



# **ADB Health, Safety and Security (HSS)**

**Awareness Training Course** 

taff. It may be shared outside ADB with appropriate permission

MODULE 3
Workplace
Health and
Safety

Understand your responsibility to keep yourself and others safe at work.

Identify safe working practices.



# Roles and Responsibilities of Health and Safety Risk Management







# **Employers' Responsibilities**

worker safety

machinery, work areas, and equipment kept in a safe condition

provide training

provide a safe workplace & PPE

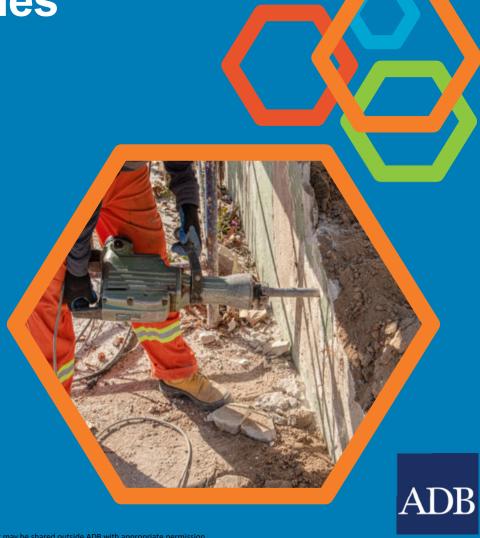
incident reporting, investigation & Corrective Actions



# **Employees' Responsibilities**

Everyone is responsible for their own safety and the safety of others...

- Follow OHS programs
- Identify and control hazards



# **Stop Work Authority**





Every worker has the right to stop work where there is an unreasonable / unmitigated HSS risk – without fear of reprisal!



# **Contractor Supervisor**

Understanding risk management principles and ensuring workers follow practices that minimize hazards and risks.

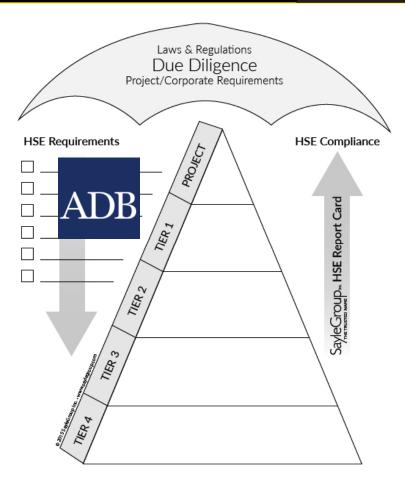


# Sayle Group ... Supply Chain / Contractor Compliance

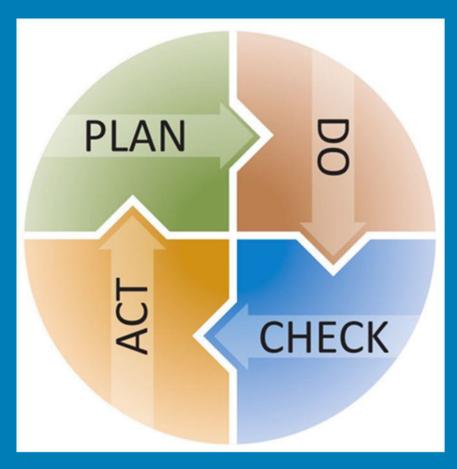


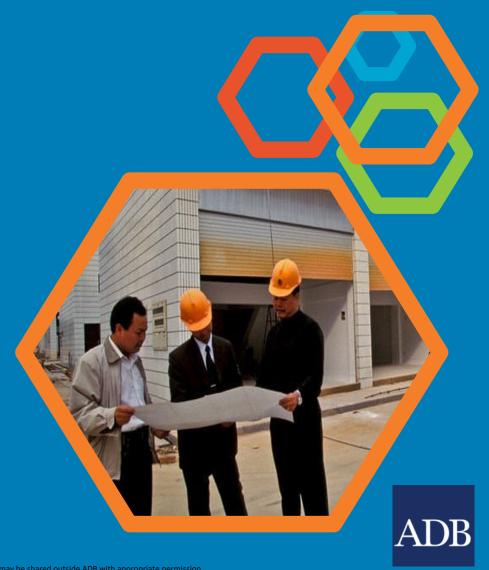
# **Compliance:**

Lender
Client / Borrower (EA/IA)
Contractors
Subcontractors
Vendors
Entire Supply Chain



