

Environmental and Social Monitoring Report

First Environmental and Social Monitoring Report
Project Number: 44951-014
June 2016

Bangladesh: Bibiyana II Gas Power Project

Prepared by Bangladesh Centre for Advanced Studies (BCAS) for the Summit Bibiyana II Power Company Limited and Asian Development Bank

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PROJECT SITE ENVIRONMENTAL AND SOCIAL MONITORING REPORT

SUMMIT BIBIYANA II POWER COMPANY LTD

AT

PARKUL, HOBIGANJ, BANGLADESH

April 30th, 2015

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ABBREVIATIONS AND ACRONYMS

ADB	Asian Development Bank
BCAS	Bangladesh Centre for Advanced Studies
BERC	Bangladesh Energy Regulatory Commission
BIWTA	Bangladesh Inland Water Transport Authority
BOO	Built Operate and Own
BPDB	Bangladesh Power Development Board
CCGT	Combined Cycle Gas Turbine
CDM	Community Development Manager
CDP	Community Development Plan
CEO	Chief Executive Officer
CIB	Chief Inspector of Boilers
COO	Chief Operating Officer
CMT	Construction Management Team
DC	Deputy Commissioner
DoE	Department of Environment
DOEXP	Department of Explosives
DGM	Deputy General Manager
DMD	Deputy Managing Director
EHS	Environment Health and Safety
EHSS	Environment, Health, Safety and Social
EHSSCAR	Environment, Health, Safety and Social Compliance Audit Report
EPC	Engineering, Procurement and Construction
ESIA	Environmental and Social Impact Assessment
ESMMP	Environmental and Social Management and Monitoring Plan
F&E	Factories and Establishment
GoB	Government of Bangladesh
GRM	Grievance Redress Mechanism
GSAs	Gas Supply Agreements
HIRAC	Hazard Identification and Risk Assessment Control
HR	Human Resources
HSD	High Speed Diesel
IAs	Implementation Agreements
ID	Identification
JCCR	Joint Committee on Community Relations
LLAs	Land Lease Agreements
LRP	Livelihood Restoration Plan
MW	Mega Watt
NA	Not Applicable

NEPC	Northeast Electrical Power Engineering Co.
NGO	Non Government Organization
PAH	Project Affected Household
PAPs	Project Affected People
PGCB	Power Grid Company of Bangladesh
PPAs	Power Purchase Agreements
PPE	Personal Protective Equipment
PPP	Procurement Policies and Procedures
RFP	Request for Proposal
SBIIPCL	Summit Bibiyana II Power Company Limited
SCAR	Social Compliance Audit Report
SED	Small Enterprise Development
SEP	Stakeholder Engagement Plan
Tk	Taka
TNA	Training Need Assessment

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1.0 Project Description

1.1 Brief Project Description

The policy of the Government of Bangladesh ('GoB') has been to ensure extension and stabilization of the power sector, through both public and private sector undertakings, towards not only meeting the existing power deficiency throughout the country but also ensuring unhindered power provision in view of the projected future demand.

A Request for Proposal (RFP) was issued by Power Cell (the Power Division of the GoB Ministry of Power, Energy and Mineral Resources) on 3rd May 2010 (and subsequently amended on 2nd September 2010) for the sponsor to develop a 330-450 MW CCGT power station at Bibiyana on a 'build, own and operate (BOO)' basis. The RFP was signed by Summit Bibiyana II Power Company Limited (SBIIPCL) on 6th September 2010. In May 2011, to build, own and operate a 341 MW combined cycle gas turbine power plant, SBIIPCL signed: Implementation Agreements (IAs) with the GoB and the Power Grid Company of Bangladesh (PGCB); Power Purchase Agreements (PPAs) with the Bangladesh Power Development Board (BPDB); Land Lease Agreements (LLAs) with the BPDB; and Gas Supply Agreements (GSAs) with the Jalalabad Gas Transmission and Distribution System Limited ('the Gas Supplier'). In addition, for construction of the power plant, an Engineering, Procurement and Construction (EPC) contract was signed with a joint venture comprising the First Northeast Electrical Power Engineering Co. and Northeast China International Electric Power Corporation (herein referred to as 'the EPC Contractor') in June 2011.

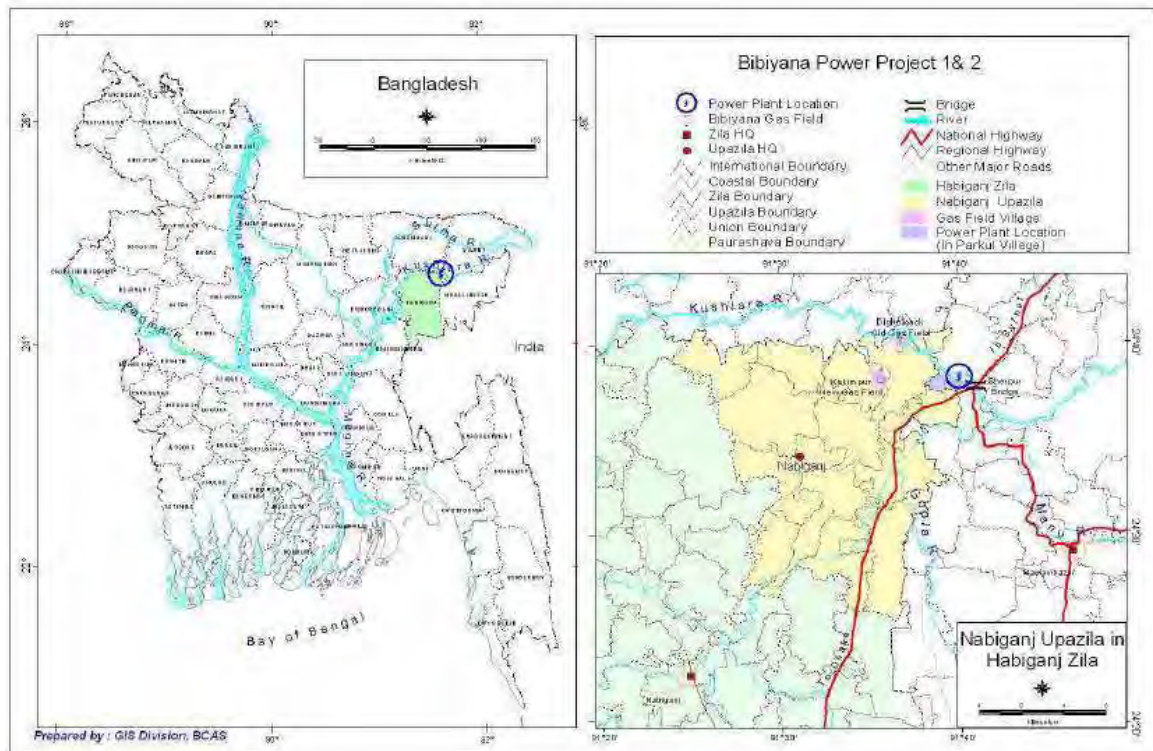


Figure 1.1: Location of SBIIPCL Plant in Bangladesh and in Hobiganj District

The location of SBIIPCL plant in Bangladesh and in Hobiganj District is shown above in Figure 1.1. The SBIIPCL project site is located on the southern bank of the river Kushiya, at Longitude 91° 39' 37" E. and Latitude 24° 38' 18" N. The site is approximately 2 km to the west of the Sherpur bridge, and lies west of the Dhaka - Sylhet National Highway (N2), approximately 180 km north-east of Dhaka and approximately 45 km south-west of the Sylhet District.

COORDINATE LIST BY DEPARTMENT CORNER

a.E=660392.956	N=2725766.361
b.E=660391.318	N=2725752.893
c.E=660321.571	N=2725835.259
d.E=660514.190	N=2725727.451
e.E=660493.141	N=2725144.459
f.E=660249.207	N=2725168.459
g.E=660516.363	N=2725755.274
h.E=660495.601	N=2725412.449
i.E=660411.767	N=2725467.437
j.E=667927.659	N=2725202.119
k.E=667954.369	N=2725145.496
L.E=668267.596	N=2725430.035

Water Intaking Pumpbox
S=6.16 Acres
Need another land expropriation

Construction area

Bibiana: -02
S=11 Acres (4.45hm²)

Bibiana: -01
S=12 Acres (4.86hm²)

SBPCL II Power Plant

Legend:
Boundary
Road
EP
House
Wall
Tree

Table 1: Land Parcel Details

No.	Parcel Name	Area (ha)	Area (hm ²)
1	Water Intaking Pumpbox	6.16	2.5
2	Construction area	11.00	4.45
3	Bibiana: -02	12.00	4.86
4	Bibiana: -01	11.00	4.45
5	Water Intaking Pumpbox	6.16	2.5
6	Construction area	11.00	4.45
7	Bibiana: -02	12.00	4.86
8	Bibiana: -01	11.00	4.45
9	Water Intaking Pumpbox	6.16	2.5
10	Construction area	11.00	4.45
11	Bibiana: -02	12.00	4.86
12	Bibiana: -01	11.00	4.45
13	Water Intaking Pumpbox	6.16	2.5
14	Construction area	11.00	4.45
15	Bibiana: -02	12.00	4.86
16	Bibiana: -01	11.00	4.45
17	Water Intaking Pumpbox	6.16	2.5
18	Construction area	11.00	4.45
19	Bibiana: -02	12.00	4.86
20	Bibiana: -01	11.00	4.45

2

The project will have a capacity of 341MW and will use a combined cycle technology and will be based on natural gas. The main plant is located on 11 acre single crop agricultural land, which is the main component of the project. SBIIPCL has received this land from BPDB for 22 years under a Land Lease Agreement (LLA). SBIIPCL is responsible for all kinds of development (land filling, machinery setting and electricity production) related to power generation. The main associated facilities of the project are a 8.8km gas pipeline from the nearby gas field and a switchyard, located adjacent to the plant. A 2 km access road connecting the main plant with the Dhaka-Sylhet highway has been built. ADB will fund the power plant which is located on the 11 acres of land in Parkul village, while the associated facilities are to be developed by the parties identified in Table 1.1 below:

Table 1.1: Summary of Associated Facilities which are not financed by ADB

Components	Area (acre)	Responsible Parties	Impacts
Switchyard	26.0	PGCB	15 squatters (landless) including 1 land owner have been resettled adjacent to switchyard and given 7 decimal of land for 99 years lease and Tk. 60,000 for housing structure loss and Tk. 7,500 as moving allowance.
Access road	2.0	BPDB	Losses of land and landowners have been compensated.
Gas Pipeline	8.5	Jalalabad Gas	Losses of land and landowners have been partially compensated. Compensation is ongoing.
Construction lay down area	14.0	BPDB/SBIIPCL	Losses of land and landowners have been compensated.
Transmission line	70 meters to switchyard	PGCB	No impact, as the transmission line from the plant to the switchyard has no additional environmental or social impact.

1.2 Update on the Status of the Design/Construction Activities of the Bibiyana II Gas Power Plant Project Facilities

SBIIPCL has already completed 89% construction work (physical progress). Construction work for starting single cycle operation has been completed – first firing has been conducted successfully on 27 April, 2015. The project is going to commence single cycle operation very soon. However, necessary construction activities will continue until starting the combined cycle operation. Table 1.2 below depicts important dates and timelines for SBIIPCL Project regarding the ongoing construction phase:

Table 1.2: Important Dates and Timelines for SBIIPCL Project

1.	Name of the Company	:	Summit Bibiyana II Power Company Ltd.
2.	Capacity (MW)	:	341 MW
3.	Type of fuel	:	Natural Gas
4.	Date of signing Implementation Agreement (IA)	:	12 May 2011
5.	Date of signing Power Purchase Agreement (PPA)	:	12 May 2011
6.	Date of signing Gas Supply Agreement (GSA)	:	12 May 2011
7.	Date of Signing Land Lease Agreement (LLA)	:	12 May 2011
8.	Contract effective date	:	12 May 2011
9.	Implementation period as per contract	:	31 March 2013 - 31 Dec 2015
10.	Required Simple Cycle Operation Date (RSCOD)	:	31 Dec 2014
11.	Target Simple Cycle Operation Date	:	The original target date is being adjusted given the time-line of the availability of Gas at Bibiyana site
12.	Required Commercial Operation Date (RCOD)	:	31 Dec 2015

Table 1.3 below shows the financial progress of the project, while Table 1.4 depicts the physical progress:

Table 1.3: Financial Progress (in respect of Amount) of Construction Work

SLNO	Description	Cumulative Progress up to previous month (%)	Cumulative progress up to current month (%)	Actual progress in reporting month (%)	Target in reporting month (%)
1.	Land development	100%	100%	100%	-
2	Survey & Related Data Collection	100%	100%	100%	-
3	Boundary Wall & With flood protection	Temporary boundary wall and flood protection done	100%	100%	-
4	Building & Construction	Included in EPC	Included in EPC	Included in EPC	Included in EPC
5	Main Machineries (including civil works, installation/erection)	Included in EPC	Included in EPC	Included in EPC	Included in EPC
6	EPC	55%	62%	7%	8%

Table 1.4: Physical Progress of Construction Work

SL NO	Description	Progress in %	Cumulative Progress up to previous month (in %)	Cumulative progress up to current month (in %)	Actual progress in reporting month (in %)	Target in reporting month (in %)
a)	Civil Works <ul style="list-style-type: none"> Land Procurement (in respect of Area) Land Development (in respect of volume) Foundation (in respect of volume): pile foundation, lean work, pile cap cutting, rebar work, concrete pouring Civil Construction (in respect of volume): land development, foundation, sub-structure, superstructure, wall, rooftop, etc. 	NA 100% 99% 96%	NA 100% 98.5% 94%	NA 100% 99% 96%	NA 100% 0.5% 2%	NA - 0.5% 2%
b)	Installation/ Erection <ul style="list-style-type: none"> GT/ST, Engine and associates works (GTG, STG, main Stack, Bypass Stack, Main Plant Building, HRSG, etc.) Substation (design, engineering, manufacturing, installation) Control Room (Central Control Building): design, foundation, superstructure, installation, erection, etc. 	90% 100% 94%	85% 98% 90%	90% 100% 94%	5% 2% 4%	5% N/A 4%
c)	Interconnection/electrical work	PGCB	PGCB	PGCB	PGCB	PGCB
d)	Arrangement of fuel (Fuel storage, RMS, Pipe Line, etc.) <ul style="list-style-type: none"> a) Pipe Line b) RMS 	BPDB Installation Completed	BPDB -	BPDB -	BPDB -	BPDB -
e)	Testing/Commissioning	Power plant pre-commissioning is going on.	-	-	-	-

Table 1.5 below depicts the progress of construction activities of the associated facilities, which are not funded by ADB.

Table 1.5: Progress of Construction Activities of the Associated Facilities

Components	Area (acre)	Responsible Parties	Status of construction
Switchyard	26.0	PGCB	Completed
Access road	2.0	BPDB	Completed
Gas Pipeline	8.5	Jalalabad Gas	Completed
Construction lay down area	14.0	BPDB/SBIIPCL	Developed
Transmission line	70 meters to switchyard	PGCB	Completed

1.3 Key Developments and any Major Changes in Location and Design

There were no new major developments or changes in the location and design of the project.

1.4 Reporting Period Covered by this Monitoring Report (month/year)

The first Environment, Health, Safety and Social (EHSS) Compliance Audit Report was submitted to ADB in November 2014. The audit report suggested that the implementation of the proposed CAPs should be monitored on a quarterly basis during the construction phase up to commissioning followed by half yearly monitoring for at least two consecutive years of operation. So, the first monitoring report was due in February, 2015. However, due to delay for various reasons, the first monitoring report was postponed till April, 2015 through mutual agreement between SBIIPCL and ADB. Hence, this monitoring report is the first of the Quarterly Environment and Social Monitoring reports due till April, 2015.

1.5 Summary/Highlights of this Current Environment and Social Monitoring Report

The Environment and Social Monitoring Report has been prepared for fulfilling the requirement of ADB with the vision of monitoring the corrective action plans specified in the first Environment and Social (EHSS) Compliance Audit Report, November 2014. The report consists of 8 chapters. This monitoring report is applicable for the plant site.

SBIIPCL is going to establish a 341 MW CCGT power station at Bibiyana on a 'build, own and operate' basis. SBIIPCL has already completed 89% construction work (physical progress). Construction work for starting single cycle operation has been completed – first firing has been conducted successfully on 27 April, 2015. The project is going to commence single cycle operation very soon.

SBIIPCL has developed the organizational structure for the construction phase as well as single cycle operation phase with roles and responsibilities defined for concerned personnel. SBIIPCL has hired Engineering, Procurement and Construction (EPC) Contractor for construction of the power plant and Operation & Maintenance (O&P) Contractor for operation of the plant. SBIIPCL maintains legal register for ensuring legal compliances from the concerned government departments. Besides, SBIIPCL has prepared Environmental and Social Management and

Monitoring Plan (ESMMP) and EPC Contractor has prepared Environmental Health Safety (EHS) Manual, which are being followed accordingly. In addition, A social policy has been developed by SBIIPCL. Stakeholder Engagement Plan and Livelihood Restoration Plan are also going to be prepared by June, 2015.

SBIIPCL has finalized its HR Policy with inclusion of the suggestions of EHSS Compliance Audit Report, November 2014. EPC Contractor hires vendors, suppliers and sub-contractors for supply of necessary goods and services including construction workers. EPC Contractor complies with the HR Policy requirements of SBIIPCL while engaging local sub-contractor or contract workers. There is a formal grievance redress mechanism in place. Therefore, till date, there is no incidence on labor dispute and conflict between groups and there are no legal disputes.

The EHS Team of EPC Contractor ensures safe working practices through continuous monitoring. All the sub-contractors are bound to ensure EHS compliances and are answerable to EPC Contractor. SBIIPCL EHS personnel monitor the EHS activities of both EPC Contractor and its sub-contractors. Health and safety at workplace and for workers have been ensured by EPC Contractor and it is closely monitored by SBIIPCL. Trainings on EHS and ESMMP are being imparted for ensuring efficiency. Along with health and safety inside the plant, community health and safety as well as surrounding environment has been considered for impacts, and mitigation measures have been followed accordingly.

A total 11 acres of land was acquired for establishing the SBIIPCL Power Plant. Total of 14 landowners lost some or all (1 owner only) of their agricultural land due to this project. All landowners have been compensated for their loss of land. In addition to the allocated compensation, there has been provision for compensating Taka 200,000 more for the single landowner who lost all his land. The Project Affected Household (PAH) has been paid 50% (Taka 100,000) of the committed amount. The rest is planned to be paid after provision of skill development or small enterprise development (SED) training.

Apart from the 14 land owners, who lost their land, there were also 6 sharecroppers and 11 agricultural laborers, who were also affected by the project. The Social Compliance Audit Report (SCAR) made provision for skill development and livelihood improvement of all the 31 PAHs after preparation of the Livelihood Restoration Plan (LRP).

There is no Stakeholder Engagement Plan in place. However, engagements have been ongoing over the last few months with various categories of PAHs through visits of CDM and other SBIIPCL personnel to the project affected villages. SBIIPCL is in the process of developing the formal Stakeholder Engagement Plan.

SBIIPCL Grievance Redress Mechanism was put in place and made operational from September, 2014 through direct communication with CDM of SBIIPCL and documentation has been done accordingly. Till date 21 grievances have been lodged from community people. Among them 12 grievances have been resolved, 2 have been rejected and the rest 7 are in the process of resolution.

EHSSCAR, November 2014 identified 66 corrective actions under 6 broad heads, among which 51 were for construction phase and the rest 15 were for commercial operation phase (which are not currently due). Monitoring of the corrective actions reveals that 3 actions were not complied and 2 more actions were partially complied.

1.6 Environment and Social Monitoring Team

The Environment and Social Monitoring Team comprised of the following members from BCAS:

1. Dr. Moinul Islam Sharif, Team Leader.
2. Mohammad Imtiaz Sharif, Social & Environmental Specialist.
3. Ikbal Hossain, Resettlement Specialist.

2.0 Assessment and Management of Environmental and Social Risks and Impacts

2.1 Organizational Structure for Construction and Operation Phases

SBIIPCL has developed its organizational structure for the construction phase. Figure 2.1 and Figure 2.2 below show the organizational structures of SBIIPCL for construction phase (design review and site supervision).

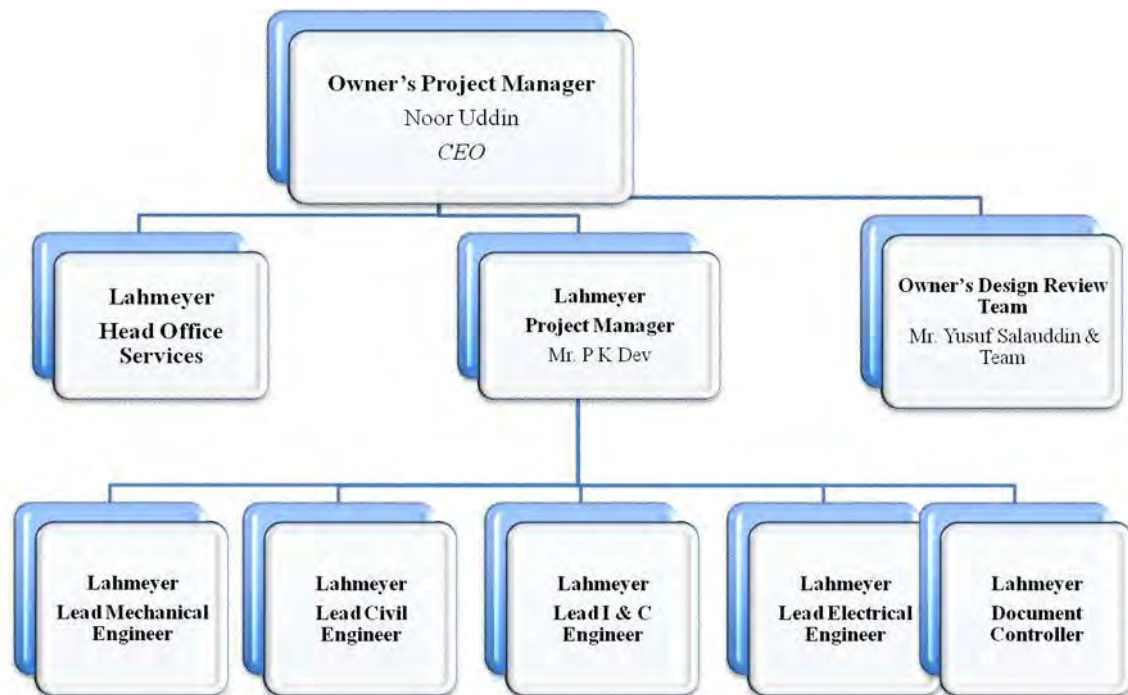


Figure 2.1: Organizational Structure of SBIIPCL for Construction Phase – Design Review

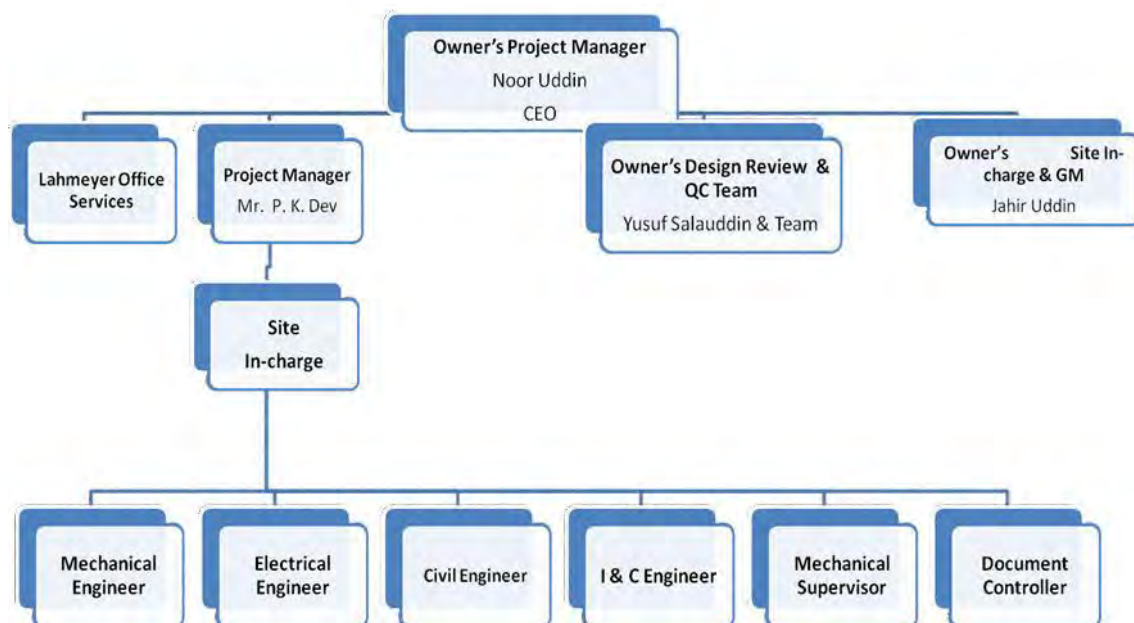


Figure 2.2: Organizational Structure of SBIIPCL for Construction Phase – Site Supervision

With the vision of ensuring construction work efficiently SBIIPCL has formed a Construction Management Team (CMT) having especial focus on EHS and social compliance requirements of the project. Figure 2.3 below depicts the Construction Management Team (CMT) of SBIIPCL.

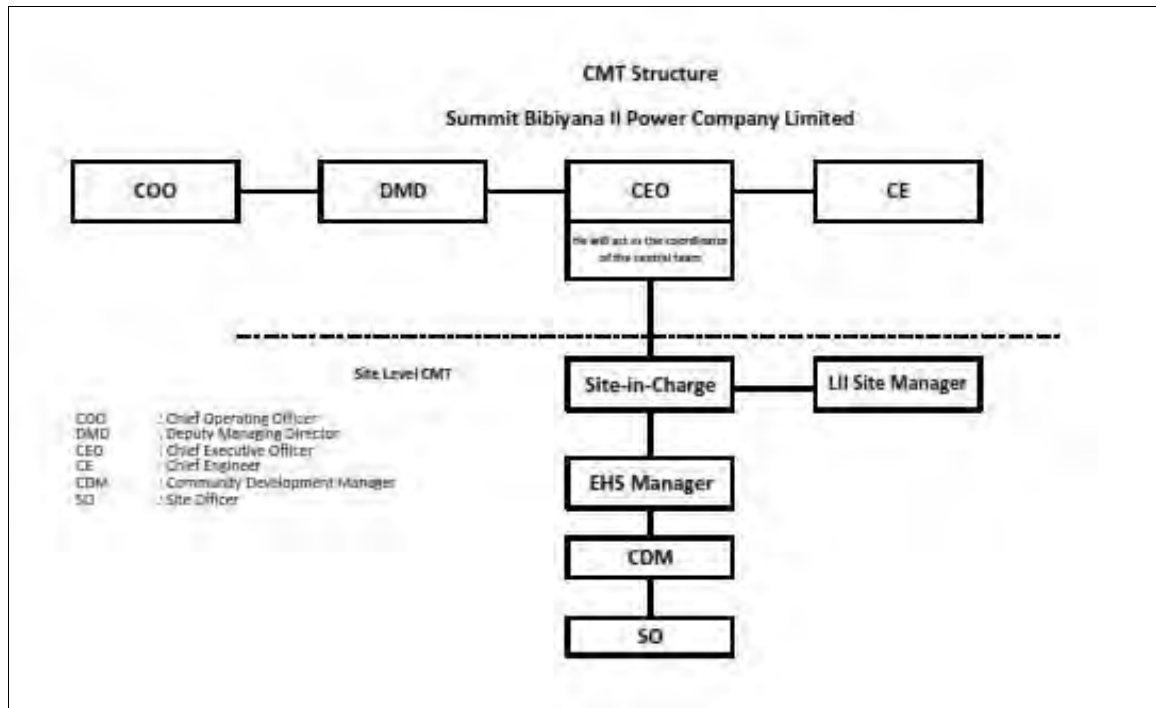


Figure 2.3: Construction Management Team (CMT) of SBIIPCL

It is to be noted that roles and responsibilities have been defined for the concerned personnel of SBIIPCL. As mentioned earlier, single cycle operation is going to be started very soon. But combined cycle operation is planned to be started from January, 2016 after completion of the construction phase. Hence, SBIIPCL has incorporated the organization structure of the construction phase to take care of the single cycle operation. The organizational structure of O&M Contractor for the operations phase has been shown in Figure 2.4 below:

BIBIYANA II O&M Organization Chart

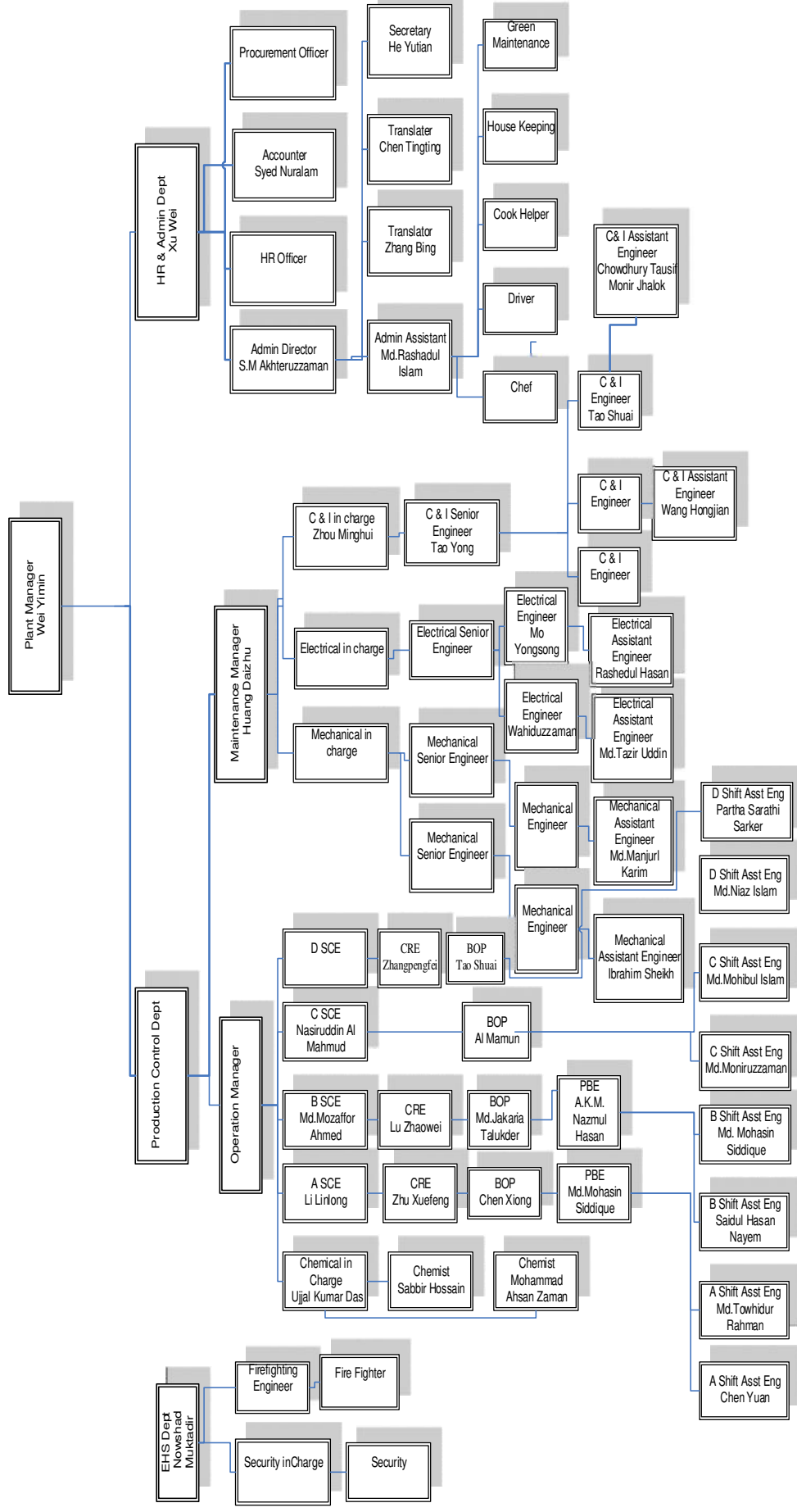


Figure 2.4: Organizational Structure of O&M Contractor for Operations Phase

2.2 Legal Register

The Environmental, Health, Safety and Social Compliance Audit Report (EHSSCAR), November 2014 suggested for development of a legal register for both construction and operations phases. SBIPCL has prepared a legal register for ensuring timely approval or renewal of all legal compliances of the project. Table 2.1 below shows the Legal Register for construction phase of SBIPCL and Table 2.2 depicts the same for operations phase:

Table 2.1: Legal Register for Construction Phase of SBIPCL

Sl. No	Description of Permit	Issuing Authority	Date of Issue	Valid until	Duration	Comments
1	Trade License	Dhaka North City Corporation	9/7/2015	6/1/2015	1 year	Complied
2	License for use of river water/ foreshore/jetty	Bangladesh Inland Water Transport Authority (BIWTA)	31/7/2014	28/8/2014	1 year	Renewal in progress
3	Site Clearance Certificate	Department of Environment (DOE)	25/6/2014	28/5/2015	1 year	Complied
4	Environment Clearance Certificate	Department of Environment (DOE)				Approval in progress
5	Permission to store Liquid fuel	Department of Explosives (DOEXP)				Approval in progress
6	Fire Service and Civil Defense License	Fire Service and Civil Defense				Approval in progress

Table 2.2: Legal Register for Commercial Operation Phase of SBIPCL

Sl. No	Description of Permit	Issuing Authority	Date of Issue	Valid until	Duration	Comments
1	License of Boiler	Office of the Chief Inspector of Boilers (CIB)				Application submitted. Certificate will be issued after installation and testing of the boiler
2	Generation License	Bangladesh Energy Regulatory Commission (BERC)				After COD

3	License for storage of Acid & Caustic Soda.	DC Office	17/2/2015	30/6/2015	1 year	Complied
4	Permission for Storage of Chlorine cylinders	Factories and Establishment (F&E)				Approval in progress
5	License for Factories	Factories and Establishment (F&E)				Approval in progress

The legal registers depicts that currently there are 11 legal components of the project that require approval or renewal from concerned government departments of Bangladesh. Among them, 6 are for construction/operation phase, while the rest 5 are required for the operation phase (which is not yet due). Among the 6 legal compliance documents of construction/operation phase (Table 2.1), approval or license have been received for 2 components. For the rest 4 components, application has been placed with necessary documents at the concerned government departments and approval or renewal is under process.

2.3 Environment, Health and Safety

SBIIPCL has appointed an Assistant Manager – EHS for taking care of EHS issues as well as ESMMP implementation. All the EHS records have been translated into English, and for some cases, in Bengali also. EPC Contractor maintains the EHS records and SBIIPCL keeps close monitoring of EHS practices. The policy has been displayed at Gate No. 2 and 3 as well as in front of SBIIPCL Site Office. The ESMMP has been updated with defined action items, responsibilities, monitoring indicators and review/audit mechanisms.

2.4 Emergency Response Plan

The emergency preparedness and response plan for the construction phase has been updated with inclusion of emergency responses during natural disasters, e.g. earthquake, heavy rain and flood and heavy wind. Site In-charge and General Manager has been appointed as Emergency Coordinator for the construction phase.

2.5 Training of SBIIPCL Staff and EHS Team of Contractor on ESMMP and EHS

DGM, Operation & Compliance, SBIIPCL imparted training on ESMMP and EHS to SBIIPCL EHS Staff and EHS Team of EPC Contractor on 22 Jan, 2015. The training covered the components of occupational health and safety (PPE, safety barrier, smoking and food point, job related hazard, hot work process, confined space, work at height, house keeping, compressed gas cylinder handling, emergency response, accident/incident/near miss), environmental policy, health and safety policy and induction training.

2.6 Social Policy

A social policy has been developed for SBIIPCL. The policy has been display at Gate No. 2 and 3 as well as in front of SBIIPCL Site Office. Besides, the copy of the social policy is being distributed among the PAH by CDM.

2.7 Stakeholder Engagement

The stakeholder engagement plan has not yet been prepared. A Livelihood Restoration Expert is going to be appointed for preparation of the plan. However, stakeholder engagements have been

ongoing over the last few months with various categories of PAHs informally through visits of CDM and other SBIIPCL personnel to the project affected villages. The primary objective of this engagement was to disseminate the ESIA, CDP and livelihood restoration framework. Besides, SBIIPCL has developed a commitment register as a part of stakeholder engagement process in order to document the outcomes of public consultations and respond to local community expectations, and ensure that these are communicated back to stakeholders and updates provided.

3.0 Labor and Working Conditions

3.1 HR Policy of SBIIPCL

HR policy of SBIIPCL has been finalized, which includes roles and responsibilities of personnel, Non-discrimination policy, HIV/AIDS non-discrimination policy, anti-sexual harassment policy, policy for protection of child and forced labor and procurement policies and procedures (PPP) for dealing with contractors and suppliers. The HR Policy has ensured that the principles on non-discrimination and equal opportunity are included in the HR Policy Statement and that the EPC Contractor complies with the same while engaging local sub-contractor or contract workers.

3.2 HR Policy of EPC Contractor

SBIIPCL has hired Engineering, Procurement and Construction (EPC) Contractor for construction of the power plant through following procurement policies and procedures. As mentioned above, EPC Contractor complies with the HR Policy requirements of SBIIPCL while engaging local sub-contractor or contract workers. All the contract workers directly employed by EPC Contractor have been contracted with contract agreement. For engaging sub-contractors or suppliers, EPC Contractor collects required documents from the concerned parties. During employing workers directly or through vendors or sub-contractors, child labor engagement is strictly avoided, and National ID Card of each worker is checked and copy of the same is kept in the file. Non-discrimination as well as protection against sexual harassment and forced labor have been ensured by EPC Contractor.

EPC Contractor maintains files of contract agreements with different parties, and maintains records of working hours and overtime of the workers. Currently, about 350 workers work at the plant – among them 70 are migrant workers being employed by EPC Contractor directly, the rest of the 250 plus workers have been taken from local community through sub-contractors. However, no women worker has been employed by EPC Contractor.

3.3 Contractor Management System

The EHS Team of EPC Contractor ensures safe working practices through continuous monitoring. All the sub-contractors are bound to ensure EHS compliances and are answerable to EPC Contractor. SBIIPCL EHS personnel monitor the EHS activities of both EPC Contractor and its sub-contractors.

3.4 Employment and Accommodation of Migrant Workers

Currently about 70 migrant workers are working at the plant. They are basically skilled workers, e.g. welders etc. EPC contractor has hired them directly from different parts of the country.

No labor camp has been established within the plant site. EPC Contractor has arranged accommodation for these migrant labors at the construction lay-down area. EPC Contractor has formulated labor construction camp guidelines and has shared with SBIIPCL, which has been approved by SBIIPCL accordingly. In this line, EPC Contractor has improved the labor camp. The labor camp in tin shades over concrete floor is found in reasonable good/healthy condition with running water, light, fan and adequate sanitation facilities. Paved walkway has been constructed for easy accessibility. Cleaners serve twice a day to keep the labor camp clean and hygienic. EHS personnel of SBIIPCL regularly monitor the living condition of the labor camp to check the standards maintained. The records of monitoring are documented. In case of any non-compliance, EPC Contractor is informed and asked to rectify.

3.5 Grievance Redress Mechanism

EPC Contractor has placed 2 gray color boxes at gate no. 1 and 3 for receiving grievances from labors as well as local people. Besides, the safety supervisors move with grievance register books to every site of the plant everyday to note down grievances from the workers. Primarily, grievance issues are solved by EPC Contractor. SBIIPCL personnel monitor grievance redress activities of EPC Contractor on regular basis. Besides, SBIIPCL personnel also remain present in the grievance redress meetings as and when needed as stipulated in the EPC Grievance Redress Mechanism. If the both parties (affected person and EPC Contractor) fail to reach to an agreeable solution, the concerned grievance file will be forwarded to SBIIPCL GRM Plant Committee for redressing the grievance. Then the formal grievance redress mechanism of SBIIPCL will be followed to solve the grievance issue.

Till date, there is no incidence on labor dispute and conflict between groups and there are no legal disputes. Table 3.1 below depicts the summary of the grievances recorded and their status:

Table 3.1: Summary of the Labor Grievances Recorded and Their Status

NO	Issue	Grievance Details	Status		Remarks
			Receiving Date	Closing Date	
1	Mishap between two labors	quarrel occurred between two labors	21.02.2015	23.03.2015	Addressed from the meeting among Supervisor of the labors, EHS Ast. Manager and Safety Supervisor
2	Labor complained about hand gloves	Labor at construction site complained about gloves	03.03.2015	04.03.2015	Received good gloves
3	Mishap between Bengali supervisor and Chinese supervisor	The supervisor was unable to enter at site because of NEPC embargo	02.10.2014	19.10.2014	Redressed with involvement of SBIIPCL Plant Committee, JCCR and NEPC jointly Continued to enter at site
4	Medicine from the EPC Medical Centre	Doctor did not supply medicine to the patient, rather gave a token	09.11.2014	09.11.2014	At that time, the particular medicine was not available.
5	Mishap between Bengali labor and Chinese supervisor	Verbal quarrel occurred between Chinese supervisor and Bengali labor	14.12.14	02.01.2015	Redressed by SBIIPCL Plant Committee and NEPC EHS Department The Chinese Supervisor was warned and fined
6	Labor grievance	Labor Injury	08.02.2015	21.02.2015	NEPC gave the treatment cost.
7	Job security for migrant workers	Some workers asked for appointment letters	23.09.2014	23.09.2014	NA as they are temporary workers.
8	Job security for migrant workers	Some workers asked for appointment letters	25.09.2014	25.09.2014	NA as they are temporary workers.
9	Mishap between Bengali labor and Chinese supervisor	Verbal quarrel occurred between Chinese supervisor and Bengali labor	03.03.2015	17.03.2015	NEPC Plant committee internally resolved the matter and the applicant started working again under the same supervisor

3.6 Workers' Health and Safety

The EHS Plan of the EPC Contractor has been developed focusing on site specific construction activities. The EHS Plan has clearly articulated the provision of work permit for all sorts of routine and non-routine jobs at the construction site with the vision of protecting the workers from occupational injuries, and it is practiced accordingly.

A Personal Protective Equipment (PPE) Matrix has been developed for ensuring workers' safety for different types of jobs. All the personnel/workers are bound to use mandatory PPEs i.e. safety helmet and safety shoes as well as wear or use job/site specific other PPEs i.e. safety shield, safety gloves, safety goggles, safety mask, gum boots, safety harness/belt etc. Field Supervisors ensure the use of PPEs, while EHS Team of EPC Contractor surveys/monitors it regularly. On-job-training is being imparted by both EHS Team of EPC Contractor and personnel of SBIIPCL

regarding usage of PPEs and its importance. In any case of non-compliances, work is stopped immediately and remedial actions are taken. Formal arrangement has been ensured for changing of safety shoes quarterly, gloves in every 15 days, and changing or maintenance of other PPEs as per requirement. Internal audit on PPE is being conducted by SBIIPCL personnel on weekly basis and documentation is being maintained. In addition, PPE and other EHS awareness materials (e.g. display boards, banners etc.) have been sited at different areas of the plant.

EPC Contractor has engaged a full time doctor and an assistant for taking care of first aid, occupational injury and general health problems of the workers, and provides free medicines accordingly. In case of any serious occupational injury, both EPC contractor and its sub-contractors are responsible for ensuring treatment of the injured workers at hospital. EPC Contractor possesses an ambulance for carrying the injured workers to the hospital.

3.7 Hazard Analysis and Precautions

Job hazard analysis for all the construction activities has been ensured through Hazard Identification and Risk Assessment Control (HIRAC). A Major Hazard Control list has also been prepared on the basis of HIRAC to find out possible hazards before starting of any new job in the construction site. A pre-use inspection checklist (activity and equipment specific) has been prepared and is being maintained before starting of any new work. Safety inspection report has been formulated to ensure site safety for different kinds of works. Safety construction permission is given following Project Hazard Identification and Risk Estimation Control Procedure.

EPC contractor has formulated various kinds of Work Permits, such as: hot work permit, confined space permit, safety construction permit, energize area work permit, lifting of materials permit etc. Moreover, both EHS team of EPC contractor and respective department check and ensure safety as per HIRAC before starting of any work, and then work permit is given to start the work.

3.8 Accident & Investigation

An accident & investigation register has been prepared to include the information related to the accidents, and the register is being maintained accordingly. The EHS Plan has clearly articulated SOP for incident investigation with roles and responsibilities. Site specific accident/incident statistics is maintained. Till date no major incident/accident has occurred. Hence, there is no need for alternative working procedure or any special training. On the basis of first aid and minor injury statistics, work place safety training is being imparted on regular basis. Besides, on-job training is being given by both EHS Team of EPC contractor and EHS personnel of SBIIPCL based on first aid reports to minimize the rate of injuries. Field supervisors have also been instructed to ensure safety while workers are at work under them. Moreover, adequate supervisors have been engaged for high risk jobs.

3.9 Environment, Health and Safety Trainings

'Train the trainer program' on environment, health and safety has been initiated. The first training was imparted on ESMMP and EHS as depicted previously in Chapter 2. EPC Contractor organized an introductory training under 'train the trainer program' on First Aid and Emergency Response on April 08, 2015, which was imparted by Bangladesh Red Crescent Society. Adequate numbers of trained first aid staff remain available at the plant always.

The Assistant Manager – EHS holds meeting with EHS Team of EPC Contractor and Field Supervisors of Sub-contractors on weekly basis and provides training on EHS issues including importance and usage of PPEs for different activities. Besides, workers and supervisors are being imparted on-job trainings regularly on different EHS issues, especially on importance and usage of PPEs. Again on regular basis workers of the site are being trained on 'workplace safety' and 'working in safe manner' by EHS personnel of SBIIPCL.

It is to be noted that job specific EHS training module has been prepared by EPC Contractor. On appointing new workers, appropriate training is being imparted at the beginning of their engagement.

4.0 Resource Efficiency and Pollution Prevention

4.1 Monitoring of ESMMP Implementation

ESMMP implementation requirements during construction phase are being followed by the EPC Contractor and implementation of the mitigation measures along with records are being reviewed by the EHS personnel of the SBIIPCL from time to time. In line with the ESMMP, regular monitoring of air emissions, water consumption, wastewater discharge, solid and hazardous waste disposal, noise levels etc. are being ensured by EHS personnel of the SBIIPCL.

It is to be noted that emissions from on-road and off-road vehicles have not yet been tested. Besides, air quality dispersion modeling study with updated stack characteristics in the design (i.e. 70 m stack height and 7 m stack diameter with design exit velocity of 20 m/s) has not yet been conducted.

4.2 Hazardous Materials Management Plan and Its Implementation

Hazardous Materials Management Plan has been formulated by EPC Contractor and it is being implemented accordingly. HSD containment area has been built with enough containment capacity of maximum volume of storage. Spillage kit is available at the HSD storage area. EPC Contractor has prepared a procedure for the HSD loading & unloading and spill control, and has ensured trained workers for the same. A list has been prepared mentioning the names of the authorized persons and the same has been pasted outside the storage shed area, and access control system has been ensured. It is to be noted that temporary electricity connection has been obtained from BPDB, so HSD will no longer be required for power generation during construction. Therefore, EPC Contractor stated that there is no requirement for development of drainage system, and has confirmed that there will be no spillage of HSD into environment during construction.

EPC Contractor has ensured no use of asbestos containing material as specified in the design of the Project.

5.0 Community Health, Safety and Security

5.1 Traffic Management and Logistics Plan and Its Implementation

Traffic Management and Logistics Plan is incorporated within the EHS Plan of EPC Contractor, and it is being implemented accordingly. The plan has restricted the speed of vehicles up to 15 km/h inside the plant. Based on the plan, a vehicle checklist (i.e. registration, fitness, tax token, insurance of vehicle as well as driver's license etc.) has been developed, and all the vehicles entering into the plant must have to comply with the checklist. Besides, SBIIPCL has instructed EPC Contractor to ensure maximum vehicle speed limit of 20 km/h within 2 km radius from the plant. In addition, instruction on minimum use of horn within 2 km radius from the plant has been made. In order to minimize noise impact on local communities, vehicles carrying construction materials have been restricted after 6 pm.

5.2 Health Facilities for Local People

SBIIPCL committed to provide necessary/adequate and essential medicines to the local community clinic established by the Government. Besides, there was a plan for strengthening the capacity of the existing clinic through aiding the provision of a doctor. Tk 1.5 crore was planned to be allocated for this purpose.

A doctor has already been employed through a local NGO named SEBA. Since the community health complex situated adjacent the plant site is under the government, it is not allowed to permit the private doctor practicing at the premise. Hence, SBIIPCL has rented a separate place at Parkul for ensuring access to the Doctor's service at free of cost. A need assessment on medicines to be supplied at free of cost to the community health complex will be done as well as free medicine distribution will be commenced by June, 2015.

5.3 Inundation Problem During Monsoon

Nearby villagers are continually alleging that raising a vast tract of land for construction of SBIIPCL plant, construction lay down area and switch yard has disrupted the natural drainage system of the locality. As a result, the nearby low-lying neighborhood becomes inundated after heavy rain, and the rain water remains logged as no drainage system has been developed to solve the problem. SBIIPCL has addressed the problem and has planned to construct a drain for the community before this rainy season.

6.0 Land Acquisition and Involuntary Resettlement

6.1 Payment of Compensation and Other Allowances

A total 11 acres of land was acquired for establishing the SBIIPCL Power Plant. Total of 14 landowners lost some or all (1 owner only) of their agricultural land due to this project. There were also 6 sharecroppers and 11 agricultural laborers, who were also affected by the project. In total, there were 31 project affected households (PAHs).

Due to land acquisition no physical displacement has occurred. All the 14 landowners as well as 6 sharecroppers and 11 agricultural laborers PAHs were affected by economic displacement. Compensation to the landowners for the 11 acre main plant was started in November 2010 and was completed in December 2013. In some cases land compensation was delayed due to lack of land documents for acquired land and disputes over ownership among the family members of the landowners. All landowners have received their land compensation amounts. There has not been any replacement of agricultural and/or commercial land, as the landowners opted 'money for land' compensation. The amount of compensation paid to the landowners was more than 5 times above the then land price including 50% premium on the average registered land value at the time of the notice of the acquisition. Table 6.1 below depicts the Summary of Inventory of Loss (land acquisition of 14 landowners who were direct PAHs) and compensation received:

Table 6.1: Summary of Inventory of Loss (Land Acquisition of 14 Landowners who were Direct PAHs) and Compensation Received

SL NO	Name of Household Head	Total land owned (Acre)	Total acquired land (Acre)	Percent (%) acquired	Total Payment Received (Tk.)	Status of Payment
1	Mr. Tara Miah	2.5	0.75	30.0	2,193,000	Full paid
2	Mr. Ansar	14.4	1.5	10.4	4,386,000	Full paid
3	Mr. Ripon	2.7	0.3	11.1	877,200	Full paid
4	Mr. Mosaid	10.8	0.12	1.1	350,880	Full paid
5	Abdul Mosabbir	2.1	0.6	28.6	1,754,400	Full paid
6	Tanjubullah	1.2	0.37	30.8	1,081,880	Full paid
7	Lablu	0.9	0.3	33.3	877,200	Full paid
8	Mosadder	5	0.3	6.0	877,200	Full paid
9	Mr. Dulal	1.73	0.3	17.3	877,200	Full paid
10	*Yakubullah	4	0.3	7.5	877,200	Full paid
11	Reasatullah	15	1.5	10.0	4,386,000	Full paid
12	Hazi Asmat	7.2	4	55.6	11,696,000	Full paid
13	Abdul Aziz	0.3	0.3	100.0	877,200	Full paid
14	Sonjobullah	1.2	0.37	30.8	1,081,880	Full paid

* Living in London

From 14 PAHs, 122 PAPs have been affected due to land acquisition for the project. Among the 14 PAHs, Mr. Yakubullh lives in London, the UK, economic condition of his family is good. On the other hand, Abdul Aziz, lost all his land due to the project. The Social Compliance Audit Report (SCAR), October 2014 identified him as a special PAH, and suggested for special grant of Taka 200,000 to be provided after providing vocational training (e.g. poultry or goat rearing), so that the grant money can best be utilized for livelihood restoration of his household. Out of this, Taka 100,000 has already been paid on 9 March, 2015, and the rest of the payment will be made after the initiation of the vocational training, which is expected to commence very soon.

SCAR, October 2014 suggested for payment of Taka 7,500 to each sharecropper PAH and Taka 8,000 to each agricultural laborer PAH to offset the economic displacement of the affected households. Both the sharecropper PAHs and the agricultural laborer PAHs have received their compensation for loss of their economic displacements.

6.2 Livelihood Restoration of PAHs

The Social Compliance Audit Report (SCAR), October 2014 developed livelihood restoration budget for all the 31 PAHs. SCAR, October 2014 suggested for development of a skill development and livelihood restoration plan within the timeline of March, 2015 that would clearly indicate priority wise skill development and livelihood restoration requirements in line with detailed budget. However, the activities are under process. A Livelihood Restoration Expert is going to be appointed for preparation of the plan.

Apart from the allowances for economic displacement to the sharecroppers and agricultural laborers, SCAR, October 2014 suggested the following livelihood restoration activities for the PAHs:

- Working opportunities and job training in the plant
- Outside vocational training for the selected male with full scholarship. At the end of the training, participants will get free tool kits.
- Project site vocational training for all interested male. At the end of the training, participants will get free tool kits.
- Project site sewing machine training for selected female. At the end of the training, each participant will get a sewing machine free of cost.
- Project site small enterprise development training for all interested women. At the end of the training, each participant will get interest free business start-up loan of Taka 25,000. After 1 year, on successful return of the loan money, the participants will be eligible for further interest free loan of Taka 25,000 for expanding their business.

Table 6.2 below shows the employment and vendor opportunities provided to APs (from 31 PAHs):

Table 6.2: Employment and Vendor Opportunities provided to APs (from 31 PAHs)

Name of Beneficiary	Name of Household Head	Relation	PAH Category	Position/Dept
Liton	Haji Abdur Noor	Father	Sharecropper	Safety Supervisor
Mithu	Tera Miah	Father	Landowner	Security
Titu	Tera Miah	Father	Landowner	Supplier
Ripu Miah	Sonjobullah	Father	Landowner	Sub contractor
Mosaid Miah	Mosaid Miah	Himself	Landowner	Sub contractor
Lablu	Lablu	Himself	Landowner	Sub contractor
Belal	Ansar Miah	Father	Landowner	Sub contractor/ Supplier
Dulal	Dulal	Himself	Landowner	Sub contractor

Table 6.2 reveals that most of the beneficiaries of the plant are working as sub-contractors, who have come from the landowner PAHs. Among the 8 beneficiaries, only one person has come from sharecropper PAH category. It is suggested that the LRP should prepare individual PAH profile accompanied with priority wise job/training requirement, possible sectors of future job provisions as well as eligibility of each PAH member. The prioritization should be followed in future job provision in the plant.

With the vision of restoring the affected livelihoods through provision of trainings, preliminary Training Need Assessment (TNA) has been completed for 26 PAH out of 31. Summary TNA has been depicted in Annex 3. Among the 14 landowner PAHs, TNA has been done for 13 PAHs, out of which 9 PAHs have shown interest for training comprising 13 male and 3 female members. Among them 7 males opted for vocational training on electrical, welding and AC/fridge repairing, 2 males opted for agricultural training, 1 male opted for car driving/computer training. On the other hand, among the 3 female members of the landowner PAHs, 2 females opted for sewing training, while 1 female opted for computer training.

There were 6 sharecropper PAHs. Among them TNA has been done for 5 PAHs, out of which 3 PAHs have shown interest for training comprising 2 male (opted for agriculture/welding training)

and 1 female (opted for sewing training) members. Among the 11 agricultural laborer PAHs, TNA has been done for 8 PAHs, out of which 5 PAHs have shown interest for training comprising 2 male (opted for agriculture/driving training) and 3 female (opted for sewing training) members.

It is to be noted that the formal vocational training is being imparted by Hobiganj Youth Development & Training Center twice a year – the first session starts in January and the second session commences in July. Vocational training for January Session was missed. Next available session is in July, 2015, in which selected trainees will be enrolled. On the other hand, an NGO (SEBA) has been engaged by SBIIPCL to implement the skill development and livelihood restoration plan, and also for provision of local trainings. The Technical Expert (Vocational Training Expert) has not yet been appointed. It is expected that SEBA will be able to start the training programs very soon.

6.3 Stakeholder Engagement Plan

There is no Stakeholder Engagement Plan in place. However, engagements have been ongoing over the last few months with various categories of PAHs informally through visits of CDM and other SBIIPCL personnel to the project affected villages. Stakeholder consultation has been carried out at Parkul (plant area) with the 31 PAHs. Consultations were carried out with PAHs disseminate the social and environmental impacts as well as mitigation measures being followed so far by SBIIPCL. The concerns of the participants and future action plan of SBIIPCL were discussed. Table 6.3 depicts the list of different types of consultations done with the different categories of PAHs and other stakeholders.

Table 6.3: List of Different Types of Consultations

Stakeholder Type	Engagement Process	Dates	Covered Subject
Landowners	Meeting	13/09/2013, 10/03/2015, 24/03/2015	GRM, ESIA, CDP, LRP, Other Project Concerns
	FGD	23/03/2015	GRM, ESIA, CDP, LRP Other Project Concerns
	Personal Interview	26/10/2014, 13/03/2015, 15/03/2015, 28/04/2015	Socio economic survey Noise Issue Discussion
Sharecroppers	Meeting	10/09/2013, 17/09/2013, 10/03/2015, 24/03/2015	GRM, ESIA, CDP, LRP Other Project Concerns
	FGD	23/03/2015	GRM, ESIA, CDP, LRP Other Project Concerns
	Personal Interview	2/11/2014, 16/03/2015, 17/03/2015, 28/04/2015	Socio economic survey Noise Issue Discussion
Agricultural Labors	Meeting	10/03/2015, 24/03/2015,	GRM, ESIA, CDP, LRP Other Project Concerns
	FGD	23/03/2015	GRM, ESIA, CDP, LRP Other Project Concerns
	Personal Interview	2/11/2014, 14/03/2015, 17/03/2015, 30/04/2015	Socio economic survey Noise Issue Discussion
JCCR	Meeting	28/10/2014, 05/11/2014, 31/12/2014, 18/02/2015, 04/03/2015, 24.03.2015, 30.04.2015	CDP, Drainage, Previous issues, Grievances, Future responsibilities Previous Issues, Noise, Drain, Training
Local NGO (SEBA)	Regular Visit	October, 2014 - Till Date	Health Service Assessment, Skill Development Plan
All PAHs	Personal Interview, FGD	25/10/2014, 13/03/2015, 15/03/2015	Training Needs Assessment (TNA) Dissemination of GRM, ESIA, CDP, LRP+RAP documents in Bengali

The major issues and concerns raised during the consultation meetings were as follows:

- Provision of more employment at the plant.
- Demand for quick implementation of livelihood restoration plan.
- Ensuring sustainable livelihood after receiving vocational trainings.
- Reassessment of training needs, especially for women.
- Ensuring more roadway connectivity, especially to schools.
- Ensuring better accessibility to management of SBIIPCL.
- Demand for fresh drinking water through improvement of installed tube wells by SBIIPCL.
- Demand for improved efficiency of JCCR.
- Demand for quick implementation of CDP.
- Demand from the resettled PAHs for construction of drainage system to avoid water logging during monsoon.

Several women's group discussions were held. The group showed interest in the vocational training programs on sewing, poultry and cattle rearing. Women group in the nearby village expressed their concern on water logging which is affecting their homestead and normal during monsoon. Availability of constant access to the doctor provided by SBIIPCL was appreciated by women. However the demands for free medicine and diagnostic facilities were made.

6.4 GRM for PAFs and Community

SBIIPCL Grievance Redress Mechanism was put in place and made operational from September, 2014 through direct communication with CDM of SBIIPCL and documentation has been done accordingly. Both GRC-Corporate Committee and GRC-Plant Committee have been formed. For ensuring dissemination of GRM within the community people, hand bills have been distributed, verbal communication has been done, registry book (at CDM Office) is maintained, complain box has been installed outside gate no. 1 & 3 and communication details of CDM has been displayed (outside gate no. 1 & 3).

SBIIPCL grievance redress mechanism is basically a three tier mechanism. Local people may lodge their complaints directly to CDM through complaint box, over telephone or email and even by directly coming to his office. CDM is responsible to address the grievance issues and disseminate the result to complainants by two weeks. If the CDM is unable to resolve the issue, it is referred to the GRC-Plant Committee, which is responsible to resolve it by one week. In case of failure of the GRC-Plant Committee in resolving the grievance issue, it is referred to GRC-Corporate Committee, which will have to provide solution by one more week.

Till date 21 grievances have been lodged from community people. Among them 12 grievances have been resolved, 2 have been rejected and the rest 7 are in the process of resolution. The unresolved grievances were basically regarding provision of livelihood restoration assistance for the PAHs and drainage facility development at the nearby village to tackle water logging problem during monsoon. Unresolved issues have been forwarded to GRC-Corporate Committee. Livelihood restoration assistance is expected to be started from April, 2015. Table 6.4 below depicts the grievances lodged by community people and status of addressing them.

Table 6.4: Grievances Lodged by Community People and Status

No.	Issue	Grievance Details	Status		Remarks
			Receiving Date	Closing Date	
1	Land allotment at nearby village	Previously they owned 10 decimal now received 7 decimals of land.	24.09.2014	24.09.2014	On spot redress CDM told that, they have less land but tenure is secured.
2	Road construction request for the village area	The individual requested to construct the road in front of his house	29.09.2015	29.09.2015	On spot redress – additional road will be constructed for the community that needs most.
4	Job request	The local people asked for job at SBIIPCL	30.10.2014	30.10.2014	On spot redress CDM assured that local people will

No.	Issue	Grievance Details	Status		Remarks
			Receiving Date	Closing Date	
					be consulted if such opportunity arises.
5	Sand Lifting by subcontractors	Subcontractors lifted sand without submitting written letter	14.11.2014	14.11.2014	On spot redress The subcontractors submitted written letter
6	Scrap materials of Plant	Local people wanted to have the scrap materials	24.11.2014	24.11.2014	On spot redress CDM told them that, these will be given first come first get service, but priority should be given to local people
8	Scarp materials of Plant	Local people wanted to have the scrap materials	03.01.2015	07.01.2015	Closed and feedback given to the applicant after discussion between EHS Dept. of NEPC and Plant Committee of SBII PCL
9	Sub contract scope at Plant	River side people (Tajpur) wanted to have work at plant	25.01.2015	27.01.2015	Redressed by SBII PCL Plant Committee, NEPC and community people. They were given some work orders for sand and labor supply.
10	Road condition improvement	Road became slippery due to excess water use for dust prevention	31.01.2015	01.02. 2015	Quantity of water was reduced
11	Threat to migrant workers	One local people gave threat to a migrant worker	07.02.2015	18.02.2015	This was informed to Site In-Charge and he shared this with local police station.
12	Local boy injured	One local boy injured during an incident with one unknown Chinese person at night	20.03.2015	30.03.2015	NEPC provided treatment cost
13	Scarp materials of Plant	Local people wanted to have the scrap materials	03.01.2015	03.01.2015	Rejected
14	Scarp materials of Plant	Local people wanted to have the scrap materials	04.01.2015	04.01.2015	Rejected Same as case 13
15	Community Drainage	Community people want to have the community drainage constructed by SBII PCL	25.10.2015	NA	Not Closed Scope of drainage work assessed but not addressed. Transferred to GRM Corporate Committee
16	Attention and assistance for PAH from SBII PCL	Local people (poor) wanted to have assistance/support from SBII PCL	09.11.2014	NA	Not Closed LRP not implemented yet. Referred to GRC-Corporate Committee.
17	Drainage at nearby village	People at resettlement site want to have the community drainage constructed by SBII PCL	12.12.2014	NA	Not Closed Scope of drainage work assessed but not addressed. Referred to GRC-Corporate Committee.
18	Resettlement PAHs	Assistance/job from SBII PCL	22.12.2014	NA	Not addressed LRP not implemented yet. Referred to GRC-Corporate Committee.
19	Resettlement PAHs	Assistance/job from SBII PCL	03.02.2015	NA	Not addressed LRP not implemented yet, TNA conducted. Referred to GRC-Corporate Committee.
20	Paharpur	Distribution of 400 kv transmission line above houses	18.04.2015	NA	Not Closed. The contractors for the work did not take alternative routes.
21	Community People	Noise due to gas pipeline work	23.04.2015	NA	Not Closed. The pipeline work is still going on but in a lower duration.

For the reporting period and considering the grievance mechanism has just been initiated, it has been found effective. However, the indicators have been recently included in GRM, which have not yet been used. After commencement of implementation of skill development and livelihood restoration plan as well as incorporation of the use of GRM indicators in grievance redress practice, the effectiveness of the grievance mechanism can be assessed more rigorously from the next reporting periods.

7.0 Biodiversity Conservation and Sustainable Management of Living Natural Resources

7.1 Monitoring of Terrestrial and Aquatic Organisms

The Environmental, Health, Safety and Social Compliance Audit Report (EHSSCAR), November 2014 suggested for six monthly monitoring of terrestrial and aquatic organisms during the construction phase. However, no specific timeline was suggested for the monitoring. Since the report was published in November, 2014, the maximum reasonable timeline appears to be May, 2015. SBIIPCL is going to appoint a monitor/monitoring team for accomplishing the work by May, 2015.

7.2 Develop Green belt within the Project Boundary

EHSSCAR, November 2014 suggested for development of green belt within the project boundary after completion of construction work. Since, the construction work is still on going (which is planned to be finished by December, 2015), the corrective action is not yet due.

7.3 Invasive Alien Species Management Plan in the ESMMP

EHSSCAR, November 2014 suggested for inclusion of an invasive alien species management plan in the ESMMP for the construction and operational phases. SBIIPCL has updated the ESMMP through inclusion of the invasive alien species management plan. The plan recommended for the following interventions:

- There will be more than man height wall around the plant periphery to protect the animals trespassing into the plant.
- 24 hours basis security will be posted at gates and various security posts.
- There will be so many CCTV to monitor inside the plant.
- Green belt development will be carried out after the completion of construction work.
- Emergency response plan has been developed and it will be disclosed to the plant community.

8.0 Corrective Actions

8.1 Summary Assessment of Implementation of Corrective Actions of EHSSCAR, November 2014

EHSSCAR, November 2014 identified 66 corrective actions under 6 broad heads, among which 51 were for construction phase and the rest 15 were for commercial operation phase (which are not currently due). Monitoring of the corrective actions reveals that 3 actions were not complied and 2 more actions were partially complied. It is to be noted that deal closure with all lenders took place on 29 April, 2015. Hence, finalization of SEP and LRP are not due, as per timeline (within 3 months of date of deal closure) indicated in EHSSCAR, November 2014. Summary assessment of implementation of corrective actions has been depicted in Annex 1.

8.2 Action Plan for the Next Reporting Period

The next reporting period will be due in June, 2015. All the actions being monitored in the current report will be monitored in the next quarter. Besides, special focus will be provided on the actions that were partially complied or not complied during the current monitoring, which has been describe below in Table 7.1.

Table 7.1: Corrective Actions Required for the Next Quarterly Monitoring

Sl. No.	CAP Ref.	Corrective Actions Required	Responsible Party	Timeline
Not Complied within reporting timeline				
1	2.23	EPC contractor and the sub-contractor should be made responsible for the insurance of the workers mobilised at the site.	SBIIPCL and EPC Contractor	December 2014
2	3.12	Ensure that emissions from on-road and off-road vehicles should comply with Schedule 6 (Standards for emissions from motor vehicles) of the Environmental Conservation Rules, 1997 of GoB.	SBIIPCL and EPC Contractor	December 2014
3	3.14	Conduct air quality dispersion modeling study with updated stack characteristics in the design	SBIIPCL	March 2015
In process/partially complied, but not fully complied within reporting timeline				
1	1.7	Comply with the findings (not aligned) and recommendations regarding legal register	SBIIPCL and EPC Contractor	December 2014
2	1.10	Training of SBIIPCL Staff and EHS team of EPC Contractor on ESMMP	EPC Contractor	December 2014

Annex 1

Environmental and Social Monitoring Status on Corrective Action Plan for SBIIPCL

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBIPCL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
1	PS 1: Assessment and Management of Environmental and Social Risks and Impacts								
1.1	Form a Construction Management Team (CMT) to oversee EHS compliance of the Project during construction phase	Table 3.2, S. No. 1.1	High	SBPCL II	Project Cost	CMT Formation	Within 1 month of 'date of deal closure'[1] or November 2014, whichever is earlier	CMT formed (Organogram) with roles & responsibilities.	Complied
1.2	Appoint a trained EHS Personnel for day to day monitoring of the EHS Plan and ESMMP implementation	Table 3.2, S. No. 1.1, 2.9	High	SBPCL II	Project Cost	EHS Officer for the Project	Within 1 month of date of deal closure or November 2014, whichever is earlier	Appointed on Dec 15, 2014	Complied; the EHS Plan of the EPC Contractor is being followed.
1.3	· Ensure that all the records should also be made available in local language/ English by the EPC contractor	Table 3.2, S. No. 1.1, 1.10, 3.7	High	SBPCL II and EPC Contractor	EPC Contract	Records Review and Corrective Actions	Within 2 months of date of deal closure or December 2014, whichever is earlier	Upto February 2015, all safety checklist translation is done.	Complied.
	· Review of all the records being maintained as part of EHS Plan by the EPC contractor;							Upto February all records been checked and documented.	Complied.
1.4	Display and communicate environment and health and safety policies of the company	Table 3.2, S. No. 1.2	High	SBPCL II	Project Cost	Disclosure of company policies	Within 1 month of date of deal closure or December 2014, whichever is earlier	Done within office premises and gate.	Complied. SBIPCL will display these policies in more prominent way by May, 2015.
1.5	Develop a social policy of the Project with defined objectives, principles and performance indicators.	Table 3.2, S. No. 1.2	Medium	SBPCL II	Project Cost	Social Policy	Within 3 months of date of deal closure	Social Policy is developed with roles and responsibilities.	Complied.
1.6	Develop and maintain legal register for all the Project components	Table 3.2, S. No. 1.4	Medium	SBPCL II and EPC Contractor	EPC Contract	Legal Register for Construction	Within 4months of date of deal closure for construction phase and quarterly review	A legal register is developed and is maintaining.	Complied.
			Low	SBPCL II	Project Operation Budget	Legal Register for Operation Phase on Combined Cycle basis	Within 3 months prior to the operation phase and half yearly review		Not due before combined cycle operation.
1.7	Comply with the findings (not aligned) and recommendations	Table 3.4, S. No. 2 to 5	High	SBPCL II and EPC Contractor	Project Cost and EPC Contract	Legal compliance	Within 2 months of date of deal closure or December 2014, whichever is earlier	Some in hand, some under process.	Partially complied.

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBIIPCL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/Project Cost)	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
1.8	Update the ESMMP with defined action items, responsibilities, monitoring indicators and review/ audit mechanisms	Table 3.2, S. No. 1.5, 1.9	High	SBPCL II	Project Cost	Updated ESMMP	Within 2months of date of deal closure or December 2014, whichever is earlier	ESMMP updated with required action items, roles & responsibilities, monitoring indicators and review/audit mechanisms.	Complied. SBIIPCL has updated the ESMMP with a manual. SBIIPCL is monitoring the environmental and social issues as per their plan.
1.9	Develop an organisational structure for the construction and operation phase of the Project with defined roles and responsibilities	Table 3.2, S. No. 1.6	High	SBPCL II	Project Cost	Organisation Structure – Construction	Within 2months of date of deal closure or December 2014, whichever is earlier	Developed according to suggestion	Complied.
			Low	SBPCL II	Project Operation Budget	Organisation Structure – Operationon Combined Cycle basis	3 months prior to the operation phase		Not due before combined cycle operation.
1.10	Training of SBPCL II Staff and EHS team of EPC Contractor on ESMMP	Table 3.2, S. No. 1.7, 2.9	High	EPC Contractor	EPC Contract	Training Calendar (Construction)	Within 2 months of date of deal closureor December 2014, whichever is earlier	Training Calender has been prepared.EPC Contractor could not start the training due to unfavorable political situation in Bangladesh. Hence, SBIIPCL conducted a training on ESMMP for SBPCL II Staff and EHS team of EPC Contractor. The training was imparted by DGM (Operation & Compliance) on 22 Jan,	Partially complied. EPC contractor will commence training by May, 2015 or sooner depending on the improvement of political situation of the country.
			Low	SBPCL II	Project Operation Budget	Training Calendar (Operation)	Within 2 months of Combined Cycle Operation	COD	Not due before combined cycle operation.
1.11	Mapping of training needs of SBPCL II Staff and development of training calendar	Table 3.2, S. No. 1.7	High	SBPCL II	EPC Contract	Training Calendar	Within 2 months of Combined Cycle Operation	COD	Not due before combined cycle operation.
1.12	Develop an emergency response plan into a consolidated document with: - Identification of, including risks associated with all project components; - Key community and environmental sensitivities (such as village settlements, ponds, etc.) and the potential of offsite consequences along with mitigation measures; - A common communication and emergency response process flow for onsite emergencies as well as their communication to authorities offsite;	Table 3.2, S. No. 1.8, 4.1 and 4.6	Medium	SBPCL II	Project Operation Budget	Emergency Response Plan for Operation Phase	1 month prior to the date of Combined Cycle Operation	COD	Not due before combined cycle operation.

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBILPCL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
	<ul style="list-style-type: none"> Disclosure to communities in the vicinity of the project on the emergency readiness of the company in case of any incidents. 								
1.13	Review the emergency preparedness and response plan and include the necessary required emergencies and implement the same at the earliest.	Table 3.2, S. No. 1.8, 2.10	High	EPC Contractor	EPC Contract	ERP for construction phase	Within 1 month of date of deal closure or December 2014, whichever is earlier	Done with the inclusion of required emergencies i.e. earthquake, flood etc.	Complied.
1.14	Appoint a suitably qualified Emergency Coordinator for the Project	Table 3.2, S. No. 1.8	Medium	SBPCL II	Project Cost	Emergency Coordinator for the Project	Within 2 months of date of deal closure or January 2015, whichever is earlier	GM has been acting as Emergency Coordinator for the construction phase.	complied for the construction phase.
1.15	Develop a Commitment Register as a part of stakeholder engagement process in order to document the outcomes of public consultations and respond to local community expectations, and ensure that these are communicated back to stakeholders and updates provided.	Table 3.2, S. No. 1.11	High	SBPCL II	Project Cost	Commitment Register (Construction)	Within 2 months of date of deal closure	Commitment Register is maintained properly.	Complied
				EPC Contractor	EPC Contract				
				SBPCL II	Project Operation Budget	Commitment Register (Operation)	Within 2 months of date of Combined Cycle Operation		Not due before combined cycle operation.
1.16	Consider preparing a detailed SEP with stakeholder profiling, key concerns, expectations, impact and influence, and risk rating of various stakeholder groups. It should include details on engagement strategy, disclosure, monitoring, reporting etc. The SEP should be subsequently updated with engagement records.	Table 3.2, S. No. 1.12, 5.4	High	SBPCL II	Project Cost	Updated SEP for the Project	Within 3 months of date of deal closure	Several stakeholder meetings have been done. SEP preparation work is in process, and expected to be completed by June, 2015.	Not due.
2	PS 2: Labour and Working Conditions								
2.1	SBPCL II while finalising its HR policy may consider the following aspects for inclusion:	Table 3.2, S. No. 2.1	High	SBPCL II	Project Cost	HR Policy and Procedures	Within 3 months of date of deal closure		
	<ul style="list-style-type: none"> Roles and responsibilities associated with various positions need to be mentioned; 							Included.	Complied
	<ul style="list-style-type: none"> Non-discrimination policy should be mentioned; 							Included.	Complied

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBIPCL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
	<ul style="list-style-type: none"> HIV/ AIDS non- discrimination should also be spelt out; Working with Suppliers and contractors and non-employee workers may also be referred to; Non-tolerance of child labour and forced labour not only for employee, but for the non-employee workers if any Anti- Sexual Harassment Policy may be explicitly captured; <p>All contractors and sub-contractors within the consortium should be required to apply the principles of the SBPCL HR Policy document and also ensure that their internal procedures follow local and international standards.</p>							Included.	Complied
								Included.	Complied
								Included.	Complied
								Included.	Complied
								Included.	Complied
2.2	<ul style="list-style-type: none"> HR Policy of the EPC contractor should comply with the provisions of SBPCL II HR Policy. EPC contractor's local staffs terms and conditions of employment to be put in compliance with SBPCL II HR The EPC contractor to provide contracts or clear terms and conditions highlighting the terms of employment. Or the same could be possibly hired through sub- contractors. Workers to be provided clear terms and conditions of employment. 	Table 3.2, S. No. 2.2	High	EPC Contractor	EPC Contract	HR Policy and Procedures of EPC Contractor	Within 2 months of date of deal closure or December 2014, whichever is earlier	Complied	Complied
								Complied	Complied
								Complied	Complied
								Maintained for medium and long term workers, but not feasible in case of daily laborers.	Complied to the extent possible.
2.3	Improve the conditions of the migrant workers- better accommodation and clearly articulated terms and conditions of employment	Table 3.2, S. No. 2.3	High	EPC Contractor	EPC Contract	Improved workers' accommodation	Nov-14	Regularly monitored and maintained.	Complied
2.4	Clear labour construction camp guidelines to be formulated and shared with SPCBL II. The guidelines should take into consideration observations highlighted in the report.	Table 3.2, S. No. 2.4	High	EPC Contractor	EPC Contract	Labour construction camp guidelines	Within 1 month of date of deal closure or November 2014, whichever is earlier	Labour camp construction guidelines is formulated and shared with SBIPCL	Complied

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBII PCL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/)	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
2.5	Ensure that the principles on non-discrimination and equal opportunity are included in the HR Policy Statement and that the EPC Contractor abides by the same while engaging local sub-contractor or contract workers.	Table 3.2, S. No. 2.6	High	SCBPL II	Project Cost	HR Policy of SCBPL II	Within 3 months of date of deal closure	Included.	Complied
2.6	The Project should establish channels for management and workers to communicate and for the workers to place their concerns as well as suggestions.	Table 3.2, S. No. 2.7	High	SCBPL II	Project Cost	Grievance redressal mechanism	Within 1 month of date of deal closure or November 2014, whichever is earlier	GRM is established and maintained as per guideline.	Complied
	The grievance process should be made accessible for construction workforce and should enable workforce to raise anonymous complaints. The grievance records should be properly documented, tracked and reviewed for redressal of the Grievances.			EPC Contractor	EPC Contract			Grievance process is accessible, properly documented and tracked	Complied
2.7	The EPC contractor's position on non-employment of child, forced or bonded labour has to be clearly stipulated more specifically to the sub-contractors and their associated workforce. There should be proper checks and verification systems in place for the workforce to ensure no cases of child labour or forced labour are not allowed within the site premises.	Table 3.2, S. No. 2.8	High	EPC Contractor	EPC Contract	HR Policy and Procedures of EPC Contractor	Within 1 month of date of deal closure or November 2014, whichever is earlier	Included in HR Policy; regularly checked and strictly followed by SBII PCL. Before employment, National ID is checked.	Complied
2.8	Develop a site specific health and safety manual including SOPs and work permits required to protect the construction manpower (including subcontractors' personnel) from injuries.	Table 3.2, S. No. 2.9	High	EPC Contractor	EPC Contract	SOPs for EHS Plan	Within 1 month of date of deal closure or November 2014, whichever is earlier	EH&S manual is developed including all kinds of work permit and Policies.	Complied
2.9	Develop a work permit system to carry out non routine jobs at the construction site.	Table 3.2, S. No. 2.9	High	EPC Contractor	EPC Contract	SOP for work permit system	Within 1 month of date of deal closure or November 2014, whichever is earlier	Already developed and maintained in site.	Complied

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBIIPL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
2.10	Prepare a Job hazard analysis for all the construction activity and same should be communicated to all the workers.	Table 3.2, S. No. 2.9	High	EPC Contractor	EPC Contract	Job hazard analysis	Within 1 month of date of deal closure or November 2014, whichever is earlier	HIRAC is available	Complied
2.11	Prepare a pre-use inspection checklist (activity and equipment specific) and same should be performed and attach with every permit before starting of activity.	Table 3.2, S. No. 2.9	High	EPC Contractor	EPC Contract	Activity and equipment specific checklist	Within 1 month of date of deal closure or November 2014, whichever is earlier	Pre-use inspection checklist is performed.	Complied.
2.12	Conduct train the trainer program to increase the knowledge of the safety department.	Table 3.2, S. No. 2.9	Medium	EPC Contractor	EPC Contract	Training Records	Within 2 months of date of deal closure	First training imparted by Red Crescent Society on April 8, 2015. Plant supervisors are being provided on-job-trainings by the SBIIPL personnel regularly.	complied.
2.13	Recruit a qualified doctor to work at first aid centre	Table 3.2, S. No. 2.9	High	EPC Contractor	EPC Contract	Qualified doctor at site clinic	Within 2 months of date of deal closure	Recruited	Complied.
2.14	Prepare an Accident & Investigation register to include the information related to the accident.	Table 3.2, S. No. 2.9	Medium	EPC Contractor	EPC Contract	Accident & investigation register	Within 1 month of date of deal closure or November 2014, whichever is earlier	Prepared, and maintained regularly.	Complied.
2.15	Carryout hazard identification and risk assessment (HIRA) for all construction and associated activities and preparation of SOPs	Table 3.2, S. No. 2.9	High	EPC Contractor	EPC Contract	HIRA Register and SOPs	Within 2 months of date of deal closure or December 2014, whichever is earlier	HIRAC is used, and SOP.	Complied.
2.16	Carry out inspection for the potential hazards at the facility and provide the risk control as per the hierarchy of control.	Table 3.2, S. No. 2.9 Table 3.3, S. No. 2.1.1 (OHS)	High	EPC Contractor	EPC Contract	Risk control measures	Within 1 month of date of deal closure or November 2014, whichever is earlier	Carried out by EPC Contractor, and SBIIPL personnel monitor it accordingly.	Complied.

