The Government of St. Vincent and the Grenadines

VOLCANIC ERUPTION EMERGENCY PROJECT

Environmental and Social Management Plan

NATIONAL EMERGENCY MANAGEMENT ORGANISATION (NEMO) BELMONT OBSERVATORY UPGRADE

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Acronyms and Abbreviations

- GoSVG - Government of Saint Vincent and the Grenadines
- BoSVG - Bank of St. Vincent and the Grenadines
- BRAGSA - Roads, Buildings and General Services Authority
- CWSA - Central Water and Sewerage Authority
- ESCP - Environmental and Social Commitment Plan
- ESF - Environmental and Social Framework
- ESMP - Environmental and Social Management Plan
- EU - European Union
- LMP - Labour Management Procedures
- MoA - Ministry of Agriculture, Forestry, Fisheries, Rural Transformation Industry and Labour
- MoFEPIT - Ministry of Finance, Economic Planning, and Information Technology
- MoNM -Ministry of National Mobilization, Social Development, Family, Gender Affairs, Youth, Housing, and Informal Human Settlement
- MoTW - Ministry of Transport, Works, Lands and Surveys, and Physical Planning
- NEMO - National Emergency Management Office
- PIU - Project Implementation Unit
- RPF - Resettlement Policy Framework
- SEP - Stakeholder Engagement Plan
- GRM - Grievance Redress Mechanism
- VEEP - Volcanic Eruption Emergency Project
- VINLEC - St. Vincent Electricity Services Limited

1. Introduction

1.1 Objectives of the ESMP

The purpose of the Environmental and Social Management Plan (ESMP) is to ensure that all social and environmental impacts and risks are identified and managed, through the implementation of appropriate social and environmental controls and the monitoring of the construction works for the upgrading of the Belmont Seismic Observatory for the National Emergency Management Organization (NEMO) at Belmont, Rose Hall, St. Vincent and the Grenadines. It sets out to ensure that the site works comply with relevant environmental legislation and the accepted good practices.

The ESMP indicates how compliance with the requirements is to be achieved and specifies the names of the individuals who will be charged with achieving and monitoring compliance. The Contractor is expected to use this document as a draft and update it as the project progresses. These updates should not reduce the scope contained in this draft, which is to be the minimum environmental management standard to be implemented during the execution of this sub-project.

Environmental, health and safety issues that need to be carefully managed during construction include:

- water pollution prevention due to construction site runoff and its impacts on the environment;
- management of solid waste and litter control;
- management and disposal of solid and liquid construction wastes;
- construction noise and vibration;
- construction dust nuisance prevention;
- construction traffic management;
- handling of hazardous substances;
- emergency planning;
- occupational health and safety on site,

Social issues that need to be carefully managed during construction include:

- security of the worksite area from the public,
- employment issues for site workers,
- infringement on nearby properties,
- harassment of the community by workers,

References within the ESMP to the "Employer" are to the Government of St Vincent and the Grenadines, represented by the Ministry of Finance, Economic Planning, and Information Technology (MoFEPIT), which is the owner and developer of the project. References to the "Contractor" are to the main contractor of the project. “Sub- contractors” refer to persons

engaged contractually by the Contractor for site clearance, construction activities and the supply of materials.

1.2 Project Overview

The Government of St. Vincent and the Grenadines has received funding from the International Development Association (The World Bank) and the European Commission under the Caribbean Regional Resilience Building Facility Single-Donor Trust Fund for the Volcanic Eruption Emergency Project (VEEP).

The Volcanic Eruption Emergency Project (VEEP) was designed and developed to support the recovery efforts of St. Vincent and the Grenadines after the 2021 eruption of La Soufriere. The VEEP is funded by the International Development Association (World Bank) and the European Commission and is being implemented by the Economic Planning Division (EPD) of the Ministry of Finance, Economic Planning, and Information Technology.

Project activities commenced in January 2022 and will continue over five (5) years. The project has three components that aim to;

- provide short-term financial support to those displaced and affected by the eruption,
- enhance the Government's capacity to prepare for and to respond to emergencies and
- assist with "building back better" the critical services in the aftermath of the volcanic eruption.

The upgrade of NEMO's Seismic Observatory at Belmont, Rose Hall, falls under Component 2: Restoration and "Building Back Better" of critical services and strengthening emergency preparedness and response capacity. This facility has been instrumental to the Ministry of National Security in monitoring the La Soufriere volcano, particularly during the effusive eruptive phase of December 28, 2020, to April 8, 2021, which culminated with the April 9, 12 and 13th explosive eruptions.

The upgrading of NEMO's Belmont Seismic Observatory seeks to improve and enhance the physical infrastructure of the observatory by renovating and retrofitting the existing facilities. These works were determined vital due to the critical role that seismic observatories play in monitoring and studying active volcanoes and the National Emergency Management Organisation (NEMO) recognition of the need to improve this facility.

This upgrade includes the expansion of the facility to accommodate additional storage of additional monitoring equipment and essential supplies and the accommodation of additional staff to strengthen the monitoring and studying capabilities of the National Emergency Management.

The client's representative, through constant monitoring of the works, will ensure that the contractor operates according to the plan's guidelines to ensure minimal environmental and social impacts.

1.3 Description of the NEMO Belmont Seismic Observatory Works

The NEMO Seismic Observatory facility, at Belmont, is located in an undeveloped section of the area. There are no houses, no schools or no other facilities within 500m of the property. The area is mainly farmlands, the majority of which are located further along the road leading into the mountain. The scope of works for the upgrade of NEMO's Seismic Observatory at Belmont includes:

- The refurbishment of the Seismic Monitoring Building:
    - Enlarge and Remodel the Observatory room
    - Construction of a storage room
    - Construction of 3 small offices
    - Construction of a waiting area/
    - Remodelling of the Kitchenette and bathroom
    - Reinforcement of the Safe Room
    - Construction of a Visitor's restroom
    - Construction of a workshop room
    - Construction of a link between the Monitoring Building and Sleeping Quarters
- Sleeping Quarters
    - Construction of two additional self-contained Bedrooms - New Construction
    - Refurbishment of the Kitchen
    - Installation of cupboards/closets in the Bedrooms
    - Remodelling of Linen Closet and Laundry Room
    - Upgrading Bathrooms
    - Provision of a bigger Balcony for recreation

- External Works
    - Cleaning up of volcanic ash deposits at the facility
    - Construction of a new Generator Room
    - Construction of Fuel Storage Area for Generator & Vehicles
    - Provision of a Parking Area
    - Levelling of the yard
    - Remodelling of Security Hut
    - Refurbishment of the Entrance Gate
    - Fencing of Compound
    - Provision of a security system for the compound

- Increase the Water storage capacity for Observatory & Sleeping Quarters (Presently1,200 gals, which will be increased to 2,400 gals).

Signage:

- Signage on the Long Line Road at the entrance of the road leading to the NEMO Seismic Observatory and at the access driveway to the Seismic Observatory for heavy equipment and trucks turning.
- Mandatory Safety Signs - (PPE Must Be Worn, Keep Clear)
- Warning Signs - (Caution, Danger)
- Prohibition Signs - (No Entry, Restricted Area, No Unauthorised Persons, Do Not Operate, No Parking)
- Safe Condition Signs - (First Aid Box, Muster Point, Emergency Exit)
- Fire Equipment Signs - (Fire Extinguisher)

2. Policy, Legislative and Institutional Framework

2.1 National Legislation

The Contractor and any sub-contractor employed on the project shall comply with all relevant legislation and regulations, including environmental legislation, and shall be responsible for ensuring their knowledge of the law in St Vincent is current before beginning work on site.

The Physical Planning Unit is responsible for the implementation of the Town and Country Planning Act and its various regulations. All construction shall comply with the Town and Country Planning Act, No.45, 1992. This Act governs the regulation of ongoing land use and development in St. Vincent and the Grenadines, ensuring that it is done systematically.

Effective 1st October 2011, the Physical Planning Unit began the implementation of the National Building Regulations designed to positively affect the construction sector so that the built environment will be safer, stronger and more durable to withstand more natural and manmade disasters. Copies of the Code and Guidelines can be obtained from the Government Printery while copies of the Home Owners to the Building Regulations can be obtained at the Physical Planning Unit.

The Physical Planning Unit is also the legal authority for environmental management and determines if an Environmental Impact Assessment (Section 29) is required for the proposed development. An Environmental Impact Assessment Regulation, presently in a draft, will

further support the Act stipulating the need for an Environmental Impact Assessment based on the project's planning application review outcome. The Regulation will also outline the Terms of Reference to guide the process based on the screening exercise results.

Other national legislation which supports the Town and Country Planning Act to safeguard environmental management and social development includes the following:

- The National Parks, Rivers and Beaches Act, No. 33, 2002, manages the diversification of the local tourism product by developing community-based tourism at visitor sites focusing on the recreational site's rich biodiversity, rich culture and historical heritage. The Authority is also responsible for the overall development, maintenance and management of local beaches, parks and recreational sites.

- The National Parks and Protected Areas Act, No. 52 of 1991, No. 40 of 1990 directs the system for the general management of national protected areas by the National Parks, Rivers and Beaches Authority. This was developed to consolidate the management of protected areas under one system instead of the multiple overlapping agencies and ministries that were all guided by their individual departmental priorities.

- The Central Water and Sewerage Authority Act of 1992 governs the conservation, control and apportionment and use of water resources and treatment of sewerage in the multi-island state and the protection of water resources and ensuring compliance with the World Health Organisation drinking water quality standards.

- The Waste Management Act, No. 31 of 2000, oversees solid waste management in compliance with best environmental practices by providing a national framework for waste management planning and operation. The Act is supported by the Solid Waste Management Regulations of 2006, which establishes the national standards for handling specially categorised solid waste and stipulates the need for obtaining licences and permits by private waste management operators.

- The Litter Act, No. 15 of 1991, regulates and controls littering in St. Vincent and the Grenadines. It declares littering as an offence and outlines the penalty for committing the act and the administrative process.

  The Fisheries Act of 1986 governs special protection of fisheries areas. It considers special measures to protect flora and fauna, protect and preserve the natural breeding ground and habitat of aquatic life, particularly those that are endangered, and allow for the natural regeneration of these endangered species.

- The Forestry Resource Conservation Act, No. 47 of 1992, established a specialised unit for managing the nation's forests and watersheds and guiding the resource management and conservation process.

- The Environmental Health Services Act, No. 14 of 1991, governs the conservation and maintenance of the environment in the interest of general public health and highlights the responsibility of such to belong to the Ministry of Health and the Environment. The Act stipulates the responsibility of the Ministry for the regulation, monitoring and controlling of present and likely environmental pollution along with the investigation, prevention and remediation of environmental pollution.

- The Noise Control Act 2019 manages noise pollution by providing a national code of practice for noise control which the Police enforce. This Act governs both pre- and during-construction and operational activity noise levels.

- The Equal Pay Act of 1994 prohibits discrimination between male and female employees. It governs this by establishing penalties for violation of the Act and putting measures in place for investigating complaints and payment of arrears.

- The Wage Council Act of 1953 establishes the Wage Council and governs remuneration, enforcement of wages regulation orders and all associated issues.

- The Employment of Women, Young Persons and Children Act of 1990 governs the employment of Women, Young Persons and Children.

- The Nation Trust Act 1990 establishes the St. Vincent National Trust corporate entity whose mandate is to locate, restore and conserve areas of beauty and national historical importance and manage these areas.

- The Public Health Act of 1977 defines the function of the National Public Health Department, which includes promoting public health and preventing, limiting and suppressing communicable and preventable illnesses nationwide.

- Public Health (Amendment) Act, 2020. This Act revises and strengthens the powers of health officers regarding communicable diseases and remedies to be enacted in the case of non-compliance.

- The Electricity Supply Act 1973 gave the St. Vincent and the Grenadines Electricity Services Limited, VINLEC, the exclusive licence for the national electricity supply.

- The National Energy Policy 2009 promotes and adopts the sustainable use, management and conservation of energy at the national level. This Policy provides the principles for reducing the national dependency on imported fossil fuels, stabilising and reducing the per capita energy consumption, and assessing alternative energy sources in the medium and long term. It also manages the expanded exploitation of indigenous

resources to reduce the dependence on imported energy and improve the national energy efficiency and conservation of energy use.

- The Wildlife Protection Act, No. 16, 1987, 2002 manages wildlife preservation nationwide. It provides for the declaration of wildlife reserves and their management as natural areas, allowing for the appointment of specific officers to carry out the latter. It stipulates that all wildlife species in the multi-island state are the property of the Crown and instructs seasonal hunting and possession of these animals along with penalties for non-compliance.

- Although not ratified, the St. Vincent and the Grenadines Occupational Safety and Health Act, 2017 should guide policies to ensure persons' safety, health and welfare at work. This Act outlines the duties of employers, occupiers and employees to ensure a safe working environment.

- National Emergency Management Organisation Act 2006 governs prevention, preparedness, response, mitigation and recovery regarding hazards, disasters and emergencies and establishes the National Emergency Management Organisation responsible for managing all disaster-related activities.

2.2 Regional and International Guidelines and Policies

World Bank-funded projects and activities are governed by World Bank Environmental and Social Framework (ESF) designed to ensure that the projects are economically, financially, socially and environmentally sound.

2.2.1 World Bank Environmental and Social Framework

Performance standards have been established within the World Bank Environmental and Social Framework (ESF) regarding the evaluation and management of the environmental and social impacts of the projects they finance. To better manage the environmental and social risks of the projects, the World Bank has determined the following Environmental and Social Standards (ESS) to guide this project.

Table 1: Performance Standards to Guide Project

Environmental and Social Standards (ESS)	Description and Objectives
ESS1 - Assessment and Management of Environmental and Social Risks and Impacts	ESS1 sets out responsibilities to assess, manage and monitor environmental and social risks and impacts associated with each project phase.
ESS2 - Labour and Working Conditions	ESS2 describes the importance of creating employment and income for comprehensive financial development and poverty reduction. It promotes safety and health at work, fair treatment and non-discrimination of project workers and the prevention of forced and child labour.
ESS3 - Resource Efficiency and Pollution Prevention and Management	ESS3 refers to resource efficiency, pollution prevention and pollution management requirements, it promotes the sustainable use of resources, including energy, water and raw materials and the avoidance or minimizing of the adverse impacts of pollution from project activities and pesticide use.
ESS4 - Community Health and Safety	ESS4 addresses the health, safety, and security risks and impacts on project-affected communities, with particular attention to people who may be vulnerable.
ESS5 - Land Acquisition, Restrictions on Land Use and Involuntary Resettlement	ESS5 addresses land acquisition, restrictions on land use and involuntary resettlement to avoid forced eviction; mitigate and compensate for unavoidable adverse social and economic impacts from land acquisition or restrictions on land; and compensation or assistance to improve or restore the standards of living or livelihoods for project affected parties (PAPs) impacted by the loss of assets including crops and trees.
ESS6 - Biodiversity Conservation and Sustainable Management of Living Natural Resources	ESS6 requires the conservation and preservation of natural resources. It promotes the sustainable management of living natural resources and supports the livelihood of local communities and inclusive economic development by adopting practices that integrate conservation needs and development priorities.

ESS8 - Cultural Heritage	ESS8 sets out general provisions on risks and impacts on cultural heritage from project activities. To protect cultural heritage from the adverse impacts of project activities and support its preservation. ESS8 also addresses the procedure for chance finds.
ESS10 - Stakeholder Engagement and Information Disclosure	ESS10 emphasises the importance of open and transparent participation between the client and stakeholders throughout the project life-cycle. It ensures that appropriate project information on environmental and social risks and impacts is disclosed to stakeholders in a timely, understandable, accessible and appropriate manner and format. ESS10 also ensures that project-affected parties (PAPs) have accessibility and inclusive means to raise issues and grievances and allow the client to respond to and manage such grievances through the Grievance Redress Mechanism (GRM).

