



UNOPS – YEMEN

Project Health and Safety Management

Plan – HS01

26/8/2020

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1. Introduction

1.1. Intro and scope of the Project H&S Management Plan

UNOPS endeavours, in all its projects and operations, to prevent personal injuries, ill health and damage to property.

This Project Health and Safety (H&S) Management Plan (hereafter “the Plan”) has been designed to assist the management of activities and support a risk-based approach to preventing dangerous acts that could lead to injuries or illnesses or serious incidents in the workplace.

This Plan is a live document that will be reviewed and updated on a regular basis if necessary.

1.2. Project description and key dates

Table 1 – Project details

Project Title	Strengthening Resilience through Enhancing Health Service Facilities in Yemen – Republican Hospital in Hajjah
Project Location	Hajjah City District, Hajjah Governorate, Yemen
UNOPS Project No.	22160
Project Duration	33 months
Project Health and Safety Management Level	Level 3
Project Overall Risk Score, and sub-scores for elements 2 and 3	Overall risk score: 12 (low risk)
UNOPS Project Manager	Mueen M. Almas
UNOPS Project H&S Manager/ Coordinator	Zubida AlZubaidi

1.3. Roles and responsibilities

While the Project Manager holds the overall responsibility for Health and Safety management in the Project, other roles may hold accountability, or need to be consulted and informed of various work packages (e.g. the Contractor, the Office Director, the Programme Manager, the Project Design Manager). Table 2 below outlines Roles and responsibilities for Infrastructure projects in the assurance set-up.

Table 2 - RACI Table

ACTIVITY	Director / Programme Manager	UNOPS Project Manager	Project Engineer*	Project Design Manager*	Contractor*
Ensure that local laws and regulations are understood and fully considered within the H&S Plan	A	R			
Ensure planned review dates for the H&S plan are monitored	A	R			
Convene Design Phase Start Up Meeting and assign H&S responsibilities	A	R		I	
Eliminate foreseeable health and safety risks through engineering design solutions and, where that is not possible, take steps to reduce or control those risks	A	R		R*	
Carry out hazardous materials assessment for materials within the design, and where appropriate inform key stakeholders/work package contractors.	A	R		C	
Ensure regular liaison between parties on site on health and safety matters	A	R	C		
Ensure consultation with the workforce & visitors	A	R	C		
Check that design changes that affect H&S are recognised and assessed during construction phase	A	R	C		R*
Ensure that works contractors are procured using the appropriate FIDIC based contract. (Defines responsibilities for H&S / insurance etc.)	A	R	I		
Ensure that contractor(s) employ effective H&S management techniques	A	R	C		
Ensure effective arrangements in place for site security/access	A	R	I		
Ensure arrangements in place for Site induction and safety briefings	A	R	I		R*
Ensure that suitable welfare facilities and first aid arrangements are in place	A	R	I		
Ensure that reporting of accidents / incidents structural failures are reported in line with their relevant OI	R	C	I		R*
Ensure work permit system is established and implemented	A	R	I		R*
Ensure that risk assessments and method statements are compiled and implemented in a timeous manner	A	R	I		R*
Ensure that Fire and evacuation procedures are established and tested	A	R	I		

A - Accountable (overall responsibility)
 C - Consulted (supports, has the information or capability required)

I - Informed (notified but not consulted)
 R - Responsible (gets the work done)
 R* - refers to Work Package Responsibility

2. Local laws, regulations and other compliance requirements

Health and Safety legislation and other relevant requirements in Yemen are described in the UNOPS Yemen legal register using form HSE03. This should also include the relevant requirements of interested parties that have been identified by the local office using form HSE02. A check for legal compliance has

been performed to ensure that this project is compliant with legal and other requirements, using form HSE04.

A copy of the legal register is available in form HSE03. UNOPS Project Manager will review these laws and regulations every 12 months to make sure that there are no changes, which may affect this plan.

3. Operational planning (for multiple sites, detail all site-specific information)

3.1. Activity risk assessment planning

A staged approach to project/site hazard identification and risk control is a requirement of this plan.

Hazard identification and subsequent risk assessment will be an ongoing process throughout the life of the project (up to defects notification period, if part of the contract). The Contractor receives already during the tender phase a schedule of key risks/hazards identified during design (form HS07, Schedule of Key Tasks, can be used for this purpose). These tasks should be carefully considered during the development of detailed Risk Assessments.

3.2. Hazard identification and activities risk assessment

The risk assessment was developed using form HS05, and it was reviewed and accepted by the UNOPS Project Manager.

The UNOPS Project Manager had ensured that the risk assessment developed in accordance with the requirements of form HS05, including the following as a minimum;

- Contractor(s) has identified all foreseeable hazards within the assessed activity
- Hazards have been prioritized by their magnitude (high, medium or low)
- Adequate control/mitigation measures have been documented for each hazard
- Both routine and non-routine conditions and special conditions have been taken into account.

The Risk Assessment will be amended as necessary to ensure that the works progress in a safe manner. The Risk Assessment for this Plan is available in form HS05.

All UNOPS personnel have the authority to stop any activity that has the potential to cause injury or damage property until such times as the works are managed in a safe manner.