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBII PCL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
2.17	Provide training to workers, supervisors and employees on importance and usage of PPEs for different activities and organize PPE awareness program.	Table 3.2, S. No. 2.9	High	EPC Contractor	EPC Contract	Training Calendar	As per Training Calendar	Continuous process, on going. (Every Monday training is being imparted to the site supervisors about Health and safety and other site safety issues)	Complied.
		Table 3.3, S. No. 2.1.1 (Training)							
2.18	Prepare a PPE program for the facility and program should cover the following essential elements: • Workplace Survey; • Selecting appropriate controls; • Training; • Maintenance; • Audit of the program.	Table 3.2, S. No. 2.9	High	EPC Contractor	EPC Contract	PPE Implementation Program	Within 1 month of date of deal closure or November 2014, whichever is earlier		Complied
								Done on regular basis, and monitored by SBII PCL	Complied
								Done	Complied
								Done on regular basis	Complied
								Done	Complied
								Weekly audit done by SBII PCL	Complied
2.19	Prepare training modules for job specific trainings and identify workers required to undergo job specific trainings.	Table 3.2, S. No. 2.9	High	EPC Contractor	EPC Contract	Training modules	Within 2 months of date of deal closure or December 2014, whichever is earlier	Training Module has been prepared. On appointing any new worker, they are identified, and the concerned training has been imparted at the beginning of his engagement.	Complied
2.20	Conduct the first aid training with the help of qualified first aider and make sure that first aiders are available at all times at facility.	Table 3.2, S. No. 2.9	High	EPC Contractor	EPC Contract	First aid trainings	Within 2 months of date of deal closure or December 2014, whichever is earlier	Done	Complied
2.21	Develop a standard operating procedure on incident investigation with roles and responsibilities.	Table 3.2, S. No. 2.9	High	EPC Contractor	EPC Contract	Incident investigation SOP	Within 2 months of date of deal closure	SOP for incident investigation with roles and responsibilities is placed.	Complied

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBIIPL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/)	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
2.22	Start preparing the accident/ incident statistics for each and every area and start identifying the area of concerns and prepare an action plan to address the issues by mean of alternate work procedure, trainings, special attention to the high risk jobs, increase in number of supervisor for high risk jobs.	Table 3.2, S. No. 2.9	Medium	EPC Contractor	EPC Contract	Statistical analysis of accident/ incident data and corrective action	Within 2 months of date of deal closure and monthly update of the same	Site specific accident/incident statistics is maintained. Till date no major incident/accident occurred. Hence, there is no need for alternate working procedure or any special training. Besides, adequate supervisors have been engaged for high risk jobs.	Complied
2.23	SBPCL II will need to put in place a formal contractor management system to audit its contractors as well as those of the EPC contractor. The management system should include: · Compliance checklist against the Applicable Standards; · Criterion on contractor selection to minimize HSE or labour related risks and issues at the time of engagement; · Monitoring and audit procedures; and Further the EPC contractor and the sub-contractor should be made responsible for the insurance of the workers mobilised at the site.	Table 3.2, S. No. 2.10	High	SCBPL II	Project Cost	Contractor Management System	Within 2 months of date of deal closure or December 2014, whichever is earlier		
								Checklist prepared.	Complied
								Maintained.	Complied
								Monitored and audited on weekly basis.	Complied
								Not done.	Not complied.
3	PS 3: Resource Efficiency and Pollution Prevention								
3.1	Ensure that all the ESMMP implementation requirements during construction phase are being clearly provided to the EPC contractor and implementation of mitigation measures along with records should be reviewed by EHS Officer of the SBPCL II.	Table 3.2, S. No. 3.1	High	SBPCL II and EPC Contractor	EPC Contract (Construction)	ESMMP implementation	As defined in ESMMP during construction phase	Provided to EPC and monitored accordingly by EHS personnel of the SBIIPL.	Complied
				SBPCL II	Project Operation Budget				Not due

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBIIPL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/)	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
3.2	Undertake regular monitoring of air emissions, water consumption, wastewater discharge, solid and hazardous waste disposal, noise levels, in line with the ESMMP	Table 3.2, S. No. 3.1	Low	SBPCL II	Project Operation Budget	ESMMP implementation	As defined in ESMMP during operation phase	Regular monitoring is going on.	Complied
3.3	Ensure that impacts associated with the decommissioning phase are assessed and addressed prior to eventual decommissioning.	Table 3.2, S. No. 3.1	Low	SBPCL II	Project Operation Budget	ESMMP for decommissioning phase.	1 to 2 years prior to eventual decommissioning.	Not due	Not due
		Table 3.3, S. No. 4.1							
3.4	Complete an annual GHG emissions estimation based on the actual operations of the Project during the operational phase.	Table 3.2, S. No. 3.4	Low	SBPCL II	Project Operation Budget	GHG estimation and reporting.	Annually, after one year of COD	Not due	Not due
		Table 3.3, S. No. 1.1.7							
3.5	Develop the climate adaptation policy and procedures in line with the requirements specified in the ESMMP.	Table 3.2, S. No. 3.4	Low	SBPCL II	Project Operation Budget	Climate Change Adaptation Policy	Within 12 months of COD (Plant Operations)	Not due	Not due
3.6	Provide organisational arrangements, capacity development and training measures and performance indicators for effective implementation of the ESMMP already developed for the Project.	Table 3.2, S. No. 3.6	High	SBPCL II	Project Operation Budget	Capacity building and setting up of performance indicators	1 month prior to COD	Not due	Not due
3.7	Develop a Waste Management Plan for operation phase.	Table 3.2, S. No. 3.7	Low	SBPCL II	Project Cost	Waste inventory and disposal options.	3months prior to start of Combined Cycle Operation	Already prepared.	Not due
		Table 3.3, S. No. 1.6							
3.8	Develop a Hazardous Materials Management (HMM) Plans.	Table 3.2, S. No. 3.8	High	EPC Contractor	EPC Contract	HMM Plan. – Construction phase	Within 2 months of date of deal closure or December 2014, whichever is earlier	Developed and documented	Complied
		Table 3.3, S. No. 1.5	Low	SBPCL II	Project Operation Budget	HMM Plan – Operation Phase	3 months prior to start of Combine Cycle Operation	Not due	Not due
3.9	Ensure that spillage kit is available at the HSD storage area.	Table 3.3, S. No. 1.5.2	High	EPC Contractor	EPC Contract	Spillage management plan	Within 1 month of date of deal closure or December 2014, whichever is earlier	HSD containment area has been built with the capacity of maximum volume of storage.	Complied

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBIPCL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
	<ul style="list-style-type: none"> Provide drainage system to the HSD storage shed to collect the rain water and waste water generated after floor cleaning. 							Since electricity connection has been obtained from BPDB, HSD will no longer be required for power generation during construction. Therefore, there is no requirement for drainage system.	Complied
	<ul style="list-style-type: none"> Prepare a procedure for the HSD loading & unloading and spill control and trained workers for the same. 							Procedure in place	Complied
	<ul style="list-style-type: none"> Prepare a list of the authorised person and same should be pasted outside the storage shed area and access control system to be implemented. 							Prepared.	Complied
3.10	Develop a Standard Operating Procedure for Pest Management for the Project.	Table 3.2, S. No. 3.9	Medium	SBPCL II	Project Operation Budget	Standard Operating Procedure for Pest	Within 3 months of COD	Not due	Not due
3.11	Develop a Standard Operating Procedure on the use of Ozone Depleting Substances (ODS), with the focus being on no new systems or equipment use ODS.	Table 3.3, S. No. 1.1.5	Medium	SBPCL II	Project Operation Budget	Standard Operating Procedure on the use of Ozone Depleting Substances.	Within 3 months of COD	Not due	Not due
3.12	Ensure that emissions from on-road and off-road vehicles should comply with Schedule 6 (Standards for emissions from motor vehicles) of the Environmental Conservation Rules, 1997 of GoB.	Table 3.4, S. No. 1.1.6	Medium	SBPCL II and EPC Contractor	EPC Contract	Compliance checks of on-road and off-road vehicles.	Within 2 months of date of deal closure or December 2014, whichever is earlier (with quarterly monitoring)	Air emission testing is done for the plant site, test certificate is available. But emissions testings for on-road vehicles have not been conducted.	Practically, it is feasible to meet the deadline of April, 2015, if effective movement has been made by both SBIPCL and the EPC contractor.
3.13	Ensure no use of asbestos containing material is specified in the design of the Project.	Table 3.4, S. No. 2.4.1	High	SBPCL II	-	Written confirmation that no asbestos will be used in the Project development from newly purchased materials.	Within 1 month of date of deal closure	Ensured and monitored.	Complied.

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBIIPCL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
3.14	Conduct air quality dispersion modelling study with updated stack characteristics in the design	Table 3.3, S. No. 1.1.1	Medium	SBPCL II	Project Cost	Updated air quality dispersion modelling	Within March 2015	Not done.	Not complied.
4	PS 4: Community Health, Safety and Security								
4.1	Conduct a detailed QRA for the Project based on actual design and formulate an emergency response plan.	Table 3.2, S. No. 4.2	Medium	SBPCL II	Project Operation Budget	Quantitative Risk Assessment and Emergency Response Plan	3 months of COD	Not due	Not due
4.2	Develop a traffic management and logistics plan taking into consideration community safety	Table 3.3, S. No. 3.4, 3.5	High	EPC Contractor	EPC Contract	Traffic management plan.	Within 1 month of date of deal closure or November 2014, whichever is earlier	EPC contractor possesses traffic management and logistics plan. Access road has been completed for ensuring community safety. All move ments are done through this road. The previous road from Sherpur to SBIIPCL will not be used for project purpose transporation	Complied
4.3	Undertake specific communication on health hazards and mitigation measures on an ongoing basis against new activities and associated health and safety risks to the local community.	Table 3.2, S. No. 4.4	Medium	SBPCL II	Project Operation Budget	Communication on health hazards and mitigation measures.	Within 3 months of COD	Not due	Not due
4.4	Engage a suitably qualified professional to undertake a Life and Fire Safety (L&FS) review of the facility prior to commissioning and develop a Corrective Action Plan to address any identified deficiencies / gaps between the facility and the requirements of the WBG General EHS Guidelines.	Table 3.3, S. No. 3.3.1	Medium	SBPCL II	Project Operation Budget	Life and Fire Safety Review and Corrective Action Plan	1 month prior to the commissioning of combined cycle	Not due	Not due
4.5	Ensure any future security arrangements shall comply with PS4 requirements. The SBPCL II Grievance Mechanism should include security within its scope.	Table 3.3, S. No. 4.5	Low	SBPCL II	Project Operation Budget	Compliance check against PS4 requirement.	1 months of COD	Not due	Not due
5	PS 5: Land Acquisition and Involuntary Resettlement								
5.1	Ensure:	Table 3.2, S.	Medium	SBPCL II	Project Cost	Livelihood	Within 3 months of date of deal		

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBIIPCL

[illegible]

Annex 1: Environmental and Social Monitoring Status on Corrective Action Plan for SBIPCL

S. No	Measures and/or Corrective Actions	Reference in ESDD Report	Significance	Responsibility	Funding Source and Estimated Cost (USD/	Deliverable	Suggested Timelines for Completion*	Status	BCAS Comments
6.1	Conduct six monthly construction phase monitoring of terrestrial and aquatic organisms	Table 3.2, S. No. 6.1	High	SBPCL II	Project Cost	Terrestrial and aquatic organism monitoring	As defined in ESMMP during construction phase	Due in May, 2015	Not due. In process and expected to be done by May, 2015.
6.2	Develop greenbelt within the project boundary.	Table 3.2, S. No. 6.2	Low	SBPCL II	Project Cost	Greenbelt Development	After completion of construction activities.	Next Monsoon (July)	Not due
6.3	Include an invasive alien species management plan in the ESMMP for the construction and operational phases	Table 3.2, S. No. 6.5	Medium	SBPCL II and EPC Contractor	EPC Contract	Invasive alien species management plan.	Within 2 months of date of deal closure	Included.	Complied

Annex 2

ENVIRONMENTAL AND SOCIAL MANAGEMENT AND MONITORING PLAN (ESMMP) OF SBIIPCL



SUMMIT BIBIYANA II POWER COMPANY LIMITED

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ENVIRONMENTAL AND SOCIAL MANAGEMENT AND MONITORING PLAN

SBIIPCL-EHS-007

AMENDMENT RECORD

[illegible]



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ABBREVIATIONS

NOT APPLICABLE



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GLOSSARY OF TERMS

NOT APPLICABLE



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PART 1.0

PURPOSE AND SCOPE



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1.0 PURPOSE AND SCOPE

1.1 PURPOSE

The purpose of this procedure is to establish and maintain integrated environment and social management programs for achieving the objectives and targets developed for the significant environmental and social risk and impacts (including employee, contractor and community health & safety) identified and updated. The purpose of this integrated management plan is to have a strategic way of meeting social and environmental laws, regulations and permits in all manners.

1.2 SCOPE

This procedure is applicable to all employees of Summit Bibiyana II Power Company Limited and its contractor and sub-contractor and their employee.



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PART 2.0

ENVIRONMENT AND SOCIAL MANAGEMENT PLAN



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2.0 ESTABLISHING AND MAINTAINING INTEGRATED ENVIRONMENT AND SOCIAL MANAGEMENT PLAN

The Plant Manager & DGM (Operation & HSE), Summit Turbine Division shall establish and maintain integrated environment and social management programs for achieving the Objectives and Targets developed for the significant environmental and social risk and impacts identified and by cross functional committee i.e. EHS/HSE(Health, safety & environment committee) and GRC-Plant(Grievance Redressal Committee) All grievances which cannot be solved at the plant site level shall be escalated to GRC-Corporate committee for resolution.

Integrated environment and social management plan shall identify the means, time frames and those responsible for achieving associated objectives and targets. Responsibility will be identified at each relevant function and level of the organization structure and responsibility.

Management program will be developed and maintained by The Plant Manager & DGM (Operation & HSE), Summit Turbine Division.

Interested parties include employees, contractors and the community. Their input is obtained through the cross functional committee (HSE committee) Communication.

All records pertaining to the development and determination of significant aspects, setting objectives and targets, and formulation of integrated environment and social management programs shall be maintained by the Plant Manager/ DGM, Summit Turbine division.

The purpose of integrated management plan is to have a strategic way of meeting social and environmental laws (including employee, contractor and community health & safety), regulations and permits in all manners.



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3.0 ENVIRONMENT AND SOCIAL (INCLUDING HEALTH & SAFETY) POLICY

It is our policy to conduct activities in such a way as to prevent injury & ill health, and to ensure safety of ourselves and other persons, and preservation of environment around us.

We will adhere to the highest standards for the safe operation of the plant and protection of our selves, customers, citizens of the community and the environment in which we do business. Inherent in our approach is the commitment to raise awareness of the potential for effects of operations of power plant on the health, safety and environment and to ensure that personnel are fully aware of these issues and contribute to their resolution and in instilling responsibility as an intrinsic feature of all its practices and procedures. We are committed to maintain safe and healthy working conditions, protection of the environment, equipment and systems of work for all of us including our neighbors, and to provide such information, training, supervision, and allocation of resource as we need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities along with the environment around us.

These aims will be achieved by:

- Complying with applicable local laws, regulations and standards. In absence of appropriate legislation, requirements of similar industrial good practice, where reasonably pertinent, will be applied;
- Communicating openly with employees, contractors, visitors and affected parties to promote a system of enhanced health, safety and environment;
- Following a process of risk and impact management that will continuously reduce the health and safety risks and protect the environment associated with the company's business activities;
- Monitoring, on a regular basis, the health and safety effects of its activities on employees and affected parties in the work environment with the view of improving the systems;



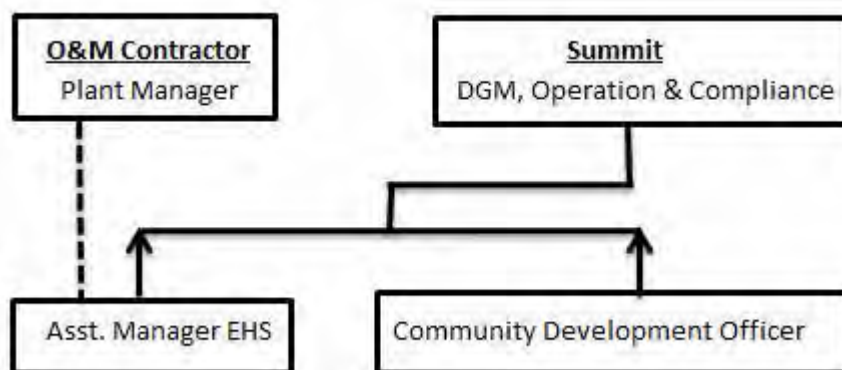
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- Strive to seek opportunities to minimize and/or prevent pollution through the implementation of cost effective new technology and the optimization of existing systems. Ensure safe treatment and disposal of waste.

4.0 ORGANIZATIONAL STRUCTURE FOR IMPLEMENTATION PLAN

The purpose of this structure is to define the management system roles, responsibilities and authorities in integrated environment and social management plan (including employee, contractor and community health & safety) at relevant functions and levels within the SBIIPCL organization. An organization chart is provided along with the key job descriptions in reference with the integrated environment and social management plan.



In association with this there are another three committee: EHS/HSE committees (Cross functional team), Grievance Redressal Committee (GRC)-plant and GRC-Corporate. For implementing the integrated Environmental & Social management system SBIIPCL follow the PDCA (Plan-Do-Check-Act) rule. This is a close loop and again starts from the plan.

Mitigation Plan is the key to ensure that the environmental qualities of the area will not deteriorate due to the construction and operation of the project. The Mitigation Plan covers all aspects of operation phases related to environment



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5.0 ROLES, RESPONSIBILITIES AND AUTHORITIES

The role of each position in the organization has been dealt in detail in respective job descriptions available with the General Manager Administration & Planning. The job description also details the commitment expected of the employees towards integrated environment and social management programs. The Safety and Environmental responsibilities of key positions in implementing environment management plan within the organization are described below. The authority of each position on Safety and environmental issues is commensurate with their defined responsibility. Management will be involved attending HSE meetings, in accident investigations, etc.

5.1A PLANT MANAGER

The Plant Manager is accountable for integrated environment and social management performance of all operations of the plant to the employees, the share holders of Summit Meghnaghat Power Company Limited shall draft and implement the integrated environment and social management programs. Plant Manager, EHS/HSE manager & member of HSE Committee, which shall periodically review the performance of ESMP. The PM is responsibilities shall include:

- Ensure that the relevant permits are obtained from the all regulatory agency /through the owner's representative for operating SBIIPCL Plant
- Providing essential resources and personnel for implementation of the ESMP, through owner's representative.
- Ensure compliance with environmental legislation and other requirements, SBIIPCL Policies and Procedures.
- Ensure that an effective liaison is maintained with public, official bodies, neighbors and other interested parties, as directed by the owner's representative.
- Ensure that all the employees are fully aware of their responsibilities towards environment through suitable means.
- Ensure internal safety and environmental audits are conducted.



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- Ensure that all serious safety and environmental incidents are formally investigated by the incidents/accidents investigation panels/committees, in accordance with the procedures.
- Plant Manager is responsible for identifying the training needs of the departmental heads. He will provide adequate resources for training at all levels of the organization.

5.1B DGM, OPERATION & COMPLIANCE

The DGM-Operation & Compliance, Summit Turbine division is accountable for monitoring the implementation of the SBIIPCL ESMP through EHS/HSE Manager, Safety officer, Community liaison officer and HSE committee members and under his supervision. He is also a member HSE Committee, which shall periodically review the performance of ESMP.

5.2 EHS / HSE HEAD/MANAGER

The Health, Safety and Environment Manager (EHS/HSE Manager) shall report to Plant Manager as well as DGM, Operation & compliance, Summit Turbine division and assist Plant Manager in implementation of Integrated Management System. The role of HSE Manager is to implement, review and update the SBIIPCL Integrated Management System. HSE Manager is the Management Representative for the implementation of Integrated Management System.

The responsibilities of HSE Manager shall include:

The overview of the health, safety and environmental (HSE) issues. This responsibility includes regular tracking and overall HSE compliance including planning, monitoring, training, and reporting. In addition, HSE Manager is responsible for updating and maintaining all Integrated, safety and environment procedures.

- Understand and adhere with all local Safety and environment laws.



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- Identify and recommend strategies to improve HSE performance through strict compliance of existing rules and regulations and challenging HSE behavior.
- Review existing HSE Program, organization rules and procedures and introduce new procedures where necessary, including emergency preparedness procedures.
- To keep abreast of changing legislation and good practices in the area of responsibility and ensure that the company is complying with all its statutory responsibilities related to Health, Safety and Environment.
- Liaise with internal and external bodies in developing and implementing appropriate waste management strategies and policies including the provision of guidance to relevant staff to assist them in achieving compliance with legislation and company policies.
- Managing companywide HSE training. Prepares and implements the required inductions and training programs to plant personnel on environmental protection, emergencies, occupational health and job site safety.
- Maintain HSE communication throughout the company.
- Implement site inspections
- Keeps the statistical records for environmental protection and occupational health and safety such as incidents, accidents and near misses.
- Meet all reporting requirement to relevant statutory bodies. Renewal of relevant license and permits
- Assist & Guide all levels of management & supervision to implement accident prevention activities. Leading accident investigations. Undertakes studies and plans aimed at reducing the environmental impacts, work accidents and lost work-days to a minimum.
- Arrange proper and timely HSE assessment/audits to identify areas of improvement and implementation of measures and arrangements identified as necessary from the assessments/audits.



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- To develop cost effective, quality and timely management information on key Safety and Environmental impacts.
- Leads the HSE committee.
- Keep track of any new and changes in regulations related to safety and environment and identify and analyze the impact of the same on operations and communicate to the management.
- Prepare reports if non-compliance is observed.
- Establishing IMS system requirements and implementing and maintaining them as per the standards.
- Provide reports to the top management on the performance of Integrated management system for review, including recommendations for continual improvement of IMS
- Coordinate the visit of regulatory authorities, provide them necessary information and samples in consultation with PM & DGM, Operation & compliance and prepare a brief summary of the visit and submit the report.
- Carryout Hazard aspect assessment of work carried in plant.
- Assist shift charge engineers and Maintenance supervisors in conducting risk/impact assessment and advice control measures.
- Act as Training Coordinator consultation with Operation Manager, I&C Manager, Electrical Manager & Maintenance Manager to arrange for Safety and environment training for all the employees of the company as necessary.
- Provide planning information to management, as needed, on new HSE initiatives.
- Prepare annual budget for HSE activities.
- Ensure adequate quantity of absorbents, rolls, pads, spill kits, etc., and safety equipment are maintained to handle any HSE incident within the plant premises.
- Coordinate with Purchasing Officer to select environmental friendly, non-toxic and biodegradable chemicals for use at site.



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- Communicate significant hazards/impacts to all employees.
- EHS/HSE Managers are responsible for all training and competence development activities on ESMP and OH&S in coordination with Plant Manager and DGM, Operation & Compliance, Summit Turbine division to ensure that all employees are trained as per their training needs.
- EHS/ HSE Manager shall conduct introductory training to Contractor/ subcontractor personnel before starting work in SBIIPCL Plant premises.
- Keep record in the excel sheet all types of waste generation, safe storage, communicate with the contractors for safe disposal from the plant

5.3 COMMUNITY DEVELOPMENT MANAGER

Assist land owners in collecting in full compensation packages due to them, including gathering necessary documentation and opening bank accounts;

- Distribute compensation for lost crop production value to landowners and Share croppers;
- Assist all PAPs in identifying and purchasing new land, including assisting in the price negotiations and the statutory registration process;
- Identify and manage an appropriate entity to conduct Small Enterprise Development Training for women of PAP households, including distributing grants in tranches agreed with the relevant appropriate entity;
- Ensure that eligible PAPs are considered for employment by subcontractors;
- Be available to PAPs for questions, comments, concerns and advice; and
- Sit on the meetings of Joint Committee on Community Relations (JCCR).

5.4 ALL PERSONNEL

All employees of SBIIPCL and O&M Contractor are responsible and accountable for compliance with the ESMS procedures. For the programs to be successful, each employee must actively participate in the compliance programs. Environmental procedures and rules have been established and training provided to ensure that all personnel understand appropriate operation procedures to protect the environment and maintain a healthy environment for employees and surrounding communities.

The responsibilities of all employees shall include the followings:

Participate and bring up safety and environmental concerns to HSE manager or HSE committee. Be vigilant in work area, identify and report to their supervisors about imminent dangers/hazards/concerns to environment and safety.



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6.0 EHS / HSE COMMITTEE

This guideline establishes the requirements to be followed to provide Summit Meghnaghat Power Company limited plant with a designated HSE Committee that will be active in the implementation of all safety initiatives, programs and procedures.

6.1 EHS / HSE COMMITTEE MEMBERS

Committee will be headed by Plant Manager, Summit Meghnaghat Power Company Limited and others members are as follows

- The Plant Manager.
- DGM-Operation & Compliance, Summit Turbine division.
- The Operation Manager.
- The EHS Manager
- The Maintenance Manager
- The I&C and Electrical Manger
- All shift charge Engineers.
- Senior Engineer Mechanical
- Senior Engineer I&C
- Senior Engineer Electrical
- Safety & Community liaison Officer

6.2 RESPONSIBILITY

HSE Committee Members shall promote a safe work environment through example and promotional activities. Members shall be available to employees to discuss unsafe conditions or acts and shall assist employees in the correction of unsafe conditions.

Additional responsibilities for HSE Committee members are as follows:

- Coordinate monthly Safety Meeting and present all employee recent feedback regarding safety, environment practice and new hazard and mitigation plan.
- Perform the annual facility Safety Inspections and maintain various inspection and measuring data.



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- Prepare for the annual Safety Inspection checklist from the Corporate

6.3 MONTHLY EHS/HSE MEETINGS

Monthly HSE Meetings shall be planned by the HSE Committee, who shall present, record attendance and document the meetings. The following components shall be covered when conducting HSE meetings:

Meeting Presentation: HSE meetings shall be conducted routinely by an EHS/HSE Team member, although other persons may be asked to assist and participate.

Schedule: HSE Meetings shall be held at least once a month. The meeting will be held on third week of each month.

Agenda for the meeting will include at a minimum the following items

- Safety statistics
- Previous issues-status updates
- Review of New procedure (if any) prior to approval
- EHS/HSE regulations applicable to SBIIPCL including updates / Amendments
- Review the SOP of Hazardous Material like Chlorine, Acid and Caustic.
- Any new issues
- Any complaints written in complaint register

Attendance at monthly HSE Meetings is mandatory.

- Not more than two absences shall be allowed per calendar year. Missing more than two meetings (or missing any meetings without the Plant Manager's approval) shall result in disciplinary action.
- A member of the HSE Team shall review the material and information covered in the HSE Meeting with each employee who was absent.

Addressing issues raised/discussed in the Meeting:

Where any issue raised/discussed in the meeting requires any kind of (i) compliance, (ii) works at the field, or (iii) implementation of any type, such compliance, works or



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implementation should be asked for completion by giving a dateline under the responsibility of concerned department/person.

If such compliance, works or implementation has not been completed by stipulated time as mentioned above then EHS Manager shall inform Plant Manager for necessary action. Other than issues (these need to be consulted with COO of Turbine division by the PM) related to community, any kind of disposal/grievances, spillage, fire, safety of the person, ultimate responsibility shall be laid with PM for closing of these issues.

Documentation for HSE Meetings is as follows:

HSE Meetings shall be documented on the HSE Meeting folder.
Attendance shall be recorded on the HSE Meeting Attendance Record by employee signature.

An explanation should be recorded for any employee who is unable to attend any HSE meeting scheduled for that month.

Records

HSE Meeting Reports and Attendance Records shall be retained for three (3) years.

6.4 EMPLOYEE COMMUNICATIONS

EHS /HSE Committee members shall establish and maintain a HSE Bulletin Board to post appropriate information concerning HSE-related items and shall use any other means necessary to facilitate employee communication regarding HSE concerns in order to gain effective resolution of the concern.

Safety Guidelines and Asset-Specific Safety Procedures shall be maintained by the HSE Committee to promote awareness and provide current knowledge of local HSE requirements, regulations, laws and enforcement methods.

6.5 ACCIDENT PREVENTION AND INVESTIGATION

The HSE Committee shall ensure implementation of the Safety Guidelines by identifying safety-related concerns and developing appropriate preventive measures. The HSE Committee shall also assist in accident and injury investigations if requested by the supervisor involved as well as establish a system for follow up for each recommendation resulting from an accident investigation.



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6.6 FACILITY SAFETY INSPECTIONS

Facility Safety Inspections shall be performed by the HSE Committee as often as needed.

7.0 MONITORING OF ENVIRONMENTAL QUALITY

The purpose of this procedure is to ensure that all SBIIPCL and O&M personnel comply with the environmental policies and the success of environmental control measure can only be understood by proper monitoring of the environmental parameters. This monitoring parameter should be within local & international standard limit and the record will be stored.

The gaseous wastes are disposed through 45m high stack during simple cycle operations and through 70m high stack during combined cycle operation. Gas turbine uses Dry low NOx burner DLN-2.

Here are the table for Environmental parameter monitoring/testing frequency and reporting requirements.

Environmental Parameters	Monitoring/Testing Frequency	As per ESIA study
Gas Turbine Emissions quality monitoring	As per DOE guideline	Annually / Through CEMS and calibration annually.
Ambient air Quality monitoring	As per DOE guideline	Monthly GLC measurement at three point of village for 24 hours for three month, then annually
Effluent discharge	As per DOE guideline	pH, temperature Conductivity prior every discharge. Detail parameter for quarterly at first & then annually.
Surface water quality(River water)	As per DOE guideline	Once quarterly for first quarter then annually.
Domestic waste water	As per DOE guideline	Quarterly water sampled for BOD, COD----Those will cover effluent quarterly analysis.
Outfall temperature	As per DOE guideline	
Noise Monitoring	As per DOE guideline	Monthly for first three month, then annually



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Ground water quality	Not applicable	Yearly
River water temperature monitoring	Quarterly	Climate change & adaption

7.1 EMISSIONS QUALITY MONITORING

CEMS (Continuous Emission Monitoring system) has been installed in the Main and by-pass stack of HRSG. So online measuring data is always available. The emission value specified by the Department of Environment and international agency to which the plant complies with is given below.

Compliance Parameter	Gas Turbine Emission Limit Value			SBIIPCL Result
	BANGLADESH	World bank	IFC	
SOX	N/A	2000 (mg/Nm ³)	1.5% S in Oil	N/A
Mass	N/A	0.2 tpd/MWe		N/A
NO _x	40 ppm	225 ppm (Oil) / 155 ppm (Gas)	74 ppm (Oil) / 25 ppm (Gas)	
PM ₁₀	150 (mg/Nm ³)	50 (mg/Nm ³)	50	

The actual values will be measured from the Continuous emission monitoring system to which the plant will be evaluated for compliance.

7.2 NOISE EMISSIONS

The noise level from the major noise sources outside the plant building will be within 85 dBA when measured at a distance of 1m from the source. The sound power of 85 dBA have been taken into consideration for the following equipments which can lead to significant noise level from the proposed power plant are Steam Turbine Generator Hall, Gas turbine Generator hall, Heat recovery steam Generator.

Noise emissions from the plant will be monitored as per DOE guideline or international best practices basis to evaluate the compliance regarding noise. The allowable values for noise as per DOE and World Bank guidelines is given below



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Sample Location	IFC & World Bank Limits		DOE Limits		SBIIPCL Result	
Mixed area of SBIIPCL Boundary Area	Day time 07:00~22:00	Night Time 22:00~07:00	Day time 06:00~21:00	Night Time 21:00~06:00	Day time 06~21:00	Night Time 21:00~06:00
	70	70	75	70		

7.3 SOLID AND OTHER WASTE DISCHARGE

There is no direct solid waste generation from the power production process. However different auxiliary operations generate different types of solid and other wastes but the quantity remains limited.

There are three major types of these wastes:

- Used oils and waste oils,
- Used chemicals and
- General solid wastes.

SBIIPCL is equipped with an ETP. All waste water will go under several treatment and then finally it will reach to monitoring basin for final discharge. Before final discharge parameter like pH, Conductivity and temperature will be measured before every discharge. As per DOE guideline, sample will be tested for compliance.

Chemical waste water from the activated carbon filter, demy train, all chemical dosing area pit, battery room, SWAS, CW treatment plant, will routed to waste neutralization pit. After neutralizing the waste water shall routed to the monitoring basin for final checking before discharge.

Oily waste water of all area like transformer pit, ST, GT & HRSG area oily drain, DG & BSDG area shall routed to oily waste treatment system. Here oil will be separated and then only water shall be routed to the industrial treatment unit. Here this water will be further treated and send to monitoring basin for final discharge.

Backwash water of Pressure filter, overflow of Clarifier water will be routed to industrial waste water pond for treatment. After treating the water, it will be routed to monitoring basin before final discharge.



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All flushing waste from the toilet shall be routed to the domestic waste water treatment unit. Solid will be consumed by bacteria and water part will be send to monitoring basin for final discharge.

General waste like kitchen Garbage, Intake waste will be stored in the designated storage with designated bin for disposal. A contractor will be hired for disposal of this waste. The contractor will take the garbage (General waste, Kitchen waste, Intake waste) from the site twice or thrice as required to keep the site neat & clean. Safety & Community liaison officer will communicate with the contractor as required. When the contractor will take the garbage, Safety & community liaison officer shall visually checked the quantity and sign the Gate pass. The photocopy of the gate pass will be produced during month end invoice which will be signed by Safety officer & passed to Asst. EHS manger for verifying. This will be a documentation of Waste disposal for every month.

Effluent Limit

Given below are the allowable limits for effluent discharge as per Department of Environment of Bangladesh. DOE only comply with the test result done in their lab. So summit BII shall submit application to follow the DOE guideline and do the testing for selected parameter like pH, DO, BOD, COD, TDS, and TSS in the DOE lab.

In plant prior every discharge, pH, temperature and conductivity shall be measured. Quarterly during the first year of operation to monitor the effectiveness of the ETP like pH, TSS, Oil & Grease, total residual Chlorine, Chromium (total), Copper, Iron, Zinc, Cadmium, Mercury, Arsenic, temperature subsequently annually.

Parameter	Allowable range	Measured Value
pH	6.0-9.0	
Conductivity (s/cm)/(mho/cm)	<1200	
Residual chlorine (ppm)	0.2	
Dissolved Phosphorus (P) (mg/l)	8	
TDS (mg/l)	2100	
TSS (mg/l)	150	
COD (mg/l)	200	
BOD at 20 0 C (mg/l)	50	
Dissolved Oxygen (mg/l)	4.5~8	
Zinc (mg/l)	1	



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Copper, Cu (mg/l)	0.5	
Iron, Fe (mg/l)	2	
Cadmium (mg/l)	0.5	
Mercury (mg/l)	0.01	
Arsenic (mg/l)	0.2	
Chromium, Cr (mg/l)	0.1	
Oil and grease (mg/l)	10 ppm	
Cooling water discharge temperature increase	Within 3°C	
Temperature	Max temp of effluent: Summer -- 45°C Winter -- 40°C	

In short, sampling and testing flow chart shall be

Quarterly ---As per DOE/ Third party----- pH, DO, BOD, COD, TDS, and TSS.

In first quarter then annually—As per ESIA guideline---all parameter mentioned in the above table except the bottom two.

Oil-dust contaminated clothes will be collected and stored in a designated area and shall be collected by qualified company

Solid waste like Dewatered sludge (primarily composed of silts and inorganic salts precipitated in the water treatment plant/waste water treatment plant will be collected and stored in a designated place from where waste shall be collected by qualified company. Also Waste paper, kitchen wastes, household wastes will be disposed in the same way.

SBIIPCL will neither use ground water nor discharge anything in the ground which may pollute the ground water. SBIIPCL strictly follow the Spill prevention plan to reduce the probability of spill in the ground. If any spill occurs there is specific procedure to neutralize the spillage substance as well as safe disposal. There is dyke around the all liquid storage tank area. By this way SBIIPCL reduced the probability of polluting the Ground water.

For complying with the local law, report will be prepared with all monitoring result as per DOE guideline and submitted to DOE for their reference.



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7.4 AMBIENT AIR QUALITY MONITORING.

Ambient air quality will be measured as per DOE guideline as well as for record keeping.

Compliance Parameter	Unit=microgram/m ³ (µg/m ³)			SBIIPCL result
	World bank	IFC	DOE	
NO _x	150	40	80	
CO	N/A		2000	
SO _x	80	125/20*	80	
Suspended particle 10 micron or less	150	150/50* 70/20*	500/200**	
PM _{2.5}		75/25*		

*Target/ Ultimate

**Industrial/ Rural

7.5 HAZARDOUS MATERIAL HANDLING

There are various hazardous material is required for this power plant operation and some are generated in the auxiliary system in the process. Hazardous liquid like caustic solution, acid, chlorine, paint and various liquid and solid chemicals is required for the process. There is safe handling procedure in operation for caustic, acid and chlorine, hypochlorite. Other than this Material Safety Data Sheet (MSDS) shall be retained for all hazardous material stored sites at plant. Cotton, gloves, paper soaked with lube oil/liquid oil shall be given Brick Kilns to burn it who possess the DOE license. An agreement will be done with DOE licensed vendor. Asst. Manager EHS will keep the record of Hazardous waste generation & data of storage location. Asst. Manager will ask the vendor to collect the waste as per agreement and as required to keep the Plant safe, neat & clean. During waste collection from the SBIIPCL site, contractor must take the gate pass in which quantity and type of waste will be mentioned. After verifying that contractor is following all SBIIPCL rules & regulation, Asst. Manager will sign the gate pass for next action also contractor need to sign as per Gate pass format.

Medical wastage will be given to Medical clinic or organization that has incinerators & DOE license for safe disposal. An agreement will be done in this regard. EHS head will keep the record of medical waste and send to the contractor for



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medical waste treatment. EHS manager will keep record of all waste generation, safe storage & disposal record. Asst. Manager will sign the gate pass for next action also contractor need to sign as per Gate pass format if the contractor collect the waste. If SBIIPCL arrange to send the waste at the waste treatment plant then the concern person will get a copy of receipt from treatment plant authorized person.

8.0 OCCUPATIONAL HEALTH AND SAFETY

SBIIPCL is maintaining all safety provisions related to plant operation and hazardous chemicals handling. Required PPE shall be supplied by company to the Plant employee. It is the contractor responsibility to supply PPE to the workers. There is training schedule of environmental management system topics for all employees covering all subjects. First aid box will be available in various location of the plant. Medical assistance for hospitalization is available near about within 30~40 kilometer. All Employee including hired personnel as well as contractors and subcontractor to follow the SBIIPCL health, environment & safety rules. Employees are familiar with the practice through schedule training, induction training, safety & environmental guide line. Vendor/Contractor/subcontractors will be given introductory training covering all the EHS issues and practice prior to start work in the SBIIPCL premises. Once training is given to a contractor/ subcontractor employee, he will get a pass which is valid for 6 month. Display of proper sign boards health and safety in around the plant is putted for better understanding.

SBIIPCL will arrange health checkup for the employee in every alternative year for better tracking and addressing the employee health issues and preventive care.

Plant operation will involve storage handling and use of fuels and several chemicals like highly

- Natural gas & liquid fuel,
- Hazardous liquid--- acid, caustic, hypochlorite
- Hazardous gas –chlorine
- Hazardous solid & liquid chemicals etc.
- Hazardous solid, liquid & chemicals waste.

SBIIPCL has adopted higher standard for safe operation & handling these flammable gas, liquid, chemicals & waste which are probable hazard to human health & environment by following its operation, maintenance, safety & environmental procedure.



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9.0 FIRE SAFETY

Fire is the most damaging events for power plant assets as well for the employee health and safety. It has the highest impact on environment as well as local community. For this reason fire design is based on approach of “prevention first, combined with fire measures”, firmly implementing related fire design standards and regulations according to specific situation of this project.

Fire water supply system consists of fire water basin, fire water pumps and fire water supply pipe network, supplying fire water for indoor and outdoor fire hydrants, and facilities of automatic sprinkler system, water spraying system. Two fire water Basins are located in raw water pretreatment plant for this project. The multi-use water pump house shall be equipped with two fire jockey pump, one electrical driven main fire pump and engine driven emergency fire pump.

Drainage of indoor fire hydrants and automatic sprinkler system shall be collected by indoor underground waste water system and then transferred to outdoor rain water system. Drainage of outdoor hydrants shall be collected by outdoor rain water system. Operation of fire fighting system in transformer area and oil tank area shall be discharged into accident oil tank or waste oil tank, and then transferred to oily wastewater treatment plant for processing by lifting pumps. By this way oil spillage is protected during fire fighting which preserve the environment in the most critical situation.

Inert gas IG-541 extinguishing system is installed in the CCR, Electronic room, electrical room. This system is designed in accordance with NFPA 2001 code.

If any emergency arises in the plant then all employee will follow “The Emergency response plan”. This plan will describe every individual’s roles & responsibility during emergency. This procedure is developed to protect the employee, environment, plant assets and its local community.



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10.0 STATUTORY REQUIREMENTS AND IMPLEMENTATION

SBIIPCL achieved the EIA clearance certificate from the DOE and will regularly meet all statutory requirements with DOE within time schedule according to the list mentioned in the Implementation agreement schedule 1.

11.0 TRAINING

An ongoing safety and technical training will routinely be carried out in the plant. The importance of this is to emphasize the fact that people need time to understand and practice the training subject. Two days a month will be designated for training. Each day there will be a subject on Safety and environment, and another subject on plant technical. There may be other subject as per requirement of the plant or with the approval of SBIIPCL Management.

It is the privilege of the employees to seek training opportunities provided by the plant management and to prepare for increased responsibility. HSE Managers in consultation with the department heads shall arrange training for the personnel of the company.

In order to build environmental and OH&S awareness and motivation in all functional areas of SBIIPCL, the plant management will explain HSE values and communicate its commitment to the Health & Safety and Environmental Policies to all managers, staffs, employees and contractors.

HSE Manager shall ensure that the employees at the Plant are aware of:

- The importance of conformance with the environmental and Health & Safety policy and procedures and with the requirements of the Environmental and Social Management Systems.
- The significant environmental impacts, actual or potential, of their work activities and the environmental benefits of improved personal performance.
- The significant health & safety risks, actual or potential, of their work activities and benefits of risk reduction from their higher awareness level and careful attitude.
- Their roles and responsibilities in achieving conformance with the policies & procedures, including emergency preparedness and response requirements.
- The potential consequences of departure from specified operating procedures.



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- Employees must be aware that safe performance of their duties is a condition of employment.

11.1 MANDATORY ANNUAL TRAINING FOR EMPLOYEE.

Outlined below is the list of ESMS training subjects that a mandatory refresher training to be conducted annually. HSE Manager in coordination with Plant Manager shall initiate these trainings.

ENVIRONMENT, HEALTH & SAFETY

- 1) Basic Electrical safety
- 2) Hydrogen Gas safety & compressed Gas Cylinder Handling
- 3) Disaster Management/Emergency Response
- 4) Plant Fire fighting procedure
- 5) EHS Policy & practice
- 6) Proper use of Personal Protective Equipment.
- 7) Basic first aid, search & rescue training.
- 8) Safe Chemical & Oil handling, Spill control & response
- 9) Waste Management.
- 10) Plant Permit to work procedure

11.2 MANDATORY TRAINING FOR CONTRACTOR/` SUBCONTACTOR

Vendor/Contractor/subcontractors will be given introductory training covering all the EHS issues and practice prior to start work in the SBIIPCL premises. Once training is given to a contractor/ subcontractor employee, he will get a pass which is valid for 6 month. This training shall include not limited to

- Plant EHS policy & Practice.
- SBIIPCL working procedure & practice.
- Emergency response action for the contractor people.



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- Waste disposal procedure.

12.0 GRIEVANCE REDRESSAL MECHANISM & SOCIO-ECONOMIC ENVIRONMENT PROTECTION

The purpose of this mechanism is to have a clear understanding of any grievance raised by any party will be addressed and resolved according to this Grievance redress Mechanism. SBIIPCL has developed a two tiered grievance redress procedure to address the grievance/issues raised by the community. Grievance redress Mechanism communication will be described in “SBIIPCL-EHS- Grievance redress Mechanism”. This procedure is applicable to all SBIIPCL and O&M employees.

13.0 STAKEHOLDER ENGAGEMENT PLAN (SEP)

This Stakeholder Engagement Plan has been developed with the aim of explaining how SBIIPCL will communicate with personnel and institutions to the Project, at various stages of project preparation and implementation & operation.

Project's Public Consultations Principles

- All stakeholder groups will be consulted and engaged to the required level through Reporting, consultation, Presentation, Training and using communication like e-mail, Letter, Fax or voice communication, tele-conference.

-SBIIPCL has established mechanism for stakeholders to raise any concerns related to the project for SBIIPCL attention.

Stakeholder Identification and Communication Methods

Stakeholder Group	Communication Method/Channel	Purpose	Timeline
Internal Stakeholder			
EPC Contractors employees	<ul style="list-style-type: none"> • Safety Induction sessions • Grievance Mechanism 	Inform and awareness & to pass grievance to EPC / SBIIPCL concern authority.	During start of the Employment
Summit/ O&M Contractor and	<ul style="list-style-type: none"> • Safety Induction sessions 	Inform and awareness & to	Monthly



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others /staffs	<ul style="list-style-type: none"> Formal Presentation Grievance Mechanism 	pass grievance to SBIIPCL concern authority.	
External Stakeholder			
DOE (Department of Environment), BPC (Bangladesh petroleum Corporation),	<ul style="list-style-type: none"> Schedule Reporting Formal and informal meetings Information letters 	Legal binding, consult and Collaborate	Quarterly/ As required
Contractor / Subcontractor employee	<ul style="list-style-type: none"> EHS Introductory Training Grievance Mechanism 	SBIIPCL EHS regulatory requirements	
Local community	<ul style="list-style-type: none"> Public Consultation Grievance Mechanism 	Inform, consult and Collaborate	Half yearly/ As required
Any visitor like BPDB/ DOE/ BPC personnel	<ul style="list-style-type: none"> Visitors induction training 	SBIIPCL EHS regulatory requirements	As required
Nearest other industry	<ul style="list-style-type: none"> General practice /Grievance Mechanism 		As required/Over phone
Lenders	<ul style="list-style-type: none"> Visitors induction training Various Reporting, Formal and informal meetings 	Inform and consult	As required As agreed When necessary

Respectively public administration bodies of these settlements are deemed among local authorities to be engaged in the project consultations process. For communication of project related information including planned activities and mitigation measures and get community concerns, public meetings will be arranged in each of the Stakeholder with participation of community member and local administration. Meetings will be held prior to launching of preparatory or construction operations. A grievance mechanism will be made available for stakeholder to submit their further concerns and claims.



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Project Consultation and Disclosure Program

Main disclosure documents will be the Public consultation, EHS training, Visitors training, plant schedule training, regulatory reporting. The project's grievance mechanism will be made available also for all stakeholders to receive their concerns and undertake responsive actions. To ensure smooth flow and effectiveness of the stakeholder engagement process the SBIIPCL will designate a person responsible for community liaison within the company. Among responsibilities of the designated person will be communication of project related information and information updates, organization of public meetings, facilitation to collection and addressing of community concerns and claims, etc.

14. Traffic & transportation

Whenever a car/lorry enters into the plant site then gate house security shall instruct the driver about the plant inside speed limit and the responsibility if any plant emergency is happened. Check items are

1. Whether the lorry/car is loaded with according to its manufacturing capacity or not?
2. Whether the Driver possess the valid driving license or not?
3. Whether the car has the fitness certificate or not?
4. Whether all good carried in the lorry/car has fully covered or not?
5. Whether any LO, fuel oil leakage from the car?
6. Which road the lorry/car shall use during driving inside the plant and outside the plant.
7. Try to avoid horn when driving the car to avoid noise pollution.
8. Do not dispose any waste inside the plant.
9. Any type of maintenance of the car inside the plant is not allowed.
10. Guide the car people about the SBIIPCL EHS policy.



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15. Climate change adaptation

At any natural disaster like flood, earthquake, cyclone, all SBIIPCL employee shall follow the “Emergency response procedure”. Need to monitor the river bank erosion every month at both sides of the river of this project. If the change is significant then mitigation measure should be taken.

16. Green house gas emission recording.

Green house gas calculation shall be recorded as per EPA guideline. SBIIPCL will use CEMS and the data will be used for reporting. The operational activities like reduce start-stop, trip to reduce the greenhouse gas.

17. Audit mechanism:

There are two types audit. One is external and the other one is internal audit. External audit will be faced as per lender’s schedule. SBIIPCL will conduct internal audit half yearly basis.

18. Invasive alien species management plan

Invasive Alien Species are animals and plants that are introduced accidentally or deliberately into a natural environment where they are not normally found, with serious negative consequences for their new environment. They represent a major threat to for their lives also for plant and environment. Three types of interventions; prevention, early warning and rapid response, and management.

Below initiatives will be taken to interventions

1. There will be more than man height wall around the Plant periphery to protect the animals trespassing into the plant.
2. 24 hours basis security will be posted at gates and various security post.
3. There will be so many CCTV to monitor inside the plant.
4. Green belt development will be carried out after the completion.
5. ERP response plan has been developed and it will be disclosed to the plant community.



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PART 3.0

APPENDICES



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3.0 APPENDICES

Name of Approver :
Equipment or Systems Name:
Date:
Please check the alignment settings of this procedure and verify the accuracy and/or correctness.
I have reviewed this procedure and can validate the alignment settings for its accuracy. This procedure can therefore be released for operation for this equipment and/or system. Signed: _____

Annex 3

SBIIPCL EHSS Policy



SUMMIT BIBIYANA II POWER COMPANY LTD.

Document Type: EHS PROCEDURE	Location: All Department	Procedure Type: ENVIRONMENT, HEALTH, SAFETY & SOCIAL POLICY	Document No SBIIPCL-EHS-001	
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ENVIRONMENT, HEALTH, SAFETY & SOCIAL POLICY

SBIIPCL-EHS-001



AMENDMENT RECORD

SBIIPCL Standard Procedure
Created: 15/11/2013



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GLOSSARY OF TERMS

NOT APPLICABLE



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ABBREVIATIONS

NOT APPLICABLE



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PART 1.0

PURPOSE AND SCOPE



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1.0 PURPOSE AND SCOPE

To provide the Environment, Health, Safety & Social policy statement of Summit Bibiyana II Power Company Limited.

This procedure is applicable to all employees of Summit Bibiyana II Power and all employees of O&M contractor and subcontractor.



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PART 2.0

HEALTH & SAFETY POLICY



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2.0 POLICY

2.1 HEALTH & SAFETY POLICY

Summit Bibiyana II Power Company Limited (SBIIPCL) will manage its power plant operations in a manner that protects the health and safety of employees, customers, contractors and the public, while fully complying with applicable laws, regulations and other standards to which the asset facilities subscribes. SBIIPCL management will strive to continuously improve Health & Safety performance with a goal of zero incidents.

Guiding Principles:

- Health & Safety excellence is mandatory for our long-term success.
- Health & Safety excellence requires the commitment and personal involvement of all levels of management and all employees.
- Employees have the obligation and the ability to prevent accidents.
- Incidents and non-compliance are unacceptable.
- All employees and contractors are responsible and accountable for understanding and complying with all regulations, company requirements and procedures relating to their job performance.

The Company is committed to:

- Improve Health and Safety compliance and performance through the implementation of Health & Safety Management Systems which will be conformant to OHSAS 18001 standards.
- Integrate Health & Safety concerns into all business and operational planning and decision making.
- Provide a safe work environment and training for all employees.
- Achieve upper quartile performance in all key Health & Safety metrics for the industry in which we operate.
- Involve the same level of commitment and performance for contractors that work in our facilities as we do from our employees.
- Utilize materials, natural resources and energy efficiently to produce our product and service.
- Respond in a timely and appropriate manner if an incident resulting from operations does occur.
- Work proactively with legislators, regulators, concerned groups, and industry peers to develop and advance effective approaches to human health and safety protection.
- Communicate regularly on Health and Safety issues, expectations and performance with employees, contractors, customers and regulators.



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- Audit assets and operating practices regularly, and taking the appropriate corrective actions.
- Revise this policy on a regular basis to ensure its continued relevance, effectiveness and suitability to the business.



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PART 3.0

ENVIRONMENT POLICY



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Document Type: EHS PROCEDURE	Location: All Department	Procedure Type: ENVIRONMENT, HEALTH, SAFETY & SOCIAL POLICY	Document No SBIIPCL-EHS-001
Revision: 0	Date: DECEMBER 25, 2014		Change: Date:

3.0 POLICY

3.1 ENVIRONMENT POLICY

Summit Bibiyana II Power Company Limited (SBIIPCL) is committed to the principle of sustainable development. The Company therefore aims to safeguard the environment and natural resources and promote the improvement of the environment wherever possible.

At a corporate level, the Company endeavors to:

- Take account of the environmental impact of all of its operations and take steps to mitigate any risks;
- Ensure its operations consider their impact on biodiversity and implement appropriate mitigation measures;
- Provide support and assistance to plant operations through Summit Group Turbine Division
- Report regularly the environmental systems and performance of the power plants to the Board

In the Power Plant Operations, the Company commits to:

- Conduct business in compliance with all applicable environmental laws, regulations and commitments and seek to apply international standards where relevant;
- Make environmental considerations a priority in business planning and in the operation of our power plants;
- Review emissions, effluents and wastes and continually strive to reduce their impact whenever feasible;
- Encourage Employees and Contractors to take individual responsibility for their actions in respect to the environment through appropriate communications and training;
- Ensure preparedness to respond in a timely and appropriate manner to environmental incidents resulting from operations;
- Encourage participation by operating facilities with regulatory agencies and concerned groups in the continued development of appropriately balanced environmental laws and regulations;



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- Designate one facility Employee as coordinator to prepare a plant specific environmental management program with applicable procedures based on the Company's guidelines and conformant with the ISO 14001:2004 standard and implement appropriate training and record keeping;
- Set annual environmental objectives and targets and commit to continuous improvement
- Carry out an audit and Management review of environmental management systems at least once each two years;



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PART 4.0

SOCIAL POLICY



SUMMIT BIBIYANA II POWER COMPANY LTD.

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4.0 POLICY

4.1 SOCIAL POLICY

Summit Bibiyana II Power Company limited is committed to address and recognize the company's social responsibility within its sphere of influence. Company will contribute and respond immediately where there are scopes of social progress within its sphere of influence.

Reference frame

In appraising such power plants, the Company will be guided by the standards resulting from the following conventions, principles and standards:

- i. Corporate Social Responsibility (CSR) of Summit Group
- ii. ADB Safeguard requirements
- iii. ISO 26000: The Social Responsibility
- iv. The standards of World Bank Group and in particular, the International Finance Corporation (IFC) Performance Standards and Equator Principles on Social and Environmental guidelines

The policy should be implemented to:

1. Ensure that full compensations and benefits are given to project displaced and affected persons which they are entitled to.
2. Identify and engage community and different level of stakeholders.
3. Address and proper management of any sort of grievances resulting from the construction and operation works of the Company.
4. Restore the livelihood of the Project Affected People (PAP), vulnerable groups within the area of influence of the Company.
5. Enhance the economic status of the community by providing means of income and support.
6. Participate within the process of women empowerment by introducing new programs dedicated to community women.
7. Maintain an effective practice of Community Consultation and Participation so that the communication and channel with the community



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is adequately maintained. The practice of Informed Consultation and Participation (ICP) can be a key to this process.

8. Prioritize the community people in the case of any decision making process.
9. Introduce and perform regular monitoring and review system to address the effectiveness of the policy.

Exceptions

By the time of emergency, or any event which poses greater threat to the society, the Company should respond immediately irrespective of its Social Policy.



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Name of Mechanical Manager:

Equipment or Systems Name:

Date:

Please check the alignment settings of this procedure and verify the accuracy and/or correctness.

I have reviewed this procedure and can validate the alignment settings for its accuracy. This procedure can therefore be released for operation for this equipment and/or system.

Signed: _____

Annex 4

HR Policy of SBIIPCL



HR Policy & Procedure (Hand Book)

Summit Bibiyana II Power Company Limited (SBIIPCL)

341MW Gas Fired CCPP

Welcome

Welcome to **Summit Bibiyana II Power Company Limited** (hereafter known as 'Company'). You have joined a team that takes great pride in its facility, its safety and environmental standards and its overall plant operation.

You would be pleased to know that expectations and rewards are high at SBIIPCL. You are part of an elite, carefully chosen work force, and your contribution is vital to the ongoing success of the Company as well as to your own career advancement. SBIIPCL reflects the opportunities and challenges within the Power industry today. Your ideas, efficiency and performance, both individually and as a team member, will help us to build an enviable record in an increasingly competitive market.

The company encourages you to raise concerns and make reports without fear of reprisal. You may raise any such issues with your reporting boss /manager first, then your department General Manager, or Human Resource/Admin Manager.

This handbook is designed to answer many of your questions both now and as your career progresses in the company. You are responsible for the information contained within its papers.

Managing Director

Summit Bibiyana II Power Company Limited

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1.0 HUMAN RESOURCE POLICY & PROCEDURE

Human Resources Policy and Procedures are created in accordance to Company Management to provide a generalized guideline in managing its human resources. Implementation of this policy will assure that all decisions taken and all processes followed within the Company are consistent and contributive toward company objectives.

This policy and procedure is an important decision making tool for the management but it is heart and soul of the company and its employees.

1.1. DEFINITIONS

In this policy unless there is anything repugnant in the subject of context:

“HR Policy” means Human Resources Policy & Procedure effective from2015 as at Title.

1.1.1. “Company” means Summit Bibiyana II Power Co. Ltd.

1.1.2. “Plant Manager” means the person who have an authority for the project

1.1.3. “General Manager” means who takes in charge of separate department

- 1.1.4.** “HR” means Human Resources
- 1.1.5.** “Owner Representative" means the persons who represents the Owner
- 1.1.6.** “Admin” means Administration.

1.2. POLICY CHARACTERISTICS

The fundamental characteristics of this HR Policy are as follows:

- 1.2.1.** The Company HR policies are consistent with the Company’s other policies and overall objectives. This policy is abided by the country’s existing law to ensure governance and fairness.
- 1.2.2.** All Policies are fair, flexible, and realistic.
- 1.2.3.** The HR policy is to be reviewed on a yearly basis or as required to accommodate major changes.
- 1.2.4.** HR policy is applicable upon all the employees of the company and all its Subsidiaries, if any.
- 1.2.5.** The clarity of the HR policy is maintained for ease of understanding. If required, HR will make necessary policy interpretations to the employees.

1.3. INTRODUCTORY STATEMENTS ABOUT THE HUMAN RESOURCE POLICY & PROCEDURE

This handbook describes basic operating practices, benefits and administrative policies at Summit Bibiyana II Power plant site office. These practices and policies may change, with or without notice, at the sole discretion of the Company.

This handbook is a guide for all employees of Summit Bibiyana II Power Co. Ltd. It is not to be regarded or construed as a contract between the company and any of its employees. Employment at the company is and remains at-will; employment can be terminated at any time by either the employer or the employee.

This general guide is not all inclusive of the policies, procedures, and benefits of the company, nor of the responsibilities expected of its' employees. The Company reserves the right, in its sole discretion, to modify, alter, revise, discontinue or otherwise change any policies, benefits or practices unless required by law. General Managers will make every effort to keep employees advised of all such matters. The interpretation of the Plant Manager of the facility regarding all policies shall be final and binding.

Violation of Company policy and regulations can lead to disciplinary action, up to and including termination.

The Company believes that the work conditions, salary, and benefits offer to its employees are competitive with those offered by other employers in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their General Manager.

Our experience has shown that when employees deal openly and directly with General Managers, the work environment can be excellent, communications can be clear, and attitudes can be

positive. We believe that the Company demonstrates its commitment to employees by responding promptly to employee concerns. Your input and cooperation furthers these ends.

If you have an issue or concern, please discuss it openly with your General Manager or Human Resources. We encourage open and clear communication, which we believe is a key factor in our current and future success.

1.4. RECEIPT OF EMPLOYEE HANDBOOK

This employee handbook describes important information about Summit Bibiyana II Power Co. Ltd., but is not inclusive of all Company policies and regulations. You should consult your General Manager. If any question is not answered in the handbook. You have entered into your employment relationship with the Company voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Company or you can terminate the relationship at will, with or without cause, at any time, for any lawful reason.

The information, policies, and benefits described here are subject to change and the Company has the right to revise this handbook. Those revisions will not change the nature of your at-will employment. Revisions to the handbook may occur, except to Company's policy of employment at-will. All such changes will be communicated through official notices, and revised information may supersede, modify, or eliminate existing policies. Only the Chief Operating Officer of Summit Turbine power plants and Plant Manager of the Company have the authority to adopt any revisions to the policies in this handbook. No one else has the authority to do so.

The acknowledgement form that follows is to be signed and returned to Admin and Planning / HR Manager.

1.5. EMPLOYEE ACKNOWLEDGEMENT FORM

I acknowledge that this handbook represents guidelines only for employees, and, is **neither a contract of employment nor a legal document**. I have received the handbook, and I understand that I am responsible to become familiar with its contents and any revisions made to it.

EMPLOYEE'S NAME:

(Printed).....

EMPLOYEE'S SIGNATURE:

.....

DATE;.....

Note: This sheet shall be retained in personnel file. Revision inserts to the handbook will be distributed by Plant Manager to all employees and initialed by each individual. 'These initialed revision sheets will be copied and returned to HR & Administrative -Manager for inclusion in employee files.

1.6. IMPLEMENTATION PROCESS:

This HR policy implies to all employees of Summit Bibiyana II Power company limited plant Site Office. It is imperative that the HR policy implemented in all applicable level and that all concerned understands and complies with this policy. Any disregard or non-compliance of the HR policy will be considered as violation of Company code of conduct and will merit disciplinary action.

1.7. AMENDMENT & REVIEW PROCESS

The amendment and review process of the HR policy will be instigated yearly upon approval of the Management. All recommended changes to the existing policy would have to be approved by the Management. Upon approval of the Management the proposed amendments will be incorporated to the current HR Policy.

Notwithstanding anything contained in this HR Policy Management has the discretionary power to make exception to any of the rules of this policy.

2.0 POLICIES & PROCEDURES

2.1. CORE VALUES

SBIIPCL is committed to professionalism, integrity, and responsibility in all aspects of its business. We work towards international best practices in plant Operations & Maintenance, business integrity, social responsibility, environment, health and safety.

Professionalism - We expect and promote the highest standards of professionalism and business conduct.

- Performance - We foster a performance-oriented culture
- Teamwork - We value the contributions and talents of all our employee partners and associates.
- Improvement - We seek continuous improvement in all aspects of our business.
- Reliability - We operate our business consistently and dependably.

Responsibility - We embrace the responsibilities that are part of SBIIPCL's business - safe, sustainable and environmentally compliant power operations contribute to the communities where we operate.

- Safety - We provide safe and healthy working conditions for all employee and contractors.

- Environmental compliance - We encourage the efficient use of natural resources and strive to protect the environment.
- Corporate citizenship - We are part of and participate in the communities and societies in which we operate.
- Sustainability - We build commercially successful businesses as the best way of fostering sustainable development.

Integrity - Our interaction with people, communities, organizations, governments and other companies is guided by high standards of integrity that are not subject to circumstance.

- Honesty - We are open and honest in all our dealings.
- Fairness - We are objective, consistent and fair.
- Respect - We respect the dignity and well-being of all Company employees.

Corporate Social Responsibility - SBII PCL is committed to contributing positively to the quality of life in the communities, societies and cultures where we operate, the continued, sustainable development of the economic, societal, and environmental health of these communities is a key priority for the company and its employees.

2.2. CORPORATE POLICY

Corporate policies govern and guide business conduct for SBII PCL's site office and its employees. These policies cover important aspects of SBII PCL business and establish the minimum requirements with which all employees must comply.

2.3. CODE OF CONDUCT AND ETHICS

This Code of Business Conduct and Ethics applies to all SBIIPCL members as well as to Plant Manager and other General Managers. Kindly refer to the Code of Conduct and Ethics supplement in the “Appendix B” for further details.

2.4. EMPLOYMENT POLICY

2.4.1. Objectives

SBIIPCL wants to ensure a power combination of skills and resources through hiring the right people in the right place. It believes that in order to achieve the Company’s goal, there must have efficient and high caliber human resources. The Company does not discriminate against any job seeker and employee on the basis of race, color, religion, sex, age, national origin or any other factor that does not pertain to the individual’s ability to do the job.

The Company pays maximum attention and efforts in recruiting highly qualified employee for respective position that are willing to face challenges in achieving Company’s goals. The formulation and implementation of a sound employment policy have great importance in the fulfillment of desired objectives.

2.4.1.1. SBIIPCL is committed to recruit suitably qualified and experienced Bangladeshi citizens for all vacant positions conforming to the hiring procedures, local law and the Company’s requirements.

2.4.1.2. No one who is below 18 years of age can be hired as an employee for SBIIPCL on regular, contractual or temporary basis

2.4.1.3. Under no circumstances a regular or contractual employee of any other organization is allowed to undertake regular or contractual employment in SBIIPCL.

2.4.1.4. HR and the concerned Head of Department will maintain absolute confidentiality of the implementation of any part of the recruitment process. No query will be responded or no information will be provided regarding the status of any recruitment until the entire process is complete.

2.5. MANPOWER PLANNING:

Manpower planning forms an integral part of the Company's overall plan and the actions required are as below:

- 2.5.1.** All Functional Heads (General Managers) will make their manpower planning.
- 2.5.2.** Manpower planning duly approved by the Plant Manager and Owner Representative to be submitted to the General Manager , Admin & Planning for record and compilation.
- 2.5.3.** All necessary budget provisions should be made against manpower planning in the annual Budgets.
- 2.5.4.** Functional General Manager should make time Schedule (mentioning year and month) for recruitment of budgeted personnel.

2.6. RAISING RECRUITMENT REQUISITION

Recruitment requisition should be raised by the concerned departmental General Manager in the prescribed Recruitment Requisition Form (Appendix-2.1) with required information and forward it to Admin & Planning Department. Admin & Planning Department will complete its part and return it to the concern department so that they can submit it to the Plant Manager for his recommendation and then forward to Owner's Representative for approval.

Recruitment requisition for "Replacement" should also be raised with sufficient justifications for replacement in the prescribed form.

All new appointments must be in accordance with the approved HR budget and must be approved by the Plant Manager and Owner's Representative.

2.7. JOB DESCRIPTION / REQUIREMENT:

A role template and analysis of person's specification provides the foundation for stipulating the job title and salary of the position. Person's specification defines the education, training, experience, and competencies required by the job holder.

2.7.1. The appointing authority shall ensure that each employee has an appropriate and up dated role template stating clearly the key accountabilities/responsibilities, job specification, skills and key dimensions of the job.

2.7.2. Role Template will be prepared and provided to the employee when he/she is appointed, promoted, newly assigned or when deemed necessary.

2.8. RECRUITMENT SOURCES

2.8.1. SBIIPCL gives preference to appoint internal candidates provided that the employee is suitably qualified for the vacant or new position and also meet the existing and future requirement. Appointments may be made by the way of promotion, up-gradation, or transfer with the approval of the Plant Manager and Owner Representative. Promoting internal employees on the basis of succession planning may also be looked into. Job vacancies in SBIIPCL will be advertised through internal notices.

2.8.2. Whenever job vacancies are required to be circulated outside, it will be circulated by publishing advertisement in national newspapers. The newspapers that are widely circulated will be chosen for publishing advertisement.

2.8.3. Depending on circumstances, professional/employment agencies may be chosen to hire employees on behalf of the Company.

2.9. APPLICATION RECEIVING

- 2.9.1.** Admin & Planning Department collects job applications against each vacancy announcement. There should have a minimum time period for application receiving. The period should normally be around 7 - 15 days.

2.10. SCREENING OF PROCESS

The standard screening processing for employees must be based on the following minimum requirements.

- 2.10.1.** An identity check.
- 2.10.2.** Verification of education qualifications or other skill claimed (Particularly where the qualification of skill is an entry requirement for the job).
- 2.10.3.** Indication of a prospective employee's suitability for employment with SBIIPCL from a minimum of two references from previous employers, one of which will be the current/most recent employer.
- 2.10.4.** Verification of dates of employment claimed.
- 2.10.5.** Verification of pertinent licenses, certifications, and operating documents that may be required by law (as needed). This is to include a check of motor vehicle licenses where driving is a contractual requirement of the job.

2.11. SHORT LISTING

Selection process involves screening and appraising the applicants and rejecting those who are unsuitable for the jobs to be filled. Short listing is done in the light of job specifications of a job. The method should be qualitative one where managerial judgment plays important role. Before short listing of candidates for tests, job criteria are set by Admin & Planning and Departmental General Manager.

Short-listing will be done by evaluating the following:

- 2.11.1.** Educational qualification whether the candidate has the required educational qualification.
- 2.11.2.** Relevant job experience and required skills – How far candidate's most recent job experiences and skills match the job requirement of the position in question.

2.12. TEST AND INTERVIEW

After short listing of prospective candidates, appropriate employee tests such as written tests, oral tests or any other tests will be arranged to assess candidate's suitability for the position. HR and concerned department will jointly organize the tests written and oral. Test questions will be jointly drafted by the HR and concerned department.

- 2.12.1.** An interview board/selection committee will be formed with the approval of Plant Manager and Owner Representative where, among others, the concern functional head or his/her representative and head of Admin & Planning must be members.
- 2.12.2.** The board members grade level must be above the grade level of the position being interviewed. The interviewer evaluates the performance of the candidate and record their overall impression based on notes taken during the interview session.
- 2.12.3.** A consensual recommendation is made and forwarded to Admin & Planning along with all papers for next course of action. The board members sign on the papers.

2.13. REFERENCE / OVERALL CHECK

Once a preliminary selection decision is made, SBIIPCL will verify certain information as provided in the job application such as work experience, last employment status, ward commissioner certificate, fitness and age verification certificate, national ID Card ,all educational certificates, reference check, nominee details etc. The purpose of reference check is to obtain accurate information confidentially about a prospective employee.

2.14. APPOINTMENT LETTER

After completing all formalities the appointment authority of SBIIPCL will issue an appointment letter to the selected candidate accordingly. The appointment letter must include the following information:

2.14.1. Job title and salary.

2.14.2. Place of posting and designation.

2.14.3. Reporting to whom.

2.14.4. Name of section of department.

2.14.5. Effective date of appointment.

2.14.6. Probationary period, conditions of confirmation and notice period.

2.14.7. Benefits entitled for the position.

3.0 EMPLOYMENT CLASSIFICATIONS

At the time you are hired, you are classified full-time, part-time or temporary. The Company's at-will, non-contractual relationships apply to all employment classifications. In addition, you are classified as either non-exempt or exempt.

3.1 FULL-TIME EMPLOYEES

An employee who works at least 48 (forty eight) hours per week, or a regular shift schedule, is considered a full-time employee.

Unless otherwise specified, the benefits described in this Employee Handbook apply only to full-time employees and exempt and non-exempt employees of the Company except for the fact that exempt employees of the Company will not get any overtime allowance.

If you were a full-time employee and were laid off, you will be considered a full-time employee upon your return to work, provided that you were not laid off for longer than one **(1)** year.

If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee, provided you return to work as agreed in the provisions of your leave.

You are expected to notify to your General Manager as soon as you are aware of the dates you will be on duty so that arrangements can be made for replacement during this absence.

The Leave Policy continues your pay during vacation, sickness, or other personal absences in order to help you rest, continue income when ill, and provide for personal time away from work.

3.2 PART-TIME EMPLOYEES

An employee who works less than 48 (forty eight) hours per week but more than 20 (twenty) hours per week is considered a part-time employee.

3.3 REGULAR EMPLOYEES

Employees hired to work on a regular basis for an indefinite period of time are classified as "regular" employees. Such employees may be either full or part-time.

3.4 TEMPORARY EMPLOYEES

From time to time, the Company may hire employees for specific periods of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee. The job assignment, work schedule and duration of the position will be determined on an individual basis.

Normally, a temporary position will not exceed six (6) months in duration, unless specifically extended by written agreement. Interns and seasonal employees are considered temporary employees.

A temporary employee does not become a regular employee by virtue of being employed longer than the agreed upon specified period.

Temporary employees are not eligible for benefits described in this Employee Handbook, except as granted on occasion, or to the extent required by provision of local laws. Those temporary employees classified as "non-exempt" who work more than forty-eight (48) hours during any workweek will receive overtime pay.

3.5 CONTRACT EMPLOYEES

Contract employees are those hired for an unspecified period of time through an employment agency not directly affiliated with the Company. Contract employees retain that status unless and until notified of a change. Contract employees are ineligible for all of Company's benefit programs.

3.6 NON-EXEMPT AND EXEMPT EMPLOYEES.

By law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of forty-eight (48) hours per workweek. These employees are referred to as "non-exempt" in this Employee Handbook. This means that they are not exempt from (and therefore should receive) overtime pay. **Exempt** employees are General Managers, Shift Charge Engineers, Senior Engineers, professional staff, directors, owners and others whose duties and responsibilities allow them to be "exempt" from overtime pay provision as provided by any applicable local laws. If you are an exempt employee you will be advised that you are in this classification at the time you are hired, transferred or promoted. Instead of overtime Shift Charge Engineers and Senior Engineers will get disturbance allowance.

4.0 COMPENSATION AND BENEFIT POLICY

4.1. COMPENSATION AND BENEFITS

Compensation is what an employee receives in exchange for his/her physical and mental works, and contribution to the company. Compensation does not represent only salary but a wide range of benefits and services are part of the total compensation package. SBIIPCL always tries to pay competitive salaries to attract, retain, and motivate competent and skilled employees at all levels of the Company.

Your start salary depends on the job you are coming into.

Initially, a training rate might be used for candidates with minimal qualifications. All new employees undergo a 6-month probation period.

Your General Manager will review your performance and progress and will probably schedule your first formal performance review within 6-month of your date of hire. Your second review will be within twelve months of your hire date matching with the company's annual performance review schedule and thereafter will be done annually, unless you or a Manager deem it necessary on a more frequent basis.

Employees must demonstrate satisfactory performance in their present jobs before being considered for pay increases and/or promotions.

Job performance covers all aspects of your job responsibilities, including attendance and punctuality, job knowledge, adherence to Company policies, procedures and guidelines, attitude, availability for regular and over time work, reliability, fitness for duty, quantity and quality of work.

Main objective of this policy is to:

- 4.1.1** Facilitate career progression of employees.
- 4.1.2** To reward really deserving employees.
- 4.1.3** Maintain clarity and uniformity in promotion/upgrading decisions.
- 4.1.4** Provide a transparent system through which employees can foresee a career Path.
- 4.1.5** Provide appropriate criteria/requirements for promotion to a higher grade.

As far as practicable, internal promotion is encouraged to replace vacancies in higher grades when occur.

4.2. BASIC SALARY

4.2.1. Basic salary is an important part of employee's salary. Basic salary will be 62.5% of the gross salary. It is paid monthly with the house rent, conveyance and medical allowances. The Grade and Salary Matrix of SBIPCL is composed according to classified grade. Each grade has salary ranges and the fixation of basic salary during appointment or annual appraisal completely depends on employee's achievement and performance. The salary structure is kept strictly confidential and not shared with employees or except authorized officials.

4.3. HOUSE RENT, CONVEYANCE, AND MEDICAL ALLOWANCE

4.3.1. House Rent, Conveyance, and Medical Allowance are an important part of employee's total gross salary. It is paid and calculated on monthly basis with the Basic salary. HR will review the above allowances if required in the context of economic status of the country and shall be implemented with the approval authority as appropriate.

4.3.2. House Rent has been fixed at 40% of basic subject to maximum as set for each grade.

4.3.3. Conveyance Allowances remains at 10% of basic subject to maximum as set for each grade.

4.3.4. Medical Allowances is set 10% of basics salary.

4.4. INCREMENT

4.4.1. Yearly Increment will be counted from the 1st day of January to the deserving employees with a view to recognizing their best services rendered to the Company based on their performance of the year. Management discretion is however vital regarding approval of increment. Increment will have two components:

4.4.1.1. First component will be termed as COLA (Cost of Living Adjustment). This will be given in terms of basic pay to be declared by management for different category of employees considering increase in cost of living.

4.4.1.2. Second component of increment will be depending on the level of performance in the immediate preceding year as reflected in the annual appraisal.

4.4.2. Unsatisfactory performer will not be entitled to any extra yearly increment.

4.5. PROMOTION PROCESS AND CONDITIONS

4.5.1. Promotion is not an automatic process and cannot be claimed by an employee as a matter of right. Generally, no promotion would be considered before completion of two (2) years in a particular position. However special consideration would be made in case of proven outstanding performance and ability. Promotion should only be considered when one has consistently exceeded in performance compared to his or her present position's requirement.

4.5.2. An employee will be evaluated based on the following general conditions or criteria for promotion.

4.5.3. Consideration of promotion to a higher level is linked with fulfilling of the minimum education, experience, skill, and competency requirements.

4.5.4. There must be a substantial increase of overall responsibility in the job to be considered for promotion.

4.5.5. The employee must have a demonstrable performance record.

4.5.6. The organization structure (Organogram) and business plan must support the promotion.

4.5.7. Personal profile of the employee must match the requirements of the higher position.

4.5.8. All promotions must be recommended by HR in coherence with the employee's department General Manager. For any promotion and positions' approval will be given by Plant Manager and Owners Representative.

4.6. FESTIVAL BONUS

Employee of SBIIPCL is entitled for receiving 2 (two) festival bonuses in a year. Festival Bonus is equivalent to the respective employee's Monthly Basic Salary. For Muslim Employees One bonus is for "Eid-UI-Fiter" and the other for "Eid-UI-Azha". For non-Muslim employee one bonus will be disbursed at "Durga Puja" or "Christmas", as the case may be, and the other one will be at "Eid-UI-Azha". Both bonuses will be disbursed before 7 (seven) days of the occasion date. It is not related with the monthly salary dates and time. It is independent but management has the authority to change the payment dates and bonus amount if there arises any reason.

4.7. PERFORMANCE BONUS

Consistent with the pay-for-performance philosophy and guiding principles for SBIIPCL compensation policy, SBIIPCL performance Bonus Policy offers the opportunity for additional reward. All employees of SBIIPCL are eligible for the Performance Bonus. Performance bonuses are awarded at the sole discretion of the Management. The bonuses are tied to specific plant performance objectives and individual performance. Should the awards be made, the amount is determined annually.

4.8. CELL PHONE BILL

4.8.1. On the basis of Job Requirement and SCE/Senior Engineer level employees are entitled to a monthly mobile bill allowance.

4.8.2. The mobile phone bill allowance will be provided in accordance to the table below.

Positions	Cell Phone Allowances (Monthly)
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SCE/Senior Engineer	Taka 2,000
Others	As per management decision

4.9. PROVIDENT FUND

The permanent employees of the company are eligible to become member of the Company's Employee Provident Fund. Both employee and the employer shall contribute equally @10% of the concerned employee's basic. An employee shall be eligible to receive Company Contribution in the provident fund after completion of 3 years of continues services with the company. A provident fund trustee with separate rules is formed for managing the provident fund.

4.10.GRATUITY

- 4.10.1.** To be eligible for entitlement to Gratuity, an employee must complete 5 years of service with the Company. Payment under the scheme will be made only on final separation, retirement or death of an employee unless sacked by the management for gross misconduct like theft, fraud or dishonesty in which case employee shall not be entitled to any gratuity claim.
- 4.10.2.** Gratuity will be calculated on the basis of one month's last drawn basic salary for every year of service put in with the Company.
- 4.10.3.** In the event of death of an employee in service, the beneficiary, or beneficiaries will get the money under the Gratuity Policy.

4.11.PERSONAL INCOME TAX

Employee will be responsible for his / her own income tax. However, income tax will be deducted at source prior to salary payment as per Income Tax Law. Employees will be provided a certificate at the end of financial year mentioning his/her Income Tax contribution for the whole year.

4.12.COMPANY INSURANCE

All full time employees are covered with the life and health insurance including his/her family members as per agreement with the first class Insurance Company of the country.

4.13.OVER TIME ALLOWANCE:

The company has strict rules and policy for employee over time. Please refer to “Appendix C” for details of the Over Time Policy.

4.14.DISTURBANCE ALLOWANCE

Shift Charge Engineers and Senior Engineers will get disturbance allowance at the rate of Taka 10,000.00 per month.

5.0 WORKING HOUR

You will be assigned a work schedule, which may vary depending on factors such as site working conditions and shift changes. You are responsible for verifying your own schedule and for reporting on time, ready and fit to work. Your immediate Manager must approve, in advance, any changes or switches you wish to make.

Your workday is the twenty-four (24) hour period, which begins with the assigned starting time of 8 am to 8 pm during day shift and 8pm to 8am during night shift. Your day of rest starts at the same time on the day(s) you are not scheduled to work.

Your schedule will depend on hours of operation and needs of the plant and your department. Upon your employment, you will be given a work schedule.

Hours for non-shift working staff are arranged by the Manager's of these employees. The Company believes in the flexible timing schedule. In general, the office timing will be 9 am to 5:30 pm or 8:30 am to 5:00 pm with Friday half off and Saturday full off. The interval time during workdays will be half an hour.

6.0 TRAVEL POLICY

6.1 LOCAL (BANGLADESH) TRAVEL POLICY

6.1.1 Eligibility

Any employee above the Engineer or CRE and having been confirmed in service for at least one year is eligible for official tours as and when required.

Employee under Engineer or CRE may be sent on official tours only on special circumstances with the approval of the Plant Manager.

6.1.2 Approval Procedure

Tour proposal is to be initiated and submitted by the concerned employee to the General Manager of his / her department.

6.1.3 Expenses

Cost estimate shall include break-ups of fare, hotel accommodation, meals, conveyance etc. The tour proposal has to be submitted at least 5 days ahead of the proposed tour date for approval to enable the Company to complete necessary arrangements except for urgent cases. The estimated amount in connection with the tour will be treated as advance until the final account is approved.

6.1.4 Grade Wise Entitlement

Any employee traveling local (Bangladesh) in the course of discharging his duties shall be entitled to reimbursement of his / her Accommodation, Transport and Food cost. Accommodation,

Transport, Food or Lump Sum allowance entitlement of an employee will be determined and reviewed time to time by the management.

6.1.5 Post Visit Report

The employee shall submit a detailed tour report of the visit within 3 days of his / her return date mentioning purpose and result achieved (present and future) to the concerned supervising officer or departmental head.

6.1.6 Final Accounts

The final accounts relating to the tour need to be submitted to the Accounts Department with his / her departmental head's approval within 3 days of return along with tour approval document. All expenses must be supported with vouchers. Expenses beyond approval limit shall be deducted from salary, unless otherwise justified and re-approved.

6.2. OVERSEAS (FOREIGN) TRAVEL POLICY

6.2.1 Eligibility

Any employee above the Shift Chare Engineer/Senior Engineer and having been confirmed in service for at least one year is eligible for official tours as and when required.

