



## Communication Link

Plot 1155, Nko Ya Phiri, Gaborone Botswana,

Postnet Kgale view, Private Bag 351#300, Gaborone Botswana

# ***HEALTH, SAFETY & ENVIRONMENTAL PLAN***

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## INTRODUCTION

Communication Link reorganizes that HSE risks are a fundamental component of our project activities that requires proactive approach to organize, control and maintain to the acceptable standards of Safety and Environment. LE is aiming to complete the project without any accident and Lost Time Injury (Zero Accident and Zero LTI) by complying with the applicable local regulatory requirement and project HSE requirement under the guidance of HUAWEI and BTC HSE Plan.

## PURPOSE

The purpose of this HSE Plan is to describe HSE roles & responsibilities and give detail guidelines on HSE procedures that are required to be followed and the proactive actions that are required to be taken by the project management during the project execution stages. Each individual employee of the Communication Link employed on this project is responsible and accountable for HSE aspects of activities within the scope of their work. Therefore every one of Communication Link should be familiar with this HSE Plan to implement more efficiency and effectiveness during project execution and to achieve the project specific HSE Objectives and targets.

## PROJECT DETAILS

Project: Ntelelsa II project

Location: Botswana

Client: Botswana Telecommunication Corporation

Contractor: HUAWEI

## SCOPE OF WORK

Communication Link has been awarded by the Contractor a part of the construction works for foundations, Solar slabs ,Fencing of mechanical equipment erection Towers and installation, etc. and more specifically as identified / detailed in the contractual documents.

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## HSE POLICIES

### COMMUNICATION LINK HSE POLICY

In 2007 Communication Link adopted one set of policy statements, concerning Health, Safety and Environmental activities. This integrated HSE Policy was applicable to the whole Group. In addition, a number of separate policies provided focus and detail for certain key aspects of this integrated HSE policy. These comprised policies on environmental protection; employee and facility safety and occupational health; product safety stewardship; and minimization of emissions, effluents and wastes.

All of these have now been superseded by a new and more embracing Communication Link HSE Policy, which states:

*We shall:*

- *have a systematic approach to HSE management designed to ensure compliance with Botswana Laws and Regulations and adopted local and international standards;*
- *conduct activities in a manner designed to minimise HSE risks to a level which is As Low As Reasonably Practicable (ALARP);*
- *set targets for continuous HSE performance improvements;*
- *measure, appraise and report performance;*
- *hold appropriately empowered line management staff accountable for HSE performance;*
- *include HSE competencies and performance in the appraisal and reward of all staff;*
- *empower all its employees to refrain from actions that are considered a threat to HSE;*
- *require contractors to manage HSE in line with this policy.*

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### COMMUNICATION LINK STRATEGIC HSE OBJECTIVES

Communication Link has pursued a number of HSE objectives for a considerable time but these have never been documented in a comprehensive manner. These are now as follows:

- Health:** No harm to people, whether they be employees, contractors or third parties.
- Safety:** No harm to people, whether they be employees. Contractors or third parties.
- Flaring:** Strive towards ultimate elimination of hydrocarbon flaring.
- Resources:** Optimize use of resources – land, energy and raw materials.
- Solid wastes:** Control and minimise all solid and other wastes and treat and dispose as per international standards.

#### Oil and chemical spills:

Prevent oil and chemical spills and, if they do occur, clean them up in a timely and environmental friendly manner.

Objectives can only be meaningful if they are SMART i.e. Specific, Measurable, Achievable, Realistic and Time-based. As such, and notwithstanding the invariably long term nature of these objectives (e.g. 5 - 10 years or longer), where possible they should contain information as to WHEN and WHERE Communication Link wants to achieve these.

## COMMUNICATION LINK HEALTH, SAFETY & ENVIRONMENTAL (HSE) POLICY

*COMMUNICATION LINK IS COMMITTED TO:*

- Comply with applicable laws and statutes;
- Develop and Promote a pro-active HSE culture within all our employees;
- Protect the health and safety of all employees involved in our operations;
- Protect the environment by prevention of pollution during our operations;
- Provide adequate HSE awareness training to all employees.

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## COMMUNICATION LINK RECOGNIZES THAT:

- Health, Safety and Environmental protection form an integral part of our activity ;
- Managing Health, Safety and Environmental protection is a Line responsibility;
- All accidents are preventable.

Communication Link will pursue this Policy through visible management commitment and the individual commitment of all employees by demonstrating Health, Safety and Environment standards at high level. Consequently, we aspire to attain high standards of practice through a process of continual improvement by adopting international codes, standards and specification where ever practicable.

## HEALTH & SAFETY TARGETS

**Objective:** Minimise Risk to Assets, People, the Environment and Reputation

**Targets:** Zero Accidents and No Lost Time Injuries. Achieve specified Individual Risk Criteria

## MAXIMUM INDIVIDUAL RISK CRITERIA

### Workers

### Public

#### Existing installations

#### All installations

Benchmark IR = 1 in 5,000 or below ( $IR < 2 \times 10^{-4}$ ) IR = 1 in 100,000 or below ( $IR < 10^{-5}$ )

Unacceptable IR = 1 in 1,000 or above ( $IR > 10^{-3}$ ) IR = 1 in 10,000 or above ( $IR > 10^{-4}$ )

Acceptable IR = 1 in 100,000 or below ( $IR < 10^{-5}$ ) IR = 1 in 1,000,000 or below ( $IR < 10^{-6}$ )

Where IR = Individual Risk (fatality per person/year)

## ENVIRONMENTAL TARGETS

**Objective:** Minimize Environmental Impact

**Targets:** Adhere to all Environmental Requirements as laid down by the Ministry Of Health, Government of Botswana.

Implement all measures to mitigate environmental impact.

Emissions will be minimised in line with the Best Available Technique (BAT) Philosophy.

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### PROACTIVE KEY PERFORMANCE INDICATORS

To provide a pro-active approach to meet the above objectives and targets the following positive SMART (specific, measurable, achievable, realistic and time based) Key Performance Indicators will be used, however this may vary to meet specific needs as the project develops.

