

ADDENDUM TO THE ENVIRONMENTAL AND SOCIAL MANAGEMENT GUIDELINES

for the

Community Access and Urban
Services Enhancement (CAUSE)
Project in the Solomon Islands

Date: 20 July 2021

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Acronyms

AF	Additional Financing
AHC	Australian High Commission
AUD	Australian Dollars
CAUSE	Community Access and Urban Services Enhancement Project
CLO	Community Liaison Officer
COVID-19	Coronavirus Disease
ESMG	Environmental and Social Management Guidelines
ESMP	Environmental and Social Management Plan
GBV	Gender-based Violence
GDP	Gross Domestic Product
HCC	Honiara City Council
IDA	International Development Association
ISDT	Infrastructure and Service Delivery Training
LASI	Literacy Association of the Solomon Islands
MHMS	Ministry of Health and Medical Services
MID	Ministry of Infrastructure Development
PIU	Project Implementation Unit
PMU	Project Management Unit
PPE	Personal Protective Equipment
REP	Rapid Employment Project
SIG	Solomon Islands Government
USD	United States Dollars
VAW	Violence against Women
WHS	Work Health and Safety

1. Introduction

1.1. Country Context

1. The Solomon Islands comprises of almost 1,000 islands¹ with six main populated island groups² and a population of 712,455.³ The population of the Solomon Islands is predominantly Melanesian with small proportions of Polynesian, Micronesian, European and Chinese.⁴ In the period preceding 2003, the Solomon Islands experienced high levels of migration into the capital, Honiara for economic opportunities. The resultant strain on infrastructure and resources and the proliferation conflict over land and high unemployment rates in Honiara and surrounds led to a period of civil conflict and social unrest. The national Gross Domestic Product (GDP) reached a low of US\$352.5 million in 2003.⁵
2. Yet in the past five years, the Solomon Islands gross national income, both in absolute terms and per capita, has been steadily increasing.⁶ In 2019, GDP was recorded to be US\$1.59 billion. Simultaneously, poverty rates are decreasing with a 10% decline between 2005 and 2013.⁷ However, the distribution of income and infrastructure is varied across the nation. As a result, rural-urban migration is continuing and is fueling increasing urban unemployment.
3. In this context the main development challenges faced in the Solomon Islands are i) population growth keeping pace with GDP increases meaning limited increases to GDP per capita, ii) an economy that is over-reliant on unsustainable logging income (accounting for 13% of GDP⁸), iii) high incidence of poverty, despite progress, 12.7% of the population of the Solomon Islands still lived below the national poverty line in 2013⁹, and iv) challenges in service delivery prompted by the small and dispersed nature of the population. Currently, the Solomon Islands economy is also being impacted by the coronavirus disease (COVID-19) global pandemic which has severely reduced international travel and decreased domestic mobility for a period in 2020. In addition, the Solomon Islands is exposed and vulnerable to natural disasters which are likely to increase in severity with climate change.¹⁰ While there have been 18 confirmed cases of COVID-19 in the Solomon Islands, no new cases have been recorded between December 2020 and March 2021 (at time of writing).¹¹

¹ Australian Government Department of Foreign Affairs and Trade, *Solomon Islands Country Brief*, available from: <https://www.dfat.gov.au/geo/solomon-islands/Pages/solomon-islands-country-brief>

² The Permanent Mission of Solomon Islands to the United Nations, *Country Facts*, available from: <https://www.un.int/solomonislands/solomonislands/country-facts>

³ Government of Solomon Islands, National Statistics Office, 2020, *Provisional Count: 2019 National Population and Housing Census*.

⁴ The Permanent Mission of Solomon Islands to the United Nations, *Country Facts*, available from: <https://www.un.int/solomonislands/solomonislands/country-facts>

⁵ The World Bank, 2021, *Data: Solomon Islands*, available from: <https://data.worldbank.org/country/SB>

⁶ The World Bank, 2021, *DataBank World Development Indicators*, available from: <https://databank.worldbank.org/reports.aspx?source=2&country=SLB>

⁷ The World Bank, 2021, *Data: Solomon Islands*, available from: <https://data.worldbank.org/country/SB>

⁸ Australian Government Department of Foreign Affairs and Trade, 2021, *Market Insights: Solomon Islands Business Conditions Snapshot*, available from: <https://www.dfat.gov.au/sites/default/files/solomon-islands-market-insights-2021.pdf>

⁹ The World Bank, 2021, *Data: Solomon Islands*, available from: <https://data.worldbank.org/country/SB>

¹⁰ The World Bank, 2018, *Project Appraisal Document for A Community Access and urban Services Enhancement project*, available from:

<http://documents1.worldbank.org/curated/en/295701521469818907/pdf/Solomon-Islands-PAD-03142018.pdf>

¹¹ World Health Organization, 2021, *Coronavirus Dashboard Solomon Islands Situation*, available from: <https://covid19.who.int/region/wpro/country/sb>

1.2. Project Context

4. In 2009, The Solomon Islands Government (SIG) requested that the World Bank (the Bank) set up the Rapid Employment Project (REP) as an emergency operation to directly contribute to conflict and poverty-affected households and provide a responsive and appropriate safety net mechanism targeting the poor and the vulnerable populations in and around Honiara. The components of REP supported a labor-based urban services model, with associated training, to address the inter-related issues of unemployment, poverty and civil conflict, with particular attention to their effects on women and young people.
5. REP produced positive results up to project closure in 2018. Beyond this date, there was an ongoing demand from key stakeholders for similar interventions and SIG requested that the Bank establish a second phase of activities. This resulted in the development of the Community Access and Urban Services Enhancement (CAUSE) Project. This new project built on the success of REP and expanded target areas beyond Honiara to also include the remainder of the capital province, Guadalcanal, the townships of Gizo, Noro and Munda in Western Province and Auki in Malaita Province.
6. The CAUSE Project's development objective is to "improve socio-economic opportunities and conditions for vulnerable, urban populations through the delivery of basic infrastructure and services."¹² Aligned with this objective the CAUSE project has four project components:
 - **Component 1: Urban Works and Services** contracts local community groups and contractors to deliver a range of basic infrastructure and services related to waste management and transport. The emphasis of this component is on enhancing community access and connectivity and collecting, recycling and raising awareness about waste. This component is executed by local governments.
 - **Component 2: Road Repair and Maintenance** delivers civil works contracts in road maintenance, improvement and drainage provision. The emphasis of this component is on road maintenance as well as improvement and rehabilitation with particular focus on the climate resilience of outputs. This component is executed by the Ministry of Industrial Development (MID) in coordination with local governments.
 - **Component 3: Infrastructure and Service Delivery Training (ISDT)** strengthens the knowledge and capacity of individuals and contractors in relation to project procedures and benefits as well as basic life skills, occupational health and safety, financial literacy and the skills required to participate in project activities. This component also includes a pilot project run by the Literacy Association of the Solomon Islands (LASI) which provides training to improve literacy and numeracy skills, with a focus on female participants, before enrolment in ISDT.
 - **Component 4: Project Management** covers the administrative requirements of the project. Finance for additional project management support is included in this component. This support includes safeguards oversight, communications and media support, short-term technical assistance, training, financial management, operational costs and procurement. Additional project staff and consultants are also financed under this component. This component provides resources to the Project Implementation Units (PIUs) located in project sites beyond Guadalcanal and the Project Management Unit (PMU) located in Honiara.

¹² Solomon Islands/World Bank Community Access and Urban Services Enhancement (CAUSE) Project. Preparation Mission July 17-27, 2017. *Draft Aide-Mémoire*.

1.3. Rationale, Objective and Scope of the Addendum

7. The Environmental and Social Management Guidelines (ESMG) of the CAUSE project were developed in December 2017 prior to the project start date. This addendum to the ESGM is designed to reflect the current operational context of the Project and the additional activities funded under the additional financing (AF).¹³ The Addendum covers changes to relevant legislation, updated project policies and practices, actions to address lessons learned from the CAUSE implementation and to respond to the COVID-19 pandemic.
8. This addendum to the ESGM therefore covers areas which requires updating, including i) the additional activities proposed in the AF application, ii) the socio-economic characteristics of target communities, iii) potential new impacts and mitigation measures, iv) consultation and disclosure plans for this addendum and v) operational processes. It is important to note that this addendum does not reflect any new safeguards categories as the additional activities do not trigger any new or additional safeguards policy.
9. In developing this addendum, consultation was undertaken with community and government representatives. A list of participants and details of the minutes of these consultation sessions can be found in Annex 11 for community consultation and Annex 12 for government consultations.

1.4. Project Activities (AF)¹⁴

10. The SIG has sought AF from the Australian High Commission in the Solomon Islands to be channeled to the Project through the International Development Association. The AF is expected to support activities that would assist the SIG's response to the global COVID-19 pandemic by providing employment opportunities in the context of growing unemployment rates around the world. The Australian High Commission has granted an additional US\$7.3 million in Additional Grant Financing.
11. The activities proposed under the AF directly respond to the SIG's *Economic Stimulus Package to Address the Impacts of the COVID-19 Pandemic, June 2020*. The proposed AF also reflects Australia's desire to co-finance the CAUSE for COVID-response purposes. Therefore, the proposed AF activities themselves are designed to serve as emergency response and recovery measures to offset the impacts of COVID-19 on vulnerable groups in the urban and social sectors.
12. The AF will not result in any change to the project development objective, increase in geographic scope or any additional project components. Instead, the AF will finance the scale up of current project activities and increase the potential reach of the project within existing target communities. In particular, more activities will be possible under component 1 and component 2 activities in the provinces will be expanded. New activities will be added under the existing components. These activities will include COVID-19 preparedness and response activities such as
 - regular cleaning and sanitizing of public spaces,
 - the construction of hand washing stations in public spaces,

¹³ This additional financing has not yet been approved but an application has been submitted and this addendum is being developed as part of the application process.

¹⁴ Solomons Islands and International Development Association, 2020, *Community Access & Urban Enhancement Project (P161320) Additional Financing (P176094) Identification Mission Aide Memoire*.

- the rehabilitation of satellite markets and market stalls to reduce congestion in the main markets,
- the renovation of essential, small-scale infrastructure such as quarantine centers and related ancillary facilities/infrastructure,
- the rehabilitation and maintenance of critical access roads to clinics, hospitals and quarantines centers,
- the training of workers and communities on key COVID-19 symptoms and prevention measures, and
- the provision of additional pre-ISDT literacy training for highly vulnerable participants who have limited literacy and numeracy skills.

13. The AF would also allow for the expansion of urban services to include the construction of boat landings/jetties, climate resilient evacuation routes¹⁵ and public building services. It will allow for the continuation of routine road maintenance and repair activities. Climate resilient spot improvements, ISDT and Pre-ISDT will be able to be expanded to Malaita and Western Provinces with the AF. Overall, the AF is expected to allow for an additional 3,100 participants, 3,000 households and 133,100 extra labor days.

14. Specifically the AF will result in four changes to the Project:

- i). Extend the closing date of the project by 23 months to April 2024,
- ii). Amend the names of subcomponents:
 - a. 2a from “Community-Based Road Maintenance” to “Road Restoration and Maintenance”
 - b. 2b from “Community-based Road Improvement and Rehabilitation” to “Climate Resilience Spot Improvements”
- iii). Amend the name of component 3 from “ISDT” to “Training and Support Services”
- iv). Align the results framework with the extended duration and scope.

2. Socio-economic-environmental conditions in project areas

2.1. Social

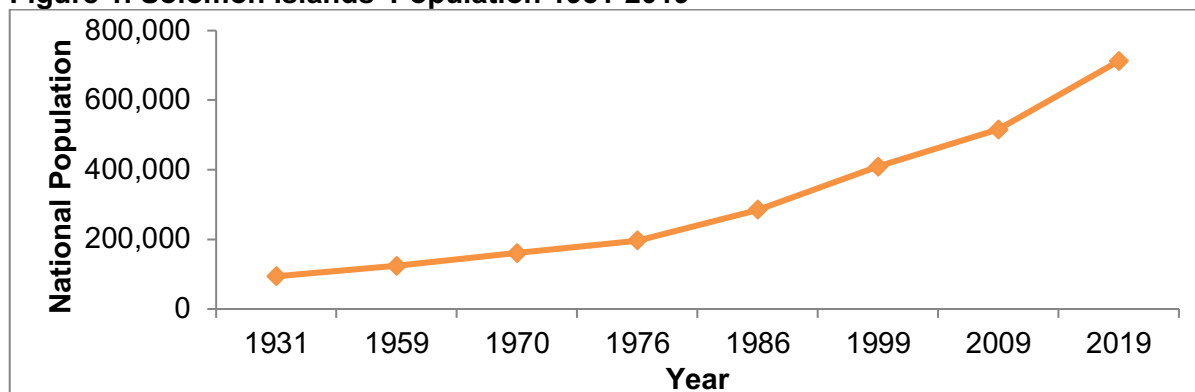
15. The social conditions in the country remain similar to the population profile in the original Social Assessment and ESMG, but updated Census data demonstrates that there has been further population growth in the project areas, potentially exacerbating the effects of rural-urban migration. The available data is updated and summarized in the following paragraphs.

16. The 2019 National Population and Housing Census estimates the total population to be 712,455, an increase of almost more than 96,000 from 2012/13 figures (Figure 1).¹⁶ The Solomons Islands recorded an average annual population growth rate of 2.7% between 2009 and 2019. This is a slower growth rate compared with the 3% annually recorded between 1999 and 2009. Similarly, all project provinces have recorded population increases between 199, 2009 and 2019 (Figure 2). Honiara has seen the largest increase between 2009 and 2019 with an additional 57,000 people recorded in 2019 compared with 2009.

¹⁵ Targets relating to road rehabilitation activities were reduced in the earlier years of the Project as costs for these activities were greater than expected due to an increased emphasis on climate resilience.

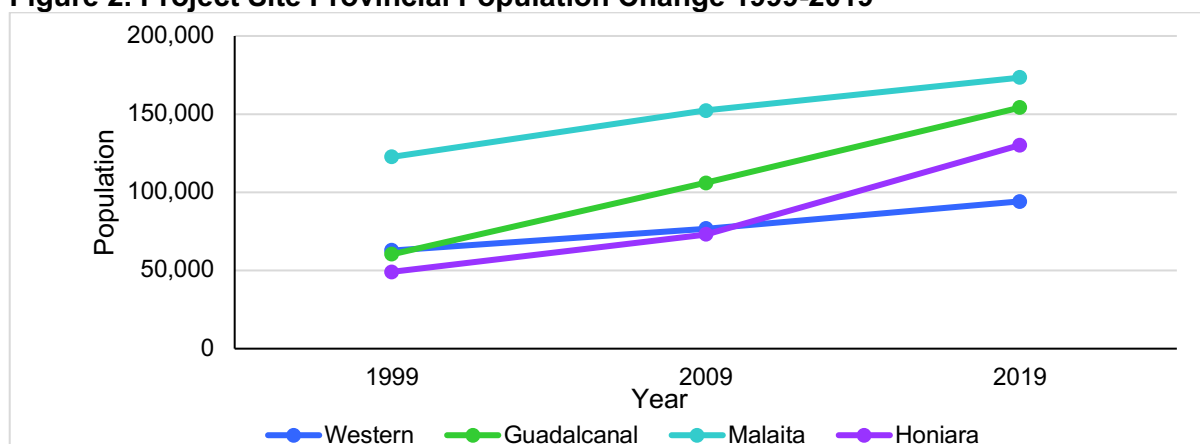
¹⁶ 2012/13 HIES.

Figure 1. Solomon Islands' Population 1931-2019



Source: SINSO, SIMoHMS & SPC (2017). Solomon Islands Demographic and Health Survey 2015. SIG Census Office, Provisional Count 2019 national Population and Housing Census

Figure 2. Project Site Provincial Population Change 1999-2019



Source: GoSI Census Office, Provisional Count 2019 national Population and Housing Census

17. As illustrated in Table 1, the Solomon Islands population is comprised of almost the same number of males and females. While there is not a significant difference in the percentage there is a reversal since 2009. In 2009 there were more women than men and latest data shows that in 2019 there were marginally more men than women.

Table 1. 2019 Population by Gender of Project Provinces

Province	Male		Female		Total
	Number	Percent	Number	Percent	
Solomon Islands	369,252	51.2%	352,204	48.8%	721,456
Guadalcanal	79,093	51.3%	75,057	48.7%	154,150
Western	49,061	52.1%	45,148	47.9%	94,209
Malaita	87,004	50.2%	86,343	49.8%	173,347
Honiara	67,064	51.5%	63,112	48.5%	130,176

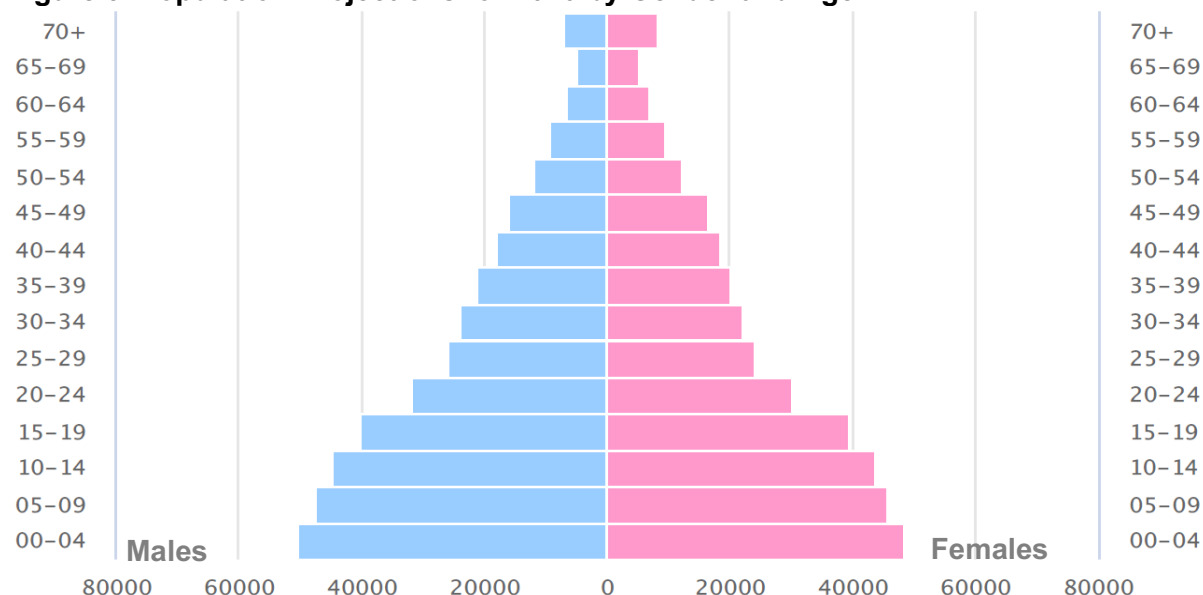
Source: GoSI Census Office, Provisional Count 2019 national Population and Housing Census

18. Populations projections for 2020 (Figure 3) show that the age trends in the Solomon Islands have not changed since the Social Assessment conducted in 2017. There is still a large proportion of young people with 51% of the population aged under 20 years. In addition, there is a trend that the younger age groups (0-4 up to 35-39) are comprised of more than 50% males while age groups from 40-44 and above are comprised of more females.¹⁷

¹⁷ The Pacific Community Statistics Development Division, *Solomon Islands*, available from: <https://sdd.spc.int/sb>

19. The annual population growth in Honiara was 5.8% between 2009 and 2019. This is reflective of an urban migration trend which according to the Bank's 2017 Strategic Country Diagnostic Report is driven by access to formal and informal employment opportunities, education and health services, visiting friends and relatives, as well as "wanting a way of life removed from the toil, monotony and constraints of rural life".

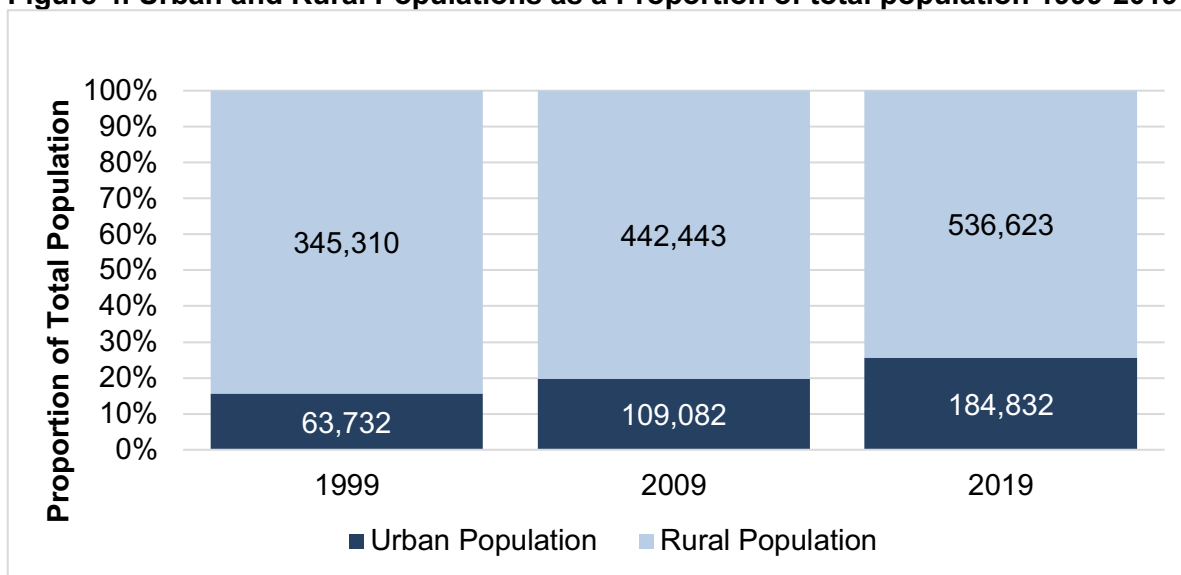
Figure 3. Population Projections for 2020 by Gender and Age



Source: The Pacific Community Statistics Development Division, <https://sdd.spc.int/sb>

20. Figure 4 illustrates a general trend of urbanization of the Solomon Islands population with an overall increase of 10% in the urban population between 1999 and 2009. This change is happening at an increasingly rapid rate where the average annual urban population growth between 1999 and 2009 of 4.1% had increased to 5.3% between 2009 and 2019. Guadalcanal has the second highest proportion of urban population (18.4%) behind Honiara. In Western province the urban population accounts for 14.5% of the total population and in Malaita it is 3.9% of the total population.¹⁸

Figure 4. Urban and Rural Populations as a Proportion of total population 1999-2019



Source: GoSI Census Office, Provisional Count 2019 national Population and Housing Census

¹⁸ GoSI Census Office, Provisional Count 2019 national Population and Housing Census.

21. This increasing urban population growth is contributing to higher population densities in urban areas. This is illustrated in Table 2 where the density in Honiara, as the only purely urban province, is more than 100 times the next most densely populated area (Malaita).

Table 2. Population Density in Project Provinces

Province	Population density (people per square kilometer)		
	1999	2009	2019
Solomon Islands	13	18	24
Western	8	10	13
Guadalcanal	11	20	29
Malaita	29	36	41
Honiara	2,244	3,343	5,950

Source: GoSI Census Office, Provisional Count 2019 national Population and Housing Census

22. In 2019, it was estimated that Solomon Islanders complete an average of 5.7 years of schooling and there is a national literacy rate of 76.6%.¹⁹ Women are expected to complete a year less of schooling (9.7 years) compared with men (10.7 years).²⁰ Figures are not available for secondary school enrollment but suggest that all Solomon Island children are enrolled in primary school but with a dropout rate of 42%.
23. Progress has been made to decrease poverty and increase wellbeing in the Solomon Islands. The Human Development index (HDI) of the country has improved. In the Social Assessment prepared in 2017, the HDI was recorded as 0.515 based on 2016 data.²¹ By 2018 this had increased to 0.557²² and further to 0,567 in 2020.²³ This represents a shift in the classification of the Solomon Islands, from a Low Human Development Country in 2017 to a Medium Human Development Country in 2020.
24. Despite this increase in HDI, poverty remains prevalent in the Solomon Islands with an average of 25.1% of the population living on less than US\$ 1.90 per day between 2010 and 2018 and 12.7% of the population living below the national poverty line over the same period.²⁴ Nonetheless, inequality is decreasing. The Gini coefficient for the Solomon Islands was recorded, in the 2017 social assessment, as 46.1 as of 2005. The average Gini coefficient for the country between 2010 and 2018 was 37.1.²⁵
25. In particular, there is still evidence of inequality based on gender. Women are likely to have significantly lower incomes than men based on gross national income (GNI) per capita figures. In 2019, women were estimated to have an average of US\$ 1,974 of GNI per capita while men had approximately US\$ 2,523.²⁶ In addition, gender-based violence was common in the Solomon Islands with 63.5% of women reporting intimate partner violence between 2005 and 2019 and 18% non-intimate partner violence.²⁷ The incidence of

¹⁹ UNDP, 2020, *The Human Development Report 2020*, available from: <http://hdr.undp.org/en/content/download-data>

²⁰ Ibid.

²¹ UNDP (2016) Human Development Report 2016.

²² UNDP. (2020). COVID-19 and Human Development: Exploring Global Preparedness and Vulnerability, <https://datastudio.google.com/reporting/abd4128c-7d8d-4411-b49a-ac04ab074e69/page/QYXLB>,

²³ UNDP, 2020, *The Human Development Report 2020*, available from: <http://hdr.undp.org/en/content/download-data>

²⁴ UNDP. (2020). COVID-19 and Human Development: Exploring Global Preparedness and Vulnerability, <https://datastudio.google.com/reporting/abd4128c-7d8d-4411-b49a-ac04ab074e69/page/QYXLB>,

²⁵ UNDP, 2020, *The Human Development Report 2020*, available from: <http://hdr.undp.org/en/content/download-data>

²⁶ Ibid.

²⁷ Ibid.

gender-based violence is expected to increase due to the COVID-19 pandemic and associated lockdown measures.²⁸

2.2. Environment

26. The Solomon Islands has a unique environment and diverse ecosystems which are not only important environmental assets but also form an important economic resource and are important aspects of a subsistence lifestyle in the Solomon Islands.²⁹ As such safeguarding the environment through measures is essential for sustainable development.³⁰ An important aspect of safeguarding the environment is the sustainable management of waste to reduce environmental quality degradation and minimize pollution. This is a particularly important consideration in the context of population growth and increasing waste generation.³¹
27. The 2019 World Risk Report ranks the Solomon Islands as the fourth most 'at risk of disaster' country in the world, and it is amongst the top 20 countries in the world with the highest economic risk exposure to geological, hydrological and climatic hazards. Climate related risks for the Solomon Islands are a compound of different factors. These factors include the small and low-lying nature of the islands with largely coastal populations. This will likely result in forced migration due to inundation or land that is no longer arable as a result of sea level rises.³² Each year, the country incurs an average loss of US \$20 million as a result of earthquakes and tropical cyclones alone, and it has had seven major disasters in the last 40 years.
28. Increasing urban populations and associated population density is creating urban sprawl around cities. This was identified as occurring as early as 2012 with urbanization creeping beyond the city's administrative boundaries in informal settlements that are not formally planned and which provide inadequate urban services for the population density. As such, while the formal administrative boundaries of Honiara encompass 22km² a Greater Honiara Area has been established which includes 133km² in the greater Honiara Urban Development Strategy and Action Plan (Figure 5).³³ This area was identified as sharing many environmental characteristics with the formal Honiara area and hence is expected to experience similar environment issues related to population pressure and lack of effective services such as sewerage and waste management.
29. The topography and location of the Solomon Islands, Honiara as the main population centre and other urban centres means that there is high vulnerability to natural disasters which are likely to increase in severity with climate change and global warming. A major part of the city of Honiara is situated on a coastal plain with other residential hubs, particularly comprised of informal settlements, located along rivers. Therefore, these areas

²⁸ Care. (2020). CARE Rapid Gender Analysis, <https://reliefweb.int/sites/reliefweb.int/files/resources/Pacific%20RGA%20FINAL%20APPROVED%2026March2020.pdf>

²⁹ Solomon Islands Ministry of Environment, Climate Change, Disaster Management and meteorology, 2016 *The National Biodiversity Strategic Action Plan 2016-2020*, available from: <https://www.sprep.org/attachments/VirLib/Solomon/sb-nbsap-v2-en.pdf>

³⁰ The World Bank, 2019, *Solid Waste Management*, available from: <https://www.worldbank.org/en/topic/urbandevelopment/brief/solid-waste-management>

³¹ Liow, F, Wicaksono, A, Tamod, Z and Soemarno, 2013, 'Importance and performance Analysis of the Solid Waste Management System in Tomohon City, Indonesia', *Journal of Environmental Science, Toxicology and Food Technology*, vol. 5, no. 2, pg. 12-21, available from: <http://www.iosrjournals.org/iosr-jestft/papers/vol5-issue2/C0521221.pdf?id=2424>

³² See further information in Section B12 of the TRAINER'S GUIDE developed for the Infrastructure & Service Delivery Training (ISDT) component of the CAUSE Project, 2019.

