



Request for Proposal

RFQ# 948945

for

**The Installation of Electric Vehicle Supply
Equipment (EVSE)**

Issued by:
Jamaica Public Service Company Limited
113 Washington Boulevard
Kingston 20
May 4, 2023

1.1. Introduction

- 1.1.1. The Jamaica Public Service Company Limited (the “Company” or “JPS”) seeks quotes from qualified third party service providers to design, construction and installation services for the provision of the installation of electric vehicle supply equipment (EVSE), commonly referred to as EV chargers.

1.2. Background

- 1.2.1. JPS is an integrated electric utility company, and the sole distributor of electricity in Jamaica. The Company is engaged in the generation, transmission and distribution of electricity, and also purchases power from a number of independent power producers (IPPs).
- 1.2.2. Marubeni Corporation of Japan and East West Power Company (EWP) of Korea, are majority shareholders, with joint ownership of eighty percent of the shares in JPS. The Government of Jamaica and a small group of minority shareholders own the remaining shares.
- 1.2.3. JPS serves about 585,000 residential, commercial and industrial customers, through a workforce of approximately 1,500 employees and a network of offices throughout the island. The Company owns and operates 4 power stations, 8 hydroelectric plants, one wind park, 43 substations, and approximately 14,000 kilometers of distribution and transmission lines. The total installed generating capacity is 789 MW. The Company owns 80% or 621.0 MW of this capacity. The remaining 168MW is owned by IPPs. The company also manages and operates the transmission and distribution system.
- 1.2.4. Along with the provision of electricity, the JPS is a key partner in national development. The Company has a vibrant corporate social responsibility portfolio and makes significant contributions in the areas of education, sports, and community development. The Company also has a strong environmental focus and carries out its operations in an environmentally friendly manner.
- 1.2.5. JPS has the following status with Jamaica Customs – Authorized Economic Operator (AEO). It is an internationally recognized quality mark which indicates that the JPS supply chain is secure, and that the JPS customs’ procedures and policies are compliant. With this designation, JPS Warehouse and Procurement Teams are subject to audit and monitoring by Jamaica Customs.
- 1.2.6. The Office of Utilities Regulation (OUR) has regulatory authority over JPS' operations.
- 1.2.7. JPS is committed to becoming a leader in the transition of transportation in Jamaica from fossil fuels to electricity, and as such, is investing in a public electric vehicle charging network.

1.3. Definitions

- 1.3.1. **Bidder, Vendor or Contractor** shall mean JPS qualified provider of goods and / or services acting in the role of the prime Contractor who responds with a proposal to this RFP.
- 1.3.2. **Bid/ Proposal** shall mean the Bidder’s formal written response indicating committed price, delivery schedule and conformance to product specification
- 1.3.3. All references to JPS or Company shall mean the Jamaica Public Service Company Limited.
- 1.3.4. **"The Purchaser"** means the Organization purchasing the Goods, i.e. Jamaica Public Service Company limited
- 1.3.5. **"The Supplier"** means the individual or firm supplying the Goods under this Contract;
- 1.3.6. **"The Contract"** means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3.7. **"The Contract Price"** means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

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- 1.3.8. **"The Goods"** means all of the Items which the Supplier is required to supply to the Purchaser under the Contract.
 - 1.3.9. **"Services"** means services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as the taking of measurements, training and other such obligations of the Supplier covered under the Contract.
 - 1.3.10. **"Approved"** means approved by the Purchaser or its delegated representatives; and
 - 1.3.11. **"Specified"** means specified by the Purchaser; either on drawings, or in writing.
 - 1.3.12. **"Delivery"** means delivered to JPS designated locations unless otherwise specified.
 - 1.3.13. **"Days"** means calendar days acceding to the Gregorian calendar.

 - 1.3.14. This document shall not be construed as a request for the authorization to perform work at JPS expense. Any work performed by the Bidder in connection with preparation and responding to the Request for Proposal (RFP) and, if selected, negotiating a definitive agreement will be at the Bidder's own discretion and expense. This RFP does not represent a commitment to enter into a contract.

 - 1.3.15. JPS reserves the right to reject any and all proposal(s) at its sole and absolute discretion. Submission of a proposal constitutes acknowledgment that the Bidder has read and agrees to be bound by such terms and conditions as outlined in the Bid document.

2. GENERAL INSTRUCTIONS TO BIDDERS

- 2.1. The Bidder is expected to examine all instructions, terms specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

2.2. Points of Contact (POC)

- 2.2.1. All communications and questions with JPS regarding this RFP must be directed to the following Points of Contact (POC):

Name: **Jacqueline Melbourne**
CC: Ms. Dianne Plummer, Mr. Kolonje Mckenzie
Address: Jamaica Public Service Company Ltd
113 Washington Boulevard
Kingston 20, Jamaica WI

Email: jmelbourne@jpsco.com cc: dplummer@jpsco.com , komckenzie@jpsco.com

2.3. Communication Regarding the RFP

- 2.3.1. Unauthorized communications concerning this RFP with other Company employees, executives or Contractors may result in immediate disqualification.

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- 2.3.2. All communication and questions should be submitted in writing, electronically to the POC. In order to ensure consistency in the information provided to Bidders, responses to questions received will be communicated to all participants, without revealing the source of the inquiries.
 - 2.3.3. Only written responses will be considered official and binding. JPS reserves the right, at its sole discretion, to determine appropriate and adequate responses to questions and requests for clarification.
 - 2.3.4. A Bidder contact should be provided for all questions and clarifications arising from the Proposal Queries should include:
 - (a) Company's name, company address and phone number, contact person, email address, position.
 - (b) References to specific points within this RFP using the Section number as reference
 - (c) Clear and concise questions

2.4. RFP Amendment and Cancellation

- 2.4.1. At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by amendment.
- 2.4.2. The amendment will be done in writing to all prospective Bidders who have received the Bidding Documents, and will be binding on them.
- 2.4.3. In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids.
- 2.4.4. JPS reserves the unilateral right to cancel or reissue the RFP at its sole discretion. Bidders will respond to the final written RFP and any exhibits, attachments and amendments.

2.5. Confidentiality of Data

- 2.5.1. The Bidder should recognize that JPS operates in a sensitive business environment and, for that reason the Bidder must treat the materials and data provided by JPS as confidential. The successful Bidder may be required to agree to and execute the confidentiality agreement.

2.6. Written Clarification

- 2.6.1. JPS reserves the right, at its sole discretion, to request clarifications of any Proposal or to conduct discussions for the purpose of clarification with any or all vendors. The purpose of any such discussions will be to ensure full understanding of the proposal.
- 2.6.2. Discussions will be limited to specific sections of the proposal identified by JPS and, if held, will be after initial evaluation of the Proposal. If clarifications are made as a result of such discussion, the vendor will submit such clarifications electronically.
- 2.6.3. Refusal to respond to JPS request for clarifications may be considered non-responsive and be used as grounds for rejection of the Proposal.

2.7. Oral Clarification

- 2.7.1. If requested, the vendor will make an oral presentation to the Proposal Evaluation Team and other designated Company representatives. All expenses for the presentation will be borne by the vendor.

2.8. Bid Format

2.8.1. The bid shall be prepared in two (2) parts, Financial and Technical. The Technical profile, should not contain any pricing information. The financial proposal shall be separate and contain price information.

2.8.2. The proposals must include the following in the prescribed order below: -

A. **Financial Profile**

General Information Sheet

- (a) *Evidence of establishment, type of organization, size, and professional affiliate*
- (b) *Executive Summary indicating why your firm should be chosen to provide the goods or services for JPS*
- (c) *Qualification and experience of your staff that will provide the goods described in the Scope of Requirements*
- (d) *Provide the names and profiles of the top 3 executives*
- (e) *Audited Financial Statements for the last 2 years*
- (f) *Current/valid insurance document*
- (g) *The financial proposal shall consist of cost estimates along with a payment schedule.*

B. **Technical Proposal**

The technical data sheet which govern the RFP been quoted on.

All the relevant drawing as it relates to the proposal.

Technical Specification should include Guaranteed Performance, any applicable Safety & Environmental Standards.

2.9. Bid Prices

2.9.1. The Bidder shall indicate the unit prices and total Bid Prices of the goods and services it proposes to supply under the Contract.

2.9.2. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract.

If prices are subject to an adjustment clause, kindly state:

- 1. The variables that will affect the price
- 2. The reference index that will govern movement of prices and
- 3. The base price index.

2.10. Bid Currency:

2.10.1. Prices quoted by the bidder and further negotiated and agreed between the bidder and JPS shall be fixed during the bidder's performance of the contract and not subject to variations on any account.

International Supplier

- Prices should be quoted in **USD**

Local Supplier

- Prices should be quoted in **JMD**

2.11. Proposal Withdrawal

2.11.1. The Bidder may modify or withdraw its proposal after the proposal’s submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of proposals. To withdraw a proposal, the Bidder must submit a written request electronically or signed document by an authorized representative to JPS before the deadline for submitting proposals. After withdrawing a previously submitted proposal, the Bidder may submit another proposal at any time up to the deadline for submitting proposals.

2.12. Cost of Proposal Preparation

2.12.1. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the JPS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.13. Period of Validity of Bids

2.13.1. Bids shall remain valid for sixty (60) days, after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

3. SCOPE OF WORK

3.1. JPS seeks Bids from third party engineering services to design and construct the infrastructure to support the installation of the EVSE as well as the installation of same.

3.1.1. Contractor to provide all labour, materials and equipment required to install Electric Vehicle Supply Equipment (EVSE) at eight (8) locations as specified herein and in accordance as necessary for a complete installation.

3.1.2. The JPS intends to install nine (9) EV chargers in eight (8) locations across the island:

- .1 Five (5) DC (Level 3) Fast Chargers,
- .2 Four (4) Level 2 chargers.
- .3 Please note that these are preliminary locations and subject to all applicable approvals and permits and may be modified by the JPSCo

Site	Proposed EVSE Site Location Address	Charger Type	No. of Chargers	Total No. of Ports	EVSE/ Zone ID
S-Foods	New Kingston	Level 3 (~100kW)	1	2	01002
Drax Hall	Total Drax Hall	Level 3 (~50kW)	1	3	02002
Discovery Bay	Total Discovery Bay	Level 3 (~100kW)	1	2	03002
Negril	White Hall	Level 2 (~7kW)	1	2	04002
Mandeville	Go Gas Mart	Level 3 (~100kW)	1	2	10001
Mandeville	Go Gas Mart	Level 3 (~25kW)	1	1	10002
White River	Total White River	Level 2 (~7kW)	1	1	04001

Clarendon Park	Juici Beef, Clarendon Park	Level 2 (~14kW)	2	2	05001
Greenwood	Total Greenwood	Level 2 (~7kW)	1	1	06001
	Total		10	16	

3.1.3. This Work shall include but not limited to the following (design, procure and install):

- .1 Install new meter-base to measure power consumption by new EVSE.
- .2 Install an NEMA 4X, lockable electrical enclosure for the provision of a main plus sub
- .3 Electrical work scope of the contractor shall terminate at the (wired) pothead
- .4 Supply and install new conduits wiring and connections required for complete installation in the locations indicated.
- .5 Mount EVSE units on concrete base.
- .6 Provide wheelchair access to the front and both side panels of the EVSE
- .7 Install bollards (K4, C30P1 rating) with reflective safety stripes to protect EVSE
- .8 Install wheel stops within standard distance from bollards & EVSE
- .9 Costs associated with electricity, water, sanitary and other such services shall be the responsibility of the contractor.

3.1.4. Level 2 Installation – 7kW (Typical):

- .1 Supply and install new 220/110V, 100A, 1-phase pole- mounted distribution panel with a main fused switch. Panel to be completed with one (1) 2-pole 40A breaker. Spare breakers to be installed (10A & 15A).
- .2 Install EVSE units in locations specified as per site location requirements and equipment installation manuals.
- .3 Install and terminate din-rail mounted type surge protection device supplied by JPS
- .4 Installation of one (1) x 6” diameter parking stainless steel bollards in front of each EVSE unit. Bollards shall be provided by JPS without installation hardware.

