The Republic of Uganda

MINISTRY OF AGRICULTURE, ANIMAL INDUSTRY AND FISHERIES

UGANDA CLIMATE-SMART AGRICULTURAL TRANSFORMATION PROJECT (UCSATP)

MASTER EMERGENCY PREPAREDNESS AND RESPONSE PLAN

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PREAMBLE

Emergency response planning for operation or workplace stands as dedication to its workforce, visitors, service providers, communities and its operational integrity. This planning is not merely about following rules; it is a proactive approach to safeguarding lives, reducing risks, and ensuring that every person goes home safely each day. This commitment to detailed and effective emergency planning underlines the organisation's reputation as a responsible and safety-conscious employer that prioritizes building trust and a safety-first culture

Thus, having an effective emergency response plan is a crucial investment that serves as a lifesaver in critical moments, enabling quick action so as reduce the severity of injuries. Amidst the chaos that follows an accident or cataphor, a predefined emergency response plan maintains order, guiding the workforce efficiently and preventing panic. Beyond the immediate benefits of protecting employees, visitors, service providers, communities, this a plan will shield an organization or company or entity from severe legal repercussions that might follow an incident. By demonstrating diligence and preparedness, the organization or company or entity shows its compliance with national environment, safety and health legislations, which can mitigate liability and protect against costly lawsuits.

And finally, minimizing the impact of accident or cataphor will assist in maintaining operational continuity, safeguarding the organisation's or company's or entity's finances from the potential disruptions and expenses that can arise from work stoppages or damages.

Therefore, I call upon all contractors, service providers to have an adopt and develop site specific Emergency Preparedness and Response plan that extends its advantages well beyond the immediate response, encapsulating both human and business considerations.

1.0 INTRODUCTION

This manual provides practical guidance on how emergencies will be responded to during the implementation of infrastructure development interventions. Considering that emergencies and or disasters may strike anytime, establishment of a functional emergency preparedness and response management system should be anchored on prevention and mitigation of associated risks.

It has been demonstrated that having effective emergency preparedness and response plan is a crucial investment that serves as a lifesaver in critical moments, enabling quick action so as reduce the severity of injuries. Amidst the chaos that follows an accident or cataphor, a predefined plan maintains order, guiding the workforce efficiently and preventing panic. Beyond the immediate benefits of protecting employees, visitors, service providers, communities, this plan shields an organization or company or entity from severe legal repercussions that might follow an incident. While demonstrating diligence and preparedness, the organization or company or entity shows its compliance with national environment, safety and health legislations, which can mitigate liability and protect against costly lawsuits.

And finally, minimizing the impact of accident or cataphor will assist in maintaining operational continuity, safeguarding the organisation's or company's or entity's finances from the potential disruptions and expenses that can arise from work stoppages or damages.

This master emergency preparedness and response plan has been developed to provide guidance to contractors undertaking civil works to in drafting and implementing site specific emergency preparedness and response plan.

1.1 Purpose of this Plan

To provide guidance to the contractor/employer/owner of premise/site to establish Emergency Preparedness and Response Procedures for every workplace/site/project.

This manual has two major sections namely; (i) Classification of Emergencies, (i)Emergency Preparedness, (ii) Emergency response

2.0 CLASSIFICATION OF EMERGENCIES

In respect to this manual, an Emergency will mean an unexpected event or series of events that is already endangering or threatens to endanger the health of employees, contractors, communities and visitors, the environment, and the production process and / or the integrity of the installations.

Table 1 below, gives classification of emergencies in respect of their area of consequence associated with human, environmental, financial and media.

SN	Level of Severity	Area of consequence			
		Human	**Environmental**	**Financial**	**Media**
1	Minor	No consequences or first aid or medical treatment or restricted work days	• No consequences or non-reportable incident • No remedial action required	No consequences or material losses incurred or significant interruption in works	No consequences or local rumor
2	Moderate	• Single Lost Time Injury (LTI) (1 injured person) with no disability but requiring attention away from the accident site • No further threat of injury	• Minor pollution within boundaries of the site or immediate environment	• Minimum interruption in works for one day • No safety risk to installations	Local rumor or media broadcast
3	Serious	• Single Lost Time Injury (LTI) with disability or multiple lost-time injuries • Missing person (s) • 2 or more injured persons	• Pollution beyond boundaries of site • Damage to community property	• Interruption in works for more than 5 days • Situation requires assistance (other than medical) from external bodies	• National or regional media broadcast • Reputation of the agency or contractor or entity could be damaged • Some third - party request
4	Major	Single fatality or multiple lost-time injuries and disabilities	Extensive damage to site and surrounding environment Interruption of community livelihood, property and lives lost	Interruption in works and community livelihood for almost a month	National or regional media broadcast
5	Cataphoric	Multiple fatalities	Extensive pollution with serious environmental consequences Loss of community livelihood, compensation	Compensation for damage incurred	International or regional and national broadcast both in TV, radio and

