

SECTION VII: EMPLOYER'S REQUIREMENTS

A.03: ASSISTANCE TO EMPLOYER'S PROJECT TEAM AND PROJECT SECURITY

A.03

Assistance to Employer's Project Team and Project Security

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1. INTRODUCTION

This document defines the ASSISTANCE to be provided by the CONTRACTOR to the EMPLOYER'S PROJECT TEAM during the implementation of the project. Under ASSISTANCE the provision of facilities and other services to the EMPLOYER'S PROJECT TEAM is understood. The ASSISTANCE must be provided in such a way that it fulfills the security requirements of this appendix. All Members of the ENGINEER'S PROJECT TEAM will be considered in this document as being Members of the EMPLOYER'S PROJECT TEAM.

2. GENERAL

A landscaped area is required in front of the EMPLOYER'S PROJECT TEAM'S SITE office area.

A project sign board shall be installed at the entrance to the site facilities upon which shall be shown:

- The project name
- The executing agency
- The name and contact details of the Client's project manager, the Contractor's project manager; and the projected start and completion dates of the project.

A separate sign board shall be installed at the entrance to the site facilities upon which shall be shown:

1. The safety requirements and rules for all personnel on site
2. The name of the Contractor's safety manager and the contact details
3. Number of working days since project commencement
4. Number of safety incidents involving lost time Safe working days since last lost time incident
5. A map showing the location of the First Aid Centre and operational hours
6. Contact names and details of the medical staff during normal working hours and outside normal working hours.

3. LOCATIONS WHERE ASSISTANCE IS TO BE PROVIDED

During the PROJECT execution the EMPLOYER shall station the EMPLOYER'S PROJECT TEAM personnel in the CONTRACTOR'S facilities at site as required. At those locations the CONTRACTOR shall provide Office facilities as described below in sections 9, 10, 11 & 12.

The CONTRACTOR shall provide the facilities for any EMPLOYER'S PROJECT TEAM Member on site.

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4. DELAYS IN PROVIDING ASSISTANCE

It is the sole responsibility of the CONTRACTOR to provide assistance when required. Delays in providing office facilities, or other services may impair the EMPLOYER's PROJECT TEAM in fulfilling their duties according to the CONTRACT and this might lead to delays for which the CONTRACTOR may make no claims (neither time nor cost).

5. ACCEPTANCE OF ASSISTANCE

Assistance in any form provided shall comply with the requirements of this specification and shall be approved by the Protection Force.

Offices and other Assistance Services shall be also approved by the Engineer.

6. COSTS OF ASSISTANCE

The CONTRACTOR shall provide to the EMPLOYER'S PROJECT TEAM, without limitation, the facilities and services identified herein, and include the cost of providing and maintaining the same for the duration of the PROJECT until one month after PROVISIONAL ACCEPTANCE is achieved. The cost will be included in the Contractors Price.

In the event that the CONTRACTOR fails to complete the WORKS to achieve PROVISIONAL ACCEPTANCE by applicable dates as stated in the CONTRACT, the CONTRACTOR shall be responsible for continuing the Assistance to EMPLOYER'S PROJECT TEAM, at no cost to the EMPLOYER until one month after such time as the CONTRACTOR achieves PROVISIONAL ACCEPTANCE.

7. SECURITY

The responsibility for the Security of the construction site, equipment and offices provided where the EMPLOYER's PROJECT TEAM Member has been stationed falls under the responsibility of the CONTRACTOR and the PROTECTION FORCE engaged by the CONTRACTOR at his cost.

Subsequent sections in this document contain full details of the security requirements for this project.

8. INSECURE AREAS

Due to the incidence of crime in Port Moresby any location in Port Moresby is considered under this Specification as an Insecure Area. The degree of insecurity will be defined by the PROTECTION FORCE who will define the adequate measures to be taken and provide adequate protection for personnel and

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property. From case to case other locations in which project activities are required, may be defined as insecure. In these areas identified as insecure, the recommendation is to work with local police authority to provide escort to sites.

9. OWNERSHIP

Except as otherwise stated herein ownership of the facilities provided to the EMPLOYER'S PROJECT TEAM as described in subsequent security sections, including consumable items shall rest with the CONTRACTOR. The CONTRACTOR shall retake possession of all items in an "as is where is" basis when discharged by the EMPLOYER'S PROJECT TEAM. The CONTRACTOR shall not be entitled to any claim because of damage or loss to any item.

10. BUILDINGS

Containers, steel wall buildings, or buildings of brick, stone, concrete or similar material are acceptable for permanent site offices and accommodation. All buildings shall be fully insulated to withstand solar gain and shall be completely waterproof. Windows shall be with double glass and be equipped with metal shutters and venetian blinds. The buildings have to be approved by the Protection Force and by the Engineer.

11. CONSTRUCTION CAMPS AND SITE OFFICES

11.1 GENERAL

The CONTRACTOR shall provide secure and dedicated offices for the EMPLOYER'S PROJECT TEAM at the same location as their own staff working at site on the PROJECT.

The offices for the EMPLOYER'S PROJECT TEAM shall be located conveniently for the CONTRACTOR'S Construction Management, Engineering, Drafting, Procurement, Inspection and other functions.

The EMPLOYER shall have the right to alter its requirement from time to time to meet the changing needs of its PROJECT TEAM in terms of organization and number of staff required to attend at site.

The CONTRACTOR shall continue to provide the facilities under this section to the EMPLOYER until one month after all the exception items to the PAC have been completed.

11.2 OFFICE FACILITIES

The requirement for EMPLOYER office accommodation and facilities at CONTRACTOR'S Site Offices encompass full height air-conditioned offices arranged in convenient and defined work area acceptable to

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the EMPLOYER. These offices are only for the use of the EMPLOYER's PROJECT TEAM and shall nominally be as follows:

- 1 @ 20 m2 Managers office
- 2 @ 12 m2 Single person offices
- 2 @ 16 m2 Two person offices
- 1 @ 10 m2 Visitor office
- 1 @ 12 m2 office for secretaries
- 1 @ 45 m2 Filing and records room
- 1 @ 20 m2 meeting room (with meeting table and 8 conference chairs)

The office facilities shall be designed to have ample sized corridor, not less than 1.8 meters wide.

Provide reception area near the main conference room.

The offices shall have lockable doors and shall be of reasonable quality appropriate to a construction environment and comprise the following:

- Emergency exit / entrance
- Double glass aluminum door
- Floor mats to be provided (in air locks)
- False ceiling aluminum tiles
- Split AC units
- Landscaping required in front of the offices
- All external windows to be UPVC double glazed (fly panel to be provided), shutters and venetian blinds
- PVC floor tiles to be provided
- Fluorescent lighting fixture square type flush with ceiling
- Computer outlets to be provided in all offices
- Type of furniture to be provided shall be approved
- Glazed aluminum doors should be provided at all site office entrances
- Management car park area with sunshade should be located adjacent to site offices.

The proposed layout of the offices shall be submitted to the ENGINEER for approval.

The office structure shall be new, of good quality and located on concrete foundation with cement flooring.

11.3 OFFICE REQUIREMENTS

- Secretary area shall include a desk and a chair for occupant, a computer table, a bookcase, three chairs for visiting guests and a low level table.