2.3 Regulatory Authorities

The Contractor will maintain regular liaison with the representatives of regulatory authorities in St Vincent, in particular, the following:

- **Ministry of Transport, Works, Urban Development and Local Government**
- **Ministry of Health and the Environment, (Public Health Department)**
- **Ministry of Finance, Economic Planning, and Information Technology, (the Volcanic Eruption Emergency Project, (VEEP))**
- **Ministry of Agriculture, Forestry and Fisheries, (Fisheries Department)**
- **Ministry of Transport, Works, Land and Surveys and Physical Planning, (Physical Planning Board)**
- **Ministry of Tourism, Civil Aviation, Sustainable Development and Culture, (Sustainable Development Unit)**
- **Central Water and Sewerage Authority**
- **National Emergency Management Office (NEMO)**

All Subcontractors will liaise with these authorities through the Contractor for any incidents which:

- **Result or may result in pollution, statutory nuisances, or breaches of legislation, regulation or consents;**
- **Are the subject of complaints from the public.**

These incidents are also to be reported to the relevant regulatory authority or authorities so that appropriate remedial actions can be discussed. Any incidents of an emergency nature are to be reported immediately to the relevant Organisations above.

3. Environmental and Social Impacts

These Environmental and Social Impacts were identified during the Environmental and Social Screening of the site and the intended works. This assessment was conducted on October 11, 2022[1] (**see Section 8. Site Visit Photographs**). It covers the activities involved during the construction process of the structure and highlights the environmental, social, health and safety impacts (see Table 2) of the works for the duration of the subproject activities.

Table 2: Environmental, Social, Health and Safety Impacts

Environmental Impacts	Details
Contamination of soil	**There is a low possibility of soil contamination in the areas around the facility during the construction works. This might be a result of demolition, mixing and placing of concrete, painting, cleaning chemicals, petrochemical spills from construction equipment, and contaminated runoff into the surrounding environment.**
Dust Nuisance	**There is a low possibility of dust being a nuisance during the site preparation and construction works which require excavation and earthworks as well as material delivery and storage. There are no residents in and around the immediate site.**
Increased noise levels	**There is a low possibility of noise being a nuisance during the construction works. This will be temporary and only during the construction work hours will there be noise from trucking and construction equipment usage. Noise from hammering and drilling and other construction activity is also anticipated. There are no wildlife reserves in or around the immediate site.**
Air pollution	**Minimal air pollution from trucking and construction equipment usage, dust from aggregate and cement storage and during use for mixing. The area is open and generally windy and should allow for quick dispersal of fumes.**

[1] The Screening Checklist is presented in Appendix I

Removal of trees and vegetation loss	**There will be the removal of shrubs and One (1) bearing guava tree in the area of construction and the possible pruning of large and overhanging trees around the work area.**
Liquid waste	**High possibility of the storage of fuel for construction equipment on site and hydraulic fluid. This should be in relatively small amounts and should be held in secure and well–labelled containers.**
Solid waste	**The project will produce liquid waste such as grey water from hand washing stations, residual water from mixing concrete and regular construction waste such as empty cement bags, damaged material, excess/scrap construction material and demolition waste.**
Fire hazard	**Storage of petrochemicals on the site may pose a fire risk.**
Soil Erosion and Slippage	**Low possibility of excavated areas being prone to soil erosion and may result in slippage when soil is saturated due to heavy rainfall.**
Social Impacts	**Details**
Increase Traffic flow	**Traffic in the area is generally low and is usually limited to agricultural traffic, the access road to the facility is narrow and flow may be interrupted by the increase in delivery trucks and construction traffic to and from the site.**
Safety of pedestrians in the area	**Pedestrians using the road to access their farmlands may be impacted by increased vehicular use of the narrow roadway and heavy equipment turning while delivering materials.**
Access to farms	**The road to the facility is also used to access the farmlands to the North East. Although there would be an increase in usage of the access road by construction heavy equipment and trucks, there will be minimal disruption of access to farms.**
Health and Safety Impacts	**Details**
Fall from height	**Falls from height generally occur from unguarded edges or openings at height, roof work, through fragile materials, into excavations, from ladders and scaffolds.**
Slips, trips and falls	**Key aspects of construction slips, trips and falls include uneven surfaces, obstacles, trailing cables, wet or slippery surfaces and changes in levels.**

Moving objects	**Construction sites are places of constant movement of machinery, equipment and vehicles; overhead lifting equipment and working close to moving objects.**
Excessive noise	**Noise levels on the construction site can prove a significant safety risk to workers. Repetitive and excessive noise levels of 85 dBA and above can cause significant hearing impairment, which can lead to deafness. The prime sources of risk are power tools and groundwork equipment and heavy-duty vehicles.**
Repetitive vibration	**Repetitive vibration caused by power tools can severely damage workers' nerves and blood vessels. The sources of this risk are handheld power tools, ground-working equipment and vibrating power tools.**
Manual Handling	**Regularly lifting, carrying and handling material loads and equipment incorrectly can lead to severe injuries, including Musculoskeletal disorder (MSDS). MSDS is common among construction workers and often affects their back or limb joints, muscles and tissues. The injury can cause mild to intense pain with a risk of permanent disability. The prime sources of this risk are the repetitive heavy lifting of equipment or loads and poor lifting posture.**
Collapses	**Collapses are familiar occurrence at construction sites especially where parts of or an existing structure is being demolished. The prime sources of this risk are trench collapses, weakened structures due to excavation or demolition and the working area becoming unstable after added load.**
Exposure to airborne dust particulates	**Construction sites produce a significant amount of invisible and fine material dust which can be toxic. Exposure to excessive dust particulates can result in serious health conditions and lasting health implications for workers, including life-threatening illnesses such as asthma, silicosis and bronchitis. The primary sources of this risk are cutting and drilling concrete structures, woodwork, using cement and uncovered construction sand.**
Risk to the Community	**There is no community close to the site.**

4. Environmental and Social Mitigation Plan

This Environmental and Social Mitigation Plan was developed based on the results of the Environmental and Social Screening conducted on October 11, 2022 **(Appendix I for the screening checklist)**. It covers the activities involved for all stages of the construction process for the structure and provides effective environmental and social protection for the duration of the subproject activities.

This Environmental and Social Mitigation Plan will attempt to capture all Environmental and Social issues that surround the aforementioned activity and propose mitigation measures to manage these impacts on the environment and its stakeholder.

It will also outline the method for recording and reporting Environmental and Social issues and the monitoring process to ensure compliance with the mitigation and eliminate adverse environmental and social impacts of the activities of this subproject, offset them or reduce them to acceptable levels **(See Table 3).**

Table 3: Environmental and Social Mitigation Plan

Potential Environmental Impacts	Activities	Mitigation Measure	Responsibility for Implementation	Project works Phase	Monitored By
Contamination of soil	Excavation Demolition Construction	- Runoff and construction liquid waste should be minimised as much as is reasonably possible. - Provisions should be made to have this water channelled to a settling pond. This pond is to be cordoned off to limit access by unauthorised personnel and untethered animals. - The washing of cement mixers should be done in a designated area that will allow waste produced to be captured in the settling pond. - This pond area is to be cleaned at the end of construction and the waste transported to an authorised solid waste facility. - Machinery and construction equipment must be kept in good working condition, to prevent oil leaks. - Measures will also need to be taken during the refuelling and replacing of hydraulic or brakes fluid or other lubricants in equipment and plant on-site during the construction period to prevent oil and grease from polluting the environment. - All liquid materials are to be kept covered at all times, and drip trays are to be used when tanks are filled. - In the event of spillage, the Contractor will immediately notify the monitoring officer and in their presence, unless otherwise indicated, remove all contaminated material from the site, store it in the appropriate container and be disposed of at the authorised waste disposal	Contractor	All stages of the works	Supervisory Consultant

		facility (Proof of disposal must be provided and kept on the Environmental Monitoring File).			
Dust Nuisance	Excavation Demolition Construction	Dust is to be controlled by the requirement to employ Best Practicable Means in both construction techniques and the provision of dust abatement measures. Specific measures to be taken are as follows: - Provision of a water supply to the working area to allow damping down. Water is to be used to damp down any materials or activities which are observed to be causing fugitive dust emissions, in the opinion of the Contractor, the Employer or their independent Competent Person, or which are the subject of complaints about dust. - All vehicles transporting construction materials such as cement, sand or other fines, construction waste material and debris or s from the quarry or excavated material are to be fully covered until they reach the drop-off point.	Contractor	All stages of the works	Supervisory Consultant
Increase noise levels	Excavation Demolition Construction	- Construction/work activities will be conducted between 7:00 a.m. and 5:00 p.m. on weekdays. - The Community/public is to be informed in advance of any work activities to occur outside of normal working hours or on weekends. - The work site area should be hoarded wherever possible. - During operations, the engine covers of generators, air compressors and other powered mechanical equipment shall be closed, and equipment placed as far away from residential areas as possible.	Contractor	All stages of the works	Supervisory Consultant

		- There will be no excessive idling of construction vehicles at sites. - Noise suppression equipment or systems supplied by the manufacturer will be utilised. - Ensure all vehicles and equipment are properly serviced. - The contractor must develop and implement a public notification and noise management plan.			
Air pollution	Excavation Demolition Construction	- The area is open and generally windy and should allow for quick dispersal of fumes. - Construction materials such as sand, cement, or other fines should be kept properly covered. - Cement should be kept stored within a shed or container. - The sand and fines should be kept moistened with sprays of water while uncovered. - Unpaved, dusty construction accessways should be compacted and then wet periodically. - During interior demolition, debris chutes shall be used above the first floor. - Demolition debris shall be kept in a controlled area and sprayed with water mist to reduce debris dust. - During pneumatic drilling/wall destruction, dust shall be suppressed by ongoing water spraying and/or installing dust screen enclosures at the site - The surrounding environment shall be kept free of debris to minimise dust. - There will be no open burning of construction/waste material at the site. - There will be no excessive idling of construction vehicles at sites.	Contractor	All stages of the works	Supervisory Consultant

		- The bins of all haulage vehicles transporting aggregate or building materials must be covered on all public roads.			
Removal of trees and vegetation loss	Excavation Demolition Construction	- There must be no unnecessary clearing of natural vegetation. - Avoid the use of herbicides or other chemicals. - There must be minimal impact on flora and fauna in the area. - All recognized natural habitats; wetlands and protected areas in the immediate vicinity of the activity must be protected from damage or exploitation. - The contractor must ensure that all staff are strictly prohibited from hunting, foraging, logging or other damaging activities. - There will be no unlicensed borrow pits, quarries or waste dumps in the areas. - Upon completion, all wastes must be immediately removed from the area. - Fruit trees removed from the work area should be replanted on the site.	Contractor	All stages of the works	Supervisory Consultant
Solid and liquid waste (General)	Excavation Demolition Construction	- The contractor must develop and implement a waste management plan in consultation with the national solid waste authorities. - The contractor shall abide by all relevant waste management and public health laws. - Waste collection and disposal pathways and sites will be identified for all major waste types expected from demolition and construction activities. - Construction and demolition wastes will be stored appropriately on site.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team

		- Liquid and chemical wastes must be stored in appropriate containers separated from the general refuse. - All waste will be collected and disposed of regularly and at the approved landfills by licensed collectors. - The records of waste disposal will be maintained and made readily available for inspection. - Whenever feasible the contractor will reuse and recycle appropriate and viable materials (except asbestos or other hazardous material). - Construction-related liquid wastes must not be allowed to accumulate on or off the site, flow over or from the site in an uncontrolled manner or cause a nuisance or health risk due to its contents. - Efforts to minimise construction waste and reuse where possible will be implemented by the Contractor.			
Solid and Liquid waste (Hazardous)	Excavation Demolition Construction	- The contractor must provide temporary storage on site for all hazardous or toxic substances in safe containers labelled with details of composition, properties and handling information. - The hazardous substances shall be placed in a leak-proof container to prevent spillage and leaching. - The wastes shall be transported by specially licensed carriers and disposed of at a licensed facility. - Paints with toxic ingredients or solvents or lead-based paints will not be used. - Banned chemicals will not be used on any project.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team

		- If termite treatment/pest control is to be utilised, appropriate chemical management measures will be implemented to prevent contamination of surrounding areas and use only licensed and registered pest control professionals with training and knowledge of proper application methods and techniques.			
Natural Disaster (Meteorological Event)	Excavation Demolition Construction	- The Contractors will prepare a disaster preparedness and management plan in the event of an extreme weather event.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team
Fire hazard	Excavation Demolition Construction	- The proper signage should be placed in and around the area to indicate that there is flammable liquid housed there. - Flammable liquids should be contained in the approved container, properly marked and stored in an appropriate manner. - Fire Extinguishers must be placed on the site for use in the event of a fire.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team
Soil Erosion and Slippage	Excavation Demolition Construction	- The contractor must ensure that appropriate erosion control measures such as silt fences are installed. - Proper site drainage must be implemented, including drainage at the tops of slopes, around slopes, and beneath roadways. - Any drain clogged by construction material or sediment must be unclogged as soon as possible to prevent overflow and flooding. - The use of retaining structures and planting with deep-rooted grasses to retain soil during and after works must be considered.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team

		- The use of bio-engineering methods must be considered as a measure to reduce erosion and land slippage. - The Contractor will ensure that the angle of the slope is kept within the limits of soil type. - The Contractor will balance cut and fill to limit the steepness of slopes. - All slopes and excavated areas must be monitored for movement. - Excavations must be covered, within reason, as part of the Contractor's disaster preparedness plan. - Silt traps should be implemented where necessary.			
Potential Social Impacts	**Activities**	**Mitigation Measure**	**Responsibility for Implementation**	**Time of Implementation**	**Monitored By**
Increase in traffic flow and restricted access to farms	**Excavation Demolition Construction**	- The complete blocking of access to the farms in the area is not foreseeable because the site is not directly on the access road to the farms. - A traffic management plan must be developed and implemented by the Contractor in consultation with the Traffic Department of the Royal St. Vincent and the Grenadines Police Force. - The public is to be informed of the increase in heavy equipment Sign posting warning signs when heavy equipment and trucking will be accessing the site.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team
Safety of pedestrians in the area	Excavation Demolition Construction	- Signage - Community Liaison will liaise with the community to inform and educate residents about	Contractor Environmental and Social Safeguards Team	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team

		the safety of the road during works and address issues and concerns that may arise.	(Community Liaison)		
Occupational Health and Safety Issues	Excavation Demolition Construction	- The contractor must ensure that an Occupational Health and Safety Plan is in place to guide work activities and provide a safe environment for workers. - The contractor must ensure that all workers operate within a safe environment. - All relevant Labour and Occupational Health and Safety regulations must be adhered to, to ensure worker safety. - Workers must be provided with necessary equipment as well as protective gear as per their specific tasks such as hard hats, overalls, gloves, goggles, boots, etc. - Sanitary facilities must be provided for all workers on site. - The contractor must ensure that there are basic medical facilities on-site and a first aid kit and staff trained in basic first aid. - Appropriate posting of information within the site must be done to inform workers of key rules and regulations to follow. - The contractor must ensure that the health and safety of the users of the roadway, which would be used to access the site, is protected by strict adherence to the Traffic Management Plan and public notification of increased activity in the area.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team

