub>ix</sub> If the alleged perpetrator is a member of the GRC he/she shall not attend the hearing meetings as a member***

## **Roles of the GRC**

1. Receive, document, address and or refer complaints/issues in relation to the programme/project. Cases that cannot be resolved at a particular level will be referred to a higher administrative level;
2. Acknowledge receipt of the complaint within 24 - 48hrs
3. Pick resolution / Provide feedback within three (3) weeks of receipt of each complaint.

4. Hold meetings whenever cases arise.
5. Sensitize communities about the existence of the Committee and its operations and direct them on how to report, where to report and who to report to. The contact/s of person/s to report to must be shared with the community/stakeholders. Channels for reporting include: Suggestion Boxes, telephone calls, text messages, emails, face to face, website, letters.
6. There shall be a complaints log that shall be kept and managed by the GRC Secretary at the various levels.

***A template of the grievance/complaints log is attached as Annex 2 The GRCs at all levels will operate within the laws of Uganda***

**(c) Compensation for Land/ Resettlement of PAPs**

The Land Act of Uganda will guide the acquisition and compensation for land on which projects will be located /sited.

**Social Safeguards in land matters**

*C<sub>i</sub> The DCDO/PCDO of the Municipality and the Community Based Services Manager of the City in consultation with the Senior Land Management officer will be responsible for documenting and reporting on processes of land acquisition, following up the compensation and or resettlement of all PAPs, culture property and sites.*

*C<sub>ii</sub> Challenges if any should be submitted to the District/ City Senior Land Management Officer and the district/ city level GRC for further management.*

*C<sub>iii</sub> All Persons/Communities/Organisations who donate land shall be acknowledged in writing by the Accounting Officers at District/ Municipal Council/ City Council level.*

*C<sub>iv</sub> Land offer and acquisition documents and Certificates of Title should be submitted to the Accounting Officers at District/Municipal Council/ City Council level for safe keeping.*

*Cv The Accounting Officers should fast-track the process of obtaining Memoranda of Understanding (MOUs) and Certificates of Title against land that is donated and or any other land on which the project is located.*

### **Livelihood Restoration of PAPs**

A livelihood is a means of making a living. It encompasses people's capabilities, assets, income and the activities required to secure necessities of life.

In cases where PAPs have lost their means of livelihood, a historical, social and geographical assessment will be undertaken by the Community Development Officers and Project Sociologists. The assessment will guide the following;

- (i) *Developing a Livelihood Restoration Plan entailing the status quo and what needs to be done to enhance continuity of livelihoods taking into consideration the following aspects:*
  - *The economic activities previously undertaken by PAPs;*
  - *Available opportunities upon resettlement/relocation such as, employment opportunities, skills development, access to markets and other services;*
  - *Support systems and networks*
- (ii) *The developer in consultation with the district and the Ministry of Gender Labour and Social Development will be responsible for the implementation of the Plan*

### **(d) Fair conditions of Work and Compensation**

Labour Administration requires fair conditions and Compensation (e.g. for occupational accidents, occupational diseases, unfair termination) at the workplace. Fair conditions and compensation are derived from labour laws and the attendant regulations including: Employment Act 2006, OSH Act 2006, Workers Compensation Act 2000, NSSF Act Cap 222.

## What to consider

- (i) Contract of Service
- (ii) Working Hours
- (iii) Statutory leave
- (iv) Wages, Salaries and Statutory Remittances
- (v) Freedom of Association
- (vi) Termination and unfair Dismissal
- (vii) Compensation for Occupational accidents and diseases

The Labour Officer will engage workers/employees and employers on their rights and responsibilities before the commencement of the programme / project. In case of any grievances in employment, the employee/worker or employer shall report the matter to the Labour Officer or a representative of the Commissioner Labour, Industrial Relations and Productivity at MGLSD.

## Fair Conditions of Work

### Every Employer will ensure that:

- D<sub>i</sub> Every employee/worker has written particulars to act as evidence of their employment terms (Contract of Service, Contract of Apprenticeship, Appointment letters, Job cards);*
- D<sub>ii</sub> A casual worker shall not serve for a period exceeding 4 months without a contract of service and employment card;*
- D<sub>iii</sub> They keep a Workers Register detailing particulars such as name, age, sex, place of origin, Tax Identification Number (TIN), National Identification Number (NIN), date of appointment; **Workers Register template is attached as Annex 7***
- D<sub>iv</sub> There is no child labour at places of work;*
- D<sub>v</sub> Employees/workers work for six days and have one day's rest of 24 hours in a week. Maximum working hours are 48 hour per week. Any more hours are treated as overtime and must be paid for accordingly (total working hours inclusive of overtime should not exceed 56 hours per week);*
- D<sub>vi</sub> Employees/workers have the right to organise themselves in any labour union of their choice;*

