

REPUBLIC OF LEBANON
Ministry of Finance (MOF)

Lebanon Fiscal Management Project
(P181155)

Occupational Health & Safety (OHS) Plan

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Abbreviations and Acronyms

BdL	Banque du Liban (Bank of Lebanon)
CERC	Contingent Emergency Response Component
COVID-19	Coronas Virus
E&S	Environmental and Social
EHS	Environmental, Health, and Safety
ESCP	Environmental and Social Commitment Plan
ESF	Environmental and Social Framework
ESS	Environmental and Social Standard
GDP	Gross Domestic Product
ICT	Information and Communication Technologies
IMF	International Monetary Fund
LFF	Lebanon Financing Facility
MOF	Ministry of Finance
OHS	Occupational Health and Safety
PBC	Performance-Based Condition
PCU	Project Coordination Unit
PFM	Public Financial Management
PPE	Personal Protective Equipment
WB	World Bank

1. Introduction

For more than three years, Lebanon has been impacted by a devastating multi-pronged crisis. The unfolding economic and financial crisis that started in October 2019 has been further exacerbated by the dual economic impact of the COVID-19 outbreak, and the Port of Beirut explosion in August 2020. Lebanon crisis ranks among the worst crises globally since the mid-nineteenth century¹. Real Gross Domestic Product (GDP) has contracted by close to 40 percent since 2018 while nominal GDP plummeted from close to US\$52 billion in 2019 to an estimated US\$21.5 billion in 2022; the crisis has wiped out more than 15 years of economic growth. The banking sector is largely insolvent, and financial losses are estimated at exceeding US\$72billion, equivalent to more than three times GDP in 2021. The lack of an equitable banking resolution has compounded the economic costs of the crisis. Usable gross foreign exchange reserves are gradually being depleted, declining by more than US\$20 billion since the onset of the crisis.

The crisis has caused staff attrition and absenteeism in the public sector, severely impacting the government's ability to respond to the crisis, maintain core government operations and basic services for citizens, and to create the foundations for recovery. Currency devaluation has eroded public sector salaries, rendering them too low for civil service staff to afford fuel costs to commute and basic day-to-day necessities. As a result, a significant number of staff have left the public sector, either for the private sector where salaries have been partially adjusted or for opportunities abroad, leaving a critical skills gap in the public sector. For staff that remain, there are high absenteeism rates with a majority of staff only coming into the office one day of the week.

The utmost financial sector priority and a prerequisite for other financial sector development reforms is the rehabilitation of the banking sector. This includes a comprehensive restructuring of the banking sector, including resolution measures and development of a financial safety net, to build confidence, regain solvency and operationalize financial services. The first step to this end includes the completion of the special audit and valuation of all the banks.

The Lebanon Fiscal Management Project (P181155) aims to mobilize and allocate public resources in an accountable manner and initiate banking sector reforms to support the crisis response and recovery in Lebanon. It is undertaken by the Ministry of Finance (MOF) who will take the whole responsibility of the Project

The Project is being prepared under the World Bank's Environment and Social Framework (ESF). As per the Environmental and Social Commitment Plan (ESCP), an Occupational Health and Safety (OHS) Plan shall be prepared and it shall include mitigation measures and actions to manage OHS risks and impacts, following the World Bank Environmental, Health and Safety (EHS) guidelines. The OHS Plan includes measures to manage specific risks and impacts arising from minor civil works associated with the installation and upgrading of ICT equipment in a manner acceptable to the Bank. The project does not finance any major civil works; however the OHS plan applies, primarily to planned financing of IT

¹ World Bank Spring 2021 Lebanon Economic Monitor.

equipment and installation of solar panels for electricity generation, and any other activities of the Project.

2. Objective

The purpose of the OHS Plan is to provide safety guidelines and procedures for workers and to clearly define roles and responsibilities for its implementation. This OHS Plan focuses primarily on protecting workers in the workplace from various OHS risks such as accidents and injuries, in addition to maintaining their rights for a safe working environment. The MOF shall commit to ensure having and maintaining sound health, safety and environment practices in place especially during minor civil works if any relating to IT equipment installation and upgrading of the ICT and installation of solar panels. .