3.3. Objectives and targets

The project will have the following Health and Safety objectives and targets:

Table 3 - Objectives and Targets

#	Objective	Target (measurable where practicable)	Action/Program/Resources	Responsible	Target Date

1	Safe and competent workers	<ul style="list-style-type: none"> -OSH Health & Safety training -Training of Project team and contractor representatives on HSE -Induction training at office 	<ul style="list-style-type: none"> -Include HSE in project monthly meetings -Review performance of trained participants to check effectiveness of training -HSE training and site inspection visits 	Construction Manager/Project Engineer	Throughout the project life
2	Consultation and capacity building with Contractors	<p>Ensure that Contractors are aware of existence of HSE plans</p> <p>Implement HSE plans in cooperation with contractor(s).</p>	<ul style="list-style-type: none"> -Conduct weekly HSE inspection together with contractors HSE representative on site -Involve contractors in HSE training 	UNOPS team	Throughout the project life
3	Zero injury during project execution	Zero work-related injuries during the six months implement project period	<ul style="list-style-type: none"> -Contractors and sub-contractors to follow all HSE rules and requirements -Contractors and sub-contractors to implement and follow risk assessment control measures 	Contractors and sub-contractors	Throughout the project life
4	Risk assessments to be prepared for all activities listed in the schedule of key tasks HS07	Each task listed in form HS07 is to have a risk assessment ready prior to work commencing	Contractors to prepare risk assessments before one week of starting the works and submit to UNOPS for approval	Contractors	One week prior the implementation phase of the project

3.4. Work permit system

The following activities at site will require the Contractor(s) to obtain a signed work permit from UNOPS Project Manager/Project Engineer before commencing these activities at site:

- Confined Space Entry, form HS08
- Hot Works, form HS09
- Excavation, form HS10
- Lifting, form HS11
- Working at heights, form HS12

3.5. Management of contractors and sub-contractors

- Bidders receive key documentation outlining the requirements of UNOPS Health and Safety Management Systems during the tender phase. The selected contractor shall comply with all UNOPS H&S requirements for the whole duration of the contract. These requirements equally apply to any subcontractors hired by the contractor. It is the contractor’s responsibility to ensure that subcontractors comply and to demonstrate such compliance in submittals and during verification processes by UNOPS.
- If pre-bid meetings, site visits and/or contract commencement meetings are carried out, H&S requirements and submittals should be discussed, both for day-to-day work and for H&S critical stages/activities.
- Suppliers should provide Material Safety Data Sheets for all supplied products that are classified as hazardous material.

4. **Health and safety management at project site**

4.1. Management of hazardous materials

Occupational diseases may occur as a result of exposure to hazardous substances in the form of inhaled particulates, ingested materials or skin contact with substances. Such possibilities have been identified in the Risk Assessment(s) and appropriate controls put in place. The main types of hazardous materials that have been identified are:

Table 4 - Hazardous materials

Hazardous material	Risk rating	Control method	Responsible person
Paint products	9	Provide proper PPE Provide training on safe handling of chemicals and their related hazards Store paint products in an adequate place	Contractor
Cleaning and polishing chemicals	9	Provide proper PPE Provide training on safe handling of chemicals and their related hazards Store cleaning chemicals in an adequate place	Contractor
Chemical/oil waste	8	Provide proper PPE	Contractor

		Provide training on safe handling of chemical/oil waste Collect chemical/oil waste and store in a designated place	
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Hazardous materials/chemicals used at the site shall have Material Safety Data Sheets (MSDS). The MSDS are obtained from the manufacturer/supplier of the materials and should be requested with each purchase of products.

Material Safety Data Sheets will be included in the Toolbox talks and risk assessment briefings. This information will be made available to any employee or sub-contractor or visitor who may interact with the materials/chemical substances on site.

4.2. Access and site security

UNOPS Project Manager will ensure that the Contractor(s) have put in place all measures to establish the site according to UNOPS guidance (GHS12).

It is the Project Manager responsibility to ensure that all site security requirements identified in the Risk Assessment for this activity are fully implemented.

4.3. Site Induction and Site Safety Rules

Site inductions will be carried out by the contractor. Arrangements for site inductions for this project shall be:

- Any new worker coming to the work site will be briefed on the site safety rules including the site logistics plan, hazards, evacuation procedures, emergency and first aid procedures, and the duties and responsibilities of all persons on site.
- A Site Induction briefing and Site Safety Rules has been developed in Arabic and in English.
- All attendees of the Site Induction briefing will be recorded and included in UNOPS Site Induction Register (form HSE07).
- Visitors will be given a brief site induction (based on an either oral or written Visitor’s induction) and will be accompanied at all times during their visit to the site.
- UNOPS personnel at Site should ensure that workers carrying out safety critical tasks have the necessary induction, qualifications and/or on the job training/licensing for the tasks they carry out.

4.4. Workplace inspections

Inspections of the project site should be carried out weekly. Contractor(s) will undertake weekly inspections of the whole work site, and specifically of:

- Equipment
- Power hand-held tools
- Portable hand tools
- Ladders (form HS13)
- Fall arrest equipment
- Small equipment (form HS15)

- Scaffolds (form HS14)
- Lifting devices (form HS16)
- Oxy-acetylene kit
- Welding machine
- Electrical cables and installations
- Fire extinguishers

Records of the inspections should be kept using form HSE05 and/or other dedicated forms, or the Contractor(s) forms where approved by UNOPS.

UNOPS personnel at site will be responsible to for the assurance of these inspections. UNOPS site team are responsible for ensuring that the inspection findings and recommendations are closed out in a timely manner.

4.5. Site induction and training

Induction, training and awareness activities have been planned and consideration given to ensuring that personnel doing H&S critical activities are covered.

Table 5 - Training

Planned training	Nominated staff	Frequency
HSE Site Induction	All personnel working on the project or at UNOPS sites	At the beginning of the project
First Aid Training	UNOPS/Contractor	Yearly
Fire fighting	UNOPS/Contractor	Yearly
Operational HSE trainings for special tradesmen	Operators, riggers, electricians, scaffolders, etc.	As required
Risk assessment briefing	Relevant personnel	Prior starting activities and as required
COVID-19 prevention measures training	All personnel involved	Prior starting project implementation
Tool Box talks	Contractor's staff and labours	Daily or at the start of new activity

The HSE training matrix (form HSE18) can be used to keep detailed records of site inductions, toolbox talks and training.

4.6. Emergency and evacuation procedures

Emergency and evacuation procedures will be tested through appropriate drills that will be held every 3 months and, where possible, may involve relevant interested parties (UNOPS, Contractor's Personnel, and specify others).