# **Project HSS Plans**



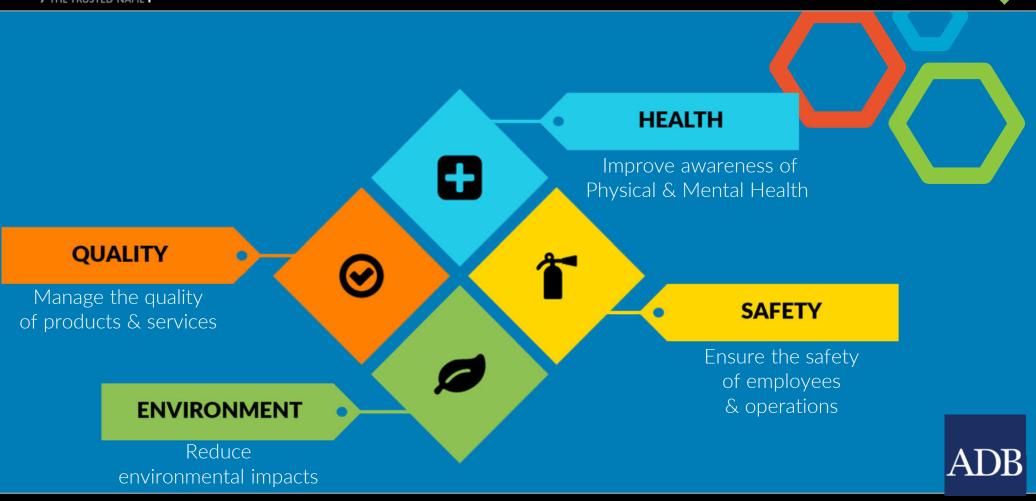


INTERNAL. This information is accessible to ADB Management and staff. It may be shared outside ADB with appropriate permission.



# SayleGroup Integration of QHSE...



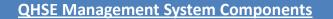


**RISK MANAGEMENT OPERATIONAL EXCELLENCE** 



# SayleGroup Integrated QHSE Management System Framework





- 1.0 Introduction
- 2.0 Regulatory Compliance
- 3.0 Risk Management
- 4.0 Quality
- 5.0 Occupational Health & Safety (OHS)
- 6.0 Environmental Management
- 7.0 HR & Training
- 8.0 Incident Reporting & Investigation
- 9.0 Emergency Response
- 10.0 Monitoring & Improvement

**Policies, Processes & Procedures** 

**Safe Work Practices** 

**Templates** 





**SAFETY** 

# **ADB HSS Good Practice Guide (GPG)**

Safeguard Policy Statement



GPG

Manual

Safe Work Practices (SWPs)

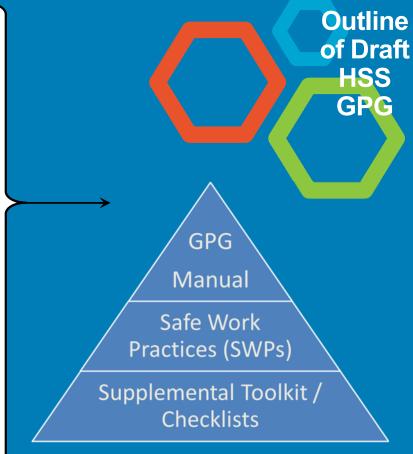
Supplemental Toolkit / Checklists



Peer reviewed by the UK based: "Institution of Occupational Safety & Health" - IOSH



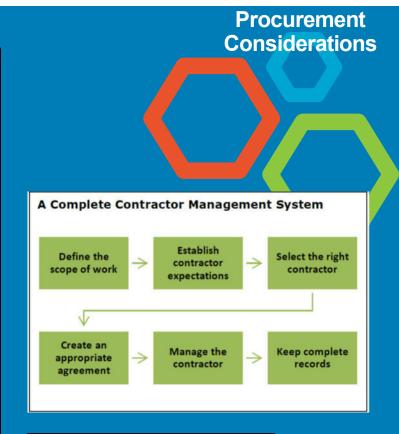
Chapter No.	Chapter Title	Topics Covered
1	Introduction	describes the ADB commitment to occupational and community health and safety (OCHS)     identifies OCHS receptors     introduces the concepts of safety culture and life-saving rules     outlines OCHS roles and responsibilities     addresses OCHS monitoring and improvement
2	OCHS Risk Management	<ul> <li>outlines a comprehensive approach to OHS Risk Management, lending its application to the full scope of activities to be carried out by borrowers, clients, and contractors</li> <li>clarifies the differences between hazards and risks</li> <li>education and awareness for general application of risk management principles applicable to the management of risk in any form it may present itself</li> <li>introduces the plan-do-check-act cycle for risk management</li> <li>introduces the concept of using a risk matrix to rank risks</li> <li>common risk management techniques at various levels</li> <li>risk mitigation and the hierarchy of controls</li> </ul>
3	Workplace Safety	OCHS rights and responsibilities of employers, employees and contractors, and the workplace safety responsibility system common occupational hazards, worksite safety, health and industrial hygiene, OCHS training and awareness, personal protective equipment, and proactive HSSE promotion contractor management with audits and inspections to ensure compliance verification safety protocols which are not sector specific and can be found useful for workers (employees/contractors) in many sectors
4	Community Health and Safety (CHS)	interactions between the workforce and local population with a discussion of CHS application through the various project phases review of CHS risk assessment through mitigating accidental and natural hazards infrastructure and community service safety community disaster and emergency preparedness and response
5	Site Security	<ul> <li>security standards</li> <li>security planning and risk assessment for project sites</li> <li>assessing and managing security risks and impacts</li> <li>project security measures</li> <li>fragile conflict affected states</li> </ul>
6	OCHS Incident Reporting and Investigation	<ul> <li>borrower reporting requirements under loan agreements</li> <li>common incident classifications</li> <li>initial response to injuries and incident notification</li> <li>necessity of incident investigations and reporting</li> <li>recordkeeping practices</li> </ul>
7	Emergency Preparedness and Response	<ul> <li>Incident Command System (ICS) and emergency response principles</li> <li>emergency classification</li> <li>roles and responsibilities</li> <li>emergency preparedness and emergency response plans and bridging documents</li> <li>communication and response activation, exercises, and drills</li> <li>public health risks and pandemics</li> </ul>