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- Filing and records area shall include lockable full height file cabinets, bookcases and drawing files sufficient for retention of all PROJECT documents. The room shall also have a photo copy machine, a desk and a chair for the occupant and a reference table with two chairs.
- A single person office shall include a desk and chair for occupant, two guest chairs, a bookcase, a reference table, a white marker board with pens, a computer table and a lockable file cabinet.
- A multi-person office for two persons shall include two desks and chairs for occupants, two guest chairs, two bookcases, two reference tables, two computer tables, two lockable file cabinets and two white marker boards with pens.

11.4 OTHER OFFICE SPACE AND FACILITIES

The following additional space and facilities for other particular EMPLOYER requirements shall be provided by the CONTRACTOR:

- Ready access to a conference room equipped with marker board, flip chart and easel, slide Projector, TV, an overhead Projector and stand and telephone with dial out facilities, etc.
- Office facility will be equipped with ample walkway entrance to office areas
- Access to and use of CAD drawing office facilities together with CAD operators
- Separate toilet facilities
- Fully equipped kitchen
- Dedicated office support staff shall be provided and assigned to assist and support the EMPLOYER personnel as required by the EMPLOYER
- Potable water shall be used in all facilities and water storage vessels shall be provided with sun shades
- Emergency Exit / Entrance to be provided
- No salt water to be used at site office.

11.5 OFFICE FURNITURE

Office furniture to be of a standard acceptable to EMPLOYER:

- Desks shall be twin pedestal nominal 1600 x 800 mm
- Desk chairs shall be swivel cushioned office chairs
- Reference tables nominal 1600 x 800 mm.
- Computer table shall be sufficient for VDU, keyboard, printer and mouse
- File cabinets shall be four drawer lockable equipped with hangers and tabs
- Full height file cabinets shall be multi-shelf filing, vertical hangers and tabs
- Bookcases shall be low level equipped with two shelves nominal 1600 mm length
- Drawing cabinets shall be suitable for hanging A1 prints/originals.

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12. COMPUTING AND TELECOMMUNICATIONS

12.1 GENERAL

The CONTRACTOR shall supply for the EMPLOYER'S PROJECT TEAM use, 5 Nos. personal computer workstations, networks and software, generally as described below.

2 Nos. A4 Printer/scanners will be supplied on an individual basis for the secretarial and document control personnel. In addition, 2 Nos. high capacity A3/A4 printer/scanners will be located in the open office area. All of these printers shall have network connections for general use. Dedicated printers A4 are to be supplied for 1 No. manager's office and 1 No. single person office.

As a minimum, PC workstations will be the latest specification generally available in market and have 23" TFT (LCD) monitors, DVD writer, Intel Pentium IV 5 GHz or higher, 16 GB RAM, 300 GB HDD and fax. Modem card (as a minimum configuration). Actual specifications are to be submitted to, and approved by the EMPLOYER, prior to procurement. The workstations should also be equipped with high speed CD-ROM/DVD drives.

A3/A4 printers will be laser color printers with printing capability up to and including size A3 paper, with all options in between e.g. both metric and American sizing where required (e.g. if Home Office is located in the USA). The secretarial, document controllers and shared printers will have large capacity and/or additional paper trays/bays.

NOTES:

- a) For standard software, e.g. MS Office / Windows 10 Professional and all other standard software, the CONTRACTOR may use network or individual software per machine. Access to the internet and CONTRACTOR's e-mail will be provided to all machines
- b) All computer locations will need set of manuals that the computer user can access from that location
- c) 1No. Primavera/MSProject software/workstation
- d) The CONTRACTOR will provide all computer hardware including printer cables, if required to use the computers
- e) All computers will have surge protectors and network interface cards to connect to the network
- f) Software shall be as specified, or equivalent software may be used at the discretion of the EMPLOYER to suit specific requirements. Any proposed equivalent currently used by the CONTRACTOR should be submitted for EMPLOYER approval which will not be unreasonably withheld
- g) A dedicated server is not necessarily required in the CONTRACTOR'S Home Office provided that the functionality of the IT requirements is fully met by the existing facilities

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h) IT support shall be available at all times during working hours

i) The CONTRACTOR shall provide, on a weekly basis, all deliverables produced to date on CD ROM with search facility based on document type, title, number and unit location. The CD shall contain all facilities to view, print and duplicate the documents without the need to any other external software

j) The CONTRACTOR shall ensure proper weekly update of the above CD.

In addition to the computer hardware and software listed, the CONTRACTOR shall also supply to the EMPLOYER'S PROJECT TEAM f4Nos. Intel Quad Core i5 Processor, 2.6 GHz (minimum) or latest laptop with 4 GB RAM and network interface cards, complete with docking station, 15.4" Monitor, DVD Writer, Windows 7 professional and all other standard software and Fax cards. Actual configuration is to be submitted to and approved by the ENGINEER prior to procurement.

These laptop computers shall pass to ownership of the EMPLOYER'S PROJECT TEAM complete with the original of all loaded software.

12.2 COMPUTER SUPPORT

The CONTRACTOR shall provide maintenance support to all communications and Hardware/Software services provided for the EMPLOYER'S PROJECT TEAM.

The CONTRACTOR shall provide Automation Technology support to the EMPLOYER'S PROJECT TEAM and will issue a PROJECT automation plan for the ENGINEERS approval.

12.3 COMMUNICATIONS

Voice, data and Video are included in the scope of the Communications.

The CONTRACTOR shall supply and install all cables, terminals, and other equipment necessary to provide the EMPLOYER'S PROJECT TEAM with access to the CONTRACTOR'S own PABX, video conference, CADD system and computer systems, etc., including document control system, Vendor data and materials control and follow up systems (for read purposes only). The CONTRACTOR shall also provide the connections (including the necessary hardware, software and lines) to access these electronic facilities/systems by communication directly from the EMPLOYER'S offices in Port Moresby and SITE.

The CONTRACTOR will establish a World Wide Web site with restricted user name and passwords to include all PROJECT specifications, documents and drawings allowing simple internet access by SITE and EMPLOYER Headquarters to view and print contents in sizes A0, A1, A3 and A4 as and when required. The data will be properly indexed as per the PROJECT document control procedure.

The CONTRACTOR shall provide WAN connection based on internet solution, between CONTRACTOR'S Home Office, SITE and EMPLOYER Headquarters, in accordance with the approved PROJECT IT plan.

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All Equipment including but not limited to Multiplexor, lines, routers will be provided by the CONTRACTOR at different network locations.

12.4 TELEPHONES

Telephones, all with voice mail facility, shall be provided (to match office occupancy) linked to the CONTRACTOR'S switchboard. Only international calls made by the EMPLOYER personnel to destinations other than EMPLOYER H.Q., site personnel and Port Moresby will be reimbursed at actual direct cost by the EMPLOYER'S PROJECT TEAM to the CONTRACTOR.

- Sets with auxiliary speaker/microphone system, together with boss/secretary operation, for use by the EMPLOYER PROJECT Manager and Managers and other authorized staff
- The remaining phones shall have the facility to direct calls to other extensions when staff is absent and have a group answering facility available
- Dedicated outgoing wires will be used through the CONTRACTOR'S PABX to simplify billing systems.

12.5 ELECTRONIC MAIL (E.M.)

The CONTRACTOR shall extend its electronic mail facilities for use by the EMPLOYER'S PROJECT TEAM and to the EMPLOYER'S PROJECT TEAM electronic mail facility.

13. ANCILLARY SERVICES

The following services shall be supplied to support the EMPLOYER'S PROJECT TEAM

13.1 STATIONERY

The CONTRACTOR shall hold sufficient stock of all office stationery items and shall make normal office stationery Consumables and computer supplies available to the EMPLOYER'S PROJECT TEAM as and when required.

