

Second Solomon Islands Roads and Aviation Project (SIRAP2)

LABOR MANAGEMENT PROCEDURE

March 2022

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Abbreviations and Acronyms

ATC	Air Traffic Control
DSC	Design and Supervision Consultant
ESF	Environment and Social Framework
ESIA	Environmental and Social Impact Assessment
ESMP	Environmental and Social Management Plan
ESS	Environment and Social Standard
GRM	Grievances Redress Mechanism
GBV	Gender Based Violence
ILO	International Labour Organization
LMP	Labour Management Procedure
MCA	Ministry of Communication and Aviation
MID	Ministry of Infrastructure Development
MLHS	Ministry of Land, Housing and Survey
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
PST	Project Support Team
SEP	Stakeholder Engagement Plan
WB	The World Bank

1.0. INTRODUCTION

The Solomon Islands Government (SIG), with World Bank financing, is implementing the Solomon Islands Roads and Aviation Project (SIRAP) to improve operational safety and oversight of air transport and associated infrastructure and strengthen the climate resilience of the road and aviation sectors in the Solomon Islands (SI). In 2021, SIG requested a new transport project called the Second Solomon Islands Roads and Aviation Project (SIRAP2) given the need to expand SIRAP further. Activities planned under SIRAP2 are located on the following islands:

- Honiara International Airport (HIR) located in Honiara, Guadalcanal.
- Munda International Airport (MUA) located in Munda, New Georgia Island.
- Existing road network on Malaita Island and Noro Town on New Georgia Island.
- Malaita 4 bridges along North and South Road Sections, Malaita Province
- Lata Runway Pavement on Santa Cruz, Temotu Province

This labour Management Procedure (LMP) describes the requirements and expectations in terms of compliance roles and responsibilities, monitoring and reporting with respect to labour and working conditions under SIRAP 2 (project). This plan is adopted by MCA, MID and PST for SIRAP2. SIRAP2 is a new transport project as requested given the need to expand SIRAP. The new ESF structure to assess the significant risks for the environment and social risks instruments, and a site specific ESMP is required.

The LMP also considers the health and safety needs, and all the measures included in here in regard to addressing occupational health and safety issues specifically those related to COVID-19. The LMP sets out the project's approach to meeting national requirements as well as the objectives of the World Bank's (WB) Environmental and Social Framework (ESF), specifically objective of Environmental Social Standard 2: Labour and Working Condition (ESS2).

2.0. PROJECT DESCRIPTION

2.1. Overview of the Project

The proposed investment under the additional financing for SIRAP 2 is given in the table below. The roads will be under MID, and the air control tower and car park will be under MCA.

Table 1: Proposed Investment for SIRAP 2

HIR - Runway Resurfacing and Airfield Ground Lighting, Rescue Fire Services Station, Auto Weather Observation Station (AWOS), Stand by Generators, Control Tower (design and build), New Aviation Complex Building, Perimeter Fence
MUA Terminal Carpark, Control Tower (design and build),
Malaita North Rd: 2 log timber bridge replacement – Kolofe 1 at chainage 91.20 and Kolofe 2 at chainage 91.50

Malaita South Rd: 2 bridge replacement – Suú Harbour bailey bridge (Chainage 66.42) and Bira log timber bride at chainage 68.00
Lata Airport at Santa Cruz for sealing
Noro Town Roads Rehabilitation.

3.0. OBJECTIVE of the LMP

This Labour Management Procedure aims to ensure proper working conditions including:

- Promoting safety and health at work,
- Promoting fair and equitable labour practices for the fair treatment, non-discrimination and equal opportunity of workers engaged under SIRAP2
- Protect all categories of project workers, including vulnerable workers such as women
- To prevent the use of all forms of forced and child labour
- To protect project workers' rights and ensure the management and control of activities that may pose labour related risks
- To provide project workers with accessible means to raise workplace concerns.

The LMP will identify and assesses potential labour risks and impacts on the project workers and describes how they will be mitigated. The LMP is a living document and will be reviewed and updated throughout development and implementation of the project. This LMP will be updated based on approved the activities for MCA and MID. The contractors will update the labour management plan and will be reviewed and cleared by the Supervision Consultant and PST Safeguards Team.

4.0. OVERVIEW OF LABOUR USE ON THE PROJECT

4.1. Number of Project Workers

The ESS2 categorises the workers into direct workers, community workers, and primary supply workers. At this stage the number of workers will not be determined, except for the direct workers which covered SIRAP2 PST. A total of 10 workers will be engaged.

Table 2: Number and Characteristics of Project Workers

Type	No. of Workers	Local	International	Timing of Engagement	Type of Job/Skills
PST	10	7	3	Q1 2022 – Q2 2029	Project Manager, Int. Procurement Specialist, Technical & Financial Staff
Supervision Consultant	Not Known Yet				Technical Staff: Engineers and supervisor and E&S Specialist

Contractor	Not Known Yet				Airport engineers, technical staffs, technicians, skilled and unskilled labour
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Details of female workers to be hired under the project are not known at this stage. The community workers will be managed under the contractors.

4.2. Characteristics of Project Worker

For this project types of workers to be engaged is characterized by the type of activities that will be undertaken.

4.2.1. Direct Workers

The Direct Workers will be the personnel of stationed at the SIRAP2 PST Office. These would be the level of Project Manager, Procurement Specialists, Finance, administration, and safeguards.

The supervision consultants including Chief Engineer, Site Engineer, and other for performing other specific functions as per requirement.

