1 OBJECTIVE AND SCOPE

This specification defines Employer's requirements to Contractor's health, safety, environmental and social (HSES) management system.

The objective is to ensure that adequate precautions are taken to avoid accidents, occupational illness, and harmful effects on the environment and on local communities during Contractor work. It is also to assure that satisfactory emergency planning is done, and adequate means are taken to secure contract objects.

The requirements in this specification shall apply to Contractor's Subcontractors at any tier.

2 REFERENCES

2.1 Normative

1. Code of Practice for Safety in Tunnelling in the Construction Industry. BS 6164, British Standards Institution, London

2. Project specific Environmental and Social Impact Assessment and Environmental Management and Action Plan, Monitoring program, Authority Permits as applicable.

3. The UN Global Compact's ten principles on human rights, labour standard, the environment and corruption

2.2 Informative

1. Occupational Health and Safety Management Systems – Requirements. OHSAS 18001:2007, OHSAS Project Group, London.
2. Environmental management systems - Requirements with guidance for use. ISO 14001:2004, International Organization for Standardisation, Geneva.
3. Policy on Social & Environmental Sustainability. International Finance Corporation, April 30, 2006, Washington, DC.
4. Performance Standards on Social & Environmental Sustainability. International Finance Corporation, April 30, 2006, Washington, DC.
5. Safe working in tunnelling. ITA Guidelines.
6. TLVs and BEIs. ACGIH.
7. Code of Conduct. SN Power.

3 DEFINITIONS

Accident: A sudden, unintended event or chain-of-events that results in injury, and/or business interruption, and/or damage to property, the environment or a third party.

Area of influence: Area as defined in the ESIA encompassing as appropriate: (i) the primary project site(s) and related facilities; (ii) associated facilities whose goods or services are essential for the successful operation of the project; (iii) areas potentially impacted by project-related developments; and (iv) areas potentially affected by impacts from unplanned but predictable developments caused by the project.

Consequence categories: Incidents are divided into three categories depending on their severity or potential severity. The table below gives the criteria for classifying the incidents.

Major	Medium	Minor
Fatality or serious personal injury, which leads to permanent disability and/or permanent working incapacity. Occupational illness which leads to or may lead to death, permanent disability or reduced working capacity. Emissions/discharge which can lead to long-term damage and/or significant short-term damage. Security breach or community relations incident with major consequences to reputation, cost or progress. Extensive damage to assets and infrastructure.	Personal injury without permanent disability, but with temporarily reduced working capacity. Occupational illness without permanent disability but with temporarily reduced working capacity. Emissions/discharge which can lead to short-term local damage. Security breach or community relations incident with moderate consequences to reputation, cost or progress. Moderate damage to assets and infrastructure.	First aid where the working capacity is not reduced. Occupational illness, which requires simple treatment but which does not reduce working capacity. Unintentional emissions/discharge above the permitted emissions but with no proven damage. Security breach or community relations incident with minor consequences to reputation, cost or progress. Minor damage to assets and infrastructure.

Contractor's personnel: Contractor employees at site comprise all personnel performing field activities, i.e. the main contractor's, subcontractor's and/or vendor's personnel.

Employer's personnel: Employer personnel at site comprise the site team, and other personnel reporting to Employer representative at site.

Engineer: Employer's technical representative at site.

Environmental and social impact assessment (ESIA): A document provided by the Employer analysing the potential social and environmental risks and impacts of the project. Actions from the ESIA have been implemented in the Environmental Management and Action Plan and Monitoring program.

Environmental management and monitoring plan (EMAP): The EMAP is a component of the Environmental and Social Impact Assessment. It includes potential environmental impacts to occur during construction and operational phases and the mitigation measures to be taken for prevention or minimization of these impacts. The EMAP also includes the principles for public consultation meetings with the local people, who may be affected from the project, and the representatives of local non-governmental and governmental organizations.

Hazard: Source, situation or act with a potential for harm or ill health.

HSES program: A management system document describing:
- □ Policy and goals related to health, safety, environment and local community relations
- □ Statutory and other governing requirements
- □ Organisation and responsibilities
- □ HSES activity plan for the Works
- □ HSES procedures and requirements
- □ Security provisions.
- □ Emergency preparedness
- □ Disciplinary reactions

Incident is a collective term including accident, work related illness, security breach, community relations incident and near miss.