3.1.5. Level 2 Installation – 14kW (Typical):

- .1 Supply and install new 220/110V, 100A, 3-phase pole- mounted distribution panel with a main fused switch. Panel to be completed with two (2) 2-pole 40A breakers. Spare breakers to be installed (2x10A).
- .2 Install EVSE units in locations specified as per site location requirements and equipment installation manuals
- .3 Install and terminate din-rail mounted type surge protection device supplied by JPS
- .4 Installation of one (1) x 6” diameter parking stainless steel bollards in front of each EVSE unit. Bollards shall be provided by JPS without installation hardware.
- .5 Clarendon Park (ID# 05001) shall have an additional 4” diameter “U” shaped bollard installed behind the EVSE.

3.1.6. DC Fast Chargers (**CirControl 150C**) Installation (Typical):

- .1 Supply and install new 415/240V, 350-400A minimum, 3-phase wall mounted distribution panel with a main fused switch. Spare breakers to be installed (2x15A, 2x20A Duplex, 220V).
- .2 Supply and install 225A NEMA 4X disconnect with GFCI.
- .3 Include in LV design, install and terminate RCD Type B breaker supplied by JPS, with main breaker mentioned in paragraph 1.4.6.2.

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- .4 Install EVSE units in locations specified as per site location requirements and equipment installation manuals. See attached documents for CirControl 150C Level 3 EVSE units.
 - .5 Buried electrical conduits for main power between EVSE and main electrical panels shall be sized to accommodate electrical multi-core cables suitably sized to carry a maximum AC input current of 260A whenever a capacity upgrade is performed on the EVSE.
 - .6 Provide equipment and material for low voltage (220/110 V) power for lighting, security and tools. Required minimum transformer capacity is 5kVA (415/220/110 V). Circuit breakers shall be installed for the services listed.
- 3.1.7. DC Fast Charger (**CirControl 50HV**) Installation (Typical):
- .1 Supply and install new 415/240V, 250-300A minimum, 3-phase wall mounted distribution panel with a main fused switch. Spare breakers to be installed (2x15A, 2x20A Duplex, 220V).
 - .2 Supply and install 160A NEMA 4X disconnect with GFCI.
 - .3 Include in LV design, install and terminate RCD Type B breaker supplied by JPS, with main breaker mentioned in paragraph 1.4.7.2.
 - .4 Buried electrical conduits for main power between EVSE and main electrical panels shall be sized to accommodate electrical multi-core cables suitably sized to carry a maximum AC input current of 192A whenever a capacity upgrade is performed on the EVSE.
 - .5 Install EVSE units in locations specified as per site location requirements and equipment installation manuals. See attached documents for CirControl 50 HV Level 3 EVSE units.
- 3.1.8. Provide equipment and material for low voltage (220/110 V) power for lighting, security and tools. Required minimum transformer capacity is 5kVA (415/220/110 V). Circuit breakers shall be installed for the services listed.
- 3.1.9. Provide GFCI protection in the panel board in excess of 200A for breakers connected to DCFC charging stations.
- 3.1.10. Installation of two (2) x 6" diameter parking stainless steel bollards in front of each EVSE unit. Bollards shall be provided by JPS without installation hardware.
- 3.1.11. All conduits and piping to be installed underground. The Contractor shall perform underground locates prior to excavating for installation of new conduits.
- 3.1.12. The Contractor shall verify site dimensions, distance between existing points of connection for power poles and determine best route for cable runs prior to start of work.
- 3.1.13. The Contractor shall assist with the installation of communication infrastructure (e.g. modem), installation of communication cables and equipment in and between the EVSE and local communication panel.
- 3.1.14. The Contractor shall supply any accessories as required for complete installation.
- 3.1.15. Include any small items of work not specifically mentioned in the RFQ documents, but required to complete the intended installation.
- 3.1.16. Make good any damage to existing structures incurred by this work to the satisfaction of JPSCo.
- 3.1.17. Ensure that all electrical, life safety services and services of the existing equipment in the area outside of this work that are required to remain in service shall do so.
- 3.1.18. Site Specific Requirements

3.2. Site Specific Requirements

- 3.2.1. Total Drax Hall (ID# 02002)

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- .1 Remove and relocate two safety signs for emergency access. Signs will be relocated in a similar soil type as currently obtains within 20 metres of the existing locations.

3.2.2. S-Foods (ID# 01002)

- .1 Construct 6" square concrete bollards behind the charging station. Quantity: Two (2)

3.3. Submittals

3.3.1. Submit, two complete sets shop drawings and detail drawings and an electronic copy in DWG and PDF formats. Make any additions and/or corrections required by JPSCo and submit two correct copies and electronic copy to JPSCo.

3.3.2. The following documents shall also be submitted to JPSCo on completion of the project:

- .1 Electrical inspection certificates
- .2 As-built drawings
- .3 Testing Reports

3.4. Codes, Permits and Inspection

3.4.1. Work to meet or exceed the minimum standards of the following:

- .1 Electrical Safety Code, latest edition, JS21 and the National Building Code.
- .2 Local electrical supply utility codes and regulations.

3.4.2. The above codes and any additional requirements of the local or provincial authority shall form an integral part of these specifications as if written in full.

3.4.3. Comply with all laws, ordinance, rules and regulations related to the work and preservation of public health.

3.4.4. The Contractor shall be responsible for all tests and certificates of works performed, as required by the JPSCo. or testing agencies and the Contractor shall pay all associated costs.

3.4.5. Arrange and pay for inspection of all electrical work by the Electrical Inspectorate On completion of the Work, present to JPSCo the final unconditional certificate of approval.

- .1 The Contractor shall be responsible for obtaining the approval of electrical drawings by the Licensed Electrical Inspectorate as well as approval by JPS' Engineering Department for the work scope as defined in paragraph 1.4;

3.5. Shop Drawings.

3.5.1. These shop drawings shall consist of but are not limited to the following:

- .1 Distribution panelboards
- .2 Disconnect switches
- .3 Any other devices and wiring devices related to this work

3.6. As-Built Drawings

3.6.1. Mark in coloured ink on a set of whiteprints the locations of runs of piping, conduit and other services from where shown on Construction Drawings, so that on completion of the Contract the as-built drawings shall indicate the exact location of all services as actually installed. As-built drawings shall be kept at the Site and shall be kept up to date as the work progresses. Submit completed as-built drawings before final certificate of Contract acceptance is issued.

3.6.2. Acceptance of as-built drawings by JPSCo does not constitute a guarantee by JPSCo of their accuracy, nor does the acceptance by JPSCo remove the Contractor's responsibility for any inaccuracies that may be on the as-built drawings.

3.7. Fastenings

- 3.7.1. Include in the Work of each section, necessary fastenings, anchors, inserts, attachment accessories, and adhesives. Where installation of devices is in work or other sections, deliver and locate devices in ample time for installation.
- 3.7.2. Install Work with fastenings or adhesives in sufficient quantity to ensure permanent secure anchorage of materials, construction, components and equipment under static conditions, and to resist building thermal movement, creep and vibration.
- 3.7.3. Prevent electrolytic action between dissimilar metals and materials.
- 3.7.4. Space anchors within their load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.

3.8. Cutting and Patching

- 3.8.1. The Contractor shall ensure that its electrical subcontractor or forces performing electrical work will be responsible for performing all cutting and patching, sleeves, openings, etc.

3.9. Supports and Hangers

- 3.9.1. Explosive fasteners shall not be used without prior written approval from JPSCo.

3.10. Equipment and Material

- 3.10.1. All equipment and material, unless specifically indicated otherwise in the RFQ documents, shall be new and free from defect.
- 3.10.2. All equipment provided to be outdoor rated and corrosion resistant.

3.11. Testing

- 3.11.1. Perform test as follows:
 - .1 Panels: shall be balanced within 5 percent across phases. Record test results and include with commissioning documents
 - .2 Test all system grounding conductors for “phase to ground” loads, ammeter shall read less than one ampere. Record test results and include with commissioning documents

3.12. Identification

- 3.12.1. Provide lamacoid (or other material approved by JPSCo), identification nameplates. These shall be black with white engraved letters and shall be installed on all equipment, disconnect switches, panels, etc. indicating the load served or equipment designation.

3.13. Accessibility

- 3.13.1. All Work shall be installed so as to be readily accessible for operation, maintenance, repairs and future replacement.
- 3.13.2. EVSE shall be accessible by wheeled chair operators

3.14. Responsibility

- 3.14.1. Be responsible for all electrical work until completion and final acceptance by JPSCo, and for replacing any item that may be defective.
- 3.14.2. Coordinate installation of equipment, conduit work, luminaires, etc. with other trades and JPSCo prior to actual installation.

3.15. PRODUCTS

- 3.15.1. Conduit and Fittings

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- .1 Conduit sizes shall be in compliance with National Electrical Safety Code. All surface conduits shall be installed parallel to buildings.
 - .2 Unless otherwise noted in the RFQ documents, conduits for panel feeders and branch circuit wiring shall be thin wall Electrical Metallic Tubing (EMT).
 - .3 Conduit installed below grade and in concrete slab on grade shall be rigid PVC type II, BSOJ approved as electrical raceway.
 - .4 Clean interior of all conduits to remove all debris and water and remove any burrs prior to pulling wires.
 - .5 Provide separate insulated ground conductor in all conduits, as per code.
 - .6 Minimum conduit size shall be 21mm (0.83 inches) unless otherwise specified in the RFQ documents.
 - .7 Conduits, armoured cables and other raceways shall be supported independent of any suspended ceiling.
 - .8 Install one 25mm conduit for communication (Ethernet cable) between EVSE and auxiliary electrical enclosure via service pole where applicable. Conduit ends shall be covered and capped when exposed to the elements.

3.15.2. Junction Boxes

- .1 Boxes shall be code gauge and size to meet electrical code requirements. Sheet steel boxes for conceal Work and for exposed Work. "Through-wall" and "utility" type boxes shall not be used.
- .2 Provide barriers in boxes where different voltages are used.
- .3 Boxes shall be supported independent of conduit. Boxes numbers, location and sizes shall be as per the code requirements
- .4 Identify all electrical boxes of different systems with a different colour; this shall be achieved with spray paint cans. Colours to be in accordance with the list as follows:
 - a) 347/600V Black
 - b) 120/220V Orange
 - c) Data System Green

3.15.3. Grounding

- .1 The entire electrical system shall be grounded and bonded in accordance with the requirements of the National Electrical Safety Code and local utility requirements.
- .2 Provide a separate green ground wire from each isolated ground receptacles to connect to building ground.
- .3 Provide a separate code gauge supplementary ground conductor run in each conduit, terminating at ground block at panel board if required by code.
- .4 A grounding mat shall be fabricated and installed along with the use of earth fill material to achieve earthing resistance of $\leq 20\Omega$ for the EVSE grounding only.

3.15.4. Electrical Devices and Controls

- .1 Switches shall be commercial grade.
- .2 Cover plates for receptacles and light switches shall be from the same manufacturer and match the existing, as with wiring devices.
- .3 Outlet boxes shall be electro-galvanized and made of code gauge steel. Where more than one device is shown on a drawing, a multi-gang box shall be used. Offset outlet boxes, shown back to back in partitions, horizontally to minimize noise transmission between

adjacent areas. Outlet box for devices mounted side by side or one above the other shall be separated by a minimum of 25.4mm.

3.15.5. Circuit Breaker

- .1 New circuit breakers shall have thermal magnetic trip protection with bimetallic elements for the delay overload protection. Breakers shall be the short circuit interrupting capacity of minimum of 10KA or as required to meet available short circuit current in the system.

3.15.6. Disconnect Switches

- .1 Fusible disconnect switches: size as indicated in the RFQ documents, enclosure rated for applicable area.
- .2 ON-OFF switch position indication on switch enclosure cover.
- .3 Mechanically interlocked door to prevent opening when handle in ON position.
- .4 Acceptable manufacturers: Allen-Bradley, Cutler-Hammer, Siemens and Square-D (Schneider).