Any Issue affecting, workers, the community and stakeholders as a result of project-related activities.	Excavation Demolition Construction	-The workers, the community and anyone the project affects must be allowed to register issues or grievances brought about by the project and seek redress without any hindrance or discrimination. -Workers must have access to a grievance mechanism for project workers -Project stakeholders must have access to the project-level grievance mechanism	Environmental and Social Safeguards Team	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team
Potential Health and Safety Impacts	**Activities**	**Mitigation Measure**	**Responsibility for Implementation**	**Time of Implementation**	**Monitored By**
Fall from height	Excavation Demolition Construction	The contractor must assess the risk from work at height and organize and plan the work so it is carried out safely. Fall restraints and safety netting should be used if other safety equipment cannot be used or the work cannot be done safely from the ground.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team
Slips, trips and falls	Excavation Demolition Construction	Contractors and persons in control of the construction sites must manage the worksite and ensure that the site is cleaned and pathways kept free of debris and hazards at all times and that materials are safely stored so that persons can move safely around the site.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team
Moving objects	Excavation Demolition Construction	Work area management must be clearly defined to ensure that equipment is used as instructed and meets the relevant safety guidelines. The workforce should wear protective clothing such as high-vis jackets to be seen by moving vehicles, as well as steel-toe shoes and helmets to protect	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team

		them against moving/falling objects. Employees should be trained to be vigilant and aware of their surroundings and to avoid hazards.			
Excessive noise	Excavation Demolition Construction	.The contractor should implement a comprehensive noise risk assessment and provide their workers with the appropriate PPE in the form of soundproof headphones to reduce the intensity of sound waves. Employees must wear PPE when working in a high-noise level environment.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team
Repetitive vibration	Excavation Demolition Construction	A risk assessment should determine if an alternative tool such as mechanical equipment is suitable. If power tools are required, they must be well maintained and used for a short period only. Workers should be trained on the proper use of the equipment and must wear the right PPE, in this instance gloves.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team
Manual Handling	Excavation Demolition Construction	The risk of manual handling would be reduced by training workers to carry safely. Hazardous manual handling of loads should be avoided and machines and equipment should be used to lift loads. For loads that cannot be handled by machinery, employers should assess the load weight and nature, the posture required to carry out the tasks, the health of employees as well as the working environment. A safe procedure can then be put in place for the benefit of the workforce and the project.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team
Collapses	Excavation Demolition Construction	To reduce the risk of collapses, the excavation and demolition areas should be inspected regularly before and during work to ensure they are fully secured. Safety meetings should be held frequently to keep workers informed of procedures. Workers should be issued with the proper PPE, and equipment maintained. The presence of first aid on-site and an emergency response plan would speed the response in case of an accident.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team

Exposure to airborne dust particulates	Excavation Demolition Construction	Material and processes used should be reviewed to identify tasks requiring greater dust control. Dust exposure should be controlled with the use of proper ventilation and exhaust systems for work indoors. Workers should wear adequate PPE and properly clean PPE before removing them, taking breaks or going home. Sandpits should be covered and equipment dedusted.	Contractor	All stages of the works	Supervisory Consultant Environmental and Social Safeguards Team

5. Environment and Social Monitoring Plan

The Environment and Social Monitoring Plan (ESMP) identifies monitoring objectives and specifies the type of monitoring, with linkages to the impacts assessed in the environmental and social assessment and the mitigation measures described in the ESMP. Specifically, the monitoring section of the ESMP provides (a) a specific description, and technical details, of monitoring measures, including the parameters to be measured, methods to be used, sampling locations, frequency of measurements, detection limits (where appropriate), and definition of thresholds that will signal the need for corrective actions; and (b) monitoring and reporting procedures to (i) ensure early detection of conditions that necessitate particular mitigation measures, and (ii) furnish information on the progress and results of mitigation.

5.1 Supervision, Monitoring and Reporting

During construction, part of good site management is the recording of all environmental management procedures and the maintenance of an Environmental and Social Management Register. Environmental monitoring must be undertaken by the Contractor in the same way, and through the same systems, as record keeping for health and safety matters. The main elements of the file should include:

(i) A register of environmental effects, including records of measurable aspects of the site's environmental performance, relative to appropriate standards. To assist in recording, an Environmental Inspection Checklist would be prepared by the Client prior to construction works starting (**see Appendix II**), for use by the Contractor. This is to be completed at least once per week and will form the basis of the file on environmental effects.

(ii) A log of environmental incidents and complaints, including any unexpected events (e.g. contaminated materials being found), pollution occurrences (and what preventive/remedial action was taken) and public complaints (e.g. relating to noise or dust).

(iii) Photographs to demonstrate that working procedures and equipment comply with the requirements of the Environmental Management Plan and the Contractor's Method Statement.

Any actions to be taken as a result of these checks and reports are to be recorded on a Corrective Action Request Form **(Appendix II, Section D)**

Independent records are to be maintained by the Contractor and by the Supervisory Consultant. Records are to be made available upon request to representatives of the Client and the Client’s Representatives.

Environmental and Social Safeguards monitoring and reporting is the responsibility of the Contractor, in accordance with the details contained in the relevant sections. Inspection of the Environmental and Social Safeguards monitoring tools and reports will be the responsibility of the Supervisory Consultant and the Environmental and Social Safeguards Team and will include coordinating the results of the monitoring and reporting.

The Contractor, or their representative, will be responsible for maintaining the Project Environmental and Social Safeguards File which will contain:

- Copies of all weekly Environmental Inspection Checklists (this ongoing record constitutes a Register of Environmental Effects)
- A log of Environmental and Social Incidents and Complaints (which also details any correspondence received on environmental and social issues, including grievance forms
- Records of how all Corrective Action Requests issued have been resolved.
- Registration of Grievances forms.

This Sub-project Environmental and Social Safeguards File must be kept on the site at all times and will be inspected weekly by the Supervisory Consultant and the Environmental and Social Safeguards Team to ensure that works and operations are in compliance.

Environmental and Social Safeguards Reports, which provide a summary of the Contractor's environmental, social, health and safety performance based on the weekly environmental and social safeguards monitoring activity findings, accidents and incident reports and complaints and grievances logged, are to be submitted to the client and the client's representative on a monthly basis.

5.2 Environmental and Social Safeguards Monitoring and Inspection

The purpose of Environmental and Social Safeguards Inspections and review of the Environmental and Social Safeguards File is to provide an independent check that appropriate environmental management is taking place, in accordance with statutory requirements, licences and the Environmental and Social Safeguards Management Plan. The Environmental and Social Safeguards Inspection will also review the results of monitoring undertaken during construction, to identify the need for any additional environmental management or mitigation measures to be implemented.

The scope of the Environmental Inspection will cover all the environmental issues relating to construction which are addressed by the Environmental Impact Statement and by the environmental component of the Environmental and Social Management Plan. The Inspection will be undertaken by the Supervisory Consultant and the Environmental and Social Safeguards Team.

The Environmental and Social Safeguards Inspection will comprise a series of visits at

intervals of approximately one week during construction. The activities to be undertaken will be:

- examination of the environmental and social safeguards incidents and complaints log;
- examination of the Environmental and Social Safeguards File, including results of monitoring and photographs of working methods;
- interviews with the Contractor's Environmental and Social Safeguards Manager(s) and other site staff as required;
- consultation with the relevant statutory authorities, where appropriate;
- visual examination of the site, to examine working practices, environmental effects, mitigation measures and monitoring activities.

The findings of the Environmental and Social Safeguards Inspection will be presented at the monthly site meetings, certifying compliance with the required standards, and highlighting any important findings, identifying any areas of non-compliance, including remedial actions to be undertaken.

This will be recorded in the form of an interim report that will be produced after each monthly visit, setting out any important findings, and highlighting any actions which site management is to take before the next visit of the Inspector. Any actions to be taken will be recorded on a Corrective Action Request proforma.

All Inspection reports will be sent to the Client and the Contractor for their information and necessary further action.

The project's monitoring and reporting tools are shown in Appendix II.

6. Project Management and Institutional Arrangements

6.1 ESMP Implementation Roles and Responsibilities

The Contractor will be responsible for preparing a Contractor's Environmental and Social Management Plan (C-ESMP) and for ensuring compliance with all relevant legislation and with environmental controls and mitigation measures as well as the management of social safeguards issues as it pertains to those set out in the list of Standard Environmental Impact and Mitigative Measures for Works. Before starting work, the Contractor is to present the C-ESMP with method statements outlining how the environmental impacts of the project will be managed and mitigated.

Method statements are to be produced on the following topics:

- Site layout which includes the location of the site office, workers station/common area, bathroom, change room and locker room/storage areas, drinking water station and muster points, construction material storage area, settling ponds, designated loading and offloading areas and designated heavy equipment parking area (for refuelling and maintenance repairs)
- Heavy and construction equipment lists
- Soil erosion prevention and sediment control
- Landscaping/Biodiversity Management
- Waste Management Plan
- Water/Wastewater Management
- Management of noise and vibration;
- Air quality/Dust nuisance monitoring/management
- Dealing with chance archaeological finds
- Traffic management
- Handling/Management of hazardous substances
- Site Security
- Covid 19 Management/Infectious Disease Plan
- Emergency Management Plan
- Occupational Health and Safety Plan

The Contractor will be responsible for liaising with sub-contractors and the supervisory consultant and for emergency planning. The Contractor is to identify the principal person among its site staff who has overall responsibility for both ensuring and recording compliance with the Environmental and Social Management Plan and a deputy who will act in that capacity when the principal person is not on site. This person will be designated as the site's Environmental and Social Safeguards Manager. The Contractor is to also ensure that all their staff members are familiar with the relevant parts of this ESMP.

The Contractor's performance in complying with the Environmental and Social Management Plan will be supervised by an officer of the Government of St Vincent and the Grenadines (the VEEP Environmental and Social Safeguards Team) or a third-party representative (a 'Competent Person') engaged directly by the Government (possibly the Supervisory Consultant's representative). If a third-party option is used this person shall be completely independent of the contractor and suppliers to the project. The Competent Person will maintain a certified record of compliance with specified methodologies, working practices, hours of work and the results of environmental monitoring. The certified record will be held at the Contractor's site office and will be made available for inspection by representatives of the Contractor, the Employer and the public.

The Environmental and Social Responsibilities also extend to all subcontractors on the subproject.

6.2 Pollution Prevention and Management

Pollution refers to both hazardous and non-hazardous chemical pollutants in the solid, liquid, or gaseous phases, and includes other components such as thermal discharge to water, emissions of short- and long-lived climate pollutants, nuisance odours, noise, vibration, radiation, electromagnetic energy, and the creation of potential visual impacts including light.

The contractor is required to provide in their C-ESMP a plan for the efficient mitigation, prevention and monitoring of pollution, and proper waste management practices throughout the project life-cycle.

6.3 Cultural Heritage - Procedures for Chance Finds

All archaeological evidence should be documented in accordance with national law and Good International Industry Practice (GIIP). Where excavation is carried out, this should be conducted by cultural heritage experts, in accordance with national law and GIIP, with the results provided to the appropriate cultural heritage authorities.

A chance find is any unanticipated discovery or recognition of cultural heritage. Most often, chance finds occur during the construction phase of a project. Such finds include, for example, the discovery of a single artefact, an artefact indicating the presence of a buried archaeological site, human remains, fossilized plant or animal remains or animal tracks, or a natural object or soil feature that appears to indicate the presence of archaeological material.

When artefacts or sites of cultural heritage are encountered by chance while undertaking excavation during construction activities, the project must include a chance finds procedure, in all contracts related to construction awarded under the project. The steps in case of chance finds to be followed are:

- Stop all work and cordon off the area and do not allow anybody access to the area, unless cleared by the National Trust Department.
- Based on discussions with the competent authorities identify further action
- Actions at the site may require competent professionals who may need to be contacted and brought in, as needed.

All project workers must receive sensitization training on the Chance Find Procedures.

6.4 COVID-19/Infectious Disease Considerations

There is still a risk of project workers contracting COVID-19, proper measures in accordance with national laws and regulations, and international good practice should be applied. The Project should also be guided by Good International Industry Practice (GIIP), WHO's specific guidelines on COVID-19, along with the World Bank's guidance. The international guidelines related to Covid-19 include:

- ILO Occupational Safety and Health Convention, 1981 (No. 155)
- ILO Occupational Health Services Convention, 1985 (No. 161)
- WHO International Health Regulations, 2005
- WHO Emergency Response Framework, 2017
- WHO Guidance on COVID-19, 2020

The contractor should implement the following:

- Occupational Health and Safety training for project workers on hygiene and other COVID-19 preventative measures.
  A communication strategy where workers can receive regular updates on COVID-19-related issues, the status of any worker affected by the illness, report issues, pose questions and submit requests.
- Project workers should be provided with the adequate PPE required to carry out their duties safely.
- A protocol should be developed in the event any project worker contracts COVID-19.

6.5 Emergency Response

It is the responsibility of the Contractor to conduct a risk assessment and develop an on-site emergency response plan, which outlines contact information for the relevant emergency response authorities along with the necessary means for communication, which is accessible on the site. These authorities include but are not limited to:

- The Royal St. Vincent and the Grenadines Police Force (in particular the Chateaubelair Police Station), inclusive of the Traffic Department, Fire Services and Coast Guard Units
- Chateaubelair SMART Hospital
- The Milton Cato Memorial Hospital Emergency Unit
- The St. Vincent and the Grenadines Electricity Services (VINLEC).
- Central Water and Sewerage Authority (CWSA)
- National Emergency Management Organization (NEMO)

The contractor's emergency plan should have a site layout detailing the muster point (s), emergency routes and exits; this plan layout should be visible to all site personnel. The muster point (s), emergency routes and exits should be clearly marked and easily identified.

All employees should know the persons responsible for implementing the emergency response and their roles. The emergency response personnel's contact information should also be available to all employees.

There should be monthly emergency response drills to test the use of the emergency response system.

6.6 Health and Safety

Occupational Safety and Health (OSH), also called Occupational Health and Safety (OHS), concerns workers' safety, health, and welfare. Safety is defined as "the well-being of project employees whilst at work or carrying out work duties". Project Employee is defined as "anyone employed by activities of the project including employees of contractors and sub-contractors on a full-time or a part-time basis.

The primary purpose of the Occupational Health and Safety measures is the safety and health of all the project employees at work, the protection of the environment, and the conservation of resources associated with the project. The measures also establish and define the authority for the OHS and associated safety systems. These measures should be enforced on all activities of the project and contractors and sub-contractors of the project through contractual arrangements as appropriate.

The obligations of the project under the OSH policy include the following:

- Compliance with all national and international OSH legislation that applies to the participating country governments and the World Bank;
- Compliance with the Environmental and Social Standards of the World Bank;
- Establishment of safety systems, processes and performance;
- Continuous improvement of Safety Systems;
- Management and mitigation of adverse environmental and social impacts;
- Prevention of use of faulty equipment or sub-standard equipment.
- Establishment of the Grievance Redress Mechanism (GRM) for workers.

The project shall commit to safety considerations in conducting all its activities and that of contractors and sub-contractors.

The project shall develop and implement systems, processes, policies, and services that comply with national and international legal requirements, including industry standards and best practices concerning safety.