As a minimum, the Emergency Plan and procedures shall include:

- Emergency contact numbers available on notice and information boards over the project work areas and site offices
- Emergency procedures, incorporated in the project site inductions briefing
- Emergency drills shall be conducted and recorded (HS04)

Emergency procedures should be periodically reviewed to ensure continued relevance.

5. Communication and information sharing

5.1. Internal communication

Internal communication for the Project will include as a minimum:

- H&S weekly meetings. They may be dedicated to H&S or H&S may be one part of the agenda. Additional H&S meetings will be organised when needed. Meeting minutes will be distributed to UNOPS, Contractor's team and sub-contractors.
- Weekly inspections (form HSE05); including Health and Safety items will be performed jointly by UNOPS team and the Contractor(s) team; the report will be prepared by UNOPS H&S Manager/Coordinator and shared with the Contractor(s) for any necessary actions.
- Site H&S quarterly report (form HSE12); the quarterly report is a summary of the site weekly inspection report findings and corrective action. It is prepared by UNOPS site H&S Manager/Coordinator to be shared with the Contractor(s) and with UNOPS Senior Management in the country as well as with UNOPS HQ.
- Toolbox talks
- Information and guidance signage will be present at site in English and Arabic
- The Site Notice Board will be used to convey daily updates and information

5.2. External communication

Queries on health and safety management from local communities, journalists, business community, neighbours, local representatives, and any other external parties will be handled according to the following protocol: through UNOPS Project Manager or otherwise specified in the UNOPS external communication protocol.

5.3. Consultation with the workforce

Arrangements for consulting and coordinating with the workers at site will be as follows:

- An employee representative will participate in the regular and extraordinary meetings between UNOPS and the Contractor(s)
- All Contractor's and sub-contractor's employees will be encouraged to raise any suggestions and concerns on health and safety management of the project on an ongoing basis and during meetings, briefings, toolbox talks, etc.
- Include elected employees' representatives in H&S/HSE Committee.

5.4. Accident and incident reporting and investigation

All significant accidents or incidents and high potential near misses shall be reported to UNOPS HQ using form HSE09.

They should be thoroughly investigated and action taken to prevent recurrence. For Class 1 incidents, the outcomes of the review shall be reported to UNOPS HQ using form HSE10. Lessons learned should be captured using HSE11.

UNOPS and Contractor’s personnel have an obligation to report all incidents and near misses to the UNOPS Project Manager/H&S coordinator, and will receive proper induction in this sense. Significant incidents and near misses should be recorded in Table 6:

Table 6 - Incidents/near misses

Incident/near miss description	Date	Corrective action taken

5.5. H&S risks during operation

To prevent/reduce risks at the use and maintenance phase or during the facility/structure operation, UNOPS will provide the project end user with an operation and maintenance manual, which explains how to operate and maintain the asset in a safe manner.

6. Audit and monitoring

6.1. Project files and records

UNOPS health and safety management electronic files will form the archived component of the records for this project, in line with the UNOPS Record Retention Policy and to facilitate internal and external audit and review. As a minimum, they will consist of:

- A copy of UNOPS Yemen legal register
- The Project Health and Safety management plan with its Annexes
- H&S meetings minutes
- Weekly site inspection reports
- Work Permits
- Quarterly HSE site reports
- Incidents investigation reports and near misses
- Emergency drill records
- Record of training and toolbox talks
- A copy of any H&S related correspondence in the project including any nonconformities notification for the Contractor(s)
- Internal and External Audits records
- Copy of the latest UNOPS HQ Management Review records

The UNOPS H&S system shall be formally documented to allow for control and accountability.

6.2. Audit and monitoring

Health and Safety performance at site will be regularly monitored through:

- Weekly site inspections
- Ad hoc site inspections
- Internal peer reviews if requested by UNOPS HQ
- External audit visit if requested by UNOPS HQ

7. Revisions of the Plan

Table 7 - Revisions

Revision date	Name and title	Description of main changes

9. Table of references to Templates and Guidance documents

Table 8 - References

TOPICS	TEMPLATES	GUIDANCE
Legal review	HSE02 Register of interested parties HSE03 Legal register HSE04 Check for legal compliance	
Risk Assessment	HS05 Risk Assessment HS06 RA briefing register	
Work permits	HS08 Confined space permit HS09 Hot works permit HS10 Excavation permit HS11 Lifting permit HS12 Working at heights permit	GHS02 Lifting GHS04 Excavations GHS09 Work at height GHS11 Confined space
Site induction and training	HSE07 Site induction register HSE08 Visitor induction register HSE18 Training matrix	See catalogue of Toolbox talks
Site weekly inspections	HSE05 HSE inspection report – site HS13 Ladder inspection record HS14 Scaffold inspection checklist HS15 Small tools inspection record HS16 Lifting devices inspection record	GHS07 Scaffold
Management of contractors and sub-contractors		See guidance for Contractors working with UNOPS
Emergency and evacuation procedures	Site emergency and evacuation plan HS03 Emergency contact numbers HS04 Emergency drill record	GHS10 Accident response
Accident/incident reporting	HSE09 Incident report form HSE10 Incident review form HSE11 Incident highlight form	
Communication and reporting	HSE12 Quarterly HSE report – site	

Audit and monitoring	HSE16 Internal review (audit)	
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 = UNOPS responsibility (usual set-up in assurance position)

 = Contractor responsibility (usual set-up in assurance position)

Register of Interested Parties

Office/Project	UNOPS-YEMEN Strengthening Resilience through Enhancing Health Service Facilities in Yemen – Republican Hospital in Hajjah City
Location	Hajjah City District, Hajjah Governorate, Yemen
Revision and date	30 August 2020

“Any persons or organisations that can affect, be affected by or perceive itself to be affected by UNOPS decisions and/or activities”

Step 1: List interested parties (e.g. beneficiaries, communities, suppliers, NGOs, donors, regulators, our personnel, partners, etc.)