Some of the examples of emergencies that may be associated with infrastructure investments involving civil works include; backfill of excavation, mudslides, fire, explosions (of fuel tanks,

water tank reserves), electrocution, collapse of structures or machinery, failure or collapse of heavy machinery or conveying system, exposure to highly hazardous substances or toxics (e.g asbestos, methane, poisonous gases), extensive power loss, flooding, and water contamination among others.

2.1 Role of Leadership in Emergency Preparedness

Effective leadership is the cornerstone of successful emergency response planning for construction/ workplace/ site accidents. For a leader to cultivate an environment where safety is paramount and emergency procedures are respected and followed, they must perform the following roles;

i. Allocate appropriate resources to safety measures and ensure that all employees, visitors, service providers and communities understand the importance of the emergency plan;
ii. Champion the safety cause; leading by example and ensuring that every level of the workforce, visitors, service providers and communities are engaged in promoting and maintaining a robust culture of safety;
iii. Ensure that the plan is not merely a document, but a living part of the daily operation, regularly practiced and updated.
iv. Embed emergency preparedness into the fabric of the workplace/site, fostering an environment where proactive measures and readiness are second nature.

Each organization will draw up a roles and responsibilities that are required of key officers e.g safety officer, first aider, emergency marshal and team leader, coordinator or LC 1 in respect to an emergency.

3.0 EMERGENCY PREPAREDNESS

This provides details on; (i) identifying risks and preparing responses, (ii) Preplanned maps and site floor plans, (iii) Special consideration for any disabled occupants, where applicable, (iv) Designation of emergency response marshals and first aiders, (v) Communication procedures in reporting emergencies, (vi) Emergency Training and drills, (vii) Evaluating and Improving the Plan

3.1 Identifying Risks and Preparing Responses:

As a proactive stance towards emergency response planning, it is necessary that in-depth evaluation of works is undertaken. This may involve **risk analysis/assessment** of machinery, equipment, work processes, electrical installations, excavations, handling/disposing hazardous materials, demolition, working at height, working under/on water, and working in confined places among others.

The risk assessment process shall consider the agents that are likely to cause harm including environmental factors like proximity to other buildings, proximity to high voltage lines, soil stability incase of excavations, existence of highly flammable materials (e.g fuel, methane), existence of explosive materials, existence of hazardous substances that can be air borne (e.g asbestos), potential weather-related issues, and even the flow of pedestrian and vehicular traffic around the site.

Each identified risk or agent is then analyzed to understand its potential impact and the likelihood of its occurrence.

Special attention is given to the stages of construction that are known to be particularly dangerous or risky, such as demolition, excavation, working underground, working in high voltage areas, working on or in water, and working at heights. The risk assessment is not a one-off task but an ongoing process, dynamically updated as the construction site evolves and new risks emerge.

Based on the detailed risk assessment plan (**See annex for template**), the employer or contractor shall develop emergency response plan to prioritize safety and readiness to prevent advance harm.

3.2 Preplanned maps and site floor plans

Preplanning is necessary to determine **escape routes** from each area of the site to a designated safe assembly point. Designate both primary and secondary escape routes from each work area or site. These routes shall be easily accessible and free of any obstruction.

Floor plan or site maps that clearly indicate directions to be taken to access the emergency assembly point through or the escape routes. These plans or site maps should also identify each work site location by an identifying description.

If the site has more than one building or sections, then separate floor plans or maps shall be developed. Floor plans or site maps should be posted throughout the site as well as included in the company's written emergency action plan. Consider escape routes for remote work areas, varying ground and weather conditions, and responsibilities to maintain emergency escape routes.

In case of building, all escape or exit doors should be of panic designs (these can be opened from the inside only)

Emergency assembly point shall be designated location or locations at least 50 - 100 feet from the main work area or site entrance.