The contractor shall provide a safe working environment for all employees, as far as is reasonably practicable, by:

- the provision and maintenance of plants and systems of work that are safe and without risks to health;

- arrangements for ensuring the safe handling, storage and transport of equipment, machinery, articles and substances;
- the provision of adequate and suitable protective clothing or devices of an approved standard to employees who, in the course of employment, are likely to be exposed to the risk of head, eye, ear, hand or foot injury, injury from air contaminant or any other bodily injury and the provision of adequate instructions in the use of such protective clothing or devices;
- the provision of information, instruction, training and supervision as is necessary to ensure the safety and health at work of employees;
- the provision and maintenance of access to and egress from the work site that is safe and without risks;
- ensuring that all hazardous chemicals are labelled in a way easily understandable to the employees or are identified in the prescribed manner;
- obtaining or preparing an unexpired chemical safety data sheet in English for all hazardous chemicals present on site;
- ensuring that when hazardous chemicals are transferred into other containers or equipment, the contents are indicated in a manner which will make known to employees their identity, any hazards associated with their use, and any safety precautions to be observed;
- ensuring that information is provided on the handling and disposal of hazardous chemicals which are no longer required and containers which have been emptied but may contain residues of hazardous chemicals so that the risk to safety and health and the environment is eliminated or minimised; and
- ensuring that a hazardous chemical is not used, handled or stored on site unless the prescribed requirements concerning identification, chemical safety data sheets and employee instruction and training are met.

Employees should be responsible, subject to their roles, for maintaining a safe environment, including assessing risks and actions to mitigate, minimise and manage risks to the safety of the work environment.

It is the duty of every employee –

- to take reasonable care for the safety and health of themselves and of other persons who may be affected by their acts or omissions at work;
- to correctly use the personal protective clothing or devices provided for their use.

Employees at all levels have the authority to stop any activity they consider dangerous to themselves or other workers, the public or the environment.

Risk Assessment

The contractor should conduct a risk assessment of the site and job activities to develop their occupational health and safety management plan and the emergency response plan and minimise the risk of injury by conducting various job activities related to the project.

Worker Orientation

The Contractor must provide new, inexperienced, transferred and returning company employees with an orientation at the start of the project. Health and safety orientation should be essential to the contractor's health and safety management system. Orientation provides employees with the necessary safety information about their job and tasks, informs them of specific details about workplace hazards, and provides an opportunity to learn about the company and their colleagues, ask questions, clarify new or confusing information, the Grievance Redress Mechanism (GRM) and worker's rights to use the GRM.

Toolbox Safety Talk

The contractor is required to conduct Safety Talks at least three (3) times per week to reinforce key safety procedures and involve workers in a discussion of safety and health procedures and project requirements. The contractor must provide the Client with a copy of the Toolbox Safety Talk Plan. Each toolbox safety talk should be documented by having attendees sign an attendance roster, and these records should be provided when requested for safety inspections and audits. **(See Appendix II – Toolbox Safety Talk Attendance Form)**

Incident/Accident Reporting

All incident or accident, regardless of size or impact, related to the Project which has, or is likely to have, a significant adverse effect on the environment, communities, the public or workers including, inter alia, cases of sexual exploitation and abuse (SEA), sexual harassment (SH), accidents that result in death, serious or multiple injuries, cases of COVID–19, dengue and tuberculosis among project workers must be reported immediately to the Supervisory Consultant and Client.

The contractor must clearly communicate the importance of incident/accident reporting to employees. Incident/accident reporting policies and procedures must be developed and reviewed periodically to ensure the workplace effectively supports the management's health and safety goal of providing employees with a healthy and safe working environment. **(See Appendix V – Incident / Accident Reporting Form)**

Personal Protective Equipment (PPE) Guidelines

Foot Protection

Employees must wear safety boots and safety shoes to reduce the impact of a potential compression or puncture injury. The contractor must set protective footwear standards for employees working in areas or situations with a likelihood or potential for anything to fall and injure the foot. Footwear standards must also be considered for occupations where there is

potential for employees to slip and fall easily, such as on wet surfaces or unstable grounds. Workers required to work with feet submerged in water must be equipped with water-resistant boots.

Eye and Face Protection

The following tasks would require eye and face protection:

- Working around or with flying objects or in dusty (airborne particles) conditions such as drilling, woodworking, chipping, grinding, cutting concrete and chiselling.
- Working around heat sources where hot sparks could become airborne such as welding, casting, splashes or irritating mists or in conditions where there is exposure to high temperatures.
- Working in areas or conditions that involve soldering, glares or light radiation.

Head Protection

Head protection is designed to reduce the impact and potential of penetration to employees working in situations where injury may occur because of falling or flying objects. In addition to impact and penetration resistance, an employee who works in conditions with exposure to electric shock or burns should also wear head protection.

Hand Protection

When purchasing hand protection, the contractor must consider not only the type of work the employee is doing, but also the conditions in which the employee is working. Traditionally, gloves are used to prevent cuts, abrasions, burns and chemical exposures. Consideration must also be made for employees working in hot temperatures, with biological contaminants or doing tasks requiring fine dexterity. Before purchasing gloves, the contractor must confirm that the size and type of hand protection is adequate, identified as suitable for the task, and meets the employees' needs.

Hearing Protection

In areas or in working conditions where an employee is exposed to excessive noise (over 85 dBA) or where an employee is exposed to continuous, intermittent or impact noise, a hearing conservation procedure must be developed and implemented. It must include monitoring and measuring noise levels, mandatory use of proper and adequate hearing protection, and postings where noise levels exceed 85 dBA.

Respiratory Protection

In areas and for tasks where employees may be exposed to airborne contaminants that cannot be controlled by ventilation, the contractor must provide adequate respiratory equipment and establish a code of practice for the equipment selection, care, use, maintenance and fitting. In addition, precautions, including mandatory use of respiratory protection, must be taken to protect employees working in conditions that may cause respiratory diseases such as Chronic

Obstructive Pulmonary Disease (COPD), pneumoconiosis, inhalation fevers or respiratory irritation.

Skin Protection

Employees must wear or use protective equipment to protect from any hazard that may harm their skin. Employees are obligated to use gloves, boots, body coverings, eye protection, barrier cream or any other equipment to protect them from hazards that may injure the skin, where exposures to conditions may cause skin irritation or occupational dermatitis.

6.7 Labour Management Requirements

Given the project's scope involving post-eruption recovery and rebuilding, no major labour-related risks are expected. However, the Environmental and Social Standards (ESS), specifically ESS2- Labor and Working Conditions and the project's Labour Management Procedures (LMP) provisions will apply, where appropriate, to fill gaps between GoSVG laws and World Bank standards. The project will engage all types of workers and national/expatriate consultants as per the labour provisions outlined in the Labour Management Procedures (LMP) and ESMP. Mitigation measures should be established by incorporating standardised clauses in the contract documents so that the contractors are aware of the project's environmental and social obligations.

The LMP based on ESS2 covers the management of worker relations including, workers' specific Grievance Redress Mechanism, terms and conditions of employment, non-discrimination and equal opportunity, protection of the workforce, and prohibition. The OHS measures should follow ESS2, ESMF and ESMP concerning documentation and reporting of occupational accidents, diseases, and incidents; emergency prevention, preparedness and response, and remedies adverse impacts such as occupational injuries, deaths, disability, and diseases.

The Occupational Health and Safety (OHS) standards should be maintained with regards to workers' safety, health, and welfare of people at work. The PSIPMU will ensure compliance with the clauses regarding non-tolerance of Gender Based Violence (GBV), sexual harassment and exploitation and abuse and sexual harassment (SEA/SH), and discrimination. Project workers should be employed based on equal opportunity, and there should be no discrimination related to compensation, working conditions and terms of employment. All project workers should be given and receive training on the Code of Conduct as well as any OHS measures required under ESS2. These measures should be applied and enforced on all activities of the project, and the contractors and subcontractors through contractual agreements as appropriate.

The obligations of the Contractor under the OHS policy include the following:

- Compliance with all national and international OHS standards that apply to GoSVG and the World Bank.
- Compliance with the World Bank ESF.
- Prevention of injuries and ill health of all project workers.
- Establishment of safety systems, processes and performance.

- Continuous review and improvements of the safety system.
- Management and mitigations of adverse environmental and social impact.
- Prevention of use of faulty equipment or substandard equipment.

The standards for labour and working conditions are defined in the SVG National Legal Framework. The project workers should be paid regularly as required by national laws and labour management procedures. In case of any gaps between the national legislation and ESS2, the ESS2 should apply. Any deductions from the payment of wages should be made as allowed by national laws or labour management procedures and project workers must be informed of the conditions under which such deductions would be made. Project workers should be provided with adequate periods of rest per week, annual holidays, sick, maternity and family leave, as required by national laws and labour management procedures.

Age of Employment and the Verification Process

The Employment of Women, Young Persons, and Children Act (Part II/Article 8, 1938) prohibits the employment of children under the age of 14 years in any public or private industrial undertaking. On this project and all other VEEP sub-projects, underage children shall not be allowed to work. An adolescent who has completed 14 years of age (but below 18) shall be allowed with proof of age and fitness certificate from a designated official of the government. Adolescents over 14 years, but under 18 years will not be engaged to carry out work that is likely to be hazardous to or interfere with his/her education or that is harmful to his/her health or development.

All employees must be asked to produce a valid identification document (ID). The project should establish a record of all employees. A separate list of project workers 18 or under must be maintained to comply with ESS2 standards. If underage workers are found working on the project the following actions will be undertaken:

- Termination of the contract and services agreement immediately as per the Labour Act;
- Schedule a meeting with the child and seek to determine the reasons for seeking employment;
- Refer the child to other support services including social services and the Ministry of Education;
- Leverage the services of Non-government and Community Based Organizations to assist the child.

Community Workers

It is foreseen that men and women from the communities close to the project would be linked to the project because they receive remuneration for their work. In this case, ESS2 will apply. Specifically, paragraphs 9-15 (Working Conditions) and paragraphs 24-30 (Occupational Health and Safety). In addition, the project will assess any risk of child or forced labour within the community labour consistent with paragraphs 17-20 of ESS2. The Social and

Environmental Specialist(s) will supervise that the working conditions meet the standards and guidelines of the World Bank.

Community workers engaged in the implementation of project activities are obliged to attend an orientation session and training sessions during the implementation of the project, to become fully familiar with all environmental and social safety procedures and regulations applicable to the project, the training should also review the Code of Conduct. The Contractor should register all participants who attend the orientation and training sessions and keep a record of this information in the contractor's environmental and social file for the project.

Primary Workers

If such a situation appears, contractors who subcontract the supply of materials and equipment will be responsible to include conditions and specifications on ESHS aspects to its subcontracting agreements, including and to prevent the use of child labour, forced labour and serious safety issues which may arise in relation to primary suppliers, and consistent with ESS2.

Grievance Redress Mechanism (GRM) for Labour

As part of the Labour Management Procedure (LMP), grievances that relate to project workers will be handled by a separate grievance redress mechanism from that of other project-related grievances. The grievance redress mechanism (GRM) will provide all direct workers and contracted workers (and, where relevant, their organizations) with channels to raise workplace concerns. Such workers, including community workers, will be informed of the grievance redress mechanism at the time of recruitment and the measures put in place to protect them against reprisal for its use. Measures will be put in place to make the grievance redress mechanism easily accessible to all such project workers. Community workers can access the GM via local NGOs, project officers, or the Environmental and Social Safeguards Team.

The Grievance Redress Mechanism (GRM) in the LMP also makes clear procedures for the handling of Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH) grievances. Complaints can be made in person, in writing, verbally over the phone, by fax, email or any other media. Concerns can be raised anonymously and/or to a person other than an immediate supervisor.

The Project Coordinator (PC) and the Social Safeguards Focal Point and Social Safeguards Specialist assigned to the project will be designated as the key officers in charge of labour grievances resolution. Contact information to submit grievances is shown in **Table 4**.

Table 4: ***Contact information for submitting Labour related grievance***

Name	Title	Telephone	Email address	Physical location
Roxanne John	Project Coordinator	457-1746	rjohn@svgcpd.com cenplan@svgcpd.com	Administrative Building, Kingstown
DeAnna Ralph	Social Safeguards Focal Point	457-1746	dralph@svgcpd.com cenplan@svgcpd.com	Administrative Building, Kingstown
Anastasia Josel John	Social Safeguards Specialist	457-1746	ajjohn@svgcpd.com cenplan@svgcpd.com	Administrative Building Kingstown

The form used to register grievances is shown in **Appendix IV**, a separate log from that of other project-related grievances must be kept for labour grievances. Grievances must be treated with the utmost confidentiality and if they are registered on the project site should be forwarded immediately to the Project Coordinator, who receives all grievances.

The processing and classification of labour-related grievances and notification to the public on mediums through which grievances can be submitted is the same procedure as shown in **Section 7.1**.

Addressing Gender-Based Violence (GBV)

The Client will specify the individual responsible for dealing with any GBV issues should they arise. The manifestation of GBV includes, but is not limited to:

- Physical violence (such as slapping, kicking, hitting, or the use of weapons);
- Emotional abuse (such as systematic humiliation, controlling behaviour, degrading treatment, insults, and threats);
- Sexual violence, which includes any form of non-consensual sexual contact, including rape;
- sending inappropriate videos or pictures with co-workers
- making sexual or lewd comments
- inappropriate and unwanted sexual advances or gestures
- making comments about body parts, clothing, or appearance in a sexual manner

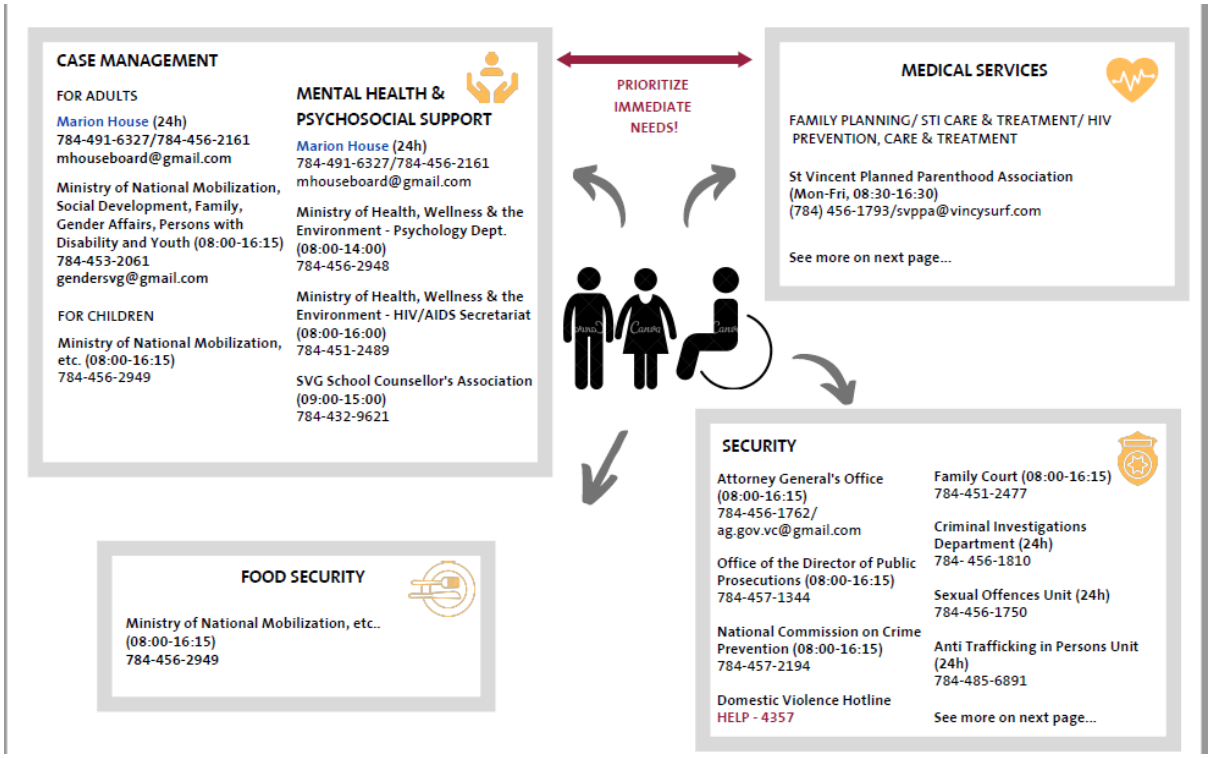
- inappropriately making physical contact with another person
- asking a co-worker about their sexual orientation/history, etc
- making comments about someone's gender identity or sexual orientation
- being offered an employment benefit in exchange for a sexual favour
- Economic abuse and the denial of resources, services, and opportunities (such as restricting access to financial, health, educational, or other resources to control or subjugate a person);

The following is a list of GBV service providers;

(i) Marion House

(ii) Gender Affairs Department

(i) Please see GBV Referral Pathway – SVG shown below



Source: GBV Referral Pathway- St. Vincent and the Grenadines

If any GBV-related incident occurs, it will be reported through the GRM, as appropriate and keeping the survivor information confidential. The Project Manager and the Social Specialist should assist GBV survivors by referring them to GBV Services Provider(s) for support immediately after receiving a complaint directly from a survivor.

