

Site Visit Report Form

FTR 276 HSE

A. BASIC DATA

(Trigon staff shall complete this field trip report within 48 hours after returning from the field and ensure that it is sent properly distributed within 72 hours after leaving the construction site)

Program (JSEP or SKEP): SKEP **PHASE:** III **PACKAGE:** 1
School Name: Khadija Bint Khwailed Basic Mixed School
Supervisory Engineer (SE) Name: Wahib Medanat Consultant Engineers
Construction Contractor (CC): Derar Saraireh & Sons for Engineering and Contracting
Date and Time of Field Trip: Mar 24th, 2021
Date of Report: Mar 30th, 2021
Weather During Visit: Dusty 22°
Report Submitted By: Odai Tawalbeh

PURPOSE OF VISIT

General Site Inspection (Quality) Handover (First Inspection)
 Corrective Action (CA) Review Report Second Final Inspection
Health, Safety and Environment (HSE) OTHER (list below)
 Site Meeting
 Substantial Completion Inspection

PERSONNEL ON TRIP

No.	Name	Title	Agency
1	Odai Tawalbeh	HSE Engineer	Trigon Jordan (CMT0)
2	Abedalaziz Abu Wand	Civil Engineer	Trigon Jordan (CMT0)

PERSONNEL AT SITE *(if a site meeting or a final inspection, use attachment to list other participants)*

No.	Name	Title	Agency
1	Mahmoud Maghnam	Package Manager	Wahib Medanat Consultant
2	Taher Al-Rebei	Site Engineer (SE)	Wahib Medanat Consultant
3	Khaled Al-Jahalin	Fresh Grad. Engineer	Wahib Medanat Consultant
4	Abdullah Al-Zoubi	HSE Manager	Wahib Medanat Consultant
5	Feras Shdaifat	Site Manager	Derar Saraireh & Sons
6	Ahmad Al-Nawaji	Technical Supervisor	Derar Saraireh & Sons
7	Abdullah Al-Dabbas	Fresh Grad. Engineer	Derar Saraireh & Sons
8	Anas Emran	HSE Manager	Derar Saraireh & Sons

B. QUALITY, SCHEDULE AND H&S FINDINGS CHECKLIST

	Construction Contractor	Supervisory Engineer
A. <u>SITE DOCUMENTATION</u>		
1. Drawings and Specifications on site? (Y/N)	Y	Y
2. CC Safety Plan on site? (Y/N)	Y	Y
3. CC QC Plan on site? (Y/N)	Y	Y
4. As-Built Drawings up to date? (Y/N)		
5. Hard copy files neat and up to date? (Y/N)	Y	Y
6. Inspector's Daily Journal up to date? (Y/N)	Y	Y
B. <u>SCHEDULE</u>		
7. SE has up to date CC Schedule on site? (Y/N)		Y
8. CC has up to date CC Schedule on site? (Y/N)	Y	
C. <u>EXIT OBSERVATIONS</u>		
9. What time does CC start work each morning on average?	7 am	
10. What time does CC stop work each day on average?	5 pm	
11. What is the average working hours per day?	9 hrs. (1 hr. break)	

C. DESCRIPTION OF FINDINGS

A. SITE DOCUMENTATION

All site documents are neat and up-to-date.

B. HEALTH, SAFETY & ENVIRONMENT

- For more information about HSE status at the site, please see the attached Trigon HSE Field Trip Report later in this form.
- For more information about Contractor's compliance with the COVID-19 MOL Measures, please see the attached JSEP and SKEP H&S Activities According to the Ministry of Labor (MOL) Working Procedures for Safety (Construction Projects) later in this form.

C. GENERAL QUALITY OBSERVATIONS

For more information, please refer to the Quality Report.

D. SCHEDULE

For more information, please refer to the Quality Report.

E. STATUS OF UTILITY CONNECTIONS / OTHER OUSTANDING ISSUE

1. Water Supply: Not Connected.
2. Wastewater: Septic Tank is being constructed.
3. Electricity: Not Connected.
4. Other Issues: An encroaching neighbor's wall is causing problems (wall built on school MOE property - 2.5 M encroachment). The SEs believe that the neighbor's wall is structurally unsound as they've already notified the MPWH in December. In addition, work has been suspended nearby the wall until obtained the approval.

5. ATTACHMENTS - as marked below

1. QUALITY CHECKLIST
2. HEALTH, SAFETY & ENVIRONMENT ATTACHMENT

D. PHOTOS





Figure #2:

An encroaching neighbor's wall is causing problems (wall built on school MOE property - 2.5 M encroachment). The SEs believe that the neighbor's wall is structurally unsound as they've already notified the MPWH in December. In addition, work has been suspended nearby the wall until obtained the approval.

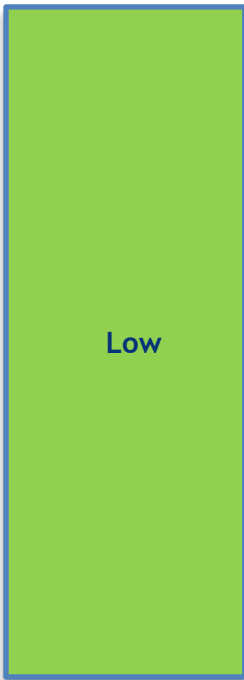
*Photo Credit:
Odai Tawalbeh
March 24th, 2021*



Figure #3:

High-quality housekeeping standards and Proper material storage on site.