Employee under Shift Charge Engineer/Senior Engineer may be sent on official tours only on special circumstances with the approval of the Plant Manager and Owners Representative.

6.2.2 Approval Procedure

Tour proposal is to be initiated and submitted by the concerned employee to the General Manager of his / her department and subsequently forwarded to the Plant Manager and Owners Representative.

6.2.3 Expenses

Cost estimate shall include break-ups of fare, hotel accommodation, meals, conveyance etc. The tour proposal has to be submitted at least 14 days ahead of the proposed tour date for approval to enable the Company to complete necessary arrangements except for urgent cases. Upon approval, the employee shall handover to administration Department his or her passport along with other necessary information, documents for arranging visa, foreign currencies etc.

Expenses relating to new passport shall be borne by the Company. The estimated amount in connection with the stay abroad shall be handed over to the traveler in foreign currency and be treated as advance until the final account is approved.

6.2.4 Grade and Country Wise Entitlement

Any employee traveling outside of Bangladesh in the course of discharging his duties shall be entitled to reimbursement of his / her Accommodation, Transport and Food cost. Accommodation, Transport, Food or Lump Sum allowance entitlement of an employee will be determined and reviewed time to time by the management.

6.2.5 Post Visit Report

The official shall submit a detailed tour report on the visit within 7 days of his or her return date mentioning purpose and result achieved (present and future) to the Managing Director through his / her departmental head.

6.2.6 Final Accounts

The final accounts relating to the tour shall be submitted to the account department along with the approval document within ten (10) days of return. All expenses must be supported with vouchers. Expenses beyond approval limit shall be deducted from salary, unless otherwise justified and re-approved.

7.0. LEAVE POLICY

7.1. GENERAL RULES

The company will declare annual holidays at the beginning of each year. In addition to this, the employee can claim leave only when they are accrued, except the Sick Leave. Willful and unauthorized absence from duty at any time during the service period or after the expiry of an authorized leave shall constitute misconduct.

The general Leave policies are stated below:

- 7.1.1.** The company has the authority to refuse or revoke any type of other than medical or maternity leave when exigencies of the services are required. The authority can reduce the number of leave days than applied for. Depending on circumstances the authority can recall an employee to resume duties before the expiry of the approved leave for the greater interest of the company.
- 7.1.2.** If an employee requires an extension of leave, he/she shall apply to the General Manager before the expiry of approved leave and such leave may or may not be approved as decided by the authority.
- 7.1.3.** All leave applications shall be made by using a standard Leave Application Form. The concerned functional head shall approve the leave by signing the form. The employee will provide full address and contact number on the leave form during the period of leave applied for.
- 7.1.4.** During leave period the employee will be entitled for full salary and other benefits excepts leave without pay.
- 7.1.5.** Earned leave will be calculated on the basis of working days only.
- 7.1.6.** Trainee and casual employees are not entitled for any leave.

7.2. TYPE OF LEAVE

The employees are entitled for following type of paid leave:

- 7.2.1. Sick Leave** - Employees are allowed 14 (fourteen) days of sick leave in a year and it will be accumulated up to 21 days with salary on the recommendation of a doctor. Sick leave in excess of ten days will be adjustable with Annual Leave and / or will be treated as leave without pay or otherwise decided by the Company.
- 7.2.2. Earned Annual Leave** - Employees are entitled to 15 days [1 (one) day for every 20 working days with salary $(365-52=313-20=293/20=14.65)$] of earned leave for every 12 months after confirmation of the job.
- 7.2.3. Government Announced Leave** - Employees to enjoy Government Announced Leave as declared by the company in accordance to government notice.
- 7.2.4. Maternity Leave** - Female employees are entitled to maternity leave of maximum 90 days on production of doctor's certificate but such leave will be restricted to a maximum of 2 (two) childbirth only. The incumbent has to submit joining report on resumption of duties after availing such leave.
- 7.2.5. Leave Without Pay** - If an employee has availed all of his / her earned leave, then he / she may be approved leave without pay upon approval of functional head. Calculation of leave without pay will be as below:

Monthly (Basic Salary + Conveyance Allowance) X No. of days / 26

- 7.2.6. Special Leave** -Employees may be granted special leave by the company management at their discretion.
- 7.2.7. Casual Leave** - Employees are entitled to casual leave in a year which must be days 10 avail .approved as per casual leave procedure

8.0. EMPLOYEE TRANSITION POLICY

8.1. PURPOSE

There can be many changes in jobs and employee status in the company. Employees move from job to job, place to place, both horizontally and vertically. The company policy is to give maximum efforts for making the transition process easy and fair. Admin & Planning Department in consultation with the authority takes necessary measures relating to employee transition.

8.2. PROBATIONARY AND CONFIRMATION PERIOD

Probationary period is a time when a new recruit has to prove his / her worth. All newly appointed employees must have a probation period from the date of joining. The usual Probationary period is of six months. This period may be extended but discouraged by the management. Prior to completion of probationary period of an employee, immediate manager prepares performance evaluation highlighting employee's performance level, conduct, and suitability for the position. Departmental Head will approve this evaluation and Admin & Planning will issue the confirmation letter.

If performance during Probationary period is not found up to the standard required by SBIIPCL, then the employee is subject to termination if extension of the probation is not allowed. In the event, an employee is not notified about his / her confirmation in writing on or after the confirmation due date, then confirmation becomes automatic. The management reserves the right to reduce the probation period of an employee or even can hire an employee without any probationary period.

8.3. PROMOTION

Promotion policy helps to retain the best available resource within the Company by providing the employee with the opportunity to advance in their career within the Company. Promotions are subject to vacancies available.

8.3.1. Promotions are not made on the basis of seniority.

8.3.2. Promotion decisions are made on the basis of the skills, abilities, and performance of the employee.

8.3.3. During Annual Performance Appraisal immediate Manager will recommend for the promotion, which will be reviewed and agreed by the Departmental Heads and approved by the Management.

8.3.4. Human Recourses Department will issue the promotion letter to the employee.

8.4. TRANSFER

The company reserves the right to transfer an employee from one location to the other at any time, at any circumstances depending on business requirement. Admin & Planning would issue a transfer letter to the employee in consultation with departmental General Manager. During transfer, an employee's salary and benefits level remain the same.

8.5. RESIGNATION

Any employee has the right to tender his / her resignation from service by providing a 3 (three) months' notice. Failure to submit resignation letter prior to 3 months will result pro-rata deduction of basic salary. Calculation formula is as follows.

$\text{Annual Basic Salary} \times \text{Number of days} / 365$

The resignation letter submitted to respective Departmental General Manager that in turn sends it to Admin & Planning with his / her acceptance and comments. Admin & Planning formally issues a resignation acceptance letter to the resigning employee. The employee gets usual service benefits and unpaid salary, if any as per Company policy at the time of leaving the Company.

8.6. RETIREMENT

An employee will retire from service at the age of 60. However, the company reserves the right to defer the retirement of any individual. A retirement letter is issued to every retiring employee at least three months advance of his / her retirement date. An employee may opt for early retirement if permitted by the Company.

8.7. DISCHARGE

An employee may be discharged from service for reasons of physical or mental incapacity. Discharge normally is not due to the shortcomings in the employee's performance. A medical board will examine and certify the employee's health condition and submit their recommendation, decision will take based upon the recommendation. The company will approve the discharge. The employees discharged on medical grounds will be paid due benefits as per the company policy.

8.8. TERMINATION

Termination is a serious course of action; it is at the discretion of the company to take such action.

8.8.1. The company can terminate a permanent employee at any time without assigning any reason whatsoever by serving a 30 (thirty) days' notice or pay in lieu of such notice.

8.8.2. The probationer employee can be terminated without any notice or pay.

Termination of an employee must be approved by the company.

8.9. EXIT INTERVIEW

Upon acceptance of resignation by Admin & Planning department, the employee is required to fill and submit an “Exit Interview Form” to Admin & Planning Department. The objective of filling an “Exit Interview Form” is to gather information on why the employee left the Company. Compiled information obtained from “Exit Interview Form” is later scrutinized by the management and if required necessary measures are taken.

9.0. GRIEVANCES

9.1. DEFINITION

Employee may have dissatisfaction or complaint for many reasons while working in the company. If and when, any dissatisfaction or feeling of injustices is brought to the notice of management in writing, it is officially treated as Grievance. Such reasons of discontent may include disciplining, job posting, denial of personal request, promotions, compensation, increments, level or working conditions etc. In case of an employee having any grievances, which is to be brought to the notice of appropriate authority, will be given a full and impartial hearing.

Any individual employee, who has a grievance in respect of anything connected with his employment in the Company, shall observe the following procedure for right of his grievance.

9.1.1. The employee needs to inform his / her grievances in writing or verbally to his/her colleagues. In case of the grievance being instigated by any incident or occurrence, the employee needs to notify the appropriate authority within five working days of the occurrence. The senior should be available and should arrange for a fair hearing within next five working days, upon receiving the grievance notice. The senior should try to solve the dilemma in consultation with concerned Admin & Planning personnel.

9.1.2. If the problems remain unresolved, then the employee has the right to appeal it to the Departmental General Manager in writing with a copy to Admin & Planning Department within three working days after receipt of the Senior manager’s reply.

9.1.3. Departmental General Manager in consultation with the Admin & Planning department will enquire into the matter and give the employee an opportunity of being heard. Afterwards, the employee will be informed of decision in writing within five days of receiving the grievance note.

9.1.4. If still unsatisfied the matter needs to be submitted to the Plant Manager through Admin & Planning department. The Plant Manager will then initiate thorough investigation and a fair hearing opportunity will be given to the employee. Later the decision will be communicated to the employee within fifteen days which shall be final and binding.

9.2. DISCIPLINARY ACTIONS

The company and the Plant Manager believe in good will, commitment and dedication of the employees. However, Company's will not tolerate any misconduct or violation of company rules by any of the employees. In case of such deeds the company will sought take disciplinary actions against the employee. It is the responsibility of all employees to maintain rule and regulations of the Company. However, the senior managers are also responsible for educating their employees and motivate themselves to maintain the rules and regulations of the Company.

9.3. OBJECTIVES OF DISCIPLINE

9.3.1. Ensure a congenial atmosphere in the Company.

9.3.2. Reprimand the wrong doers.

9.3.3. Develop and practice respect for human beings and human relations to create favorable atmosphere.

9.3.4. Create feeling of understanding, tolerance and mutual cooperation among individuals.

9.4. CAUSES OF DISCIPLINARY ACTIONS

Generally disciplinary actions are taken for two reasons:

- 9.4.1.** Absenteeism, insubordination, and negligence are actions that can lead to disciplinary actions, if it results in job performances that have significant adverse effects on an employee's work.
- 9.4.2.** Misconduct / actions that indicate poor corporate citizenship and poor ethical standards. For Example – Fraudulent, Theft or dishonesty in connection with Company business or property.

9.5. MISCONDUCT

Any conduct that is deemed to be inconsistent or incompatible would constitute an act of misconduct. An employee may be dismissed without prior notice or pay in lieu thereof or any compensation if he/she is convicted for an offense by a Court of Law or if he/she is found guilty of serious misconduct by the management.

An employee, if found guilty of misconduct, may be given proper warning, stoppage of yearly increment, removal from service or in extreme case dismissal from service. Misconduct may be of minor or major types. Which type of misconduct merits, what type of disciplinary action is, it depends on the discretion of the management. The following acts and omissions shall be treated as misconduct:

The following acts and omissions are treated as misconduct:

- 9.5.1.** Willful insubordination or disobedience to any lawful or reasonable order of a superior.

- 9.5.2.** Theft, fraud, dishonesty in connection with the Company's business or property.
- 9.5.3.** Taking bribes or any illegal gratification in connection with his/her employment under the Company.
- 9.5.4.** Absence from duty without permission/information or Habitual absence without leave or absence without leave for more than ten days.
- 9.5.5.** Habitual absence, late attendance, habitual negligence of Work & improper dressing.
- 9.5.6.** Habitual breach of any government law or rule or regulations or of the Company.
- 9.5.7.** Riotous or disorderly behavior in the Company offices.
- 9.5.8.** Unauthorized use of Company's property.
- 9.5.9.** Falsifying, tampering with, damaging or causing loss of Company's official records.
- 9.5.10.** Causing international damage to or loss of Company's goods or property.
- 9.5.11.** Undignified, rude or indifferent dealing with any customer or fellow employee or any act subversive of discipline.
- 9.5.12.** Divulging official secret of the company.
- 9.5.13.** Misuse or misappropriation of company fund.

9.6. DISCIPLINARY ACTIONS PROCEDURES

According to Bangladesh Employment of Labor (Standing Order Act), 1965, no order for discharge or dismissal of an employee shall be made unless-

- 9.6.1.** The allegation against him/her are recorded in writing,
- 9.6.2.** He / she is given a copy thereof and not less than 3 days' time to explain.

9.6.3. He / she is given personal hearing if such a prayer is made and

9.6.4. The employer or the manager approves of such order.

An employee charged for misconduct may be suspended pending enquiry into the charges against him / her and unless the matter is pending before the court, the period of such suspension shall not exceed 60 sixty days.

The following sequential stages that are required to explain the above-mentioned four criteria-

9.7. ISSUANCE OF CHARGE SHEET / SHOW CAUSE

Once a written allegation against an employee stating the offense is received, the authority reviews the merit of the offence and issues a charge sheet / show cause notice, to the alleged employee.

The charge sheet must be issued by a person who has the punishing authority (Senior Manager, General Manager of Department, Admin & Planning General Manager) in which the following aspects must be present-

9.7.1. Specific date, time and place of the incident.

9.7.2. Necessary particulars of the misconduct.

9.7.3. Quoting of the relevant section of the Act.

9.7.4. The accused is asked why disciplinary action will not be taken against him / her and he / she is given a minimum of 5 working days' time to explain / respond.

9.7.5. Mentioning that action will be taken if the accused does not respond.

9.8. CONSIDERATION OF THE EXPLANATION

The accused employee may or may not submit his / her explanation. If he / she submits but does not admit the guilt, the matter has to be investigated. If he / she do not submit his / her explanation, the matter has to be investigated. If he / she admits his guilt, and asked for mercy, Plant Manager may take minor actions like warning, suspension etc. against him / her without further enquiry. However, formal enquiry is advisable when any of the situations arises:

9.8.1. The accused admits the offense (because accused may admit the offense under pressure. The court may ask the Company to justify allegation. Also others may be involved)

9.8.2. The accused does not explain / respond.

9.8.3. The company is not satisfied with the explanation given in response to the show cause notice.

9.9. ENQUIRY NOTICE

This notice must be issued to the accused to enable him / her to defend his / her case adequately, which may be issued by enquiry officer or by the General Manager / Admin & Planning at least one week in advance of the enquiry. The notice of enquiry must specify

9.9.1. Date, time, place of enquiry.

9.9.2. The name (s) of the enquiry officer (s) / committee / board members.

9.9.3. Indication that in absence of the accused in the proceedings, decision will be made.

9.9.4. Asking to bring any witness in support of his side.

9.10.SUBMISSION OF REPORTS

On completion of the enquiry, the enquiry employees have to submit a written report to the management with their findings. Every finding has to be supported by reasoning. The enquiry employees are engaged in a fact-finding mission only. The report is not binding on the punishing authority as per law. The board shall not recommend rather will conclude whether the accused is guilty of the charges or not whether the accused is guilty of the charges or not whether the allegation is proved or not proved or partially proved or not.

9.11.WARNING

Warning is used a measure of progressive discipline in the first instance or instances of minor offenses. This may be informal or formal. Immediate Manager usually gives such warning.

9.11.1. Verbal Warning - When an employee's performance or conduct is below the acceptable standards of performance or conduct, General Manager shall analyze the seriousness or merit of the misconduct. If the misconduct is minor and it is the employee's first offense, then a Verbal Warning should be given.

9.11.2. Written Warning - A formal written warning must be used under the following circumstance.

9.11.2.1. The situation does not improve.

9.11.2.2. The employee repeats instances of minor offenses within 3 month following verbal warning.

9.11.2.3. The employee makes serious offenses in the first time.

It is the policy of SBIIPCL to give accused employee of being heard or explain his / her side. Before taking warning decision, the written details of the complaint will be informed to the employee and he / she will be asked to explain his / her side. If he / she explanation is accepted to the Plant Manager, no action will be taken, however, if explanation is unsatisfactory, the General Manager of the department will issue first warning letter to the employee.

9.12.SUSPENSION:

In the following situations an employee may be suspended by the company:

- 9.12.1.** Whenever a charge of misconduct is brought against an employee, depending on the severity of the alleged misconduct the accused employee may be suspended pending enquiry into the charges against him / her. However, the period of suspension will not be more than 60 days unless the matter is pending before any court.
- 9.12.2.** Whenever the employee is found guilty of misconduct but not dismissed in consideration of extenuating circumstance, may be suspended as a measure of punishment without any salary for a period of not more than seven days.
- 9.12.3.** In the event an employee has been on unauthorized leave for a period not less than ten calendar days, and fails to explain to the satisfaction of the Company the reason of his / her failure to return at the expiry of the leave, the Company may on consideration of extenuating circumstances may suspend him / her as a measure of punishment without any salary for a period of not more than 07 (seven) days.

The Suspension order will be effective immediately on delivery to the employee. A suspended employee cannot perform any of the official duty nor can sign any official documents. However, upon written authorization from the competent authority, a suspended employee can attend to the office and performs duty as per instruction given.

10.0. EMPLOYEE TRAINING & DEVELOPMENT POLICY

10.1.OBJECTIVES

Employee Training and Development is required in order to maintain a competent workforce, who are able to respond to the demands made upon them in carrying out their jobs. Quality training is required to equip the workforce with the necessary skills, knowledge, competencies and attributes to perform their jobs effectively.

10.2.TRAINING NEED ASSESSMENT

Identification of the training and development needs of an employee has to be initiated by the concern Manager and the A&P Department. A&P Department is responsible to organize the required training for the employee at the earliest on basis of importance of the training subject. Training needs can also be derived from new job / assignment given to any employee as additional responsibility due to transfer or promotion.

10.3.MODE OF TRAINING

Several mode of training are in practice in today's corporate world. They are –

10.3.1. Orientation - The Admin & Planning Department of the company would organize orientation program for the new employees, where the incumbent will be welcomed and introduced him / her to their colleagues and also orient him / her on the Company's vision, mission, values, shareholders, HR Manuals etc.

10.3.2. In-House Training - The Company through its Admin & Planning department can arrange special in-house training programs for its employees. Senior Staff, Training Personnel, Consultants are appointed for the training.

10.3.3. Local Training - The Company can also provide need-based training to the employees through using various training institutes within the country appropriate for the required training.

10.3.4. Overseas Training - The Company time to time arranges functional or managerial training / workshops / seminars etc for selected employees to other foreign countries.

10.3.5. Job Rotation - Job Rotation within the company or its subsidiaries is also considered as an effective method of employee training and development.

10.4. TRAINING BUDGET

Admin & Planning Department is responsible in acquiring training budget at the beginning of each financial year in accordance with training needs identified and the company's objectives for the forthcoming year. The training plan should reflect the company's objective for the forthcoming year and should be reviewed annually.

10.5. EVALUATION

Admin & Planning Department will also evaluate trainings in terms of its effectiveness by taking feedback from the trainee and their General Managers. General Managers will be asked for feedback in terms of improvement or changes in the trainee's performance particularly in the areas in which they have received the training.

11.0. MISCELLANEOUS POLICES

11.1. NON-DISCLOSURE

Maintaining confidentiality of all business information and trade secrets is vital to the interests and the success of the company. Some of the examples of such confidential information are –

- Financial Information
- Marketing Strategies
- Research Information
- Customer Data
- Projects Proposal Information
- Research and Development Strategies
- Technological Data
- Computer programs and codes

All employees may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

11.2.WORKPLACE ETIQUETTE

SBIIPCL strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. The company encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

11.3.SMOKING

In keeping with the company's intent to provide a safe and healthy work environment, smoking is prohibited throughout the workplace except designated open air smoking area. This policy applies equally to all employees, customers, and visitors of company.

11.4.EMPLOYEE RESPONSIBILITIES

11.4.1. Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the overall corporate image of a company. During business hours or when representing company interest, an employee is expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers or visitors in person. An employee's immediate Manager or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your Manager feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed.

11.4.2. Outside Employment

Employees who engage in outside employment or business are required to notify their General Manager and the Plant Manager. Non-disclosure of such outside involvement may be considered to be illegal and subject to disciplinary action. You may hold a job with another organization or run a business so long as you satisfactorily perform your job responsibilities with Company and it doesn't present a conflict of interest with company's business. All employees will be judged by the same performance standards and will be subject to Company's scheduling demands, regardless of any existing outside work requirements. The Company reserves the right to request that you terminate the outside involvement if the company determines it is in conflict with Company work and if he or she wishes to remain with the Company.

11.4.3. Personnel Data Changes

It is the responsibility of each employee to promptly notify the Company of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has changed, notify your Manager and Admin & Planning Manager.

11.4.4. Attendance and Punctuality

There is no standard amount of absence that is acceptable. Every Employee is hired to do a job and is expected to be at work, unless an absence is truly unavoidable, A large number of employees have very few absences. Many maintain perfect attendance. This is the standard that every employee should be striving for.

The company's responsibility to provide dependable service places an obligation on all employees to be on the job, performing their duties, every day they are scheduled to work.

When employees are absent, their work falls behind schedule or other employees must assume an added workload. Absence thus weakens the company's ability to furnish essential service to its customers.

As a condition of employment, individuals are expected to report to work regularly and on time. Employees are to schedule personal commitments and appointments around their workday. Should the employee become unable to report to work, will be late, or need to leave early, it is their responsibility to notify their Manager or an approved designee as soon as possible. It is not appropriate to notify a fellow employee. When an employee finds it impossible to report to work as scheduled due to sickness, injury or other unavoidable circumstances, the employee's immediate Manager or the Manager on duty must be notified as soon as possible prior to the beginning of the work schedule. The employee should notify his/her Manager or Manager on duty personally if at all possible. Leaving Voice Mail/Answering Machine, SMS or E-mail messages are not considered proper notification. The individual receiving the notification should be aware

In addition, office equipment is for Company business only. Telephone use for personal business, both incoming and outgoing calls, should be kept to a minimum in order that we may effectively do our jobs.

11.4.8. LOSS OR THEFT RESPONSIBILITY

The Company bears no responsibility for the loss or theft of personal property. Employees who are concerned about their personal property must secure this property appropriately.

11.5.IDENTITY CARD

The employees will be provided with a Photo ID card. ID card is not transferable to anybody. During separation from the company, an employee must return ID card to the Admin & Planning Department otherwise release order will not be issued.

In case of lost / stolen ID card the employee has to report to the HR Department and make a GD entry to nearest Police Station within 24 hours. The employee will submit a copy of the GD to the card issuing authority. In order to get a new card, an application, duly recommended by functional head need to be submitted to card issuing authority.

In case an ID card is damaged that has to be replaced and cost of replacing the card will be deducted from the employee's salary.

11.6.VISITING /BUSINESS CARD

Shift Charge Engineer/ Senior Engineer and above are allowed to have their personal visiting card. However, employees below Engineer may have visiting cards on basis of business needs, upon approval of the Departmental General Manager.

11.7.COMPUTER, INTERNET AND EMAIL USAGE

Computers, computer files, internet and the E-mail system, and software furnished to employees are property of the company and are intended for business use only. Therefore, the company

prohibits the use of computers, internet and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale and image of the company.

Internet access is provided to assist employees in obtaining work-related data and technology. The following behaviors are examples of actions and activities that are prohibited and can result in disciplinary action -

- 11.7.1.** Sending or posting of discriminatory harassing, or threatening messages or images;
- 11.7.2.** Using the organization's time and resources for personal gain;
- 11.7.3.** Copying, pirating, or downloading software and electronic files without permission;
- 11.7.4.** Sending or posting confidential material, trade secrets, or proprietary information outside of the organization;
- 11.7.5.** Violating copyright law;
- 11.7.6.** Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions;
- 11.7.7.** Sending or posting messages or material that could damage the organization's image or reputation;
- 11.7.8.** Participating in the viewing or exchange of pornography or obscene materials;
- 11.7.9.** Sending or posting messages that defame or slander other individuals;
- 11.7.10.** Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- 11.7.11.** Using the Internet for political causes or activities, religious activities, or any sort of gambling;

- 11.7.12.** Sending or posting messages that disparage another organization's products or services;
- 11.7.13.** Passing off personal views as representing those of the organization;
- 11.7.14.** Engaging in any other illegal activities;
- 11.7.15.** The company prohibits the illegal duplication of software and its related documentation.

It is expected that employees should notify their immediate Manager, the Human Resources Department or any member of management upon learning of such violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

11.8.EMPLOYEE MEDICAL EXAMINATIONS

To help ensure that employees are able to perform their duties safely, medical examinations may be required for individuals in certain job classifications. Such exams will be scheduled at reasonable times and intervals, and performed at Company's expense by a health professional of Company's choice. The Company complies with all applicable local laws, and is sensitive to employees' privacy concerns. Employees are encouraged to discuss any specific issue regarding the medical exam with their General Manager or Admin & Planning General Manager.

11.9.ANNUAL CHECK UP

All personnel required to wear a respirator or other such Protective Personal Equipment (PPE) in carrying out their job responsibilities, must have an annual physical check up to determine fitness for duty.

11.10. UNIFORMS

All employees working at the plant are required to wear uniforms. Any female employee who may need to visit the plant is required to wear apron with closed toe shoes. The Company will provide you with approved uniforms at no charge to you. Kindly refer to the **“Appendix-D”** for further details.

11.11. HIV/AIDS NON-DISCRIMINATION POLICY

11.11.1 PURPOSE:

The purpose of this policy is to provide guidance for dealing with work situations involving employees, who have, or are perceived to be at risk of acquiring any of the following:

- Acquired Immune Deficiency Syndrome (AIDS)
- Human Immunodeficiency Virus (HIV) Infection or HIV-related illness, as defined by the Connecticut General Statutes, Section 19a-581

The term HIV/AIDS as used in this policy, should be understood as encompassing all of the above.

11.11.2. STATEMENT:

SBIIPCL management recognizes its obligation to provide a safe and healthy work environment and to assure fair, non-discriminatory treatment of all employees. Therefore, it is the policy of SBIIPCL that individuals with HIV/AIDS will be treated with the same compassion and consideration given to any other employee with a health problem. No person will be discriminated against in the workplace as a result of having or being at risk of acquiring HIV/AIDS.

Any employee with HIV/AIDS has the right to continue working as long as job duties can be performed satisfactorily. Under the guide-lines Managers and supervisors will make reasonable accommodations in job assignments as necessary and feasible for HIV/AIDS affected employees.

The identity of any employee with HIV/AIDS will remain confidential. HIV/AIDS-related information cannot be disclosed without the written consent of the employee or as otherwise allowed by law.

If any HIV/AIDS-related information (i.e. HIV counseling and testing, HIV/AIDS-related information, records or diagnosis) concerning an employee is received by SBIIPCL, these records will be maintained in a secure area, apart from the employee's personnel file.

Disclosure of such information will be made only with the explicit authorization of the individual employee and/or in accordance with state and federal law. Any unauthorized disclosure by an employee may result in disciplinary action consistent with collective bargaining agreements and state or federal law and regulations.

11.12 Policy for Protection of Child and Forecd Labour

11.12.1 Purpose:

To prohibit the employment of any children and to ensure that the working conditions of young workers are compliant with national legislative requirements

11.12.2 Scope:

Employees, Management, Visitors, Contractors, Suppliers, Labour Service Providers.

11.12.3 Policy Statement:

Summit Bibiyana II Power Company Limited (SBIIPCL) will not employ any children (aged under 18yrs) and will not force anyone to

11.12.4 Policy:

Summit Bibiyana II Power Company Limited (SBIIPCL) commits to:

- having a robust system that effetely monitors the age of workers during recruitment
- not employ any children aged younger than 15
- if any children are found to be in need of work that correct procedures will be followed through welfare channels to ensure a solution is found
- only employ young workers whose terms of employment are compliant with legislative requirements
- promoting education with all adults to ensure children complete school career.
- make sure work is freely chosen and workers are free to leave.

11.13 Non-Discrimination Policy:

It is the policy and commitment of Summit Bibiyana II Power Company Limited that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion.

Summit Bibiyana II Power Company Limited is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

Any employee, board member, volunteer or client who believes that s/he or any other affiliate of SBIIPCL has been discriminated against is strongly encouraged to report this concern promptly to plant manager.

Harassment or intimidation of a client, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation includes abusive, foul or threatening language or behavior.

SBIIPCL is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients.

Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Executive Director or immediate supervisor and, if substantiated, prompt action will be taken.

11.14 Anti-sexual harassment Policy:

11.14.1 Purpose:

Summit Bibiyana II Power Company Limited (SBIIPCL) is committed to lawful and ethical conduct of business. Honesty, compassion, veracity, reverence for its employees are entrenched as core principles and values of SBIIPCL.

SUMMIT BIBIYANA II POWER COMPANY LIMITED is an equal employment opportunity provider. The Company does not discriminate its employees on the grounds of gender, promotes a work environment that encourages mutual respect, courteous and congenial relationships. SUMMIT BIBIYANA II POWER COMPANY LIMITED believes in providing a non-hostile safe working environment without fear of prejudice, gender bias and sexual harassment to all its employees.

All employees of the Company have the right to be treated with dignity and every employee has the right to be protected against harassment. SUMMIT BIBIYANA II POWER COMPANY LIMITED holds the responsibility to identify and prevent sexual harassment and to develop a culture of dignity

and respect in the day-to-day conduct of its business. SUMMIT BIBIYANA II POWER COMPANY LIMITED will respond promptly to reports of sexual harassment and will take appropriate steps to discipline behavior that violates this and, if necessary, facilitate legal action.

This policy is meant to educate the employees about what conduct constitutes sexual harassment, the ways and means SUMMIT BIBIYANA II POWER COMPANY LIMITED adopt to prevent occurrence of any such event, and in the event of such an occurrence, to enable a fair mechanism for dealing with such conduct.

11.14.2 Policy:

Anti-Sexual harassment at workplace is applicable to:-

- Every employee across the Company – permanent, temporary, on training and on contract;
- An alleged act of sexual harassment that has occurred during or beyond office hours;
- An alleged act of sexual harassment, which has taken place within or outside the company premises
- All the employees, workers and trainees (whether in the office premises or outside while on assignment).

Where sexual harassment occurs to an SUMMIT BIBIYANA II POWER COMPANY LIMITED employee as a result of an act by a third party or outsider while on official duty, SUMMIT BIBIYANA II POWER COMPANY LIMITED will take all necessary and reasonable steps to assist the affected person in terms of support, readdress and preventive action.

This policy is only applicable when either or both the alleged harasser and the victim are employees/agents of the company. It is not applicable when both the alleged harasser and the victim are third parties.

12.0. AMENDMENT OF THE HR POLICY AND PROCEDURE

12.1.COMING IN-FORCE

All of these HR Policy and Procedures will come in force immediately after approval by the C.O.O. of the company.

12.2.AMENDMENT OF THE HR MANUAL

12.2.1. The C.O.O. have the right to change, amend, modify, after, resend or delete any or all the rules regulations contained herein or make such new rules as may appear to him / them to be expedient for efficiently carrying on the business of the Company.

12.2.2. Notwithstanding anything contained above the Company has the right to amend the HR Policy and Procedure any time without any notice and the employees are required to abide by such amendments. In the even the employee is not satisfied with the amended HR Policy and Procedure, the only recourse available to the employee is to resign from the service of the Company as per the terms of the current policy.

All existing the employee of the Company shall confirm in writing having read / received this HR Manual. All future employees will also confirm the same either on the date of their joining or within three days of commencing their employment with the Company.

13.0. CONCLUSION

Thank you for taking the time to read your Handbook. Please contact with the General Manager of Admin & Planning Department, if you have any questions about any of the topics covered or has suggestions on how the Handbook can be improved or made more useful.

We wish you well!

Appendix A

1.0 CORPORATE GOVERNANCE CODE

SBIIPCL is committed to benefit the economic development of the countries in which it operates. No SBIIPCL shall undertake any project or activity to the detriment of the wider interests of the communities in which it operates.

Company's management practices and business conduct shall benefit the country, localities and communities in which it operates, to the extent possible and affordable, and shall be in accordance with the laws of the land.

1.1. FINANCIAL REPORTING AND RECORDS

SBIIPCL shall prepare and maintain its accounts fairly and accurately and in accordance with the accounting and financial reporting standards which represent the generally accepted guidelines, principles, standards, laws and regulations of Bangladesh in which the company conducts its business affairs.

Internal accounting and audit procedures shall reflect, fairly and accurately, all of the company's business transactions and disposition of assets, and shall have internal controls to provide assurance to the company's board and shareholders that the transactions are accurate and legitimate. All required information shall be accessible to company auditors and other authorized parties and government agencies.

Any willful, material misrepresentation of and/or misinformation on the financial accounts and reports shall be regarded as a violation of the Code, apart from inviting appropriate civil or criminal action under the relevant laws.

1.2. EQUAL OPPORTUNITIES EMPLOYER

SBIIPCL shall provide equal opportunities to all its employees and all qualified applicants for employment without regard to their race, caste, religion, color, ancestry, marital status, gender, sexual orientation, age, nationality, ethnic origin or disability.

Human resource policies shall promote diversity and equality in the workplace, as well as compliance with all local labor laws, while encouraging the adoption of international best practices.

All Employees shall be treated with dignity and in accordance with the SBIIPCL policy of maintaining a work environment free of all forms of harassment, whether physical, verbal or psychological. Employee policies and practices shall be administered in a manner consistent with applicable laws and other provisions of this Code, respect for the right to privacy and the right to be heard, and that in all matters equal opportunity is provided to those eligible and decisions are based on merit.

1.3. HEALTH, SAFETY AND ENVIRONMENT

SBIIPCL shall strive to provide a safe, healthy, clean and ergonomic working environment for its people. It shall prevent the wasteful use of natural resources and be committed to improving the environment, particularly with regard to the emission of greenhouse gases, and shall endeavor to offset the effect of climate change in all spheres of its activities.

1.4. CORPORATE CITIZENSHIP

SBIIPCL shall be committed to good corporate citizenship, not only in the compliance of all relevant laws and regulations but also by actively assisting in the improvement of quality of life of the people in the communities in which it operates.

The company shall not treat these activities as optional, but should strive to incorporate them as an integral part of its business plan.

1.5. POLITICAL NON-ALIGNMENT

SBIIPCL shall be committed to and support the constitution and governance system of Bangladesh. SBIIPCL shall not support any specific political party or candidate for political office. The company's conduct shall preclude any activity that could be interpreted as mutual dependence/favor with any political body or person, and shall not offer or give any company funds or property as donations to any political party, candidate or campaign.

Appendix - B

1.0 CODE OF CONDUCT AND ETHICS

This Code of Business Conduct and Ethics applies to SBIIPCL, employer and employees. SBIIPCL is referred to herein collectively as the “Company” and the employer and employees are referred herein collectively as “Employees”.

1.1. OBJECTIVE

SBIIPCL is only proud of the values with which it conducts business. It has and will continue to uphold the highest levels of business ethics and personal integrity. This Code of Business Conduct and Ethics serves to (1) emphasize the company’s commitment to ethics and compliance with the laws; (2) set forth basic standards of ethical and legal behavior; (3) provide reporting mechanisms for known or suspected ethical or legal violations; and (4) help prevent and detect wrongdoing.

A given the variety and complexity of ethical questions that may arise in the company’s course of business, this Code of Business Conduct and Ethics serves only as a guide. Confronted with ethically ambiguous situations, all should remember the company’s commitment to the highest ethical standards and seek advice from General Managers, Departmental Managers or other appropriate personnel to ensure that all actions they take on behalf of the company honor this commitment.

1.2. ETHICAL STANDARDS

1.2..1. Conflicts of Interest

A conflict of interest exists when a person's private interest interferes in any way with the interests of the company. A conflict can arise when one takes actions or has interests that may make it difficult to perform his or her work for the Company objectively and effectively. Conflicts of interest may also arise when an affiliates, or members of his or her family, receives improper personal benefits as a result of his or her position at the Company. It is always a conflict of interest for an officer to work simultaneously for a competitor, customer, supplier or for that matter any other establishment against precursory benefit.

Conflicts of interest may not always be clear-cut, so if you have a question, you should consult with your General Manager or Plant Manager of the Company. Any officer who becomes aware of a conflict or potential conflict should bring it to the attention of a General Manager or other appropriate personnel or consult the procedures described in this Code. Plant Manager of the Company shall disclose any material transaction or relationship that reasonably could be expected to give rise to such a conflict to the Company.

1.1..1. Corporate Opportunities

All employees are prohibited from taking for themselves opportunities that are discovered through the use of corporate property, information or position without the consent of the Company. No employee may use corporate property, information or position for improper personal gain and no employee may compete with the Company directly or indirectly. Employees owe a duty to the Company to advance its legitimate interests whenever possible.

1.1..2. Fair Dealing

Employees shall behave honestly and ethically at all times and with all people. They shall act in good faith, with due care, and shall engage only in fair and open competition, by treating

ethically competitors, suppliers, customers, and colleagues. No employee falsifying, tampering with, damaging or causing loss of Company's official records.

No one should take unfair advantage from anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any other unfair practice. The purpose of business entertainment and gifts in a commercial setting is to create good will and sound working relationships, not to gain unfair advantage with customers. No gift or entertainment should ever be offered or accepted unless it is consistent with customary business practices, cannot be construed as a bribe or payoff and does not violate any laws or regulations. Employees should discuss with their General Managers or other appropriate personnel any gifts or proposed gifts which they think may be inappropriate.

1.1..3. Insider Trading

Employees who have access to confidential information are not permitted to use or share that information for stock trading purposes or for any other purpose except the conduct of the Company's business. All non-public information about the Company should be considered confidential information.

1.1..4. Confidentiality

Employees must maintain the confidentiality of confidential information entrusted to them. Confidential information includes all non-public information that might be of use to competitors or harmful to the Company or its customers if disclosed. It also includes information that suppliers and customers have entrusted to the Company. The obligation to preserve confidential information continues even after employment ends.

1.1..5. Protection and Proper Use of Company Assets

All should endeavor to protect the Company's assets and ensure their efficient use. Theft, carelessness, and waste have a direct impact on the Company's profitability. Any suspected incident of fraud or theft should be immediately reported for investigation. The Company's

equipment should not be used for non-Company business, though incidental personal use is permitted.

The obligation of employees to protect the Company's assets includes its proprietary information. Proprietary information includes as trade secrets, trademarks, engineering and manufacturing ideas, designs, databases, records, salary information and any unpublished financial data and reports. Unauthorized use or distribution of this information would violate Company policy. It could also be illegal and result in civil or criminal penalties.

1.1..6. Compliance with Laws, Rules and Regulations

Obeying the law, both in letter and in spirit, is the foundation on which the Company's ethical standards are built. In conducting the business of the Company, the employees shall comply with applicable governmental laws, rules and regulations at all levels of government in Bangladesh.

1.1..7. Timely and Truthful Public Disclosure

In reports and documents filed with or to be submitted to the Securities and Exchange Commission, stock exchanges and other regulators by the Company, and in other public communications made by the Company, the employee involved in the preparation of such reports and documents (including those who are involved in the preparation of financial or other reports and the information included in such reports and documents) shall make disclosures that are full, fair, accurate, timely and understandable.

1.3. VIOLATIONS OF ETHICAL STANDARDS

1.3.1. Reporting Known or Suspected Violations

The General Managers shall promptly report any known or suspected violations of this Code to the Plant Manager. All other employees should talk to General Manager or other appropriate personnel about known or suspected illegal or unethical behavior.

1.3.2. Accountability for Violations

If the Company's Audit Committees or its designee determines that this Code has been violated, either directly, by failure to report a violation, or by withholding information related to a violation, the offending employees may be disciplined for non-compliance with penalties up to and including removal from office or dismissal. Violations of this Code may also constitute violations of law and may result in criminal penalties and civil liabilities for the offending employees and the Company. All Covered Parties are expected to cooperate in internal investigations of misconduct.

1.4. COMPLIANCE PROCEDURES

We must all work together to ensure prompt and consistent action against violations of this Code. In some situations, however, it is difficult to know if a violation has occurred. Because we cannot anticipate every situation that will arise, it is important that we have a way to approach a new question or problem. These are the steps to keep in mind:

- 1.4.1 Make sure you have all the facts. In order to reach the right solutions, we must be as informed as possible.
- 1.4.2 Clarify your responsibility and role. In most situations, there is shared responsibility. Are your colleagues informed? It may help to get others involved and discuss the problem.
- 1.4.3 Discuss the problem with your Manager. This is the basic guidance for all situations. In many cases, your superior will be more knowledgeable about the questions, and he or she will appreciate being consulted as part of the decision-making process.
- 1.4.4 You may report ethical violations in confidence without fear of retaliation. If your situation requires that your identity be kept secret, your anonymity will be protected to the maximum extent consistent with the Company's legal obligations. The Company in all circumstances prohibits retaliation of any kind against those who report ethical violations in good faith.

- 1.4.5 Ask first, act later. If you are unsure of what to do in any situation, seek guidance before you act.

Appendix C

1.0. OVERTIME POLICY

1.1. INTRODUCTION:

In accordance with the corporate values of integrity, fairness and to keep up the morale of the employees, the company recognizes the need for its lower level employees to be recompensed for work done over and above normal full time working hours. Therefore should circumstances require an employee to work more than normal hours of duty or to work on days of rest, the company shall provide compensation through time off or additional pay.

1.2. OBJECTIVES:

The objectives of the policy document are to indicate:

1.2.1. The conditions under which the company will provide compensation for

1.2.2. The kind of compensation the company shall provide

1.2.3. The categories of employees to whom the company shall provide compensation for overtime.

1.3. APPLICABILITY:

The provisions of this policy shall apply only on Non-Exempt Employees of the company. Exempt Employees may be given time off in lieu or additional payments in case of any extra time work, if the management so desires. But Shift Charge Engineer and Senior Engineer will get disturbance allowance.

1.4. DEFINITION AND TERMS

1.4.1. Overtime: Work in excess of hours of work per day or week that an employee has been obliged to perform as normal course.

1.4.2. Compensation: Additional pay or time off, for overtime performed.

1.5. RESPONSIBILITY

General Managers are responsible for ensuring that any overtime claimed has been worked under the direction of the concerned General Manager and is signed off before placing to accounts department for payment. General Manager who assigned extra time work must' also ensure that the work assigned has been done satisfactorily and time claimed for overtime is justified in relation to the work performed during that time frame.

1.6. PRINCIPLES

1.6.1. Overtime work will be recognized and reimbursed either in time off in lieu, or in the payment of overtime.

1.6.2. Company will adhered to all provisions relating to overtime as stipulated in the Labor Law of Bangladesh.

1.6.3. Overtime must be agreed and assigned by the departmental Managers.

1.6.4. Employees must submit overtime bills taking approval from the supervising managers or directors before submitting for payment.

- 1.6.5.** Employees under probation are not entitled to get this policy benefits.
- 1.6.6.** This policy will not be applicable for employees on travel time.
- 1.6.7.** In the interest of responsible working practice, employees are expected to complete work during normal working hours and not to use overtime unnecessarily.
- 1.6.8.** Employees should submit an overtime claim form in accordance with form attached herewith, signed by his manager or by the director assigned him to do overtime.

1.7. BASIS & RATE OF COMPENSATION:

1.7.1. Overtime on normal office days:

The Company must compensate overtime by:

1.7.1.1. 1,5 times of the employees normal hourly basic salary for each hour worked; or

1.7.1.2. Grant an employees at least 90 minutes paid off for each hours of overtime.

1.7.2. Overtime on weekly holidays or Public Holidays:

1.7.2.1 2.00 times of the employees normal hourly basic salary for each hour worked; or

1.7.2.2 Granting time off equal to the difference in value between the pay received for working on holiday and the pay that the employees is entitled to (i) above.

1.7.3. Overtime allowance: The Company, if deems justified, instead of day wise overtime, can pay an employee a fixed allowance to compensate for overtimes, if an employee performs extra work on long term basis. The amount of such allowance shall be decided by the authority in case to case basis.

1.7.4. Basis of calculation of normal hourly rate: This will be arrived at by dividing the current basic salary per month of an employee divided by 194 hours i.e. standard working hours/month. This basis of calculation may be changed by the management as and when necessary.

1.8. CONTROL MEASURES:

- 1.8.1 It is the responsibility of the managers to see that there is adequate supervision and control measures at all times during the performance of overtime.
- 1.8.2 Overtime must be efficient and be cost effective.
- 1.8.3 Quantity & quality of work must be maintained.
- 1.8.4 An Over time Register must be maintained by the company.
- 1.8.5 The person who certifying the overtime must be one who is designated to control.

Effective Date: This policy will take effect from COD of the Plant and subject to approval of the Management.

OVERTIME CLAIM FORM			
Name of Employee			
Position			
Date of Overtime			
Start Time to Finish Time	<div>.....</div> <div>.....</div>		
Hours Worked			
Work Done in overtime	<div>.....</div> <div>.....</div>		
Name of O.T. assigned General Manager			
Overtime Payment Accrued	<div>Normal rate per hour Tk.....</div>	<div>Times</div>	<div>No. of hours</div>
Total Tk.....			

Claimant

General Manager

Plant Manager

Appendix-D:

1.0 Regulations on Employee Uniform:

1.1 (Purpose)

The appearance of employees reflects the image of our company and has a significant impact on the way we are viewed by others. SBIIPCL aims to provide its employees with comfortable and professional uniforms that project a good image and comply with Occupational Health and Safety guidelines. Cloth quantity needs to be finalized according to work type and load. But a minimum quantity can be declared and then justified quantity can be added / given.

1.2 (Policy)

Employees should always be dressed neatly and appropriately for the type of work they perform. Current uniforms must always be worn when on duty and should be kept well maintained. All aspects of the uniform must be worn. Under no circumstances, is a superseded uniform to be worn.

Every employee must adhere to the Uniform regulations. Managers are responsible for ensuring that these guidelines are met. The standards apply to all store employees – full-time and part-time.

In the event that any employee arrives for work in a way that is not in line with this policy, their Manager will advise them that they are not dressed or groomed appropriately to perform their duties, on the first occasion. They will be given the opportunity to address the issues immediately, and if necessary, to return home to change (the time to travel and change will not be paid). Any deliberate breaches of this regulations could result in disciplinary action being taken against the employee. Any further incidents will be considered in breach of company HR policy and further action will be taken as by Management as deemed necessary.

Uniforms will be supplied to relevant staff and will remain the property of SBIIPCL, however full responsibility for maintenance and cleanliness will remain with the employee, including exchange of damaged uniforms. Each employee requires a high standard of personal

presentation and grooming. A uniform will be supplied to all employee and must be worn at all times during work hours.

1. 3 (Definitions)

The definitions of terms used in these guidelines are "Uniform" means the hat, clothing, shoes, and cover sheet says.

1. 4 (Wear)

The guidelines prescribed by employees to wear uniforms neatly looks dignity shall be provided to the employees.

1.5 (Uniform Items)

1.5.1 The Type of Uniform Items are as follows:

- (1) Hat: Safety Helmet
- (2) Clothing : Work-wear, winter clothes, short-sleeved T-shirt, raincoat. **Working clothes must be full sleeved.**
- (3) Shoes : Safety shoes
- (4) Cover Sheet : badges, company marks, safety marks, safety breastwork, name-plate
- (5) Other Special dress

1.6 (Costume)

1.6.1 Wearing period of work clothes shall be as follows.

- (1) Winter and Summer season separated by wearing a wearing period shall be as follows.
 - Winter season: from **October** every year to March next year.
 - Summer season: from **April** every year to September next year.
- (2) Changes in weather, such as in exceptional cases with the approval of C.O.O. and Plant Manager shall be that the wearing period can be adjusted.

1.7 (Uniform distribution Standards): Each type of uniform criteria shall be as per Table-1

1.8 (Loss and actions) before the expiration of uniform years of use, negligence or willful damage or unavailable when the party had the burden of payment must be worn.

[Table-1]

Annual Entitlement

Sort			Distribution Standards				Remarks
			Number of years	Quantity	Time		
					allocation	Request	
Clothing	Winter clothes	Work Clothes	1	2Sets	1 st October	before 02 months	Maintenance & Operation
			1	1 Sets	1 st October	before 02 months	A&P
	Summer clothes	Work Clothes	1	2 Sets	1 st April	before 02 months	Maintenance & Operation
			1	1 Set	1 st April	before 02 months	A&P
		Short- Sleeved T-shirt	1	1 Set	-	-	For All
			Raincoat	2	1 Set	1 st May	Before 1month
Hat	Safety Helmet		1	1No.	1 st February	Before 15days	For All
Shoes	Safety Shoes		1	1Pair	1 st February	Before 1month	For All

Annex 5

HR Policy of EPC Contractor

经营管理部(劳资)管理办法

Management Department (labor) management approach

一、专（兼）职工资员岗位职责

(Part-time) Employee-owned member of Responsibilities

二、职工基础工资考勤工作管理细则

Base wage workers work attendance management rules

三、劳动力管理办法

Workforce Management Measures

四、公司关于劳务派遣人员因故调回国内的若干处理意见

Company About dispatch personnel repatriated some reason domestic treatment advice

五、公司关于孟加拉 BIBIYANA 项目部薪酬计发模式的原则性规定

The company provides for the principle on Bangladesh BIBIYANA project department salaries total fat mode

六、公司关于加班工资的有关规定

The company with the relevant provisions on overtime pay

七、公司关于项目部岗位工资管理的规定

About the company provides project management department wage jobs

八、二级承包单位计件工资发放管理办法

Two contractor's piecework payroll management approach

九、劳动纪律管理办法

Labor discipline management approach

十、基本岗位岗绩效工资考核管理细则

The basic pay for performance appraisal management positions Gang Rules

十一、孟加拉 BIBIYANA II 项目部职工休假管理办法

Bangladesh BIBIYANA II Project Department staff leaves management approach

十二、职工出差、请（销）假管理办法

Staff travel, please (pin) leave management approach

十三、职工教育培训管理办法

Staff education and training management approach

专（兼）职工资员岗位职责

(Part-time) Employee-owned member of Responsibilities

1、总则：

General:

1.1 为全面搞好项目部劳动工资管理的基层工作，贯彻落实好公司各项劳动工资方面的文件、政策，同时为项目部广大职工宣传公司及项目部两级劳动工资方面的政策，各单位在整个工程期间必须设立专（兼）职工资员岗位。

Grassroots project to comprehensively improve the management of the Department of Labor wage, implement the company's various labor wages documents, policies, as well as the majority of the project department staff levels to promote the company and project department of labor wages policy, all units in the whole during the project must establish (part) funded staff member posts.

1.2 岗位设立原则：各部室可设专职工资员，也可设兼职工资员；各工地必须设立专职工资员，严禁二级承包单位主任、副主任及专工等人兼职工资员。各单位在进驻项目部之初，须向劳资部上报工资员岗位名单并备案。

Post established principles: Ministries room can be set up full-time staff wages, can also be set up part-time staff wages; all sites must establish a full-time staff wages, prohibited two contractors director, deputy director and professionals, who work part-time staff wages. Each unit stationed in the beginning of the project department, the labor department reported wages shall post a list of members and record.

1.3 岗位素质要求：责任心强，工作热情、细心、谨慎，善于沟通，具备初级的计算机基础知识和实际操作能力。

Job quality requirements: a strong sense of responsibility, enthusiasm, careful, cautious, good communication, with the primary basic computer knowledge and practical skills.

2、工资员岗位职责：

Wage member Responsibilities:

2.1 在项目部劳资部们的领导（指导）下进行劳动工资方面的基层工作。

Wages of labor grassroots work under the Ministry of Labour Ministry's project leader (guide).

2.2 负责带领员工、劳务工的报到工作，做到报到及时，证件齐全，记录准确。

Responsible for leading employees, service workers to report to work, so that timely report, documents are complete, accurate records.

2.3 负责每月的基层单位职工考勤的统计上报工作，做到数据准确，项目齐全，反馈及时，并与劳资部要求的口径一致。

The basic unit is responsible for the monthly attendance statistics workers reported to work, so that the data is accurate, the project is complete, and timely feedback, and consistent with the requirements of the labor ministry caliber.

2.4 负责每月的工资奖金表的签字、往返送达和工资现金的发放工作，做到项目齐全，反馈及时。

Signature is responsible for the monthly salaries and bonuses of the table and from delivery and payment of wages in cash to work, so the project is complete, timely feedback.

2.5 负责公司和项目部两级的文件、通知的基层传达解释工作，并组织相关的统计反馈工作，做到传达及时，数据准确。

The company is responsible for the grassroots levels, files and project department, notified convey interpretation and organize relevant statistical feedback work, do convey timely and accurate data.

2.6 负责项目部基层单位的培训方面的组织工作。

Responsible for organizing the work of the project department training establishments.

职工基础工资考勤工作管理细则

Base wage workers work attendance management rules

1、考勤期限：上月 11 日至当月 10 日。

Attendance deadline: on January 11 to the 10th of the month.

2、考勤办法：

Attendance way:

2.1 项目部直属基层单位为考勤记录单位，机关考勤由部门负责人负责；各工地考勤由各班班长负责，各单位的专（兼）职工资员负责本单位考勤记录的收集和汇总、审核，单位主管领导负责本单位考勤的审查。

Project under the Ministry of basic units for attendance record, institutions responsible for attendance by department heads; each site is responsible for attendance by each class squad, professionals (and) staff members of the units responsible for funding the unit to collect and aggregate attendance record, review, unit competent leadership of the unit responsible for the attendance review.

2.2 各考勤单位必须使用统一印制的《孟加拉 BIBIYANA 项目经理部职工考勤记录卡》（以下简称职工考勤记录卡）（见附件一）每天对职工的出、缺勤情况实事求是的做好详细记录，全日满勤的记录工作时间，迟到、

早退的要记清时间，对因公出差划（公）字，探亲假记（休）字，年休假记（年）字，病假记（病）字，工伤假记（工）字，婚假记（婚）字，护理假记（护）字，丧假记（丧）字，事假记（事）字，旷工记（旷）字。同时要根据一个考勤周期（即上月 11 日至当月 10 日）所发生的公休假日、法定节假日及当月延长工作时间发生的加点工时，必须按《劳动法》规定折计为加班工资“工数”，并填写到“加班加点折计”栏内。折计方法为：公休假日按 2 个折计，法定节假日按 3 个折计，当月延长工作时间发生的加点工时除以 8 后再按 1.5 个折计。

Each unit must use a uniform attendance printed "Bengal BIBIYANA project manager staff attendance record card" (hereinafter referred to staff attendance record card) (see Annex A) every day out of workers, absenteeism realistic make detailed records, the whole day is full attendance record working hours, late, leave early to keep track of time, due to a business trip planning (male) character, family leave note (Hugh) word, annual leave credited (year) word, sick mind (disease) word, injury leave Hutchison (work) word, marriage record (marriage) word, nursing false note (guard) word, bereavement leave note (funeral) word, leave note (thing) word, Absenteeism record (Kuang) words. While (ie on January 11 to month 10) public holidays that occur, holidays and the month prolong add hours of work time of occurrence, according to an appraisal cycle, you must press the "Labor Law" stipulates fold counted as overtime "work number." and fill in the "overtime fold count" column. Fold count method: public holidays off by two dollars, holidays by three fold meter month extension of working hours plus point occurred at a time and then divided by 8 meter by 1.5 fold.

2.3 各单位专（兼）职工资员计算工资时必须按《职工考勤记录卡》的记载将职工的各种休假、事（病）假、旷工的工日及经过折算的加班加点“工数”认真填入《职工工资（津贴）标准计发卡》的相应栏目中。职工的实际出勤工日等于 20.83 减去职工的各种休假、事（病）假、旷工工日。Each unit (part) Employee-owned member of the calculation of wages must be "workers attendance record card," the records of various employees leave things (sick) leave, man-days and absenteeism through commuted overtime "work the number of" serious filled in "wages (subsidy) standard gauge issuer" in the appropriate column. Actual attendance day workers equal to 20.83 minus various workers leave things (sick) leave, absenteeism man-days.

2.3.1 员工工资卡片必填项目：实际出勤（当月满勤为 20.83 天）、加班工日、施工津贴（750 元/月）、技师津贴、独生子女费、住房补贴、养老缴费、医保缴费、失业保险、公积金账号、个人扣缴金额、企业补充

金额及考勤员签字。

Wages Card Required items: Actual attendance (full attendance for the month of 20.83 days), overtime man-days, construction allowance (750 yuan / month), technicians allowance, the one-child fees, housing allowance, pension contributions, health insurance contributions, unemployment insurance, provident fund account, personal withholding amount, enterprise supplementary amount and attendance's signature.

2.3.2 铁通劳务派遣人员工资卡片必填项目：实际出勤（当月满勤为20.83天）、加班工日、养老缴费、医保缴费、失业保险及考勤员签字。

CRC cards dispatch salaries Required items: Actual attendance (full attendance for the month of 20.83 days), overtime man-days, pension contributions, health insurance contributions, unemployment insurance and attendance's signature.

3、各考勤单位的考勤记录及有效凭证（如诊断书、假条等）必须与工资结算单位项目相符。

Attendance record and a valid certificate for each attendance unit (such as a medical certificate, fake bars, etc.) must be consistent with the wage settlement unit project.

4、《职工工资（津贴）标准计发卡》是计发工资的依据，各单位考勤人员必须实事求是的认真填写，不得随意涂改，不得任意增减项目或更改标准，当月考勤后应在“考勤员签章”栏内盖章。

Wages (subsidy) standard gauge issuer" is based on the total fat salary, attendance each unit must fill out a realistic, not free to alter, any changes in the project or not to change the standard, after a month of attendance should be in the "Attendance member signature "column seal.

5、每月10日为劳资部门审核工资日期，要求各单位专（兼）职工资员持《职工考勤记录卡》、《职工工资（津贴）标准计发卡》到劳资部门审核。

10th of each month for wage labor department audit date, requires each unit (part) funded staff member who "staff attendance record card", "wages (subsidy) standard gauge issuers" to the labor department audit.

6、考勤工作应实事求是、严肃认真，劳资部门将不定期到基层单位进行抽查，如发现考勤不负责任或弄虚作假者，要追究当事人的责任并给于一定的经济处罚。

Attendance work should be realistic, serious, labor department will conduct random checks from time to time to the grassroots units, such as found in the attendance irresponsible or fraud, and they should be held accountable to the parties and to certain economic penalties.

Annex I:





































Bangladesh BIBIYANA project manager staff attendance record card (staff)

Department (the site):

年 月
Month

[illegible]

外 雇 籍 劳 务 人 员 考 勤 记 录 卡 Foreign laborers employed by the attendance record card

考 勤 区 间 (Attendance zone)			月 (Month)				日 (Day)				月 (Month)				日 (Day)				出勤天数 (Summary Days)	加点合计 (Overtime Total)	本 人 签 字 (Signature)																		
出 勤 日 期 (Date)																																							
序号 (No)	姓名 (Name)	工种 (Position)																																					
1																																							
2																																							
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20																																							
(代理商每日签字确认) Agents signature for everyday																																							
说明：1、考勤周期为每半月循环一次；考勤区间为每月的13日——27日或28日——12日；请在表格中相应的栏目循环填写以上两个区间，并在下面以阿拉伯数字标注具体日期。																																							
2、  代表每天正常八小时工作时间，如出勤正常请在相应栏目内填写“8”做标记；逢有星期日或菲律宾法定假日请以“*”代替“8”做标记；如逢星期日与法定假日重合的，请以“**”代替“8”做标记。																																							
 代表每天延长的工作时间，以小时计，请在相应栏目内填写具体的延长的小时数，例如延长两个小时就填写“2”做标记。																																							
3、请特别注意：除“姓名”之外，“工种”、“出勤天数”、“加点合计”及“本人签字”皆为必填项目。																																							

劳动力管理办法

Workforce Management Measures

1、劳动力使用计划报批程序

Labor use plan approval process

依据公司人力资源部（2010）09号文件要求，各直属二级单位使用劳动力必须执行如下报批程序：

According to the company's human resources management department (2010) No. 09 documentation requirements, the two units directly under the use of labor must be performed as follows approval process:

1.1 由工程项目直属二级单位（含机关部室、专业工地）根据现场阶段性劳动力需求计划，认真填写《工程项目劳动力需求申请单》（见附件一）送劳资部门审核。审核通过后，由劳资部门报项目经理审批。审批通过后，由劳资部门以扫描件、电子版两种方式报公司人力资源部。

Two units directly under the project (including the authority of the room, a professional site) according to the site plan stage of labor demand, fill out the "project labor demand application form" (see Annex I) send labor department audit. After review, approval by the Labour Department reported that the project manager. After approval by the labor department to scan, electronic version of the newspaper company in two ways Human Resources Management Department.

1.2 各二级单位在提出阶段性劳动力需求申请时，必须详细提出岗位（工种）名称、岗位定员职数、目前在岗职数、岗位需求职数、人员素质要求等情况。

The two units at the time of application stage of labor demand, we must put forward detailed positions (jobs) name, job quota number of posts, the current number of posts in the post, the number of post job requirements, staff quality requirements and so on.

1.3 未执行以上程序的，任何单位不得擅自使用劳动力。

The above procedure is not performed, the unit will be allowed to use any force.

2、劳动力调配

Labor deployment

2.1 职工调入：

Workers transferred:

2.1.1 职工在执行完劳动力使用计划报批程序的前提下，调入项目部所需要的手续材料包括：（1）《东电一公司职工调转通知单》（2）《职工工资（津贴）标准计发卡》

Workers in the context of executing the plan approval process for the use of labor, transferred to the Ministry of the required procedures for project materials include: (1) "a company Tepco workers turned notice" (2) "wages (subsidy) standard gauge issuers"

2.1.2 项目部实行内部调令制度，新调入项目部的人员，由劳资部门将新进人员的调令下达到工地或部室，各二级单位不得接收无内部调令的人员。

Project Department to implement an internal transfer order system, the new project department personnel transferred from the labor department to reach the site, or the Ministry of room for new personnel under the transfer order, the two units shall receive no internal transfer order personnel.

2.1.3 因项目部或专业分公司所承揽工期短，任务急（一般在 3—6 个月）的临时工程项目，需派人突击完成时，由劳资部门根据实际情况协调并办理借调手续。各二级单位之间或二级单位与外单位之间不得调人或借人，更不允许将劳动力外借，从事本单位所承担工作任务之外的工作；

否则项目部将追究当事人的责任，及主管领导责任，并给予一定的经济处罚。

Because the project department or professional branch of the contract period is short, urgent task (usually 3-6 months) temporary project, to be sent to the assault upon completion, coordinate and handle the formalities seconded by the Labour department in accordance with the actual situation. May not transfer between the two units, or between the two units and other units or borrow, but does not allow the lending of labor, in the unit of work tasks undertaken outside; otherwise the project department of the parties will be held accountable, and competent leadership responsibilities, and give some economic penalties.

2.2 职工调出:

Workers tune out:

因工程结束、平衡劳动力或个人（不能胜任本职工作、严重违反劳动纪律、劳动合同违约及其他）原因需要调离项目部的职工，必须由工资员陪同及时到劳资部填写《孟加拉 BIBIYANA 项目经理部工作调转循环单》（见附件二）并进行工作交接手续，签字完整的“循环单”反馈回劳资部后，才能履行正常调转手续。

Due to the end of the project, the balance of labor or personal (not competent at their jobs, serious violations of labor discipline, breach of contract labor and other) reasons to be transferred workers project department, must be accompanied by wage labor ministry staff in a timely manner to fill out the "Bengal BIBIYANA project manager after the work turned cycle single "(see Annex II) and the transfer of work procedures, to sign a complete" single loop "feedback loop Labour Ministry to perform normal transfer formalities.

2.3 职工报到:

Staff report:

2.3.1 须到劳资部门履行报到备案手续人员的范围：凡进入隶属我项目部施工现场管辖区域进行施工的各种用工形式的职工（包括暂时借调人员、临时培训实习人员、各类劳务派遣人员及向社会临时聘用人员）。

Report to the labor department to fulfill the scope of persons filing procedures: Where I project into the membership area under the jurisdiction of the Ministry of Construction site workers of

various forms of construction employment (including temporary secondment of personnel, interim training interns, all kinds of dispatch personnel and to the community hiring temporary staff).

2.3.2 职工在携带全部合规有效的调转手续乘机进驻项目部后，必须在本单位工资员带领下到劳资部门及时报到。在上交所有调转手续（包括《东电一公司职工调转通知单》、《职工工资（津贴）标准计发卡》本人护照、登机牌及国内办理工资卡的回执单后，填写《孟加拉 BIBIYANA 项目经理部职工报到登记簿》（见附件三）。然后由劳资部出具《孟加拉 BIBIYANA 项目经理部调转人员行李领取及劳保发放通知单》（见附件四）作为领取行李和劳保的依据。职工因报到手续不全而未获得此项单据的，物业公司不予发放行李和劳保用品。职工在合规履行上述手续备案后，即纳入劳资部门日常管理。

After carrying the entire staff of compliance and effective transfer formalities opportunity stationed Project Department, must be led by the unit staff wages to the labor department to report in a timely manner. In the Shanghai Stock Exchange has turned procedures (including the "East Power company employees turned a notice", "wages (subsidy) standard gauge issuing" passport, Boarding and domestic handle payroll cards after a single receipt, fill out the "Bengal BIBIYANA project manager Register staff report" (see Annex III). Then issued by the Labour Ministry, "Bangladesh BIBIYANA project manager who turned around the baggage claim and Labor issued notice" (see annex IV) as a basis for baggage and labor. Workers due to incomplete without registration formalities to obtain this document, the property company will not grant luggage and protective clothing. When employees perform these procedures in compliance record, which included the daily management of the labor department.

2.3.3 职工未携带或携带不全合规有效的调转手续而进驻项目部的，劳资部不予承认其上岗合法性，不予结算所有工资薪金，由此产生的一切后果皆由职工本人及其所属公司对口单位负责。

Workers do not carry or carry incomplete compliance procedures and effectively turned the project entered the Ministry of Labour Ministry not recognize the legitimacy of their posts, not the settlement of all wages and salaries, all the consequences of the company chosen by the workers themselves and their respective counterparts responsible unit.

Annex I:

The Project labor force demand application single

Project Department Name: Bangladesh BIBIYANA project manager

年 月 日
Month Day Year

[illegible]

<div>用工需求单位意见</div> <div>Unit labor demand views</div> <div>年 月 日</div> <div>Month Day Year</div>	<div>工程项目劳资部门意见</div> <div>Project labor department views</div> <div>年 月 日</div> <div>Month Day Year</div>
<div>项目经理/现场经理意见</div> <div>Project Manager / Site Manager comments</div> <div>年 月 日</div> <div>Month Day Year</div>	<div>公司人力资源部分办意见</div> <div>HR sub-office views</div> <div>年 月 日</div> <div>Month Day Year</div>

说明：两个及以上用工需求单位要分别填写。
Description: two or more units and employment needs to be filled, respectively.

附件二：

Annex II: 孟加拉 BIBIYANA 项目经理部工作调转循环单

Bangladesh BIBIYANA project manager job turned single cycle

兹有 等同志调往 工作，请下列单位给予签章证明一切交接已清。

There is hereby other comrades transferred Work, please follow these units to transfer the signature to
Prove everything has been cleared.

本人所在单位 I work unit		供应部 Ministry of Supply	
项目经理 Project Manager		工程部 Engineering Department	
本人所在单位 I work unit		资料室 Reference Room	
计划部 Ministry of Planning		安保部 Security Department	
财务部 Finance Department		公 寓 Apartment	
综合部 General Department		食 堂 Cafeteria	
质保部 Quality Assurance Department			

孟加拉 BIBIYANA 项目经理部劳资

Bangladesh Ministry of Labour BIBIYANA project manager

年 月 日

Month Day Year

附件二：

Annex II: 孟加拉 BIBIYANA 项目经理部工作调转循环单

Bangladesh BIBIYANA project manager job turned single cycle

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计划部 Ministry of Planning		安保部 Security Department	
财务部 Finance Department		公 寓 Apartment	
综合部 General Department		食 堂 Cafeteria	
质保部 Quality Assurance Department			

孟加拉 BIBIYANA 项目经理部劳资
Bangladesh Ministry of Labour BIBIYANA project manager

年 月 日
Month Day Year

附件三：

Annex III:

孟加拉 BIBIYANA 项目经理部职工报到登记簿（一）

Bangladesh BIBIYANA project manager Register staff report (a)

序号 No.	调入部门 Transferred to the department	微机编号 Computer ID	姓名 Full name	性 别 Sex	护照号 Passport No.	职务 (工种) Position (Jobs)	任职期限 Term limits	机票日期 Flights date	本人签字 I Signature	备 注 Remarks
1					G		年 月 日--- 年 月 日 --- Month Day Year Month Day Year	年 月 日 Month Day Year		
2					G		年 月 日--- 年 月 日 --- Month Day Year Month Day Year	年 月 日 Month Day Year		
3					G		年 月 日--- 年 月 日 --- Month Day Year Month Day Year	年 月 日 Month Day Year		
4					G		年 月 日--- 年 月 日 --- Month Day Year Month Day Year	年 月 日 Month Day Year		
5					G		年 月 日--- 年 月 日 --- Month Day Year Month Day Year	年 月 日 Month Day Year		

6					G		年 月 日--- 年 月 日	年 月 日 Month Day Year		
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11					G		年 月 日--- 年 月 日	年 月 日 Month Day Year		
12					G		年 月 日--- 年 月 日	年 月 日 Month Day Year		
13					G		年 月 日--- 年 月 日	年 月 日 Month Day Year		

14					G		年 月 日--- 年 月 日	年 月 日 Month Day Year		
15					G		年 月 日--- 年 月 日	年 月 日 Month Day Year		
16					G		年 月 日--- 年 月 日	年 月 日 Month Day Year		
17					G		年 月 日--- 年 月 日	年 月 日 Month Day Year		
18					G		年 月 日--- 年 月 日	年 月 日 Month Day Year		

孟加拉 BIBIYANA 项目经理部职工报到登记簿(二)

Bangladeshi workers report BIBIYANA project manager register (two)

序号 N o.	微机编号 Computer ID	姓名	文化程度 Full name	身高 Height (cm)	体重 Weight (kg)	血型 Bloo d type	婚姻 状况 Marita l status	配偶状况		子女情况		父亲情况		母亲情况	
								Spouse status		Children case		Father case		Mother situation	
								姓名 Full name	出生日期 Date of birth	姓名 Full name	出生日期 Date of birth	姓名 Name	出生日期 Date of Birth	姓名 Name	出生日期 Date of Birth
1									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year
2									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year
3									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year
4									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year
5									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year
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7									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year
8									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year
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13									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year
14									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year

15									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year
16									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year
17									年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year		年 月 日 Month Day Year Month Day Year

附件四：

Annex IV:

孟加拉 BIBIYANA 项目经理部调转人员行李领取及劳保发放通知单
物业公司：

Bangladesh BIBIYANA project manager who turned around the baggage claim and Labor issued notice
Property companies:

兹有 (部室、工地) 新到调转人员 等共计 人
(名单附后) 已经履行合规的报到手续, 请贵单位给予办理相关的行李领取
和劳保发放业务, 谢谢合作。

Have there (of the room, site) and a total staff who turned the New (list attached) have fulfilled the
compliance of registration formalities, please give your organization handle the baggage claim and
labor-related payment business, thank you.

调转人员名单：

Turned the list of persons:

孟加拉 BIBIYANA 项目经理
Bangladesh BIBIYANA Project Manager

部劳资
Ministry of Labour

年 月 日

Month Day Year

孟加拉 BIBIYANA 项目经理部调转人员行李领取及劳保发放通知单
物业公司：

Bangladesh BIBIYANA project manager who turned around the baggage claim and Labor issued notice
Property companies:

兹有 （部室、工地）新到调转人员 等共计 人
（名单附后）已经履行合规的报到手续，请贵单位给予办理相关的行李领取
和劳保发放业务，谢谢合作。

Have there (of the room, site) and a total staff who turned the New (list attached) have fulfilled the
compliance of registration formalities, please give your organization handle the baggage claim and
labor-related payment business, thank you.

调转人员名单：

Turned the list of persons:

孟加拉 BIBIYANA 项目经理部

Bangladesh BIBIYANA project manager

劳资

Labor and capital

年 月 日

Month Day Year

公司关于劳务派遣人员因故调回国内的若干处理意见

Company About dispatch personnel repatriated some reason domestic treatment advice

1、具备下列条件或情况之一的：属于正常调转回国。

With one of the following conditions or circumstances: is normal turned for home.

1.1 因工程正常减员、短签到期、因工负伤等原因，由专业工地提出，项目部批准调回的；

Due to normal attrition engineering, sign a short period of work related injury and other reasons, made by a professional site, the project approved by the Ministry of repatriation;

1.2 劳动合同已到期（由劳资部鉴定），且本人提前提出辞工申请，履行完《自愿解除劳动合同申请书》（见附件一）合格手续，经项目部同意调回的；

Labor contract has expired (identified by the Labour Department), and I propose to resign ahead of the application, to fulfill all the "voluntary labor contracts application" (see Annex A) qualified procedures, the Department agreed to be transferred back to the project;

1.3 平时工作表现积极，工作态度良好，劳动合同已经到期，并提前一个月提出辞工申请经项目部同意的（在调转原因栏一律填写“合同到期，组织同意，自愿解除合同”）。

Usually positive performance, good attitude, the labor contract has expired, and apply one month in advance by the project resign consent of the Ministry of (fill in all fields turned reasons, "the contract expires, the organization agreed to voluntarily terminate the contract").

2、具有下列情形之一的：退回劳务派遣公司解除合同，公司范围内永不再用，返程差旅费均由个人自行承担。

Have one of the following circumstances: Return dispatch companies to terminate the contract, the company will never again within the scope of return travel by the individuals themselves.

2.1 因违反公司或项目部管理规定被遣送回国、请事假调回的；

Department for violation of company or project management regulations repatriation, please leave repatriated;

2.2 虽长签到期、但本人劳动合同尚未到期、置工作需要于不顾、拒绝项目部安排续签而调回的；

Although the long-term sign, but I have not yet expired labor contracts, work needs to set the expense of refusing to renew the project department and transferred back arrangements;

2.3 凡属于无心工作，出工不出力，强烈要求回国解除合同的（无论合同到期与否）等均属违纪，在调转原因栏一律填写“自愿解除合同”。

Where are the motivation to work, do not contribute labor, strong desire to return to termination of the contract (whether or not the contract expires) and so on are discipline, fill in all fields turned reasons "voluntary termination of the contract."

3、出现以下情形：退回劳务派遣公司解除合同。

The following scenario: Return dispatch company to terminate the contract.

3.1 因病或非因工负伤调回（在《项目部人员调转申请单》“备注”栏需卫生所医师签字确认）的。

Illness or non-work related injury repatriation (in the "project officers turned the application form," the "Remarks" column clinic physicians need to sign to confirm).

附件一：
Annex I:

自愿解除劳动合同申请书
Application for voluntary labor contracts

单位：年 月 日
Units: Month Day Year

姓 名 Name		性别 Sex		工 种 Workers species	
身份证号码 ID Number			家庭地址 Home Address		
签定劳动 合同日期 Signed a labor contract date	年 月 日 Month Day Year		预计离 开日期 Expected to leave the date	年 月 日 Month Day Year	
解除 劳动 合同 理由 Grounds to terminate the labor contract	申请人签字：年 月 日 Signature of Applicant: Month Day Year				
	班 组 意 见 Team views		单 位 意 见 Units comments		
	签字：年 月 日 Signature: Month Day Year			签字：年 月 日 Signature: Month Day Year	

<div>劳资意见</div> <div>Labour views</div>	<div></div> <div>签字： 年 月 日</div> <div>Signature: Month Day Year</div>	<div>深圳市中勤劳务派遣服务有限公司意见</div> <div>Shenzhen Zhongnan dispatch Services Ltd.</div> <div>comments</div>	<div></div> <div>签字： 年 月 日</div> <div>Signature: Month Day Year</div>
---	---	--	---

说明：依据《劳动法》相关规定，申请人必须在正式解除劳动关系之前 30 天方可填写此表，未按规定期限提出的，不予受理。

Description: According to the relevant provisions of the "Labor Law", the applicant must be lifted 30 days before the formal labor relations before completing this form, according to the specified time limit proposed inadmissible.

公司关于孟加拉 BIBIYANA 项目部薪酬计发模式的原则性规定

The company provides for the principle on Bangladesh BIBIYANA project department salaries total fat mode

1、机关员工月绩效计发模式：

Authority employees monthly performance meter shot mode:

1.1 国内计发绩效工资部分（国外劳资部负责制表）：按公司本部现行文件执行的基础工资+年功工资+独生子女费+技师津贴+提租补贴+（月绩效工资*1.0*岗位系数计发。

Performance pay part of the domestic total fat (Ministry of foreign labor tabulation): base salary according to the company headquarters in the current file to perform the function of wages + + + technician-child fee to rent subsidy allowance + + (1.0 * * monthly wage job performance factor meter hair.

1.2 国外只计发现场施工津贴：按当月现场工作天数*当月绩效工资基数*0.8*岗位系数计发。另月现场伙食补助 750 元，按当月在现场工作天数计发。

Foreign counted only scene construction allowance: by the number of days of the month site of the month * * 0.8 * Performance wage base job coefficient total fat. Other 750 yuan monthly on-site food subsidies, according to the number of days of the month in the field total fat.

注：风险绩效工资 1.0 倍部分留在国内在年终依据考核细则发放。

Note: some of the risk 1.0 times the performance of wages paid at the end of the year to stay in the country on the basis of assessment rules.

2、现场劳务派遣人员薪酬计发模式：

Site dispatch staff salaries total fat mode:

2.1 国内基础工资部分（国外劳资部负责制表）=月基本工资 500 元/月+当月绩效工资 1.0 部分。

Domestic base wage component (Labour Department is responsible for foreign tabulation) = 500 yuan monthly basic wage / month + 1.0 month of pay for performance parts.

2.2 国外现场施工津贴月计发方式同员工一致。

Total monthly allowance of foreign construction site made way consistent with employees

3、二级承包单位员工薪酬计发模式：

Two contractor's fat salaries meter mode:

3.1 国内工资部分同机关员工月绩效计发模式中的“国内绩效工资部分”。

Domestic wage parts of the same organ staff performance month total fat mode "domestic performance pay part."

3.2 计件工资部分：和国内项目一致，根据施工产值结算及职工的物化劳动水平计算出月计件工资水平，以分配系数、出勤天数等为权重的方式计算出每个人的计件工资（具体操作详见《二级承包单位计件工资发放管理办法》）。

Piecework parts: and domestic programs consistent, according to the materialized labor level construction output settlement and staff calculated monthly piecework wages, approach to the distribution coefficient, attendance and number of days as the weights calculated for each person piecework (detailed operation, see "two contractors piecework payroll management approach").

4、二级承包单位劳务派遣人员薪酬计发模式：

Two contractors dispatch staff salaries total fat mode:

4.1 国内基础工资部分（国外劳资部负责制表）=月基本工资 500 元/月+当月计件工资 1.0 部分。

Domestic base wage component (Labour Department is responsible for foreign tabulation) = 500 yuan monthly basic wage / month + month piecework section 1.0.

4.2 计件工资部分：同二级承包单位员工薪酬计发模式“计件工资部分及现场伙食补助”一致。

Piecework parts: two contractors with total fat salaries consistent pattern "piecework section and on-site food subsidies."

5、岗位与薪酬必须对应，机关不得擅自扩大岗位定员标准或变相调整职工岗

位和薪酬标准，二级承包单位不得擅自改变公司原则规定的岗位分配系数。

Post and compensation must correspond to the post office will be allowed to expand capacity standard or a disguised job and salary workers adjust standard, two contractors are not allowed to change jobs partition coefficient Company principles prescribed.

6、工资薪金发放（打卡）、领取的具体操作步骤：

Payment of wages and salaries (punch), receive specific steps:

6.1 职工本人在履行完毕合规调转手续出国前，由国际工程项目管理部办事员负责通知职工携本人身份证到铁岭中国银行开户办工资卡，工资卡自留或转交给家人，办理工资卡的回执单携带出国，到项目部报到后上交劳资部留存备用。

I fulfilled a single worker in compliance transfer formalities before going abroad, by the International Project Management department clerk is responsible for notifying employees carry my ID card to the Bank of China Tieling do payroll card accounts, payroll cards retained or transferred to family members, handle payroll card receipt Allowed to go abroad, to hand over the project department of labor department report retained backup.

公司关于加班工资的有关规定

The company with the relevant provisions on overtime pays

根据劳部发【1995】232号《关于电力企业实行综合计算工时制和不定时工作制的批复》以及电人教【1995】335号“关于印发《电力劳动者实行综合计算工时制和不定时工作制实施办法》的通知”精神，“基建施工企业实行定期安排休息休假的综合计算工时工作制，并以年为周期综合计算工作时间”。公司所属各单位职工公休日工作一律安排同等时间换休不予支付加班工资。法定节假日期间经批准正常工作的按劳动法规定应支付加班工资。

According to the Ministry of Labor [1995] No. 232 "on the implementation of integrated computing power enterprises working hours and irregular working system of approval" and electric taught [1995] No. 335 "on the issuance of the" power of workers to implement comprehensive calculation and irregular working hours working system implementation "notice" the spirit "of infrastructure construction enterprises regularly scheduled rest and vacation integrated computing working time and annual cycle integrated computing working time." Company-owned units all employees working on public holidays the same time for holiday arrangements will not pay overtime wages. Approved working according to the labor law should pay overtime wages during the holidays.

1、根据公司人力资源部（2009）21号文和（2010）10号文，对施行计件工资分配制度和基本岗位绩效工资制度的人员加班工资都分别作了相关规定。

According to HR (2009) on the 21st and the text (2010) on the 10th Man, for the purposes of piecework distribution system and basic job performance of staff overtime wage system were all made with the relevant provisions.

2、对施行计件工资分配制度人员有关加班工资所作的规定：

Distribution system for the purposes of piecework staff made about the overtime pay provisions:

2.1专业工地员工“日工资”标准仍按现行规定执行，即员工“日工资”=420/20.83；专业工地劳务派遣人员“日工资”标准=500/20.83。

Professional staff on site "daily wage" standard based upon the current provisions, namely employees' daily wage "= 420 / 20.83; professional site dispatch personnel" daily wage "standard = 500 / 20.83.