3. Scope

The OHS Plan will be implemented throughout the project as stated in the ESCP. In addition, the risk management policies and procedures and the general safety guidelines in this document apply to all activities carried out in the project and shall be adopted by all the entities working under this Project. It should be noted this OHS Plan may be adjusted during the project execution phase to ensure maximum efficiency.

4. Commitments and Responsibilities

The MOF shall adopt and implement the Occupational Health and Safety Plan (OHS) to include mitigation measures and actions to manage OHS risks and impacts, including fire and life safety measures, and following the World Bank EHS guidelines. The MOF shall commit to support the health, safety, and welfare of the workers including temporary workers, visitors and third parties. The MOF shall continuously support improvements of workplace health and safety by adopting a planned systematic approach to workplace health and safety. It shall commit to:

- Complying with the OHS Plan
- Documenting, implementing and communicating the OHS Plan to all workers
- Proactively pursuing the identification of all hazards and eliminate or, if not possible, manage the risk to as low as reasonably practicable
- Consulting with and promoting active participation of workers in the management of their own and others' health, wellbeing and safety
- Providing resources to achieve a systematic approach to health, personnel safety and process safety management to ensure continual performance improvement
- Developing a culture where all workers are constantly aware of safety hazards around them and act accordingly at and away from work.
- Providing commitment, direction and leadership to site supervisors, coordinators and workers to empower them to achieve and maintain a safe and healthy work environment
- Maintaining appropriate workplace health and safety records
- Incorporate Contractors responsibility to abide by the OHS Plan and to manage OHS risks and impacts, including fire and life safety measures, and following the World Bank EHS guidelines into the Project tender documents and contract.

- Supervise, monitor and ensure Contractor's implementation of mitigation measures provided in the OHS plan and compliance with the World Bank EHS guidelines throughout Project implementation duration.
 - Require contractors and supervising firms to provide monthly monitoring reports on ESHS performance in accordance with the metrics specified in the respective bidding documents and contracts to the MOF, who will in turn submit them to the Bank upon request.
- Reporting, recording and investigating incidents and injuries

The MOF and Project Coordination Unit (PCU) shall be responsible for the implementation, promotion and effective management of workplace health and safety. All steps should be taken and implemented to reduce the risk of incidents and maintain a safe working environment.

Implementing the OHS Plan also generates numerous benefits including:

- Reduced risk of accidents, and injuries by identifying and mitigating potential hazards
- Improved productivity and efficiency due to fewer workers being absent from work due to injury or illness
- Minimized costs associated with accidents and injuries
- Enhanced workers' relations and morale as a safer work environment creates a less stressful work environment
- Sound worker-management relationships enhance the development benefits of a project through treating all workers fairly and providing safe and healthy working conditions.

Every consultant/contractor shall adopt the OHS Plan and commit to the following:

- Provide and maintain a safe and healthy working environment
- Monitor factors that may affect workers' workplace health, safety and welfare
- Provide safe facilities and equipment, and ensure it is maintained in a safe condition
- Investigate accidents and incidents and implement appropriate corrective actions
- Ensure workers are provided with proper information, instruction, training and supervision to enable them to perform their work in a safe manner
- Identify, assess and control workplace hazards and risks
- Maintain appropriate workplace health and safety records

The responsibilities of the workers are:

- Undertake training as required in safe work practices and understand and comply with the OHS Plan
- Protect their own health and safety, or that of any other person in the workplace
- Promptly report workplace hazards to their leaders
- Report and record workplace incidents and injuries

5. Hazard Identification and Risk Management

A hazard can be defined as something that has the potential to cause harm, injury or damage to people or property. Hazard management is a fundamental element of an effective workplace health and safety management system. Identifying, assessing and controlling workplace hazards and risks will eliminate or reduce the likelihood of their causing harm to workers who could become exposed to them.

