



1. ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT PLAN

This Environment, Health & Safety (EHS) Management Plan is a project specific plan developed to outline Banga Building Materials Limited. (BBML) EHS management processes with respect to operational activities for BBML at Habiganj Industrial Park (HIP). This is a basic plan which comprises the Hazard identification risk assessment, Aspect-impact analysis, roles and responsibilities and corporate procedure. A copy of the EHS Management Plan will be kept at the HIP with the site EHS Officer/Manager and will form a part of the induction process. This EHS Management Plan details the EHS requirements which are to be implemented by BBML for the operation of its manufacturing facility at HIP. This EHS Management Plan will be monitored, reviewed and updated where a change in conditions or requirements occur.

1.1. PURPOSE

The purpose of this plan is to ensure the protection of environment and the health and safety of workers, employees and any other stakeholders at the HIP operation site. It will help both BBML and PDL to identify the environmental impacts, workplace hazards, control risks and also lays down the measures to plan, organize, control, monitor and review EHS performance throughout the life cycle of the operation project.

1.2. SCOPE

This plan is applicable for operational manufacturing activities undertaken by BBML at HIP.

1.3. DEFINITIONS

Hazard Identification: This is the process of examining each work area and work task for the purpose of identifying all the hazards which are “inherent in the job”. This process is about finding what could cause harm in work task or area.

Risk Assessment: Is defined as the process of assessing the risks associated with each of the hazards identified so the nature of the risk can be understood. This includes the nature of the harm that may result from the hazard, the severity of that harm and the likelihood of this occurring.

Environment Aspect: Environmental Aspect is an element of an organization's activities, products or services that can interact with 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.



Personal Protective Equipment (PPE): PPE is equipment designed to protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses and should be considered a last resort to mitigation of risk (after management and engineering control measures have been applied).

Incident: An incident can refer to any event – big or small, intentional or unintentional. An environmental release, health & safety incident or unanticipated impact on a local community can all be described as incidents.

Near Miss: A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage.

1.4. RESPONSIBILITY

BBML Executive Director (ED): Will be responsible for approving the management plan.

Senior Manager (BBML): Will be responsible for implementing and updating this procedure along with the Manager Compliance (EHS- Corporate) and EHS Manager/officer (BBML).

Manager-Production (BBML): Will responsible for imparted induction training and provide support to senior manager production to implement the H&S plan.

Manager-Compliance (EHS)-corporate: Will be responsible for-

- Monitoring and reviewing the implementation of the plan;
- Collecting and recording information on the performance indicators identified as part of this Plan; and
- Monitoring incident-related KPIs and implementing changes as a result of incident / near miss reporting (for continuous improvement).

EHS Manager/Officer (BBML): Will responsible for-

- Implementation of the health and safety Plan; and
- Prepare Hazard identification risk assessment register & Aspect-impact register in accordance with Senior Manager Production, Manager Production and identified job related supervisor.
- Maintain the all checklist related to Environment, Health and Safety plan;
- Impart Training to the responsible person/workers executing the plan.

Detailed roles and responsibilities for each procedure will be specified within the corporate operating procedures for PPE, Electrical Safety, Material Handling, Hot Work, Incident Reporting and Investigation and the Emergency Preparedness and Response Plan and site-specific Environment Management Plan.

1.5. APPLICABLE LEGAL FRAMEWORK

Specific knowledge of legal and other requirements associated with the operation phase tasks are necessary to develop adequate management plans and operational controls to achieve regulatory compliance and improve on site EHS performance. The significant current legislation governing health and safety at the HIP operation site is as follows:

- Bangladesh Environment Conservation Rules, 2023;
- Bangladesh Labor Law, 2006;
- Bangladesh Labor Rules, 2015;
- Bangladesh Fire Prevention and Extinction Act, 2013;
- Bangladesh Fire Prevention and Extinction Rules, 2014;
- Gas cylinder Rules, 1991 and
- IFC Performance Standards and EHS Guidelines.

EHS personnel's will continually monitor (six months wise) legislation for any amendments and new releases implement compliance programs and employee communication, with these changes, as required.

1.6. H&S PRINCIPLES

- Health and Safety policies must be established.
- Employers and workers and other stakeholders must be consulted
- Occupational safety and health programs and policies must aim at both prevention and protection.
- Effort must be made to enhance workers' Physical, Mental and Social well-being.
- Compensation, rehabilitation and curative services must be made available to workers who suffer occupational injuries, accidents and work-related disease.
- Continuous Improvement of occupational safety and health must be promoted.