1. Site HSE Inductions
2. Site HSE Inspections
3. Site HSE Training
4. Potential Incident Reporting(Unsafe acts and Unsafe conditions)

### RESPONSABILITIES ACCOUNTABILITIES AND AUTHORITY

The Managing Director is overall responsible for implementing this plan and it is his responsibility to ensure that all personnel have the authority and access to the expertise needed to carry out their HSE responsibilities.

It is the responsibility of all individuals working directly or indirectly for the Project to become familiar with the Plan. Every member of the Project team will be held accountable for the HSE aspects of activities within his or her sphere of control and influence. These responsibilities apply to all levels of the organisation;

The Roles and responsibilities of key personnel will be as follows:

#### **SITE PROJECT MANAGER / CONSTRUCTION MANAGER**

- Responsible for the project HSE Management;
- Coordinate with Contractor's Project Site Manager on HSE matters,
- Plan & Review 28 days look ahead Plan to ensure control measures are adequate;
- Review all HSE actions with project Management for compliance
- Review with CL Site HSE Leader for corrective actions brought by the Contractor,
- Review the training needs for the project
- Ensure Corrective and preventive actions from inspections & audits are implemented in a planned manner.
- Participate with Contractor site Manager during high potential incident investigation process and implement the recommendations.

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- Ensure timely closing out of project HSE non conformances
- Guide CL Project Management Team on project HSE programme
- Regularly review the project HSE performance
- Conduct monthly project management HSE meeting and review the status
- Introduce a safety motivation/incentive scheme for the project

### CL HSE LEADER SHALL:

- Responsible to the Project Manager for all the HSE activities at Site;
- Facilitate in the implementation of project HSE Plan;
- Participate with Supervisory personnel in the preparation/review of Job Hazard Analysis (JHA) with method statement.
- Provide HSE induction to all CL new employees on arrival to site
- Organize and conduct other HSE training programs including behavior based observation training to all employees at all levels as required by the contractor.
- Organize training programme with the assistance of the Contractor Work Permit, Emergency Response Procedure, Near Miss/Incident Reporting etc courses to CL all Supervisors before deployment.
- Educate and train all the Project personnel to understand the Accident Prevention requirement.
- Monitor that HSE Engineers/officers are carrying out continuous Site HSE inspections to ensure that only safe working methods/procedures are applied.
- Ensure that HSE Engineers/officers are inspecting Safety equipment and first aid facilities and ensure they are adequately and properly maintained.
- Investigate and determine the cause of any accident or dangerous occurrence including Near Misses incidents jointly with Line Supervisors and make necessary recommendations to prevent recurrences.
- Maintain the records of accidents/incidents that occur on the Project including a detailed analysis of each injury, damage.
- Ensure that flammable materials are stored in manner in well-ventilated space, away from any source of heat and/or flame and away from other buildings.
- Ensure that HSE Engineers/officers are inspecting the fire extinguishers, their expiry date and that their positions are in easily accessible locations in line with project HSE requirements.

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- Ensure the availability of protective clothing in suitable amounts for the use when required. In addition, he shall ensure that all site personnel wear the basic protective equipment such as hard hat, Safety boots, Safety goggles, gloves, harness/belts, (where required).
- Ensure that all CL construction equipment delivered to Site are inspected and verify that each equipment including Man lift/Basket have a valid Third Party certificate and comply with Contractor requirements. The cranes are subjected to contractors inspection on arrival to site and before put in to use.
- Ensure that only contractor Certified/approved agents are installing the scaffolds.
- Ensure that Contractor's Work Permit system being implemented and followed rigorously by CL Line Supervisors
- Verify licenses of all Riggers, drivers and ensure they are in compliance with Huawei project HSE requirements.
- Provide advise to HSE Engineers/Officers on HSE issues
- Ensure that good housekeeping is maintained throughout the period of work.
- Maintain project relevant HSE records

### SITE SUPERINTENDENT:

- Comply with Project HSE requirements;
- Implement and follow the project HSE Plan requirements
- Be well versed with Company's HSE documents
- Organise HSE requirements for the Project in consultation with the Project/ Construction Manager.
- Study the work activity Identifying the risk on day to day activities and assess the hazards/risk that may occur and take all necessary precautions that will allow the works to be carried in a safe and professional way all in line with the company and clients HSE requirements
- Ensure that the HSE requirements are available to his crew as and when required.
- Ensure that Work Permits are obtained and the requirements are complied as and where required.
- Ensure the group is maintaining proper/ good House Keeping.
- Conduct daily STARRT (Safety Task Analysis Risk Reduction Talk) meeting within the group.
- Carryout daily site inspection and identify the areas for HSE improvement.

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- Coordinate with Safety Leader for HSE matters.

### SUPERVISORS:

- Comply with Project HSE requirements;
- Implement and follow the project HSE Plan requirements
- Be well versed with Company's, Contractor's and CL HSE documents
- Identify the critical tasks, prepare method statement and conduct job hazard analysis (JHA) and take adequate safety precautions during execution of work.
- Conduct daily STARRT (Safety Task Analysis Risk Reduction Talk) meeting within the group.
- Conduct daily HSE inspections in unsafe act/unsafe conditions and take appropriate corrective & preventive measures
- Get advice from HSE personnel for HSE improvement
- Ensure that all equipment being used is safe and used in a safe manner and has a test certificate or a certificate of compliance from the vendor.
- Ensure that operators that are employed are certified for the equipment they are operating ex. Riggers, Operators etc.
- Attend promptly to all equipment defects and advise site superintendent of the need for any unsafe equipment to be taken out of service until properly repaired
- Ensure that his crews and he himself are complying with all HSE regulations.
- Organize short pre job meeting with his crews to discuss JHA (Job Hazard Analysis).
- Ensure compliance to Contractor's Work Permit procedure by the Line Management
- Ensure all precaution to mitigate potential hazards have been taken for the work that is planned to be performed and Ensure that verbal instructions are fully understood.
- Co-operate with the HSE Engineer/officer and act on his recommendations on matters related to HSE, health and environment.
- Promptly report & Investigate of Incidents including Near Misses
- Ensure proper safety signs & barricading for hazardous operation areas
- Ensure wearing of PPE by the workers
- Ensure proper House Keeping in his allocated area of work.

