



JAMAICA PUBLIC SERVICE CO. LTD.

REQUEST FOR PROPOSALS

For

**Safety Consultant regarding
Fall Protection for Solar PV Systems Installers
and PV Systems Installation Safety Requirement**

RFP # 947947



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Table of Contents

1.0	Introduction	2
2.0	General Instructions to Bidders.....	5
3.0	Bid Format	7
4.0	Submission of Bids and Selection Criteria	9
5.0	Selection Process and Award Criteria.....	10
6.0	Award of Contract.....	13
7.0	General Conditions of Contract.....	13
	APPENDIX 1	i
	APPENDIX 2	iii



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1.0 Introduction

The Jamaica Public Service Company Ltd Business Development Division is charged with developing non-tariff revenue streams to complement the regulated business. The areas of focus would be energy related and include renewable energy, specifically solar PV systems.

JPS has installed solar PV systems for residential and large commercial customers. The installation of these systems requires working at heights of more than 4 feet, which according to JPS' Safety Policy requires the use of fall protection equipment. This is separate and apart from the standard protection from electrical hazards using established procedures and Personal Protection Equipment (PPE).

The purpose of this request for proposal (RFP) is to solicit the services of a qualified Safety resource to provide guidance, specifically as it relates to fall protection and solar PV installations.

1.1 About JPS

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 purchase power from seven (7) Independent Power Producers (IPPs).

The common shares of JPS are held 40% by Marubeni Corporation through its subsidiary Marubeni Caribbean Power Holdings ("MCPH"); 40% by Korea East West Power Company ("KEWP"); 19.9% by the Government of Jamaica ("GOJ") and the remaining 0.1% by a group of minority shareholders.

JPS serves approximately 600,000 residential, commercial and industrial customers, through a workforce of close of 1,500 employees and a network of offices throughout the island. The Company owns and operates 3 power stations, 8 hydroelectric plants, 1 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 168 MW is owned by Independent Power Producers (IPP's). The company also manages and operates the transmission and distribution system.

Along with the provision of electricity, 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.

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.



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The Office of Utilities Regulation (OUR) has regulatory authority over JPS' operations.

1.2 Scope of RFP

The consultant will be required to summarize elements of the JPS Safety Policy which are applicable to the installation of solar PV systems. And provide detailed guidance on options for safety provisioning for various applicable building types.

Details of work to be done:

- a. Conduct inception meeting with the management and technical staff of the Business Development Division to contextualize the extent of the Division’s activities.
- b. Review JPS most recent Safety Policy document – JPS Contractor Occupational Health, Safety & Environment Requirement Manual.**
- c. Indicate areas that are relevant to the installation of solar PV systems and related preparatory works.
- d. Conduct strategic site visits (if required) to obtain real world view of typical solar PV installation sites layouts, environmental conditions, roof structures and working heights.
- e. Identify example fall protection structures and options for categories of roofs¹/building types outlining:
 - a. Protection structures (barriers, guard rails, etc.)
 - b. Protection equipment (harness, brackets, clamps, etc.)
- f. Include source and guidance material to support suggestions.
- g. Related procurements and set-up costs should also be considered.

Deliverables/Output

Two (2) reports will form the outputs of this exercise. These being:

- 1. Inception Report
- 2. Main Report outlining finding and recommendations focusing on Fall Protection

Contents being as outlined.

Inception Report

- a. Outlining the understanding and of the Division’s operations, areas for safety consideration, work schedule and intended deliverables.

Hazard and Fall Protection Recommendations

- a. Documenting of the types and range of hazard exposure of a solar PV installation team

¹ Example – TPO/PVC/EPDM, standing seam metal roof, corrugated metal roof, asphalt roof, etc.



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- b. Documentation of the fall protections options for the categories of situations, including constraints
- c. Indicate approximate applicable costs for procurement and implementation for each option using typical scenario.
- d. Include supporting documentation as part of the single document which will be separate and apart from the Inception Report.

1.3 Definitions

Bidder, Vendor or Contractor shall mean JPS qualified provider of services acting in the role of the prime Contractor who responds with a proposal to this RFP.

Bid/ Proposal shall mean the Bidder's formal written response indicating committed price, evidence as it is related to performance of the service.

All references to JPS or Company shall mean the Jamaica Public Service Company Limited.

"The Purchaser" means the Organization purchasing the services, i.e. Jamaica Public Service Company limited

"The Supplier" means the individual or firm supplying the service under this Contract;

"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.