- D<sub>vii</sub> No harassment or violence (physical, sexual, economic and psychological) is practiced in the workplace;*
- D<sub>viii</sub> Every worker is paid wages or remuneration for work done in a manner that is acceptable to the terms and conditions of the contract;*
- D<sub>ix</sub> The statutory deductions are made in accordance with the law;*
- D<sub>x</sub> Termination of an employee or worker shall be in accordance with the Employment Act 2006; and*
- D<sub>xi</sub> Every employee/worker shall be entitled to a leave of 7days for every 4 months of continuous service. Maternity leave shall be 60 working days and paternity leave shall be 4 working days.*

### **Compensation in case of Unfair Termination, Occupational Accidents and Occupational Diseases**

- (i) In case of unfair termination of an employee, he/she will be entitled to compensation in accordance with the Employment Act and Labour (Dispute, Arbitration and Settlement) Act 2006;*
- (ii) Conditions in which an accident in the workplace may be considered for compensation are that it should have occurred in the course of employment or on the direct route to and from work;*
- (iii) Conditions in which a disease in the workplace may be considered for compensation are that it should have been contracted due to exposure to factors in the working environment or the worker developing symptoms of the occupational disease 3 months after leaving that employment;*
- (iv) In case a worker develops symptoms of an occupational disease within a period of 24months after leaving employment, the previous employer will be liable to compensate the affected worker upon confirmation and approval by a certified medical practitioner.*
- (v) The employee/ worker should notify the employer or supervisor of the occurrence of the accident within three (3) months after the date when the accident occurred or within three (3) months after the date the symptoms of the occupational disease become apparent.*

- (vi) *The employer shall be required to report accidents to the Labour Officer of the area using available means such as Telephone or letter and later forward a written report to that Labour Officer.*
- (vii) *Where a worker/employee has given notice of the accident, the employer is under obligation to have the worker medically examined by a qualified medical practitioner at no charge to the worker/employee.*
- (viii) *In case the accident results into death of the employee, the employer should give notice to the labour officer stating the circumstance of the death if known to the employer.*
- (ix) *After the employee/worker has completely healed but sustained incapacity, the Medical Officer will make assessment of the incapacity sustained and a percentage of incapacity awarded as per LD Form 31 (Workers' Compensation Act Cap.225, Section 10).*
- (x) *Where parties (employer and employee/worker) are in disagreement to the percentage of incapacity awarded, they are at liberty to appeal to the Medical Arbitration Board of MGLSD.*

**(e) Protection of Women, Youth, Children, PWDs, PLWHIVs the Older**

**Persons against Exploitation, Violence and Harassment**

CDO's, Gender Officers, Probation Officers at Sub-County/Division, District / Municipality / City Council levels will sensitize the community, employers and employees/workers on protection measures for vulnerable groups and monitor compliance during the implementation of programmes/projects.

**Employers will have in place protective measures including:**

*E<sub>i</sub> Sensitizing vulnerable groups about their rights and obligations;*

*E<sub>ii</sub> A "No Sexual Harassment Policy" at the work place. The Policy Statement shall be displayed in an accessible place and format (preferably in the local language of the area);*

*E<sub>iii</sub> Protection of children against any form of violence e.g. child labour- **refer to the Employment (Employment of Children) Regulations, 2012;***

<i>E<sub>iv</sub></i> Reporting and taking action on Sexual and Gender Based Violence (SGBV) cases - <b>Obtain an incident form from the DCDO or Gender Focal Point of the host LG and seek advice on the referral of the case/s;</b>
<i>E<sub>v</sub></i> Provision of facilities that allow access for PWDs – <b>Refer to the Building Control (Accessibility Standards for PWDs) Code, 2019;</b>
<i>E<sub>vi</sub></i> Provision of spaces and time for breastfeeding mothers to nurse their children
<i>E<sub>vii</sub></i> Putting in place and implementing HIV/AIDS, Covid-19 prevention, mitigation and response Plans as guided by the Ministry of Health;
<i>E<sub>viii</sub></i> Deliberate employment of community members (including vulnerable groups) and or preferential procurement from host communities -refer to
<i>E<sub>ix</sub></i> PPDA Guidelines on affirmative action, Local Content Policy

### **No Sexual Harassment Policy and Procedures**

All work places will have in place a “No Sexual Harassment Policy”. An employer with at least 25 employees shall adopt a written policy against sexual harassment which shall include:

- (i) A notice to employees that sexual harassment at the workplace is unlawful*
- (ii) A statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for co-operating in an investigation of a sexual harassment complaint;*
- (iii) A description and examples of sexual harassment;*
- (iv) A statement of consequences for employers who are found to have committed sexual harassment;*
- (v) A description of the process for filing sexual harassment complaints and the addresses and telephone numbers of the person to whom complaints should be made;*
- (vi) Education and training programmes on sexual harassment for all employees on a regular basis as well as providing each employee with a copy of the sexual harassment policy;*



*(vii) Additional training for the Sexual harassment committee, supervisory and managerial employees.*

**The Employer will designate a person in charge of handling sexual harassment at the workplace**

***The Registers for Sexual harassment complaints and application for referral of sexual harassment complaints to the Industrial Court can be found in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Schedules of the Employment (Sexual Harassment) Regulations, 2012***

### **2.1.2 Safety and Health Safeguards**

The Labour Officer will sensitize and provide technical guidance on safety, health and welfare of workers to employers, workers and the community in which the programme/project is located, and inspect work places to ensure compliance to the laws and regulations in this regard. These include; OSH Act 2006, Employment Act 2006, Workers' Compensation Act 2000.

The employer shall develop and implement the Safety and Health Management Plan which will include health, welfare and safety components of the employees/workers and the community in the area. Every workplace will have a Safety and Health Management Plan.

#### **(a) Health and Welfare of Workers and Community**

##### **What to consider**

- Provision of sanitary facilities
- Provision of a meal area
- Provision of breast-feeding corners and other child care facilities
- Provision of safe and clean drinking water
- Provision of First Aid services
- Provision of information on set disease control measures/Standard Operating Procedures (SOPs)



## **Managing health and welfare matters of workers and the community**

*The Employer will ensure that:*

*A<sub>i</sub> All employees/ workers and community are informed through;*

- i. safety & health signage,*
- ii. safety instructions and safe work procedures,*
- iii. Trainings (e.g. induction, tool box talks, refresher, technical/ operational),*
- iv. Sensitizations on reproductive health, prevention, management and treatment of HIV/AIDS, COVID-19, among others*

*A<sub>ii</sub> All employees/ workers have access to appropriate sanitary facilities (toilet, bath room and change room)*

- separated for men and women*
- Sensitive to PWDs requirements*
- with accessories – toilet paper, sanitary bin*
- running water and soap*

*A<sub>iii</sub> All employees/workers have access to a clean, well aerated meal area with chairs/benches, tables with safe and clean drinking water;*

*A<sub>iv</sub> Special categories of employees/workers e.g. pregnant women, breastfeeding mothers, PWDs, PLWHIVs are provided with safe working environment e.g. flexible working schedules, breast feeding corners, access for PWDs, alternative tasks;*

*A<sub>v</sub> Workplace is kept clean, well ventilated with adequate lighting;*

*A<sub>vi</sub> They have in place a well-stocked, labelled and accessible First Aid Box at the workplace/Site. Contents in the first Aid Box could include: plasters, cotton wool, iodine/spirit, bandages, pain killers, and scissors. Selected employees/workers should be trained in administering first aid services by a certified medical practitioner;*

*A<sub>vii</sub> Employees/ workers receive and comply with SOPs for Covid-19 as provided by MoH. These include; promotion of hand washing/sanitising and hygiene, maintaining social distance, wearing of masks, temperature checks and record keeping;*

*A<sub>viii</sub> Employees/workers receive information on HIV/AIDs prevention, management and treatment;*

*A<sub>ix</sub> All employees/workers undergo pre-employment, routine and postemployment medical examinations;*

- A<sub>x</sub> All employees/workers are provided with ergonomically fit work stations to reduce the risk of body strain, fatigue, dislocation, and any other injuries;*
- A<sub>xi</sub> They control and mitigate effects of any hazardous and harmful waste generated from the workplace;*
- A<sub>xii</sub> The workplace has a competent person designated to oversee implementation of the safety and health management aspects at the work place*

## **(b) Safety of Workers and Community**

### **What to consider**

- (i) Registration of workplaces
- (ii) Review and approval of Architectural Plans
- (iii) Statutory plant examination and certification
- (iv) Safety and Health Policy
- (v) Health and Safety Committees
- (vi) Fire Management
- (vii) Risk Assessment, Emergency Response Plan
- (viii) On-job training for employees/workers (induction, refresher, tool box talks)
- (ix) Provision of Personal Protective Equipment (PPE)
- (x) Availability of an Operational Incident/Accident Register
- (xi) Provision of signage's