1.7. HAZARD IDENTIFICATION AND RISK ASSESSMENT

Identification of hazards and evaluation of associated risks are necessary requirements for establishing health and safety objectives and targets, and for setting priorities to mitigate the identified risks to employees and others on an ongoing basis. In this regard, BBML plans to systematically identify hazards and assess risks for the operational phase by using the hierarchy of control in conjunction with safe work procedures to mitigate risks associated with operational activities.

The Hazard Identification and Risk Assessment for the operation phase at HIP will be undertaken by BBML using the following methodology:

- Select the critical job/operations related to operations;
- Identify the potential hazards and associated risk of the selected job/activity;
- Assess the risk significance utilizing a likelihood and severity matrix (Refer **Table 1.7.1, 1.7.2 and 1.7.3**);
- Prioritize the risk based on the significance value; and
- Specify relevant mitigation measures for the managing the high risks.

The hazard identification and risk assessment undertaken for specific jobs will then documented in the template presented in **Table 1.7.4**.

Table 1.7.1: Determining Likelihood Level - Guidance Criteria		
Likelihood	Weightage	Criteria
Highly Unlikely	1	Typically experienced not every year by an individual i.e. frequency more than a year
Unlikely	2	Typically experienced once every year by an individual
Likely	3	Typically experienced once every 2-3 months by an individual
Very Likely	4	Frequently experienced at least once every week by an individual

Table 1.7.2: Determining Severity Level - Guidance Criteria		
Level of Harm	Weight age	Safety
Slightly Harmful	1	Minor first aid, Minor cuts, Superficial injuries

Harmful	2	Major first aids, minor electric shocks and burns, absence from the work < 48 hrs.
Very Harmful	3	Absence from the work >48 hrs/ fractures, electrocution and flash burns
Extremely Harmful	4	Major injury, Fatal/Temporary disability/Permanent disability. Major incidents involving large number of people

Table 1.7.3: Risk Significance				
Likelihood of harm	Severity of harm			
	Slightly harmful (1)	Harmful (2)	Very Harmful (3)	Extremely harmful (4)
Very unlikely (1)	Insignificant	Tolerable	Moderate	Substantial
	1	2	3	4
Unlikely (2)	Tolerable	Moderate	Substantial	High
	2	4	6	8
Likely (3)	Moderate	Substantial	High	Very high
	3	6	9	12
Very likely (4)	Substantial	High	Very High	Very high
	4	8	12	16



Table 1.7.4: Job Specific – Hazard Identification & Risk Assessment Template

Job Name						Date			
Job Description						Job Location			
HS Risk assessment Conducted By						Department			
Special Requirement (if any)						PPE Required			
Task	Potential Hazard	Risks	Risk Assessment (Initial)				Total =L*S	Risk Prioritization	Management Measures
			Risk Priority Number (RPN)		7	8			
			Likelihood (L)	Severity (S)					
1	2	4	5	6	7	8	9		

Similar to H&S risk assessment, the identification of significant operation activities and potential hazards/ impacts that could eventuate during the operation of the Project is central to the selection of appropriate environmental mitigation measures. The hazard identification process involved an assessment of all project activities and associated environmental aspects and resulted in the development of a list of potential environmental hazards and impacts. Once these potential impacts were identified, risk levels were assigned and the appropriate risk mitigation measures were allocated from the relevant sub-plans. The environment aspect selection criteria, risk significance and aspect-impact matrix are presented in **Table 1.7.5; 1.7.6 and 1.7.7** respectively.

Sl. No.	Type of Aspect	Definition	Abbreviation
1	Direct	If the activity is within direct control of BBML.	D
2	Indirect	If the activity is not within the direct control of BBML but within the control of any stakeholder.	I

Sl. No.	Type of Aspect	Definition	Abbreviation
1	Abnormal	Case I: If the aspect is deviating from the desired/legal criteria	A
		Case II: The aspect may not be deviating from desired/legal criteria, yet for further improvement, it may be considered abnormal	
2	Emergency	If the aspect needs immediate attention/preparedness.	E
3	Normal	If the aspect is within the desired/legal criteria.	N

Table 1.7.6: Determination of Environment Risk Significance

Quantity		Occurrence		Impact		Control	
1	Low	1	Rare	1	Low	4	Completely Absent
2	Moderate	2	Occasional	2	Moderate	3	Partially Present
3	High	3	Frequent	3	High	2	Not effective
4	Excessive	4	Continuous	4	Excessive	1	Effective