3.16. EXECUTION

3.16.1. Work on Site and Continuity of Service

- .1 Visit the Sites and examine the existing conditions and all RFQ documents, including drawings and specifications. The Contractor shall determine routes for cable runs. Make all necessary allowances in tender price for routing, connection of electrical equipment and wiring as may be necessary for the execution and completion of this Work. No allowance shall be made after the Contract is awarded for any expense incurred by the Contractor for a failure to make this examination.
- .2 Existing electrical equipment removed and indicated for reuse shall be cleaned before installation. Unused conduit entrance openings shall be sealed; all defective components shall be replaced before reinstallation.
- .3 All wiring shall be run concealed where possible on existing walls and ceiling may be installed on the surface with JPS' and Site Hosts's approval.
- .4 Supply, install and maintain all required temporary wiring to occupied areas at all times. Provide adequate protection to existing wiring and equipment serving the existing and new areas.
- .5 Power shutdown, if required, must be coordinated with JPSCo and Site Host.
- .6 Disconnect and make safe any existing equipment or fixtures to be removed. Obsolete conduits and cables shall be disconnected from their source of supply, cut back to a suitable point, and left in place, unless they interfere with the new work, in which case they shall be removed.
- .7 All unused fused switches and circuit breakers shall become spare. Provide new, up-dated directories for panels.
- .8 All existing equipment and material not required in the final installation shall be carefully removed and shall be handed over to or disposed of as directed by JPSCo.
- .9 The Contractor shall ensure that the conditions of storing and handling of the JPS Infrastructure, and that its personnel or the personnel of its subcontractor/s, if any, comply with applicable health, safety and environmental regulations and with the property owner or lessee's reasonable related standards which said property owner or lessee has provided the Contractor with written notice of in advance and as is applicable.

3.16.2. Performance Tests

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- .1 Conduct tests as per manufacturer's instructions to demonstrate operation and ability to meet specified requirements of all equipment at the time of final inspection. Record test results and include with site closeout report.
 - .2 These tests shall include measurements of line voltage, earthing resistance, continuity, phase rotation and insulation resistance.

3.16.3. Substantial Performance & Completion

- .1 The Contractor must reach substantial performance within approximately three (3) weeks from the Order to Commence.
- .2 for which the Successful Contractor's liability to such employee or former employee would otherwise be limited to payments under State Workers' Compensation or similar laws; or
- .3 a breach or a failure to comply with any terms and conditions of this Agreement, as amended, by the Successful Contractor, including actions or omissions of Successful Contractor's agents, representatives and assigns; or
- .4 any and all claims, and/or suits for labor and materials furnished by the Successful Contractor or utilized in the performance of the Agreement or otherwise. The foregoing indemnity shall also include liability imposed by any doctrine of strict liability, and
- .5 the Successful Contractor shall hold harmless and indemnify the JPSCo. for any errors in the provision of services and for any fines which may result from the fault of the Successful Contractor.
- .6 These indemnifications shall survive the term or cancellation of this Agreement. In the event

3.16.4. Representations and Warranties

- .1 The Installer represents and warrants that:
 - a) the Services shall be performed in accordance with the highest standard of care and diligence.
 - b) it has exercised due and proper care in the hiring of persons and has screened each of its employees and/or agents and/or subcontractors, ensuring that they are of reputable character and possess the requisite competence, knowledge, training and certification and permits.
 - c) the Installer is a legal person validly existing under the laws of Jamaica and has the power to own its assets, conduct its business as presently conducted and to enter into, and comply with its obligations under, this Agreement.
 - d) this Agreement as executed by the Installer will be a valid and legally binding obligation of the Installer, enforceable in accordance with the applicable laws.

3.17. Insurance

3.17.1. The Contractor shall at his own expense provide and maintain the following insurance coverage:

- **Public liability insurance**
For personal injury, death or property damage arising from accidents during the performance by the Contractor of its obligations under the contract and with a minimum limit of indemnity of \$10,000,000.00 for any one event or period.
- **Employers Liability insurance**

Covering all employees and casual workers and with an Indemnity to Principal extension with a minimum limit of indemnity of \$10,000,000.00 for any one event or period

- **Personal Accident Insurance**

Coverage or its equivalent covering all its employees for claims for personal injury or death in connection with this contract.

The contractor must provide JPS with satisfactory evidence of all insurance that the contractor is required to take out as stated above prior to the award of contract.

3.18. Responsibilities

Process	Medium Voltage Scope	Low Voltage Scope
Engineering Design - Electrical	JPS (Grid extension to pothead only)	Contractor (Pothead to LV terminal of the EVSE)
- Civil	Contractor	Contractor
- Communication (Installation)	Contractor	
- Electrical Dwg Approval	Contractor (excluding grid extension to pothead)	
Procurement	JPS (Grid extension to pothead only)	Contractor
Pre-Installation Construction	Contractor	
- Delivery to site	Contractor	
Installation	Contractor	
- Approval	Contractor (from JPS)	Contractor (from GEI/LEI)
Training	NA	NA
Commissioning	JPS (Grid extension to pothead only)	Contractor & JPS

4. SUBMISSION OF BIDS

- 4.1. All responses must be in English Language. Your bid response must be presented in two (2) separate Files Folders, namely Financial/Costing and Technical Specifications. The deadline for submission of bids is 11:59pm on Friday June 16, 2023.
- 4.2. **RFP CALENDER**

RFP CALENDAR		
ACTIVITY	DUE DATE	RESPONSIBILITY
RFP Date	May 4, 2023	JPS
Site Visits (S-Foods, Clarendon Pk & Mandeville)	May 17, 2023	Bidder
Site Visits (White Rvr, Drax Hall, D-Bay & Greenwood)	May 18, 2023	Bidder
Site Visit (Negril)	May 19, 2023	Bidder
Bill Queries	May 26, 2023	Bidder
Response to Bid Queries	May 31, 2023	JPS
Final date for Submission of bids to JPS @ 11:59pm	June 16, 2023	Bidder
Bid opening/download	June 20, 2023	JPS
Evaluation (Commercial and technical) Completion	June 28, 2023	JPS
Selection and advise all bidders	June 30, 2023	JPS

The Company may, at its discretion, extend this deadline for the submission of bids, in which case all rights and obligations of the Company and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended. The dates are subject to change on the RFP Calendar.

4.3. Late Bids

- 4.3.1. Any bid received by the Company after the deadline for submission of bids prescribed by the Company will be rejected and/or returned unopened to the Bidder.

4.4. All proposals shall be submitted as follows:

- 4.4.1. Only Electronic submissions will be accepted, using ShareFile by Citrix. All uploads will be confidential. Additional information on this software can be accessed by clicking the links below:
- Basic Client Guide <https://citrix.sharefile.com/share/view/s1bff52f8d434781a>
 - Training (video) <https://www.sharefile.com/support/training>
- 4.4.2. Activities are guided by the dates stated in the Calendar of Events highlighted in Table Above. Observing these dates,
1. Section 2.2 provides Instructions to submit questions via email only
 2. A combined response to questions will shared with all bidders
 3. Respondents must confirm their intention to bid in order to be setup in JPS ShareFile folder
 4. Access to individual vendor folders will be given 1 weeks before the bid closes to eliminate any issues for bid upload by RFP deadline.
 5. Files must be accurately labelled/named. Commercial Information must be a separate file from your Technical Overview.
 6. ShareFile Access will be removed when the bid closes

4.5. Proposal Rejection

- 4.5.1. Any bid received after the deadline for submission of bids prescribed by the Company will be rejected and/or returned unopened to the Bidder. Any proposal received that does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected.
- 4.5.2. Bidders must comply with all of the terms of this RFP. JPS may reject any proposal as being non-responsive that does not comply with the terms, conditions and characteristics of this RFP or the key criteria for selection.
- 4.5.3. JPS reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety, and to accept a proposal other than the lowest price or proposal presented outside of this RFP that meets the company's requirement.
- 4.5.4. JPS assumes no responsibility for delays caused by any mail/bearer delivery service.

5. BID EVALUATION CRITERIA

- 5.1. JPS will evaluate proposals using an internal scoring method that weighs various parameters to give the evaluation team insight into the strengths of each proposal relative to JPS needs.
- 5.2. It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by JPS after the deadline indicated above, for whatever reason, shall not be considered for evaluation. The bid evaluation criteria include, but is not limited to,

EVALUATION CRITERIA (Site ID's: 04002, 04001, 05001 & 06001)	SCORE (%)
Design Quality & BOM <ul style="list-style-type: none">• Experience in design and installation of LV(<250V) & MV systems (<500V)• Experience in installation of EV chargers, inverters or other DC power systems	Pass/Fail
Technical Specification <ul style="list-style-type: none">• Submission of preliminary design & Bill of Material	Pass/Fail
Price	90
Execution time	10

EVALUATION CRITERIA (Site ID's: 01002, 02002, 03002 & 10001-10002)	SCORE (%)
Experience, Technical Capacity <ul style="list-style-type: none">• In-house engineering capacity and years of experience	Pass/Fail
Design Quality & BOM <ul style="list-style-type: none">• Experience in design and installation of LV(<250V) & MV systems (<500V)• Experience in installation of EV chargers, inverters or other DC power systems	Pass/Fail
Technical Specification <ul style="list-style-type: none">• Submission of preliminary design &/or Bill of Material	Pass/Fail
Price	90
Execution time	10

5.3. Clarification of Bids

- 5.3.1. To assist in the examination, evaluation and comparison of bids the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted, except as required to confirm the correction of arithmetic errors.

6. AWARD OF CONTRACT

6.1. Award or Rejection

- 6.1.1. The Purchaser will award the contract in part or full to the successful Bidder(s) whose bid has been determined to be substantially responsive. The Purchaser reserves the right not to accept the lowest bid if it does not meet JPS requirement.
- 6.1.2. Issuance of this bid does not constitute a commitment by JPS to award any contract or purchase products or services offered in response to this bid.

6.2. Purchaser's Right to Accept Any Bid and to Reject Any or All Bids

- 6.2.1. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Purchaser's action.

6.3. Notification of Award

- 6.3.1. Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing by email or fax, that its bid has been accepted. Upon the successful Bidder's signing a contract with JPS for the subject RFP, the Purchaser will promptly notify each unsuccessful Bidder.

7. GENERAL CONDITIONS OF CONTRACT

- 7.1. These General Conditions shall apply to the extent that provisions in other parts of the Contract do not supersede them.

7.2. Use of Contract Document and Information

- 7.2.1. The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, of any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
- 7.2.2. The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in the above paragraph except for purposes of performing the Contract.
- 7.2.3. Any document, other than the Contract itself, as enumerated above shall remain the property of the purchaser and shall be returned (in all copies) to the Purchaser on completion of the supplier's performance under the Contract if so required by the purchaser.
- 7.2.4. Proprietary Content:
- .1 JPS understands that certain elements of the Bidder's proposal may contain information, including pricing, that is competitively sensitive. JPS acknowledges that all information furnished in the proposals will be for the exclusive use of JPS, in evaluating and selecting a Supplier for goods or services, and that all parties will respect the sensitive nature of that information in accordance with sound commercial practices.

7.3. Prices

7.3.1. Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not, with the exception of any price adjustments authorized and agreed on by Supplier and Purchaser, vary from the prices quoted by the Supplier in its bid.

7.4. Delivery and Shipment

7.4.1. Local suppliers

- .1 It is the responsibility of the Seller to obtain at their expense:
 - all licenses
 - customs formalities
 - transport associated with the delivery of the goods to JPS
- .2 The Seller shall bear all risks of loss of or damage to the goods until such time as they have been delivered to JPS.
- .3 The Seller must provide the goods, the payment invoice and delivery slip in conformity with the contract and any other evidence of conformity; (example test certificates,) which may be required by the contract.

7.4.2. Overseas suppliers

- .1 The Supplier shall be entirely responsible for all taxes, duties, license fees, port charges and other such levies imposed by the country of origin. Goods will be delivered FOB Miami JPS Freight Forwarder or CIF Kingston in accordance with Incoterms 2020.

7.5. Payment

7.5.1. Overseas suppliers

- .1 Payment shall be effected within 60 days of receipt and acceptance of the product by JPS.
- .2 The preferred payment term for JPS to its Supplier is through open account, net 60 days. Should the supplier not opt to have payment made via open account, a 5% charge will be added to the bidders' payment proposal in the evaluation process.

7.5.2. Local suppliers

- .1 Payment shall be effected within 30 days of receipt and acceptance of the product by JPS.
- .2 The preferred payment term for JPS to its Supplier is through open account, net 30 days. Should the supplier not opt to have payment made via open account, a 5% charge will be added to the bidders' payment proposal in the evaluation process.

7.6. Contract Amendments

7.6.1. No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the duly authorized agents of both parties.

7.7. Assignment

7.7.1. The Supplier shall not assign, in whole or part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

7.8. Subcontracts

7.8.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under the Contract if not already specified in his bid. Such notification, in his original bid or later, shall not relieve the supplier from any liability or obligation under the Contract with the Purchaser.