13.2 PHOTOCOPYING/SHREDDING

- One photocopying machine, latest version "Xerox" or equivalent with full options, together with access to printing facilities (linked to network and capable of mass producing up to A0 size drawings) in the CONTRACTOR'S own offices shall be provided by CONTRACTOR for use in the EMPLOYER'S office area.
- The CONTRACTOR shall provide ready access to one medium capacity electric shredding machines located convenient to the EMPLOYER'S office area.

13.3 REFRESHMENT SERVICE

The CONTRACTOR shall provide refreshment service for the EMPLOYER'S PROJECT TEAM personnel including hot and bottled cold drinks.

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13.4 MESSENGER AND MAIL SERVICE

The CONTRACTOR shall collect, dispatch, and distribute and mail to/from the EMPLOYER'S PROJECT TEAM offices and to/from CONTRACTOR'S mail room and shall provide facilities for the receipt and dispatch of mail and also the inspection of unknown incoming mail.

The CONTRACTOR shall provide courier services between the site location and Port Moresby for EMPLOYER'S PROJECT TEAM documentation as requested by the EMPLOYER.

13.5 CAR PARKING

Adequate, shaded, convenient and secure car parking for 4 Nos. vehicles shall be provided by the CONTRACTOR and allocated for sole use by the EMPLOYER'S PROJECT TEAM personnel.

13.6 CARE, MAINTENANCE AND SAFETY

The CONTRACTOR shall maintain the offices in good order at all times and shall be responsible for all repairs to the offices, office equipment, furniture/fittings and utility services that are necessary. Offices shall be provided with appropriate and sufficient fire detection and fighting equipment and procedures as required to meet the local authority requirements and of the EMPLOYER.

Normal maintenance shall be provided by the CONTRACTOR.

All employees of the CONTRACTOR and EMPLOYER shall undergo a safety induction to be held by the CONTRACTOR's safety officer within 24 hours of their arrival at site.

13.7 HOUSEKEEPING AND PORTERAGE

Housekeeping and portage shall be available during all normal construction office hours and outside normal office hours as required. The CONTRACTOR shall make available the EMPLOYER office facilities to the EMPLOYER'S PROJECT TEAM out of normal hours subject to prior arrangement with the CONTRACTOR.

13.8 CLEANING STANDARDS

Cleaning shall be carried out to the CONTRACTOR'S standards and in accordance with the Health and Hygiene requirements of the relevant authorities.

13.9 SECRETARIAL STAFF

The CONTRACTOR shall provide, during the period that the EMPLOYER'S PROJECT TEAM is located in the Site, support personnel as follows:

- 1 No. Secretary
- 1 No. Document Controller
- 1 No. Tea Person / Messenger

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Any and all personnel provided shall be of a suitable high standard with the highest qualifications for the position proposed. The CONTRACTOR shall give preference to candidates with previous relevant expertise and experience of working with the EMPLOYER'S PROJECT TEAM. All proposed personnel will be expected to attend an interview and be subject to ENGINEER approval.

CONTRACTOR shall supply replacements for the above personnel in the case of leave or absence.

One (1) Secretary and one (1) Tea Person/Messenger will be required up to one month after issuance of the FAC.

13.10 MEDICAL FACILITIES

The CONTRACTOR shall:

- Provide for first aid responder facilities at site to cover the CONTRACTOR's and the EMPLOYER's PROJECT TEAM staff in emergency situations whilst the Employer's project team are on site.
- Assist in providing transport to, access to, and necessary coordination with Government/Specialist hospitals for EMPLOYER's PROJECT TEAM for accidents occurring on site to any member of the Employer's project team whilst on site.

All assistance by the CONTRACTOR to EMPLOYER'S PROJECT TEAM listed above shall not attract any reimbursement by the EMPLOYER.

14. PERSONNEL SAFETY EQUIPMENT FOR WORK ON SITE

The CONTRACTOR shall provide for the EMPLOYER'S PROJECT TEAM's sole use, and shall replace as necessary, the following safety equipment for each of the EMPLOYER'S PROJECT TEAM personnel on-site, together with additional sets for guests as required by the EMPLOYER.

Each set of personnel safety equipment shall comprise:

- One helmet
- One pair of steel capped site boots
- One pair of safety glasses
- Two sets of overalls
- As required other safety equipment such as ear plugs, dust masks, gloves, fall protection harnesses, etc.

The CONTRACTOR shall replace worn out or damaged or lost equipment from time to time during the construction period.

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The CONTRACTOR shall ensure that the EMPLOYER's PROJECT TEAM's safety equipment and hand tools are identified with the EMPLOYER Logo and are colored independently from all the CONTRACTOR'S personnel as approved by the ENGINEER.

15. SECURITY - PURPOSE

The following Security Services Specification describes the Security Services to be provided to the Employer for the security of the site, the Contractor's staff, staff of the Contractor's subcontractors, and for the Employer's project team. The Employer's project team includes the Engineer's team and other parties subcontracted by the Employer to supervise the works or provide any services related to the works.

A provisional sum has been foreseen to cover the costs of all Security Services to be provided by the Contractor.

16. BACKGROUND FOR THE SECURITY SERVICES SPECIFICATION

The current increase in criminal activity in Papua New Guinea makes it necessary to take certain provisions, hereafter referred to as Security Services, to:

- Provide safety for the persons involved in the implementation of this project which includes the Contractor's staff, any subcontractor's staff and the Employer's project team.
- Provide protection for the facilities, buildings, vehicles, tools and equipment required to implement the project
- Provide protection for the works in the different stages of implementation and completion and all materials and equipment required for the works.

This specification describes the Security Services within the responsibility of the Contractor.

17. SCOPE OF SECURITY SERVICES

17.1 GENERAL

The Protection Force shall be provided by a reputable international security services company with a minimum experience of operations in Papua New Guinea of at least 5 years.

Whereas when reference is made to Employer's project team in this specification this shall include the Engineer's team and any other party required by the Employer or the Engineer to carry out the works or provide services related to the works.

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17.2 MANNING LEVELS

It shall be the responsibility of the protection force provider to ensure the provision of a sufficient level of security for the persons involved in the implementation of this project and to protect the facilities, buildings, vehicles, tools, material and equipment required to implement the project as well as to protect the works in their entirety throughout the different stages of implementation and completion.

The protection force provider shall ensure that the substation site is covered by a minimum of 3 persons 24 hours per day, 7 days a week for the duration of the contract period until the Contractor has cleared site.

Should the Contractor opt to store any construction materials, equipment or tools outside of the substation site, the protection force provider shall provide security for any such off-site locations to a similar standard to that provided for the substation area, unless the storage area is in a designated secure facility.

17.3 CONTENT OF AGREEMENT WITH PROTECTION FORCE PROVIDER

The agreement between the Contractor and the protection force provider shall include a clause in which it shall be clearly specified that the protective force shall provide its services for the following personnel and their equipment and/or materials whilst at any location actively involved in the Project:

1. The Contractor's staff
2. The Contractor's subcontractor staff
3. The Employer's project team
4. The Engineer's team designated by the Employer to supervise the works
5. Any other party required by the Contractor, subcontractor, Employer, or the Engineer to carry out the works or provide services related to the works.