The risk management process should be as follows:

1. Identify the hazard within the workplace
2. Assess the risk
3. Eliminate or control the risk (using a hierarchy of control¹)
4. Review and evaluate the effectiveness of the controls

For this project, risks related to safety and health in the work environment could arise when workers are providing services on-site such as performing minor civil works relating to installing and upgrading ICT equipment. These hazards include:

5.1. Physical Hazards

Physical hazards represent potential for accident or injury or illness due to repetitive exposure to mechanical action or work activity. Single exposure to physical hazards may result in a wide range of injuries, from minor and medical aid only, to disabling, catastrophic, and/or fatal. Multiple exposures over prolonged periods can result in disabling injuries of comparable significance and consequence.

Prevention and control measures associated with physical hazards include:

- **Access:** It is imperative for all workers to ensure they do not run-on work sites and use appropriate paths. All unsafe or inadequate access ways should be reported to the manager or immediate supervisor immediately. All hazards, hazard locations and all unsafe or inadequate access ways should be provided with clear hazard signs within a safe distance from the hazard site/source.
- **Housekeeping:** It is an essential safety requirement for all safe work environments. An untidy work area can cause accidents, inefficiencies, and creates fire and other hazards. Wet floors, spills, and clutter may cause slips, trips and falls. It is important to keep work areas clear of clutter and equipment. All workers are responsible for keeping their workplace and amenities clean and tidy. Food scraps, drink bottles, empty cartons or cans must be placed in the bin. Workers should use bins provided and not leave rubbish on the ground.
- **Manual handling:** It is defined as any work activity that requires human force to lift, lower, carry, push, pull, restrain or hold a load. Workers should identify, assess and control risks involved in manual handling that should take into account the actions and movements for the

¹ The WB mitigation hierarchy, stipulate that borrowers must first avoid, then minimize, then mitigate, and finally offset the negative impacts of a project

task, workplace layout, duration, frequency, load characteristics, location and distances to be moved.

5.2. Electrical Hazards

Workers may be exposed to occupational hazards from contact with live power lines during construction, maintenance, and installation of ICT activities. Prevention and control measures associated with electrical safety and live power lines include:

- Only allowing trained and certified workers to install, maintain, or repair electrical equipment with strict adherence to specific safety and insulation standards.
- Deactivating live power distribution lines before work is performed on, or in close proximity to the lines
- Ensuring that the workers are wearing proper PPE and properly insulated from the energized part with gloves or other approved insulation

5.3. Chemical Hazards

Chemical hazards represent potential for illness or injury due to single acute exposure or chronic repetitive exposure to toxic, corrosive, sensitizing or oxidative substances. They also represent a risk of uncontrolled reaction, including the risk of fire and explosion, if incompatible chemicals are inadvertently mixed. In the framework of the Project, chemical hazards can be considered as chemicals used in the minor civil constructions such as paints and sealants and battery banks in the ICT equipment.

Chemical hazards can most effectively be prevented through a hierarchical control approach and by:

- Chemicals should be handled and used in full compliance with Material Safety Data Sheet (MSDS) and the manufacturer instructions. Empty chemicals containers and expired chemicals should be collected and disposed as instructed in the MSDS and in compliance with manufacturer instructions.
- Placing hazardous materials in a second containment
- Ensuring that the workers are wearing proper PPE (safety glasses and gloves)

5.4. Environmental Hazard

Workers exposed to high noise levels for long periods could get irreversible damage in their hearing function. Also poor air quality due to the release of contaminants into the work place can result in possible respiratory irritation, discomfort, or illness to workers. Fires and or explosions resulting from ignition of flammable materials or gases can lead to loss of property as well as possible injury or fatalities to project workers. The civil works envisaged under this Project are minor, and limited in space and time, therefore the environmental risks on workers remain low. Prevention and control measures associated with environmental hazards include:

- **Noise limits:** The duration of noise exposure should be limited and should be in compliance with national environmental standards set by the Ministry of Environment (Decision 1/52 dated 1996 which is 90 dB for a duration of less than 8 hours). The use of hearing protection should be enforced actively.
- **Air quality:** Employers should take appropriate measures to maintain air quality in the work area. These include (i) maintaining levels of contaminant dusts in the site at concentrations below those recommended by the WHO Ambient Air Quality Guidelines¹ and ensuring the use of protective masks. **Fire and Explosions:** Storing flammables away from ignition sources and oxidizing materials and be equipped with fire extinguishing devices. Employers should identify potential fire and explosion hazards in the facility and assess its risks to personnel, the facility equipment and may extend to other parts of the facility. Measures to prevent fire and explosion risks should be designed, efficiently implemented, and regularly monitored and updated.