Quantity	Occurrence	Impact	Control	Score	Significance
4	4	4	4	256	Significant
3	3	3	3	81	Significant
2	2	2	2	16	Insignificant
1	1	1	1	1	Insignificant

1.8. CORPORATE OPERATING PROCEDURES

Based on the risk assessment methodology discussed in **Section 1.7**, BBML has identified the following high-risk activities (Refer **Hazard identification Risk Assessment Register as Document no. BBML-EHS-MP-HIP-O-01.01** related to the operational activities undertaken by BBML at HIP. For each such a specific safe operating procedure (SOP)/management plan (MP) has been developed for implementation at operations site.

Sl. No	Activity	SOP/Management Plan No.
1	PPE	BBML-EHS-MP-HIP-O-01.02
2	Electrical Safety Procedure	BBML-EHS-MP-HIP-O-01.03
3	Material Handling	BBML-EHS-MP-HIP-O-01.04
4	Hot Work	BBML-EHS-MP-HIP-O-01.05
5	Chemical Management Plan	BBML-EHS-MP-Co-02
6	Health Checkup Procedure	BBML-EHS-MP-HIP-O-01.06
7	Accident Investigation Procedure	BBML-EHS-MP-HIP-O-01.07
8	ODS Management Plan	BBML-EHS-MP-Co-06
B	Environment	
1	Solid Waste Management Plan	BBML-EHS-MP-HIP-O-01.08
2	Air Emission Management Plan	BBML-EHS-MP-HIP-O-01.09
3	Noise Management Plan	BBML-EHS-MP-HIP-O-01.10
4	Waste Water Management Plan	BBML-EHS-MP-HIP-O-01.11

1.9 INCIDENT / NEAR MISS REPORTING & INVESTIGATION

Investigating a work site incident— a fatality, injury, illness, or near miss — provides employers and workers the opportunity to identify hazards in their operations and shortcomings in their safety and health programs. Most importantly, it enables employers and workers to identify and implement the corrective actions necessary to prevent future incidents. Incident investigations that focus on identifying and correcting root causes also improve workplace morale and increase productivity, by demonstrating an employer’s commitment to a safe and healthy workplace.

In view with aforesaid objective, BBML has developed a stand-alone Incident Reporting and Investigation Procedure to identify and control the hazards in a workplace, and in order to emphasize continual improvement in health and safety performance. A copy of the said

procedure is referred to as Management Plan No. **BBML-EHS-MP-HIP-O-01.07** for reference.

1.10 EMERGENCY PREPAREDNESS & RESPONSE

Emergencies that could result in an accident or incident causing injuries, illnesses, or environmental impacts, or that could cause health and safety risks or environmental impacts, need to be considered in the H&S Plan.

BBML has established and maintains operational controls to identify the potential for and responses to accidents, incidents, and emergency situations, and to prevent and mitigate the likely associated injury, illness, and adverse health and safety impacts. For details refer to the Emergency Preparedness and Response plan as provided in Management Plan No. **BBML-EHS-MP-HIP-O-01.14**

1.11 TRAINING

BBML will provide training to assure the requirements of Bangladeshi regulations, World Bank Group EHS Guidelines and company policies/procedures are met and to continuously evaluate employee training needs to keep workers safe and healthy on the job. In this regard, employees and workers will be made aware of the following components by the BBML EHS Officer/Manager:

- Importance of conformance to requirements of the H&S Management Plan, World Bank IFC EHS Guidelines and Company HSE policies;
- Hazard Identification & Risk Assessment procedure;
- Aspect-impact analysis;
- Incident and injury reporting;
- Personal Protective Equipment maintenance and use;
- Emergency Preparedness & Response procedures;
- Specific information and training related to the jobs and tasks of an employee, such as safe operating procedures, codes of practice and certification (if required);
- Applicable H&S legal requirements; and
- Their specific roles and responsibilities in achieving compliance.

In order to comply with the aforesaid objective, the training plan will include

- **New Employee Orientation:** New employees will receive training on the company health and safety management system, safe work practices and expectations, and specific safety and health training for the tasks that they will perform. On completion

of the orientation training, each workers/employee at the operation site is required complete and sign an induction checklist (Refer **Annex 1.1**) records of which will be maintained by the BBML-HIP EHS Officer/Manager.