Ensure that **evacuation routes and emergency exits** meet the following conditions;

(i) Clearly marked and well lit;
(ii) Wide enough to accommodate the number of evacuating personnel;
(iii) Unobstructed and clear of materials and debris at all times;
(iv) Unlikely to expose evacuating personnel to additional hazards.

Special consideration for any disabled occupants, where applicable

Disabled or impaired occupants can have a variety of limitations which increases their risk in the event of an emergency, including Sensory problems such as deafness and blindness; mobility problems, and Intellectual problems.

Disabled occupants cannot be expected to evacuate without assistance, and thus the procedure to safely evacuate them, such as using the buddy system (a type of safety management practice in which individuals are paired or teamed up and given responsibility for ensuring each other's safety), must be established in the emergency action plan.

Special consideration should also be planned for employees who don't understand English to ensure appropriate communication during an emergency incident.

The goal is an immediate evacuation of all personnel from a job site when the evacuation alarm is sounded with only a slight delay for employees assigned to ensure an orderly and complete evacuation.

3.3 Designation of emergency response marshals and first aiders

The emergency action plan should include:

i. Names and/or job titles of responders – those employees designated to perform rescue and first aid/ medical services;
ii. A written evaluation to ensure that the medical/health facility or facilities near the work site can handle routine and emergency incidents. This evaluation should include provisions for different work shifts (if applicable);
iii. A provision that sufficient ambulance or transport service is available to handle any emergency. This requires advance contact with ambulance or transport services to ensure they're available during all work shifts, and are familiar with the site location(s). If the emergency is rescue-oriented, such as in a high-rise rescue or a confined space rescue, fire departments or other designated rescue services need to be apprised of the workplace(s) to ensure they can perform the rescue safely;
iv. Consider site access roads for rough terrain or remote work areas to ensure that rescue personnel can reach victims of an emergency event. Generally, the general contractor is responsible for maintaining emergency access roads for all ground and weather conditions;
v. Emergency response marshals and first aiders should be adequately trained to handle anticipated emergencies. Some of the areas to be covered in the training include how to assess injuries, provide Cardiopulmonary resuscitation (CPR), and manage trauma, which can significantly improve chances of recovery for the injured person. First-aid supplies such as first aid kits, defibrillators, and emergency medications should be provided for emergency use. These supplies should be appropriate for the hazards reasonably expected and suggested by a physician or medical officer.
vi. Emergency phone numbers posted in conspicuous places (e.g., notice boards, websites, work groups, job trailers, etc.). These shall include functional contacts of emergency/fire marshals, first aiders, doctor or medical personnel on call, police, fire department. Most communities utilize …….. as an emergency number for fire, police and ambulance

services. However, any additional digit(s) which must be dialed to get an outside number, must also be listed on the emergency phone numbers

3.4 Communication procedures in reporting emergencies

A chain of command should be established to minimize confusion during an emergency incident and to ensure that all persons (workers, service providers, visitors, communities) understand who has authority for making decisions.

An emergency response team coordinator and/or team leaders shall be selected in advance. Incase public investments, LC1 or their representative shall be the deputy coordinator.

Additional trained teams or individuals who are capable of performing under pressure, must be identified to carry out critical tasks such as first aid, headcounts, or equipment shutdowns. Coordinator's roles shall include:

i. Assessing the situation and determining whether an emergency exists that requires activating the emergency procedures.
ii. Sounding the emergency alarm(s) and directing evacuating of all persons to the designated emergency assembly area/s
iii. Contacting all outside emergency services, such as fire, police, and/or ambulance.
iv. Directing the shutdown of critical site operations.

Support roles are also essential, assisting the primary responders and following the established procedures to aid in the emergency. This could include guiding emergency services to the right location, managing bystander safety, or providing logistical support.

3.5 Be specific about reporting systems.

The emergency action plan shall specifically indicate, by site building or site location, the means to report emergencies beyond the construction noise, such as air horns, public address systems, Sirens and telephones.

Typically, the use of cellular phones, and/or portable radios are recognized as a primary means of communication and shall be utilized and incorporated into the Emergency Action Plan to contact outside emergency services. For pre-existing systems, such as those found during rehabilitation of infrastructure, the employer may use the site's manual pull box alarms so long as the employer determines that they remain functional.