2.2关于加班工资“工数”的确定：职工在公休假日、法定节假日及当月延长工作时间发生的加点工时，必须按《劳动法》规定折计为加班工资“工数”，并输入劳资系统，自动生成本月加班工资金额。注意：公休假日按2个折计，法定节假日按3个折计，当月延长工作时间发生的加点工时除以8后再按1.5个折计。

"Workers several" determination regarding overtime pay: workers in the public holidays, national holidays and the month prolong add hours of work time of occurrence, you must press the "Labor Law" stipulates fold counted as overtime "work number" and enter the labor system, automatically generating cost monthly amount of overtime pay. Note: The public holidays off by two dollars, holidays by three fold meter month extension of working hours plus point occurred at a time and then divided by 8 meter by 1.5 fold.

2.3项目部实行计件工资人员工资计发方式的改变。

Project Department to implement changes in total fat salaries piecework way.

2.3.1职工当月发生加班工数时，应全额计发加班工资。

Number of employees work overtime during the month occurred, should be calculated and paid in full overtime pay.

2.3.2职工当月发生加班工资时，应列计件工资总额之内。即：当月计件工资应发额=月计件工资标准额-加班工资金额；若当月计件工资应发额等于0，再从月基础工资（基本工资）应发额中扣除。

Month occurred when workers overtime pay, should be included in the total wages of the piece. Namely: the month should be sent piecework piecework standard monthly amount = amount - the amount of overtime wages; piecework should be sent if the month an amount equal to 0, then from monthly basic salary (basic salary) should be sent deducted.

3、对施行基本岗位绩效工资制度的人员有关加班工资所作的相关规定。

For the purposes of the relevant provisions of the basic job performance related pay system for staff overtime pay made.

3.1 项目部实行岗位绩效工资人员（含机关各部、建筑工地实行岗位绩效工资及岗位工资的员工和劳务工，物业公司实行岗位工资的员工和劳务工，下同）

“加班日工资”标准的确定：员工“加班日工资” = 420 / 20.83；劳务派遣人员“加班日工资” = 500 / 20.83。

Implementation of the project department staff salaries to performance (including organs ministries, construction sites and post implementation of job performance wage workers and service workers wages, property companies and employees to implement wage jobs for migrant workers, the same below) "overtime daily wage" standard to determine : employees 'overtime daily wage " = 420 / 20.83; dispatch officers' overtime daily wage" = 500 / 20.83.

3.2 关于加班工资“工数”的确定：同施行计件工资分配制度人员折算方法。

Overtime pay is determined on "work number": the same purposes piecework distribution system personnel conversion method.

3.3 项目部实行岗位绩效工资人员工资计发方式的改变。

Project Department to implement changes in job performance wage salaries total fat way.

3.3.1 职工当月发生加班工数时，应按“加班日工资标准”乘以“加班工数折计”计发加班工资。

Number of employees work overtime during the month occurred, should be "overtime daily wage standard" multiplied "overtime work off a few dollars" total fat overtime wages.

3.3.2 职工当月发生加班工资时：应列当月应发岗位绩效工资之内。即：当月岗位绩效工资实发额 = 月岗位 + 绩效工资标准额 - 加班工资金额。（说明：先从月绩效工资标准额中扣除，若当月绩效工资实发额等于 0，再从月岗位工资标准额中扣除。）。

Month occurred when workers overtime pay: Should the column should be sent within the month of salaries to performance. Namely: the month salaries to performance Shifa amount = + monthly job performance wage amount - the amount of overtime pay. (Note: start with the standard monthly performance pay deducted, if the month of pay for performance Shifa amount equal to 0, and then deducted from the amount of the monthly

wage jobs).

公司关于项目部岗位工资管理的规定

About the company provides project management department wage jobs

1、岗位变动

Change jobs

1.1 项目经理部机关部室及工地负责对本单位调入职工的岗位进行核实与理顺，如发现原岗位与现岗位不符时，应及时填写《孟加拉 BIBIYANA 项目经理部职工岗位变动申请单》（见附件一），写明变岗原因及单位意见，报项目经理部劳资部门审核。

Project manager authority responsible for the site of the room and transferred to employees of the unit to verify positions and straightened out the original post if found inconsistent with the current job, you should promptly fill out the "Bengal BIBIYANA project manager job requisitions staff changes" (see Annex A), specifying the reasons for change and post comments units, reported the Ministry of Labour department and the project manager.

1.2 项目经理部劳资部门审核后报公司主管部门审批。

Project manager for the Department of labor department audit company reported authorities for approval.

2、岗位工资

Wage jobs

2.1 岗位工资的特点是一岗一薪，岗变薪变。因此岗位工资必须随着职工岗位变动进行及时、准确地调整。

Features wage jobs is a post a salary, variable salary change post. So workers wage jobs must change positions with timely, accurate adjustments.

2.2 项目经理部劳资部门接到公司人力资源管理部下达的《职工岗位工资变动通知单》后方可更改职工工资卡片，未经公司人力资源管理部批准的岗位工资一律无效。

Project manager Labour department received "notice changes in worker wage jobs" behind the company's human resources management department issued the card can change wages, without the company approved by the Ministry of Human Resource Management wage jobs will be invalid.

Annex I:

Bangladeshi workers change BIBIYANA project manager job application form

微机编号 Computer ID		姓名 Full name		性别 Sex		参加工作时间 Time to work			
岗位变动前 Change jobs before				岗位变动后 After the change of positions					
所在单位 The unit	岗位名称 Job Title		岗级 Gan g grade	岗位工资 Wag e jobs	所在单位 The unit	岗位名称 Job Title		岗级 Ga ng grade	岗位工资 Wa ge jobs
孟加拉项目 部 Bangladesh BIBIYANA Project Department	档案管理 File Man age ment				孟加拉项目 部 Bangladesh BIBIYANA Project Department	档案管理 File Man agement			
	现行 In forc e					现行 In force			
变岗原因及 单位意见 Gang reason and change Units comments									
项 目 部 意 见 Item Ministry Opinion									
主管部门 意 见 Competent authorities Opinion	同意从								

孟加拉 BIBIYANA 项目经理部职工岗位变动申请单

Bangladeshi workers change BIBIYANA project manager job application form

微机编号 Computer ID		姓名 Full name		性别 Sex		参加工作时间 Time to work			
岗位变动前 Change jobs before					岗位变动后 After the change of positions				
所在单位 The unit	岗位名称 Job Title		岗级 Gang grade	岗位工资 Wage jobs	所在单位 The unit	岗位名称 Job Title		岗级 Gang grade	岗位工资 Wage jobs
孟加拉项目 部 Bangladesh BIBIYANA Project Department	档案管理 File Management				孟加拉项目 部 Bangladesh BIBIYANA Project Department	档案管理 File Management			
	现行 In force					现行 In force			
变岗原因及单位意见 Gang reason and change Units comments									
项 目 部 意 见 Item Ministry Opinion									
主管部门意见 Competent authorities Opinion	同意从 年 月 日 变岗 Agree on the day of change from post <div style="text-align: right;">经 办 人： 年 月 日 Attendance: Date</div>								
主管领导审批 Executive leadership Approval	<div style="text-align: right;">经 理： 年 月 日 MANAGER: Year Month Day</div>								

二级承包单位计件工资发放管理办法

Two contractor's piecework payroll management approach

1、目的：为加强项目部二级承包单位计件工资发放的管理，理顺关系，明确责任，细化流程，根据公司相关规定，制定本办法。

Objective: To strengthen the project department of secondary contractor piecework payroll management, rationalize the relationship, a clear responsibility to refine the process, in accordance with the relevant provisions of the company, to develop this approach

2、计件工资计算方法：根据施工产值结算及职工的物化劳动水平计算出月计件工资水平，以分配系数、出勤天数等作为权重的方式计算出每个人的计件工资。

Piecework calculation method: According materialized labor standards and workers' settlement construction output calculated monthly piecework wages to partition coefficient, attendance and number of days as a way to calculate the weight of each person piecework.

3、分配系数的公司原则性规定主任按 1.6 系数，副主任按 1.5 系数，专责工程师按 1.4 系数，班长、技术员按 1.3 系数，助理技术员小于 1.1 系数，见习期技术员小于 0.8 系数，质检员、安全员、组长按 1.2 系数分别参加本工地、班、组计件工资分配，其他各类生产人员的系数由各专业工地根据实际情况自行确定，并上报工程项目劳资部门备案。各专业工地上报的《××专业工地 2010 年（××）月份人员综合情况统计表》（见附件一）必须分别注明本工地、班、组当月计件工资平均基数、人员岗位系数等项。

Partition coefficient company director general requirement by 1.6 coefficient, deputy director of the coefficient of 1.5, 1.4 coefficient by dedicated team of engineers, squad leader, technician by 1.3 coefficient, assistant technician coefficient of less than 1.1, less than 0.8 coefficient novitiate technician, quality inspector, safety officer, head of the coefficient of 1.2 to participate in the site, classes, group piecework distribution coefficient other types of production by the professional staff of the site itself is determined according to the actual situation, and report project labor department. Professional site reported "×× professional sites in 2010 (××) month consolidation of personnel Tables" (see Annex I) must be separately stated in this site, classes, group piecework month average base staff positions coefficient other items.

4、公司对于工程项目专业工地部分岗位人员实行宏观调控的原则性规定：实行计件工资宏观调控人员范围包括：（1）工资员（办事员）（2）材料员（3）保管员（4）班组事务员（5）夜间更值人员，所就上述岗位的员工及劳务派遣人员。上述岗位人员月计件工资系数 0.8，不得突破。

国外工程项目乘以公司规定的系数后，也必须执行上述规定。

The company provides for the principle site for the project part of professional staff positions to implement macro-control: the implementation of macro-control personnel piecework include: (1) wages staff (clerks) (2) materials, staff (3) the custodian (4) team clerk (5) more night duty officers, and employees of the above-mentioned positions dispatch personnel. Staff positions above monthly piecework coefficient 0.8, shall not be exceeded.

Overseas projects by a factor of company policy, too, must perform the above requirements.

5、责任部门及相关责任人

项目部：项目经理、管理经理

劳资部：负责人；计划部：负责人；财务部：负责人；供应部：负责人

各二级承包单位：主任、专责工程师、工资员

二级承包单位计件工资报批流程图（见附件二）。《孟加拉 BIBIYANA 项目经理部二级承包单位计件工资发放审批表》（见附件三）。

Responsibility department and responsible person

Project Department: project managers, managers

Labour Department: responsible person; Planning Department: responsible person; Finance Department: responsible person; Supply Department: Head

Each two contractors: Director, dedicated team of engineers, staff wages

Two contractors piecework approval flow chart (see Annex II). "Bangladesh BIBIYANA project manager two contractor's piecework payroll approval" (see Annex III).

Annex I:

2010 ×× professional site statistics (××) month consolidation of staff

年 月 日

[illegible]

15																							
16																							
17																							

说明: (1) 加班日工资标准: 员工=420/20.83, 劳务工=500/20.83;

(2) 以当月开资人数 (含计发上月计件工资人数) 为准统计, 当月 10 日考勤时已经调出人员要在备注栏标明;

(3) 此表作为一项报表制度, 每月 10 日前上报工程项目劳资部门。

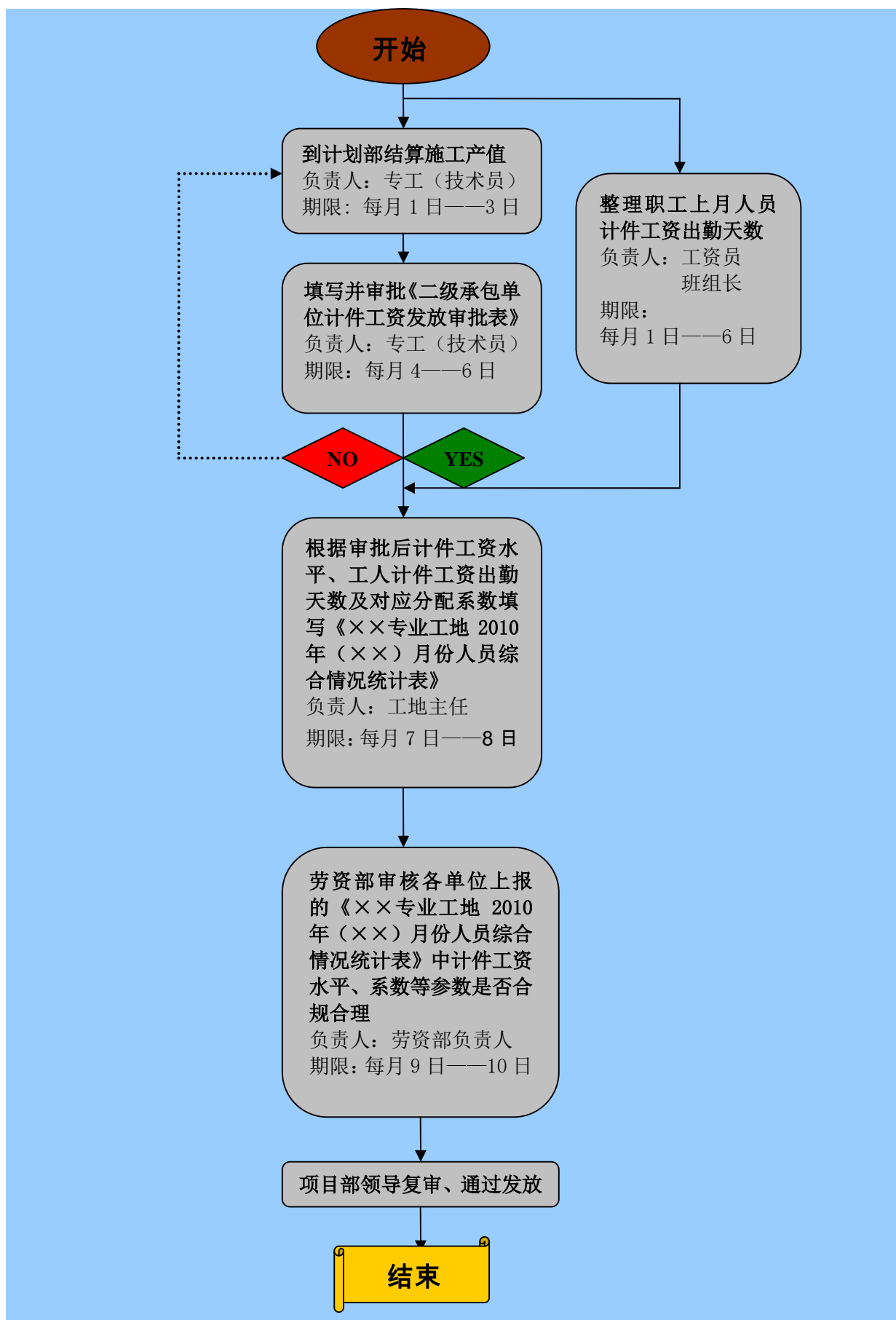
Description: (1) the standard daily wage Overtime: Employee = 420 / 20.83, service workers = 500 / 20.83;

(2) the number of the month open information (including account numbers issued last month piecework) subject to statistics, on the 10th of the month and Attendance has been transferred out personnel should be indicated in the remarks column;

(3) this table is used as a reporting system, the 10th month project labor department reported

附件二：

二级承包单位计件工资报批发放流程图



附件三： 20（ ）年（ ）月二级承包单位计件工资发放审批表

Annex III: 20 () year () month two contractor's piecework payment approval form

孟加拉 BIBIYANA 项目经理部
Bangladesh BIBIYANA project manager

货币单位：RMB
Currency Unit: RMB

单位名称 Company Name	负责人 Person in charge	
() 月份实际发生各项成本费用 () The cost of the actual occurrence of the month	元 Yuan/Dollar	财务部核准（签字）： Finance Ministry approval (signature): 日期： Date:
自开工至 () 月末累计人工费 Since the start to () at the end of the cumulative labor costs	元 Yuan/Dollar	
自开工至 () 月末累计其他成本费用 Since the start to () at the end of accumulated other costs	元 Yuan/Dollar	
至 () 月末累计实际发生各项成本费用 To () at the end of the total actual cost of expenses incurred	元 Yuan/Dollar	
至本月实际已发生但尚未入账（开发票）的设备、材料费用 To take place this month, but has not yet actually been recorded (invoicing) of equipment, material costs	元 Yuan/Dollar	供应部核准（签字）： Supply Department approval (signature): 日期： Date:
() 月份计划完成施工产值 () Month plans to complete construction output	元 Yuan/Dollar	计划部核准（签字）： Plan approved by the Ministry (Signature): 日期： Date:
() 月份实际完成施工产值 () The actual completion of construction output in January	元 Yuan/Dollar	
() 月份结算各项承包费用 () Month of the contract settlement costs	元 Yuan/Dollar	
至 () 月末累计结算各项承包费用 To () at the end of the cumulative cost of the settlement of the contract	元 Yuan/Dollar	

本月预计发放人工费用概况 Labor costs are expected this month issued overview	当月职工平均人数 The average number of employees of the month		人 People	职工平均计件工资 Average piecework employees		元 Yuan/Dollar	拟发计件工资总额 The piece to be issued Total wages		元 Yuan/Dollar	本月预发基础工资 This month base salary advance		元 Yuan/Dollar
	其中 Among them	长期职工 Long-term Staff	人 People	其中 Among them	长期职工 Long-term Staff	元 Yuan/Dollar	其中 Among them	长期职工 Long-term Staff	元 Yuan/Dollar	其中 Among them	长期职工 Long-term Staff	元 Yuan/Dollar
		铁通聘用 CTT Employ	人 People		铁通聘用 CTT Employ	元 Yuan/Dollar		铁通聘用 CTT Employ	元 Yuan/Dollar		铁通聘用 CTT Employ	元 Yuan/Dollar
		中南劳务 South Africa Service	人 People		中南劳务 South Africa labor	元 Yuan/Dollar		中南劳务 South Africa labor	元 Yuan/Dollar		中南劳务 South Africa labor	元 Yuan/Dollar

	本月预计发放总额 The total payment is expected this month	拟发计件工资总额+本月预发基础工资= 元 The piece to be issued this month gross salary advance base salary + = Yuan	劳资部确认（签字）： Labour ministry confirmed (signature): 日期： Date:
项目部意见 Project Department views	管理经理（签字）： Manager (signature): 日期： Date:		
	项目经理（签字）： Project Manager (signature): 日期： Date:		

说明：1、当月职工平均人数必须为实际人工满勤折计数（工地全员实际出勤天数合计/当月自然月天数），要求精确到小数点后一位。

2、“本月预发基础工资”栏由劳资部负责填写数据并签字；“至本月实际已发生但尚未入账（开发票）的设备、材料费用”栏由供应部填写客观数据并签字；除以上两项外所有数据皆由各二级承包单位自行填写。

Description: 1, the average number of employees must be the month for the actual manual fold full attendance count (actual site full attendance total number of days / month calendar month a few days), require accurate to one decimal place.

2, "this month base salary advance" column by the Labour Ministry responsible for completing the data and signature; "to take place this month, but has not yet actually been recorded (invoicing) of equipment, material costs" objective data column filled and signed by the Ministry of Supply; In addition to these two all the data chosen by each two outside contractors to fill out.

主管：
Supervisor:

制表：
tabulation:

劳动纪律管理办法

Labor discipline management approach

- 1、为加强劳动纪律管理、维护国家和公司的形象，保障职工的海外安全和施工生产顺利进行，提高工作效率，制定本办法。
- 1, in order to strengthen labor discipline management, maintenance, and the company's image of the country,

to protect the safety and construction of overseas production workers smoothly, improve work efficiency, development of this approach.

2、严格遵守外事纪律，坚决维护国家的主权和利益，坚决维护民族尊严，不做任何不利于祖国的事，不说任何不利于祖国的话。

2, strict compliance with foreign affairs discipline and resolutely safeguard national sovereignty and interests, and resolutely safeguard national dignity, without any thing against the motherland, do not say any words against the motherland.

3、严格遵守中国的法律、法规和公司的各项管理制度，遵守孟加拉 BIBIYANA 国家的法律、法规，尊重当地的宗教民俗。

3, strictly abide by Chinese laws and regulations and the company's management systems comply BIBIYANA Bengal state laws and regulations, respect local religious customs.

4、严守国家秘密，严格执行保密规定。不泄露国家机密，不私自与当地人接触交往。

4, adherence to state secrets, strictly enforce the confidentiality provisions. Not to divulge state secrets, not secretly contacts and exchanges with the locals

5、严格遵守出入境有关规定，禁止携带违禁、走私物品。

5, strict compliance with the relevant provisions of immigration, prohibited contraband, smuggled goods.

6、严禁私自外出，外出实行请假销假制度。

6, is strictly prohibited without permission to go out, leave out the implementation of sick leave system.

7、严禁职工到湖、河、江游泳。

7. Do workers to lake, river, and river swimming.

8、全体职工必须遵守项目部的作息时间，不得迟到、早退。上班迟到 2 小时以上按旷工处理。

8, all employees must comply with the schedule of the project department, not late, leave early. By more than

two hours late for work absenteeism.

9、工作时间必须坚守工作岗位，不准擅离职守，禁止利用工作时间从事与本职工作无关的活动。

9, the working time must stick to work, are not allowed AWOL, prohibits the use of working time engaged in activities unrelated to their jobs.

10、严禁一切形式的赌博；严禁酗酒、斗殴，班前不准喝酒（领导批准陪客人除外）。

10, banned all forms of gambling; prohibited drinking, fighting, classes are not allowed to drink alcohol before (except for approval of the leadership to accompany guests).

11、机关工作人员上班期间必须服装整齐、端庄，不准穿短裤、拖鞋、小背心。

11, during office staff must work clothing neat, dignified, not allowed to wear shorts, slippers, camisoles.

12、机关工作人员在办公室里不允许大声喧哗、聚众闲谈，以免影响他人工作。

12, government workers are not allowed loudly in the office, mob chat to affect the work of others.

13、全体职工应爱护公共设施、爱护花草树木、不践踏草坪、不折树摘花、不随意丢弃杂物。

13, all employees should take good care of public facilities, care of flowers and trees, do not trample on the lawn, do not pick flowers off the tree, do not be thrown away debris.

14、如职工发生下列行为之一，将遣送回国（调离项目部），并承担一切经济损失，往返费用、签证费用全部自理，从个人工资中扣除。

14. The staff of the following acts occurred, the repatriation (removed from the project department), and bear all economic losses, and from the fees, visa fees of all take care of themselves, be deducted from the individual salary.

14.1 职工违犯孟加拉 BIBIYANA 国家的法律法规或宗教信仰，被限期离境的。

14.1 Bangladeshi workers in violation of state laws and regulations BIBIYANA or religion, by the deadline departure.

14.2 职工严重违反公司或项目部有关规定，被勒令回国的。

14.2 employees or serious violation of the relevant provisions of the company project department, was ordered to return.

14.3 职工因病、工伤或者工作需要回国，在病愈或者完成工作任务后擅自不返回现场的。

14.3 staff illness, injury or the need to return to work after illness or complete tasks without permission not to return the site.

14.4 职工回国休假期满，擅自不返回现场的，员工调离项目部，劳务人员解除劳动合同。

14.4 workers home leave expires, is not allowed to return to the scene, removed from the project department staff, service personnel labor contracts.

15、对违反本管理办法，并态度蛮横、辱骂、威胁、恐吓监督人员的职工加倍处罚。

15, for violation of the management approach and attitude arrogant, abusive, threatening, intimidating workers supervisory staff doubled penalties.

16、项目部成立劳动纪律检查小组，由项目部领导、劳资、政工、安保相关负责人组成，实行定期检查，不定期抽查。

16, the project was established labor discipline inspection team, led by the project department, labor, political, security and responsible person composed of the periodic inspection, occasional spot checks.

劳动纪律检查领导小组组织机构：

Labor discipline inspection organizations leading group:

组长:刘春山

Leader: Chun Shan

副组长: 曹敏 于文华 于震 王海清 胡爱民

Deputy Head: Cao Min Yu Wenhua Yu Zhen Hu Aimin Wang Haiqing

组员: 郑培军 孙景富 代启超 李树新 李敬东 崔剑飞

Members: Zhengpei Jun Sun Jingfu plum new generation Kai Chiu Li Jingdong Cui Jianfei

基本岗位岗绩效工资考核管理细则（考核模式待定）

（这是公司模式）

The basic pay for performance appraisal management positions Gang rules (evaluation mode TBD)
(This is the company model)

1、考核依据：

依据公司下发的《项目部管理人员施行绩效工资人员绩效考核标准》，结合本单位实际工作情况，按部门及岗位制定相应的岗位绩效工资考核标准。

1, the assessment based on:

Based company issued the "implementation of the project department manager performance pay staff performance appraisal standards," the actual work of the unit, to develop appropriate salaries to performance appraisal standards by departments and jobs.

2、考核形式：

实行按部门及岗位进行考核的方式；采用薪金绩效考核管理委员会和员工监督，建立畅通的意见和建议反馈渠道及领导和监督机构；每月进行考核评定一次，部门负责人为本部门各岗位（部门副职除外）的考核人，主管领导为审核人；各部门正、副职由主管领导考核，薪金管理委员会进行最终考核评定及监督检查，所有人员考核评定最终由薪金绩效考核管理委员会主任批准，劳资部将每个人的考核结果建档备案，并做为当月发放绩效工资的执行标准。

2, assessment forms:

Implemented by department and job assessment of the way; the use of salary and employee performance appraisal management oversight committees, establish smooth channels for feedback and comments and suggestions leadership and oversight bodies; performed for the evaluation once a month, the department responsible for people-oriented departments and positions (department except deputy) examination person, competent leadership for reviewers; various departments are, deputy for the evaluation and supervision of the final inspection by the competent leadership assessment, salary management committee, all staff salaries for the evaluation of performance appraisal for final approval by the management Committee, the Ministry of Labour the evaluation results of each person filing the record, and as the month of issuance of the implementation of standards of performance pay.

3、考核评定结果：

具体考核内容见附表。依据得分确定被考核人员的考核结果，考核共分三项考核指标。第一项考核指标为基本考核指标，主要为共性内容定量考核，

总分为 200 分；第二项考核为分类专项考核指标，主要针对各自部门主责工作范围所涵盖内容进行定量考核，总分为 150 分；第三项考核内容外部考核指标，对增减分值内容进行量化考核。考核评定共分四个结果，分别为：优秀（基本考核得分+专项考核得分 \geq 333 分），称职（315 分 \leq 基本考核得分+专项考核得分 $<$ 333 分），基本称职（295 分 \leq 基本考核得分+专项考核得分 $<$ 315 分），不称职（基本考核得分+专项考核得分 $<$ 295 分），另第三项增减分考核内容，如增加分则在当月工资中按 10 元/分计入工资计发金额，如减分则在当月工资中按 10 元/分扣减。

3, for the evaluation of the results:

Specific assessment content Annex. Determine the assessment results are examiners, the examination is divided into three assessment criteria based on the score. The first assessment indicators for basic assessment indicators, the main contents of the common quantitative assessment, a total score of 200 points; the second assessment for classification of special assessment indicators, mainly for their department is mainly responsible for the content of the scope of work covered by the quantitative assessment score 150 points; third assessment content of external assessment indicators of changes in the content of quantitative assessment scores. Evaluation of the results of the assessment is divided into four, namely: Outstanding (Basic Assessment score + special assessment score \geq 333 points), Competent (Basic Assessment score \leq 315 points + special assessment score $<$ 333 points), basic competence (Basic Assessment score \leq 295 + special assessment score $<$ 315 points), incompetent (Basic Assessment score + special assessment score $<$ 295 points), the other changes in the third minute assessment content, such as an increase in monthly wages in sub-rule by 10 yuan / min calculated and included in the salary amount, minus points in the same month as wages by 10 yuan / min deductions.

4、考核周期及范围：

4, and the scope of the assessment period:

4.1 以部室为基本考核单位，以自然月为考核时段进行逐级考核，以年度为考评周期累计考评结果。

4.1 In the assessment of the room as the basic unit of natural month assessment period was progressively assessment, an annual evaluation of the results of the evaluation cycle accumulation.

4.2 参加考核范围为实行岗位绩效工资标准的所有岗位；新参加工作人员在见

习期内不参加考评，可以做为日常工作能力及水平认定的参考依据。

4.2 To participate in the assessment of the implementation of the range of salaries to performance standards for all positions; new staff members to participate in the probationary period does not participate in the evaluation, can be used as daily working ability and level of identification of reference.

5、考核制度：成立薪金绩效考核管理委员会，成员由领导班子、各部室、工地主要负责人及劳资部负责人组成。薪金绩效考核管理委员会是绩效工资考核管理的领导机构和公司绩效工资政策中由项目部考核部分的终审评定机构。

5, the assessment system: Founded salary performance appraisal management committee by the leadership team, department and office, is mainly responsible for the site and the Labour Department is responsible persons. Salary performance appraisal management committee is the lead agency and corporate performance management wage policy in pay for performance assessment by rating agencies Final Project Department assessment section

5.1 薪金绩效考核管理委员会组织机构：

主 任：项目经理

副主任：党总支副书记、现场经理、经营经理

纪律监督秘书长：党总支副书记

委 员：项目各分管副经理、各部门负责人、各工地主任及劳资部负责人。

5.1 Salary performance appraisal management committee organization:

Director: Project Manager

Deputy Director: Deputy secretary of the Party branch, site manager, business manager

Disciplinary Oversight General: Party branch deputy secretary

Members: vice president in charge of each project, the department heads, each site director and head of the Labour Department.

5.2 考核程序：

5.2 Assessment Program:

5.2.1 各部门负责人 1 日——3 日，依据绩效考核标准的具体条款对本单位的所属职工本月的工作绩效逐一考核打分汇总填写考核表，根据得分标准进行综合评定后报分管领导审核评定；

5.2.1 After the department heads on the 1st --3 days, depending on the specific terms of performance evaluation standards for employees of the respective units each month's job performance assessment scoring summary evaluation form to fill in, a comprehensive evaluation based on standard scoring leaders in charge of the audit report assessment;

5.2.2 部门分管领导于每月的 4——6 日，将自己分管的部门人员依据各部门绩效考核标准进行考核，根据得分标准进行综合评定后交劳资部。

5.2.2 The department in charge of the leadership in the month 4--6 days, his departmental officers in charge of the various departments on the basis of performance evaluation criteria for assessment, according to the score after a comprehensive evaluation standard pay labor department.

5.2.3 劳资部根据各部门对员工的考核评定进行归级分类；对于考核为称职和基本称职的人员，薪金绩效考核管理委员会不再进行考核而只履行监督职能，直接按考核标准做为工资计发依据；劳资部列出被部门和主管领导考核为优秀和不称职的人员，提交薪金绩效考核管理委员会进行考核评定。

5.2.3 Labour Ministry normalized level classification based on the employee for the evaluation of various departments; for the assessment of competence and basic competence of personnel, payroll performance appraisal management committee for assessment and not only perform oversight functions, according to the assessment criteria directly as wage total fat basis; Labour Ministry was listed departments and competent leadership assessment for excellence and incompetent staff, submit payroll performance appraisal management committee for the evaluation.

5.2.4 薪金绩效考核管理委员会于每月的 7 日——10 日（具体时间安排视情况而定，但最晚不能超过 10 日）召开考核专题会议，由劳资部负责召集，依据实行绩效工资人员绩效考核标准，负责对被部门及主管领导考核为优秀和不称职人员的绩效考核进行最终评定，并对考核结果负责。

5.2.4 Salary performance appraisal management committee in 7 --10 days each month (the exact timing, as the case may be, but no more than 10 days at the latest) examination held a special meeting convened by the Labour Ministry, according to the implementation of performance pay personnel performance evaluation

criteria, and the competent authorities responsible for the leadership of the assessment is the final assessment of the performance appraisal excellent and incompetent staff, and is responsible for the examination results.

5.2.5 薪金绩效考核管理委员会在评定各部门被考核为优秀和不称职的人员，首先由其所在部门主管领导主责阐述评定，其评定意见占考核意见的 35%比例；再由薪金绩效考核管理委员会委员分别阐述各自评定意见，其评定意见占考核意见的 25%比例；最终依据各自比例得出综合得分，依据分值区间确定评定结果。于 8——10 日由劳资部负责整理汇总后报薪金绩效考核管理委员会主任批准，作为当月计算绩效考核工资发放的依据。

5.2.5 Salary Management Committee in assessing the performance evaluation is the assessment of various departments for the excellent and incompetent staff, first by the competent department leader described the main responsibility assessment, 35 percent of its assessment of the proportion of the assessment advice; then from the salaries of performance appraisal management Committee members are assessed to explain their views, 25% of its assessment of the proportion of the assessment opinions; the final results based on their proportion of the total score, the score range is determined based on assessment results. In 8--10 days by the Labour Department is responsible for the approval of the salary after finishing a summary of performance appraisal management committee director, as the basis for calculating the performance evaluation of the month payroll.

6、考核奖惩标准：

6, assessment of incentive criteria:

6.1 各部门负责人必须坚持公平、公正、客观、严肃的原则，认真履行职责，不要流于形式；薪金绩效考核管理委员会进行监督检查，对于敷衍了事、不坚持原则的部门负责人，予以调岗使用或停职待岗处理。

6.1 Heads of departments must adhere to fair, objective, serious principles of fairness, conscientiously perform their duties, not a mere formality; payroll performance appraisal management committee to supervise and inspect, to muddle through, do not adhere to the principle of the department heads, to be transferred Gang use or suspended waiting list processing.

6.2 经过绩效考核被评定为称职及以上者 100%发放岗位绩效工资，被评定为基本称职者按 95%发放绩效工资，被评定为不称职者按 80%发放绩效工资，如连

续被评定为不称职者则第二个月 70%发放绩效工资、第三个月 60%发放绩效工资。

6.2 After the performance appraisal has been assessed as competent and above 100% payment of salaries to performance, has been assessed as competent persons according to 95% of basic pay for performance payment, was assessed as incompetent performance by 80% payment of wages, such as continuous been assessed as not competent person paid the first month 70% performance pay, the first three months of 60% payment of performance-based pay.

6.3 员工连续4个月被考核为优秀者,第4个月工资发放按相应绩效工资的120%发放;连续8个月被考核为优秀者,第8个月工资发放按相应绩效工资的130%发放;连续12个月被考核优秀者,第12个月工资发放按相应绩效工资的150%发放;累计3个月被考核为不称职者,转公司本部待岗。

6.3 Employees four consecutive months was outstanding in the assessment for the first four months of payroll by 120% of the corresponding payment performance pay; 8 consecutive months were outstanding in the assessment for the first eight months of wages paid by the respective performance pay 130% paid; continuous assessment 12 months were outstanding in the first 12 months of payroll by 150% payment of the appropriate pay for performance; total assessment for three months to be incompetent, turn the company headquarters waiting list.

7、监督检查:

7, supervision and inspection:

7.1 薪金绩效考核管理委员会设立征集意见箱和员工监督机制,员工可以通过意见箱反应自己的想法和看法,意见箱每月开启一次,由纪律监督秘书长负责将意见汇总提交薪金绩效考核管理委员会在召开会议时讨论。

7.1 Salary performance appraisal management committee set up to collect employee suggestion box and oversight mechanisms, employee suggestion box reactions by their own thoughts and opinions, suggestion boxes open once a month, by the Secretary-General in charge of discipline supervision salary will be compiled and presented the views of performance appraisal management committee discussion meetings.

7.2 本管理制度由劳资部编制并负责解释,由薪金绩效考核管理委员会审核批准,具体执行情况由薪金绩效考核管理委员会负责监督和检查。

7.2 Management System prepared by the Labour Department and responsible for the interpretation,

performance appraisal salary review and approval by the Management Committee, the specific implementation of the Salary Management Committee is responsible for overseeing the performance appraisal and inspection.

8、信息反馈：各部门、单位在岗位绩效工资考核管理制度执行过程中发现问题或相应想法和建议，应积极向劳资部门反馈；劳资部门负责归集、整理、分析、汇报，并根据实际情况报请主管领导决定是否提交薪金绩效考核管理委员会讨论升级更新。

8. Feedback: departments, units found in the course of salaries to performance appraisal management system problem or the corresponding ideas and suggestions should be positive feedback to the Labour Department; Labour department collection, collation, analysis, reporting, and in accordance with the actual situation submitted to the competent leadership to decide whether to submit the performance appraisal management committee to discuss salary upgrade updates.

9、附件：《各部门岗位绩效考核标准》

9, annex: "Each department job performance evaluation criteria"

综合部岗位绩效考核标准(模板)

General Department job performance evaluation criteria (template)

微机编号 Computer ID			姓名 Full name		岗位名称 Job Title		岗位职责描述 Job Description					
评价项目 Evaluation Project					单项分值 Individual scores	考核办法 Assessment methods			部门 Department	分管领导 Leaders in charge	薪金委 Salaries Commission	备注 Remark
基本考核内容 The basic contents of the nuclear test	德 Morality	1	职业道德水准 Ethical standards	10	违背职业道德观扣 5 分/次，最多扣 10 分 Contrary to professional ethics 5 points / second, up to 10 points							
		2	团结友爱精神 Spirit of solidarity	10	破坏团结友爱氛围扣 2 分/次，最多扣 10 分 Undermine solidarity atmosphere deducted 2 points / second, up to 10 points							
		3	团队、大局意识 Team, overall awareness	10	无团队、大局意识扣 5 分/次，最多扣 10 分 No team, overall awareness deducted 5 points / second, up to 10 points							
		4	民主作风 Democratic style	10	无民主作风意识扣 2 分/次，最多扣 10 分 No democratic style conscious deducted 2 points / second, up to 10 points							
		5	忠诚企 Loyalty Enterprise	10	行为或言语上有损企业形象的扣 5 分/次，最多扣 10 分 Conduct or detrimental to the corporate image of the speech 5 points / second, up to 10 points							
		6	尊重员工同事 Respect for employees colleague	10	发现不尊重员工同事扣 2 分/次，最多扣 10 分 Found not to respect their colleagues deducted 2 points / second, up to 10 points							
		7	个人修养 Personal accomplishment	10	由于个人修养原因给部门造成负面影响的扣 2 分/次，给企业造成负面影响的扣 5 分/次，最多扣 10 分 Due to reasons of personal accomplishment departments negative impact deducted 2 points / second, resulting in a negative impact to the enterprise 5 points / second, up to 10 points							
	能 Can	8	专业知识及技能 professional knowledge and skills	10	由于专业知识及技能原因导致工作出现偏差扣 2 分/次，最多扣 10 分 Because of the expertise and skills of the work causes deviation deducted 2 points / second, up to 10 points							
		9	组织协调能力 Organization and coordination skills	10	由于组织协调不利导致工作出现偏差扣 2 分/次，最多扣 10 分 Due to organize and coordinate the work of an adverse result in deviation deducted 2 points / second, up to 10 points							
		10	学习创新能力 Learning and innovation	10	无学习创新意识扣 2 分/次，最多扣 10 分 No sense of learning and innovation deducted 2 points / times, up to 10 points							

			capability						
		11	培养激励能力 Training motivated	10	无激励措施扣 3 分，实施不到位扣 7 分 No incentives deducted 3 points, the implementation is not in place 7 points				
		12	协作配合能力 Collaboration with the ability	10	由于个人或部门之间协作配合不利导致工作出现偏差扣 2 分/次，最多扣 10 分 Because cooperation and coordination between individuals or departments cause adverse deviation work buckle 2 points / second, up to 10 points				
	勤 At te nd an ce	13	工作主动性 Work initiative	10	被动工作扣 2 分/次，最多扣 10 分 Passive work deducted 2 points / times, up to 10 points				
		14	跟踪落实及反馈情况 Follow up and feedback	10	工作无跟踪落实及反馈扣 2 分/次，最多扣 10 分 No follow up work and feedback deducted 2 points / second, up to 10 points				
		15	求真务实精神 Pragmatic spirit	10	弄虚作假扣 5 分/次，由于个人马虎导致工作出现偏差扣 2 分/次，最多扣 10 分 Fraud 5 points / second, resulting in sloppy work because of personal deviation deducted 2 points / second, up to 10 points				含各类文件 Containing various documents
	绩 M eri t	16	执行力情况 Case execution	10	工作中执行力衰减扣 2 分/次，最多扣 10 分 Work execution attenuation deducted 2 points / second, up to 10 points				
		17	工作效率 Efficiency	10	在规定的时间内未完成工作任务扣 2 分/次，最多扣 10 分 Within a specified period of time to complete the task is not deducted 2 points / second, up to 10 points				
		18	工作质量 Quality of work	10	由于个人原因导致工作质量出现偏差扣 2 分/次，处理不及时扣 5 分/次，最多扣 10 分 Quality of work due to personal reasons deviation deducted 2 points / second, treatment is not promptly deducted 5 points / second, up to 10 points				
	廉 In ex pe ns iv e	19	遵章守纪 Zunzhangshouji	10	发生违章现象扣 5 分/次，最多扣 10 分；发生违纪现象不得分 Illegal phenomenon occurs 5 points / second, up to 10 points; no points occur and discipline				
		20	勤俭节约 Thrift	10	有浪费现象扣 2 分/次，最多扣 10 分 There are waste deducted 2 points / times, up to 10 points				
		本项小计 This item Subtotal		200					
special 内容（上）	1	车辆管理、日常保养、维护情况： Vehicle management, routine maintenance, maintenance of the situation;		10	违反公司车辆管理规定扣 2 分/次，车辆日常维护保养未按规定执行扣 2 分/次，最多扣 10 分 Violation of company vehicle regulations deducted 2 points / second, the vehicle Failing to perform routine maintenance deducted 2 points / second, up to 10 points				造成损失的不得分 Losses caused no

										points			
	2	车辆交通安全管理情况： Vehicle traffic safety management;	10	发生交通事故扣 2 分/次，最多扣 10 分 Traffic incident occurred deducted 2 points / second, up to 10 points							造成损失的不得分 Losses caused no points		
	3	在对外交往中协调、沟通及配合情况；	10	由于个人行为给公司管理造成被动局面扣 2 分/次，给企业造成负面影响扣 5 分/次，最多扣 10 分							造成损失的不得分		
	4	所有文件资料的归集、建账、归档情况；	10	未归集、建账、归档扣 2 分/项，凌乱无序不规范或不全扣 1 分/项，最多扣 10 分									
	5	宣传报道情况；	10	未按规定进行正面宣传报道扣 2 分/篇，报道有误扣 2 分/笔，最多扣 10 分							造成负面影响不得分		
	6	员工稳定工作情况；	10	未及时有效消除不稳定因素导致发生职工不稳定事件扣 5 分/次，最多扣 10 分							造成损失的不得分		
	7	生活后勤日常管理情况，劳动保护发放台账管理情况；	10	未按公司规定进行生活后勤管理或管理不善扣 2 分/次，劳动保护用品发放管理混乱扣 2 分/笔，最多扣 10 分							发生食物中毒不得分		
	8	党、工、团工作情况；	10	未按公司规定开展党、工、团工作扣 2 分/次，效果不明显扣 2 分/次，最多扣 10 分									
	9	业务招待	10	未执行公司业务招待规定扣 5 分/次，最多扣 10 分							造成损失的不得分		
	10	工作信息的回复及反馈情况，工程管理所需资料的报送及准确性	10	回复及反馈不及时扣 2 分/项，未按规定时间报送各类资料扣 2 分/项，准确度有偏差扣 2 分/项，，最多扣 10 分									
分类专项考核内容（下） Special assessment content (below)	11	工作区域环境保持情况；	10	不符合项目部要求扣 2 分/次，最多扣 10 分									
	12	上下班迟到、早退、缺席、旷工，会议迟到、缺席等情况；	10	发生迟到、早退扣 2 分/次，发生旷工、缺席扣 5 分/次，最多扣 10 分									
	13	工作指令、工作分配的执行情况；	10	未在要求的时间内行动扣 2 分/项，未在规定的时间内完成扣 5 分/项，最多扣 10 分							造成损失的不得分		
	14	工作效率及质量原因而给部门和企业造成不良影响；	10	由于个人工作效率及工作质量原因给部门造成不良影响扣 2 分/项，给企业造成不良影响扣 5 分/项，最多扣 10 分							造成损失的不得分		
	15	部门协作沟通，服务意识，工作把关等情况	10	协作沟通不畅或服务意识不强或工作把关不严导致工作出现偏差扣 2 分/次，最多扣 10 分							造成损失的不得分		
	本项小计		150										
外部加减分考核内容（每分值十元）	加分标准	1	得到业主方的有关奖励或书面表扬	50 分/项	奖励指业主方发放的特殊贡献奖励								
		2	获得科技成果奖励	20～100 分/项	获得公司级成果奖得 20～50 分/项，获得省公司级成果奖得 50～100 分/项								
		3	应急响应及时避免发生各类事件或事故	20～100 分/项	避免事件得 20～50 分/项，避免事故得 50～100 分/项								
		4	提出合理化建议降低工程成本的具体措施并在本工程实施	20～100 分/项	有效果得 20～50 分/项，效果显著得 50～100 分/项								
		5	在公司或业主方组织的各项比赛中获得前三名者	30～50 分/项	第一名得 50 分/项，第二名的 40 分/项，第三名得 30 分/项								
		6	项目部讨论决定的其他应奖励事项	10～100 分/项	提交薪金绩效考核管理委员会表决								
	减分标准	1	个人原因导致发生安全事件的	30～50 分/项	负主要责任扣 50 分/项；负次要责任扣 40 分/项；负一般责任扣 30 分/项								本项与事故处理兼容
		2	个人原因导致发生质量事件的	30～50 分/项	负主要责任扣 50 分/项；负次要责任扣 40 分/项；负一般责任扣 30 分/项								本项与事故处理兼容
		3	个人原因导致发生违反治安管理条例的	30～50 分/项	负主要责任扣 50 分/项；负次要责任扣 40 分/项；负一般责任扣 30 分/项								本项与事故处理兼容
		4	个人原因导致发生党风廉政、行风事件的	30～50 分/项	负主要责任扣 50 分/项；负次要责任扣 40 分/项；负一般责任扣 30 分/项								本项与事故处理兼容
		5	个人原因导致不利于职工队伍稳定的	30～50 分/项	负主要责任扣 50 分/项；负次要责任扣 40 分/项；负一般责任扣 30 分/项								本项与事故处理兼容
		6	项目部讨论决定的其他应处罚事项	10～100 分/项	提交薪金绩效考核管理委员会表决								
			本项小计										

部门/工地考核：	分管领导考核：			
薪金绩效考核管理委员会考核：	考核人：	年	月	日
本月考核得分：部门/工地考核分数×35%+分管领导考核分数×40%+薪金绩效考核管理委员会考核分数×25%=				本月加减分：
薪金绩效考核管理委员会终评：	注：优秀：基本考核得分+专项考核得分≥333分；称职：315分≤基本考核得分+专项考核得分<333分；基本称职：295分≤基本考核得分+专项考核得分<315分），不称职：基本考核得分+专项考核得分<295分			
薪金绩效考核管理委员会主任：年 月 日				

经营部岗位绩效考核标准(模板)

微机编号			姓名		岗位名称		岗位职责描述						
评价项目					单项 分值	考核办法				部 门	分管 领导	薪金 委	备注
基 本 考 核 内 容	德	1	职业道德水准		10	违背职业道德观扣 5 分/次，最多扣 10 分							
		2	团结友爱精神		10	破坏团结友爱氛围扣 2 分/次，最多扣 10 分							
		3	团队、大局意识		10	无团队、大局意识扣 5 分/次，最多扣 10 分							
		4	民主作风		10	无民主作风意识扣 2 分/次，最多扣 10 分							
		5	忠诚企业		10	行为或言语上有损企业形象的扣 5 分/次，最多扣 10 分							
		6	尊重员工同事		10	发现不尊重员工同事扣 2 分/次，最多扣 10 分							
		7	个人修养		10	由于个人修养原因给部门造成负面影响的扣 2 分/次，给企业造成负面影响的扣 5 分/次，最多扣 10 分							
	能	8	专业知识及技能		10	由于专业知识及技能原因导致工作出现偏差扣 2 分/次，最多扣 10 分							
		9	组织协调能力		10	由于组织协调不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
		10	学习创新能力		10	无学习创新意识扣 2 分/次，最多扣 10 分							
		11	培养激励能力		10	无激励措施扣 3 分，实施不到位扣 7 分							
		12	协作配合能力		10	由于个人或部门之间协作配合不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
	勤	13	工作主动性		10	被动工作扣 2 分/次，最多扣 10 分							
		14	跟踪落实及反馈情况		10	工作无跟踪落实及反馈扣 2 分/次，最多扣 10 分							
	绩	15	求真务实精神		10	弄虚作假扣 5 分/次，由于个人马虎导致工作出现偏差扣 2 分/次，最多扣 10 分							含各类文件
		16	执行力情况		10	工作中执行力衰减扣 2 分/次，最多扣 10 分							
		17	工作效率		10	在规定的时间内未完成工作任务扣 2 分/次，最多扣 10 分							
		18	工作质量		10	由于个人原因导致工作质量出现偏差扣 2 分/次，处理不及时扣 5 分/次，最多扣 10 分							
	廉	19	遵章守纪		10	发生违章现象扣 5 分/次，最多扣 10 分；发生违纪现象不得分							
		20	勤俭节约		10	有浪费现象扣 2 分/次，最多扣 10 分							
本项小计				200									
分 类 专 项 考 核 内 容 （ 上 ）	1	分包商队伍的选择及评审、合同签订情况：		10	未按公司规定进行分包队伍的评审扣 5 分/次；未按规定时间完成合同签订扣 2 分/项；最多扣 10 分；工程已开工，合同未签订不得分								
	2	工程成本的核算情况：		10	未按公司规定进行施工过程成本核算扣 5 分/单位，核算有偏差扣 2 分/笔，最多扣 10 分							造成损失的不得分	
	3	在对外交往中协调、沟通及配合情况：		10	由于个人行为给施工造成被动局面扣 2 分/次，给企业造成负面影响扣 5 分/次，最多扣 10 分								
	4	所有资料、文件的归集、建账、归档及执行情况：		10	未建账、归档或存在失效文件或签字不全扣 2 分/项，凌乱不规范或不全扣 1 分/项，未及时下发或未跟踪检查扣 2 分/项，最多扣 10 分								
	5	人力资源调配及培训情况：		10	人力资源管理混乱扣 2 分/人，未按公司规定进行有效培训扣 5 分/人，最多扣 10 分								
	6	内部二级单位费用结算、成本核算情况：		10	未按公司规定进行施工过程如实结算扣 2 分/笔，核算有偏差扣 2 分/笔，最多扣 10 分							造成损失的不得分	
	7	外委工程结算编制审核情况：		10	未按规定时间完成对外委工程结算编制、审核扣 2 分/项，结算有偏差扣 5 分/笔，最多扣 10 分							造成损失的不得分	

[illegible]

供应部岗位绩效考核标准(模板)

微机编号			姓名		岗位名称		岗位职责描述						
评价项目					单项 分值	考核办法				部 门	分管 领导	薪金 委	备注
基 本 考 核 内 容	德	1	职业道德水准		10	违背职业道德观扣 5 分/次，最多扣 10 分							
		2	团结友爱精神		10	破坏团结友爱氛围扣 2 分/次，最多扣 10 分							
		3	团队、大局意识		10	无团队、大局意识扣 5 分/次，最多扣 10 分							
		4	民主作风		10	无民主作风意识扣 2 分/次，最多扣 10 分							
		5	忠诚企业		10	行为或言语上有损企业形象的扣 5 分/次，最多扣 10 分							
		6	尊重员工同事		10	发现不尊重员工同事扣 2 分/次，最多扣 10 分							
		7	个人修养		10	由于个人修养原因给部门造成负面影响的扣 2 分/次，给企业造成负面影响的扣 5 分/次，最多扣 10 分							
	能	8	专业知识及技能		10	由于专业知识及技能原因导致工作出现偏差扣 2 分/次，最多扣 10 分							
		9	组织协调能力		10	由于组织协调不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
		10	学习创新能力		10	无学习创新意识扣 2 分/次，最多扣 10 分							
		11	培养激励能力		10	无激励措施扣 3 分，实施不到位扣 7 分							
		12	协作配合能力		10	由于个人或部门之间协作配合不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
	勤	13	工作主动性		10	被动工作扣 2 分/次，最多扣 10 分							
		14	跟踪落实及反馈情况		10	工作无跟踪落实及反馈扣 2 分/次，最多扣 10 分							
	绩	15	求真务实精神		10	弄虚作假扣 5 分/次，由于个人马虎导致工作出现偏差扣 2 分/次，最多扣 10 分							含各类文件
		16	执行力情况		10	工作中执行力衰减扣 2 分/次，最多扣 10 分							
		17	工作效率		10	在规定的时间内未完成工作任务扣 2 分/次，最多扣 10 分							
	廉	18	工作质量		10	由于个人原因导致工作质量出现偏差扣 2 分/次，处理不及时扣 5 分/次，最多扣 10 分							
		19	遵章守纪		10	发生违章现象扣 5 分/次，最多扣 10 分；发生违纪现象不得分							
		20	勤俭节约		10	有浪费现象扣 2 分/次，最多扣 10 分							
本项小计				200									
分 类 专 项 考 核 内 容（上）	1	合格供货商的评审情况：		10	在规定的时间内未按公司要求进行合格供货商评审扣 5 分/项，未按评审结果采购扣 5 分/项，无台账或台账管理混乱或不全或有误扣 2 分/项，最多扣 10 分								
	2	物资采购的执行情况：		10	未执行公司采购程序扣 2 分/项，采购出现不合格物品扣 5 分/项，最多扣 10 分							造成损失的不得分	
	3	物资验收入库情况：		10	物品未进行验收入库扣 2 分/项，单据或物品台账标识有误或不规范扣 2 分/项，最多扣 10 分								
	4	物项采购原始资料的归集、建账、归档情况：		10	未建账、归档或存在失效文件或不全扣 2 分/项，凌乱不规范或不全或有误扣 2 分/项，最多扣 10 分								
	5	物品摆放是否整齐、规范、合理，物品标识是否清楚规范：		10	物品摆放未分类扣 2 分/项，不整齐或不规范扣 2 分/项，无标识扣 5 分/项，标识有误或不规范扣 2 分/项，最多扣 10 分								
	6	物资领用发放情况：		10	未按公司规定进行领用发放扣 2 分/项，发错或帐、卡、物不对应扣 5 分/项，最多扣 10 分							造成损失的不得分	
	7	外委工程结算材料限价单及各单位领用材料的盘点确认审核情况：		10	未按规定时间报送外委工程结算材料限价单扣 2 分/项，未按规定时间完成各单位领用材料的盘点扣 2 分/项，最多扣 10 分								

[illegible]

工 程 部 岗 位 绩 效 考 核 标 准 (模 板)

微机编号			姓名				岗位名称			岗位职责描述										
评价项目								单项 分值	考核办法							部 门	分管 领导	薪金 委	备注	
基 本 考 核 内 容	德	1	职业道德水准					10	违背职业道德观扣 5 分/次，最多扣 10 分											
		2	团结友爱精神					10	破坏团结友爱氛围扣 2 分/次，最多扣 10 分											
		3	团队、大局意识					10	无团队、大局意识扣 5 分/次，最多扣 10 分											
		4	民主作风					10	无民主作风意识扣 2 分/次，最多扣 10 分											
		5	忠诚企业					10	行为或言语上有损企业形象的扣 5 分/次，最多扣 10 分											
		6	尊重员工同事					10	发现不尊重员工同事扣 2 分/次，最多扣 10 分											
		7	个人修养					10	由于个人修养原因给部门造成负面影响的扣 2 分/次，给企业造成负面影响的扣 5 分/次，最多扣 10 分											
	能	8	专业知识及技能					10	由于专业知识及技能原因导致工作出现偏差扣 2 分/次，最多扣 10 分											
		9	组织协调能力					10	由于组织协调不利导致工作出现偏差扣 2 分/次，最多扣 10 分											
		10	学习创新能力					10	无学习创新意识扣 2 分/次，最多扣 10 分											
		11	培养激励能力					10	无激励措施扣 3 分，实施不到位扣 7 分											
		12	协作配合能力					10	由于个人或部门之间协作配合不利导致工作出现偏差扣 2 分/次，最多扣 10 分											
	勤	13	工作主动性					10	被动工作扣 2 分/次，最多扣 10 分											
		14	跟踪落实及反馈情况					10	工作无跟踪落实及反馈扣 2 分/次，最多扣 10 分											
	绩	15	求真务实精神					10	弄虚作假扣 5 分/次，由于个人马虎导致工作出现偏差扣 2 分/次，最多扣 10 分											含各类文件
		16	执行力情况					10	工作中执行力衰减扣 2 分/次，最多扣 10 分											
		17	工作效率					10	在规定的时间内未完成工作任务扣 2 分/次，最多扣 10 分											
	廉	18	工作质量					10	由于个人原因导致工作质量出现偏差扣 2 分/次，处理不及时扣 5 分/次，最多扣 10 分											
		19	遵章守纪					10	发生违章现象扣 5 分/次，最多扣 10 分；发生违纪现象不得分											
		20	勤俭节约					10	有浪费现象扣 2 分/次，最多扣 10 分											
本项小计								200												
分 类 专 项 考 核 内 容 （ 上 ）	1	工程协调、进度控制及工期完成情况					10	工程协调不到位扣 2 分/次，周计划失控扣 2 分/次，周计划失控扣 2 分/次，月计划失控或重要里程碑节点未完成扣 5 分/次，最多扣 10 分												
	2	施工组织设计编制、作业指导书、施工方案的编制、审核及执行情况					10	未按规定时间完场编制或审批扣 2 分/项；作业指导书未审批或未交底扣 2 分/项；施工方案未审批或未交底扣 5 分/项；现场执行有偏差有安全质量风险扣 2 分/项											造成损失的不得分	
	3	工程委托及签证完成情况					10	已开工项目未下发工程委托或未按规定时间完成工程签证扣 2 分/次，最多扣 10 分											指对二级承包单位和协作队伍	
	4	在对外交往中协调、沟通及配合情况					10	由于个人行为给施工造成被动局面扣 2 分/次，给企业造成负面影响扣 5 分/次，最多扣 10 分												
	5	资料的归集、建账、归档及图纸、文件的有效性和执行情况					10	未归集、建账或存在失效文件或签字不全扣 2 分/项，凌乱不规范或不全扣 1 分/项，未按有效图纸及技术文件执行扣 5 分/项，最多扣 10 分											造成损失的不得分	
	6	进度计划编制、报审及执行情况					10	未按规定时间完成编制、报审扣 2 分/项，现场未跟踪检查扣 2 分/项，最多扣 10 分												
	7	对业主方结算本职范围内资料签订及提供					10	未按规定时间完成对业主方工程量签订扣 2 分/项，，最多扣 10 分												

安监部岗位绩效考核标准(模板)

微机编号			姓名		岗位名称		岗位职责描述						
评价项目					单项 分值	考核办法				部 门	分管 领导	薪金 委	备注
基 本 考 核 内 容	德	1	职业道德水准		10	违背职业道德观扣 5 分/次，最多扣 10 分							
		2	团结友爱精神		10	破坏团结友爱氛围扣 2 分/次，最多扣 10 分							
		3	团队、大局意识		10	无团队、大局意识扣 5 分/次，最多扣 10 分							
		4	民主作风		10	无民主作风意识扣 2 分/次，最多扣 10 分							
		5	忠诚企业		10	行为或言语上有损企业形象的扣 5 分/次，最多扣 10 分							
		6	尊重员工同事		10	发现不尊重员工同事扣 2 分/次，最多扣 10 分							
		7	个人修养		10	由于个人修养原因给部门造成负面影响的扣 2 分/次，给企业造成负面影响的扣 5 分/次，最多扣 10 分							
	能	8	专业知识及技能		10	由于专业知识及技能原因导致工作出现偏差扣 2 分/次，最多扣 10 分							
		9	组织协调能力		10	由于组织协调不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
		10	学习创新能力		10	无学习创新意识扣 2 分/次，最多扣 10 分							
		11	培养激励能力		10	无激励措施扣 3 分，实施不到位扣 7 分							
		12	协作配合能力		10	由于个人或部门之间协作配合不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
	勤	13	工作主动性		10	被动工作扣 2 分/次，最多扣 10 分							
		14	跟踪落实及反馈情况		10	工作无跟踪落实及反馈扣 2 分/次，最多扣 10 分							
	绩	15	求真务实精神		10	弄虚作假扣 5 分/次，由于个人马虎导致工作出现偏差扣 2 分/次，最多扣 10 分							含各类文件
		16	执行力情况		10	工作中执行力衰减扣 2 分/次，最多扣 10 分							
		17	工作效率		10	在规定的时间内未完成工作任务扣 2 分/次，最多扣 10 分							
	廉	18	工作质量		10	由于个人原因导致工作质量出现偏差扣 2 分/次，处理不及时扣 5 分/次，最多扣 10 分							
		19	遵章守纪		10	发生违章现象扣 5 分/次，最多扣 10 分；发生违纪现象不得分							
		20	勤俭节约		10	有浪费现象扣 2 分/次，最多扣 10 分							
本项小计				200									
分 类 专 项 考 核 内 容 （ 上 ）	1	安全监察体系的建立及运行情况：		10	未按要求建立或不全扣 2 分/项，运行有偏差扣 2 分/项，最多扣 10 分								
	2	施工全过程的安全监察情况		10	发现安全隐患未在规定的时间内完成整改扣 5 分/项；由于跟踪监督不到位导致发生安全事件扣 2 分/次，未在规定的时间内完成分析、整改扣 5 分/次，最多扣 10 分							造成损失的不得分	
	3	在对外交往中协调、沟通及配合情况：		10	由于个人行为给施工造成被动局面扣 2 分/次，给企业造成负面影响扣 5 分/次，最多扣 10 分								
	4	起重机械、吊装工具、索具及安全防护用品的安全监督检查情况		10	发现安全隐患未在规定的时间内完成整改扣 5 分/项；由于跟踪监督不到位导致发生安全事件扣 2 分/次，未在规定的时间内完成分析、整改扣 5 分/次，最多扣 10 分								
	5	工作指令、工作分配的执行情况：		10	未在要求的时间内行动扣 2 分/项，未在规定的时间内完成扣 5 分/项，最多扣 10 分								
	6	施工人员安全培训、特种作业人员持证、资料归档、检查执行情况：		10	未按要求进行培训扣 5 分/次；未持有效证件上岗扣 5 分/人；资料未归集、建账或存在失效文件扣 2 分/项，签字不全扣 1 分/项，凌乱不规范或不全扣 1 分/项；正确度有偏差扣 2 分/项；未跟踪检查扣 2 分/项；最多扣 10 分								
	7	现场安全监督、安全措施管理、检查、执行情况：		10	无措施或不全或无针对性扣 2 分/项，监督执行不到位扣 1 分/项，发生安全事件扣 5 分/项，最多扣 10 分							造成损失的不得分	

[illegible]

保卫部岗位绩效考核标准(模板)

微机编号			姓名		岗位名称		岗位职责描述						
评价项目					单项 分值	考核办法				部 门	分管 领导	薪金 委	备注
基 本 考 核 内 容	德	1	职业道德水准		10	违背职业道德观扣 5 分/次，最多扣 10 分							
		2	团结友爱精神		10	破坏团结友爱氛围扣 2 分/次，最多扣 10 分							
		3	团队、大局意识		10	无团队、大局意识扣 5 分/次，最多扣 10 分							
		4	民主作风		10	无民主作风意识扣 2 分/次，最多扣 10 分							
		5	忠诚企业		10	行为或言语上有损企业形象的扣 5 分/次，最多扣 10 分							
		6	尊重员工同事		10	发现不尊重员工同事扣 2 分/次，最多扣 10 分							
		7	个人修养		10	由于个人修养原因给部门造成负面影响的扣 2 分/次，给企业造成负面影响的扣 5 分/次，最多扣 10 分							
	能	8	专业知识及技能		10	由于专业知识及技能原因导致工作出现偏差扣 2 分/次，最多扣 10 分							
		9	组织协调能力		10	由于组织协调不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
		10	学习创新能力		10	无学习创新意识扣 2 分/次，最多扣 10 分							
		11	培养激励能力		10	无激励措施扣 3 分，实施不到位扣 7 分							
		12	协作配合能力		10	由于个人或部门之间协作配合不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
	勤	13	工作主动性		10	被动工作扣 2 分/次，最多扣 10 分							
		14	跟踪落实及反馈情况		10	工作无跟踪落实及反馈扣 2 分/次，最多扣 10 分							
	绩	15	求真务实精神		10	弄虚作假扣 5 分/次，由于个人马虎导致工作出现偏差扣 2 分/次，最多扣 10 分							含各类文件
		16	执行力情况		10	工作中执行力衰减扣 2 分/次，最多扣 10 分							
		17	工作效率		10	在规定的时间内未完成工作任务扣 2 分/次，最多扣 10 分							
		18	工作质量		10	由于个人原因导致工作质量出现偏差扣 2 分/次，处理不及时扣 5 分/次，最多扣 10 分							
	廉	19	遵章守纪		10	发生违章现象扣 5 分/次，最多扣 10 分；发生违纪现象不得分							
		20	勤俭节约		10	有浪费现象扣 2 分/次，最多扣 10 分							
本项小计					200								
分 类 专 项 考 核 内 容 （ 上 ）	1	消防培训及消防演练情况及现场消防检查、执行情况；			10	消防培训及消防演练未按规定执行扣 2 分/次，现场消防未跟踪检查导致发生火灾事件扣 5 分/次，最多扣 10 分							造成损失的不得分
	2	消防设施运行正常，消防器材齐全、有效、检查记录准确；			10	消防设施及器材按规定设置不全或无效运行扣 2 分/地点，未按规定进行检查或无检查记录扣 2 分/次，最多扣 10 分							造成损失的不得分
	3	在对外交往中协调、沟通及配合情况；			10	由于个人行为给公司管理造成被动局面扣 2 分/次，给企业造成负面影响扣 5 分/次，最多扣 10 分							造成损失的不得分
	4	内部治安管理规定；			10	由于疏于管理导致发生治安事件扣 2 分/次，处理不及时使事态扩大扣 5 分/次，最多扣 10 分							造成损失的不得分
	5	工作指令、工作分配的执行情况；			10	未在要求的时间内行动扣 2 分/项，未在规定的时间内完成扣 5 分/项，最多扣 10 分							造成损失的不得分
	6	人员进厂证件办理情况；			10	未按规定进行入场人员证件办理扣 2 分/人，无台账或台账管理混乱或人员不全扣 2 分/人，最多扣 10 分							
	7	车辆、施工机械进厂证件办理情况；			10	未按规定进行入场车辆证件办理扣 2 分/辆，无台账或台账管理混乱扣 2 分/人，最多扣 10 分							

[illegible]

质保部岗位绩效考核标准(模板)

微机编号			姓名		岗位名称		岗位职责描述						
评价项目					单项 分值	考核办法				部 门	分管 领导	薪金 委	备注
基 本 考 核 内 容	德	1	职业道德水准		10	违背职业道德观扣 5 分/次，最多扣 10 分							
		2	团结友爱精神		10	破坏团结友爱氛围扣 2 分/次，最多扣 10 分							
		3	团队、大局意识		10	无团队、大局意识扣 5 分/次，最多扣 10 分							
		4	民主作风		10	无民主作风意识扣 2 分/次，最多扣 10 分							
		5	忠诚企业		10	行为或言语上有损企业形象的扣 5 分/次，最多扣 10 分							
		6	尊重员工同事		10	发现不尊重员工同事扣 2 分/次，最多扣 10 分							
		7	个人修养		10	由于个人修养原因给部门造成负面影响的扣 2 分/次，给企业造成负面影响的扣 5 分/次，最多扣 10 分							
	能	8	专业知识及技能		10	由于专业知识及技能原因导致工作出现偏差扣 2 分/次，最多扣 10 分							
		9	组织协调能力		10	由于组织协调不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
		10	学习创新能力		10	无学习创新意识扣 2 分/次，最多扣 10 分							
		11	培养激励能力		10	无激励措施扣 3 分，实施不到位扣 7 分							
		12	协作配合能力		10	由于个人或部门之间协作配合不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
	勤	13	工作主动性		10	被动工作扣 2 分/次，最多扣 10 分							
		14	跟踪落实及反馈情况		10	工作无跟踪落实及反馈扣 2 分/次，最多扣 10 分							
	绩	15	求真务实精神		10	弄虚作假扣 5 分/次，由于个人马虎导致工作出现偏差扣 2 分/次，最多扣 10 分							含各类文件
		16	执行力情况		10	工作中执行力衰减扣 2 分/次，最多扣 10 分							
		17	工作效率		10	在规定的时间内未完成工作任务扣 2 分/次，最多扣 10 分							
	廉	18	工作质量		10	由于个人原因导致工作质量出现偏差扣 2 分/次，处理不及时扣 5 分/次，最多扣 10 分							
		19	遵章守纪		10	发生违章现象扣 5 分/次，最多扣 10 分；发生违纪现象不得分							
		20	勤俭节约		10	有浪费现象扣 2 分/次，最多扣 10 分							
本项小计				200									
分 类 专 项 考 核 内 容 （ 上 ）	1	质保体系的建立及运行情况		10	未按要求建立或不全扣 2 分/项，运行有偏差扣 2 分/项，最多扣 10 分								
	2	施工全过程的质量控制情况		10	由于跟踪监督不到位导致工程质量出现偏差扣 2 分/次，未在规定的时间完成整改扣 5 分/次，最多扣 10 分							造成损失的不得分	
	3	在对外交往中协调、沟通及配合情况：		10	由于个人行为给施工造成被动局面扣 2 分/次，给企业造成负面影响扣 5 分/次，最多扣 10 分								
	4	管理体系检查、评审及整改落实情况：		10	未按要求进行管理检查或评审扣 5 分/次，未在规定时间内整改完毕扣 2 分/项，最多扣 10 分								
	5	质量计划的编制、质量记录表格的制定及验收资料的完成情况		10	未按规定时间完成编制、报审扣 2 分/项；工程已验收，资料未完成或未完成签字扣 5 分/项，最多扣 10 分							以分项工程为单位	
	6	施工人员质量培训及质量管理人员的持证、资料归档、检查执行情况：		10	未按要求进行培训扣 5 分/次；未持有效证件上岗扣 5 分/人；资料未归集、建账或存在失效文件扣 2 分/项，签字不全扣 1 分/项，凌乱不规范或不全扣 1 分/项；准确度有偏差扣 2 分/项；未跟踪检查扣 2 分/项；最多扣 10 分								
	7	工程施工开始告知书及检验试验		10	工程已开工无告知书扣 5 分/项；未按要求对进场材料、设备进行检验试验扣 5 分/项；最多扣 10 分								

分类专项考核内容（下）	8	质量不符合项的鉴别、分析及处理措施：		10	质量不符合项无鉴别、分析及处理措施扣 2 分/项；在规定的时间内未完成整改扣 5 分/项；最多扣 10 分					造成损失的不得分	
	9	工作指令、工作分配的执行情况		10	未在要求的时间内行动扣 2 分/项，未在规定的时间内完成扣 5 分/项，最多扣 10 分						
	10	工作信息的回复及反馈情况，工程管理所需资料的报送及准确性		10	回复及反馈不及时扣 2 分/项；未按规定时间报送各类资料扣 2 分/项，准确度有偏差扣 2 分/项，，最多扣 10 分					造成损失的不得分	
	11	工作区域环境保持情况：		10	不符合项目部要求扣 2 分/次，最多扣 10 分						
	12	上下班迟到、早退、工作旷工及会议迟到、缺席等情况		10	发生迟到、早退扣 2 分/次，发生旷工、缺席扣 5 分/次，最多扣 10 分						
	13	工作效率及质量原因而给部门和企业造成不良影响：		10	由于个人工作效率及工作质量原因给部门造成不良影响扣 2 分/项，给企业造成不良影响扣 5 分/项，最多扣 10 分					造成损失的不得分	
	14	质量法规、规章制度的宣贯、监督、执行情况：		10	涉及本工程的质量法规收录不全扣 2 分/项；法规及制度未宣贯或未监督执行或执行有偏差扣 2 分/项，最多扣 10 分					造成损失的不得分	
	15	部门协作沟通，服务意识，工作把关等情况。		10	协作沟通不畅或服务意识不强或工作把关不严导致工作出现偏差扣 2 分/次，最多扣 10 分					造成损失的不得分	
	本项小计			150							
外部加减分考核内容（每分值±元）	加分标准	1	得到业主方的有关奖励或书面表扬		50 分/项	奖励指业主方发放的特殊贡献奖励					
		2	获得科技成果奖励		20～100 分/项	获得公司级成果奖得 20～50 分/项，获得省公司级成果奖得 50～100 分/项					
		3	应急响应及时避免发生各类事件或事故		20～100 分/项	避免事件得 20～50 分/项，避免事故得 50～100 分/项					
		4	提出合理化建议降低工程成本的具体措施并在本工程实施		20～100 分/项	有效果得 20～50 分/项，效果显著得 50～100 分/项					
		5	在公司或业主方组织的各项比赛中获得前三名者		30～50 分/项	第一名得 50 分/项，第二名的 40 分/项，第三名得 30 分/项					
		6	项目部讨论决定的其他应奖励事项		10～100 分/项	提交薪金绩效考核管理委员会表决					
	减分标准	1	个人原因导致发生安全事件的		30～50 分/项	负主要责任扣 50 分/项；负次要责任扣 40 分/项；负一般责任扣 30 分/项					本项与事故处理兼容
		2	个人原因导致发生质量事件的		30～50 分/项	负主要责任扣 50 分/项；负次要责任扣 40 分/项；负一般责任扣 30 分/项					本项与事故处理兼容
		3	个人原因导致发生违反治安管理条例的		30～50 分/项	负主要责任扣 50 分/项；负次要责任扣 40 分/项；负一般责任扣 30 分/项					本项与事故处理兼容
		4	个人原因导致发生党风廉政、行风事件的		30～50 分/项	负主要责任扣 50 分/项；负次要责任扣 40 分/项；负一般责任扣 30 分/项					本项与事故处理兼容
		5	个人原因导致不利于职工队伍稳定的		30～50 分/项	负主要责任扣 50 分/项；负次要责任扣 40 分/项；负一般责任扣 30 分/项					本项与事故处理兼容
		6	项目部讨论决定的其他应处罚事项		10～100 分/项	提交薪金绩效考核管理委员会表决					
			本项小计								
	部门/工地考核：				分管领导考核：						
	薪金绩效考核管理委员会考核：				考核人：						

二级承包单位绩效考核标准（模 板）

微机编号			姓名		岗位名称		岗位职责描述						
评价项目					单项 分值	考核办法				部 门	分管 领导	薪金 委	备注
基本考核内容	德	1	职业道德水准		10	违背职业道德观扣 5 分/次，最多扣 10 分							
		2	团结友爱精神		10	破坏团结友爱氛围扣 2 分/次，最多扣 10 分							
		3	团队、大局意识		10	无团队、大局意识扣 5 分/次，最多扣 10 分							
		4	民主作风		10	无民主作风意识扣 2 分/次，最多扣 10 分							
		5	忠诚企业		10	行为或言语上有损企业形象的扣 5 分/次，最多扣 10 分							
		6	尊重员工同事		10	发现不尊重员工同事扣 2 分/次，最多扣 10 分							
		7	个人修养		10	由于个人修养原因给部门造成负面影响的扣 2 分/次，给企业造成负面影响的扣 5 分/次，最多扣 10 分							
	能	8	专业知识及技能		10	由于专业知识及技能原因导致工作出现偏差扣 2 分/次，最多扣 10 分							
		9	组织协调能力		10	由于组织协调不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
		10	学习创新能力		10	无学习创新意识扣 2 分/次，最多扣 10 分							
		11	培养激励能力		10	无激励措施扣 3 分，实施不到位扣 7 分							
		12	协作配合能力		10	由于个人或部门之间协作配合不利导致工作出现偏差扣 2 分/次，最多扣 10 分							
	勤	13	工作主动性		10	被动工作扣 2 分/次，最多扣 10 分							
		14	跟踪落实及反馈情况		10	工作无跟踪落实及反馈扣 2 分/次，最多扣 10 分							
	绩	15	求真务实精神		10	弄虚作假扣 5 分/次，由于个人马虎导致工作出现偏差扣 2 分/次，最多扣 10 分							含各类文件
		16	执行力情况		10	工作中执行力衰减扣 2 分/次，最多扣 10 分							
		17	工作效率		10	在规定的时间内未完成工作任务扣 2 分/次，最多扣 10 分							
	廉	18	工作质量		10	由于个人原因导致工作质量出现偏差扣 2 分/次，处理不及时扣 5 分/次，最多扣 10 分							
		19	遵章守纪		10	发生违章现象扣 5 分/次，最多扣 10 分；发生违纪现象不得分							
		20	勤俭节约		10	有浪费现象扣 2 分/次，最多扣 10 分							
本项小计				200									
分类专项考核内容（上）	1	施工组织、进度计划编制、进度控制、工期完成情况；		10	未按规定的时间完成编制或审核扣 2 分/项，施工组织不到位扣 2 分/次，周计划失控扣 2 分/次，月计划失控或重要里程碑节点未完成扣 5 分/次，最多扣 10 分								
	2	施工组织设计编制、作业指导书、施工方案的编制及执行情况		10	未按规定的时间完成编制或审批扣 2 分/项；项目已开工，作业指导书未审批或未交底扣 2 分/项；项目已开工，施工方案未审批或未交底扣 5 分/项；现场执行有偏差存在安全或质量风险扣 2 分/项							造成损失的不得分	
	3	在对外交往中协调、沟通及配合情况；		10	由于个人行为给施工造成被动局面扣 2 分/次，给企业造成负面影响扣 5 分/次，最多扣 10 分								
	4	预算的编制及工程量签证、申报完成情况；		10	未在规定的时间内完成预算编制扣 2 分/项，未在规定的时间内完成工程量签证或申报扣 2 分/项，最多扣 10 分								
	5	工作指令、工作分配的执行情况；		10	未在要求的时间内行动扣 2 分/项，未在规定的时间内完成扣 5 分/项，最多扣 10 分								
	6	对业主方结算本职范围内资料签订及提供情况；		10	未按规定时间完成对业主方工程量签订扣 2 分/项，最多扣 10 分								
	7	外委工程结算施工内容、工程量审核情况；		10	未在规定的时间内完成审核确认扣 2 分/项，最多扣 10 分								

[illegible]

职工休假管理办法

Workers Leave Management Measures

为圆满完成孟加拉 BIBIYANA 工程施工任务，充分调动全体职工工作的积极性和创造性，保障职工的合法权益，本着以人为本的思想，受孟加拉国签证规定影响，结合项目部的具体情况，制定本办法。

本办法适用于在孟加拉 BIBIYANA 项目部工作的所有人员，包括正式员工、返聘人员及劳务派遣人员。

Bangladesh BIBIYANA for the successful completion of construction tasks, and fully mobilize the enthusiasm and creativity of all employees work to protect the legitimate rights and interests of workers, in a people-centered thinking, by the impact of visa requirements for Bangladesh, the Ministry of the specific circumstances of the project, the development of this approach.

This approach applies to all personnel working in Bangladesh BIBIYANA project department, including full-time employees, rehire staff and dispatch personal.

1、休假周期：自出国（即登上航班）之日开始计算，连续在国外工作时间满 180 天的，给予休假一次，假期为 20 天。路程、双休日和法定假日等包括在休假期间内，不另行计算。另外，休假期间内不包含在计算下次休假周期时间区间内。

1, vacations cycle: Since abroad (ie boarded flight) the date of the beginning of the calculation, continuous working time abroad full 180 days, giving vacation time, leave for 20 days. Distance, such as weekends and holidays included in the holiday period, without prior calculations. Also not included in the calculation of vacation during the next break the cycle time interval.

2、休假手续办理：职工到假准备自愿休假的，须提前 5 天到劳资填写《孟加拉 BIBIYANA 项目经理部职工休假审批单》（见附件一），履行相关备案手续。

2, vacations formalities: workers prepare to leave voluntarily leave shall be five days in advance to fill labor "Bangladesh BIBIYANA project manager staff vacations Approval" (see Annex I), perform the relevant registration procedures.

3、休假待遇

3, leave benefits

3.1 享受休假待遇的人员，在休假期间内，机关人员（含铁通聘用大学生）只发基本工资 1.0 倍部分，按本社保年度月养老保险个人缴费基数 40% 标准发

放休假工资，若低于基础工资标准时，从其标准。不计发国外施工补助 0.8 倍部分；中南劳务派遣人员只发基础工资 500 元/月；以上所有人员在休假期间不享受伙食补助待遇。

3.1 enjoying vacations treatment of staff, over a period of leave, agency personnel (including CRC hire college students) only made part of the basic salary of 1.0 times, according to the Social Security annual individual contribution base monthly pension of 40% standard paid vacation pay, if less than when the base wage, its standards. Excluding foreign construction grants made 0.8 times part; Zhongnan dispatch personnel base salary only made 500 yuan / month; and above all do not enjoy the food subsidies treatment during the holidays.

3.2 因个人原因在休假期满后不能及时返回现场的，超出部分按事假处理。因公司或项目部工作需要而滞留的，滞留期间，机关人员按照国内一级项目部标准发放；工地人员参照国内相应岗位工资标准发放。

3.2 for personal reasons after the expiry of leave can not be returned to the scene, the excess part of the press leave treatment. Department because of the company or project needs stranded during detention, in accordance with agency personnel department level project standard domestic payment; reference site staff positions corresponding domestic wage payment.

3.3 夫妻二人均在现场的，同时到达离境时间的，在不影响项目正常工作的情况下，可以一同休息。

3.3 second person at the scene of the couple, while the arrival time of departure, without affecting the project work under normal circumstances, you can rest together.

3.4 劳务派遣人员要求休假的，须提前两个月提出申请，休假前 1 个月的工资奖金暂时停发，待休假结束返回现场后，再如数将停发的 1 个月工资奖金打入其工资卡内。

3.4 dispatch personnel requirements leave shall apply two months in advance, salaries and bonuses a month ago on leave temporarily suspended until after the holidays end returned to the scene, another example, the number will be suspended for one month salary bonus into their payroll card.

4、下列人员不享受休假待遇

4, the following persons are not entitled to leave benefits

4.1 在一个休假周期内，因病、工伤或者工作需要回国，在国内时间超过 20 天

的，不享受休假待遇，但往返路费可按规定予以报销。

4.1 in a vacation period, due to illness, injury or the need to return to work in the country for more than 20 days, do not enjoy the vacation benefits, but travel expenses to be reimbursed according to the provisions.

4.2 现场工作时间预计不超过 6 个月的，不享受休假待遇，休假后预计在现场工作不超过 6 个月的，不享受休假待遇。

4.2 hours is not expected to live more than six months, do not enjoy the vacation benefits, after working in the field is expected to leave no more than six months, do not enjoy vacations treatment.

4.3 不到休假时间或不符合休假条件的职工，因个人原因必须回国的，必须经项目经理批准，且往返费用由个人承担，从工资中扣除。如果符合休假条件的也可顶替下次休假。

4.3 workers vacation time or do not meet the conditions of leave for personal reasons must be returned, must be approved by the project manager, and the round-trip costs borne by individuals, deductions from wages. If they meet the conditions of the leave may be replaced next vacation.