- After inspecting a job site, the site EHS Officer/Manager will identify and evaluate all potential hazards with the potential to cause accidents and / or serious injuries. Based on the inspection, the training needs of the workers will be identified and a Training Plan developed (Refer **Table 1.11.1**).
- **Toolbox Talks:** Toolbox talks will be conducted regularly (weekly/daily) by Senior Manager, Production along with BBML-EHS officer and recorded in a format presented in **Annex 1.2**. Topics covered will include: the safe work practices necessary for that day's work; any safety concerns workers may have and brief refresher training on relevant safety topics (topics to be provided by the EHS Officer/Manager).
- **Visitor Induction:** For all visitors, the BBML EHS Officer will arrange for a compulsory visitor induction program to provide all visitors with a general awareness of the site health and safety risks and to ensure their health, safety and security at all times. The personnel imparting visitor induction are required to maintain a checklist as specified in **Annex 1.3**.



Table 1.11.1: BBML H&S Training Plan Format

Employee/Worker	TRAINING REQUIRED		
	Specific training required	Planned completion date	Actual completion date

Records will be maintained for all training sessions, including descriptions of topics covered and names of workers trained in the format presented in **Table 1.11.2**. The EHS Officer/Manager or other designated site person (Site Engineer/Supervisor) will appraise the skill and knowledge level of exposed workers, and provide any additional training required.

Table 1.11.2: BBML H&S Training Record Format

Name of Employee:			
Occupation:			
Training Subject (and key points covered)	Training Date	Refresher Training Date	Signature to confirm training delivered and understood
			Employee: Supervisor:
			Employee: Supervisor:

1.8. MONITORING AND REVIEW

The H&S Plan will be reviewed on an annual basis by the BBML Factory Head along with Project in Charge, Senior Manager Safety and Compliance and EHS Officer/Manager. The performance of the site will be monitored against the following Key Performance Indicators (KPIs):

- **Lost time (in hours) due to accidents (including fatalities);**
- **Lost Time Injury (LTI) – Frequency Rate**
- **Number of fatalities;**
- **Number of reportable accidents; and**
- **Total of hours of Health and Safety training in the month; and**

- **Number of grievances raised with respect to Health and Safety.**

The aforesaid indicators will be tracked and recorded on a monthly basis by the BBML EHS Officer/Manager and compared with the standards specified under Bangladeshi health and safety regulations and/or industry best practices. To this regard, BBML along with PDL will conduct weekly site safety inspection using a standard inspection checklist (Refer **Annex 1.4**) and corrective action plan developed and implemented.

1.9. RECORDS & REPORTING:

SL. NO.	DOCUMENT NAME	RESPONSIBLE PERSON	FREQUENCY
1	Hazard Identification & Risk Assessment register	BBML EHS officer	3 MONTHS / WHEN CHANGES TAKE PLACE
2	TRAINING RECORDS	ASSISTANT MANAGER - EHS	AS PER CALENDAR
3	WORKPLACE INDUCTION CHECKLIST (ANNEX-1.1)	MANAGER – HRM	ON THE BASE OF REQUIREMENTS
4	TOOL BOX TALK RECORD (ANNEX-1.2)	ASSISTANT MANAGER – EHS	DAILY/WEEKLY
5	VISITOR INDUCTION CHECKLIST (ANNEX-1.3)	MANAGER – HRM	ON THE BASE OF REQUIREMENTS
6	H&S SITE INSPECTION CHECKLIST (ANNEX-1.4)	ASSISTANT MANAGER – EHS	MONTHLY
7	ENVIRONMENT SITE INSPECTION CHECKLIST (ANNEX-1.5)	ASSISTANT MANAGER – EHS	MONTHLY
8	MONTHLY HSE PERFORMANCE REPORT (ANNEX-1.6)	ASSISTANT MANAGER – EHS	MONTHLY
9	KPI	ASSISTANT MANAGER – EHS	MONTHLY
10	GRIEVANCE RECORD	ASSISTANT MANAGER – WELFARE	MONTHLY

1.10. REFERENCE:

- Bangladesh Labor Law, 2006;
- Bangladesh Environment Conservation Rules, 2023
- Bangladesh Labor Rules, 2015;
- Bangladesh Fire Prevention and Extinction Act, 2013;
- Bangladesh Fire Prevention and Extinction Rules, 2014; and
- World Bank Group IFC Performance Standards and EHS Guidelines.

1.11. APPROVING AUTHORITY:

Executive Director (ED) of BBML is responsible for approving this Plan.