3.6 Emergency Training

All persons working on the site shall undertake training on Emergency Preparedness and response which shall cover;

i. Types of emergencies that can be reasonably expected in the workplace or site
ii. Individual roles and responsibilities
iii. Threats, hazards and protective actions
iv. Notification, warning and communication systems and procedures
v. Means for locating personnel in an emergency
vi. Emergency response procedures including routes and assembly areas to be used

vii. Evacuation, shelter and accountability procedures
viii. Location and use of common emergency equipment
ix. Emergency shutdown procedures
x. Initial emergency response actions.
xi. Location of first aid kits and identification of first aid providers.
xii. Location of spill contamination kits
xiii. Emergency response team members.

Before commencement of works, task supervisor shall include briefs on emergency preparedness and response as part of the tool box talks.

Every person (visitor, service provider, community member) accessing the workplace or site shall undergo a briefing session on the emergency preparedness and response.

3.7 Routine toolbox talks

The contractor's safety and health officer shall deliver emergency toolbox talks to all workplace sections and neighbouring communities. The following shall take place;

i. All new employees shall be made familiar with the ERP.

ii. All suppliers, sub-contractors, visitors shall be made to understand the ERP.

iii. Community members in close proximity to the site or workplace shall be oriented on the ERP. This will also be supported by inclusion of ERP critical procedures in any community meetings that shall be held.

iv. Review all the new work fronts to update emergency response procedures and communicate them to employees

v. All new hazards shall be reviewed and procedures developed and communicated to employees.

vi. Post emergency preparedness and response procedures in a conspicuous location.

3.8 Emergency drill

Regular drills shall be undertaken as these serve as rehearsals for potential crises, allowing workers, visitors, service providers, and community members to become familiar with their roles and the necessary actions they need to take during an actual emergency.

Through these simulated scenarios, all persons can practice coordination and communication, which are critical during an unexpected event by minimizing confusion and maximizing the speed of the response.

Gaps revealed during the drills such as unclear instructions or inadequate resources will thus provide an opportunity for continuous improvement.

Additionally, these sessions help in reducing panic (contribute to orderly evacuation or response) assessing the readiness and response time of the team, ensuring that when every second counts, everyone knows how to act effectively and efficiently.

The Emergency Response Plan should be updated drawing from the lessons learned from these drills

3.9 Routine site inspection

Routine inspections shall be done daily, weekly, or monthly where there is a need, this is done to ensure that;

i. Equipment and systems are functioning properly e.g safety control value, control panels
ii. Hazards are identified and mitigated e.g exits are clear and accessible, first aid box accessible, defibrillators
iii. Emergency response equipment is readily available and accessible e.g Fire extinguishers, emergency lighting, water hydrant point or reserves and alarm systems
iv. Procedures are up-to-date and effective

3.10 Evaluating and Improving the Plan

Construction sites or workplaces face dynamic evolution in terms of procedures, operations, personnel, equipment, systems that call for regular review of the Emergency Response Plan to adopt to any emerging risks

After any incident, it is crucial to analyze what occurred and how the emergency response was executed. This post-incident analysis can provide valuable insights into what worked effectively and what did not.

Learning from these events allows for the refinement of the emergency plan, ensuring that it remains relevant and effective against the evolving construction environment.

Adjustments may include updating evacuation routes, revising the distribution of emergency equipment, or amending the communication protocols. Such proactive measures keep the plan current and ensure the highest level of preparedness for future emergencies.

4.0 EMERGENCY RESPONSE

Life safety is always the first priority while stabilization of the incident and property conservation is the second priority. The actions taken in the initial minutes of an emergency are critical:

i. A prompt warning to employees to evacuate, shelter or lockdown can save lives.
ii. A call for help to public emergency services that provides full and accurate information will assist in ensuring that the right rescue team and equipment are dispatched.
iii. Availability of a person or worker trained to administer first aid or perform CPR is lifesaving.
iv. Action by workers, or rescue personnel or marshals with knowledge of operations and process systems can help control a disaster and minimize property damage and/or environmental release.

4.1 Procedures to be followed by Emergency response leader or team

The employer should outline procedures to be taken by employees selected and trained to remain behind to attend or care for essential operations or processes until their evacuation becomes necessary.