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### HSE ENGINEER/OFFICER SHALL:

- Be responsible to the HSE Leader for the HSE activities at Site.
- Conduct HSE induction and other HSE awareness training for all employees
- Carry out continuous Site inspections to ensure that only safe working methods are applied.
- Inspect all safety equipments and ensure they are adequately and properly maintained.
- Assist Supervisors in determining the cause of any accident or dangerous occurrence and Near Misses and shall make necessary recommendations to prevent recurrences.
- Inspect the fire extinguishers; their expiry date and that their position are in easily accessible locations in line with project HSE requirements.
- Assist the Supervisors in the preparation of hazard identification and control plans.
- Ensure appropriate safety signs are in place and adequate
- Ensure that good housekeeping is maintained throughout the period of work.
- Conduct five minutes safety talk and emphasis on behavioral aspect.

### ALL OTHERS ARE RESPONSIBLE FOR:

- Understanding and applying the Project HSE Management Plan requirements.
- Understanding and fully satisfying their HSE roles and responsibilities;
- Learning from incidents and from best practice;
- Providing feedback to the superiors on all HSE aspects for improvement.

### PROJECT HSE C L GUIDELINES

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### PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is mandatory that all site working personnel shall wear the following Personal Protective Equipment (PPEs) irrespective of work.

Hard Hat,

Safety Shoe,

Safety glass (cover glass for the prescribed glass or side shield),

Overall (full sleeve) and

High visibility vest.

### WORK PERMITS:

Contractor's Work Permit System/Procedure will be followed and the training to Supervisors will be provided by the contractor site HSE Manager before implementation.

Where Work Permit is required, No work shall be allowed prior to obtaining a Work Permit issued by the authorized person.

### LIFTING & RIGGING PROCEDURES:

C L will comply with and implement all the stated requirements of Contractor "Lifting Operations Procedures" in the Project HSE Plan.

#### *LIFTING OPERATION:*

Prior to any lifting taking place the following requirements shall be completed:

- Comply with and fill-in all items listed in Contractor's forms
- Visit the location where the lifting is going to occur and investigate ground condition, proximity of operating Site equipment's, space availability, etc...
- Consider wind velocity ,Wind Speeds vs. Wind Force
- For critical lifts, a Method Statement will be prepared with a lifting study approved by the Contractor. A Risk Analysis will be prepared and attached to the Method Statement.
- The lifting area will be cordoned with a red/white warning tape.
- Only certified riggers will be allowed to perform the lifting operations
- CL supervisor will supervise the lifting operation.

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### WORKING AT ELEVATED LOCATIONS:

All personnel working at a level above 1.8 mt. shall wear a full shock absorbing body harness, which shall be hooked to a strong anchor point. HSE leader/Engineer shall explain and educate employees on the safe use of the harness. The full body harness will be available on demand in store. Safety Officer assigned at site will inspect it at regular intervals.

### HOUSEKEEPING: (REFER: ENVIRONMENT COMPLIANCE PLAN)

- House Keeping will be the responsibility of every employee and will be enforced by the CL area supervisors, and inspected daily by one of CL HSE Engineers/officers.
- All the collected rubbish shall be put in garbage containers and collected regularly. It shall be disposed off at a location approved and allocated by Client/Contractor.
- CL will contribute to a clean environment by implementing the following objectives:
  - Comply and implement Company's & Contractor's recommendations on environmental protection
  - Required Material Safety Data Sheets (MSDs) will be available for Chemical/hazardous substances.
  - Avoid spillage of oils, fuels, and or chemicals on the ground.
  - Keep good house keeping
  - Place portable site toilets for CL employees' use. Such toilets will be placed at location in the Site approved by the Company. CL will ensure that the waste effluent will be removed on weekly basis and fresh water will be filled in for flushing purpose. It will be the responsibility of the Administration Department & person in charge for the arranging vehicles.

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### HSE INCENTIVE SCHEME:

In order to motivate our workers to participate in the project Accident Prevention Programme to achieve zero lost time accident, the Project Manager will decide and introduce an Incentive Scheme similar to the scheme as given below or the same.

Workers will be encouraged to identify and reporting the loose lifting gears which are not conforming to the required colour coding for the month or any unsafe conditions observed in their work area. In order ensure immediate corrective & preventive actions, the respective Supervisor, Safety Leader and the Project/Construction Manager will jointly assess the reports on daily basis and recommend for the award. At the last working day of the month, a telephone card with safety award certificate will be presented to each individual who have contributed in preventing accident/untoward incident.

### MEETINGS:

CL will participate in the following scheduled meetings/activities.

0700hrs.- Sat - All hands meeting

0900hrs.- Sun - Safety Walk around (Project/Site Manager, Safety Leader/Officers and Engineers/Supervisors)

1400hrs.- Wed - Follow up meeting (Project/Site Manager & Safety Leader)

1400hrs.- Thur - Weekly HSE meeting(Project/Site Manager Safety Leader)

### FIRST AID

First Aid requirement will be organized as required by CL and Site Supervisor at the site will be responsible for providing first Aid. Administration Officer of the site will order the required material for the first aid facility. More than first aid requiring medical emergency shall be taken to the nearest Hospital(Emergency Response Plan).

### ALCOHOLS & DRUGS

Possession/Consumption of alcohol and illegal drugs are prohibited in the site and Camp. The same will be addressed during the induction on arrival of employee at the site. Any person found under the influence of either alcohol and or drug shall be terminated.

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### ENVIRONMENTAL COMPLIANCE PLAN *ENVIRONMENTAL & WASTE MANAGEMENT*

#### A. *INTRODUCTION*

This Construction Environmental Plan addresses field implementation and controls for Environmental management and Waste Management relevant to CL scope of work during construction, as well as the processes for monitoring construction activities that could potentially impact the environment.

#### B. *OBJECTIVES*

The primary objective of this Environmental Management Plan/Procedure is to ensure that Communication link project activities are performed without adversely affecting the surrounding environment.

#### C. *ENVIRONMENTAL POLICY*

Communication link (CL) is committed to Environmental protection by prevention pollution and control. Subcontractors are also required to follow the same policy. CL and its Sub Contractors shall be responsible for disposal of all waste generated by its work activity and shall arrange disposal of waste and shall be in accordance with local regulations and Contractor/Client requirement.