7.9. Delays in the Supplier's Performance

7.9.1. If at any time during the performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract, or terminate the Contract for default.

7.10. Liquidated Damages

7.10.1. If the supplier fails to deliver the goods in accordance with the agreed delivery schedule, the purchaser shall without prejudice, to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to two and one half percent (2.5%) of the delivered price of the delayed goods for each month of delay until actual delivery up to a maximum deduction of fifteen percent (15%) of the delayed goods contract price. Once the maximum is reached, the purchaser may consider termination of the contract.

7.11. Termination for Default

7.11.1. The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or in part:

(a) If the Supplier fails to deliver any or all of the Goods within the time period(s) specified in the Contract, or any extension thereof granted by the Purchaser.

(b) If the supplier fails to perform any other obligation(s) under the Contract.

7.11.2. In the event the Purchaser terminates the Contract in whole or in part. The Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods. However, the Supplier shall continue performance of the Contract to the extent not terminated.

7.12. Force Majeure

7.12.1. The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, the delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

7.12.2. For the purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, hurricanes, epidemics, quarantine restrictions and freight embargoes.

7.12.3. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

7.13. Termination for Insolvency

7.13.1. The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent,

provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

7.14. Termination for Convenience

- 7.14.1. The Purchaser, may by written notice sent to the Supplier, terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.
- 7.14.2. The Goods that are complete and ready for shipment within 30 days after the Supplier's receipt of notice of termination shall be purchased by the Purchaser at the Contract terms and prices. For the remaining goods, the Purchaser may elect:
- (a) To have any portion completed and delivered at the Contract terms and prices; and/or
 - (b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and for materials and parts previously procured by the Supplier.

7.15. Governing Language

- 7.15.1. The Contract shall be written in the language of the bid, English. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in that same language.

7.16. Applicable Law

- 7.16.1. The Contract shall be interpreted in accordance with the laws of the Purchaser's country.

7.17. Resolution of Disputes:

- 7.17.1. The dispute resolution mechanism to be applied shall be as follows:
- (a) In the case of a dispute between the Purchaser and a Supplier which is a national of the purchaser's country, the dispute shall be referred to adjudication/arbitration in accordance with the laws of the Purchaser's country; and
 - (b) In the case of a dispute between the Purchaser and a foreign Supplier, the dispute shall be settled by arbitration in accordance with the provisions of the UNCITRAL Arbitration Rules.
- 7.17.2. There shall be one Arbitrator.

1 Environment Requirements Manual

2022

OUR SAFETY CREED

- No schedule is so important
- No job so urgent
- No emergency so great

That we cannot take the time to work safely and take care of the environment.



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DEFINITIONS

Contract:	Any written agreement between the Company and a Contractor for the provision of services to the Company.
Contract Manager:	The Company Representative who has portfolio responsibility for the Contract.
Contractor:	Any company or person contracted for service as an independent entity to perform 3 rd party short or long-term work for the Company.
Contractor Workers:	Contractor employees, servants, agents, contractors or subcontractors and consultants.
Company:	The Jamaica Public Service Company Limited (JPS) or any one of its subsidiaries and/or business units.
Company Representative	Any person or employee of the Company contracted or employed to perform short or long-term work and is primarily assigned to liaison with the Contractor or monitor the works or services being executed
HSE:	Health, Safety and Environment
ID Card:	Identification Card, issued by the Contractor to Workers
Incident:	Any act, event, injury, occurrence, unwanted release of energy, unwanted release of product or near miss that is not considered a normal operating procedure and/or an occurrence that results in worker injury, property damage or monetary loss.
JPS Worksite:	References to JPS Worksite includes; Company premises, property, job or project site, job and worksite. Any real property on which Contractor will be working, whether owned by Company or not, including facilities, offices, roads, parking lots, rights-of-way, customer premises or underground facilities
Near Miss:	An undesired event or a condition that, under slightly different circumstances, could have resulted in injury, damage or other loss.
Permit to work systems:	An operational procedure established to grant specific documented permission (permit-to-work) and authorization to a Supervisor, competent qualified person to allow the safe execution of work in an area or on an equipment that are considered hazardous or non-routine.
Public Commercial Carrier:	A public carrier's Licence issued by the Transport Authority in accordance with sections 78-89 of the Road Traffic Act.
Safety Orientation Card:	A card issued to Contractor employees, confirming that they received orientation training for working on JPS Worksite. SOC are valid for one year.
Skills Training Certificate:	An educational credit, certification or award issued by a qualified training provider in recognition of a person attaining a measureable technical or occupational skills necessary to perform work in a specified occupation or profession.

SOW (Scope of Work):	Includes the purpose of a project and project definition to reduce and ultimately eliminate ambiguity. Scope planning will demonstrate clear, detailed communication among the project stakeholders that results in a clearly defined project with little misinterpretation. Specific project tasks, critical dates, and quality control measures are identified during scope development and project definition.
Supervisor:	Named Contractor representative with responsibility to lead and Direct work activity related to the Contract. Includes Project Manager (PM), Supervisor, Lead, Foreman and / or Manager that is responsible to direct and oversee Contractor Workers, project scope activities. They are accountable for applying knowledge, skills, tools, resources, and techniques to all project activities, ensuring that project results meet the Company needs and expectations.
Tailboard Conference:	A discussion/meeting conducted by work crew to outline the job description, the major steps associated to complete the job, the hazards associated with the step for the job and the control measures, barriers and PPE necessary to complete the job safely.
Work:	Any and all services, acts, obligations, duties and responsibilities necessary to the successful completion of the project assigned to or undertaken by Contractor under the Contract Documents, including the furnishing of all labour, services, materials, equipment and other incidentals.
Workers:	Contractor employees, servants, agents, contractors or sub-contractors and consultants.

INTRODUCTION

JPS is committed to providing a **safe and healthy** work environment for all staff, 3rd party contractors and suppliers. The application of relevant rules and procedures that will promote accident free performance at our workplace is critical. It is in keeping with this mind-set that the Company has developed this Contractor Occupational Health, Safety and Environment Requirements Manual.

This manual provides the Company Contractors with the minimum health, safety and environmental (HSE) standards required while working on JPS Worksite.

Noncompliance of HSE standards or any requirement of this manual is treated the same as non-compliance with any contract provision and may result in work stoppage, disciplinary action, and or Contractor removal from JPS Worksite. Severe breach and or repeated non-compliance may result in greater punitive action and may lead to Contractor dismissal and Contract termination.

The Company requires that Contractors meet all guidelines outlined of this manual in addition to Pre-Job Requirements, prior to commencing any work on JPS Worksite. As a part of this commitment, the Company ensures that Contractors are aware of its policies, standards and requires Contractors to comply with the Company standards. It is the responsibility of the Contractor to ensure that all their Workers fully comply with JPS HSE requirements.

Contractor is responsible for complying with all laws and regulations applicable to occupational health, safety, environment and requirements of the Contract. Contractor must also comply with the requirements listed in the Contractor Occupational Health, Safety and Environment Requirement Manual and any site-specific and/or business unit policies and procedures that are applicable in the contracted Scope of Work. It is the Contractor's continuing and absolute responsibility for all aspects of Contractor safety on JPS Worksites during the execution of work. Contractors

are important resource of the Company and it is necessary that they know HSE norms and ensure healthy and safety practices in JPS.

OBJECTIVE

1. To establish and communicate JPS' HSE expectations and standards to its external contractors.
2. To encourage the contractor to align their HSE practices to meet the JPS' HSE standards.
3. To reduce the actual and potential risks from contractor activities.
4. To prevent injury, property damage and improve the overall JPS' HSE performance.
5. To provide clear guidelines of applicable sanctions for HSE breaches.

The purpose of this manual is to establish, implement and execute a practical, sound and effective program for the prevention of incidents that cause or may cause injury to person or damage to property. These safety requirements have been designed to assist all Contractors, their supervisors and workers to identify, evaluate, and subsequently adopt control measures in various activities or conditions to reduce the possibility of any undesired incident within their respective areas of contract responsibility.

SCOPE

All Company Contractors and their Workers, vendors, and visitors are bound by this manual when performing work which include but is not limited to short term, long term, civil, mechanical, electrical, vegetation and general contractors engaged to perform any job on JPS Worksite where work is being conducted by or/on behalf of the Company.

The standards presented in this document are not an exhaustive list of all applicable requirements and regulations. As a general rule, Contractor must refer to the current version of the APPA Safety Manual for additional electric utility specific safety requirements. In instances where the APPA Safety Manual indicate that you refer to the "utility specific policy" please consult the relevant JPS policies that will provide more details on the specific work procedure in question. In cases where there is a conflict with the JPS specific policy and APPA, comply with the most stringent requirement. Also of note, in cases where the APPA Safety Manual refer to any legislation that contradicts with the laws of Jamaica, in such cases the Jamaican law take precedent. For example, APPA gives references to driving on the right, the Jamaican law dictates that we drive on the left.

This manual shall be read and construed in accordance with the Contract by which a contractor is engaged. However, in the event of a conflict between this manual and such Contract, the terms of the Contract shall prevail.

Amendment to the requirements included in this manual can only be done with the explicit and written authorization of the JPS Senior Vice President responsible for Safety.

JPS ENVIRONMENT, HEALTH & SAFETY POLICY

At JPS we incorporate safety, health and sound environmental practices into our business every day. Our policy is to provide a safe work environment, to apply a set of rules and procedures to promote the accident-free performance of duties, and to make employees conscious of their responsibility in integrating safety, health and good environmental practices in their activities.

We define our commitment to EHS by the following principles:

- We manage our business with an active commitment to environment, health and safety excellence
- We integrate environment, health and safety into our business strategies to enhance our competitive advantage
- We comply with applicable environment, health and safety laws and regulations and implement prudent standards where none exist

-
- We hold each employee and contractor accountable for integrating environment, health and safety into their work activities. We encourage our business partners to adopt same accountability
 - We strive for continuous improvement in our environment, health and safety program by setting challenging goals, measuring and evaluating performances, and learning from our experiences.

JPS HSE REQUIREMENTS - PREREQUISITE FOR CONTRACTOR SELECTION & ENGAGEMENT

Prior to the engagement of any contractor or 3rd party contracting firm, the contractor shall demonstrate that their company/firm have an established safety management systems and standards governing all aspect of their operations inclusive of the services being offered to JPS. Safety maturity of the 3rd party firm will be heavily weighted in the Company contractor selection criteria. The contractor's safety standard will be judged by the following attributes:

- The contractor's safety commitment, as demonstrated by its own safety programs supported by their top management.
- Experience profile of the contractor, its supervisor and workmen.
- Good historical safety performance of the contractor as can be evaluated through data tracking or through documentary evidence submitted by the contractor such as accident data, near-miss data, safety audit records, safety violation during the job, system of safety training, hazard identification and mitigation plan, safety meeting, safety promotion program, safety enforcement and disciplinary action plan, safety standard available with contractor for similar jobs etc.
- Availability of Personnel Protective Equipment (PPE), safety devices and equipment with the contractor.
- Availability of qualified and skilled safety personnel with the contractor to monitor safety performance during the progress of the job.

Contractors and or 3rd party contracting firms are required to submit to the Company documents with the information above. Information on the Contractor safety history and performance is required as part of the Contractor pre/post bid or contract engagement qualification process.

- After completion of assigned Scope of Work (SOW) as per contract, the contractor EHS performance will be evaluated & a contractor assessment form completed by the responsible Contract Manager or Company Representative. Contractor assessment form must be per format attached in Appendix E. Information captured on this assessment form will be used in future assessments during selection of contractor for job allocation.

CONTRACTOR' MANAGEMENT GENERAL RESPONSIBILITIES

The Contractor management shall accept the responsibility for Safety, Health & Environment Management of their company and shall be responsible and accountable for all, staff and all persons engaged by them. The contractor management must:

- A. Ensure that Environment, Health & Safety is it first priority in the operations of its business.
- B. Ensure compliance with all applicable Codes, Standards & Safety practices in all activities.
- C. Ensure that all persons engaged by contractor are fully informed about the requirements of this manual and ensure strict compliance of safety orders/rules issued by the Company.
- D. Provide medical certification as verification that employees are fit for duty or to perform work.
- E. Provide and maintain, adequate tools, equipment, PPE, safety devices and in proper working order.
- F. Provide all necessary resources for full Occupational Health, Safety and Environmental compliance with job or site rules.
- G. Ensure each employee abstain from unsafe acts and prevent unsafe conditions.