e ADB with appropriate permission

Chapter No.	Chapter Title	Topics Covered
1	Introduction	describes the ADB commitment to occupational and community health and safety     (OCHS)     identifies OCHS receptors     introduces the concepts of safety culture and life-saving rules     outlines OCHS roles and responsibilities     addresses OCHS monitoring and improvement
2	OCHS Risk Management	outlines a comprehensive approach to OHS Risk Management, lending its application to the full scope of activities to be carried out by borrowers, clients, and contractors     clarifies the differences between hazards and risks     education and awareness for general application of risk management principles applicable to the management of risk in any form it may present itself     introduces the plan-do-check-act cycle for risk management     introduces the concept of using a risk matrix to rank risks     common risk management techniques at various levels     risk mitigation and the hierarchy of controls
3	Workplace Safety	OCHS rights and responsibilities of employers, employees and contractors, and the workplace safety responsibility system  common occupational hazards, worksite safety, health and industrial hygiene, OCHS training and awareness, personal protective equipment, and proactive HSSE promotion contractor management with audits and inspections to ensure compliance verification safety protocols which are not sector specific and can be found useful for workers (employees/contractors) in many sectors
4	Community Health and Safety (CHS)	interactions between the workforce and local population with a discussion of CHS application through the various project phases review of CHS risk assessment through mitigating accidental and natural hazards infrastructure and community service safety community disaster and emergency preparedness and response
5	Site Security	<ul> <li>security standards</li> <li>security planning and risk assessment for project sites</li> <li>assessing and managing security risks and impacts</li> <li>project security measures</li> <li>fragile conflict affected states</li> </ul>
6	OCHS Incident Reporting and Investigation	borrower reporting requirements under loan agreements     common incident classifications     initial response to injuries and incident notification     necessity of incident investigations and reporting     recordkeeping practices
7	Emergency Preparedness and Response	Incident Command System (ICS) and emergency response principles emergency classification roles and responsibilities emergency preparedness and emergency response plans and bridging documents communication and response activation, exercises, and drills public health risks and pandemics



IA/EA, Contractor, Subcontractor, Supply Chain & Vendor Management:

- Terms & Conditions
- Compliance, Verification



de ADB with appropriate permission.

# Sample format of HSS GPG Manual



More information on ICS roles and responsibilities is found in section 7.6 of this chapter.

## 7.4 Emergency Response Principles

In an emergency, allocate resources to maximize the effectiveness of the response and minimize the negative effects. ADB borrowers should, at a minimum, be committed to the following measures:

- providing first aid access to the injured, and initiating third party medical aid when needed;
- promptly contacting outside agencies for assistance when needed;
- ensuring regular worksite emergency drills occur to continuously improve the on-site ability to respond to incidents;
- following an effective ICS to ensure all workers are aware of their role in the event of an emergency;
- minimizing damage to communities, equipment, assets, public and private property;
- supporting and bridging to contractor emergency management systems as necessary;
- preserving records and evidence for use in postincident investigations;
- effectively using the combined resources of contractors, the government and other external services; and
- providing factual information to news media and other stakeholders on a timely basis.

## 7.5 Classification of Emergencies

This chapter uses a simple outline to define three levels of emergencies. Other emergency classification systems can be used if they are suitable for the project.

Level 1 – Any unplanned event that does not escalate into a serious hazard to life, property or the environment and that can be managed with onsite resources.

The response to Level 1 emergencies is described in Chapter 6 on Incident Reporting & Investigation.



Level 2 - Any unplanned and uncontrolled event that can escalate into serious hazard to life, property or the environment and is contained on-site, but which requires external assistance to manage.

Level 2 emergencies may escalate to Level 3 if control of the emergency is not imminent.



Level 3 – This is a crisis level event, that has serious effects on and outside the site, as well as the external resources typically utilized in a large scale emergency.

## 7.6 Emergency Roles and Responsibilities

The following table outlines the emergency preparedness and response planning roles and responsibilities of the key stakeholders in ADB-financed projects.

14010	reaponationity			
ADB Project Director	Responsible for ensuring that the project leadership understand the importance of emergency preparedness and have an ERP in place.			
Borrower Implementing Agency (IA)	<ul> <li>Ensuring that an up-to-date ERP is in place and made available to all workers.</li> </ul>			



on site should be suitable for the number of personnel, type of operation, and the degree of treatment likely to be required prior to transportation to medical facilities.

## 3.9.3 Competency Assurance

Competency assurance is the process of training, coaching, tracking, monitoring and assessing the competency of workers. Competent workers are more likely to perform their tasks successfully and to have fewer incidents. Competency assurance programs help to identify when workers need further training to do their jobs safely. Competency includes the health and safety aspects of a role as well as the operational aspects of a role.

Supervisors are responsible for coaching workers who are new to their positions or who are given new assignments.

Supervisors may notice that urgent training is required to ensure continued safety of a worker. In such cases, workers should be stopped from continuing in their tasks until they are trained and experienced enough to safely complete the task without direct supervision.

Training provision can be internal or external.