4.2.2. Contracted Workers

For SIRAP 2 the contracted workers will cover the Design and Supervision Consultant and Contractors. At this stage the Design and Supervision Consultant (DSC) and Contractors are not yet known. This LMP will be updated once this information is made available.

The DSC will be engaged to assist PST in the implementation and construction supervision of SIRAP 2 activities. It will comprise of contract workers, comprising professionally qualified project engineers, multidisciplinary construction managers, skilled work supervisors and technicians.

The Contractors will be engaged to do the actual construction of the infrastructure. The contractor will have both technical staff and qualified engineers. They will be responsible for the employment of the unskilled (local community members). The unskilled workers will work and return to their respective homes. However, the skilled worker will to be accommodated temporarily at the site for the duration of the project. Their camp will be set up by the contractor. The skilled and unskilled workers will be normally sourced through registered labour contractors, as a standard operating practice.

4.3. Timing of Labour Requirement

The deployment of the contracted workers and community worker, particularly skilled category will directly link to the phases of the project (detailed engineering design, and construction phase). The type of activities needed for the road upgrading, car park, new air control tower and fencing and Santa Cruz airport sealing activities.

4.3.1. Information on Contracted Workers

SIRAP2, through the PST will maintain information on engagement of contracted workers of all categories. The contractors will be contractually obligated to maintain updated information on all categories of contracted workers, especially migrant construction workers and periodically.

The format for submittal of information on all contract workers will be finalised during mobilization phase of the contractor. The information database on contracted workers to be maintained by the contractor will include not limited to the following¹.

- Name and Age (to be supported by Voter Card)
- Father's Name and Permanent Address
- Marital Status and Name of the Spouse (if married)
- Number of Children with Gender (as applicable)
- Place of Stay of Spouse and Children during work engagement under SIRAP2
- Address and Contact Number (in case of any emergency)
- Key Skills and Years of Experience
- Work activities, Schedule, Duration of Engagement
- Duration of Contract and Rotation Arrangements
- Facilities Arranged by Contractor including health check-ups prior to engagement, accommodation (onsite workforce camps, with local community, transportation to work site and other facilities (to be specified by Contractor)
- Pre-Employment Check-ups, Fitness Tests and Health Awareness Campaign for workers

The contractor will be obligated to consider the following from COVID-19 considerations.

- **Sensitization of all contracted workers** about COVID-19, and precautions to be taken like social distance of minimum 1.5 metre during all work situations, use of face masks or cotton cloth, maintaining safe distance, use of sanitizers and frequent washing of hands, avoid spitting in public, maintain hygiene, reporting of flu like illness symptoms, avoid use of chewing gum, tobacco in all forms, and creation of isolation/quarantine rooms, for any workers showing COVID symptoms, until shifting to hospitals, among others.
- **Minimize movement in and out of site** (*consider extending term of existing contracts, to avoid workers returning home to affected areas, or returning to site from affected areas*)
- **Minimize contact with people near the site** (*including in certain cases prohibit from leaving the site for the duration of their contract, so that contact with local communities is avoided to extent possible. Move workers to site accommodation (subject to availability) where they would be subject to the same restrictions.*)

¹ as per ESF/Safeguards Interim Note: COVID-19 considerations in construction/civil works projects dated April 7, 2020

5.0. Assessment of Key Potential Labour Risks

In respect of infrastructure related interventions proposed the nature of activities in upgrading and maintenance of the road (Noro Town Roads), Munda car park, new air control tower and Honiara International airport perimeter fencing will involve:

Upgrading Activities: the proposed improvement of the roads under SIRAP2 comprises resealing of 4.6km of road length, construction/installation of road safety infrastructure, Munda car park area, construction of the new air control tower and sealing of the Santa Cruz Airport.

Maintenance Activities: the proposed maintenance works includes vegetation clearance for the Noro Town Roads, appropriate pothole/edge repair basecourse corrections, culvert/drainage improvement and road safety improvement. The maintenance will basically be on the road component.

5.1. Project Activities

The SIRAP2 activities covered upgrading of Noro Town Road, Munda terminal car park, new air control tower, Honiara International perimeter fencing, Malaita 4 bridges and Santa Cruz airport upgrading to sealing the runway.

5.1.1. Honiara International Perimeter Fencing

The Honiara International perimeter fencing activities is also a key activity under SIRAP2. The fencing will be at the current location and footprint. Since the work will be in current the impacts will be insignificant to minor.

Figure 1: Honiara International Airport



5.1.2. Munda Terminal Carpark area and Air Control Tower

Design and build of new Air Traffic Control (ATC) tower located on the northern side of the runway on land which will be acquired as part of the project using the Solomon Islands land acquisition process outlined in the Lands and Titles Act. The process is currently progressing with MCA and Ministry of Lands, Housing and Survey (MLHS).

Figure 2: Munda Car Park and Air Control Tower



5.1.3. Noro Town Road

For the Noro Town rehabilitation, it will involve both resealing and unsealing. A total of 10km of road upgrading.

Figure 3: Noro Town Roads



5.1.4. Lata Runway Pavement

The airport is located on Santa Cruz Islands in Temotu Province. The status of the airport is coronous and it is proposed for sealing upgrading.

Figure 4: Lata Airport



5.1.5. Malaita Bridges Replacements

Two log timber bridge were of highest priority for MID that needs urgent replacement. The photos provided below were taken 4 years ago, and it is understood that the two bridges are now not used. The bridges along the north road section are Kolofe 1 log timber bridge at chainage 91.20 and Kolofe 2 log timber bridge at chainage 91.50.