#### D. *RESPONSIBILITIES*

##### **1. *Project Manager***

The Project Manager/Site In charge is ultimately responsible for the Environmental Management in all the CL activities. In the event of an environmental "Incident" he shall notify the appropriate authorities

##### **2. *Other Personnel***

Supervisory Line Management shall ensure that all personnel are aware of the requirements of this procedure and monitor its implementation.



### EMERGENCY RESPONSE PLAN/PROCEDURES

#### A. Classification of Level of Emergencies

##### 1. Minor Emergency

An Emergency requiring local support that can be handled by members of Emergency Group such as:

- Light bodily injury requiring the assistance of the crew doctor or a local nurse or doctor.
- Minor environmental or property damage.

##### 2. Major Emergency

An Emergency that may require the assistance of external agencies for the emergencies, such as:

- Serious Road Incidents or Life threatening bodily injury, life-threatening illness.
- Medical evacuation
- Major environmental or property damage.
- Man lost situation
- Major fire
- Unplanned evacuations (ex. Natural Crises, Security Threat etc.)

##### 3. Responsibilities of Emergency Response Team (ERT) – Incident, Project Location

The main objectives of the Emergency Response Team (ERT) are to:

- Manage and tackle any Emergency situation efficiently and effectively.
- Provide managerial and technical support to the field crews in an emergency.
- Effectively co-ordinate with Client/Contractor.

The ERT is composed of the following personnel.

- Project Manager
- HSE Engineer /Safety Officer
- Communication Officer-Site Administrator



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### □ **Project Manager – Emergency Controller**

The Project Manager or his designate is responsible for implementation and exercising of this emergency response procedure, and will:

- Assume responsibility to act as Emergency Controller during emergencies
- Ensure that all staff members working are fully conversant with the aspects of the procedures, which affect them and act in accordance with the plan in the event of an emergency.
- Ensure that all visitors to Base camp and site are familiar with the aspects of the procedures that affect them and act in accordance with the plan in the event of an emergency.
- Act as a focal point during all emergencies and co-ordinate the response.
- Ensure that emergency drills are held and that key personnel are trained to a level of competence appropriate to their responsibilities in emergency scenarios.
- Ensure that if and when necessary interface with Client/Contractor, local emergency services and local community organization for assistance.

During emergency those nominated as the Emergency Response Team are to act quickly and the Project Manager or his designate will take charge as Emergency Controller as soon as possible to deal with the incident.

### □ **HSE Engineer/Safety Officer:**

- Assist Emergency Controller in the direction of Emergency Operations.
- Log the Emergency events
- Liaise with Emergency Controller for likely requirements
- Conduct HSE assessment
- Co-ordinate with emergency response team members
- Provide HSE advise
- Prepare Incident impact report

### □ **Communication Officer (Site Administrator):**

- Inform Project Manager or his designate as soon as the Emergency message received.
- Log the timings in sequence of Emergency response.
- Follow Emergency Controller instruction
- Notify and provide information to the concerned.

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- Brief Emergency incident to Emergency Response Group only.
- Liaise with emergency support Co-coordinator for the support needed.
- Avoid any non-essential communications.

### ACTIONS/COMMUNICATIONS

Refer the flow charts detail in appendixes for the actions required and communication of information. This includes all contact numbers required. The flow chart also details actions and communications for escalating events. This forms part of the protocol of informing the management structure.

### EMERGENCY RECORDING

A complete time log must be filled in during Emergency Responses. Accurate and complete details of the location and personnel involved must be obtained at the earliest possible time and made available to the HO, Contractor/Client. Record the Medical emergency information in Appendix 2 and notify to HO, Contractor/Client. Keep a time log of each and every conversation as per Appendix 4.

#### □ **Response to a Minor Emergency**

Record the information as necessary and keep a time log of every conversation as per Appendix 4.

In the event of environmental or property damage ascertain the extent of the damage and whether local resources such as Police, Emergency Services, are required to assist. Complete Appendix3 form and fax to HO at the earliest and to the contractor/client as required.

Inform Client/Contractor of the nature of the emergency as appropriate.

#### □ **Response to a Major Emergency**

a. Communicate, refer Appendix1 and record in Appendix 2, 3 where necessary, and keep a time log of every conversation as per Appendix 4.

b. Notify to the Area Manager of Projects and to Contractor/ Client

c. In the event of bodily injury or illness requiring immediate evacuation - refer to Appendix 1.

➤ **Major Emergency**

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The Project Manager or his designate/ Emergency Controller will have the authority to initiate any emergency response action with obtaining company's approval. With regard to Medical emergency evacuation he must take advice from the location doctor/ medic prior to making his decision.

The Project Manager or his designate/ Emergency Controller shall always have final authority for initiating an evacuation.

### ➤ Plan

This Emergency Response Plan is for incident like natural calamity, environmental/ property damage and other Major Incidents including serious road traffic incidents that could necessitate emergency action.

- A continuous alarm will be sounded for 6 seconds (approx) for evacuation emergency.
- Ensure that incident management organization and key responsibilities are in place
- Ensure defined employee / contractor response in actions.
- Designated safe assembly areas at site and the camp are (i.e.) the Muster points.
- Further evacuation if any will be to the designated areas.

### ➤ Procedure:

The Project Manager or his designate/ Emergency Controller will:

- Determine the level of emergency and whether the evacuation is necessary.
- Instruct the Communication Officer to begin notifications.
- Confirm that personnel are assembled and accounted for. If necessary, initiate emergency team response.
- Determine assistance needed from local response agencies.
- Direct essential personnel to commence appropriate corrective response actions.
- Cooperate fully with local officials when necessary.
- Confirm effectiveness of the evacuation.
- Determine cause of emergency and execute other applicable incident response procedures where needed.
- Coordinate for technical support from Contractor/Client.
- Co-ordinate for Logistic support from Base Co-ordinators

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- Initiate damage assessment of private and public property.

Communication Officer (Site Administrator) to notify the following:

- Describe fully the emergency incident.
- State the present status of emergency
- State whether there are any known injuries or persons missing.
- State assistance that has been received (police department, fire department, etc.).
- Specify additional support needed.