Lost-time injury (LTI): Injury (including fatality) at work that leads to unfitness for work and absence beyond the day of the accident. Even if the next day is planned free time such as weekend or public holiday, the injury is to be recorded as a LTI.

Medical treatment case (MTC): Injury at work that requires treatment by a doctor, or nurse in consultation with a doctor, before the injured person resumes normal work.

Unwanted occurrence (incl. near miss): Any near accident, unsafe act or hazardous condition reported by employees. Reports by personnel with the duty to follow up on HSE (safety inspectors etc.) and reports from regular inspections shall not be included.
Occupational illness: An abnormal health condition or disorder (mental or physical) that is caused or aggravated by exposure to working environment factors.

Other injuries: Injury at work, where the injured person resumes normal work the same day without medical treatment. (These are often injuries requiring first aid.)

Principal Contractor: The Contractor with overall responsibility for ensuring that Work at the site is planned, organised, performed and documented in compliance with regulatory requirements, HSES requirements in the Contract and Contractor's HSES program.

Restricted work case (RWC): Injury at work that does not lead to absence beyond the day of the accident, because of alternative job assignment or reduced work. (The incident may have required medical treatment.)

Risk: Combination of likelihood of an occurrence of a hazardous event or exposure and the severity of loss that can be caused by the event or exposure.

Risk assessment: Process of evaluating the risks arising from hazards, taking into account the adequacy of existing controls, and deciding whether or not the risk is acceptable.

Security threat: Criminal activity directed at Contractor's activities including illegal access, theft, kidnapping, extortion, terrorist action or other threat of criminal activity.

Total recordable injuries (TRI): The sum of LTI, RWC and MTC (see above for definitions).

TRI-rate: Number of TRI's x 1000000 / Number of man-hours worked

Rate of Reporting of Unwanted Occurrences (RUO-rate): Number of reported unwanted occurrences x average number of working hours per employee and year / Number of man-hours worked

4 RESPONSIBILITIES

4.1 Contractor

The activities carried out by contractor shall fully comply with statutory, contractual obligations and the contractor's own requirements related to avoidance of losses of human life and health, economic assets, the environment or contract objects.

This implies that contractor shall systematically work for HSES in accordance with established principles of quality assurance. Contractor shall ensure management commitment and attention to HSES matters in all phases of the work. Contractor's organisation shall reflect the implementation of HSES matters as a line management responsibility at all levels.

Contractor shall comply with the legislation in the country where the site is located, and ensure that each Subcontractor working on the contract complies with the legislation. If the requirements stated in this document are less stringent than, or in conflict with, the country's legislation, the latter shall apply.

Contractor' HSES policies shall harmonize with relevant Employer HSE and CSR policies, see Appendix 4.

A Principal Contractor will be nominated by Employer to have the overall responsibility for co-ordinating the Work at the site so that the provision in Contractor's HSES management program are complied with. For hydropower projects, this is normally the Civil Contractor. The Principal Contractor is also fully responsible for co-ordinating the HSES activities of each contractor at the site and for security and emergency preparedness at the site.

Contractor shall ensure that each Subcontractor plans, organises, performs and documents its HSES management system so that its own and other employers' personnel, the environment and property is protected in accordance with Contractor's HSES program. The Subcontractors' plans shall be approved by Contractor and submitted to Employer.

The same responsibilities apply to Contractor's Sub-contractors.

4.2 Employer's personnel

Employer's personnel shall comply with the HSES requirements at the site.

5 REQUIREMENTS

5.1 Planning of work and use of risk assessment

Contractor shall ensure that work methods, sequence and schedule are adequate with a view to achieving a satisfactory HSES standard during construction. Contractor shall ensure that critical operations within his scope of work, which could lead to accidents with major loss, are systematically identified, analysed, evaluated and documented at the planning stage and by use of a recognised risk assessment method such as Job Safety Analysis, and that adequate control measures are taken.

Prior to the performance of work tasks involving risk of major accidents, risk assessment such as Job Safety Analysis shall be undertaken and results shall be implemented in relevant job procedures.