Step 2: Describe how you will determine their requirements (i.e. their needs and expectations)

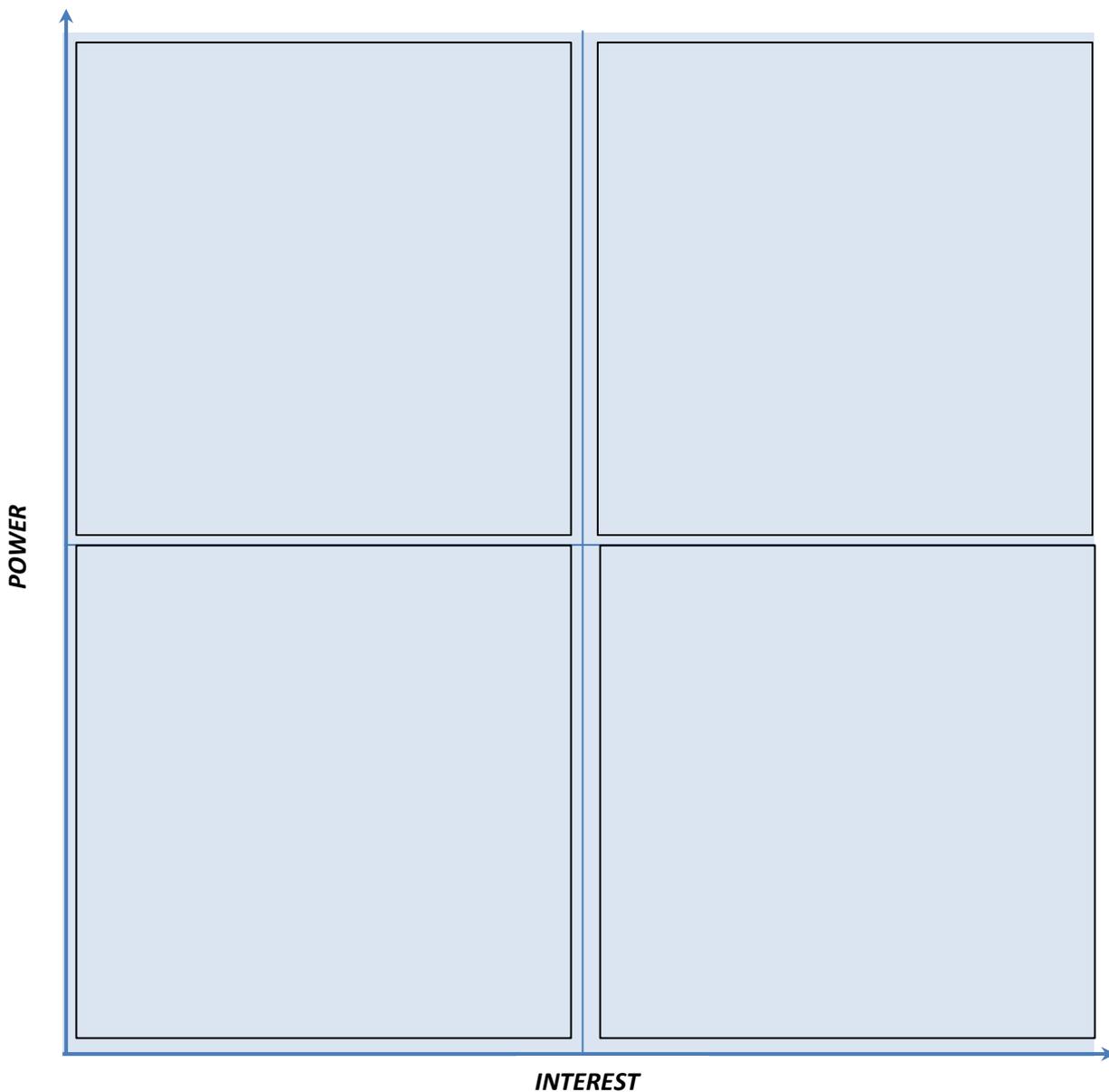
Step 3: List the requirements you have identified, and highlight those that will become compliance obligations (NOTE: make sure you include compliance obligations in the Legal Register, HSE03)

1. List of interested parties and methodology for determining requirements

Interested party	Requirement	Requirement identified by way of
1. UNOPS YEMEN	Update	Weekly and monthly progress
2. UNOPS Head Quarter	Progress and delivery	Produce progress and delivery reports and disseminate information as they desire
3. Ministry of Health	Progress update	Project board meeting, verbal communication
4. Contractors and suppliers	Instruction	Timely instruction and disseminate the proper information on time
5. Donor(KfW)	Progress and delivery	Highlight report, regular communication
6. GIZ	Progress and delivery	Highlight report, regular communication

7. Communities	Progress and engagement	Community engagement from starting to end
8. WHO	Update	Weekly and monthly progress
9. Partners	information sharing	Informed all partners about our project progress and sharing lesson learned

2. Determination of compliance obligations for Enter the name of your office based on a power/interest grid analysis



3. Identified compliance obligations must be reported in the Legal Register (form HSE03)

Legal Register for Health, Safety and Environment

Project	UNOPS Yemen Strengthening Resilience through Enhancing Health Service Facilities in Yemen – Republican Hospital in Hajjah City
Location	Hajjah City District, Hajjah Governorate, Yemen
Revision and date	30 August 2020

I. INTRODUCTION

UNOPS premises are protected by the Immunities and Privileges of the United Nations. These immunities also apply to UNOPS staff. It is the intention of UNOPS to ensure that operations do not operate below the standard of local legislation (see the UNOPS Health and Safety policy and the UNOPS Environmental Policy). Contractors and construction sites have an even higher obligation to meet legal and other obligations as they are incorporated under local laws. The contractors are assumed to have control over their ability to meet local legislation at UNOPS construction sites. UNOPS has the role of enforcing legal and other requirements in line with the UNOPS policy commitment.