Annex 1.1: Workplace Induction Checklist

Company name:			
Employee/Worker Name:		Position/job title:	
Employment start date:		Site Supervisor/EHS Manager:	

This workplace

I have been shown/introduced to:

- My supervisor/manager
- Other employees
- Key jobs, tasks and responsibilities
- Work area, toilets, eating and drinking facilities
- Where to make phone calls and collect messages

Employment conditions

I know about:

- Work times and meal breaks
- Rates of pay and how payment is made
- Leave entitlement
- Sick leave and who to call if I'm sick

Health and safety

I have been shown:

- How to do my job safely, including the use of guards and other safety equipment
- The safety signs and what they mean
- How to safely use, store and maintain safety equipment
- How to safely use, store and maintain equipment, machinery, tools and hazardous substances

I know:

- My responsibilities as an employee
- Who my health and safety representatives and committee members are
- When the health and safety committee meet
- Where health and safety information are kept

Hazards

I know:

- The hazards in my workplace
- The controls for these hazards
- How to report hazards
- Where records of hazards are kept
- The procedures for working safely
- I will receive the results of personal health monitoring

Emergencies

I am familiar with:

- The location of the emergency exits
- The location of the fire extinguishers
- The evacuation procedure
- The first-aid kit and its location
- Who can provide first-aid (if applicable)

My assembly area is:

My emergency coordinators are:



Incidents and injuries

I know:

- To report injuries, near hits and misses and early signs of discomfort and how to report them
- Where incident/injury forms are kept
- Who I report to
- Reports will be investigated and I will be informed of the results

Signed by employee/worker:		Date:	
Signed by Site Supervisor/EHS Manager:		Date:	



Annex 1.2: Tool Box Talks (TBT) Record Format

RECORD OF TOOL BOX TALK			
Workplace:		Date:	
Name of supervisor or presenter:		Time:	
PEOPLE PRESENT			
Name	Signature	Name	Signature
Topics discussed and feedback			
<p>(The following are examples of potential subject matters: workplace specific risk assessment, specific activity training, SOPs, safety of vehicle loading and unloading, traffic management and parking, overhead electric lines, underground services, falls, safe delivery, documentation and workplace security. You can add or delete more subject matters as appropriate).</p>			
Comments/Feedback			

Annex 1.3: Visitor Induction Checklist

No	Items covered	Yes	No	N/A
1.	Has the visitor signed in at the site office or a record made of their presence at the workplace?			
2.	Have you shown the visitor what to do in an emergency? Including: <ul style="list-style-type: none"> • how to contact help at the workplace, and • how an emergency is raised? 			
3.	Have you shown the visitor the location of the emergency assembly point and evacuation routes?			
4.	Have you shown the visitor the location of the first aid facilities/kits and how to obtain treatment or assistance?			
5.	Have you explained to the visitor what to do if you become separated?			
6.	Does the visitor have the correct PPE as applicable? e.g.: <ul style="list-style-type: none"> • Hardhat • Safety glasses • Safety boots • Long sleeve shirt, and • High visibility vest? 			
7.	Does the visitor know how to wear the PPE correctly?			
8.	Have you identified the major hazards and no-go zones at the workplace?			
9.	Do they have any further questions or need clarification on any point?			

Annex 1.4: Health & Safety Site Inspection Checklist

Project Name		Location	
Inspection Date		Inspected by	

Sl. No.	Questions	Y	N	NA	Observations (best practices, non-conformances, mitigation measures etc)
A	Work at height				
1	Have potential or existing hazards been identified and the risks assessed of anyone falling from heights?				
2	Have alternative ways of carrying out the work been considered?				
3	Whether the persons performing work at height are medically fit do so?				
4	Whether the persons performing work at height have received adequate H&S training?				
5	Whether Permit to Work has been issued to the persons working at height?				
6	Whether the persons working at height are using suitable PPE?				
7	Whether every open side or opening into or through which a person may fall is covered or guarded by an effective barrier to prevent falls?				
8	Where covers are used for openings, are these covers securely fixed to prevent accidental displacement?				
9	Where any work at height is to be carried out, is safe means of access to and egress provided?				
10	Is there adequate supervision to ensure that safe work practices for working at heights are in place?				