5.2 HSES program

Contractor shall have a HSES program for the Works. The program shall cover the items Appendix 1 (where relevant in accordance with the Works). The applicable site HSES goals, and the activities necessary to achieve these goals, shall be defined in the HSES program.

Contractor shall submit the HSES program to Employer within 28 days of the Commencement Date for verification and acceptance and respond promptly to Employer's comments to the program. Contractor shall have an accepted HSES program before start of construction at the Site. The Contractor shall review and update the program regularly, with Employer's acceptance, to ensure that the program will continue to give adequate guidance during the life of the Contract.

If Employer in the contract has defined more stringent HSES goals or requirements than contractor normally practises, the former shall apply.

5.3 Authority permits

Contractor shall establish a schedule for obtaining all required authority permits under Contractor's responsibility and report in monthly progress report.

5.4 Management of subcontractors

The Contractor shall assess the HSES qualifications and performance records of its Subcontractors and dimension HSE follow-up accordingly.

The Contractor shall manage and follow-up of Subcontractors' HSES performance in order to ensure that Contractor's HSES Policy and goals are met. This shall include regular audits of Subcontractors.

5.5 Personal HSES handbook

The Principal Contractor shall issue a personal HSES handbook in English and the local language. Visual aids shall be used as required to communicate with illiterate workers (if relevant). It shall provide information on health, safety, environmental and emergency procedures and rules of interaction with local communities that all personnel working on the site are required to know. The Principal Contractor shall ensure that this is distributed and its content introduced to all personnel working at the site. Visitors to the site shall be given adequate information on HSES requirements applicable to the site.

Each Contractor shall ensure that all his employees are fully conversant with the applicable rules and regulations at the site. The Contractor shall enforce the rules and regulations through disciplinary action in case employees are breaching such rules and regulations.

5.6 HSES induction and training

Principal Contractor shall establish an HSES induction program for all personnel that are going to work within the Site including Employer, Engineer and other contractor personnel. The course shall cover specific hazards at the site, health, safety and environmental and emergency preparedness procedures, incident reporting routines and rules of interaction with local communities. While Principal Contractor has the responsibility for the execution of the induction program for own, subcontractor and Employer and Engineer personnel, each contractor shall be responsible for the execution of the induction program for own and subcontractor personnel. Visitors to the site shall be given a briefing on essential safety, security and emergency preparedness routines at site by Principal Contractor.

Principal Contractor shall establish and operate a register of all personnel and visitors that have passed this induction or briefing, and issue designated identification cards that shall be required for access to the Site.

All contractors shall provide HSES training of its management personnel and workers in order to ensure that Work is managed and executed by qualified individuals with adequate skills. All training shall be documented.

5.7 Reporting of incidents

Contractor shall have a documented procedure for reporting and handling of incidents occurring during and outside work hours. The procedure shall include the following items:

- Notification, investigation, documentation and reporting of incidents, and development and implementation of actions to prevent recurrence and to improve the HSES management system.

- Definition of types of incidents to be documented and reported.
- Form to be used by contractor and subcontractors in the documentation of individual incidents. The form shall include the information given in Appendix 2 (informative).
- Responsibility.

All medium and major incidents shall be reported without delay to Employer. This also includes incidents that have or are expected to have material impact on the implementation or operation of the Project in accordance with the IFC Performance Standards.

5.8 Contractor's HSE inspections

Contractor shall establish a HSE inspection plan to ensure safe working conditions in accordance with Contract and Contractor's HSES program and in compliance with rules and regulations. The plan shall identify participants and frequencies. Line management and worker representative(s) shall participate as a minimum and regular participation by site middle- and top management shall be ensured.

Weekly inspections are recommended. Other inspection frequencies may be chosen when appropriate.

Employer has the right to participate in the inspections.

HSE topics to be inspected and inspection findings shall be documented. Proper follow-up of inspection findings shall be ensured.

5.9 General working conditions

Contractor shall ensure that the general working conditions meet the requirements in Appendix 3.