"The Contract Price" means the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

"Services" means services ancillary to the Safety Consultant.

"Approved" means approved by the Purchaser or its delegated representatives; and

"Days" means calendar days acceding to the Gregorian calendar.

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.



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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.

2.0 General Instructions to Bidders

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.

2.1 Points of Contact (POC)

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

Name: **Kolonje McKenzie**
CC: Mrs. Sharlene Chunnu-Brown
Address: Jamaica Public Service Company Ltd
113 Washington Boulevard
Kingston 20, Jamaica WI

Email: komckenzie@jpsco.com cc: SChunnu@jpsco.com

2.2 Communication Regarding the RFP

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

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.

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.

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



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(c) Clear and concise questions

2.3 RFP Amendment and Cancellation

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.

The amendment will be done in writing to all prospective Bidders who have received the Bidding Documents, and will be binding on them.

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.

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.

2.4 Confidentiality of Data

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.

2.5 Written Clarification

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.

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.

Refusal to respond to JPS request for clarifications may be considered non-responsive and be used as grounds for rejection of the Proposal.

2.6 Oral Clarification

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.



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3.0 Bid Format

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.

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

A. Financial Profile

General Information Sheet

- a. Executive Summary indicating why your firm should be chosen to provide the services for JPS
- b. Provide the names and profiles of the top 3 executives
- c. Audited Financial Statements for the last 2 years
- d. Current/valid insurance document
- e. The financial proposal shall consist of cost estimates along with a payment schedule.

B. Technical Proposal

- (a) Qualification and experience of your staff that will provide the service described in the Scope of Requirements
- (b) Experience performing the duty outline in the scope of work.
- (c) Evidence of establishment, type of organization, size, and professional affiliate

3.1 Bid Prices

The Bidder shall indicate the Rates for the services it proposes to supply under the Contract:

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.



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3.2 Proposal Withdrawal

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.

3.3 Cost of Proposal Preparation

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.

3.4 Bidder's Eligibility and Qualifications

(a) The entities expected to respond to this RFP would be Environmental, Health & Safety (EHS) specialists or consultants. Local individuals/companies would be the preference, but credible overseas submissions will equally be considered.

3.5 Period of Validity of Bids

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.



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4.0 Submission of Bids and Selection Criteria

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 Tuesday November 21, 2023.**

RFP CALENDAR		
ACTIVITY	DUE DATE	RESPONSIBILITY
RFP date	November 1, 2023	JPS
Bidder submits questions on RFP	November 6, 2023	Bidder
Final date to respond to all queries	November 10, 2023	JPS
Bidder Provide intension to Bid	November 14, 2023	Bidder
Completion of RFP and deadline for submission of bids to JPS	November 21, 2023	Bidder
Bid Opening	November 22, 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.

4.1 Late Bids

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.

4.2 All proposals shall be submitted as follows:

4.2.1 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>



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- Training (video) <https://www.sharefile.com/support/training>

4.2.2 Activities are guided by the dates stated in the Calendar of Events highlighted in Table

Above. Observing these dates,

1. Section 2.1 provides Instructions to submit questions via email only
2. A combined response to questions will be shared with all bidders
3. Respondents must confirm their intention to bid in order to be setup in JPS Share-File folder
4. Access to individual vendor folders will be given 1 week 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

4.3 Proposal Rejection

Any bid received after the deadline for submission of bids prescribed by the Company will be rejected. 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.

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.

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.

5.0 Selection Process and Award Criteria

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. JPS internal scoring method values the following proposal attributes (Order of presentation here does not reflect priority)



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TECHNICAL EVALUATION

CRITERIA	Score
Experience in the service	Pass/Fail
Qualification to perform the intended services	Pass/Fail

COMMERCIAL EVALUATION

CRITERIA	Score (%)
Price	90
Terms of payment	10
Total	100

5.1 Opening of Bids by Purchaser

The Purchaser will open bids privately, on **Wednesday November 22,2023**. At the following location:

Jamaica Public Service Company Limited
113 Washington Boulevard
Kingston 20
Jamaica, W.I.

5.2 Schedule

For purposes of responding to this RFP, Bidders should assume that JPS' procurement and implementation planning will be completed by **December 2023**.

5.3 Clarification of Bids

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.

5.4 Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

Arithmetical errors will be rectified on the following basis:



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1. If there is a discrepancy between the unit price and the total price, the unit price shall prevail;
2. If there is a discrepancy between words and figures, the amount in words shall prevail;
3. If the supplier does not accept the correction of errors, its bid shall be rejected.