These designated employees are usually personnel in supervisory positions or emergency response marshals who must ensure that;

i. Raise the alarm for emergency response
ii. Contact/communicate with emergency services
iii. Coordinate emergency response and monitor the effectiveness.
iv. Ensure that critical operations or systems or controls or machinery are properly shut down
v. Ensure that all workers or occupants or persons are safely evacuated from the sit
vi. Communicate with section foremen
vii. Coordinate the activities of all personnel in the emergency response team and make further directions as required by the situation
viii. Give the all-clear when authorized to do so by the emergency services, if appropriate.
ix. Chair the operation debrief on the completion of the emergency.
x. Assist with the completion of the incident reporting and notification in accordance with the legislative requirements.
xi. Arrange duty when absent.
xii. Schedule emergency drills for all shifts and conduct a debriefing of the results. An initial evacuation drill shall be carried out within 3 months of the site possession. Ongoing evacuation drills will be conducted ‑frequency/timing to suit varying stages of construction however not to exceed 6 monthly intervals.
xiii. Coordinate training requirements for the emergency response team and all other site personnel.
xiv. Where the emergency response coordinator is unable to perform these tasks, the deputy is to carry out this function

Employees assigned to remain behind must be capable of recognizing when to abandon the operation or task and evacuate themselves before their egress/exit path is blocked.

Critical operations which require specific procedures during an emergency may include:

i. Designated employees remain behind briefly to operate fire extinguishers;
ii. Shut down of operations, individual tools, equipment or machinery and close off of high-risk areas e.g store flammable or explosive substances, conveyor system, wheel loading;
iii. Monitoring power supplies, water supplies and other essential services that cannot be shut down for every emergency alarm;
iv. Lowering crane booms
v. Turning off gas lines or fuel systems
vi. Shutting down automated systems
vii. Terminating confined space entries or underground works or deep excavation or working at height

viii. Directing the safe evacuation of employees, visitors, customers and guests
ix. Notifying the appropriate response team (fire, police, ambulance)

4.2 Procedures to account for all employees or any person after emergency evacuation

Employers are required to **establish procedures to account for all occupants** (employees, contractors, customers, clients, visitors, community members etc.) after an emergency incident. This is necessary to accurately inform rescue personnel (fire, police, emergency response team) of those persons believed missing.

Head count: Designated persons or team leaders, such as management or supervisory personnel or LC 1, should conduct a head count of those that have safely evacuated the site to determine if anyone requires medical assistance.

Names and locations: Designated persons or Team leaders shall be instructed to identify the names and last known locations of anyone not accounted for and pass this information to rescue personnel. The team leader shall also have the authority of moving personnel to an alternative safe area if conditions worsen.

Each team leader shall **check remote rooms or sites and other enclosed areas** or excluded areas or deep excavations, elevated work sites for **persons that may be trapped** or otherwise unable to evacuate.

Daily register: Maintaining a daily register is an effective method to quickly determine the number of people occupying an area/building/site. This information is essential during an emergency incident. Since most construction job sites are multi-employers' settings, the general contractor must take responsibility for communicating with all subcontractors in developing an accurate daily register.

Communications between safe areas or assembly area/point. If more than one emergency assembly area is planned, then communications between assembly areas must be maintained to determine an accurate total head count of those safely evacuated. Cellular phones and portable radios are commonly used to maintain communication amongst emergency assembly areas.

All evacuated persons shall **remain at the emergency assembly area** until directed by rescue personnel or until the site or workplace has been determined safe to re-enter.

Tracking underground personnel. Underground Construction, provides specific requirements to account for all individuals underground by way of a check in/check out procedure (typically a "brass board," which is used to tag in individuals who are underground and removed when topside). This keeps a constant and accurate count of underground personnel in the event of an emergency.

4.3 Best practices for evacuation practice

i. Conduct regular drills (at least monthly).

ii. Schedule unannounced drills to simulate real emergencies.

iii. Involve all occupants, including employees, tenants, and visitors.

iv. Designate observers to monitor and provide feedback.

v. Debrief participants to discuss findings and recommendations.

vi. Update the emergency response plan based on drill results.

vii. Consider conducting drills at different times and scenarios (e.g., daytime, night time, or different weather conditions).

viii. Ensure participants with disabilities or special needs are accommodated.

ix. Use the drill as an opportunity to test emergency lighting, alarms, and communication systems.

x. Review and adjust the plan to ensure compliance with regulations and industry standards

xi. By incorporating evacuation practice into your Emergency Response Plan, you can enhance the preparedness and safety of your occupants

4.4 Incident Reporting

i. The Contractor and his or her Environment and Social Safeguards team must be informed of any incidents on site by the quickest possible means.

ii. The project engineer or contract manager, and MAAIF shall be notified of any incident in an incident flash report with actual or potential significant off-site impacts on people or the biophysical environment within 24 working hours.