Specifically, the GRM will only record the following information related to the GBV complaint:

- The nature of the complaint (what the complainant says in their own words without direct questioning);
- If, to the best of their knowledge, the perpetrator was associated with the Project; and,
- If possible, the age and sex of the survivor.

Any cases of GBV brought through the GRM will be documented but remain closed/sealed to maintain the survivor's confidentiality. Here, the GRM will primarily serve to:

- Refer complainants to the GBV Services Provider; and
- Record the resolution of the complaint

The GRM will immediately notify the Implementing Agency and the World Bank of any GBV complaints **WITH THE SURVIVOR'S CONSENT**.

7. Stakeholder Engagement

Stakeholder engagement is critical at all stages of World Bank-funded projects, it is an inclusive process conducted throughout the project life cycle. In the World Bank's Environmental and Social Framework (ESF, "Stakeholder Engagement and Information Disclosure", is the tenth standard (ESS10) which recognizes "the importance of open and transparent engagement between the Borrower and project stakeholders as an essential element of good international practice". The ESF ensures that World Bank-financed projects are guided by transparency, non-discrimination, social inclusion, public participation and accountability. ESS 10 emphasises that effective stakeholder engagement can significantly improve the environmental and social sustainability of projects, enhance project acceptance, and make a significant contribution to successful project design and implementation. Stakeholder engagement supports the development of strong, constructive, and responsive relationships that are important for the successful management of a project's environmental and social risks.

Various methods of engagement will be employed as part of the project's interaction with the stakeholders, to ensure that different stakeholder groups are successfully reached and are involved in the process of consultation, decision-making and the development of impact management solutions. Stakeholder consultation will be undertaken throughout the life cycle of the project, they will be accessible to all and will be accompanied by the timely provision of relevant and understandable information. To fulfil this requirement, a range of consultation methods are applied that specifically focus on this approach.

Information that is communicated in advance of public consultations primarily includes an announcement thereof in the public media –national, as well as the distribution of invitations and full details of the forthcoming meeting well in advance, it may also include the agenda. The information will be widely available, readily accessible, and clearly outlined, to ensure that it reaches all areas and segments of the target community.

Community Consultations will be spearheaded by the Sub-project works' Stakeholder Organisation and the VEEP Social Safeguards Specialist. The VEEP Communications Officer will spearhead the communications and awareness. The undertaking will be supported by the entire VEEP Implementation Unit Team.

The following approach shall be taken for stakeholder consultations:

i) ***Advance public notification of an upcoming consultation will be made available;***

- via publicly accessible locations and channels. The primary means of notification may include mass media and the dissemination of flyers/posters in public places;
- The project keeps proof of the publication (e.g. a copy of the newspaper announcement) for accountability and reporting purposes;
- Targeted invitations to identified stakeholders can be an option once stakeholder contact information (telephone or email) is available; and
- Record meetings (minutes and/or audio recording) and photograph them.

ii) ***Methodology of communication***

- Consideration for literacy levels, persons with disabilities and any other aspects, particularly as they relate to vulnerable groups;
- Oral communication is most effective via radio or television and making direct calls (in case fixed-line or mobile phone communication is available);
- Provide a safe space when consulting with LGBTI people and groups.
- Selected day and time for project updates; and
- Updates on social media platforms (Facebook and Instagram) and VEEP Website.
- Select a communication liaison officer who provides all relevant details, including date, time, location/venue and contact persons.

iii) ***Grievance/project concerns /suggestions/comments***

- Provide a box at the project site to receive grievances. This can be used by any member of the affected community, project workers and the general public to provide written feedback on the contents of the presented materials.

- Grievances received should be forwarded to the Project Coordinator immediately.
- Provide a register to note all grievances and suggestions – transferred to an Excel file.
- Where necessary, a project representative or an appointed consultant should be made available to receive and record any verbal feedback in case some stakeholders experience difficulty with providing comments in written form.
- Grievances can also be received via telephone or email (see the section on Grievance Redress)

iv) ***Beneficiary feedback***

At the end of the public meeting evaluation forms would be provided to be completed by participants. The objective is to capture individual feedback from persons who may have refrained from expressing their views or concerns in public.

7.1 Grievance Redress Mechanism

A grievance refers to an issue, concern, problem, or claim, whether actual or perceived, that affects the physical, social and economic conditions of all workers in their workplace. They can occur at different stages of the project cycle.
• Inception – complaints about the perceived work conditions
• Implementation – complaints about wages, work-related injuries, discrimination, Violence
• Close – non-fulfilment of contractual agreement

ESS10 [Stakeholder Engagement and Information disclosure] recommend that a Grievance Redress Mechanism (GRM) be created to address all concerns of the Project Affected Parties (PAP).

The GRM aims to quickly address all relevant grievances to minimise or eliminate the negative impacts of the Project on affected persons. In satisfying its aim, the GRM will ensure that grievances are identified early and that the redress mechanisms are appropriate and expeditious, ultimately preventing escalation or unmanageable circumstances. The GRM can also help to minimise or eliminate conflicts with the potential to compromise the project development objective

The GRM provides the residents of Saint Vincent the Grenadines an opportunity to voice complaints or concerns and clarify and resolve misconceptions about the project activities. It provides a simple, transparent and timely manner to express their opinion or grievance related to project activities execution.

Processing of Grievance

1. Receive Grievance

The Project Coordinator should receive all grievances. Through the consultation process, stakeholders will be informed of various avenues through which the mechanism can be accessed.

Mode of receiving grievances

Complaints can be made in person, anonymously, in writing, verbally over the phone, by fax, email or any other media.

Sample Notification to the public on mediums through which grievances can be submitted

Email:	cenplan@svgcpd.com
Telephone:	784-457-1746
By letter:	The Project Grievance Officer - Volcanic Eruption Emergency Project Ministry of Finance, Economic Planning and Information Technology Bay Street Kingstown

The information contained in the sample notification will be placed at strategic points of each project site where employees or beneficiaries of the VEEP are operating.

2. Acknowledge the Grievance

All grievances will be acknowledged by telephone or in writing by the Project Coordinator within 48 hours of receipt. The complainant will be informed of the approximate timeline for addressing the complaint if it cannot be immediately addressed. The Project Coordinator will work with the safeguards team to ensure the speedy resolution of the grievance. If the complaint cannot be resolved at this level, it is taken to the next level.

3. Register/Log

After receiving and recording the grievance on the Grievance Registration Form, it will be registered in the Grievance Redressal Registration. [Separate registration must be done for labour project grievances]. (**See Appendix IV for the Grievance Registration Form)**

Table 5: General GRM Contact Information

Name	Title	Phone	Email	Physical Address
Roxanne John	Project Coordinator	457-1746	rjohn@svgcpd.com cenplan@svgcpd.com	Financial Complex Bay Street Kingstown
Nyasha Hamilton	Environmental Safeguard Focal Point	457-1746	nhamilton@svgcpd.com cenplan@svgcpd.com	Financial Complex Bay Street Kingstown
De-Anna Ralph	Social Safeguards Focal point	457-1746	dralph@svgcpd.com cenplan@svgcpd.com	Financial Complex Bay Street Kingstown
Anastasia Josel John	Social Safeguard Specialist	457-1746	ajjohn@svgcpd.com cenplan@svgcpd.com	Financial Complex Bay Street Kingstown
Sharika Mandeville	Environmental Safeguards Specialist	457-1746	smandeville@svgcpd.com cenplan@svgcpd.com	Financial Complex Bay Street Kingstown

4. Screen

The Project Coordinator reviews the complaint, classifies it, and assigns a grievance officer. The complaint will be forwarded to the Safeguard Team responsible for investigating the claim and liaising with both the aggrieved party and the project technical team to reach a mutually acceptable resolution. The complainant will be given a specific timeline for resolving the claim. Meetings with the grievant/complainant will be held, if necessary, in an attempt to resolve the matter. All meetings must be recorded.

5. Investigate

The grievance officer will investigate the complaint. This investigation will include but is not limited to meetings with the complainant, site visits, meetings and/or interviews with project staff and collection of relevant documentation and other forms of evidence. For meetings, the deliberations and decisions will be recorded on the Meeting Record Form. Community representatives or representatives of the complainant will be allowed to sit in on these meetings.

Under the VEEP, some components are being operated by quasi-government organisations such as CWSA and BRAGSA. PSIPMU will monitor all grievances received under the Project.

6. Classification of Grievance

Level 1 When an answer can be provided immediately and/or the safeguards team is already working on a resolution.

Level 2 One-off event, a member of the Safeguards Team & Project Coordinator, can provide a resolution

Level 3 If the complaint is repeated or if it's a high-profile grievance that, if not resolved promptly, may represent significant risks to the environment or community, the Grievance Redress Committee will address it. Additionally, the Grievance Redress Committee would address any complaint that indicates a breach of law or applicable policy/regulation.

Level 4 The Court of Law - Violations of rights, Gender-Based Violence (GBV), all grievances that the Grievance Redress Committee cannot resolve.

7. Resolution

The resolution at the first tier should generally be completed within fifteen (15) working days of receiving the grievance and notified to the concerned party through the Disclosure Form.

If the grievance is not being resolved within this period, it can be referred to the Grievance Redressal System's next level. However, once it is determined that progress is being made towards a resolution, the grievance will be retained at this first level. The complainant will be informed of this decision, and an estimated time for the resolution of the matter will be given either verbally or in writing. If the issue cannot be resolved within twenty-five (25) working days, it will be transferred to the next level. Once a resolution has been agreed upon and accepted, the complainant's acceptance will be obtained on the Disclosure Form. If the proposed resolution is not accepted, the grievance will be escalated to level 2.

The complainant will be informed in writing of the measures taken to address the grievance by the Project Manager or the Social Specialist if the complaint is against the Project Manager.

Actions To Be Taken When Processing A Grievance

(i) If the complainant does not receive a response or is not satisfied with the outcome within the agreed time, they can lodge their grievance directly to the Grievance Redress Committee (GRC).

(ii) All grievances concerning non-fulfilment of contracts, levels of compensation, or seizure of assets without compensation shall be made in writing and addressed to the GRC. Copies of the complaint shall be sent to the Project Coordinator. The GRC should issue a response within thirty (30) business days following communication from the aggrieved.

(iii) Grievances that the Grievance Redress Committee cannot resolve shall be submitted to the Hon. Attorney General and the executing agencies. Should grievances remain unresolved at this level, they can be referred to the Court of Law.

(iv) The Social Safeguard Specialist should monitor and follow up on these grievances to enable timely attention.

(v) If unresolved, either party may seek redress in the country's Courts. Parties involved will be advised that they can directly contact the Ministry of Finance and Economic Planning.

Notification About GRM

The following stakeholders will be notified of the GRM as specified herein.

(a) Contractors /Consultants /Project Coordinator /Project Personnel

At an inception meeting with the consultant, the Social Safeguards Officer will explain the operation of the GRM, the other Environmental and Social Safeguard Standards of the World Bank, and an awareness of the handling and monitoring of GBV.

(b) General public

During the project launch, notification about the project development should be given in collaboration with the Communication Specialist:-

I. On the radio via the public service information

II. Flyer distribution in the project area of influence, and,

(c) Workers

On the signpost at the project site, on project posters or communication documentation or wherever project activities are being realised, a notification will be displayed with the information whereby grievances can be submitted.

7.2 Disclosure of ESMP

A variety of methods as described in the methods and tools of engagement will be utilised to disclose information. The disclosure of the ESMP will follow the standard practice of all World Bank Project materials (ESMF, SEP, RFP or RAP) released for disclosure are accompanied by making available the registers of comments and suggestions from the public that are subsequently documented by the project implementation unit in a formal manner. The ESMP will be released in the public domain and will be available for stakeholder review.

Electronic copies of ESMP will be placed on the Government of Saint Vincent and the Grenadines website www.gov.vc. and the VEEP Website http://veep.gov.vc/veep/. The website will be equipped with an online feedback feature that will enable readers to leave their comments concerning the disclosed materials and information on where to direct all grievances.

8. Project Assessment Site Photos

Entrance to the NEMO Belmont Observatory

Eastern View of the Sleeping Quarters and the Water Tank

North Eastern View of the Sleeping Quarters

View of the Water Tank

View of the Security Hut

View of the Seismic Monitoring Building

Appendix I - Environmental and Social Screening Checklist

Upgrade of the NEMO Belmont Observatory

Project Name**: Volcanic Eruption Emergency Project**
Project Number: **P176943**
Sub-project Name: **Upgrade of the NEMO Belmont Observatory**
Project Details in Brief: **The Project Development Objective of the VEEP is to support Saint Vincent and the Grenadines to : (i) provide short-term income support, (ii) improve the capacity of the government to prepare for and respond to emergencies, and (iii) build back better critical services in the wake of the La Soufriere volcano eruptions. The VEEP comprises three components that seek to achieve the development objectives.**
Project location/s: **Belmont, Saint Vincent and the Grenadines**
Implementing Agency: **VEEP PIU, Economic Planning Division, Ministry of Finance, Economic Planning, and Information Technology (MoFEPIT)**

Section A. Project Details		
Sl. no	**Components**	**Details**
1	Subproject description	Upgrade of the NEMO Belmont Observatory
2	Details of Alignment / Components (main components including construction activities) of subproject	● Monitoring Building: – Enlarge and Remodel the Observatory room – Construction of a storage room – Construction of 3 small offices – Construction of a waiting area/ – Remodelling of the Kitchenette and bathroom – Reinforcement of the Safe Room – Construction of a Visitor's restroom – Construction of a workshop room – Construction of a link between the Monitoring building and Sleeping Quarters ● Sleeping Quarters – Construction of two additional self-contained Bedrooms - New Construction – Refurbishment of the Kitchen – Installation of cupboards/closets in the Bedrooms – Remodelling of Linen Closet and Laundry Room – Upgrading Bathrooms – Provision of a bigger Balcony for recreation ● External Works – Cleaning up of volcanic ash deposits at the facility – Construction of a new Generator Room – Construction of Fuel Storage Area for Generator & Vehicles – Provision of a Parking Area – Levelling of yard

		– Remodelling of Security Hut – Refurbishment of the Entrance Gate – Fencing of Compound – Provision of a security system for the compound – Increase the Water storage capacity for Observatory & Sleeping Quarters (from 1,200 to 2, 400 gal.)
3	Location of the Sub-project Sites & Current Land use (Provide information for all sites involved in the sub-project), any historic land use (related to heritage, or contamination) Site Survey No:/s (with ownership), Geographical coordinates of the site	Belmont, Rose Hall, St. Vincent and the Grenadines The Belmont Observatory is presently located on this site and is currently in operation. It proved to be integral in the monitoring of the La Soufriere volcano during the 2021 eruption. This upgrade allows for the repair of any damage sustained during the eruption and provides additional space for the necessary resources to strengthen the monitoring and studying capabilities of the National Emergency Management. **Land use:** Agriculture **Site Survey No:** D3/6 **Geographical Coordinates:** 13.1500, -61.1833