The agreement between the Contractor and the protection force provider shall include a clause in which it shall be clearly specified that the protection force will provide security 24 hours, seven days a week for the following:

1. The offices, storage facilities, workshops and other facilities used by the Contractor, the subcontractor, the Employer's project team or the Engineer's team or any other party required by the Contractor, the subcontractor, the Employer or the Engineer to carry out the works or provide services related to the work
2. Any location, equipment or facility associated with the works, in all stages of completion
3. Security measures during transport and movements of the Contractor's and Employer's project teams between sites which might be required
4. Security on site while works are being carried out and in other locations identified by the Contractor's and Employer's project team.

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The agreement between the Contractor and the protection force provider must ensure the following is included in the scope of services:

- A fully professional security organization shall be provided
- The provision and maintenance of communications systems as specified
- Security of all persons is provided, working on in the project at the site offices, project locations external to the substation and during associated travel to any such external project locations
- A first aid facility shall be provided by the Contractor with a qualified first aider on duty, or available 24/7 to undertake a "first response" to any medical emergency. This equates to the first aid requirements specified in previous sections. The protection force team leader shall also be a qualified first aider
- Reconnaissance and advance risk assessments are carried out prior to any work being undertaken outside the substation site area
- Close coordination with local authorities as well as with local police and other parties is implemented
- A tiered security alert levels and immediate actions/procedures for each of the alert levels will be established
- The Employer's project team will be trained on their necessary actions during the different alert phases.

Redundant communication capabilities shall be established and maintained.

A regional and local communications base station shall be co-located within the protection force provider's security operations center in a centralized facility in Port Moresby aided by English speaking local nationals working around the clock and will be implemented with:

- COD AM or Motorola HF radio base station
- VHF/UHF radio base station and handheld radios for use between security team members
- Satellite telephone and base station
- Mobile telephones
- High speed internet.

The regional operation center shall have the capability of:

- Monitoring and tracking capabilities of all Contractor vehicles and/or team members
- Maintenance of a library of national, regional and local maps
- Ensure familiarization with the route options and environments before accompanying the EMPLOYER'S PROJECT TEAM when travelling and outside secure premises
- Manual tracking boards
- Have the necessary language skills to be able to effectively communicate among themselves

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- Demonstrate the ability to expand and/or contract the security team in concert with growth or contraction of the project team.

Sample of skill requirements by positions:

Agent in Charge

English speaking staff with a minimum of 10 years security services experience and ideally a minimum of 4 years police force experience.

Management skills. Valid Drivers license.

Site Team Leader

English speaking staff with a minimum of 10 years security services experience. Management skills. Valid Driver's license.

Team members/static security guards

English speaking staff with a minimum of 4 years security services experience. Valid Driver's license. All team members/static security guards shall be security vetted.

The security organization will be submitted to the Engineer for approval.

Adequate office facilities in respect to security requirements and to EMPLOYER requirements for the EMPLOYER'S PROJECT TEAM is specified and described in above sections.

17.4 PROTECTION FORCE FUNCTIONS

The Contractor shall provide identification badges for all personnel to be employed on the project. The badges issued shall contain a photograph of the person, the name of the employee, nationality, blood group, known allergies, issue date, expiry date, and shall be uniquely numbered. The background color of the badges shall clearly differentiate between Contractor's staff, subcontractor staff, Employer's staff, and suppliers staff.

Temporary badges shall be available, of a unique color and clearly marked as "VISITOR". No visitor badges are to be issued without written approval of the Contractor's site manager, the Employer's site manager or the designated representative, and the protection force site team leader.

The protection force static guards at the entry point to the site shall check the badge of every person wishing to enter the site prior to permitting entry.

ID badges shall be prominently displayed at all times by all personnel whilst on site. The protection force employee located at the entry point to the site shall record the entry date and time, the purpose of entry, and date and time of departure of all personnel. This system may be by the use of a bar code reader or fingerprint reader. The protection force provider shall be aware at any given time during day or night of

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A.03: ASSISTANCE TO EMPLOYER'S PROJECT TEAM AND PROJECT SECURITY

the numbers of personnel on site and their names. Accurate records of personnel entry/exit shall be maintained from the start of the project until project completion.

The Contractor shall notify the protection force provider of planned material deliveries a minimum of 48 hours in advance, and shall advise the protection force provider of the vehicle type, registration number, and driver's name.

The Contractor shall provide all vehicles entering the site on a regular basis with an identification pass to be displayed in top left hand corner of the windscreen. The vehicle pass issued shall contain details identifying the make of vehicle, color, registration plate number, VIN, issue date, expiry date, and shall be uniquely numbered. The background color of the vehicle pass shall clearly differentiate between Contractor's vehicles, subcontractor vehicles, Employer's vehicles, and supplier's vehicles. The protection force employee located at the entry point to the site shall record the vehicle entry date and time, the purpose of entry, and date and time of departure.

Accurate records of vehicular entry/exit shall be maintained from the start of the project until project completion.

CCTV surveillance cameras shall be provided covering the entire perimeter of the substation site and the entry point(s) to the site. The CCTV cameras shall be as specified in **the scope of work**. All cameras shall relay to a LCD screen located in the guard house at the main entry point to the substation. The screen shall display all images simultaneously and shall have the capability of individual camera selection. After a pre-set time delay after individual camera selection, the screen shall revert to displaying all camera inputs. A digital recording facility shall be provided. At all times one person shall be monitoring the screen.

During hours of non-occupancy of the site and any external equipment/material storage locations patrols shall be undertaken as a minimum once every hour. Protection force check points shall be established at the corners of the site and equipment/material storage location which shall be touch memory buttons and shall be recorded on reader with a unique address for the guard performing the patrol. All data obtained on the reader shall be downloaded and be available for review by the Employer.

The system shall be similar to the PIPE system marketed by Time Keeping Systems International.

Any exceptions to the patrol time limitations shall be reported to the Contractor's site manager on the next normal working period and shall be subsequently reviewed by both the Contractor's site manager and the Employer.

B. Local Content and Environmental and Social (ES) requirements

This section outlines the detailed specifications for the environmental and social requirements. The specifications are in accordance with the AIFFP procurement framework which is in general alignment with World Bank procurement regulations for Investment Project Financing (IPF) borrowers. Specifications have been prepared in accordance with DFAT/AIFFP policies and standards including:

- *DFAT Environmental and Social Safeguard Policy (2018).*
- *DFAT Child Protection Policy (2018).*
- *DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy (2019).*
- *DFAT Gender Equality and Women’s Empowerment Strategy (2016), and Disability Action Strategy, Development for All 2015-2020 subtitled ‘Strategy for strengthening disability-inclusive development in Australia’s Aid Program’.*

This section summarises the overall ES requirements for the Project. ES plans and questionnaires that the Proposer must include within their bid are outlined in **Appendices A-D**.

Further detail on ES requirements is provided in the Project ESIA and ESMP (appended to the Feasibility Study) and all environmental and social management measures and commitments within these documents must be met. The Proposer is also directed to the disclaimer on these reports and figures within these reports which provide context to this section.

Co-operation

The Employer Environmental and Social Management System (ESMS) will provide the overarching policy framework for the implementation of the Project.

Management of the potential environmental and social impacts of the Project will be distributed primarily between the Employer and the EPC contractor engaged.

The Proposer is responsible for ensuring that all contractors to the Proposer adhere to the environmental and social requirements for the Project. Where the Proposer delegates responsibilities to a contractor, the Proposer is responsible for ensuring compliance including through audits and inspections. Detail on requirements, roles and responsibilities is provided in the Feasibility Study ESMP and must be expanded upon within the CESMP to be prepared by the Proposer.