Along the South Road the Suu bridge at chainage 66.42 and Bira long timber bridge at chainage 68.00 will be replaced under SIRAP2. The photos given in the table below were taken some 4years back. It is understood that these are not usable, thus, vehicles are currently accessing the stream bed.

Figure 5: Location of the 4 Bridges for Replacement

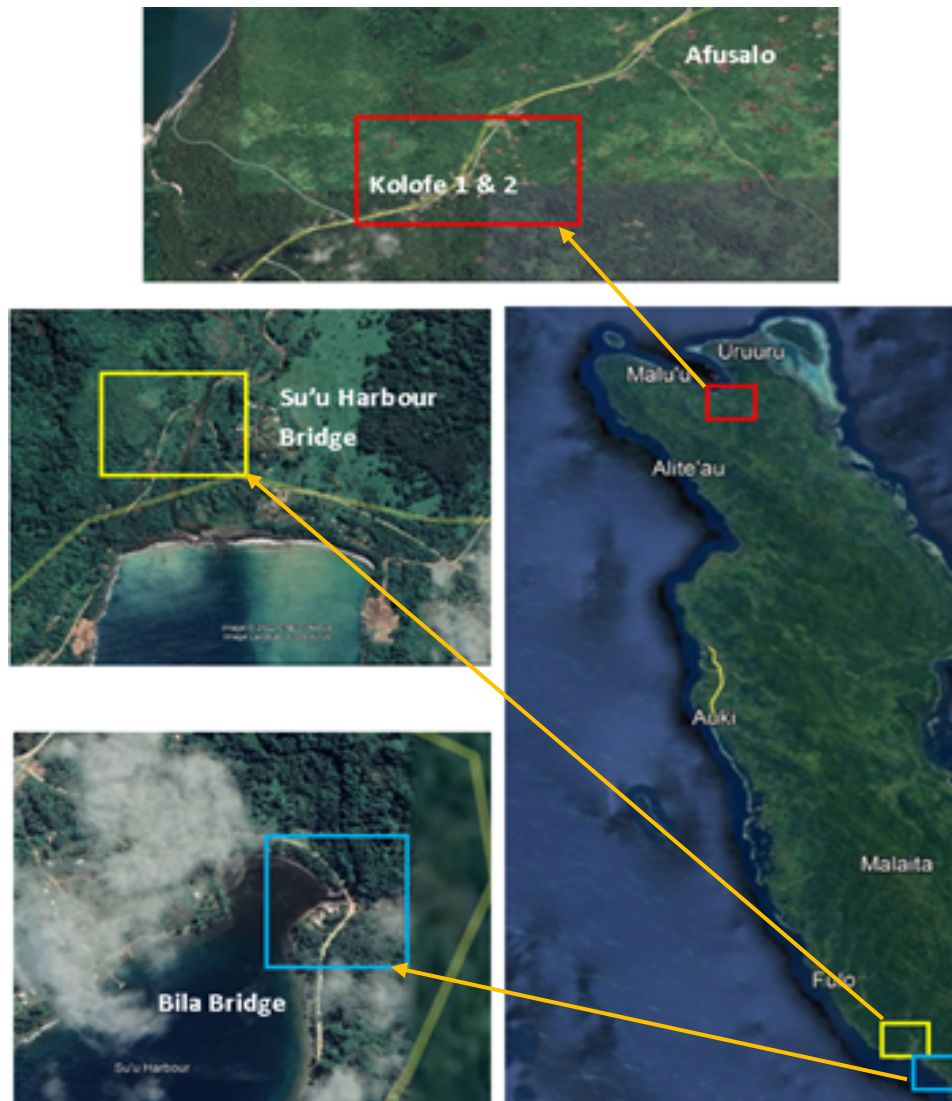


Figure 6: Malaita Bridge Replacement along North Road

Kolofe 1 bridge – 91.2 km. This 17.5 metre log bridge has collapsed, and a temporary crossing has been constructed using the original logs.

Kolofe 2 bridge – 91.5 km. This 11.2 metre log bridge has gabion abutments, log beams and a timber deck. It was constructed in 2007-2009. The bridge is deteriorated and is one of the 15 bridges for specific maintenance in 2018.



Damaged timber deck	Overgrown log beams	Gabion abutment
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Figure 7: Malaita Bridges Replacement along South Road

Suu Harbour bridge – 66.42 km. This 21.7 metre bailey bridge was destroyed by logging trucks. The logging company has constructed a temporary log bridge with log abutments, log beams and a timber deck.		
		
Timber deck	Log beams and log abutments	Destroyed bailey bridge
Bira bridge – 68.00 km. This temporary log bridge has log abutments, log beams and is filled up with gravel. This bridge is not included in SITAMS.		
		
Gravel Deck	Log beams and log abutments	Deck damaged by water

The most commonly adopted construction activities for roads and airport as hereunder:

- Site clearance activities including clearing and grubbing
- Establishing of material stack yard, hot mix plant, concrete batch mix plants, workforce camps as per requirements
- Procurement of construction materials, stacking and transportation to work sites
- Construction of longitudinal drains and road safety signs and etc
- Levelling and consolidation of roadway formation widths
- Construction of sub-base and base layers
- Laying of bitumen pavement and construction of shoulders
- Collection, transportation and disposal of all construction debris at approved locations

- Slope stability Improvement and erosion control works along landslide/erosion prone stretches of roads through nature based(bioengineering) interventions and developing vegetation cover for open areas within right of way
- Restoration of borrow areas, campsites, material laydown sites, hot mix plant, concrete batch mix plants, workforce camps, as per agreed upon restoration plan

5.1.6. Key Labour Potential Risks

Following are the potential risks associated with workers/labours engaged in road and airport construction works.