³³ Ministry of Lands, Housing and Survey, 2018, *Greater Honiara Urban Development Strategy and Action Plan*, available from: <https://www.adb.org/sites/default/files/project-documents/49460/49460-001-dpta-en.pdf>

are vulnerable to flooding and indeed some sites have been wiped out by floods previously.³⁴

Figure 5. Honiara Administrative Boundaries and the Greater Honiara Area



Ministry of Lands, Housing and Survey, 2018, *Greater Honiara Urban Development Strategy and Action Plan*

2.3. Economic

30. The export of natural resources forms an important part of the economy in the Solomon Islands, particularly the logging industry.³⁵ In 2018 it was noted that the main economic sectors in Honiara and surrounding areas is the services sector with activities relating to wholesaling, retailing, personal services and food provision the most prominent.³⁶ The Ministry of Lands, Housing and Survey has noted an increase in the number of formal settlements to accommodate the rising population and increasing density. In 2016 it was estimated that there were 4,000 households in the greater Honiara area with approximately 28,000 residents. It has also been noted that even those considered to be middle- or high-income earners are moving to informal settlements due to a lack of formal housing options and high rent prices.³⁷
31. The unemployment rate in the Solomon Islands is 0.7% but is higher for youth at 1.3%. The labor force participation rate for men (87.9%) is higher than for women (83.9%).³⁸ However, despite low levels of unemployment, 49.1% of those employed are working for less than US\$ 3.20 per day and are deemed to be 'working poor'.³⁹
32. The current COVID-19 global pandemic and associated restrictions on movement both in terms of entering and within the Solomon Islands is expected to cause an economic

³⁴ Ministry of Lands, Housing and Survey, 2018, *Greater Honiara Urban Development Strategy and Action Plan*, available from: <https://www.adb.org/sites/default/files/project-documents/49460/49460-001-dpta-en.pdf>

³⁵ Australian Government Department of Foreign Affairs and Trade, 2021, *Market Insights: Solomon Islands Business Conditions Snapshot*, available from: <https://www.dfat.gov.au/sites/default/files/solomon-islands-market-insights-2021.pdf>

³⁶ Ministry of Lands, Housing and Survey, 2018, *Greater Honiara Urban Development Strategy and Action Plan*, available from: <https://www.adb.org/sites/default/files/project-documents/49460/49460-001-dpta-en.pdf>

³⁷ Ibid.

³⁸ International Labour Organization, 2020, *Pacific labour market Review 2020*, available from: https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-suva/documents/publication/wcms_754824.pdf

³⁹ Ibid.

contraction. Given the importance of the export industry for the Solomon Islands economy, restrictions which limit international movement are likely to depress this industry. Estimates are that the economic trends will record a contraction of approximately 4% in 2020 with growth returning in 2021 but only at 1%.⁴⁰ This represents a significant decrease on GDP growth in recent years that was recorded to be as high as 8.6% in 2010 and 3.9% more recently in 2018.⁴¹

3. Legislative changes

33. The legislative requirements for the project have remained largely unchanged since the development of the ESGM in 2017.
34. There have been additional public health measures put in place in response to COVID-19 which may affect the Project. These measures include guidance on preventing the spread of COVID-19 in workplaces and the community. These measures include maintaining workplace hygiene of both physical objects and employees, stay at home measures in the case of a community outbreak of COVID-19 in the Solomon Islands, restrictions to domestic and international travel and the need to prepare if an employee becomes sick.⁴² In addition, the SIG has declared a public state of emergency in response to the COVID-19 pandemic and in response to the rapidly changing nature of the COVID-19 situation is issuing updates when required. The Project needs to remain aware of these updates and any possible impacts on Project activities.

4. Potential Environmental and Social Impacts

35. This section of the addendum is designed to update the environmental and social impacts identified in the social assessment conducted in 2017 to reflect the actual experiences of the Project. The AF environmental and social risk is expected to be rated as 'Moderate'. This is consistent with the category B rating of the Parent Project. Impacts previously identified in the social assessment and original ESGM in 2017 remain relevant for the AF. These impacts include (i) ineffective inclusion/elite capture; (ii) unfulfilled expectations; (iii) social diversity/inequality between participants; and (iv) possible disagreements relating to land donation. As with the Parent Project, no loss of income or livelihoods is anticipated from proposed AF activities. Instead, the AF will seek to supplement or augment household incomes through the wage transfer. Also similarly to the Parent Project, no resettlement is expected although some asset transfer may occur and as such OP4.12 remains triggered for the AF. The environmental and social risks are still expected to be site-specific, moderate and short-lived with low to moderate probability, and could be easily mitigated.
36. The following sections summarize key issues to be considered during the AF implementation based on the below categories of newly identified risks:
 - Health risks associated with the COVID-19 pandemic.

⁴⁰ Australian Government Department of Foreign Affairs and Trade, 2021, *Market Insights: Solomon Islands Business Conditions Snapshot*, available from: <https://www.dfat.gov.au/sites/default/files/solomon-islands-market-insights-2021.pdf>

⁴¹ The World Bank, *World Development Indicators Database Solomon Islands*, available from: https://databank.worldbank.org/views/reports/reportwidget.aspx?Report_Name=CountryProfile&Id=b450fd57&tbar=y&dd=y&inf=n&zm=n&country=SLB

⁴² Solomon Islands Ministry of Health and Medical Services, 2020, *Protect your Workplace from COVID-19*, available from: <https://solomons.gov.sb/wp-content/uploads/2020/03/Protect-Your-Workplace-From-COVID-19-.pdf>

- Compliance risks associated with the use of labor on the Project.
- Workplace health and Safety Risks to participants due to the nature of project activities.
- Social risks associated with Gender-based violence, harassment and exploitation.
- Environmental risks resulting from the generation of waste by community-based civil works and road maintenance and rehabilitation activities.
- Increased likelihood of previously identified risks as a result of new project activity categories.

4.1. Health Risks and the COVID-19 Pandemic

37. Risks for community and worker health and safety have come to the fore during the COVID-19 global pandemic. Given the highly transmissible nature of COVID-19 there are increased risks to the project if domestic cases of the disease are detected. In response to the COVID-19 pandemic the SIG implemented several measures to reduce the risks to the community. These measures included drastically reducing incoming international travel, decreasing domestic travel, and releasing guidelines for various sectors of the community. These guidelines include maintaining workplace hygiene of both physical objects and employees, stay at home measures in the case of a community outbreak of COVID-19 in the Solomon Islands, travel restrictions and actions required if an employee becomes sick.
38. The proposed additional activities do not have any specific activities that introduce exposure to different types of diseases including COVID-19. However, the beneficiary selection and labor-intensive works under Components 1 and 2, which involve beneficiaries and staff working together, or the applied face-to-face training under Component 3 involves some risk of exposure to COVID-19. Work teams comprised of multiple individuals working in close proximity on a single project increased risk of transmission of COVID-19 if a case is present. This also increases the risk of transmission within the community if a CAUSE worker does become infected and then returns to their household.
39. With regard to the Project's street cleaning activities, the work consists of small groups of workers with 5-7 individuals assigned to each community group and the nature of work automatically lends itself to standard spacing between workers (of about 150 meters between each individual, which exceeds the minimum 1.5 meters recommended). The project does not and will not fund any activities that will generate any medical waste. The Bank team and PMU assessed that the risk of contagion in the Project, if supplemented with reasonable Work Health and Safety (WHS) measures, was *Moderately Low* given the current context, but given the rapidly changing nature of the pandemic this rating is subject to change.
40. The two consultations (both community and stakeholder in Annex 10 and Annex 11) for the Addendum raised the issue that in the Solomon Islands, there is not facility for treating medical waste separately from general land fill. This issue is beyond the scope of the project yet does contribute to enhanced risk for the project in relation to handling of waste that could be COVID-19 related such as disposed masks and other PPE and use of CAUSE-supported vehicles for waste removal from medical sites.

4.2. Use of Labour

41. The Project funds only minor labor-intensive civil works, with all workers being hired locally. All beneficiaries who work on these subprojects come from the communities in which the works are being implemented. CAUSE activities to the end of September 2020 had generated 131,357 labor days, with a particular focus on generating labor days for youth

and women. Of the labor days generated to September 2020, 44% of labour days generated by June 2020 were for youth and 50% were for women.⁴³ The AF activities will include workers (beneficiaries), contractors (for road repairs and maintenance under Component 2), and consulting staff who supervise the works activities and training. The use of labor by the Project must comply with the legislations summarized in Annex 1.

42. Key labour risks associated with this use of labour shared by both direct and contracted workers include compliance with national labour legislations and standards, dispute resolution and potential for sexual exploitation and harassment that exists in any workplace but for which policies and procedures have been designed to minimize risks. In addition, the nature of the work undertaken by contract workers is substantially different to that of most direct workers and as such there are additional risks to contract workers. These risks include use of machinery and tools and the associated risk of injury, potential for inhalation of dust or effect of use of chemicals and water-related dangers for contract workers involved in jetty construction activities. An additional risk associated with the use of labor identified during the community consultation for this addendum was the need for timely payments for participants that have completed Project activities. Feedback indicated that in some cases it can take up to a week for participants to receive payment when expectations are that payment will be received in two to three days.
43. The International Labour Organization (ILO) has identified limited labour data availability as a risk for the Solomon Islands in terms of planning and preparing for disasters as well as building resilience. This is especially noted in the post COVID-19 context. Additionally, ILO identified opportunities present in labour mobility between the Pacific Islands which is usually overlooked for opportunities in Australia and New Zealand. Given the travel restrictions imposed as a result of COVID-19, it may be some time before the country can take advantage of these opportunities.⁴⁴

4.3. Worker and Community Health and Safety

44. The nature of activities conducted by CAUSE means that there may be some risks to the health and safety of workers and communities. Such risks may include a risk of injury if Project activities, including urban works which may involve construction, or road maintenance and rehabilitation activities are not conducted safely or if workers do not follow directions from Project staff. Similarly, risks to worker health may be experienced if waste generated by the project is not disposed of correctly.
45. Another aspect of community safety relates to the appropriate management of climate related risks such as those discussed in section 3.2. CAUSE is in a position to consider climate risks in the technical design of sub-projects and to contribute to improved climate resilience for the Solomon Islands through approved sub-projects.

4.4. Gender-Based Risks: Gender-Based Violence (GBV), Sexual Exploitation and Abuse (SEA)/Sexual Harassment (SH)

46. SEA/SH risks are considered to be low and no cases have been reported to date. However, gender-based violence is expected to become more prevalent as a result of the social and economic stresses caused by the COVID-19 global pandemic across the globe, including in the Solomon Islands.⁴⁵ It is therefore important for the Project to be aware of

⁴³ CAUSE Mid-Term Review, October 2020

⁴⁴ International Labour Organization, 2020, *Pacific labour market Review 2020*, available from: https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-suva/documents/publication/wcms_754824.pdf

⁴⁵ Australian Government, 2020, *Solomon Islands COVID-19 Development Response Plan*, available from: <https://www.dfat.gov.au/sites/default/files/covid-response-plan-solomon-islands.pdf>

this context and minimise the risks to all workers. The project offers counselling and gender-based violence referral services which can increase risks for the Project in terms of accountability. The Project has seen some challenges for women in accessing these referral services when the situation involves a male trainer or counsellor.⁴⁶

4.5. Production of Waste

47. Project activities generate a variety of waste products due to the nature of works undertaken. These creates potential environmental, economic and health risks for the Project. The potential environmental impacts relate to pollution and environmental degradation if waste is incorrectly disposed of. Economic risks for the Project include waste generated from an over-procurement of goods and supplies as well as potential costs incurred due to environmental degradation if waste is not disposed of correctly. Lastly, health risks may also emerge due to pollution causing illness or injury if waste management is incorrectly disposed of.

4.6. Potential impact of additional project activities

48. Additional activities proposed under the AF may bring additional environmental and social impacts and risks for the project as below:

- **Building of jetties**
 - Inappropriate spoil/waste disposal,
 - accidental contamination/pollution/erosion,
 - health and safety risks for workers and the community,
 - encroachment into precious ecological, cultural or historical sites.

- **Public building services (small community market stalls/other small buildings)**
 - Accidental damage to adjacent land/vegetation,
 - inappropriate spill/waste disposal, accidental pollution,
 - health and safety risks for workers and the community,
 - health risks for construction and cleaning of COVID-related public buildings.

5. Addressing Risks and Impacts

5.1. Safeguards lessons learned

49. The MTR of CAUSE conducted in November 2020⁴⁷ identified several lessons learned relating to the use of environmental and social safeguards in the CAUSE context. These lessons were:

- Safeguard performance in CAUSE to date has been satisfactory with several identified strengths. Examples of good practices include the screening and mitigation measures applied at the subproject level, appropriate staffing and institutional arrangements, regular community consultations and working level meetings with the Provincial Authorities. Community consultations in the subproject screening, prioritization, and implementation has been a strength that underpins positive results. The consultation has also been very helpful in securing the landowner's declaration of consent.

⁴⁶ World Bank, 2020, *Mid-Term Review of the Community Access and Urban Services Enhancement Project in the Solomon Islands*.

⁴⁷ Following delays related to the COVID-19 pandemic and associated travel restrictions.

- The effectiveness of consultation with communities is maximized when conducted at the community level, through the Project Community Liaison Officers (CLOs). The success of this consultation is evident in the strong feedback from the community members and project participants that indicates high levels of satisfaction with the prioritization of project support.
- Community consultation has been imperative to building trust and connections with community members. This has been enhanced as the project has taken on a strong communication role in response to COVID-19 to spread information regarding prevention measures.
- During implementation, subproject Environmental and Social Management Plans (ESMPs) were assessed as having limited information to cross-reference to climate change awareness in Section B12 of the TRAINER'S GUIDE for the Infrastructure & Service Delivery Training (ISDT) component of the CAUSE Project and climate resilient measures for the technical or engineering design under Component 1. The subproject Environmental and Social Management Plans (ESMPs) were also assessed as having insufficient social data such as the labor force requirement, relation with communities, and other relevant social impacts (e.g. disruption of income generation during market construction, etc.).⁴⁸ To date, some improvements to safeguards implementation have occurred such as more detail in filling in associated forms for monitoring and compliance assessments including the training provided, site visits conducted, complaints received, outstanding issues and progress in solving complaints, as well as documentation of any difficulties in securing land consent and approaches. However, there is still potential for improvement in relation to completeness of data.
- The categories of subproject ESMPs need to be updated and expanded in line with additional subprojects. An update of associated guidelines on management and recording is also required. The updated ESMP then needs to be disclosed as per the World Bank guidelines.

50. Other lessons for targeting vulnerable groups, including youth and women, generated through Project implementation, include:

- Integrating targets for women and youth at 50 percent and the disaggregation of results for analysis.
- Explicitly targeting women, youth and disabled persons in the communications and awareness campaign and addressing gender, disability awareness and inter-generational issues in the ISDT curriculum.
- Including ancillary services such as counselling and referral services for young men and women to social intermediaries such as SAFENET, which provides support to survivors of GBV/violence against women (VAW).
- Adopting and training all project personnel in the Project's *Domestic Violence Policy and Sexual Harassment Policies*,⁴⁹ which includes reporting and response protocols.
- Paying for skilled and unskilled labor, which has been found to be a strong incentive for engaging women and youth; and
- Incorporating electronic banking, which is proving to be very popular particularly among women, to help protect their income and savings.

⁴⁸ Areas for Improvement Social Safeguards presentation.

⁴⁹ The *Domestic Violence Policy and Sexual Harassment Policies* were originally developed under REP, adopted on March 2017 and continues to be used under CAUSE.

5.2. Risks and Impact Mitigation Strategies

5.2.1. General Project Risk Management

51. Risk levels for all subprojects under the original project and the AF will continue to be screened and assessed, and mitigation measures proportionate to the risk level will be included in the site-specific instruments (ESMP, etc.) in accordance with the ESMG and this addendum. Focusing work on urban areas where higher concentrations of vulnerable populations reside is expected to improve the likelihood of their participation. Once the project locations are identified, proposed sub-projects are further screened for estimated impacts on women and youth, to determine their suitability for financing. Risk mitigation mechanisms outlined in the original 2017 ESMG will apply to the AF activities including:

- Minimum labor age of 16.
- No hazardous work to be undertaken, only small-scale labor-intensive civil works.
- Mandatory requirement for all participants to complete a seven-day ISDT course.
- Operation of The Grievance Redress Mechanism that is accessible to all participants.
- Collection of Project data that is disaggregated by gender, age, and location.
- Engagement of vulnerable groups using self-selection and geographic targeting.⁵⁰
- Security forces will not be used under the AF.
- Land acquisition procedures and screening will be undertaken as part of the ESMP preparation process.
- Requirements are fully documented in the Project's POM and ESMG and the Project's labor management procedure will be updated in the ESMG, as required.

52. Labor intensive services under Component 1 and road works under Component 2, involve the design, maintenance, repair and rehabilitation of roads. The works carried out follow safety guidelines and control measures specified in the ESMG and are implemented as part of the type specific ESMP preparation at subproject level. The works under Component 1 are supervised by a community group leader and under Component 2, by the contractor. The procedures require that any problems/complaints are recorded and acted upon immediately.

53. A list of prohibited project activities is available in Annex 2 and site-specific ESMPs have been expanded (Annex 3) to minimize overall project risks with more specific mitigation measures discussed below.

Risk Category	Mitigation Mechanism
General Project Risks	<ul style="list-style-type: none"> • List of prohibited project activities (Annex 2) • Expanded ESMPs (Annex 3)
COVID-19 related Risks	COVID-19 Preparedness and Response Plan (<ul style="list-style-type: none"> • Annex 4) • Updated procurement requirements (Annex 5) • Workplace Health and Safety Policy (Annex 6)
Use of Labor Risks	<ul style="list-style-type: none"> • Expanded ESMPs (Annex 3)

⁵⁰ *Self-selection* is the result of the types of works to be undertaken and applying the legal minimum wage, which was found to be below the market clearance rate earned by similar beneficiary groups. *Geographic targeting* is informed by conducting a vulnerability screening of all project locations.

Risk Category	Mitigation Mechanism
	COVID-19 Preparedness and Response Plan (<ul style="list-style-type: none"> • Annex 4) • Updated procurement requirements (Annex 5) • Work Health and Safety Plan (Annex 6) • Sexual Harassment Guidelines (Annex 7) • Domestic Violence Policy (Annex 8)
Worker and Community Health and Safety Risks	COVID-19 Preparedness and Response Plan (<ul style="list-style-type: none"> • Annex 4) • Work Health and Safety Plan (Annex 6)
Gender-based Risks	<ul style="list-style-type: none"> • Sexual Harassment Guidelines (Annex 7) • Domestic Violence Policy (Annex 8)
Waste Generation Risks	<ul style="list-style-type: none"> • Waste Management Plan (Annex 9)
Additional Activities Risks	<ul style="list-style-type: none"> • Expanded ESMPs (Annex 3)

5.2.2. COVID-19 Related Risks

All AF activities will be assessed against the COVID-19 specific risk considerations and the Project will observe and comply with SIG's requirements as they develop. Current SIG guidelines discussed in section 3 and section 4.1 have been actioned and contextualised to the Project in the COVID-19 Preparedness and Response Plan⁵¹ developed in May and updated in November 2020 (

⁵¹ As agreed during the last mission, in the event that contractors, site supervisors or trainees are unable to meet the requirements of the measures proposed, whether partially or in their entirety, the Project Manager and Senior Works Engineer will decide if the training or work on sites should be suspended. However, the issue of whether or not training or works should continue will be made on a case-by-case basis, in consultation with: (i) implementing agencies; (ii) government authorities responsible for providing reliable information and advice; (iii) contractors and workers; and (iv) IDA.

54. Annex 4).

55. In addition to the COVID-19 Plan, and as a general rule to guide CAUSE activities, CAUSE workers will not work on Quarantine stations if there are active COVID cases accommodated within that facility and will abide by all government guidelines in relation to minimising the spread of COVID-19 and future diseases.

56. COVID-19 considerations have also been integrated into the ESMPs required for completion prior to work beginning on any sub-project (Annex 3). Contractual procurement requirements for suppliers have been updated to reflect the additional personal protective equipment (PPE) required to protect workers from the spread of COVID-19 (Annex 5).

57. In addition to these new and/or updated documents, CAUSE is also undertaking activities to increase general awareness of COVID-19. This includes symptoms, social behaviors and mitigation measures, particularly in promoting good hygiene practices. Information is being disseminated through Project activities and information regarding COVID-19 has been added to training materials. The size of training classes has been reduced to maintain social distancing but with consideration given to risk, circumstances and productivity in cases where this is unavoidable and do not undermine economic livelihoods;⁵²

58. The COVID-19 Preparedness and Response Plan, The ESMG and other relevant Project documents will be updated in accordance with the World Health Organization COVID-19 Occupational Health and Safety Guidelines and the World Bank ESF/Safeguards Interim Note: COVID-19 Considerations in Construction/Civil Works Projects (April 2020).

5.2.3. Use of Labor Risks

59. The Project has several Labour Management Practices in place which are aligned with the relevant legislations summarised in Annex 1, which have not changed since the development of the original ESMGs. In response to the additional risk of unmet expectations regarding timeliness of payments to beneficiaries, CAUSE will discuss payment processes during the ISDT training to set participant expectations and outline the time expected to process payments. These Labour Management Practices cover contractor management, direct and contract workers as well as the broader community and are listed below:

- The Environmental and Social Guidelines and associated Environmental and Social Frameworks (Annex 3).

COVID-19 Preparedness and Response Plan (

⁵² While the SIG promotes social distancing, it is currently not mandatory or enforced. More recent analysis suggests that benefits to social distancing may be a lot smaller in poorer countries. There is ample evidence that economic costs of distancing—especially the burden on the poor—are a lot higher. <https://som.yale.edu/sites/default/files/mushifiq-howell-v2.pdf>

- Annex 4).
- COVID-19 Related procurement Requirements (Annex 5).
- Work Health and Safety Plan (Annex 6).
- Sexual Harassment Policy and Guidelines (Annex 7).
- Domestic Violence Policy (Annex 8).
- A Grievance Redress System to collect and address feedback from workers and community members (See section 8 below and section 6 and Appendix 7 in the original ESMG).

60. The responsibility for compliance with the above instruments is stipulated in each document but includes ensuring that staff designated with responsibility for Work Health and Safety (WHS) must be aware of respective WHS policies and procedures, the required documentation and related WHS terms and conditions. The employer must also ensure a compliant grievance redress system is functional.

5.2.4. Worker and Community Health and Safety Risks

61. A Work Health and Safety Plan (Annex 6) has been developed to safeguard the rights of workers and to protect their health and safety as well as that of the broader community. As discussed in section 5.2.3, the Work Health and Safety Plan is an important aspect of the labor management practices of the Project. The plan outlines responsibilities, expectations and required action from both CAUSE staff and direct and contracted workers. The plan also outlines the consequences for non-compliance by individual workers. That is workers who do not abide by the WHS plan will not be permitted to enter worksites and as such will not receive payment.

62. In relation to climate related risks identified in sections 3.2 and 4.5, CAUSE has aimed to address these risks through training and sub-project prioritisation. The Trainer's Guide for Infrastructure & Service Delivery Training (ISDT) includes a module on Taking Care of our Environment and Responding to Climate Change. This module discusses environmental concerns, explains the causes of climate change and its impacts for the Solomon Islands and describes how to respond to exogenous climate change threats. Lastly, CAUSE has identified the increased potential positive impact of road rehabilitation activities that simultaneously focus on increasing climate resilience and now includes this in more activities under component 2 as described in the project paper.

5.2.5. Gender-Based Policies

63. The Project's *Domestic Violence Policy* (Annex 8) and *Sexual Harassment Policies* (Annex 7) and counseling and GBV referral services are designed to minimize the risks for women discussed in section 4.4. These mechanisms are offered as part of the Project's post-training support services and include appropriate support measures as well as reporting and response protocols and can be adopted under the proposed AF. The Policies outline CAUSE's zero tolerance approach to resolving gender-based violence issues and mainstreaming gender considerations into project activities. In addition to these policies, consultation highlighted that CAUSE also needs to consider any practical barriers to engaging women in Project activities such as access to appropriate clothing and equipment. Addressing these concerns may require additional consultation with the community to reach a suitable course of action.

5.2.6. Waste Management Plan

64. A Waste Management Plan (Annex 9) has been developed to outline the actions to, in the first instance, reduce the waste generated by the Project and secondly, to manage waste

that is generated, including health related waste This Waste Management Plan involves actions to minimize mitigate the risks to the environment, the Project and to individuals involved in project activities. Consultation highlighted the importance of strict protocols for the disposal of health-related waste. This is included in the Waste Management Plan.

5.2.7. Expanded ESMP templates

65. Given the addition of two new activity categories, namely Jetty and public building investments, proposed under the AF, the pre-existing templates for ESMPs (Appendix 1 in the original ESMGs) have been expanded (Annex 3). In addition to the measures outlined in the additional ESMPs, the below lists mitigating actions to be taken by the project in relation to each new activity:

- New activity 1: **Building jetties**
 - Identification of appropriate project sites.
 - Compliance with Project Waste Management Plan.
 - Avoid spills, (on land or in water).
 - Protect extracted materials, construction inputs and waste.
- New activity 2: **Public building services**
 - Compliance with Project Waste Management Plan.
 - Avoid spills.
 - Protect extracted materials, construction inputs and waste.
 - Minimize disturbance area.

6. Consultation and information disclosure

6.1. Updated consultation Plan

66. The previous Consultation Plan (in Appendix 6 of the original ESMG) remains relevant. There are, however, additional considerations to ensure consultation is conducted safely in the COVID-19 context. As a result, all consultation must follow the process outlined in the original ESMG and also consider the national guidelines in relation to public gatherings and COVID-19. Given the current guidelines⁵³ the Project:

- must provide appropriate equipment to minimize the risk of transmission of COVID-19 including:
 - hand sanitizer,
 - face masks, and
 - gloves.
- must provide appropriate waste disposal options including closed-lid bins.
- should provide information about COVID-19 precautions while publicizing and commencing consultation events and adjust such information and respective actions in the event of changes to the national COVID-19 Guidelines.

6.2. Public disclosure

67. No major changes to the public disclosure process proposed. Therefore, in accordance with the process outlined in section 5 of the original ESMGs this addendum is publicly disclosed, in both draft and approved form, through the following process:

⁵³ World Health Organisation, 2020, *Coronavirus disease (COVID-19): Small public gatherings*, available from: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/coronavirus-disease-covid-19-small-public-gatherings#>

1. An invitation for interested parties to access copies of the addendum is announced in a local newspaper that is circulated nationally,
2. The addendum will be accessible through the Project website (www.causesi.net), the Project Facebook page (<https://www.facebook.com/causeprojecthoniara>), a clickable link with the published newspaper announcement or by directly requesting an e-copy from the PMU by phone (+677 21173) or email (causehccmid.si@gmail.com),
3. A consultation workshop was held to discuss the draft addendum (see section 6.3 and Annex 10).

6.3. Consultation workshop and consultation at project activity level

68. A consultation workshop/community meeting (in person and through communication media) has been held to hear community feedback on this addendum. Two consultation events were conducted, one for community stakeholders and a separate session for government stakeholders. Participants in and feedback from these consultation workshops are listed in Annex 10 and Annex 11 respectively. This consultation followed and other Project consultation will follow the consultation plan outlined in section 5 and appendix 6 of the original ESMG and section 6.1 of this addendum. The received feedbacks have been used to inform and update mitigation strategies described in section 5.2. The main themes arising from this consultation are:

- The need for appropriate waste management procedures, particularly in relation to the disposal of medical waste.
- Climate change considerations when undertaking technical design for sub-projects.
- Concerns relating to the timely payment of participants.
- Respect for and engagement of women at CAUSE Project sites, particularly in relation to practical aspects such as appropriate clothing.
- Compliance with stated worker health and safety requirements by participants.