When researching for applicable national legal HSE requirements, it is recommended that existing legislation in the following areas be explored:

Access/ Egress	Small tools
Fire/Emergency Prevention and Response	Work over water
Ergonomics	Work interactions (e.g. stress, psychosocial)
Occupational Health Stressors	Use of Lifting Machinery
Pressurised equipment	PPE
Electrical equipment	Other general H&S requirements
Hazardous substances	Water quality and management
Preparation of food	Air quality
Structures	Waste

Transportation	Resources conservation
Working at heights	Pollution control
Excavation	Other general environmental requirements

II. LEGAL REGISTER

No	Legislation/Requirement	Source	Requirements
1	United Nations, Occupational Safety and Health Management System	ST/SGB/2018/5	The occupational safety and health management system shall be implemented in a phased manner at the central and departmental levels and shall integrate, harmonize and update existing occupational safety and health-related policies and programmes
2	A system-wide road map for United Nations climate neutrality by 2020 and of the related goals towards enhancing the environmental sustainability of United Nations operations	CEB/2015/HLCM/7 of 31 March 2015	United Nations climate neutrality by 2020 and enhancement of environmental sustainability
3	Environmental Sustainability Management in the UN System	CEB/2013/HLCM/5 of 7-8 March 2013	Development and implementation of environmental sustainability management systems in each UN organization
4	A framework for advancing environmental and social sustainability in the United Nations system	UN Environmental Management Group, 2012	Moving UN organizations towards strengthening environmental and social sustainability in our activities
5	EOD 3 “Health & Safety and Social & Environmental Policy”	UNOPS	Establish UNOPS Social, Environmental and H&S policies
6	EOI.CSG.2017.01 on Implementation of HSSE levels	UNOPS	Establishes the Health & Safety, and Social & Environmental requirements at UNOPS locations
7	EOI.CSG.2017.02 on Incident reporting	UNOPS	Establishes the requirements for reporting incidents
8	OI.PCG.2017.01 “Personnel Management Framework” on work-life balance	UNOPS	Supports personnel in balancing the demands of work and personal life
9	United Nations Security Management System, Security Policy Manual, Chapter VII	UNDSS	Promotes the safe operation of United Nations vehicles world-wide, to ensure road safety and to describe the roles and responsibilities of relevant United

	Provisions on Safety Matters, Section D. Road Safety. 31 October 2011		Nations Security Management System (UNSMS) actors in improving awareness and compliance with requirements and provisions for road safety
10	OD.PCG.2017.01 "Human Resources, Ethics and Culture" on discrimination, harassment and abuse of authority	UNOPS	Ensures the workplace is free of any form of discrimination and harassment
11	Environmental protection law 26/1995	Republic of Yemen	Regulate environmental protection, resource conservation and prevention of pollution aspects
12	Water Law 33/2002 and 41/2006	Republic of Yemen	Regulate water resources use, supply and conservation
13	Labor Law 5/1995	Republic of Yemen	The Labor Law regulates the rights and wages of workers, their protection, occupational health and safety.
14	Public cleaning law 39/1999	Republic of Yemen	Regulates public cleaning and waste collection and disposal aspects

III. REFERENCES

1. Convention Immunities and Privileges of the United Nations.
https://treaties.un.org/doc/Treaties/1946/12/19461214%2010-17%20PM/Ch_III_1p.pdf
2. <http://www.un.org/en/ecosoc/docs/2010/res%202010-23.pdf>
3. ILO: Safety and Health in Construction Convention no. 167 (Dec. 2014)
http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_INSTRUMENT_ID:312312
4. ECOLEX, the gateway to environmental law, operated jointly by FAO, IUCN and UNEP
<http://www.ecolex.org/start.php>
5. NATLEX, the ILO database of national labour, social security and related human rights legislation http://www.ilo.org/dyn/natlex/natlex4.home?p_lang=en
6. LEGOSH, the ILO global database on occupational safety and health legislation
<http://www.ilo.org/dyn/legosh/en/f?p=LEGPOL:1000>
7. United Nations Security Management System, Security Policy Manual, Chapter VII Provisions on Safety Matters, D. Road Safety. 31 October 2011,

https://www.un.org/undss/sites/www.un.org.undss/files/docs/security_policy_manual_sp_m_e-book_as_of_29_nov_2017_0.pdf

8. ST/SGB/2018/5 United Nations, Occupational Safety and Health Management System.

Check for compliance requirements for Health, Safety and Environment

Office/Project	UNOPS Yemen Strengthening Resilience through Enhancing Health Service Facilities in Yemen – Republican Hospital in Hajjah
Location	Hajjah City District, Hajjah Governorate, Yemen
Revision and date	30 August 2020

I. IMMUNITIES AND PRIVILEGES OF THE UNITED NATIONS

The founding Charter of the United Nations provides for the privileges and immunities “necessary for the fulfilment of its purposes.” (Article 105, UN Charter). The Convention on Immunities and Privileges adopted by the General Assembly of the UN on 13 February 1946 details the specifics of these legal exemptions.

This means that while UNOPS as a separate entity of the United Nations is exempt from compliance with local laws, it does interact with local governmental agencies for the provision of services and should meet the minimum standards for the operation of these services if not exceed them according to international standards.

II. UN REQUIREMENTS AND UNOPS HSE MINIMUM STANDARDS

The regulations and requirements put forth in the UN system should be applied to UN facilities. Therefore, UNOPS shall meet the requirements of the UN Occupational Safety and Health Management System (ST/SGB/2018/5 of 20 July 2018); of the UN Climate Neutrality Strategy and the Strategic Plan for Environmental Sustainability Management (CEB/2013/HLCM/2); and the UN Roadmap towards Climate Neutrality by 2020 (CEB/2015/HLCM/7 of 31 March 2015); and of other relevant UN initiatives and frameworks.

UNOPS minimum standards for Health, Safety and Environment apply in all its projects and operations, also in cases where they go beyond and above local legislative requirements.