### ***Managing safety of workers and community***

#### ***The Employer shall ensure;***

#### ***B<sub>i</sub> Registration of work places***

- (i) The employer shall notify the Labour Officer of the host LG of the proposed project/work place;*
- (ii) The labour officer shall identify work places due for registration and advise employers to follow the due process;*
- (iii) Work place/s shall be registered with MGLSD before the commencement of operations using OSH Form 11 (OSH Act 2006); and*

- (iv) *Employers will upon payment of fees, obtain a Certificate of Registration that is valid for three years.*

**B<sub>ii</sub> Review and approval of Architectural plans**

- (i) *The employer shall submit the Architectural plans for construction projects to the Department of Occupational Safety and Health in MGLSD for review and approval of the safety and health aspects.*
- (ii) *The employer/project developer shall obtain the Building Operations and Works of Engineering Construction (BOWEC) Form from MGLSD and implement the recommendations therein.*

**B<sub>iii</sub> Statutory plant examination and certification**

- (i) *The employer shall notify the Labour Officer or Commissioner for Occupational Safety and Health of the statutory equipment e.g. cranes, lifting hoists in use at the project so that they are examined and certified by an authorized inspector from MGLSD (See Schedule 5 & 6 of the OSH Act, 2006).*
- (ii) *The labour officer shall identify statutory equipment that require examination and certification within their area of jurisdiction and advise the employer to follow the due process.*

**B<sub>iv</sub> Safety and Health Policy**

*The employer shall develop and display a Safety and Health Policy statement at the work place (See OSH Act, 2006 Schedule 2 for Guidelines on writing and checking the Policy).*

**B<sub>v</sub> Health and Safety Committee**

- (i) *All workplaces having at least 20 workers shall have in place a Safety and Health Committee.*
- (ii) *This committee shall comprise of workers' representatives and employers' representatives, who will be trained.*

**B<sub>vi</sub> Fire risk management**

*Every workplace should have measures in place to detect, prevent and mitigate fire risks.*

**B<sub>vii</sub> Risk Assessment and Emergency Response Plan**

*The employer shall conduct a risk assessment at all phases of project implementation and develop a related Emergency Response Plan.*

**B<sub>viii</sub> On job training for employees/workers**

*The employer shall develop and implement a training plan for employees/workers. The Plan will include; induction, refresher, tool box talks, technical or operational training. Reports and certificates of the trainings shall be shared with the Labour Office of the area.*

**B<sub>ix</sub> Provision of Personal Protective Equipment**

*The employer shall provide employees/workers with adequate and appropriate PPE's such as; Masks, Hand Gloves, Gum or Factory Boots, Overalls/Over coats, Head helmets, reflective overcoats. The risk assessment will determine the type/s of PPEs.*

**B<sub>x</sub> Incident/Accident Register**

*The employer shall have in place an Accident/ Incident Register to record accidents or injuries of workers. The register details the following; name, nature of job, time of accident, nature of accident, action taken after accident. The workplace will have a designated in-charge of the Register.*

**See Annex 5 for Incident/Accident Register**

**B<sub>xi</sub> Provision of Signage's**

*Employers shall mark areas that pose danger or are hazardous to employees/workers, employers and visitors to sites/work places e.g. slippery ground, low roof top, falling debris, open and unguarded machines, restricted areas.*

**The Safety and Health Committee: composition and roles**

A Safety and Health Committee shall be formed at a work place with at least 20 people before the commencement of operations.

**Composition**

*□ The Safety and Health Committee shall have a Chairperson, Secretary, two (2) Co-chairpersons and employee/worker representatives*

- 1 Chairperson -**employer or manager**
- 1 Secretary -**Safety and Health In-charge or an employee/worker appointed by the Chairperson or elected from the employee/worker representatives**
- 2 Co-chairpersons **1 from Management, 1 from employee/worker representatives**
- Other members -**should include representatives of vulnerable groups such as women, PWDs, Youth, Older Persons), numbers dependent on the size of the work place,**

## **Roles**

### **The Roles of the Committee are to:**

- a) *Investigate potential hazards, dangerous occurrences and examine the causes of accidents at the workplace;*
- b) *Investigate complaints relating to employee's health, safety or welfare at workplace;*
- c) *Review the safety and health policies (written and implied) at the workplace;*
- d) *Review the effectiveness of safety and health activities and make recommendations to the employer; and*
- e) *Carry out in-house inspections in regard to safety and health.*

**Members from among the workers representatives will be elected to the Committee.**

**The term of the Committee does not exceed three (3) years.**

## **Risk Assessment and Emergency Response Plan**

Every workplace shall conduct a risk assessment and thereafter develop an Emergency Response Plan. The plan shall be specific to the project/workplace.