7. Institutional arrangement

69. There are no changes to the implementation arrangement between the original ESMG and this addendum. Therefore, responsibility for implementing this addendum is shared between MID, HCC, Project Managers, Senior Works Officers, CLOs, MID Community Development Officers (CDOs), contractors, Commissioner of Lands (COL), Project Management and Capacity Building Unit of MID and the World Bank as stipulated in section 4 of the original ESMG.

8. Grievance Redress Mechanism

70. The Grievance Redress Mechanism and the Grievance Redress System outlined in section 6 and appendix 7 of the original ESMG remain appropriate for Project context and will continue to be implemented. One addition is made to stipulate that the various feedback mechanisms mentioned in the Grievance Redress System in Appendix 7 of the original ESMG includes options for remotely submitting feedback if direct, face-to-face contact is not possible. These are already in place by the Project where participants can contact the Project through the Project website, Facebook page or via phone. All of these options are advertised on the Project website.

9. Monitoring, Reporting and Evaluation

71. This addendum is monitored and evaluated as per previous processes and the monitoring and evaluation process outlined in section 7 of the original ESMGs. As such monitoring of ESGM activities and compliance with World Bank Safeguard obligations are monitored regularly and reported in the Project's quarterly and annual reporting activities as well as any externally conducted evaluations.

10. Addendum Budget

72. Implementation of this addendum is considered a Project activity and is therefore be financed in the same way as previous safeguards activities as outlined in section 1 of the original ESMGs. Namely, that the safeguards budget is incorporated into the project budget apart from specific land acquisition activities which are financed separately through the respective executing agency.

Annexes

Annex 1. Brief overview of Solomon Islands labor legislation:

The Solomon Islands have ratified the below conventions of the International Labour Organisation:

Convention	Convention number	Year ratified
Forced Labor Convention	29	1960
Discrimination (Employment and Occupation) Convention	111	1961
Freedom of Association and protection of the Right to Organize Convention	87	2014
Right to Organise and Collective Bargaining Convention	98	2014
Abolition of Forced Labor Conventions	105	2014
Worst Forms of Child Labour Convention	182	2014

In addition to the above conventions, workers in the Solomon Islands are also protected by the below national legislations:

- **The Labour Act (1978):** protects workers through stipulations for the employer to provide workers with rations (Article 65), protect workers and dependents from malaria (Article 66) provide workers with accessible, clean and non-polluted water for drinking, washing and other domestic purposes (Article 68), and provide accommodation for workers and their family if they do not live conveniently near the workplace. In addition, The Labour Act outlines employers' responsibilities in relation to worker health. This includes requiring the employer to provide treatment facilities, medicines, first aid equipment and transportation facilities as well as the employers responsibility to transport workers who need medical assistance to adequate facilities as quickly as possible. The employers' responsibilities in relation to worker health also include providing medical care including hospitalisation or appropriate treatment. The Act also stipulates that if a worker dies the employer is obliged to pay for funeral costs. Article 71 of the Labour Act reiterates that the employer should provide medical facilities and the services of a medical practitioner and maintain a record of all workers treated.
- **The Labour Act (1996):** This Act outlines several aspects of labour management practices including stipulations that employers cannot withhold more than one third of an employee's wages for any purpose and that employees are not permitted to work more than forty-five hours in one week or nine hours in one day. In addition, the Act indicates that when an employee works longer than 6 consecutive hours, they are entitled to a half hour break and that workers are entitled to an entire 24-hour period of rest in a week. Under this Act, employers are also required to keep a register which contains a full record of all workers and contracts including the employee's name, place of recruitment, nature of employment, rate of wages, amount and value of rations (if any), amount earned, advances, deductions, net amount due, amount paid and any bonus due. Part IV stipulates the national minimum wage, requirements for maternity leave and definitions and restrictions on child employment.
- **The Safety at Work Act (1996):** The general stipulations in this Act are that every employer must provide a safe workplace and ensure the health and safety of all employees. Article 6 indicates that the workplace must be safe for employees and all people present. All manufacturers, suppliers of tools and equipment and suppliers of chemicals and other hazardous substances are required to ensure that these are safe and without health risks (Articles 7 and 8). Article 12 states that any employer who operates unsafe machinery or substances that cause injury will be responsible for the damages. Employers are also required to protect people from dust, fumes and other

hazardous inhalants (Article 15) in line with the limits detailed in Article 16. Employers are required to comply with operating requirements for pressure and vacuum systems, machinery, dangerous machinery and electrical installations (Article 17, 18, 19 and 20). Articles 21 and 22 require workplaces to have fire protection and to take precautions against explosions.

Annex 2. List of Prohibited Investment Activities

1. Purchase of Weapons
2. Purchase of Chainsaws and explosives;
3. Financing of sawmills
4. Purchase of pesticides, insecticides, herbicides, asbestos and other potentially and dangerous materials and equipment;
5. Purchase of equipment/materials related to dynamite fishing;
6. Road rehabilitation or construction into protected areas;
7. Use of funds to purchase or compensate for land; Use of mangrove or coral reefs as building materials;
8. Projects requiring resettlement or physical relocation of Project Affected Person;
9. Consumption items or events;
10. Financing of recurrent government expenditures (e.g. salaries for government and Local Government staff)
11. Construction or repair and buying of equipment for government offices and places of worship;
12. Financing of political activities;
13. Salaried activities that employ children under 16 years;
14. Financing activities that unfairly exploit women or men at any age;
15. Financing international travel
16. Any activities in a COVID-19 quarantine centre while there are active cases of COVID-19 present.

Annex 3. ESMP Templates

The following Environmental and Social Management Framework outlines a series of Environmental and Social Management Guidelines (ESMGs) are based on the potential project impacts as identified in Section 3 of the ESGM Report and in line with WB Safeguard Policies as below:

- **Safeguard Policy 4.01 Environmental Assessment**, but only at a Category B - minor and site-specific works level.
- **Safeguard Policy 4.04 Natural Habitats** – as a precautionary measure for any (unlikely) proposed work in parks or if road reserves are widened.
- **Safeguard Policy 4.10 Indigenous Peoples** – triggered due to the presence of Indigenous People; however, as the whole country comprises of predominantly Indigenous People, there is no likelihood of exclusion of IPs as a minority. Consequently, the project plan caters almost exclusively to Indigenous Peoples. The communication plan strongly features processes for equity within the community, between tribes.
- **Safeguard Policy 4.11 Physical Cultural Resources** - as a precautionary measure for any (unlikely) proposed work in parks/ close to memorials or culturally important locations.
- **Safeguard Policy 4.12 – Involuntary resettlement** – no human resettlement is expected to occur in this project; in fact any projects potentially requiring resettlement would not be approved. This safeguard policy is triggered for the rare occasion when sub-project works may result in the loss of minor assets (e.g. productive trees, vegetable plots, etc.) to allow infrastructure to be installed.

Due to the ongoing COVID-19 global pandemic, all projects will have to demonstrate compliance with the COVID-19 Preparedness and Response Plan which will be updated as the situation evolves.

The ESGMs are tailored to specific activities included under Component 1 and 2 of the CAUSE and can be combined to form an overall Environmental and Social Management Plan (ESMP) for a package of works/contract package. They are designed to identify potential impacts and safeguards to prevent or minimise such impacts and protect workers during the following activities: road repair; routine road maintenance; drain installation; culvert installation; footpath/step construction; drain/culvert cleaning and rubbish collection; vegetation clearance; and, paving and landscaping, jetty construction, public building services and other activities approved for implementation.

Each of the ESGMs nominate: (i) the responsibilities for implementing the safeguards; (ii) who will check them, how often and how the monitoring will be reported; and, (iii) corrective actions. For works in Honiara, HCC will be the lead for supervision of works. In each province a designated officer will liaise with a project works coordinator to oversee local works.

N.B. Highlighted text in the below templates indicate text that has been added to the original ESMPs during the March 2021 update

SUMMARY SHEET

User Notes: The following summary sheet is to be compiled by the coordinator/supervisor and checked by the EA's Project Manager. The coordinator/supervisor will identify all of the activities to be undertaken for each subproject and the corresponding ESMGs will be compiled as that subproject's ESMP and will form part of the project documentation.

Tick the box adjacent to the activity (subproject works) and attach the relevant ESMPs to the back of the summary sheet. It should be noted that some subprojects may include more than one activity, e.g. road repair may also include drain installation and vegetation clearance, and therefore require additional ESMPs.

Executing agency:	MID / HCC (circle one)
Ward:	
Subproject:	
Name of coordinator/supervisor:	
Contractor/community group:	
No. of people employed:	
Compliance with Labor Management and WHS practices outlined in Section 3.	
COVID-19 Preparedness and Response Plan compliance	
Date:	

	Climate resilient spot improvements	ESMP 1	Land/asset acquisition; dust control; noise control; erosion and sediment control; stockpile/spoil management and disposal; water quality; materials/aggregate/gravel extraction
	Road restoration and maintenance	ESMP 2	Dust control; sediment control; stockpile/spoil management and disposal; water quality; materials/aggregate/gravel extraction
	Drain installation	ESMP3	Land/asset acquisition; sediment control; stockpile/spoil management and disposal; water quality; aggregate/gravel extraction
	Culvert installation	ESMP 4	Land/asset acquisition; sediment control; stockpile/spoil management and disposal; water quality; materials/aggregate/gravel extraction
	Footpath/step construction	ESMP 5	Land/asset acquisition; dust control; noise control; erosion and sediment control; stockpile/spoil management and disposal; water quality; materials/aggregate/gravel extraction
	Drain/culvert cleaning and rubbish collection	ESMP 6	Dust control; erosion and sediment control; spoil/waste management and disposal; water quality; materials/aggregate/gravel extraction
	Vegetation clearance as part of road maintenance	ESMP 7	Community consultation; tree removal; spoil/waste management and disposal;
	Paving, greening and landscaping	ESMP 8	Dust control; noise control; vegetation clearance; spoil management and disposal; pesticide use
	Waterway rehabilitation	ESMP 9	Resource acquisition; sediment control; stockpile/spoil management and disposal; water quality; materials/aggregate/gravel extraction
	Jetty construction	ESMP 10	Resource acquisition; spoil/waste management; erosion control; health and safety risks for the workers, public safety, environmental protection; coastal turbidity; contamination mitigation.
	Public building services	ESMP 11	Environmental protection; spoil/waste management; dust control; contamination mitigation; health and safety risks for the workers; public safety

ESMP 1 – CLIMATE RESILIENT SPOT IMPROVEMENTS

Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Loss of land or use of land; acquisition or removal of legal assets (structures, crops, trees) from ROW	To compensate for losses and ensure that the livelihood of affected person/household is at least restored to pre-project levels	<ul style="list-style-type: none"> Consult with lease-holders and other stakeholders; Consult with COL and request resumption of land (as per LAPF); Prepare and implement RP as per the LAPF 	MID; MID-CDO/CLO; COL	MID – TPPD; WB	As per the grievance redress mechanism in the LAPF
Dust generation; impacts on air quality; nuisance	To reduce impacts on air quality and nuisance; to ensure there is no health risk or inconvenience due to dust generation	<ul style="list-style-type: none"> Spray water on exposed surfaces during dry periods; If required, install dust screens when working adjacent to residential areas/schools/clinics; Ensure that vehicles carrying materials are either damped down or are covered with tarpaulin or similar; Ensure that any materials being transported by vehicle to the site are not carried in the open 	Daily site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD;	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Noise impacts on communities/sensitive uses (schools/clinics)	To minimise noise on local community and sensitive uses	<ul style="list-style-type: none"> Ensure that vehicles transporting materials for works are well maintained and equipped with mufflers; Advise managers of sensitive uses (schools/clinics) of works in the area and possibility of periods of unavoidable noise; Carry out activities during the day and only during working hours i.e. between 8am and 5pm 	Daily site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD;	Discuss with local community representatives; Any vehicles producing excess noise shall cease operation and remedial action taken to satisfaction of Project Manager or Coordinator/Supervisor
Removal of significant or shade trees	To consult with community to identify such trees and avoid removal if possible	<ul style="list-style-type: none"> Work carefully in such areas; Avoid tree removal where possible 	Supervisor of community group	Weekly inspections by HCC PGDO – WD;	Community consultation
Aggregate/gravel extraction	To minimise the impacts of sourcing materials from inappropriate locations	<ul style="list-style-type: none"> Use already identified/approved quarries or aggregate/gravel sources; Follow MID's Aggregate Extraction Guidelines 	Inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD;	Sign MOU (covering royalties/compensation) with resource owners if new source identified
Erosion of slopes; sedimentation of rivers and streams;	To control the extent and severity of erosion and/or	<ul style="list-style-type: none"> Construct temporary sediment and erosion control structures as required; 	Regular site inspections by contractor;	Weekly monitoring by MID – TPPD;	Repairs to damaged areas; re-establishment of vegetation; modify

ESMP 1 – CLIMATE RESILIENT SPOT IMPROVEMENTS

Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
scouring of stream/river beds and banks; run-off affecting water quality	sedimentation during activities/works Add slope protection with vegetation or bioengineering measures and to divert water from recharge side slopes.	<ul style="list-style-type: none"> • Complete works in stages/sections and minimise exposed/cleared ground to the extent possible; • Keep adjacent vegetation clearance to a minimum; • Avoid disturbance on steep slopes; • Avoid discharging water on unstable or steep slopes; • Ensure vehicles drive on defined tracks; • Encourage re-vegetation of slopes following completion of works • Plant locally available, fast-growing grass on slopes prone to erosion based on advice from community and local experts regarding most suitable varieties. 	Supervisor of community group; Inspections after heavy rainfall to check for scour, soil erosion or sedimentation		damage control measures as required
Inappropriate spoil/waste disposal	To remove and dispose of spoil and waste material regularly and <u>only</u> to designated areas	<ul style="list-style-type: none"> • Re-use spoil/cut wherever possible in other road repair activities; • Waste and spoil stockpiles to be stored at least 100m from waterways; • Protect excavated spoil and waste from erosion by covering and providing interception drains if left overnight; • Rubbish stored in neat/tidy piles awaiting collection; • No burning or burying of rubbish; • Disposal of rubbish/waste only in approved dump sites or designated areas 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC– WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Pollution of water sources; degradation of water quality in streams and rivers	To avoid contamination/pollution of water sources from activities	<ul style="list-style-type: none"> • Any sealing activities to be carefully managed through mixing sealant in approved locations only and prevention of on-site mixing; • Material stockpiles to be stored at least 100m from a waterway; • Vehicles will not be permitted to drive in stream or river beds and will not be parked adjacent to waterways while delivering materials; • Accidental spills to be cleaned up immediately; 	Daily visual assessment/ site inspections by contractor; Supervisor of community group;	Weekly monitoring by MID – TPPD;	Consult with local community using water sources to identify problems and remedial actions; Immediate addressing of water quality problems to satisfaction of community

ESMP 1 – CLIMATE RESILIENT SPOT IMPROVEMENTS					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
		<ul style="list-style-type: none"> Run-off from site or activities to be directed to temporary settling basin/sediment trap 			
Safety risks for the workers and the public	<p>To avoid safety risks for the workers during execution of labour-based works</p> <p>To avoid safety risks for transportation means on the roads, and the public surround the construction sits</p>	<ul style="list-style-type: none"> Provide safety gears for the workers to use, such as boots, hats, gloves etc. Ensure that adequate warning signs and sign boards are installed at appropriate locations Ensure that a worker is appointed to direct the traffic as and when needed Keep the land areas for temporary loading materials and wastes minimum 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TTPD; HCC– WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Health risks for the workers and the public	<p>To avoid health risks, including the spread of infectious diseases, for workers in labor-based works</p> <p>To avoid health risks, including the spread of infectious diseases for the broader community surrounding project work sites</p>	<ul style="list-style-type: none"> Issue written correspondence to all contractors on WHS, including measures required through the Project’s COVID-19 plan. Maintain clear attendance records of and workers Provide orientation on the Project’s work health and safety (WHS) plan, including measures to reduce the risk of spread of diseases. Clean and disinfect tools and equipment, as well as personal protective equipment (PPE) (where it is reusable), after each individual use with soap or alcohol and store carefully to avoid contamination Monitor SIG guidelines as the COVID-19 situation evolves to determine if works can continue 	Site supervision by Community Group or Works Focal Point,	Project Manager based on reports from community Group or Works Focal Point	<p>Any breach of health protocols needs to be immediately informed to management for urgent action.</p> <p>Any update on SIG COVID-related guidelines needs to be implemented immediately by Project Manager,</p>
Climate change and sea-level rise	To mitigate climate change risks and enhance Climate-resilient measures and practice based on the local context	<ul style="list-style-type: none"> Include climate resilience considerations⁵⁴ in all infrastructure sub-projects and sub-project approval processes as described under Component 2 of the project paper. 	Site supervisor	Project Manager	Check for updated data and incorporate into works planning.

⁵⁴ Such as modification in technical design and selecting materials to enhance opportunity for climate resilience at the subproject level.

ESMP 2 – ROAD RESTORATION AND MAINTENANCE					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Dust generation; impacts on air quality; nuisance	To reduce impacts on air quality and nuisance; to ensure there is no health risk or inconvenience due to dust generation	<ul style="list-style-type: none"> Spray water on exposed surfaces during dry periods; If required, install dust screens when working adjacent to residential areas/schools/clinics; Ensure that vehicles carrying materials are either damped down or are covered with tarpaulin or similar; Ensure that any materials being transported by vehicle to the site are not carried in the open 	Daily site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD;	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Aggregate/gravel extraction for filling of potholes and fixing ruts	To minimise the impacts of sourcing materials from inappropriate locations	<ul style="list-style-type: none"> Use suitable material excavated/cleared from drains and culverts as much as possible; Use already identified/approved quarries or aggregate/gravel sources; Follow MID's Aggregate Extraction Guidelines 	Inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD;	Sign MOU (covering royalties/compensation) with resource owners if new source identified
Sedimentation of rivers and streams; run-off affecting water quality	To control the extent and severity of sedimentation during activities/works	<ul style="list-style-type: none"> Construct temporary sediment and erosion control structures as required; Complete works in stages/sections and minimise exposed/cleared ground to the extent possible; Keep adjacent vegetation clearance to a minimum; Avoid disturbance on steep slopes; Avoid discharging water on unstable or steep slopes 	Regular site inspections by contractor; Supervisor of community group; Inspections after heavy rainfall to check for sedimentation	Weekly monitoring by MID – TPPD;	Repairs to damaged areas; re-establishment of vegetation; modify damage control measures as required
Temporary impact on water quality from damage to banks or disposal of solid waste from clearing structures and their waterways	To avoid contamination/pollution of water sources from maintenance activities	<ul style="list-style-type: none"> Design and undertake works to minimise impact on waterway; Do not dispose of solid waste on river bank or in downstream waterway. 	Daily site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Inappropriate spoil/waste disposal	To remove and dispose of spoil and waste material regularly and <u>only</u> to designated areas	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other road repair activities; Waste and spoil stockpiles to be stored at least 100m from waterways; 	Daily site inspections by contractor;	Weekly inspections by MID-TPPD; HCC – WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring)

ESMP 2 – ROAD RESTORATION AND MAINTENANCE					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
		<ul style="list-style-type: none"> Protect excavated spoil and waste from erosion by covering and providing interception drains if left overnight; Rubbish stored in neat/tidy piles awaiting collection; No burning or burying of rubbish; Disposal of rubbish/waste only in approved dump sites or designated areas 	Supervisor of community group		and acted upon immediately
Removal of significant or shade trees	To consult with community to identify such trees and avoid removal if possible	<ul style="list-style-type: none"> Work carefully in designed areas ; Avoid tree removal where possible 	Supervisor of community group	Weekly inspections by HCC – WD PGDO	Community consultation
Loss of vegetation and destabilisation of slopes and river-banks from cutting grass and bush		<ul style="list-style-type: none"> Keep within a specified clearing distance from the road. Avoid accidental damage to trees; Maintain stabilising vegetation cover on roadside slopes and river banks. 	Daily site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD;	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Health risks for the workers and the public	<p>To avoid health risks, including the spread of infectious diseases, for workers in labor-based works</p> <p>To avoid health risks, including the spread of infectious diseases for the broader community surrounding project work sites</p>	<ul style="list-style-type: none"> Issue written correspondence to all contractors on WHS, including measures required through the Project’s COVID-19 plan. Maintain clear attendance records of and workers Provide orientation on the Project’s work health and safety (WHS) plan, including measures to reduce the risk of spread of diseases. Clean and disinfect tools and equipment, as well as personal protective equipment (PPE) (where it is reusable), after each individual use with soap or alcohol and store carefully to avoid contamination Monitor SIG guidelines as the COVID-19 situation evolves to determine if works can continue 	Site supervision by Community Group or Works Focal Point,	Project Manager based on reports from community Group or Works Focal Point	<p>Any breach of health protocols needs to be immediately informed to management for urgent action.</p> <p>Any update on SIG COVID-related guidelines needs to be implemented immediately by Project Manager,</p>

ESMP 2 – ROAD RESTORATION AND MAINTENANCE					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Climate change and sea-level rise	To mitigate climate change risks and enhance Climate-resilient measures and practice based on the local context	<ul style="list-style-type: none"> Include climate resilience consideration in all infrastructure sub-projects and sub-project approval processes. 	Site supervisor	Project Manager	Check for updated data and incorporate into works planning.

ESMP 3 – DRAIN INSTALLATION					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Loss of land or use of land; acquisition or removal of legal assets (structures, crops, trees) from area drain is to be installed	To compensate for losses and ensure that the livelihood of affected person/household is at least restored to pre-project levels	<ul style="list-style-type: none"> Consult with lease-holders and other stakeholders; Consult with COL and request resumption of land (as per LAPF); Prepare and implement RP as per the LAPF 	MID/HCC; Community Liaison Officer (HCC); Community Development Officer (MID); COL	MID – TPPD; HCC– WD; PGDO WB	As per the grievance redress mechanism in the LAPF
Damage to adjacent land or legal structures/trees/crops or natural vegetation due to excavation of drain to specifications	To minimise damage to adjacent land or legal structures/trees/crops and to compensate for damages to legal structures or crops as per the LAPF	<ul style="list-style-type: none"> Minimise area of disturbance along drain alignment; Work carefully in areas where structures or crops/trees are adjacent to drain; If machinery is used avoid water quality and land contamination impacts from accidental fuel/oil spills or leaks from machinery or plant by; (i) vehicle, machinery, and equipment maintenance and refueling will be carried out so that spilled materials do not seep into the soil; (ii) fuel storage and refilling areas will be located at least 50 m from drainage structures and 100 m from important water bodies; and (iii) oil trays will be used under vehicles in on-site parking areas. 	Contractor; Supervisor of community group	Weekly inspections by MID – TPPD; HCC– WD; PGDO	As per the grievance redress mechanism in the LAPF
Damage to vegetation/crops and siltation of waterways from unplanned spoil disposal	To reduce impacts on water quality and manage spoil disposal; To compensate for damages to crops or productive trees as per the LAPF	<ul style="list-style-type: none"> Store spoil in selected place; Protect from erosion by covering and providing interception drains; Crop/vegetation damage compensated as per provisions of the LAPF 	Daily site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD; HCC - WD PGDO	As per provisions in the LAPF
Dust generation; impacts on air quality; nuisance	To reduce impacts on air quality and nuisance; to ensure there is no health risk or inconvenience due to dust generation	<ul style="list-style-type: none"> Spray water on exposed surfaces during dry periods; If required, install dust screens when working adjacent to residential areas/schools/clinics; Ensure that vehicles carrying materials are either damped down or are covered with tarpaulin or similar; 	Daily site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately

ESMP 3 – DRAIN INSTALLATION					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
		<ul style="list-style-type: none"> Ensure that any materials being transported by vehicle to the site are not carried in the open 			
Erosion of slopes; sedimentation of rivers and streams; scouring of stream/river beds and banks; run-off affecting water quality	To control the extent and severity of erosion and/or sedimentation during activities/works	<ul style="list-style-type: none"> Construct temporary sediment and erosion control structures as required; Locate mitre drains to direct water to vegetated areas before being discharged into waterways; Complete works in stages/sections and minimise exposed/cleared ground to the extent possible; Keep adjacent vegetation clearance to a minimum; Avoid disturbance on steep slopes; Avoid discharging water on unstable or steep slopes; Ensure vehicles drive on defined tracks; Encourage re-vegetation of slopes following completion of works 	Regular site inspections by contractor; Supervisor of community group; Inspections after heavy rainfall to check for scour, soil erosion or sedimentation	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Repairs to damaged areas; re-establishment of vegetation; modify damage control measures as required
Inappropriate spoil/waste disposal	To remove and dispose of spoil and waste material regularly and <u>only</u> to designated areas	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other road repair activities; Waste and spoil stockpiles to be stored at least 100m from waterways; Protect excavated spoil and waste from erosion by covering and providing interception drains if left overnight; Rubbish stored in neat/tidy piles awaiting collection; No burning or burying of rubbish; Disposal of rubbish/waste only in approved dump sites or designated areas 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Pollution of water sources; degradation of water quality in streams and rivers	To avoid contamination/pollution of water sources from activities	<ul style="list-style-type: none"> Any sealing activities to be carefully managed through mixing sealant in approved locations only and prevention of on-site mixing; Material stockpiles to be stored at least 100m from a waterway; 	Daily visual assessment/ site inspections by contractor;	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Consult with local community using water sources to identify problems and remedial actions;

ESMP 3 – DRAIN INSTALLATION					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
		<ul style="list-style-type: none"> Vehicles will not be permitted to drive in stream or river beds and will not be parked adjacent to waterways while delivering materials; Accidental spills to be cleaned up immediately; Run-off from site or activities to be directed to temporary settling basin/sediment trap 	Supervisor of community group;		Immediate addressing of water quality problems to satisfaction of community
Safety risks for the workers	To avoid safety risks for the workers during execution of labour-based works, including attacked by insects	<ul style="list-style-type: none"> Provide safety gears for the workers to use as/when needed Warn the workers avoid approaching/disturbing bees or snakes, etc. Ensure that adequate warning signs and sign boards are installed at appropriate locations 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Health risks for the workers and the public	<p>To avoid health risks, including the spread of infectious diseases, for workers in labor-based works</p> <p>To avoid health risks, including the spread of infectious diseases for the broader community surrounding project work sites</p>	<ul style="list-style-type: none"> Issue written correspondence to all contractors on WHS, including measures required through the Project's COVID-19 plan. Maintain clear attendance records of and workers Provide orientation on the Project's work health and safety (WHS) plan, including measures to reduce the risk of spread of diseases. Clean and disinfect tools and equipment, as well as personal protective equipment (PPE) (where it is reusable), after each individual use with soap or alcohol and store carefully to avoid contamination Monitor SIG guidelines as the COVID-19 situation evolves to determine if works can continue 	Site supervision by Community Group or Works Focal Point,	Project Manager based on reports from community Group or Works Focal Point	<p>Any breach of health protocols needs to be immediately informed to management for urgent action.</p> <p>Any update on SIG COVID-related guidelines needs to be implemented immediately by Project Manager,</p>
Climate change and sea-level rise	To mitigate climate change risks and enhance Climate-resilient measures and practice based on the local context	<ul style="list-style-type: none"> Include climate resilience consideration in all infrastructure sub-projects and sub-project approval processes. . 	Site supervisor	Project Manager	Check for updated data and incorporate into works planning.