Internal training can be provided by experienced personnel within the organization, skilled in the area of responsibility. Internal OHS training can be in the form of job shadowing, on-the-job-training (OIT), demonstrations, written work instructions, or other form of instruction as deemed appropriate by a Safety Advisor.

External training can be provided by an outside subject matter expert. External training may be selected by the Safety Advisor on the basis of experience with the provider, references to the provider by others, consultation with Supervisors, provider certifications, price, and other factors.

Training should be scheduled and delivered in a timely manner that fits with the operation. Training may be scheduled off-site or on-site. At the end of any training process, the Supervisor forwards copies of any certificates, diplomas, training cards, or attendance sheets to the Safety Advisor and/or HR for record legislate.

All records related to worker training should be retained on file for a period of not less than five years unless otherwise specified by contract or applicable jurisdiction.



### 3.9.4 Training Matrix

A training matrix keeps track of worker training experience and qualifications. Each member of the workforce is listed on the training matrix along with a record of the training they have received, and whether the qualification is still valid, expiring, or past expiration. The matrix allows for quick identification of training gaps or required refresher training.

## 3.10 Personal Protective Equipment

PPE is equipment that protects workers exposed to workplace hazards, PPE should always be used in conjunction with other facility controls and safety systems. Examples of PPE items include gloves, helmets (hard hats), goggles, high-visibility clothing, harnesses, and other gear. PPE is the last resort after all other forms of protection in the hierarchy of control have been implemented (PPE is the last line of defence).

Detailed guidance on PPE is provided in Appendix 2.





# Sayle Group Inc. Examples of Safe Work Practices...



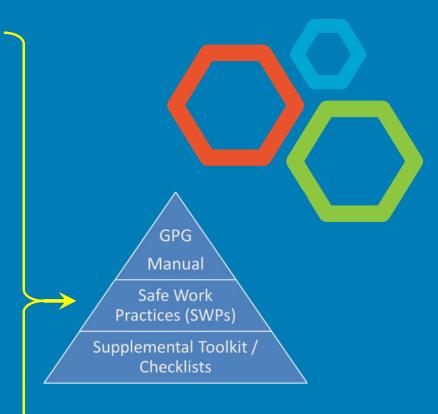


- Job Safety Analysis (JSA)
- Lock-out Tag-out (LOTO)
- Hot Work & Electrical
- Working at Height
- Work Over Water
- Scaffolding
- Confined Space Entry
- Lifting & Rigging
- Chemicals & HazMat
- Waste Management
- Vessel Safety
- Training, Toolbox Talks
- Field Tools, Checklists & Forms ADB



- Industrial Hygiene
- Work at Height
- Chemical and Hazardous Materials
- Confined Spaces
- Hotwork
- Excavation, Trenching and Backfilling
- Mechanical Lifting and Rigging
- Scaffolding
- Energy Isolation/Lockout-Tagout
- Permit to Work
- Housekeeping / Worksite Sanitation
- Hand and Power Tool Use
- Working Alone
- Heavy Equipment Operations
- Manual Lifting
- Vehicle Safety and Traffic Control

List of ADB Draft Safe Work Practices

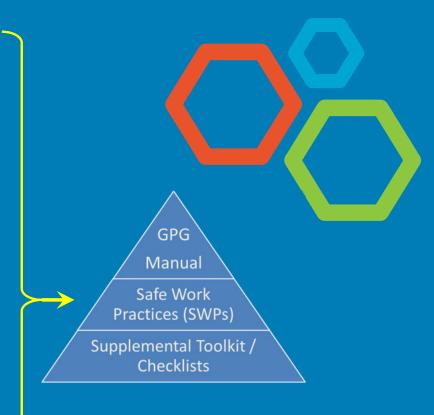




l NTERNAL. This information is accessible to ADB Management and staff. It may be shared مسترطو ADB with appropriate والمستركة المستركة ال

- Emergency Response
- Security Measures
- Fire Plan Guidance
- Waste Management
- Disease Prevention
- Indoor Air Quality
- Coldwork
- Office Safety
- Working in the Warehouse/Yard
- Wildlife Encounters and Avoidance
- Marine Work Operations
- Compressed Gas Cylinders
- Working Around Open Holes
- Use of Portable Fire Extinguishers
- Abrasive Blasting
- Industrial Painting

Draft
Safe Work
Practices

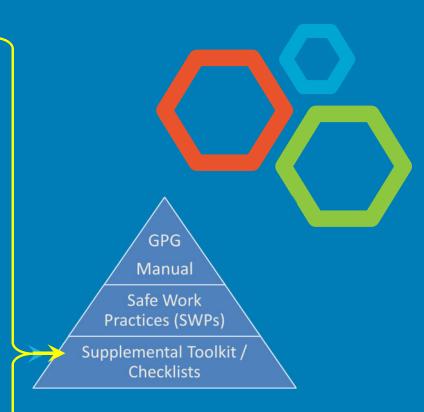




INTERNAL. This information is accessible to ADB Management and staff. It may be shared out de ADB with appropriate permission

- Site Safety Inspection
- Work at Height
- Hot Work
- Cold Work
- Permit to Work
- Lifting and Rigging
- Scaffolding
- Lockout-Tagout
- JSA/TRA/FLHA
- Confined Space Entry
- Incident Notification
- Incident Root Cause Analysis
- Corrective Action Template

List of ADB Draft Checklists





# Safe Work Practice General site safety checklist

## **GENERAL SITE SAFETY CHECKLIST**



For detailed guidance on safety requirements, refer to the relevant ADB safe work practices (SWPs). Mark "N/A" in the YES column for any line items that are Not Applicable for the area being inspected.