The CESMP shall be submitted to the Employer for approval and shall contain detailed descriptions of how each required measure will be implemented. The CESMP shall be reviewed against the minimum requirements described in ESMP and discrepancies or insufficiencies will be addressed by the Proposer to the satisfaction of the Employer before approval is granted.

The CESMP should be prepared in manner that does not conflict with the relevant General Conditions of Contract and Particular Conditions of Contract.

Health and Safety Obligations

In preparing a comprehensive health and safety plan, the Proposer shall carry out a detailed risk assessment against the scope of work and nature of the Project, taking into account specific site

conditions. A register shall be prepared which includes perceived risks and the proposed elimination, mitigation and management measures necessary to reduce risks to a minimum. Risk assessment documentation shall form part of auditable safety records.

The Proposer shall appoint a site safety officer who will be responsible for the management of safety on site. All site staff and managers shall undergo a site safety-training programme developed by the Proposer specifically for the Contract. Toolbox talks on relevant safety hazards will be conducted by the site safety officer on a regular basis, to ensure that a proactive safety culture is maintained throughout the period of the contract. The Proposer shall also provide an environmental, safety and social training induction to all visitors before they are permitted to enter the site.

A detailed WHS Plan shall be prepared by the Proposer as part of engineering design and construction planning. Responsible staff must be mobilised in Port Moresby and be able to liaise with Employer staff and advisors.

The WHS Plan will be prepared in accordance with the relevant management measures outlined in the ESMP and will detail health, safety and security measures and associated procedures for the Project during construction and operations. The WHS Plan will be in accordance with relevant legislation and guidelines, including the Papua New Guinea *Industrial Safety, Health and Welfare Act 1961*, and where relevant, World Bank General Environmental, Health, and Safety (EHS) Guidelines (2007) and World Bank Environmental, Health and Safety Guidelines for Electric Power Transmission and Distribution (2007).

The plan will include standard health and safety measures as well as project-specific measures such as measures for working at heights and managing risk of electrocution. The Employer will review and approve the health and safety plan prior to construction commencing.

Health and safety plan development will include consideration of:

- Key risks to health and safety associated with construction activities, including working from height, electrocution, security, and vehicle and machinery operation.
- Local emergency and medical capacity to deal with injuries related to high-risk activities (e.g., work at heights, heavy machinery operation, electrical work and working in remote areas).
- Controls to avoid and mitigate potential injuries (or their severity) caused by these activities.
- Gendered health and safety risks, in alignment with the Project Gender Action Plan, noting that women face greater risks of harassment and violence in the greater Port Moresby area.
- General health and hygiene in contractor camps and among workers.
- Project health service providers.

Contractors will also be responsible for community health and safety during project activity and community health and safety management measures will be included in the plan, including those

outlined in the Feasibility Study ESMP. Community safety and security measures will include consideration of:

- Controls to prevent the introduction or spread of communicable disease from workers (including in casual interactions), including COVID-19 and sexually transmitted diseases.
- Controls to prevent abuse toward women, children or other vulnerable parties.
- Requirements for community exclusion from construction or operational sites.
- Consultation with communities to inform them of potential hazards (which shall be undertaken in accordance with the stakeholder engagement plan (SEP)).
- Security arrangements to be implemented in line with IFC Good Practice Handbook on Use of Security Forces.

The Proposer shall develop a standalone COVID-19 Management Plan which shall outline the Proposer’s approach to managing the delivery of the Contract during the COVID-19 pandemic. The plan shall identify the likely impacts of the pandemic on the Contract including on mobilisation of key personnel or equipment, logistics and other operational issues. Appropriate management measures shall be developed to effectively deliver the Contract during the pandemic and minimise the potential for the identified impacts. The plan shall reference relevant measures in other Proposer documents including the WHS Plan, local content and industry participation plan, SEP and grievance mechanism.

The Proposer shall prepare a detailed Emergency Response Plan and nominate an appropriately trained and equipped emergency response team for the Project. The plan shall address health and safety emergencies including evacuation measures for medical or security events. As existing health services in Port Moresby have limited capacity to respond to incidents, the plan should not rely entirely on local health services during construction and should instead be self-sufficient with respect to first-aid and evacuation capability.

A team of staff shall also be identified that can be mobilised rapidly at any time (24 hours a day) to deal with containment and remediation of spills, electrical hazards and other environmental incidents within the contract area. Emergency response shall be undertaken in accordance with the Employer’s overarching Emergency Response Plan for construction and operational activities associated with the Port Moresby transmission line network, taking into consideration risks at transmission lines and substations.

Health and safety compliance requirements to be adhered to by the Proposer and compliance will be monitored by the Employer.

Protection of the Environment

The Project must be undertaken in alignment with DFAT/AIFPP policies, PNG legislation and IFC Performance Standards. Further detail on environmental and social legislation, standards and guidelines applicable to the Project is provided in Section VII-D Site Information.

PNG legislation applicable to the Project includes the *Environment Act 2000*, *Environment (Prescribed Activities) Regulation 2002* and *Environment (Amendment) Act 2014*.

This legislation is administered by the PNG Conservation and Environment Protection Authority (CEPA). It provides the legal framework for identifying environmental values including those important to local communities and other stakeholders, and the protection of these values through the:

- Establishment of environmental policies and standards.
- Control of the implementation of development activities.
- Regulation of the extraction, use and transmission of water.
- Regulation of discharges to air, land or water.
- Establishment of a regulatory framework to prevent unlawful environmental harm and pollution.
- Imposition of levies or financial securities to encourage compliance and support the attainment of environmental objectives.

The legislation establishes the environmental regulatory framework for managing activities with the potential for causing environmental harm, and requirements must be met under an environment permit.

The Proposer will prepare and implement a CESMP that addresses the requirements of the Environment Act, its regulations and the requirements of the environment permit for the Project. Specific criteria for emissions, surface discharges, effluent and any other pollutants will also need to be specified within the CESMP where applicable, in accordance with applicable legislation and the Environment Permit for the Project. The CEMP will include the environmental management measures outlined in the ESMP and referenced in this chapter of the bidding documentation, and will include monitoring measures to ensure compliance with specified criteria. Additional criteria relating to buildings and sanitation must be taken into consideration for accommodation facilities, including the *Public Health Act 1984*.

Security of the Site

The Proposer and its Contractors will be responsible for project and work site security.

A suitably qualified person shall be identified to manage landowner engagement and shall ensure the project security plan is prepared and implemented appropriately. Given the relatively low profile of the project, it is expected that the level of security required would be low-risk as per the IFC Good Practice Handbook – Use of Security Forces: Assessing and Managing Risks and Impacts.

The use of security forces has the potential to result in risks to community safety, particularly that of women. Measures to manage risks associated with security forces should be included in the Contractor Workforce Management Plan and include training on gender-based violence prevention, and adherence to the code of conduct. Should an external company be engaged, the company should have a clear code of conduct, and be required to undertake the Project’s gender-based violence prevention training.

The Contractor Workforce Management Plan should also consider potential child exploitation impacts deriving from the use of non-local workforces, and the potential for the community to have expectations for employment for children, should there be opportunities for project employment at the community level. The project Gender Action Plan shall be updated to focus on the management of potential impacts to women, and impacts to children should be considered in line with the DFAT Preventing Sexual Exploitation, Abuse and Harassment Policy.