iii. A detailed written report of the incident shall be provided to the clerk of works, Project Senior Environment, Health and Safety Officer, Senior Social Development Officer, and Senior Sustainable Land Management Officer within seven days on which the incident occurred. The clerk of works, Project Senior Environment, Health and Safety Officer, or Senior Social Development Officer, and/or Senior Sustainable Land Management Officer may require additional measures to be implemented to address the cause or impact of any incident related to this consent reported by this condition, within such period as the project engineer or contract manager may require.

iv. All incident reporting and investigations shall be recorded in the emergency response log. The primary purpose of this procedure is to ensure that through reporting accidents, management can analyze and identify the immediate and underlying causes of accidents/incidents and take the necessary steps to prevent recurrence as guided by the MAAIF incident investigation reporting form.

4.5 Incident Investigation Process

An investigation team shall be formed and will vary depending on the nature and severity of the accident. The following shall be done:

i. Visit the scene of the accident as quickly as possible before the physical evidence is disturbed.

ii. Talk to workers, supervisors, visitors, service providers or community members who were present at the time of the accident/incident to give an account of what happened. Statements from key witnesses shall be recorded.
iii. Review the physical evidence to include footprints to determine potential causes,
iv. Determine which accident-related items should be preserved. These may become critical evidence in case of litigation later.
v. Review sources of potentially useful information e.g., design specifications, operating manuals, previous reports, maintenance logs, inspection, and test records.
vi. Determine root causes, corrective, and preventive actions.
vii. Follow up to determine whether the recommended actions are effective.
viii. This procedure will be reviewed annually, and records retained for a period of 3 years before being archived or destroyed

5.0 EMERGENCY RESPONSE SCENARIOS

5.1 In the event of Fire

In the event of a fire on any site, the following will be adhered to:

i. Notify personnel around you and request assistance and additional fire extinguishers.
ii. Attempt to extinguish the fire (if trained to do so – or seek assistance).
iii. If fire is uncontrollable, initiate site emergency procedures.
iv. Aid emergency services (as required).
v. Notify Site Safety officer and Project Manager or supervisor immediately.
vi. Follow all site-specific emergency procedures

In the event of a fire on a Vehicle / Machine carry out the following:

i. Stop the vehicle / machine and park it safely.
ii. Alight from the cabin and obtain the fire extinguisher (if this is in the cab, ensure it is taken prior to Leaving the vehicle / machine).
iii. Attempt to extinguish the fire (if trained to do so – or seek assistance if it is available), If fire is uncontrollable, initiate site emergency procedures.

How to use a fire extinguisher:

i. Take the extinguisher out of the bracket or off the wall bracket.
ii. Pull out the pin in the handle.
iii. Hold the handle with one hand and the end of the hose with the other.
iv. Point the hose at the base of the fire and using a sweeping motion, expel all the contents of the extinguisher on the fire.
v. If other extinguishers are available and the fire is still burning, utilize them.
vi. Contact the emergency firefighting services.

Fire prevention and control measures

In order to control the risk of a fire, several measures must be taken. These include;

i. Scheduled electrical inspections of all machinery and wiring throughout the site. This is conducted by approved, authorized electricians with site experience.
ii. The provision of accessible and serviced portable firefighting equipment in line with the building code of Uganda and the relevant state building code.
iii. All emergency equipment including portable fire extinguishers, hose reels and hydrants are maintained and inspected by a qualified contractor in accordance with the relevant legislation and Ugandan standards.
iv. Current evacuation signs and diagrams for the building or site that are compliant to relevant state legislation and appropriately located, in a conspicuous position, on each evacuation route.
v. Emergences will be reported 24 hours a day to NPCU

5.2 Serious Personal Injury / Fatality

In the event of a serious injury or fatality at any work location or site, the following process shall be carried out:

i. Cease work in that area immediately and ensure it is isolated.
ii. Contact Ambulance (or site emergency service) for immediate medical assistance
iii. At the discretion of the Site Project Manager or most senior person or supervisor initiate site emergency
iv. Evacuation to ensure all non-essential personnel are removed from the work area and accounted for at assembly point or area.