- Lack of training/awareness/ orientation amongst workforce and for safety at work
- Safety issues, while work at heights and working around moving equipment/machineries
- Lack/Inadequate or inappropriate personnel protective gear and or safety accessories for workforce
- Injuries/fatalities leading to even death, while at work during normal course, either due to negligence at work and/or inadequate experience/training or accidents
- Inadequate first-aid facilities at work sites and lack of emergency response mechanism for shifting injured to hospitals and care thereof
- Short and long-term effects on health due to over exposure to dust and noise levels, while at work
- Long term effects on health life due to exposure to chemicals /hazardous wastes, if any
- Inadequate accommodation facilities at work force camps
- Lack of adequate sanitation and health facilities
- Non-payment and disparity of wages
- Discrimination in employment (e.g., abrupt termination of the employment, working conditions, wages or benefits etc.)
- Engagement of child labour
- Sexual harassment at work sites or workforce camps
- Forced labour trafficking
- Safety and security of workforce campsites
- Safety and security of women workforce at work sites and within workforce campsites
- Lack/Inadequate facilities for the children of the workforce at camp sites
- Gender based violence issues within workforce camp sites
- Conflicts with local community, particularly gender-based violence issues
- Health risks of labour relating to HIV/AIDS and other sexually transmitted diseases
- Absence or inadequate or non-responsive emergency response mechanism for rescue of workforce, during natural calamities like disasters due to earthquake/floods/fire outbreak etc at operational sites and/or workforce camps

In addition, other risks could be as follows:

- i. Unclear terms and conditions of employment (particularly for unskilled construction workers/labor)
- ii. Discrimination and denial of equal opportunity in hiring and promotions/incentives/training opportunities (contracted workers)
- iii. Denial for workers' rights to form workers organizations, etc. (particularly for unskilled construction workers/labor)
- iv. Absence of a grievance mechanism for labor to seek redressal of their grievances/issues

The labour risk mitigation and OHS management of workers and related issues arising during construction works will be under direct control of contractors and thus have to be managed by contractors. Therefore, ensuring effective management of OHS plan for contract workers by contractor is core to the implementation of SIRAP2 by MID and MCA.

In respect of COVID -19: Influx of migrant workers will require additional considerations. SIRAP2 will require to bring in construction workers from outside of the country. Thus, it will inevitably bring in migrant workers from other provinces and outside of Solomon Islands. These workers could become vectors for transmission of COVID-19 to other workers in construction project sites and nearby communities.

SIRAP2 PST and contractor will ensure the contractor strictly adhere to these SIG and World Bank COVID -19 SOPs at all construction sites, which will cover migrant workers for pre-employment health checks including testing for COVID symptoms at approved venues of all migrant workers about COVID-19, precautions like maintaining social distance of minimum 1.5 metre at work sites as well as at workforce camps, covering of face with masks/cotton cloths, use of sanitizers, frequent washing of hands, avoid spitting in public, maintain hygiene, reporting of flu-like-illness symptoms, avoid use of chewing betelnut, tobacco in all forms, creation of isolation/quarantine rooms for any workers reporting/showing COVID symptoms until shifting to designated COVID sites, controlling entry and exit from site/workplace; use of non-contact thermal scanners at entry/worker reporting points, reviewing accommodation arrangements maintain social distancing norms, providing adequate and appropriate forms of personal protective equipment (PPE) among others as part of the Contractor's labour management plan. In case of any workers reporting COVID symptoms, contractor will arrange to immediately shift such worker to temporary isolation rooms at workforce camps, until they are shifted to designated COVID care sites at respective provincial level.

PST and Design and Supervision Consultant will ensure contractor is obligated to implement all applicable management plans/SOPs for COVID at work sites and specially covering all migrant construction workers during the mobilisation phase of the contractor, as part of the approval process of Contractor's OHSP and C-ESMP for works under SIRAP2.

6.0. Brief Overview of Labour Legislation: Terms and Conditions

6.1. National Legislation

The principal legislation governing labour management in the Solomon Islands includes:

- Labour Act (revised edition 1996) provides an overarching framework for labour legislation, establishing standards in relation to:
 - Days and hours of work
 - Payment of wages
 - Written contracts of employment
 - Maternity leave
 - Child labour
 - Care of workers
 - Termination of employment
- Trade Unions Act (revised edition 1996), which regulates the registration, leadership and operation of trades unions in Solomon Islands
- Workmen's compensation Act (revised edition 1996) makes provision for compensation to workmen injured at work in Solomon Islands, its also include occupational diseases.
- National Provident Fund Act (revised edition 1993) requires employers to pay contributions for any employee under a contract of service or apprenticeship.
- Unfair dismissal Act (revised edition in 1996) provides a remedy for employees who may be unfairly dismissed and establishes right of referral to the Trade Disputes Panel
- Safety at Work Act (1982) designed to establish safe systems of work to eliminate or minimize the risks to health, safety and welfare. Under the Safety at Work Act, employer has the duty to:
 - Ensure the health, safety and welfare of all employees including part-and full-time workers, temporary workers and work experience people.
 - Inform, instruct and supply relevant information to all employees
 - Ensure that all plant, machinery and systems of work are safe and without risk to health and safety.
 - Ensure that all premises are safe to use and that all hazardous processes are either eliminated or adequately controlled.
 - Ensure that adequate training is supplied to staff where applicable
 - Ensure freedom from discrimination, harassment, bullying or violence in the workplace.
 - Ensure the health and safety of other who are not employed by the employer but may be affected by their undertaking, for example visits or contractors.