ESMP 4 - CULVERT INSTALLATION					
Impact	Objective	Measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Loss of land or use of land; acquisition or removal of legal assets (structures, crops, trees) from area culvert is to be installed	To compensate for losses and ensure that the livelihood of affected person/household is at least restored to pre-project levels	<ul style="list-style-type: none"> Consult with lease-holders and other stakeholders; Consult with COL and request resumption of land (as per LAPF); Prepare and implement RP as per the LAPF 	MID/HCC; Community Liaison Officer (HCC); Community Development Officer (MID); COL	MID – TPPD; HCC - WD PGDO WB	As per the grievance redress mechanism in the LAPF
Damage to waterway, river bed and banks; downstream siltation; and change in downstream flows (increased velocity)	To reduce effects on local hydrology and prevent sedimentation of waterways	<ul style="list-style-type: none"> Design works to minimise impact on waterways; Ensure that solid waste is not disposed of, or stored, on river bank or in downstream waterway; Minimise disturbance to river banks to avoid destabilisation; Consider present flow rates and assess new flow rate after culvert; Check for downstream vulnerabilities to higher flows 	Daily visual assessment/ site inspections by contractor; Supervisor of community group;	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Contamination impacts from accidental fuel/oil spills or leaks from machinery or stores	To prevent contamination and reduce risk of accidental spills	<ul style="list-style-type: none"> If machinery is used; (i) vehicle, machinery, and equipment maintenance and refueling will be carried out so that any spilled materials do not seep into the soil; (ii) fuel storage and refilling areas will be located at least 50 m from drainage structures and 100 m from important water bodies; (iii) oil trays will be used under vehicles in on-site parking areas. 	Daily visual assessment/ site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Consult with local community using water sources to identify problems and remedial actions; Immediate addressing of problems to satisfaction of community
Erosion of excavated material and stockpiles leading to siltation of waterways	To minimise erosion and subsequent effects on waterways and adjacent land uses	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other road repair activities; Protect excavated spoil from erosion by covering and providing interception drains if left overnight; Minimise area of disturbance 	Regular site inspections by contractor; Supervisor of community group;	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Repairs to damaged areas; re-establishment of vegetation; modify damage control measures as required

ESMP 4 - CULVERT INSTALLATION					
Impact	Objective	Measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
			Inspections after heavy rainfall to check for scour, soil erosion or sedimentation		
Accidental spillages of wet cement, or cement washings into the river during construction of headwalls	To prevent impacts on water quality and river/stream fauna (cement is highly toxic to fish and other aquatic animals)	<ul style="list-style-type: none"> Construct off-site or establish clear separation of concrete batching works from any drainage to the waterway; Avoid spills of cement or disposal of excess mixed cement into waterway; Protect dry cement stocks from wind by covering with tarpaulin 	Daily visual assessment/ site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Consult with local community using water sources to identify problems and remedial actions; Immediate addressing of water quality problems to satisfaction of community
Safety risks for the workers	To avoid safety risks for the workers	<ul style="list-style-type: none"> Install warning signs in uncompleted open holes/drains 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Health risks for the workers and the public	<p>To avoid health risks, including the spread of infectious diseases, for workers in labor-based works</p> <p>To avoid health risks, including the spread of infectious diseases for the broader community surrounding project work sites</p>	<ul style="list-style-type: none"> Issue written correspondence to all contractors on WHS, including measures required through the Project's COVID-19 plan. Maintain clear attendance records of and workers Provide orientation on the Project's work health and safety (WHS) plan, including measures to reduce the risk of spread of diseases. Clean and disinfect tools and equipment, as well as personal protective equipment (PPE) (where it is reusable), after each individual use with soap or alcohol and store carefully to avoid contamination Monitor SIG guidelines as the COVID-19 situation evolves to determine if works can continue 	Site supervision by Community Group or Works Focal Point,	Project Manager based on reports from community Group or Works Focal Point	<p>Any breach of health protocols needs to be immediately informed to management for urgent action.</p> <p>Any update on SIG COVID-related guidelines needs to be implemented immediately by Project Manager,</p>

ESMP 4 - CULVERT INSTALLATION					
Impact	Objective	Measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Climate change and sea-level rise	To mitigate climate change risks and enhance Climate-resilient measures and practice based on the local context	<ul style="list-style-type: none"> Include climate resilience consideration in all infrastructure sub-projects and sub-project approval processes. . 	Site supervisor	Project Manager	Check for updated data and incorporate into works planning.

ESMP 5 – FOOTPATH/STEP CONSTRUCTION					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Loss of land or use of land; acquisition or removal of legal assets (structures, crops, trees) from area of land to be designated for footpath/steps	To compensate for losses and ensure that the livelihood of affected person/household is at least restored to pre-project levels	<ul style="list-style-type: none"> Consult with lease-holders and other stakeholders; Consult with COL and request resumption of land (as per LAPF); Prepare and implement RP as per the LAPF Document agreements with communities 	HCC; Community Liaison Officer; COL	HCC - WD PGDO WB	As per the grievance redress mechanism in the LAPF
Removal of significant or shade trees	To consult with community to identify such trees and avoid removal if possible	<ul style="list-style-type: none"> Work carefully in such areas; Avoid removal of trees is possible 	Supervisor of community group	Weekly inspections by HCC - WD PGDO	Community consultation
Dust generation; impacts on air quality; nuisance	To reduce impacts on air quality and nuisance; to ensure there is no health risk or inconvenience due to dust generation	<ul style="list-style-type: none"> Provide adequate protective clothing for workers such as gumboots, marks, hats, gloves etc. Spray water on exposed surfaces during dry periods; If required, install dust screens when working adjacent to residential areas/schools/clinics; Ensure that vehicles carrying materials are either damped down or are covered with tarpaulin or similar; Ensure that any materials being transported by vehicle to the site are not carried in the open 	Daily site inspections by contractor; Supervisor of community group	Weekly monitoring by HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Pollution of water sources; degradation of water quality in streams and rivers	To avoid contamination/pollution of water sources from activities	<ul style="list-style-type: none"> Material stockpiles to be stored at least 100m from a waterway; Vehicles will not be permitted to drive in stream or river beds and will not be parked adjacent to waterways while delivering materials; Accidental spills to be cleaned up immediately; Run-off from site or activities to be directed to temporary settling basin/sediment trap 	Daily visual assessment/ site inspections by contractor; Supervisor of community group;	Weekly monitoring by HCC - WD PGDO	Consult with local community using water sources to identify problems and remedial actions; Immediate addressing of water quality problems to satisfaction of community

ESMP 5 – FOOTPATH/STEP CONSTRUCTION					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Stone/gravel extraction or cutting of wood (steps)	To minimise the impacts of sourcing materials from inappropriate locations	<ul style="list-style-type: none"> Use already identified/approved quarries or aggregate/gravel sources; Follow MID's Aggregate Extraction Guidelines (or similar); Consult with resource owners (trees) if wood to be cut and used for steps 	Inspections by contractor; Supervisor of community group	Weekly monitoring by HCC - WD PGDO	Sign MOU (covering royalties/compensation) with resource owners if new source identified
Erosion of slopes; sedimentation of rivers and streams; scouring of stream/river beds and banks; run-off affecting water quality	To control the extent and severity of erosion and/or sedimentation during activities/works	<ul style="list-style-type: none"> Construct energy dispersion walls/ holes along drains on the ladder. Construct temporary sediment and erosion control structures as required; Complete works in stages/sections and minimise exposed/cleared ground to the extent possible; Keep adjacent vegetation clearance to a minimum; Recover/provide vegetation cover in disturbed areas with native plants Avoid disturbance on steep slopes; Avoid discharging water on unstable or steep slopes; Ensure vehicles drive on tracks; Encourage re-vegetation of slopes following completion of works Shaping/levelling disturbed areas , compact loose soil/materials 	Regular site inspections by contractor; Supervisor of community group; Inspections after heavy rainfall to check for scour, soil erosion or sedimentation	Weekly monitoring by HCC - WD PGDO	Repairs to damaged areas; re-establishment of vegetation; modify damage control measures as required
Inappropriate spoil/waste disposal	To remove and dispose of spoil and waste material regularly and <u>only</u> to designated areas	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other road repair activities; Waste and spoil stockpiles to be stored at least 100m from waterways; Protect excavated spoil and waste from erosion by covering and interception drains if left overnight; Rubbish stored in neat/tidy piles awaiting collection; Disposal of rubbish/waste only in approved dump sites 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TTPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately

ESMP 5 – FOOTPATH/STEP CONSTRUCTION					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Safety risks for the public	To avoid safety risks for the children	<ul style="list-style-type: none"> Make sure that no children enter the sites where construction is on-going 	Daily site inspections by contractor; community	Weekly inspections by MID-TPPD; HCC - WD PGDO	record Any problems/complaints for subsequent monitoring) and actions
Health risks for the workers and the public	<p>To avoid health risks, including the spread of infectious diseases, for workers in labor-based works</p> <p>To avoid health risks, including the spread of infectious diseases for the broader community surrounding project work sites</p>	<ul style="list-style-type: none"> Issue written correspondence to all contractors on WHS, including measures required through the Project's COVID-19 plan. Maintain clear attendance records of and workers Provide orientation on the Project's work health and safety (WHS) plan, including measures to reduce the risk of spread of diseases. Clean and disinfect tools and equipment, as well as personal protective equipment (PPE) (where it is reusable), after each individual use with soap or alcohol and store carefully to avoid contamination. Monitor SIG guidelines as the COVID-19 situation evolves to determine if works can continue 	Site supervision by Community Group or Works Focal Point,	Project Manager based on reports from community Group or Works Focal Point	<p>Any breach of health protocols needs to be immediately informed to management for urgent action.</p> <p>Any update on SIG COVID-related guidelines needs to be implemented immediately by Project Manager,</p>
Climate change and sea-level rise	To mitigate climate change risks and enhance Climate-resilient measures and practice based on the local context	<ul style="list-style-type: none"> Include climate resilience consideration in all infrastructure sub-projects and sub-project approval processes. 	Site supervisor	Project Manager	Check for updated data and incorporate into works planning.

ESMP 6 – DRAIN AND CULVERT CLEANING AND RUBBISH REMOVAL					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Damage to adjacent land or legal structures/trees/crops or natural vegetation due to excavation of drain to specifications	To minimize damage to adjacent land or legal structures/trees/crops and to compensate for damages to legal structures or crops as per the LAPF	<ul style="list-style-type: none"> Minimise area of disturbance along drain alignment; Work carefully in areas where structures or crops/trees are adjacent to drain 	Contractor; Supervisor of community group	Weekly inspections by HCC - WD PGDO	Any damages repaired or compensated as per provisions of the LAPF
Damage to vegetation/crops and siltation of waterways from unplanned spoil disposal	To reduce impacts on water quality and manage spoil disposal; To compensate for damages to crops or productive trees as per the LAPF	<ul style="list-style-type: none"> Store spoil in selected place; Protect from erosion by covering and providing interception drains 	Daily site inspections by contractor/ supervisor	Weekly monitoring by HCC - WD PGDO	Any damages repaired or compensated as per provisions of the LAPF
Dust generation; impacts on air quality; nuisance	To reduce impacts on air quality and nuisance; to ensure there is no health risk or inconvenience due to dust generation	<ul style="list-style-type: none"> Spray water on exposed surfaces during dry periods; Ensure that vehicles carrying materials are either damped down or are covered with tarpaulin or similar; Ensure that any materials being transported by vehicle to the site are not carried in the open 	Daily site inspections by contractor; Supervisor of community group	Weekly monitoring by HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Pollution of water sources; degradation of water quality in streams and rivers	To avoid contamination/pollution of water sources from activities	<ul style="list-style-type: none"> Rubbish stockpiles to be stored at least 100m from a waterway; Debris (organic material and earth cleaned from drains and culverts) to be stored at least 100m from a waterway; Re-use material where possible; Rubbish trucks will not be permitted to drive in stream or river beds and will not be parked adjacent to waterways while collecting rubbish; Accidental spills to be cleaned up immediately 	Daily visual assessment/ site inspections by contractor; Supervisor of community group;	Weekly monitoring by HCC - WD PGDO	Consult with local community using water sources to identify problems and remedial actions; Immediate addressing of water quality problems to satisfaction of community
Inappropriate spoil/waste disposal	To remove and dispose of spoil and waste material regularly and <u>only</u> to designated areas	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other road repair activities; Waste and spoil stockpiles to be stored at least 100m from waterways; 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent

ESMP 6 – DRAIN AND CULVERT CLEANING AND RUBBISH REMOVAL					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
		<ul style="list-style-type: none"> Protect excavated spoil and waste from erosion by covering and providing interception drains if left overnight; Rubbish stored in neat/tidy piles awaiting collection; No burning or burying of rubbish; Disposal of rubbish/waste only in approved dump sites 			monitoring) and acted upon immediately
Pollution or impacts on community from inappropriate rubbish disposal	To preserve residential amenity and protect the community from pollution or inappropriate rubbish disposal	<ul style="list-style-type: none"> Rubbish stored in neat/tidy piles awaiting collection; No burning or burying of rubbish; Disposal of rubbish only in approved dump sites 	Daily site inspections by supervisor of community group	Weekly monitoring by HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Safety risks for the workers	To avoid safety risks for the workers	<ul style="list-style-type: none"> Provide protective gears (hats, gloves, boots etc.) for the workers when working at risky sites 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Health risks for the workers and the public	<p>To avoid health risks, including the spread of infectious diseases, for workers in labor-based works</p> <p>To avoid health risks, including the spread of infectious diseases for the broader community surrounding project work sites</p>	<ul style="list-style-type: none"> Issue written correspondence to all contractors on WHS, including measures required through the Project's COVID-19 plan. Maintain clear attendance records of and workers Provide orientation on the Project's work health and safety (WHS) plan, including measures to reduce the risk of spread of diseases. Clean and disinfect tools and equipment, as well as personal protective equipment (PPE) (where it is reusable), after each individual use with soap or alcohol and store carefully to avoid contamination 	Site supervision by Community Group or Works Focal Point,	Project Manager based on reports from community Group or Works Focal Point	<p>Any breach of health protocols needs to be immediately informed to management for urgent action.</p> <p>Any update on SIG COVID-related guidelines needs to be implemented immediately by Project Manager,</p>

ESMP 6 – DRAIN AND CULVERT CLEANING AND RUBBISH REMOVAL					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
		<ul style="list-style-type: none"> Monitor SIG guidelines as the COVID-19 situation evolves to determine if works can continue 			

ESMP 7 – VEGETATION CLEARANCE					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Removal of significant or shade trees	To consult with community to identify such trees and avoid removal if possible	<ul style="list-style-type: none"> Work carefully in such areas; Avoid removal of mature trees where possible; Identify and protect such trees 	Supervisor of community group	Weekly inspections by HCC - WD PGDO	Community consultation
Damage or removal of legal gardens or crops from ROW	To minimise damage to adjacent legal trees/crops and to compensate for damages to legal gardens or crops as per the LAPF	<ul style="list-style-type: none"> Minimise area of disturbance and vegetation clearance; Work carefully in areas adjacent to gardens; Consult with community prior to activities 	Contractor; Supervisor of community group	Weekly inspections by HCC - WD PGDO	Any damages repaired or compensated as per provisions of the LAPF
Inappropriate spoil/waste disposal	To remove and dispose of spoil and waste material regularly and <u>only</u> to designated areas	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other road repair activities; Waste and spoil stockpiles to be stored at least 100m from waterways; Protect excavated spoil and waste from erosion by covering and providing interception drains if left overnight; Rubbish stored in neat/tidy piles awaiting collection; No burning or burying of rubbish; Disposal of rubbish/waste only in approved dump sites 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Damage to roadside vegetation	To minimise environmental degradation through vegetation removal	<ul style="list-style-type: none"> Keep vegetation clearance to a minimum i.e. restrict to that necessary for road safety and improving sight distances etc.; 	Daily site inspections by contractor/	Weekly monitoring by	Any problems/complaints to be recorded (for

ESMP 7 – VEGETATION CLEARANCE					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
		<ul style="list-style-type: none"> Encourage re-vegetation of slopes etc. after repair activities have been completed 	supervisor	HCC - WD PGDO	subsequent monitoring) and acted upon immediately
Health risks for the workers and the public	<p>To avoid health risks, including the spread of infectious diseases, for workers in labor-based works</p> <p>To avoid health risks, including the spread of infectious diseases for the broader community surrounding project work sites</p>	<ul style="list-style-type: none"> Issue written correspondence to all contractors on WHS, including measures required through the Project's COVID-19 plan. Maintain clear attendance records of and workers Provide orientation on the Project's work health and safety (WHS) plan, including measures to reduce the risk of spread of diseases. Clean and disinfect tools and equipment, as well as personal protective equipment (PPE) (where it is reusable), after each individual use with soap or alcohol and store carefully to avoid contamination Monitor SIG guidelines as the COVID-19 situation evolves to determine if works can continue 	Site supervision by Community Group or Works Focal Point,	Project Manager based on reports from community Group or Works Focal Point	<p>Any breach of health protocols needs to be immediately informed to management for urgent action.</p> <p>Any update on SIG COVID-related guidelines needs to be implemented immediately by Project Manager,</p>

ESMP 8 – PAVING, GREENING AND LANDSCAPING					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Dust generation; impacts on air quality; nuisance from stockpiles of sand and dry cement	To reduce impacts on air quality and nuisance; to ensure there is no health risk or inconvenience due to dust generation	<ul style="list-style-type: none"> Cover sand and dry cement, especially during dry periods; Ensure that vehicles carrying materials are either damped down or are covered with tarpaulin or similar; Ensure that any materials being transported by vehicle to the site are not carried in the open 	Daily site inspections by contractor; Supervisor of community group	Weekly monitoring by HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Accidental spillages of wet cement, or cement washings into the drains (and to the coast) during fabrication of paving stones or during concreting of areas in CBD	To prevent impacts on water quality and river/stream/coastal fauna (cement is highly toxic to fish and other aquatic animals)	<ul style="list-style-type: none"> Construct off-site or establish clear separation of concrete batching works from any drainage to the waterway; Avoid spills of cement or disposal of excess mixed cement into waterway; Protect dry cement stocks from wind by covering with tarpaulin 	Daily visual assessment/ site inspections by contractor; Supervisor of community group	Weekly monitoring by HCC - WD PGDO	Consult with adjacent users or local community using water sources to identify problems and remedial actions; Immediate addressing of water quality problems to satisfaction of community
Pollution or impacts on community from inappropriate disposal of organic waste	To preserve urban amenity and protect the community from pollution or inappropriate spoil/waste organic material disposal	<ul style="list-style-type: none"> Rubbish stored in neat/tidy piles awaiting collection; No burning or burying of rubbish; Disposal of waste and organic matter only in approved dump sites 	Daily site inspections by supervisor of community group	Weekly monitoring by HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Contamination and health risk from handling of herbicides and pesticides	To avoid exposure to harmful toxins and/or hazardous chemicals	<ul style="list-style-type: none"> Project will not permit the use of herbicides and other chemicals 	Daily inspections by supervisor of community group	Weekly monitoring by HCC - WD PGDO	Sanctions imposed on contractors or groups using herbicides or chemicals
Inappropriate spoil/waste disposal	To remove and dispose of spoil and waste material regularly and <u>only</u> to designated areas	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other road repair activities; Waste and spoil stockpiles to be stored at least 100m from waterways; Protect excavated spoil and waste from erosion by covering and providing interception drains if left overnight; 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately

ESMP 8 – PAVING, GREENING AND LANDSCAPING					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
		<ul style="list-style-type: none"> Rubbish stored in neat/tidy piles awaiting collection; No burning or burying of rubbish; Disposal of rubbish/waste only in approved dump sites 			
Safety risks for the workers	To avoid safety risks for the workers during execution of labour-based works, including attacked by insects	<ul style="list-style-type: none"> Provide safety gears for the workers to use as/when needed Warn the workers avoid approaching/disturbing bees or snakes, etc. Ensure that adequate warning signs and sign boards are installed at appropriate locations 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Health risks for the workers and the public	<p>To avoid health risks, including the spread of infectious diseases, for workers in labor-based works</p> <p>To avoid health risks, including the spread of infectious diseases for the broader community surrounding project work sites</p>	<ul style="list-style-type: none"> Issue written correspondence to all contractors on WHS, including measures required through the Project's COVID-19 plan. Maintain clear attendance records of and workers Provide orientation on the Project's work health and safety (WHS) plan, including measures to reduce the risk of spread of diseases. Clean and disinfect tools and equipment, as well as personal protective equipment (PPE) (where it is reusable), after each individual use with soap or alcohol and store carefully to avoid contamination Monitor SIG guidelines as the COVID-19 situation evolves to determine if works can continue 	Site supervision by Community Group or Works Focal Point,	Project Manager based on reports from community Group or Works Focal Point	<p>Any breach of health protocols needs to be immediately informed to management for urgent action.</p> <p>Any update on SIG COVID-related guidelines needs to be implemented immediately by Project Manager,</p>
Climate change and sea-level rise	To mitigate climate change risks and enhance Climate-resilient measures and practice based on the local context	<ul style="list-style-type: none"> Include climate resilience consideration in all infrastructure sub-projects and sub-project approval processes. 	Site supervisor	Project Manager	Check for updated data and incorporate into works planning.

ESMP 9 –WATERWAY REHABILITATION					
Impact	Objective	Measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Stone/rock extraction for gabion baskets	To minimise the impacts of sourcing materials from inappropriate locations	<ul style="list-style-type: none"> Use already identified/approved quarries or rock/stone sources; Follow MID's Aggregate Extraction Guidelines (or similar); Consult with resource owners (trees) if wood to be cut and used for steps 	Inspections by contractor; Supervisor of community group	Weekly monitoring by MID-TPPD; HCC - WD PGDO	Sign MOU (covering royalties/compensation) with resource owners if new source identified
Damage to waterway, river bed and banks; downstream siltation; and change in downstream flows (increased velocity)	To reduce effects on local hydrology and prevent sedimentation of waterways	<ul style="list-style-type: none"> Design works to minimise impact on waterways; Ensure that solid waste is not disposed of, or stored, on river bank or in downstream waterway; Minimise disturbance to river banks to avoid destabilisation; Consider present flow rates and assess new flow rate after culvert; Check for downstream vulnerabilities to higher flows 	Daily visual assessment/ site inspections by contractor; Supervisor of community group;	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Inappropriate spoil/waste disposal	To remove and dispose of spoil and waste material regularly and <u>only</u> to designated areas	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other road repair activities; Waste and spoil stockpiles to be stored at least 100m from waterways; Protect excavated spoil and waste from erosion by covering and providing interception drains if left overnight; Rubbish stored in neat/tidy piles awaiting collection; Disposal of rubbish/waste only in approved dump sites 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Contamination impacts from accidental fuel/oil spills or leaks from machinery or stores	To prevent contamination and reduce risk of accidental spills	<ul style="list-style-type: none"> If machinery is used; (i) vehicle, machinery, and equipment maintenance and refueling will be carried out so that any spilled materials do not seep into the soil; (ii) fuel storage and refilling areas will be located at least 50 m from drainage structures and 100 m from important water bodies; (iii) oil trays will be used under vehicles in on-site parking areas. 	Daily visual assessment/ site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Consult with local community using water sources to identify problems and remedial actions; Immediate addressing of problems to satisfaction of community

ESMP 9 –WATERWAY REHABILITATION					
Impact	Objective	Measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Erosion of excavated material and stockpiles leading to siltation of waterways	To minimise erosion and subsequent effects on waterways and adjacent land uses	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other road repair activities; Protect excavated spoil from erosion by covering and providing interception drains if left overnight; Minimise area of disturbance 	Regular site inspections by contractor; Supervisor of community group; Inspections after heavy rainfall to check for scour, soil erosion or sedimentation	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Repairs to damaged areas; re-establishment of vegetation; modify damage control measures as required
Accidental spillages of wet cement, or cement washings into the river (if in parallel with other works)	To prevent impacts on water quality and river/stream fauna (cement is highly toxic to fish and other aquatic animals)	<ul style="list-style-type: none"> Construct off-site or establish clear separation of concrete batching works from any drainage to the waterway; Avoid spills of cement or disposal of excess mixed cement into waterway; Protect dry cement stocks from wind by covering with tarpaulin 	Daily visual assessment/ site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Consult with local community using water sources to identify problems and remedial actions; Immediate addressing of water quality problems to satisfaction of community
Safety risks for the workers	To minimise health risks and avoid safety risks for the workers , for example broken glass in the waterway	<ul style="list-style-type: none"> Provide safety gears for the workers to use as/when needed 	Daily site inspections by contractor; Supervisor of community	Weekly inspections by MID-TPPD; HCC - WD PGDO	Record Any problems/ complaints for subsequent monitoring) and actions
Health risks for the workers and the public	<p>To avoid health risks, including the spread of infectious diseases, for workers in labor-based works</p> <p>To avoid health risks, including the spread of infectious diseases for the broader community surrounding project work sites</p>	<ul style="list-style-type: none"> Issue written correspondence to all contractors on WHS, including measures required through the Project's COVID-19 plan. Maintain clear attendance records of and workers Provide orientation on the Project's work health and safety (WHS) plan, including measures to reduce the risk of spread of diseases. 	Site supervision by Community Group or Works Focal Point,	Project Manager based on reports from community Group or Works Focal Point	<p>Any breach of health protocols needs to be immediately informed to management for urgent action.</p> <p>Any update on SIG COVID-related guidelines needs to be implemented immediately by Project Manager,</p>

ESMP 9 –WATERWAY REHABILITATION					
Impact	Objective	Measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
		<ul style="list-style-type: none"> • Clean and disinfect tools and equipment, as well as personal protective equipment (PPE) (where it is reusable), after each individual use with soap or alcohol and store carefully to avoid contamination • Monitor SIG guidelines as the COVID-19 situation evolves to determine if works can continue 			

ESMP 10 - BOAT LANDING AND JETTY					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Resource extraction and ownership concerns	To minimize the impacts of sourcing materials from inappropriate locations	<ul style="list-style-type: none"> Use already identified/approved quarries or rock/stone sources; Follow MID's Aggregate Extraction Guidelines (or similar); Consult with resource owners for resources which cannot be sourced from pre-identified/approved sources 	Inspections by contractor; Supervisor of community group	Weekly monitoring by MID-TPPD; HCC - WD PGDO	Sign MOU (covering royalties/compensation) with resource owners if new source identified
Inappropriate spoil/waste disposal	To remove and dispose of spoil and waste material regularly and <u>only</u> to designated areas	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other project activities; Waste and spoil stockpiles to be stored at least 100m from waterways. Protect excavated spoil and waste from erosion by covering and providing interception drains if left overnight. Rubbish stored in neat/tidy piles and protected from the wind awaiting collection Disposal of rubbish/waste only in approved dump sites in accordance with Project Waste management Plan 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Contamination impacts from accidental fuel/oil spills or leaks from machinery or stores	To prevent contamination and reduce risk of accidental spills	<ul style="list-style-type: none"> If machinery is used; (i) vehicle, machinery, and equipment maintenance and refueling will be carried out so that any spilled materials do not seep into the soil; (ii) fuel storage and refilling areas will be located at least 50 m from drainage structures and 100 m from important water bodies; (iii) oil trays will be used under vehicles in on-site parking areas. 	Daily visual assessment/ site inspections by contractor. Supervisor of community group	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Consult with local community using water sources to identify problems and remedial actions; Immediate addressing of problems to satisfaction of community
Erosion of excavated material and stockpiles leading to siltation of waterways	To minimize erosion and subsequent effects on waterways and adjacent land uses	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other project activities; Protect excavated spoil from erosion by covering and providing interception drains if left overnight; Minimise area of disturbance 	Regular site inspections by contractor. Supervisor of community group; Inspections after heavy rainfall to	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Repairs to damaged areas; re-establishment of vegetation; modify damage control measures as required

ESMP 10 - BOAT LANDING AND JETTY					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
			check for scour, soil erosion or sedimentation		
Accidental spillages of wet cement, or cement washings into the sea (if in parallel with other works)	To prevent impacts on water quality and sea fauna (cement is highly toxic to fish and other aquatic animals)	<ul style="list-style-type: none"> Construct off-site or establish clear separation of concrete batching works from any drainage to the waterway; Avoid spills of cement or disposal of excess mixed cement into sea; Protect dry cement stocks from wind by covering with tarpaulin 	Daily visual assessment/ site inspections by contractor; Supervisor of community group	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Consult with local community using water sources to identify problems and remedial actions; Immediate addressing of water quality problems to satisfaction of community
Health and Safety risks for the workers	To minimize health risks and avoid safety risks for the workers, for example broken glass in the shallow portion of the sea around the jetty; drowning in case of accidental fall in the water	<ul style="list-style-type: none"> Provide health and care facilities at the work site, including toilets and safe drinking water Provide safety gears for the workers to use as/when needed Provide orientation to workers on all basic sanitation, hygiene and health care issues, and on specific hazards of their work. 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Record Any problems/ complaints for subsequent monitoring) and actions
Public Safety	To adequately protect the general public in the vicinity of the work site during construction.	<ul style="list-style-type: none"> Advance notice of commencement of works Install safety barriers and signages/markings of the work areas. Abide by public health measures, particularly in relation to infectious disease outbreaks such as COVID-19 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Record Any problems/ complaints for subsequent monitoring) and actions
Encroachment into precious ecology, disturbance of marine and terrestrial habitats	To protect mangroves & intertidal areas To prevent workers from poaching animals	<ul style="list-style-type: none"> Identification of project sites with least environmental impact based on specialist environment advice; Contractor responsible for information and sanctions regarding harm to wildlife and felling of trees (not requiring to be cleared) 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Record Any problems/ complaints for subsequent monitoring) and actions
Vibration increasing coastal turbidity Silt generation	To minimize disturbance due to Pile Driving and Installation of causeways, fill activities and transportation of materials	<ul style="list-style-type: none"> Use of silt control devices and sediment traps/fences during wharf construction. These are to be cleaned and dewatered regularly 	Daily site inspections by contractor; Supervisor of	Weekly monitoring by MID – TPPD;	Repairs to damaged areas; re-establishment of vegetation; modify

ESMP 10 - BOAT LANDING AND JETTY					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Sediment contamination of coast waters Turbidity in near-shore and reef environments		<ul style="list-style-type: none"> Assess seabed stability prior to commencement of works Construction works in areas of the coast to be undertaken with extreme care 	Community group	HCC - WD PGDO	damage control measures as required
Encroachment into historical / cultural sites	To prevent negative effects on cultural values, Tambu areas will be affected by the subproject	<ul style="list-style-type: none"> Inform National Museum (Tambu Register), Ministry of Culture and MECDM and cease activity when encroachment occurs. Identify and address any land water boundary disputes 	Contractor; National Museum (Tambu Register) and MECDM	Weekly monitoring by MID – TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Health risks for the workers and the public	<p>To avoid health risks, including the spread of infectious diseases, for workers in labor-based works</p> <p>To avoid health risks, including the spread of infectious diseases for the broader community surrounding project work sites</p>	<ul style="list-style-type: none"> Issue written correspondence to all contractors on WHS, including measures required through the Project's COVID-19 plan. Maintain clear attendance records of and workers Provide orientation on the Project's work health and safety (WHS) plan, including measures to reduce the risk of spread of diseases. Clean and disinfect tools and equipment, as well as personal protective equipment (PPE) (where it is reusable), after each individual use with soap or alcohol and store carefully to avoid contamination Monitor SIG guidelines as the COVID-19 situation evolves to determine if works can continue 	Site supervision by Community Group or Works Focal Point,	Project Manager based on reports from community Group or Works Focal Point	<p>Any breach of health protocols needs to be immediately informed to management for urgent action.</p> <p>Any update on SIG COVID-related guidelines needs to be implemented immediately by Project Manager,</p>
Climate change and sea-level rise	To mitigate climate change risks and enhance Climate-resilient measures and practice based on the local context	<ul style="list-style-type: none"> Include climate resilience consideration in all infrastructure sub-projects and sub-project approval processes. . 	Site supervisor	Project Manager	Check for updated data and incorporate into works planning.