Prior to the detailed evaluation, the Purchaser will determine the substantial responsibilities of each bid to the Bidding Documents. For purposes of these Clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding documents without material deviations or reservations. A material deviation or reservation is one which affects in any substantial way the scope, quality or performance of the contractual obligations or which limits in any substantial way or inconsistent with the bidding documents and the rectification of which deviation or reservation would affect unfairly the competitive position of other bidders presenting substantially responsive bids. The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

A bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

The Purchaser may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Bid inconsistencies: Any deviation in a bidder's proposal that are inconsistent with the provisions of this Bid, unless expressly described in the proposal as being exceptions or alternates, are deemed waived by the Bidder. In the event that the Contract is awarded to the bidder, any claim of inconsistency between the proposal and this Bid will be resolved in favor of this bid unless otherwise agreed in writing.

5.5 Bid Currency:

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



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6.0 Award of Contract

6.1 Award or Rejection

The Purchaser will award the contract 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.

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

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

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.

7.0 General Conditions of Contract

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

7.1 Standards

The supplier shall comply with JPSCo's Health, Safety, Security and Environment Regulation and any other local and or international regulations regarding the safe handling, transport, use and disposal of the material covered by this contract.

7.3 Use of Contract Document and Information

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



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such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

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.

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.

Proprietary Content:

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 services, and that all parties will respect the sensitive nature of that information in accordance with sound commercial practices.

7.4 Prices

Prices charged by the Supplier for 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.

7.5 Payment

Payment shall be effected within 30 days of receipt of invoice by JPS.

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

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

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



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7.8 Subcontracts

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

If at any time during the performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely 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 Termination for Default

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 perform any other obligation(s) under the Contract.
- (b) The JPS may by written notice sent to the Contractor, terminate the Contract, in whole or in part, at any time for its convenience by giving seven (7) working days' notice. The notice of termination shall specify that termination is for the JPS's convenience, the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

7.11 Termination for Insolvency

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.

7.12 Governing Language

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.

7.13 Applicable Law

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



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APPENDIX 1

**REQUEST FOR PROPOSAL (RFP)
Safety Consultant PV Systems
RFP # 947947**

GENERAL INFORMATION

Name of Organization: _____

Address: _____

Key Contact: _____

Title: _____

Telephone Numbers: _____

Email Address: _____



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Company Profile

Please submit the requested information below:

- Directors names and profiles
- Company references
- Complete set of audited financial statements for the last two (2) years
- Average employee tenure
- Staff turnover ratio
- Names of top 5 executives, their tenure, experience, qualifications etc.
- Three (3) top achievements of the company in the last 5 years
- Companies must state 5 reasons for JPS to consider Partnering/Selecting them (your company) for this RFP
- Organizational structure for the top five levels in your organization.
- Please provide a short profile such as name, title, experience and education level for the personnel at the top five levels within the organization
- How long has your company been in business?
- How many people do you employ?
- Does your company currently have a Risk Management or Business Continuity Programme in place?
 - If yes, please provide details of the programme you have in place
- Three (3) Customer references (for similar purchases)



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APPENDIX 2

JPS CONTRACTOR OCCUPATIONAL HEALTH, SAFETY & ENVIRONMENT REQUIREMENT MANUAL

INSTRUCTIONS TO BIDDERS Environ- ment Requirements **Manual**

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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Table of Contents

INTRODUCTION.....	III
OBJECTIVE	III
SCOPE	IV
JPS ENVIRONMENT, HEALTH & SAFETY POLICY.....	IV
JPS HSE REQUIREMENTS - PREREQUISITE FOR CONTRACTOR SELECTION & ENGAGEMENT.....	V
CONTRACTOR' MANAGEMENT GENERAL RESPONSIBILITIES	VI
TRAINING & SAFETY ORIENTATION	VI
Tailboard Conference Meeting/Safety Talk Training.....	VII
HSE MANAGEMENT SYSTEM.....	VIII
HSE PLANS	VIII
SUPERVISION & EHS COVERAGE	IX
Responsibility of Line Supervisor/Foreman	IX
Responsibility of HSE Officer	X
Responsibility of HSE Manager.....	X
The minimum qualification for Contractor supervisor and safety personnel	XI
Line Supervisor/Foreman	XI
HSE Officer	XI
HSE Manager.....	XI
WORK PREPARATION MEETING	XII
Tailboard Conference.....	XIII
Permit to Work System.....	XIII
Worksite Safety.....	XIV
Work Clothing.....	XIV
SITE SECURITY	XIV
ALCOHOL, ILLEGAL DRUGS AND FIREARMS	XV
ACCIDENT/ INCIDENT NOTIFICATION, REPORTING & INVESTIGATION	XV
AUDITS & INSPECTION	XVI
SANCTIONS	XVII
SAFETY MEETINGS.....	XVII
APPENDICES	XVIII
Appendix A - Vehicle Traffic Management & Transporting Equipment.....	XVIII
Appendix B - JPS Safety & Health Guidelines - Personnel Protective Equipment & Safety Devices ..	XIX
Appendix C - Type of Contract, Training, & Frequency of Refresher.....	XXV
Appendix D - Preliminary Accident/Incident Report Form	XXVII
Appendix E – Contractor HSE Evaluation Form	XXIX
Appendix F - Incident Investigation format	XXXI
Incident/Accident Investigation Report.....	XXXIII
Appendix F - Incident Investigation format	XXXVI
Appendix G – Summary of Reports	XXXVII
Appendix H- Safety Meeting Report Template	XXXIX