<b>Risk Assessment (How it is done)</b>	<b>Emergency Response Plan Contents</b>
i. <i>Identify and list various hazards that could occur during the implementation of the project;</i>	i. <i>Training requirements for emergency planners e.g. for health and safety committee, Emergency Response team;</i>
ii. <i>Identify consequences against each hazard;</i>	ii. <i>Risk evaluation for the workplace;</i>
iii. <i>Identify controls/measures which would limit the possibility of the hazard and the seriousness of the consequences;</i>	iii. <i>Emergency response team with roles and responsibilities;</i>
iv. <i>Estimate the risks and rank them. If they are considered:</i>	iii. <i>Details of fire detection systems e.g. alarms;</i>
<input type="checkbox"/> <i>Low Risk- maintain current level of controls/measures;</i>	iv. <i>When to declare an emergency, external emergency services contact details;</i>

<b>Risk Assessment (How it is done)</b>	<b>Emergency Response Plan Contents</b>
<p>☐ <i>Medium Risk- plan other controls/measures; and</i></p> <p>☐ <i>High Risk- stop the activity or if at planning stage, do not start the activity until further controls/measures to reduce the risks are in place</i></p>	<p>v. <i>Internal notification protocols and communication methods;</i></p> <p>vi. <i>Strategy and procedures for response;</i></p> <p>vii. <i>Assessment of required equipment and services (on-site and off-site);</i></p> <p>viii. <i>How the emergency responders can be identified, where they can meet and how they communicate;</i></p> <p>ix. <i>List of information required from the site of incident;</i></p> <p>xi. <i>Evacuation procedures;</i></p> <p>xii. <i>Assembly point and alternative assembly point; and</i></p> <p>xiii. <i>How plan components will be tested and reviewed.</i></p>

### **3.0 SOCIAL, SAFETY AND HEALTH MANAGEMENT PLAN**

#### **What it is**

The Social, Safety and Health Management Plan (SSHMP) is a set of activities geared towards mitigating Social, Safety and Health risks arising from the implementation of programmes/projects. Each programme/project will have a SSHMP, which will be developed after screening social, safety and health issues that could arise from the implementation of programme/ project. The Plan will be developed before the programme/project commences and will be reviewed regularly at the various stages of implementation.

#### **Social, Safety and Health Screening**

The CDO and Labour Officer will conduct the Screening for each project before it commences. They will engage the community and other stakeholders on various issues, including: potential benefits/beneficiaries, land use and ownership; conflict management; community engagement with projects;

conditions of work in the community, potential challenges arising from the implementation of the project.

The CDO and Labour Officer will compile a Screening Report.

***The Social, Safety and Health Screening tool is attached as Annex 3***

### **Social Impact Assessment**

Some projects will require a Social Impact Assessment (SIA). The results of the social screening will inform the decision on whether to conduct a SIA. A SIA will be conducted on a project affecting at least 1,000 people. All projects that may require a SIA will be submitted to MGLSD for further action.

### **DEVELOPMENT AND COSTING THE SOCIAL SAFETY AND HEALTH MANAGEMENT PLAN (SSHMP)**

When developing the SSHMP, the CDO and Labour Officer will:

- (i) Identify Social, Safety and Health issues from the screening report;
- (ii) Identify mitigation measures and timelines against each issue;
- (iii) Identify a responsible person and or office to act on the identified issue;
- (iv) Cost each action; and
- (v) Share the Plan with the TPC, the employer/contractor for information, consensus, support and action.

### **Implementing the SSHMP**

The employer/contractor will meet the cost of implementing the plan. The SSHMP should be part of the BOQs.

***The template of the SSHMP is attached as annex 4***



#### **4.0 MONITORING AND SUPPORT SUPERVISION**

The CDO and Labour officer will:

- Monitor the implementation of the SSHMP and provide support supervision on a monthly basis (***monitoring tools are attached in Annex 8***);
- Compile and share monitoring reports with TPC;
  - The report shall have an action plan with Social, Safety and Health issues noted, recommendations with times lines, and responsible persons. The report will be signed by the project manager and the CDO.
  - Subsequent monitoring and support supervision shall follow up the implementation of the action plan

#### **Content of the Monitoring Report**

- (i) Date and Month of reporting;*
- (ii) Status of implementation of issues raised in the Action Plan of the previous monitoring visit;*
- (iii) Issues raised (i.e. on Social, Safety and Health aspects);*
- (iv) Recommendations; and*
- (v) Action Plan to address issues/gaps.*

For Government projects, the cost of monitoring the SSHMP will be met by the LG and will be drawn from the Investment Servicing Costs of the project.