Sl. No.	Questions	Y	N	NA	Observations (best practices, non-conformances, mitigation measures etc)
B	Usage of Scaffolds				
1	Scaffold components, planking/decking in good condition? Planks graded for scaffold?				
2	All scaffold components in place and no defects?				
3	Competent person in charge of erection/inspection of the scaffolds?				
4	Scaffold legs braced, with braces properly attached?				
5	Whether the working platform of the scaffolds has been provided with top rail, mid rail and toe guard?				
6	Whether the scaffolding platforms have adequate mechanical strength to bear the load of persons working on the platform?				
7	Whether Visual checks done regularly to verify clamps secured in place?				
8	Whether Scaffold secured to structure to prevent movement?				
9	Whether Safety harnesses available for use when needed?				
10	Are wheel brakes operable, and have employees been instructed to set brakes while in use?				
11	Whether the workforce has been instructed on the safety procedures while using movable scaffolds?				
12	Whether scaffolding platform have been provided keeping in mind its proximity to live electrical lines?				

Sl. No.	Questions	Y	N	NA	Observations (best practices, non-conformances, mitigation measures etc)
C	Usage of Ladders				
1	Whether any parts of the ladder broken, cracked or splintered?				
2	Are there any defects in the side rails, rungs or other parts?				
3	Are there any missing or broken rungs?				
4	Are there any makeshift repairs on the ladder?				
5	Are there any worn, damaged or missing feet?				
6	Do the ladders have slip-resistant rubber or plastic feet?				
7	Whether the workman maintaining three (3) point contacts while using the ladder?				
8	Have workers been trained to carry and erect ladders?				
9	Whether the ladder is placed on a firm, dry, level surface?				
10	Are workers checked to ensure they keep their body facing the ladder at all times, centred between rails?				
11	Are workers checked to ensure they do not reach too far forward or sideways or stand with one foot on the ladder and the other one on something else?				
12	Are workers checked to ensure that they use a shoulder bag, belt holster or belt hook to carry any tools up ladders?				
13	Are workers checked to ensure they wear the proper footwear for working on ladders?				
14	Are workers aware they should never use ladders in a strong wind or rain?				

Sl. No.	Questions	Y	N	NA	Observations (best practices, non-conformances, mitigation measures etc)
D	Hot Work				
1	Whether Permit to work has been issued for Hot Work?				
2	Whether a Fire watch is present till 30 minutes following the completion of hot work?				
3	Whether the equipment used for hot work is in good condition?				
4	Whether two (2) 5/6 kg ABC type fire extinguishers at the work area?				
5	Whether barricading and sign posting has been done in the area where the hot work is conducted?				
6	Whether the working atmosphere is monitored for the presence of any flammable gases before hot work begins near hazardous area?				
7	Whether fire-resistant shields or guards are provided when hot work is conducted near flammable gas pipelines/fixed storage of combustible materials?				
8	Whether flammable liquid, dusts, oily deposits have been removed from the place where hot work is planned?				
9	Whether the persons engaged in performing hot work, have received adequate H&S training?				
10	Whether the persons involved in performing hot work using suitable PPE?				
11	Whether adequate ventilation is available in work area where hot work is being performed?				

Sl. No.	Questions	Y	N	NA	Observations (best practices, non-conformances, mitigation measures etc)
E	Electrical Safety				
1	Are all electrical fuse/junction boxes in the factory secuBBMLy fixed, closed and undamaged?				
2	Are fuses, circuit breakers and other electrical devices correctly rated for the circuit they protect?				
3	Is access to fuse boxes prevented and the key held by a responsible person?				
4	Do main switches readily accessible and clearly identified, with all workers know how to use them in an emergency?				
5	Are all electrical installations checked periodically and repairs carried out by a competent electrician?				
6	Are there any cables or wires without proper casing, found in the factory?				
7	Are any electrical wires improperly spliced or taped?				
8	Is electrical equipment properly grounded to prevent electrocution or fire?				
9	Are any electrical wires found in damp areas or standing water?				
10	Are any electrical wires obstructing aisles or passageways?				
11	Are all visible electrical wires secuBBMLy fixed?				
12	Do employees inspect their power tools, extension cords, and portable GFCIs (worn insulation, bent/ missing pins, etc.) before use?				
13	Whether Lock Out- Tag Out arrangements implemented for				