5、婚丧假待遇：期限为 10 天（含往返路途假），超过天数按照事假处理；期间待遇参照职工休假标准计发。路费自理，不予报销。

5, weddings fake treatment: a period of 10 days (including round-trip journey false), in accordance with the number of days leave over treatment; treatment of workers on leave during the reference standard total fat. Tolls themselves, will not be reimbursed.

6、项目部不施行的休假包括：反探亲假、年休假（工龄假）、四年一次探望父母假等。

6, the project is not implemented vacation includes: anti-family leave, annual leave (seniority leave), parental leave, etc. visit once every four years.

7、休假时国内段短途路费报销办法

考虑到项目部人员的复杂性，为便于休假人员差旅费管理和充分体现人性化管理，对休假回国时，职工从国内机场到家的路段交通费报销实行如下办法：

7, when the domestic segment short vacation travel expenses reimbursement methods

Given the complexity of the project officers, in order to facilitate the management and staff travel vacations fully reflect the humane management, when vacation home, the home of workers from the domestic airport road

transportation reimbursement implement the following method:

7.1 家庭住址一律按照办理签证时所登记的家庭住址报销。

7.1 home address when the visa will be in accordance with the registered home address reimbursement.

7.2 如公司没有安排车辆接送机场、车站的，对家住铁岭、抚顺、元宝山及其附近地区的人员，实行以下统一包干的办法：

7.2 If the company does not arrange transport to airports, railway stations, and for staff who lives in Tieling, Fushun, yuanbaoshan and surrounding areas, the implementation of a unified lump sum following approach:

7.2.1 对家住铁岭及其附近地区的人员，往返交通费包干标准为 150 元人民币（折合 2000 塔卡）；

7.2.1 personnel, who lives in Tieling and its vicinity, and round-trip transportation expenses lump sum standard for 150 yuan (equivalent to 2000 taka);

7.2.2 对家住抚顺及其附近地区的人员，往返交通费包干标准为 150 元人民币（折合 2000 塔卡）；

7.2.2 on the lives of people in Fushun and its vicinity, round-trip transportation expenses lump sum standard for 150 yuan (equivalent to 2000 taka);

7.2.3 对家住元宝山及其附近地区的人员，往返交通费、住宿费及伙食包干标准为 450 元人民币（折合 6000 塔卡）；

7.2.3 on the lives of people yuanbaoshanensis its vicinity, round-trip transportation, lodging and meals for 450 yuan standard lump sum (equivalent to 6000 taka);

7.3 当公司有车到沈阳飞机场接送时，对家住铁岭及其附近地区的，上述 7.2.1 条款不再适用。

7.3 When a company car to Shenyang airport transfers when, for lives Tieling and surrounding areas, the above clause 7.2.1 does not apply.

7.4 当公司有车到沈阳飞机场接或送站时（单程），对家住铁岭及其附近地区的报销费用减半。

7.4 When a company car to take or send the Shenyang airport station (one-way), who lives in Tieling on its nearby areas reimbursement halved.

7.4 报销票据交到国外项目部，财务人员审核，报销塔卡支付。

7.4 bills submitted for reimbursement of foreign projects, Ministry of Finance staff review, taka reimbursement payments.

8. 出租车费、机动车辆订票费、退票费、伙食费、行李物品寄存费、托运费、其他杂费等不报销。

8. Taxi fares, motor vehicle booking fees, cancellation fees, meals, baggage storage fee, haulage, other miscellaneous expenses are not reimbursed.

9、职工往返途中，限于交通条件必须中途转车、转船并在中转地点住宿的，住宿费不予报销

9, workers commuting, limited traffic conditions must midway, transshipment and transit place to stay, accommodation will not be reimbursed

中国能建东电一公司
China can build a company TEPCO
孟加拉 BIBIYANA II 工程项目部
Bangladesh BIBIYANA II Project Division

附件一：

Annex I: 孟加拉 BIBIYANA 项目经理部职工休假审批单

Bangladesh BIBIYANA project manager approval of a single worker on leave

工作部门：年 月 日

Department: date

微机编号 Micro Machine No.		职工姓名 Workers Name		岗位名称 Job Title	
国内联系电话 Domestic Phone			是否需接站 If necessary pick	本人签名： I Signature:	
休假地点 Vacation place	省 市 (县) 区 (乡) 村 Provincial city (county) district (rural) village				
休假日期 Vacation dates	年 月 日 始 In the beginning of May Day		实际返回报到日期 Report the actual return date		
	年 月 日 止 Month Day Year ended		年 月 日 Month Day Year		
部室(工地)意见 Of the room (the site) comments	负责人：年 月 日 Leader: Date				
劳资部门意见 Labour department views	负责人：年 月 日 Leader: Date				
分管经理意见 Managers in charge of views	负责人：年 月 日 Leader: Date				
项目经理意见 Project Manager comments	负责人：年 月 日 Leader: Date				

说明：一式两联，劳资部和职工所在部门各存一联备案备查。

Description: A type two together, labor ministry and department employees filed a joint memorandum for each deposit.

特别提示：需要更换签证的在回国后速将本人照片和相关个人信息通过工地办事员上报人资部张喜芬处，
Special Note: You need to replace the visa in speed after returning to my photos and related personal information through the site reported to the human resources department 张喜芬 clerk at 谢谢合作！

孟加拉 BIBIYANA 项目经理部职工休假审批单

Bangladesh BIBIYANA project manager approval of a single worker on leave

工作部门:

年 月 日

Department:

Month Day Year

微 机 编 号 Micro Machine No.		职工姓名 Workers Name		岗位名称 Job Title	
国内联系电话 Domestic Phone			是否需接站 If necessary pick	本人签名: I Signature:	
休假地点 Vacation place	省 市 (县) 区 (乡) 村 Provincial city (county) district (rural) village				
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分管经理意见 Managers in charge of views	负责人: 年 月 日 Leader: Date				
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谢谢合作！

Special Note: You need to replace the visa in speed after returning to my photos and related personal information through the site reported to the human resources department clerk at 张喜芬，

Thank you!

职工出差、请（销）假管理办法

Staff travel, please (pin) leave management approach

1、出差制度

1, travel system

1.1 出差人员在确定出差前须到劳资部填写《孟加拉 BIBIYANA 项目经理部职工出差申请审批单》（以下简称出差申请单）（见附件一），一式两份，本人执一份，作为到财务部办理借款手续和报销手续的依据。另一份由劳资部备案备查。属于公司安排出差培训的，须有相关通知文件复印件附于《出差申请单》后面。职工在劳资部履行完备出差审批手续后，方可到财务履行相关借款手续，否则视为无效。

1.1 traveler must travel before determining the Labour Department to fill in "Bengal BIBIYANA project manager application for approval of a single staff travel" (hereinafter referred to as travel requisitions) (see Annex A), a duplicate copy for himself, as the Ministry of Finance handling procedures and reimbursement procedures loan basis. Another record for future reference by the Labour Ministry. The company belongs to arrange travel training shall file a copy of the relevant notice attached to the "travel requisition" behind. Workers in the labor ministry to fulfill a complete travel after approval procedures, before the financial performance of the relevant loan formalities, otherwise regarded as invalid.

1.2 职工在规定的时间内出差结束后，本人须持《出差申请单》及时到劳资部报到。

1.2 workers at the end of a specified period of time travel, I must hold a "trip request form" to report promptly to the Labour Ministry.

1.3 职工须在规定的出差时间内完成出差业务，如遇特殊情况确实完不成的，须及时与主管领导及项目部领导联系进行请示，并把请示结果及时告知劳资部备案，在职工返回后填写《孟加拉 BIBIYANA 项目经理部职工出差未按规定时间返回报到确认单》（见附件二），补齐相关手续，否则超出天数按事假处理。

1.3 workers travel must be completed within the stipulated business travel time, such as special circumstances did not finish, to be timely and competent leadership and project leadership by contacting the Department to consult, and to consult the results promptly inform the Labour Department of the record, after the workers return to fill "Bangladesh BIBIYANA project manager staff travel time according to the specified return confirmation report" (see Annex II), filled the relevant procedures, or by the number of days leave beyond treatment.

1.4 因个人原因而超出出差规定时间的，不能以出差事由计入考勤，出差人员须履行休假、病假及事假等其他手续作为补充。

1.4 travels for personal reasons beyond the prescribed time, the subject can not be included in the travel and attendance; travel officer shall perform other procedures vacation, sick leave and personal leave, etc. as a supplement.

1.5 归国出差待遇：

1.5 Returned travel benefits:

1.5.1 薪金待遇：按照国内一级项目部标准发放相应的岗位绩效工资，工地参照本部同等岗位工资标准执行。

1.5.1 Salary: According to the national standard level project department issued the corresponding salaries to performance, the implementation of this Part, the same job site reference wage.

2、事假审批制度

2, leave approval system

2.1 现场事假审批权限：工地各班班长每次可准事假 1 天；工地主任（部长）每次可准事假 3 天以内（含 3 天）；3 天以上（4 天—7 天）报分管经理审批；7 天以上（不含 7 天）由项目经理审批。以上不论审批的天数和权限，都必须到劳资

部填写请假单履行备案手续。2.1 leave the scene examination and approval authority: each class monitor every site can leave one day quasi; construction superintendent (minister) can associate each leave within 3 days (three days); more than 3 days (4 days -7 days) reported that the manager in charge approval; more than seven days (excluding 7 days) for approval by the project manager. Regardless of the number of days over the approval and permission must leave the Labour Ministry to fill single filing procedures.

2.2 归国事假审批权限：员工和铁通聘用劳务派遣人员请假必须经分管经理同意并报项目经理审批；无论何种理由，劳务派遣人员不能申请归国事假，否则按照《公司关于劳务派遣人员因故调回国内的若干处理意见》相关规定对其进行严肃处理。

2.2 Returned leave approval authority: Railway employees and hiring dispatch personnel leave must agree to report to the Project Manager for approval by the manager in charge; for whatever reason, can not apply for the dispatch personnel returning from leave, otherwise in accordance with the "Company on the dispatch staff for some reason transferred back to the relevant provisions of certain domestic matters of opinion" be dealt with severely.

2.3 以上两类事假不论审批的天数和权限，都必须到劳资部填写《孟加拉 BIBIYANA 项目经理部职工事假申请审批单》（见附件三），履行备案手续。

2.3 above two types of leave regardless of the number of days for approval and permission must fill in the Labour Ministry, "Bangladesh BIBIYANA project manager to apply for approval of a single worker on leave" (see Annex III), filing procedures.

3、销假制度

3, sick leave system

职工出差、休假、事假（3 天以上）结束后，必须按时返回项目部并及时到

劳资部门办理销假登记手续。（返回时间以本人到劳资部门办理销假登记时间为准）如需续假可直接由本人或委托本单位工资员办理续假手续，否则超假天数一律按旷工处理。

Staff travel, vacation, leave (more than three days) after the end of the project department must be returned on time and sick leave in time to the labor department for registration. (Return time in my sick leave to the labor department for the registration time) For Xu Jia himself or commissioned directly by members of the unit wage Xu Jia handling procedures, or the number of days will be over fake press absenteeism.

附件一：

Annex I: 孟加拉 BIBIYANA 项目经理部职工出差申请审批单

Bangladeshi workers BIBIYANA project manager to apply for approval to travel alone

工作部门：

年 月 日

Department:

date

微机编号 Computer ID		姓名 Full name		国内联系电话 Domestic Phone	
起止日期 Start and end dates	年 月 日起, 年 月 日止 Year month day, only on the day of			实际返回报到日期 Report the actual return date	年 月 日 Month Day Year
出差事由 Travel Subject				公司通知文件 The company notified file	
部门意见 Department views	负责人: 年 月 日 Leader: Date				
劳资部意见 Department of Labor-funded Opinion	负责人: 年 月 日 Leader: Date				
分管经理意见 Managers in charge of Opinion	负责人: 年 月 日 Leader: Date				
项目经理意见 Project Manager Opinion	经 理: 年 月 日 Leader: Date				

孟加拉 BIBIYANA 项目经理部职工出差申请审批单

Bangladeshi workers BIBIYANA project manager to apply for approval to travel alone

工作部门：

年 月 日

Department: _____ date _____

微机编号 Computer ID		姓名 Full name		国内联系电话 Domestic Phone	
起止日期 Start and end dates	年 月 日起, 年 月 日止 Year month day, only on the day of			实际返回报到日期 Report the actual return date	年 月 日 date
出差事由 Travel Subject				公司通知文件 The company notified file	
部门意见 Department views	负责人: _____ 年 月 日 Leader: _____ Date				
劳资部意见 Department of Labor-funded Opinion	负责人: _____ 年 月 日 Leader: _____ Date				
分管经理意见 Managers in charge of Opinion	负责人: _____ 年 月 日 Leader: _____ Date				
项目经理意见 Project Manager Opinion	经 理: _____ 年 月 日 Leader: _____ Date				

附件二

Annex II 孟加拉 BIBIYANA 项目经理部职工出差未按规定时间返回报到确认单
Bangladesh BIBIYANA project manager staff travel time to return Failing to report confirmation

工作部门: _____ 年 月 日
Department: _____ date

微机编号 Computer ID		姓 名 Name		出差事由 Travel Subject	
原审批规定 起止日期 Start and	年 月 日起, 年 月 日止 劳资负责人: _____			实际办完 业务日期 The actual	年 月 日 Month Day Year

end dates of the original approval requirement s	Year month day, only on the day of Labour Leader:	finishing Business Date	申请人： Applicant:
未按时办完 业务原因 Fails to finishing business reasons	负责人：年 月 日 Leader: Date		
部门意见	负责人：年 月 日 Leader: Date		
分管经理 意 见 Department views Managers in charge Opinion	负责人：年 月 日 Leader: Date		
项目经理 意 见 Project Manager Opinion	经 理：年 月 日 Leader: Date		

孟加拉BIBIYANA项目经理部职工出差未按规定时间返回报到确认单 Bangladesh
BIBIYANA project manager staff travel time to return Failing to report
confirmation

工作部门： 年 月 日
Department: date

微机编号 Computer ID		姓 名 Name		出差事由 Travel Subject	
原审批规定 起止日期 Start and end dates of the original approval requirements	年 月 日起， 年 月 日止 Year month day, only on the day of 劳资负责人： Labour Leader:			实际办完 业务日期 The actual finishing Business Date	年 月 日 date 申请人： Applicant:
未按时办完 业务原因 Fails to finishing business reasons	负责人： Leader: 年 月 日 Date				
部门意见 Department views	负责人： Leader: 年 月 日 Date				
分管经理 意见 Managers in charge	负责人： Leader: 年 月 日 Date				

Opinion	
项目经理 意 见 Project Manager Opinion	 经 理 : 年 月 日 Leader: Date

附件三：

Annex III: 孟加拉 BIBIYANA 项目经理部职工事假申请审批单
Bangladeshi workers BIBIYANA project manager application for approval of a single leave

工作部门：	年 月 日				
Department:	date				
微机编号 Computer ID		申请人 Applicant		国内联系电话 Domestic Phone	
请假事由 Leave the subject					
办事地点 Work place					
请假起 止 日期 Leave date only	年 月 日始 In the beginning of May Day		实际返回报到日期 Report the actual return date		
	年 月 日止 Month Day Year ended		年 月 日 Month Day Year		
单位意见 Units comments	负责人： 年 月 日 Leader: Date				
劳 资 部					

意 见 Department of Labor-funded Opinion	负责人 : Leader: 年 月 日 Date
分管经理意见 Managers in charge of Opinion	负责人 : Leader: 年 月 日 Date
项目经理 意 见 Project Manager Opinion	经 理 : Leader: 年 月 日 Date

孟加拉 BIBIYANA 项目经理部职工事假申请审批单
Bangladeshi workers BIBIYANA project manager application for
approval of a single leave

工作部门 :
Department: 年 月 日
Month Day Year

微机编号 Computer ID		申请人 Applicant		国内联系电话 Domestic Phone	
请假事由 Leave the subject					
办事地点 Work place					
请假起 止 日期 Leave date only	年 月 日始 In the beginning of May Day		实际返回报到日期 Report the actual return date		
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of Labor-funded Opinion	Leader:Month Day Year
分管经理意见 Managers in charge of Opinion	负责人 : 年 月 日 Leader:Month Day Year
项目经理 意见 Project Manager Opinion	经 理 : 年 月 日 MANAGER:Month Day Year

职工教育培训管理办法

Staff education and training management approach

1、为规范项目部职工教育培训工作，保证职工具备完成本岗位工作的能力，满足质量、环境、职业健康安全的要求，制定本办法。

1. In order to regulate the project department staff education and training to ensure that employees have the ability to complete the work in this job, meet the quality, environment, occupational health and safety requirements, and development of this approach.

2、本办法适用于项目部及各二级单位的各种类型的培训工作。

2. The measures apply to all types of training programs and all secondary units of the Ministry.

3. 引用文件

公司 Q/NEPC(2)001-024 2002 《质量、环境、职业健康安全管理文件》。

3. The reference file

Company Q / NEPC (2) 001-024 2002 "quality, environment, occupational health and safety management file."

4. 职责

4. Responsibilities

4.1 总工程师负责领导项目部的教育培训的工作。

4.1 Education and Training Department Chief Engineer is responsible for leading the project work.

4.2 人力资源部门是人员能力、意识和培训的归口管理部门，负责编制项目经部培训计划及组织实施。

4.2 is a centralized management of the HR department staff capacity, awareness and training, is responsible for the preparation of the project by the Ministry of training programs and their implementation.

4.3 各业务主管部门分别负责相关专业的培训。

4.3 competent authorities are responsible for all business-related professional training.

5. 培训与实施

5. Training and Implementation

5.1 人力资源部门根据实际情况，制定切实可行的质量、环境、职业健康安全培训计划，并组织培训实施。

5.1 HR department according to the actual situation, the development of practical quality, environment, occupational health and safety training programs and organize training implementation.

5.2 项目部的培训接受公司相关部门的检查指导。

5.2 Training Project Department inspected the relevant departments to guide the company.

5.3 安监部负责对所有新进驻现场的职工进行三级安全教育培训并组织严格考试，考试合格后方可上岗。

5.3 Work Safety Department is responsible for all new employees were stationed in the field of education and training and the organization of the three safety strict examination before appointment after passing the examination.

5.4 在条件允许的情况下，项目部自行组织特种作业的培训、取证，证书交相关主管部门保存。

5.4 Under the conditions permit, the project organized by the Ministry of self-trained special operations, forensics, save the certificate to pay the relevant authorities.

5.5 各二级单位在组织培训前，先填写“职工培训计划表”，签署单位意见，报请项目部分管领导批准，并报人力资源部门备案。

5.5 the two units before the organization of training, first fill out the "staff training schedule", signed by unit, part of the tube leading the project for approval, and report the HR record.

6. 培训内容与管理

6. Training and management

6.1 培训内容根据培训计划以及承建工程的实际情况，采取岗位培训、业务知识培训和专业知识培训，选取内培、外培、集中或间歇等方式组织实施。

6.2 培训应严格管理，保持良好的培训环境。

6.1 training content according to the actual situation of training programs and construction projects, take job training, business knowledge, training and expertise in training, chosen in the training, organization and implementation of foreign culture, such as centralized or intermittent mode.

6.3 人力资源部门负责培训期间的管理工作，负责组织填写好培训的过程资料，并报人力资源部备案。

6.3 HR department is responsible for the management during training, is responsible for organizing the training process fill material, record and report to the Human Resources Department.

7. 培训评价

7. Training Evaluation

7.1 通过理论考试、操作考核、业务评定和观察等方法评价培训的有效性。

7.1 Effectiveness through theoretical examination, operation assessment, business assessment and evaluation methods to observe the training.

7.2 从事施工生产的职工日常工作业绩的评价，由所在单位负责人对其进行现场抽查或组织工程技术人员评定等方式考核。

7.2 rating in the construction and production of daily work performance of employees, by the unit responsible for its conduct spot checks or tissue engineering and technical personnel assessment, etc. assessment.

7.3 对不能通过培训来满足所从事工作能力要求的，需要转岗或采取其他措施的，要报请经管部门批准后实施。

7.3 pairs can not be trained to meet the requirements of the working ability, need job transfer or take other measures, to be administered by the department and submitted to the approval of the implementation.

7.4 效果评价由有关部门签署意见后，报公司人力资源部总评。

7.4 Evaluation countersigned by authorities, reportedly Overall HR.

8. 工具表格

附件一：《培训计划》

附件二：《培训记录》

附件三：《培训评价》

8. Form Tools

Annex I: "Training Program"

Annex II: "Training Records"

Annex III: "Training Evaluation"

附件一：

Annex I:

培 训 计 划
Training Programme

部门：

Department:

序号 No.	培训对象 Target Audience	培训内容 Training content	计划天数 Plan a few days	培训天数 Training Days	培训时间 Training time	培训地址 Training Address	培训部门 Training department	备注 Remark
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

11								
12								

批准/日期：

审核/日期：

编制/日期：

Approval / Date:

Audit / date:

Preparation / date:

附件二：

Annex II: 培 训 记 录

Training records

主办单位 Organizers		办班名称 Exercise class name		培训对象 Target Audience	
培训人数 Number of trainees		学时 When school		办班时间 Exercise class time	
办班地点 Exercise class location		授课教师 Instructor			
培训内容： Training:					

参加人员签到:

Participants sign:

记录人:

Recorded by:

附件三：

Annex III:

职工能力意识及培训效果评价表

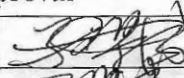
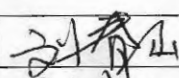
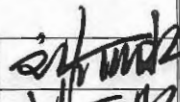
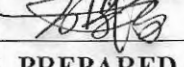

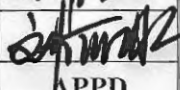




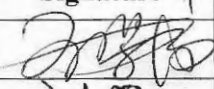

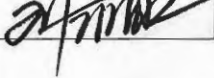
Staff awareness and the ability to evaluate the effectiveness of training table

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Annex 6

Project EHS Plan

DOCUMENT SUBMISSION STATUS: For approval					
B	2014-05-15	Revised as LII's comment			
A	2013-02-15	First issue			
REV	DATE	MODIFICATION	PREPARED	CHKD	APPD
OWNER  Summit BIBIYANA II Power Company Limited					
OWNER CONSULTANT		EPC CONTRACTOR			
 LAHMEYER INTERNATIONAL INDIA		 NEPC 东电一公司 The First Northeast Electric Power Engineering Co.  中国能建 China Energy Engineering Group			
PROJECT TITLE 344.908 MW (NET) GAS-FIRED COMBINED CYCLE POWER STATION AT BIBIYANA II, BANGLADESH					
DOCUMENT TITLE PROJECT EHS PLAN				Signature	Date
			Prepared by		2014.05.16
			Checked by		2014.5.16
			Approved by		2014.5.17
			Scale		
Project No.	Document No.		Sheet No.	Rev No.	
SP322	S-PL-11-0001		152	B	

FOREWORD

The First Northeast Electric Power Engineering Company (NEPC) is committed to achieving EHS excellence, and compliance with all locally applicable EHS regulatory requirements, and our Customer's EHS programs.

This commitment is a responsibility of Management and employees in all functions. NEPC will strive to provide a safe and healthy working environment and to avoid injury and adverse impact to the environment and the communities in which business is conducted. NEPC's EHS programs combine clear leadership and commitment by Management, the participation of all employees and functions, and the use of appropriate technology in developing and distributing NEPC's performance and services.

This Project EHS Plan is applicable to, and its provisions will be mandatory for, all persons working on or visiting the site, including:

NEPC's employees, Partner employees, NEPC's Contractor/Subcontractors and lower tier Subcontractor employees, all vendors and suppliers, Owner's personnel and all project site visitors.

It is the responsibility of each Contractor/Subcontractor to enforce the EHS requirements for its lower tier Subcontractor employees, as well as its own employees. Should conflicts arise between the Construction Project's EHS Plan (referred to as EHS Plan) and any regulatory program or procedure, the more stringent will apply. Nothing in the EHS Plan shall be construed to diminish the employer/employee responsibilities, obligations, and relationship.

All Contractors/Subcontractors are required to ensure that they and their employees, lower tier Subcontractors, and suppliers, while on the jobsite and in the conduct of contracts, comply with the provisions of this program. Failure to comply may result in removal of the Contractor/Subcontractor and/or its employees from the site.

A copy of this EHS Plan will be available to all on site as a reference.

This EHS Plan is subject to approval by NEPC Headquarter EHS Manager including any modification of the Plan.

Prepared By:

Site EHS Manager Mr. Sun jingfu

NEPC Bibiyana II Project Office, NEPC Bibiyana II

Date: 2014-5-16

Verified By:

Site Manager Mr. Liu chunshan

NEPC Bibiyana II Project Office

Date: 2014-5-16

Approved By:

Project manager Mr. Liuyanbing

NEPC Bibiyana II Project Office

Date: 2014-5-17

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PROJECT EHS PLAN

INTRODUCTION

The intent of this EHS plan is to prepare a document that is easy for all to use, and that provides all the information required to manage EHS in all aspects of the Bibiyana II Project. Employees (and Partners/Contractors) of NEPC have the right to expect that they will be provided with a safe place of work. To keep the plan as simple to use as possible, it is a modular plan, made up of a number of documents that are cross-referenced in each other, but the content will not be duplicated.

The typical Plan is made up of a number of procedures. The number of procedures may be modified if required by customer or specific requirements, or to accommodate changes required by an individual situation of the Project.

It is also NEPC's practice and responsibility to follow operating policies that will safeguard all employees (and contractors) and result in safe working conditions and efficient operations.

The Site EHS Plan will be comprised of a set of site-specific documents and standard procedures. The site-specific documents should reflect both applicable regulatory requirements and any customer contractual EHS requirements. If any National or Local Statute, Regulation, or Requirement demands a higher standard than is contained in these documents the former will take precedence.

The contract Language(s) on this site is English. This Project EHS Plan and other EHS documentation at this site will be available in English, Bangladeshi and Chinese.

EHS POLICY AND OBJECTIVES

NEPC is committed to providing quality products and services in a manner that protects the environment, the health and safety of employees, customers, and the community.

This is accomplished through the application of the following environmental, health and safety commitment:

Achieve and maintain full compliance with all applicable EHS laws and regulations;

Protect the health and safety of our employees in the performance of their assigned work, giving full regard to evolving industry best practices, regulatory requirements and societal standards of care;

Eliminate, where possible, or limit to the lowest practical levels, adverse effects on human health and the environment from its services, facilities and activities;

Ensure that health and safety of our employees and protection of the environment is a priority concern in business activities,

Utilize source reduction to minimize the volume of waste generated,

Ensure all employees are aware of their EHS responsibilities and understand the necessity for EHS adherence, and

Establish realistic and measurable goals to measure EHS progress.

NEPC shall give its full support and commitment to all employees to achieve the objectives of this Environmental, Health and Safety Policy.

PROJECT SPECIFIC INFORMATION

Customer Name and HQ address/ contact details	Summit Bibiyana II Power Company Limited Address: 18, Karwan Bazar Commercial Area, Dhaka – 1215, Bangladesh Telephone: +88 02 9130845 Fax: +88 02 9130853
Contractual Arrangement	Design, procurement, manufacturing, construction/erection, Testing and commissioning of the Plant.
Site Location	Bibiyana, approximately 180 kilometers northeast of Dhaka in Habiganj District, in Bangladesh
Nearest City/Airport	Nearest City: Sylhet Nearest Airport: Sylhet International Airport, Sylhet
Customer EHS Manager contact name and contact details	Mr. Md. Reaz Uddin Telephone: +88 02 9130 845 Fax: +88 02 9130 853
NEPC Project Manager, name and contact details	Mr. Liu YanBing Email: nepcbibiyana@gmail.com Telephone: +862472856666
NEPC Site Manager, name and contact details	Mr. Liu ChunShan Email: nepcbibiyana2@gmail.com Mobile: +88 017 77954223
NEPC HQ EHS Manager, name and contact details	Mr. Niu FengMing Telephone: +86 247 285 6666 Fax: +86 247 285 6666
NEPC Site EHS Manager, name and contact details	<u>Mr. Sun JingFu</u> <u>Cell: +88 01777504201</u>

DEFINITIONS

Contractor/Subcontractor: Any company or individual NEPC has a contract with such as a vendor, company or consultant, including their employees and subcontractors.

Owner: Business entity that has contracted NEPC to perform work on their behalf. The Customer of this project:

Summit Bibiyana II Power Company Limited with principle office at Summit Centre, 18, Karwan Bazar Commercial Area, Dhaka – 1215, Bangladesh

Consultant/Owners Engineer: Independent company that performs supervision, review and approval work on behalf of Customer.

Lahmeyer International (India) Pvt. Ltd with office at Infinity Benchmark, 9th Floor, Plot No. G1, Block EP & GP, Salt Lake Electronics Complex, Sector V, Bidhan Nagar, Kolkata – 700 091, India

Competent Person: A person who is capable of identifying existing and predictable hazards and who has the authority to take prompt, corrective measures to eliminate hazards.

Authorized Person: A person selected, approved or assigned by the NEPC as being qualified to perform a specific duty or duties, or to be at a specific location(s) at the workplace.

Qualified Person: A person who by possession of a recognized degree or certificate, or who by knowledge, training, or experience has successfully demonstrated their ability in relation to the work and is familiar with the hazards involved.

Serious Accident: An accident that results in a fatality, amputation, injury to more than one employee, hospitalization, investigation by a regulatory agency, 3 or more lost work days, exposure to toxic substances or radiation that requires reporting to any government agency, property damage over \$25K, or a serious near-miss.

NEPC HQ EHS Manager: NEPC Headquarter EHS Manager

NEPC: The First Northeast Electric Power Engineering Company

NEPC: The consortium combined by NEPC to implement the Project.

°

Project: The Project of implementing of design, procurement, manufacturing, construction/Erection, test and commissioning of 344.908MW (Net) Natural Gas-Fired Combined Cycle Power Plant at Bibiyana, Bangladesh

Project Manager: The NEPC Project Manager for the Project

Site Manager: The NEPC Site Manager for the Project

Site EHS Manager: NEPC Site EHS Manager for the Project

EMP: Environmental Management Plan

EPA: Environmental Protection Agency of the country/region where the activity takes place.

EIS: Environmental Impact Statement

NOV: Notice of Violation

NON: Notice of Non compliance

OSHA: Occupational Safety & Health Administration (USA)

ITO: Inquiry to Order, the project phase before award of contract.

OTR: Order to Remittance, the project phase after award of contract.

RESPONSIBILITIES

General Responsibilities

NEPC HQ EHS Management is responsible for managing the Project EHS.

NEPC Management and NEPC site personnel will ensure that site conditions within their scope of work conform to the EHS Program requirements.

It is the responsibility of all site personnel, Contractors and Subcontractors to act in accordance with the procedures and policies described in this site EHS plan and Customer requirements. Individuals who are found to be in violation of these procedures and policies may have action taken against them up to and including removal from the project site.

EHS responsibilities for specific positions are described in the following subsections. Refer to site-specific organization chart (Attachment 32) to identify personnel assigned to these positions.

The EHS organization is set up to handle the environment, safety, and health and security issues

Project Manager

Shall ensure adequate and suitable resources are allocated to the project to enable it to be completed, while complying fully with the requirements of this EHS Plan, and all applicable regulatory requirements. Ensure that this EHS Plan is prepared or approved by the NEPC HQ EHS Manager for the project, and submitted to the LII/Summit for approval to meet contractual requirements.

r whenever an EHS or compliance issue requires resolution (including shipping and receiving of hazardous materials), also ensure that the resolution of any issues are incorporated into the Site EHS Plans and communicated to site personnel.

Ensure that any potential contractors have been approved and receive a copy of this EHS plan before they submit an offer for work to be completed on site. This is required so they understand NEPC's EHS programs, and what is expected of them, before they submit a quotation.

NEPC HQ EHS Manager

Shall develop a Project EHS Plan, or approve a plan developed by others. The Plan shall be Country and Project specific. Moreover, the plan will identify all EHS requirements that need to be implemented to ensure, at a minimum, compliance with applicable regulatory requirements and NEPC programs.

Prepare an Audit schedule for the project, and ensure audits are carried out by appropriately trained persons, with the knowledge and experience required to identify compliance issues. Ensure all audits are documented, and the report and any required corrective actions are clearly communicated to all those required to take actions.

Advise and assist in the investigation of serious accidents and dangerous occurrences. Where required, assist in the reporting of all such cases to regulatory agencies.

Identify EHS training required by people involved in the project execution, and provide assistance in organizing such training. Coordinate with Site Managers and, where appropriate, advise on training to improve the existing knowledge of personnel on Environmental, Health, and Safety matters.

Liaise with the representatives of enforcement agencies.

Liaise with customer EHS and Operations staff, to ensure NEPC meets their EHS expectations for the project, and quickly addresses and responds to any EHS concerns they raise.

Provide EHS support to the Project Manager, Site Manager, Site EHS Representative, and other project staff as required.

Approve suitably qualified Site EHS representatives.

Manage and mentor the site EHS representatives.

Ensure all required internal and external EHS reporting is completed on time.

NEPC Site Manager

Shall ensure all elements of this project EHS plan and updates are communicated and implemented at the site.

Ensure all works, acts and emissions on site under the responsibility of NEPC, comply fully with all applicable regulatory requirements.

Correct or cause to have corrected, noted or reported any EHS deficiencies.

Ensure persons under the control of NEPC are not assigned tasks or asked to operate equipment they are not trained or competent to undertake.

Ensure adequate security provisions are in place and fully implemented. Where higher risks are identified, a Security Plan will be developed as an attachment to the plan. The Site Manager shall ensure the resources and facilities required to implement this plan are in place before mobilization and remains in place until demobilization.

Coordinate all activities with Customer and other Contractors/Subcontractors on the project site.

Ensure implementation and execution of the Lock out Tag out (LOTO) program, including training, development and revision of procedures, and periodic auditing of program compliance. Where the NEPC LOTO program is not implemented, NEPC HQ EHS Manager shall review and approve the program to be implemented and the competence of those holding key roles and responsibilities in the execution of the program.

Ensure all work on site only proceeds when required Safety Risk Assessments (SRAs) have been completed and reviewed by a competent person, and communicated to those who can be impacted by the hazards identified.

Ensure all staff and visitors have the required NEPC and/or Customer orientation training.

Support or participate in the investigation of all accidents and reportable occurrences.

Ensure adequate facilities, procedures and trained personnel are available for all foreseeable emergencies.

Ensure all personnel under NEPC control wear all required PPE for the environment they are in and the tasks they are performing.

As applicable to site activities, support the Customer's obligations to protect adjacent property, ensure safety of third party employees, and ensure the safety of the public.

Require NEPC, Contractor and Subcontractor superintendents and job foremen to understand the provisions of the locally applicable safety and health regulations for construction and have access to up-to-date regulations.

Not knowingly permit any construction means, methods, techniques, or activity which compromises safety and health in the workplace.

Take responsibility for the project's environmental performance and ensure that all operations comply with NEPC environmental policies and all relevant regulatory requirements.

Personally deliver a Weekly EHS Communication to employees under their supervision. Document the communication in accordance with the NEPC Supervisor Metrics Program.

Ensure Weekly EHS Inspections are conducted and documented in accordance with the NEPC Supervisor Metrics Program.

Ensure this EHS Plan is enforced, including documentation of disciplinary actions taken for violations of established rules, regulations, procedures, and programs.

Site EHS Manager

Shall coordinate the NEPC site EHS programs and assist the Site Manager in implementing the Site EHS Plan, including Environmental and Emergency Preparedness sections.

Conduct frequent and regularly scheduled EHS inspections of NEPC, Contractors and Subcontractor's construction activities to monitor compliance with their own EHS program, applicable regulations and this EHS Plan. The Weekly EHS Inspection will be scheduled, completed, and documented in accordance with the NEPC Supervisor Metrics Program.

Audit the implementation of the site security provisions to ensure NEPC/NEPC and contractor personnel are protected from security threats. Immediately bring any non-conformances that could cause a security issue to the attention of the Site manager and the responsible security director.

Update and develop as required, this EHS Plan including Environmental and Emergency Preparedness sections. Ensure all revisions and updates are reviewed and approved by the CEEC HQ EHS Manager responsible for the project.

Issue a work stoppage directive where conditions exist which are Immediately Dangerous to Life or Health (IDLH) or damaging to the environment. The work stoppage will remain in effect until the condition has been corrected. In conjunction with a work stoppage, refer as appropriate to the Hazard Identification/Notification Process (Attachment 2: Project Sites Hazard Identification and Notification Process), SCAR (Attachment 1: Safety Corrective Action Request).

Be responsible for the managing of incident reporting, investigation system including mitigation measures taken.

Advise the management of appropriate CEEC/NEPC/Contractor/Subcontractor of unsafe acts/conditions observed on the project site for prompt corrective action to eliminate the unsafe act/condition.

Either conduct EHS orientations or assist the Contractor/Subcontractor's EHS representative with conducting EHS orientations for all construction personnel and visitors reporting to the project siteXXX. Ensure no one is allowed on site unaccompanied unless they understand the site's Emergency Response Plan.

Attend a sample of CEEC/NEPC/Contractor/Subcontractor's weekly EHS meetings and "tool box"

safety talks, and verify that personnel signature sheets are properly completed for later reference.

Either conduct, or assist in conducting accident investigations, analyzing causes, and formulating recommendations for corrective/preventative actions.

Liaise with Contractors/Subcontractors, insurance representatives, local medical services, local fire and police departments, local regulatory agencies, and Customer/Client on EHS related matters.

Conduct the EHS portion of the weekly coordination and EHS meetings.

Verify that local regulatory agency's required posters are posted and kept current by each Contractor/Subcontractor.

Verify that CEEC/NEPC and each Contractor/Subcontractor is providing adequate and proper record keeping as required by local regulatory agencies and maintaining documentation of EHS training, EHS audits and inspections and occupational safety and health monitoring activities.

Maintain recordkeeping for this and as required by this plan.

SITE EHS MANAGEMENT

Security

Where deemed necessary, the Site Manager, in conjunction with the responsible Site Security Director shall establish a security plan for personnel working on the project. All site personnel shall be briefed on the plan.

The Security Plan (SP311-PL-32-0005) shall be an attachment to the EHS Plan.

Harassment

The Site Manager shall ensure that the work environment is free of harassment, such as harassment directed at a person because of his or her race, color, religion, national origin, sex, pregnancy, sexual orientation, age, disability, veteran status or other characteristics protected by law.

The Site Manager shall ensure any reported incident of Harassment is investigated, and if warranted, disciplinary action is initiated against anyone found to be involved in harassment.

EHS Orientation Training and Communication

Prior to starting work, all NEPC/Contractor/Subcontractor and visitors shall receive the training and orientation necessary to enable them to perform assigned tasks in a safe manner. (Attachment 4: Site EHS Orientation Booklet)

The planning, control and quality of safety and any other training shall be kept under the responsibility of NEPC.

Documentation of all training and orientation shall be maintained in the NEPC or contractor's site EHS files and made available for review upon request.

The following shall be included in the orientation program:

- Project EHS rules
- Hazardous activities and restricted areas
- Review of the Emergency Response Plan requirements including Information on the emergency evacuation assembly points and evacuation procedures and reporting requirements
- Review rescue and first aid services at the site
- Environmental rules and procedures
- The CEEC/NEPC/Contractor Site EHS Manager will be responsible for ensuring site training and staffing activities are correctly implemented and administered. CEEC/NEPC is to manage CEEC/NEPC personnel; Contractors are responsible for their personnel.

The site shall be required to install and maintain a safety notice board or boards, in areas of the site where the information posted can be viewed by all. Information displayed shall be in languages all personnel on site can read and understand.

High Risk Activities

A third party qualified Assessor shall be appointed by CEEC-NEPC to carry out quantified risk assessment. The report must be made ready soon and compliance management is to be ensured with the same.

Examples of higher risk activities will include:

- Excavation and/or trenching
- Scaffolding
- Use of explosives and/or blasting
- Underground construction, caissons, cofferdams, and use of compressed air
- Crane and lifting operations
- Work at heights and Scaffolding
- Demolition
- Other operations where local statutes or regulations require specific training.

Project EHS Meetings

CEEC/NEPC personnel, including the Site Manager and the Site EHS Manager shall participate in a

weekly safety meeting to coordinate related activities among each technical discipline and to facilitate site safety training and awareness. The Contractor's Site Manager and Site EHS Manager shall also attend these meetings.

Documentation showing the following specifics of safety meetings shall be distributed to each attendee and maintained on file at the site. (Attachment 5: Weekly EHS Meeting Record).

- Time and Date of meeting
- Attendees
- Topics/Comments
- Assignments - Party responsible
- Date corrected (if applicable)
- Person conducting the meeting

EHS Inspections

The Site Manager shall have primary responsibility for ensuring that site EHS inspections are conducted on a weekly basis.

EHS inspections shall be conducted as follows:

Specific daily documented inspections required by local statute and regulations, these will include:

- Scaffolding
- Excavations
- Mobile and Lifting Equipment
- Confined Spaces

Weekly site safety inspection shall be conducted and the results documented using the Weekly Inspection Checklist. (Attachment 6: Weekly Site Inspection Checklist). Inspections shall be completed by the Site EHS representative, and representatives from each contractor.

Weekly inspections to monitor the implementation of the LOTO program, shall be conducted by the Site EHS Manager, or designated other person, whenever LOTO is in use at the site.

Audits

Site EHS Audits will be conducted by the CEEC HQ EHS Manager. Audit results will be provided to the Site Manager and Contractor management. Audit findings and related corrective actions will be documented and maintained in the site EHS file.

The schedule for area-wise audit and the corresponding check lists must be maintained for each

month. Shortcomings and improvement areas shall be also listed.

Audit findings will be documented into ATS and assigned to the Site Manager as the Responsible Person. Findings will be closed rapidly and where possible before the due date assigned by the audit leader.

Management of the closure of findings from inspections and audits

The site shall establish a system to track all open EHS issues through to completion of the required corrective actions.

This system shall require the finding and required corrective action to be documented, and a required by date for the corrective action to be identified. The system shall also record the responsible person and the actual completion date.

The system can be either paper or computer based, but should be available for review by CEEC/NEPC on request.

It is recommended that the system be able to manage trending and produce statistics for management review.

Safety Corrective Action Requests (SCAR)

When an EHS hazard is identified, the Site Manager, or designee may, at their discretion, issue a SCAR to the responsible party requiring prompt correction. (Attachment 1: Safety Corrective Action Request).

In cases of imminent danger, the person observing it shall immediately advise the persons at risk to stop the activity and leave the danger area. The Site Manager shall prohibit personnel from working in the affected area until the hazard has been corrected.

Permit to Work

Sites that implement a permit to work program outside of the LOTO program should define the system here or in a separate appendix to this plan.

Accident Reporting, Investigation and Recordkeeping

Accidents resulting in a fatality, amputation, injury to more than one employee, hospitalization, or investigation by regulatory authorities shall be reported to the Site Manager or designee, the Project Manager and the NEPC HQ EHS Manager immediately. (Attachment 8: Incident Report Form)

The CEEC HQ EHS Manager will be responsible for ensuring all required internal and external reporting obligations are met to include monthly reporting of hours and site safety status using (Attachment 9: Injury and Illness Log).

Accidents resulting in fires, explosions, oil/hazardous material spills shall be investigated and reported to the Site Manager or designee, the Project Manager and CEEC HQ EHS Manager immediately.

All other accidents including injuries, accidents involving company vehicles, property damage and significant near misses and hazards shall be reported to the Site Manager or designee immediately and to the NEPC HQ EHS Manager within 24 hours.

All accidents and some incident should report to Owner/Consultant subject to approval from Site Manager.

All mandatory reporting for accidents to local authorities shall do by CEEC-NEPC as per prevailing rules and in consultation with the Owner.

All Accidents shall be investigated and documented using the Accident Investigation Report. (Appendix 9: Accident Investigation Report) Sites staffed with full time CEEC EHS personnel shall report all injuries and first aids. Sites not manned with EHS staff are required to send a written report from the Site Management to the responsible CEEC HQ EHS Manager.

Accident investigations must be initiated as soon as possible after the accident occurs and no later than 24 hours after the accident. Completed Accident Investigation Reports will be forwarded to the Site Manager or designee, Project Manager and the responsible CEEC HQ EHS Manager.

Information on the cause of the accident and corrective actions to be taken will be communicated to site personnel through postings, EHS meeting, and/or toolbox talks. The anonymity of personnel involved in the accident or who provided information during the investigation will be maintained.

Corrective actions identified by the accident investigation will be tracked to closure. Safety Corrective Action Requests SCARS (Attachment 1: Safety Corrective Action Request) may be issued following completion of the accident investigation. Documentation of completed corrective actions will be maintained in the site EHS files.

All accidents involving injury or property damage to members of the public resulting from work related activities shall be immediately reported verbally to the Site Manager, Project Manager and the responsible NEPC HQ EHS Manager.

A first aid log shall be maintained at the project. Every injury or illness reported, no matter how slight, must be recorded. Entries shall be made promptly following treatment. (Attachment 10: First Aid Log).

For CEEC/NEPC Contract employees requiring medical treatment from a physician, hospital, or clinic off the jobsite, (Attachment 11: Physician Clinic Referral Form) must be given to the Attending Physician before a worker is to receive treatment. Supervisory employees are responsible for

ensuring that this form is properly completed. When a worker returns from the physician, hospital, or clinic, the worker must present the completed Clinic Referral Form prior to being allowed to return to work.

Near Miss and Safety Observation reporting

The site shall establish a program for reporting of all near misses.

All persons on site should also be required to bring to the attention of their supervisor/manager any safety observations, or ideas for safety improvements.

The requirement for both of the above will be communicated to all persons during their site EHS Orientation training, and at regular intervals at safety/toolbox meetings to remind them of the requirement.

The site shall be required to record all near misses and safety observations and provide reports to CEEC HQ EHS Manager as required. Near misses and safety observations shall be included in all metric reports produced by the site.

The site EHS team shall also review all reported near misses and safety observations and take actions appropriate to the severity. Corrective actions implemented shall be communicated to all on site who may be affected by possible recurrence of the incident issue reported.

Site EHS Files and Document Management

The documents required to be contained within the site safety files will be listed in a summary document, as an attachment, (Attachment 12: Site Safety File Contents) this is specific to this EHS Plan.

On completion of the project as part of the demobilization, documents from the site safety files, will either be incorporated into a site turnover package, to be retained at site, or archived and shipped to the project management HQ.

Site Chemical Management (Hazard Communications - HazCom Program)

A Chemical Management program shall be prepared for the site and this will be included in this EHS Plan as an appendix.

Either CEEC/NEPC or CEEC/NEPC contractors will be required to prepare and maintain for the life of the project, an inventory of substances on site, and an indexed file containing Material Safety Data Sheets (MSDS) for each hazardous material used and or stored on the project site. MSDSs must meet any requirements regarding availability in local languages or languages spoken by employees present at the site.

Regulatory Agency (e.g. OSHA) Administrative Requirements

- At project mobilization:
- Post any required regulatory agency posters. EHS to check local requirements.
- Post Emergency Response phone numbers. (Attachment 7: Emergency Contact List).
- Maintain site illness and injury records as required.

Any agency inspections, visits or citations, NOVs, etc, received by the site shall be immediately reported to the responsible NEPC HQ EHS Manager.

- A Log and Summary of Occupational Injuries and Illnesses, OSHA 300 Form. This log must be retained for five years following the end of the calendar year to which it relates. Instructions on how to complete the OSHA 300 Form can be found accompanying the form.
- A Supplementary Record of Occupational Injuries and Illnesses (OSHA 300A) Form.

Contractor Administration

The Site Manager, and where applicable, Site EHS Manager shall hold an EHS Pre-Planning Meeting with Contractor Management prior to their commencement of work using (Attachment 14: Contractor Orientation).

The requirements for Contractors are detailed in section 7 of this EHS Plan.

Welfare Arrangements

The Site Manager is responsible for ensuring the following minimum welfare facilities and arrangements are available at the site:

-
- Potable water for drinking, with clean cups or alternative hygienic arrangement for drinking.
-
- Suitable washing/shower facilities segregated by gender, dependant on expected requirement at site. Facilities must include soap/cleanser, and either supply towels or drying facilities for those providing their own towels.
-
- Adequate sanitary facilities, segregated by gender, for the numbers on site.
-
- Clean facilities outside of the work area for meal breaks.
-
- A suitable area for workers expected to need to change out of work clothes on site should be

provided with somewhere to change and store clean and dirty clothes, with facility to dry wet work clothes before re-use.

-
- Waste receptacles in line with the requirements of the site Environmental Plan.

Hazard Analysis and Risk Management

- A third party qualified Assessor shall be appointed by NEPC to carry out quantified risk assessment. The report must be made ready soon and compliance management is to be ensured with the same.
-
- For each phase of the work a Safety Risk Assessment (SRA) and Method Statement (MS) shall be developed (Attachment 16: Safety Risk Assessment Process and Procedure). Attachment 30: Risk Assessment Guide is available to assess the risk associated the pre-placement of construction trailers, break trailers, smoking areas, and similar personnel facilities.
-
- Original SRAs and MSs shall be maintained by the job supervisor and be available for review by employees involved with the task. Copies of completed RA & MS shall be kept in the site EHS file.
-
- The applicable SRA and MS Form and guidance is provided in (Attachment 16: Safety Risk Assessment Process & Procedure). The analysis shall be job specific and address at a minimum the following areas:
 -
 - Activity being performed including all of the major tasks
 -
 - Sequence of work
 -
 - Health and safety hazards including chemical, physical, and ergonomic stressors in the hazard analysis
 -
 - For jobs involving the use of chemicals, the hazards associated with the chemical, along with protective measures such as PPE, must be included on the SRA and reviewed with personnel

prior to starting work.

-
- Control measures or precaution actions include PPE, fall protection measures, fire protection measures, barricades, work practices etc.
-
- The responsible NEPC/Contractor's/Subcontractor's Supervisor shall review all work activities/tasks.
-
- The completed SRA and MS package shall be submitted to the Site EHS Representative for review. When the SRA has been reviewed by the Site EHS Representative, it will be returned to the originating Contractor/Subcontractor Supervisor. The Supervisor will sign the SRA and MS, making it a formal document.
-
-
- All risk elimination and or management required by the SRA and MS, must be in place and complete, before the planned task is permitted to begin.
-
- The Supervisor shall review the SRA and MS, including any revisions, with all employees involved in the work activity/task and ensure they understand the requirements identified, and what is expected of them. This understanding shall be confirmed by each employee's signature. This can be done as a toolbox talk or job preparation meeting or pre-work meeting.
-
- The SRA and MS shall be updated whenever there are significant changes in the work plan, methods or materials to be used, work environment, or a new crew or subcontractor is assigned to conduct the work. Any changes/revisions to the SRA and MS shall undergo the same review process as the original SRA and be assigned a revision number to allow changes to be tracked.

Drug and Alcohol Policy and Testing

NEPC does not allow the unauthorized or illegal possession or use of alcoholic beverages, drugs or other intoxicants on job site assignment. No person shall be permitted to bring unauthorized or illegal alcoholic beverages, drugs, or other intoxicants onto any location where work is being performed; nor shall any such person be allowed to perform work under the influence of alcoholic

beverages, drugs, or other intoxicants. NEPC reserves the right to prohibit any person from property owned or controlled by the NEPC, by denial of access, suspension or revocation of access authorization, peremptory expulsion, or by other means. NEPC may notify law enforcement authorities of any such suspected criminal violation concerning possession and use of alcohol and drugs. Contractors are responsible for requiring that their personnel and their subcontractors' personnel comply with these requirements.

Rewards and Recognition

NEPC encourages good EHS performance by providing a rewards and recognition program for its employees. NEPC would recommend all contractors implement a reward and recognition program at site. This may be based on individuals, teams or other groups EHS performance.

Any rewards and recognition program should be transparent in application and based on trusted data, so the program is recognized as a true reward for EHS performance.

Program Compliance/Disciplinary Policy

Failure to comply with any part of the Project EHS Program will not be tolerated. Employees who are discharged from the project site for noncompliance with the Project EHS Program will not be eligible for re-employment on the project. Disciplinary actions should be documented using Attachment 3: Disciplinary Process.

When an unsafe act is observed, the person observing has the responsibility to stop the unsafe act and initiate the Compliance process if deemed necessary. The First Line Supervisor has primary responsibility for administering the Compliance action to his crewmembers.

- **First Infraction**

This is an oral communication between Supervisor and Employee where the first infraction is identified and corrective action and coaching is provided to the employee. The Supervisor will document this first incident.

- **Second Infraction - Level II**

This is a written communication given by a Supervisor to an Employee who had previously been given a verbal warning. The supervisor shall identify the safety infraction and provide coaching toward desired corrective action with the employee. Documentation of this incident is mandated, requiring the signature of the employee. This step may result in "Time Off" for the affected employee.

- **Third Infraction – Level III**

This is the final written communication given by a Supervisor to an employee who had previously been given a verbal and written warning. The supervisor identifies the safety infraction and the employee is given severance of employment. Documentation of this incident is required and will not require the signature of the Employee.

- **Serious Infraction**

Examples of “serious” include LOTO violations, non-compliance with fall protection or Confined Space Entry requirements, or reckless actions that endanger life.

The NEPC Site Manager or Contractor Site Manager may take action up to and including immediate dismissal from the project site for these infractions.

The site disciplinary policy should be clearly communicated during the site EHS Orientation Training provided to all.

Site EHS Improvement Program

At sites where EHS performance and ownership of EHS management is below expected standards, NEPC recommends the implementation of a ‘Responsibility Zoning Program’.

Responsibility zoning requires a plan of the site to be prepared, and work areas are divided into zones. Each zone has supervisor/manager identified as the person responsible for implementing the site EHS programs in that area.

Regular site EHS inspections are conducted, and any findings from these inspections are recorded against the responsible person/zone. Any injuries, near misses or disciplinary cases are also recorded against the responsible supervisor/manager.

At periods to be decided by the site, but typically monthly, the supervisor/manager with the best EHS performance will receive a reward and recognition. The supervisor/manager with the worst performance, will receive either help to improve, or if applicable disciplinary action up to and including replacement.

CONTRACTOR SITE EHS ACTIVITIES

Contractor Responsibilities

NEPC will provide a copy of this EHS Plan to all first tier contractors. First tier contractors shall be responsible for implementing the requirements of this EHS Plan, as it is applicable to their work. The minimum EHS Site expectations for Contractors by NEPC are included in Attachment 15 respectively.

First tier contractors shall ensure that this EHS Plan is communicated to any subcontractors and they understand that they must implement its requirements, as they are applicable to their work at the

site. The requirement to comply with this EHS Plan shall be included in any contract between contractors and subcontractors.

All Contractors shall be solely responsible for carrying out all activities in their scope while complying with the requirements of this plan, maintaining safe and healthy work conditions, and preventing environmental impacts.

Overall responsibility for the EHS performance of contractor personnel will rest with the Contractor's Site Manager.

The Contractor's Site Manager will be responsible for the effective implementation of the mitigation measures during the project by assigning a competent person in the role of EHS Representative and supervising the execution of this plan.

Each Contractor and Subcontractor shall provide a competent EHS representative designated to CEEC/NEPC in writing. The competence of the EHS representative a contractor is required to provide shall be dependent of their scope, and agreed by NEPC.

Record keeping

The Contractor will be required to keep all records and documentation required to comply with local regulatory requirements and this plan. Records must be on site, and available for review by NEPC Management.

Supervision

The Contractor will co-operate with instructions from NEPC Site EHS representatives, where these require correction of identified non-compliance with regulatory requirements or this plan.

The Contractor shall assign qualified supervision and Competent Persons to perform work, as required by applicable law and these instructions.

Contractor EHS Orientation, Training and Staffing

The Contractor shall provide employees with the training and orientation necessary to enable them to perform work assignments in a safe manner.

All safety orientation and training courses conducted shall be documented and made available upon request.

The Contractor Site Manager will designate a Competent Person as Site Safety Representative responsible for administration of Contractor site safety activities. NEPC shall have the right to refuse or approve appointed persons based on their competency.

If the Contractor's work force on the project site is 25 or more (or a lesser number as hazard or regulations dictate), the competent safety representative shall be a full time position.

For Contractors with less than 25 people on site, a competent safety representative must be nominated or designated but need not serve full time in this position.

The contractor may be required to mobilize other EHS specialists to the site for specific tasks needing such support.

Contractor EHS Meetings

Weekly Contractor Supervisor EHS Meetings shall be held by the Contractor Site Manager with supervisors to coordinate related activities among their workers/subcontractor and facilitate EHS training.

Each Contractor Supervisor shall hold a minimum Tool Box EHS Meeting with their workers weekly. Topics discussed should be pertinent to the work being performed and workers shall have the opportunity to ask questions regarding safety. All attendees shall sign the attendance record so that documentation reflects attendees and topics discussed. Records shall be kept at the project.

Contractor Program Audits and Inspections

The Contractor shall inspect their work areas daily for hazardous conditions and environmental risks and take required corrective actions immediately.

The Contractor Site Safety Representative shall conduct a documented weekly inspection of the Contractor's work areas.

NEPC HQ EHS Auditors shall have the right to review contractor documentation and work areas, as part of audits carried out at the site.

Audits/Inspections findings will be reported to the Contractor Site Manager for corrective actions to be tracked to closure.

The Contractor Site Manager will be responsible for providing prompt corrective measures to eliminate any and all unsafe acts/conditions as they are reported.

Accident Reports and Record keeping

The Contractor and any subcontractor shall comply fully with the requirement for reporting and investigating accidents and incidents identified in 6.11 above.

The Contractor shall maintain accurate accident and injury reports. Copies of all correspondence related to an accident shall be made available to the NEPC Site Manager or designee upon request.

The Contractor shall complete and forward a Monthly Summary of Occupational Injury and Illness form related to his employees and employees of his subcontractors to the NEPC Site Manager or designee no later than **five calendar days** following the end of each month.

PROJECT EHS GUIDELINES

Medical/First Aid

The NEPC site Manager will ensure that competent medical/first aid care is available to anyone who may be injured in connection with his or her work. Where Emergency Medical Response Services are not immediately (within 15 minutes) available, they will ensure that a suitably trained and equipped medical response service is available during work hours to respond to a medical emergency on the project. (Attachment 7: Emergency Contact List).

The detailed requirements are specified in Medical Plan (SP311-PL-32-0004).

Fire Protection

Fire-fighting equipment (fire truck, hose, nozzles, fire buckets, and fire extinguishers) will be available when the project begins.

Fire extinguishers will be provided and maintained at the following locations:

For each 3,000 square feet (278.7 square meters) of a protected building and within 75 feet (22.9 m) of uninterrupted travel

Within 50 feet (15.2 m) of where more than 5 PRC gallons (18.9 L) of flammable or combustible liquids or 5 pounds (2.3 kg) of flammable gases are being used

In open storage yards within 75 feet (22.9 m) of uninterrupted travel

At storage areas for flammable or combustible liquids

At any fuel dispensing or service area

On all motorized equipment

At all locations where electric welding or oxy fuel gas equipment is in use.

NEPC and Contractors shall:

- Maintain suitable, (based on assessed risks) fire extinguishers readily accessible for use in all work areas and offices. NEPC Site EHS Manager or other competent persons to review and confirm arrangements are adequate.
- Inspect fire extinguishers monthly.
- Return used fire extinguishers promptly for recharging.
- Train personnel in the use of fire extinguishers.

- Keep combustible and flammable materials away from ignition sources.
- Maintain clear access to fire apparatus, aisles, traffic lanes, and emergency exits.
- Ensure all on site understand the requirements of the emergency preparedness plan and know the location of fire exits.
- Prohibit the re-fueling of equipment while it is running or hot.
- Provide properly trained and equipped fire response personnel during working hours, to respond to any fire emergency, where sufficient off-site firefighting services are not immediately available. This will require coordination with any off site service to ensure suitable cover is always available.

Housekeeping

NEPC and Contractors shall maintain work areas and walkways clear of obstructions, and the accumulation of tripping hazards, slipping hazards, protruding nails and combustible debris.

NEPC and Contractors shall ensure that workers return tools and equipment to storage facilities at least daily.

NEPC and Contractors shall ensure that workers remove waste and debris from the work area, at least daily, and before it creates a hazard.

Compliance with these requirements should be determined by regular safety inspections.

Hot Work

A Hot work permit system shall be used whenever combustible or flammable; solids, liquids, or gases are present or could reasonably be expected to be present in the area where hot work is conducted. The permit system will be implemented dependant on the assessed risks at the site. For example in the construction phase, where risks are lower, permits could be issued for a period of one week, for an area or building. In the final stages the risks could be assessed such that it is deemed necessary to issue permits for a maximum of one day, and for a specific task.

Hot work permits will be reviewed and signed prior to issue by a competent person who has been approved by NEPC site manager or NEPC Site EHS manager.

Hot work permits will only be issued when a suitable risk assessment for the task/area has been reviewed and the competent person has confirmed that the control measures on the permit are suitable for the assessed risks. (Attachment 17: Hot Work Permit).

A copy of all hot work permits must be either posted in the work area, or retained by the responsible supervisor in the work area, whenever Hot work covered by the permit is in progress.

Copies of all completed permits will be retained in the Site Safety File by either the Contractor or NEPC.

Supervising and/or carrying out hot work without a permit shall be a disciplinary offence.

Confined Space Entry

NEPC or contractors shall be required to identify all confined spaces on site, as they are installed/created. All work in confined spaces will be managed in compliance with the Confined Space Entry Management Program incorporated in this Site EHS Plan.

Non-compliance with any aspect of the attached confined space entry procedure shall be a disciplinary offense; workers and supervisors involved will face disciplinary action.

Lockout/Tagout

Prior to first energization on site, the Customer/NEPC/Contractors shall agree which organization's LOTO program shall be implemented at the site. As determined by NEPC EHS, the program selected must provide protection at least equal to the NEPC LOTO Program, a copy of which is incorporated in this Site EHS Plan. The following key elements must be included in any program:

- The program must require the use of locks and tags to control energy sources.
- The program must be managed by a Competent Person or Persons and inspected weekly.
- All affected persons shall receive the appropriate level LOTO training, as defined by the implemented program.

Appropriate Attire

Everyone on site will be required to wear shirts with sleeves at least 4inches (100mm) off the shoulder, long pants/trousers and all PPE identified in section 8.8 below.

Personal Protective Equipment (PPE)

All PPE used at the site shall be in full compliance with the applicable local standard. Where no standard is available, PPE shall be in compliance with an accepted international standard.

All persons entering any NEPC controlled work area shall wear/use:

- Safety Helmets. (Metal hard hats are prohibited.)
- Safety footwear with toe protection and where required, ankle supports.

Hearing protection will be mandatory in all designated areas and whenever noise levels are greater than 85 dBA. Hearing protection will be made available to all on site who may be exposed to noise. Any risk assessments should consider the requirement to wear hearing protection may mean workers cannot hear audible alarms, and some other form of alarm may be required.

Fall protection equipment, full body harness and two lanyards complete with shock absorbers - 100% tie-off, shall be used whenever a person is exposed to a fall hazard/hazardous condition, where such a fall would be likely to cause injury, and they are not protected by a standard guardrail, or equivalent fall protection system.

Any person who may be exposed to an Arc flash incident shall be required to wear work clothing/PPE based on the risk profile of the maximum Incident Energy from a fault that the person can be exposed to.

Where a possible hand injury is identified in the SRA, suitable gloves will be supplied and must be worn whenever there is an exposure to the risk.

Respirators will be required for persons exposed to hazards by inhalation of fumes, vapors, gases, etc. Respirator selection shall be by competent persons. Persons required to wear respirators shall be trained in how to use, clean and care for the respirators. Where required, persons will be fit tested before being required to wear respirators.

Other PPE will be required, where a requirement is identified by the SRA for the task.

High visible clothing must be worn in all construction areas where required by site requirements.

A competent person from NEPC/Contractor shall confirm all PPE to be used at the site is in compliance with the applicable standard referenced above.

All persons issued with PPE shall be trained in its use and how to care for it.

All PPE that requires regular documented inspection, such as fall protection harnesses, shall be in an inspection program, managed by the user's employer. As part of safety inspections NEPC/Contractors shall check the implementation of the inspection requirement.

Allowing persons to work without the required PPE, or wear/use inadequate or defective PPE, or PPE that has not been inspected as required will be a disciplinary offence for supervisors/managers.

Signs, Signals and Barricades

All persons on site shall observe and adhere to all warning signs, signals, and barricades.

Supervisors responsible for areas where hazardous conditions exist, or higher risk activities are planned, shall post/erect signs, signals or barricades necessary to advise personnel of the possible hazards.

Signs and warnings shall be in the local language when required and/or use pictograms to communicate hazard.

To uniformly identify particular hazards on the project, a barrier tape identification system will be used. The identification system shall be developed so that any person working on the site, regardless of employer, can recognize and avoid a hazard when properly marked. Any barrier tape identification system used will comply with local rules or regulations. A typical example system is:

- Yellow Tape (May have black in it) - “Use Caution when crossing the tape”. Used for open manholes, trenches, excavations, etc.
-
- Red Tape (May have black in it) - “Do Not Cross” unless authorized to do so. Used for open wiring, switchgear, etc.
-
- Yellow and Magenta (Purple) Tape - “Do Not Cross”. Used for possible radiation hazard, x-ray, etc.

The Contractor erecting the barrier or tape shall hang a tag that indicates:

- The hazard
- Name of Contractor
- Name of person erecting the tape

The barrier or tape shall be erected far enough back from the hazard to allow adequate warning and protection from the hazard.

The barrier shall be constructed to withstand adverse weather conditions and construction traffic.

Erection of rigid barricades constructed of wood or similar material shall be considered when excavating next to roadways, sidewalks, driveways, other heavily traveled areas, or whenever site conditions warrant. The NEPC Site EHS Manager shall authorize any deviation from constructing rigid barricades and will approve an alternative means of warning.

If the hazard is of a magnitude, which requires additional protection, it shall be the Contractor’s responsibility to provide additional protection.

It will be the responsibility of the Contractor erecting the barrier to maintain it as long as the hazard is present.

It will be the responsibility of the Contractor erecting the barrier to remove it when the hazard

condition no longer exists.

Scaffolds

All scaffolding shall be designed, erected, and inspected by competent persons to ensure it is safe for its intended use. At a minimum, the scaffolding will comply with NEPC standards and any locally applicable regulations.

All scaffolding shall be erected level, plumb and on a firm base with appropriate feet/mudsills.

Where required, all scaffold platforms must be equipped with a standard 1000mm (h) guardrail rigidly secured, standard 500mm (h) mid-rail, completely decked, and fitted with rigidly secured toe boards on all open sides.

Scaffold designs should provide a safe and convenient access to the working level. Working levels must not be accessed, by climbing the scaffold.

A Competent Person shall inspect all scaffolds prior to use daily, to confirm they have been properly erected and not been modified or damaged since erection. Scaffolds should only be used after such inspection has been documented and when a “Competent Scaffold” (Green), or “Warning This Scaffold – Incomplete/Defective” (Red), tag has been attached at a place visible from the access point.

Sal bally and bamboo should not be used for scaffolding and staging.

Incomplete or defective scaffolding shall be tagged accordingly at the point of access and not used.

Incomplete or defective scaffolding shall be either repaired, or dismantled as soon as possible.

Alteration of a scaffold via welding, burning, bending, etc. is prohibited.

Riding on mobile scaffolds is prohibited.

Ladder Safety

NEPC and contractor personnel shall use and maintain ladders in a manner that complies with regulatory, NEPC and site requirements. NEPC and contractor personnel shall:

- Use ladders or stairways for access to elevated work areas.
- Not use site constructed ladders unless authorized by the NEPC Site EHS manager to do so.
- Inspect ladders before each use. Ladders that fail inspection shall be immediately withdrawn

from service, tagged out, and either repaired or destroyed.

- °
- Use fiberglass or wooden ladders for work near electrical equipment and always verify that the ladder type to be used is compatible with hazards and the environment.
- Use ladders with rungs, cleats and steps that are:
 - ✓ Parallel, level and uniform
 - ✓ Spaced 300mm apart maximum, or country equivalent
 - ✓ 2cm in diameter if metal and 3cm in diameter if wood
 - ✓ Knurled, dimpled or coated with skid-resistant material if metal
 - ✓ Free of grease, oil, dirt and other foreign material
- Place ladders only on stable, firm and level surfaces that can support both the ladder and the load, secure ladders at the top or 'foot' at the bottom to prevent accidental displacement, and where required, use a barricade to keep activities or traffic away.
- Ensure ladders used to access an elevated area, extend at least 1m above the step off level.
- Use ladders with three limbs in contact with the ladder, center of gravity kept between rungs, body facing forward at all times, and hands and footwear that are free of grease, oil and mud. No tools or equipment shall be carried while climbing or descending ladders. Hand lines or tool pouches shall be used to raise or lower material.
- Not use ladders to support more than one individual at a time (unless specifically designed to accommodate multiple persons), load ladders beyond the maximum intended load or manufacturer's specifications; paint, tie, splice or fasten ladders together to create longer sections (unless specifically designed); or use ladders in a horizontal position as runways or scaffolds.
- Store ladders in areas that are designated and prevent or minimize ladder deterioration.

Elevated Work Areas

All elevated work areas shall be provided with standard guardrails or equivalent protection, or those persons exposed to a fall hazard that could cause injury required to access such areas, will be required to wear suitable personal fall protection.

Safe and convenient access and egress to such elevated work areas shall be provided.

Any holes or openings that may present a fall risk to persons on site shall be either barricaded or

covered by materials capable of supporting the weight of any traffic, vehicle or pedestrian that may access the area. Barricades or coverings shall be clearly signed to show the fall hazard, using either pictograms or warning signs in languages person on site can understand.

Aerial platforms shall be inspected prior to use (Attachment 25: Aerial Platform Inspection).

Crane and Motorized Equipment Operation (Including powered access platforms)

Only qualified and authorized operators shall be permitted to operate cranes and motorized equipment. The Contractor shall make available, upon request, documentation supporting operator's qualifications.

All cranes and motorized equipment shall be operated within the manufacturer's specifications and limitations.

All cranes and motorized equipment shall be operated with a banksman/signalman to provide signals and/or instructions to the driver.

All motorized equipment shall be fitted with Roll over Protection (ROPS) around the operator's position when there is a risk of overturning, and such equipment can be installed. Seatbelts shall be used when fitted.

Cranes fitted with Outrigger legs, shall have these fully extended, and where required, have mudsills in place, before any lifting operations.

NEPC/contractors shall ensure that any relevant information related to the safe operation of a crane, such as operating speeds, load rating, special hazard warnings, or instructions, are clearly posted on, or if not practicable, in the immediate vicinity of the crane.

The following general requirements will be applicable to all lifting operations:

- Only Competent Person(s) shall be permitted to rig loads.
- Exclusion zones will be established around lifting operations.
- Loads shall never be lifted over personnel; if required, areas will be cleared to allow safe lifting operations. Tag lines will be used to remove the requirement for persons to be under loads.
- Lift plans shall be completed by a Competent Person and submitted to the Site EHS Representative for review. Lift plans shall be developed for lifts, which meet any of the following criteria:
 - ✓ Lifts using more than one crane
 - ✓ Lifts greater than 70% of the crane's capacity

- ✓ Lifts that are large or awkward in shape or that would have a tendency to act as a “sail”.
- ✓ Crane operations that require cranes to operate close to, or pass below, overhead power lines

All lifting operations shall be planned and carried out in such a way that no part of a crane or load passes within the safe approach distances of energized cables or conductors.

The wind speed shall be monitored during all lifting operations. The crane driver or lift supervisor will have the right to stop lifting activities when the wind speed is greater than the safe operating specification of the crane.

Where slings or lifting attachments are required to pass around or over sharp corners on a load, padding or softeners will be used between the load and the slings.

No vehicle on site shall leave its engine running when not in use.

Operators shall remove keys from vehicles and equipment when they exit the cab, to prevent unauthorized use.

Persons in the basket of Powered access equipment shall at all times wear a fall protection harness that is attached to an anchor point in the basket.

NEPC and contractor personnel shall not operate any installed overhead gantry or Goliath cranes unless the test certificate for the crane has been checked to ensure the crane is tested.

NEPC and contractor personnel shall not operate any installed overhead gantry or Goliath cranes unless they have the required training to operate that crane in that country/region, and the owner of the crane has given written authorization.

Crane and Motorized Equipment Inspections

A competent person shall inspect all cranes and motorized equipment at the beginning of each shift to ensure all parts, equipment and accessories that affect the safe operation are operating as designed. These inspections shall be documented using the applicable Attachments (Attachment 22: Daily Crane Inspection or Attachment 24: Overhead Crane Daily Inspection).

NEPC/Contractors shall ensure that cranes and rigging to be employed have been inspected in accordance with regulatory requirements. In addition, cranes and rigging shall be visually inspected prior to each use. Cranes with deficiencies shall not be used until the deficiencies have been corrected; rigging with deficiencies shall be removed from service immediately.

A Competent Person must conduct and document a monthly crane inspection. Certification and other test/inspection documentation must be available for review upon request. (Attachment 23: Overhead Crane Monthly Crane Inspection)

Annual crane inspections must be conducted by a qualified and approved organization and must be documented. Certification and other test/inspection documentation must be available for review upon request. (Attachment 21: Annual Crane Inspection)

Any deficiencies affecting safe operation must be corrected before the equipment is placed in service.

Crane Suspended Personnel Platforms

The use of a crane or derrick to hoist employees on a personnel platform is only permitted when no other system of gaining access to the work area is possible, or would create a higher risk. For instances requiring the use of a personnel platform, a permit system will be used and the task supervised by a Competent Person to safeguard personnel while working in a crane suspended work platform.

Where a crane suspended personnel basket is used, a safe work procedure including a SRA must be produced and reviewed by the competent person issuing the permit. All work using crane suspended Personnel Platforms must comply with applicable local regulatory requirements.

Personnel in a crane suspended platform shall wear fall protection harnesses and attach a lanyard to the hook of the hoisting device.

All crane suspended personnel platforms shall be inspected and tested. Test certificates shall be available for review, and they shall reference a unique identifier or serial number that is clearly identified on all crane suspended platforms.

The safe working load or capacity shall be clearly identified on the platform.

The crane driver shall remain at the controls, and in contact with the person directing the lift whenever persons are suspended from the hook of the crane.

The Site EHS Representative, where authorized, or the NEPC EHS HQ Manager will review any use of crane suspended personnel platforms.

Fall Protection

NEPC and contractors shall ensure that fall hazards are considered in all risk assessments for work at the site. When identifying control measures for fall hazards, the hierarchy of control shall be used, starting with elimination, control and only considering PPE on its own as the last option. PPE may be used to support other control measures.

NEPC and contractors shall ensure that all persons required to access areas where they are exposed to a fall risk that is not controlled by a guardrail system, are required to wear personal fall protection.

All persons required to wear fall protection harnesses shall receive training in the use and care of the harness before being permitted to use such equipment.

Fall hazard training shall be provided to all employees working at heights. This training shall include recognition of fall hazards, installation and use of fall protection systems, and means to prevent falls through floor/roof openings. Qualified persons shall conduct all training.

All harnesses and lanyards shall be inspected at least annually and more frequently if required by local regulations. NEPC Site EHS Manager will confirm requirements. (Attachment 27: Fall Protection Equipment Monthly Inspection)

Persons using fall protection harnesses must be provided with two lanyards and a suitable anchor system or point. 100% tie off is required whenever a person is exposed to an uncontrolled fall hazard.

Where running lines are installed, competent persons shall inspect them, to ensure they will provide the required protection.

Failure to wear and attach fall protection equipment to a suitable anchor point will be a disciplinary offence that may result in immediate removal from the site.

Supervisors who permit or instruct worker to work in areas that expose them to a fall hazard, without fall protection equipment, shall also be subject to disciplinary procedure, up to removal from site.

Equipment Inspections

All tools, electrical cords, welding leads, fork trucks and rigging equipment shall be inspected for safety defects prior to use. Fork truck inspections shall be documented (Attachment 28: Daily Forklift Inspection).

Damaged or unsafe tools, electrical cords, fork trucks or rigging equipment, shall be immediately removed from service and marked/labeled to identify its status. All such equipment will be quarantined until it is either repaired or disposed off, to prevent its use.

Tools, electrical cords and welding leads shall be thoroughly inspected and tested as appropriate on a quarterly basis. Rigging equipment (Attachment 29: Monthly Rigging Inspection and Attachment 26: Come-along Chain-falls Monthly Inspection) shall be inspected monthly. Inspection shall be documented using tags, color codes, logs, or other means to indicate that the equipment has been inspected.

Compressed Gas Cylinders

Before any gas cylinders are brought on site, a suitable storage facility shall be erected. This will

enable full and empty cylinders to be segregated. It will also segregate fuel gas and oxygen cylinders. These must either be separated by a solid wall, or by 6m, (20 feet) distance.

Storage facilities must be clearly labeled in languages understood by all using the facility, with signs to show hazard and any other restrictions such as smoking.

All gas cylinders must be stored and transported in the upright position, and at all times secured to prevent them from falling.

Safety caps shall be fitted to all cylinders when not in use.

Hoses on fuel and oxygen gases shall be fitted with flashback arrestors.

Flush back arrester to be provided with the gas cutting sets.

All fittings on hoses shall be secured by crimped fixings, not screw type hose clips.

Hoses, fittings, gauges and torches shall be inspected by the user before use, and by a competent person quarterly. After quarterly inspections, the status of equipment shall be identified by color-coding in compliance with the requirement of the Equipment Inspections section above.

Temporary Electrical Power

NEPC and Contractors will ensure that all Temporary Electrical Power installations on site comply with the following requirements:

- All electrical panels will be labeled or marked to identify the circuit and voltage.
- All main disconnects shall be clearly identified.
- All energized panels shall have all covers in place to ensure that no access to energized conductors is possible.
- All temporary wiring shall be protected by using Ground Fault Circuit Interrupters (GFCI) /Residual Current devices (RCD) as part of an Assured Equipment Grounding Program.
- Welding earth connection should be with proper cable not with reinforcement bar, flats & angles etc. All the welders working at site should have appropriate qualification / certificate.
- Electrical cords, welding leads, and air hoses shall be run either overhead, underneath, or otherwise kept out of walkways, stairs and entry ways to prevent both damage to them, and them becoming a trip hazard.
- Any damaged wiring, extension cords, and leads shall be immediately removed from service.
- Temporary lighting or wiring shall be protected with appropriate guards. Temporary lights / hand lamps will be equipped with guards to prevent accidental contact with their bulbs.

Temporary lights / hand lamps shall not be suspended from their electric cords. Temporary electric lighting used in wet or damp locations shall be operated at a maximum of 12 V dc.

- Installation and use of temporary power shall be planned in advance and no supply equipment shall be overloaded.

NEPC and contractors will ensure all temporary electrical generators will be:

- Stored and used over secondary containment, unless this is built into the design.
- Will be connected to a suitable ground/earthing rod when in use.
- Will not be used inside buildings unless the exhaust is ducted out of the building.
- Will not be refueled while running.

Electrical Safety

NEPC/Contractor personnel shall ensure that only competent persons perform work with or near electrical equipment, and that they do so in a manner that complies with all regulatory, NEPC Electrical Safety Procedure, and site requirements. NEPC and Contractor personnel shall:

- Never initiate work with or on a piece of equipment until they fully understand the operation and are confident that adequate safety precautions are in place. If there is anything unfamiliar or unclear about the adequacy of the safety precautions in place, the person(s) to perform work shall seek additional guidance from a supervisor or other knowledgeable source.
- Not perform electrical switching or other work where they may be exposed to unguarded / uninsulated electrical conductors (even in a de-energized state) unless qualified.
- Not approach electrical lines or exposed energized parts of equipment unless qualified. Approach limits for unqualified personnel are:
 - ✓ For electrical lines and equipment energized at 50 kV or less, the distance is 3050mm.
 - ✓ For electrical lines and equipment energized at more than 50 kV, the distance is 3050mm plus 100mm for every 10 kV over 50 kV
- Only perform the following work on energized electrical equipment, when qualified and the requirements of NFPA 70e have been assessed and implemented:
 - ✓ Electrical switching
 - ✓ Lockout / Tagout
 - ✓ Selected testing / inspection of selected electrical equipment in accordance with related

sections of the NEPC Electrical Safety Procedure

NEPC and contractor personnel shall review and comply with all relevant sections of the NEPC Electrical Safety Procedure when undertaking permitted energized electrical work.

NEPC and Contractors will use electrical equipment rated and designed for the environment in which it will be used. Only battery powered electrical equipment shall be used in wet or damp environments. Hands shall not be wet when plugging / unplugging electrical equipment or extension cords. Ground Fault Circuit Interrupters (GFCI) or RCDs shall be used for all electrical tools used in close proximity to wet or damp areas.

NEPC and contractors shall keep work areas, walkways and similar locations, clear of extension cords so as not to create a hazard to personnel. Extension cords shall be covered or elevated to protect them from accidental damage. Flexible electric cords shall not be hung with staples or any other devices that could cause damage to the insulation. Flexible electric cords shall not be used for raising or lowering tools or equipment.

NEPC and contractors will only use ladders with non-conductive side rails, when performing electrical work.

Industrial Hygiene (IH)

The requirements for chemical management are detailed in the Chemical Management attachment to this plan. This section covers the personal requirements to protect persons from general exposure to IH issues.

During the construction period, a water treatment and a waste water treatment system shall be deployed to produce qualified drinking water and treat the domestic waste water and industrial waste water to meet the corresponding standards before discharging to the Meghna River.

NEPC and contractor personnel shall work in a manner that complies with regulatory, NEPC and the site's industrial hygiene standards. NEPC and contractors personnel shall:

- Follow local environmental laws during the construction period.

- Provide water spraying system to suppress fugitive dust during the construction period

- Manage properly the water emitted from construction and rainy water to meet local standard

- Provide rest rooms for workers at suitable area, and nobody is allowed to take lunch/food other than rest room at site.

- Provide safety goggles to all the workers as the site is filled with silt which during strong wind

may fly and there could be possibilities of eye problem.

Not smoke, eat, drink, or apply makeup in areas where they are engaged in any tasks involving potential chemical exposures.