#### **5.0 IMPLEMENTATION AND REVIEW OF THE GUIDELINES**

##### **5.1 Implementation of the Guidelines**

The Social, Safety and Health Safeguards implementation Guidelines will be monitored by MGLSD and the required support supervision/ training needs identified and provided. The DCDO and Labour Officer will provide support supervision/training to the CDO at LLG level and to employers/contractors at LG level.



## **5.2 Review of the Guidelines**

The Guidelines will be reviewed and amended as and when required.

**ANNEXES**

**Annex 1: Community / Stakeholder Engagement Plan Template**

**A: INTRODUCTION**

Goal:

Objectives:

Expected Results:

Performance Indicators:

Stakeholders:

**B: ACTIVITY SCHEDULE**

<b>Activity type</b>	<b>Responsibility (specify person responsible for implementation of each activity)</b>	<b>Timeline</b>
1. e.g. face to face meetings	DCDO	Continuous
2.		
3. add rows as required		

**C. Resources & tools – list resources and tool(s) needed for each activity in section B**

<b>Activity 1 Resource or tool required</b>	<b>Purpose</b>	<b>Source</b>	<b>When needed</b>	<b>Cost</b>	<b>Comments</b>
a.					
b.					
c. add rows as required					
Activity 2 Resource or tool required	Purpose	Source	When needed	Cost	Comments
a.					
b.					

c. add rows as required					
-------------------------	--	--	--	--	--

**D: Overall budget**

Capital expenditure:      Recurrent  
expenditure:



**Annex 3: Social Screening Form**

*(Please note that some of the questions are for community members while others are for the Programme / Project management team)*

Date :

**SECTION 1.0: LOCATION OF PROGRAMME/PROJECT**

District/Municipality:

Sub county/ Division:

Parish/Ward :

Village/cell :

**SECTION 2.0: BRIEF DESCRIPTION OF PROGRAMME/PROJECT**

2.1 Activities to be and /or being undertaken under the Programme/project

.....  
.....

**SECTION 3.0: SOCIAL IMPACTS OF THE PROGRAMME/PROJECT**

**Community/ Stakeholder Engagements**

3.1 What are the expected benefits of the Programme/ Project to the community?  
*(Record expectations of Men, Women and PWDs)*

.....  
.....  
.....

3.2 What is the estimated number of direct beneficiaries? (by gender, disability)

.....

3.3 How do community members and other stakeholders in this community get involved in programmes/projects? *(Record the experience of community members and other stakeholders in Programme/ project identification, implementation and monitoring)*

.....  
.....  
.....

**Land ownership and usage**

3.4 Status of land ownership- that is the land on which the project will be located  
**(e.g. Individual, clan/family, Institutional, titled/not titled)**

.....

3.5 How was the land on which the programme/ project acquired? **(e.g. donated, purchased, leased)**

.....

3.6 How many people are occupying/using the land on which the programme/ project will be located? (by gender, disability)

.....

.....

3.7 What is their status? **-e.g. Land owner, squatter, Bonafide occupant** (by gender, disability)

.....

.....

3.8 Current land use **(e.g. farming, quarrying, brick laying, land not in use)**

.....

3.9 Will the people have to move off the land on which the programme/ project will be located? If yes, how will they be compensated?

.....

.....

3.10 Is there a resettlement plan for the affected people? If yes, where will these people be taken?

.....

.....

3.11 Will the people on the land be economically displaced? If so, what are the measures in place to restore their livelihoods?

.....

.....

3.12 Is there an important cultural site on the land? (e.g. graves, archeological sites, sacred sites) If yes, how is the programme/ project planning to manage this matter?

.....  
.....

**Grievance Redress Mechanism**

3.13 How does this community handle conflict? ***(What are the procedures and institutions involved?)***

.....  
.....

3.14 Record the community’s (Community members, NGO) experience on their level of satisfaction on the way conflict is handled in this community.

.....  
.....

**Conditions of Work, Health, Welfare and Safety of Workers**

3.15 Do community members usually get employed in programmes/ projects? If yes, what kind of work do they do in the projects? ***(Record responses from women, men and PWDs)***

.....  
.....

3.16 Record communities’ experiences on how they have been treated by employers/managers while at work ***(Record experiences of women, men and PWDs)***

.....  
.....

3.17 Do community members feel safe at work? ***(e.g. Health needs, water requirements, protective wear- record the experiences of men, women and PWDs)***

.....  
.....