Sl. No.	Questions	Y	N	NA	Observations (best practices, non-conformances, mitigation measures etc)
	working on electrical installations?				
14	Whether workers use appropriate PPE while working on electrical installations?				
15	Whether the workers have received adequate training on Electrical Safety?				
F	Chemicals Management				
1	Whether the chemicals stored at the site have been approved by BBML Quality department and EHS?				
2	Whether a Chemical compatibility study for the chemicals been conducted?				
3	Are all containers properly closed and secured?				
4	Are all containers in good condition and free of leaks or spillage?				
5	Do all chemical containers/storages are appropriately labelled?				
6	Are exhaust ventilation systems in use to reduce the levels of dusts, fumes, mists or vapours in the sections?				
7	Is MSDS available and displayed at all chemical storage areas?				
8	Are there any medical surveillance programmes undertaken with the workers who use these chemicals?				
9	Are spill prevention and control measures have been implemented at all chemical storage areas?				
10	Whether spill kits are available at the storage area?				
11	Where flammable materials are stored, are there adequate 'flammable' and 'no				

Sl. No.	Questions	Y	N	NA	Observations (best practices, non-conformances, mitigation measures etc)
	smoking' signs?				
12	Are grounding straps used on any flammable liquid drums?				
13	Whether the persons handling chemicals have received adequate training on Chemical management?				
14	Whether emergency safety shower and eye wash arrangement have been provided?				
G	On-site traffic Management				
1	Whether the vehicular speed within internal access roads conforms to the speed limit of 10km/hr?				
2	Whether the site has allocated dedicated person/ security staff for traffic management inside the premises?				
3	Whether road markings have been provided indicating the passage way for vehicles?				
4	Whether there is dedicated passage way for the pedestrian?				
5	Whether the pedestrians are observed to be using the dedicated passage way?				
6	Whether material storage observed on the dedicated pedestrian passage way?				
7	Whether the site has provided view/ convex mirror in blind turns inside the premises?				
8	Whether the site uses safety cones / safety barrier to segregate traffic?				
9	Whether speed breakers have been provided at specific locations?				
10	Whether the drivers (of the vehicles)				

Sl. No.	Questions	Y	N	NA	Observations (best practices, non-conformances, mitigation measures etc)
	entering the site have valid driving license and vehicle fitness certificate?				
11	Whether the drivers (of the vehicles) have been briefed about H&S requirements of the site?				
12	Whether there is a mechanism to check vehicle license and vehicle fitness certificate?				
13	Whether a vehicle in and out registers maintained at the security gate?				

CORRECTIVE & PREVENTIVE ACTION PLAN

Sl. No.	Action to Be Taken	Responsibility	Timeline

Reviewed By: _____

Approved By: _____

Annex 1.5: Environment Site Inspection Checklist

Project Name		Location	
Inspection Date		Inspected by	

Sl. No.	Questions	Y	N	NA	Observations (best practices, non-conformances, mitigation measures etc.)
A	Solid Waste Management				
1	Is all solid waste being generated from operation activities adequately segregated and stored in a central waste storage yard?				
2	Is the central waste storage facility covered, paved and provided with proper signage?				
3	Have appropriate spill prevention and control measures viz. secondary containment, spill kits etc. been implemented at all hazardous waste storage areas?				
4	Does the facility maintain updated records for generation, storage and disposal of waste in accordance to management plan requirements?				
5	Has the facility engaged approved third-party vendors for waste disposal?				
6	For food waste subjected to composting, are all necessary parameters being checked on a periodic basis as per the management plan requirements?				
B	Chemicals Management				
1	Are all chemical containers/ storage areas appropriately labelled?				
2	Are MSDS available and displayed at all chemical storage areas?				

Sl. No.	Questions	Y	N	NA	Observations (best practices, non-conformances, mitigation measures etc.)
3	Have spill prevention and control measures been implemented at all chemical storage areas?				
C	Others				
1	Has the site conducted training on environmental management plans and are records of the same being maintained?				
2	Has the site recorded and reported any environment incident to the regulators and/or stakeholders?				
3	Has there been any communication received by the site from regulators owing to any regulatory non-compliance or deviation?				

CORRECTIVE & PREVENTIVE ACTION PLAN

Sl. No.	Action to Be Taken	Responsibility	Timeline

Reviewed By: _____

Approved By: _____

1.6 MONTHLY HEALTH, SAFETY & ENVIRONMENT PERFORMANCE REPORT

Project Name		Location	
For Month of		Prepared by	

Sl. No.	Parameters/Components	Observation/Comments
A	Environment	
1	Air Emissions <i>(status of ambient air quality monitoring, implementation of measures to control point source and fugitive emissions, etc.)</i>	
2	Noise Emissions <i>(status of ambient and source noise quality monitoring, implementation of measures to control high noise generation from operation activities etc.)</i>	
3	Waste Water Treatment & Disposal <i>(status of reuse/recycling of waste water, waste water treatment measures, summary of liquid effluent monitoring results etc.)</i>	
4	Solid Waste Generation & Disposal <i>(status of waste segregation & storage, disposal through approved vendors, maintenance of waste tracking sheet, challenges in disposing of hazardous waste in licensed facilities etc.)</i>	
5	Chemical Storage and Handling <i>(use of sign ages/labelling for chemical containers, availability of MSDS, implementation of spill prevention & control measures etc.)</i>	