5.3 In the event of Snakes, scorpions, spiders

Usually, snakes do not purposefully and aggressively attack humans. Venomous snakes tend to use venom primarily to kill and subdue prey, but they will use it for self-defense. Snakes will respond to ground vibration. Hence, they are more liable to retreat than lie wait and strike out. There are two scenarios in which a snake will bite a human;(i) most snakes, this is when they are threatened or cornered or (ii) for the adder or viper species when they are trodden on.

i. The most important response to a bite (snake, scorpion, or spider) is to seek treatment from a nearby Clinic or health facility as quickly as possible.
ii. Ensure that site clinics or first aid box has FAV antivenin (most appropriate antivenin for the area).
iii. Responding quickly to this type of emergency is crucial. Transporting the victim is more beneficial than waiting for emergency assistance.
iv. If possible and without taking any risk, the type of snake should be identified. A description of the snake should be given to the medical staff to help them provide the

best medical treatment.

First aid to apply in case of bite (snake, scorpion, or spider):

i. Move the individual away from the snake, if possible; do not try to kill the snake — two people being bitten is worse and you cannot aid the first victim (note: amputated snake heads can still bite as a reflex).
ii. General support/reassurance; keep the victim calm. For shallow venomous snakebite wounds, let the initial wound naturally bleed out.
iii. Minimize all activity and keep the victim calm.
iv. Wash the bite with soap and water.
v. Apply a bandage, wrapped two to four inches above the bite, to help slow the venom. This should not cut off the flow of blood from a vein or artery - the band should be loose enough to slip a finger under it.
vi. Immobilize the extremity, maintain the extremity at heart level, do not elevate above heart level.
vii. Calm the victim, put him in a sitting position, call the crew doctor and drive towards him to minimize the ambulance traveling time.

Preventive Measures

i. Implement a snake awareness program to educate employees on how to avoid encounters with snakes.
ii. Ensure that work areas are well-lit, minimizing hiding spots for snakes.
iii. Encourage employees to wear appropriate personal protective equipment (PPE) such as boots and gloves in high-risk areas.
iv. Conduct regular inspections of the construction site to identify and eliminate potential snake habitats.
v. Conduct regular training sessions for all employees to educate them about the types of snakes in the area, their habits, and the potential risks associated.
vi. Train employees on first aid procedures for snake bites, including immobilizing the affected limb and seeking immediate medical attention.
vii. Install first aid stations equipped with snake bite kits in strategic locations throughout the construction site.
viii. Ensure that all personnel are trained in basic first aid, especially in the context of snake bites.

ANNEX.

1. **Risk Assessment Template**

Agent/Situation that is likely to harmful	**Who/what is at risk of being affected and how**	**What has been done to reduce the risk already**	**Risk rating – Likelihood of risk occurring (L/M/H)**	**Severity of risk – fatal, several casualties, time lost (L/M/H)**	**Are further controls necessary/What else needs to happen to reduce risk to an acceptable level**	**Action by**
Demolition of CoCTU	Pedestrian/motorists using Wandegeya road Adjacent offices Interruption in electrical transmission Interruption in traffic flow	Works to be undertaken at less peak hours Liaison with UMEME to transfer lines Prior communication or notifications issued to adjacent offices and businesses	low	low	Provide scaffolding around site Regulate access to site Continuous supervision and stakeholder engagements Set emergency response system	Contractor
Asbestos iron sheets			High if air borne	high	high	Not dismantled

2. Accident and Incident Register

This register provides key items that should be recorded when an accident or incident or near miss happens. It can be filled in by co-worker, supervisor or workers' representative or trained first aider or manager.

Near miss is an unplanned event that didn't result into an injury, illness or damage but has the potential to do so e.g being pulled away from route of moving vehicle to prevent collusion or being held back from underneath falling objects, or being stopped from sitting on a broken chair among others. Accident is unplanned event that can result into injury or loss of property or life or machinery.

KEY POINTS TO REMEMBER

i. All accidents and incidents are preventable;
ii. Accidents can result into minor or major injuries or incidents;
iii. Minor injuries include cuts, bruises or scaring or trauma and may result into interruption of work for few hours;
iv. Major accidents or incidents usual result in loss of production time, compensation for damages, loss of property, loss of life, psychological trauma or stress, interruption in work performance, loss of jobs, loss of business and legal penalties among others;
v. Serious accidents can happen in a split second;
vi. It's risky to think that an accident can only happen to someone else;
vii. Rushing to get the job done is one common reason why accidents occur;
viii. ALL ACCIDENTS OR INCIDENTS SHOULD BE RECORDED AND INVESTIGATED.