**Protection of Vulnerable groups against any form of Violence and Harassment**

3.18 What are the potential challenges of this programme/ project on vulnerable groups such as women, children, PWDs, Older Persons, People living with HIV/AIDs, Youths?

.....  
.....  
.....  
.....

3.19 How does the Community usually respond to the above-mentioned Challenges?

.....  
.....  
.....



**Annex 4: Social, Health and Safety Management Plan Template**

<b>SN</b>	<b>Issue</b>	<b>Mitigation Measure/s</b>	<b>Responsible Person</b>	<b>Time Frame</b>	<b>Estimated Cost</b>

**Annex 5: Incident / Accident Register Template**

<b>Date of Accident</b>	<b>Date on which notification sent to labour officer or Occupational Safety and Health Department</b>	<b>injured Person</b>				<b>Circumstances of the accident</b>		<b>Nature of injury; if fatal, state "FATAL"</b>	<b>Period of incapacity including day of accident</b>
		Name	Sex	Age	Usual Occupation	Precise Occupation at time of accident	Cause of accident?		
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>	<b>(10)</b>

**Annex 6: Job Card Template**

**Employment /Job card  
Employment Act, 2006 Section 59**

Date Opened: .....

Date Closed: .....

Name of the Organisation: .....

Name of the Supervisor: .....

Name of Employee / worker: .....

Tel No of the Employee: .....

Job title: .....

Identity card No: .....

Nature of Contract (Permanent, Contractual, Casual): .....

S/N	Time of arrival	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Time of Departure
1									
2									
3									
4									
5									
6									
7									

Total Number of days worked: .....

Total Number of Hours worked per week: .....

Signature of the Supervisor: .....

Signature of the Head of Unit: .....

**Annex 7: Workers Register Template**

**(Employers shall fill as applicable)**

Post title	Approved No.	Filled posts	Vacant posts	Salary scale	Name	Date of Birth	JPPS NO.	File No.	NIN	TUN	Date of First appointment	Date of Current appointment	Sex	District of Origin	Status	Qualifications	Basic Salary (monthly)	Annual Salary	Remarks	

## Annex 8: Monitoring Checklists

### (a) Checklist for New Projects (*Projects whose implementation has not started*)

S/N	Section	Description of activity	Expected Response	Explanatory Notes/Remarks (Give explanatory notes for both Yes and No answers)
1.	General Information	Name of Local Government	Text	
2.	General Information	Name of Project	Text	
3.	Social Safeguards	Was social screening carried out and endorsed by the DCDO	Yes/No	
4.	Social Safeguards	Has the SSHMP been developed and approved by the DCDO	Yes/ No	
5.	Social Safeguards	Is there evidence of consultations with community members/ stakeholders	Yes/ No	
6.	Social Safeguard	Status of ownership of Land where infrastructure is to be located (e.g. titled, leased, not titled, institutional)	Text	
7.	Social Safeguards	Status of the people on the land on which the project will be located (e.g. land owners, squatters, No persons on the land)	Text	
8.	Social Safeguards	Are some of the persons going to lose their livelihoods when they leave the land?	Yes/No	
9.	Social Safeguards	Are there measures in place to restore livelihoods?	Yes/ No	

10.	Social Safeguards	Are there any cultural properties on the land, If Yes, how is this	Yes/No	
		matter going to be addressed by the project?		
11.	Social, Safety and Health Safeguards	The programme/project has the technical staff (CDO and Labour Officer)	Yes/ No	

**(b) Checklist for Ongoing Projects**

<b>S/N</b>	<b>Section</b>	<b>Description of Activity</b>	<b>Expected Response</b>	<b>Explanatory Notes/Remarks (Give explanatory notes for both Yes and No answers)</b>
1.	General Information	Name of Local Government	Text	
2.	General Information	Name of Project	Text	
3.	Social, Safeguards	Was social screening carried out and endorsed by the DCDO?	Yes/No	
4.	Social, Safety and Health Safeguards	Is the SSHMP at the Site and is it being implemented	Yes/No	
5.	Social Safeguards	Does the project implement community engagement activities?	Yes/No	
6.	Social Safeguards	Are there regular community engagement meetings? (request for reports, feedback on actions)	Yes/No	
7.	Social Safeguard	Status of ownership of Land where infrastructure is to be located (e.g. titled, leased, not titled, institutional)	Text	
8.	Social Safeguards	Did the project compensate all project affected persons (where applicable)?	Yes/No	
9.	Social Safeguards	Does the project have a grievance redress mechanism? (reporting, handling, notification avenues)	Yes/No	