### Appendix 1

#### COMMUNICATION LINK EMERGENCY MANAGEMENT TEAM TELEPHONE NUMBERS

Person to be contacted	Telephone	Mobile phone	Remarks
Subrat Kumar Ray	3186750/3972637	732303351	Operations Director
C . Raja	3186750	73432514	Technical Director
Arun Vyakaranam	3186750	73421188	Financial director
Iype Varghese	3186750	73554648	Managing Director

#### OTHER/ BASE COORDINATION TELEPHONE NUMBERS

Phone: +267 3186750, Fax: +267 3186754 Mobile: 73554948

Email: [contact@comlink.co.bw](mailto:contact@comlink.co.bw)



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Person to be contacted	Telephone	Mobile phone/Pager	Remarks
Ellen	3186750	73565838	Office Manager
Azad	3186750	72584606	Foreman
Onias	3186750	75506841	Safety & Health Officer
Martin Dube	3186750	71784417	Project Manager

### EMERGENCY SERVICES CONTACT TELEPHONE NUMBERS

Ambulance	997		
Fire	998		
Police	999		

## Appendix 2

### MEDICAL EMERGENCY INFORMATION

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1. Total number of injured persons		
2. Names of injured persons		
3. Present location of injured persons	Location	
	Crew	
	Hospital	
	Doctor/s Name	
	Phone	
	Fax	
4. Brief medical description		
5. Medical treatment given so far (on site, local hospital, etc.)		
<b>6. MEDICAL CONDITION:</b>	a) Is the patient conscious	Yes / No
	b) Is patient agitated/confused	Yes / No
	c) Breathing problems	Yes / No
	d) Significant bleeding	Yes / No
	e) Chest pain	Yes / No
	f) Burns	Yes / No
	g) Fractures	Yes / No
	h) Abdomen pain	Yes / No
	i) Trauma	Yes / No
	j) Fever	Yes / No
k) Vomiting/diarrhoea/de-hydration	Yes / No	
l) Multiple/Serious/Head injury	Yes / No	

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7. Comments:	
--------------	--

### Appendix 3

#### FIELD INFORMATION REQUIRED FOR PROPERTY OR ENVIRONMENT DAMAGE

Note: If the event also included fatalities or multiple bodily injuries, the information should also be given on Appendix 1.

Name and location of the Incident	
Date and time of the accident	
Description of the accident	
Number of personnel at the location	
Extent / number of casualties (see above)	
Detail of equipment down	
Evacuation / rescue requirements	
Action being taken to control losses	
Any external assistance participating	

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Weather Conditions if applicable	
Has the client been informed?	
Client contact person and telephone number for this event	
Extent of nature of Environmental damage	
Immediate actions taken to contain the environmental damage.	

### Appendix 4

#### EMERGENCY TIME LOG

Date : \_\_\_\_\_ Location : \_\_\_\_\_

ERT Member : \_\_\_\_\_

Date	Time	Communication / Event

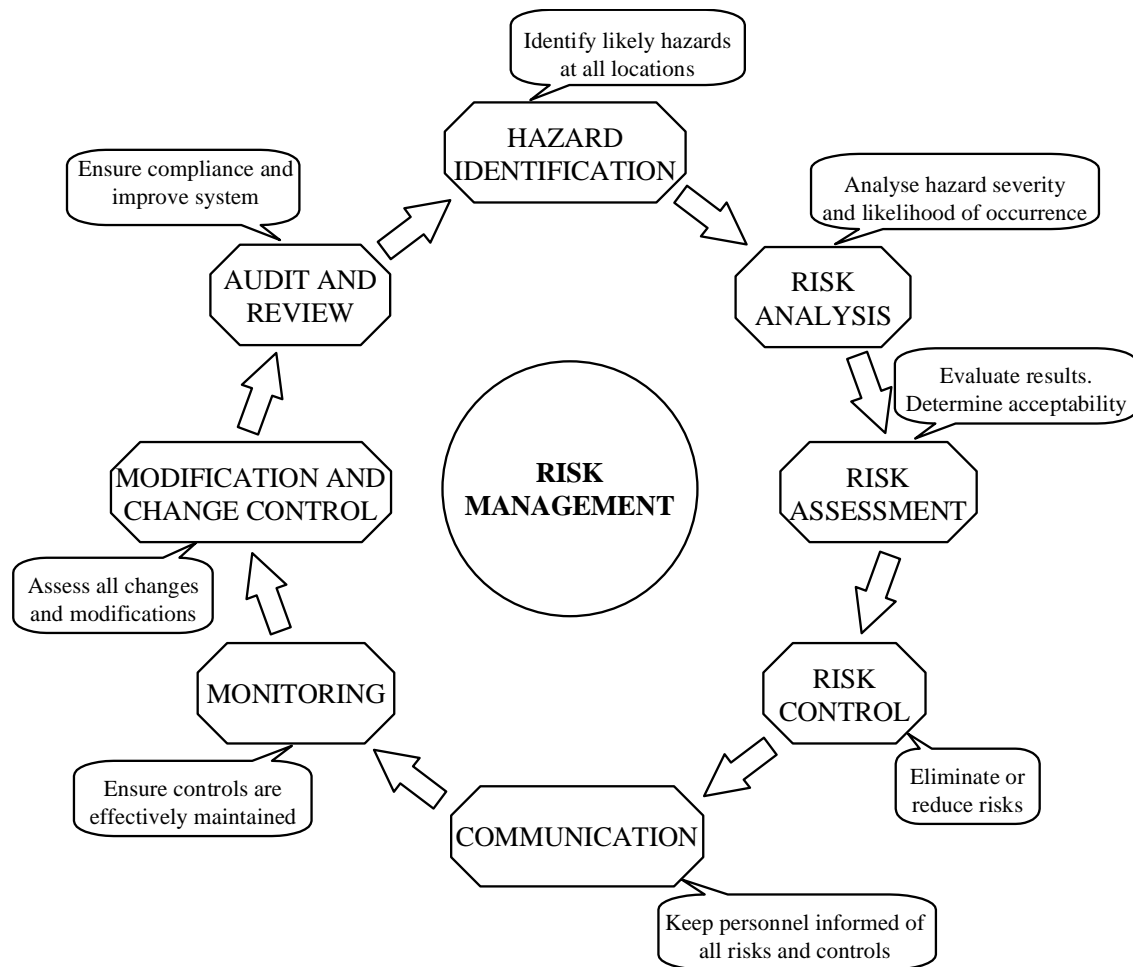
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## HAZARD IDENTIFICATION

The hazard identification process will identify the potential hazards of the venture, operation or task through examination of:

- Working at height.
- Heavy lifting.