-
- H. Make It compulsory for all employees to take active part on safety & health related activities on & off the job.
 - I. Ensure compliance with Permit to work systems.
 - J. Ensure use of Personnel Protective Equipment (PPE) is compulsory while at work.
 - K. Ensure quality is maintained in all areas of activities.
 - L. Ensure that vehicle operators are conducting regular vehicle safety inspections and notifying management of identified deficiencies. (Refer to Table 2)
 - M. Ensure that all vehicles operated, owned and or leased by the contractor assigned to JPS Worksite are duly licensed as a Public Commercial Carrier, in accordance with the Road Traffic Act and any amendments thereto.
 - N. Take the necessary steps during the implementation of work activities at JPS Worksite to keep the environs clean and ensure that upon completion of the works the site and environs are left in a neat and clean condition.

TRAINING & SAFETY ORIENTATION

The Contractor shall:

- A. Ensure that all employees and all persons engaged are appropriately trained and/or certified to carry out their assigned activities and tasks associated with the Contract.
- B. Ensure that each Contractor Worker engaged to work on a JPS Worksite received JPS Safety Orientation before they are assigned to work on JPS Worksite.
- C. Ensure that each Supervisor assigned to work on JPS Worksite is specifically trained in how to conduct Tailboard Conference Meeting/Safety Talk.
- D. Maintain training records for all its Workers. Training records shall include the training and safety orientation history of each of the Contractor Workers and schedule for refresher training. Training records for each Contractor Worker assigned to work on a JPS Worksite are to be submitted to the Company on request and/or prior to contract signing.
- E. Submit to the Contract Manager or Company Representative proof of the required training for all workers prior to the start of the contract or for any new worker that is employed to the contractor subsequent to the agreement and is required to perform work on JPS Worksite. Proof of refresher training must be submitted when it is due. (*Refer to Appendix C - Type of Contract, Training, & Frequency of Refresher*). Proof of training must include certification or certificate of participation
- F. Issue a photo ID Card to each of its Worker. Issuance of an ID card is more of a security issue than a safety issue. However, this system can also be used effectively for safety interventions. Following may be adapted to use the ID Card for safety controls specific to JPS Safety Orientation:
 - a. Photo ID Card should contain identification marks and can be referred for future administrative controls.
 - b. After imparting safety orientation trainings, the ID Card can be stamped as 'Safety Orientation given' or separate Safety Orientation Card may be issued by the Company to the Contractor Worker.
 - c. The validity of such "Safety Orientation Card" shall be maximum one year.
 - d. Safety Orientation Card should be similar in size and dimension as that of an ID card, and each Contractor Worker must have it available for the Company Representative to view at all times when on JPS Worksites.

-
- e. The stamping of an ID Card or issuance of a Safety Orientation Card, shall not replace the Skills Training Certificate required for qualified Workers.

No Contractor Worker must conduct any work activity on JPS Worksite without first completing JPS Safety Orientation and the stamping of their ID Card or received a signed Safety Orientation Card from the Company.

Tailboard Conference Meeting/Safety Talk Training

Contractor supervisory personnel must be specifically trained in how to conduct Tailboard Conference Meeting/Safety Talks.

The Contractor should ensure that the training program include the following:

- Hazard identification
- Safety standards and procedures relevant for carrying out jobs.
- Special precaution or hazards controls measures specific for worksite based on its hazard perception.
- Use of PPEs in general and any special PPE specific for a particular job.
- Energy source control

HSE MANAGEMENT SYSTEM

Contractor must have a defined Health, Safety & Environmental Management system in place aligned to the Company requirements and demonstrate that it is implemented effectively. It should typically cover the following elements:

- Leadership & Commitment by higher management.
- HSE Policy
- Organization, Resources & Documentation related to HSE.
- Evaluation & Risk Management.
- Planning & Procedure.
- Implementation & Monitoring.
- Auditing & Review.

The contractor should have an HSE policy backed by their management's commitment to create a safe work environment. The policy should state the intention and methodology of protecting the personnel at work site. Contractor shall demonstrate their HSE commitment in protecting the people, environment and assets by implementing the HSE Management system and various HSE programs that support their HSE Policy.

HSE PLANS

The purpose of the HSE plan is to provide assurance of effective working of the interface between the HSE Management Systems of JPS and contractors at specific work/project sites. Prior to the commencement of contractual activity or bid submission, the contractor shall submit a written Project-specific/Work Specific HSE plan to JPS for review and approval. Contractor shall prepare the Project HSE plan addressing all work activities, to include hazards and risk assessments, controls methods, training needs identification, audits and safety promotional activities.

The Contractor's Project specific plan shall address the following:

-
- Title page
 - Project title and brief scope of work
 - Organization chart
 - Hazard identification plan (clearly identifying project related HSE risks, control measures and persons responsible)
 - Safety & Environmental policy and assignment of responsibilities
 - HSE Training plan
 - Management of subcontractors
 - Safety inspections
 - Safety reports and records
 - Welding and cutting equipment
 - Personal protective equipment
 - Tools and portable power tools
 - Ladders
 - Electrical installation and equipment
 - Cranes and rigging equipment
 - Mechanical equipment
 - Transportation
 - Incident reporting and investigation
 - Excavation
 - Fire prevention
 - First-aid facilities
 - General safety rules
 - Emergency response and evacuation procedures
 - Environmental regulatory compliance requirements and compliance process
 - Manual Handling
 - Checklists

SUPERVISION & EHS COVERAGE

The Contractor shall:

- a. Ensure that the necessary and required supervision and EHS coverage are in place for all jobs and activities.
- b. provide a separate and independent designated, competent HSE Officer for projects and worksites with ten (10) or more persons as outlined in Table #1 below.
- c. Appoint a Supervisor for all jobs, provide direct supervision, and give instructions to its Workers. For the avoidance of doubt, JPS shall have no responsibility for direct Worksite supervision of contractor employees.
- d. Prior the start of each contract, Contractor shall submit to the Company its HSE organization chart detailing the names of Superiors and Safety professionals for review and approval.

Responsibility of Line Supervisor/Foreman

The line supervisor/foreman is the contractor's representative with full responsibility for the contractor employees. For the avoidance of doubt, JPS have no responsibility for direct worksite supervision of contractor employees or to give direct instruction to them.

This position is responsible for:

-
- Taking direct and specific job field instructions from JPS representative. For the avoidance of doubt, JPS have no responsibility to give job instruction directly to contractor employees below the supervisor level.
 - Provide worksite supervision and instruction to contractor employees, servants, agents and/or sub-contractors.
 - Conducting job briefings and hazard identifications exercise prior to the start of all jobs.
 - Ensuring that all affected workers are fully briefed, that they acknowledge and sign the relevant tailboard forms
 - Ensuring that all workers are fully compliant with the PPE requirements for each task.
 - Updating the JPS representative promptly on the progress of assigned work to include OHSE related matters.
 - Bringing to the attention of JPS any previously unidentified or any new risks that requires additional controls by JPS to avoid injury to anyone.

Responsibility of HSE Officer

This position is responsible for:

- Ensuring all the workmen & supervisor are provided with safety gears (Safety shoes, safety helmet, cover all & other job specific PPE's).
- HSE training (organize the training programs as per the training matrix).
- Daily workplace safety inspections (to identify unsafe acts, unsafe conditions and take necessary actions).
- Identification of hazards and environmental impacts.
- Inspection of PPEs, tools / lifting accessories / slings / ropes/web belts/ D-shackles etc. (visual inspection once in week for their soundness and validity).
- Maintain daily HSE logbook (site HSE observations and preventive actions taken).
- Checking availability of safety work permit & review of work permits as per permit conditions.
- Reporting of near miss incident, first aid & other incident.
- Identifying and correcting unsafe behaviours at work site.
- Training to their staff, supervisor & workmen regarding the operation & maintenance of Firefighting equipment.
- Ensuring tailboard conference meeting is conducted for each job.
- Daily Safety Talk must be conducted for work men

Responsibility of HSE Manager

Contractor's HSE Manager assumes the lead safety position for the contractor organization and is responsible for monitoring and administering a pro-active safety program designed to provide assistance in recognizing, evaluating, and subsequently controlling or eliminating hazardous acts or conditions. He/she works in close coordination with JPS HSE Management and in conjunction with his / her Principal employer assisting in the implementation of HSE programs. Broadly the responsibilities of the HSE Manager are:

- Administer appropriate safe work practices and procedures within the worksite.
- Ensure that necessary records are maintained as per applicable HSE regulatory requirements and reports are submitted to statutory bodies as per the timelines defined by them in the applicable acts / rules.

- Ensure that all mobile lifting appliances are subjected to third party inspections as per statutory requirement & records are maintained by the Contractor.
- Promote a high level of safety awareness among the staff/workers through orientation/refresher training programs.
- Conduct site safety visits.
- Ensure compliance with permit to work system.
- Ensure safety gears (safety shoes, safety helmet, cover all & other job specific PPE's) by all the workmen & supervisor at job site.
- Ensure Certification & testing of Safety equipment & PPE's.
- Conduct weekly safety inspections, track performance and report trends to his/her site management.
- Maintain all HSE related records and files associated with the organization.
- Maintain pertinent information (i.e. phone number, locations) of emergency response services, physicians, and hospitals.
- Lead and assist in accident & incident investigations to ensure all accidents and incidents are properly investigated including near miss incidents, first aid cases, all recordable cases, property damage, etc. & reporting to the Company safety executive.
- Evaluate subcontractor safety programs and performance and ensure they comply with the statutory and HSE requirements
- Training to their staff, supervisor & workmen regarding the operation & maintenance of firefighting equipment

The minimum qualification for Contractor supervisor and safety personnel

Line Supervisor/Foreman

- Minimum qualification must be Diploma in Engineering (Mechanical, Chemical, Electrical, Civil) and Safety Certification (minimum 30 hour HSE training) from a recognized institution.

HSE Officer

- Must be qualified as a Certified Occupational Safety Specialist from a recognized institution.

HSE Manager

- Minimum qualification must be an Undergraduate Bachelor's Degree in Occupational Safety & Health Safety) or a Degree in Engineering (Mechanical, Electrical, Civil or Chemical) and qualified as a Certified Occupational Safety Specialist.
- Having two years of experience as a Safety Officer in the electric utility, oil & gas or chemical industry.

Table #1: Typical requirement for number of Trained Dedicated Supervisory and Safety personnel

Item #	Employee Complement (Including subcontractor/s)	Minimum Requirement of HSE Personnel
1	Number of Employees < 10	➤ Line Supervisor for each team working independently.
2	Number of Employees ≥ 10 ≤ 25	➤ Line Supervisor for each team working independently +

		<ul style="list-style-type: none"> ➤ 1 x HSE Officer ➤ HSE Officer to randomly visit worksite from time to time.
3	Number of Employees > 25 but < 50	<ul style="list-style-type: none"> ➤ Line Supervisor for each team working independently + ➤ 2 x HSE Officer
4	Number of Employees ≥ 50	<ul style="list-style-type: none"> ➤ Line Supervisor for each team working independently+ ➤ 1 x HSE Officer for every 25 Employees + ➤ 1 x HSE Safety Manager for every 75 workers

WORK PREPARATION MEETING

The Contractor shall:

- participate in a work preparation meeting (Prep Work or Kick Off Meeting) with JPS Representative for planned jobs or projects, to discuss among other things OHSE expectations, potential OHSE management system interfaces and specific OHSE issues and requirements in accordance with the Contract. This preparation meeting will be held as soon as practical after contract award and an appropriate time before the performance of any planned work. This meeting shall not be considered or treated as a substitute for EHS responsibilities of the Contractor under the Contract; nor shall the meeting or issues be construed or treated as an assumption of the Contractor's sole EHS obligations under the Contract. Matters to be discussed at the meeting may include but not limited to:
 - a. Scope of the job
 - b. Expected duration of job
 - c. Risk Assessment- Hazards associated with the job – complete JSA

Tailboard Conference

The Supervisor must conduct a Tailboard Conference Meeting with the Workers involved before the start of each job. Each worker should actively participate in the meeting to identify job and task specific probable hazards and determine and agree on the appropriate controls and planned mitigation measures to be taken. The meeting should:

- Review the job activity at a task level and the procedure to execute the tasks safely.
- Identify the use & benefits of PPE's & safety gears required for the job.
- Identify any environmental challenges and determine how to treat with same during the execution of the job.
- Be documented on an approved Tailboard Conference Form and each Worker involved sign onto the form indicating that they were part of the discussions, understand the possible hazards and will abide by the agreed procedures.