5.10 Personal protective equipment and clothing

Minimum requirement to Personal Protective Equipment (PPE) for all personnel at site (does not apply inside offices and vehicles outside tunnels) are:

- Protective helmet
- Protective footwear/safety boots
- Working clothing with strong colours and wide reflecting bands (similar vests shall be used by visitors)
- Adequate winter clothing

Additional PPE such as ear, eye and respiratory protection or fall protection shall be provided when required to avoid occupational accidents or illnesses as stipulated in regulatory requirements, material safety data sheets or Job Safety Analysis.

PPE shall meet international (e.g. ANSI / EU) standards in order to give adequate protection.

Contractor shall provide PPE for all own personnel. The Principal Contractor shall, in addition, provide PPE to the Engineer, the Employer's staff and representatives and any authorized visitors to the Site, for a total number of 30 persons.

5.11 Transportation safety

The Principal Contractor shall provide a Transportation safety management plan for all transportation inside the site. It shall also cover personnel and materials transportation between the site and the main national highway system as agreed with Employer.

The provisions in the plan shall be based on a risk assessment and cover:

- Safety standard of construction roads
  - Road width and radius, considering maximum width of vehicles and traffic direction (one / two ways)
  - Maximum slope
  - Road side barriers
  - Protection against soil slide, falling rocks, avalanches
- Qualification requirement to drivers, issuing of project specific driver's license
- Establish and enforce traffic safety rules
  - Traffic signs (speed limits, other restrictions and warning etc.)
  - Rules regarding driving at night
  - Requirements to vehicles for personnel transportation
  - Maximum load, securing of load
  - Transportation on public roads with unprotected road users (pedestrians / bicyclists incl. school children etc.)
- Road maintenance, geotechnical work to secure from falling rocks, landslide, avalanches, fall out
- Access control to construction roads, check of driver and vehicle standard
- Weather forecast and implementation of temporary driving restrictions in case of
  - Extreme weather , flooding, avalanche risk
  - Slope instability hazards

5.12 Health, safety and environmental care in tunnelling

Contractor shall establish and implement procedures regarding the planning and implementation of HSE measures in tunneling. They shall be based on relevant standards and IAT guidelines and include (but not be limited to):

- Provisions to avoid work in danger zone at the face
- Safe rock support method for bad rock (Q method)Provisions to ensure that air quality in the tunnels do not exceed the Threshold Limit values for CO, NO2, SO2 and O2 according to national regulations or ACGIH, whichever is most stringent
- Inspection and removal of unexploded explosives based on best practice with use of water (not air)
- Use of adequate work platform for work above floor

- Regular inspections of tunnel by competent personnel (geologist and tunnel engineer), scaling and securing, based on rock quality
- Fire protection including fire extinguishers at face and on potential fire sources (machines, vehicles, transformers)
- Provisions for control of access to tunnel (counting procedure) to ensure that all personnel can be accounted for
- Provisions for adequate escape in case of fire or other accident (self-rescue masks, personal lamp etc.)
- Reflective vest as mandatory PPE in tunnels
- Arrange for proper cleaning of tunnel water before discharge to the environment

5.13 Housekeeping

The site and the workplaces shall be kept in good order at all times. The Contractor shall ensure that the area is kept tidy prior to, during and after any work task is performed and that debris and used materials are disposed of according to the waste management plan.

5.14 Hazardous chemicals and materials

Contractor shall ensure that risks related to normally occurring and accidental personnel exposures to hazardous chemicals and materials are adequately controlled.

Contractor shall comply with any statutory restrictions on procurement, transportation, use and disposal of chemicals and materials. For chemicals and materials categorised as below, Contractor shall avoid procurement and systematically work to phase out or substitute with less harmful alternatives:

- Carcinogens, mutagens or toxic for reproduction (CMR); cf. EU directives 67/548/EEC and 1999/45/EC (as amended)
- Substances that deplete the ozone layer; cf. The Montreal Protocol (as amended)

Material Safety Data Sheets shall be organized and kept on site for all chemicals and materials in use.

The following hazardous substances shall not be used in field activities:

- Asbestos and asbestos-containing materials
- Polychlorinated biphenyl (PCB) and PCB containing materials
- Carbontetrachloride (CAS no. 56 23 5)
- CFC type chemicals
- Halon
- Mercury compounds

5.15 Environmental care

Contractor shall review the Project's Environmental and Social Impact Assessment and associated Environmental Management and Action Plan and Monitoring program and implement relevant parts in Contractor's HSES management program and activity planning.