Site staff and managers shall undertake training on awareness and prevention of HIV/AIDS transmission, gender-based violence and child abuse and exploitation. Training shall be conducted by suitably qualified and locally experienced personnel approved by the Employer during the construction of the Project. The cost of training shall be funded by the Proposer. All employees shall attend training prior to commencing work, with refresher training delivered at least once a month during the construction period. Managers shall attend additional training prior to commencing work on site to ensure that they are familiar with their roles and responsibilities in ensuring the necessary standards are met on the Project.

Project security measures will include consideration of:

- A detailed Workforce Management plan and WHS plan (which include a project security plan) prepared as part of engineering design and construction planning when responsible staff are mobilised in the field, detailing security measures and associated procedures.
- Security arrangements to be implemented in line with IFC Good Practice Handbook on Use of Security Forces and IFC Performance Standard 4 and Guidance Note – Community Health, Safety and Security.
- Installing appropriate fencing and lighting around project work sites with appropriate access control and secure storage of materials.
- An emergency response plan prepared for the project including steps in managing security emergencies.

Archeological and Geological Findings

Management measures for cultural heritage and archaeology, including geological findings are included in the ESMP appended to the Feasibility Study, and summarised as follows:

- Avoid any known cultural heritage sites.
- Consult with the local community prior to construction to check that no known cultural heritage sites will be disturbed.
- Develop a project Chance Finds Protocol to appropriately manage any archaeological finds during construction.
- Provide inductions and training to project personnel that include cultural heritage awareness briefings on individual obligations to protect cultural heritage in accordance with PNG law.
- Stop work in the event of a chance find, until permission to commence work is given by a suitably qualified archaeologist in accordance with legislative requirements.

The Proposer will prepare, develop and implement a protocol for investigating and documenting Chance Finds (i.e. archaeological items discovered during project activity) in accordance with

PNG legislation. Any finds will be reported immediately to the Papua New Guinea National Museum and Art Gallery. Work shall stop until a qualified archaeologist assesses the find and permission is given to re-commence work.

Technical Standards and Regulations

The key applicable technical standards and regulations in relation to land access, exposure of the public to operational accidents or natural hazards and climate change are outlined below.

Land Acquisition and Resettlement Plan

The land acquisition and resettlement plan (LARP) framework for the Project shall be updated and a final LARP prepared. The LARP framework (appended to the Feasibility Study) includes a summary of the requirements for land access including legislative requirements and PPL procedures. It is noted that PPL will be responsible for land acquisition and compensation relating to the right-of-way and tower sites as well as substation sites for the Project. The Contractor will need to obtain permission to use additional areas such as laydown areas, in accordance with the LARP and in close consultation with PPL.

Land Act 1996

The *Land Act 1996* is the principal legislation regulating matters relating to land owned by the State of PNG and customary land (land owned or possessed by a citizen or community by virtue of rights), including acquisition of land (both voluntary and compulsory).

Specifically, the Land Act provides for the:

- Declaration of land that does not appear to be customary land to be State land.
- Acquisition of land by the State, including customary land, freehold land, land held under a State lease, and foreshore.
- Granting of leases by customary landowners to the State.
- Reservation of land for specified purposes.
- Declaration of an area of land as an aerodrome.
- Granting of leases over State land.

The State is required to use the provisions of the Land Act to acquire an interest in land from customary landowners. The act prohibits customary landowners from transferring (i.e., selling) customary land, except to other citizens and in accordance with custom. It does not prohibit the acquisition of customary land by the State.

The State can use the compulsory acquisition process under the Land Act only when the land is required for a 'public purpose' (as defined in the Land Act). The defined public purposes include for the purposes of, or connected with, the generation or supply of electricity. The State is required to compensate landowners for any compulsory acquisition of land.

The Land Act needs to be taken into consideration for the Project, including where land acquisition and associated compensation may be required.

National Energy Authority Act and the Electricity Industry (Amendment) Act

The *National Energy Authority Act 2020* and *Electricity Industry (Amendment) Act 2020* provide for the establishment of an Electricity Commission and regulate the generation, supply and sale of electricity, and related purposes. The requirements under these acts must be met for provisions related to land access.

Climate Change Management

The Proposer will design and construct the infrastructure with appropriate consideration of climate change. Climate change resilience must be considered in design and construction including in selection of materials, low carbon emitting technologies, power usage requirements etc. Design factors will include those outlined in the Feasibility Study, EPC design package and where appropriate, any additional factors.

The Proposer will obtain the latest relevant climate change projections from the Australia Pacific Climate Partnership. Climate change considerations shall be clearly documented and incorporated into Project design, including technical, cost and safety considerations for an appropriate range of climate change scenarios. The Project design specifications shall state how climate change factors (e.g., temperature, rainfall, wind, cyclones, keraunic levels and humidity) have been considered in design, along with supporting data and margins of safety above the climate change projections.

Rate of Wages and Conditions of Labour

Project rate of wages and conditions of labour will meet the requirements of the *PNG Employment Act 1978*. This includes provisions set out for maximum daily hours and rest periods, overtime, standby and public holidays. Under the act, working conditions will also meet requirements for wages and leave entitlements. The Proposer will outline a schedule of rates for Project personnel, including subcontractors.

Project conditions of labour will also be aligned with IFC Performance Standard 2 and Guidance Note – Labour and Working Conditions.

Local Content

The *Employment of Non-Citizens Act 2007* aims to promote the Papua New Guinean workforce while balancing the need for foreign labour. The statute sets up a scheme of work permits that regulates foreign workers. Under Section 12, some occupations are reserved for Papua New Guinea citizens, and these occupations are listed in the *Employment of Non-Citizens Regulations 2008*. There are 243 occupations in total including occupations relevant to the Project such as concreter, crane operator, earthmoving labourer, security guard and truck driver. The Act needs to be considered for the Project, with the project workforce likely including both citizens and non-citizens with specialist skill sets.

All AIFFP procurements seek to generate social and economic benefits above and beyond the value of the procurement. Detailed design for the project should be developed with consideration of locally available/produced resources and capabilities.

As part of this, the Proposer must prepare a Local Industry and Labour Participation Plan (including gender and social inclusion considerations) in accordance with AIFFP objectives and the requirements of the Employment of Non-Citizens Act. The plan must describe local content and quantify the total and local jobs for the Project.

The plan must:

- Describe the procedures and policies the Proposer will put in place to encourage local industry and labour participation.
- Explain how resources and capabilities in the local workforce and the Project supply chain will be identified, and how businesses and individuals will be informed of contracting or direct hire opportunities. Consider opportunities to invest in training and capacity development of local industry and/or in local communities, in particular where skills and abilities of the local workforce do not meet expected competencies.
- Include strategies to increase women's participation.

The Local Industry and Labour Participation Plan prepared by the Proposer will form the basis of contract conditions that the Proposer is obligated to deliver under the contract, including performance reporting.

The Proposer must also provide local labour and industry participation responses to the questionnaire in Appendix A.

Training of Contractor’s Personnel

All staff commencing employment on a site, including contractors, shall attend inductions that address environmental and social risks and issues. The Project environmental and social setting and risk assessment is included within the Feasibility Study.

Induction material shall include:

- A general overview of the project area and its environmental and social setting including sensitive areas.
- Overview of key project activities with potential adverse environmental and social impacts.
- Overview of the environmental and social management approach and relevant project plans, including:
 - The ESMP, environment permit, and monitoring and reporting requirements.
 - Induction of relevant workers into the CEMP including environmental and social management responsibilities.
 - WHS Plan and emergency response plan.
 - Code of conduct.
 - Gender action plan.
 - Cultural heritage management plan and chance finds procedure.

