

00083939 – Urzgan Rural Access Program

**Rehabilitation of Gravel Road from Surkhliz to Chinartu, Ch. (9+000-18+000)km in Urzgan Province of
Afghanistan – Lot 2
United Nations Office for Project Services (“UNOPS”)**

-and-

Name of Contractor

Site Environmental Management Plan

Contract No.: Insert Contract Number

Schedule No.: Insert Schedule Number

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SITE ENVIRONMENTAL MANAGEMENT PLAN

Project Title	
Project Location	
Project Duration	
UNOPS Project Manager	
Officer responsible for Environmental planning	
Contractor	
Brief outline of the project scope	

Version Control

Version	Date	Author
V 0.00		
V 0.01		
V 0.02		

1. Introduction/Purpose

UNOPS recognise their responsibility to the environment, the communities in which they work. UNOPS is committed to minimise impacts of their activities on the environment and society and to continual improvement in the environmental performance.

This Site Environmental Management Plan (SEMP) describes how UNOPS intends to manage environmental issues identified for execution of the remaining rehabilitation works of Chaghcharan City Road in Ghor province of Afghanistan.

The SEMP specifies aspects of site activities that may have adverse impacts on environment and identifies the controls that should be put in place to mitigate those impacts.

These controls will be applied during all stages of the project and will fulfil the requirements of the UNOPS Environmental Policy and Environmental Management System.

SEMP is live document that will be reviewed on the regular basis and updated if necessary. As a minimum the SEMP will be reviewed every monthly basis, or when project conditions significantly change i.e. change in the scope or environment.

2. Environmental Aspects & Impacts

The Site Environmental Management Plan includes aspects that have been identified by the Project Environmental Management Plan (PEMP) as the aspects that may have a significant impact on the environment and have to be managed on site by implementing the relevant mitigation/control measures.

Copy of the Project Environmental Management Plan is attached to this SEMP.

On the basis of the Project Environmental Management Plan the project specific Register of Environmental Impacts (REI) is created before work commences.

The input of designers (if applicable) will also be considered in developing of the register.

The REI will detail the site specific aspect and impacts that need to be managed on site together with the specific mitigation measures that will be implemented.

As assistance to the project managers to create the site specific REI, a Generic Register of Environmental Impacts has been created. It records the 'standard' risks for the typical construction project with suggested controls.

The REI will be regularly reviewed and updated to reflect changing conditions on site.

3. Laws and regulations

The relevant law and regulations (including requirements of the stakeholders) have been identified during the Environmental Impact Assessment (EIA) or Environmental Review (ER).

In case of the unavailability of the local legislation the UNOPS standards will be applied.

4. Objectives and Targets

The environmental objectives set for this project are aligned with the UNOPS environmental objectives and the donor/beneficiary/other stakeholders objectives. These are following:

- Zero water pollution incidents,
- Minimise number of the minor incidents, i.e. small spillages, near-misses,
- Undertake training sessions with the local contractors.

The objectives will be reviewed by the Project Manager on the regular basis and reported to the Program Manager and UNOPS Environmental Coordinator.

5. Roles and Responsibilities

UNOPS recognises that all employees have a responsibility to work with concerns to the environment they operate.

All employees are responsible for:

- Stopping work if they identify anything that could cause harm to person or environment,
- Reporting pollution incidents,
- Assisting in incident investigations,
- Identifying, reporting and eliminating (if within their authority and ability) hazards to the environment,
- Complying with the UNOPS Policies, relevant legislations, Project Environmental Management Plan.

These responsibilities will be communicated to the staff during the site induction.

The Project Manager has an ultimate responsibility and accountability for the environmental performance of the project.

The Project Manager will appoint a senior representative – HSE Site Coordinator who will be responsible for implementation and review of this Site Environmental Management Plan.

The Quality, Environmental and Health and Safety (QHSE) Task Force will be created for the project. As a minimum it will consist of the relevant representative of the site management,

representative of employees and representative of Contractor. The role of the QHSE Task Force will be to review the environmental practices on site and make any recommendations to improve the environmental performance on site.

The QHSE Task Force will conduct the regular meetings at least once a month. The meetings will be documented and records kept. Notes will be circulated to Project Manager and the UNOPS QHSE Site Coordinator.

Summary of the findings, actions etc. should be communicated to all operatives on site.

6. Training

A specific environmental training will be given in accordance with the UNOPS training matrix.

All project operatives will receive a site induction that covers environmental issues and their roles and responsibilities with respect to the environmental management.

Training on specific environmental topics will be given by suitably qualified personnel.

Tool Box Talks

Site supervisors and engineers will give tool box talks to operatives on key issues such as spill response and waste management, on a basis of one per month and as near miss trends are identified. Following topics should be tackled:

- Housekeeping
- Waste Management (hazardous waste, waste segregation)
- Ecological Awareness
- Water Pollution
- Dust and Air Quality
- Spill Control
- Noise
- Use of Petrol
- Washing Down Plant and Machinery
- Reporting of Incidents

The core set of the toolbox talks is available in the UNOPS environmental system.

Operatives attending the tool box talks will be required to sign an attendance register. The register together with topics raised during the meeting should be kept on site as the record of toolbox talk.