Project: Date:		tion:			
		ector:			
GENERAL SAFETY	YES	NO	WORK AT HEIGHT		NO
Is the site health and safety plan available to workers?			Are ladders safe and inspected as appropriate?		
Is the site properly secured at all times of the day and the night?			Do extension and straight ladders extend >1 metre beyond the landing area?		
Is the work site tidy and orderly?			Are workers using three points of contact when climbing ladders?		
Is there enough light for workers to perform work safely?		1	Are appropriate fall protection devices being used where required?		
Is an emergency response plan available to workers?		1	Is scaffolding safe and inspected as appropriate?		
Are there clearly indicated muster points on the site?			Is scaffolding designed by a qualified person?		
Is a site traffic safety plan in place?			Is scaffolding tagged?		
Is adequate potable drinking water available on site?			HAZARDOUS MATERIALS	YES	N
Are there sufficient, clean lavatory facilities on site?			Are safety data sheets available to all workers?		
Are worker rest and eating areas provided where workers are not exposed to hazards?		P	Are all hazardous materials appropriately labeled?		
Is worksite signage appropriate and sufficient?			Are all hazardous materials appropriately stored?		
Is a record of worker training available?			Are spill kits available for hazardous material spills?		Г
PERSONAL PROTECTIVE EQUIPMENT	YES	NO	Are compressed gas cylinders stored upright and properly secured?		Г
Are workers wearing high-visibility safety clothing?	1	-	EXCAVATION	YES	NC
Are workers wearing safety glasses or goggles?			Is a competent person on site when excavation / trenching work is occurring?		Г
Are workers wearing safety footwear?			Are ladders in place for excavations deeper than 1.2 metres?		
Are workers wearing hard hats?			Is protection from cave-ins in place for excavations deeper than 1.5 metres?		
Are workers wearing hearing protection where required?			Is any sloping or benching appropriate for the soil type?		
Are workers wearing appropriate gloves or other hand protection for their tasks?			Is a daily inspection carried out for all excavations on site?		
Are workers wearing respiratory protection where required?			Is ventilation in place in excavations where combustion equipment is used?		

SITE SAFETY CHECKUST 1



# Safe Work Practice Hot work checklist

## SAFE WORK PRACTICE: HOT WORK



## APPENDIX 1: HOT WORK CHECKLIST

DATE:		ATION:	Initials
Person Performing the Hot Work  I have completed a hazard inspection of the worksite in a minimum 10 m (33 ft) radius, to ensure that there is no hazard from direct or indirect heat transfer by spark or open flame. Including but not limited to the following areas (as applicable):			Initials
:	above the worksite behind the worksite on top of the worksite	below the worksite     in front of the worksite	
	completed a hazard inspection of the works ure that there is no hazard from direct or indire		
Includi	ing but not limited to the following areas (as ap	oplicable):	
:	void spaces between ceilings bulkheads pressurized pipework or hoses pressure vessels paint lockers	electrical cables     deck plates     fuel tanks     vents	
vessel	rm that all electrical cables, pressurized pipe s have been isolated and/or purged, or have y isolation).		
I have	inspected all welding equipment, accessorie and confirm that they are fit for purpose.	es, and tools to be used for the hot	
If adja	cent areas that may be affected by the hot v n, then additional Fire Watchers have been a		
PTW is Isolation CSE is	rm the following requirements (as applicable) required: on is required: required can be conducted in a safe welding area:	Yes   N/A   Yes   N/A   Yes   N/A   Yes   N/A   Yes   N/A   Yes   N/A	
atmos Explos	petent gas tester has confirmed the area is on pheres. ive Gas Reading:		

We have identified the hazards associated with the proposed work.
We will implement the control measures before and during the work.
WE WILL CALL A TIME OUT IF THIS WORK PLAN OR THE HAZARDS CHANGE.

	Name	Sign
Supervisor		
Fire Watcher		
Relieving Fire Watcher		
Persons Performing the Work		
	PTW # (if applicable)	
Energy	Isolation Certificate # (if applicable)	