Sl. No.	Parameters/Components	Observation/Comments																										
6	Energy and Water Consumption / Green House Gas (GHG) Emissions <i>(data on water consumption and describe sources of water per each water use, efforts made for resource optimization)</i>	<table border="1" data-bbox="807 387 1476 779"> <thead> <tr> <th data-bbox="807 387 1038 454">Utility Type</th> <th data-bbox="1038 387 1153 454">Unit</th> <th colspan="2" data-bbox="1153 387 1476 454">Monthly Consumption</th> </tr> </thead> <tbody> <tr> <td data-bbox="807 454 1038 517">Natural Gas</td> <td data-bbox="1038 454 1153 517">m³</td> <td colspan="2" data-bbox="1153 454 1476 517"></td> </tr> <tr> <td data-bbox="807 517 1038 580">Diesel</td> <td data-bbox="1038 517 1153 580">liter</td> <td colspan="2" data-bbox="1153 517 1476 580"></td> </tr> <tr> <td data-bbox="807 580 1038 642">Ground Water</td> <td data-bbox="1038 580 1153 642">m³</td> <td colspan="2" data-bbox="1153 580 1476 642"></td> </tr> <tr> <td data-bbox="807 642 1038 705">Electricity</td> <td data-bbox="1038 642 1153 705">MWh</td> <td colspan="2" data-bbox="1153 642 1476 705"></td> </tr> <tr> <td data-bbox="807 705 1038 779">GHG Emissions</td> <td data-bbox="1038 705 1153 779">Tons</td> <td colspan="2" data-bbox="1153 705 1476 779"></td> </tr> </tbody> </table>			Utility Type	Unit	Monthly Consumption		Natural Gas	m ³			Diesel	liter			Ground Water	m ³			Electricity	MWh			GHG Emissions	Tons		
Utility Type	Unit	Monthly Consumption																										
Natural Gas	m ³																											
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GHG Emissions	Tons																											
6	Environmental Trainings <i>(details of training conducted, environmental aspects covered, total number of attendees etc.)</i>																											
7	Key environmental observations/findings from periodic site inspections/external audits/regulatory visits (if any)																											
8	Ongoing and planned environmental initiatives for the next month																											
9	Details of environmental incidents occurred, if any																											
B	Health & Safety																											
1	Status of Health & Safety KPIs	This Month	Previous Month	Total																								
a	Total number of workers																											
b	Total hours worked - annual																											

Sl. No.	Parameters/Components	Observation/Comments		
c	Total number of lost time occupational injuries ¹			
d	Total number of lost workdays ² due to injuries			
e	Lost time injury frequency ³			
f	Fatalities			
g	Vehicle Collisions			
h	Health & Safety Training Hours			
i	Number of H&S BBMLated grievances			
j	Number of Tool Box Talks conducted			
k	Total number of workers inducted			
2	Detail of emergency drills conducted, if any.			
3	Status of use and maintenance of personal protective equipment (PPEs) by workforce.			
4	Status of medical examination of workforce			
5	Details of safety committee meetings being held (<i>meeting date, key issues/concerns discussed, action agreed upon etc.</i>)			
4	Key H&S observations/findings from periodic site inspections/external audits/regulatory visits (if any)			

¹ A *lost-time injury* (LTIs) is the incapacity to work for at least one full workday beyond the day on which the accident or illness occurred.

² *Lost workdays* are the number of workdays (consecutive or not) beyond the date of injury or onset of illness that the employee was away from work or limited to restricted work activity because of an occupational injury or illness.

³ The number of *lost time injuries* (LTIs) recorded for Project workers per million man-hours worked by them. LTI Frequency Rate = injuries per million hours worked = # of lost time accidents x 1,000,000 hours / total man-hours worked).

Sl. No.	Parameters/Components	Observation/Comments
5	Ongoing and planned H&S initiatives for the next month	
6	Details of H&S incidents/emergency occurred, if any along with corrective/preventive actions adopted along with lessons learn.	