6.2. International Conventions on labour

Solomon Islands has in addition ratified the following International Labour Organisation (ILO) conventions:

- C029 – Forced Labour Convention, 1930

- C087 – Freedom of Association and Protection of the Right to Organise Convention, 1948
- C098 – Right to Organise and Collective Bargaining Convention, 1949
- C105 – Abolition of Forced Labour Convention, 1957
- C111 – Discrimination (employment and occupation) Convention, 1958
- C138 – Minimum Age Convention, 1973
- C182 – Worst Forms of Child Labour Convention, 1999

6.3. Gender Based

The Gender Equality and Women's Development (GEWD) Policy 2016 – 2020 is the overarching policy framework for achieving gender equality and women's rights in the Solomon Islands. SIG has in addition adopted other national and international frameworks and commitments such as the Convention on the Elimination of All forms of Discrimination Against Women (CEDAW) and the Sustainable Development Goals (SDGs) are also fundamental to the purpose of the GEWD Policy. The Policy places the promotion of gender equality at the heart of the government's mission and recognizes that continuing to invest in women's empowerment is vital to achieving gender equality, including improved economic status of women, and recognizes the need to work to address attitudinal and institutional barriers to gender equality.

7.0. Brief Overview of Labour Legislation: Occupational Safety and Health

All occupational health and safety requirements as per WB EHS and SIG law must be in place and workers trained in necessary procedures (e.g., spill response plan).

The OHS Management Plan Guidelines in Appendix E have been designed to reinforce existing SIG health and safety law and must be applied to all aspects of the HIR project. They must also be applied in compliance with the World Bank OHS Environmental, Health, Safety (EHS) Guidelines².

For the purposes of the project, in addition to the national OHS standards the employer is adopting a guideline for occupational health and safety based on good international industry practice. To be qualified for bidding contractors will be required to have in place an occupational health and safety management system which is compliant with, or equivalent to, OHSAS 18000 (<http://certificationeurope.com/ohsas-18000-health-safety-management-standards/>) and is acceptable to the client. The contractor shall specify which occupational health and safety standards are to be applicable to the project and provide evidence of application of such standards on a project of similar size and complexity during the past 5 years.

Civil works shall not commence until the Supervision Engineer has approved the OHS Management Plan, the Safety Officer is mobilized and on site, and staff have undergone

² <https://www.ifc.org/wps/wcm/connect/1d19c1ab-3ef8-42d4-bd6b-cb79648af3fe/2%2BOccupational%2BHealth%2Band%2BSafety.pdf?MOD=AJPERES&CVID=Is62x8l>

induction training. Details of the expected content of the OHS Management Plan and expected practices of the Contractor with regards to health and safety.

In light of the COVID-19 world pandemic, the project will ensure to protect its workers, and to comply with those regulations that of the national government requirements for COVID-19 protection measures. The Project should prioritize and look after the well-being of the workers and monitor and follow the local and national health authority guidance on Covid-19. All workers are required to undergo the COVID-19 testing, if a worker has been tested positive or in contact with a positive COVID-19 case, the worker will be required to undergo the 14 days quarantine.

8.0. Responsible Staff

8.1. Engagement and Management of Project Workers

Direct Workers: This will be the Project Support Team (PST) which will be responsible for the day-to-day project implementation on behalf of the SIG. The PST will engage 10 consultants, of which 3 will be international staff and 7 nationals. These direct workers will be mostly technical staff with skills in engineering, financial and environmental and social fields.

8.2. Engagement and Management of Contractors/ Subcontractors

The contractors will be primarily engaging the contract workers at field level will be overseen and managed by the Design and Supervision Consultant under the overall guidance of PST.

At the field level, every contractor will be mandated by contract to deploy one EHS officer (Environment, Health and Safety) per construction package to oversee Workers' Supervisors, managing workers on daily basis. The contractor workers will be supervised by their own supervisors and report to EHS officer(s) of the main contractor.

Contracted Worker Design and Supervision Consultant: The project will engage one main contractor (Supervision Engineer) who will be responsible for the day-to-day oversight of the construction works for the project, including safeguard compliance. The Supervision Engineer will work closely with the Contractor on a daily basis to ensure that all works are implemented in a compliant manner consistent with the detailed designs provided and the ESMPs and the LMP.

Contracted Worker Contractor: This will be the contractor that will carry out the actual construction of the proposed activities. The contractor will resource their team with an experienced and qualified full-time national safeguard specialist and an experienced and qualified international safeguards key personnel who is resourced to make regular and ad hoc (as needed) site visits. And they will deal with employment of the communities for the unskilled tasks. These will be taken into consideration in their bidding document.

Workers under the age of 18 will not be permitted in the implementation of the project. Details of workers to be hired under the project are not known at this stage.

Contracted Worker Individual Consultant: In case of consultancy services for conducting various studies, the various consultancy teams would be managed by PST under the directions of the Project Manager under their individual firms for SIRAP2.

This LMP will be updated to include additional details on the engagement and management workers are known in the later stage.