Contractor shall ensure that pollution of the environment and physical footprint during construction are reduced to the extent reasonably practicable. Activities shall to the extent possible take place inside designated construction areas. Any transgression of these areas shall be approved by the Employer beforehand.

5.16 Community engagement programs

The Contractor shall interact with local communities and their representatives in a manner that maintains and promotes a good relationship. The Contractor must assign a person in charge of coordination and cooperation between the Project and the local communities.

The Contractor shall, together with the Employer, develop a program for local contributions and a plan for handling such requests, as specified in Conditions of contract. The parties shall also agree on an Open Dialogue Program to facilitate meetings between local communities and their representatives and the Project.

The program for local contributions shall deliver measurable impact in the areas of sustainable development and local capacity building and address core needs of the community.

5.17 Local employment

The Contractor is required to develop a local employment program, to ensure that preference of employment is given to people from the area of influence of the project and from the district provided adequate qualifications. The program shall include information and skills training plans.

5.18 Site security

Principal Contractor shall be overall responsible for security at the Site.

The tasks shall comprise but not limited to necessary watchmen and other security staff for access control, site guarding and traffic regulations.

The site shall be restricted by fencing or otherwise secured to prevent illegal or unauthorised access. Access control to the site shall be arranged to ensure that all personnel can be accounted for.

5.19 Emergency preparedness

The emergency preparedness organisation and resources shall be based on an emergency preparedness analysis. This shall be executed by the Principal Contractor, unless otherwise instructed by the Employer. Based on the emergency preparedness analysis, the following shall be specified:

- Notification and communication system, including notification of Employer's emergency response organisation (as advised)
- Escape and evacuation
- Ambulance service
- First aid and medical services, taking into account existing medical services in the District

- Fire fighting equipment

Contractors shall be responsible for the medical and first aid services required for own and subcontractor's staff. The Principal Contractor has the overall responsibility for medical emergency preparedness and his medical services shall also have the required capacity to serve the Employer and Engineer. Other contractors shall pay for common medical services provided by the Principal Contractor at agreed costs reflecting the normal prices for such services.

The first aid station shall be located close to the Contractor's office compound, and shall be properly equipped with normal medical equipment and supplies of medicines as required. The first aid station shall have a full time medical doctor and nurse. Other first-aid stations might be required at advanced working places depending on distance from the main campsite, road standard and standard on communication means.

Ambulance cars shall have 4-wheel drive, have dedicated drivers, and be suitably equipped and with minimum 2 stretchers.

The first aid station and ambulance car shall be available latest 45 days after the Commencement Date. Prior to this, Contractor shall provide temporary medical facilities as required for the preliminary and initial works at Site. After the Completion Date, Contractor shall provide such medical support as required for his activities at Site during the Defects Liability Period.

The Principal Contractor shall prepare safety plot plans for the site and for the contract object, showing escape ways, mustering stations and the location of fire fighting and first aid equipment. The plot plans shall be kept updated, and be posted at all main entrances on each level of the site.

Personnel shall be trained in emergency response and drills shall be held at suitable intervals in accordance with the risk assessment plans, at least twice per year.

5.20 Monthly reporting to Employer

As part of the monthly progress reporting, an HSES Report for the Work at the site shall be submitted to Employer's representative.

The report shall include:

- Total number of reported incidents last month, categorised as fatality, lost-time injury, restricted work case, medical treatment case, first-aid injury, environmental damage, material damage, or near miss;
- Total number of man hours last month;
- Total number of personnel, split on personnel from the project's area of influence, the District and others.
- TRI-rate in construction activities last month and accumulated since start of construction work;
- Tolerated limit for TRI-rate for construction activities;

- RUO-rate in construction activities last month and accumulated since start of construction work;
- Goal for RUO-rate for construction activities;
- A short description of the fatalities, total recordable injuries, medium and major near misses, material accidents, fires, accidental emissions to the environment last month;
- Environmental discharge reporting in accordance with the Project's Environmental Management and Action Plan and Monitoring program.
- A short description of Regulation & Permit breaches last month;
- Summary of health, safety and environmental activities last month and status in relationship to Contractor's HSES program and activity plans;
- Summary of community relation activities last month and status according to Contractor's HSES program and activity plans;
- Authority permit schedule, actual and planned.