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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 3rd 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



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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 measurable 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.



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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 Con-



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tractors, 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



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- 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.



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- 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.



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- 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



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- 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.



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- 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.



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- 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.



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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 $\geq 10 \leq 25$	➤ Line Supervisor for each team working independently + ➤ 1 x HSE Officer ➤ HSE Officer to randomly visit worksite from time to time.
3	Number of Employees > 25 but < 50	a. Line Supervisor for each team working independently + b. 2 x HSE Officer
4	Number of Employees ≥ 50	A. Line Supervisor for each team working independently+ B. 1 x HSE Officer for every 25 Employees + C. 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



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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 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.



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- 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.



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- 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



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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.sheassure.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 Contactor 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 Of-fence	Second Of-fence	Third Of-fence	Forth Of-fence
Failure to comply with OHSE Re-quirements	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.



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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










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

PPE	Applicable Standard	Equivalent Type of PPE
Helmet	ANSI/ISEA Z89.1-2014 Standard Class E (Electrical)	
Safety Goggles	ANSI /ISEA Z87.1 – 2020 (CE EN 166 and CSA 94 standards)	<p data-bbox="1015 577 1386 651">MSA V- Guard helmet w/ ratchet suspension</p> 
Safety Boot	ASTM 2413-11 & ASTM 2412-11 (EH, I/75 & C75) or Equivalent Local Standard	<p data-bbox="1015 955 1386 997">American Allsafe Goggles</p> 
Respirator	NIOSH – 42CFR Part 84 OSHA – 29 CFR 1910.134 ANSI / ASSE Z88.2	<p data-bbox="1015 1165 1386 1249">Timberland Pro 6” Endurance Waterproof Boot</p> 
Safety Glasses	ANSI Z 87.1 – 2010 (CE EN 166 and CSA A94 standards)	<p data-bbox="1015 1417 1386 1606">3M Full Face piece Respirator Pack (cartridge) for protection against eye irritants. Half respirator where there is no eye irritant.</p>  <p data-bbox="1015 1753 1386 1829">Salisbury Uvex XC Safety Glasses Clear Lens TS56505</p>



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PPE	Applicable Standard	Equivalent Type of PPE
Rubber Gloves Class 0	ASTM D120 and IEC/EN 60903, NFPA 70E	 Salisbury E014Y
Rubber Gloves Class 3	ASTM D120 - 09 and IEC/EN 60903;2014 NFPA 70E	 Salisbury E318CYB/ Novax 155-3-18
Chemical Protecting Clothing	Fabric tested as per BIS 4051-1981 standards. Chemical resistant material to include PVC, polyurethane, nitrile or neoprene	 3M Protective Coverall 4520
ARD Reflective Safety Vest	ANSI 107 – 2010 – High Visibility ANSI Class 2 rating for high visibility on roads with traffic traveling above 30 mph.	 CJ Safety ANSI Class 2 High Visibility Two Tone Safety Vest - Meets ANSI/ISEA 107-2010
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	 402STLM SAFETY RAINGEAR
Flame Resistant Clothing	NFPA 70E, ASTM F 1506, ASTM F 1959 ATPV rating of 8 cal/cm ²	 Coverall (Aramark Style G01083)
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.	 Salisbury Lineman Cowhide Work Gloves LW2SPE