At the end of the work activities and or if a worker is no longer participating in the work, before they leave the JPS Worksite, each Worker must sign-off, on the form indicating that they are no longer involved with work relating that specific tailboard.

Permit to Work System

The Contractor Supervisor should ensure that:

- They have received training in the permit to work system for affected workers for the specific job they are assigned. Permit to work should include but not limited to Lock Out Tag Out (LOTO PTW), Sanction for Test, Limitation of Access, De energize Permit, Hot Work Permit & Confine Space
- The affected workers received adequate instruction in the system.
- They discuss the job fully with the person issuing the permit.
- The workmen are briefed on the details of the permit including any potential hazards, and on all the precautions taken or to be taken.
- The precautions are maintained throughout the work activity.
- The worker understands that if circumstances change work must be stopped and inform the supervisor.
- The work group stays within the limitations set on the permit (physical boundaries, type of work and the duration of the permit)

On completion or suspension of the work, the site is left in a safe condition and the person that issued the permit is informed & permit has been returned for cancellation.

Individuals working within the permit to work system should ensure that:

- They have received instruction and have a good understanding of the permit to work system at the specific JPS Worksite where they work.
- They do not start any work requiring a permit, until it has been properly authorized and issued.
- They receive a briefing from the supervisor on the particular task and they understand the hazards and the precautions taken or to be taken
- They follow the instructions specified in the permit. When they stop work, the site and any equipment they are using is left in a safe condition
- If in any doubt or if circumstances change, they must stop work and consult with their supervisor.

Worksite Safety

It is the responsibility of each Contractor or his authorized nominated representative to inspect each work area at the beginning of each job or shift, and periodically thereafter, to ensure safe working conditions are maintained.

Where required, Contractor must provide good illumination for work to proceed safely.

Contractor must ensure protection from severe weather conditions. (Extreme wind, lightning storms, extreme heat, etc...).

The Contractor needs to evaluate /consider the environmental extremes of the project, such as the ability of their workers to work safely in volatile areas.

Based on that evaluation the Contractor must implement the appropriate procedures or measures to provide a safe work environment.

The minimum PPE requirement on a worksite must be safety helmet, safety glasses, safety boot and uniform. Other appropriate steps must be taken and the appropriate PPEs worn to protect against all hazards that affects workers on the jobsite.

Work Clothing

Only clothing and PPEs adhering to specification shown in Appendix B shall be worn on JPS Worksite.

At least once per year, the Contractor must provide or ensure Workers & Supervisors, have a minimum of two (2) 100% cotton uniform or coverall and one safety shoe for working at JPS Worksite.

Where hazards exist due to moving parts on machinery or equipment, clothing and hair must be maintained to avoid entanglement.

Special PPE and work clothing must be worn where exposure to fire, extreme heat, corrosive chemicals, electrical hazards, body impacts, cuts from handled materials or other hazards are possible. See the premises or business unit's site-specific requirements for any additional needs, such as Fire-Resistant Clothing (FRC). The Contractor is required to supply special work clothing, ensure it is in good condition and properly worn, when and where required.

SITE SECURITY

Where applicable the Contractor shall:

- comply with all Security and Standard Operating Procedures when accessing and working on the plant, electrical system and/or equipment.
- ensure all vehicles entering the JPS plant shall undergo required security checks to include searches.

ALCOHOL, ILLEGAL DRUGS AND FIREARMS

Contractor must develop and enforce a policy that prohibits the possession, distribution, promotion, manufacture, sale, and use of illegal drugs, drug paraphernalia, controlled substances, alcoholic beverages and weapons by workers while on JPS Worksite or during work at site.

ACCIDENT/ INCIDENT NOTIFICATION, REPORTING & INVESTIGATION

The Contractor shall:

- a. immediately report to the responsible Company Representative or Contract Manager via electronic mail, text message, verbal or telephone, etc. all accidents/OHSE incidents including near misses, arising from the works and/or involving Contractor personnel, equipment and materials at the JPS Worksite. In instances where reports cannot be done immediately, reports must be made no later than 2 hours after the occurrence of the incident.
- b. within 24 hours of the occurrence of any accident/incident provide JPS with a written Preliminary Accident/Incident Report. The JPS Preliminary Incident Report Form shown in Appendix D must be used for such reports. All fields on the Form must be completed.
- c. investigate all accidents/incidents that result in, or have the potential to result in, injury or illness, property damage, process/product loss or harm to the environment.

The investigative process must include the identification of root causes or causal factors that contributed to the occurrence. The Contractor must determine and document the necessary corrective actions and ensure closure/completion in timely manner. In addition to the Contractor's analysis/investigation, JPS retains the right to conduct their own investigation for any illnesses, injuries, fatalities, incidents or near misses occurring on its premises and or project sites.

The Contractor must conduct a thorough investigation and submit a written report within 5 – 10 working days after the occurrence of the accident/incident to the JPS Representative, Contract Manager and or other JPS personnel as otherwise specified.

- d. Accidents resulting in injury to employees leading to absence from work for more than to (2) days should be reported to the relevant agencies or regulatory bodies in a timely manner as prescribed by the prevailing laws and regulations. The contractor shall submit copy of the statutory report to JPS representative as well.
- e. maintain injury logs for their respective workers.

Incident Investigation format attached at Appendix F

AUDITS & INSPECTION

The Contractor shall:

- o Ensure that management Safety Audits are carried out [quarterly] and findings are documented for follow up actions.
- o Conduct job site inspections, audits, and safety observations (i.e. Behaviour Based Safety Observations, etc.).
- o Log audits, inspections and observations in the JPS Health and Safety Portal – ASSURE by using the link below (<https://app.na.sheasure.net/jps/p/jpsPortal/>).
- o Inspections and audits done using templates outside of the Assure Portal must be submitted to the Contract Manager on a weekly basis.
- o Conduct inspections and audits based on the frequency prescribed below:

Table 2: Audits and Inspection Frequency

Reports	Frequency	Report Schedule	Medium
Jobsite Inspection-Maintenance Work	Daily	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Jobsite Inspection-Emergency Work	One per shift	5pm each day/end of shift	JPS Assure Platform/ submit to Contract Manager & OHSE
PPE & Safety Device Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/ submit to Contract Manager & OHSE
Tools and Equipment Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/ submit to Contract Manager & OHSE
Safety Observation	Daily	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Vehicle	Daily (Job site)	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Safety Management Audit	Quarterly	Last Friday each quarter @ 5pm	Submit to Contract Manager & OHSE

SANCTIONS

The Contractor shall:

Comply with all OHSE Requirement prescribed in the Contract and this manual.

If any Contractor allows workers to work in unsafe conditions or violates environmental permits or regulations, JPS may remove the Contractor or any of its individual worker from JPS Worksite or penalty/sanction may be imposed to the Contractor and or Contractor Worker as per Table 3 below.

Immediate and permanent removal may occur (the Contractor or Worker) if any of the following activities are observed:

- a. Openly exhibits disregard, defiance, or disrespect for the safety program
- b. Violates established safety or environmental rules, regulations, procedures or codes
- c. Participates in fighting, violence, threats of violence, theft, or destruction of property
- d. Possesses weapons including but not limited to firearms or knives not typically used in conjunction with normal work tasks.
- e. Falsifying documents or information.
- f. Contractor provide the Company false information during the pre-selection process.

Table 3 – Sanctions for Breach of OHSE Requirements/ Procedures

Violation	First Offence	Second Offence	Third Offence	Forth Offence
Failure to comply with OHSE Requirements	Verbal Warning	Written Warning	Three months Suspension of contract	Termination of contract

SAFETY MEETINGS

The Contractor shall:

Conduct weekly safety meeting or ensure employees participate in JPS Weekly Safety Meetings. The contractor must ensure that each employee is exposed to a minimum of three safety meeting per month. When conducting safety meetings, the duration of the meeting may be as long as required but no less than the minimum thirty- (30) minutes.







All safety meetings conducted shall be fully documented. The record shall indicate the time, date, the location of the meeting, agenda/topic(s) covered, duration, who conducted the meeting, ideas developed, follow-up action required and responsibility and the names and signature of all attendees. The Meetings minutes and record of attendees shall be maintained for submission to the Contract Manager on a weekly basis. See appendix G for a copy of Safety Meeting Report Template.







APPENDICES







Appendix A - Vehicle Traffic Management & Transporting Equipment









1. Poles, ladders, pipe, etc., shall be loaded parallel with the truck length. Such material shall not extend beyond the normal sides of the vehicle.
2. materials shall be securely fastened to prevent a hazard due to shifting.
3. A person shall not operate on a road a motor vehicle laden or unladen, where the overall height of which exceeds 4.2 metres measured from the ground.
4. Vehicle transporting oversized equipment (height, length and width) must have adequate warning signs, reflector and pilot escort where necessary in accordance with the local road traffic regulation.
5. Any motor vehicle transporting a load which extends more than 102 mm (4 inches) beyond the overall width of the motor vehicle shall be equipped with the following lamps in addition to other required lamps when operated during the hours when headlamps are required to be used:
 - a. (1) The foremost edge of that portion of the load which projects beyond the side of the vehicle shall be marked (at its outermost extremity) with an amber lamp visible from the front and side;
 - b. (2) The rearmost edge of that portion of the load which projects beyond the side of the vehicle shall be marked (at its outermost extremity) with a red lamp visible from the rear and side;
 - c. (3) If the projecting load does not measure more than 914 mm (3 feet) from front to rear, it shall be marked with an amber lamp visible from the front, both sides, and rear, except that if the projection is located at or near the rear it shall be marked by a red lamp visible from front, side and rear.
6. Material being transported such as poles that extends more than 4 feet beyond the front or rear of the vehicle shall have these projections marked as follows when the vehicle is operated during the hours when headlamps are required to be used:
 - a. On each side of the projecting load, one red side marker lamp, visible from the side, located so as to indicate maximum overhang.
 - b. On the rear of the projecting load, two red lamps, visible from the rear, one at each side; and two red reflectors visible from the rear, one at each side, located so as to indicate maximum width

Appendix B - JPS Safety & Health Guidelines - Personnel Protective Equipment & Safety Devices




PPE	Applicable Standard	Equivalent Type of PPE
<p>Helmet</p>	<p>ANSI/ISEA Z89.1-2014 Standard Class E (Electrical)</p>	 <p>MSA V- Guard helmet w/ ratchet suspension</p>
<p>Safety Goggles</p>	<p>ANSI /ISEA Z87.1 – 2020 (CE EN 166 and CSA 94 standards)</p>	 <p>American Allsafe Goggles</p>
<p>Safety Boot</p>	<p>ASTM 2413-11 & ASTM 2412-11 (EH, I/75 & C75) or Equivalent Local Standard</p>	 <p>Timberland Pro 6” Endurance Waterproof Boot</p>
<p>Respirator</p>	<p>NIOSH – 42CFR Part 84 OSHA – 29 CFR 1910.134 ANSI / ASSE Z88.2</p>	 <p>3M Full Face piece Respirator Pack (cartridge) for protection against eye irritants. Half respirator where there is no eye irritant.</p>
<p>Safety Glasses</p>	<p>ANSI Z 87.1 – 2010 (CE EN 166 and CSA A94 standards)</p>	 <p>Salisbury Uvex XC Safety Glasses Clear Lens TS56505</p>
<p>Rubber Gloves Class 0</p>	<p>ASTM D120 and IEC/EN 60903, NFPA 70E</p>	 <p>Salisbury E014Y</p>

PPE	Applicable Standard	Equivalent Type of PPE
Rubber Gloves Class 3	ASTM D120 - 09 and IEC/EN 60903;2014 NFPA 70E	 <p>Salisbury E318CYB/ Novax 155-3-18</p>
Chemical Protecting Clothing	Fabric tested as per BIS 4051-1981 standards. Chemical resistant material to include PVC, polyurethane, nitrile or neoprene	 <p>3M Protective Coverall 4520</p>
ARD Reflective Safety Vest	ANSI 107 – 2010 – High Visibility ANSI Class 2 rating for high visibility on roads with traffic traveling above 30 mph.	 <p>CJ Safety ANSI Class 2 High Visibility Two Tone Safety Vest - Meets ANSI/ISEA 107-2010</p>
Arc Flash & Flame Resistant Rain Wear	ASTM F 1891– Flame retardant ATPV rating of 8 cal/cm ² PVC Nomex® Rain Suit meets Class 3 ANSI/ISEA 107-2010 standards	 <p>402STLM SAFETY RAINGEAR</p>
Flame Resistant Clothing	NFPA 70E, ASTM F 1506, ASTM F 1959 ATPV rating of 8 cal/cm ²	 <p>Coverall (Aramark Style G01083)</p>
Lineman Gloves	Palm and back of gloves should be made from high quality grain cow-hide material. Cuff should be made of natural pig skin.	