Appendix 1: Typical table of contents of Contractor's HSES program (Informative)

1. Policy and goals related to HSES
    - HSES Policy statement
    - HSES goals
2. Statutory and other governing requirements
3. Organisation and responsibilities for implementation and follow-up of HSES policy, goals, procedures, requirements and action plans
    - Contractor's site organisation with HSES functions
    - Responsibility as Principal Contractor
    - Responsibilities in Contractor's organisation, including line responsibility for HSES
    - Responsibilities of Subcontractors, Vendors and visitors
    - Qualification requirements to HSES personnel
    - Independent audit function
4. HSES activity plan for the Works
    - Risk assessments incl. use of Job safety Analysis
    - HSES meetings
    - Training and exercises
    - Regular toolbox meetings with all personnel
    - HSES inspections, equipment control
    - Audit plan
    - Incident and illness investigation and reporting
    - HSES performance monitoring and reporting, environmental compliance reporting
    - Authority permitting schedule
5. HSES management procedures
    - Reporting, investigation and follow up of incidents
    - Risk assessments
    - Follow-up of sub-contractors
    - Inspections sand audits
    - Coordination of HSES work on site
    - Employee involvement, grievance process
    - Disciplinary reactions in case of breaches of HSES regulations
6. Safety procedures and requirements
    - Personal protective equipment
    - Physical qualifications of personnel, health check at mobilisation
    - Prohibition against intoxicating beverages and narcotics
    - Signs, signals and barricades
    - Fire prevention and protection
    - Work permit (Lock out / Tag out) and entering confined space permits
    - Material handling, storage, and disposal

- House keeping
- Handling, storage , use and disposal of toxic, flammable and combustible chemicals, material data sheets
- Access, work at height, scaffolding
- Transportation safety
- Lifting operations, qualifications of operators, certification and testing of cranes and lifting appliances
- Machinery safety
- Compressed air and gas cylinders
- Welding and cutting
- Electrical safety
- Radioactive materials
- Excavation
- Tunnels, galleries and shafts, underground works (ref. BS 6164)
- Blasting, handling and storage of explosives
- Concrete, masonry construction and form work
- Transmission and distribution line construction
- Hypothermia, heat stress management

7. Working environment, health and hygiene procedures and requirements
    - Ventilation, air quality
    - Noise
    - Illumination
    - Drinking water
    - Toilet facilities, sanitation
    - Camp facilities (eating, sleeping, washing), fire safety and hygiene standard, safety against natural hazards (slides, avalanches, rock fall, flooding)
    - Garbage handling
    - Standby equipment for critical services
    - Monitoring of the working environment (air quality, noise, illumination)
    - Awareness program to avoid HIV/AIDS and other sexually transmitted diseases
8. Environmental protection and management
    - Mitigation measures based on the ESIA and Environmental Management and Monitoring Plan
    - Public consultation
    - Erosion protection, slope stability, forest protection, fuel wood
    - Prevention of air pollution /dust control, noise, water pollution, soil pollution
    - Waste management
    - Protection of local livelihood
    - Protection of sites of archaeological, religious or cultural value
    - Environmental monitoring, ref. Monitoring program

- Reinstatement of site

9. Medical facilities
   - First aid, stretchers
   - Ambulance service
   - Clinic
   - Health monitoring
10. Security provisions
   - Site guarding
   - Access control (entries, exits), fencing off
   - Signs for general public
   - Traffic, parking
   - Visitors
11. Emergency preparedness
   - Emergency organisation
   - Emergency equipment
   - Communication systems
   - Training, drills
12. Disciplinary reactions.
13. Attachments
   - 13.1. Emergency preparedness plan
     - Notification, communication plan
     - Action plans
     - Organisation
     - External resources
   - 13.2. Safety plot plans

Appendix 2: Incident Report Form (Informative)