- Worker management plan.
- Stakeholder engagement plan and grievance mechanism.

Daily Toolbox talks shall be held on site. Where required, supplementary information shall be provided to staff prior to undertaking duties where specific environmental or social requirements are not covered in the general induction. Daily reviews shall be undertaken to ensure that all health and safety and environmental risks are adequately identified, with appropriate management measures in site documentation.

The EPC contractor shall undertake routine monitoring of personnel training and licensing, including those required for vehicle and equipment operation and first aid certification.

Audits will be undertaken by the Site Manager (or their delegate) on a regular basis. The purpose of the audits is to ensure:

- That the ESMP is being correctly implemented.
- Compliance with the ESMP procedures.
- That ESMP procedures are effective in managing the predicted environmental or social impacts of the Project.
- That all personnel are aware of their responsibilities.

The audit procedures will incorporate audit and inspection criteria outlined in the Project Feasibility Study.

Management and Safety of Hazardous Materials

Hazardous materials safety management measures must be included in the WHS Plan. Hazardous materials management measures are included in the ESMP appended to the Feasibility Study, and summarised as follows:

- Provide spill kits at each work site in vehicles, commensurate to the level of risk.
- Undertake weekly inspection and replenishment of spill kits and equipment.
- Maintain an inventory of all hazardous materials used and stored at project sites.
- Avoid the use of lead-base materials, fluorescent lights containing mercury, asbestos, chlorinated solvents and chromate corrosion inhibitors, as well as other heavy metals where practicable.
- Provide secondary containment, drip trays or other containments measures at connection points or possible overflow points.
- Ensure hazardous materials are identified, stored, transported, handled and disposed of safely in an environmentally responsible manner.
- Provide procedures for the control of leaks, containment of spillages and recovery in the event of an accident hazardous material release.
- Train and induct all project personnel in procedures for the safe handling, transport, storage, transfer and disposal of hazardous materials.
- Maintain inspection logs and incidents response logs.
- Conduct emergency investigations following spills to evaluate the performance of spill prevention measures.

- Locate safety data sheets for all stored substances at each storage area and at site offices.
- Store and handle hazardous substances in accordance with Australian Standards AS1940:2004 and AS3780:2008, and PNG Environmental Code of Practice for Vehicle/Machinery Workshops and Petroleum Storage/Resale/Usage Sites.

Resource Efficiency and Pollution Prevention and Management

The Proposer and its contractors must implement measures to improve resource efficiency and prevent pollution where practicable. These measures will include those outlined in the Project ESMP and in environment permit requirements. Resource efficiency and pollution prevention measures include:

- Resource efficiency:
 - Energy:
 - Turning vehicles and machinery off when not in use to minimize energy consumption.
 - Water:
 - Not abstracting water for the Project where, or when, abstraction could jeopardise a community’s drinking water supply or environmental flows.
- Pollution prevention and management:
 - Management of air pollution:
 - Limiting dust generation with dust suppression measures.
 - Minimising heavy traffic near sensitive receptors.
 - Limiting dust generation activities in windy conditions where practicable.
 - Management of hazardous and non-hazardous waste:
 - Avoiding or reducing the use of hazardous materials where practicable.
 - Maintaining an inventory of all hazardous materials used and stored at the site.
 - Minimising the volume of hazardous materials stored on site.
 - Management of land and water pollution.
 - Refer to measures relating to management and safety of hazardous materials.

The Proposer shall prepare a Waste Management Plan (WMP) for approval by the Employer prior to commencement of works. The WMP should adhere to applicable legislative requirements and incorporate the mitigation and management measures identified in the ESMP. As a minimum the WMP shall:

- Prioritise avoidance of waste, followed by re-use and recycling where practicable.
- Identify and describe the waste streams generated by project activities.
- Provide estimated quantities of each waste stream.
- Include measures for the safe storage and handling of waste in accordance with the mitigation and management measures in the ESMP.
- Identify approved waste disposal methods.
- Identify approved/licensed service providers for the collection and disposal of waste.
- Stipulate the conditions of transport of waste including documentation of permissions and receipt of waste.
- Identify staff responsible for implementing and monitoring the measures within the WMP.

Biodiversity Conservation and Sustainable Management of Living Natural Resources

The Proposer must seek to meet the following project objectives regarding biodiversity:

- Reduce the impacts of the Project on terrestrial and aquatic habitats.
- Reduce habitat fragmentation and degradation.
- Reduce disturbance to terrestrial and freshwater fauna from project activities.

The Proposer must implement measures to manage impacts to biodiversity and sustainably manage of natural resources. These shall be included in a biodiversity management plan (to be prepared as a sub-plan of the CEMP) and communicated to all relevant project personnel.

The biodiversity management plan will outline measures for avoiding, minimising or reducing adverse impacts on terrestrial and aquatic biodiversity values. The biodiversity management plan will incorporate the management measures and the biodiversity inspection and monitoring program outlined in the ESMP.

Key measures to conserve biodiversity and natural resources included in the ESMP include:

- Limiting machinery and vehicle movement to defined work areas and designated tracks and roads.
- Undertaking pre-clearance surveys to identify tree hollows or nesting sites in areas to be cleared, and evidence of other sensitive species or habitat.
- If clearing is required, revegetating construction laydown areas as soon as possible.
- Using only approved herbicides for weed control where this is the most effective method.
- Identifying sensitive features to be avoided on maps and work plans.
- Using native plant species for revegetation and rehabilitation, where practicable.
- Managing disposal of cleared vegetation to minimize the risk of wildfire.
- Avoiding clearing and disruption to riparian vegetation, wetlands, alluvial forest and gallery forests within 50 m of a watercourse, where practicable.

Gender, PSEAH and Child Protection

All project staff shall undertake training on the code of conduct including more detailed training on gender, preventing sexual exploitation, abuse and harassment (PSEAH) and child protection in accordance with DFAT policies.

Management measures relating to gender, PSEAH and child protection shall be included within inductions to the project and inductions to sites.

Management measures shall be clearly outlined in the following documents:

- Project gender action plan.
- Project stakeholder engagement plan.
- Project WHS plan.
- Contractor workforce management plan.

Site-specific documentation shall make reference to the measures contained within these documents.

Stakeholder Engagement

Engagement with stakeholders and addressing of grievances is a shared responsibility between the EPC Contractor and PMU and must be undertaken in accordance with established project procedures.

The Proposer must conduct all engagement in accordance with the Project Stakeholder Engagement Plan (appended to the ESIA within the Feasibility Study). The Stakeholder Engagement Plan is a live document and may be updated as the project progresses in consultation with the PMU.

Road Safety

Road safety measures must be included in the WHS Plan. Road safety measures are also included in the ESMP appended to the Feasibility Study, and include:

- Limiting machinery and vehicle movements to defined work areas and designated tracks and roads.
- Controlling speed limits on unsealed roads to 40 km/h and keeping vehicles to marked trafficable areas.
- Managing access along all project roads to project-related vehicles only, where possible.
- Maintaining vehicles and equipment in accordance with manufacturer’s recommendations.
- Regularly servicing and inspecting vehicles to ensure that they remain in good working order. Service and inspection of vehicles is to be conducted by a qualified mechanic.
- Maintaining roads to a suitable and safe standard.
- Monitoring training and licensing.
- Monitoring traffic accidents.
- Monitoring near misses, incidents and complaints.