III. CHECK FOR COMPLIANCE REQUIREMENTS

Item ¹	Legislative instrument (law, regulation, decree, etc.)	Area of concern/hazard regulated	Year	Regulatory Body	Requirements	Compliance (Y/N)	Evidence of Compliance/ Corrective Actions
1	ST/SGB/2018/5 United Nations Occupational Safety and Health Management System	Other general HS requirements	2018	UN	The occupational safety and health management system shall be implemented in a phased manner at the central and departmental levels and shall integrate, harmonize and update existing occupational safety and health-related policies and programmes.	Y	HSSE team is leading corporate implementation of the system / UNOPS progress is aligned with the system
2	A system-wide road map for United Nations climate neutrality by 2020 and of the related goals towards enhancing the environmental	Other general Environmental requirements	2015	UN	United Nations climate neutrality by 2020 and enhancement of environmental sustainability	Y	HSSE team accounts for corporate greenhouse gas emissions and purchases Certified Emission Offsets; Environmental sustainability is in place under the UNOPS HSSE programme

¹ Ensure numbering of legislative instruments is aligned and can be cross-referenced with those included in the Legal register.

	sustainability of United Nations operations						
3	Environmental Sustainability Management in the UN System	Other general Environmental requirements	2013	UN	Development and implementation of environmental sustainability management systems in each UN organization	Y	Environmental sustainability is in place under the UNOPS HSSE programme
4	A framework for advancing environmental and social sustainability in the United Nations system	Other general Environmental requirements	2012	UN	Moving UN organizations towards strengthening environmental and social sustainability in our activities	Y	HSSE management systems, GRI reporting
5	EOD 3 “Health & Safety and Social & Environmental Policy”	Health, Safety, Social and Environmental requirements	2017	UNOPS	Establish UNOPS Social & Environmental and H&S policies	Y	Part of UNOPS systems; IAIG audit internal processes and designation of HSSE levels by Regional directors
6	EOI.CSG.2017.01 on Implementation of HSSE levels	Health, Safety, Social and Environmental requirements	2017	UNOPS	Health, Safety, Social and Environmental instructions	Y	Part of UNOPS systems; IAIG audit internal processes and designation of HSSE levels by Regional directors
7	EOI.CSG.2017.02 on Incident reporting	Health, Safety, Social and	2017	UNOPS	Health, Safety, Social and Environmental instructions	Y	Part of UNOPS systems; IAIG audit internal processes and

		Environmental requirements					designation of HSSE levels by Regional directors
8	OI.PCG.2017.01 "Personnel Management Framework" on work-life balance	Other general HSSE-related requirements	2017	UNOPS	Support personnel in balancing the demands of work and personal life	Y	Part of UNOPS systems; IAIG audit internal processes
9	United Nations Security Management System, Security Policy Manual, Chapter VII Provisions on Safety Matters, Section D. Road Safety	Transportation	2011	UNOPS	Promote the safe operation of United Nations vehicles worldwide, to ensure road safety and to describe the roles and responsibilities of relevant United Nations Security Management System (UNSMS) actors in improving awareness and compliance with requirements and provisions for road safety	Y	UNOPS follows the UN Road Safety Strategy
10	OD.PCG.2017.01 "Human Resources, Ethics and Culture" on discrimination, harassment and abuse of authority	Other general HSSE-related requirements	2017	UNOPS	Ensuring the workplace is free of any form of discrimination and harassment	Y	Part of UNOPS systems; IAIG audit internal processes

IV. REFERENCES

1. Convention Immunities and Privileges of the United Nations.
https://treaties.un.org/doc/Treaties/1946/12/19461214%2010-17%20PM/Ch_III_1p.pdf
2. <http://www.un.org/en/ecosoc/docs/2010/res%202010-23.pdf>

Hazard and Risk Assessment

Location/Project/Office	Hajjah City District, Hajjah Governorate / Strengthening Resilience through Enhancing Health Service Facilities in Yemen – Republican Hospital in Hajjah City / UNOPS Yemen		
Details of what is being assessed (activity, functional area)	Rehabilitation of the Republican Hospital in Hajjah which will include installation, renovation and demolition		
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Revision	Date	Author	Description of main changes

Follow the guidance given in the Health and Safety handbook under the title “Hazards and their control” in order get a full understanding of the hazard identification and risk assessment process.

C o n s e q u e n c e	Likelihood				
		Unlikely	Slightly likely	Likely	Very likely
	Negligible	1	2	3	4
	Minor	2	4	6	8
	Moderate	3	6	9	12
Major	4	8	12	16	

Step-by-Step Guidance:

Stage One: Using the matrix above to carry out an initial assessment to determine the risk rating of each hazard(s) of the activity. To calculate the risk rating of a hazard, multiply the value of its consequence with the value for likelihood (note: here the hazard should be assessed without any control measures). Make sure relevant stakeholders (e.g. local UNDSS focal points) are consulted and involved in the risk assessment.

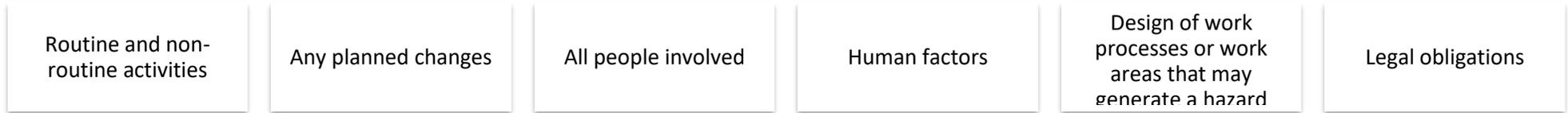
Stage Two: Use the results from the assessment in Stage One to prioritize control activities. As a general rule, if the risk is High, then the hazard must be eliminated and/or work activity prohibited or mitigation measures put in place to reduce the risk. If the risk is Medium, then additional safety controls are required to eliminate/isolate/minimise the risk. If the risk is Low, then the work can proceed with the current standard site controls in place.