PPE	Applicable Standard	Equivalent Type of PPE
Chemical Gloves	PVC/Nitrile blend, Double Dipped 40cm	 Chemstar Double-dipped, 40 cm
Dexterity Workman Gloves	Palm of gloves made of nitrile that is resistant to chemical and oil	 Grip 3M Comfort
Rain Wear (Suit) (Non-FR)	ANSI/ISEA 107-2010. Class 3	 Fonnira -PVC/Polyester high visibility rain gear
Harness	ANSI Z359.1 - 2016, ANSI/ASSE A10.32 and OSHA 1926 Subpart M	 Honeywell Duraflex Webbing Harness Part # M1020073
Lanyard	ANSI Z359.1, ANSI A10.14 and OSHA 1926.104, ASTM F887-04	 Arc Flash EZ-STOP II Shock Absorbing Lanyard from DBI/SALA
Welding Apron and Sleeve	ISO 11611:2015. Providing exceptional heat, spark and spatter resistance	 QeeLink Welding Apron
Flame Resistant Face Shield with Helmet Slot Adaptor	ANSI Z89.1 – 2003 and NFPA 70E	

PPE	Applicable Standard	Equivalent Type of PPE
Welders Helmet	ANSI Z87.1 – 2003 Personal Protective – Protective Eye-wear	Salisbury AS1200HAT 
Welders Goggles	ANSI Z 87.1 – 2003, CSA Z94.3, SEI Certified	Sellstrom Titan 24701-60 
Face Shield with Helmet Slot Adaptor	ANSI Z87.1 – 2003 Personal Protective – Protective Eye-wear	North Safety NS - GW200 
Safety Footwear – Water Boot	ANSI Z41 PT 1999 M specification for impact and compression.	MSA Defender  Camcorp Industrial
Safety Cap (Helmet) Chin Strap	ANSI Z 89.1 – 1997 Class E, and SEI Certified	 MSA Chin Strap
Air Purifying Respirator, half-face	NIOSH – 42CFR Part 84 OSHA – 29 CFR 1910.134	 3M Half Face Respirator
High Voltage Rubber Rubber Sleeves Class 3	Meet ASTM D1051	 Salisbury Sleeve Dipped Class 3 Type I Red/Yellow Extra Curved Elbow D3RRY-EC
Leather Protector for High Voltage Rubber Glove	ASTM D120 Standard and meet International Standard 903, IEC-1988.	 Salisbury ILP-6S



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PPE	Applicable Standard	Equivalent Type of PPE
Utility Glove Liners	100% Cotton blend liners, design construction must allow natural sensitivity, durability and flexibility	 HI – LINE Catalogue # GL
Workman Gloves	Kevlar® sewn premium double tanned side split leather that provides greater flexibility along with increased abrasion, cut, and puncture resistance.	 Arbill A179000
Welder’s Gloves	Premium heat-treated side split leather that provides greater flexibility along with increased heat and flame resistance.	 ESAB Heavy Duty Welding Gloves
Harness (Live line Operations)	ANSI Z359, OSHA 1926.104 and ASTM F887-04.	 DBI SALA, Delta™ II Arc
Lineman, Full Body Harness	ANSI Z359.1 - 2016, ANSI/ASSE A10.32, OSHA 1926.104, ASTM F887 and CSA standards.	 3M DBI SALA ExoFit NEX Arcflash
Lineman Body Belt	Extra light weight and durable body belt made of 45 millimeters nylon	 Salibury/FP424/-2ED
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,</p>	 Jelco Pole Choker



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PPE

Applicable Standard

Equivalent Type of PPE

helping the workers to extend his 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

The pole choker shall have a length of 6.2 ft. Distribution and 6.8ft for Transmission ANSI Z359.1, ANSI A10.14 and OSHA 1926.104

Retractable Web-Lanyard



Salisbury FPS04/01

Shock-Absorbing Web-Lanyard

ANSI Z359.1, ANSI A10.14 and OSHA 1926.104



Guardian 01220 6-Foot Single Leg Shock Absorbing Lanyard

Shock-Absorbing Web Loop-Live Line Lanyard

ANSI Z359.1, ANSI A10.14 and OSHA 1926.104, ASTM F887-04



Arc Flash EZ-STOP II Shock Absorbing Lanyard from DBI/SALA



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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



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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:

- 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.***
- 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.***
- Workers must receive additional or refresher training if any or both of the below situation exists:***
 - If new technology, procedures, or change in procedures cause new safety-related work practices to be introduced***
 - If supervision and inspection indicate that the worker is not complying with safety-related work practices***



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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"/> Personnel Accident <input type="checkbox"/> Motor Vehicle Accident <input type="checkbox"/> Medical/First Aid <input type="checkbox"/> Near Miss <input type="checkbox"/> Contractor Accident/Incident	<input type="checkbox"/> Spill <input type="checkbox"/> Fire <input type="checkbox"/> Unsafe Condition/Act <input type="checkbox"/> Environmental Release - Emissions <input type="checkbox"/> Security 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: ____ <hr/> 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>		



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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					
PLEASE USE ADDITIONAL SHEET(S) FOR PHOTOGRAPHS OR ADDITIONAL REPORT INFORMATION.					