8.3. Occupational Health and Safety (OHS)

The ESMPs prepared for SIRAP2 include measures to mitigate project's environmental and social risks and impacts. The ESMPs also has the institutional set-up outlining the roles and responsibilities of different project stakeholders involved in implementation of ESMP and ESCP, including that of contractor's Environmental, Health and Safety Officer.

The PST NSS will coordinate with the Supervision Consultant to enforce effective implementation of measures approved in C-ESMP with the contractor. The contractor's approved C-ESMP will be reviewed periodically and updated in a timely manner, to address changed requirements, if any during project implementation.

8.4. Training of Workers

The OHS plan, will be submitted by the contractor and approved by Supervision Consultant/PST, prior to commencement of construction activities will have procedures for the training of workers at various stages as hereunder:

- Induction training of new workers on OHS
- Toolbox meet/briefings by work supervisors on daily basis, sensitisation of workers about safety procedures at work for the day
- Briefing on safety at work procedures, prior to commencement of any new activity/tasks
- Response and reporting in case of injuries and/or incidents related to safety at work
- Periodic health check-ups and encourage to report occupational health issues
- Create awareness and report unsafe incidents at work, injuries including minor ones
- Awareness and mock drills about emergency response plan at worksite and reporting protocols
- Awareness and briefing on community safety, while at work
- Awareness and briefing on the GRM, specially set up redressing Grievances, without any retribution
- Mandatory use of PPEs at work and replacement of PPEs

Specifically, in context of COVID, HPRIDC will require Contractor's ESMP to cover aspects relating to the following:

- Details of key responsibilities and reporting arrangements vis-à-vis the project's Supervising Engineer and the contractor
- Coordination and reporting arrangements between contractors
- Raising awareness and training of workers in mitigating the spread of COVID-19
- Assessment, triaging and treatment of patients and/or workers infected with COVID-19

8.5. Addressing Worker Grievance

The contractor of respective construction packages will be obligated to set up a GRM, specially to redress complaints relating to workers deployed for construction works under SIRAP. The GRM will have due representation of PST, Construction Supervision Consultant, Contractor, Workers and women (from PST/contractor/workers). The mandate for GRM, Institutional arrangements, procedure for receiving complaints, time limits for redressal of complaints and escalation level for unresolved cases and resolution thereof will be finalised during the approval of C-ESMP by Supervision Consultant and PST. SIRAP will have an oversight of this labour GRM. The GRM for the Workers will be set up during mobilisation phase of the contractor.

9.0. Policies and Procedure

All the employee and contractors working under or on behalf of SIRAP will sign the code of conduct before mobilising to the site of engagement. The following are policies and procedures:

- Incidents and Accidents related
- Occupational Health and Safety Related
- GBV/SEA Related
- COVID Consideration

9.1. Incidents and Accidents Notification

The contractor will promptly notify to the PST within 24 hours any incident or accident related or having an impact on the Project which has, or is likely to have, a significant adverse effect on the environment, tangible cultural heritage, the affected communities, the public or workers. They will provide sufficient detail regarding the incident or accident, indicating immediate measures taken to address it, and including information provided by any contractor and supervising entity. Further, the PST will appraise this to MCA/MID and WB.

To mitigate the risks of accidents and incidents

No.	Action	Responsibility	
		Implementation	Supervision
1	EHS: Before commencing the works, onsite PST, Supervision Consultant and contractor shall provide training to all worker on basic EHS risks associated with the proposed construction works and the worker's responsibility	Contractor	Supervision Consultant and PST

	<p>Training will be conducted on a monthly basis. Contractor's site engineers will arrange weekly toolbox talks to the construction workers on EHS risk associated with construction activities that will be carried on that particular week</p> <p>The contractor's monthly training program will also cover topics related to Code of Conducts such as sexual harassment, sexual/gender-based violence and respectful attitude while interacting with the local community.</p>		
2	<p>PPE: Contractor shall provide Personal Protective Equipment (PPE) for workers, such as safety shoes, helmets, safety vests masks, gloves, protective clothing, goggles, full face eye shields and ear protection based on the work requirements.</p> <p>Workers shall maintain the PPE properly by cleaning dirty ones and replacing damaged ones</p>	Contractor	Supervision Consultant and PST
3	<p>Height Risks: Contractor shall install guard rails with mid-rails and toe boards at the edge of any fall hazard area</p> <p>All shall use fall preventing devices such as full body harness in conjunction with the shock absorbing lanyards.</p>	Contractor	Supervision Consultant and PST
4	<p>Risk from machines and moving equipment: Contractor shall hire trained operators for the safe operation of specialized vehicles such as forklifts, including safe loading and unloading</p> <p>Moving equipment with restricted rear visibility shall be outfitted with audible back-up alarms. Flagman will be provided to each moving equipment operator to guide the movement of equipment.</p>	Contractor	Supervision Consultant and PST
5	<p>Electrical Exposure: Contractor shall mark all energised electrical devices and lines with warning signs</p> <p>Contractor shall check all electrical cords, cables and hand power tools for frayed or exposed cords and following manufacturer recommendations for the maximum permitted operating voltage of the portable hand tools.</p>	Contractor	Supervision Consultant and PST
6	<p>Emergency at Worksite: The contractor shall prepare an emergency preparedness and response as part of the CESMP</p> <p>The contractor shall mark the fire escape routes and train the workers on emergency evacuation.</p> <p>Emergency drills shall be conducted on regular basis.</p> <p>The contractor shall have adequate fire extinguishers at the work site and all contractors site supervisors shall be trained with the operation of the extinguishers.</p> <p>The contractor shall have adequate spill kits for control of oils spills and leaks.</p>	Contractor	Supervision Consultant and PST