# **Safe Work Practice**

## Work at height checklist

## SAFE WORK PRACTICE: WORK AT HEIGHT



## APPENDIX 1: WORK AT HEIGHT CHECKLIST

Name:	Signature:	Date:		
			YES	NO
Determine whether a per-	mit to work is required, and if so, obtain it.			
Complete a written fall pr	otection and rescue plan when working over 7.3 metres or 2	1 feet.		
Are all workers competen	t and trained for work at height?			
Is the equipment position	ed on a level, stable surface?			
Has proper barricading be	een put in place?			
Is the equipment in good	condition with a suitable load rating, and made from accepta	ble material?		
Is the work being conduct	ted at a safe distance from high voltage cables?			
	Ladders			
The ladder is tied off or a	co-worker is holding the ladder.			
The top of the ladder exte	ends 1 metre above the edge of the work.	1m		
The ladder is at a suitable	e angle (3-4:1 ratio)	4m		
There is a minimum over	ap of 1 metre for extended sections.	L <sub>im</sub>		
	Power Elevated Platforms			_
The platform annual inspi	ection certificate is available and current.	å		
The man basket has been	inspected for safety.	B ARA		
A daily inspection is comp	oleted prior to use.	~		
	re tied off at all times to an engineered point with a lanyard ther lifts, workers are tied off with a maximum 2-metre bsorber when in motion.	<b>SERIO</b>		
	Scaffolds	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )	-	
Fall protection is used wh	en erecting or dismantling scaffold at heights over 1.8m.	-		
Proper top guardrails, mic	d rails, and toe boards are installed.			
The working platform is for	ully decked, properly secured, and/or cleated.	·- ISX		
Each level is locked in pla	ce before installing the next level.			
Tie-ins are installed when	the total height to base ratio exceeds 3:1.			
Scaffolds are erected by o	competent personnel and are tagged prior to use.			
Access to the scaffold is o	only made using a properly installed ladder or stairs.			
No work is permitted und	er the scaffold - only authorized workers in the work area.	1		
Equipment is lifted and lo	wered by rope, hoist, or worker-to-worker.	1		
70.	Work Within 2.0 Metres of an Unguarded	d Edge		
Approved safety harnesse	es, lanyards, and/or lifelines are being used with suitable and	hor points.		
All workers are wearing h	arnesses and are tied off at all times.			
The fully extended lanyar	d will prevent the worker from striking the ground (fall arrest	t).		
Lanyards are used to pre-	vent workers from reaching the unguarded edge (fall restrain	t)		
tostalling peoples top quar	drails, midrails, and toe boards has been considered.	1.		

ADB

# PPE – the last line of defense!



Safety headwear protects workers from:

- 1. impact from moving or falling objects
- 2. splashes from harmful substances

international safety standard.

- 3. contact with energized objects and equipment Recommendations
- 4. Use safety headwear that meets an
- 5. Use safety headwear made up of two parts:
- 6. the shell (light and rigid to deflect blows), and
- 7. the suspension (to absorb and distribute the energy of the blow).
- 8. Do not alter safety headwear in any way, such as drilling holes, carving, etching, or painting them, which can reduce its protection qualities.
- 9. Adjust and maintain the suspension system to ensure that the hat shell does not touch the head.
- 10. Replace safety headwear every five years, even if no damage has occurred, and replace immediately after any severe impact.
- 11.Use a chin strap when working in high wind conditions or any other situation that could cause the safety headwear to fall off.
- 12. Never use varsol or other organic solvents or degreasers on the plastic surfaces of safety headwear.

Hearing Protection



Hearing protection prevents high levels of sound energy reaching the inner ear.

## Recommendations

- 1. Use hearing protection that meets an international safety standard.
- 2. If workers cannot carry on a conversation at a normal level of voice when they are standing one metre apart, hearing protection should be used. However, any sound over 80 dB requires hearing protection, depending on the amount of time the worker is exposed.
- 3. Use barricades and signage to identify areas where workers must wear hearing protection.
- 4. Clean earplugs or muffs to prevent ear infection.
- 5. Do not reuse single use earplugs as this increases risk of ear infection.
- 6. Dry cotton batting, wax-impregnated cotton batting, and earplugs with metal inserts do not work to protect against hearing loss.
- 7. Earmuffs are more effective than earplugs.
- 8. Earplugs can become loose due to talking or chewing, so periodically re-insert the earplugs.
- 9. Hypo-allergenic earplugs are available if required.

Safety Clothing



## Purpose

Safety clothing helps keep workers visible and protects their body from various kinds of exposure that can occur at the work site, such as (but not limited to):

- 1. exposure to fire.
- 2. exposure to splashing hazardous liquids,
- 3. exposure to temperature extremes,
- 4. body impacts from falling or moving objects,
- 5. cuts from sharp objects or abrasive materials.

## Recommendations

- 6. Safety clothing that should be considered based on job exposures and hazard types includes:
- 7. flame and chemical resistant clothing,
- boot covers and overshoes,
- 9. specialty hand pads and grips,
- 10. leather aprons and leg protection,
- 11. leg, chin, arm, and belly guards, and
- 12. full body protective suits.
- 13. Workers should never wear synthetic fabrics where explosions or fires could occur.
- 14. Loose and dangling clothing is a safety hazard and is not permitted at work sites.
- 15. Safely dispose of any clothing that becomes contaminated with hazardous chemicals.
- 16. Wear high visibility vests at the work site.

Eye Protection



Eye protection prevents eye injuries resulting from:

- flying objects and particles,
- 2. splashing liquids, including molten metals, and
- 3. ultraviolet, infrared, and visible radiation.

## Recommendations

- 4. Eye protection is available in two formats: basic eye protection and face protection.
- 5. Basic eye protection includes eyecup and monoframe goggles and spectacles with or without side shields.
- 6. Face protection includes plastic face shields that are chemical and impact resistant, metal face shields, welder's shields and filter plates and lenses.
- 7. Use eye protection that meets an international safety standard.
- 8. Eye protection should usually be worn at all times on a work site, but especially when doing any work that produces flying or falling particles.
- 9. Safety goggles must be worn near sandblasting operations or when moving chemicals.
- 10. Welders must use welding helmets with shaded lenses. Welder helpers must wear safety glasses and a full-face shield.
- 11. To prevent fogging of eye protection devices, use antifogging solutions on lenses.
- 12.Do not wear contact lenses at the work site.