SN POWER **INCIDENT REPORT**

Type of incident	☐ Personnel injury ☐ Work related illness ☐ Material damage	☐ Security breach ☐ Accidental pollution ☐ Motor vehicle accident	☐ Fire / explosion ☐ Community relations incident ☐ Near miss	☐ Other:
Time and place	Location			
	Date	Time	☐ During working hours ☐ During business travel ☐ During leisure time	Organisational unit
Employee Info.	Employee no.	Name		
	Date of birth	Occupation / position		
	Company/Department / Employer			
Description of incident / events / illness	Main activity at the time of the event?			
	How did the incident occur?			
	Machinery, tools, chemicals or materials involved?			
Injury or damage info.	Describe injury / damage / type of illness	☐ Lost-time injury ☐ Restricted work case injury ☐ Medical treatment injury	☐ Other incl first aid injury ☐ Emergency preparedness organisation mobilised	
	☐ Eyes ☐ Head, face ☐ Back ☐ Trunk ☐ Arm	☐ Hand, wrist ☐ Leg ☐ Feet, ankles ☐ Internal ☐ Other	☐ Amputation ☐ Burn, scald ☐ Concussion ☐ Crushing ☐ Cut, puncture	☐ Fracture ☐ Hernia ☐ Bruise ☐ Sprain, strain ☐ Other
Deviations	Describe deviations from regulations, procedures, instructions, common practice			
Causal analysis	What were the causes?			
Actions taken	Immediate actions?			
	Actions to prevent recurrence	Responsible	Due date	
Signatures	Date	Employee	Date	Supervisor

To be filled in by HSE	Repetition frequency (A-E):	Potential consequence (A-E):

Appendix 3: General working conditions (Normative)

Unfair treatment	No personnel shall be subjected to unfair treatment or to cruel, inhuman or degrading treatment. Physical punishment shall not occur.
Payment	Payments shall meet the official minimum wage requirements.
Working hour	Maximum working hours shall meet local laws. There shall be a minimum of 8 hours continuous rest in a 24-hour period.
Workmen's compensation	Sick leave, disability and life insurance plan in case of occupational injury/fatality or illness shall be secured for.
Child labour	No child labour is allowed on the construction site.
Forced labour	There shall not be used any forced or compulsory labour.

Appendix 4: Employer's overall HSE and CSR policies (Normative)

HSE:

a. Support a company culture which puts people first by making health and safety a primary objective in the planning, design, construction, operation and maintenance of power plants and associated infrastructure.
b. Ensure that all employees of SN Power, its subsidiaries, associated companies and contractors are entitled to a working environment which is safe and free from hazards to their health.
c. Apply the precautionary principle and seek to minimise potential negative impact on the environment through a combination of careful planning, design, and operational measures in our projects and operating plants.
d. Ensure adequate protection of SN Power personnel and assets against natural disasters and deliberate ill-intentioned acts (security threats) through a combination of preventive and emergency response planning measures.
e. Establish a framework based on continuous improvement for the planning, implementing, execution, and monitoring of programs and systems, which are required to ensure a high HS&E standard throughout SN Power's activities.
f. Ensure that acts and regulations in the field of HS&E that apply to SN Power's activities are understood and adhered to.
g. Provide guidelines and tools which can be used when establishing local HS&E policies and procedures.

h. Establish a consistent set of reporting parameters and processes for HS&E across the group.
i. Ensure open communication of HS&E hazards and impacts of SN Power's activities with own employees and stakeholders.

CSR:

a) Support the development of SN Power as a leading Hydropower company in emerging markets, contributing to economic growth and sustainable development.
b) Ensure that environmental, social and issues relating to hydropower development and operation are dealt with in a responsible manner across the business.
c) Support on-time, on-budget delivery of Greenfield projects by reducing social, environmental and corruption risks relating to hydropower development.
d) Ensure adherence to environmental, social and anti-corruption criteria imposed by international lenders to secure and retain appropriate financing.
e) Ensure adherence to environmental, social and anti-corruption criteria required by the CDM Executive Board (Executive Board of the Clean Development Mechanism) of the UNFCCC (United Nations Framework Convention on Climate Change) which are required to achieve registration and approval to generate Certified Emissions Reductions (CER)s.