ESMP 11 – PUBLIC BUILDING SERVICES (SMALL COMMUNITY MARKET STALL / OTHER SMALL BUILDINGS)

Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Damage to adjacent land or legal structures/trees/crops or natural vegetation due to excavation of drain to specifications	To minimize damage to adjacent land or legal structures/trees/crops and to compensate for damages to legal structures or crops as per the LAPF	<ul style="list-style-type: none"> Minimize area of disturbance along activity areas; Work carefully in areas where structures or crops/trees are adjacent to activity areas 	Contractor; Supervisor of community group	Weekly inspections by HCC - WD PGDO	Any damages repaired or compensated as per provisions of the LAPF
Damage to vegetation/crops and siltation of waterways from unplanned spoil disposal	To reduce impacts on water quality and manage spoil disposal; To compensate for damages to crops or productive trees as per the LAPF	<ul style="list-style-type: none"> Store spoil in selected place; Protect from erosion by covering and providing interception drains 	Daily site inspections by contractor/ supervisor	Weekly monitoring by HCC - WD PGDO	Any damages repaired or compensated as per provisions of the LAPF
Dust generation; impacts on air quality; nuisance	To reduce impacts on air quality and nuisance; to ensure there is no health risk or inconvenience due to dust generation	<ul style="list-style-type: none"> Spray water on exposed surfaces during dry periods; Ensure that vehicles carrying materials are either damped down or are covered with tarpaulin or similar; Ensure that any materials being transported by vehicle to the site are not carried in the open 	Daily site inspections by contractor; Supervisor of community group	Weekly monitoring by HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Inappropriate spoil/waste disposal and potential impacts on surrounding ecosystems	To remove and dispose of spoil and waste material regularly and <u>only</u> to designated areas	<ul style="list-style-type: none"> Re-use spoil/cut wherever possible in other project activities; Waste and spoil stockpiles to be stored at least 100m from waterways; Protect excavated spoil and waste from erosion by covering and providing interception drains if left overnight; Rubbish stored in neat/tidy piles protected from the wind awaiting collection; No burning or burying of rubbish; Disposal of rubbish/waste only in approved dump sites in accordance with the Project Waste Management Plan Disposal of hazardous waste only in approved dumpsites 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately

ESMP 11 – PUBLIC BUILDING SERVICES (SMALL COMMUNITY MARKET STALL / OTHER SMALL BUILDINGS)					
Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
Pollution or impacts on community from inappropriate rubbish disposal	To preserve residential amenity and protect the community from pollution or inappropriate rubbish disposal	<ul style="list-style-type: none"> Rubbish stored in neat/tidy piles awaiting collection; No burning or burying of rubbish; Disposal of rubbish only in approved dump sites 	Daily site inspections by supervisor of community group	Weekly monitoring by HCC - WD PGDO	Any problems/complaints to be recorded (for subsequent monitoring) and acted upon immediately
Health and Safety risks for the workers	To minimize health risks and avoid safety risks for the workers.	<ul style="list-style-type: none"> Provide health and care facilities at the work site, including toilets and safe drinking water Provide safety gears for the workers to use as/when needed Provide orientation to workers on all basic sanitation, hygiene and health care issues including COVID-19 protocols, and on specific hazards of their work. All workers to use basic fall arrest harnesses when working more than 2 metres above ground level. 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Record Any problems/complaints for subsequent monitoring) and actions
Public Safety	To adequately protect the general public in the vicinity of the work site during construction.	<ul style="list-style-type: none"> Advance notice of commencement of works Install safety barriers and signages/markings of the work areas. Ensure correct drainage for marketplaces by paving the area, building covered drains along lanes, sloping the floor and ensuring drainage points are safe. 	Daily site inspections by contractor; Supervisor of community group	Weekly inspections by MID-TPPD; HCC - WD PGDO	Record Any problems/complaints for subsequent monitoring) and actions
Health risks for the workers and the public	<p>To avoid health risks, including the spread of infectious diseases, for workers in labor-based works</p> <p>To avoid health risks, including the spread of infectious diseases for the broader community surrounding project work sites</p>	<ul style="list-style-type: none"> Issue written correspondence to all contractors on WHS, including measures required through the Project's COVID-19 plan. Maintain clear attendance records of and workers Provide orientation on the Project's work health and safety (WHS) plan, including measures to reduce the risk of spread of diseases. 	Site supervision by Community Group or Works Focal Point,	Project Manager based on reports from community Group or Works Focal Point	<p>Any breach of health protocols needs to be immediately informed to management for urgent action.</p> <p>Any update on SIG COVID-related guidelines needs to be implemented</p>

ESMP 11 – PUBLIC BUILDING SERVICES (SMALL COMMUNITY MARKET STALL / OTHER SMALL BUILDINGS)

Impact	Objective	Control measures to be implemented - safeguard activities	Monitoring & reporting responsibility		Corrective action
			Doing	Checking	
		<ul style="list-style-type: none"> • Clean and disinfect tools and equipment, as well as personal protective equipment (PPE) (where it is reusable), after each individual use with soap or alcohol and store carefully to avoid contamination • Monitor SIG guidelines as the COVID-19 situation evolves to determine if works can continue 			immediately by Project Manager,

Annex 4. COVID-19 Preparedness and Response Plan



COVID-19 Preparedness and Response Plan Updates as of 12th October 2020

Topic	Component Activity	Proposed Actions	Responsibility	Updates
A. Preparedness Planning and Training	4. Project Management	<ul style="list-style-type: none"> Disseminate SIG directory of COVID-19 hotlines/task force, communication challenges in the event of COVID-19 situations and responsibilities, and location of the nearest available designated clinic for testing, and arrangements for isolation of any person who develops COVID-19 symptoms at work. Develop a check list for common preventative supplies and pre-procure prevention equipment both for the office and worksites. E.g., soap, hand sanitizers, medical face masks, non-contact thermometers, tissues, disinfectant. Undertake a risk assessment of existing outreach, training and work activities and develop a check list of additional safety and WHS measures to be applied in response to COVID-19. (See ILO guidelines dated 12 April 2020). Consideration could be given to adopting shift work where possible. Conduct a workshop on the recommended WHS measures for project staff to finalize the checklist and procedures, establish and appoint focal points, including the Safeguards Officer for COVID-19 responses, and 	Project Manager, Senior Works Engineer, Safeguards Officer	<ul style="list-style-type: none"> Procurement of PPE's, Delivery of some PPE's equipment to CAUSE PIU PPE' includes, soap, Face mask, Tissues, Disinfectant Workshop on Covid 19 for all PIU staff and PMU already carried out

Topic	Component Activity	Proposed Actions	Responsibility	Updates
		<p>establish related procedures. All staff should be aware of how they are expected to execute their respective roles in accordance to national regulations and the World Bank interim note on Covid-19 considerations in construction/civil works, April 2020, for example on social distancing policy, mask-wearing and hand-sanitisation measures.</p> <ul style="list-style-type: none"> • Circulate a summary of the new WHS measures to relevant government authorities to communicate the project's commitment and responsibilities to reduce the risk of exposure to COVID-19 in the project. 		
		<ul style="list-style-type: none"> • Develop/disseminate communication materials (e.g., on social distancing, key symptoms and good handwashing and hygiene practices) to be developed and disseminated in communities by the CLOs and at the work sites and for wider external consumption. 	Communications Officer and Community Liaison Officers	<ul style="list-style-type: none"> • MHMS IEC Materials obtained and used.
	2. Road Repair and Maintenance	<ul style="list-style-type: none"> • Include in the PMU's monitoring reports the Covid 19 measures which can cover, but not limited to, i) Status of Road Repair and Maintenance on the ground, on-going or not ; ii) number of workers and or consultants involved in on-going Road Repair and Maintenance ; iii) record of number of contractors and workers; iv) Current plan to raise awareness and prevent Covid-19 infection construction sites; v) record of any known infected/quarantined cases among the PMU staff and contractors and the associated mitigation measures, including paid leave due to the coronavirus treatment or quarantine; vi) PMU/contractor's communication with the local community in Covid-19 prevention. More details can be found in the project's new WHS measure 	ISDT - MID Project Manager	<ul style="list-style-type: none"> • Training of Contractors and its workers on WHS already done: • 13 participants from 5 current contractors • Update on CIMS Database

Topic	Component Activity	Proposed Actions	Responsibility	Updates
		<p>and the WB Interim Guidance on Covid 19 for Construction/Physical Work Project, April 2020.</p> <ul style="list-style-type: none"> • Train contractors on the new WHS measures. • Issue written correspondence to contractors on COVID-19 WHS measures. 		
<p>B. Implementation and Monitoring</p>	<p>3. Infrastructure and Service Delivery Training</p>	<ul style="list-style-type: none"> • Update ISDT curriculum to incorporate training on additional COVID-19 related WHS procedures, including prevention measures and good hygiene practices that should be followed at work and at home, and disseminate SIG directory of COVID-19 hotlines/task force and authorized procedures for testing and isolation. Verify that the information is consistent with the advice of public health authorities. • Clarify with Ministry of Education on guidelines for social distancing in the context of training. The average class sizes of 35 may need to be reduced and group work avoided, where possible. • Conduct Trainers orientation on the revised materials and project specific guidelines on Covid-19. • Train all participants on additional COVID-19 WHS measures to ensure their safety, including the use and application of additional PPE. • Build awareness through the Post-Training Support Services on preparedness, hygiene, and protection. • Coordinate with LASI to include the Covid-19 awareness in the pilot areas. 	<p>ISDT Team Leader</p>	<ul style="list-style-type: none"> • Additional COVID-19 related WHS procedures incorporated in B1: Hygiene & D5&D6: Workplace Safety B&C (Lesson Plans Attached) and taught. • MEHRD COVID-19 Preparedness & Response Plan Obtained. ISDT Honiara, using a second classroom to accommodate smaller numbers per class. • 24 staff (including all trainers and CLOs) attended COVID-19 Awareness Workshop by MHM Health Promotion Team.

Topic	Component Activity	Proposed Actions	Responsibility	Updates
				<ul style="list-style-type: none"> • MHMS IEC Materials obtained and used. • Discussion with LASI Coordinator held.
	1 and 2. Urban Works & Services and Road Repair and Maintenance	<ul style="list-style-type: none"> • Update BOQs for all community group and works contracts to include sanitizers and separate drinking cups for workers. • Ordinary Personal Protective Equipment (PPE) used by the project will apply. However, in cases where there may be higher risks for exposure and infection (e.g., sanitizing of markets and schools and cleaning of river systems), additional PPE will need to be procured including medical face masks and gloves. • Keep tools and equipment as well as PPE in sanitary condition through regular cleaning and disinfecting after each individual use and at a minimum each workday with soap/alcohol and storing them in a secure location. 	Works Supervisors	<ul style="list-style-type: none"> • Procurement of PPE's been done. • Face mask and Gloves available on request and must be worn at all subproject site visits. • Monitored Works Supervisors
		<ul style="list-style-type: none"> • Assign Community Group or Works Contract Focal Points at worksites to supervise and enforce social distancing practices and hand washing and hygiene practices. Workers are to maintain a safe working space of at least 1.5-meter distance between each other, including material delivery workers, and participants should avoid touching eyes, nose and mouth with unwashed hands. Conduct daily checks with the assigned Focal Points on progress. • Works Supervisors to include in their daily orientation, health checks using non-contact thermometers and 	Works Supervisors	<ul style="list-style-type: none"> • Ongoing monitoring of workers by Works Supervisors • 3 Non-contact Thermometers Used in Honiara PMU to test for Body Temperature of staff and visitors to PMU.

Topic	Component Activity	Proposed Actions	Responsibility	Updates
		<p>visually monitor respiratory symptoms such as difficulties in breathing, coughing). Those who have a mild fever (37.5 degrees Celsius) should be requested to stay home and quarantine for 14 days. Those who have more severe symptoms should immediately contact the nearest designated medical facility for testing. Care should be taken to ensure that the risk of contact with others is minimized. Monitor perceptions and feedback from Focal Points, contractors, community groups and workers. Should known/suspected cases emerge, report to Project Manager and Senior Works Engineer immediately so that health authorities can be notified.</p> <ul style="list-style-type: none"> Workers are not entitled to claim compensation or sick leave due to the temporary nature of the work. MID contractors are expected to abide by their own established conditions of employment. 		
		<ul style="list-style-type: none"> Clarification of situation may trigger a suspension or closing of works, agreed by relevant parties (e.g., contractors) or to the extent that implementation is no longer possible, enacting a <i>force majeure</i> clause in accordance with the contract requirements and in consultation with the implementing agency and World Bank. 	Project Manager Works Supervisors, Procurement Officers	<ul style="list-style-type: none"> On-going monitoring
		<ul style="list-style-type: none"> Review and evaluate the implementation of practices on a weekly basis with all project staff and determine in further changes/restrictions need to be imposed in accordance with SIG guidelines. 	Project Manager, Senior Works Engineer, Safeguards Officer	<ul style="list-style-type: none"> Continue to monitor and update the activities related to Covid 19 response plan and monitoring

Annex 5. COVID-19-related contractual provisions

**Community Access & Urban Services Enhancement Project
MINISTRY OF INFRASTRUCTURE DEVELOPMENT
Program of works – Bill of Quantity template**

Item Number	Work/item Description	Quantity	Unit (<i>m³, unit etc</i>)	Unit Cost	% of total project cost	Amount
A. Moving in Works						
A.1.						
A.2.						
<i>Sub-total of A</i>						
B. Clearing and grubbing						
B.1.						
B.2.						
<i>Sub-total of B</i>						
C. Earthworks						
C.1.						
C.2.						
<i>Sub-total of C</i>						
D. Sub-base and base course						
D.1.						
D.2.						
<i>Sub-total of D</i>						
E. Surface course						
E.1.						
E.2.						
<i>Sub-total of E</i>						
F. Drainage						
F.1.						
F.2.						
F.3.						
<i>Sub-total of F</i>						
G. Occupational Health and Safety						
G.1.	Personal protective equipment (face masks and gloves)					
G.2.	Hand sanitizer					
G.3.	Disposable drinking cups (one for each individual on site)					
G.4.	Disinfectant for sanitising tools and worksites					
<i>Sub-total of G</i>						

Community Access & Urban Services Enhancement Project (CAUSE)

Honiara City Council & Ministry of Infrastructure
Development

20 January 2020

Work Health and Safety (WHS) Management Plan

1. Project information

1.1. Use, Purpose & Scope of WHSM Plan

The CAUSE Project is committed to providing and maintaining a safe work environment. The purpose of this Work Health and Safety (WHS) Management Plan is to assist CAUSE project staff to achieve a safe and healthy workplace for all staff, workers, contractors and subcontractors including community work groups to whom there is a legal and moral duty of care. Further, there is a requirement to ensure that our activities and those of our consultants and subcontractors are conducted in an environmentally and socially responsible manner. CAUSE project has undertaken hazard identification and risk assessment processes and will develop and implement safe working procedures for delivery of all of our services.

1.2. Management and review

- This WHS Management Plan has been developed to outline the project approach to managing work health and safety at CAUSE.
- This plan will be made available to all workers and contractors involved in this project with sufficient time for the individual to read, understand, clarify, ask questions and accept prior to commencing works.
- Where language assistance is required for understanding, the project will provide an interpreter to assist in ensuring that all aspects of the Plan are adequately understood.
- A copy of the WHS Management Plan will be readily available in the Project Manager's office for the duration of the project.
- The plan will be reviewed regularly throughout this project and any necessary revisions made and communicated to those working on the project.

1.3. CAUSE Project details

Name:	Community Access & Urban Services Enhancement Project
Address:	CAUSE Project Management Unit (PMU) IBS Monarch Hotel Compound, Tandai Highway
Contact person:	Crisanto Afable Jr.
Work phone:	21173, 21178
Mobile phone:	7584874
Email:	crisafable.ca@gmail.com
Contract number:	
Project Manager signature:	

1.4. CAUSE Project Insurances – to be updated and retained periodically

Insurance type	Company	Policy number	Expiry date
• Workers Compensation (WC)	•	•	•
• Public Liability (PL)	•	•	•
• Contractor's All Risk	•	•	•

2. Roles and responsibilities

2.1. CAUSE Project

Position	WHS responsibilities	Contact details
Project manager	Oversite of all WHS related activities and compliance Management of the WHS plan	
Project manager – Sub-project	Oversite of WHS related activities and compliance at the individual project level	
Works coordinator	Oversite of all WHS related activities and compliance	
Works supervisors	Oversite of WHS related activities and compliance at the individual project level Implementation of WHS measures at project sites	
	Specific responsibility for gender related WHS considerations	

2.2. CAUSE Contractors

Contractors who are engaged in CAUSE activities are responsible for:

- fulfilling the duties of PCBU for their own operations
- identifying all high-risk construction work associated with their activities and ensuring safe work method statements are developed and implemented.
- complying with the duties as listed under 'Workers' (see 2.3)
- following all safety policies and procedures and site rules
- complying with this WHS Management Plan
- complying with any direction given to them by the Resident Works Supervisor or any other Project staff member with WHS responsibilities
- undertaking site-specific induction before starting work and signing off that they have completed this induction.
- ensuring the workers, they engage also undertake the site-specific induction.
- ensuring they have the correct tools and equipment, and these are in a serviceable condition for the task.
- Provide all necessary equipment to comply with this WHS plan and protect workers and contractors in line with contractual obligations.

2.3. CAUSE Workers

All workers on this project (including those employed by contractors) are responsible for:

- taking reasonable care of their own health and safety
- taking reasonable care that their conduct does not adversely affect others.
- complying with instruction, so far as they are reasonably able.
- cooperating with reasonable notified policies or procedures

3. General WHS information

3.1. CAUSE Project Policy and Solomon Island Law

The Solomon Islands Safety at Work Act (1996) requires Employers to provide and maintain a safe working environment for all staff. As part of CAUSE Project policy, the PIU Office has adopted a proactive approach to health and safety, which encourages everyone to be involved.

All Project staff have a responsibility to ensure safety for themselves, other Project staff and visitors to the Project Office. This responsibility is backed up and enforced by CAUSE Project's 11 ESMP policies and safety legislation (as indicated in the checklist below). This means:

- a. reading the CAUSE Project POM - ESMP Safety information
- b. using the CAUSE Project EMSP safety forms and systems
- c. following instructions from the Project Manager, who is responsible for Health and Safety, and the Management Team
- d. completing and updating a Job Safety and Environmental Analysis (JSEA) for every project
- e. ensuring there is an approved EMSP Plan for every subproject and complying with it.
- f. finding out about hazards associated with your job.

The Project Manager should ensure that all relevant legislation and Codes of Practice are followed as below, including additional listed but not ticked as applicable if the context changes.

Relevant legislation	Tick if applicable
• Environment Act 1998 and Regulation 2008	1. <input checked="" type="checkbox"/>
• Safety at Work Act (1996)	2. <input checked="" type="checkbox"/>

3.2. Codes of Practice and other guidance

Relevant Codes of Practice	Tick if applicable
• <i>Confined spaces</i>	3. <input checked="" type="checkbox"/>
• <i>Construction work</i>	4. <input checked="" type="checkbox"/>
• Cranes	5. <input type="checkbox"/>
• <i>Demolition work</i>	6. <input type="checkbox"/>
• <i>Excavation work</i>	7. <input checked="" type="checkbox"/>
• First aid in the workplace	8. <input checked="" type="checkbox"/>
• <i>Formwork and falsework</i>	9. <input checked="" type="checkbox"/>
• <i>Hazardous manual tasks</i>	10. <input checked="" type="checkbox"/>
• <i>Housing construction work</i>	11. <input checked="" type="checkbox"/>
• <i>How to manage work health and safety risks</i>	12. <input checked="" type="checkbox"/>
• <i>How to safely manage and control asbestos in the workplace</i>	13. <input type="checkbox"/>
• <i>How to safely remove asbestos</i>	14. <input type="checkbox"/>
• Industrial forklifts	15. <input type="checkbox"/>
• Labelling of workplace hazardous chemicals	16. <input checked="" type="checkbox"/>
• Managing electrical risks at the workplace	17. <input checked="" type="checkbox"/>
• Managing noise and preventing hearing loss at work	18. <input checked="" type="checkbox"/>
• <i>Managing risks of plant in the workplace</i>	19. <input checked="" type="checkbox"/>
• <i>Managing the risks of falls in the workplace</i>	20. <input checked="" type="checkbox"/>
• Managing the work environment and facilities	21. <input checked="" type="checkbox"/>
• <i>Preventing falls in housing construction</i>	22. <input checked="" type="checkbox"/>
• Safe design, manufacture, import and supply of plant	23. <input type="checkbox"/>
• <i>Safe design structures</i>	24. <input checked="" type="checkbox"/>
• <i>Scaffolding</i>	25. <input checked="" type="checkbox"/>
• <i>Tilt-up and pre-cast concrete in building</i>	26. <input checked="" type="checkbox"/>
• <i>Traffic management in workplaces</i>	27. <input checked="" type="checkbox"/>

Relevant Codes of Practice	Tick if applicable
• Welding processes	28. <input checked="" type="checkbox"/>
• Work health and safety consultation, cooperation and coordination	29. <input checked="" type="checkbox"/>
• Working in the vicinity of overhead and underground electrical lines	30. <input checked="" type="checkbox"/>

Other Standards or guidance	Tick if applicable
•	31. <input type="checkbox"/>

3.3. WHS policy – clauses to be included in works contracts.

CAUSE Project is committed to providing and maintaining a safe work environment. To fulfil this commitment a system of rules, procedures, and practices that encourage continuous improvement of all WHS program elements exists.

It is every employee's and subcontractor's responsibility to manage risk exposure and comply with the WHS rules, procedures and practices.

As an employee or subcontractor, at all times you must safeguard your safety and the safety of fellow personnel by identifying, controlling, and/or eliminating known hazards that can result in personal injury or illness, equipment and property damage, or any other form of manageable loss.

As an employee or worker, you must be aware of and comply with responsibilities under Safety at Work Act (1996), industry and construction standards, including those identified in the WHS site specific safety plan. You must quickly report all unsafe acts or condition to your supervisor(s). Supervisors are responsible for taking immediate action on the problem that arise and ensuring the CAUSE Project is made aware of unsafe actions or conditions.

Having a safety culture requires the dedication, commitment, involvement, and participation of all employees and subcontractors. Working together allow us to achieve safety quality.

Please sign below to acknowledge your understanding of your responsibilities outlined in this policy.

Signature:

Name:

Thank you for your compliance with this policy,
PROJECT MANAGER
CAUSE PROJECT

4. Risk management

4.1. Identifying hazards and managing risks

Hazards will be identified, and risks assessed in a systematic way before the project starts using the hierarchy of control (see 5.2) in conjunction with the risk management form (Appendix 1) that analyses specific risks and responsibility for mitigation and addressing risk factors:

- developing Safe Work Method Statements (SWMS) to control risks associated with high-risk construction work.
- using a risk management form to control general construction risks where necessary.

- Ensure safety equipment is in functional condition and is used appropriately. This includes safety gear and specialized safety equipment such as a Basic fall arrest harness when working at heights.

Risks will be identified at varying stages throughout the project including:

- before the purchase or re-order of any chemicals
- when introducing a new task
- when new information is received about tasks, procedures, equipment or chemicals.

All hazards that are identified throughout the project must be reported immediately to the principal contractor.

We will inform our workers of our risk management procedures and ensure they are trained in risk management (see 8).

4.2. Hierarchy of control

All identified risks will be controlled by applying the Hierarchy of Controls as follows:

- 1 Eliminate
- 2 Substitute
- 3 Isolate
- 4 Engineering controls
- 5 Administrative controls
- 6 Personal Protective Equipment.

Where possible, risks controls that are higher in the order will be the preferred risk control measure and multiple controls may be implemented where necessary.

5. High risk construction work

5.1. High risk construction work

A Safe Work Method Statement (SWMS) will be developed in case any construction activities are later introduced or identified during the project. Risks should be assessed as high medium or low with documented mitigation measures and responsibilities and timeframes for action. (See Section 12)

High risk construction work activity	Safe Work Method Statement developed and attached prior to the commencement of works	Responsibility and timeframe
• Refer to listed activities in attached SWMS – Section 12	•	•
•	•	•
•	•	•
•	•	•

All completed SWMSs from section 10 will be collected and filed electronically in a secure manner that is password protected, backed up regularly and date stamped.

The SWMS will be reviewed where:

- there is a need to change the method of carrying out of the high-risk construction work.
- a risk has been identified that is not included and managed within a SWMS.

5.2. Licenses for high-risk work

All workers undertaking high risk work are required to be licenced to conduct such activities and the below registry of license holders must be kept up to date.

Licence holder name	Type of licence	Expiry date
•	•	•
•	•	•
•	•	•

5.3. Asbestos

In cases where works include the handling of asbestos, the Resident Works supervisor will ensure:

- all workers understand Project procedures for asbestos and follow correct removal processes.
- all workers are trained and use the appropriate personal protective equipment (PPE)
- Licenced asbestos removalists are always used for removal of asbestos quantities greater than 10 square metres or where the asbestos to be removed is friable.
- the correct signage and controls are in place before any removal of asbestos commences.
- the asbestos is wrapped and disposed of correctly.