9.2. GBV Related

It is anticipated that there will be more men than women working and will be largely in the unskilled category. Contractors will maintain harmonious relations with the local communities and by ensuring workers adhere to Code of conduct (CoC). The CoC commits all persons engaged by the contractor, including sub-contractors and suppliers, to acceptable standards of behaviour. The CoC will include sanctions for non-compliance, including non-compliance with specific policies related to gender-based

violence, sexual exploitation and sexual harassment (e.g., termination). The CoC will be written in plain language and signed by each worker to indicate that they have:

- received a copy of the CoC as part of their contract;
- CoC has been explained to them as part of induction process;
- acknowledged that adherence to CoC is a mandatory condition of employment;
- understood that violations of the CoC can result in serious consequences, up to and including dismissal, or referral to legal authorities.

To mitigate potential risks related to on-site safety and GBV, the contractor will undertake actions as given in table below:

No.	Action	Responsibility	
		Implementation	Supervision
1	Facilities: Separate, safe and easily accessible facilities for women and men in the place of work and the labour camps. (e.g., toilets should be located in separate areas, well-lit)	Contractor	DSC and PST
2	Awareness: Display signs that the project site is an area where SEA/SH is prohibited.	Contractor	DSC and PST
3	CoC: Ensure Codes of Conduct are clearly understood and signed by those with a physical presence at the project site;	Contractor	DSC and PST
4	Train project staff on the behaviour obligations under the CoCs and Disseminate CoCs (including visual illustrations) and discuss with employees and local communities.	Contractor	DSC and PST

9.3. Occupational Health and Safety

The construction of road and airports has its own challenges and add to the OHS challenges encountered during construction stage. The significance of OHS concern for workers and community would increase due to many factors that may be due to site conditions, workers or communities' awareness to OHS preventive/protective measures, provisions in contract, lack of supervision and monitoring and effective enforcement by implementing agency.

The OHS of workers and related issues arising during construction works will be under direct control of contractors, who will be responsible and liable for safety of site equipment, labours and daily workers attending to the construction site and safety of citizens for each work site, as mandatory measures. The requirement for the preparation of an OHS plan by Contractor, as part of C-ESMP is integrated in the contract documents and commitment in the ESCP. Further, the ESMP will be updated including management measures and contractor's responsibility to response to COVID risk. The Contractor shall be obligated to include COVID Response and Management measures in OHS plan that will be part of the C-ESMP submitted for approval.

Under no circumstances, the contractors (including sub-contractors) working under SIRAP2 will engage forced labour (all forms) including bonded labour (working against an impossible debt), excessive restrictions for freedom of movement, inordinately long notice periods, forceful keeping/ retaining worker's identity or any government issued documents or personal belongings, imposition of recruitment fee or commission payable either directly or indirectly at the commencement of employment, loss or delay of wages that impede the workers' right to end employment within their legal rights, substantial or inappropriate fines, physical punishment, use of security or other bouncers to force or extract work from project workers, or other restrictions that compel a project worker to work on a non-voluntary basis.

This will be ensured through i) inclusion of code of conduct in the contract documents; ii) OHS performance requirements, which include code of conduct on handling workers and iii) regular monitoring and reporting by the PST.

9.4. COVID Consideration

Request details in writing from the Contractor of the measures being taken to address the risks (*construction contract should include health and safety requirements and mitigation measures*); This should include SOPs that cover the following aspects:

- a. Conducting pre-employment health checks
- b. controlling entry and exit from site/workplace
- c. General hygiene, cleaning and waste disposal
- d. Adjusting work practices
- e. reviewing accommodation arrangements, to see if they are adequate and designed to reduce contact with the community
- f. reviewing contract durations, to reduce the frequency of workers entering/exiting the site
- g. rearranging work tasks or reducing numbers on the worksite to allow social/physical distancing, or rotating workers through a 24-hour schedule
- h. providing appropriate forms of personal protective equipment (PPE)
- i. Instances of spread of virus
- j. Training and communication with workers
- k. Communication and contact with community

Request the Contractor to convene regular meetings with the project health and safety specialists and medical staff (and where appropriate with local health authorities), and to take their advice in designing and implementing the agreed measures.

Identify a senior person as a focal officer with responsibility for monitoring and reporting on COVID-19 issues and liaising with competent authorities designated by the district administration or State Government authorities point

Check with Contractors on whether the workers are informed/encouraged to use the existing project grievance mechanism to report concerns relating to COVID-19

The reports to be prepared for monitoring of compliance with HIS risks are summarized below

No.	Reports	Contents of the Report	Frequency	Responsible
1	OHS Monitoring Report	Compliance status of the project with the CESMP mitigation and monitoring measures	Weekly	Contractor
2	OHS Monitoring Report	Compliance status of the project with the ESMP mitigation and monitoring measures	Monthly	Supervision Consultant
3	OHS Monitoring Report	Compliance status of overall Project with ESMP requirement	Quarterly	PST
4	Incident Reports	Incident investigation reports for all major incidents covering details of the incident, root cause analysis, and actions taken to address the future recurrent of this event	Initial investigation report within 24hours; Detailed investigation report	Contractor

10.0. Age of Employment

10.1. Direct Worker

The Direct workers will be technically qualified, with age ranging between a minimum of 18 years and maximum 60 years.