6. General Safety Guidelines for Workers

6.1. Drugs and Alcohol Consumption

To ensure the ongoing safety of all our workers, the consumption of alcohol or recreational drugs are not permitted in the workplace at any time. All workers reporting to work must be free of alcohol and drugs. Measures to identify whether alcohol or drugs are being taken will include:

- Employee experiencing poor coordination, poor concentration and/or visual disturbance
- Near miss incidents
- Violence
- Habitual lateness or absences; - Neglect of personal grooming

Appropriate means will be taken to remove the individual from the workplace and ensure actions are not repeated.

6.2. Smoking

The MOF, other implementing partners and all the Consultants/contractors shall commit to protecting the health and safety of all its workers and others who may be affected by environmental tobacco smoke at work by creating a smoke-free workplace. Smoking shall be prohibited in the workplace and is only permitted in designated areas.

6.3. Clothing and Personal Protective Equipment (PPE)

If any activity within the project requires the use of PPE, the PPE must be in accordance with the task being carried out. The MOF PCU shall ensure that PPE is provided whenever needed to the personnel

¹ Refer to <https://apps.who.int/iris/bitstream/handle/10665/345329/9789240034228-eng.pdf>

concerned. PPE is considered to be a last resort that is above and beyond the other controls and provides the worker with an extra level of personal protection. Proper maintenance of PPE, including cleaning when dirty and replacement when damaged or worn out should be part of the recurrent OHS monitoring tasks.

The Selection of PPE should be based on the hazard and risk and selected according to criteria on performance and testing established as presented in the following Table.

Table 1: Summary of Recommended Personal Protective Equipment According to Hazard¹

Objective	Workplace Hazards	Suggested PPE
Eye and face protection	Flying particles, molten metal, liquid chemicals, gases or vapors, light radiation	Safety Glasses with side-shields, protective shades, etc.
Head protection	Falling objects, inadequate height clearance, and overhead power cords.	Plastic Helmets with top and side impact protection.
Hearing protection	Noise	Hearing protectors (ear plugs or earmuffs)
Foot protection	Falling or rolling objects, pointed objects. Corrosive or hot liquids.	Safety shoes and boots for protection against moving & falling objects, liquids and chemicals.
Hand protection	Hazardous materials, cuts or lacerations, vibrations, extreme temperatures.	Gloves made of rubber or synthetic materials (Neoprene), leather, steel, insulating materials, etc.
Respiratory protection	Dust, fog, fumes, mist, gases, smoke, vapor.	Facemasks with appropriate filters for dust removal and air purification (chemicals, mist, vapors and gases). Single or multi-gas personal monitors, if available.

¹ Adapted from <https://documents1.worldbank.org/curated/en/157871484635724258/pdf/112110-WP-Final-General-EHS-Guidelines.pdf>

6.4. First Aid

- If there are workers who have undergone first aid training, the identity of these workers, their names and location, shall be displayed in a visible work area so that they can be contacted in the case of an emergency in the workplace.
- First-aid box shall be available, and first aid supplies shall be placed in the workplace. It shall contain all the emergency medicines, artificial respiration apparatus, bandages, gauss swabs etc. Items removed from the first aid kit will be documented in the First Aid Kit logbook linked to the incident reporting system. A designated First Aid Officer will review the logbook and the kits fortnightly and restock them with appropriate items. If a significant depletion of the first aid kit resources is made at one time the stock will be replenished orders will be made immediately after incident.