6. Emergency and incident response

6.1. Emergency preparedness

Resident Works Supervisors are responsible for ensuring the below process is followed to ensure all individuals involved in CAUSE activities are prepared for an emergency:

- Site-specific emergency and evacuation procedures and assembly points are included in induction processes for all workers as per the induction checklist.
- Emergency procedures, evacuation procedures (including assembly points) and emergency contact numbers are displayed in the site office and other visible locations.
- Fire extinguishers are checked and marked as operational at the beginning of the project and every six-months after that.

6.2. Emergency Evacuation Procedure

In the event of a fire or similar emergency that prompts a site evacuation:

- All individuals must stop work immediately and vacate the workplace.
- Impacted workers must notify the Resident Works Supervisor
- The Resident Works Supervisor must call emergency services on 999 from a mobile phone. Other emergency numbers are on display in the site office. If the Resident Works Supervisor is unable to call, then the head contractor should call.
- All individuals must assemble in the nominated assembly points until further instructions are received from the principal contractor or emergency services personnel.

6.3. Emergency meeting point

The emergency meeting point will be assigned by the Resident Works Supervisor at each site.

6.4. Emergency contact list for the site

The emergency contact lists for each project location are provided in Appendix 1.

Emergency contact details must be collected from all workers and contractors on the sign-in register in the following format.

Worker.	Name:	
Emergency contact.	Name:	Contact number:

6.5. Incident procedure

In the case of an incident at a CAUSE project site, the procedure is:

- The principal contractor must be immediately notified by the works supervisor/team leader.
- The scene of the incident should not be disturbed unless it is to assist an injured individual.
- The principal contractor must notify the Resident Works Supervisor and Workplace Standards if the incident falls into one of the notifiable incidents' categories in section 7.4.
- Emergency Services should be contacted if required.
- The emergency contacts of involved workers/contractors should be contacted if required.

The principal contractor must record details of the incident on an incident report form that provides information of the event, its causes, the timing and issues occurred, the people involved, including the signature of the authorized supervisor and proposed remedial action. Then documentation must be made of the timing and completion of the remedial action, results achieved and level of satisfaction of the persons involved with the resolution of the issue.

6.6. Notifiable incidents

The following incidents must be reported to CAUSE senior management for appropriate action with relevant authorities.

- the death of an individual at a CAUSE project site
- an incident requiring hospitalisation.
- a serious injury or illness of a person
- any COVID-related symptoms

6.7. Reporting Notifiable Incidents

In the event of a notifiable incident, The Works Supervisor must:

- Notify Workplace Standards by the quickest means possible. The number for Workplace Standards on the emergency contact list in Appendix 2.
- File an Incident Notification Form to Workplace Standards (Appendix 3) as soon as possible following the incident (must be within 48 hours)
- Not disturb the site (unless to assist an injured individual) until given clearance by the principal contractor who will take advice from Workplace Standards.
- Confirm the reporting requirements of Workplace Standards and the Local Police Station
- Only give permission to disturb the site when notified by Workplace Standards that a formal investigation is not required or secure the site in the event that a formal investigation is required.
- Incident Notification Forms must be collected and filed electronically in date order in a secure manner that is password protected, backed up regularly and date stamped.

6.8. First aid

It is the responsibility of the CAUSE Project to:

- Make available adequate first aid equipment at all sub-project sites.

- Ensure trained first aid personnel are available at all sites whenever activities are being conducted.

If anyone becomes aware that an item of first aid is out of stock or out of date, they are to notify the Resident Supervisors immediately

In the event of a person being injured, trained first aid personnel should:

- stabilise the person and administer first aid.
- phone an ambulance (depending on the extent of the injuries)
- if emergency services are called, notify the Works Supervisor immediately. In all other circumstances notify the Works Supervisor as soon as practicable.

7. Induction and training

7.1. Worker induction

The Works Supervisor will work with community Work groups to ensure a site-specific induction is provided for all workers before starting work.

This induction must outline:

- the expectations outlined in this WHS Management Plan, including all policies and procedures.
- Site specific emergency and evacuation procedures and assembly points
- the site rules.
- the facilities
- any site-specific hazards
- high risk construction work activities
- Acknowledgement by all workers of understanding this WHS plan (form in section 3.3)

7.2. Worker training

All community group workers engaged for this project have been trained under the CAUSE ISDT Component. One of the training modules in this training is Safety at Work and Handling of Tools.

The Works Supervisor will:

- ensure workers are trained and competent for the work to be carried out.
- ensure workers are trained to deal with any risks associated with the work and understand the control measures in place.
- ensure all workers have had relevant certified training (or other appropriate training from another jurisdiction)
- ensure on-site training and supervision is provided.
- organise external training for specific tasks where required.
- seek high risk licences for all high-risk work and maintain a register of licences.
- communicate with other sub-contractors to ensure their workers are appropriately trained and competent.

8. Consultation and communication

8.1. Consultation

CAUSE Management and Works Supervisors are responsible for ensuring that all workers and contractors are consulted on WHS issues for this project:

- at toolbox meetings where anyone can raise issues for discussion

- informally during the planning of activities
- when changes to workplace arrangements could affect the health and safety of workers
- during investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring

All contractors and suppliers will be consulted on WHS issues associated with any products or services provided for the contract:

- during the negotiation phase before agreeing on the work requirements
- before starting any contractor operations
- when any changes to workplace arrangements occur that could affect the health and safety of the contractors or affect their work procedures

8.2. Communication

All workers and other contractors will be provided with this WHS Management Plan before starting work on the project. Contractors are expected to make their workers aware of all WHS requirements.

Relevant WHS information will be communicated to all project stakeholders by:

- Induction
- pre-work meetings (conducted on a daily basis) to discuss the plan for the day and cover any new or potential hazards and risks that may arise or are expected (i.e., deliveries, other area users, etc.) and to ensure everyone is 'fit for work'.
- toolbox meetings (to be conducted on a weekly basis)
- incident reports and outcomes
- distributing safety alerts or guidance material about industry specific hazards/incidents

8.3. Disciplinary procedures

In any case of non-compliance with this plan, the following process will apply:

- **First violation:** verbal warning (and advise contractor if it involves their worker/s)
- **Second violation:** written notification (and advise contractor if it involves their worker/s)
- **Third violation:** complete removal/suspension from the project.

In the case of a serious breach of safety, workers can be immediately dismissed or removed from the site without notice.

9. Site safety procedures

9.1. Site rules

A copy of the below site rules is to be displayed in the site office.

The below rules must be followed by all workers and contractors.

- Comply with reasonable direction from the Works supervisor on site.
- Comply with the WHS Management Plan and other relevant plans, policies and procedures.
- All workers and contractors must complete a site safety induction prior to starting work.
- Do not walk-through barricaded areas.
- Keep work areas clean and tidy at all times.
- No smoking anywhere on site.
- No fighting, bullying or aggressive behaviour.
- Use personal protective equipment in accordance with manufacturer's instructions and were directed by the Works Supervisor and in accordance with site signage.

- No illegal drugs or other substances are permitted on site or are to be consumed on site. If you are required to take strong prescription medication that warns against driving or using machinery, you must advise the Resident Works Supervisor.
- Report any incidents, dangerous events, serious bodily injuries or work-caused illnesses to the Works Supervisor.
- Maintain all site amenities in a clean, tidy and hygienic state.
- Follow safe lifting procedures at all times.
- Place all rubbish in bins provided.
- Comply with all requirements of the Waste Management Plan, including appropriate disposal of health-related waste.
- Report any symptoms of illness to the Resident Works Supervisor immediately.

9.2. Site amenities

Works supervisors must ensure that the following facilities are available prior to commencement of work.

- Toilets – (Portable Loo),
- Hygienic hand washing facilities and suitable antiseptic soap (CAUSE COVID-19 Plan compliant)
- Adequate drinking water
- All workers are to have good hygiene standards and clean up after themselves.
- A makeshift shelter which will be the site office will provide shelter for lunch breaks and tea/water breaks.

9.3. Site security

The CAUSE Project will, so far as reasonably practicable, secure the CAUSE office and work sites by:

- keeping the facilities secure during the project.
- erecting a fence to prevent unauthorised access if required.
- locking gates to the site outside normal hours of operation
- provide security on site during after-hours and
- carry out community consultation for local people to look after the project site.

Workers and contractors are expected to keep the site secure, for example by closing or locking gates and minimising unauthorised access.

9.4. Site signage

At a minimum, the following signs will be displayed on the entrance to the site:

- the CAUSE Project name, contact details of Supervisor and after-hours telephone number.
- the location of the site office.
- Signs encouraging safe work practice should be displayed at project sites, both for the information of workers and also of community members who will assist in encouraging safe work practices (see Addendum consultation in Annexes 10 and 11)

The principal contractor will also display:

- A sign board that displays all the details of the construction including proposed design
- Ensure all signage is clearly visible from outside the workplace and the work area where the construction project is being undertaken.

9.5. Personal protective equipment

It is the responsibility of the CAUSE Project to provide the required personal protective equipment (PPE) to workers at the workplace, unless the PPE has been provided by another contractor. All workers and contractors will be trained in the correct usage of PPE.

The person providing the PPE must:

- ensure that the PPE is suitable for the nature of the work and any hazards associated with the work.
- ensure that the PPE is a suitable size and fit and reasonably comfortable for the worker who is to use or wear it.
- ensure that the PPE is maintained, repaired or replaced so that it continues to minimise risk to the worker who uses it, including by:
 - ensuring it is clean and hygienic.
 - ensuring it is in good working order.
 - ensuring it is used or worn by the worker, so far as is reasonably practicable.
- provide workers with information, training and instruction in the proper use, wearing, storage and maintenance of PPE.
- ensure that any other person at the workplace (such as homeowners, clients or inspectors) is appropriately provided with PPE to wear as required.

Figure 6. Personnel Protective Gear Signage



Workers must:

- follow all instructions to wear and use PPE.
- take reasonable care of PPE.
- PPE will include High Visibility Vests, Hand Gloves, Helmets, Gumboots, steel capped boots.
- Use of Basic fall arrest harness where required.

10. Public Health and Safety

10.1. Public Health and Safety

The CAUSE Project is responsible for adequate protection to the general public in the vicinity of the work site, including advance notice of commencement of works, installing safety barriers and signage or marking of the work areas. Members of the public are not allowed to enter construction sites without a permit. Visitors including Contractor officials will have to seek prior approvals in writing before such visits can be made. This is to avoid exposure to accidents, movements of machineries and transportation of materials. Site supervisors need to ensure that the risk management aspects of the plan are fully implemented and documented.

Works Supervisors are responsible for ensuring that Project activities are undertaken so as to minimise the risk of transmission of any illness or other risks to public health. As such, the Works Supervisor will assess the symptoms and if COVID_19 symptoms, the worker will be directed to attend a COVID-19 testing site and required to self-isolate.

10.2. Managing construction hazards specified in the Regulations

Falls from heights

Risks associated with falls from heights will be managed by:

- ensuring that where practicable, any work involving the risk of a fall is undertaken on the ground or on a solid construction (such as an elevated work platform)
- where this is not practicable, providing a fall prevention device such as secure fencing, edge protection, working platforms and/or covers.
- where this is not practicable, providing a work positioning system such as plant or a structure (other than a temporary work platform) that enables a person to be positioned and safely supported.
- where this is not practicable, the CAUSE project will provide a fall arrest system such as a safety harness system.
- Workers will be trained in emergency procedures for fall arrest systems.

When undertaking work involving the risk of a fall from height, workers must:

- follow all instructions.
- work with a buddy when using a ladder.
- only use approved work platforms

Falling objects

Where practical, adequate protection will be provided against the risk of falling objects through the use of control measures such as barrier screen, toe-boards and by storing and stacking materials safely.

Where this is not possible, a risk assessment must be undertaken, and appropriate control measures implemented to manage the risk of injuries from falling objects.

Demolition work

If demolition work is envisaged, specific plans are required to ensure the environment will not be adversely affected by the demolition works.

The materials of demolition need to be checked, prior to work to ensure that no toxic materials will be disturbed. Any such materials may require specialist handling for correct disposal.

The process of demolition will require risk assessment to identify the most appropriate process for demolition and assess the likelihood of debris spread during the process to ensure that workers and the general public are kept safe. This may include removing all personnel from the area.

Excavation work/trenching

Anyone undertaking excavation work must not start work unless they have:

- identified the presence of any underground services that may be affected by their works.
- implemented control measures to avoid direct or inadvertent contact with underground services.
- pothole dug (by hand) to expose existing services before any mechanical excavation near the services.

Any issues must be reported to the principal contractor.

Safe Work Method Statements (SWMS) are included in this WHS plan for trenches of at least 1.5 metres. Workers must be familiar with and implement the control measures in the SWMS.

Work near overhead or underground essential services

The CAUSE project will ensure that no one comes within an unsafe distance of an overhead or underground power line.

If maintaining a safe distance is not reasonably practical, the CAUSE project will:

- assess the risk associated with the proposed work.
- implement control measures consistent with the risk assessment.
- contact and consult with the local essential service provided.

For work near overhead power lines up to and including 133kV:

- work is not permitted within 3 metres of overhead power lines.
- the principal contractor (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the “no go” (exclusion) zone.
- if using plant or equipment within 3 to 6.4 metres of overhead power lines ensure you have a safety observer.

For work near overhead power lines of greater than 133kV:

- work is not permitted within 8 metres of overhead power lines.
- the principal contractor (or contractor in charge of the work) must have written authority from the electrical supply authority to work within the “no go” (exclusion) zone.
- if using plant or equipment within 8 to 10 metres of overhead power lines ensure you have a safety observer.

For excavation work near underground essential services:

- take all reasonable steps to obtain current underground essential services information before directing or allowing the excavation work to start.
- provide this information to any person engaged to carry out the excavation work.
- consider this information when carrying out, directing, or allowing the carrying out of the excavation work.
- ensure this information is available for inspection.

Electrical

Power supplied to the site must only come from:

- an electricity distributor main
- an existing switchboard permanently installed at the premises.
- a compliant low voltage generator
- a compliant inverter.

Switchboards and distribution boards used on site must:

- be of robust construction and materials capable of withstanding damage from the weather and other environmental and site influences (IP23 minimum rating)
- be securely attached to a post, pole, wall or other structure unless it is of a stable freestanding design able to withstand external forces likely to be present.
- incorporate suitable support and protection for flexible cords and cables and prevent mechanical strain to the cable connections inside the board.
- protect all live parts at all times.
- be individually distinguished by numbers, letters or a combination of both (where multiple boards are present).

Flexible cords used on construction sites must be rated heavy duty.

To avoid confusion with individual earthing conductors, green sheathed flexible power cords must not be used on site.

Flexible cords must be either protected by a suitable enclosure or barrier (flexible or rigid conduit) or located where they are not subjected to mechanical damage, damage by liquids or high temperature (elevated on stands or hung from nonconductive support brackets).

We will ensure our cords do not exceed the maximum length as stated in Table 1 below:

Rated current	Conductor size	Maximum length in metres
10amp	1.5mm	35
	2.5mm	60
	4.0mm	100
15/16 amp	1.5m	25
	2.5m	40
	4.0mm	65
20 amp	2.5mm	30
	4.0m	50
	6.0mm	75

The CAUSE Project must:

- maintain an in-service inspection and test regime for all portable electrical leads, tools and earth leakage devices.
- ensure that after the equipment has been inspected and tested, it will be fitted with a durable, non-reusable, non-metallic tag. The tag will include the name of the person or company who performed the test and the test and re-test date.
- Record all inspections, tests, repairs and faults related to all electrical equipment in a testing and tagging register.
- Inspect, test and tag RCDs and portable equipment every 3 months.
- Record new electrical equipment in the register and conduct in-service testing within the first three months.
- Remove any damaged electrical equipment reported by workers from service and either repair or replace and then inspect and test the equipment.

Workers must:

- conduct an RCD push button test after connection to a socket and before connection to equipment at least once a day.
- Report any damaged electrical equipment to the principal contractor.

Plant

To ensure all plant used complies with the requirements of the WHS Regulations:

- only use plant for the purpose for which it was designed.
- use all health and safety features and warning devices on plant.
- follow all information, training and instruction provided.
- guarding must be permanently fixed and is not permitted to be removed.
- no person other than the operator may ride on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator.

It is the responsibility of the CAUSE project to ensure that:

- all plant is regularly maintained, inspected and tested by a relevant competent person.
- the plant has a warning device that will warn persons who may be at risk from the movement of the plant.
- all plant that lifts or suspends loads is specifically designed to lift or suspend that load.

Scaffolds

The CAUSE project will ensure:

- that all scaffold is erected by a competent person with a high-risk licence for above 4 metres
- that before the scaffold is used, the competent person has advised (in writing) that it is safe.
- that scaffolding is inspected by a competent person:
 - before use of the scaffold is resumed after an incident occurs that may reasonably be expected to affect the stability of the scaffold
 - before use of the scaffold is resumed after repairs
 - at least every 30 days.
- that, if an inspection indicates that any scaffold or its supporting structure creates a risk to health or safety:
 - any necessary repairs, alterations and additions will be made or carried out by a competent person.
 - the scaffold and its supporting structure will be inspected again by a competent person before use of the scaffold is resumed.

Workers must:

- not use incomplete scaffolding.
- Use a basic fall arrest harness as instructed when required.
- report any scaffolding issues to the principal contractor.
- comply with the directions of any tags attached to the scaffold.

The Resident Works Supervisor will prevent unauthorised access to the scaffold by removing ladders where there is no site fencing.

10.3. Managing other construction hazards

Traffic Management

The hazards associated with traffic management will be managed by ensuring traffic controls at work sites are installed in accordance with the *Royal Solomon Islands Police Force standards. Manual of uniform traffic control devices, Part 3: Traffic control for works on roads (The Standards)*. The workers involved in installing and managing traffic control at work sites must understand the requirements of the Standards and be appropriately trained and qualified in its use.

It is the responsibility of the CAUSE project to ensure workers are trained in the development of traffic management plans in situations where such plans may be implemented.

Ladder safety

Hazards associated with ladders will be managed by:

- using ladders according to the manufacturer's instructions
- only allowing one person at a time on a ladder
- performing all work from a ladder while facing the ladder
- not setting up ladders on scaffolds or elevated work platforms to gain extra height.
- Ensuring there are two people present when ladders are being used.

Manual handling

Hazards associated with manual handling will be managed by:

- ensuring all users are trained in and follow good manual handling practices.
- assessing risk assessments
- providing mechanical lifting aids where applicable

Slips, trips and falls

Hazards associated with slips, trips and falls will be managed by:

- using a slip, trips and falls checklist as required (see Appendix 4)
- checking for hazards that could cause someone to slip, trip or fall by doing a visual check.
- ensuring workers keep the site tidy as part of the written site rules.

Hand operated and power tool use

Hazards associated with hand operated and power tool use will be managed by:

- regularly checking all tools to ensure they are in a safe working order.
- recording all electrical tools in a tag and testing register
- testing and tagging electrical tools every 3 months.
- communicating any issues identified with power tools to workers through a toolbox meeting.
- tagging and removing any unsafe tools from service.

Before using power tools, workers must ensure:

- electrical connections are secure.
- electricity supply is through an RCD.
- safety guards are in position.
- the machine is switched off before activating the electricity supply.
- appropriate PPE is used as required by manufacturer's guidelines or as guided by the Resident Works Supervisor
- Any issues with power tools are reported to the principal contractor.

Sun safety

All persons on site should:

- wear adequate clothing (e.g., hats) and other protection methods (e.g., sunscreen) to protect themselves from the effects of working while exposed to UV rays.

- manage working in the sun to avoid dehydration and heat stress related illnesses.
- wear sunglasses on very hot sunny days for eye protection

It is the responsibility of the CAUSE project to provide safe drinking water and amenities to allow workers to stay hydrated while working outside.

10.4. Work around water

Hazards associated with works being conducted around water will be managed by:

- Ensuring all workers can swim or provided with adequate equipment (e.g., life jacket)
- Ensuring there is a capable swimmer on all sites trained in water rescues.
- Ensuring there is an emergency plan in place which includes the provision of medical assistance in the case of an incident involving water.
- Ensuring only qualified divers are contracted to complete underwater works.

11. Safe Work Method Statements (SWMS)

This section of the plan includes templates for Safe Work Method Statements for all high-risk construction work to be completed for each sub-project.

11.1. SWMS

All work shall be performed in accordance with this safe work method statement (SWMS). This SWMS will be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

PROJECT:	COMMUNITY ACCESS & URBAN SERVICES ENHANCEMENT PROJECT, HONIARA	Project Implementation Unit (PIU)	
Works Manager:		Date SWMS provided to PIU:	
Work activity:		Workplace location:	

High risk construction work:
<input checked="" type="checkbox"/> Risk of a person falling more than 2 metres (note: in some jurisdictions this is 3 metres) <input checked="" type="checkbox"/> Work on, in or adjacent to a road, domestic shipping loading/unloading, existing market area in use by traffic other than pedestrians <input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant <input checked="" type="checkbox"/> Work in or near water/sea that involves a risk of drowning <input checked="" type="checkbox"/> Diving work

Person responsible for ensuring compliance with SWMS:		Date SWMS received:	Click here to enter a date.
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		Date SWMS received by reviewer:	Click here to enter a date.
How will the SWMS control measures be reviewed?	Click here to enter text.		
Review date:	Click here to enter a date.	Reviewer's signature:	

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order	Identify the hazards and risks that may cause harm to workers or the public	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
➤	➤	➤

ADD TO, DELETE OR ADAPT THE INFORMATION IN THIS TEMPLATE TO SUIT YOUR OWN PROJECT
For more information refer to *Your guide to managing safety in housing and construction – Part A Guidance*

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
➤	➤	➤
➤	➤	➤

Name of Workers	Worker signature(s)
Foreman	
Group Team Leader	
Assistant Team Leader	
Assistant Team Leader	
Date SWMS received by workers	Click here to enter a date.

11.2. SWMS -

All work shall be performed in accordance with this safe work method statement (SWMS). This SWMS will be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

PROJECT:	COMMUNITY ACCESS & URBAN SERVICES ENHANCEMENT PROJECT, HONIARA	Project Implementation Unit (PIU)	
Works Manager:		Date SWMS provided to PIU:	
Work activity:		Workplace location:	

High risk construction work:
<input checked="" type="checkbox"/> Risk of a person falling more than 2 metres (note: in some jurisdictions this is 3 metres) <input checked="" type="checkbox"/> Work on, in or adjacent to a road, domestic shipping loading/unloading, existing market area in use by traffic other than pedestrians <input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant

Person responsible for ensuring compliance with SWMS:		Date SWMS received:	Click here to enter a date.
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		Date SWMS received by reviewer:	Click here to enter a date.
How will the SWMS control measures be reviewed?			
Review date:	Click here to enter a date.	Reviewer's signature:	

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order	Identify the hazards and risks that may cause harm to workers or the public	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
➤	➤	➤
➤	➤	➤

Name of Workers	Worker signature(s)
Foreman	
Group Team Leader	
Assistant Team Leader	

ADD TO, DELETE OR ADAPT THE INFORMATION IN THIS TEMPLATE TO SUIT YOUR OWN PROJECT
For more information refer to *Your guide to managing safety in housing and construction – Part A Guidance*

Name of Workers	Worker signature(s)
Foreman	
Assistant Team Leader	
Date SWMS received by workers	Click here to enter a date.

Appendices

Appendix 1. Risk Management Form

COMMUNITY ACCESS AND URBAN SERVICES ENHANCEMENT PROJECT (CAUSE) Risk Management and Assessment Form

Subproject Name:

Work Site Location:

Name of Group Leader / Contractor's Representative:

_____ Mobile Phone No.: _____

Work Start Date: _____. End Date: _____

Prepared By: _____ (RWS, WC, or WS), Date Prepared: _____

Submitted To: _____ (National Engineer & Project Manager)

Potential Hazard	Who is at Risk?	Existing Control Measures	Risk Rating (Low/Medium/High)	Preventative Measures	Responsibilities

Risk Matrix

Likelihood		Very Likely	Likely	Unlikely	Very Unlikely
Consequences	Fatality	High	High	High	Medium
	Major Injuries	High	High	Medium	Medium
	Minor Injuries	High	Medium	Medium	Low
	Negligible Injuries	Medium	Medium	Low	Low

Appendix 2. Emergency Services Contact Details

EMERGENCY CONTACT NUMBERS - MUNDA	
NATIONAL INFORMATION	
Ambulance/Police	999
Fire service	911
Work Standards	61335
NOTE: (both numbers are accessible while mobile keypads are locked)	
LOCAL INFORMATION	
Police Station	62114
Health Centre: Hellena Goldie Hospital	62112
Solomon Power Emergency	62191
Solomon Water Emergency	61044
INTERNAL PROJECT INFORMATION	
Project Manager:	7471358
CAUSE PMU	21173
SITE SPECIFIC	
Resident Site Supervisor 1:	7129555
Resident Site Supervisor 2:	7986410

EMERGENCY CONTACT NUMBERS - NORO	
NATIONAL INFORMATION	
Ambulance/Police	999
Fire service	911
Work Standards	61335
NOTE: (both numbers are accessible while mobile keypads are locked)	
LOCAL INFORMATION - NORO	
Police Station	61005
Health Centre	
Solomon Power Emergency	61049
Solomon Water Emergency	61044
INTERNAL PROJECT INFORMATION	
Project Manager:	7584874
CAUSE PMU	21173
SITE SPECIFIC	
Resident Site Supervisor 1:	7129555
Resident Site Supervisor 2:	7986410

EMERGENCY CONTACT NUMBERS - GIZO	
NATIONAL INFORMATION	
Ambulance/Police	999
Fire service	911
Work Standards	61335
NOTE: (both numbers are accessible while mobile keypads are locked)	
LOCAL INFORMATION - GIZO	
Police Station	60999
Health Centre	60224
Solomon Power Emergency	60146
Solomon Water Emergency	
INTERNAL PROJECT INFORMATION	
Project Manager:	7897658
CAUSE PMU	21173

SITE SPECIFIC	
Resident Site Supervisor 1:	7564978
Resident Site Supervisor 2:	7900465
EMERGENCY CONTACT NUMBERS - AUKI	
NATIONAL INFORMATION	
Ambulance/Police	999
Fire service	911
Work Standards	61335
NOTE: (both numbers are accessible while mobile keypads are locked)	
LOCAL INFORMATION - AUKI	
Police Station	40132
Health Centre	40275
Solomon Power Emergency	40114
Solomon Water Emergency	40324
INTERNAL PROJECT INFORMATION	
Project Manager:	7945727
CAUSE PMU	21173
SITE SPECIFIC	
Resident Site Supervisor 1:	7893672
Resident Site Supervisor 2:	7491454

EMERGENCY CONTACT NUMBERS - HONIARA	
NATIONAL INFORMATION	
Ambulance/Police	999
Fire service	911
Work Standards	21173 / 61335
NOTE: (both numbers are accessible while mobile keypads are locked)	
LOCAL INFORMATION - HONIARA	
Police Station	23800
Health Centre	23600
Solomon Power Emergency	166
Solomon Water Emergency	23985
INTERNAL PROJECT INFORMATION	
Project Manager:	7584874 / 7972698
SITE SPECIFIC	
Resident Site Supervisor 1:	7763932
Resident Site Supervisor 2:	7773957

EMERGENCY CONTACT NUMBERS - GUADALCANAL	
NATIONAL INFORMATION	
Ambulance/Police	999
Fire service	911
Work Standards	21173 / 61335
NOTE: (both numbers are accessible while mobile keypads are locked)	
LOCAL INFORMATION - GUDALCANAL	
Police Station	36111
Health Centre	23600
Solomon Power Emergency	166
Solomon Water Emergency	23985
INTERNAL PROJECT INFORMATION	
Project Manager:	7584874
SITE SPECIFIC	

Resident Site Supervisor 1:	7763932
Resident Site Supervisor 2:	7773957

Appendix 3. Notifiable Incident Form

**COMMUNITY ACCESS AND URBAN SERVICES ENHANCEMENT PROJECT (CAUSE)
Notification / Incident Report Form**

Subproject Name: _____

Work Site Location: _____

Name of Group Leader / Contractor's Representative: _____

Mobile Phone No.: _____

Prepared By: _____ (RWS, WC, or WS), Date Prepared: _____

Submitted To: _____ (National Engineer & Project Manager)

**DOCUMENT WORKPLACE INCIDENTS AND INJURIES USING THE FRONT AND BACK
OF THIS REPORT**

Name (Affected Individual):	Date:
Time:	Site/Location of Event:
Name/s of other persons involved:	Name & Phone No. (Person Filling Out Report):

Incident Type:

- Injury – First Aid
- Injury – Medical/Emergency Treatment
- Property Damage
- Equipment Failure
- Theft
- Others/Specify: _____

Emergency Services or Police Called? Y / N.