INTERNAL. This information is accessible to ADB Management and

# PPE – the last line of defense!

Hand Protection



## Purpose

Hand protection keeps workers' hands safe from hazards including:

- 1. exposure to chemicals,
- 2. exposure to temperature extremes,
- physical injuries such as scrapes, abrasions, blisters, pinches, bruises, and punctures, and
- 4. electrical shocks.

## Recommendations

- Use hand protection that meets an international safety standard.
- Wear gloves that fit properly and have tight cuffs.
- When handling hazardous materials, wear gloves made from materials that are appropriate for the hazard. Consult the safety data sheet (SDS) for details.
- When working with high voltage equipment, wear rubber-insulated gloves with a leather outer glove.

Foot Protection



## Purpose

Foot protection keeps workers' feet safe from compression, puncture and impact injuries.

## Recommendations

- Use foot protection that meets an international safety standard.
- 2. Fully lace all foot protection and extend pants or coveralls over the top of the footwear.
- Wear approved winter boots in extremely cold conditions.

Fall Protection



## **Purpose**

Fall protection devices prevent workers from injuries when they are exposed to the hazards of the following types of falls:

- 1. falls of more than two metres,
- 2. falls into water or other liquids,
- 3. falls into operating machinery,
- 4. falls into hazardous substances, and
- 5. falls through openings in work surfaces.

## Recommendations

- Use fall protection devices that meet an international safety standard.
- Use other fall protection measures on the work site, such as barricades, guardrails, and toe boards.
- Always inspect fall protection devices before starting to work.
- Always attach fall protection devices to sufficient anchor points.
- 10. Dispose of fall protection devices that have been impacted by a fall.
- 11. Never tie a knot in a lanyard for any reason—it weakens the lanyard.
- Never use a full body harness and lanyard near any rotating equipment.
- 13. Never attach snap hooks to each other.
- 14. Always attach the lanyard to the D-ring on the back of the harness, which allows the body to flex forward during a fall.

Personal Flotation Devices



## Purpose

Personal flotation devices (PFDs) provide buoyancy in water, helping to prevent drowning when workers are engaged in activities on or near water.

## Recommendations

- Use PFDs that meet an international safety standard.
- Use a PFD that ensures the wearer is supported with their nose and mouth clear of the water under the expected conditions of use.
- Carefully secure the PFD to provide positive support in the water and allow the wearer to swim or actively assist themselves and others.



INTERNAL. This information is accessible to ADB Management and staff. It may be shared outside ADB with appropriate permission.

- Industrial Hygiene
- Work at Height
- Chemical and Hazardous Materials
- Confined Spaces

List of ADB Hotwork

**Draft** 

Excavation, Trenching and Backfilling

Safe Work • Mechanical Lifting and Rigging

Practices Scaffolding

- Energy Isolation/Lockout-Tagout
- Permit to Work
- Housekeeping / Worksite Sanitation
- Hand and Power Tool Use
- Working Alone
- Heavy Equipment Operations
- Manual Lifting
- Vehicle Safety and Traffic Control



- Emergency Response
- Security Measures
- Fire Plan Guidance
- Waste Management

List of ADB Disease Prevention

**Draft** 

Indoor Air Quality

Safe Work Coldwork **Practices** 

- Office Safety
- Working in the Warehouse/Yard
- Wildlife Encounters and Avoidance
- Marine Work Operations
- Compressed Gas Cylinders
- Working Around Open Holes
- Use of Portable Fire Extinguishers
- Abrasive Blasting
- Industrial Painting