6.5. Incident reporting

All reported occupational accidents, occupational diseases, dangerous occurrences, and incidents together with near misses (when a serious accident could have occurred had it not been for intervention) should be investigated with the assistance of a person knowledgeable/competent in occupational safety.

The investigation should at least:

- o Establish what happened
- o Determine the cause of what happened
- o Identify measures necessary to prevent a recurrence

All workplace related accidents where an employee, contractor or visitor is injured must be reported immediately to the relevant manager and an accident/incident report form must be completed within 24 hours of the accident. Incident Report Form (presented in Annex A) should be submitted to the PCU at the MOF and by the PCU to the World Bank as per the ESCP.

6.6. Fire Emergency Procedure

Fire extinguishers signs shall be available in the workplace, in addition to an office plan clearly showing the exits.

The fire emergency procedure shall be shared with all workers and reminded regularly:

- Where a fire is detected, the person should attempt to extinguish the fire only if it is safe to do so and the fire is containable.
- The person must notify the PCU immediately.
- If required, the site manager will make an announcement for all workers to evacuate the premises immediately and meet at the "Fire Assembly Point".

- Assembly Points and the location of fire extinguishers will be made clear by the senior management to all the workers during regular trainings.
- All workers must stop work immediately and evacuate.
- Workers are advised to leave everything onsite and make their way calmly and quickly to the “Assembly Point”.
- The site manager must notify the Fire Services as soon as practical.
- The site manager will conduct a headcount to ensure no one is left behind. If anybody is found missing the site manager will inform emergency services.
- An incident/accident report form will be filled out by the PCU and site manager and personnel on the site at the time.
- A review will be carried out of the effectiveness of the process and any improvements or corrective actions will be recorded for future implementation.

6.7. Emergency Contact Details

The below table is to be completed, shared with all the workers and also displayed in the workplace.

Table 2: Emergency contact details

Emergency Contact Numbers	
Ambulance	140
Police	112
Civil Defense	125
Internal Information	
PCU contact person for Emergencies	Georges Khoury
Contact Details	georgeskh@finance.gov.lb +9613989475

7. Training

The PCU at MOF shall share the OHS Plan in an accessible manner (to be translated as needed) with all the workers under this project.

The PCU at MOF shall ensure through appropriate contract specifications and monitoring, that the service providers, as well as consultants/contractors are trained adequately on OHS before assignments begin. A basic occupational training program should be provided, as needed, to ensure that workers are oriented to the specific hazards of individual work assignments.

8. Monitoring

OHS Plan shall be undertaken and monitored by the PCU and the Consultants/Contractors to verify the effectiveness of prevention and control strategies.

The OHS monitoring program should include:

- Verification of the effectiveness of prevention and control strategies through safety inspection, testing and calibration: This should include regular inspection and testing of all safety features and hazard control measures focusing on engineering and PPE, work procedures, places of work, installations, equipment, and tools used.
- The inspection should verify that PPE continues to provide adequate protection and is being worn as required. All instruments installed or used for monitoring and recording of working environment parameters should be regularly tested and calibrated, and the respective records maintained.
- Training activities for workers and visitors should be adequately monitored and documented (curriculum, duration, and participants). Emergency exercises, including fire drills, should be documented adequately. Service providers and contractors should be contractually required to submit to the employer adequate training documentation before the start of their assignment.

The PCU and Consultants/contractors will consult with all their workers' health and safety issues for this project on an ongoing basis on occupational injuries and near misses, suspected cases of occupational disease and dangerous occurrences and incidents through: ·

- Meetings where anyone can raise issues for discussion
- Informally during the planning of activities
- During investigations into any incident to establish details of the incident or to formulate corrective action to prevent the incident re-occurring.

9. Summary of OHS Plan

A summary of the OHS Plan is presented in the table below.