- Thoroughly wash exposed skin (i.e., hands, face and neck) after exiting work areas and before engaging in any non-chemical handling task (i.e., eating, drinking, smoking, etc.).
- Use appropriate techniques to minimize heat stress (e.g., increase ventilation, use dehumidifiers, use sun shields, wear well-ventilated clothing, well ventilated PPE (when appropriate) and hats, take rest breaks away from extreme environment, drink plenty of fluids, etc.).
- Use anti-vibration tools, anti-vibration gloves, and proper work practices, as appropriate.
- Treat blood and other potentially infectious materials in accordance with the Bloodborne Pathogen information in the Emergency Preparedness section of this EHS Plan.
- Implement a hearing protection program for any workers who may be exposed to noise above applicable threshold values for the country they are working in, or noise that can cause hearing loss/impairment. This shall include:
 - ✓ A communication program and training for all personnel on site at the site EHS orientation.
 - ✓ Provision of appropriate hearing protection when exposure is possible and supervisory enforcement of the use of such protection.
 - ✓ Administrative controls including job rotation to minimize exposure to high noise levels.
 - ✓ Health screening including audiometry/audiograms for all workers known to be exposed to noise at work above threshold values identified in local standards.

Pre Existing Hazardous Material

NEPC and contractor personnel shall prevent any persons from being exposed to hazardous materials that are found in the work area. NEPC and contractors shall also prevent such materials found from being disturbed and released to the environment. This will include:

- Asbestos Containing Material (ACM)
- Lead Paint

All suspected materials shall be identified by competent and/or qualified persons to confirm substance constitution and state, prior to the start of any work in the area.

Where it is confirmed any hazardous materials are present in the work area, it will be cordoned off to prevent exposure and any disturbance. NEPC will liaise with the customer to agree on an abatement plan, to make the work area safe, before work is allowed to commence.

Demolition

Before any planned demolition work a Professional Engineer or other Competent Person must perform an engineering survey and establish a demolition plan to determine the condition of structure(s), location of existing utilities (e.g. water, electric, gas, steam, process lines, sewer and storm drainage, etc.), protection, isolation, removal and/or rerouting of such utilities and safe disassembly/demolition sequence.

All demolition work shall be performed in accordance with locally applicable regulations and in accordance with the engineering survey.

Work must only begin after a SRA has been completed and communicated to anyone who could be impacted by the planned activity.

Excavations

The Contractor Supervisor or Competent Person in charge of the work shall determine what is needed to complete a safe excavation job. A soil check should be a prime factor determining whether to shore, slope, or step back and how much of this will be required. A soil check, along with a study of flood level and tidal changes, will also be a factor in determining if a water hazard exists and if a dewatering system is needed.

Portable trench boxes or sliding trench shields may be used for the protection of personnel in lieu of a shoring system or sloping. Where such trench boxes or shields are used, they shall be designed, constructed, and maintained in a manner, which will provide protection equal to or greater than the sheeting or shoring required for the trench.

Prior to excavation, a review of available information shall be made to determine whether underground installations (i.e. sewer, telephone, water, electric, etc.) will be encountered. Utility companies shall be contacted and advised of proposed excavation work prior to the start of actual excavation. Once underground utilities have been installed at the site, a pre dig permit shall be completed prior to excavation. The Pre Dig Permit provided in (Attachment 18: Pre-Dig Permit) may be used for this purpose.

Open excavations shall be barricaded. Walkways, crosswalks, and roadways shall be provided as needed. Bridging, walkways, etc. shall include a standard guardrail.

Additional shoring or protection shall be used when there is a risk of cave-in or fall-in due to a source

of vibration or heavy vehicle movements.

Safe access and egress into any trench 1m or more in depth must be provided and maintained as the job progresses. Means of egress (stairway, ladders, ramps, etc.) from the trench excavations shall be located so as to require no more than 8 m lateral travel for employees.

A Competent Person shall inspect excavations daily or more frequently when additional hazards are present. The Excavation Inspection Form (Attachment 19: Excavation Inspection Form) may be used for this purpose. Excavations shall be recorded in the Daily Excavation log. (Attachment 20: Daily Excavation Log).

Steel Erection

NEPC and contractor personnel shall ensure that the steel erector is provided with documentation that footing, piers, and walls have either 75% of the intended minimum compressive design strength or sufficient strength to support loads imposed during steel erection. Information on any repairs, replacements, and modifications to anchor bolts shall also be provided.

SRAs for steel erection shall identify the fall protection measures to be used by all persons exposed to a fall hazard. Fall protection shall be required for all employees working at heights where a fall could cause injury. (Add local regulatory requirements if specific heights are identified.) Fall protection systems shall be installed, inspected, and maintained by a competent person.

NEPC or contractors shall ensure that adequate access roads are maintained and that a firm, properly graded, and drained area readily accessible to the work is provided for storage of materials and operation of equipment.

All hoisting and rigging operations shall be in compliance with section 8.13 above

Working and walking surfaces shall be maintained free of tripping hazards including shear connectors, reinforcing bars, anchors, or threaded studs which may project vertically from beams or other work surfaces.

Temporary decking shall be secured against displacement at the end of the shift or when environmental conditions may cause it to move. Decking shall not be removed until immediately prior to installation of permanent equipment or fixtures.

All materials, equipment and tools used at heights shall be secured from falling when not in use.

Ergonomics

NEPC and contractor management shall require personnel on site to perform work in a manner that complies with NEPC Ergonomics requirements and site ergonomic principles. NEPC and contractor

personnel shall, whenever practicable:

- Eliminate or minimize the effects of undesirable environmental conditions, such as excessive heat, humidity, cold, noise or poor illumination.
- Select and use tools and equipment that ‘fit’ hands and have features designed to control or limit vibration.
- Reduce manual lifting/moving of materials to minimum; wherever possible use mechanical aids. If a manual lift/move cannot be avoided, NEPC and contractors shall ensure that SRAs identify safe lifting practices, breaking down loads into smaller items, team lifting, pushing rather than pulling equipment on wheels.

Motor Vehicle Safety and Traffic Management

NEPC and contractor personnel shall operate motor vehicles in a manner that complies with regulatory, NEPC Motor Vehicle Safety policies. NEPC and contractor personnel shall:

- Not use site motor vehicles on site unless authorized by the customer or controlling entity to do so.
- Not operate a motor vehicle without a valid driver’s license; this applies on site as well as public roads.
- Comply with all local laws associated with the safe use of motor vehicles.
- Wear seat belts when driving or riding in motor vehicles.
- Drive motor vehicles defensively and courteously at all times.
- Not operate motor vehicles when over-tired, ill, emotionally upset, on medication or under the influence of drugs or alcohol, or any other condition that would impair the ability to drive safely.
- Not attempt to read a map or written directions and drive at the same time.
- Only receive incoming calls on hands-free phones while operating a motor vehicle. For all other cell-phone use, the driver must stop the vehicle in a place it is safe to do so.
- Not program any satellite navigation or other system that distracts driver attention while driving.
- Secure equipment and other loose objects in cars, vans and trucks with restraint cords / ropes or other devices. Tools, instruments, heavy books, or other objects shall not be transported on the rear seat or window shelf of a motor vehicle.
- Never transport hazardous materials in company-owned, leased or rented vehicles, or personal

vehicles.

- Report any accident that occurs to the appropriate supervisor and EHS representative immediately. The driver shall contact the appropriate insurance carrier, rental car agency and / or police department, as applicable. All reportable accidents shall be reported and investigated per the NEPC Incident Reporting, Investigation and Follow-Up Program.
- All vehicles should have reverse signal alarm not limited to crane or heavy vehicle.
- One to three vehicle maintenance and service shops shall be contracted to provide the vehicle maintenance and service at site to the vehicles, equipment and machinery (other than cranes).

NEPC and Contractors shall review the site layout and determine if a site traffic management plan is required.

A traffic management plan should be developed if there will be areas of the site where it can be expected that traffic will be congested, or there is limited space for vehicles and pedestrians to pass safely.

The traffic management plan, where developed, will identify:

- Site Speed limits
- Restrictions on vehicle movements in some areas or at specific times
- ‘One way’ systems
- Pickup, drop off areas for worker transportation
- Access under overhead power lines

X-Ray and Radiography

NEPC and Contractor personnel shall ensure that all work involving X-Ray or Radiography equipment is carried out in compliance with applicable local regulations and standards and:

- Is under the supervision of competent persons who, where required, are licensed for the equipment/task.
- Any radioactive sources are stored such that they do not allow anyone to be exposed to the hazard, and with adequate security to prevent theft.
- All work using X-Ray and Radiography is carried out in an exclusion zone, so only persons involved in the task are in the area where exposure is possible. Signs shall be fixed to warn persons of the hazard around the exclusion zone.
- All work using X-Ray and Radiography is communicated to others on site a minimum of 12

hours before it commences.

Precautions for Working in the Turbine Compartment of an Operating Gas Turbine

A Permit System shall be used to safeguard Personnel while working in the turbine compartment of an operating gas turbine. A copy of the permit shall remain in the work area until the authorized person has verified that all persons have exited the turbine compartment and it is safe to remove the permit.

Application of Site Rules

Any persons on site under the control of NEPC and their contractors, will be subject to being removed from the site, if found violating any Customer or site safety requirement or otherwise engaging in conduct that is likely to cause personal injury, illness or property damage. Contractors shall be solely responsible for the discipline of their subcontractors and employees.

Working at Night, or in Areas With Low Natural Light

Adequate lighting for the work being performed shall be provided for all work activities conducted at night, or in areas with low or no natural light. SRAs shall consider lighting requirements.

Workers in areas with no, or low natural light, where no emergency lighting system is operational, shall be provided with a means of finding a safe egress. This may be personal flashlights.

Adequate lighting shall also be provided for walkways, roadways and parking areas.

All vehicles operated at night shall be equipped with lights.

Waste Management

NEPC and Contractor personnel shall ensure that the site has suitable facilities to manage waste in compliance with local regulations and the requirements of the Environmental Plan included in this EHS Plan. This will require them to:

- Ensure adequate waste collection receptacles (bins/dumpsters) are available around the site, and that they are regularly emptied to prevent the uncontrolled accumulation of waste materials.
- Ensure hazardous wastes are segregated and hazardous waste is managed.
- Ensure all waste is disposed of using licensed waste management companies.

Where facilities are locally available for recycling, require segregation into waste streams that can be recycled. Where this is possible, provide separate waste containers (bins/dumpsters) for each

waste stream.

- Ensure all waste containers are labeled in languages persons on site can understand, so materials will be placed in the correct container.
- Ensure waste management areas have an impervious floor, or other means of containment to prevent any release to the environment.

Smoking Policy

Smoking, if permitted, will be in designated smoking areas with adequate means of cigarette disposal and means to fully extinguish any potential fire source. Smoking will not be permitted in any NEPC office. (Attachment 31: Smoke Free Policy).

ATTACHMENTS

The attachments mentioned in this plan are attached hereafter.

Attachment 1: Safety **Corrective** Action Request

SAFETY CORRECTIVE ACTION REQUEST

Safety Representative

Date

Site Location

Company

Discrepancy

 Action Taken (please initial after each
 discrepancy)

Person Performing Corrective Action

Name

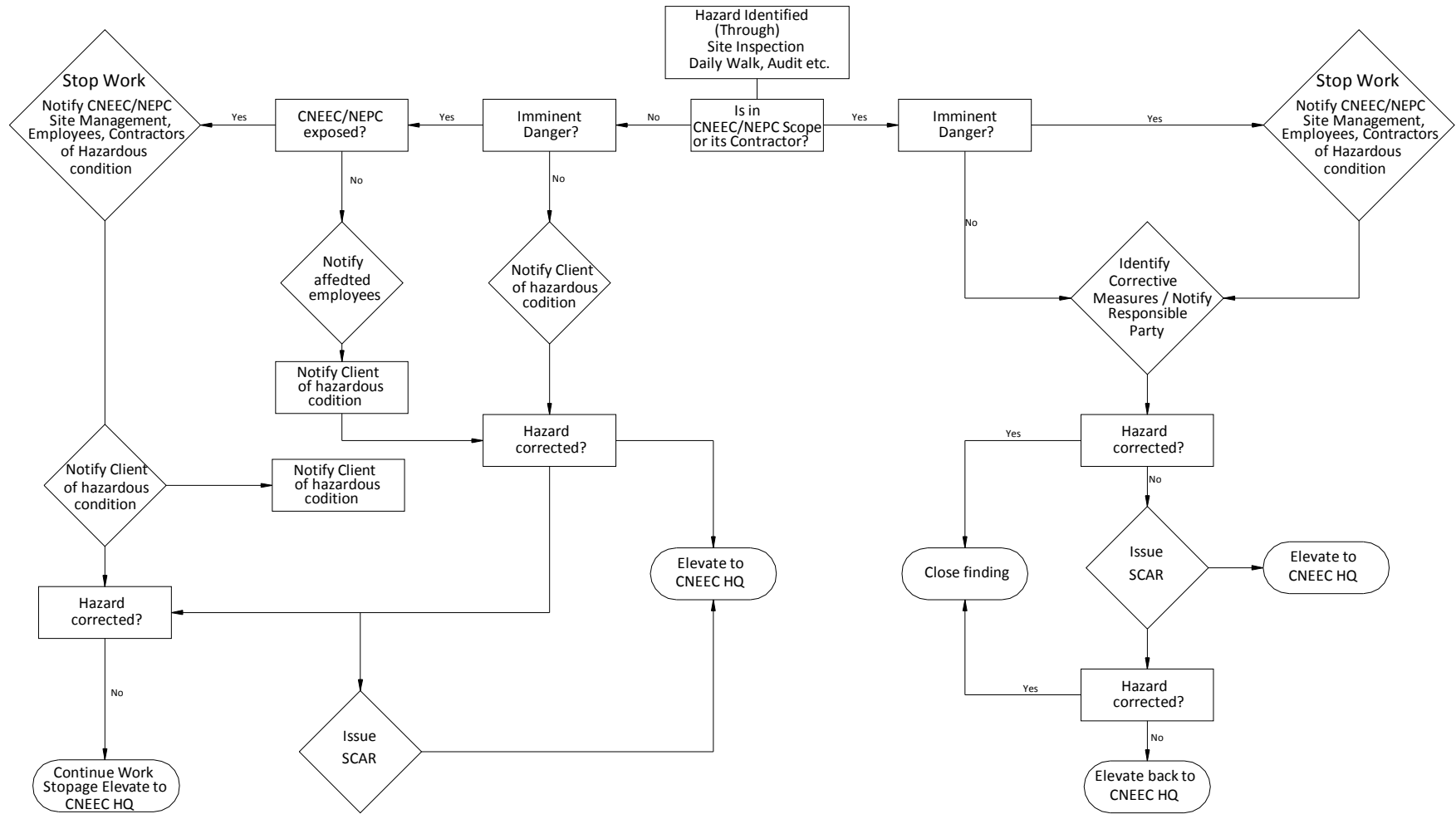
Title

This copy to be returned to _____

No later than _____
Calendar days after incident

Attachment 2 – Project Site Hazard Identification and Notification Process

PROJECT SITE HAZARD IDENTIFICATION AND NOTIFICATION PROCESS



Attachment 3: Disciplinary Process

Written Communication of Infraction

Level II

Employee's Name	Date Of Infraction	Flowchart of Infraction
Ensure the following objectives were achieved. Supervisor's Checklist: <ul style="list-style-type: none"> ✧ The counselling was conducted in private ✧ The Compliance Policy was explained to the employee ✧ The action is consistent with established project policy ✧ The employee was informed and understands why the compliance was warranted 		
Has the employee been warned before? Yes No If yes, how? Verbal Written		By Whom? Date of Warning
Reason for this Infraction		
Specific details of infraction and counselling comments:		
Supervisor's Name		Supervisor's Signature & Date
My signature here upon does not necessarily signify my agreement with the above, but attests that I have read and understand the serious nature of this report. A repetition of this action or other acts of a similar nature may result in a more serious corrective action and/or termination of employment		Employee's Signature & Date

Safety Supervisor's Review & Concurrence (if required)	Safety Supervisor's Signature
Site Manager's Review and Concurrence (if required)	Site Manager's Signature. & Date

WRITTEN INFRACTION

LEVEL III

Employee's Name	Date Of Infraction	Flowchart of Infraction
Project Name	Length of Service	Termination Date
Has the employee been warned before? No Yes If yes, how? Verbal Written		By Whom? Date of Warning
Why is the employee being given a Level III Infraction resulting in termination? (Provide details of infraction)		

What Policy/Procedure or other conduct rule has not been adhered to?	
Provide background information concerning any previous Non-compliance / Infraction issued.	
Supervisor's Name	Supervisor's Signature & Date
Safety Supervisor's Review and Concurrence	Safety Supervisor's Signature
Site Manager's Review and Concurrence	Site Manager's Signature & Date

Attachment 4 – Site Safety Orientation

SITE SAFETY ORIENTATION

(344.908MW (Net) Natural Gas-Fired Combined Cycle Power Plant

At Bibiyana, Bangladesh)

General Safety Rules

- NEPC prohibits the unauthorized or illegal possession or use of alcoholic beverages, drugs or other intoxicants at Project site. No person shall be permitted to bring unauthorized or illegal alcoholic beverages, drugs, or other intoxicants onto any location where work is being performed; nor shall any such person be allowed to perform work under the influence of alcoholic beverages, drugs, or other intoxicants.
- Fighting, horseplay, or harassment of any kind will not be allowed. Personal firearms are not allowed on Project site.
- Site Smoking Policy: Smoking, if permitted, will be in designated smoking areas with adequate means of cigarette disposal and means to fully extinguish any potential fire source. Smoking will not be permitted in any NEPC office.
- Site layout including location of washrooms, eating areas, employee's work area.

Housekeeping

- Combustible materials such as oil-soaked and paint-covered rags, waste, packing and other rubbish shall not be allowed to accumulate on the benches, floors, or yards, but shall be stored in areas or receptacles designed for them and appropriately identified.
- Stairways, aisles, exits, walkways, and storage areas shall be kept free of debris and other obstructions. Scrap and waste shall not be allowed to accumulate in the work areas.
- Materials and supplies shall be stored in an orderly, stable manner to prevent their falling, rolling or spreading.
- Floors and platforms shall be kept free of oil, grease, water, and other slippery materials.

- Protruding nails shall be bent over or removed.
- Electrical cords, welding leads, and air hoses shall be run either overhead, underneath, or otherwise kept out of walkways and stairs.

Personal Protective Equipment

Workers shall wear work gloves suitable for the work to be performed on jobs where gloves will help prevent hand injuries (i.e. handling rough or sharp metal objects).

- Personnel are required to wear approved head protection (Metal hard hats are prohibited). Hard hats shall not be defaced, painted or reshaped. Hard hats shall not be worn reversed with the exception of welders who may reverse their hats in order to use a welding shield.
- Approved protective devices, either muffs, earplugs or both shall be used in high noise exposure areas (>85dB) or as required by local regulations. (General rule - if you cannot talk in a normal voice to someone 3 feet away from you – you need hearing protection).
- Safety glasses equipped with side shields must be worn. Goggles or face shields shall be worn when standard safety glasses with side shields do not provide adequate protection (i.e. when chipping concrete or grinding metal).
- Respiratory Protection will be used where administrative or engineering controls fail to reduce air contaminants within prescribed limits. Where respirators are required, employers shall develop a written respiratory protection program.
- Body harness and lanyard(s) (100% tie-off) shall be used when working in excess of 2 meters:
 1. On all stages, floats and any other type of suspended scaffolding.
 2. On all scaffolds with incomplete decking.
 3. On all scaffolds and platforms without standard guardrails.
 4. On sloping roofs.
 5. When removing floor planks from last panel in temporary floor.
 6. On ladders near edge of floor or roof openings
 7. When placing any tying reinforcing steel in walls, piers or columns.
 8. Within 2 meters of floor edges, floor openings and roofs where there are no guardrails or wire rope railings
- Lanyard(s) shall be positioned to prevent a fall of not more than six feet. Body harnesses shall be worn with the D-ring positioned at the back. Prior to each use, a visual inspection of the body harness and lanyard shall be made.

- Footwear shall be suitable for the environment in which the individual is required to work. When working in areas where there is a danger of foot injuries due to falling or rolling objects or object piercing the sole, approved safety footwear shall be worn. Metatarsal guards shall be worn when working with equipment, which presents a crushing hazard.

Sign, Signals and Barricades

Post/erect signs, signals or barricades necessary to advise personnel of hazardous conditions in work areas. In order to uniformly identify particular hazards on the project, a barrier tape identification system will be used.

Yellow Tape (May have black in it) - *"Use Caution When Crossing"*. Used for open manholes, trenches, excavations, etc.

Red Tape (May have black in it) - *"Do Not Cross" unless authorized to do so*. Used for imminent dangers.

Yellow and Magenta (Purple) Tape - *"Do Not Cross"*. Used for possible radiation hazard, x-ray, etc.

- The barrier tape shall be erected far enough back from the hazard to allow adequate warning and protection from the hazard.
- Rigid barricades constructed of wood or similar material shall be erected when excavating next to roadways, sidewalks, driveways, other heavily traveled areas, or whenever site conditions warrant.

Chemical Handling

- All containers containing oil and chemicals must be labeled, tagged, or marked with the following information:

Identity of the Material

Appropriate Hazard Warnings

Name and Address of the Manufacturer

- All Oil or Chemical storage areas shall be provided with containment and protected from the elements using a roof, tarp, or approved hazardous material storage cabinet.
- Chemicals must be segregated by their hazard characteristics, classification, and compatibility. The area will be well defined and labeled.
- Storage of chemicals at the point of use will be limited to those amounts necessary for one operation or shift. Containers in-use will be properly labeled and of minimum size.
- All site employees must be trained on site-specific emergency procedures. This training shall include the following:

Alarms and other emergency communications used both at the site and at the customer/host facility as applicable.

Evacuation procedures including routes and assembly areas to be used.

All occupational injuries or illnesses must be reported immediately. Unless the injury requires immediate transportation for medical treatment, the employee should immediately report the injury to his or her supervisor and then report to the project first aid designee.

Location of first-aid kits and identification of first-aid providers.

Report ALL spills to your supervisor immediately. If safe to do so, prevent further spillage, but don't begin cleanup until directed to do so.

Fire Protection

- Flammable liquids shall be used only in small amounts in approved; self-closing safety cans and shall be stored in approved flammable liquid cabinets.
- "NO SMOKING" signs shall be posted where appropriate and will be strictly observed.
- Access to fire extinguishers and other fire fighting equipment must not be obstructed.
- Fire extinguishers shall be inspected at least monthly and shall be maintained fully charged.
- A Hot Work Permit shall be issued before welding or cutting in close proximity to flammable and combustible material.

Lockout and Tagout

- Machines or equipment are to be isolated from all potentially hazardous energy, and locked out and tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury. Employees shall adhere to the requirements of the Company's Lockout and Tagout Program.

Confined Space Entry

- Employees shall adhere to the requirements of the Company's Confined Space Entry Program. (Confined spaces include tanks, vessels, enclosures with limited access such as hatchways and manholes) All confined spaces shall be posted. An entry permit shall be issued only after sampling is complete. Sampling must be for oxygen, combustible gases and toxics. Sampling must be done by a trained person with knowledge of the testing equipment being used. This permit must be signed prior to entry. A new permit is required at the beginning of each shift. No entry permit shall

be issued if the oxygen content is less than 19.5% or greater than 23.5%, or combustibility is above 10% of the Lower Explosive Level (LEL).

Excavation, Trenching, and Shoring

- Open excavations shall be barricaded.
- Walkways, crosswalks, and roadways shall be provided as needed. Bridging, walkways, etc. shall include standard guardrails.
- Excavations must be properly shored, shielded, sloped to the angle of the repose, stepped back, or otherwise supported to eliminate possible exposure to cave in. No one is to enter such excavation until this has been done.
- The edges of excavations shall be cleared back at least two feet to ensure that soil piles and other items will not fall into the trench.
- Proper access into any trench 4 feet or more in depth must be provided and maintained as the job progresses. Access shall be located to ensure no more than 25 feet of lateral travel.
- All protruding rebar onto which an employee could fall, shall be guarded to prevent the hazard of impalement.

Motor Vehicles

- Site Speed limit is 15 km/h.
- Where provided, all occupants shall properly fasten their safety belts before vehicles are operated.
- The driver is responsible for checking to ensure that passengers are safely in the vehicle.
- Operators of vehicles shall have a valid driver's license and shall comply with applicable motor vehicle laws and highway rules and regulations.
- A signalman or guide shall be used when backing up whenever there is an obstructed view.
- Vehicles operating outside of daylight hours shall be equipped with lights.
- The driver should not use a mobile phone while driving unless a hands free device is used.

Mechanized Equipment

- All vehicles in use shall be checked at the beginning of each shift to ensure that parts, equipment, and accessories that effect safe operation are in proper operating condition and free from defects. All defects shall be corrected before the vehicle is placed in service.
- Safety belts shall be fastened before equipment is operated.
-

- Heavy earth moving equipment shall be equipped with a reverse signal alarm, which will operate automatically with backward movement. The alarm shall give an audible signal suitable for the conditions.
- Flagmen shall be provided with or shall wear a red or orange warning garment while flagging. Warning garments worn at night shall be reflective.
- Only competent personnel who have been trained in the safe operation of specific mechanized equipment (i.e. forklifts) shall be allowed to operate such equipment.

Cranes

- Only trained and qualified operators shall operate cranes. Cranes must have current annual and monthly inspections available.
- Equipment shall be inspected before each use and all deficiencies corrected, prior to operation.
- Areas within the swing radius of the revolving superstructure shall be barricaded.
- No part of a crane or its load shall be operated within 3m of a line rated 50 kV or below.
- For lines over 50 kV, add 1m for each additional kV.
- Tag lines shall be used to control loads.
- Safety latches shall be provided on all crane hooks.
- Cranes shall be moved only when directed by a signal man.
- Whenever possible, the boom shall be lowered to the ground when the machine is stored overnight or for extended periods of time.
- Operators shall not leave the machine while a load is suspended.
- Loads shall not be suspended over any person or occupied buildings.
- Outriggers on cranes shall be fully extended.
- Mudsills shall be used when the crane is placed on unstable or uneven surfaces such as earth, mud or asphalt.

Rigging, Hoisting and Jacking

- Prior to initial use and on a daily basis, all rigging equipment shall be inspected and defective equipment removed from service immediately.
- Do not load rigging equipment in excess of its recommended safe working load.
- Rigging equipment shall be properly stored at the end of each work shift.

- Slings shall be protected from sharp edges.

Fall Protection

- All surfaces on which employees may walk or work must have the structural integrity to safely support the workers and the materials, which are placed upon the surface.
- Fall protection is required whenever employees are exposed to height above 2m, or employees are exposed to falls into dangerous equipment or other hazards.
- Guardrail Systems shall consist of top rails and midrails or the equivalent. Typically guardrails are constructed of lumber or tubular steel.
- Only commercially purchased full Body Harnesses with locking Snap Hooks and Deceleration Devices shall be used. Safety belts shall not be used for fall arrest.
- Lifelines shall be designed, installed, and used under the supervision of a Qualified Person. The system shall maintain a safety factor of at least two. When vertical Lifelines are used, each employee shall be attached to a separate lifeline.
- Anchorage points shall be capable of supporting at least 5,000 pounds per person.
- When used as a warning line system, ropes, chains, wires, and stanchions shall be erected not less than 2m from the Roof edge and flagged with high visibility material at intervals not exceeding 2m. No employee shall be permitted in the area between the roof edge and the warning line unless the employee is performing work in that area.
- Falling object protection must be provided when a hazard is or may be present. When Toe boards are used for falling object protection, they shall be at least 120mm high. When tools, equipment, or materials are piled higher than the Toe board, paneling or screening shall be installed for a sufficient distance to protect workers below.
- Floor openings shall be securely protected through use of a secured guardrail or cover. If a cover is used, it shall be secured and identified. Also, it shall be of sufficient strength (2x the intended load) to support personnel or material that may pass over it.
- Aerial lifts shall be operated in accordance with manufacturer's requirements. Tie-Off of personnel in aerial lifts is mandatory. The employee must tie-off before operating the aerial lift.

Scaffolding

- Scaffolds shall be erected on firm foundations. The footing or anchorage shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement.

- Guardrails and toe boards shall be installed on all open sides and the ends of platforms more than ten 3m above the ground floor. Scaffolds 1.2m to 3m having horizontal dimension in either direction shall have standard guardrails on all open sides.
- Working platforms shall be capable of sustaining 4 times the maximum working load required.
- Stationary scaffolds shall be secured to a fixed structure every 8m vertically and every 10m horizontally.
- Proper access to scaffold platforms shall be provided. Framework shall not be used to ascend or descend scaffolding.
- Scaffolds shall be erected only by competent personnel
- Prior to use, the supervisor responsible for erection of a scaffold shall verify that it has been properly erected and attach a "Complete Scaffold" (Green), a "Warning This Scaffold Incomplete/Damaged - Safety Required" (Red), or a "Caution – 100% Tie-Off Required" (Yellow) tag as indicated by the inspection.

Ladders

- The side rails of a ladder shall extend 1m above the landing.
- Portable metal ladders shall not be used for electrical work or where they may contact electrical conductors.
- No one shall use a straight or extension ladder unless the ladder is provided with safety feet and is held, tied or otherwise made secure to prevent slipping or falling.
- The person shall face the ladder and use both hands for support when ascending or descending. A person's feet shall never be placed higher than the third rung from the top of the ladder, unless the ladder is placed against a structure which affords a support that can be used for holding onto with the hands.
- A stepladder shall be used in the open position. It shall be opened fully and locked. Personnel shall not stand on the top board of any stepladder.
- The use of ladders with broken or missing rungs or steps, broken or split side rails, or other faulty construction is prohibited.

Hand Tools, Electric Power Tools, and Extension Cords

- All tools shall be kept in good repair, used only for the purpose for which they are designed, and stored in a safe manner.

- Electric extension cords for general maintenance work, as well as for portable electric power tools, shall be flexible, heavy-duty, reinforced, sheathed with rubber or equivalent, and in good condition.
- Electric extension cords shall not be used for permanent installations.

Welding and Burning Operations

- Personnel using gas-welding equipment shall inspect acetylene/oxygen bottles, hoses, and regulators prior to each use.
- When burning or welding, approved eye protection with suitable filter lenses shall be worn. Approved eye protection shall be worn under welding shields.
- The welder shall be in a screened area, which permits adequate ventilation at floor level. Workers or other persons adjacent to the welding areas shall be protected from the rays by flameproof screens/shields or they shall be required to wear eye protection.
- A fire watch with a suitable fire extinguisher shall be assigned to all burning and welding operations in any area that contains combustible or flammable material. The fire watch shall remain in place for 30 minutes after welding and burning has been completed.
- An approved fire extinguisher shall be available in the immediate area where welding is being conducted. When welding or burning in areas where there are large amounts of combustible or flammable materials, additional extinguishers shall be provided.
- When burning, welding, or cutting in poorly ventilated places, mechanical ventilation and/or respiratory protection shall be used and operators shall be under close observation by another person who is not exposed to the hazard. Entry into any confined spaces must be done in compliance with the Company's Confined Space Entry Program.

Compressed Air and Gases

- Cylinders shall be secured in an upright position. Valve protection caps shall be in place when cylinders are not in use.
- When cylinders are hoisted, they shall be secured on a cradle or sling board. They shall not be hoisted by means of choke slings or magnets.
- Cylinders containing oxygen, acetylene, or other fuel gas shall not be taken into confined spaces.
- All compressed gas cylinders shall be considered explosive and shall be handled with care.
- Cylinders may be stored in the open but should be protected to prevent rusting. Cylinders may be stored in the open or other locations but not exposed to temperatures above 50°C.

Electrical

- Electrical panel boxes shall be marked to identify the circuit and the voltage. Substantial covers, either manufactured metal covers, plywood, or equivalent shall be in place on any energized panel box.
- Temporary lighting shall be strung a minimum of seven (7') feet from the floor where possible. Bulb guards or shatterproof bulbs shall be used.
- Temporary electrical wiring on extension cords shall be covered or elevated to protect them from damage.
- Each cord set and related attachments shall be visually inspected by the user before each day's use. Equipment found damaged or defective shall not be used until repaired.
- All 15 and 20 amp receptacle outlets on single-phase circuits for construction projects shall be equipped with approved ground fault circuit interrupters (G.F.C.I.'s).
- All 120 volt, single phase 15 and 20-ampere receptacles shall be a grounding type, and their grounding contacts shall be grounded by connection to the equipment grounding conductors of the circuit supplying the receptacles.
- All 120-volt extension cords shall have an equipment-grounding conductor, which shall be connected to the grounding contacts of the connector(s) on each end of the cord.

Temporary Heaters

- Heaters used in the vicinity of combustible tarpaulins, canvas, or similar coverings shall be located at least 10 feet from the coverings. The coverings shall be securely fastened to prevent ignition or upsetting of the heater due to wind action on the covering or other material.
- Flammable liquid-fired heaters shall be equipped with a primary safety control to stop the flow of fuel in the event of flame failure. Barometric or gravity oil feed shall not be considered a primary safety control.

Program Compliance/Disciplinary Policy

- Failure to comply with any part of the Project Safety Program will not be tolerated. Employees who are discharged from the project site for noncompliance with the Project Safety Program will not be eligible for re-employment on the project.
- When an unsafe act is observed, the person observing has the responsibility to stop the unsafe act and initiate the Compliance process if deemed necessary. The First Line Supervisor has primary responsibility for administering the Compliance action to his crewmembers.

A. First Infraction

This is an oral communication between Supervisor and Employee where the first infraction is

identified and corrective action and coaching is provided to the employee. The Supervisor will document this first incident.

B. Second Infraction

This is a written communication given by a Supervisor to an Employee who had previously been given a verbal warning. The supervisor shall identify the safety infraction and provide coaching toward desired corrective action with the employee. Documentation of this incident is mandated, requiring the signature of the employee. This step may result in *"Time Off"* for the affected employee.

C. Third Infraction This is the final written communication given by a Supervisor to an employee who had previously been given a verbal and written warning. The supervisor identifies the safety infraction and the employee is given severance of employment. Documentation of this incident is required and will not require the signature of the Employee. This step may result in permanent removal from the site.

D. Serious Infraction Supervision may issue a written warning for a first infraction if the seriousness of the infraction warrants this action. Serious infractions may result in permanent removal from the site.

EMPLOYEE ORIENTATION AND EMPLOYMENT RULES ACKNOWLEDGEMENT FORM

PROJECT NAME _____

NAME (Print) _____

DATE _____

EMPLOYEE ID NUMBER _____

EMPLOYEE SIGNATURE _____

WITNESSED BY _____

REPRESENTING _____

After reviewing this information, please ask questions if any of these items are not adequately explained or if you do not understand. Your signature above indicates that you have read and understand these items and that you agree to comply with these project rules.

Attachment 5 – MOM of Environment, Health and Safety Meeting

MOM OF Environment, Health and Safety Meeting

Project / Facility:

Date:

Meeting Led By:

Duration:

Agenda/Topics Covered

IN ATTENDANCE:

(Copy to Each, if Desired)

(Print Name)

(Sign Name)

(Company)

SUGGESTED FORMAT:

- I. Review of Related Safety Topics - Attach Suggested Safety Talk
- II. Review of Corrective Status of Outstanding Items
- III. Comments by Participants - Assign Corrective Action Required
- IV. Schedule of Next Safety Meeting

Attachment 6 – Weekly Inspection Checklist5d

WEEKLY SITE INSPECTION CHECKLIST

		INSPECTION BY	
		CHECK	
CUSTOMER	_____	SITE REPRESENTATIVE	_____
SITE ADDRESS	_____	SERVICE SUPERVISOR	_____
		OPERATIONS	
		MANAGER	_____
		SERVICE MANAGER	_____
SITE SAFETY REP	_____	OTHER - (Specify)	_____
DESCRIPTION OF JOB	_____	DISTRICT	_____
INSPECTOR			
SIGNATURE	_____	FSR NO.	_____
DATE INSPECTED	_____	WORK CODE	_____
REVIEWED BY	_____	JOB START DATE	_____
DATE REVIEWED		SCHEDULED END DATE	

Status Codes: Y - Yes, N - No, N/A - Not Applicable

COMMUNICATION		STATUS		DATE CORRECTED / COMMENTS
1.	Jobsite Safety Planning Guide or equivalent used on this job?			
2.	Corrective Action Items on previous safety inspection(s) corrected by responsible parties?			
3.	Results of this inspection reviewed with NEPC employees at site?			

4.	Corrective Action Items on this report assigned to a responsible party for resolution?			
5.	EHS (or other required) regulatory poster displayed so it can be easily recognized?			
6.	Fire department, ambulance, hospital, and physician phone numbers posted?			
PERSONAL SERVICES		STATUS		DATE CORRECTED / COMMENTS
1.	Person(s) trained in first aid on site?			
2.	First aid kit(s) available and inspected weekly?			
3.	Potable water available, with fountain or disposable cups?			
4.	Proper sanitation facilities available, kept clean, and adequately supplied?			
GENERAL		STATUS		DATE CORRECTED / COMMENTS
1.	Hard hats worn where there is danger of head injury?			
2.	Safety glasses worn by all NEPC employees when required?			
3.	Hearing protection available and used when needed?			

4.	Other personal protective equipment, such as respirators, used when required by job conditions (such as working with asbestos)?			
5.	Safety tags used by NEPC to indicate "DANGER - DO NOT OPERATE" situations?			
6.	Potentially hazardous toxic substances used, handled, and disposed of properly to prevent employee exposure or environmental contamination in excess of limits?			
FIRE PROTECTION		STATUS		DATE CORRECTED / COMMENTS
1.	Access to fire plugs, standpipes, etc., clear and equipment in good condition?			
2.	All fire extinguisher stations plainly marked and clear for quick access?			
3.	All fire extinguishers properly mounted, and marked for type of fire to be used on?			
4.	Fire extinguishers periodically inspected, maintained, and tagged?			
5.	Travel distance to nearest fire extinguisher does not exceed 100 feet/18m?			
6.	One fire extinguisher per 3,000 square feet of protected building area?			
7.	Fire escapes and exits clear and plainly marked?			

8.	Approved metal safety containers, marked as to contents, used for more than one gallon of flammable or combustible liquids?			
9.	All flammable liquid supplies are kept in sealed containers away from work area?			
10.	Bulk flammable liquid containers (drums, tanks, etc.) are electrically bonded together and grounded?			
11.	Containers are bonded when transferring flammable liquids?			
12.	All loose oily rags and waste removed from area or stored in proper covered containers?			
13.	All trash and combustible material removed from premises as necessary?			
14.	Welding/cutting operations conducted in safe manner, with portable fire extinguisher immediately available?			
15.	Smoking areas designated?			
16.	Temporary heating devices properly installed and used?			
17.	Solid fuel salamanders prohibited in building and on scaffolds?			
18.	Temporary buildings, when located within another building or structure, are either of noncombustible construction or of combustible construction have a fire rating of not less than one			

	hour?			
ELECTRICAL HAZARDS		STATUS		DATE CORRECTED / COMMENTS
1.	115V ac 15- and 20-ampere receptacle outlets are of the grounding type with grounds connected?			
2.	All temporary 120V single phase 15- and 20-ampere receptacle outlets, including extension cords, provided with ground fault protection, such as ground-fault circuit interrupters?			
3.	Covers installed on all outlets, switches, junction boxes, pullboxes, panel boards, etc., that are in service?			
4.	All circuits identified at panel board?			
5.	Extension cords used are all three-wire type (including any used with double insulated tools)?			
6.	Extension cords and drop lights in good condition (not frayed, broken)?			
7.	Extension cords and other temporary wiring protected from damage and arranged so as not to create tripping hazards?			
8.	Temporary lights equipped with guards to prevent accidental contact with the bulb?			
ELECTRICAL HAZARDS CONTINUED		STATUS		DATE CORRECTED / COMMENTS

9.	Portable electric lighting used in moist and/or other hazardous locations (e.g., drums, tanks and vessels) is operated at a maximum of 12 volts?			
10.	All metallic structures, and the non-current-carrying metal parts of fixed, portable, and/or plug connected electrical equipment (other than double insulated) are grounded?			
11.	Metal ladders not used around electrical equipment?			
12.	All work on electrical equipment done in accordance with electrical safety procedures required by the NEPC EHS Manuals?			
13.	Tagging and lockout procedures used in accordance with NEPC policies and procedures?			
14.	Warning signs posted where any part of an energized electric power circuit, exposed or concealed, is so located that the performance of the work may bring any person, tool, or matching into physical or electrical contact with it?			
15.	Temporary barricades used in accordance with procedures?			
HAND AND POWER TOOLS		STATUS		DATE CORRECTED / COMMENTS
1.	All tools (Company and personal) in safe			

	condition?			
2.	Guards used on all power tools designed for use with guards?			
3.	Moving parts, such as belt or chain drives, and gears, pulleys, shafts, couplings, etc., including temporary set-ups, guarded?			
4.	All portable electric power tools either grounded or double insulated?			
5.	Unguarded wheels on portable grinders limited to two-inch diameter, or less?			
6.	Goggles provided and used when grinding or chipping?			
7.	Other personal protective equipment provided and used as necessary to protect from other tool-generated hazards?			
8.	Safety clips or retainers used with pneumatic impact tools?			
9.	Compressed air used for cleaning purposes is reduced to less than 30 psi (at discharge)?			
10.	Fan guard openings no larger than 1/2 inch when fan periphery is less than 7 feet from the floor?			
WALKING WORKING SURFACES		STATUS		DATE CORRECTED / COMMENTS
1.	Housekeeping well maintained?			

2.	Lumber and debris kept clear of work areas?			
3.	Work areas kept free of slipping and tripping hazards, such as oil, grease, rags, pieces of pipe and lumber, etc.?			
4.	Openings, including temporary openings, effectively protected by covers or guardrails and toe boards?			
5.	Guardrails provided for open-sided floors or platforms six feet above adjacent floors or surfaces?			
6.	Guardrails provided for runways four feet above floor or ground level?			
7.	Stairs (including temporary stairs, such as stairs provided for trailers) having four or more risers provided with required stair railing(s) or hand rail(s)?			
LADDERS		STATUS		DATE CORRECTED / COMMENTS
<i>(If ladders are not used on the job, mark "N/A" and omit remaining ladder items)</i>				
1.	Ladders provided for safe access to elevations where there are no temporary stairs, or suitable ramps or runways?			
2.	Areas around top and bottom of ladders kept clear?			

3.	Ladder side rails extend at least 36 inches above the landing?			
4.	Portable ladders equipped with safety feet?			
5.	Portable ladders tied, blocked, or otherwise secured while in use?			
6.	All ladders in safe condition?			
7.	Defective ladders destroyed, or tagged as defective to prevent further use?			
8.	Makeshift ladders not used?			
9.	Metal ladders not used around electrical circuits?			
SCAFFOLDING		STATUS		DATE CORRECTED / COMMENTS
<i>(If scaffolding is not used on the job, mark "N/A" and omit remaining scaffolding items)</i>				
1.	Footings or anchorages for scaffolding sound, rigid, and capable of carrying maximum intended load without settling or displacement?			
2.	Access ladder or equivalent safe access provided for all scaffolding or work platforms?			
3.	Open sides and ends of platforms more than 10 feet above the ground or floor have guardrails (or equivalent) and toe boards?			
4.	Overhead protection provided and used when personnel on scaffolds are exposed to overhead			

	hazards?			
5.	Scaffolds constructed and used in accordance with NEPC policies and procedures?			
WELDING		STATUS		DATE CORRECTED / COMMENTS
<i>(If there is no welding on the job, mark "N/A" and omit remaining welding items)</i>				
1.	Fire extinguishing equipment immediately available at all welding locations?			
2.	Persons exposed to welding flame or arc provided with and uses eye protection?			
3.	Goggles used when chipping slag?			
4.	Welding or burning areas well ventilated?			
5.	Special precautions used when welding or cutting in confined spaces?			
6.	Special precautions used when welding or cutting metals of toxic significance (e.g. beryllium, cadmium, lead, zinc, mercury, or chromium)?			
7.	Special precautions used when welding with inert gas/metal-arc process?			
8.	Compressed gas cylinders:			
a.	Stored upright in ventilated area at least 20 feet from combustibles?			

b.	Oxygen and fuel gas cylinders (empty and full) stored at least 20 feet apart or separated by non-combustible barrier at least 5 feet high?			
c.	Secured against falling?			
WELDING CONTINUED		STATUS		DATE CORRECTED / COMMENTS
d.	Caps on unused cylinders?			
e.	Contents plainly marked?			
9.	Frames of all arc welding machines grounded (except engine driven)?			
10.	Arc welder lead terminals protected from accidental electrical contact by personnel or by metal objects?			
11.	Non-combustible or flameproof screens used whenever practicable to protect other persons from direct arc rays?			
SLINGS AND RIGGING		STATUS		DATE CORRECTED / COMMENTS
<i>(If slings are not used on the job, mark "N/A" and omit remaining sling items)</i>				
1.	Rigging equipment inspected prior to use on each shift, and as necessary during use?			
2.	Eyes in wire rope bridles, slings, or bull wires are not formed by wire rope clips or knots?			

3.	Only slings in good condition are in use?			
	Note: Slings having any of the following conditions are NOT ACCEPTABLE. Such slings must be immediately removed from service, and either tagged as defective or destroyed to prevent inadvertent reuse.			
a.	Total number of visible broken wires in any length of eight diameters exceeds 10 percent of the total number of wires?			
b.	Fraying, kinking, crushing, bird-caging, or other damage resulting in distortion of the wire rope structure?			
c.	Evidence of heat damage from any cause?			
d.	End attachments that are cracked, deformed, or worn?			
e.	Corrosion of the rope or end attachments?			
f.	Hooks that have been opened more than 15% of the normal throat opening measured at the narrowest point or twisted more than 10 degrees from the plane of the unbent hook?			
4	All sling hooks, shackles, and other attachments in good condition and used in accordance with manufacturer's recommendations?			
	Note: Job- or shop-made hooks, links, or makeshift fasteners formed from bolts, rods, steel plate, etc., or other such attachments are NOT ACCEPTABLE.			

CRANES AND DERRICKS		STATUS	DATE CORRECTED / COMMENTS
<i>(If cranes and derricks are not used on the job, mark "N/A" and omit remaining crane and derrick items).</i>			
1.	Equipment inspected by competent person before each use?		
2.	Rear of portable crane barricaded to prevent injury to persons while crane is in use?		
3.	Only wire rope in good condition is in use?		
	Note: Wire rope having any of the following conditions is NOT ACCEPTABLE. Such rope must be immediately removed from service, and either tagged as defective or destroyed to prevent inadvertent reuse.		
a.	Wear or scraping of one-third the original diameter of outside individual wires.		
b.	Crushing, bird-caging, or other damage resulting in distortion of the rope structure.		
c.	Evidence of heat damage from any cause.		
d.	Running rope: Six broken wires in one lay, or three broken wires in one strand in one lay.		
e.	Standing rope: Two broken wires in one lay beyond end connections, or one broken wire at an end connection.		
4.	Tag lines used to control loads?		
5.	No one allowed under load?		
6.	No one allowed riding load?		
7.	Adequate clearance maintained from any part of the crane or load to power lines (Minimum 10 feet from 50kV and below)?		

Excavations and Trenching		STATUS	DATE CORRECTED / COMMENTS
<i>(If there is no excavating or trenching on the job, mark "N/A" and omit remaining excavations, trenching and shoring items)</i>			
1.	All walkways, runways, and sidewalks on site clear of excavated material or other obstructions?		
2.	Excavations, trenching, and shoring inspected daily?		
3.	Material used for sheeting and sheet piling, bracing, shoring, and underpinning is in good, serviceable condition?		
4.	If shoring not used, sides of trenches or embankments are sloped to prevent collapse?		
5.	Excavated materials stored and retained at least 2 feet/600mm from the edge of the excavation?		
6.	All spoil banks of excavated materials more than five feet high shored, laid back to a stable slope, or some other equivalent means of protection provided to prevent worker exposure to moving ground or cave-ins?		
7.	Adequate means of exit, such as a ladder or steps, provided within 25 feet of persons working in trenches four or more feet deep?		

COMMENTS:

Attachment 7 - Emergency Contact List

Customer:

Emergency Contact:

Medical:

Location of first aid kit(s):

Name of First Aider(s):

Ambulance Phone Number:

Local Hospital:

Phone number:

Address:

Physician/Clinic:

Phone number:

Address:

Hours:

Other Emergency:

Police

Emergency

Other:

Fire Department:

Emergency:

Other:

Hazardous Material Spills

Name:

Phone Number:

EHS Manager EHS:

Name:

Phone Number:

Attachment 8 – Incident Investigation and Report Form INCIDENT INVESTIGATION AND REPORT FORM

Incident Occurrence:

General Information			
Incident Date:		Incident Time:	_____ AM PM
Employee Name:		Employee Occupation	
ID Number:		Department/Segment:	
Privacy Concern Case?	No Yes	Direct Manager/Supervisor:	
Check all that applies:	Close Call / Near Miss Fire Injury / Illness Explosion Material Loss/Property Damage Spill / Release Air / Water Permit Violation No-Injury Accident Other_		
Shift		Date Incident Reported:	
Contract Employee?	No Yes	Site Incident Number:	
Injury Case Type?	Injury Illness	External Response Team Required?	No Yes
OSHA Recordable? EHS To Complete	No Yes	Recordability Rationale EHS to Complete <i>(Indicate why recordable or not recordable)</i>	
Did incident occur on Company premises?	No Yes	Place of Accident or Exposure:	
If Customer Site provide site name and location:		List PPE Worn:	
JSA Reference:		Object or Substance Involved (injured or exposed):	
Injury/Illness General Information			

as Employee treated on Off-site?	No Yes	Provide Contact Information for Treating Hospital Clinic (Name, Address)	
Employee Hospitalized?	No Yes	Multiple Employees Admitted?	No Yes
EHS Incidents Additional Information: EHS			
For Fire or Explosion:	Source of ignition or detonation: Extinguishing Method:		
For Material Release:	Material Released (raw material): Quantity: Contained: YES NO - If No, Explain		
For Resource Affected:	Land: , Explain Water, Explain Air: , Explain Other: , Explain		
For Waste Generated:	Number of Drums/Containers _____ Waste Code(s): _____		
Reporting Required?	No Yes, if Yes Explain _____		
Principle Body Part Affected:		Detailed Body Part	
Case Extent: (Required for)	Death Job Transfer/Restriction Day(s) Away Work Other Recordable	Illness Types	Skin Disorder Poisoning Respiratory Condition Other Illnesses
Days Away From Work	Start Date: End Date:	Transfer or Work Restriction	Start Date: End Date:

Incident Description: Describe in Detail specifics of what the employee was doing when the injured, how the accident occurred. Does not input employee name or other personal details, description are used in generic reports and e-mails.

Incident Response: Describe immediate response activities to contain, control, incident (Ex. cleaned area to visibly clean; transported to medical; roped off the area):

Medical Response:

Incident Investigation:

Injury and Illness Log					Date: _____ Project _____					
									Case Incident Rate	
			Lost Workday Cases Involving		Lost Workday Cases Involving Days Away From					
	Total Occupational Injuries & Illnesses	Fatal Injuries & Illnesses	Days Away From Work	Workdays Away From Work	Work or Days of Restricted Activity or Both	Days of Restricted Work Activity	Employee Monthly Hours	Employee YTD Hours Worked	Total Cases	Days Away From Work
Contractors	A	B	C	D	E	F	G	H	I	J
Totals										
Monthly	0	0	0	0	0	0	0	0		
Totals Year To										
Date	0	0	0	0	0	0	0	0		
Totals Project										
to Date	0	0	0	0	0	0	0	0		
Notes:				Prepared by						
				Date:						

Attachment 11 - Physician/Clinic Referral Form

PHYSICIAN/CLINIC REFERRAL FORM

Physician/Clinic		NEPC Care Manager NEPC	
Telephone		Telephone	
Fax		Fax	
Address		Addres	
Date of Referral		Date of Injury	
Employee Name		Employee SSO	

Please review the “General Information for Physicians” on the reverse side of this form for NEPC’s medical management and return to work commitment.

Based on my evaluation of: on

For the following injury:

After review with the Medical Department, the above employee is released as of: _____

For Return to: Normal Duties Modified work with the following restrictions:

The employee was provided:

No Medication Non Prescription Strength OTC Medication Prescription Medication

Name and purpose of Medication provided:

General Electric’s Objectives for Work Place Injury Management

Allow NEPC employees to maximize the value of their employment, healthcare benefits, salary and pension.

Provide a safe working environment for our employees

Accommodate injured or restricted duty employees

Reduce/eliminate OSHA recordable and Lost Work Days

Provide quality cost effective medical care

What Happens to the Employee When They Are Away From Work

Compensation levels may be reduced to state workers’ compensation rate

Pension contributions are impacted

Pension qualifying work time is impacted

Contributions to flexible spending accounts are impacted

Quality of life is impacted

OSHA Recordables/Non-Recordables

Any injury requiring treatment beyond first aid is considered to be recordable.

Tetanus shots and negative X-rays are considered first aid and would not be recordable

Non Prescription Strength Over the Counter Medications do not make the injury recordable.

Wound closures using bandages, band-aids, gauze pads, steri-strips is non-recordable

Wound closures using a stitch or more and glues are recordable

Massage, as a modality is not considered recordable, PT or Chiropractic treatment is

Restricted Work

OSHA regulations require reporting of restricted work injuries. OSHA considers restricted work as any condition affecting the employees' ability to perform all or any part of their assigned tasks.

NEPC is required by OSHA to report an injury accurately. As a result, we need specific restrictions for our injured employees to compare to the actual physical demands of the employees' job to determine recordability. The NEPC Care Manager, upon request, will provide this job specific information to the physician.

If the physician determines the employee needs to be on restricted duty, NEPC will make every effort to modify jobs to accommodate the employee. We are able to accommodate up to 12 weeks if he/she is progressing toward his/her regular duty job. Therefore we frequently see success with aggressive treatment protocols.

Please contact the CARE Manager at the number provided if there are any questions.

Attachment 12 - Site Safety File Contents

SITE SAFETY FILE CONTENT

Copy of Contractor EHS Program Requirements

Copy of Contractor Safety Requirements

Copy of Project Safety Plan

Copy of NEPC's Contractors'/Partners' EHS Program & Project Safety Plan NEPC

Completed Contractor Management EHS Orientation Checklists (documentation of competence for supplied contractors)

Completed Weekly Safety Inspection Checklists

Records of Weekly Safety Meetings

Monthly Safety Status Reports

Monthly Project Injury and Illness Reports

Daily Excavation Inspections

All operator's certifications (crane, atv forklift, heavy equipment)

Documentation of training for contractors performing certain types of work (aerial lift, respirator training, confined space, high voltage)

Closed Confined Space permits

Monthly crane inspections

Gas monitor calibration sheet

Attachment 13 - Demobilization EHS Turnover Packages

DEMOBILIZATION EHS TURNOVER PACKAGES (a) All SCAR's - 9.3.02 – Site EHS OSHA Log and Reports – Site (b) OSHA or Government audits and letters if any 9.3.02 – Site EHS OSHA Log and Reports – Site (c) HQ final audits – 9.03.01 Site EHS Inspections & Audits – HQ (d) A copy of all waste oil manifest spill reports, bill of lading, contaminated soil reports and disposal records. 9.3.02 – Site EHS OSHA Log and Reports - Site

(e) All incidents, accident, near miss reports. Both Contractor and NEPC (Include root cause and corrective action) - WEB Reporting - Site (e)

(f) Monthly Reports I&I and Monthly safety status reports 9.3.02 – Site EHS OSHA Log and Reports – Site I&

(g) Weekly safety meeting topics and attendees, special safety meetings or talks – 9.3.02 Site EHS Meetings Minutes – Site

(h) Weekly safety inspections (NEPC lead) - 9.03.01 Site EHS Inspections & Audits – Site

(i) Site Safety Plans – 9.3.04 Site EHS Plans – HQ

(j) On self-implemented projects retain all closed permitted confined space permits.

(k) On self-implemented projects all closed LOTO request forms.

(l) EHS daily log. EHS

Note: All documents should be retained in ring binders. EHS personnel shall label both the spine and the cover of the turnover binders. All sections of the turnover package shall be tabbed to indicate section i.e.(SCAR's, OSHA audits, HQ final audits). When possible use only original documents.

PROJECT INFORMATION:

PROJECT: \ DATE: \

ADDRESS: \ JOB #: \

CONTRACTOR INFORMATION (Provided by the Contractor

SITE MANAGER:

PHONE:

SITE EHS REPRESENTATIVE:

PHONE:

HQ EHS MANAGER:

PHONE:

COMPETENT PERSON-EXCAVATION SAFETY:

N/A

☐

COMPETENT PERSON-CRANES & RIGGING:

N/A

☐

COMPETENT PERSON-SCAFFOLDS:

N/A

☐

EHS MANUAL ON FILE?

YES

☐

N/A

☐

TRAINING RECORDS PROVIDED?

YES

☐

N/A

☐

HAZCOM PROGRAM ON FILE?

YES

☐

N/A

☐

INVENTORY AND MSDS FOR CHEMICALS TO BE USED ON FILE?

YES

☐

N/A

☐

CRANE OPERATOR QUALIFICATIONS ON FILE?

YES

☐

N/A

☐

ANNUAL CRANE INSPECTION REPORT FOR EACH CRANE ON FILE? ?

YES

☐

N/A

☐

RESPIRATOR PROTECTION PROGRAM?

YES

☐

N/A

☐

GROUND FAULT PROTECTION TO BE USED?

	GFCI	<input type="checkbox"/>	WRITTEN PROGRAM	<input type="checkbox"/>	
EHS INFORMATION (Provided by NEPC)					
PROJECT SAFETY PLAN REVIEWED?		YES	<input type="checkbox"/>	N/A	<input type="checkbox"/>
PROJECT EMERGENCY PROCEDURES REVIEWED?		YES	<input type="checkbox"/>	N/A	<input type="checkbox"/>
PROJECT WASTE MANAGEMENT PROCEDURES REVIEWED?		YES	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CUSTOMER EHS REQUIREMENTS REVIEWED?		YES	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CUSTOMER EHS TRAINING, DRUG SCREENING, ETC., REVIEWED?		YES	<input type="checkbox"/>	N/A	<input type="checkbox"/>
PROJECT TAGOUT/LOCKOUT PROCEDURE REVIEWED?		YES	<input type="checkbox"/>	N/A	<input type="checkbox"/>
PROJECT CONFINED SPACE PROCEDURE REVIEWED?		YES	<input type="checkbox"/>	N/A	<input type="checkbox"/>
OTHER PROJECT-SPECIFIC EHS PROCEDURES REVIEWED?		YES	<input type="checkbox"/>	N/A	<input type="checkbox"/>
IF YES, PLEASE LIST					

Attachment 14 - Contractor Management EHS Orientation Checklist

CONTRACTOR MANAGEMENT EHS ORIENTATION CHECKLIST

Acknowledgments

: Contractor Lead: _____ Date _____

Attachment 15 - EHS Site Expectations for Local Contractors

EHS SITE EXPECTATIONS FOR LOCAL CONTRACTORS

Training

Provide all training records for those individuals with specific training requirements such as Equipment operation, Confined Space, Scaffolding, and any other required training. Provide each trainee with a card or other form of documentation that shows the type of training received, date, name and name of the trainer.

1. **Welding leads**

All welding leads and extension cords will be run so that they do not present a tripping hazard. At no time will welding leads or extension cords be placed in an area where they can be driven over without proper protection. All damaged cords and leads shall be removed from the site. **A quarterly inspection shall be done on all cords and leads.**

2.

Sign, Signals and Barricades

Signs and symbols required by this subpart shall be visible at all times when work is being performed, and shall be removed or covered promptly when the hazard no longer exists. Barricade tape will be an acceptable means of limiting access to hazardous areas. Barricade tape may be used around excavations but must not assume a fall protection role. All types of barricade tape shall have tags stating the type of hazard; date inspected, and shall state ownership. Tags shall be placed on all sides. **“Red barricade tape will only be used when there is imminent danger”!**

3. **Excavations**

All barricades placed to satisfy fall protection requirements will be of rigid construction. Excavations that are next to roads or high traffic areas will have flashing lights at night.

Pre-Dig Permits may be required for both Temporary and Permanent Utility Lines.

4. **Hygiene**

All items that are a part of this directive will be adhered to. Also all drinking water coolers will have the lid taped and the date displayed on the tape. There will be designated eating areas.

5. **Fall Protection** There is a 100% tie off policy for this site, 6' and above. This policy also addresses elevated platforms, which are accessed by ladders. If a ladder is used to reach a platform >25' there must be a mechanical fall arrest device in place to prevent a fall. This device must be used going up the ladder and coming down the ladder. Fall protection will be used on **incomplete** platforms.

6. **Personal Protective Equipment**

Any PPE furnished by an employee will be inspected and records kept on site of the inspection.

7. **Respiratory Protection** Historical data or Industrial Hygiene test data must be available on site to validate the selection of respiratory protection. All Fit Test and Pulmonary Function test results should also be available for each employee wearing respiratory protection.

8. **Rigging**

All rigging shall be done according to this standard. All rigging equipment, including but not limited to, (wire ropes, synthetic slings, lifting chains, shackles, hooks, chain falls, and come-a-longs) will be inspected and marked quarterly. Marking shall be color-coordinated site wide and should coincide with the electrical quarterly inspection color.

9. **Housekeeping**

This must take place on a daily basis as work progresses. All 55-gallon drums used for trash will be labeled properly.

10. **Environmental**

Proper storage for all chemicals, oils, fuels, and paint containers including tanks, 55 gal drums, and 5 – 10 gal pails shall be provided. Proper storage is defined as, containment, protection from the elements and required labels. All spills will be reported to NEPC and cleaned up immediately. All contaminated soil must be cleaned up and placed in a drum for disposal.

All hazardous and non-hazardous waste must be accumulated in a approved waste storage area. This storage area must have containment, signs, and barricades and be limited to authorize personal only.

A copy of the manifest and a certificate of disposal are required to be sent to NEPC each time hazardous and non-hazarous waste is removed from the site.

11. **Welding, Cutting and Heating**

Arc welding and cutting operations, shall be shielded by noncombustible or flameproof screens, to protect employees and other persons in the vicinity from direct arc rays. Hard Hats will be worn under welding hoods.

12. Access and Egress

All elevated access points (load compartments, generator compartments, accessories buildings etc.) on each unit will have either steps or ramps equipped with guardrails as required.

13. Fire Extinguishers

Fire fighting equipment shall be conspicuously located and readily accessible at all times, shall be periodically inspected, and be maintained in operating condition.

14. Lighting

Construction areas, ramps, runways, corridors, offices, shops and storage areas shall be lighted to not less than the minimum illumination intensities in Table D-3 while any work is in progress. All temporary lighting will be provided with bulb cages to prevent the incidental contact with the bulb.

15. Scaffolds

Each employee who performs work on a scaffold shall be trained by a qualified person. The training shall include such topics as the nature of electrical hazards, fall hazards, falling object hazards, the maintenance and disassembly of the fall protection system; the use of scaffolds, handling of materials, and the maximum intended load carrying capacity.

16. Motorized equipment

All equipment in use shall be checked at the beginning of each shift to ensure that all parts, equipment, and accessories that effect safe operation are in proper operating condition and free from defect. All defects shall be corrected before the vehicle is placed in service.

All equipment having an obstructed view of the rear shall have an audible reverse signal alarm or the operator will ensure that an observer is present to assist in operation while alarm is unavailable.

- 17. Cranes and lift equipment** Annual and Monthly certifications shall be available for review on all cranes and carry decks while on site. All cranes equipped with outriggers will use mud mats regardless of foundation conditions. Accessible area within swing radius of counterweight shall be barricaded to prevent employees from being struck.

A Pre-lift plan will be submitted to NEPC Site Management or his designee prior to lifts greater than 70% of the crane capacity, lifts involving more than one crane, or large or awkward lifts. Any lift over

90% of the crane's capacity, shall be detailed in writing by a certified engineer.

Typical Documentation requirements by/to

Daily Submittals

Pre-Dig Permits

Pre-lift plans

First Aids/Accident / Incident Reports/ Near Miss (as needed)

Excavation Inspections

Safety Risk Assessment

Weekly Submits

Safety Inspection

Safety meetings

Follow up on Safety Audit / Closure of

Compliance issues

Hazardous Waste Inventory / Activity / Manifest (as needed)

Monthly Submittals

Man Hours

Equipment Inspection

Training

Scaffolding

Confined Space

Excavation

Powder Activated tools

LOTO

Respirator Fit Testing

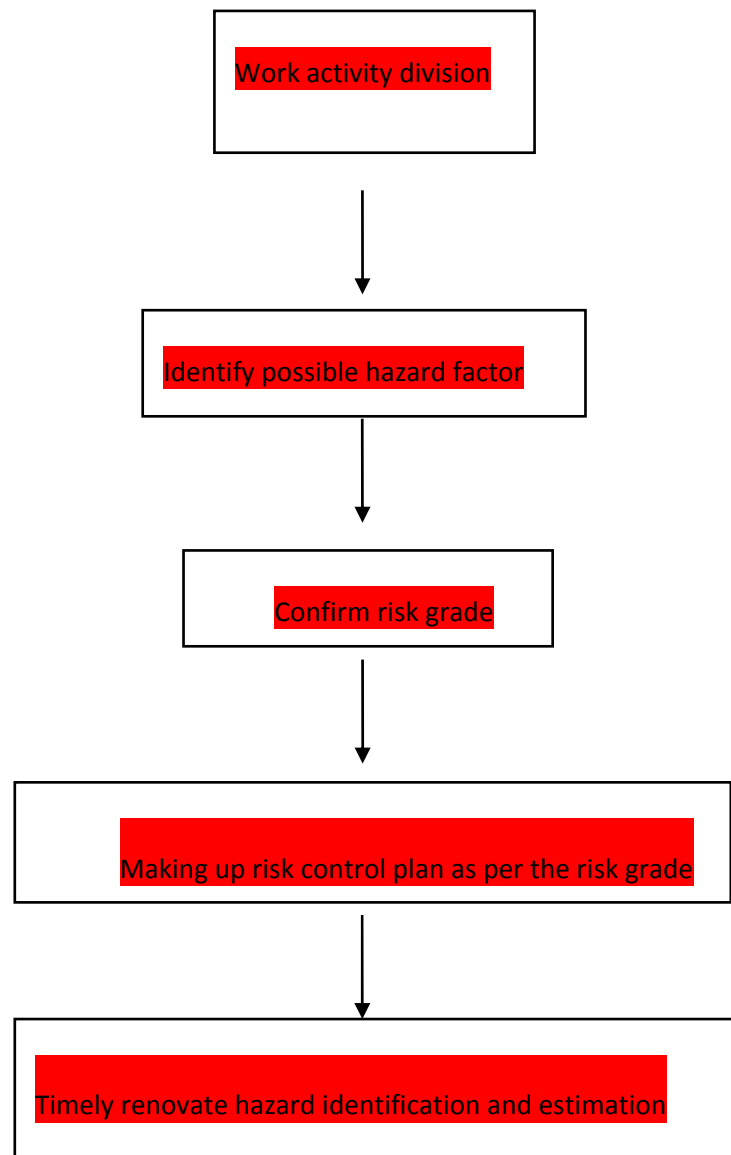
Operator Certs

Attachment 16 - Safety Risk Assessment Process and Procedure



Project Hazard Identification and Risk Estimation Control Procedure

Hazard and Risk Estimation Control



Attachment 17 – Hot Work Permit

Hot Work Permit

Permit

Date:

Permit Duration: Start Time:

End Time:

Location of Hot Work:

Permit Issuer:

Work Description:

Define Hazards:

	Y / N N A	D a t e	T i m e	Com ment s	Completed By	
					Sup er viso r	Emp loy ee

	Y / N N A	D a t e	T i m e	Com ment s	Completed By	
					Sup er viso r	Emp loy ee
35-foot Minimum Clearance from Combustible/Fl ammable Materials						
Flammable Materials Removed or Closed						
Combustibles Left in Work Area Isolated/ Enclosed/ Soaked With Water						

	Y / N N A	D a t e	T i m e	Com ment s	Completed By	
					Super visor	Employee
Fire Watch with Extinguisher Established						
Fire Alarm Box or Phone Location (note in comments section)						
Work Zone Designated/Sig ns or Warning Tape Posted						
Sprinklers in service						

	Y / N N A	D a t e	T i m e	Com ment s	Completed By	
					Sup er v i s o r	Emp loy e e
Floors swept clean (and wet down if combustible)						
Cutting and welding equipment in good condition						
Respirator(s) Required						

	Y / N N A	D a t e	T i m e	Com ment s	Completed By	
					Sup er v i s o r	Emp loy e e
Other Personal Protective Equipment (note in comments section)						
Permits (e.g. CONFINED SPACE ENTRY PERMIT)						
Floor Openings Protected/Drai ns Covered						

	Y / N N A	D a t e	T i m e	Com ment s	Completed By	
					Supervisor	Employee
Welding Gas Cylinders Securely Anchored to Wall, Building Support, or Welding Cart						
Mechanical and Electrical Energy Sources to Work Object Shutdown with Lockout/Tagout						

	Y / N N A	D a t e	T i m e	Com ment s	Completed By	
					Sup er v i s o r	Emp loy e e
Parts, equipment, containers, tanks, ducts, etc. cleaned/purged of flammable vapors, liquids, dusts, and any hazardous materials						

	Y / N N A	D a t e	T i m e	Com ment s	Completed By	
					Sup er v i s o r	Emp loy e e
Flammable Gas/Vapor Concentration Measured (where conditions known or expected to be present)						
Oxygen (%)						
Flammability/E xplosivity (%LEL)						
Other (Specify):						

	Y / N N A	D a t e	T i m e	Com ment s	Completed By	
					Sup er v i s o r	Emp loy e e
Flammable/combustible transfers stopped						

Permit Approval

Hot Work Supervisor

Signature

Worker(s) Performing Hot Work:

Worker #1 (if applicable)

Signature

Worker #2 (if applicable)

Signature

Worker #2 (if applicable)

Signature

Attachment 18 - Pre-Dig Permit

PRE-DIG PERMIT

Date-Issued

Coordinates:

Start-Date

Finish-Date: \

Sketches Attached: Y N

Pre-Dig Permit #

REQUIREMENTS:

Underground or Buried Service Line: When it is necessary to excavate, drill, or break into ground, walls, or other locations where service lines are embedded, the contractor or supervisor in charge of the work shall be responsible for having all maps and prints checked for location of such lines. This also includes revised AS-BUILT drawings to verify that there are No Lines (pipe, water, electrical, or phones) etc, in the vicinity of the work to be preformed.

1. Specific Location and Description of Work including excavation dimensions:

2. All drawings including as-builts have been reviewed and checked?\

3. Lines in Vicinity of Work

Electrical _____ Telephone _____ Water _____

Sewer _____ Fuel _____ Process (specify) _____

Gas _____ Drain _____ Other (specify) _____

4. Other Obstructions

5. Footings _____ Pilings _____

桩 Hand Excavate _____ Other
(specify) _____

6. Precautions (specify all that apply)

De-energize lines _____ Ground Tools _____

Barricade _____ Hand Excavate _____

7. If applicable reference following documentation:

8. LOTO Clearance

____Excavation Inspection_____

9. Review and Certification

Contractor / Supervisor in Charge _____

Contractor Safety/Competent Person_____

NEPC

EHS

Manager

NEPC

EHS

Attachment 19 – Excavation Inspection Form

EXCAVATION INSPECTION FORM

Project:		Date:	Weather:	Soil Type: 土壤类型
Trench Depth:	Length:	Width:	Type of Protective System:	

Yes	No	N/A	Excavation
			Excavations and Protective Systems inspected by Competent Person daily, before start of work.
			Competent Person has authority to remove workers from excavation immediately.
			Surface encumbrances supported or removed.
			Employees protected from loose rock or soil.
			Hard hats worn by all employees.
			Spoils, materials, and equipment set back a minimum of 2' from edge of excavation.
			Barriers provided at all remote excavations, wells, pits, shafts, etc.
			Walkways and bridges over excavations 6' or more in depth equipped with guardrails.
			Warning vests or other highly visible PPE provided and worn by all employees exposed to vehicular traffic.
			Employees prohibited from working or walking under suspended loads.
			Employees prohibited from working on faces of sloped or benched excavations above other employees.
			Warning system established and used when mobile equipment is operating near edge of excavation.

Yes	No	N/A	Utilities
			Utility companies contacted and/or utilities located.
			Exact location of utilities marked when near excavation.
			Underground installations protected, supported, or removed when excavation is open.

Yes	No	N/A	Wet Conditions
			Precautions taken to protect employees from accumulation of water.
			Water removal equipment monitored by Competent Person.
			Surface water controlled or diverted.

			Inspection made after each rainstorm.
Yes	No	N/A	Hazardous Atmosphere
			Atmosphere tested when there is a possibility of oxygen deficiency or build-up of hazardous gases.
			Oxygen content is between 19.5% and 21%.
			Ventilation provided to prevent flammable gas build-up to 20% of lower explosive limit of the gas.
			Testing conducted to ensure that atmosphere remains safe.
			Emergency Response Equipment readily available where a hazardous atmosphere could or does exist.
			Employees trained in the use of Personal Protective and Emergency Response Equipment.
			Safety harness and lifeline individually attended when employees enter deep confined excavation
Signature of Competent Person _____			Date: _____

9.20 Attachment 20 – Daily Excavation Log

Daily Excavation Log							
Location of Excavation:				Competent Person:			
Contractor Name:				Week Ending:			
Answer Y/N/NA	Mon	Tue	Wed	Thur	Fri	Sat*	Sun*
Excavation free of water?							
Excavation properly barricaded?							
Loose soil and equipment back 2 feet from the edge?							
Benching, sloping, or shoring system in place?							
If hazardous atmosphere, has monitoring been done?							
Monitoring Results (indicate value or nothing detected)							
Excavation face free from cracks or cave-ins?							
Means of egress every 25 feet?							
All exposed rebar capped?							
Walkways over excavation equipped with guardrails?							
Comments:							
Corrective Actions:							
Responsibility for Corrective Actions:				Actions Completed:			
* If no work taking place on weekend indicate NW (not working)							

Attachment 21 – Annual Crane Inspection Log

ANNUAL CRANE INSPECTION LOG

(This form may be used for more than one crane)

IF THE ITEM CHECKED IS OK, TYPE YOUR INITIALS IN THE APPLICATION BOX. IF NOT, PLACE AN "X" IN THE BOX, AND INITIAL WHEN CORRECTED.

ITEM CHECKED	EQUIPMENT I.D.		EQUIPMENT I.D.			
	INITIALS	DATE	INITIALS	DATE		
Membrane					1	Deformed, cracked, or corroded membrane.
Deformed						
Cracked						
Corroded						
BOLTS OR RIVETS:					2	Loose bolts or rivets
Loose						
SHEAVES, DRUMS:					3	Cracked or worn sheaves and drums.
Cracked						
Worn						
PARTS (pins, etc.)					4	Worn, cracked or distorted parts, such as pins, bearings, shafts, gears, rollers, locking and clamping devices.
Worn						
Cracked						
Distorted						
BRAKE PARTS					5	Excessive wear on brake system parts, lining, pawls, and ratchets.
Excessive Wear						
LOAD/WIND INDICATORS					6	Load, wind, and other indicators over their full range, for any significant inaccuracies.
Inaccuracies						
POWER UNIT					7	Gasoline, diesel, electric, or other power plants for improper performance or non-compliance with applicable safety requirements.
Safety Requirements						
DRIVE SPROCKETS/CHAIN					8	Excessive wear of chain drive sprockets and excessive chain stretch.
Wear or Stretch						
CONTROL CONTACTS LIMIT SWITCHES PUSH BUTTONS					9	Electrical apparatus, for signs of pitting or any deterioration of controller contractors, limit switches

Pitting or Deterioration						and push-button stations.
CONTROLS					10	Controls should be properly identified and legible.
Identified						
Legible						

For a crane or hoist which has been idle for a period of over six months, a daily, monthly, and yearly inspection must be conducted prior to use. You must also refer to the Manufacturer's Manual for items above and beyond the items on this list.

Print Inspector's Name:

Signature:

Print Inspector's Name:

Signature:

SEE OTHER SIDE FOR LOG

ANNUAL CRANE INSPECTION ITEMS

(Signed Log Required) ()

CRANE:			MANUFACTURER:			DATE		
S=Satisfactory U=Unsatisfactory								
WALK AROUND	S	U	MACHINERY	S	U	OPERATIONAL	S	U
Safety Guards & Plates			Housekeeping			Gauges / Warning / Indicator Lights		
Carrier Frame / Rotate Base			Lubrication			Controls / Functions		
Wire Rope / Reeving			Engine Compartment			Load Rating Charts		
Block / Hook / Sheaves			Lights			Safety Devices		
Bloom / Jib			Glass			Boom Angle Indicators		
Walks / Ladders / Handrails			Warning Tags / Labels			Limit Switches		
Tires / Wheels / Chocks			Fire Extinguisher(s)			Unusual Noises/ Conditions		
Leaks / Fuel / Lube / Oil / Water								

Remarks:	Operators Signature	
	Date	
	Supervisor's Signature	
	Date	
INSTRUCTIONS: Inspect all applicable items indicated, each shift. Suspend all operations immediately when observing an unsatisfactory condition which might create a hazard. In addition, suspend operation when any unsafe condition is observed and immediately notify supervisor. Other conditions affecting safety shall be noted under "REMARKS" and reported to supervisor.		

CRANE:			MANUFACTURER:			DATE		
S=Satisfactory U=Unsatisfactory								
WALK AROUND	S	U	MACHINERY	S	U	OPERATIONAL	S	U
Safety Guards & Plates			Housekeeping			Gauges / Warning / Indicator Lights		
Carrier Frame / Rotate Base			Lubrication			Controls / Functions		
Wire Rope / Reeving			Engine Compartment			Load Rating Charts		
Block / Hook / Sheaves			Lights			Safety Devices		
Bloom / Jib			Glass			Boom Angle Indicators		
Walks / Ladders / Handrails			Warning Tags / Labels			Limit Switches		
Tires / Wheels / Chocks			Fire Extinguisher(s)			Unusual Noises / Conditions		
Leaks / Fuel / Lube / Oil / Water								
Remarks:	Operators Signature							
	Date							
	Supervisor's Signature							
	Date							
INSTRUCTIONS: Inspect all applicable items indicated, each shift. Suspend all operations immediately when observing an unsatisfactory condition which might create a hazard. In addition, suspend operation when any unsafe condition is observed and immediately notify supervisor. Other conditions affecting safety shall be noted under "REMARKS" and reported to supervisor.								

Attachment 22 - Daily Crane Inspection Items

DAILY CRANE INSPECTION ITEMS

CRANE:			MANUFACTURER:			DATE		
S=Satisfactory U=Unsatisfactory								
WALK AROUND	S	U	MACHINERY	S	U	OPERATIONAL	S	U
Safety Guards & Plates			Housekeeping			Gauges / Warning / Indicator Lights		
Carrier Frame / Rotate Base			Lubrication			Controls / Functions		
Wire Rope / Reeving			Engine Compartment			Load Rating Charts		
Block / Hook / Sheaves			Lights			Safety Devices		
Bloom / Jib			Glass			Boom Angle Indicators		
Walks / Ladders / Handrails			Warning Tags / Labels			Limit Switches		
Tires / Wheels / Chocks			Fire Extinguisher(s)			Unusual Noises/ Conditions		
Leaks / Fuel / Lube / Oil / Water								
Remarks:			Operators Signature					
			Date					
			Supervisor's Signature					
			Date					
INSTRUCTIONS: Inspect all applicable items indicated, each shift. Suspend all operations immediately when observing an unsatisfactory condition which might create a hazard. In addition, suspend operation when any unsafe condition is observed and immediately notify supervisor. Other conditions affecting safety shall be noted under "REMARKS" and reported to supervisor.								

CRANE:			MANUFACTURER:			DATE		
S=Satisfactory U=Unsatisfactory								
WALK AROUND	S	U	MACHINERY	S	U	OPERATIONAL	S	U
Safety Guards & Plates			Housekeeping			Gauges / Warning / Indicator Lights		
Carrier Frame / Rotate Base			Lubrication			Controls / Functions		
Wire Rope / Reeving			Engine Compartment			Load Rating Charts		
Block / Hook / Sheaves			Lights			Safety Devices		
Bloom / Jib			Glass			Boom Angle Indicators		

Walks / Ladders / Handrails			Warning Tags / Labels			Limit Switches		
Tires / Wheels / Chocks			Fire Extinguisher(s)			Unusual Noises / Conditions		
Leaks / Fuel / Lube / Oil / Water								
Remarks:			Operators Signature					
			Date					
			Supervisor's Signature					
			Date					
INSTRUCTIONS: Inspect all applicable items indicated, each shift. Suspend all operations immediately when observing an unsatisfactory condition which might create a hazard. In addition, suspend operation when any unsafe condition is observed and immediately notify supervisor. Other conditions affecting safety shall be noted under "REMARKS" and reported to supervisor.								

Attachment 23 - Overhead and Gantry Crane Daily Inspection

OVERHEAD AND GANTRY CRANE DAILY INSPECTION

Employee _____ Date _____

Date of last annual inspection: _____ Crane Make/Model _____

Crane Type _____ Crane Capacity _____

Examiner: Mark **Satisfactory**, **Unsatisfactory**, or **Not Applicable** next to those items the operator performs

1) Crane Inspection

- _____ A. Condition of Control Box (pendant / remote control)
_____ B. Bridge Frame
_____ C. Trolley _____ D. Wire rope / reeving
_____ E. Block / Hook / Sheaves _____ F. Track
_____ G. Stop Blocks
_____ H. Electrical Disconnect Comments: _____

2) Operational Check

- _____ 1. Raise / Lower
_____ 2. Limit Switch
_____ 3. Bridge Travel forward and back
_____ 4. Bridge Brakes
_____ 5. Trolley Travel side to side
_____ 6. Trolley Brakes

Comments: _____

Attachment 24 - Overhead and Gantry Crane Monthly Inspection

OVERHEAD AND GANTRY CRANE MONTHLY INSPECTION

CRANE MAKE	INSPECTOR		
MODEL	INSPECTION DATE		
PROJECT LOCATION	PROJECT NUMBER		
ITEMS TO BE INSPECTED	ACCEPTED	REJECTED	N/A
1. Pendant controls operate correctly.。			
2. Instruction card on pendant.。			
3. Trolley & bridge track properly aligned.			
4. Trolley and bridge stable			
5. ALL LIMIT SWITCHES OPERATE CORRECTLY.			
6. Load capacity marked on trolley.			
7. Certified operators listed on pendant.			
8. All travel blocks in place.			
9. Cables are "DEFECT" free			
10. Cables are not twisted.			
11. Pendant equipped with locking cover.			
12. Control switches on pendant "AUTOMATICALLY" return to the "OFF" position when released.			

13. Load hook has safety (throat) latch.			
14. Load hook is "DEFECT" free.			
15. Certification of "LOAD TEST" on file at the jobsite.			
16. Preventative maintenance program has been established as per manufacturer.			
17. Electrical phasing is correct with reference to hoist / travel - pendent.			