Reason Why/Why Not:

Incident Description: (Include all events that led up to the incident and resolution efforts following the incident.)

Appendix 4. Slips, Trips and Falls Checklist

COMMUNITY ACCESS AND URBAN SERVICES ENHANCEMENT PROJECT (CAUSE)
SLIPS, TRIPS AND FALLS CHECKLIST



Common Causes of Slips are:

- Wet or oily surfaces
- Weather hazards
- Loose rugs or mats
- Walking surfaces with unequal traction

Common Causes of Trips are:

- Obstructed view
- Poor lighting
- Clutter
- Wrinkled carpets
- Uncovered cables
- Open drawers
- Uneven walking surfaces

Falls from an elevation commonly occur from height due to:

- Ladders
- Roofs
- Down Stairs
- Jumping to a lower level

How to prevent falls due to slips and trips?

- ✓ Practice good housekeeping.
- ✓ Wear proper footwear for the environment / hazards. Ensure they fit properly.
- ✓ Inspect floors and walkways.
- ✓ Ensure adequate lighting and do not block your vision.
- ✓ Use and maintain proper fall protection.
- ✓ Use precautions on wet / slippery surfaces
 - Take your time
 - Pay attention to where you are going
 - Adjust your stride, keep feet pointed slightly outward
 - Make wide turns at the corners

Annex 7. DRAFT Sexual Harassment Guidelines

In the *National Policy on Eliminating Violence Against Women*, the Solomon Islands Government includes sexual harassment in its definition of violence against women (VAW). The policy highlights four principles in its commitment to eliminate all forms of VAW: i) zero tolerance of violence, ii) recognition of women's rights, iii) sharing responsibility for the elimination of VAW, and iv) achieving gender equality. Preventing VAW, including sexual harassment and protecting women experiencing it are key strategic areas of interest.

CAUSE Policy Statement

In line with SIG principles of zero tolerance of violence and shared responsibility to eliminate VAW, CAUSE and its project implementing body the Project Management Unit (PMU) are committed to creating and maintaining a safe and respectful workplace free from discrimination on any ground and from harassment at work including sexual harassment. CAUSE will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimised for making such a complaint.

Purpose of the Guidelines

The sexual harassment policy will:

- guide the CAUSE in the determination of sexual harassment, the investigation and actions; and
- outline what to do if you are being sexually harassed.

Definition of Sexual Harassment

Sexual harassment is any **unwanted** attention of a sexual nature that makes you feel degraded, intimidated, offended and/or humiliated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations that create an environment which is hostile, intimidating or humiliating for the recipient.

The Solomon Islands Government Family Protection Act (FPA) 2014 defines harassment as 'engaging in a pattern of conduct that induces the fear of harm on a person including any of the following:

- a) watching, or loitering outside of or near, a place where the person lives, works, studies or happens to be.
- b) making unwarranted phone calls or inducing another to make such phone calls to the person, whether or not conversation ensues.
- c) sending or delivering unwanted letters, packages, other objects, facsimiles, text messages or other electronic mail to the person.'

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. CAUSE recognises that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed. Sexual harassment can be a one-off incident or a series of incidents; might be deliberate, but it does not have to be. Someone could be sexually

harassing you, even if they do not mean to, or do not realise they are doing it. This does not mean that it is not wrong or that you should not complain about it.

Actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:

Physical conduct:

- Unnecessary and unwanted touching or physical contact on any part of the body,
- Pinching, patting, kissing, neck massage, stroking or rubbing against you.
- Behaviour considered to be an offence under criminal law such as
 - physical violence and sexual assault,
 - indecent exposure, and
 - stalking.
- The use of job-related threats or rewards to solicit/ demand sexual favours.

Verbal conduct:

- Unwelcome comments, jokes or propositions of a sexual nature.
- Comments on a worker's appearance, age, private life, etc.
- Unwanted invitations for sex or persistent requests to go on a date inside or outside of the workplace.
- Intrusive questions about another person's private life or body.
- Insults based on the sex of the worker; and
- Sending offensive e-mails, instant messages, text messages, tweets, posts on social media.

Non-verbal conduct:

- Staring or leering at someone's body.
- Making sexual gestures such as with the middle finger or tongue.
- Displaying explicitly sexual materials in posters, drawings, screen savers or pictures.
- Accessing sexually explicit internet sites; and
- Downloading pornographic images, e-mails or texts.

CAUSE recognises that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee. Anyone, including:

- Full time, part time and casual employees;
- Community participants in Infrastructure and Service Delivery Training (ISDT);
- Management and supervisors;
- Employers and contractors, and,
- Consultants

who sexually harasses another will be reprimanded in accordance with this policy.

All sexual harassment is prohibited whether it takes place within CAUSE premises, or outside on employer sites, at ISDT training sites or at social events sponsored by CAUSE.

Proving sexual harassment can be difficult and this is one of the reasons why many victims will simply suffer in silence. Awareness campaigns should highlight that physical evidence such as texts, notes and emails from the perpetrator can be used as evidence. Witnesses to

the harassment will also be a major help, and victims should keep written notes when harassment does occur.

Complaints Procedure

1. Talking to the Alleged Harasser

If you are experiencing sexual harassment at work, take action as quickly as possible. The initial step would be to ask the individual who is using unwanted, or unwelcome behaviour to stop. It may be that their perception of harassment is not the same as yours. Some people are not aware that their behaviour is offensive to others and drawing the matter to their attention may be enough to stop it.

When you confront the person you should:

- Speak clearly and slowly, maintaining direct eye contact.
- Describe the behaviour, its effects on you and that you want it to stop.
- Ignore any attempts to trivialise or dismiss what you have to say.
- Don't smile or apologise. This will undermine your complaint.
- When you have finished what you want to say, walk away - the less you say, the more powerful you will be.

If you feel you can't confront the harasser face to face, you might prefer to write to them to explain that their behaviour is making you feel uncomfortable and that you want it to stop. Keep a copy of the letter and let them know that if their behaviour persists, you will take the matter further.

Victims of harassment can feel uneasy in confronting the person harassing them directly. Talking the matter over with other close work colleagues may give you moral support. They could also act as a witness to any incidents of improper behaviour.

CAUSE recognises that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach the project counselor in the ISDT office, responsible for receiving complaints of sexual harassment or their immediate supervisor. The victim can directly approach the project counselor or immediate supervisors with a verbal complaint or do it in writing. Remember to keep a copy of the written complaint.

When the ISDT counselor or immediate supervisor receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s), details of any evidence (texts, photo's, letters), names of witnesses, who has been told of the incident, details of the alleged perpetrator (name, position), previous reports of harassment.;
- ascertain the views of the victim as to what outcome he/she wants;
- ensure that the victim understands the CAUSE procedures for dealing with the complaint;
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome;
- keep a confidential record of all discussions;
- respect the choice of the victim; and

- ensure that the victim knows that they can lodge the complaint outside of the CAUSE through the legal framework of the Family Protection Act (2014) or the applicable sections of the Criminal Code.

Complainants in need of assistance will be referred to the SAFENET member, Family Support Centre, for counselling support if requested.

All reported cases of sexual harassment will be reported onward to the Project Manager or Deputy Project Manager at the PMU. In the event that a project manager or deputy project manager is accused of sexual harassment a report can be made directly to the City Clerk at Honiara City Council (HCC) or the Permanent Secretary of the Ministry of Infrastructure Development (MID).

2. Informal Complaint Mechanism

If the victim wishes to deal with the matter informally, the ISDT counsellor will:

- inform the alleged harasser of the allegation of sexual harassment;
- give an opportunity to the alleged harasser to respond to the complaint;
- ensure that the alleged harasser understands the complaints mechanism;
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to the project manager to resolve the matter;
- ensure that a confidential record is kept of what happens;
- follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped; and,
- ensure that the above is done speedily and within 3 working days of the complaint being made.

3. Formal complaints mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The ISDT counsellor who initially received the complaint will refer the matter to the project manager or deputy project manager to instigate a formal investigation. The project manager or deputy project manager may deal with the matter him/herself or refer the matter to a committee of three others to investigate. This will be determined in a case by case basis.

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately;
- Gather any evidence (texts, photos, letters), names of witnesses, who has been told of the incident, details of the alleged perpetrator (name, position), previous reports of harassment;
- interview other relevant third parties separately;
- determine if the act is serious enough to warrant a suspension of the alleged harasser, with pay, until the full investigation is complete. This determination will be based on the seriousness of the act i.e. involving threats of harm, coercion and/or multiple persons as victims and/or harassers.
- decide whether or not the incident(s) of sexual harassment took place;
- produce a report detailing the investigations, findings and any recommendations;
- if the harassment took place, decide what the appropriate remedy for the victim is, in

consultation with the victim (i.e. an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal);

- follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the victim is satisfied with the outcome;
- if it cannot determine that the harassment took place, he/she may still make recommendations to ensure proper functioning of the workplace
- keep a record of all actions taken;
- ensure that all records concerning the matter are kept confidential; and,
- ensure that the process is done as quickly as possible and in any event within 10 working days of the complaint being made.

4. Complaints Against CAUSE Employers and / or Contractors

CAUSE employers and/or contractors may have their own processes for allegations of sexual harassment. This will not eliminate the CAUSE undertaking its own investigation.

In the event that an allegation of sexual harassment is made against an employer or contractors on CAUSE, the employer or contractor will be responsible to identify who in the organization should hear the sexual harassment complaint. The complainant, with the assistance of the ISDT counsellor will proceed with the complaint through the identified employer/contractor process simultaneous to the CAUSE complaint mechanism. The employer/ contractor process will be closely monitored by the ISDT counsellor to ensure the CAUSE participant is not intimidated or at risk through the complaint and investigation process. If the participant is at risk CAUSE will, in consultation with the complainant, relocate him/her to another job site for his/her well-being.

Sanctions and Disciplinary Action

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- Verbal or written warning
- Apology
- Reduction in wages
- Transfer
- Probation
- Suspension without pay
- Dismissal from employment
- Termination of eligibility to CAUSE programs
- Termination of contract

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical and/or sexual violence, will result in the immediate dismissal of the harasser, and possible police involvement.

Implementation of this policy

CAUSE will ensure that this policy is widely disseminated to all relevant persons and parties. All CAUSE beneficiaries, employees and employers must be trained on the content of this policy as part of their induction into the CAUSE. It will be included in the Project Operational Manual, the Grievance Redress Mechanism, staff, participant, employer and contractor recruitment, orientation and training sessions. The policy will be integrated into the ISDT training curriculum.

Every year CAUSE will require all employees and new participants and employers to attend a training course on the content of this policy. It is the responsibility of every manager and supervisor to ensure that all his/her employees are aware of the policy.

Supervisory personnel, management and the ISDT counsellor will be educated about their specific responsibilities. All CAUSE partners and staff should be cautioned against using pressure to discourage harassment victims from using the internal grievance procedure.

Monitoring and Evaluation

CAUSE recognizes the importance of monitoring the sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether or not it is effective. A separate category for sexual harassment will be integrated into the Grievance Redress Mechanism for monitoring purposes.

Supervisors, managers and the ISDT counselor will report on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This will be done on a yearly basis. As a result of this report, CAUSE will evaluate the effectiveness of this policy and make any changes needed.

Annex 8. Domestic Violence Policy

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Appendix 1: Terms of Reference for DV Focal Points

Appendix 2: Non-Judgmental Approach

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1.0 Introduction - Why a workplace policy on domestic violence?

CAUSE recognizes that domestic violence (DV) is a major problem in Solomon Islands. It affects people regardless of their ethnicity, cultural background, level of wealth and education or their position in society. While most instances of domestic violence occur away from work, the effects of DV can impact on the victim's/survivor's workplace, including his or her work performance.

Domestic violence can impact on the workplace through absenteeism due to injuries, or ill health caused by extreme stress. Injuries and ill health may also result in poor performance at work. Domestic violence can touch the workplace when a perpetrator begins to abuse the person at work, e.g. through repeated abusive phone calls, stalking outside the worksite, or refusing to allow the victim/survivor to attend work. If DV takes the form of sexual assault, HIV transmission and unwanted pregnancies can occur. Either can have further distressing impacts on all aspects of a person's life, including their attendance at work. A violent partner may also pose a risk of harm to employees and project participants.

The DV policy provides a comprehensive set of workplace strategies to address the impact of DV in the workplace.

1.1 Principles of CAUSE DV Policy

The DV policy is derived from four key principles

- a. Violence in intimate relationships and family life are social problems that affect society and the workplace;
- b. Organizations, public and private, have a responsibility to take a stand against family and sexual violence in the workplace;
- c. Addressing domestic violence enables employers to fulfill their duty of care; and
- d. Recognizing and responding to DV will improve the health and safety of staff.

2.0 Definitions

The policy uses a number of different terms to refer to domestic violence. The following provides a brief overview of terminology:

2.1 Domestic Violence (DV) is the language used in the Family Protection Act (FPA) 2014 and refers to violence in the domestic sphere within and between family members. These people may or may not live under the same roof. Domestic violence includes physical assault and psychological (emotional) abuse; harassment and intimidation; sexual abuse, stalking, and indecent behavior; causing damage to property and/or threatening acts.

2.2 Domestic relationship refers to persons in the following relationships:

- Family members past and present
- Parents of a child or having parental responsibility for a child past or present,
- Persons engaged, courting or in a customary relationship including acts of perceived intimate or sexual relationships,
- Domestic workers in a household.

2.3 **Family members** in the FPA (2014) refers to:

- spouses (married or co-habiting, current and former partners in an intimate relationship),
- children and grandchildren (adopted, biological or step) of either spouse,
- parents (biological and step) of either spouse,
- grandparents of either spouse,
- brothers and sisters of either spouse,
- children of brothers and sisters of either spouse, and/or
- any person treated as a family member by either spouse.

2.4 Family Violence (FV) is the term used by the police and other Solomon Island agencies. It refers to the same as Domestic Violence in 2.1 and the family members outlined in 2.3.

2.5 Family and Sexual Violence (FSV) is the umbrella term used in Solomon Islands. It refers to the same as Domestic Violence in 2.1 and sexual abuse and sexual violence in 2.7 and 2.8 below. Note that while family and domestic violence involves family members, sexual violence can involve family members, work colleagues, friends and strangers.

2.6 Domestic Violence Focal Point refers to the part-time or full-time role of designated CAUSE staff to whom survivor/victims can talk or be referred to in confidence.

2.7 Sexual Abuse is the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

2.8 Sexual Violence is “any sexual act, attempt to obtain a sexual act, unwanted sexual comments or advances, or acts to traffic a person’s sexuality, using coercion, threats of harm or physical force, by any person regardless of relationship to the victim, in any setting, including but not limited to home and work.” Sexual violence takes many forms, including rape/attempted rape, sexual slavery and/or trafficking, forced pregnancy, sexual harassment, sexual exploitation and/or abuse, and forced abortion.

2.9 Survivor/Victim is the person who has experienced violence (in any form). The terms “victim” and “survivor” can be used interchangeably. “Victim” is a term often used in the legal and medical sectors. “Survivor” is the term generally preferred in the psychological and social support sectors because it implies resiliency. Survivor/victims can be women, men and children.

2.10 Perpetrator refers to the person that directly inflicts or otherwise supports violence or other abuse inflicted on another against her/his will. Perpetrators can be men or women.

3.0 **What will the domestic violence policy do?**

The purpose of this policy is to:

- 1) develop a supportive and non-judgmental workplace in which survivors/victims of domestic violence feel safe to come forward and seek support;
- 2) guide CAUSE responses to employees whose work life is affected by DV; and
- 3) create a safe workplace for all employees and program participants.

4.0 Rights of CAUSE staff and participants who have experienced domestic violence

The rights of CAUSE staff and participants who have experienced domestic violence include:

- the right to a safe environment at work;
- the right to confidentiality;
- the right to non-judgmental and respectful treatment when seeking assistance through CAUSE;
- the right to information about DV; and,
- the right to decide on future options.

5.0 Responsibilities of CAUSE staff

5.1 DV Support Staff / Focal Points

CAUSE will appoint at least two (2) people (women and men) to serve as DV focal points for support and referral. The appointments will be drawn from appropriate sections of project management and staff including and Infrastructure and Service Delivery Training (ISDT) and/or community mobilizers.

The focal points will serve as the primary contact points within CAUSE for survivor/victims of DV. They will coordinate CAUSE's:

- Response to each survivor/victim disclosure of DV,
 - first response/listening - psychological first aid
 - information sharing
 - risk assessment
 - basic safety planning
- Referral to DV support services (medical, and psychosocial support, counselling, emergency accommodation, police and legal protection and welfare services), and
- Follow-up

Focal points will not provide direct response services such as counselling, but will assist the survivor/victim by listening and providing information about available DV services and referring her/him onward to the SAFENET service provider of choice in a safe, sensitive and confidential way. (see Appendix 1: Terms of Reference for Focal Points)

DV focal points will only proceed to make contact with a SAFENET service provider upon the explicit agreement of the survivor/victim. Once a referral point has been chosen, the DV focal point will make direct contact with the service provider during business hours and arrange for them to be met at the organization.

Focal Points will be trained in immediate response/ psychological first aid, confidentiality, non-judgmental response, risk assessment, basic safety planning and safe referral and follow-up.

5.2 Gender Committee Support to the Focal Points

The Gender Committee, made up of senior staff including representation from the project management, will be responsible for the DV focal points and for developing and implementing the CAUSE response protocols. Specifically, the Committee will develop written materials re:

- a. Names and contact details of DV focal points
- b. Response protocols for survivor/victim (see below)
- c. Responsibilities of DV focal points and CAUSE (see below)
- d. Mechanisms to notify and respond to perpetrators in the workplace
- e. SAFENET services and contact details in Honiara in English and Pidgin (for broad

distribution to staff and participants)

For internal purposes the Gender Committee will identify:

- Private space for interviews
- Mandatory reporting requirements internally for acts of violence at the workplace (i.e. to project management, and, if applicable, use of CAUSE grievance redress system);
- Protocols for confidential storage of information gathered

5.3 Response Protocol and Support

- i. Staff or participants seeking information or assistance can approach:
 1. immediate supervisor (and be referred to DV focal points)
 2. DV focal points directly; and/or
 3. project manager
- ii. CAUSE staff can refer persons to the DV focal point
- iii. Any staff or immediate supervisor can approach the Gender Committee to request education about DV and the workplace.
- iv. Project management will be responsible for responding to perpetrators of DV in the workplace.

5.4 Dissemination of Policy and DV Support System

CAUSE will utilize orientation, recruitment and training sessions to introduce staff and participants to:

- Highlight the issues of DV and impacts on survivor/victims and the workplace,
- Safety issues for survivor/victims and the workplace,
- Introduce the DV policy,
- Introduce the DV focal points and reporting procedures, and
- Introduce the boundaries of support available through CAUSE.

No person will be obliged to use these services, nor will they be penalized for choosing not to use DV services. It is up to the survivor/victim to decide whether or not to accept the referral advise.

5.5 Confidentiality

CAUSE recognizes the sensitive issues that surround family and sexual violence and undertakes to handle matters in a discreet and private manner. Staff will practice **total confidentiality** for the safety and protection of survivors/victims. Privacy must be ensured during interviews and support. Information will be shared on a 'Need to Know Basis'. All written information will be kept in secure and locked locations. Where a CAUSE staff or participant has revealed his/her situation to CAUSE staff or focal points the person's identity will remain confidential.

If the DV poses a threat to CAUSE staff and /or participants, the focal point will bring the matter to the attention of the project manager and the survivor/victim to ensure the safety of all involved. This may include the necessity to tell other members of staff that the threat exists.

5.6 Non-Discrimination and Non-judgmental Support

All survivors/victims will be treated equally and have all possible options presented to them. No survivor/victim will be discriminated against or blamed. Service providers will strive

to support survivors/victims with persons of the same sex, culture and language. Regardless a survivor/victim's history and/or the number of times s/he has accessed services s/he will be given the same respect and care as the first time.

DV is an assault on the dignity and rights of a person and all those who come into contact with the victim/survivor have a role to play in restoring her dignity and her right to choose how to move forward. CAUSE DV focal points will strive to offer non-judgmental support to survivors/victims. (see Appendix2: Non-judgmental approach)

5.7 Domestic violence perpetrators who are CAUSE staff

CAUSE has a zero-tolerance policy for Gender based violence of any kind, including domestic violence in the workplace. Any CAUSE staff, participant or employer who uses any of CAUSE's resources to perpetrate domestic violence (e.g. use of work phones, cars, workspace, position of authority, etc.) will automatically be subjected to disciplinary processes identified in the grievance redress process, which may include immediate termination of their employment, contract or participation in the program.

In the instance of DV however, the gender committee of CAUSE will consider the severity of the case and highlight any safety issues that will inform the grievance process.

6.0 Key support measures for survivors/victims of domestic violence:

Staff and participants of CAUSE who have experienced DV are entitled to seek support in the following ways:

Safety

Protection and safety are the foremost priorities. This means safety is the first thing to be addressed. Each survivor/victim will be assessed for risk by the DV focal point. CAUSE will work to protect survivors/victims from further physical and psychological harm by ensuring their actions do not further increase risks. Focal points will discuss a basic safety plan with those who choose this assistance. (see Appendix 3: Basic Risk Assessment and Safety Planning)

Information

All victim/survivors will be provided with complete information about the different FSV services/ options (medical, counselling, legal, police protection and shelter) available through referral so that s/he can make choices. The focal point will explain what is going to happen when s/he is referred and ensure that s/he understands. The focal point will also explain and discuss confidentiality and its limitations and that s/he has the right to decline or refuse any part of services.

Referral Services

Focal points will ensure that the SAFENET referral contact list is up to date. This list will be updated every six months in consultation with the SAFENET coordinator. Only services vetted and recommended by the SAFENET will be added to the list. The types of support services available include: (see Appendix 4: List of the available DV support services and contact details)

- Medical and psycho-social support
- Counselling
- Emergency accommodation
- Police and legal protection
- Welfare services

Only services known and approved by the SAFENET will be used in the CAUSE referral program.

All DV focal points must be clear about the services provided by the different agencies and the processes involved. They will ensure referral information is exchanged between CAUSE and service providers in a secure manner (sealed envelope handed directly to service providers, confidential e-mail directly to service provider, private telephone conversation).

Special Leave / Sick Leave Entitlement

Victim/survivors will have access to special leave of up to 2 days, under their annual sick leave entitlement, to deal with injuries, or to put into effect safety, resettlement or response plans. The special leave will be approved by management in consultation with the focal point upon consideration of the evidence.

Emergency Fare

Victim/survivor will be entitled to emergency taxi fare to enable them to attend at the DV service of choice.

7.0 Raising Awareness of DV

CAUSE will undertake awareness raising activities that challenge harmful gender norms such as domestic violence and facilitate a broader understanding of gender equality and power relations that respect the rights of women and girls. An awareness and education module of DV will be integrated into the Infrastructure and Service Delivery Training curriculum.

CAUSE will utilize orientation, recruitment and training sessions to introduce staff and participants to the DV policy, the DV focal points and the support system.

8.0 Implementing and monitoring the policy

The Project Manager will be responsible for implementing and monitoring the Domestic Violence Policy.

Monitoring should consider:

- Staff and participant awareness of the DV policy and support services
- Accessibility of DV information
- Suitability and availability of DV focal points as per the work outlined in the Terms of Reference
- Risk and safety issues for staff and/or survivor/victims from perpetrator's behavior
- Follow-up with survivor/victims
- Accessibility and effectiveness of first /immediate response
- the up-to-date status of the contact list; and
- confidentiality

The policy will be reviewed and revised when necessary to better suit the needs of staff and to reflect any changes in legal, administrative or employment conditions.

8.1 Training for staff

CAUSE will provide training to focal points, supervisors and project management in psychological first aid, safety and risk assessment, non-judgmental response, maintaining confidentiality and safe referral.

Appendix 1: Terms of Reference for DV Focal Points

The focal points will serve as the primary contact points within CAUSE for survivor/victims of DV. They will coordinate CAUSE's response to disclosure of DV. DV Focal points will be responsible to:

- assist CAUSE staff and participants experiencing DV to understand what DV services are available (known as first response);
- refer staff and youth participants onto SAFENET DV related services (medical, and psychosocial support, counselling, emergency accommodation, police and legal protection and welfare services) in a safe and confidential manner, once a decision is taken about the support needs;
- advise supervisors, staff and participants of the support available for survivor/victims of DV;
- follow- up with the survivor/victim who has reported;
- attend specific training on the role, and domestic violence training in general;
- monitor the application of the CAUSE domestic violence policy to feedback into Quarterly Reports i.e. number of cases reported, number of referrals, number of cases referred to GRM, safety issues for survivor/victims and/or CAUSE staff.

First response will entail:

- listening / psychological first aid / calm talk
- information sharing
- basic risk assessment and safety planning; and
- safe and confidential referral

DV Focal points will not provide direct response services such as counselling but will assist the survivor/victim by listening and calm talk. DV focal points will only proceed to contact a DV service provider upon the explicit agreement of the survivor/victim. Once a SAFENET referral point has been chosen, the DV focal point will make direct contact with the service provider during business hours and arrange for them to be met at the organization.

Timeframe for Appointment

DV focal points will normally fulfill their duties during work time. The role is not intended to detract from their usual job. DV focal points will fulfill their duty for one year with an option for extending if CAUSE managers, staff, and the person concerned feel they are managing the role well and that it is not detracting from their employment. DV focal points may relinquish their role at any time.

Extra support

DV focal points will be entitled to debriefing and extra training as needed. Focal points will require training in psychological first aid, confidentiality, non-judgmental response, basic risk assessment and safety planning and safe referral and follow-up.

Appendix 2: Non-Judgmental Approach

- **Be patient.** Do not press for more information if the survivor/victim is not ready to speak about her experience.
- Treat the victim/survivor with dignity and respect by:
- Maintaining a **non-judgmental manner.** Do not laugh or show any disrespect for the individual or her culture, family, or situation.
- **Ask only relevant questions.** For example, the status of the virginity of the survivor/victim is not relevant and should not be discussed.
- **Avoid requiring the survivor to repeat** the story in multiple interviews.
- **Believe her.** Accept what the survivor is telling you. Do not dismiss her remarks as those of a “hysterical woman”. Tell her you believe her.
- **Trust that the survivor/victim is the expert of her life** (not you) and take your direction from her/him in terms of how ready s/he is to access help and what decisions she wants to make;
- Support her/him regardless the decisions s/he makes;
- **Promote her/his safety;**
- Inform Survivors/victims they have the right to accept or decline FSV services.

Appendix 3: Basic Risk Assessment and Safety Planning

A basic risk assessment determines the victim/survivor's present safety. The questions aim to identify potential risks and danger that might arise in the individual cases of DV to both the survivor/victim and CAUSE staff.

To assess immediate safety of survivor/victim and CAUSE staff:

1. Is the perpetrator of abuse with victim/survivor now?

To assess survivor/victim's personal safety in the home environment:

2. Is victim/survivor afraid of the perpetrator?
3. Has physical violence increased in severity or frequency?
4. Is the victim/survivor safe where she lives?
5. Can the perpetrator easily access the victim/survivor where she lives?
6. Is there a weapon in the home?
7. Has the perpetrator ever been threatened to kill someone?
8. Does she want to return home?
9. What will happen if she does and how do we prepare her for that?