Specified Provisional Sums

The total of the prices of the activities in the Activity Schedule is the Proposer’s offer to complete the works on a “single responsibility” basis. This includes all of the Contractor’s ES obligations under the Contract.

Provisional sums may be specified by the Proposer for achieving specific ES outcomes.

Where a firm cost cannot be provided prior to commencement of the following scopes of work, a provisional sum shall be submitted based on best estimate. Provisional sums will be updated after project commencement, upon sourcing three contractor quotes and providing a letter of recommendation to the Employer.

Safeguards Questionnaire

Using the format provided in Appendix B, the Proposer must provide details of the health and safety, environmental, quality and community engagement systems that they will apply to the Project.

The Proposer must also complete the following information schedules on safeguards:

- Qualification Criteria – Safeguards Questionnaire (Appendix C).
- Performance Criteria – Safeguards Approach (Appendix D).

Appendix A – Local Content and Industry Participation

Local jobs:

- State estimated head count (full-time equivalent) of internal and external labour to deliver the project. What percent is sourced/hired locally?
- State estimated head count of subcontracted labour to deliver the project. What percent is locally sourced?
- State estimated head count of goods and services procured to delivery project. What percent is locally sourced?
- List the supply inputs to be sourced locally and estimated value of input.
- Describe how your organisation will identify local products and capabilities that meet project requirements, including:
 - How you will inform local industry about particular opportunities.
 - How you intend to identify and engage with suppliers in relation to delivery of the procurement including your supply chain.
 - Any procedures or policies you will establish to encourage local industry participation.

Local skills:

- Provide details of any training and skills development that will be provided to local industry or community, including:
 - Opportunities for engaging and training apprentices.
 - Opportunities for increasing the capacity of local construction industries.
 - Opportunities for increasing the skills in local communities.
 - Training programs designed to support employee career development.
 - Training programs designed for this project.

Local investment and economic-spin off opportunities:

- Provide details about your organisation’s presence in Papua New Guinea and the value of any existing and proposed capital investment in Papua New Guinea. This could include:
 - Details of your organisation’s current presence in Papua New Guinea (for example, turnover or FTE).
 - Existing and proposed capital investment in Papua New Guinea.
 - Engagement with local businesses (direct – e.g. purchasing of building supplies; and indirect e.g. hotels, catering).
- Describe how your organisation will identify additional business undertakings that promote economic growth in Papua New Guinea. This could include: Value-added training or partnerships with local institutes; potential to undertake further innovation and research, or the development of technology related to the Project; or use of emerging climate resilient technologies and materials.

Appendix C - Safeguards questionnaire

Compliance with legal obligations**Yes****No**

Does your organisation’s policies and/or procedures comply with the following categories of Papua New Guinean legislation?

PNG Employment Act 1978

Industrial Safety, Health and Welfare Act 1961

Employment of Non-Citizens Act 2007

General comments and explanations for any ‘No’ responses:

Social safeguards policies

Does your organisation have policies and procedures in place to prevent sexual exploitation, abuse and harassment in the workplace? (if yes, please provide)

Does your organisation have policies and procedures in place to prevent child labour and protect children from exploitation and abuse who may come into contact with your operations? (if yes, please provide)

Does your organisation have an incident or grievance reporting system? (if yes, please provide)

General comments and explanations for any ‘No’ responses:

Management of Employee Entitlements**Yes****No**

Does your organisation only employ employees in accordance with the relevant jurisdiction’s workplace relations legislation, including payment of adequate wages?

Does your organisation have policies and/or procedures that allow employees to access information about their remuneration, including providing employees with a copy of their employment contract?

In the past 36-month period, has your organisation complied with its obligations under applicable workplace relations legislation?

In the past 36-month period, has your organisation made the following payments relating to minimum wages and employment conditions?

Wages including penalty rates, overtime and casual rates;

- Allowances
- Annual leave
- Superannuation
- Workers compensation insurance
- other lawful payments where they are specified in a modern award or enterprise agreement, (e.g. payments made to redundancy funds)

In the last 36-month period, has your organisation been subject to:

- Any findings against it by a court or tribunal regarding breach of an industrial relations instrument?
- Any current proceedings in respect of a breach of an industrial relations instrument?

General comments, explanations and/or any steps being taken in relation to these items:

Management of subcontractors

Yes

No

Does your organisation engage subcontractors? (if yes, respond below)

Does your organisation have in place policies and/or procedures to ensure that relevant contractual documentation, arrangements or agreements requires subcontractors to comply with their legal obligations?

Does your organisation audit and/or take responsibility to manage its subcontractors for health and safety on a regular basis? (give details in WHS Plan in Appendix B)

General comments, explanation for ‘No’ response, and/or any steps being taken in relation to this item:

Health, Safety and Hazard Management

Yes

No

Does your organisation have written Health and Safety policies and procedures (if yes, please provide)

If yes, do the procedures clearly identify roles, responsibilities and actions to be followed by its personnel.

Does your organisation have Health and Safety orientation/ induction training for new workers and visitors to its sites.

Does your organisation have a hazard register and procedures for advising, eliminating, isolating and minimising significant hazards?

General comments, explanation for ‘No’ response, and/or any steps being taken in relation to this item:

Accident statistics

Number of workplace fatalities in the last 36 months:

Number of serious harm workplace accidents in past 36 months:

Environmental incidences, notices and any prosecutions:

Number of workplace incidents resulting in notifiable environmental damage or pollution in the last 36 months:

Number of improvement notices, prohibition notices or prosecutions issued in the last 36 months:

Number of instances of damage to power cables, water or other utilities in the last 36 months:

Appendix C - Safeguards and quality approach

Using the format below, the Proposer must provide details of the health and safety, environmental, quality and community engagement systems they will apply to the Project. The stated attachments must be included with the tender.

Proposer’s Approach to Safeguards and Quality

Workplace Health and Safety (WHS)

The Proposer must demonstrate an acceptable WHS track record at an organisational level and that appropriate WHS systems and processes are in place for the Project.

Tenderers must provide information on the following:

- Provide a CV for the manager in charge of health and safety.
- Attach a WHS Policy endorsed by senior management.
- Provide a description and evidence of the organisation’s policies, systems and procedures for managing health and safety.

The procedures shall clearly identify responsibilities and actions to be followed by personnel. If the Proposer engages subcontractors, the Proposer shall audit or take responsibility to manage subcontractor for WHS on a regular basis.

There shall be a WHS induction program for all new workers / visitors to project sites.

There should be an actively managed hazard register and procedures advising, eliminating, isolating and minimising significant hazards

There shall be evidence of regular safety meetings, committees, inspections and audits.

The Proposer shall submit a preliminary site-specific WHS Plan describing the approach to applying appropriate WHS practices to the Project and demonstrating the Proposer’s ability to perform work safely in accordance with relevant legislation and measures within the ESMP.

The plan should address all of the following:

- Proposed steps and equipment used to ensure WHS for workers and safe working practices, including at height, near electrified infrastructure, lifting operations, working with hazardous substances.
- Training provided to staff.
- Hazard identification and risk management.
- Site safety inductions and communications with client, employees, subcontractors and visitors.
- Pre-planning documentation and site meetings.
- Emergency response procedures.
- Incident/accident notification, investigation and response procedures, reporting, inspections and audits.
- Provide a draft Hazard Register for the project and proposed risk mitigations.
- Describe any steps undertaken to audit and/or manage subcontractors for health and safety.