Inspector's

Signature

and

Position

Title

RECORD DEFICIENCIES ON PAGE 2

DEFICIENCIES / REMARKS[illegible]

Inspector's Signature and Position Title

Date

Attachment 25 - Aerial Platform Inspection

AERIAL PLATFORM INSPECTION

Company:	Project:	Manufacturer:
Month	Location	Type (Gas, Diesel, Electric)
Date	ID#ID	Capacity
Hour Meter Start	Hour Meter Finish	Shift

Note: If the Aerial Work Platform, (JLG, Sizzor Lift, etc), is not in good operating condition, It Shall Not Be Used

<i>Place a check mark in the appropriate box.</i>			
General	Good	Defective	Comments
Appearance			
Load Charts			
Hydraulic System			
Out-Riggers			
Tire Condition			
Brakes			
Electrical-Lights			
Basket			
Safety Override			
E-Stop			
Alarms – Horn			
Flashing Yellow Light			
Fire Extinguisher			
Coolant Level			
Oil Level			
Controls-(Basket)			
Controls-(Ground)			
Battery Meter			
Battery			
(PPE: splash goggles, face shield, rubber gloves, rubber apron)			
Inspector:		Supervisor:	

GA/P Hoist (GH) Come-Along (C), and Chainfall (CF)

[illegible]

Attachment 27 - Fall Protection Equipment Monthly Inspection

FALL PROTECTION EQUIPMENT MONTHLY INSPECTION

Site: _____				Inspected by: _____			
Please print							
Name of foreman: _____						Date: _____	
Please print							

EMPLOYEE NAME:	ID NO.ID	ACCEPTABLE		REMOVE FROM SERVICE		COMMENTS
		YES	NO	YES	NO	
FULL BODY HARNESS						
SAFETY BELT (for positioning only)						
ROPE LANYARD						
REBAR HOOK						
HINGE-O-GRAB (BUTTERFLY)						
						EMPL. INT:

EMPLOYEE NAME	ID NO.	ACCEPTABLE		REMOVE FROM SERVICE		COMMENTS
		YES	NO	YES	NO	
FULL BODY HARNESS						
SAFETY BELT (for positioning only)						
ROPE LANYARD						
REBAR HOOK						
HINGE-O-GRAB (BUTTERFLY)						
						EMPL. INT:

EMPLOYEE NAME:	ID NO.	ACCEPTABLE		REMOVE FROM SERVICE		COMMENTS
		YES	NO	YES	NO	
FULL BODY HARNESS						
SAFETY BELT (for positioning only)						
ROPE LANYARD						
REBAR HOOK						
HINGE-O-GRAB (BUTTERFLY)						
						EMPL. INT:

Attachment 28 – Daily Forklift Inspection

DAILY FORKLIFT INSPECTION

Company:	Project:	Manufacturer:
Month	Location	Type (Gas, Diesel, Electric)
Date	ID#ID	Capacity
Hour Meter Start	Hour Meter Finish	Shift

Note: If the Fork; ift is not in good operating condition, IT SHALL NOT BE USED.

Place a check mark in the appropriate box.

General	Good	Defective	Comments
Appearance			
Chains			
Hydraulic System			
Tire Condition			
Load Chart			
Brakes			
Parking Brakes			
Electric			
Gages			
Horn			
Back Up Alarm			
Flashing Yellow Light			
Fire Extinguisher			
Coolant Level			
Oil Level			
Battery Mete			
Battery			
(PPE: splash goggles, face shield, rubber gloves, rubber apron)			
Inspector:		Supervisor:	

Attachment 29 –Monthly Rigging Inspection Form

MONTHLY RIGGING INSPECTION FORM

Name of the inspector (print)	OK (pass inspection)	Comments (did not pass inspection)
--------------------------------------	--------------------------------	--

Foreman _____(please print)

Date _____ (turn in monthly)

Number of wire rope that pass inspection _____

Number of wire rope that did not pass insp. _____

Rejected slings will be tagged out-of-order and separated from the good ones or destroyed.

Rejection Criteria:

1. Ten randomly distributed broken wires in one rope lay, or five broken wires in one strand in one rope lay. Snagged, nicked, or severely bent wires count as broken wires.
2. Abrasion, scrubbing, or peening causing loss of more than 1/3 of the original diameter of outside individual wires.
3. Evidence of rope deterioration from corrosion.
4. Kinking, crushing, or other damage that results in detrimental distortion of the rope structure.
5. Any evidence of heat damage including bare electrical conductor, ground, or welding arc.
6. Any marked reduction in diameter either along the entire main length or in one section.
10. Unlaying or opening up of a tucked splice.
11. Core protrusion along the main length and on slings if you can see the red inside is not good.
12. End attachments that are cracked, deformed, worn, or loosened.
13. Any indication of strand or wire slippage in end attachments.
12. More than one broken wire in the vicinity of a zinced-on or swaged fitting.

Attachment 30 –Risk Assessment Guide

RISK ASSESSMENT GUIDE
For the Placement of Personnel Facilities

This risk assessment guide is intended for the pre-placement of construction trailers, break trailers, smoking areas, and similar personnel facilities. The guide should be used in conjunction with customer input regarding process equipment.

Proposed break room or office trailer location:

	Yes	No	NA
Pre-placement Site Review Confirmation Has the customer reviewed the above-described planned placement of the facilities? <u>Notes:</u>			
Blast Radius Clearance Has the customer confirmed the planned placement of the facilities is out of the blast radius of any processing unit? <u>Notes:</u>			
High Risk Operations Clearance Has the customer confirmed the planned placement of the facilities is a safe distance from higher risk operations such as processing units in start-up or shutdown situations? <u>Notes:</u>			
Potential Toxic Release Review Has the customer confirmed the planned placement of the facilities will not be in areas of potential toxic gas or vapor releases? <u>Notes:</u>			
Area Mobile Equipment Review Would the planned placement of the facilities and personnel traffic-ways be clear of construction traffic? <u>Notes:</u>			
Other Area Considerations Has a site review with the customer verified site-specific potential hazards have been evaluated for the planned placement of the trailers? ■ Electrical overheads or similar hazards. ■ Pipeline or other right of way obstruction, ■ Flammables storage areas ■ Other area construction activities			

9.31 Attachment 31 – Smoke Free Workplace Policy**SMOKE FREE WORKPLACE POLICY****I. PURPOSE AND SCOPE**

There are significant personal health hazards related to the use of tobacco products (cigarettes, pipes, cigars, smokeless tobacco (e.g. snuff, chew), etc.), including a well-established linkage between the use of such products and cancer and/or respiratory disease. The health hazards related to smoking tobacco impact both the smoker and the non-smoker who is exposed to second-hand smoke. NEPC is committed to the protection of employees, contingent workers, customers and visitors from these health hazards. This policy's objective is the creation of a smoke free work environment.

II. APPLICABILITY

To the extent that it does not conflict with applicable law or regulation or existing labor collective bargaining agreements and is not subject to information and/or consultation with existing employee representative groups, this policy applies to all employees and contractors at all NEPC-controlled facilities where NEPC work is being performed, including offices, manufacturing and service facilities, project sites or other locations where work is being performed on behalf of NEPC. Where negotiation, information, and/or consultation with employee representatives is appropriate, such will occur with the goal of instituting the same or similar policy.

III. SMOKE FREE AREAS

Smoking is prohibited in all areas of the workplace, including all indoor facilities and NEPC's vehicles. Smoking is prohibited in private enclosed offices, conference and meeting rooms, cafeterias, lunchrooms, or employee lounges. Smoking is also prohibited in any enclosed compartment or area inside the Units (turbine enclosure, generator collector cab, accessory module, exhaust duct, filter house, etc.)

Smoking is also prohibited outside of buildings if within 6 meters, of an entrance, window, or air intake duct. Smoking is only permitted in designated areas outside of all buildings.

All designated outdoor smoking areas must be supplied with appropriate receptacles for extinguishing and disposing of smoking material.

IV. SIGN REQUIREMENTS

"No Smoking" signs must be clearly posted at all entrances, restrooms, stairwells and other prominent places. No ashtrays are permitted in any indoor area.

V. COMPLIANCE

Compliance with the smoke free workplace policy is mandatory and covered employees who violate this policy will be subject to disciplinary action. Covered contractors who violate this policy will be

discontinued from NEPC work.

Any covered employee who believes that he/she has been adversely impacted by the Company's application or interpretation of this policy may appeal his/her disciplinary action through existing appeal or dispute resolution procedures.

VI. SMOKING CESSATION OPPORTUNITIES

NEPC encourages all employees to quit smoking and/or stop using smokeless tobacco products.

NEPC

VII. RESPONSIBILITIES

NEPC Health Services shall:

NEPC

- Cooperate with site management, Human Resources and EHS to implement a comprehensive tobacco-free education and cessation program consistent with the spirit of this policy.

Managers shall:

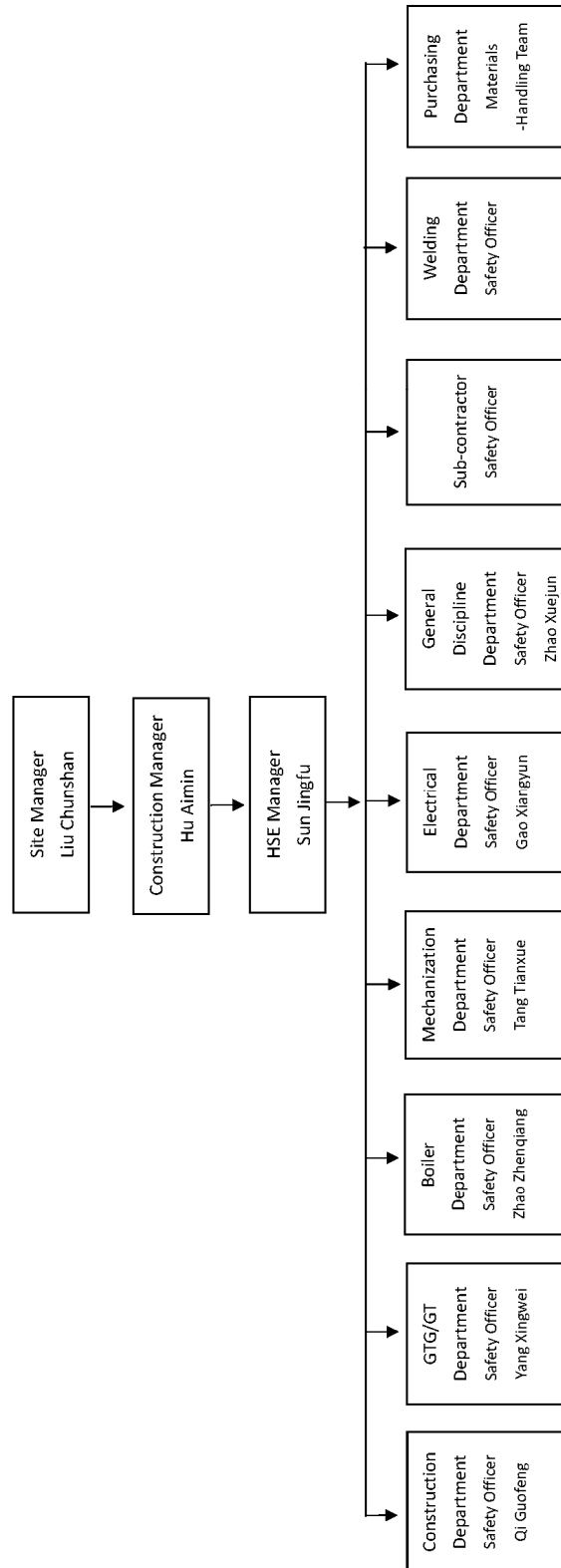
- Develop a communication plan to notify all employees of NEPC's Smoke Free Work Place Policy.
- Cooperate with Health Services to establish and implement the NEPC smoking cessation and education programs and monitor the effectiveness of such programs.
- Cooperate with the NEPC Health Services to establish a comprehensive smoking cessation and education program consistent with the spirit of this policy.
- Ensure implementation and enforcing of all elements of the policy

Employees shall:

- Abide by this policy. All employees share in the responsibility for adhering to and enforcing this policy.
-

Attachment 32 – EHS Organization Chart EHS

BIBIYANA Safety Organization Chart



10. PROJECT ENVIRONMENTAL PLAN

10.1 PURPOSE

This Environmental Plan establishes the expectations for environmental management at Bibiyana project sites.

To achieve Environmental excellence, NEPC is committed to eliminate, where possible, or limit to the lowest practical levels, adverse effects on the environment from activities. Beyond the compliance with all locally applicable EHS regulatory requirements and Owner EHS programs, this Environmental Plan goes through the highest practical standards of environmental management to minimize the impact of our activities today, to protect tomorrow.

The purpose of the Environmental Plan is to identify the impacts of the Bibiyana Project, to define the objectives, the requirements to follow for environmental management, and then to ensure that rigorous implementation, best practices and efficient monitoring activities are in place to achieve the objectives.

10.2 ENVIRONMENTAL POLICY

The Bibiyana Project's Environmental Policy is:

NEPC is committed to the principle of sustainable development. NEPC therefore aims to safeguard the environment and natural resources promote the improvement of environment wherever possible.

Bibiyana

NEPC

10.3 ENVIRONMENT OBJECT

10.3.1 OBJECT – ENVIRONMENTAL MANAGEMENT

- Assessment of all planned activities, during the planning phase, to identify possible environmental aspects, and where these are foreseeable, identification and implementation of a mitigation strategy before the task is permitted to begin.
- Development and implementation of a monitoring strategy, to ensure compliance with the

requirements of this document, and by analyzing results, prevent unacceptable aspects and identify opportunities for improvements.

- Identification of all activities requiring a permit, and ensuring that none of these activities are allowed to commence, until the management have confirmed that the permit is in place and that the permit conditions will be met. This may include operation of installed equipment, or discharges to land or watercourses.
- Continuous compliance with all applicable laws, rules, regulations, and permit conditions. Zero notices of violation, fines, or other enforcement action.
- Prompt reporting, investigation, and establishing of root causes, and corrective actions for all environmental incidents.

1

10.3.2 OBJECT – ENVIRONMENT PRACTICE

- Minimize impact of construction activities on the site area, flora, fauna or marine habitats.
- Minimize impact of construction activities on the neighbors (air quality, noise, dust, water, odor, and landscape).
- Zero spills or releases in ground and water. Minimize air releases.
- Where practical implementing energy and resource saving strategies.
- Minimize, re-use, recycle, disposal after treatment, hierarchy of controlling wastes in this order of priority.
- Control of noise, particularly beyond the site boundaries.
- Minimize traffic in and around the site area.

10.4 DEFINITIONS

Contractor/Subcontractor: Any company or individual NEPC has a contract with such as a vendor, company or consultant, including their employees and subcontractors.

Owner: Business entity that has contracted NEPC to perform work on their behalf. The Owner of this project:

Summit Bibiyana II Power Company Limited with principle office at Summit Centre, 18, Karwan Bazar Commercial Area, Dhaka – 1215, Bangladesh

Consultant/Owner's Engineer: Independent company that performs supervision, review and

approval work on behalf of Customer. The Consultant/Owner's Engineer for this Bibiyana II Project :

Lahmeyer International (India) Pvt. Ltd with office at Infinity Benchmark, 9th Floor, Plot No. G1, Block EP & GP, Salt Lake Electronics Complex, Sector V, Bidhan Nagar, Kolkata – 700 091, India

Lahmeyer International (India) Pvt. Ltd 办公地点位于 Infinity Benchmark, 9th Floor, Plot No. G1, Block EP & GP, Salt Lake Electronics Complex, Sector V, Bidhan Nagar, Kolkata – 700 091, India

NEPC HQ EHS Manager: NEPC Headquarter EHS Manager

NEPC: The First Northeast Electric Power Engineering Company

NEPC: The consortium combined by NEPC to implement the Project.

Project: The Project of implementing of design, procurement, manufacturing, construction/Erection, test and commissioning of 344.908MW (Net)Gas-Fired Combined Cycle Power Plant atBibiyana II, Bangladesh.

Project Manager: The NEPC Project Manager for the Project

Site Manager: The NEPC Site Manager for the Project

Site EHS Manager: NEPC Site EHS Manager for the Project

Environment: Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

Environmental Aspect: Elements of activities that can interact with the environment, e.g. paint and/or oil spills, dust generation and so forth. Environmental Impacts may occur as the result of the interaction between the environmental aspect and the environment.

Environmental Impact: Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.

Environmental Impact Register: Environmental Impact Register is the document where the control measures for Environmental Impact evaluation are described.

Continual Improvement: Process of enhancing the environmental management system to achieve improvement in overall environmental performance in line with the organization's policy.

Environmental Objective: Overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve and which is quantified wherever practicable.

Environmental Performance: Measurable results of the environmental management system, related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets.

Environmental Policy: Statement by the organization of its intention and principles in relation to its

overall environmental performance, which provides a framework for action and for the setting of its environmental objectives and targets.

Environmental Target: Detailed performance requirement, quantified whenever practicable, applicable to the organization or part thereof that arises from the environmental objective that needs to be set, and met in order to achieve those objectives.

Ground – Spills: Any liquid spilled on the ground.

Ground - Land Removal: Any activity of removing land, stone, of any area of a construction site.

Ground - Historical Pollution: Pollution that does not come from construction activities, but was there before the work started.

Major Spill / Release: A release that could not be contained.

Monitoring Strategy: Activity of control, including measurements, documentation, data management, and site visit.

Waste: Any product, including land, stone... that cannot be reused on site.

Hazardous Waste: Any waste that contains hazardous material.

10.5 RESPONSIBILITIES

10.5.1 SITE MANAGER

Site Manager is responsible for the overall management of all activities on and around the project site, including insuring the implementation of this Plan. It includes:

- Setting up and executing this Environmental Plan for the environmental management.
- Ensuring all environmental incidents are investigated and any corrective action to prevent a recurrence is implemented.
- Ensuring construction work that may have environmental aspects is identified and preventive measures have been considered and implemented.
- Provide the required support to the Site EHS representative to allow him/her to implement this Environmental Plan.
- Stop any work or activity that, in his/her opinion, may impact the environment.

10.5.2 SITE EHS MANAGER

The Site EHS Manager shall be responsible for:

- Supporting Site Manager with technical aspects of the environmental management.
- With the approval of the NEPC HQ EHS manager, develop and refine this Environmental Plan throughout the life of the project, as required by changing conditions or as best practices are identified.
- Review contractor's environmental plans.
- Monitor and report environmental performance of Contractors (by completing weekly site EHS inspections).
- Giving instruction and guidance to EHS Engineers.
- Preparing and executing the environmental training as part of the site Orientation.
- Investigating environmental incidents and identifying and implementing corrective actions.
- Reporting any environmental incidents to the Site Manager and the NEPC HQ EHS Manager.
- Be responsible for communicating the requirements of Environmental Plan to the Contractors and monitoring the implementation of these requirements by the Contractor by means of inspections and site audits.
- Make required reports to regulatory bodies and agencies.
- With the support of the Site Manager, stop any work or activity that, in his/her opinion, may impact the environment.

10.5.3 NEPC HQ EHS MANAGER NEPC

Development of this Environmental Management Plan.

- Validating any updates to this Environmental Plan made by the site EHS manager.
- Ensuring that the site EHS manager is competent to discharge the above duties.
- Reporting any reportable Environment Incident to the required agencies or authorities.
- Verifying compliance with this Environmental Plan by carrying out audits in accordance with the NEPC Programs.

10.6 STANDARDS AND REGULATIONS

This Project shall be constructed and commissioned in accordance with the following principles:

- Compliance with all applicable legal requirements and regulatory constraints for environmental protection regulated by local authorities and World Bank.
- Minimize negative impacts on the environment with respect to releases to air, water and land; and
- Prohibit the use of halons, CFCs, PCBs, and asbestos on the site for any purpose unless its absence would “cause immediate loss of life, which would have a probability of occurrence greater than that, which is normally acceptable”. Any proposed use (e.g. where no suitable alternative exists) shall be submitted to Owner/Consultant for approval.

10.7 ENVIRONMENTAL MANAGEMENT CONTROLS

10.7.1 ORIENTATION AND TRAINING

Environmental awareness training is an important part of an effective overall EHS environmental compliance program. The EHS training program, which includes Environmental Awareness Training, is described in the EHS Plan (SP312-PL-32-0001). Additional training will be done if the plan changes or there are changes at the site.

The Environmental Awareness Training Program is a mandated part of orientation of all construction personnel at the Project site. In addition, NEPC will provide additional training for specific individuals and/or groups, as is appropriate during the Project.

10.7.2 ENVIRONMENTAL COMPLIANCE INSPECTIONS

Environmental compliance inspections are a necessary part of an overall environmental compliance program.

The EHS Engineer will perform and document periodic inspections to verify that the environmental requirements specified in this Plan are being implemented during construction activities. A monthly Inspection Report will be prepared by the EHS Engineer and submitted to the Site Manager, HSE Manager. The Monthly Environmental Inspection Report will summarize the environmental issues and/or incidents that have occurred during the month.

If necessary, Stop Work Orders will be issued, if construction activities are not in accordance with the applicable environmental requirements and they are having a significant adverse impact on the environment or will result in a significant adverse impact to the environment if the activity continues. If such construction activities occur, the EHS Engineer will take appropriate action to halt the work and immediately notify Site Manager and EHS Manager. The

construction activity in question will not resume until corrective actions have been implemented and EHS Manager has given permission.

10.7.3 Radioactive Safety Management

10.7.3.1 Use radiation as per contract.

10.7.3.2 Get approval from construction and safety departments for radioactive work.

10.7.3.3 Radiation storage: open two doors for radioactive source with the presentation of receiver and store man in accordance with source fetching procedure.

10.7.3.4 Radiation usage:

10.7.3.4.1 must pass professional and safety exam before individually taking radioactive work

10.7.3.4.2 Block the warning area by warning rope and set warning signs.

10.7.3.4.3 Return and store in the source room in time once work is done.

10.7.4 Limited Space Entering Regulation

10.7.4.1 Arrange guardian and individual responsibility.

10.7.4.2 Apply work permit prior to work.

10.7.4.3 The air test should be qualified after the ventilation facilities are started in the confined space.

10.7.4.4 Regular test the toxic gas content.

10.7.4.5 Don't put Oxygen and Acetylene cylinder in the confined space.

10.7.4.6 The voltage is less than 12v for the walking lamp in moisture working place.

10.7.4.7 Apply for work permit for power distribution station and equipment room.

10.7.5 Work Permit for Vegetation Covered Place

10.7.5.1 Must follow Bangladesh laws and regulations as well as contract for working in vegetation covered place.

10.7.5.2 For the place which involves the local people, it should be smoothly communicated and respect social convention.

10.7.5.3 Require construction and safety department's work permit.

10.7.5.4 Recuperation after construction work.

10.8. ENVIRONMENTAL REQUIREMENTS

10.8.1 SPILL PREVENTION AND RESPONSE

All necessary measures will be taken to prevent hydrocarbon (e.g. oil, diesel, etc.) and chemical (caustic, acid, detergent, etc.) contamination of soil and groundwater.

Spill prevention and response is described in Emergency Response Plan (SP311-PL-32-0003) and this identifies the proper practices for:

- Preventing a release. This includes:

Identification of all potential areas and materials for spills;

Ensuring all equipment is in good mechanical condition, with accurate maintenance records and schedule. The EHS Engineer will periodically audit the maintenance records and schedule;

Adequate inspection and monitoring procedures to be carried out.

- Appropriate response actions in the event of a release:

Availability of emergency equipment in order to deal with the spill;

Cleanup and disposal of wastes generated by the spill.

10.8.2 DUST CONTROL

10.8.2.1 NEPC and the Contractors are responsible for fugitive dust control within the Project site boundaries and control areas. During construction, every effort shall be made to minimize the discharge of visible fugitive dust beyond the property line that will interfere with land use or violate air quality standards.

10.8.2.2 Dust control for construction vehicle traffic on unpaved surfaces will be accomplished through the use of dust suppressants (e.g., water, chemical), and speed limits, as needed. Vehicles transporting loose aggregate and soils to/from the Project site on public roads shall have their loads

covered or containerized to minimize spillage and dust generation.

10.8.2.3 Mud and dirt accidentally transported onto public roadways due to Project site construction traffic will be cleaned up when required.

10.8.2.4 Methods to control fugitive dust from stockpiled soil will be through source reduction methods, source improvements, and surface treatment. Source reduction and source improvements provide emission control through improved stockpile management and improved work practices related to load-in and load-out operations.

Examples of these include:

- Reduction in the amount of material being handled and minimize the frequency of stockpile surface disturbance.
- Reductions in material drop height when loading out to the stockpile.
- Covering stockpiles when practical with tarpaulin and securing the cover.

10.8.2.5 Fugitive dust control for material handling operations and stockpiles will be through reduced handling, reduced time of stockpiling, when possible, and dust suppressants (e.g., water) under prolonged dry and windy weather conditions.

10.8.3 NOISE CONTROL

10.8.3.1 During the site preparation, construction, and commissioning activities of the Plant, NEPC and Contractors will perform work in a manner that will minimize the effects of noise generated by activities such as the use of power tools, earth moving and heavy equipment, and general vehicular traffic. This will be done via restrictions on the time of day during which the activities will occur, through the use of measures that reduce noise emissions, where feasible, and through the imposition of traffic speed limits and regulated traffic patterns.

10.8.3.2 Ambient noise and vibration emissions shall comply with local Regulations, as a minimum and these are described in Table 8.1. Noise monitoring will be carried out by NEPC.

10.8.3.3 Resolution of noise complaints will be handled through the Site Manager, who may delegate responsibility to the EHS Engineer for prompt investigation. In the event of anticipated atypical noise events (e.g., steam blows, blasting), BSF will notify the local villages that such events may occur.

10.8.4 CONCRETE BATCH PLANTS

10.8.4.1 Throughout the life of the Project site, a number of temporary concrete batch plants will be brought on site and operated. The primary concern from batch plants is the runoff from the mixing and loading areas. All runoff from a concrete batch plant will be directed into a temporary settling basin.

10.8.4.2 Water from the settling basin will not be discharged until the suspended particles have dropped out of suspension. The settling basin must be large enough to handle the anticipated wash down runoff from a typically large concrete pour and an additional volume to handle 50cm rainfall on the Concrete Batch Plant area.

10.8.4.3 The accumulated water in these settling ponds may be pumped out and used for dust control around the batch plant. In addition, concrete additives must be stored on concrete curbed slabs. Runoff from these storage areas must also be directed into the settlement basin. Storage of aggregate materials must be done in a manner that controls turbid runoff.

10.8.5 CONSTRUCTION EROSION AND SEDIMENTATION CONTROL

The actions must be implemented to minimize erosion and sedimentation at the Project site, it includes:

- Storm water management and erosion controls;
- Adequate drainage and the reduction in the level of water;
- Construction of the permanent perimeter drainage channel;
- Adequate general construction site drainage;

10.8.6 CONSTRUCTION WASTE MANAGEMENT

10.8.6.1 The construction wastes shall be managed on the Project site adequately as below:

- NEPC will be responsible for disposal of all wastes;
- A qualified Waste Management Contractor shall be contracted to handle the management of construction wastes including recycling and disposal.
- There will be no combustion of wastes on the site by the Contractors.
- The marine disposal of any wastes will not be allowed, including waste construction materials or waste aggregates.
- Contractors are responsible for characterization and segregation of their own wastes prior to storage, recycling, or disposal.
- Contractors are responsible for regularly transporting their site generated waste to the Central Waste Management Area.
- The Central Waste Management Area is provided by NEPC

- NEPC and the Contractors will manage all hazardous materials (e.g. petroleum products and chemical materials) in such a manner as to minimize the potential for threats to human health and the environment.

- All liquid effluent (e.g., sanitary sewage, wastewater from shower facilities, wastewater from canteen facilities) will be collected in closed drain systems and passed to a construction effluent treatment unit. The wastewater discharge from the site will comply with local regulations. During construction of the construction effluent treatment unit, waste water will be treated in multiple chamber septic tanks.

10.8.6.2 The Waste Management Contractor must be capable of managing and disposing of all wastes generated on the site.

The Waste Management Contractor must be capable of managing and disposing of all wastes on the site. This may include asbestos, hazardous chemicals, contaminated soil, etc.

10.9 COMMISSIONING AND START-UP ACTIVITIES

10.9.1 GENERAL

During the commissioning and start-up activities of the Complex, the plant is tested, cleaned, and brought to a state of operational readiness. Piping and fittings are closely inspected for potential failure (e.g., leaks). Additionally, fuels, liquids, and gases are brought on to the site and added to the different plant systems.

The start-up of Plant consists of three sub-phases:

- Pre-commissioning
- Commissioning
- Startup (including raw materials introduction) and operation.

Individual systems of the plant are hydrotested during construction.

Commissioning is the operation of individual systems to ensure the function properly. Introduction of raw materials includes fuels, liquids, and gases normally required for full operation of the plant. Operations consist of running the entire plant under different loads.

Although all systems are thoroughly checked to prevent leaks and ruptures prior to adding the fuels, liquids, and gases, accidental leaks and spills may occur. The volume and types of materials to be used during start-up activities are not finalized at this time because plant design is ongoing. However, specific details will be provided prior to the initiation of the start-up activities as required

Permits/approvals (from BPDB and PCGB) specific to commissioning and start-up activities will be obtained by the NEPC through Owner as required.

10.9.2 PRE-COMMISSIONING

The following shall be ensured:

- The spill prevention and response measures shall be used in the event of a spill or other release;

An adequate supply of absorbent material and cleanup equipment (e.g., Personnel Protective Equipment (PPE), shovels, brooms, spill kits) shall be securely staged at key locations within the structures and units for immediate use. Commissioning personnel will be trained on the correct response to small releases.

- Hazardous materials will not be introduced to the various unit systems until the appropriate equipment and systems have been signed off as “mechanically complete” by the Owner.

- Chemical cleaning water will be managed in accordance with local environmental regulations. Normally, such wastewater will be treated on the site through the Plant Effluent Treatment Plant. Alternatively, if the wastewater characteristics are within local limits for discharge into a water body, or can be treated on the site to make it compliant with these limits, it might be possible to obtain permission to discharge the wastewater into the nearby water body. At no time will chemical cleaning water be discharged into the storm water drainage system.

- If the Plant Effluent Treatment Plant is not operational, or is not capable of treating the chemical cleaning water, then the NEPC will make arrangements to store, treat and dispose of the waste water.

- Any leak testing water will not be changed or otherwise chemically altered, if possible, which will allow for safe and easy disposal. Clean hydrotesting water may be disposed of in the storm water management system, as long as it is monitored to ensure that oil sheen is not present in the release.

- Water used for hydrotesting will be recycled/reused to the extent possible. Hazardous waste must never be disposed of in the non-hazardous waste.

- All requirements for temporary storage of hazardous materials and hazardous wastes will be followed during start-up.

- The timing of steam blows and other atypical noise generation activities will be coordinated with EHS Manager so he can have adequate time to notify local residents, if necessary.

10.9.3 COMMISSIONING

The following shall be ensured during commissioning phase:

- The spill prevention and response measure will be taken in the event of a spill.

• An adequate supply of absorbent material and cleanup equipment will be securely staged on the site for immediate use.

• HRSG cleaning water will be managed in accordance with local environmental regulations. Normally, such wastewater will be treated on the site through the Plant Effluent Treatment Plant. Alternatively, if the wastewater characteristics are within local limits for discharge into a water body, or can be treated on the site to make it compliant with these limits, it might be possible to obtain permission to discharge the wastewater into the nearby water body. At no time will HRSG-cleaning water be discharged into the storm water drainage system.

• If the Plant Effluent Treatment Plant is not operational, or is not capable of treating the HRSG cleaning water, then the Contractor will make arrangements to store, treat and dispose of the waste water.

10.9.4 RAW MATERIALS INTRODUCTION AND OPERATION

NEPC will be responsible for start-up. NEPC will ensure that:

• Prior to the introduction of hazardous materials to the site and/or the system, operating staff will be trained in the proper handling of these materials and in spill response.

• An adequate supply of absorbent material and cleanup equipment (e.g., PPE, shovels, absorbent sheets) will be securely staged in the Plant for immediate use in the event of a spill.

• Fluids generated during start-up, with the exception of clean storm water, will not be disposed of into the storm water drainage system. These fluids must be disposed and treated in the Effluent Treatment Plant.

Appendix: Chemical Danger Product Management

- Objective

• Ensure the chemical danger product using safety, to prevent make the body hurt and environment pollution.

- Scope

• The regulation apply to the chemical danger product management of Bibiyana 2 Project .

- Responsibility

• Purchasing Department

- In charge of chemical danger product purchasing, inspection, keeping and in the process of supplying the control work.

- Security Department

- In charge of supervision, checking and guidance in chemical danger product management.

- Using Department

- In charge of safety control, to prevent leak, make environment pollution; also the surplus materials back to storage and the raffinate receiving and treating work.

- Management regulation

- Chemical danger product

- The chemical danger product is mean during the construction exist the potential unsafety factor chemical industry or chemical product, major including: the gases (Oxygen, ethyne, nitrogen, hydrogen etc.), the oils (octane, diesel, turbine oil, lubricating oil etc.), chemical agent (acid, alkali, antirust, loosen agent etc.), paint and diluent, toxic materials, radioactive materials, explode materials etc.

- Purchasing

- The using department as production needed, put forward application, get the related department and manager in charge permission, then give it to purchasing department.

- During purchasing or before purchasing, should get the materials' MSDS information from supplier.

- Transportation

- The purchasing department in charge of transportation, escort and unloading.

- Collision and contact each other easy combustion and explosion or other dangerous products, and the chemical properties or protection, fire extinguishing methods contradict each other, shipment shall not be mixed

- The product, when it is heated, tide easily cause burning and explosion or produce the toxic gas, during the shipment should adopt heat insulation, moisture-proof measures.

- During the shipment, should take and put lightly, to prevent collision, drag and fall.

- Inspection

- The inspection for danger product is by material keeper and security department, then

mark on the record.

- The material keeper should get the information or documents about quality/environmental/safety from supplier.

- After inspection should take into the safety warehouse. The day arrival, the day inspection, can't leave it outside one night, should do this.

- Warehouse management

- The chemical danger product storage should record in register book, record the materials name, quantity, date etc., control the chemical danger product inventory quantity.

- The danger product warehouse should have safety system, and provide the fire fighting equipments as per rule.

- Flammable and combustible, corrosion and pollution, toxic and radioactive materials must storage in special warehouse, provide the protection measures, and put the sign "NO Smoking and Fire".

- Flammable and combustible, oils and chemical product should classification of storage, the main channel should be a safe distance between stacking. Chemical properties or protection, the fire extinguishing method not the same, shall not be in the same warehouse or storage room to store.

- Flammable and combustible, oils and chemical product should prevent leak, if leaked, should clean up the pollutional site in time.

- In case of fire, tide and easy to burn, explode or produce harmful gas product, can't store in the open air, humidity, rain leakage and low-lying place.

- Easy to burn, explode or produce harmful gas product and bottled, canned and other flammable liquids and gases by sunlight should store in cool, ventilated place.

- The electrical machine, lighting equipment, etc in the chemical danger product store place should have explosion-proof device and fire safety measures.

- Corrosion products (all kinds of acid, alkali, etc.) should store alone, can't outside, often check to prevent leakage, corrosion, no soaking.

- The bottled gas should store in cool place, when barreling do not less than 7% of the gap, to prevent be heated or swell the swell.

- The smell of gasoline evaporation is mixed with air is easy to burn and explode, so storage, load and unload place should have fire prevention measure.

- Storing gasoline (including all kinds of wash oil) in a certain area of it is strictly prohibited to fireworks, all kinds of warning signs to be marked, and should have fire fighting equipment.
- Loading the empty barrels of gasoline to pay special attention to safety, can not contact with Mars.
- The gas using as per 《Gas Management Regulations》。
- The chemical danger product warehouse and near it “No Smoking and No Fire”
- Issue Management
- Issuing the chemical danger product should have the person in charge,must register the name,quantity,the person name and the date.
- Control the number of flammable and explosive and chemical danger product.
- Establish the flammable and explosive and chemical danger product management register book.
- Using Management
- The using department should read the instructions before use,to understand characteristics and preventive measures.
- Make personal protection and environmental protection well when using,To prevent the spill, leak, the operating person should treat urgent for emergency at the time of the accident.
- Take care of the danger product when using,to prevent loss.
- The surplus materials should back to purchasing department in time.
- Emergency disposal
- According to the amount and type of flammable and explosive and chemical danger product,provide the right protection measures and communication and alarm device.
- The spill shall be clean,the chemical danger product waste should storage in the location of the rules.
- In the process of chemical danger product transportation and storage have the dangerous or major accident,implement the “Emergency and response control procedures”
- Fuel Management

- Set separate store area.
- Arrange dedicate person for management.
- Protect the store area from sun and rain and set fire-fighting signs.
- Fuel receiving procedure.

4.1 connect to power to check if the auto fuel meter is under normal operation.

4.2 fill fuel as per regulated safety speed.

4.3 Nobody is permitted to modify facilities and close valve of fuel tank truck by himself.

- Collect waste fuel: collect the waste fuel and put into the fuel drum for site construction fuel.

The purchasing department reserved the right of final explanation

- The management Regulation since the release date of execution.

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Annex 7

Emergency Preparation and Response Measures

应急准备和响应措施

Emergency Preparation and Response Measures

- 1 编制说明：Bibiyana 项目经理部建立并保持应急预案，目的是在异常、事故发生和紧急情况下的事件，尤其是火灾、人员伤害、食物中毒、辐射及其他环境污染等重大事故发生时，所采取的迅速反应措施和救援措施预防、控制或减少职业危害和伤害。同时此步骤涵盖自然灾害期间的应急措施比如地震、暴雨洪水和强风。

Introduction：BIBIYANA II site management establish this emergency response program in order to take the rapid action and rescue measures to prevent, control and reduce occupational hazard and injuries when accident and emergency situation happened, especially for fire hazard, human injuries, food poisoning, radiation and other environment pollution. Also this procedure covers emergency response during the natural disaster like earth quake, heavy rain & Flood, heavy wind.

- 2 编制依据：预防事故措施方面依据项目部的《危害辨识与风险评价清单》、《重大风险因素及其控制计划清单》、《电力建设安全工作规程》（火力发电厂部分）DL5009.1-2002 和 Bibiyana 现场的实际情况，现场急救部分依据《现场触电急救和创伤急救》（中国水利水电出版社）、孟加拉国相关法规等。

Basis of compilation: according to 《hazard distinguish and risk evaluation list》，《major risk factors and its control program list》，《Specification of safety operation of electric construction》（coal-fired power plant）DL5009.1-2002 and the actual situation on site, the first aid at site is as per 《electric shock and injury rescue》（China WaterPower Press）and associated laws and rules in Bangladesh.

- 3 紧急事故应急处理组织机构：organization:

组 长：胡爱民

Team leader: aimin Hu

副组长： 于震 曹敏 于文华 王海清 黄新永

Deputy team leader: zhen Yu, min Cao, wenhua Yu, haiqing Wang, xinyong Huang

成 员：王建民 王一军 关山宇 郑培军 李敬东 崔建飞 李树新

Member: jianmin Wang, yijun Wang, sam Guan, peijun Zheng, jingdong Li, jianfei Cui, shuxin Li

孙景富 代启超 吴炳全及各工地主任、分包单位负责人。

Jingfu Sun, qichao Dai, bingquan Wu, all the directors of departments and person in charge from all the subcontractors.

应急指挥办公（值班）室设在安保部。

HES office will be arranged as emergency control office.

对内联系电话：01777504201

Internal contact number: 01777504201

对外部联系电话：01777398106

External contact number: 01777398106

紧急事故应急处理主要领导人员职责和联系电话

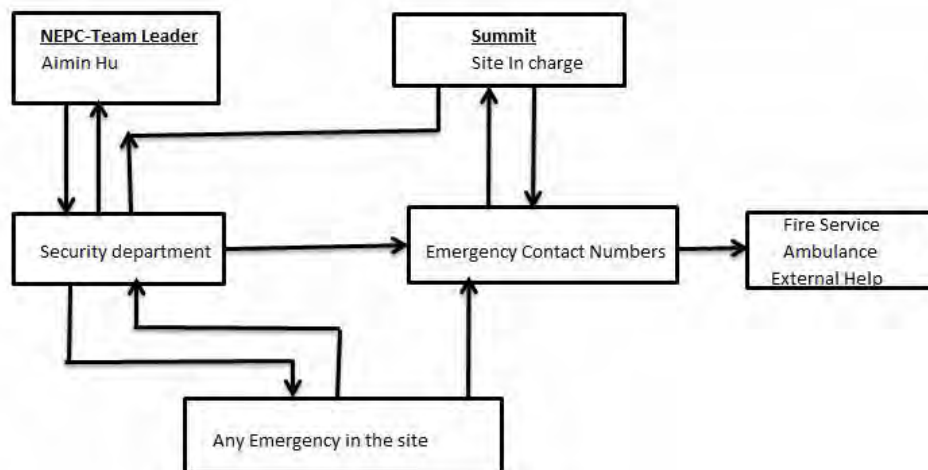
Responsibilities and contact numbers of key persons:

序号 SL	姓名 NAME	职务 TITLE	联系电话 CONTACT NUMBER	应急职责 RESPONSIBILITY
1	胡爱民 Aimin Hu	副组长 Deputy team leader	01777660088	负责项目部紧急事故应急处理的全面工作。 In charge of emergency measures of whole site.
2	曹 敏 Min Cao	副组长 Deputy team leader	01777899889	主抓项目部应急处理工作财务管理相关事宜。 In charge of financial management for emergency measures.
3	于 震 Zhen Yu	副组长 Deputy team leader	01758709101	协助经理抓好项目部紧急事故应急处理工作。 Assist site manager to perfect the work.
4	于文华 Wenhua Yu	副组长 Deputy team leader	01760870573	负责后勤保障及相关事宜。 In charge of logistical support and etc.
5	王海清 Haiqing Wang	总工程师 Chief engineer	01771153786	负责审批项目部应急与响应措施，提供安全技术措施和事故调查处理的技术支持。 In charge of emergency measures, provide the

				technical support to safety measures and inspection of accident.
6	黄新永 Xinyong Huang	经理助理 Manager assistant	01777954226	协助经理抓好项目部紧急事故应急处理工作。 Assist site manager to perfect the work.
7	孙景富 Jingfu Sun	安全经理 HES manager	01777504201	组织制定项目部应急准备与响应措施，负责项目部触电、人员伤害、射源事故、大型机械事故的应急处理工作，进行事故调查分析处理工作，组织制定反事故措施，杜绝事故的重复发生。 Organize and prepare emergency response measures, In charge of electric shock, human injury, radiation accident, machinery accident and corresponding first aid, organize the inspection and management, make sure to prevent the accident not happen again.
8	代启超 Qichao Dai	保卫主任 Security director	01775182957	负责项目部火灾、爆炸、交通、中毒事故的应急处理工作，进行事故调查分析处理工作，制定反事故措施，杜绝事故的重复发生，负责组织项目部的应急演练并对应急设施有效性进行管理。 In charge of handling the fire hazard, explode, traffic and poisoning accident, process the inspection and analyses, take effective actions to avoid accident

				happen again, organize the emergency practice and manage the emergency devices.
9	吴炳权 Bingquan WU	物资供应 Purchasing manager	01781579327	负责应急救援物品的采购供应，并确保及时性、有效性。 In charge of purchasing and supplying emergency materials timely and effectively.
10	郑培军 Peijun Zheng	办公室 officer	01773869995	负责应急车辆及相关事宜。 In charge of arrangement of emergency vehicle.
11	关山宇 Sam	经理助理 Manager assistant	01777398106	对外部联系，保证联系网络有效。 In charge of external communication, make sure the communication effective.
12	各工地 主任 Director of each department			成立本工地紧急事故应急救援小组，确保当紧急事故发生时，项目部应急准备与响应措施能在本工地得到有效实施。 Organize the emergency rescue team; perform the emergency measures properly in case any accident happens.

13	<p>应急人员职责</p> <p>Emergency contactor</p>			<p>发生紧急事故时，立即抢救伤者，保护事故现场，同时采取最快的方式报告项目部，组织进一步的救援工作，并在事故调查时如实反应情况，分析事故时积极提出改进意见和防范措施</p> <p>Rescue the injured person and protect the accident site when accident happened, report to site management rapidly and truthfully, give the improvement suggestions and precautionary measure when analyzing the accident.</p>
14				



4 应急准备和响应措施范围：

Emergency Preparedness and response measures

4.1 火灾：包括易燃易爆液（汽）体，可燃物体，化学品（酸、碱）；

Fire: Including flammable and explosive liquid (steam), flammable objects, chemicals (acid, alkali)

4.2 触电；

Electric shock

4.3 人员伤害；

Personal injury

4.4 食物中毒；

Food Poisoning

4.5 大型机械事故。

Large mechanical accident

4.6 溺水事故；

Drowning accident

4.7 辐射事故；

Radiation accident

4.8 其他环境污染事故；

Other environmental pollution accident

4.9 去医院途中

On the way to the hospital

5 信息传递渠道：警报器、固定电话、手机、对讲机、网络等

Information transmission channel: telephone, mobile phone, walkie- talkie, Internet, etc.

6 信息传递：

Information transmission

6.1 内部信息传递：24 小时紧急电话

Information transmission within company: 24 hours Emergency Call

安保部：01777504201

HSE department

保卫：01775182957

Security Guard

对外部：01777398106

当地警察局：01713374409

Police office

当地火警：0831-61111

T.N.T # TAJPUR fire service

08242-56444

01726-439493

现场医务室：01719431325

Infirmery in site

医院：NOORJAHAN HOSPITAL LTD

01671999661

0821-714123/712975

01784 25 25 25

E-mail: nahiyan@noorjahanhospital.com

6.2 外部信息传递：

External information transmission

医院联系电话：0821-760718

Hospital TEL:

发生紧急事故后，项目部救护车,立即将伤员送往当地就近医院进行救治，电话请求救援。同时掌握道路状况的信息。

After the emergency accidents, the ambulance, take the injured to the nearby hospital for treatment immediately, call in the rescue. Know about the information of road conditions at the same time.

7 应急器材配备

Equipped with emergency equipments

对讲机、手机

内部办公电话

Walkie Talkie、Telephone	Phone within company
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急救箱 (急救药品)	氧气袋
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First-aid box (First-aid medicine)	Oxygen bag
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急救车辆	救护车及项目部所有车辆
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Ambulance	Ambulance and all cars in the Project	alerator
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射线防护服	射线报警仪	警报器
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Ray protective clothing	Ray alarming device
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警示绳	灭火器
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Warning line	Extinguisher
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8 应急响应措施：

Emergency response measures

8.1 火灾、爆炸事故

Fire and explosion accidents

8.1.1 火灾、爆炸事故的防范措施

Fire and explosion accident prevention measures

8.1.1.1 消防工作必须贯彻“预防为主，防消结合”的方针，坚持专门机关与群众相结合的原则，实行“谁主管，谁负责”的防火安全责任制。按区域划分责任，明确责任人。建立消防管理制度。

Fire work must implement the "prevention first, combining anti-consumer" approach, adhere to the principle of combining the specialized agencies and the masses, the implementation of "Who's in charge, which is responsible for" fire safety responsibility system. Divide responsibility by region and clear responsibility individually. Establish fire management system.

8.1.1.2 凡属施工、生产用的易燃、易爆物品，使用单位必须提出书面申请，经保卫部门领导签字，由供应部门统一购买。

All the flammable and explosive materials used by construction and production departments, the user must submit a written application, signed by the leadership of the defense sector and the supply department of the purchase will purchase together.

8.1.1.3 对贮存易燃、易爆物品的单位，实行一级管理，设立专用库房，指派专人负责，对性质相抵触的物品要分库贮存，严禁与其它物品混放。必须设置在相对独立的安全地带，配备必要的消防器材。

For the storage of flammable and explosive materials units, the implementation of a management, the establishment of a dedicated warehouse, assigned responsibility, contrary to the nature of the library items to be stored with other items prohibited mix. Must set at a relatively independent safety zone and equip with the necessary fire equipment.

8.1.1.4 严格易燃、易爆物品的出入库检查。对收存和发放的易燃、易爆物品，必须进行登记，做到帐目清楚，帐物相符。

Check the flammable, explosive materials strictly .To keep and release of flammable and explosive materials, must be registered, so that the accounts clear, consistent account book.

8.1.1.5 对运输、贮存、使用易燃、易爆物品的单位，必须建立和执行严格的安全技术操作规程和安全管理制度，严禁无关人员进入库区。进入库内人员禁止穿化纤晴纺服装和带铁钉的鞋，严禁在库区内吸烟

和用火，严禁在库区内住宿和进行其它活动。

Transport, storage, using flammable and explosive materials, must establish and implement strict safety procedures and safety management system technology, non-independent entry into the reservoir. Enter the warehouse, can't wear chemical fiber clothes and the shoes with nails, No smoking and fire in the warehouse, don't sleep and do any other things in the warehouse.

8.1.1.6 使用保管化学易燃、易爆品的设备和容器，必须符合防火、防爆要求，凡能产生静电而引起燃烧、爆炸的物品，必须装设导电设备。

Use the chemical flammable, explosive devices and container must comply with the fire, and explosion conditions, which can produce the electrostatic and cause burning and explosion, must be installed electrical equipment.

8.1.1.7 动用在 45 燃点以下的化学易燃物品时，操作人员必须严格遵守操作规程和各项制度，落实防火措施。

Using in 45 below the ignition point chemical flammable materials, the operator must strictly comply with operation procedures, implement burning measures.

8.1.1.8 对易燃、易爆物品和剧毒物品，必须由懂得其性能的人负责管理，并做到经常检查。

Flammable, explosive materials and toxic materials must be by the know about function person in charge, and check it always.

8.1.1.9 施工单位用火要严格控制，确需用火时，必须填写用火申请单，经施工、安监、保卫等部门审批，方可动火。

Construction department using fire should strictly control, using fire when really necessary, must write the

application with fire, after construction, safety, safeguard and other departments for approval before they flare up.

8.1.1.10 在办公区、生活区内不得乱拉乱接电源，不得使用各种电热器具（电褥子、电炉子、电暖气等），如特殊需要，必须写出申请，经施工、安监、保卫等部门审批，方可使用。

In office area and living area shall not disorderly connect the power line, can't use the electric appliances privately(including electric blanket、electric furnace、electric radiator and so on),Such as special needs, must write the application, after construction, safety, safeguard and other departments for approval before use.

8.1.1.11 消防工作的重点控制区域消防器材配备齐全，并设有消防栓。

The important area for fire work, fire equipments equipped and has the fire hydrants.

8.1.2 消防工作的主管部门为保卫部，保卫部全权负责 Bibiyana 项目经理部的安全防火工作，保卫部、供应部负责消防器材的配备购买工作，做到配备齐全有效，过期或用过的及时更新。各基层单位设立义务消防队，消防工作的重点区域是办公区、生活区、土建木材模板加工厂和库房。

Fire department in charge of the work is the Security Department; Security Department has overall responsibility for fire safety work for Bibiyana project. Security department、purchase department is responsible for fire equipment equipped with purchase. Fully equip and timely updates. Each basic department should set up obligatory fire brigade; the important area of fire control is the work office, living area, civil wood template processing factories and warehouses.

8.1.3 发生火灾、火情、爆炸事故时，迅速报告保卫部和经理部领导，由保卫部组织进一步的救火工作，联系电话：0 1 7 7 5 1 8 2 9 5 7。特殊情况需要人力、物力支援的请示领导批准，火势严重、情况紧急拨打火警电话，请求急救。

When fire and explosion accident happened, should report to security department and manager in time, the security department in charge of the fire work, contact number: 0 1 7 7 5 1 8 2 9 5 7 .The special circumstances need manpower and material resources to support, should report to the manager, if the fire is serious, call the fire police for help.

当地火警电话 0831-61111 0831-62560

Fire police number: 0831-61111 0831-62560

8.1.4 响应措施

Measures

8.1.4.1 发生火灾、火情、爆炸事故时，各单位应急救援人员立即组织救火，抢救伤员，就近使用消防器材，利用灭火器、沙子、消防栓等器具紧急扑灭或控制火灾、火情。组织其他人员安全撤离，重要物品、资料转移，在积极扑救火灾的同时，立即通知项目部保卫部和项目部领导，等待进一步的救援工作，还应尽量保护事故现场，待保卫科到达后接管。

When fire and explosion accident happened, each department should fire fighting immediately, rescue the wounded, use the nearest fire equipment. with the fire extinguisher, sand, fire hydrant and other appliances to control the fire, at the same time organize the other people evacuate, important materials, data transfer.

8.1.4.2 当事故发生情况比较严重时，项目部现有消防器材不能扑灭时，立即联系当地消防局进行进一步的救援工作。

When the accident is serious, the fire equipment in project can't extinguish fire, immediately contact the local fire department for further rescue work.

8.1.4.3 火灾、爆炸事故的调查处理工作由保卫科负责调查 处理由项目经理部安全防火委员会研究决定，必要时报请当地公安消防部门进行查处。

The Security Department in charge of the fire、explosion accident work,the work is determined by project fire safety committee intends to study, call the local security fire department to investigate in necessity.

8.1.4.4 消防器材、设施，各单位要按规定配齐、配足，特别是易燃易爆重点部位。项目经理部适量储备一些灭火器材，具体工作由保卫负责。

The fire equipments, each department should equipped with complete, especially the inflammable and explosive place. The security department is in charge of fire fighting equipment in site.

8.2 触电的应急准备与响应措施

Preparation and measures for electric shock

8.2.1 防范措施

Precautions

8.2.1.1 电气专业人员，必须进行专业技术培训和安全规程学习，经有关部门考试发证后方可持证独立进行操作。

The Electrical professional person must have the professional technical training and safety procedures study, after identified can operate.

8.2.1.2 施工现场配电柜、电源盘、操作箱及临时电源设置，必须符合技术规范和安全规程。手持电动工具必须安装漏电保安器。

The distribution panel, power pane, electrical box and temporary power, must conform to the technical specification and safety regulations. Hand-held power tools must be installed the leakage protector.

8.2.1.3 电气专业人员在带电及部分带电区域作业时，应制定安全技术措施。高压带电作业及临近高压带

电体作业时，除制定安全技术措施外，施工前应填写安全施工作业票。同时根据具体实际情况，办理电气一种或二种作业票，经审批后，应持票作业。按规定要求完工后，必须办理消票手续。

Electrical person operator in the electrification area should enact the safety technology measure. During high voltage and near high voltage operation, except the safety technical measures, before construction should fill in the safety construction work permit. Depending on the actual situation, filling in the first type or second type work permit, after approval, should operate with the work permit.

8.2.1.4 电气专业人员施工作业时，必须戴安全帽、穿绝缘鞋、着工作服和绝缘手套，并一人工作，一人监护。

When the electrical person operating, must wear safety helmet, insulation shoes, work clothes and insulation gloves, and one person work, one tutelage.

8.2.1.5 220 伏照明线路要同时设输送零线，禁止用“一线一地”方式供电；线路及灯头距地高度应大于 2.5 米；行灯、机床工作灯，电压均不得大于 36 伏；在金属容器内或特别潮湿地点不得大于 12 伏。

220V lighting to set transmission zero at the same time, can't one line one ground; the lines and lamp is apart from the ground should be more than 2.5 m; the voltage for portable light, lathe light can't more than 36V; in the metal container or special place can't more than 12v.

8.2.1.6 拉闸停电作业时，开关必须设专人监护并在此处悬挂“禁止合闸”的警告牌，否则严禁作业。

When cutting power for operating, should have person in charge and set up "No closing" warning sign beside switch, otherwise can't operate.

8.2.1.7 各种电器设备完工后，作业人员应进行通电检验，确定完好，做好移交记录后，方可交用户使用。

After operating, the operators should have electric inspection, make sure in good condition, complete the

transfer of records before hand in users.

8.2.1.8 除电气专业人员外，其他人员严禁从事电气作业，不准私拉、乱接电源。施工时一些电气设备需要移动时应通知工程部，不得擅自移动或丢弃。

Except electrical person, other people can't operate the electric work. No connecting the power privately. Some electrical equipments need move, should inform engineering department, don't move or discard privately.

8.2.1.9 电气设备附近应配备适合于扑灭电气火灾的消防器材，发生电气火灾时，应首先切断电源。

Near the electrical equipments should have fire fighting equipments for the electrical fire, when it happened, should cut off the power.

8.2.1.10 严禁将电线直接勾挂在刀闸上或直接将线头插入插座内使用。

Don't connect the wire to the knife switch or to the multi-plug directly.

8.2.1.11 严禁用其它金属丝代替熔丝。开关应控制火线。

Don't use other metal wire instead of fuse wire. Switch should control the wire.

8.2.1.12 手动操作开启式空气开关、刀闸开关或管型断路器时，应戴绝缘手套或使用绝缘工具。

Open air switch, knife switch or pipe breaker, insulating gloves should be worn or use insulated tools.

8.2.1.13 所有盘（柜）均应上锁并指定专人负责。

All the panels should be locked and have the person in charge.

8.2.1.14 所有盘（柜）均应安装漏电断路器且盘（柜）的总开关必须是漏电断路器；盘（柜）内的电器

保护套 (盖) 应保持完好。

All the panels should be installed residual current circuit breaker, and the main switch of all the panels is residual current circuit breaker; the electrical protective cover inside must be intact.

8.2.1.15 电源班负责将电源送到施工电源盘一次线 (含电源盘及盘内配电装置) , 各单位严禁私拉乱接电源。

Power Team is responsible for the power supply to the construction of a line drive(Including the power panel and switchgear).

8.2.1.16 各分包单位内部电源须由专业电工维护管理 , 严禁非专业人员代替上岗。

The power must be maintenance by a professional electrician of each sub-contractor and prohibited non-professionals instead of posts.

8.2.1.17 3 千瓦 (含 3 千瓦) 以上负荷接线必须在电源班的监督下进行。

More than 3 kW (including 3 kW) the load wiring must be operator under the supervision of the power team.

8.2.1.18 各单位用电需提前向工程部提出申请 , 申请内容包括又电地点、机械名称、负荷容量及用电时间 , 经工程部批准后 , 由电源班负责实施。

Each department before use electricity should to apply to the engineering department in advance, including the location、machine name、load capacity and time, after approved by the engineering department, the power team in charge.

8.2.1.18 各单位用电需提前向工程部提出申请 , 申请内容包括又电地点、机械名称、负荷容量及用电时间 , 经工程部批准后 , 由电源班负责实施。

Every unit should apply to the Engineering Department in prior when it is necessary to use electricity, the application should contain place, machine, load capacity and time, the power maintain team is responsible for the implementation after the application is allowed by Engineering Department.

8.2.1.19 现场使用的绝缘导线应绝缘良好，无破皮、露芯现象，严禁超负荷使用。

The insulated wire used at site should insulate well and no broken, it is strictly banned overload using.

8.2.1.20 电源线路不得接近热源或直接挂在金属物件上；在金属脚手架上架设时应设木横担。

The electric wire shall not be close to the heat source or directly on the metal objects, when set up on the mental scaffold it should prepare wooden cross arm before.

8.2.1.21 现场使用的电动机械必须有明显接地，且接地良好、牢固。地线的连接应采用焊接、压接或螺栓连接等方法。严禁简单缠绕或勾挂。

Field use of electric machinery must have obvious grounding, and well grounded, solid. Ground wire connection should be the methods of welding, pressure welding or bolt connection. It is forbidden to simple coil or hook.

8.2.1.22 严禁两台及两台以上电动设备共用一个开关。

It is strictly prohibited that two or more electric equipments share a switch.

8.2.2 安保部是触电事故的应急准备与响应的主责部门，统一管理项目经理部触电事故的急救工作，各工地配合。

Security Department is the main responsibility department for emergency preparedness and response of electric shock incident, to unified deal with emergency work about electric shock incident of project, each site cooperate with security department to deal with relevant work.

8.2.3 发生触电事故时，除了现场简单急救外，立即用对讲机或电话通知安保部。由安保部再向主管安全的副经理和总经理汇报，及时组织进行进一步救援工作。

Security Department should be noticed as soon as electric shock incident happening, except first aid,.Security Department should report to the deputy general manager and general manager of security, and organize for further rescue timely.

8.2.4 响应措施

Respond Measure

发生触电事故时，根据具体情况可分为现场简单急救、送往医院，现场急救的具体操作可分为迅速解脱电源、简单诊断和对症处理三大部分。

When electric shock incident happened, according to the condition, it can be divided into scene simple first aid and taken to hospital, the operation of scene simple first aid can be divided into break away from power, simple diagnosis and symptomatic treatment.

8.2.4.1 迅速解脱电源

break away from power

一旦发生触电事故时，切不可惊慌失措，束手无策，首先要设法使触电者脱离电源。

When the accident happened, don't scared, try to make the people get an electric shock break away from the power.

使病人脱离电源的方法一般有以下几种：

There are some methods of make the people break away from the power as follows:

8.2.4.1.1 切断电源。当电源开关或电源插头就在事故现场附近时，可立即将闸刀打开或将电源插头拔掉，使触电者脱离电源。必须指出普通的电灯开关（如拉线开关）只切断一根导线，且有时断开的不一定是相线，因此，关掉电灯开关并不能被认为是切断了电源。

Power abscission, immediately open the strobe or pull out the plug when the power switch or the power plug is near the accident scene, to make the people get away from power. It must be indicated that the common switch(such as pull switch) can't be break down the power source for only cut off one wire, sometimes the wire be cut off is not used to import the current, so turn off the switch is not equal to break down the power.

8.2.4.1.2 用绝缘物移去带电导线。当带电导线触及人体引起触电，且不能采用其它方法解脱电源时，可用绝缘的物体（如木棒、竹杆、手套等）将电线移掉，使病人脱离电源。

Wire moving with insulation. There is no method to help people who get an electric shock break away from the power, we can move wire with insulation(such as wooden, bamboo, gloves etc.).

8.2.4.1.3 用绝缘工具切断带电导线。出现触电事故，必要使可用绝缘的工具（如带有绝缘柄的电工钳、木柄斧以及锄头等）切断导线，以断开电源。

Wires cutting off with insulated tools. When electric shock incident is appearing, wires with electricity must be cut off with insulated tools (such as pliers with insulated handle, axe with wooden handle and hoe etc.), to break down the power.

拉拽触电者衣服，使之摆脱电源。若现场不具备上述三中条件，而触电者衣服干燥，救护者可用包有干毛巾，干衣服等干燥物的手去拉拽触电者的衣服使其脱离电源。

Pull the people's clothes to help he break away from the power. If there is no condition as above, but his clothes is dry, ambulance man could wrap up hand with dry towel, dry clothes and other things dry firstly, and then pull the people's clothes to help he break away from the power.

必须指出，上述办法仅适用于 220/380v“低压”触电的抢救。对于高压触电应及时通知供电部门，采用相应的紧急措施，以免产生新的事故。

It must be indicated that, the method above only apply to 220/380v “low voltage” electricity shock rescue, “high voltage” electricity shock should notice power supply department in time to adopt the corresponding emergency measures for fear that new accident happened.

总之，在现场可因地制宜，灵活运用各种方法，迅速安全地使触电者脱离电源。必须注意触电者脱离电源后，因不再受电流刺激，肌肉会立即放松，故有可能会自行摔倒，造成新的外伤（如颅底骨折等），特别事故现场在高空时，危险性更大。因此在解脱电源时应辅以相应措施，避免发生二次事故。此外，解脱电源时，除应注意自身的安全外，还需注意不可误伤他人。

Generally speaking, various methods could be adopted according to the situation at site to help the people break away from the power. It must pay attention to that after people get away from power maybe fall down immediately and make new trauma (such as the fracture of the skull base, etc.), because current doesn't stimulate body again, people's muscle will relax immediately, especially the scene of the accident is at height, the risk is bigger, when break away the power should be supplemented with auxiliary measures for avoiding secondary accident. Furthermore, ambulance man not only paying attention on their safety, but also pay attention to protect others from hurt.

8.2.4.2 简单诊断

Simple diagnosis

解脱电源后，病人往往处于昏迷状态或“临床死亡”阶段，因情况不明，故应尽快对心跳和呼吸的情况作一判断，了解是否处于“假死”状态。只有作出明确的诊断，才能及时正确地进行急救。

After break away from power, people will in coma, ambulance man should judge the condition of breath

and heartbeat. Only the right diagnosis can give the right first aid treatment.

8.2.4.2.1 判断是否丧失意识

Judge whether sober or not

首先轻轻摇动触电者的肩部（绝对不允许摇动头部），并对之呼叫，最好直呼其姓名，看看有否反应，以判断是否丧失意识。有反映者，肯定有心跳、呼吸存在；若无反映，即丧失意识，这时用一手手掌托住伤员颈部，以防止颈部弯曲，另一手握住其上臂近肩端，并以此处为力点，平稳地翻转至仰卧位。翻转时，必须使触电者的头、颈、躯干，臀部同时转动，以防止扭曲，发生新的损伤，随后应立即将其上衣和裤带放松。一般昏迷的触电者常有气道阻塞，故必须马上畅通呼吸道，否则，人工呼吸及人工心脏挤压法都将完全无效。此时，我们可用一手的手掌将其项部向上方托起。另一手的手掌放于额部，向下用力，使其头部向后仰翻，以达到开放气道的目的。

Firstly, shake shoulder slightly (it's not allowed to shake brain absolutely) and calling him to judge whether sober or not according to the respond. If there have respond, there must have breath and heartbeat correspondingly. If not, it means lose awareness, and support injurer's neck by one hand in case of neck curving, then grasp the top of arm and make the injury lie down on the ground. During the process of making the injury ling on the ground, the head, neck, body and buttocks must turn around at the same time for fear that any of body sprain, then loosen jacket and waistband. People who get an electric shock often have trachea blocking and we must take treatment quickly, or it will make artificial respiration and artificial heart extrusion failing. At this point, we can support its neck to the top by hand, then press its head turned to the back by another hand, in order to make trachea unobstructed.

8.2.4.2.2 观察有否呼吸存在

Observe whether there is breathing

在保持呼吸道畅通的情况下，将耳朵贴向触电者的口鼻处，用听觉及面额的感觉来判断触电者是否有因呼吸所产生的气体流动，并侧头观察触电者的胸廓及上腹部有否呼吸时所产生的运动。如能观察到胸廓或腹壁有呼吸产生的起伏运动，或者感觉到触电者口鼻处有气体的吹拂感(呼吸时气体流动所致)，则判定触电者有呼吸存在；反之，则呼吸已停止。当不便观察时，也可用手触摸胸部或腹部，以感觉有无呼吸运动。整个观察时间不能过长，一般不得超过 5 秒钟。

In the case of keeping the trachea unobstructed, judge the injury's breath is normal by make ear close to nose and mouth of the injury, and observe whether there is up and down of chest caused by breathing or not. If fluctuating, or there is blowing (caused by breathing), then determine the breathing is normal; contrary, the breathing has stopped. When it's not convenient to observe, touch the chest or abdomen to feel the presence or absence of respiratory movement. Entire observation time is not more than 5 seconds.

8.2.4.2.3 检查颈动脉有否搏动

Check carotid pulse

颈动脉是人体的大动脉，位于胸锁乳突肌的前缘，相当于喉结水平。颈动脉是中心动脉，在周围动脉搏动消失时，仍能触及颈动脉的搏动。颈动脉位置比较浅，很容易感觉到它的搏动。检查时不必脱衣，极为方便。我们将颈动脉是否有搏动，作为是否有心跳的依据。

Carotid artery is the body's main artery, located in the leading edge of the sternocleidomastoid, equivalent to the level of the Adam's apple. Carotid artery is the center, when the pulses around carotid artery disappeared, carotid artery still be touched. Carotid relatively shallow position, it is easy to feel the beat. Examination need not undress, very convenient. Whether Carotid artery is hitting or not is a basis for heartbeat.

检查时，可将中指和食指合并一起，指尖部置于喉结部位，然后，慢慢向颈侧移动，其移动轨迹与人体长轴相垂直。移动过程中，同时对气管旁软组织进行触诊，若能感到颈动脉搏动则伤员仍有心跳，

若无感觉则心脏已停止跳动。检查应在 5 秒钟内完成。触诊应轻柔，不能加压。

During inspection, combined with the middle finger and index finger, placing fingertip on the laryngeal, and then moves toward the neck slowly, which moves perpendicular to the long axis of the human body locus. The process of moving, palpating the soft tissue around the trachea, if you feel the carotid pulse is still hitting, contrary, the breathing has stopped. Checking should be completed within 5 seconds. Palpation should be mild, don't pressurized.

值得注意的是，如发现触电者呼吸已停止，则应立即作四次连续的口对口人工呼吸，然后检查颈动脉有否搏动。检查时，一手掌部仍需放在病人额部，使其头部仍保持后仰姿势。

It is noted that, as found the injury has stopped breathing, consecutive mouth resuscitation should adopt immediately for four times, then check whether carotid pulse hitting. Ambulance man's hand still support forehead during inspection, make the head remains back.

8.2.4.2.4 观察瞳孔是否扩大

Judge whether pupil is expand or not

瞳孔的作用有点类似照相机的光圈，但人的瞳孔是由大脑控制而自动调节的。当大脑细胞正常时，瞳孔的大小会随外界光线强度的变化自行调节，使进入眼内的光线强度保持适中，以便于观看。当处于“假死”状态时，大脑细胞严重缺氧，处于死亡边缘，整个自动调节系统中枢失去了作用，瞳孔也就自行扩大，这时瞳孔对光线的强弱不起反映。所以，瞳孔扩大说明了大脑组织细胞严重缺氧或已遭受损害死亡，此时人体也就处于“假死”或更严重的状况。

Pupil's foundation is similar as the aperture of camera, but pupil is controlled by brain, and justify by itself. Pupil's expansion or lessening will change according to the light from outside, and keep in appropriate ntensity. When the brain is in suspended animation, cell is seriously lacking of oxygen, pupil is expanding by

itself. At this time, pupil has no respond for the light from outside, it means that brain cell is seriously lacking of oxygen or has destroyed, and people is in danger.

通过以上简单的检查，我们即可判断触电者是否处于“假死”状态。并依据“假死”的类型，有的放矢地对症处理。

Though the simple inspection above, we can get the result of people who get electricity shock whether in suspended animation or not, and make right treatment on the basis of the situation.

8.2.4.3 处理方法

Treatment measures

经过简单诊断后的病人，一般可按下列情况分别处理：

After diagnosis we can take following treatments according to different situations:

8.2.4.3.1 病人神志清醒，但感乏力、头昏、心悸、出冷汗，甚至有恶心或呕吐，因让其就地安静休息，以减轻心脏负荷，加快恢复；情况严重时，应小心送往医疗部门，请医务人员检查治疗，在送往的路途中，需严密观察病人，以免发生意外。

The injury is conscious, but fatigue, dizziness, palpitations, cold sweats, even nausea or vomiting, a quiet place is needed to rest to reduce cardiac stress and recover quickly. While serious, should be carefully taken to the medical department, and take examination and treatment by medical personnel. The injury should be closely observed to avoid accidents on their way for treat.

8.2.4.3.2 病人呼吸、心跳尚存在，但神志不清。应使其仰卧，保持周围空气流通，注意保暖，并且立即通知医务室，或用担架将病人送往就近医院，请医务人员抢救，在此同时还要严密观察，作好人工呼吸和体外心脏挤压急救的准备工作。一旦病人出现“假死”情况应立即进行抢救。

The injury have breathing and heartbeat, but unconsciousness. Ambulance man should make him lie on the ground and keep air circulating and warm to notify the clinic immediately, or to the nearest hospital by stretcher, it is noticed that closely observed must be adopted in the same time, artificial respiration and external cardiac squeeze pressure emergency must be prepared. The injury should be rescued immediately as soon as the situation of "suspended animation" appearing.

8.2.4.3.3 假如检查，发现病人已处于“假死”状态，则应立即针对不同类型的“假死”进行对症处理；若呼吸停止，则用口对口人工呼吸法维持气体交换；若心脏停止跳动，则用体外人工心脏挤压法来重新维持血液循环；若呼吸、心跳全停，则需同时施行体外心脏挤压和口对口人工呼吸。同时应立即向医疗部门告急求救。

If the injury has been in "suspended animation" during inspection, different treatment should be taken immediately for different types of "suspended animation" symptomatic; If the injury has stopped breathing, ambulance man should take mouth-to-mouth breathing to maintain gas exchange; If the heart has stopped beating, ambulance man should take the artificial cardiac compression method to maintain blood circulation; If breathing and heartbeat all have stopped, cardiac compression and mouth to mouth resuscitation should be adopt in the same time. Meanwhile, emergency help should be sent to the medical department immediately.

抢救工作不能轻易中止，即使在送往医院的途中，也必须继续进行抢救，边送边救直至心跳、呼吸恢复为止。

Rescue work can't be aborted, even on the way to the hospital, treatment and send people simultaneously until heartbeat, breathing restored.

8.3 人员伤害（施工现场由于高处坠落、物体打击、起重伤害、机械伤害、淹溺等造成的人员伤害）

应急准备与响应措施

Preparation and respond measures for personnel injury(due to fall down from height, attack, crane hurt,

machine hurt, drowning etc.)

8.3.1 预防措施

Prevent measure

8.3.1.1 在制定施工方案时，尽量考虑地面组合，减少高处作业的频次。

During the formulation of construction project, try to consider constructing on the ground and reduce high operation.

8.3.1.2 高处作业的平台、走道、斜道等装设 1.05m 高的防护栏杆和 18cm 高的挡脚板，或设防护立网。

The platform, walkways, ramps of the height should be installed protective railings of 1.05m, and block feet of 18cm, or set up protective grid.

8.3.1.3 高处作业区周围的孔洞、沟道等处设盖板、安全网或围栏。

The holes, trenches around high operating area should set safety net or fence.

8.3.1.4 特殊高处作业与地面设联系信号或装置并由专人负责。

There should be set contract signal or communication device between special high operating area and ground, and in the charge of specialized personnel.

8.3.1.5 在夜间或光线不足的地方进行高处作业，布置有足够的照明。

There should be set enough lighting in the high operating area, for fear that people working in the night or light insufficient.

8.3.1.6 遇有六级及六级以上大风或恶劣气候时，停止露天高处作业。雨天进行露天高处作业时，采取防滑措施。

In case of Force 6 or stronger wind or bad weather, aerial work must be stopped. Slip-resistant measures shall be taken during aerial work in rainy weather.

8.3.1.7 凡参加高处作业的人员全部进行体格检查。经医生诊断患有不宜从事高处作业病症的人员不得参加高处作业。

Workers who are to conduct aerial work shall take the physical examination and those who are diagnosed with diseases unfit to do aerial work are not allowed to take up it.

8.3.1.8 施工人员上下脚手架走斜道或梯子，不沿绳、脚手立杆或栏杆等攀爬，也不任意攀登高层构筑物。

Workers shall take the access ramp or ladder when going up/down the scaffold, climbing along the rope, pole or rail is not allowed, climbing tall buildings are not allowed, either.

8.3.1.9 高处作业区附近有带电体时，传递绳使用干燥的麻绳或尼龙绳，严禁使用金属线。

In case of electrified body near aerial work area, dry hemp rope or nylon rope shall be used as passing rope, metal wires are not allowed.

8.3.1.10 特殊高处作业的危险区设围栏及“严禁靠近”的警告牌，危险区内严禁人员逗留或通行。

Fence and warning board of “No approaching” shall be put up at of special aerial work dangerous area, no one is allowed to stay or pass such area.

8.3.1.11 垂直攀登时，使用安全自锁器；在单梁上行走及作业时，须架设水平扶绳，并且要根据实际情况，铺设安全网。

Secure self-locking device shall be used during vertical climbing; horizontal guide rope shall be set during walking or working on the single beam, safety net may be set based on the actual situation.

8.3.1.12 高处作业地点、各层平台、走道及脚手架上堆放的物件不超过允许载荷，施工用料随用随吊。

Material piled on aerial work spot, each platform, passage and scaffold is not allowed to be overload. Amount of construction material shall be lifted according to the using amount.

8.3.1.13 高处作业人员配带工具袋，较大的工具系保险绳；传递物品时，严禁抛掷。

Tool bags shall be used during aerial work. Larger tools shall be tied with safety ropes. Throwing and casting is not allowed when objects are to be passed.

8.3.1.14 高处作业时，点焊的物件不得移动；切割的工件、边角余料等放置在牢靠的地方或用铁丝扣牢并有防止坠落的措施。

Parts to be spot welded are not allowed to be moved during aerial work; cut parts, minor material etc. Shall be placed at stable place, or fixed with iron wires and meanwhile fall-resistant measures shall be taken.

8.3.1.15 交叉作业场所的通道保持畅通；有危险的出入口处设围栏或悬挂警告牌。

The access for construction of several units operating together should keep smooth, setting up fences or hanging warning signs at the entrance which is dangerous.

8.3.1.16 隔离层、孔洞盖板、栏杆、安全网等安全防护设施严禁任意拆除；必须拆除时，办理移动防护设施申请，在工作完毕后立即恢复原状并经验收；严禁乱动非工作范围内的设备、机具及安全设施。

It is forbid to remove isolation layer, holes cover, railings, safety nets and other security facility; when it's necessary to dismantle, relevant department should apply for it, when the construction is completed, the security facility must be rehabilitated immediately and tested.

8.3.1.17 交叉施工时，工具、材料、边角余料等严禁上下投掷，使用工具袋、箩筐或吊笼等吊运。严禁在吊物下方接料或逗留。

During the construction of operated by several units together, tools, materials, and other odd bits are forbidden to throw up and down, these material should be lifting by tool bags, baskets or hoists. It's prohibited to stay or stay for splice under the hanging.

8.3.1.18 起吊物绑牢。吊钩悬挂点与吊物的重心在同一垂直线上，吊钩钢丝绳保持垂直，严禁偏拉斜吊。落钩时防止吊物局部着地引起吊绳偏斜。吊物未固定时严禁松钩。

Materials should be fastened during lifting. Hook suspension point and the center of gravity of hanging should in the same vertical, hook rope should keep the vertical, it is not allowed incline. During falling, worker should prevent part of material fall to the ground first to causing the wire deflection. It is prohibited loose hanging when the material is not fixed

8.3.1.19 千斤绳的夹角一般不大于 90° ，最大不得超过 120° 。

The angle of extremely heavy rope generally not more than 90° , the maximum should not exceed 120° .

8.3.1.20 当工作地点的风力达到五级时，停止进行受风面积大的起吊作业；当风力达到六级及六级以上时，停止起吊作业。

When the wind reaches five levels in workplace, if the wind area of lifting operations is large, stop lifting operations; when the wind reached six and more than six, stop lifting operations.

8.3.1.21 起重作业人员，持证上岗。

Lifting operation personnel should have certificates when they on work.

8.3.1.22 吊装前严格检查所用的起重机械、吊装工具、绳索是否正常完好。严禁超负荷吊运，对超高、超宽物体的吊装，制订具体的安全技术措施。

Inspect the hoisting machinery, tools and ropes strictly before operating. It is strictly prohibited to overload

lifting, hoisting which is super high and super wide, formulate specific safety technical measures.

8.3.1.23 操作人员在吊装物体时，注意力要集中，要留有一避让余地，悬吊物体上下，不准站人和通行。

During lifting, Operator should concentrate on work, to leave a room to elude, it is not allowed to stand and traffic under the hanging objects.

8.3.1.24 在吊装作业时，提升或下降必须平稳，避免有冲击、振动等现象发生，不允许任何人随同吊装设备升降，在吊装过程中，因故（停电等）中断，采取措施进行处理，不得使吊装物体悬空过夜。

During lifting operations, raised or lowered must to be stable, to avoid shock, vibration and other phenomena occur, anyone is not allowed to accompany lifting, in lifting process, the operation is interrupted for some reason (power outage, etc.), workers should take measures to deal with it and don't keep the lifting objects floating overnight.

8.3.1.25 卷扬机除牢固固定外，电气设备接地接零，卷扬机操作人员熟悉机械性能，严禁非操作人员操作，下班之后切断电源。在工作时，钢丝绳卷入卷筒不得有扭转、急剧弯曲、压绳、绳与绳之间排列太松等现象，否则停车排除。

Winch should be fastened and the electrical equipment should be grounded to the zero, the operator of winch should experienced, it is banned that non-operating personnel operate it, the power of winch should be cut off after work. At work, rope reel may not have involved reversing the sharp bend, and so arranged between the pressure is too loose rope, rope and rope, otherwise parking excluded.

8.3.1.26 各种机械在使用时，严格按安全操作规程或规定执行，明确安全负责人，严禁非本专业工种人员操作，各种机械做好接零或接地保护。

During the course of using, all kinds of machinery should be implemented as the operation procedure or regulation, specific responsible for the safety of people, it is prohibited to operated by non-professional

personnel, all machineries should be protect of grounding.

8.3.1.27 大型吊车实行专机专人，司机持证上岗，做好交接班记录。

One large crane should to be operated by same person with experience, the driver is certificated, and make shift record.

8.3.1.28 各使用单位做好机械的维护保养工作，保证机械的安全性能，绝对不能带病工作。

Every unit should pay attention to maintain the equipment, to ensure the safety performance of it, it is strictly forbid to work with sick.

8.3.1.29 水中或船上作业时，必须穿救生衣。

Operating in water or on boat, workers must wear in life jacket.

8.3.2 人身伤害事故应急准备与响应的主责部门是安保部，安保部负责组织实施人身伤害事故的应急响应措施，综合部车辆配合，发生人身伤害事故单位人员配合救援工作。

Security Department is the main responsibility department for preparation and respond of personal injury, Security Department in charge of organization and implementation of emergency response measures in personal injury accidents, Integrate Department prepare vehicle to help Security Department, injury accident unit coordinate with relief efforts.

8.3.3 施工现场发生了人身伤害事故，除了立即抢救伤员外，马上用对讲机或电话通知安保部，由安保部再向主管安全的副经理和总经理汇报，组织进一步的救援工作。联系对讲机：

(安保部)、电话 0 1 7 7 7 5 0 4 2 0 1 (孙景富)。

There is personal injury accident occurred on the site, immediately rescue the wounded and inform Security

Department at the same time, because the department should report to security department and deputy general manager for further rescue work. Contact NO. (Security Department) 0 1 7 7 7 5 0 4 2 0 1 (Sun Jingfu) .

8.3.4 响应措施

Respond measure

8.3.4.1 施工现场发生了人身伤害事故，立即抢救伤员，保护事故现场，报告项目部。

If there is a personal injury accident occurred, immediately rescue the wounded, protect the scene of the accident, and report to projects department.

8.3.4.2 现场应急救援人员通过目测或语言交流确定受伤人员的伤害程度 ,根据具体情况进行现场的紧急救护，然后立即送往当地定点医院救治。

Emergency rescue personnel determine the extent of damage to the injured through visual or verbal communication, according to the situation to take the emergency, and then immediately taken to the designated hospitals for treatment.