Section B. Proposed Resource Use

Sl. no	Proposed Resources	Area/ Quantity	Unit	Details
(i).	Land Area proposed to be used: Location-wise (in sq km / sq m)			238 sq. m. Building Footprint area
(ii).	Estimated energy consumption for the project activities – Source wise			N/A
(iii).	Estimated usage of water quantity for the project: Groundwater and Surface water?			N/A

Section C. Baseline Environmental Conditions

Sl. no	Environmental Aspects	Yes	No	Details
1	Is the project site located on or adjacent to any of the following (Provide information for all sites and alignment of the project components/subcomponents, associated activities; mention distance to these features in meters/kilometres)			

i)	Critically Vulnerable Coastal Areas, Eco-sensitive Areas		**X**	
ii)	Cultural Heritage site, Protected monuments		**X**	Presently, there is no known cultural heritage or protected monuments on the site or its environs.
iii)	Natural Forests / Protected Areas Is the project in an eco-sensitive or adjoining an eco-sensitive area? If Yes, provide details.		**X**	The area is presently not protected; or considered eco-sensitive. There is no knowledge of any protected or endangered species of plant on or around the site or wildlife whose habitat is in the construction zone and its immediate environs.
iv)	Any other Wetlands/ Mangrove/ Estuarine Region?		**X**	There are no visible Wetlands/Mangroves/Estuarine regions on or around the site.
v)	Any Natural Habitat areas, areas with natural features?		**X**	There are none visible
vi)	Any other Sensitive Environmental Components?		**X**	
vii)	Any Residences, schools, hospitals, sensitive receptors?		**X**	
viii)	Any culturally – socially important paths, areas/religious occupancies, burial grounds, tourist or pilgrim congregation areas, borders, etc?		**X**	
ix)	Any Drinking water source, upstream and downstream uses of rivers, etc?		**X**	
x)	Any Low-lying areas prone to flooding/areas of Tidal Influence?		**X**	
xi)	Details of Surface water quality at intake point			N/A
xii)	Any areas affected by other disasters?	**X**		This area is affected by volcanic activity, earth tremors, hurricanes, heavy rains, drought, high wind events that may affect the entire island.
2	Is the site in Critical / Over Exploited condition?		**X**	
3	Is the area disaster-prone? If yes; list all disaster zone categories applicable	**X**		The risk of volcanic activity, earth tremors and meteorological events in this area, however, is no different most of the country and surrounding areas.
4	Describe the soil and vegetation on site			The soil is mainly ash and pyroclastic deposits and tuffs. The vegetation is native to the area, grasses, shrubs and fruit trees.

5	Is the site area and condition suitable for proposed development?	**X**		This is a renovation and upgrade of an existing operational facility that is presently used for the same activities.
6	Describe existing pollution or degradation in the site(s)			N/A
7	Any other remarks on baseline conditions?		**X**	

Section D. Anticipated Environmental Impacts: Impacts on Land, Geology and Soils						
Sl. no	**Impacts**	**No**	**Yes/ May create**	**Expected Risk Rating**	**Details**	**Risk Rating**
8	Will the proposed project cause the following on Land / Soil?					
i)	Impact on Surrounding Environmental Conditions including Occupation on Low lying lands/flood plains	**X**				
ii)	Substantial removal of Top Soil (mention area in sqm)	**X**				
iii)	Any degradation of land / ecosystems expected due to the project?	**X**				
iv)	Loss or impacts on Cultural/heritage properties	**X**				
v)	Does the project activity involve cutting and filling/ blasting etc?	**X**				
vi)	Will the project cause physical changes in the project area (e.g., changes to the topography) due to earth filling, excavation, earthwork or any other activity?	**X**				
vii)	Will the project involve any quarrying/ mining etc?	**X**				
viii	Will the project / any of its components contaminate or pollute the Land?		**X**	Low	Minimal possible dust pollution, noise pollution, petrochemical spills, cement contaminated runoff into the surrounding.	Low

Section E. Impacts on Water Environment						
Sl. no	**Impacts**	**No**	**Yes/ May create**	**Expected Risk Rating**	**Details**	**Risk Rating**
9	Will the subproject or its components cause any of the following impact on Water sources (Quantity or Quality):					
i)	Will the activities proposed at the site(s) impact water quality (surface or underground) and water resource availability and use? Will this sub-project involve the dredging of water bodies, sea, canals, etc.	**X**				
ii)	Impacts on Water Resources	**X**			No impact to the water supply in the area. There are no residents in the area. There are no irrigation systems using pipe borne water in the area.	
iii)	Pollution of Water bodies/ground water nearby or downstream	**X**				
iv)	Will the project affect the river /channel flow pattern, stream pattern or any other irrigation canal?	**X**				
v)	Will the project result in stagnation of water flow or pondage or weed growth	**X**				
Section F. Impacts on Biodiversity and Host Communities						
Sl. no	**Impacts**	**No**	**Yes/ May create**	**Expected Risk Rating**	**Details**	**Risk Rating**
10	Will the subproject or its components cause any of the following impacts on Biodiversity or the neighbourhood					

i)	Will the project necessitates cutting of Trees / Loss of Vegetation		**X**	Low	Wild grasses and shrubs, small non fruit bearing trees and 1 bearing guava tree which will be impacted by the works.	Low
ii)	Will the project result in Health & Safety Risks in the neighbourhood including the release of toxic gases, accident risks	**X**				
iii)	Potential risk of habitat fragmentation due to the clearing activities? (e.g. Hindrance to the local biodiversity like disturbing the migratory path of animals/ birds etc.)	**X**				
iv)	Potential Noise and Light Pollution or disturbance to surrounding habitats/communities		**X**	Low	This will be temporary and only during the construction works will there be noise from trucking and construction equipment usage. Noise from hammering and drilling and other construction activity. Devices will not remain idle when not in use to minimise this. Work will be conducted from 7:00 a.m. to 5:00 p.m. on weekdays; any work done outside of this period will be communicated no less than 24 hours prior to work commencing. No residents live within close proximity of the site.	Low
v)	Potential disruption to common property, accessibility, traffic disruptions, conflicts or disruption to the local community within the subproject area?		**X**	Low	Traffic in the area is generally low, and is usually limited to agricultural traffic, the access road to the facility is narrow and flow may be interrupted with the increase in delivery trucks and construction traffic to and from the site.	Low

Section G. Impacts due to Storage and Wastes: Pollution and Hazards						
Sl. no	**Impacts**	**No**	**Yes/ May create**	**Expected Risk Rating**	**Details**	**Risk Rating**
11	Will the subproject or its components cause any impact due to storage of materials, wastes or pollution due to releases during various project activities					
i)	Will the project use or store dangerous substances (e.g., large quantities of hazardous chemicals/ materials like Chlorine, Diesel, Petroleum products; any other?		**X**	Low	High possibility of the storage of fuel for construction equipment on site and hydraulic fluid. This should be in relatively small amounts and should be held in secure and well–labelled containers.	Low
ii)	Will the project produce solid or liquid wastes; including construction/demolition wastes (including dredging, de-weeding wastes, muck/silt, dust); polluted liquids?		**X**	Low	The project will produce liquid waste such as grey water from hand washing stations, residual water from mixing concrete and regular construction waste such as empty cement bags, damaged material, excess/scrap construction material. Proper waste disposal will minimise the pollution.	Low
iii)	Will the project cause or increase air pollution or odour nuisance?		**X**	Low	Minimal air pollution from trucking and construction equipment usage, dust from aggregate and cement storage and during use for mixing. The area is open and generally windy and should allow for quick dispersal of fumes. Devices will not remain idle when not in use to minimise this. Work will be conducted from 7:00 a.m. to 5:00 p.m. on weekdays; any work done outside of this period will be communicated	Low

					no less than 24 hours prior to work commencing.	
iv)	Will the project generate or increase noise levels which will impact surrounding biodiversity or communities?		**X**	Low	This will be temporary and only during the construction works will there be noise and from trucking and construction equipment usage. Noise from hammering and drilling and other construction activity. Devices will not remain idle when not in use to minimise this. Work will be conducted from 7:00 a.m. to 5:00 p.m. on weekdays; any work done outside of this period will be communicated no less than 24 hours prior to work commencing. No residents live within close proximity of the site.	Low
v)	Will the project generate or increase visual blight or light pollution?	**X**				
vi)	Will the project cause water pollution? (of waterbodies/ groundwater)?	**X**				
vii)	Will the project involve dangerous construction activities which may be a safety concern to workers/ host communities	**X**				
viii	Is there a potential for release of toxic gases or accident risks (e.g. potential fire outbreaks)		**X**	Low	Storage of petrochemicals on site may pose a fire risk.	Low
12	Describe any other features of the project that could influence the ambient environment				N/A	

Section H. Suggested Environmental Enhancement Measures				
Sl. no	**Components**	**Yes**	**No**	**Details**
14	Has the subproject design considered the following enhancement measures?			
i)	Energy conservation measures/ energy recovery options incorporated in subproject design		**X**	
ii)	Considered waste minimization or waste reuse/recycle options	**X**		Efforts to minimise construction waste and reuse where possible will be included in the environmental management plan for implementation by the contractor.
iii)	Rainwater harvesting, water recycling and other water resource enhancement measures		**X**	
iv)	Considerations for extreme events, drought, flood, other natural disasters	**X**		
vi)	NOC for water withdrawal from surface water source			N/A
vii)	Mining Permit (for dredging)			N/A
viii)	NOC for transportation and storage of diesel, oil and lubricants, etc.			N/A
ix)	Others (Mention)			N/A

Section I. Land Use, Resettlement, and/or Land Acquisition						
Sl. no	**Impacts**	**No**	**Yes/ May create**	**Expected Risk Rating**	**Details**	**Risk Rating**
1	Does the project involve acquisition of private land?	**X**				

2	Alienation of any type of Government land including that owned by Urban Local Body?	**X**				
3	Clearance of encroachment from Government/ Local body Land?	**X**				
4	Clearance of squatters/hawkers from Government/ Local Body Land?	**X**				
5	Number of structures, both authorised and/or unauthorised to be acquired/ cleared/				None	
6	Number of households to be displaced?				None	
7	Village common properties to be alienated Pasture Land (acres) Acquisition / burial ground and others specify?	**X**				
8	Existing land uses on and around the project area (e.g., community facilities, agriculture, tourism, private property) will be affected?	**X**				
9	Will the project result in construction workers or other people moving into or having access to the area (for a long-time period and in large numbers compared to permanent residents)?	**X**			Contractors generally seek to employ persons from the project area.	

10	Are financial compensation measures expected to be needed?	X				

Section J. Loss of Crops, Fruit Trees, Household Infrastructure and livelihood						
Sl. no	**Impacts**	**No**	**Yes/ May create**	**Expected Risk Rating**	**Details**	**Risk Rating**
11	Will the project result in the permanent or temporary loss of the following?					
11.1	Crops?	X				
11.2	Fruit trees? Specify with numbers		X		1 guava tree may be affeced	
11.3	Petty Shops	X				
11.4	Vegetable/Fish/Meat vending	X				
11.5	Cycle repair shop	X				
11.6	Garage	X				
11.7	Tea stalls	X				
11.8	Grazing	X				
11.9	Loss of access to forest produce	X				
	Any others - specify					

Section K. Welfare, Employment, and Gender				
Sl.no	**Components**	**Yes**	**No**	**Details**
12	Is the project likely to provide local employment opportunities, including employment opportunities for women?	X		The project would provide local employment, it is common for contractors to employ workers in the project community. Employment opportunities would be available for women who are skilled in the areas required without discrimination.

13	Is the project being planned with sufficient attention to local poverty alleviation objectives?		X	The nature of this component will provide opportunities for employment, notwithstanding, the overall objective is to reduce disaster vulnerability and improve the preparedness of communities.
14	Is the project being designed with sufficient local participation (including the participation of women) in the planning, design, and implementation process?		X	This component of the project is designed in a top-down nature, there are opportunities for consultation with the general public, notwithstanding the designs would take into consideration international requirement for Volcanic Observatories, thus the sleeping quarters and the bathroom should be gender specific with attention to access for different abilities /disabilities

Section L. Historical, Archaeological, or Cultural Heritage Sites						
Sl. no	**Impacts**	**No**	**Yes/ May create**	**Expected Risk Rating**	**Details**	**Risk Rating**
15	Historical heritage site(s) require excavation near the same?	X				
16	Archaeological heritage site(s) require excavation near the same?	X				
17	Cultural heritage site(s) require excavation near the same?	X				
18	Graves or sacred locations require excavations near the same?	X				

Section M. Tribal Population/Indigenous People						
Sl. no	**Impacts**	**No**	**Yes/ May create**	**Expected Risk Rating**	**Details**	**Risk Rating**
19	Does this project involve acquisition of any land belonging to Tribal people?	X				

Section N. Beneficiaries			
Sl. no	**Components**	**Approx. no.**	**Details**
20	Population proposed to be benefitted by the proposed project	110,418 persons	The entire population of St. Vincent and the Grenadines would benefit from the services provided when this project is completed when there is any threat of volcanic activity. (Source: Statistical Office of St Vincent and the Grenadines)
21	No. of Females proposed to be benefitted by the proposed project	54,241 females	The entire female population. (Source: Statistical Office of St Vincent and the Grenadines)
22	Vulnerable households /population to be benefitted	48.2 percent	
23	No. of Families to be benefitted	36,829	According to the national census 36,829 households are registered with an average of 3.0 persons per household (2012 CENSUS)

Project Categorization and Need for Environmental and Social Instruments, Oversight

Project Category	**X** Low □ Moderate □ Substantial □ High
Key Reasons	The rehabilitation works and operations of this facility will have minimal impacts on the environment.
Environmental and Social Instruments Required	□ *Detailed* ESIA and ESMP □ *ESA* □ *RAP* ***X*** *Site-specific* ESMP

Status	*Agency / Official*	*Name, Signature with Date and Seal*
Prepared by	Environmental Specialist	Sharika Mandeville
	Environmental Expert in charge	

Checked and Categorised as (low, moderate,	PMU	

substantial, high) by	Environmental Specialist	Nyasha Hamilton
Reviewed & accepted by	PMU	
	Environmental Specialist	Nyasha Hamilton

This Screening sheet must be completed for each of the proposed subprojects and forwarded to the Environment and Social Specialist and in Respective PMU along with the following enclosures.

Enclosures:

1. Provide maps with the geographical location of the project;
2. An appropriately scaled map clearly showing the project area and project sites with land use, existing buildings, infrastructure, vegetation, adjacent land use, utility lines, access roads and any planned construction, and
3. Any other information to describe the project, locations and possible impact as required.
4. Land details for the project sites, location, survey numbers,
5. Extent available and required, land use classification, current use of the site,
6. Land ownership, alienation/acquisition status, as required along with a certificate giving availability of sites required for the project by the borrower

Project Categorization and Need for Standards Instruments, Oversight

Project Category	**X** Low □ Moderate □ Substantial □ High
Key Reasons	
Environmental and Social Instruments Required	□ *Detailed* ESIA and ESMP □ *ESA* □ *RAP* ***X*** *Site-specific* ESMP

Status	*Agency / Official*	*Name, Signature with Date and Seal*
Prepared by	Social Specialist	Anastasia Josel John
	Social Expert / in – charge	

Checked and Categorised as (low, moderate, substantial, high) by	PMU	
	Social Specialist	De-Anna Ralph
Reviewed & accepted by	NPMU	
	Social Specialist	De-Anna Ralph

Enclosure

Survey Drawing

1577 470

LANDS AND SURVEYS DEPARTMENT
ST. VINCENT.