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- Those activities which by their nature could cause damage to the health, safety or well-being of personnel.
- The competence requirements of the people carrying out the activity.
- The environment under which the activity is to be carried out.

**The hazard which may be identified during the hazard identification process includes, but is not limited to, personal exposure to:**

- manual handling
- falling from height
- falling objects
- noise
- use of hand tools
- contact with machinery
- contact with electricity
- contact with chemicals
- fire or explosion
- excessive heat
- excessive cold
- ionising radiation
- high pressures
- high temperatures
- mental stress.

### RISK ANALYSIS

**Risk = Hazard Severity x Likelihood of Occurrence**

All risk analyses and risk assessments will be documented.

The method used depends on the complexity of the situation and will be determined by the Line Manager. For simple risk analysis the following criteria will be used:

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**TABLE I - HAZARD SEVERITY**

	<b>INJURY TO PERSONNEL</b>	<b>MONETARY COST</b>	<b>ENVIRONMENTAL IMPACT</b>
<b>VERY HIGH</b>	<b>MULTIPLE FATALITIES</b>	<b>&gt;\$1,000,000</b>	<b>VERY LONG TERM IMPACT WORLD WIDE INTEREST</b>
<b>HIGH</b>	<b>FATALITY PERMANENT DISABILITY</b>	<b>\$100,000 to \$1,000,000</b>	<b>LONG TERM IMPACT NATIONWIDE INTEREST</b>
<b>MEDIUM</b>	<b>TEMPORARY DISABILITY LOST TIME INJURY</b>	<b>\$10,000 to \$100,000</b>	<b>MEDIUM TERM IMPACT LOCAL INTEREST</b>
<b>LOW</b>	<b>NON-LOST TIME INJURY FIRST AID CASE</b>	<b>&lt; \$10,000</b>	<b>SHORT TERM IMPACT NO PUBLIC INTEREST</b>

**TABLE II - LIKELIHOOD OF OCCURRENCE**

<b>HIGH</b>	<b>ALMOST ALWAYS HAPPENS HAPPENS QUITE OFTEN</b>
<b>MEDIUM</b>	<b>IT HAPPENS OCCASIONALLY IT COULD HAPPEN</b>
<b>LOW</b>	<b>IT HAPPENS VERY RARELY IT IS VERY UNLIKELY TO HAPPEN</b>

**TABLE III - RISK**

<b>HAZARD SEVERITY</b>	<b>LIKELIHOOD OF OCCURRENCE</b>		
	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<b>VERY HIGH</b>	<b>VH</b>	<b>VH</b>	<b>H</b>
<b>HIGH</b>	<b>VH</b>	<b>H</b>	<b>M</b>



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	<b>MEDIUM</b>	<b>H</b>	<b>M</b>	<b>M</b>
	<b>LOW</b>	<b>M</b>	<b>M</b>	<b>ALARP</b>

### KEY:

**VH** = Very High Risk

**H** = High Risk

**M** = Medium Risk

**ALARP** = As Low As Reasonably Practicable

## RISK ASSESSMENT

**The policy of CL is to reduce the risks to a level which is as low as reasonably practicable (ALARP).**

The ALARP principle defines an upper threshold above which no risk is tolerable and a lower threshold, below which risk is considered negligible. The ALARP region lies between these thresholds, within which risks should be reduced until the cost of any further action outweighs the incremental benefit gained.

## RISK CONTROL

The level of risk encountered will determine the level of control required. Where unacceptable risks are encountered control options will be identified from the following hierarchy of preferred choice:

1. **Eliminate or Substitute** (i.e. remove the hazard by eliminating or substituting the source. e.g. Use a non-flammable solvent instead of a flammable solvent. Use cold cutting techniques instead of oxy-acetylene cutting).
2. **Engineering Control** (i.e. reduce the hazards by means of design and engineering controls e.g. enclose or segregate hazardous processes. Install emission control equipment. Fit automatic shutdown systems).
3. **Operating Control** (i.e. implement working procedures to prevent the hazard from being realized e.g. implement a Permit to Work System. Implement electrical isolation procedures. Limit work periods in harsh environments).
4. **Personal Protective Equipment (PPE)** (i.e. Use PPE to provide personnel with protection against the hazard e.g. Use ear hearing protection in high noise areas. Use eye protection when using grinders.) **PPE is a "control of last resort" which must never be used as a primary control** (e.g. during overhead work a catch net may be rigged to catch any dropped tools or

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equipment. The catch net is the primary control for dropped objects. The hard hats worn by personnel working below the catch net are only secondary protection).

After the identified controls have been put in place to reduce the risk to a level which is ALARP there may be residual risks associated with the activity which cannot be controlled. These are the risks associated with:

- slips, trips and falls (i.e. some people 'fall over their own feet' and manage to slip or trip on a clean and tidy floor)
- manual handling (i.e. young fit men have been known to "slip a disc" when lifting a 10 kilogram load)
- pinch points (i.e. people catch their fingers in between light loads or in between tools)
- access and egress (i.e. people step back and fall off low level platforms or turn their heads and hit themselves off nearby equipment)
- competence (i.e. competent persons make mistakes whilst carrying out tasks for which they have been trained and which they have carried out safely on many previous occasions)
- lack of immediate assistance (i.e. there may be circumstances when, should a hazard be realised, there will be no immediate assistance available and therefore a minor injury may escalate to a fatality).
- The residual risks present in an operation may accumulate to such a level that the operation may not be carried out safely, even with the controls in place to comply with the ALARP principle.

### COMMUNICATIONS

After the risk assessment has been completed, and the residual risks have been identified, it is the responsibility of the Line Manager/Supervisors to ensure that sufficient contingency plans, emergency response plans, etc. are put in place to mitigate the effects of any hazard, should the hazard be realized.