- Site Safety Inspection
- Work at Height
- Hot Work
- Cold Work

List of ADB Permit to Work

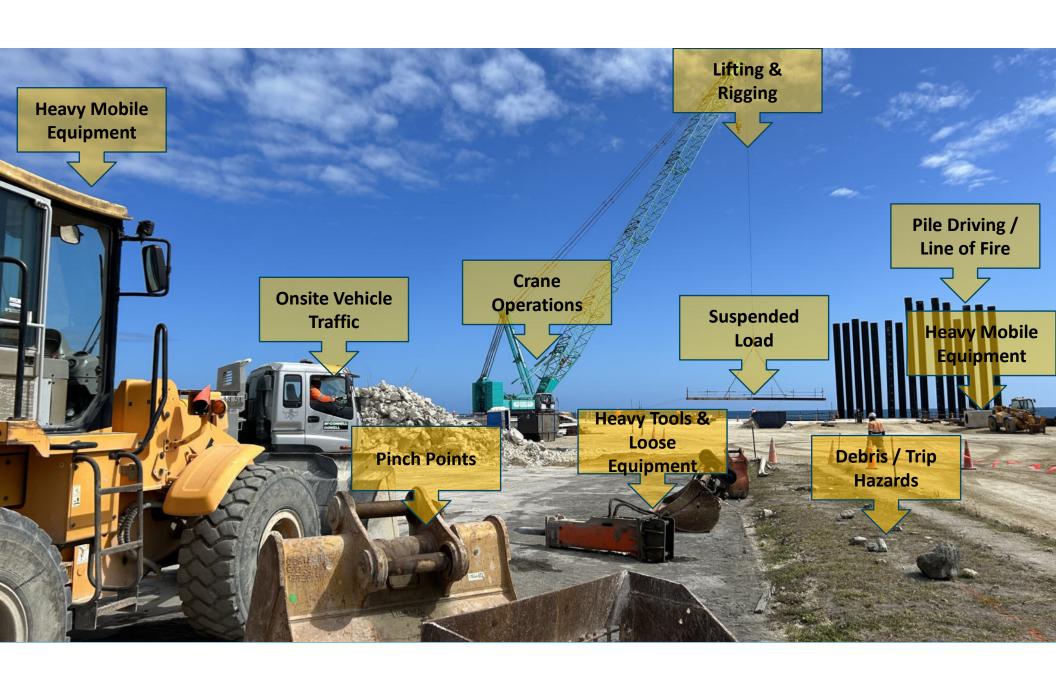
**Draft** 

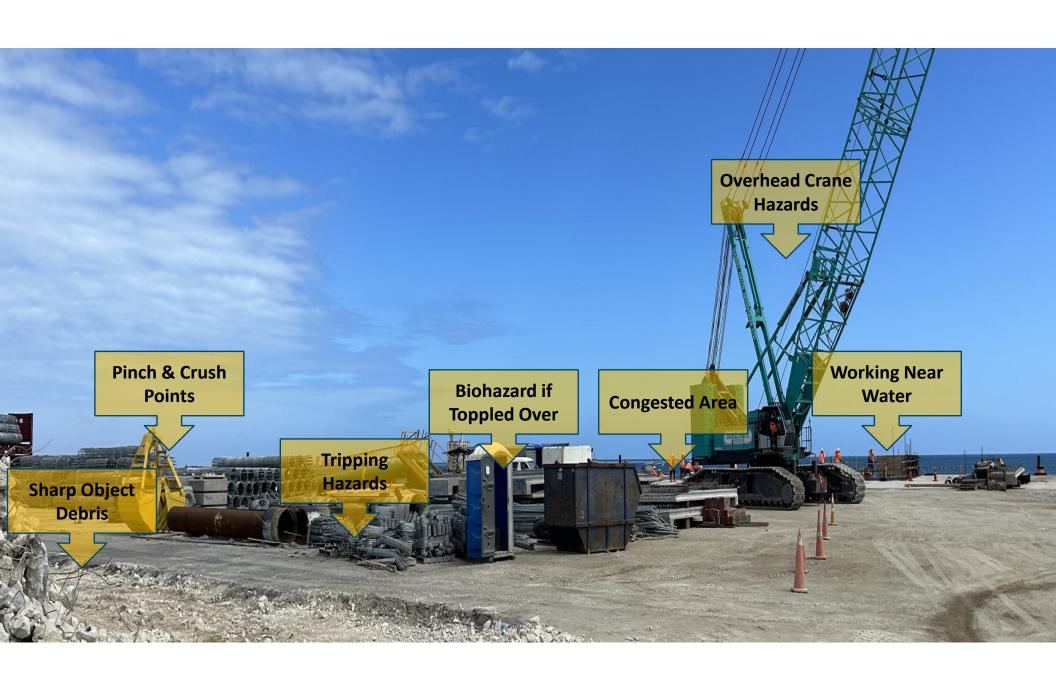
Lifting and Rigging

Checklists • Scaffolding

- Lockout-Tagout
- JSA/TRA/FLHA
- Confined Space Entry
- Incident Notification
- Incident Root Cause Analysis
- Corrective Action Template











# **Training and Awareness**



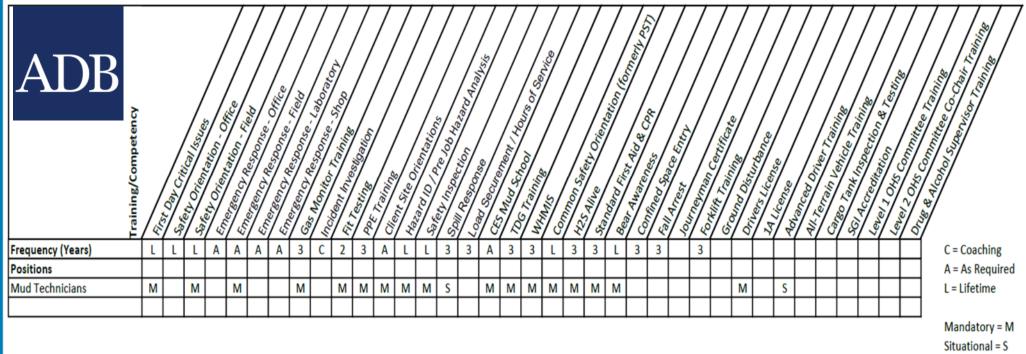
## Training should include:

- Regulatory requirements
- Site Orientations HSS topics
- Hazards and Controls (SWPs)
- Emergency Response
- Certifications & CompetencyAssurance
- "OJT" & Supervision



# Safety Training Matrix - by Position







# **Health and Safety Committees**



- Provide a forum for discussing OHS issues
- Terms of Reference
- Management & Worker Reps
- Minutes Action Tracking



# Summary

every worker has the authority to stop work

 anxiety, depression, and workrelated stress are common mental health conditions

training is critical for all the workforce