D3/6

SURVEY ORDER No. 76/97
CORRESPONDENCE No.
FIELD BOOK No.
GRID CO-ORDINATES OF STA. 10
E. 480 906 · 6 M
N. 1 467 126 · 4 M

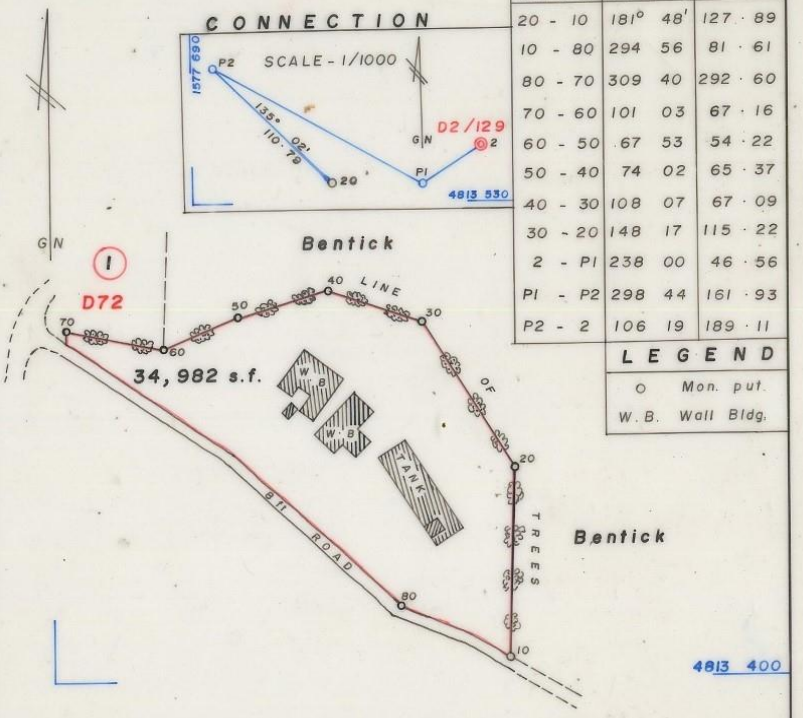
Cadastral Block No.
Parish of ST David
Block or Locality Belmont

TRAVERSE

LINE	BEAR.	DIST.
20 - 10	181° 48'	127 · 89
10 - 80	294 56	81 · 61
80 - 70	309 40	292 · 60
70 - 60	101 03	67 · 16
60 - 50	67 53	54 · 22
50 - 40	74 02	65 · 37
40 - 30	108 07	67 · 09
30 - 20	148 17	115 · 22
2 - P1	238 00	46 · 56
P1 - P2	298 44	161 · 93
P2 - 2	106 19	189 · 11

LEGEND

O Mon. put.
W.B. Wall Bldg.



SCALE. 1/1000
Distances are in feet/~~metres~~

Note To obtain True Bearing add

Plan of a Parcel of Land bordered Pink *Containing* thirty-four thousand nine hundred and eighty two square feet.

Surveyed by me with due authority in November *1997 at the instance of* M . A . L .

Geo Providence
Auth/~~Licensed~~ Land Surveyor

Approved and Lodged on 24th November *19* 97

Drawn by R. Young
Checked by [illegible]
Entered on 8067

Chief Surveyor

ALVIN & COMPANY INC. 602345

Upgrade of the NEMO Belmont Observatory

Project Environmental and Social Safeguards File

Held by Contractor:

INSERT CONTRACTOR's NAME HERE

File Contents

Section A:	Environmental and Social Safeguards Management Responsibilities on this Project
Section B:	Environmental and Social Procedure 1: *Contractor's Weekly Environmental and Social Inspection Checklist and Occupational Health and Safety Checklist*
Section C:	Environmental and Social Procedure 2: *Environmental and Social Incidents/Complaints Log*
Section D:	Environmental and Social Procedure 3: *Corrective Action Request Procedure*
Section E:	Environmental and Social Procedure 4: *Worker Orientation and Toolbox Safety Talk Records*
Section F:	Environmental and Social Procedure 5: *Employee Information Record*
Section G	Environmental and Social Procedure 6: *Monthly Employer's Social Safeguards Review Procedure*
Section H:	Copy of the latest issue of the Contractor's Environmental and Social Management Plan

Section A:

Environmental and Social Safeguards Management Responsibilities

This form identifies people with environmental and social safeguards management responsibilities on this project and the nature of those responsibilities. This list is to be held on the Project Environmental and Social Safeguards File and constitutes a Register of Environmental Effects and Social Safeguards Grievances.

Sub-Project Contract: _____

Construction Phase: _____

Contractor: _____

Date: _____

Role specified in the EMP	**Person nominated**	**Responsibilities**
The Contractor's Nominated person	(In his absence his deputy will be:	Responsible for ensuring compliance with all relevant legislation and with environmental controls and mitigation measures (as specified in the most recent issue of the Environmental Management Plan). Responsible for recording Social Safeguard issues and Registration of Grievances Responsible for community liaison and liaison with Government Departments. Responsible for maintaining the Project Environmental and Social Safeguards File which will contain: - Copies of all weekly Environmental Inspection Checklists (this ongoing record constitutes a Register of Environmental Effects) - A log of Environmental and Social Incidents and Complaints (which also details any correspondence received on environmental and social issues, including grievance forms) - Records of how all Corrective Action Requests issued have been resolved. - Registration of Grievances forms. Once a month meets with the Consultant's or Client's Competent Person to review Project Environmental and Social Safeguards File.
The Independent Competent Person		Provides advice and support to the contractor on environmental and social safeguard issues (including reviewing and approving specific working methods/practices with potential for environmental and or social impacts).

		Identifies any environmental or social safeguard issues arising that need corrective action, issues corrective action request to the contractor and approves when completed. Reviews the issues in the weekly Environmental Inspection Checklist and approves it. Keeps his own Environmental and Social Safeguards File with copies of key correspondence on it. The Consultant's and the VEEP Environmental and Social Safeguards Specialists are authorised to revise any environmental and social safeguards management procedure contained in the Environmental and Social Safeguards Project File as necessary to take account of changing project circumstances.
The Employer's Competent Person		Check monthly that the Environmental and Social Safeguards Management Procedures are being implemented and that the Project Environmental and Social Safeguards File is up to date.

Completed by:

Signed: ……..

Print Name: ……

Designation: ……..

Date: ……..

Section B

Project Environmental and Social Safeguards Inspection Weekly Checklist

(This weekly checklist when filed in the Project Environmental and Social Safeguards File constitutes a Register of Environmental and Social Safeguards Effects).

This form is to be completed by the Contractor's Nominated person(s) **weekly** from the start of major construction work on site. Completed forms are to be kept readily available in the Project Environmental and Social Safeguards File for the duration of construction works during which time they can be inspected by the Supervising Officer or representatives of the Government of St Vincent and the Grenadines.

Sub-Project Contract: _____

Construction Phase: _____

Contractor: _____

Recording Officer: _____

Designation of Recording Officer: _____

Date: _____

Any environmental actions identified are to be brought to the urgent attention of the appropriate personnel as soon as possible. A copy of this completed form is to be issued to the Supervising Engineer within two days of the date of inspection.

Environmental Issue to be considered in site inspection	**YES**	**NO**	**N/A**	**If <u>YES</u> add an explanatory comment and mitigation measure**
Issue: Loss of soil through soil erosion - Has any natural vegetation outside the working width of the construction work area been removed? - Are there any visible signs of soil erosion? - Are excavated areas properly maintained to prevent soil erosion?				

Environmental Issue to be considered in site inspection	YES	NO	N/A	If YES add an explanatory comment and mitigation measure
- If any sediment traps have been installed, have they become clogged and not functional? - Are any soil retention/slope stabilisation measures required or being implemented?				
Issue: Soil Contamination - Are there any signs of soil that has been contaminated due to spillage (Petrochemical, cleaning products)?				
Issue: Pollution of water courses/bodies/source through soil erosion, entry of liquid construction waste or chemicals or entry of solid construction waste into the water course/body - Are there visible signs of increased sediment immediately downstream of construction works in any rivers, in the well or in the nearby marine environment within the project area? - Have there been any complaints from residents or third parties regarding pollution of water sources/courses/bodies? - Has any construction spoil been disposed of into or adjacent to a water source/course/body? - Are any construction related fuels and chemicals stored within 10m of a water source/course/body? - Has any fuel or chemical leaked during storage, transport to site, use on site or refuelling?				

Environmental Issue to be considered in site inspection	YES	NO	N/A	If YES add an explanatory comment and mitigation measure
- Has any construction related solid or liquid waste entered a water source/course/body within the general project area (including construction site office)? ***Issue: Prevention of negative landscape and visual impacts.*** - Have any construction compounds, materials dumps, or waste disposal sites in use not been discussed and agreed with the Supervising Officer (and, if necessary, appropriately licensed with the Government of St Vincent?)? - Are there any visible signs of scaring from excavation works that require restoration?				
Issue: Management and disposal of solid and liquid construction wastes. - Has any construction related packaging (especially cement bags) been disposed of on the side of the road, in vacant land, along river embankments or in the river channel, or at any unofficial waste disposal site along the route? - Has any contaminated/hazardous material been found during construction? - Is any sub-contractor's waste being disposed of along the roadside or at an unlicensed waste disposal site along the route? - - Has any construction waste of any kind been dumped by the side of the road or along the river embankment?				

Environmental Issue to be considered in site inspection	**YES**	**NO**	**N/A**	**If <u>YES</u> add an explanatory comment and mitigation measure**
- Are any liquid wastes being discharged to water courses? - Has any liquid waste, liquid contaminant leaked unto the site, into any neighbouring lands or water source/course/body? - Is water discharge/pumping in progress? - Is there any Hazardous waste by products on site?				
Issue: Management of construction noise and vibration. - Is any noisy stationary plant being operated adjacent to housing? (If so are they screened to reduce disturbance?) - Are any noisy activities taking place before 7:00 a.m. or after 5:00 p.m. between Monday to Friday? (If so has this working been discussed and agreed with the Supervising Engineer/Client?) - Have there been any noise or vibration related complaints during the last week?				
Issue: Dust nuisance prevention. - Are there any houses adjacent to the construction sites being affected adversely by dust? - Are any crops adjacent to the construction works covered with dust? - Is there any quarry material stored on site that is uncovered or does not have hoarding and subject to dispersal by the wind? - Are any trucks, carrying quarry materials to or from the site, transporting this material uncovered?				

Environmental Issue to be considered in site inspection	YES	NO	N/A	If YES add an explanatory comment and mitigation measure
- Is adequate water available to damp down any dusty operations ongoing on site? - Have there been any dust related complaints during the last week?				
Issue: Air Pollution (Fumes) - Are there any signs of high levels of exhaust/ fumes/ malodors? - Have there been any fumes nuisance related complaints during the last week?				
Issue: Dealing with archaeological finds. - Have any potential historic artefacts been found during construction? (If so, note how these have been dealt with).				
Issue: Construction traffic management. - Is there adequate signage to inform motorists of the construction activities ahead? - Have there been any complaints about construction traffic impacts (noise, dust, congestion)? - Is there a designated turning/ loading/ offloading area? (If so, is there adequate signage or are a traffic management system being implemented?) - Have there been any traffic accidents/incidents during the last week due to the construction activity on this site? (If so, state how many and severity)				

Environmental Issue to be considered in site inspection	YES	NO	N/A	If YES add an explanatory comment and mitigation measure
Issue: Dealing with hazardous substances. - Have any: old drums or containers, oily sheen, materials with a strong smell or unusual colouration been exposed/damaged during construction excavations? - Are drums containing hazardous material properly stored and adequately labelled on the site? - Has there been any spillage during the last week? (If so, how many, what was spilt, how much and how was it managed?)				
Issue: Environmental Incidents and Corrective Actions. - Have complaints been received from the public or other third party during the last week? (If so, how many? Attach a copy of the reports) - Has any incident leading to a threat of human health or life occurred during the last week? (If so, how many? Describe the severity and attach a copy of the incident report)				

Completed by:

Designation: Contractor's Representative

Signed ……..

Print Name: …… **Date: ……**

Designation: Client's Supervising Officer

Action completed:

Signed ……..

Print Name: …… **Date: ……**

ENVIRONMENTAL INSPECTION AND SOCIAL SAFEGUARDS REGISTER – ADDITIONAL COMMENTS *If required, provide supporting comments relating to the specified environmental checks or on any site environmental or social safeguards matter worthy of note*	
Continuation Sheet No. Pages:	

Project Occupational Health & Safety Weekly Checklist

This form is to be completed by the Contractor's Nominated person(s) **weekly** from the start of construction work on site. Completed forms are to be kept readily available in the Project Environmental and Social Safeguards File for the duration of construction works during which time they can be inspected by the Supervising Officer or representatives of the Government of St Vincent and the Grenadines.

Sub-Project Contract: _____

Construction Phase: _____

Contractor: _____

Recording Officer: _____

Date: _____

Item	Yes	No	Not needed/ not applicable	Comment
Fall Protection				
• Is fall protection needed for this work site?				
• Fall protection is provided for heights of 6ft or more				
• The harness is worn correctly and attached to secure anchorage				
• Guardrails set up for openings >6ft above the lower level				
Scaffolds				
• Are scaffolds present on this work site?				
• Fall protection is used if over 10 ft.				
• Scaffold is set up on level, stable footing				
• The platform is the appropriate width for the type of scaffold				
Ladders				
• Are ladders present on this work site?				
• Ladders are the correct size for the job				
• Ladders are fully opened, and spreader bars locked				
• Ladders have a firm foundation for ladder feet				
• Ladders have the proper climbing procedure				

• Ladders are free from obvious defects				
• Ladders extend more than 3ft above the support				
• Three-point contact rule followed				
• Workers stand below the top 2 steps				
Excavation				
• Are excavations present at this work site?				
• Soil and conditions are inspected every day				
• Safe exits (ladders) for excavation greater than 4ft deep				
• Shoring, shielding and inclination used for excavation greater than 5ft deep				
Electrical Hazards				
• Are electrical hazards present on this work site?				
• Work on electrical circuits or energized equipment begins only after all power sources have been identified, de-energized, locked out, or tagged out.				
• Overhead and underground electrical power lines are located, identified and avoided.				
• Are there frayed or damaged electrical cords or cables on site?				
Machine Hazards				
• Workers are trained in the use of power tools.				
• Workers have appropriate PPE and keep clothing away from machinery and power tools				
• Concrete is cut with wet methods.				
• Machinery and power tools are guarded as designed.				
Heat Stress				
• Is heat a major problem at this site?				
• Have workers been trained in preventing and recognizing heat-related illnesses?				
• Are workers provided with enough water and appropriate rest breaks?				
Chemical Hazards				
• Are there hazardous chemicals on site?				