WHY RECORDS SHOULD BE KEPT AND EXAMINED;

i. To understand what's been happening;
ii. To identify the causes of accident or what is going wrong;
iii. To find out if these causes have been addressed or worked on or removed or substituted with less harmful;
iv. To train or sensitize workers on the accident, cause or how to prevent it;
v. To find out if control measures to prevent such an accident from occurring again are working.

SN	Date and Time when accident/ incident happened	Name and contact of Person Affected	Sex F/M	Description of Accident/Incident (What happened, where did it occur, What time was it)	Action Taken/ Treatment Given e.g first aid, medical treatment or referral	Who else was affected	Number of Days affected person is off Work	Name and Signature of attendant or first aider or supervisor

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HOW TO PREVENT ACCIDENTS

i. Be willing to ask for help when you need it, and to tell your supervisor when there is something you don't understand.
ii. Practice safe work habits.
iii. Don't operate hazardous machinery or equipment unless you have been properly trained.
iv. Pay close attention to our safety warning signs.
v. And don't drive or operate equipment such as milling machinery or tractor or cutter if you are overtired, ill, are feeling anxious, or if you have been using alcohol or other drugs.
vi. Don't engage in horseplay. "Fooling around" on the job puts both you and your co-workers at risk of getting hurt.
vii. Be especially careful on the road.
viii. Using a cell phone when driving, letting a passenger distract you, or keeping loose items under the seat or on the dashboard that can fall or roll around can lead to an accident.
ix. Get enough sleep. This is important because fatigue is a common reason for accidents. Being overtired can result in not hearing important safety instructions and in slowed reaction time.
x. Ask for help when you need it. Don't take the attitude "I can do this all by myself." Times you may need help include when you are lifting heavy pots or other items, or when you come to work feeling a little "under the weather" or overtired

FIRST AID

First Aid – treatment for the purpose of preserving life and minimizing the consequences of injury and illness until such help is obtained, and;

First aider – person who has been trained and certified to administer first aid services and is readily available

Contents of First Aid Box

Amounts or quantities of the following supplies and equipment adequate for the expected emergencies, contained in a well-marked container:

i. Antiseptic, wound solution or antiseptic swabs
ii. Bandage – adhesive strips and hypoallergenic adhesive tape
iii. Bandage – triangular, 100-centimetre folded, and safety pins
iv. Bandage – gauze roller, various sizes
v. Dressing – sterile and wrapped gauze pads and compresses, various sizes including abdominal pad size
vi. Dressing – self-adherent roller, various sizes

vii. Pad with shield or tape for eye
viii. Soap
ix. Disposable latex or vinyl gloves
x. Pocket mask with disposable one-way rebreathe valves
xi. Forceps – splinter
xii. Scissors – bandage.
xiii. Bag – hot water or hot pack
xiv. Bag – ice or cold water
xv. Bandage – elastic, 5-centimetre and 10-centimetre widths
xvi. Sterile burn sheet
xvii. Any other first aid supplies and equipment that are appropriate to the dangers and other circumstances of the place of employment and commensurate with the training of the first aid attendant.

3. Community Incident Report Template

Reported By: _____ Date of Report: _____

Title / Role: Incident No.:

INCIDENT INFORMATION

Incident Type: _____ Date of Incident: _____

Precise Location: _____

Parish: _____ Subcounty: _____ District: _____

Specific Area of Location *(If Applicable):* _____

Incident Description

Name / Role / Contact of Parties Involved

1. _____
2. _____
3. _____

Name / Role / Contact of Witnesses

1. _____
2. _____

3. _____

Police Report Filed? _____ Station/Post: _____

Reporting Officer: _____ Phone: _____

Follow-Up Action

Supervisor Name: _____ Supervisor Signature: _____ Date: _____

4. Employee Incident Report Template

Reported By: _____ Date Of Report: _____

Title / Role: _____ Incident No.: _____

Employee Incident Information

Employee Name: _____ Employee Title / Role: _____

Date Of Incident: _____ Time of Incident: _____

Location: _____

Specific Area of Location: _____

Additional Person(S) Involved: _____

Witnesses: _____

Incident Description Including Any Events Leading To Or Immediately Following The Incident:

Employee Explanation Of Events / Circumstances:

Resulting Action Executed, Planned, Or Recommended:

Employee Name:		Employee Signature:		Date:	
Reporting Staff Name:		Reporting Staff Signature:		Date:	
HR Rep Name:		HR Rep Signature:		Date:	