<b>S/N</b>	<b>Section</b>	<b>Description of Activity</b>	<b>Expected Response</b>	<b>Explanatory Notes/Remarks (Give explanatory notes for both Yes and No answers)</b>
10.	Social Safeguards	Is there a functional grievance redress committee? (evidence of Minutes, Action plan	Yes/No	
11.	Social Safeguards	Are there any grievance redress reports by the CDO?	Yes/No	
12..	Social Safeguards	Does the project have a comprehensive record of workers?	Yes/No	
13.	Social Safeguards	Are the workers aware of their rights under the workers compensation Act?	Yes/No	
14.	Social Safeguards	Are the workers compensated as approved by the Labour Officer?	Yes/No	
15.	Social Safeguards	Does the project provide workers with clear terms of employment?	Yes/No	
16.	Social Safeguards	Are the terms adhered to? From the payment schedule, dig out pay disparities between men and women if any? When the workers were last paid, the turnover of employees and the reasons, where they labour related complaints?	Yes/No	
17.	Social Safeguards	Have the employees been allowed to take their statutory leave?	Yes/No	
18.	Social Safeguards	Are the employees allowed to associate freely (e.g. in a union)	Yes/No	



<b>S/N</b>	<b>Section</b>	<b>Description of Activity</b>	<b>Expected Response</b>	<b>Explanatory Notes/Remarks (Give explanatory notes for both Yes and No answers)</b>
19.	Social, Safeguards	Are the workers given statutory rest and time off?	Yes/No	
20.	Social Safeguards	Are community members employed at the Site? Observe for any presence of child labour	Yes/No	
21.	Social Safeguards	Are breast feeding mothers/workers given time to nurse their children?	Yes/No	
22.	Social Safeguards	Does the project have a “No Sexual Harassment” Policy?	Yes/No	
23.	Safety and Health Safeguards	Is the workplace registered with MGLSD?	Yes/No	
24.	Safety and Health Safeguards	Does the project have certified and designated OHS personnel?	Yes/No	
25.	Safety and Health Safeguards	Is the Safety and Health and Welfare Plan available on Site	Yes/No	
26.	Safety and Health Safeguards	Does the project have a Safety and Health Committee?	Yes/No	
27.	Safety and Health Safeguards	Is the Committee functional (4 Quarterly meetings and inspections)?	Yes/No	
28.	Safety and Health Safeguards	Does the project have an updated risk assessment plan?	Yes/No	

<b>S/N</b>	<b>Section</b>	<b>Description of Activity</b>	<b>Expected Response</b>	<b>Explanatory Notes/Remarks (Give explanatory notes for both Yes and No answers)</b>
29.	Safety and Health Safeguards	Does the project have an Emergency Response Plan?	Yes/No	
30.	Safety and Health Safeguards	Is the Plan being implemented?	Yes/No	
31.	Safety and Health Safeguards	Does the project provide workers with OHS trainings?	Yes/No	
32.	Safety and Health Safeguards	Does the project maintain an accident/incident register?	Yes/No	
33.	Safety and Health Safeguards	Have the causes of the accidents/incidents been addressed?	Yes/No	
34.	Safety and Health Safeguards	Have the accidents/incidents been addressed?	Yes/No	
35.	Safety and Health Safeguards	Is the First Aid Box available, well stocked and I a trained first aider on site?	Yes/No	
36.	Social Safeguards	Does the project have an insurance cover for compensation for occupational accidents and diseases?	Yes/No	
37.	Safety and Health Safeguards	Are workers provided with adequate PPEs?	Yes/No	
38.	Safety and Health Safeguards	Is safety and health signage available?	Yes/No	
39.	Safety and Health Safeguards	Does the Labour Officer monitor health, welfare and safety at the Project Site?	Yes/No	

<b>S/N</b>	<b>Section</b>	<b>Description of Activity</b>	<b>Expected Response</b>	<b>Explanatory Notes/Remarks (Give explanatory notes for both Yes and No answers)</b>
40.	Safety and Health Safeguards	Is Site sanitation available and adequate?	Yes/No	
41.	Safety and Health Safeguards	Does the project provide safe water to workers?	Yes/No	
42.	Safety and Health Safeguards	Does the project have in place Covid-19 prevention measures?	Yes/No	
43.	Safety and Health Safeguards	Does the project have in place an HIV/AIDS prevention, management and treatment Plan	Yes/No	
44.	Social, Safety and Health Safeguards	Is monthly monitoring undertaken by the CDO?	Yes/No	
45.	Summary	Conclusion	Text	
46.	Summary	Recommendations	Text	
47.	Summary	Action Plan	Text	