8.3.4.2.1 创伤急救的基本要求 Injury First Aid' Requirements

8.3.4.2.1.1 创伤急救原则上是先抢救，后固定，再搬运，并注意采取措施，防止伤情加重或污染。需要送医院救治的，应在立即做好保护伤员的措施后再送医院救治。

The principle of injury first aid is to rescue and fix then carry, meanwhile, taking methods to prevent the situation becoming seriously and wound being infected. If the wounded person need to send to hospital should be after taking protection methods for whom.

8.3.4.2.1.2 抢救前先使伤员安静躺平，判断全身情况和受伤程序，有有无出血、骨折和休克等。

The wounded person should lie down flatly and quietly before rescue, judging the body situation and wound procedure, whether has the phenomenon of bleeding, fracture and shock etc..

8.3.4.2.1.3 体表出血时应立即采取止血措施，防止失血过多而休克。外观无伤，但呈休克状态、神志不清或昏迷者，要考虑胸腹部内脏或脑部受伤的可能性。

Taking methods to prevent body surface bleeding, avoiding shock due to over bleeding. Surface without wound, but the person has the symptom with shock, obnubilation and coma, taking breast and head injury into consideration.

8.3.4.2.1.4 为防止伤口感染，应用清洁布片覆盖。救护人员不得用手直接接触伤口，更不得在伤口内填塞任何东西或随便用药。

Using clean fabric to cover the wound avoiding the wound be infected. Ambulance man can not use the hand to touch the wound directly as well as randomly use medicine or fill the wound with things.

8.3.4.2.1.5 搬运时应使伤员平躺在担架上，腰部束在担架上，防止跌下。平地搬运伤员时头部在后，上楼、下楼、下坡时头部在上，搬运中应严密面容伤员，防止伤情突变。

When carrying the wounded person, make whom lie down flatly on the stretcher, fastening the waist on the stretcher to avoid falling down. The wounded person head should at rear when carrying on the flat ground, when go upstairs, downstairs and slope, the head at front.

8.3.4.2.2 止血处理 Hemostatic treatment

8.3.4.2.2.1 指压止血法。根据动脉沿肢体的体表投影，以手指、手掌或拳头用力压迫伤口的血管近心端，以达到临时止血的目的。

Shiatsu hemostatic. According to arteries along the body surface projection, using fingers, palm or fist hard oppression wound near heart blood vessels, in order to achieve the purpose of the temporary stop bleeding.

a) 一侧头顶出血，可用食指或拇指压迫同侧耳前方搏动点进行止血。

a) On one side of the head bleeding, can use index finger or thumb oppression hemostasis with give ear pulse points ahead.

b) 一侧颜面部出血，可用食指或拇指压迫同侧下颌骨下缘，下颌角前方 3cm 处进行止血。

b) One Side of face bleeding, can use the index finger or thumb oppression edge of ipsilateral lower jaw, jaw Angle of front 3 cm to stop bleeding.

c) 一侧头面部出血，可用拇指或其他四指压迫同侧气管与胸锁乳突之间进行止血。

c) On one side of the head bleeding, can use the thumb and other four refers to the oppression on the same side between the trachea and sternoclavicular mastoid to stop the bleeding.

d) 肩腋部出血，可用拇指压迫同侧锁骨中窝中部的搏动点进行止血。

d) Shoulder and axillary region bleeding, oppression in the ipsilateral clavicle nest available thumb pulsation of central point to stop the bleeding.

e) 前臂出血，可用拇指或其他四指压迫上臂内侧二头肌的内侧沟处的搏动点进行止血。

e) Forearm bleeding, can use the thumb and other four refers to the oppression of upper arm medial biceps pulse points in the medial groove to stop the bleeding.

f) 手部出血，互救时可用两手拇指分别压迫手腕横纹稍上处内外侧的各一搏动点进行止血。

f) When hand bleeding, communal oppression available both thumbs wrist horizontal grain slightly on the inside and outside of the beat of a point to stop the bleeding

g) 大腿以下出血，自救时可用双手拇指重叠用力压迫大腿上端腹股沟中点稍下方的一个强大的搏动点进行止血。互救时，可用手掌压迫，另一手压在其上进行止血。

g) Below thigh bleeding, just yourself, use thumbs of overlapping force oppression thigh top groin slightly below the midpoint of a powerful pulse point to stop the bleeding. Communal, palm oppression are available, and the other pressure on them to stop the bleeding

8.3.4.2.2.2 伤口渗血处理，用比伤口稍大的消毒纱布数层覆盖伤口，然后进行包扎。若包扎后仍有较多渗血，可再加绷带适当加压止血。

Wound oozing blood processing, with a slightly bigger than the wound sterile gauze to cover the wound, then wrap. If still have more bleeding after dressing, can add bandage to enlarge pressure appropriately.

8.3.4.2.2.3 伤口大出血处理。伤口出血呈喷射状或涌出鲜红血液时，按出血部位不同按 8.3.4.2.2.1a)~g) 中的方法，立即用清洁手指压迫出血点上方（近心端），使血流中断，并将出血肢体抬高或举高，以减少出血量。

The treatment of wound large bleeding. Wound bleeding sprout or bright red blood, according to bleeding different parts according to 8.3.4.2.2.1 method in a) to g), immediately with a clean finger compression bleeder near heart to disrupt blood flow, and raise bleeding body, in order to reduce the bleeding.

8.3.4.2.2.4 用止血带或弹性较好的布带等止血时，应先用柔软布片、毛巾或伤员的衣袖等数层垫在止血带下面，以左手的拇指、食指、中指持止血带的头端，将长的尾端绕肢体一圈，然后用左手食指、中指夹住尾端后，将尾端从止血带下拉过，由另一缘牵出，使之成为一个活结，如需放松止血带，只需将尾部拉出即可。

Use tourniquet or better elastic cloth belt such as bleeding, should be with a soft cloth, towel or the sleeve of the wounded several layers of mat underneath the tourniquet, and left thumb and forefinger, middle finger the tourniquet to take the head end, the end of a long round the body, and then use his left index finger and middle finger grip the end, the end from a tourniquet drop-down, by another rim pull out, making it a slipknot, if you need to relax tourniquet, just pull the tail.

8.3.4.2.2.5 对四肢动脉出血，用绷带或三角巾勒紧止血时，可在伤口上部用绷带或三角巾叠成带状或用就便器材勒紧止血。方法是：第一道绑扎做垫，第二道压在第一道上面勒紧，如有可能，尚可在出血伤口近心端的动脉上放一个敷料或纸卷作垫，而后勒紧止血。

For limb artery bleeding, bandage or triangular bandage tighten the bleeding, may be on the top of bandage the wound or triangular bandage folded belt or use a handy equipment tighten the bleeding. Method is: the first tie do pad, on the first line of the second pressure to tighten, if possible, can put a dressing or paper roll cushion on the bleeding wound where close to the heart artery, then tighten the bleeding

8.3.4.2.2.6 用止血带或弹性较好的布带等止血或用绷带和三角巾勒紧止血，止血以刚使肢端动脉搏动消失为度。上肢每 60min，下肢每 80 min 放松一次，每次放松 1~2 min。开始扎紧与每次放松的时间均应书面标明在止血带旁。扎紧时间不宜超过 4h。不要在上臂中 1/3 处和腋窝下使用止血带，以免损伤神经。若放松时观察已无大出血可暂停使用。严禁用电线、铁丝、绳等作止血等作用。

With a tourniquet or elastic cloth belt such as bleeding or bandage and triangular bandage tighten the bleeding, bleeding in just eradicate acra pulses. Upper limb every 60 min, lower limb once every 80 min to relax, relax 1 ~ 2 min each time. Began to tighten and relaxation time should be written every time mark beside a tourniquet. Tighten time should not be more than 4 h .Don't be a third place in the upper arm and Yan nest used under tourniquet, lest damage nerve. If the relaxation using observations have no bleeding can be suspended. It is forbidden to use wire, iron wire, rope do effects such as bleeding, etc.

8.3.4.2.2.7 高处坠落、撞击、挤压可能使胸腹内脏破裂出血，此时伤员虽然外观无出血，但常表现面色苍白、脉搏细弱、气促、冷汗淋漓、四肢厥冷、烦躁不安，甚至出现神志不清等休克状态，应迅速将伤员躺平，抬高下肢，保持温暖，速送医院救治。若送院途中时间较长，可给伤员饮用少量糖盐水。

Objects fall from high, hit, squeeze may make chest visceral rupture hemorrhage, although at this time the wounded appearance no bleeding, but often show pale, thin pulse, shortness of breath, cold sweat dripping wet is quiet, faint cold limbs, restless, appear even delirious state of shock, should quickly to the wounded man lay flat, raise the lower extremities, keep warm, send to hospitals as soon as possible. If the hospital is far away, can give the wounded drinking a small amount of sugar, salt water on the way.

8.3.4.2.3 骨折急救处理 Emergency treatment of fracture

8.3.4.2.3.1 肢体骨折可用夹打或木棍、竹竿等将断骨上、下方两个关节固定，也可利用伤员身体进行固定，避免骨折部位移动，以减少疼痛，防止伤势恶化。

Limb fractures can use clip or wood, bamboo, etc. to fix the up and down joints, it also can be fixed by wounded body, avoid fracture movement, to reduce the pain and prevent the further injury

开放性骨折且伴有大量出血者，先止血，再固定，并用干净布片覆盖伤口，然后速送医院救治。切勿将外露的断骨推回伤口内。

Open fractures with bleeding, first to bleeding then fixed, covering the cut with a clean cloth, then send to hospitals immediately. Do not push the broken bones back into the wound.

在发生肢（指）体离断时，应进行止血并妥善包扎伤口，同时将断肢（指）用干净布料包裹随送，最好在低温（4℃）干燥保存，切忌用任何液体浸泡。

In the case of severed limb, should take methods to stop bleeding and bind up the wound properly, at the same time, sending the limb with a clean cloth parcel, the best preserved in low temperature (4 °C), can't be soaked in any liquid.

8.3.4.2.3.2 若怀疑伤员有颈椎损伤，在使伤员平卧后，可用沙土袋（或其他代替物）放置头部两侧使颈部固定不动。必须进行口对口呼吸时，只能采用抬颏使气道通畅，不能再将头部后移动或转动头部，以免引起截瘫或转动头部，以免引起截瘫或死亡。

If doubt the person with cervical spine injury, after making the wounded lay down, putting sand bag (or other alternative) on both sides of the head to fix neck. Must be mouth to mouth breathing, can only use carry mental make airway unobstructed, can no longer move head or turn the head, lest cause paraplegia or turn head

causing paraplegia or death.

8.3.4.2.3.3 腰椎骨折应将伤员平卧在平硬木板上，并将腰椎躯干及两侧下肢一同进行固定，预防瘫痪。

搬动时应数人合作，保持平稳，不能扭曲腰部。

The patient with lumbar fractures should lie on hard wooden board, on both sides of the trunk and lower limbs and lumbar spine were fixed together to prevent paralysis. When transferring, several people cooperation, maintain smooth, can not distort the waist.

8.3.4.2.4 颅脑外伤处理 Craniocerebral trauma treatment

8.3.4.2.4.1 发生颅脑外伤后应使伤员采取平卧位，保持气道通畅，若有呕吐，应扶好头部和身体，使头部和身体同时侧转，防止呕吐物造成窒息。

Occurring craniocerebral trauma should make the wounded person lie flatly t, to keep airway unobstructed, if vomiting, should hold the head and body, make the head and body turn at the same time, to prevent choking by vomit.

8.3.4.2.4.2 耳鼻有液体流出时，不要用棉花堵塞，只可轻轻拭去，以利降低颅内压力，也不可用力擤鼻，以防止液体再吸入鼻内，导致逆性感染。

Liquid flow out from ear and nose, don't use cotton plug, only can wipe gently, and reduce the intracranial pressure, nor make an effort to blow nose, in order to prevent the liquid suction nasal again, cause infection.

8.3.4.2.4.3 有碎骨片时，切勿移动嵌压的碎骨片，可用无菌纱布覆盖，并进行相应包扎。

Have broken bones, not moving pressure of the broken bone, using sterile gauze to cover are, and to tie up accordingly.

8.3.4.2.4.4 颅脑外伤时，病情可能复杂多变，应禁止给予饮食，并注意瞳孔、意识和生命体征的变化，

速送医院诊治。

Craniocerebral trauma, illness may be complex and changeable, should be banned for food, and pay attention to the pupil, consciousness and the change of vital signs, sending to hospital for a diagnosis and giving treatment.

8.3.4.2.4.5 对有严重休克或呼吸道有梗阻者，禁忌仓促搬动及远道转送。昏迷患者应侧卧或仰卧头侧，以防呕吐后误吸。

In severe shock or respiratory tract obstruction, forbidden to hasty move and long way forward. Coma patients should lie or lie back side, to prevent aspiration after vomiting.

8.3.4.2.5 烧伤急救 burn first aid

8.3.4.2.5.1 对电灼伤、火焰烧伤或高温气、水烫伤均应保持伤口清洁。伤员的衣服鞋袜用剪刀剪开后除去。伤口全部用清洁布片覆盖。防止污染。四肢烧伤时，先用清洁冷水冲洗，然后清洁布片覆盖。防止污染。四肢烧盘时，先用清洁冷水冲洗，然后清洁布片或消毒纱布覆盖送就近医院。

For electric burn, fire burns or high temperature gas, water scald should keep the wound clean. Using scissors to cut wounded clothes, shoes and socks then put off. All the wound should be covered by clean cloth. To prevent infect. Limb burns, first rinse with clean water, and then covered with clean cloth. To prevent infect. Limb burning, first rinse with clean water, and then clean or cover with sterile gauze then sand to the nearest hospital.

8.3.4.2.5.2 强酸或碱灼伤应立即用大量清水毛底冲洗，并迅速将被侵蚀的衣物剪去为防止酸、碱残留在伤口内，冲洗时间一般不少于 10 min。

Strong acid or alkali burned should rinse immediately with plenty of water, and quickly cut off eroded clothing to prevent the acid, alkali residue inside the wound, the flushing time is generally not less than 10 min.

8.3.4.2.5.3 未经医务人员同意，切忌在烧伤和灼伤创面敷擦任何东西和药物。

Avoid by all means without the permission of the medical staff in burns and burns wounds apply to anything or drugs.

8.3.4.2.5.4 送医院途中，可给伤员多次口服少量糖盐水。

On the way to hospital, can give the wounded oral a small amount of sugar, salt water for many times.

8.3.4.2.6 挤压伤急救处理 emergency treatment for crush injury

8.3.4.2.6.1 挤压伤部位早期处理恰当与否直接关系到病程发展及其预后。

Crush injury early treatment appropriate or not directly related to the development course of the disease and prognosis

8.3.4.2.6.2 应尽早搬除或松懈挤压物，并尽快将伤员移至安全地带。

Removing and releasing extrusion as soon as possible, and taking the injured person to safety place.

8.3.4.2.6.3 有伤口时应包扎伤口，怀疑有骨折时或肢体肿胀时，予以夹板超关节固定。

If had wound should bind up firstly, fracture or limb swelling is suspected, using splint to fix joint.

8.3.4.2.6.4 挤压伤员的患肢严禁抬高、按摩、热敷。

Injured person's limb is forbidden to lift, massage or hot compress.

8.3.4.2.7 高温中暑急救处理 High temperature heat stroke first aid treatment

发现有高温中暑者时，应立即将中暑者从高温或日晒环境中转移到阴凉通风处休息。用冷水擦浴

湿毛巾覆盖身体，电扇吹风，或在头部置冰袋等方法降温，并及时给中暑者口服盐水。严重者送医院治疗。

If there are people in high temperature heatstroke, shall be immediately transfers from the hot or insulation environment to rest in a cool ventilated place. Using cold water to clean and wet towel to cover the body, blowing by electric fan, or putting the cool ice packs on head, in a timely manner to give the oral saline to heatstroke. Serious people sand to hospital for treatment.

8.3.4.2.8 有害气体中毒急救 Poisonous gas poisoning

8.3.4.2.8.1 怀疑可能存在有害气体时，应立即将人员撤离现场，转移到通风良好处休息。抢救人员应在做好自身防护（如现场毒物浓度很高应带防毒面具）后，才能执行施救任务，将中毒者转移到空气新鲜处。

Suspecting there is harmful gas, evacuating the person to the well ventilated place to rest immediately. Rescue personnel should be for their own protection (e.g., if the site with high concentrations harmful gas should wear poison gas proof mask), then to take rescue mission, transferring the victim to the place with fresh air.

8.3.4.2.8.2 对已昏迷中毒者应保持气道通畅，解开领扣、裤带等束缚，注意保温或防暑，有条件时给予氧气吸入。呼吸心跳停止者，应立即进行心肺复苏，并联系医院及早对症治疗。

Keeping airway unobstructed for people in a coma, unlock the collar button, belts and so on, pay attention to the insulation or heat, conditional gives oxygen inhalation. Heart stopped breathing, shall be immediately cardiopulmonary resuscitation, and contact hospital to give a symptomatic treatment as early as possible

8.3.4.2.8.3 迅速查明有害气体的名称，供医院及早对症治疗。

Quickly identify the name of the harmful gas, providing information to hospital for symptomatic treatment as early as possible

8.3.4.2.8.3 护送中毒者要取平卧位 ,头稍低并偏向上侧 ,避免呕吐物进入气管。 Sending the people in the coma to hospital should carry flatly, and head lower and towards upper to avoid vomit get into weasand.

8.3.4.3 对于发生的各类人身伤害事故 ,按“四不放过”的原则调查处理 ,吸取事故教训 ,制定反事故措施 ,防止类似事故的发生。

For all kinds of personal injury accidents, according to the principle of "four not pass" to investigate, drawing lessons from accidents and taking anti-accident measures, to prevent similar accidents

8.4 食物中毒 food poisoning

一、常见的几种食物中毒预防措施 precaution of common food poisoning

1、 扁豆中毒 hyacinth bean poisoning

扁豆特别是秋扁豆里含有一种对人体有害的凝集素和溶血素。一定要把扁豆烂、炒熟 ,毒素就能破坏掉。

Hyacinth bean contains hemolysin and lectin, which are bad to health. So must eat ripe hyacinth bean.

2、 发芽土豆中毒 potato with burgeon poisoning

土豆含有一定时的龙葵素。为了避免土豆发芽 ,要将土豆放在凉爽、干燥、不见阳光的地方。若土豆已经发芽变绿 ,吃前一定要把发芽的部分去掉 ,就绿的部分和皮削去。另外 ,做前最好先用水把土豆浸泡 2 小时 ,因为龙葵素能溶解在水里 ,炒土豆时放上一一点醋 ,不仅味道鲜美 ,还有解毒作用。

Potato has some solanine. In order to avoid potato sprouting, put the potato in the place of cool, day and without sunlight. If the potato has sprouted and become green, before cooking, cutting down the part with

burgeon and green, soaking the potato into water for 2 hours.

3、鲜黄花菜中毒 Fresh Day Lily Poisoning

鲜黄花菜中含有一种秋水仙碱物质。鲜黄花菜吃前应先用工水焯一下 ,再用凉水浸泡 2——3 小时 ,因为秋水仙碱易溶于水于 ,浸泡后再吃就不会中毒了。

Fresh day lily contains meadow saffron alkali, before eating, need to soaked into water for 2-3 hours.

4、豆浆中毒 Soybean Milk Poisoning

豆浆原料是大豆 ,大豆里含有一种耐热性较强的胰蛋白酶抑制物。因此食用豆浆时 ,必须把豆浆煮开 ,熟透再喝 ,发防中毒。

Soybean milk raw material is soybean, soybean contains a kind of heat resistant trypsin inhibitor. So must drink boiled and ripe soybean milk.

5、河豚鱼中毒 globefish poisoning

河豚鱼是海杂鱼的一种 , 鱼的内脏含有毒的河豚毒素。预防措施不食用。

Globefish is one kind of sea fishes, its entrails has poison. Preventive measures are not to eat

6、变质食油中毒 metamorphic oil poisoning

花生油、炼过的动物油等 ,若存放时间长 ,受阳光或炉火烤或受装油的金属桶的影响而氧化变质。预防措施就是不要食用。

Peanut oil, refined animal oil, etc., if the storage time is long, or deteriorating own to oxidation, preventive measures are not to eat.

7、毒蘑菇中毒 Poisonous mushroom poisoning

夏秋季有采食野蘑菇或进食干蘑菇史，多人同食，同时发病。早期或轻者表现为胃肠道症状。严重者，胃肠道症状缓解后立即或经 1~3 假恢复期后，可出现肝、肾及神经损害症状。(1) 神经损害型，出现幻听、矮小幻视、摸空、躁狂、精神错乱、迫害妄想、狂歌乱舞、哭笑无常等。(2) 肝损害型，主要表现突然恶心、呕吐、腹痛、米汤样大便，病人迅速发生昏迷、抽搐、休克、肝功能衰竭；(3) 溶血型，可出现黄疸、血红蛋白尿、贫血，也可断发肾脏损害。急救首先清除毒物，用 1:5000 高锰酸钾液反复洗胃，注意保持呼吸通畅，并速送医院。

People eat wild mushroom and dried mushrooms in summer and fall, several people eat together and become sick at the same time. First or light performance is gastrointestinal symptoms. Severe cases, after gastrointestinal symptoms disappearing, will appear the symptom of liver, kidney, and nerve damage immediately or after 1-3 false recovery period .(1) nerve damage type, auditory hallucination, short op, feel empty, manic, insanity, delusion of persecution, crazy song flurry, crying and impermanence, etc.(2) the liver damage type, main show is suddenly nausea, vomiting, abdominal pain, rice water samples, the patient rapidly coma, convulsions, shock, liver function failure;(3) hemolytic type, the symptoms are that icteric, hemoglobinuria, anemia, kidney damage. First aid to remove toxins, repeatedly wash stomach with 1:5000 potassium permanganate liquid, pay attention to keep breathing smooth, and send to hospital immediately.

8、螃蟹中毒

吃螃蟹有时也会引起食物中毒，这是因为螃蟹喜欢吃海里小动物尸体，这样螃蟹的胃肠里可能含有一些有毒的物质。另外死螃蟹容易腐败变质，常常带有细菌，更容易引起中毒。因此，一定要吃新鲜的螃蟹，不吃死螃蟹，蒸煮前要净螃蟹洗干净，蒸熟煮透再吃，现做现吃，不吃隔夜的凉螃蟹，螃蟹的胃、肠、鳃等部分不要吃。

Crab Intoxication

Sometimes crab can also cause toxication due to the possible poisonous things in its stomach and intestine because it is fond of eating the small sea creatures corpse. Furthermore, the dead crab is prone to turning bad and decomposition and often has bacteria so that is easy to cause toxication. For that reason, must eat fresh crab, don't eat dead ones. Clean the crabs prior to steam or boil by water and only eat the completed boiled and steamed crabs. Cook and eat, don't eat if it is kept next day. Don't eat stomach, intestines, gill and so on.

9、剩米饭中毒

有一种叫做金黄色葡萄球菌的细菌，在夏季气温较高的情况下（摄氏 37℃左右），最喜欢在米饭上生长繁殖，并能产生大量的肠毒素。这种肠毒素又不易破坏和除掉，冲洗不行，煮也不行，在摄氏 100 度的开水里煮 30 分钟，也破坏不了。人吃了带有金黄色葡萄球菌生长的剩米饭等食物，就会引起中毒。出现恶心、呕吐、头晕、腹疼、腹泻等症状。

Remained Rice Intoxication

One bacteria is named staphylococcus aureus which is fond of reproducing on rice at the higher temperature of summer and produces plenty enterotoxin that can not be destroyed, removed, washed away or boiled; it even can not be killed in 100celsius boiling water by 30 minutes. If people eat the remained rice and the other food which have staphylococcus aureus, he will get intoxication. There will be the symptom such as nausea, vomit, belly pain, diarrhea and so on.

二、食物中毒现场处理

1、 发生了食物中毒，立即向办公室报告，及时安排和抢救病人同时向经理汇报。根据中毒情况组织车辆送往医院急救。

2、 办公室电话：0 1 7 7 3 8 6 9 9 9 8。郑培军

3、 了解中毒的原因，中毒人数，引起中毒的食物，病人的症状等情况。找出中毒食物和原因后要立即采取相应措施，防止病情蔓延。

4、 及时向孟加拉国地方卫生防疫部门报告疫情。

Site Treatment for Food Poisoning

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1. Once it happens, report to office immediately. Arrange and rescue the patient in time; and report it to the manager. Organize the vehicle to send him to the hospital according to the situation.
 2. Office mobile phone: 0 1 7 7 3 8 6 9 9 8 , contact person: Zheng Peijun.
 3. Find out the reason, poisoned persons, the causing food, the symptom and so on. Take the responding measures immediately once the causing food and reasons are cleared to prevent it spreading.
 4. Immediately report it to Bangladesh local hygiene epidemic prevention department.

三、食物中毒的应急处理

食物中毒应急处理首先应做到迅速排出毒物，采用催吐、洗胃。催吐：用筷子、匙柄或用手指，刺激病人咽喉部引起呕吐。有条件者用 0.5%硫酸铜 50—100 毫升口服催吐。洗胃：用大量清水或淡盐水等，喝下然后用催法催吐，再喝再催吐，反复进行。增强人体解毒功能，甘草绿豆汤对各种中毒有一定解毒功效，取绿豆 100 克，甘草适量煎汤服下。活性炭具有吸附毒物之作用，可适量服下，也可用烤焦的馒头研末服下。葡萄糖溶液有增强肝脏解毒排泄之作用，现场可采用喝糖水。

Emergency Treatment for Food Poisoning

Firstly excrete the poison by emetic and washing stomach. Emetic: cause vomit by stimulate the patient's throat using chopsticks, spoon handle or finger. If the conditions are ready, drink 50-100ml 0.5% copper sulfate. Wash stomach: drink a lot of water or diluted salt water and so on, then vomit out by stimulation, repeat that again and again. Build up detoxication capability. Liquorice mung bean soup has certain detoxication effect. Take 100 g mung bean and proper liquorice, decocted for drinking. Drink properly quantity of active carbon which can absorb the poisoning matter; or drink the power of sear steamed bread. Glucose solution can enhance detoxication and excretion function of liver. Drinking sugar water can take effect at site.

8.5 大型机械事故 (吊车倾翻、脱轨) 应急准备与响应措施

Emergency preparation and response measures for heavy equipments accident(crane toppling, derail)

8.5.1 预防措施 Preventive Measures

8.5.1.1 大型起重机械拆装作业前编制切实可行的方案和安全技术措施，并经作业单位技术负责人、工程部、安保部、质检部、总工审批，作业前对施工人员详细交底，严格按方案要求的程序操作。

Make up applicable plan and safety technical measures prior to dismantle heavy equipments and approved by

working department technical in charge, construction department, HSE department, QA/QC department, chief engineer. Make detailed technical to the construction person and conduct by strictly following the plan requirements.

8.5.1.2 起重人员经过培训、考试合格后持证上岗。

Lifting workers take the work with certificate after training and passing the exam.

8.5.1.3 大型吊车的司机设置应为专机专人制，吊车司机持证上岗，在配置吊车司机时应选用有经验的、有责任心的司机，严禁选用初次开吊车的司机（新培训的司机）。

One heavy crane one dedicated operator with certificate, select experienced and responsible operator, no permission for using the fresh operator (new trained operator).

8.5.1.4 吊车在拆装时必须在专业人员的指导下完成。

Must arrange professional person for crane dismantling instruction,

8.5.1.5 悬臂式起重机在工作时，吊臂的最大仰角不得超过制造厂规定，如无明确规定，最大仰角一般不超过 78° 。

When use jib crane, the max elevation can not exceed the manufacturer's regulation. Normally if there is no finite regulation, the max elevation can not be more than 78° .

8.5.1.6 门式起重机不用时或每天工作完成后，必须用夹轨器或铁鞋固定。

When gantry crane is idle or off work, must use rail clamper or iron shoe to fix it.

8.5.1.7 用一台起重机械的主、副钩抬吊同一重物时，其总载荷不得超过当时主钩的允许载荷。

When use main and auxiliary hooks to lift one object, the total load should not more than the permissible load of the main hook at that working condition.

8.5.1.8 两台及两台以上起重机械抬吊同一重物时，应遵守下列规定：

Use two or above cranes to lift one object, abide the following regulations:

8.5.1.8.1 绑扎时应根据各台起重机械的允许起重量按比例分配载荷。

When lashing, distribute load proportionally in accordance with the allowable weight of each crane.

8.5.1.8.2 在抬吊过程中，各台起重机械的吊钩钢丝绳应保持垂直；升降、行走应保持同步。各台起重机械所承受的载荷不得超过允许起重量（如达不到上述要求时，应降低额定起重能力至 80%）。

During lifting, keep the wire rope straight of every crane hook. Keep the same tune for going up and down and moving. The bearing load for every crane should not the permissible weight (if nor meet the above requirements, reduce the rated lifting capacity to 80%.

8.5.1.9 作业时应有技术负责人、安全监察人员在场。

During operation, the technical in charge and safety supervisor should present at site.

8.5.1.10 大型机械的各种安全限位开关、限制器安装齐全，不得超负荷起吊。

Install complete every kinds of safety limit switch and limiter for heavy equipments and don't lift overweight.

8.5.1.11 六级以上大风等恶劣天气或夜间照明不足不得进行起重作业。

Don't lift if the weather is rough such as strong wind which is above six grade or the night lighting is not sufficient.

8.5.1.12 所有的大型机械由机械管理部门和安保部、工程部定期进行联合检查，保障机械性能良好，不带病工作。

All the heavy equipments will be regularly inspected by the joint group of mechanical management department, HSE department and construction department to ensure it good property and sound.

8.5.2 大型机械事故的应急准备与响应的主责部门是安保部。工程部、机械工地配合处理，救援领导小组由经理部领导、安保部、工程部组成，各工地人员配合救援工作。

HSE department is the main responsible department for the emergency preparation and response of heavy equipment accident co-operated by construction department and mechanical site group. The rescue leading team consists of managerial leaders, HSE and construction department. The site group persons co-operate for rescuing.

8.5.3 发生了大型机械事故立即用电话或对讲机通知安保部，由安保部再向主管安全的副经理和总经理汇报，组织救援工作。If there is heavy mechanical accident, immediately inform HSE department by phone or walkie-talkie, then report it to deputy manger who charges safety and general manager for organizing rescuing.

8.5.4 响应措施

Response measures

8.5.4.1 发生了大型机械事故，立即抢救伤员，采取相应的措施保护现场，设置警示区，禁止无关人员进入，防止事故扩大化。

Once there is heavy equipment accident, rescue the injuries immediately and take the corresponding measures to protect scenery. Set warning area. No entry for an-authorized person to prevent it extending.

8.5.4.2 立即通知经理部领导、安保部、工程部组织进一步的救援工作，伤者立即送往就近医院，其他部分由经理、安保部、工程部组织专业技术人员制定详细的救援方案实施救援工作，工程部调用起重运输设备配合，办公室调用小车配合。

Immediately inform managerial leaders, and HSE department and construction department organize further rescuing. Send the injuries to the nearest hospital immediately.

8.5.4.3 进行事故调查处理工作，总结事故教训，制定反事故措施，杜绝各类事故的再次发生。

Handle and invest the accident, summarize and learn. Make the response measures to end the similar accident happening again.

8.6 溺水事故 Drowning

1.溺水原因 Causes

1.手足抽筋是最常见的。主要是由于下水前准备活动不充分、水温偏冷或长时间游泳过于疲劳，小腿抽筋时会感到小腿肚子突然发生痉挛性疼痛。

The most common cause is foot and hand cramp due to insufficient excise prior to going into the water, low water temperature or tired after long time swimming. When the shank cramps, there will be spasm pain in calf.

2.有时因潜入到浅水而造成头部损伤而发生溺水。

Sometimes dive into the low water and hurt head to cause drowning.

3.有时候会因为心脏病发作或中风引起意识丧失，而发生溺水。

Sometimes loss consciousness due to sudden heart attack or apoplexia, which can cause drowning,

4.本身会水，在游泳过程中因为不小心吸入少量水进入气管而引发咳嗽，由于没有恰当处理，反而坚持继续游泳，在头沉入水下的过程中呛咳，引起的大量水引入肺部，造成溺水。

Know how to swim, breath some water into trachea carelessly and cause cough; continue to swim without treating properly and cough by choking to lead lot of water flowing into lung which cause drowning.

2 溺水后果 Drowning consequence

主要是气管内吸入大量水分阻碍呼吸，或因喉头强烈痉挛，引起呼吸道关闭，窒息死亡。人落水后，水、泥沙等杂物阻塞呼吸道，或因呼吸道痉挛而引起缺氧、窒息、死亡。

落水被淹后一般4~6分钟即可致死。

The main consequence is that the trachea breathes in lot of water which blocks breath or arouse to aspiration tract closing because of strong throat spasm to cause suffocation death. Once fall down into the water, respiratory tract will be blocked by the foreign matters such as water, silt and so on; or cause hypoxia, suffocation or death due to respiratory tract.

Drowning will lead to death within four-six minutes.

3.应急响应 Emergency Response

3.1 溺水者在水中急救措施 Emergency response for drowned person in the water

1.注意：若您未受过专业救人的训练或未领有救生证的人，切记请不要轻易下水救人。谨记一点：会游泳并不代表您会救人。

Attention: don't go into the water if you don't get professional training or lifesaving certificate. Remember one point: Be able to swim doesn't mean you can save life.

2.溺水情形发生时，在岸边的民众不宜直接下水，最好救援的方式是丢绑绳索的救生圈或长竿类的东西，千万不要徒手下水救人，可就地取材，树木、树藤、枝干、木块、矿泉水瓶都可利用来救人。

If someone is drowning, the person on the bank is not suitable to go into the water directly. The best rescuing method is to throw something like buoy or long bamboo tied by rope. Never rescue by free hand. You can use something at the place such as trees, vine, branch, wood or water bottle which can save the person.

3.抢救溺水者需要入水，须先脱衣解裤，以免被溺水者缠住而无法脱身。游到溺水者面前约3至5公尺，先吸大口气潜入水底从溺水者背后施救，才不致于被对方困住。须知当一个人面临死亡的一瞬间，出劲的力量绝对惊人，万一被溺水者缠住，应速设法摆脱，不然必死无疑。

It requires to go into the water to save the drowning person, must take off clothes to avoid from being held by the drowning person. Swim 3-5 meter distance to him, take one heavy breath then dive to the bottom to save the drowning person from behind to avoid being stuck by him. It should be known that the person who faces dying will have astonishing strength. Once one person is stuck by the drowning person, try to escape, otherwise death will come.

3.2溺水抢救措施：为防止万一出现的溺水做准备，要学会人工呼吸、心脏按摩等起死回生的方法。

首先应做的事：

大声叫人

叫名字以确认是否有意识

检查鼻子测气息，确认是否有呼吸

观察是否有心跳

采取急救措施：

Rescuing measures for drowning person: prepare for the possible drowning, learn how to bring the dying back to life such as artificial breathing, heart message and so on.

Firstly do the followings:

Shout the other person

Call name to confirm if he is conscious

Check nose breath to confirm if there is breath

Observe if there is heartbeat

Take emergency treatment

4. 排除异物

救上来只是工作的一半，使溺水者复苏还有另一半，而且对挽救生命来说是同等重要的！首先清理溺水者口鼻内污泥、痰涕，有假牙取下假牙，救护人员单腿屈膝，将溺水者俯卧于救护者的大腿上，借体位使溺水者体内水由气管口腔中排出，将溺水者头部转向侧面，以便让水从其口鼻中流出，保持上呼吸道的通畅。再将头转回正面。（急救者从后、抱起溺者的腰部，使其背向上，头向下，也能使水倒出来）。

Take out the foreign objects

Rescuing only half work, let the drowning person to recover is another one; both of those are important to save life. Firstly take out the sludge, sputum nasal mucus from the drowning person's mouth. If there is artificial tooth, take it out. The rescuer goes down on one knee; put the drowning person on the thigh. Expel the internal water from trachea and oral cavity by the body position. Let the drowning person face one side to let water flow out from his mouth and nose and keep the upper respiratory tract smooth. Then face his head to the front (the rescuer holds the waist of the drowning person from behind to keep back up and head down; which can also let water come out.)

5. 出水后的救护

注意：适度掌握正确的心肺复苏方法，不要盲目模仿人工呼吸和心肺复苏。如果你有资格并经过训练可以做心肺复苏术（CPR）（民众最好能学习 CPR（心肺复苏术）技巧，救人又救己。）但是如果不知道心肺复苏术时立即寻求援助。当你在等待时可试做口对口复苏术，这能拯救生命。如果溺水者呼吸心跳已停止，立即进行口对口人工呼吸，同时进行胸外心脏按摩。

Treatment after coming out from water

Caution: grasp properly and correct CPR, don't imitate artificial breathing and CPR aimlessly. If you are trained and qualified, you can do CPR (it's better for the normal person to learn the skills of CPR, which can

save himself and the other people). If don't know CPR, ask for help immediately. When wait, try to do resuscitation, which will save life. If the drowning person breath and heartbeat stop, quickly do month to month artificial breath and message on external heart message.

A、确定一下这位失去知觉的人到底是否在呼吸，看看他或她的胸部，看是否可以见到呼吸的样子。

Confirm if the person who loses consciousness can breathe; watch his or her chest to confirm if there is breath appearance.

B、使溺水者仰卧。

Let the drowning person lie face up.

C、为了采取通用安全措施，尽可能戴上乳胶手套，弄开他的嘴，用你的手指除掉咽部或气道里的任何阻塞物。

In order to take general safety measures, try to wear latex gloves, open his mouth and take out any clogging objects in throat or aspiration tract by hand.

D：把一只手放在溺水者的下颌，另一只手放在他的前额。翘起他的头直至你能使他的气道通畅，溺水者的口应该是张开的。

Put one hand under the lower jaw of the drowning person and another hand on the forehead. Raise his head to keep air passage smooth and his mouth should be open.

E、捏鼻孔使鼻孔关闭。

Pinch nostril to close.

F、你做深呼吸。

Breath deeply.

G、用你的嘴完全把他的嘴罩住。

Cover the drowning person's mouth with your mouth.

H、用力吹气进入溺水者的嘴里，连续做4次。

Put forth your strength to blow air into the drowning person's mouth, continue 4 times.

I、此时停5秒钟然后再重复做第 F 到第 I 步。

Stop 5seconds, then repeat from F to I.

J、重复这一过程

Repeat that process.

6.送往医院

立即通知经理部领导、安保部、工程部组织进一步的救援工作，伤者立即送往就近医院，办公室调用小车配合。

Send to hospital

Immediately inform manager department leaders, HSE and construction department to organize further rescuing work and send the injury to the near hospital under the co-operation of general office arranged car.

7.进行事故调查处理工作，总结事故教训，制定反事故措施，杜绝各类事故的再次发生。

Perform accident investigation and managing, summary lessons and make up anti-accident measures to end this kind of accident happening again.

8.7 辐射事故的应急准备与响应措施

Radiation accident emergency preparation and response measures

8.7.1 预防措施 Preventive measures

8.7.1.1 对从事射线工作的人员，应加强专项防护知识教育，自觉遵守有关射线的防护规定，避免造成人员伤亡。

Strengthen dedicated preventive knowledge education for the persons who take radiation work. Be aware of abide the preventive regulation for preventing radiation to avoid people hurting.

8.7.1.2 凡从事放射性物质工作的单位，必须持有有关部门颁发的许可证，方可使用和从事射线工作。

All the companies taking radiation work can not take this kind of work without the permit issued by relative department.

8.7.1.3 托运、承运和自行运输放射性同位素，必须按国家及孟加拉国有关运输规定进行。

Must follow national and Bangladesh the related transportation regulation for consigning, consignee and self-transporting radiation sotope.

8.7.1.4 放射性同位素贮存场所使用前经劳动部门实测并签发使用许可证后方可使用。

Radioisotope storage place can only be used after the actual test and permit issued by work department.

8.7.1.5 建立射源库时，其地点应远离人群，坚固、防盗，并设有安全防护装置和警告标志。

The radiation source house should be located far away from crowd. Be strong and have preventive facilities of thievery. Equip with safety protection device and warning signs.

8.7.1.6 射源必须有专人负责管理，定期监测，严格领用制度，源库设置双锁。

Arrange dedicated person to manage radiation source. Regular monitor and strict receive system and put double locks for storing room.

8.7.1.7 在施工现场使用 r 射源或 X 光机进行工作时，需设置防护装置和采取防范措施。使用 r 射源工作时，警戒区应在半径 15 米范围内，使用 X 光机工作时警戒区应在半径 10 米范围内，警戒区应拉好警戒绳和放射性物质标志牌，并设专人负责警戒。

Set up protection device and take preventive measures when use r radiation source or X radiating machine. The warning radius should be within 15 meter and 10m for using r radiation source and x radiation machine. Put warning line and radiation matter signs for warning area and assign special person to take the responsible for warning.

8.7.1.8 现场探伤时，应由一人操作，一人监护，严格执行操作程序，配备射线剂量仪器，随时测定放射线剂量的大小。

When perform NDE test in site, one person operates and one guarding. Strictly follow the operation procedure. Prepare radiation dosimeter to measure the radiation quantity at any time.

8.7.1.9 射源处于工作状态时，工作人员严禁离开现场，并密切注视工作现场情况。

When radiation source is active, operation person can not leave the site and carefully watch out working site condition.

8.7.1.10 射源的退役和销毁严格按东电一公司《放射性物品控制管理制度》执行。

Strictly follow 'radiation matter control and managing regulation' of NEPC for radiation source stopping using and destroying.

8.7.1.11 射线工作人员所接受的剂量，必须严格执行国家的规定：

Radiation working person received dosage must strictly follow national regulation:

a.每小时不超过 0.0021R(伦)；

Not more than 0.0021R (Roentgen) per hour.

b.每天不超过 0.021R(伦)；

Not more than 0.021R (Roentgen) per day.

c.每周不超过 0.125R(伦)；

Not more than 0.125R (Roentgen) per week.

d.每年不超过 6R(伦)；

Not more than 0.0021R (Roentgen) per year.

以上剂量为累计剂量，如超过上述剂量需停止工作。

The above quantity is the accumulative quantity, if above that, it requires to stop work.

8.7.1.12 从事放射源操作人员必须经过放射卫生防护知识培训并取得资格证，身体检查合格后方可上岗工作。

The radiation operation person must get the training for radiation health protection knowledge and qualification and take the job after qualified body check.

8.7.1.13 对在进行放射线工作的人员，按规定配备合格的个人防护用品，要定期进行身体复查，并按国家规定享受个人保健津贴和休假制度。

Equip qualified personal PPE according the regulation for the radioactive ray workers who should do regular health recheck and get personal health care allowance and holiday system in accordance with national regulations.

8.7.2 安保部是放射事故的应急准备与响应的主责部门，统一管理项目经理部放射事故的急救工作，实

验室配合。

HSE is the principal responsible department of radioactive ray accident emergency preparation and response as well as untied managing the rescuing work of project radioactive accident under the cooperation of lab.

8.7.3 发生放射事故后，立即用对讲机或电话通知安保部，由安保部再向主管安全的副经理和总经理汇报，及时组织进行进一步救援工作。电话：5865（安保部）、

Once there is radioactive accident, immediately inform HSE by walkie-talkie or mobile-phone and it will be reported to deputy manager in charge of safety and general manager. Timely organize further rescuing work. Tel: 5865(HSE)

8.7.4 响应措施

由于放射事故发生原因不同，涉及的对象和引起的后果千差万别，错综复杂，即使是同类型的事故，也会因环境条件和社会因素的不同而表现各异，很难提出一个简单、统一的通用处理方案。但不论何种类型的放射事故，处理时应遵循如下原则：

Response measures

Due to different causes of radioactive accident, the involved parties and the consequences are varies and complicated. Even for the same accident, it will also display different due to environmental and social factors. So it is very hard to make one simple, uniformed response scheme. When handle this kind of accident, follow the following principles:

8.7.4.1 发生放射事故后，肇事单位必须及时采取妥善措施，减少和控制事故的危害和影响，并接受监督部门的处理；

Once there is radioactive accident, the responsible company must take proper measures timely, reduce and control its damage and influence and receive the treatment of supervising department.

8.7.4.2 处理放射事故时，应当首先考虑工作人员和公共的生命安全，迅速安置受照人员就医，进入放射工作区参与应急处理人员必须配备个人射线剂量仪以及其它防护用品（如铅服、眼镜），组织控制区内人的撤离工作，及时控制事故影响，防止事故的扩大蔓延，避免粮食、果蔬作物、禽畜以及饮用水

源等受到污染；

When handle radioactive accident, firstly concerning workers and public life safety. Quickly arrange the radioactive ray receivers to hospital. The emergency handling persons going into the radioactive area must equip with personal radiation receiving meter and the other protection items (such as lead clothes, glasses). Organize and control the evacuation of the people in radioactive area and control accident influence in time to prevent its spreading and avoid its pollution from grain, fruit and vegetable, poultry, livestock, drinking water source and so on.

8.7.4.3 发生工作场所、地面、设备放射性污染事故时，应首先确定污染的核素、范围、水平，并尽快采取相应的去污措施；

If there is radioactive pollution accident from working place, ground and equipments, first to confirm the pollution nuclides, range, level and try as soon as possible to take corresponding measures.

8.7.4.4 发生放射性气体、气溶胶或者粉尘污染空气的事故时，应根据监测数据的大小采取相应的通风、换气、过滤等净化措施；

If there are accidents of radioactive air, air dissolvable glue or powder polluting, take corresponding purification measures such as ventilation, exchanging air, filtration and so on as per the monitored quantity.

8.7.4.5 人员皮肤、伤口被污染时，应迅速去除污染并给予医学处理，对体内摄入放射性核素者应采取相应的医学处理措施；

If skin or wound is polluted, immediately remove pollution and give medical treatment. If intake radioactive nuclide, it should take corresponding medical treatment measures.

8.7.4.6 发生放射性物质时，肇事单位应密切配合卫生行政部门、公安部门及孟加拉当地相关迅速查找、侦破，尽快追回丢失的放射性物质；

If radioactive matter is stolen, the responsible company should closely co-operate with hygiene and administering department, public security and the related department of Bangladesh to immediately search, detect and chase back the radioactive matters as soon as possible.

8.7.4.7 发生放射事故的单位要及时收集与事故有关的物品和资料，做好调查研究工作，认真分析事故原

因，并采取妥善措施，尽量减少事故影响，保护国家财产及公众的安全；

If there is radioactive accident which happens in some company, immediately collect the related items and documentation in time and perform investigation and study; carefully analyze accident reason and take proper measures to minimize its influence and protect safety of national wealthy and the public.

8.7.4.8 放射事故中人员受照时，要通过个人剂量计、模拟实验、生物和物理检测、事故现场样品分析等

方法迅速估算人员的受照剂量。对一次受照有效剂量当量超过 0.05Sv 者，应给予医学检查；对一次受

照有效剂量当量超过 0.25Sv 者，应及时给予医学检查和必要的医学处理。

If someone is shot during radioactive accident, quickly estimate the receiving dosage of the shot person by personal dosage meter, imitation test, biological and physical test, accident site sample analysis and so on. If one time received effective dosage is more than 0.05Sv and 0.25Sv, do medical check and necessary medical treatment respectively.

8.7.4.9 进行事故调查处理，吸取事故教训，制定反事故措施，杜绝类似事故的发生。

Invest and handle accident, learn lesson and make anti-accident measures to end similar accident happening.

8.8 其他环境污染的预防措施

确保设计有可以循环处理废水的设施。为废水提供隔离分类的容器。

确保排出场外的废水符合排放要求。

现场周围有垃圾箱，并定期清理，以防垃圾堆积。

危险垃圾应隔离管理。确保负责危险垃圾处理的公司有相关专业资质。

确保在废水容器上用人员能看懂的语言打标签，这样材料就能放进正确的容器。

排水设施完好，排洪沟畅通无阻。

The preventive measures for the other environmental pollution

Make sure for designing wastewater recycling treatment facilities, and supply the container for wastewater separation.

Make sure the drained wastewater to meet the drainage requirements.

There is rubbish bin around the site, regularly clean to prevent piling together.

Separation management for danger rubbish to make sure rubbish collection and disposing company has the related professional qualifications.

Put sign on the waste container by using the understand language for the operator to make sure the rubbish will be put into the correct container.

Complete drainage facilities and smooth flood trench.

8.9 去医院途中

由现场至西莱特医院距离约40公里，行程40分钟，途经萨尔铺、瓦力瓦家等。

项目部救护车，人不离车，车不离人。在现场医务室，处于经常待命状态。救护车内存好氧气及伤员所用应急药品等。出厂后，按最新信息所指路线，就近开往医院。行车途中经常观察伤员情况。

与医院救助通讯保持联系。医院联系电话： 0821-760718

On the way to hospital

There is 40km distance from site to Syhlet and 40 minutes drive, pass Shalpur, Walawajha and so on.

Site ambulance, driver and car should always stay together. Park in site clinic room area for any requirements and there should have enough oxygen and the emergency medicine and so on. After go outside site, drive to the closest hospital according to the latest informed routine. Observe the injuries during the travel to hospital.

Keep in touch with hospital rescuing department. Hospital contact telephone: 0821-760718

8.10 Emergency Response during natural disaster

Natural disaster like Earthquake, heavy rain & flood, heavy wind may create emergency situations. For responding this situation everybody should be aware of hazard associated with those emergencies and the response procedure.

自然灾害期间应急措施

自然灾害比如地震、暴雨和洪水、强风可能会产生紧急情况。为了应对此类情况，每个人都应清楚相关的危险和应急措施。

8.10.1 Earthquake:

地震

如果工作期间发生地震，请停止所有工作，寻找安全位置。不要进行任何吊装，如果已经开始吊装；请放下吊装物，停下吊车，寻找安全位置。如果正在建筑物内工作，请呆在室内角落，保护好你自己。如果在室外工作，请到露天区域的安全位置。地震停止后，按照应急措施要求，进行搜寻和救护。

If earth quake is observed during working condition, please stop all work and look for safe place. Do not start to lift any things. If any material is started lifting, please keep the material down, stop the crane and go for safe place. If you are working inside the building, please stay corner of the room to protect yourself. If you are outside of building, please go to open space for safe place. After stopping the earthquake, search & rescue should be done as per emergency procedure.

8.10.2 Heavy rain & Flood

大雨和洪水

下大雨时，能见度可能会下降。请停止所有室外吊装工作。固定好吊车臂，固定好油、黄油容器，防止滚落到地面。与主管讨论，固定好所有设备并遵循组长要求。

如果从当地/国际天气预报站获得任何预报信息，请及时通过主管与组长联系。遵从组长指导。如果洪水状况变糟，那么需要转移到正式避难场所；请遵守组长的要求。根据历史洪水记录，此厂区地面标高为海拔11.135米。

If there is so much rain, then visibility may decrease. Please stop all outside lifting work. Secure the crane boom. Secure the oil, grease container and dyke to restrict passing to the ground. Discuss with supervisor for securing all the equipment and follow the instruction of team leader.

If there is any forecast news from the local/international weather station about the flood, please communicate with the team leader through supervisor. Follow the instruction from the team leader. If the flood situation become worsening then need to shift to permanent shelter, please follow the team leader instruction. This plant ground level is elevated to the 11.135 meter from sea level considering the previous all flood level.

8.10.3 Heavy wind

If there is heavy wind, please stop all lifting outside the building. Discuss with supervisor and get instruction

from the team leader. After getting information, secure crane, all loose movable item tightly. The material which can be a projectile by heavy wind, those should be properly secured. Follow all instruction from the team leader.

大风

在大风情况下，请停止所有室外吊装工作。与主管协商并获得组长指导。获得信息后，固定好吊车、所有松散活动的材料，恰当地固定好容易被风吹走的材料。遵从组长的所有要求。

Annex 8

HIRAC

BIBIYANA II项目风险控制清单
BIBIYANA II PROJECT RISK CONTROL LIST

序号 SN.	场所/作业 Place/work	风险名称 Risk Name	风险类别 Category	导致事故 the accident to be caused	危害后果 Consequence	风险成因 Risk Factor	发生概率 Propability	影响程度 Affection Degree	风险等级 Risk Class	风险时段 Risk Time Stage	控制措施 Control Measure	责任部门 Responsible Department
1	施工现场/土建工程脚手架搭设及拆除跳板、护栏、剪刀撑等 construction site/scaffolding setting up and removing	工程安全风险 project safety risk	运营风险 operation risk	高处坠落、物体打击、倒塌等 fall down from high place	人员伤亡、设备损坏 people hurting and equipment damage	承重脚手架不按方案搭设、加固措施不合理、使用的钢脚手管管壁过薄等原因造成脚手架承载力不够，发生坍塌。Not follow the plan and improper reinforcement measures	2	4	中 medium	施工阶段 construction stage	1.制定管理制度；2.编制方案并对施工人员进行交底签字；3.加强员工培训与教育；4.加强现场监督检查；5.做好作业前的“三查”、“三交”工作，做好自身防护；6.脚手架的搭设前地面平整夯实，立杆底部垫枕木。7.随脚手架的增高，设置抛撑，柱和梁形成后，脚手架竖向每隔4米、横向每隔7米与其牢固连接；8.每隔6-7根、脚手架转角及两端侧设置剪刀撑；9.通道脚手板满铺，两侧设二道防护栏杆、挡脚板密目网，作业面悬挂安全网；隔离棚；10.制作手提材料箱存放小型物件，脚手架上设堆料平台集中存放周转性材料；11.按脚手架作业面的分布，搭设、使用严格执行逐层验收挂牌制度；12.定期对脚手架扣件紧进行检查，紧力不足40N.m的重新紧固；13.严格按自上而下，先搭的后拆施工顺序进行拆除，扣件紧固在脚手管上，统一吊运，禁止抛掷；14.制定应急预案。 make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision.	专业工地、项目部、安监部 site department, project department and HSE department
2	施工现场/大型起重机械安装、拆卸 heavy crane assemble and disassemble	工程安全风险 project safety risk	运营风险 operation risk	起重伤害 lifting injury	人员伤亡、设备损坏 people hurting and equipment damage	大型起重机械在安装、拆卸过程中因措施不当、指挥错误、违章作业或大风天气处置不当等可能导致机械倾覆；超负荷作业或发生碰撞也可能导致机械倾覆。Wrong direction and regulation breaking, the windy weather and so on	3	3	高 high	施工阶段 construction stage	1.制定管理制度；2.编制方案并对施工人员进行交底签字；3.加强员工培训与教育；4.加强现场监督检查；6.制定应急预案。 Address site supervision and make up emergency plan	专业工地、项目部、安监部、固定资产管理部、机械化公司 site department, project department and HSE department

3	施工现场/大型起重机械作业 construction site/heavy crane work	工程安全风险 project safety risk	运营风险 operation risk	起重伤害 lifting injury	人员伤亡、设备损坏 people hurting and equipment damage	起重作业过程中由于起重机械故障、操作人员失误、起重方案（措施）不合理等原因经常造成人员伤亡、机械设备损坏事故发生 Wrong direction and regulation breaking, the windy weather and so on	3	3	高 high	施工阶段 construction stage	1.制定管理制度；2.编制方案并对施工人员进行交底签字；3.加强员工培训与教育；4.加强现场监督检查；5.起重人员需持证上岗，指挥信号应正确清晰；6.六级以上大风等恶劣天气或夜间照明不足不进行起重作业；7.吊车司机按规程操作，坚持“十不吊”的原则；6.起重人员不得站在吊物上指挥，吊装区域应围栏警戒；8.高处作业人员应遵守高处作业的措施要求。8.吊物存放吊挂牢固，防止钢丝绳损伤；10.对起重机械及起重工具进行定期的检查和维护；11.制定应急预案。 The signal man should work with certificate and address site supervision. make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision.	专业工地、项目部、安监部、固定资产管理部、机械化公司 site department, project department and HSE department, machinery department
4	安装工程/设备装卸、运输、安装 installation work/equipment handling	工程安全风险 project safety risk	运营风险 operation risk	设备损毁 equipment damage	设备损毁 equipment damage	电源建设项目重要设备比如主变压器、汽包、发电机定子运输、装卸、安装过程中由于措施不合理、违章作业、指挥错误可能造成设备损坏 heavy equipment, wrong signal	2	3	中 medium	施工阶段 construction stage	1.制定管理制度；2.编制安装、拆卸方案并对施工人员进行交底签字；3.加强员工培训与教育；4.加强现场监督检查；5.制定应急预案。 Make up proper lifting plan and put proper barricade around the lifting area; make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision.	专业工地、项目部、安监部 site department, project department and HSE department
5	施工现场土建、安装各施工阶段 civil, installation stage	工程安全风险 project safety risk	运营风险 operation risk	物体打击 object hitting	人员伤亡 people casualties	现场高处作业多、交叉作业多，物料堆放不合理、余料废料未及时清理，施工过程中施工方法不当或不小心碰落物件造成物体打击。 Different department work together at the	2	3	中 medium	施工阶段 construction stage	1.制定管理制度；2.编制方案并对施工人员进行交底签字；3.加强员工培训与教育；4.加强现场监督检查；5.吊装前将物件上和作业区域的杂物清理干净，使用系好投递绳；6.交叉作业时搭设隔离棚，区域设好围栏和警示牌；7.安全网封闭，跳板铺满并绑扎牢固；8.搭设安全通道，作业前检查安全防护设施是否完好；9.加强文明施工，不留事故隐患；10.制定应急预案。 Address site supervision and keep good house work; make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision.	专业工地、项目部、安监部 site department, project department and HSE department

6	施工现场/设备管道安装、锅炉钢结构安装、焊接作业、热处理、管道设备保温、电缆管敷设、照明安装等 construction site/equipment piping installation, heat	工程安全风险 project safety risk	运营风险 operation risk	高空作业 high place work	人员伤亡 people casualties	施工现场高处作业多、交叉作业多，起重作业活动多，由于临边孔洞防护不当，作业人员安全意识不强，安全防护用品使用不规范或指挥错误等，高处作业缺乏有效的保护措施和监控等可能造成人员高处坠落 open place is not barricade properly and protection measurement	2	4	中 medium	施工阶段 construction stage	<p>1.制定管理制度；2.编制方案并对施工人员进行交底签字；3.加强员工培训与教育；4.加强现场监督检查；5.高空作业人员衣着应灵便，穿软底鞋，衣袖、裤脚要扎紧；6.高空作业人员应佩带工具袋，较大工具如电动扳手、手锤、撬杆等应系保险绳，传递物件严禁抛掷；7.施工用料随用随吊，不得任意堆放；8.雨雪天气及超过五级以上大风应停止施工作业；9.作业指挥人员要先熟悉吊装作业通道，信号要明确，尽量不打二旗，如确实需要应明确分工协调配合；10.高空作业不勉强搬运、抬扛物件；11.作业人员严禁疲劳作业；12.制定应急预案。</p> <p>Use PPE properly and barrier the openings;make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision.</p>	专业工地、项目部、安监部 site department, project department and HSE department
7	施工现场/设备管道安装、锅炉钢结构安装、焊接作业、热处理、管道设备保温、电缆管敷设、照明安装等 construction site/equipment piping installation, heat treatment, piping insulation,	工程安全风险 project safety risk	运营风险 operation risk	高空作业 high place work	人员伤亡 people casualties	施工现场高处作业多、交叉作业多，起重作业活动多，由于临边孔洞防护不当，作业人员安全意识不强，安全防护用品使用不规范或指挥错误等，高处作业缺乏有效的保护措施和监控等可能造成人员高处坠落 open place is not barricade properly and protection measurement	2	3	中 medium	施工阶段 construction stage	<p>1.全面落实标准化安全设施管理，加大安全设施投入和实施力度2.制定高处施工作业安全技术措施，配备齐全高处作业安全防护设施和安全防护用品。3.加强施工现场监督检查，制止各类违章行为，控制人的不安全行为和物的不安全状态出现4.实行高处作业人员培训持证上岗、定期身体检查的制度，身体检查不合格（高血压、心脏病、癫痫病）或患有职业禁忌症人员不得从事高处作业。5.高处作业区搭设平台、脚手架，设置防护栏杆、四周铺设安全网，垂直攀爬处配安全自锁器或速差自控器；6.加强“五口”管理，对于临时预留孔洞或施工孔洞加装临时围栏或孔洞盖板。7.加强作业人员的安全教育和作业前的“三查”、“三交”工作，提高作业人员的安全意识，做好自身防护。8.制定应急预案。</p> <p>manage the safety facilities as per standard requirements ;make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision.</p>	专业工地、项目部、安监部 site department, project department and HSE department

8	施工现场/机械作业 construction site/machinery work	工程安全风险 project safety risk	运营风险 operation risk	机械伤害 machinery injury	人员伤亡、设备损坏 personnel injury or equipment damage	人员行为过失或设备有缺陷 personnel mistakes or equipment defect	1	3	低 low	施工阶段 construction stage	1.编制机械操作规程，严格执行其规定的步骤和制定的措施。2.严格监视、经常检查操作人员及作业人员的执行情况。3.培训增强其安全意识。3.制定应急预案。Train to strengthen safety awareness, make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision.	专业工地、项目部、安监部 site department, project department and HSE department
9	施工现场/电源作业、焊接作业以及工作用电等 construction site/power work, welding work and industrial power and so on	工程安全风险 project safety risk	运营风险 operation risk	触电 electrical shock	人员伤亡 personnel casualties	漏电保护器失灵，劳动保护用品使用不合理；焊工在潮湿环境下作业；电气设备安装调试误操作；电源线破损裸露；临时电源及日常维护；施工机械或工具触碰高压线或带电设备；距离带电设备安全距离不够等造成触电；夏季直接雷击或感应触电。Malfunction of power leakage protection, welding in humidity environment, power supply cable	2	4	中 medium	施工阶段 construction stage	1.参加作业人员必须三级安全教育体检合格后方可上岗。2.参加作业人员必须三级安全教育体检合格后持证上岗。3.在电气设备上作业前应断电，开关处挂“有人工作，禁止合闸”的警告牌，并设监护人。4.所有作业人员必须持证上岗，有一定工作经验。5.禁止带电作业，了解带电系统的情况。6.使用电动工具要穿绝缘鞋，其外壳接地可靠；7.接电源时必须由专业电工进行。8.戴安全帽、穿绝缘鞋，严禁穿背心，短裤工作；9.经常检查电动工具，电动工具必须绝缘良好。10.焊接机械有良好接地，防止接触触电。11.夏季高处建筑物、脚手架、金属集装箱做好防雷接地。12.制定应急预案。 The worker must pass the thress level safety eduction prior to work and get the certificates, following the electricity usage requirements and put signs properly, frequently check electrical tools, use special PPE for the dedicated eletrican	专业工地、有金属集装箱部门、项目部、安监部 site department, project department and HSE department
10	施工现场/主变安装、焊接作业等 construction site/power work, welding work	工程安全风险 project safety risk	运营风险 operation risk	火灾 fire	人员伤亡 personnel casualties	设备滤油区、电缆辐射区、脱销吸收塔内防腐施工期明火作业及其他施工期间使用电焊未采取有效防火措施造成临近或下方可燃物起火 open fire in equipment oil filtering area, cable laying aream and no fire protection measures	1	4	中 medium	施工阶段 construction stage	1.制定管理制度；2.编制方案并对施工人员进行交底签字；3.加强员工培训与教育；4.加强现场监督检查；5.作业前检查开关、作业环境中的电源有无漏电现象及漏电保护装置完好；6.使用合格的劳动保护用品，电源电动设施接地良好；7.严禁非电工拆装电气设备；8.施工现场配置灭火器；9.制定应急预案。Make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision. Provide proper fire protection facilities in the working area	专业工地、项目部、安监部 site department, project department and HSE department

11	办公区、生活区/办公室、档案室，员工食堂、宿舍 office area, accomodition area, file room,	工程安全风险 project safety risk	运营风险 operation risk	火灾 fire	人员伤亡、财产损失 person injury and lost property	办公室、资料室，员工食堂、宿舍等电源设备老化，开关失灵或无保险设施等导致漏电失火；员工食堂液化-气泄漏发生火灾 power supply equipment ages, cooking gas leakage	1	4	低 low	施工阶段 construction stage	1.制定管理制度；2.加强员工培训与教育；3.加强监督检查；4.员工食堂用电作业前检查开关、电源有无漏电现象及漏电保护装置完好；5.严禁非电工拆装电气设备；6.档案室、复印室、办公室大厅内禁止吸烟、吸烟在指定地点，配置灭火器；7.档案室通风装置良好，工作人员定期检测湿度温度；8.员工宿舍禁止使用电炉子做饭；9.制定应急预案。make up the management regulation, no permission for smoking in file room, copying room, office hall and equip fire extinguisher, keep good ventilation, no permission for cooking in dormitory and only professional person can open the electrical facilities.	专业工地、项目部、安监部、物业公司 site department, project department and HSE department, logistic department
12	施工现场/管道吹扫 construction site; piping cleaning	工程安全风险 project safety risk	运营风险 operation risk	灼烫 burning	人员伤亡 people casualties	管道蒸汽吹扫造成蒸汽泄漏，高温部件无保温；蒸汽管道爆裂。Steam leakage, no insulation on the high temperature section, steam piping burst	1	4	低 low	施工阶段 construction stage	1.蒸汽吹扫过程中的施工作业严格执行工作票制度。2.蒸汽吹扫作业指导书的安全技术措施完善。开工前必须组织全体施工人员进行安全技术交底。3.蒸汽吹扫管道合理布置、固定可靠。4.蒸汽吹扫临时管道有保温措施。5.施工人员正确使用劳动保护用品，劳动保护用品使用率100%。6.排气孔设警示绳，无关人员不得进入。吹管时排气孔不得对着设备或建筑物。7.工地每周进行一次安全大检查，专职安全员及班组兼职安全员每天对施工现场进行全面检查。8.工地对各班组制定的重大风险因素控制措施及管理方案的实施情况、目标及指标完成情况跟踪检查。9.制定应急预案。Strictly follow the work permit regulation, and complete the steam blowing instruction; make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision.	专业工地、项目部、安监部 site department, project department and HSE department
13	安装阶段/X射线检验渗透探伤超声波探伤光谱分析硬度检验暗室处理 installation stage/X ray test, penetration, UT, spectrum analysis, hardness, dark room	工程安全风险 project safety risk	运营风险 operation risk	电离辐射 ionizing radiation	人员伤亡 people casualties	射源的运输和储存不符合要求；金属探伤期间安全距离不够、无警示措施或未提醒其他施工人员离开，易造成电离辐射 radiation source transportation and storage and usage don't meet the requirements,	1	4	低 low	施工阶段 construction stage	1.制定管理制度；2.编制方案并对施工人员进行交底签字；3.加强员工培训与教育；4.加强现场监督检查；5.配备安全防护设施和安全防护用品；6.遇有大雪、大雾、雷雨、大风等恶劣气候，或夜间照明不足时停止作业；7.作业的人员定期进行身体检查；8.金属探伤前必须向相关单位发出通知，探伤时用警示绳围上危险区域，路口设警示牌，探伤作业时必须鸣警笛示警；9.制定应急预案。Barrier the danger area, and put warning signs; use alarm whistles for NDT work, make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision; prepare the emergency plan.	专业工地、项目部、安监部 site department, project department and HSE department

14	施工现场/土建、安装阶段 construction site,civil and installation stage	职业健康风险 profession health risk	运营风险 operation risk	中暑 heat stroke	人员伤亡 people casualties	持续高温天气作业，防暑措施不合理极易造成施工人员中暑 continuously high temperature work and improper heatstroke protection measures	1	4	低 low	施工阶段 construction stage	1.作业人员在高温环境下作业应备足饮用水及防暑降温药品。2.有条件的作业场所最好搭设防护棚。3.高空作业人员如发现身体不适立即停止作业，到阴凉通风处适当的休息。对长时间坐姿或蹲姿工作的人员，站起时要慢，防止站起过快产生眩晕或暂时性休克。4.施工人员应注意休息，生活区内应有良好的睡眠环境。The workers should drink enough water and prepare heatstroke protection medicines. It is better to set up protection shed if the condition is permissible in the work area, and have good sleep.	专业工地、项目部、安监部 site department, project department and HSE department
15	施工现场/土建、安装阶段 construction site,civil and installation stage	工程安全风险 project safety risk	运营风险 operation risk	中毒 posioning	人员伤亡 people casualties	密闭空间作业氧气含量不足、有毒有害气体超标、通风不畅造成施工人员窒息 the confined place don't have enough oxygen, the posion and harmful gases is over the standard, the ventilation is not good	1	4	低 low	施工阶段 construction stage	1.制定管理制度；2.编制方案并对施工人员进行交底签字；3.加强员工培训与教育；4.加强现场监督检查；6. 制定应急预案。ake up the management regualtion, make up plan and disclose to the construction people; address staff training and education and site supervision. Prepare the emergency plan.	专业工地、项目部、安监部 site department, project department and HSE department
16	生活区/职工食堂 living area/staff canteen	职业健康风险 profession health risk	运营风险 operation risk	食物中毒 food posion	人员伤亡 people casualties	公共食堂就餐人员多，食品采购渠道多，气温高 many people take food in public canteen, high temperature	1	4	低 low	施工阶段 construction stage	1.制定管理制度；2.加强员工培训与教育；3.公共餐厅必须持有当地卫生防疫部门签发的卫生许可证；4.公共餐厅从业人员必须100%经当地卫生防疫部门身体检查合格后方可上岗；5.餐具定期消毒，食品分类储存；6.选择合格的供货渠道，保证蔬菜和食品新鲜；7.定期对餐厅进行监督和检查；8.制订应急预案。 Make up the proper management regulation, public canteen must have the hygiene permit issued by local hygiene department, the service people must get the healthy certificate prior to work, regularly disinfect the tableware and stor the food separately as per the types	专业工地、项目部、安监部 site department, project department and HSE department

17	施工现场/土建、安装阶段 construction site,civil and installation stage	工程安全风险 project safety risk	运营风险 operation risk	车辆伤害	人员伤亡、设备损坏、财产损失	作业过程中机械人员车辆较多，场地狭小、（措施）不合理等原因造成人员伤亡、机械设备损害事故发生。车辆行驶中因冬季路滑、雨天湿滑等环境、天气原因或人员违章等造成事故。 Many machinery, persons work in narrow places	1	4	低 low	施工阶段 construction stage	1.制定管理制度；2.加强员工培训与教育；3.加强现场监督检查；4.机械操作人员在作业中必须严格遵守操作规定严格进行维护保养认真填写《维护保养记录卡》确保机械的完好率在90%以上；5.机动车驾驶员严禁酒后行驶，所有司机必须持证上岗，厂区内行驶不得超过15公里每小时；6.制定应急预案。Machine operators must strictly follow the machinery maintenance record sheet,make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision.	专业工地、项目部、安监部、保卫部 site department, project department and HSE department
18	施工现场/土建、安装阶段 construction site,civil and installation stage	工程安全风险 project safety risk	运营风险 operation risk	淹溺	人员伤亡、财产损失	码头卸船，由于人员行为、指挥错误、吊车误操作、大风、照明不足等。上船勘察、水中布沙袋，大风、涨潮、冒雨作业或人员行为等。现场降水、或坑底施工，突然塌方，人员挤到水里 barge unloading in jetty, wrong operation, incorrect signal, strong wind, sudden collapse	1	3	低 low	施工阶段 construction stage	1.编制方案并对施工人员进行交底签字；2.加强现场监督检查；3.特殊作业人员（吊车司机、起重指挥）持证上岗。4.遇有雷雨、大风等恶劣气候，或夜间照明不足时停止作业；5船上作业人员穿救生衣；6.现场降水人员必须2人以上，有坑底人员施工时，设监护人。7.制定应急预案。Address site inspection, the operators must hold certificate,stop work during bad weather, make up the management regulation, make up plan and disclose to the construction people; address staff training and education and site supervision.	专业工地、物资部整备班、项目部、安监部、site department, project department and HSE department

Annex 9

GRM for Workers



Grievance Redress Mechanism

Background

NEPC shall develop a one tiered grievance redress procedure to address the grievance/issues raised by the labor or contractor or subcontractor personnel. The committee will be formed titled GRC-Plant. Another committee (GRC-NEPC-SBIIPCL) will be formed where members from SBIIPCL will be present to address and supervise the grievances more effectively.

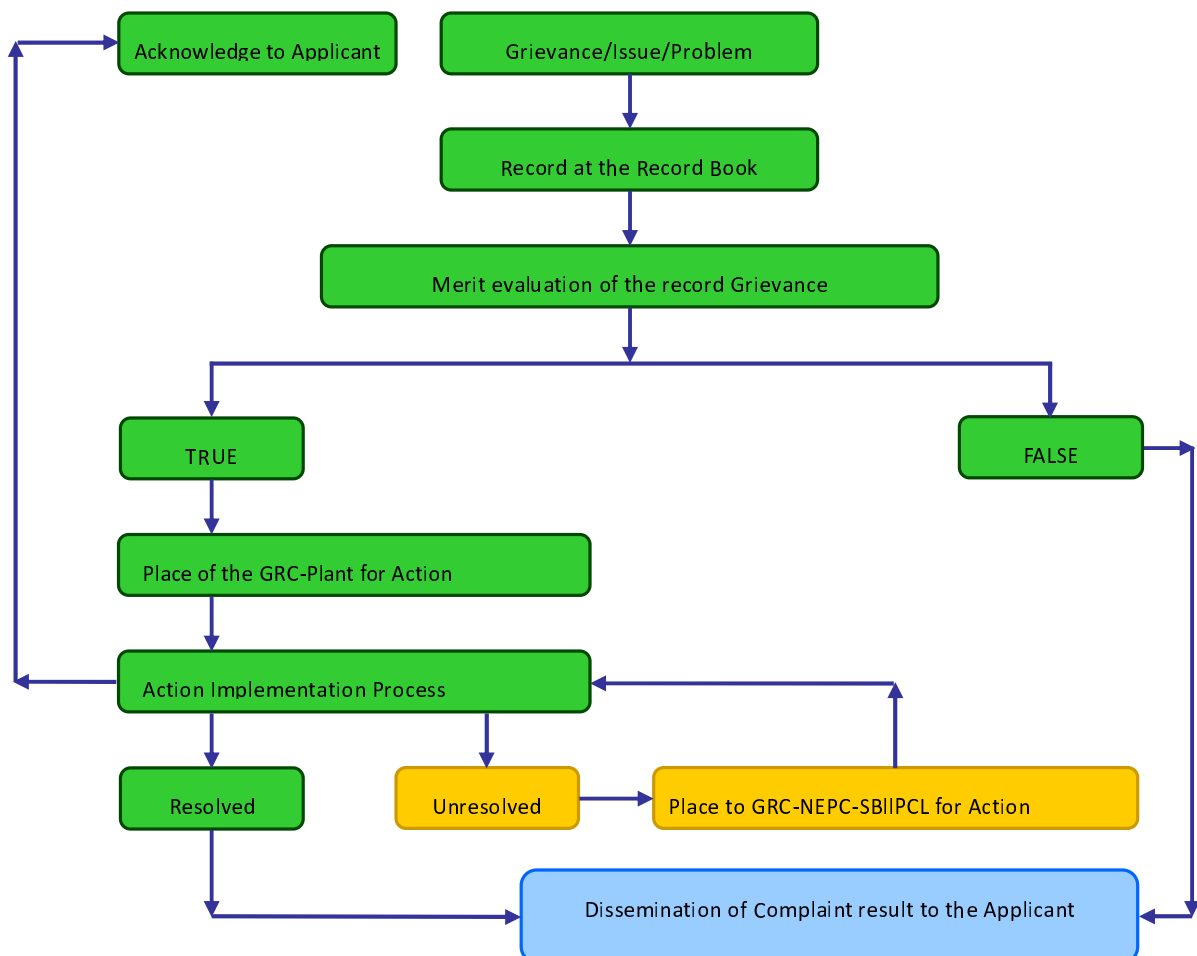
Purpose & Scope

The purpose of this procedure is to have a clear understanding of any grievance raised by any party will be addressed and resolved according to this Grievance redress Mechanism. This procedure is applicable to all NEPC employees.

Grievance Mechanism: Process

The GM process is presented in Figure 1.

Figure 1: GM Process



Receiving and tracking grievances

NEPC will make the following arrangement to ensure a satisfactory process for raising and collecting grievances as shown in Tables 1 and 2.

Sample Complaint Form

Reference No:	
Full Name	
Contact Information and Preferred Method of Communication	<input type="checkbox"/> By Post: <input type="checkbox"/> By Telephone:
Description of Incident or Grievance:	
Date of incident/Grievance	
	<input type="checkbox"/> Onetime incident/grievance (date-----) <input type="checkbox"/> Happened more than once (how many times? -----)
What would you like to see happen to resolve the problem that causes Grievance?	

Raising Grievances

Raising a grievance	Location/contact method
Grievance box	Two Complain boxes will be placed outside the entrance of the plant.
Grievance Log	One log book will be kept which will be maintained by Safety Supervisor to receive grievances from Site.
Phone number	Phone number of NEPC team who are within Committee will be widely advertised.

NEPC will practice the following procedure on receipt of a grievance:

- All incoming grievances will be acknowledged in accordance with the mentioned procedure and time limit. A formal confirmation - with a complaint number, or other identifier, and a timeline for response – will be provided thus assuring the complainant that the grievance has been logged and has entered the ‘resolution’ process, and it gives the project a record of the complaint. If a complaint is received in person, there will be a practice to acknowledge it on the spot;
- If any more complex investigation is required, the complainant should receive an update explaining the actions required to resolve the complaint, and the likely timeline; and
- NEPC will explain up front what claims clearly are outside the scope of the mechanism and what alternative avenues complainants can use to address these potential issues.

Table 1 shows proposed methods for receiving grievances, from the least to the most formalized. NEPC will choose one or more of methods, depending on the situation at the time.

Table 1: Receipt of Grievances

Level of formalization	Process to practice
Least formalized: Oral complaints	Staff charged with collection of grievances (e.g. Safety Supervisor with authority to receive grievances) writes
Somewhat formalized: Oral complaints received through	Accepts grievances through a designated telephone line.
More formalized: Written complaints received	Accepts written submissions from an individual or a group at group during field visits, or at designated locations.
Most formalized: Written complaints received	Complaints come in via grievance collection boxes (consider having multiple locations).

Reviewing and Investigating Grievances

The following principles underpin the GM:

- The first step in any grievance redress is to ensure collection of any grievance that may exist;
- Ensure that all grievances are logged;
- Investigate the grievance objectively;
- Do not dismiss any grievance without giving it proper attention and do not imply that any person's grievance is unfounded;
- Deliver decisions as quickly and efficiently as possible, stating the facts;
- Follow up with the parties involved in each grievance to ensure the problem has not reoccurred and that no retaliatory acts have been taken; and
- Report quarterly to GRC-NEPC-SBII PCL stating the number of grievances, mitigation actions, affected parties response with further mitigation plan.

The EHS Manager of NEPC will put the grievance to the GRC-Plant on a merit basis. GRC-Plant will meet every three months, or upon the request of EHS Manager. The grievance will be discussed, in detail, with attention focused on actions to resolve it. At the next meeting follow-up will be undertaken of previous actions and new actions proposed and agreed as necessary. After four months, if the grievance is not resolved GRC-Plant may send this issue to the GRC-NEPC-SBII PCL.

A GM involves a time-bound process. A complainant cannot be made to wait for a response of a placed grievance for an uncertain time period. In Table 2, time periods for issuing a response against a grievance are provided with identification of responsibility for the response.

Table 2: Response Times and Responsibility

Response time periods	Responsibility
Within 2 week from the date of receiving any grievance	EHS Manager
Within 3 weeks/ Next scheduled meeting from the date of received grievance from EHS Manager (whichever is earlier)	GRC-Plant
After 4 weeks issue referred to GRC-Corporate	GRC-NEPC-SBII PCL.



Institutional Arrangements

A. GRC-Plant Committee

There will be a Grievance Redress Committee (GRC)-Plant at the plant site. GRC-Plant will be responsible for addressing first all grievance raised by any party. If GRC-Plant fails to resolve the grievance after taking action or the affected party is not pleased with the response/action taken or GRC-Plant considers that an issue needs to be escalated to the GRC-NEPC-SBIIPCL then the issue will be placed before GRC-NEPC-SBIIPCL for action. Further, GRC-NEPC-SBIIPCL can independently select any grievance to redress by itself. When GRC-NEPC-SBIIPCL is engaged in redressing any grievance, the EHS Manager will disclose its status to the affected party and take feedback for reporting to GRC-NEPC-SBIIPCL.

Formation of the Plant Committee

- NEPC Site Manager (Head of the committee)
- Construction Manager
- EHS Manager
- Security In Charge

B. GRC-NEPC-SBIIPCL Committee

For managing serious and adverse grievances, there will be a Grievance Redress Committee (GRC)-NEPC-SBIIPCL. In general, GRC-NEPC-SBIIPCL- will meet every six months and evaluate the performance of the overall grievance redress mechanism. However, GRC-NEPC-SBIIPCL will meet at any time to solve critical grievances. The main functions of GRC-NEPC-SBIIPCL are to:

- Review the status of GM;
- Resolve critical grievances as required; and
- Provide required suggestion and guidelines to make the GM more effective.

The Committee will include:

- Chief Executive Officer, SBIIPCL
- Chief Operating Officer, Summit Turbine Operation
- General Manager, SBIIPCL
- DGM-Operation & Compliance, Summit Turbine Operation
- DGM-Maintenance & Agreements, Summit Turbine division
- Plant Manager: SBIIPCL
- Community Development Manager: SBIIPCL
- Ast. EHS Manager: SBIIPCL
- NEPC Site Manager (Head of the committee)
- NEPC Construction Manager
- NEPC EHS Manager



NEPC
东电一公司

**344.908 MW (NET) GAS-FIRED COMBINED CYCLE POWER STATION
AT BIBIYANA II, BANGLADESH**



中国能建

- NEPC Security In Charge

Annex 10

Photographs

Annex 10 Photographs



SBIIPCL Plant View



SBIIPCL Plant View Under Construction



SBIIPCL Display Board (with vehicle speed limit)



EHS Signs Displayed at Fuel Storage Area



Inside SBIIPCL Plant (Direction & Fire Fighting)



General Safety Banner



Safety Signs



Safety Barrier and Sign



SBIIPCL Plant: Ongoing Construction Work



View of the Labor Camp



View of the Labor Camp Toilet



Fire Extinguishers at Labor Camp



Meeting with EPC Contractor Personnel



Meeting with Workers



Stakeholder Consultation



Consultation with Landowners



Consultation with Sharecroppers



Consultation with Agricultural Laborers



Training on ESMMP and EHS



On-job training on EHS



First Aid Training



First Aid Training