The Line Manager/Supervisor will ensure that arrangements are established to assess any changes or modifications to:

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- operations or tasks
- plant facilities or equipment
- procedures or conditions

The Line Manager/Supervisor will ensure that the arrangements identify and minimize or control any new hazards which may have arisen from the change or modification.

### AUDITS AND REVIEWS

The Line Manager/Supervisor will:

- identify strengths and weaknesses in the system and recommend improvements.

The audit and review programme should address:

- compliance with standards and legislation
- evaluate controls and follow-up monitoring programs
- ensure change and modification control procedures are working effectively.

After conducting the risk assessment, the Line Manager/Supervisor will ensure that all personnel involved in the venture, operation or task has a clear understanding of:the hazards which have been identified

- the risks to their health and safety and to the environment
- the controls which are to be implemented and maintained
- Emergency procedures which are to be put in place to mitigate the effects of a hazard being realized.

### MONITORING

The Line Manager/Supervisor is responsible for the original risk assessment will:

- ensure compliance with all statutory requirements
- Communicate to the personnel concerned the results of the risk assessment monitoring programme.

#### Modification and Change Control

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The Line Manager/Supervisor will ensure that arrangements are established to assess any changes or modifications to:

- ventures, operations or tasks
- plant facilities or equipment
- procedures or conditions

The Line Manager/Supervisor will ensure that the arrangements identify and minimize or control any new hazards which may have arisen from the change or modification.

### TASK RISK ASSESSMENT FORM

#### Introduction

The "Task Risk Assessment Form" has been developed to ensure a consistent approach to risk assessment.

The form may be used for all simple risk assessment activities even though it is designed to be used for specific activities or 'tasks'.

As a general rule, the risk assessment process should involve as many people as possible to ensure that all available expertise is used to identify the hazards and to decide the controls which have to be put in place.

#### "Number"

Each risk assessment will be given a unique identifying number to ensure that the continuation pages and final page can be related to the original task under assessment.

#### "Work to be carried out"

In the "Work to be Carried Out" box; the assessor should give a full description of the work ('task') which is to be undertaken.

For larger projects it may be necessary to break the project down into the smaller elements of work which make up the whole of the project. In these circumstances great care must be taken to ensure that:

- mutually dependent events (i.e. those tasks which have to be carried out at the same time) are not separated, and,



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- mutually exclusive events (i.e. those tasks which cannot happen at the same time) are not joined together.
- **“Controls in Place”**

In the “Controls in Place” box the assessor should indicate those controls which are already in existence to control all potential hazards. Normal controls are such things as permit to work procedures, electrical isolation procedures, competence procedures, certification requirements etc.

By indicating the controls already in place the assessor is able to concentrate on the specific controls which will need to be put in place for the task. (e.g. knowing that a crane is certified, that the driver is qualified and that the slings are subjected to regular inspection removes many of the hazards present when carrying out a lifting operation).
- **“Notes”**

The “Notes” sections are to remind the assessor that:

  - **HS** = Hazard Severity
  - **LO** = Likelihood of Occurrence
  - **Risk** = HS x LO as defined.
- **“Activity”**

To complete a task there may be many different activities. The assessor should identify the different activities which make up the task and address them individually. For example, the task of changing a light bulb could be broken down into separate activities as follows:

  - selection
  - preparation
  - removal
  - installation

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- testing
- disposal.

Each activity has its own set of potential hazards.

### □ "Hazard"

This section is where the individual activity is considered in relation to the conditions under which the activity will be performed. The assessor lists the particular hazards identified for the activity.

### NOTE:

A simple activity may have a low risk in some conditions and a high risk in other conditions. For example, changing a light bulb is a simple activity but there are more identifiable hazards to changing a light bulb in a street lamp than might be found when changing a light bulb in a house.

## FORMS

### HSE INDUCTION COURSE FOR NEW ARRIVAL AT SITE

Project : \_\_\_\_\_ Location: \_\_\_\_\_ Date : \_\_\_\_\_

Safety Responsibility: Work Men / Supervisor / Staff / Management

1. Purpose and LEC & Client/Contractor HSE policy      2. Personal Protective Equipment

3. Work permit System (Permit to work – Lifting & Rigging)

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#### 4. Hazards and precaution:

- Fall from height
- Gas cylinder
- Electricity
- Tools (Power & other)
- Pinch point
- Radiation
- Flammable Liquid.
- Falling objects
- Hot work
- Vehicles
- Machine Guard
- Rotating parts of machinery
- Toxic and corrosive chemical
- Working at height
- Confined Space
- Excavation, Pit
- Slip, Trip & Fall
- Noise
- Protruding nails
- Speeding vehicle

#### 5. Scaffolding, Ladder and working at height

#### 6. Environment Protection, House keeping, Oil spill, hazardous chemicals.

7. Action in case of :- i) Injury, ii) Unsafe situation iii) Accident, iv) Fire and use of extinguisher, v) Gas leak, vi) Emergency and assembly, vii) snakes/ scorpion bite.

#### 8. First aid – CPR training, heat stress

#### 10. Reporting Emergency – Tel (client, Fire, Emergency, Clinic/ hospital)

- Accident, Incident, Near miss.

11. Prohibited act: - Smoking, Sleeping at site, Carrying camera/radio & weapons, Fighting and horse play, Consumption of alcohol /drugs.

12. How to avoid Accidents: Obey safety rules, Using of PPE, Good housekeeping, Examples of past Incidents.

13. Beware of Wild animals

14. Safety: A part of construction programme and every ones responsibilities.

#### 15. Insubordination:

Insubordination towards the safety rules, safety officer, supervisor or management personnel and non-

Compliance with safety and health rules shall be viewed seriously and disciplinary action shall be taken

by Management by issuing warring letter (maximum twice) and followed by removal from site.