7. Communication

External communication

Following protocols should apply for the external communication of the environmental performance of the project:

- Donor/beneficiary/stakeholders – as agreed at the project commencement, as a minimum reporting on the environmental performance will be included in the regular project status report,
- Local authorities – communication protocol should be established by the project team, depending on the local conditions and requirements and is outlined below.

- Public Consultation / Good neighbour consultation – if required should be undertaken by the project team in accordance with the local standards.
- Other parties – in accordance with the UNOPS Information Disclosure Policy.

Internal communication

The environmental standards, requirements, issues and performance will be communicated to all operatives on site using following methods:

- Site Inductions, topic-specific training, tool box talks,
- Including environmental issues as an agenda item on project progress meetings
- Posting information on notice boards (emergency plan, policies, emergency contacts, responsibilities)
- Method statement and risk assessment briefings
- Material safety data sheets briefings
- Task Force meetings
- Incidents alerts

The information will be provided in English and the local languages. Where possible the graphic representation of the information (photos, schematics, sketches) will be used.

8. Environmental incident and emergency controls

A project summary and emergency information details including the site location, neighbours, emergency contact details, location of the spill kits, high priority flora/fauna, culturally sensitive sites are provided within the Site Emergency and Evacuation Plan (Form H&S 02) and also attached to Environmental Plan if necessary.

Adequate and appropriately placed spill kits will be provided for rapid incident response when and where prevention fails. The Project Manager will ensure that controls are in place for any potential emergencies on site.

Reporting procedure shall follow the following:

- The incidents shall be reported to the UNOPS project manager and UNOPS HSE Coordinator as soon as practicably possible and at least within 24 hours of the incident occurring.
- The summary of the near-misses/incidents shall be communicated to the Donor/beneficiary on the monthly basis.
- Major environmental incidents (damage to the site and surroundings causing major degradation and having the high cost of the remediation) should be reported to the Donor/beneficiary and relevant agency immediately.

Environmental incidents, spills or complaints should be thoroughly investigated and action taken to prevent recurrence. Incidents that are judged as having the potential for injury, damage or loss but were not realised (a near miss) should also be investigated to prevent possible recurrence.

Any investigation should be carried out as soon as possible after the incident to allow the maximum amount of information to be obtained. One of the main reasons for an investigation is to support the improvement of the environmental operations on the project by identifying incidents which may have resulted from an absence or inadequacy in environmental controls or the presence of new uncontrolled risks.

The detail and depth of the investigation will largely depend on the severity and complexity of the incident and the level of risk it presents. More time should be spent on significant events involving environmental harm or loss. The UNOPS project manager responsible for the project will either carry out the investigation or delegate the task to a senior member of the UNOPS site team.

The results of the investigation will be disseminated to relevant staff and the Donor/beneficiary.

Should evacuation of the site be necessary the UNOPS project manager will authorise this and evacuation will be undertaken as per procedure described in the Site Emergency and Evacuation Plan.

Should an environmental incident occur on site which will affect any of the site neighbours, the UNOPS project manager will make immediate contact with those likely to be affected and coordinate appropriate action.

9. Auditing and Monitoring

Environmental performance at site level will be regularly monitored during weekly inspections carried out by designated site personnel.

All activities on site will be assessed to review whether they do not create additional environmental risks, and if so the appropriate mitigation measures will be put in place.

The site will be also subject to the audits conducted by the UNOPS HSE Coordinator.

Additionally sites may be subject to the external audits conducted by Donor/beneficiary/other stakeholder.

Results of the monitoring, inspection and audits will be passed on to the UNOPS HSE Coordinator for performance review.

It is strongly suggested that senior management (i.e. program manager) visiting site also conducts the review of the environmental performance on site.

Summary of the performance information will be passed onto the regional environmental coordinator on a monthly basis. The information will cover the following:

- Summary of environmental near-misses and non-conformances: category, description (include photos if possible), description of remedial action, date (when non-conformance occurred, when was closed),
- Man-worked hours during the month,
- Number of the pollution incidents: description (include photos if possible), description of remedial and preventative actions, dates (when non-conformance occurred, when was closed),
- Number of toolbox talks – including topics
- Number of complaints – details, date of complain, details of the actions undertaken
- Information on any KPIs specific to the project

10. Records

Environmental records will include:

- Site diary
- Site inspection reports
- Site visit records (by others)
- Induction and toolbox talks records (including attendance registers)

- Monthly project reviews
- Internal and external audit reports
- Waste management records
- Minutes of meetings (progress, task force)
- Correspondence
- Incident and investigation reports

The records will be stored on site with the project documentation.

11. Site Waste Management Plans

Infrastructure waste is a significant factor in considering the sustainability practices of the construction industry and its operation and activities. A site specific waste management plan shall be developed to enable better control over material and waste produced throughout the project duration.

The site waste management plan shall outline methods to minimise site waste, manage the waste that is produced in a responsible way, manage material supply and storage, monitor waste quantities.

The plan should be prepared in accordance with the requirements of the local legislation and authorities. Hazardous waste and methods of dealing with them should be clearly indicated in the waste management plan.

The plan shall be monitored and updated on the regular basis.