PPE	Applicable Standard	Equivalent Type of PPE
		Salisbury Lineman Cowhide Work Gloves LW2SPE
Chemical Gloves	PVC/Nitrile blend, Double Dipped 40cm	 <p>Chemstar Double-dipped, 40 cm</p>
Dexterity Workman Gloves	Palm of gloves made of nitrile that is resistant to chemical and oil	 <p>3M Comfort Grip</p>
Rain Wear (Suit) (Non-FR)	ANSI/ISEA 107-2010. Class 3	 <p>Fonnira -PVC/Polyester high visibility rain gear</p>
Harness	ANSI Z359.1 - 2016, ANSI/ASSE A10.32 and OSHA 1926 Subpart M	 <p>Honeywell Duraflex Webbing Harness Part # M1020073</p>
Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104, ASTM F887-04	 <p>Arc Flash EZ-STOP II Shock Absorbing Lanyard from DBI/SALA</p>
Welding Apron and Sleeve	ISO 11611:2015. Providing exceptional heat, spark and spatter resistance	 <p>QeeLink Welding Apron</p>

PPE	Applicable Standard	Equivalent Type of PPE
Flame Resistant Face Shield with Helmet Slot Adaptor	ANSI Z89.1 – 2003 and NFPA 70E	 <p>Salisbury AS1200HAT</p>
Welders Helmet	ANSI Z87.1 – 2003 Personal Protective – Protective Eyewear	 <p>Sellstrom Titan 24701-60</p>
Welders Goggles	ANSI Z 87.1 – 2003, CSA Z94.3, SEI Certified	 <p>North Safety NS - GW200</p>
Face Shield with Helmet Slot Adaptor	ANSI Z87.1 – 2003 Personal Protective – Protective Eyewear	 <p>MSA Defender</p>
Safety Footwear – Water Boot	ANSI Z41 PT 1999 M specification for impact and compression.	 <p>Camcorp Industrial</p>
Safety Cap (Helmet) Chin Strap	ANSI Z 89.1 – 1997 Class E, and SEI Certified	 <p>MSA Chin Strap</p>
Air Purifying Respirator, half-face	NIOSH – 42CFR Part 84 OSHA – 29 CFR 1910.134	 <p>3M Half Face Respirator</p>
High Voltage Rubber Rubber Sleeves Class 3	Meet ASTM D1051	 <p>Salisbury Sleeve Dipped Class 3 Type I Red/Yellow Extra Curved Elbow D3RRY-EC</p>

PPE	Applicable Standard	Equivalent Type of PPE
Leather Protector for High Voltage Rubber Glove	ASTM D120 Standard and meet International Standard 903, IEC-1988.	 <p>Salisbury ILP-6S</p>
Utility Glove Liners	100% Cotton blend liners, design construction must allow natural sensitivity, durability and flexibility	 <p>HI – LINE Catalogue # GL</p>
Workman Gloves	Kevlar® sewn premium double tanned side split leather that provides greater flexibility along with increased abrasion, cut, and puncture resistance.	 <p>Arbill A179000</p>
Welder's Gloves	Premium heat-treated side split leather that provides greater flexibility along with increased heat and flame resistance.	 <p>ESAB Heavy Duty Welding Gloves</p>
Harness (Live line Operations)	ANSI Z359, OSHA 1926.104 and ASTM F887-04.	 <p>DBI SALA, Delta™ II Arc</p>
Lineman, Full Body Harness	ANSI Z359.1 - 2016, ANSI/ASSE A10.32, OSHA 1926.104, ASTM F887 and CSA standards.	 <p>3M DBI SALA ExoFit NEX Arcflash</p>
Lineman Body Belt	Extra light weight and durable body belt made of 45 millimeters nylon	 <p>Salisbury/FP424/-2ED</p>
Pole Choking / Work Positioning Fall Arrest System	<p>Wood pole climbing fall arrest. CSA certified Z259.14-12 type AB</p> <p>The pole choker shall be made with a drop forged tongue buckle on a six-ply neoprene impregnated webbing. The yellow choker strap shall be adjustable, helping the workers to extend his</p>	 <p>Jelco Pole Choker</p>

PPE	Applicable Standard	Equivalent Type of PPE
	<p>reach in a safer manner. It shall be 1 3/4-inch-wide and manufactured from nylon. It shall consist of a roller's teeth which is used to provide the gripping force required to prevent you from falling to the ground. When the choker strap is disconnected, it shall function the same as a standard pole strap. The snaplock shall comprise of loops</p> <p>The pole choker shall have a length of 6.2 ft. Distribution and 6.8ft for Transmission</p>	
Retractable Web-Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104	 <p>Salisbury FPS04/01</p>
Shock-Absorbing Web-Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104	 <p>Guardian 01220 6-Foot Single Leg Shock Absorbing Lanyard</p>
Shock-Absorbing Web Loop-Live Line Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104, ASTM F887-04	 <p>Arc Flash EZ-STOP II Shock Absorbing Lanyard from DBI/SALA</p>

Appendix C - Type of Contract, Training, & Frequency of Refresher

TRAINING REQUIREMENT			
T&D Pole Maintenance & Line Extension			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	T&D Pole Maintenance & Line Extension Program (Pole line skills training)	Lineman	Skills Training Certification!
7	Fall Protection & Ladder Safety	All Affected	Every 3 years
Vegetation Management			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	Use of Chainsaw	Chainsaw Operator	Every 3 years
7	Fall Protection & Ladder Safety	All Affected	Every 3 years
8	Vegetation Management Program	Workers	Skills Training Certification!
New Service Installation Discon/ Recon			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	Fall Protection & Ladder Safety	All Affected	Every 3 years
7	New Service Installation Discon/Recon Program	Technicians	Skills Training Certification!
Streetlight			
No.	Training/ Course	Function	Frequency
1	Cardiopulmonary Resuscitation (CPR)	Lineman	Every 3 years
2	Hurt man Rescue	Lineman	Every 3 years
3	LOTO PTW	Lineman & Switchers	Every 3 years
4	Tailboard / JSA & PPE	Lineman & Affected Workers	Every 3 years
5	Switching Authorization	Switchers	Every 3 years
6	Fall Protection & Ladder Safety	All Affected	Every 3 years
7	Streetlight Program	Technicians	Skills Training Certification!

! Notes Skills Training Certified Persons:

1. **Proof Training for workers must be submitted to the Contractor Manager at the start of contract, renewal or when refresher is due and for new employees.**

-
2. *In any case where a worker has been inactive for a period of one year or more in their trade or any area of their work for which they are Certified, a refresher training is required prior to working on JPS Worksite or carrying out such work activity they have not performed in excess of one year.*
 3. *Workers must receive additional or refresher training if any or both of the below situation exists:*
 - a. *If new technology, procedures, or change in procedures cause new safety-related work practices to be introduced*
 - b. *If supervision and inspection indicate that the worker is not complying with safety-related work practices*

Appendix D - Preliminary Accident/Incident Report Form

OHSE Incident Type <i>(double click to check box; if other, please explain)</i>	<input type="checkbox"/> Fatality		<input type="checkbox"/> Spill		
	<input type="checkbox"/> Personnel Accident		<input type="checkbox"/> Fire		
	<input type="checkbox"/> Motor Vehicle Accident		<input type="checkbox"/> Unsafe Condition/Act		
	<input type="checkbox"/> Medical/First Aid		<input type="checkbox"/> Environmental Release - Emissions		
	<input type="checkbox"/> Near Miss		<input type="checkbox"/> Security Incident		
	<input type="checkbox"/> Contractor Accident/Incident		<input type="checkbox"/> Property Damage		
			<input type="checkbox"/> Other		
Actual Severity/Injury	Fatality _____				
Potential Severity					
Business Unit <i>(double click to check box)</i>	Division/ Contractor: _____ Cost Centre Name: _____ CC#: _____				
Location of Incident <i>(Area – Facility/Field-Site)</i>					
Date & Time	Date: _____		Time : _____		
Name (s), Age & Address of Injured					
Employer & Occupation <i>(JPS or Name of Contractor Company & Job title)</i>					
Event Description <i>(Provide a brief description of the incident)</i>					
Injury/Damage/Loss Details <i>(Explanation: Details of Accident/ Spill / Environmental Release / Damage)</i>					
Financial Impact <i>(Revenue loss, penalty, cost of repair/clean-up, labour, material, etc.).</i>					
Cause of Incident <i>(Explanation: The trigger for an incident without which the incident could not have happened)</i>					
Hospital the injured taken to					
Incident Response Action(s) <i>(State immediate actions taken after the incident)</i>					
Disciplinary/Corrective Actions to Prevent Recurrence/ Lessons Learned					
Incident reported to	Incident Reported to	Person Contacted	Telephone No.	Reported by	Date & Time
Statutory Authorities Informed	<input type="checkbox"/> None <input type="checkbox"/> Police <input type="checkbox"/> Fire Department <input type="checkbox"/> ODPEM <input type="checkbox"/> NEPA <input type="checkbox"/> NWC <input type="checkbox"/> Other _____				

Contact details for Queries or Further Information <i>(Who to contact for further details – Name, email, telephone, mobile)</i>	
Form Completed by <i>(Print Name & Date)</i>	
PLEASE USE ADDITIONAL SHEET(S) FOR PHOTOGRAPHS OR ADDITIONAL REPORT INFORMATION.	