Table 3: Action Plan for Prevention/Minimization of Potential Labor Hazards

Measure	Responsible Party	Timeline
Physical Hazards		
Ensure workers do not run-on work sites, and use appropriate paths and access and report unsafe or inadequate access ways	MOF, PCU and E&S specialist	During project implementation
Ensure work areas are kept tidy and clear of clutter and equipment and good housekeeping	MOF, PCU and E&S specialist	During project implementation
Identify and control risks involved in manual handling by assessing the actions and movements for the task, workplace layout, duration, frequency, load characteristics, location and distances to be moved	MOF, PCU and E&S specialist	During project implementation
Electrical Hazards		
Ensure trained and certified workers to install, maintain,	MOF, PCU and E&S	During project

Measure	Responsible Party	Timeline
or repair electrical equipment with strict adherence to specific safety and insulation standards.	specialist	implementation
Deactivate live power distribution lines before work is performed on, or in close proximity to the lines	MOF, PCU and E&S specialist	During project implementation
Ensure that the worker is wearing proper PPEs and properly insulated from the energized part with gloves or other approved insulation	MOF, PCU and E&S specialist	During project implementation
Chemical hazards		
Ensure placement of hazardous materials in a second containment	MOF, PCU and E&S specialist	During project implementation
Ensure that the workers are wearing proper PPE (safety glasses and gloves)	MOF, PCU and E&S specialist	During project implementation
Environmental Hazards		
Ensure noise limits are respected and the use of hearing protection	MOF, PCU and E&S specialist	During project implementation
Ensure air quality is below those recommended by the WHO Ambient Air Quality Guidelines and ensure the use of protective masks.	MOF, PCU and E&S specialist	During project implementation
Ensure flammables are stored away from ignition sources and oxidizing materials, and the site is equipped with fire extinguishing devices	MOF, PCU and E&S specialist	During project implementation
Drugs and Alcohol Consumption		
Ensure all workers reporting to work are free of alcohol and drugs.	MOF, PCU and E&S specialist	During project implementation
Smoking		
Ensure that smoking is prohibited in the workplace and is only permitted in designated areas	MOF, PCU and E&S specialist	During project implementation
Clothing and Personal Protective Equipment (PPE)		
Ensure that PPE, in accordance with the task being carried out, is provided whenever needed to the concerned personnel	MOF, PCU and E&S specialist	During project implementation
First Aid		
Ensure the names and location of workers who have undergone first aid training, are displayed in a visible work area so that they can be contacted in the case of an emergency in the workplace	MOF, PCU and E&S specialist	During project implementation
Ensure the availability of first aid kits and supplies in the workplace	MOF, PCU and E&S specialist	During project implementation
Incident reporting		

Measure	Responsible Party	Timeline
Report all workplace related hazards and accidents immediately to the relevant manager and project manager	MOF, PCU and E&S specialist	During project implementation
Fill an accident/incident report form within 24 hours of the accident	MOF, PCU and E&S specialist	During project implementation
Fire Emergency Procedure		
Prepare and share a fire emergency procedure with all the workers and remind them regularly. Ensure fire extinguishers and site work plan showing the exits are well placed on site	MOF, PCU and E&S specialist	During project implementation
Emergency contact details		
Ensure display in the workplace a list of emergency contact details (ambulance, police, fire service, and an internal focal point from the organization)	MOF, PCU and E&S specialist	During project implementation

Annex A

Details of incident (e.g. to a worker or visitor) and treatment			
Date of incident			
Time of incident			
Nature of incident	☐	Near miss	☐
		First aid	☐
			Medical treatment/doctor
Name of injured person			
Address			
Occupation			
Date of birth			
Telephone			
Employer			
Activity in which the person was engaged at the time of injury			
Exact site location where injury occurred			
Nature of injury—e.g. fracture, burn, sprain, foreign body in eye etc.			
Body location of injury			
Treatment given onsite and Name of Treating Person			
Referral for further treatment? ☐ Yes ☐ No	Name of doctor or hospital	Medical certificate received? ☐ Yes ☐ No	
Injury management required? ☐ Yes ☐ No	Return date		
Witness to incident (Include all witnesses)			
Witness name and contact			

Details of incident	
Date of incident	
Time of incident	
Details of damage to equipment or property	
Name of person who received the report	
Description of incident	