• A list of hazardous substances used is readily available at the worksite				
• Safety Data Sheets are readily available at all times for each hazardous substance used				
Personal Protective Equipment (PPE)				
• PPE is required on this site.				
• Hard hats supplied by the contractor				
• Employees wear hard hats				
• Protective boots supplied by the contractor				
• Employees wore protective boots				
• Hearing protection supplied by a contractor				
• Hearing protection worn by employees when required				
• Eye protection supplied by the contractor				
• Eye protection worn by employees when required				
• Respiratory protection supplied by the contractor				
• Respiratory protection training provided				
• Respiratory protection is worn by employees when required				
• Task-specific gloves supplied by the contractor				
• Task-specific gloves are worn by employees when required				
Emergency Response				
• Is there an Emergency Response Plan on-site?				
• Is there an emergency layout on site?				
• Is there a clearly defined muster point?				
• Is there a clearly defined emergency exit or exits?				
• Is there a vehicle on site to be used in emergency response?				
• Is there a person or persons on-site trained in first aid?				
• Is there a first aid kit on site?				
• Are there fire extinguishers on-site?				
• Are fire extinguishers in good working condition				

Health and Safety Communication				
• Was Worker Orientation done?				
• Were toolbox meetings done?				
• Was there an Incident/Accident to report?				
• Was the incident/accident reporting form done?				

Completed by:

Designation: Contractor's Representative

Signed …….

Print Name: …… **Date: ……**

Designation: Client's Supervising Officer

Action completed:

Signed …….

Print Name: …… **Date: ……**

Section C

Project Environmental Incidents/Complaints Log

This form is to be completed and maintained by the Contractor's Nominated person (s) **weekly** from the start of major construction work on site. The completed log is to be kept readily available in the Project Environmental and Social Safeguards File for the duration of construction works during which time it can be inspected by the Supervising Officer or representatives of the Government of St Vincent and the Grenadines:

Subproject: ……..……..

Contractor: ……..……..

Recording Officer: ……..

Recording Officer Designation: ……

Date: ……

Any Environmental actions identified are to be brought to the urgent attention of the appropriate personnel as soon as possible. A copy of this completed form is to be issued to the Supervising Officer as soon as possible.

Nature of incident/complaint/ correspondence (Inform Supervising Officer)	Date received/ occurred	Name/address/contact details of complainant (if relevant)	How was the complaint/incident dealt with? Date Reported to Client	Date of any relevant correspondence	Signature of Contractor's Representative and date

Completed by:

Designation: Contractor's Representative

Signed ……..

Print Name: …… ***Date: ……***

Designation: Client's Supervising Officer

Action completed:

Signed ……..

Print Name: …… ***Date: ……***

Section D

Environment Corrective Action Request Form

This form is to be completed by the Supervising Officer, the Consultant's Environmental and Social Safeguards Officer or the Employer's nominated representative to issue a request for corrective action to the construction contractor in respect of a particular environmental problem/issue that has occurred or is likely to occur. Completed forms are to be kept readily available in the Project Environmental and Social Safeguards File for the duration of construction works during which time they can be inspected by the Supervising Officer or representatives of the Government of St Vincent and the Grenadines.

Corrective action required and reasons	**Date action to be completed by**	**Action taken by Contractor and date action completed**

Completed by:

Designation: Contractor's Representative

Signed …….

Print Name: …… ***Date: …….***

Designation: Client's Supervising Officer

Action completed:

Signed …….

Print Name: …… ***Date: …….***

ENVIRONMENT CORRECTIVE ACTION REQUEST FORM – ADDITIONAL COMMENTS

If required, provide supporting comments relating to the corrective action worthy of note

Section E

WORKER ORIENTATION ATTENDANCE FORM

Project Site:_____

Contractor:_____

Date _____

Leader / Presenter: _____

Location: _____

Workers Attending Orientation (sign-in):

Signature of Presenter: _____

This document is to be maintained in Project Environmental and Social Safeguards file.

TOOLBOX SAFETY TALK ATTENDANCE FORM

Project Site:_____

Contractor:_____

Safety Talk Topic _____

Date _____

Leader / Presenter: _____

Location: _____

Workers Attending Meeting (sign-in):

Signature of Presenter: _____

Document toolbox safety talk. Maintain this form as evidence of safety talk.

Section F

EMPLOYEE INFORMATION RECORD

Project Site:_____

Contractor:_____

Sub- Contractor (If applicable):_____

Name of Employee: _____

Age:_____

Date of Birth: _____

ID Information:_____

NIS Number: _____

Gender:_____

Address:_____

Is the employee a resident of the project area? Yes ☐ No ☐

Level of Skills: Skilled ☐ Semi Skilled ☐ Unskilled ☐

Type of Employment: Full – time ☐ Part – time ☐ Temporary ☐ Other ☐

Start date of employment on the project:_____

Job description:_____

_____

Level of training and years of experience in job hired to perform _____

_____

_____

End date of employment on the project and reason for the end of employment:_____

_____

Recording officer: _____

Section G

Monthly Employer's Environmental and Social Safeguards Review Checklist

Month in Review: _____

This form is to be completed by the Employer's Nominated person(s) **monthly**. Completed forms are to be kept on file in the Project Coordination Unit offices. A copy should be passed to the Supervising Officer for information within 48 hours.

Subproject: _____

Contractor: _____

Recording Officer: _____

Recording Officer Designation: _____

Date: _____

The purpose of this review is to check monthly that the Project Environmental and Social Safeguards File is being kept up to date.

Issue to be considered in the review	**Yes**	**No**	**Comments and detail of any corrective actions requested**
Q - Looking at the file is there evidence that the Contractor is undertaking the weekly Environmental Inspections and filing the completed Inspection Checklist?			
Q – Looking at the file and the completed weekly Environmental Inspection, has the Supervising Engineer signed the completed checklists?			
Q – Looking at the file is there evidence that the Contractor is maintaining the log of environmental incidents/complaints? (It is possible that there may be very few or no complaints about this project so this form may in reality not be used. If there are no complaints at the time of review write this in the comments box.)			
Q – Looking at the file is there evidence that any Corrective Action Requests (CAR) which have been issued have been signed off as completed by the originator of that CAR?			

Q – Looking at the file is there evidence that any Social Safeguards or Grievances have been recorded?			

MONTHLY EMPLOYER'S ENVIRONMENTAL AND SOCAL SAFEGUARDS REGISTER REVIEW – ADDITIONAL COMMENTS

If required, provide supporting comments relating to specific points above.

Continuation Sheet No. Pages:

Review completed by:

Designation: Employer's Representative

Signed …….

Print Name: …… Date: ……

Designation: Contractor's Representative

Signed …….

Print Name: …… Date: ……

Appendix III - Code of Conduct for Contractor's Personnel (ES) Form

This document is also included as part of the Request for Bids Small Works Standard Procurement Document.

***Note to the Employer**:*

***The following minimum requirements shall not be modified**. The Employer may add additional requirements to address identified issues, informed by relevant environmental and social assessment.*

The types of issues identified could include risks associated with: labor influx, spread of communicable diseases, and Sexual Exploitation and Abuse (SEA), Sexual Harassment (SH) etc.

Delete this Box prior to issuance of the bidding documents.

Note to the Bidder:

The minimum content of the Code of Conduct form as set out by the Employer shall not be substantially modified. However, the Bidder may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Bidder shall initial and submit the Code of Conduct form as part of its bid.

CODE OF CONDUCT FOR CONTRACTOR'S PERSONNEL

We are the Contractor, [*enter name of Contractor*]. We have signed a contract with [*enter name of Employer*] for [*enter description of the Works*]. These Works will be carried out at [*enter the Site and other locations where the Works will be carried out*]. Our contract requires us to implement measures to address environmental and social risks related to the Works, including the risks of sexual exploitation, sexual abuse and sexual harassment.

This Code of Conduct is part of our measures to deal with environmental and social risks related to the Works. It applies to all our staff, labourers and other employees at the Works Site or other places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting us in the execution of the Works. All such persons are referred to as "**Contractor's Personnel"** and are subject to this Code of Conduct.

This Code of Conduct identifies the behaviour that we require from all Contractor's Personnel.

Our workplace is an environment where unsafe, offensive, abusive or violent behaviour will not be tolerated and where all persons should feel comfortable raising issues or concerns without fear of retaliation.

REQUIRED CONDUCT

Contractor's Personnel shall:

1. carry out his/her duties competently and diligently;
2. comply with this Code of Conduct and all applicable laws, regulations and other requirements, including requirements to protect the health, safety and well-being of other Contractor's Personnel and any other person;
3. maintain a safe working environment including by:
    a. ensuring that workplaces, machinery, equipment and processes under each person's control are safe and without risk to health;
    b. wearing required personal protective equipment;
    c. using appropriate measures relating to chemical, physical and biological substances and agents; and
    d. following applicable emergency operating procedures.
4. report work situations that he/she believes are not safe or healthy and remove himself/herself from a work situation which he/she reasonably believes presents an imminent and serious danger to his/her life or health;
5. treat other people with respect, and not discriminate against specific groups such as women, people with disabilities, migrant workers or children;
6. not engage in Sexual Harassment, which means unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature with other Contractor's or Employer's Personnel;
7. not engage in Sexual Exploitation, which means any actual or attempted abuse of position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
8. not engage in Sexual Abuse, which means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions;
9. not engage in any form of sexual activity with individuals under the age of 18, except in case of pre-existing marriage;
10. complete relevant training courses that will be provided related to the environmental and social aspects of the Contract, including health and safety matters, Sexual Exploitation and Abuse (SEA), and Sexual Harassment (SH);
11. report violations of this Code of Conduct; and
12. not retaliate against any person who reports violations of this Code of Conduct, whether to us or the Employer, or who makes use of the grievance mechanism for Contractor's Personnel or the project's Grievance Redress Mechanism.

RAISING CONCERNS

If any person observes behaviour that he/she believes may represent a violation of this Code of Conduct, or that otherwise concerns him/her, he/she should raise the issue promptly. This can be done in either of the following ways:

1. Contact [*enter the name of the Contractor's Social Expert with relevant experience in handling gender-based violence, or if such person is not required under the Contract,*

another individual designated by the Contractor to handle these matters] in writing at this address [ ] or by telephone at [ ] or in person at [ ]; or

2. Call [ ] to reach the Contractor's hotline *(if any)* and leave a message.

The person's identity will be kept confidential, unless reporting of allegations is mandated by country law. Anonymous complaints or allegations may also be submitted and will be given all due and appropriate consideration. We take seriously all reports of possible misconduct and will investigate and take appropriate action. We will provide warm referrals to service providers that may help support the person who experienced the alleged incident, as appropriate.

There will be no retaliation against any person who raises a concern in good faith about any behaviour prohibited by this Code of Conduct. Such retaliation would be a violation of this Code of Conduct.

CONSEQUENCES OF VIOLATING THE CODE OF CONDUCT

Any violation of this Code of Conduct by Contractor's Personnel may result in serious consequences, up to and including termination and possible referral to legal authorities.

FOR CONTRACTOR'S PERSONNEL:

I have received a copy of this Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this Code of Conduct, I can contact [*enter the name of Contractor's contact person with relevant experience*] requesting an explanation.

Name of Contractor's Personnel: [insert name]

Signature: _____

Date: (day month year): _____

Countersignature of an authorized representative of the Contractor:

Signature: _____

Date: (day month year): _____

ATTACHMENT 1: Behaviours constituting Sexual Exploitation and Abuse (SEA) and behaviours constituting Sexual Harassment (SH)

ATTACHMENT 1 TO THE CODE OF CONDUCT FORM

BEHAVIOURS CONSTITUTING SEXUAL EXPLOITATION AND ABUSE (SEA) AND BEHAVIOURS CONSTITUTING SEXUAL HARASSMENT (SH)

The following non-exhaustive list is intended to illustrate the types of prohibited behaviours:

(1) **Examples of sexual exploitation and abuse** include, but are not limited to:

- A Contractor's Personnel tells a member of the community that he/she can get them jobs related to the work site (e.g. cooking and cleaning) in exchange for sex.
- A Contractor's Personnel that is connecting electricity input to households says that he can connect women-headed households to the grid in exchange for sex.
- A Contractor's Personnel rapes, or otherwise sexually assaults a member of the community.
- A Contractor's Personnel denies a person access to the Site unless he/she performs a sexual favour.
- A Contractor's Personnel tells a person applying for employment under the Contract that he/she will only hire him/her if he/she has sex with him/her.

(2) **Examples of sexual harassment in a work context**

- Contractor's Personnel comment on the appearance of another Contractor's Personnel (either positive or negative) and sexual desirability.
- When a Contractor's Personnel complains about comments made by another Contractor's Personnel on his/her appearance, the other Contractor's Personnel comment that he/she is "asking for it" because of how he/she dresses.
- Unwelcome touching of a Contractor's or Employer's Personnel by another Contractor's Personnel.
- A Contractor's Personnel tells another Contractor's Personnel that he/she will get him/her a salary raise, or promotion if he/she sends him/her naked photographs of himself/herself.

Appendix IV - VEEP Grievance Registration Form

Grievance No.: _____

REGISTRATION OF GRIEVANCE

Please use capitals:

Name: _____ **Contact No:** _____

Address: _____ **E-mail Address:** _____

Gender: _____ **NIS Number:** _____

Age Group: _____ **National ID No:** _____

(5-19) (20-39) (40-59) (60 +)

Please note that personal information is optional. Refusal to provide or unavailability of such information cannot hinder the registration of a grievance or in any way prejudice an individual or their grievance.

Name of Project Site: _____

As per the ESMF of the Project, Grievance Redressal, I register my grievance as detailed:

Details of Grievance

(a) Outline reasons why and how you are affected by the project. (overleaf if necessary)

_____

_____

_____

_____

_____

(b) If land or other properties are being affected e.g. (agriculture) include copies of relevant documentation you have, to support your claim.

List documents:

A:_____ B:_____

C:_____ D:_____

E:_____ F:_____

Undertaking:

I hereby certify that the statements made in my grievance and the documentation enclosed are accurate and complete to the best of my knowledge. If at any time, any part of the grievance or the documentation is found to be false, I will be liable for any legal action that the Government of St. Vincent and the Grenadines may deem necessary.

Date: _____ **Signature of Aggrieved Person**: _____

Name of Recording Officer:

_____ **Signature**: _____

(Please Print)

(Continue overleaf if necessary)

Appendix V– Incident / Accident Reporting Form

B1: Incident / Accident Details

Project Site:			
Date of Incident / Accident:	**Time:**	**Date Reported:**	**Time Reported:**
Reported by:	**Reported to:**	**Notification Type: Email/'phone call/media notice/other**	
Full Name of the Contractor:		**Full Name of Subcontractor:**	

B2: Type of incident / Accident (please check all that apply)
Fatality ☐ Lost Time Injury ☐ Displacement Without Due Process ☐ Acts of Violence/Protest ☐ Disease Outbreaks ☐ Forced Labor ☐ Unexpected Impacts on heritage resources ☐ Unexpected Impacts on biodiversity resources ☐
Environmental pollution incident ☐ structure failure ☐ Other ☐

B3: Description/Narrative of Incident / Accident
I. Details of the Incident / Accident

II. What were the conditions or circumstances under which the incident occurred (if known)?
III. Are the basic facts of the incident clear, or are there conflicting versions? What are those versions?
IV. Is the incident still ongoing, or is it contained?
V. Have any relevant authorities been informed? Who was informed?

B4: Actions taken to contain the incident / Accident			
Short Description of Action	**Responsible Party**	**Expected Date**	**Status**
Have the works been suspended? Yes ☐; No ☐;			

Please attach a copy of the instruction suspending the works.

B5: What support has been provided to affected people

B6: Injury Information	
Injured Employee	
Name:	Job Title:
Job at time of Injury:	
Type of Employment Full – time ☐ Part – time ☐ Temporary ☐ Other ☐	
Length of time employed with the Company:	
Length of time in current position at the time of the incident:	
Description and severity of injury:	
Location at the time of the incident/accident	
Date and time of incident / Accident:	