Appendix E – Contractor HSE Evaluation Form

JAMAICA PUBLIC SERVICE CO. LTD.				
TO:	DATE:			
FROM:	CONTRACTOR:			
P.O. #	CONTRACTOR FOREMAN:			
JOB REF. No				
TYPE OF WORK/SERVICE:				
SCOPE OF WORK/SERVICE:	Score	<table border="1" style="width: 100px; height: 20px; margin: auto;"> <tr><td></td></tr> </table>		
A	<u>HSE ORIENTATION & TRAINING</u>	YES	NO	N/A
1	WAS HSE ORIENTATION CONDUCTED FOR ALL WORKERS?	<input type="checkbox"/>	<input type="checkbox"/>	
2	WAS PROOF OF HSE ORIENTATION PROVIDED?	<input type="checkbox"/>	<input type="checkbox"/>	
3	ARE ALL WORKERS TRAINED/CERTIFIED TO PERFORM WORK?	<input type="checkbox"/>	<input type="checkbox"/>	
4	ARE EQUIPMENT OPERATORS TRAINED/CERTIFIED?	<input type="checkbox"/>	<input type="checkbox"/>	
5	WAS SAFETY MEETING CONDUCTED BY CONTRACTOR WITH WORKERS?	<input type="checkbox"/>	<input type="checkbox"/>	
B	<u>PPE</u>	YES	NO	N/A
6	WAS ALL EMPLOYEES PROVIDED WITH THE REQUISITE PPEs?	<input type="checkbox"/>	<input type="checkbox"/>	
7	WAS ALL PPEs ARE GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	
8	Helmet	<input type="checkbox"/>	<input type="checkbox"/>	
9	Safety Glasses	<input type="checkbox"/>	<input type="checkbox"/>	
10	Safety Boot	<input type="checkbox"/>	<input type="checkbox"/>	
11	Rubber Gloves	<input type="checkbox"/>	<input type="checkbox"/>	
12	Uniform	<input type="checkbox"/>	<input type="checkbox"/>	
13	Fall Protection	<input type="checkbox"/>	<input type="checkbox"/>	
14	Other	<input type="checkbox"/>	<input type="checkbox"/>	
15	EMPLOYEES DONNED ALL APPROPRIATE PPEs ON THE JOB?	<input type="checkbox"/>	<input type="checkbox"/>	
C	<u>SAFETY DEVICES & EQUIPMENT:</u>	YES	NO	N/A
16	WAS EMPLOYEES PROVIDED WITH THE REQUIRED SAFETY DEVICES ?	<input type="checkbox"/>	<input type="checkbox"/>	
17	WAS ALL SAFETY & EQUIPMENT IN GOOD CONDITION?	<input type="checkbox"/>	<input type="checkbox"/>	
18	Noisy Tester	<input type="checkbox"/>	<input type="checkbox"/>	
19	Switch stick	<input type="checkbox"/>	<input type="checkbox"/>	
20	Grip All Stick	<input type="checkbox"/>	<input type="checkbox"/>	
21	Slings and Riggin Equipment	<input type="checkbox"/>	<input type="checkbox"/>	
22	Short & Ground	<input type="checkbox"/>	<input type="checkbox"/>	
23	Traffic Cones	<input type="checkbox"/>	<input type="checkbox"/>	
24	Men At Work Sign	<input type="checkbox"/>	<input type="checkbox"/>	
25	LOTO Hardware	<input type="checkbox"/>	<input type="checkbox"/>	
26	PTW Booklet	<input type="checkbox"/>	<input type="checkbox"/>	
27	Tailboard Booklet	<input type="checkbox"/>	<input type="checkbox"/>	
28	Other	<input type="checkbox"/>	<input type="checkbox"/>	
D	<u>RISK ASSESSMENT (TAILBOARD,SAFETY PLAN & PTW)</u>	YES	NO	N/A
29	WAS TAILBOARD MEETING CONDCUTED ?	<input type="checkbox"/>	<input type="checkbox"/>	
30	WAS TAILBOARD PROPERLY COMPLETED & ALL HAZARDS IDENTIFIED?	<input type="checkbox"/>	<input type="checkbox"/>	
31	DID ALL EMPLOYEES SIGN ON THE TAILBOARD FORM TO START WORK?	<input type="checkbox"/>	<input type="checkbox"/>	
32	DID ALL EMPLOYEES SIGN OFF THE TAILBOARD FORM WHEN WORK COMPLETE?	<input type="checkbox"/>	<input type="checkbox"/>	
33	DID THE WORK CREW COMPLY WITH PTW REQUIREMENT?	<input type="checkbox"/>	<input type="checkbox"/>	
34	WAS A SAFETY PLAN DONE OR SUBMITTED FOR PROJECT OR NON ROUTINE WORK?	<input type="checkbox"/>	<input type="checkbox"/>	
35	WAS A SAFETY RISK ASSESSMENT DONE FOR THE PROJECT OR NON ROUTINE WORK?	<input type="checkbox"/>	<input type="checkbox"/>	
36	DID THE CONTRACOR COMPLY WITH SAFETY PLAN FOR FOR PROJECT OR NON ROUTINE WORK?	<input type="checkbox"/>	<input type="checkbox"/>	
37	DID THE CONTRACTOR PARTICIPATE IN (PREP) WORK ACTIVITIES FOR THE PROJECT /NON ROUTINE JOB?	<input type="checkbox"/>	<input type="checkbox"/>	

JAMAICA PUBLIC SERVICE CO. LTD.

TO: _____ **DATE:** _____
FROM: _____ **CONTRACTOR:** _____
P.O. # _____ **CONTRACTOR FOREMAN:** _____
JOB REF. No _____
TYPE OF WORK/SERVICE: _____

SCOPE OF WORK/SERVICE: _____ **Score**

E	<u>BBSO, AUDIT & INSPECTIONS</u>	YES	NO	N/A
38	DID THE CONTRACTOR CONDUCT ANY SAFETY AUDIT/INSPECTION FOR THE JOB?	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
39	STATE THE NUMBER OF SAFETY AUDIT OR INSPECTION DONE FOR THE JOB	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
40	DID THE CONTRACTOR CONDUCT ANY BBSOs FOR THE JOB?	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
41	STATE THE NUMBER OF BBSOs DONE FOR THE JOB	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
F	<u>VEHICLE:</u>	YES	NO	N/A
42	WERE VEHICLE(S) /TRUCK(S) PROPERLY EQUIPPED	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
43	WERE VEHICLE(S) /TRUCK(S) IN GOOD CONDITION?	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
		YES	NO	N/A
44	WERE VEHICLE(S) /TRUCK(S) INSURED?	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
45	WERE VEHICLE(S) /TRUCK(S) LICENCED?	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
G	<u>ACCIDENT/DAMAGE TO PERSON OR PROPERTY</u>	YES	NO	
46	WAS THE JOB COMPLETED WITHOUT AN ACCIDENT?	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	
47	IF THERE WAS AN ACCIDENT, WAS THERE COMPLIANCE WITH INCIDENT/ ACCIDENT PROCEDURES?	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	
	STATE THE NUMBER OF ACCIDENTS ON THE JOB.	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	
	COMMENTS.....			
			
			
			
	DONE BY			
	SIGNATURE			
	DATE			
	NB. Score = (Sum of "Yes" / Total Sum of "Yes" + "No")*100			

Appendix F - Incident Investigation format

Supervisor's Accident Investigation Form

Company Name _____

Name of Injured Person _____

Date of Birth _____ Telephone Number _____

Address _____

Town _____ Parish _____

_____ (Circle

one) Male Female

What part of the body was injured? Describe in detail. _____

What was the nature of the injury? Describe in detail.

Describe fully how the accident happened? What was employee doing prior to the event? What equipment, tools being using? _____

Names of all witnesses:

Date of Event _____ Time of Event _____

Exact location of event:

What caused the event?

Were safety control(s) was in place and used? If not, what was wrong?

Employee went to doctor/hospital? Doctor's Name

Hospital Name _____

Recommended preventive action to take in the future to prevent reoccurrence.

Supervisor Signature

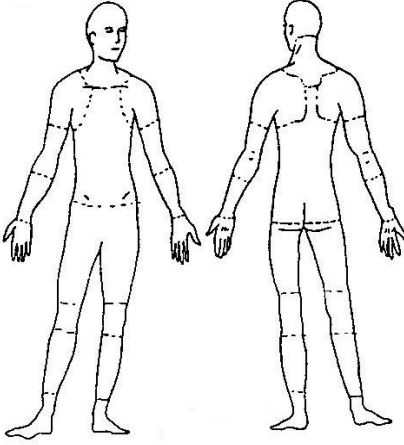
Date

INCIDENT/ACCIDENT INVESTIGATION REPORT

Instructions: Complete this form as soon as possible after an incident that results in serious injury or illness. (Optional: Use to investigate an injury or near miss that *could have resulted in a serious injury or illness.*)

This is a report of a: <input type="checkbox"/> Death <input type="checkbox"/> Lost Time <input type="checkbox"/> Dr. Visit Only <input type="checkbox"/> First Aid Only <input type="checkbox"/> Near Miss	
Date of incident:	This report is made by: <input type="checkbox"/> Principal <input type="checkbox"/> Supervisor <input type="checkbox"/> Other _____

Step 1: Injured employee (complete this part for each injured employee)

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:
Company:	Job title at time of incident:	
Part of body affected: (shade all that apply)	Nature of injury: (most serious one)	This employee works:
	<input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: <input type="checkbox"/> Other _____	<input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
		Months with this employer
		Months doing this job:

Step 2: Describe the incident

Exact location of the incident:	Exact time:
What part of employee's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	
Names of witnesses (if any):	

Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
What personal protective equipment was being used (if any)?			
Describe, step-by-step the events that led up to the injury. Include names of any machines, parts, objects, tools, materials and other important details.			

Step 3: Why did the incident happen?

Unsafe workplace conditions: (Check all that apply)

- Inadequate guard
- Unguarded hazard
- Safety device is defective
- Tool or equipment defective
- Workstation layout is hazardous
- Unsafe lighting
- Unsafe ventilation
- Lack of needed personal protective equipment
- Lack of appropriate equipment / tools
- Unsafe clothing
- No training or insufficient training
- Other: _____

Unsafe acts by people: (Check all that apply)

- Operating without permission
- Operating at unsafe speed
- Servicing equipment that has power to it
- Making a safety device inoperative
- Using defective equipment
- Using equipment in an unapproved way
- Unsafe lifting
- Taking an unsafe position or posture
- Distraction, teasing, horseplay
- Failure to wear personal protective equipment
- Failure to use the available equipment / tools
- Other: _____

Why did the unsafe conditions exist?	
Why did the unsafe acts occur?	
Is there a reward (such as “the job can be done more quickly”, or “the product is less likely to be damaged”) that may have encouraged the unsafe conditions or acts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe:	
Were the unsafe acts or conditions reported prior to the incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have there been similar incidents or near misses prior to this one?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Step 4: How can future incidents be prevented?

What changes do you suggest to prevent this incident/near miss from happening again?

Stop this activity Guard the hazard Train the employee(s) Train the supervisor(s)

Redesign task steps Redesign work station Write a new policy/rule Enforce existing policy

Routinely inspect for the hazard Personal Protective Equipment Other: _____

What should be (or has been) done to carry out the suggestion(s) checked above?

Step 5: Who completed and reviewed this form? (Please Print)

Written by:	Title:
Company:	Date:
Names of investigation team members:	
Reviewed by:	Title:
	Date:

Appendix G - Incident Investigation format

- I. Title Page
 - Date and Time of Incident:
 - Name of Incident:
 - Location of Incident:
- II. Investigator/Panel
- III. Executive Summary
 - A. Description of Incident
 - B. Summary of Findings
 - C. Recommended Corrective Actions
- IV. Incident Information
 - A. Description of Events
 - B. Chronological Course of Events
 - C. Immediate Actions Taken
 - D. Outside Agency Involvement
 - E. Plant/Equipment Status and Activities
- V. Investigative Information
 - A. Incident Scene Inspection
 - B. Witness Interviews
 - C. Job Procedure Evaluation
 - D. Document Review
- VI. Causal Analysis
 - A. Immediate (Primary) Cause(s)
 - B. Contributing (Secondary) Cause(s)
 - C. Root (Tertiary) Cause(s)
 - D. Additional (Non-Causal) Cause(s)
- VII. Potential Corrective Actions
 - A. Employee Level
 - B. Job Level
 - C. Facility Level
 - D. Administrative Level
 - E. Analytical Level
- VIII. Attachments
 - A. Photographs
 - B. Documents

Appendix H – Summary of Reports

Inspection & Audit Reporting			
Inspection/ Audit Reports	Frequency	Report Schedule	Medium
Jobsite Inspection-Maintenance Work	Daily	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Jobsite Inspection-Emergency Work	One per shift	5pm each day/end of shift	JPS Assure Platform/ submit to Contract Manager & OHSE
PPE & Safety Device Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/ submit to Contract Manager & OHSE
Tools and Equipment Inspections	Weekly	Fridays at 5pm	JPS Assure Platform/ submit to Contract Manager & OHSE
Safety Observation	Daily	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Vehicle	Daily (Job site)	5 pm each day	JPS Assure Platform/ submit to Contract Manager & OHSE
Safety Management Audit	Quarterly	Last Friday each quarter @ 5pm	Submit to Contract Manager & OHSE
Incident/ Accident Reporting			
Incident/ Accident Reports	Report Schedule	Medium	
Notification - OHSE Incident/ Accident - Employee Injury (Recordable & First Aid), Near Miss, Public Accident, Motor Vehicle Accident	Immediately/ within 2 hours	Send electronic mail, text message, verbal or telephone to Contract Manager	
Preliminary Incident/ Accident Report - OHSE Incident/ Accident - Employee Injury (Recordable & First Aid), Near Miss, Public Accident, Motor Vehicle Accident	Within 24 hours	Submit Preliminary Report (See Appendix D) to Contract Manager	
Incident/Accident Investigation - OHSE Incident/ Accident - Employee Injury (Recordable & First Aid), Near Miss, Public Accident, Motor Vehicle Accident	With 5-10 days	Submit Accident/ incident Investigation Report (See Appendix F for Investigation Format) to Contractor Manager	

Proof Training for workers outlined in Appendix C must be submitted to the Contractor Manager at the start of contract, renewal or when refresher is due and for new employees.