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Appendix E – Contractor HSE Evaluation Form

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



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TO: FROM: P.O. # JOB REF. No TYPE OF WORK/SERVICE:	DATE: CONTRACTOR: CONTRACTOR FOREMAN:		
SCOPE OF WORK/SERVICE:		Score	<input style="width: 100%; height: 20px;" type="text"/>
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: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
39	STATE THE NUMBER OF SAFETY AUDIT OR INSPECTION DONE FOR THE JOB	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
40	DID THE CONTRACTOR CONDUCT ANY BBSOs FOR THE JOB?	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
41	STATE THE NUMBER OF BBSOs DONE FOR THE JOB	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
F	<u>VEHICLE:</u>	YES	NO N/A
42	WERE VEHICLE(S) /TRUCK(S) PROPERLY EQUIPPED	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
43	WERE VEHICLE(S) /TRUCK(S) IN GOOD CONDITION?	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
		YES	NO N/A
44	WERE VEHICLE(S) /TRUCK(S) INSURED?	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
45	WERE VEHICLE(S) /TRUCK(S) LICENCED?	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; 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: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
47	IF THERE WAS AN ACCIDENT, WAS THERE COMPLIANCE WITH INCIDENT/ ACCIDENT PROCEDURES?	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	STATE THE NUMBER OF ACCIDENTS ON THE JOB.	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
	COMMENTS.....		
		
		
		
	DONE BY	DATE	
	SIGNATURE		
NB. Score = (Sum of "Yes" / Total Sum of "Yes" + "No")*100			



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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?



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Employee went to doctor/hospital? Doctor's Name

Hospital Name _____

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

Supervisor Signature

Date



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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: [] Death [] Lost Time [] Dr. Visit Only [] First Aid Only [] Near Miss
Date of incident: This report is made by: [] Principal 1. Supervisor 1. Other_____

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

Name: Sex: [] Male [] 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:
1. Regular full time
2. Regular part time
3. Seasonal
4. Temporary
Months with this employer
Months doing this job:
1. Abrasion, scrapes
2. Amputation
3. Broken bone
4. Bruise
5. Burn (heat)
6. Burn (chemical)
7. Concussion (to the head)
8. Crushing Injury
1. Cut, laceration, puncture
2. Hernia
3. Illness
4. Sprain, strain
5. Damage to a body system:
6. Other _____

Step 2: Describe the incident

Exact location of the incident: Exact time:
What part of employee's workday? [] Entering or leaving work [] Doing normal work activities
1. During meal period [] During break [] Working overtime [] Other_____
Names of witnesses (if any):



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Number of attachments:	Written witness statements:	Photographs:	Maps / drawings:
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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?

<p>Unsafe workplace conditions: (Check all that apply)</p> <ol style="list-style-type: none"> 1. Inadequate guard 2. Unguarded hazard 3. Safety device is defective 4. Tool or equipment defective 5. Workstation layout is hazardous 6. Unsafe lighting 7. Unsafe ventilation 8. Lack of needed personal protective equipment 9. Lack of appropriate equipment / tools 10. Unsafe clothing 11. No training or insufficient training 12. Other: _____ 	<p>Unsafe acts by people: (Check all that apply)</p> <ol style="list-style-type: none"> 1. Operating without permission 2. Operating at unsafe speed 3. Servicing equipment that has power to it 4. Making a safety device inoperative 5. Using defective equipment 6. Using equipment in an unapproved way 7. Unsafe lifting 8. Taking an unsafe position or posture 9. Distraction, teasing, horseplay 10. Failure to wear personal protective equipment 11. Failure to use the available equipment / tools 12. Other: _____
---	--



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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:



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Appendix F - Incident Investigation format

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



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Appendix G – 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	Within 24 hours	Submit Preliminary Report (See Appendix D) to Contract Manager	



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Miss, Public Accident, Motor Vehicle Accident		
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.