Attendee's Name : \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Signature : \_\_\_\_\_

Signature: \_\_\_\_\_

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Card No. / Designation: \_\_\_\_\_

Date: \_\_\_\_\_

## INCIDENT REPORTING & INVESTIGATION REPORT (Internal within CL)

Injury \_\_\_\_\_ Property Damage \_\_\_\_\_ Environmental \_\_\_\_\_ Near Miss \_\_\_\_\_ Other \_\_\_\_\_

Contractor Firm Name: \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

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**Name of Worker:** \_\_\_\_\_

Occupation: \_\_\_\_\_ Classification: \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_ **Time of Day:** \_\_\_\_\_ AM \_\_\_ PM \_\_\_\_\_

Injury: \_\_\_\_\_

First Aid \_\_\_ Medical Aid \_\_\_ Lost Time Days \_\_\_ Return to Work \_\_\_\_\_ Days Off \_\_\_\_\_

**1: What Happened?** (Describe the incident, include on or off site incidents)

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**2: Immediate Causes:** (Actions or conditions which lead to the incident)

---

---

---

---

**3: Basic Causes:** (Root causes which contributed to this incident – no training, no supervision, other)

---

---

---

---

---

**4: Corrective Actions:** What is to be done, who is responsible, and on what date is to be completed?

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Supervisor/Safety Engineer: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Site Project Manager: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

## TOOL BOX/PRE JOB/SAFETY TALK

Project: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Activity/Topic:

S.No	Name	Designation	ID. No	Signature	Remarks

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Area/Group Supervisor: \_\_\_\_\_

Safety Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

## WEEKLY/MONTHLY HSE MEETING

Project: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Points Discussed: \_\_\_\_\_

---

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## Action Points

S.No	Action Points	Action	Target Date	Status

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Safety Engineer: \_\_\_\_\_

Project Manager \_\_\_\_\_

### INSPECTON REPORT FOR EQUIPMENT & VEHICLES ON ARRIVAL AT SITE

<sup>3</sup> Serial No	Description	ID No.	Inspection Date	Condition	Remarks
<sup>5</sup>					
<sup>2</sup>					

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7					
8					
9					
10					
11					
12					

**Mechanical & Electrical In Charges**

**Project Manager**

**Safety Officer/Engineer**

VEHICLE INSPECTION				
<b>Project:</b>		<b>Location:</b>		<b>Date:</b>
<b>Vehicle No.</b>		<b>Vehicle Type:</b>		
S.No	Description	OK	Not OK	Remarks
1	Battery Condition			
2	Terminals properly clamped			
3	Engine Oil			
4	Radiator water			
5	Brake Oil			
4	Mirrors			

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5	Wiper			
6	Brakes condition			
7	Indicator lights			
8	Head lights			
9	Horn			
10	Seat Belt			
11	Tool Kit			
12	Spare Wheels			
14	Wind Shields			
14	Tires condition			
15	First Aid Box			

Safety Leader Name & Signature :

### INSPECTON REPORT FOR MECHANICAL / ELECTRICAL EQUIPMENT

15 Serial N6	Description	ID No.	Inspection Date	Condition	Remarks
117					
218					
319					
223					
224					
225					

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**Supervisor In Charge**

**Safety Officer/Engineer**

**Project Manager**

**Date:**

### INSPECTON REPORT FOR GENERAL TOOLS/SAFETY EQUIPMENT

Serial No	Description	ID No.	Inspection Date	Condition	Remarks
1					
2					
3					
4					
5					
6					
19					
22					
23					
24					
25					

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**Supervisor In Charge**

**Safety Officer/Engineer**

### INSPECTON REPORT FOR PORTABLE ELECTRICAL TOOLS

**Date:**

S.No	Identification	Type	Location	Condition	Remarks

Other:

**Electrical Supervisor**

**Safety Engineer**

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Plot 1155, Nko Ya Phiri, Gaborone Botswana,

Postnet Kgale view, Private Bag 351#300, Gaborone Botswana

Name:

Name:

## INSPECTON REPORT FOR FIRST AID BOXES

Date:

S.No	Identification	Type	Location	Condition	Remarks

Other:

First Aider

Safety Engineer

Phone: +267 3186750, Fax: +267 3186754 Mobile: 73554948

Email: [contact@comlink.co.bw](mailto:contact@comlink.co.bw)



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Postnet Kgale view, Private Bag 351#300, Gaborone Botswana

Name:

Name:

## INSPECTON REPORT FOR FIRE EXTINGUISHERS

Date:

S.No	Identification	Type	Location	Condition	Remarks

Other:

Safety Engineer

Phone: +267 3186750, Fax: +267 3186754 Mobile: 73554948

Email: [contact@comlink.co.bw](mailto:contact@comlink.co.bw)



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Name:

## SITE HSE INSPECTION CHECK LIST

**Project:**

**Location:**

**Date :**

<b>Environment :</b>			
Is site environmental compliance requirements are in place?			
Is good housekeeping maintained?			
Is dust generation controlled?			
Is hazardous waste management in place?			
Is Site kept clear of waste?			
Are wastes regularly disposed off?			
<b><u>HEALTH AND HYGIENE :</u></b>			
Are accommodation, Washing facilities, Bath and Toilets, are Clean and tidy all the time?			
<b><u>FIRST AID CLINIC :</u></b>			
Are adequate emergency first aid medicines available?			
Are first aid boxes provided and maintained at work stations?			
<b><u>ACCESS :</u></b>			
Are walk ways un obstructed?			

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Are access ways to work area clear of from obstruction?			
Are access ways well maintained?			

<b><u>FIRE :</u></b>			
Are fire extinguishers provided as per reqmt ?			
Are they appropriate and adequate?			
Are extinguishers maintained well?			
Are extinguishers easily accessible?			
Are fire hoses and connected fire fighting equipment are well maintained and in place?			
<b><u>SAFETY SIGNS :</u></b>			
Are safety signs are in place?			
Mandatory			
Warning/ Caution			
Prohibitory			
Emergency			
<b><u>PLANT AND EQUIPMENT :</u></b>			
Are plant and equipment well maintained?			
Are only authorized drivers and operators engaged?			
Are safety system and procedures adhered?			
<b><u>HAND TOOLS :</u></b>			

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Are hand tools are maintained in good condition?			
Are portable electrical tools are inspected regularly?			
Are inspection records are maintained?			
<b><u>PPEs :</u></b>			
Are PPEs provided to employees?			
Are employs wearing appropriate PPEs?			
Are adequate stocks available?			

**Project Co-coordinator/Manager :**

**Name:**

Phone: +267 3186750, Fax: +267 3186754 Mobile: 73554948

Email: [contact@comlink.co.bw](mailto:contact@comlink.co.bw)

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