Basic safety planning questions:

1. What do you do when you are in danger? Help her/him to think about alternative responses
2. Where do you go? Help the survivor to think of at least one safe place she can run to in an emergency. She should arrange things with that place ahead of time
3. Whom do you trust? Think about anyone (neighbors, friends, family members, an organization) that the victim/survivor can trust.
4. What local authorities or police might you involve, and under what circumstances would you involve them? It is best if the victim/survivor decides on a point at which s/he will report the perpetrator and involve authorities
5. Is there anyone who can talk to the perpetrator at a nonviolent time to try to discourage his violence? There may be someone whom the perpetrator respects that could work with him/her to change his/her behavior
6. Who already knows about your partner's abuse? The survivor may not be embarrassed to enlist the help of these people.
7. If you have to leave, what will happen to your children? If the victim/survivor has children, what will be their role in the escape? Be aware of their safety and how much they are able to handle.
8. How can you protect against weapons? If there are weapons in the house, the victim/survivor should know where they are and try to put them in hard-to-access places. If there are guns, the victim/survivor should have someone teach her how to unload them and she should keep the ammunition in a separate place. If she can, she should guide the fight away from areas where she knows there are weapons or potential weapons (like kitchen knives, hot pans, etc.)

Appendix 4: List of SAFENET support services and Contact Details

1. Honiara: Contact Person: Nashley Vozoto
(National Coordinator, Safenet)
Social Welfare Division
MHMS
Honiara
Phone: 20686
Mb: 8587380

2. Auki: Contact Person: Martha Rurai
(Safenet Auki)
Malaita Women's Centre
Auki
Malaita Province
Mb: 7883690

3. Gizo: Contact Person: Lisi Wong Binet
(Safenet Gizo)
Women's Division
Western Provincial Government
Gizo
Western Province

4. Noro: Contact Person: Geraldine Seti
(Safenet Noro)
Family Support Centre
Noro
Mobile: 7848327

COMMUNITY ACCESS AND URBAN SERVICES ENHANCEMENT PROJECT (CAUSE)

WASTE MANAGEMENT PLAN

FEBRUARY 2021
Honiara, Solomon Islands

1. PURPOSE

The primary aim of this plan is to limit and manage waste generated by the Community Access and Urban Enhancement (CAUSE) project, both at the central Project Management Unit (PMU) premises and at all work sites.

Every effort will be made to limit, segregate, sort, collect and properly dispose of waste generated by the Project.

CAUSE PMU has established this Plan to clearly define the minimum practices which are to be employed to ensure waste is managed properly based on type and to ensure compliance with the CAUSE environmental and social safeguards and to safeguard the rights of workers in line with Solomon Island Labor Management Practices.

2. SCOPE

The scope of the waste management plan covers all activities by the Project and its integration with all staff and other stakeholders and the environment at large.

3. MANAGEMENT OF WASTE

As far as is reasonably practicable, waste management and waste minimization will be practiced through the following waste hierarchy approach (where 1 is the most favored option and 6 is the least favored option):

1. **Prevention** - Waste prevention at source. All units must plan activities to avoid the generation of waste.

In order to avoid the generation of waste, CAUSE staff will where possible:

- Carefully estimate and order the required quantities of supplies, to avoid unnecessary excess and wastage.
- Avoid the use of disposable materials for example: plastic drinking cups, plastic cutlery, plastic water bottles, batteries by favoring reusable options where possible.
- Shift to reusable bags instead of plastic bags
- Maximize use of electronic mail in communication, electronic filing of records and documents, and avoid unnecessary printing on paper.

2. **Minimization/Reduction** - Reduce the amount of waste produced.

In order to ensure reduction in waste generation, the following control measures will be introduced:

- Where reasonably practicable, materials shall be ordered in bulk to reduce packaging. Avoid individual packaging for volume purchases.
- Where possible and practicable the use of returnable containers and packing materials will be favored.
- Purchase criteria will favor recycled products.
- Suppliers will be requested to use minimal packaging.
- Where possible, refillable containers will be used for the collection of waste fluids such as waste cooking oil.
- Ensure the correct amounts of chemicals are used when mixing or diluting chemicals to prevent avoidable waste generation.

3. **Reuse** - Re-use materials wherever possible.

The following control measures will be implemented to ensure reuse of generated waste:

- Where possible, paper will be re-used such as the printing of documents on the clear side of used documents.

Products designed for reuse such as fabric bags, metal cutlery and reusable water bottle will be favored.

4. Recycling - Transfer waste to approved recycling plants where available to minimize environmental impact.

In order to encourage the recycling of waste, the following control measure will be implemented:

- Waste will be sorted at source of generation into recyclable and non-recyclable categories
- Regular deliveries of recyclable waste will be made to approved recycling facilities
A list of approved recycling facilities in close proximity to all project sites is available in Appendix 1 and will be displayed in the PMU and all project implementation unit (PIU) sites.

5. Disposal - Sending of waste to landfill is a last resort. Hazardous waste will be disposed of and treated by authorized disposal contractors and facilities.

If the above hierarchy of control cannot be satisfied the waste will be sent to an approved city landfill. Landfill is a last resort. The burning, burying, and unauthorized dumping of waste is prohibited.

The waste storage areas and skips will be monitored to ensure that contamination of the segregated skips does not occur. Routine inspections will be conducted on waste disposal and collection areas by unit heads to ensure compliance to the Waste Management Plan.

Waste will be segregated under the following categories detailed below:

- Paper/Cardboard
- Plastic
- Tin / Can / Metal
- Food Waste/Cooking Oil

Continual reviews will be undertaken of the categories of surplus materials that are being produced by the procurement unit.

4. WASTE CATEGORIES

Based on the activities that are undertaken by the CAUSE Project, waste has been categorized into the following:

- Non-hazardous waste: includes paper, wood, rubbish, cardboard, scrap metal, and glass
- Hazardous waste: human waste, oil, lubricants cans, chemical cans, paint cans, used personal protective equipment (PPE).

Hazardous waste will be kept separate from non-hazardous waste to reduce risk of contamination and exposure. This is particularly important in relation to COVID-19 related medical waste.

5. WASTE MANAGEMENT CONTROL MEASURES

The following control measures will be employed within CAUSE PMU to reduce the environmental impacts from waste generation, handling, storage and disposal:

- Open burning of waste, marine dumping of waste or the dumping of waste at undesignated areas is prohibited.
- Separate labeled waste receptacles will be provided for, plastic, cardboard / paper, tins, glass.
- The dilution of hazardous waste is prohibited.
- The mixing of hazardous and non-hazardous waste is prohibited.
- All hazardous waste will be provided with secondary containment and suitably banded to meet legal requirements, where necessary.
- A program for regular collection and removal of skips and bins will be implemented
- All litter will be controlled within CAUSE project sites by means of good housekeeping.
- Where possible, performance measurement and targets for reduction, reuse and recycling will be developed and implemented.
- Any wastes that cannot be reused and recycled will be transported and disposed in accordance with City Council requirements.
- Volumes and types of waste will be monitored to establish whether additional opportunities for improvements in waste management (avoid, reduce, reuse, recycle) can be adopted, where practicable.

All project staff will be trained on the Waste Management Plan, through short briefings and relevant memos, etc.

6. PMU IMPLEMENTATION

At CAUSE PMU, Project staff will work closely with the property owner/lessor (IBS Monarch Hotel) in implementing the following systems; since they are responsible for the management of main collection areas and upkeep of facilities including transport and disposal of collected wastes to the city dumpsite. Scheduled activities are as follows:

- Daily cleanup around the premises undertaken by 2 office cleaners, to include emptying of trash bins to collection points at designated area near the generator set, following procedure for the segregation of types of waste.
- Twice weekly transport and disposal of collected wastes from collection points to city dumpsite or recycling facility; undertaken by property owner IBS Monarch Hotel as part of lease agreement with CAUSE PMU.
- Monthly inspection of adequacy and location of trash bins and collection facilities around the premises.
- Annual (or as needed) emptying of septic tanks contracted to HCC Works Division.

Responsibility for monitoring and supervision of the above activities shall rest on the project's Safeguards Officer who shall directly report to the Project Manager.

7. PROJECT SITE IMPLEMENTATION

At all CAUSE Project sites, Project staff, workers and contractors will be required to follow this waste management plan. The below activities will be undertaken at all sites to ensure the responsible management of waste:

- Daily cleanup of the site by a designated worker, to include emptying of trash bins to general collection points, following procedure for the segregation of types of waste.
- Twice weekly transport and disposal of collected wastes from collection points to city dumpsite or recycling facility.

- Monthly inspection of adequacy and location of trash bins and collection facilities around the premises.
- Regular emptying of septic tanks of portable loos by the contractor providing the loos.
- Disposal of hazardous waste in line with Solomon Island, Ministry of Infrastructure Development and World Bank guidelines.

Responsibility for monitoring and supervision of the above activities shall rest on the Resident Works Supervisor who shall directly report to the Safeguards Officer.

8. INSTRUCTION AND TRAINING

All CAUSE staff, workers and contractors will be made aware of the waste management plan during induction and an annual review program; communication will also be through short briefs explaining the importance of appropriate segregation, handling, recycling, and reuse and return methods to be used by all parties.

9. RECORD KEEPING

Documentation will be retained to demonstrate proper disposal of all types of waste. Written documentation such as receipts, invoices, and waste transfer notes with the following information is required:

- A copy of the lease agreement with IBS Monarch Hotel stipulating respective responsibility in implementation of relevant points in the waste management plan.
- For each load of waste collected; the date, type of waste (for example, waste oil, sewage, mixed general waste), quantity of waste in that load, signature of authorized representative of the contractor.
- The documentation listed above will be subject to annual internal review.

10. Handling of Health-Related Waste

Given the global COVID-19 pandemic, the project is expected to generate higher than usual volumes of health-related waste, particularly PPE. The project will ensure that all used PPE is handled by individuals wearing PPE or by the individual that generated the PPE. In addition, other waste identified as a possible source of spread, such as worker cups and cutlery will be handled by individuals wearing gloves and face masks. Such waste generated will be disposed of in a sanitary manner which limits physical contact. The disposal of health-related waste will be undertaken in coordination with local governments to ensure compliance with broader disposal procedures.

Responding to the COVID-19 pandemic may require that the project relax some other waste management measures such as the use of reusable cups in order to protect against the potential spread of COVID-19.

11. Associated Document

CAUSE Environmental and Social Management Guidelines (ESMG)

Appendix 1. List of Approved Recycling Facilities near Project Sites

Honiara and Guadalcanal

1. Raxboy Recycling Company
Maromaro
Panatina Highway, Honiara
2. BJS Agencies
P.O.Box 439
Metal and Aluminium Recycling
Commonwealth Street
Honiara
3. Solbrew Company Ltd
Beer Bottle Recycling
Ranadi Industrial Estate, Honiara

Gizo, Noro and Auki do not have agencies for recycling. But some shops do buy empty Solbrew bottles which they send over to Honiara to be sold to Solbrew Company. The same is for aluminium empty cans which all have to be sold only in Honiara for recycling.

Annex 10. Participants in and Feedback from Community Addendum Consultation

Stakeholder Consultation Minutes – Disclosure of the CAUSE ESGM Addendum

Date	16 th April 2021	Locations	Honiara, Guadalcanal, Gizo, Auki, Noro, Munda, Perth (All Remotely)
Presenters	Cris Afafe (Project Manager) Dorothy Lucks (International Consultant)		
Note Takers	Honiara/Guadalcanal Lawrence Nodua (PMU Communications Officer) Auki Alex Buani (PIU Community Liaison Officer) Gizo Penny Siliako (PIU Community Liaison Officer) Noro/Munda Meshack Kasa (PIU Community Liaison Officer)		

Attendees	<i>Name</i>	<i>Designation</i>	<i>Company/Organisation</i>
Gizo	Mr. Otuaana	Gizo School Board Chairman/Community leader/ Church elder	Banana Valley
Gizo	Mr. Ali Pitu Opa Offer	Community leader/ CAUSE Trainee (Batch 1)	District Community
Gizo	Mr. Stevenson Walemae	PWDs/ Youth Rep/ CAUSE Trainee (Batch 3)	Babylon/ TC
Gizo	Nannette Panda	Female Community Leader	Top hill/ Jah Mountain
Gizo	Naru Elisha	Female Youth Rep/ CAUSE Trainee (Batch 15)	Lower Banana Valley/ Central Town
Gizo	Alex H. Pandakana	Community Rep/ Male Youth Rep	Malakerava Community
Gizo	Florence Toiraena	Gizo PIU ISDT Trainer	GIZO CAUSE PIU
Gizo	Ella Qilakau	Gizo PIU FA	GIZO CAUSE PIU
Gizo	Penny. A Siliako	Gizo PIU CLO	GIZO CAUSE PIU
Gizo	Edwin Ghasapio	Gizo PIU RWS	GIZO CAUSE PIU
Noro/Munda	Rolland Kari	Community leader	Munda
Noro/Munda	Mirriam Napai	Group leader	Munda
Noro/Munda	Phillip Morris	Group leader	Noro Backway
Noro/Munda	Jenny Tausia	Group leader	Noro Backway
Noro/Munda	Alice Inoni	Group leader	Mobil Community
Noro/Munda	Michael Maroe-	Group leader	Mobil Community
Noro/Munda	Titus Maina	RWS	Noro CAUSE PIU
Noro/Munda	Selu Maezama	ISDT Trainer	Noro CAUSE PIU
Noro/Munda	Mesacc Kasa	CLO	Noro CAUSE PIU
Honiara/ Guadalcanal	Ella Maeta'a	Group leader	Koa Hill
Honiara/ Guadalcanal	John	Group leader	Koa Hill
Honiara/ Guadalcanal	Sally Kimbo	Group leader	Alligator

Attendees	<i>Name</i>	<i>Designation</i>	<i>Company/Organisation</i>
Honiara/ Guadalcanal	Ephraim Chiasili	Church elder	Titige
Honiara/ Guadalcanal	Stephen Maneheko	Ren – Lau Community	Tangai, Kakabona
Honiara/ Guadalcanal	Sipusio Loga	Chief	Tasahe Verava
Honiara/ Guadalcanal	Margaret Taniso	Youth leader	Renlau Community
Honiara/ Guadalcanal	Grace Lame	Group leader	Verohoai
Honiara/ Guadalcanal	Patrick Teke	Community leader	Tasahe A. Verava
Honiara/ Guadalcanal	John Nesly	Community leader	Titige
Honiara/ Guadalcanal	Lawrence Nodua	COMS Officer	CAUSE Project Team
Honiara/ Guadalcanal	Cris Afable	Project manager (HCC)	CAUSE Project Team
Honiara/ Guadalcanal	Kevin Teferomu	Safeguard Officer	CAUSE Project Team
	Dorothy Lucks	ESMF/Social Assessment Consultant	Addendum Development
Auki	Mr. Felix Fiumae	Community leader/ Church elder	Fasitoro
Auki	Miss. Margret Toitona	Church women's leader	Ngalisakore
Auki	Miss. Luisa Wale	Female Community Leader	Lilisiana
Auki	Mr. Patterson Ata	Community Rep/ Male Youth Rep	Kokomu
Auki	Theresa Ruriti	PIU ISDT Trainer	Auki CAUSE PIU
Auki	Zinzi R	PIU FA	Auki CAUSE PIU
Auki	Alex Buani	PIU CLO	Auki CAUSE PIU
Auki	Joe Ruriti	PIU RWS	Auki CAUSE PIU
Auki	Daniel Lulu	PIU ISDT Trainer	Auki CAUSE PIU

Meeting Agenda and Notes.

Introduction
Purpose of the meeting to: <ul style="list-style-type: none"> To Guide environmental and social activities of the CAUSE project
Participants were advised that the consultation's findings would be reported but not credited to a specific individual in order to maintain confidentiality, and that they could talk openly, ask questions, and provide input at any time during the process. They were given printed copies of the presentation as well as the 2021 Addendum and the original 2017 ESMG document.
Why do we need an environment and social management guidelines (ESMG) addendum?
Effect of COVID-19 for Environment and Social Management Guidelines (ESMG)
Background to the Addendum
How to assess risk

Introduction
Potential Environment and Social Impacts
<i>Summary:</i> There was concern about the social consequences as well as the health and safety of trainees. However, based on these comments and feedbacks, these people are already familiar with what the project is doing, so not much new information is added.
<i>Comment:</i> The majority of major projects necessitate an Environmental Impact Assessment. Encourage CAUSE to continue conducting thorough environmental assessments at all work sites prior to the start of construction. Because this will be around for a long time.
<i>Comment:</i> Construction's impact on local communities, such as noise, dust, and other pollution, must be strongly reconsidered.
<i>Comment:</i> Assessing CAUSE's workers' (Trainees') health needs and identifying team leaders to attend Red Cross First Aid trainings to promote health and safety at each worksite.
<i>Comment:</i> Trainees must address their health issues ahead of time in order to improve their performance. This will assist them in meeting their objectives during project activities.
Addressing Risks and Impacts – Health and COVID-19
<i>Comment:</i> Need proper rubbish/waste management system in Noro to dispose medical waste (incineration).
<i>Comment:</i> COVID-19 preparedness and emergency executions plan to be included and outlined in the ESMG
<i>Comment:</i> Hand wash stands for most vulnerable communities should be projected as we're in this pandemic period.
<i>Comment:</i> COVID-19 projects preparedness here at Auki seems to be way behind, it should be implemented in the rural areas and required areas in town like schools, hospital and other crowded places hand washing and other preventive measures. She plus other male participants supports the idea of the construction of Jetty wharf and Toilet block plan to implement at Auki ports
Addressing Risks and Impacts – Worker and Community Safety
<i>Summary:</i> Use of basic safety equipment is of paramount importance as CAUSE implements its activities. Some project members tend not to wear/use safety equipment as a result of not used to wearing them, cultural barriers, climate and sizes might not fit. Though these are the reasons yet everybody is prone to injuries/accidents therefore safety equipment Must be worn/used at all times, CAUSE staff to take note and encourage workers at all times. Safety practices is always failed by those people project engaged therefore project needs to re-emphasis the need to comply and adhere to safety in the work place.
<i>Comment:</i> Standard First Aid Kits to be made available in project sites.
<i>Comment:</i> One of the sites expressed that when it comes to pouring of cements, workers were not given proper safety gears, like glasses, gumboots, masks etc.
<i>Comment:</i> There is a challenge of workers applying safety gears at the field.
<i>Comment:</i> Some workers does not wear safety gears at the work sites.
Addressing Risks and Impacts – Gender-based Policies
<i>Summary:</i> It is critical to have a broad and in-depth understanding of this issue. As a result, there should be a strategy in place to counteract this. Everyone, including men, is affected by gender issues. This needs to be addressed further during the ISDT Training.
<i>Comment:</i> Gender issues should be discussed at worksite toolbox meetings on a daily basis.
<i>Comment:</i> More women should be team leaders in sub-projects, not just waste collection and cleaning.
<i>Comment:</i> COVID-19- domestic and gender-based violence plans/practices to be implemented and ensure that information's of all relevant support services to be included.
<i>Comment:</i> Women are not wearing proper work attire
<i>Comment:</i> Male making jokes with women during work
Addressing Risks and Impacts – The Use of Labor

Introduction
<i>Comment:</i> 98% of the community is unemployed, 2% have jobs and because of REP/CAUSE, they managed to start small markets in selling beetle nuts, donuts and other small things, and enables them meet school fees and other basic needs. Cash flow in the community was good.
<i>Comment:</i> It is a big issue when it comes to groups receiving payment after completion of work. Members sometimes have to wait for 4 days or up to weeks. Group members are expecting payments after 2 to 3 days and not more than that. Sometimes we have to owe from people, canteens to sustain the families but disappointed when we tell them that payments are delayed. It is a concern to the community working group members.
<i>Comment:</i> Developing new avenues for trainees to invest their money. Instead of them spending all of their earnings on necessities, or starting a betelnuts market, or whatever (which are the only available opportunities here), we should create other productive money earning platforms.
Addressing Risks and Impacts – Additional Activities
<i>Comment:</i> Continuous ESGM assessments for upcoming projects shall continue.
<i>Comment:</i> Drainage system in some of the town roads were extremely bad and needs improvement. This pose threats and risk for the people living close to the sites and especially the truck drivers and children. Malaita Provincial Government however does not have enough strength to improve it. Thus, if drainage improvement can be considered or factored in CAUSE plans that would be awesome.
<i>Comment:</i> Some of the roads within the town needs roads pavement that Provincial government cannot able construct, does CAUSE cater to support to construct it?
Addressing Risks and Impacts – Production of Waste
<i>Comment:</i> A waste management plan should be in place to ensure wastes are disposed safely. There are potentials risks during this time of COVID-19, proper and isolated site for medical incineration in each urban area is required.
<i>Comment:</i> It is vital since generation of wastes is high and there are no proper/strong guidelines to disposing them, pollution/degradation of the environment will happen due to incorrect waste disposal.
<i>Comment:</i> Using of toxic materials or oils must always get clearance from ministry of environment.
<i>Comment:</i> A lot of rubbish collected in the outskirts of the town remains uncollected by the town council garbage truck. This is because the town council garbage truck concentrate in the town boundaries. Auki PIU should have own truck to collect the rubbish to dispose it rubbish dumpsite. There is a concern from the residents close to the road site that these rubbishes were destroyed and spread by dogs and other people
Impacts, risks and mitigation – Other safeguard considerations
<i>Summary:</i> Additional points were raised that elicited interesting responses, primarily regarding the addendum. All of these are covered by the ESGM. It's simply a matter of expanding them into new dimensions.
<i>Comment:</i> The rural-urban migration issue has come to light as a result of the idea that the CAUSE project will provide employment. This is beneficial in one way, but on the other hand, it strains the resources of some Gizo residents, and overcrowding has become the norm in some households.
<i>Comment:</i> With the money received from CAUSE, John managed to start a KAVA garden at home in Malaita, his wife is looking after it. He started it by purchasing 650 roots and the wife confirmed it to him that the plants are growing well, the little that he still collects from the work they are still doing enables him to pay labourers to look after the plants and sustaining his family at home.
<i>Comment:</i> When assign for a task, especially Infrastructure activities, there should be enough tools given to each group, e.g., Kukum Car park, 1 bar, 3 spades and a hammer. This gives members excuses to delay the work, only few who get the given tools work while others not. Enough tools are required.

Introduction

Comment: Importation of materials must always comply with SI law as per environment legislation.

Conclusion

The Project Manager concluded the meeting by thanking all of the attendees for their active and thorough participation in the process.

The Project Manager closed the session with thanks to all participants for their active and deep input to the process.

Annex 11. Participants in and Feedback from Stakeholder Addendum Consultation

Stakeholder Consultation Minutes

Date	16 th April 2021	Locations	Honiara, Guadalcanal, Gizo, Auki, Noro, Munda, Perth (All Remotely)
Presenters	Cris Afable (Project Manager) Dorothy Lucks (International Consultant)		
Note Takers	Honiara/Guadalcanal Lawrence Nodua (PMU Communications Officer) Auki Alex Buani (PIU Community Liaison Officer) Gizo Penny Siliako (PIU Community Liaison Officer) Noro/Munda Meshack Kasa (PIU Community Liaison Officer)		

Attendees	<i>Name</i>	<i>Designation</i>	<i>Company/Organisation</i>
Gizo	Florence Toiraena	Gizo PIU ISDT Trainer	Gizo CAUSE PIU
Gizo	Ella Qilakau	Gizo PIU FA	Gizo CAUSE PIU
Gizo	Penny. A Siliako	Gizo PIU CLO	Gizo CAUSE PIU
Gizo	Edwin Ghasapio	Gizo PIU RWS	Gizo CAUSE PIU
Gizo	Charles Kelly	Gizo Town Clerk	Gizo Town Council
Noro/Munda	Titus Maina	RWS	Noro CAUSE PIU
Noro/Munda	Selu Maezama	ISDT Trainer	Noro CAUSE PIU
Noro/Munda	Mesacc Kasa	CLO	Noro CAUSE PIU
Noro/Munda	Hugo	Health Inspector	Min of Health
Noro/Munda	Doris	Ass Administration Officer	Western Province
Noro/Munda	Gavin Totu	Town Clerk	Noro
Honiara/ Guadalcanal	Lawrence Nodua	COMS Officer	CAUSE Project Team
Honiara/ Guadalcanal	Cris Afable	Project manager (HCC)	CAUSE Project Team
Honiara/ Guadalcanal	Kevin Teferomu	Safeguard Officer	CAUSE Project Team
Honiara/ Guadalcanal	Edward Danitofea	Chief Environment Officer	Min of Environment
Honiara/ Guadalcanal	Ethel Wasuka	Program Coordinator	NZHC
Honiara/ Guadalcanal	Barnabas Vote		Min of Finance
Auki	Gregory	Site supervisor	Auki CAUSE PIU
Auki	Fred Liobana	Site supervisor	Auki CAUSE PIU
Auki	Theresa Ruriti	PIU ISDT Trainer	Auki CAUSE PIU
Auki	Zinzi R	PIU FA	Auki CAUSE PIU
Auki	Alex Buani	PIU CLO	Auki CAUSE PIU
Auki	Joe Ruriti	PIU RWS	Auki CAUSE PIU
Auki	Daniel Lulu	PIU ISDT Trainer	Auki CAUSE PIU
Auki	Dan Waneoroa	Planning specialist	Auki Planning Office
Auki	Hazel Fanai	Town Council Admin Officer	Auki Town Council
Auki	David filia	Deputy Permanent Secretary	Malaita Provincial Government

Key Stakeholders Meeting Agenda and Notes.

Item
<p>Purpose of the meeting to:</p> <ul style="list-style-type: none"> To Guide environmental and social activities of the CAUSE project <p>Participants were advised that the consultation's findings would be reported but not credited to a specific individual in order to maintain confidentiality, and that they could talk openly, ask questions, and provide input at any time during the process. They were given printed copies of the presentation as well as the 2021 Addendum and the original 2017 ESMG document.</p>
Why do we need an environment and social management guidelines (ESMG) addendum?
Effect of COVID-19 for Environment and Social Management Guidelines (ESMG)
Background to the Addendum
How to assess risk
<p><i>Comment:</i> I'm watching the presentation, and I agree with you that there's nothing new except for the COVID-19, which is a new addition to the scenario. The services that are currently being provided by the CAUSE project are progressing, and I can see that there is still room for improvement, which is where we are heading now. Rather than reinventing the wheel, we should simply improve the services we have now, because I agree that reinventing the wheel will lead to confusion.</p> <p>Let us simply improve, as stated clearly in the presentation's introductory section.</p> <p>And I'm glad to see that waste management is included as well, so that we can improve and learn from it.</p>
<p><i>Comment:</i> In the COVID-19 scenario in Gizo, log ships are actually anchored in front of the island, and all swabbing and samples taken from the ship's crew are discarded in the same dumpsite as the rest of the waste and garbage. As a result, a proper incinerator is needed to handle these medical COVID 19-wastes.</p>
<p><i>Comment:</i> As part of the mitigation stated in the COVID-19 presentation, mass media should be used because the majority of people live in rural areas and therefore our messages are not reaching them.</p>
<p><i>Comment:</i> How can all Gizo stakeholders work together to address gender-based issues? The Commonwealth Local Government Forum (CLGF) would like to work with the Gizo Town Council to conduct a gender analysis. The Gizo Town Council, in collaboration with CAUSE, can take the lead and determine where the other stakeholders and we intersect.</p>
<p><i>Comment:</i> The importance of Bus stops to be constructed at different people bus waiting areas, because people were expose to sun and rain and especially the overcrowdings at few waiting areas pose the risk of contracting disease easily and quickly.</p>
<p><i>Comment:</i> DPS supports the idea of rehabilitation of satellite Markets at major areas like in and around Auki Town. These places should be identified and the construction or rehabilitation of the satellite markets should be conducted ASAP to avoid over crowdedness at Auki main markets. Most people come to Auki market simply because there is no other market outlet available in their nearby area so they had to travel to Auki main market with their products to sell and to buy other products.</p>
<p><i>Comment:</i> DPS acknowledge plan to construct Kilu'ufi project Covid 19 toilet block and other related ancillary facilities and infrastructure, saying that these were vital and are way forward that needs to be quickly constructed that contributes with the provincial health department preparedness</p>
<p><i>Comment:</i> Since the PS is not present, I'd like to make one point about governance. Because we have town councils in every province where CAUSE is established, our legislation's responsible authority is the Provincial government, and we as town clerks play</p>

Item
a minor role in the scenario. In any case, does the roles of local town clerks is described in the document?
The Project Manager concluded the meeting by thanking all of the attendees for their active and thorough participation in the process.