The hierarchy of controls (elimination, substitution, engineering controls, administrative controls, personal protective equipment) should be applied when choosing controls, with more effective ones to be applied first. See the H&S handbook for more guidance.

Stage Three: Using the matrix to review again the hazards, this time with the safety controls proposed. If the risk rating remains Medium or High, then provide alternative or additional safety controls until the risk is assessed as Low.

Stage Four: Review the risk assessment periodically in order to take account of changes in the environment. In each revision, make sure new and modified content is easily identifiable (by text highlighting, use of a different font, use of a different font colour, and similar techniques).

When identifying hazards, consider among other things the following:



The frequency of the task and the number of people that could be potentially affected should be considered.

For the identification of hazards to be effective, a variety of sources should be investigated, as for example:



Note that more detailed assessments might be necessary for the risk assessment to evaluate the harm from exposure to chemical, biological and physical agents.

Identification and ranking of natural hazards may be done by using the country specific information found on <http://www.thinkhazard.org/>.

Note on Safety and Security: Threats directly resulting from or related to terrorism, civil unrest, armed conflicts and crime falls under the responsibility of the UN Security Management System. An assessment of these should not be included in this document.

Fire, aviation safety and road transport safety are also the responsibility of the UN Security Management System; those should not be included in the risk assessment for UNOPS office facilities.

Item	Task/Activity	Potential Hazards/Risks for each task	Risk Rating (1-16)	Hazard Control Method	Control Risk Rating (1-16)	Person to implement and monitor implementation
1	Plumbing and sanitation works	Illness – harmful organism infestation	6	<ul style="list-style-type: none"> - Check work area from any harmful organism infestation or moles prior working - Provide training on biological agents i.e. moles 	2	<p>Contractor to implement</p> <p>UNOPS to monitor</p>
		Injury – exposure to cleaning and polishing chemicals	6	<ul style="list-style-type: none"> - Ensure proper PPE are provided - Ensure an eye-wash station is available nearby work area - Ensure chemicals’ MSDS are available for each chemical - Ensure first aid kit is provided - Provide training on chemical handling - Ensure at least one person is trained on first aid 	2	<p>Contractor to implement</p> <p>UNOPS to monitor</p>
	Using and handling of chemicals	Illness/injury – exposure to chemicals		<ul style="list-style-type: none"> - Ensure proper PPE are provided - Ensure an eye-wash station is available nearby work area - Ensure chemicals’ MSDS are available for each chemical - Ensure first aid kit is provided - Provide training on chemical handling - Ensure at least one person is trained on first aid 		<p>Contractor to implement</p> <p>UNOPS to monitor</p>
2	Confined spaces entry	Injury/death - insufficient oxygen; toxic (poisonous) air	8	<ul style="list-style-type: none"> - All confined space entry jobs must have a work permit approved by the person in charge 	4	Contractor to implement

				<ul style="list-style-type: none"> - Ensure confined space's atmosphere is tested prior each entry for oxygen level and toxic gases - Ensure an emergency rescue plan is in place - Ensure a safety watch person is designated for all confined space entry jobs - Provide training on confined space entry 		UNOPS to monitor
3	Power hand-held tool works	Eye and body injury – flying objects; entanglement; pinching; inadequate safe guard; unguarded machine; incompetent operator; improper tool use	8	<ul style="list-style-type: none"> - Ensure power hand-held tools are in a good condition and well maintained - Ensure proper PPE are provided - Ensure machines safe guards are in place and still adequate - Provide training on the use of power hand-held tools and their hazards 	2	Contractor to implement UNOPS to monitor
		Illness - exposure to dust; exposure to noise	9	<ul style="list-style-type: none"> - Ensure proper PPE are provided - Ensure proper ventilation for the work area 	2	Contractor to implement UNOPS to monitor
4	Hand-held tool works	Hand injury - improper use of tool; improper tool for the job; incompetent operator	8	<ul style="list-style-type: none"> - Ensure hand-held tools are in a good condition and well maintained - Ensure proper PPE are provided - Provide training on the use of hand-held tools and their hazards 	2	Contractor to implement UNOPS to monitor

5	Crane lifting operations	Injury/death – inadequate crane; unsafe lifting operation; failure of lifting gears; incompetent crane operator/assistants	8	<ul style="list-style-type: none"> - All lifting operations must have a work permit approved by the person in charge - Ensure crane is adequate for the lifting operation (safe working load) - Ensure crane is inspected and maintained for any defects - Ensure crane’s lifting gears are adequate for the lifting operation - Ensure crane’s lifting gears are inspected and maintained for any defects - Ensure crane operator and assistants are qualified and certified - Ensure lifting area is barricaded - Ensure lifting plan is in place for each different lifting operation 	4	<p>Contractor to implement</p> <p>UNOPS to monitor</p>
6	Work at heights	Injury/death - inadequate ladder; inadequate use of ladder; failure to wear fall arrest gears; inadequate scaffold erection; inadequate safe work procedure	8	<ul style="list-style-type: none"> - Ensure scaffold is erected by a competent person and as per standards - Ensure scaffold components are inspected by a competent person prior erection - No one uses the scaffold unless the green tag is attached to the scaffold - Ensure ladders are construction-grade ladders - Ensure ladders are in a good condition and well maintained - Ensure ladders are inspected daily prior work 	4	<p>Contractor to implement</p> <p>UNOPS to monitor</p>

			6	<ul style="list-style-type: none"> - Any work that is more than 2 m from ground or surface must be identified as work-at-height job - Ensure fall arrest gear/harness is worn for all work-at-height jobs or where the below surface presents a hazard - Ensure fall arrest gear/harness is inspected daily and well maintained - Ensure a rescue plan is in place for fall arrest incidents - Ensure a safe work procedure is in place - Provide training on safe work at heights or related hazards 	2	
7	Electrical works	Injury/death – electrocution; burns; fire; explosion	6	<ul style="list-style-type: none"> - All electrical works must have a work permit approved by the person in charge - Ensure a complete isolation to the electrical system being worked on - Ensure Lock-out/Tag-out system is implemented to ensure safe isolation - Provide training on safe isolation and Lock-out/Tag-out procedure - Ensure proper PPE are provided i.e. insulated gloves - Ensure working area is clear of any material that could fire or explode 	2	Contractor to implement UNOPS to monitor