10.2. Contracted Workers

The age of the technically qualified and or skilled contract workers can be range between a minimum of 18 years and maximum 60 years, whereas the age of unskilled workers can range between 18 to 50 years and in no case, it can be expected to exceed 60 years.

It is possible that some of the personnel (specially consultants) deployed by PST, in exceptional cases could have a maximum age of 65 years.

The age of the personnel deployed by PST could be verified by PST through valid documents like Voter Card/Passport/Valid Driving License.

It is possible that some of the managerial or supervisory level contract workers deployed by contractor, in exceptional cases could have a maximum age of 65 years.

The age of the skilled and unskilled personnel deployed by Contractor could be verified by Supervision Consultant through valid documents like Voter Card/Valid Driving License. In exceptional cases, where the unskilled worker(s) are unable to produce valid age proof documents for whatsoever reason, the age could be ascertained through medical examination by competent medical authority at Government hospital at the expense of Contractor

Solomon Islands has ratified both the ILO Minimum of Age Convention (C138) and the ILO Worst Forms of Child Labour Convention (C182). The minimum age of employment for this project will be 18 years due to the hazardous work conditions. To ensure compliance, all employees will be required to produce their voter ID or driving licence as a proof of their identity and age. Contractors and subcontractors will be required to receive approval for the specific procedures they will use to verify the ages of job applicants.

If underage workers are found working on the project, PST will provide immediate notification to the contractor and labour office and instruct immediate termination of the worker by the contractor.

10.3. Community Workers

SIRAP2 intends to engage local workers along project roads, particularly women from nearby villages/areas and deploy for non-core project interventions like vegetation clearing and drainage cleaning as well as engaged as cleaners in the office and camp. Also, men will also be engaged in the unskilled jobs for both the road and airports proposed activities.

The workers thus engaged on payment basis, will be sourced from nearby villages/areas. The age (in compliance with the national standard) of the community workers will be verified by the contractor and supervision consultant through valid documents like Voter Card.

11.0. Terms and Conditions

The contractor that will be engaged under SIRAP2 will comply with the national law regarding the payments and working hours.

12.0. Grievance Redress Mechanism

SIRAP has an existing Grievance Redress Mechanism (GRM) in place to receive concerns and grievances from key stakeholders and the public affected by the Project. The GRM serves as a critical avenue to allow all the key users and stakeholders of the airports and roads to send their complaint and/or concerns of the progress regarding the project implementation.

Information relating to availability of GRM without any retribution, its institutional set up, timings and procedure for receiving complaints, mechanism of handling complaints, maximum time limits for redressal of complaints and escalation level for unresolved cases and resolution thereof will be disseminated to the workers on a regular basis.

Some of the GRM dissemination avenues are;

- During Induction training for new workers
- During Toolbox meet/briefings by work supervisors

- During periodic tail gate sessions, to review and refresh site protocols on safety procedures at work
- Through pictorial illustrations and posters in local language installed at prominent places like entry/exit points, canteen, entertainment areas, health camps sites etc.
- During awareness campaigns for safety at work and response to Emergency Response Plans
- Awareness and briefing on community safety, while at work

A summary of the grievance received should be included in the monthly and quarterly monitoring reports. If grievances are repeated, unresolved or submitted by several people, this should be escalated to the Labour Department (SI).

13.0. Contractor Management

13.1. Contractor Selection Process

Selection of a Contractor for civil works or consultancy firms for studies, etc. is done through an open competitive online bidding process (e-procurement) having a two stage (technical and financial) evaluation process. All the bidding process will comply with the WB procurement process.

SIRAP2 will make reasonable efforts to ascertain that the contractor and their subcontractors hire the workers from legitimate labour entities in the country. SIRAP2 may ask the contractors to provide the following information:

- Business licenses, registrations and permit of the local entities that supply labour to the contractor and its subcontractors
- Documents relating to a labour management system, including OHS issues (for e.g., management procedures)

13.2. Contractual Provisions for Labour Management and OHS

The environmental, social risks and impacts including labour management and OHS issues arising from implementation of HPSRTP has been identified and will be managed through implementation of ESMP through the contractors. The labour management and OHS of workers and related issues arising during construction works will be under direct control of contractors and will be managed by contractors. Therefore, ensuring effective management of OHS plan for contract workers by contractor(s) is core to implementation of SIRAP 2 by MCA/MID and PST.

The OHS performance requirements incorporated in the bid documents, obligate the contractor, upon mobilization, to prepare a Contractor's ESMP (C-ESMP), which will include impacts mitigation and management plan, environmental enhancement plan, OHS plan, labour management plan, workers' campsite management plan, GRM for workers', traffic management and road safety management plan, COVID-19 considerations and among others in accordance with the national and & WB

requirements. The C-ESMP will be reviewed and approved by the PST and WB, prior to commencement of construction works.

13.3. Monitoring of Performance of Contractors

The monitoring of performance of contractors including the implementation of C-ESMP and meeting the OHS performance requirements by the contractor will be overseen and managed by the PST under the overall guidance and direction of Project national Steering Committee.

In context of COVID, additionally, the Contractor will be required to include:

- Provision of medical insurance covering treatment for COVID-19, sick pay for workers who either contract the virus or are required to self-isolate due to close contact with infected workers and compensation payment in the event of death
- Designating/appointing a COVID-19 focal point officer with responsibility for monitoring and reporting on COVID-19 issues, and liaising with competent authorities designated by SIG.

14.0. Community Workers

All labour and OHS related aspect of the contract worker will be addressed by the contractor and will be monitored by the Supervision Consultant and oversight by the SIRAP2 PST.