8	Mechanical works	Injury – entanglement; pinching; crushing; shearing	6	<ul style="list-style-type: none"> - Ensure a complete isolation to the electrical system being worked on - Ensure Lock-out/Tag-out system is implemented to ensure safe isolation - Ensure personal items such as watch, bracelet, necklace, long/loss sleeves - Provide training on safe isolation and Lock-out/Tag-out procedure 	2	<p>Contractor to implement</p> <p>UNOPS to monitor</p>
9	Oxy-acetylene cutting works	Injury/death – fire; explosion; burns	6	<ul style="list-style-type: none"> - All hot works must have a work permit approved by the person in charge - Ensure oxy-acetylene kit is in a good condition and well maintained - Inspect oxy-acetylene daily prior working - Ensure only trained and qualified people can operate the oxy-acetylene kit - Ensure oxy-acetylene’s cylinders or torch is equipped with spark arrestors - Ensure working area is clear of any material that could catch fire or explode - Ensure oxy-acetylene kit is locked in a shaded place and in the standing position when not used (stored) - Ensure proper PPE are provide i.e. fire resistant clothing 	2	<p>Contractor to implement</p> <p>UNOPS to monitor</p>

		Illness - exposure to radiation; exposure to fumes and gases	6	<ul style="list-style-type: none"> - Ensure proper PPE are provide i.e. cutting helmet and respirator - Provide training on oxy-acetylene kit safe use - Ensure working area is well ventilated 	2	<p>Contractor to implement</p> <p>UNOPS to monitor</p>
10	Welding works	Injury – electric shock; burns; fire	6	<ul style="list-style-type: none"> - All hot works must have a work permit approved by the person in charge - Ensure welding machine is in a good condition and well maintained - Inspect welding machine daily prior working - Ensure only trained and qualified people can operate the welding machine - Ensure working area is clear of any material that could catch fire or explode - Ensure proper PPE are provide i.e. fire resistant clothing 	2	<p>Contractor to implement</p> <p>UNOPS to monitor</p>
		Illness - exposure to UV and IR radiation; exposure to fumes and gases	6	<ul style="list-style-type: none"> - Ensure proper PPE are provide i.e. welding helmet and respirator - Provide training on safe welding operation - Ensure working area is well ventilated 	2	<p>Contractor to implement</p> <p>UNOPS to monitor</p>

11	Manual material/equipment handling	Injury – poor manual material handling practices; inadequate safe work procedure	8	<ul style="list-style-type: none"> - Provide training on safe manual handling - Use lifting assisting equipment for heavier weight objects 	4	<p>Contractor to implement</p> <p>UNOPS to monitor</p>
12	No task	Illness - exposure to sun; dehydration; heat stress; exhaustion; sun stroke	6	<ul style="list-style-type: none"> - Ensure suitable rest/break period during work shift - Provide drinking water to keep workers hydrated at all times - Provide training on heat stress and sun stroke 	2	<p>Contractor to implement</p> <p>UNOPS to monitor</p>

Space for comments

Appendix: The following is a list of possible hazards.

Physical hazards	Chemical hazards	Biological hazards	Psychosocial hazards	General environment hazards
<ul style="list-style-type: none"> ○ slippery or uneven ground, ○ working at height, ○ objects falling from height, ○ inadequate space to work, ○ poor ergonomics (e.g. workplace design that does not take account of human factors), ○ manual handling, ○ repetitive work, ○ trappings, entanglement, burns and other hazards arising from equipment, ○ transport hazards, either on the road or on premises/sites, while travelling or as a pedestrian (linked to the speed and external features of vehicles and the road environment), ○ fire and explosion (linked to the amount and nature of flammable material), ○ harmful energy sources such as electricity, radiation, noise or vibration (linked to the amount of energy involved), ○ stored energy, which can be released quickly and cause physical harm to the body (linked to the amount of energy), ○ frequently repeated tasks, which can lead to upper limb disorders (linked to the duration of the tasks), ○ unsuitable thermal environment, which can lead to hypothermia or heat stress, ○ violence to staff, leading to physical harm (linked to the nature of the perpetrators), ○ ionizing radiation (from x- or gamma-ray machines or radioactive substances), ○ non-ionizing radiation (e.g. light, magnetic, radio-waves) 	<p>Substances hazardous to health or safety due to:</p> <ul style="list-style-type: none"> ○ inhalation of vapours, gases, or particles, ○ contact with, or being absorbed through, the body, ○ ingestion, ○ the storage, incompatibility, or degradation of materials. 	<p>Biological agents, allergens, or pathogens (such as bacteria or viruses), that might be:</p> <ul style="list-style-type: none"> ○ inhaled, ○ transmitted via contact, including by bodily fluids (e.g. needle-stick injuries), insect bites, etc. ○ ingested (e.g. via contaminated food products) 	<p>Situations that can lead to negative psychosocial (including psychological) conditions, such as stress (including post-traumatic stress), anxiety, fatigue, depression, from e.g.:</p> <ul style="list-style-type: none"> ○ excessive workload, ○ lack of communication or management control, ○ workplace physical environment, ○ physical violence, ○ bullying or intimidation. 	<ul style="list-style-type: none"> ○ Environmental risks ○ Endemic diseases ○ Disease Outbreaks ○ Pandemics ○ Quality and availability of health care ○ Natural Disasters ○ Nuclear Disaster ○ Security conditions, Crime, Social Unrest, Political violence fall under the responsibility of the UN Security Management System

Source: OHSAS 18002:2008

In order to manage and control change, this template should be reviewed each time a change happens in the organization (e.g. in the structure, personnel, management system). The results of the risk assessment should be communicated with the staff as appropriate.