*Photo Credit:
Odai Tawalbeh
March 24th, 2021*



Low

Trigon HSE Field Trip Report Attachment										
Date and Time of Field Trip:		March 24, 2021								
School Name:		Khadija Bint Khwaled Basic Mixed School								
Location:		South Shounah District, AL-Balqa Governorate								
Program / Phase / Package:		SKEP / Phase III / Package 1								
Prepared by:		Odai Tawalbeh and Adnan Cobein								
JSEP/SKEP PROJECT HS RQMT		S	U	N/A	GENERAL COMMENTS					
Contractors HSE Plan		S								
Risk Assessment (RA)		S								
Toilets, Washing Facilities		S								
Potable Water			U		Water provided to workforce does not meet occupational health requirements on site. No water cooler is provided for workers, they drink directly from bottles. This is a source of infection.					
Training, Competency		S								
First Aid Box, Medical Attention		S								
Emergency Contact Numbers		S								
Fire Extinguishers		S								
Assembly Point		S								
Evacuation Plan		S								
Recordkeeping, Reporting		S								
Storage Area		S								
Track Waste, Recycling		S								
Permit To Work (PTW)		S								
COVID-19 MOL Measures		S								
HSE Awareness		S								
Site Supervisor		S								
Site Management		S								
S = SATISFACTORY		N/A = NOT APPLICABLE			U = UNSATISFACTORY					
Task / Activity	Observ.	Date	SC	Findings	Recommendations	CA, Follow-up	Date	SC	Current Status	
H&S Regulations	Y N N/A					Y N N/A				
Site Security	N	3/24/2021	7							
HSE Signage	N	3/24/2021	7							
Excavation, Backfilling	N	3/24/2021	7							
Scaffolding, Temporary Works	N	3/24/2021	7							
Ladders, Stepladders	N	3/24/2021	7							
Electrical	N	3/24/2021	7							
Working At Height										
Lifting Ops.										
Hand Tools, Powered Tools, Heavy Powered Equip.	N	3/24/2021	7							
Public Protection	N	3/24/2021	7							
Concrete R/F Starter Bar	Y	3/24/2021	5	Safety mushroom caps were provided to guard a protruding steel reinforcement bars, but sporadic throughout the site.	All on-site protruding steel reinforcement bars must be guarded with safety mushroom caps.					
Occupational Health, Hygiene Conditions	N	3/24/2021	7							
Fire Prevention	N	3/24/2021	7							
Housekeeping Standards	N	3/24/2021	7							
Materials Storage	N	3/24/2021	7							
Welfare Facilities	N	3/24/2021	7							
PPE	N	3/24/2021	7							
Total H&S %			69%			Total CA %		#DIV/0!		
Action Status			NEEDS IMPROV.			Action Status				
Environmental Regulations	Y N N/A					Y N N/A				
Waste Management	N	3/24/2021	7							
Dust Management	Y	3/24/2021	6							
Tracking / Transporting Waste	N	3/24/2021	7							
Runoff Discharge										
Noise Nuisance	N	3/24/2021	7							

Air Pollution	Y		3/24/2021	6							
Land Pollution		N	3/24/2021	7							
Water Pollution		N	3/24/2021	7							
Environmental Impacts	Y		3/24/2021	6							
				Total Environ. %	66%					Total CA %	#DIV/0!
				Action Status	NEEDS IMPROV.				Action Status		

Notes:

- The above HSE scoring express the Contractor's compliance with each task / activity to find out the average of HSE program performance on site.
- Each task / activity has a score and all scores above are out of 10. (Leave blank if not applicable)
- The total percentage for both H&S and Environment will be calculated using the following formulas.
 - Total H&S % = [(Total SUM of H&S Score) / (Total No. of Applicable H&S Activities x 10)] x 100
 - Total Environmental % = [(Total SUM of Environmental Score) / (Total No. of Applicable Environmental Activities x 10)] x 100
- Examining this HSE scoring, one can draw two simple conclusions:
 - The total percentage of HSE equals 69%, indicating that the H&S score has been increased compared to the previous visits. The Action Status of H&S "NEEDS A LITTLE IMPROVEMENT".
 - The total percentage of Environment equals 66%, indicating that the Environmental Status "NEEDS A LITTLE IMPROVEMENT".

COMPLIANT >= 70%	70% > NEEDS IMPROVEMENT >= 50%	AT RISK < 50%
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LEGEND		
L	Low Risk	Manage by routine procedure
M	Medium Risk	Needs Improvements
H	High Risk	Immediate action require

Disclaimer: Trigon field trip reports include information and findings based upon those parts of the construction sites we visit. Our visits and our contract scope of work do not include Trigon to carry out first tier Quality Control/Assurance, i.e., reviewing submittals, drawings and specifications, reviewing contract compliance, or in any way carrying out close supervision of the works. Therefore our field-trip reports include cursory quality, health & safety and schedule information and its entry on our reports is intended to provide the reader only with a sense of our general observations of that part of the job site we have visited.

JSEP and SKEP H&S Activities According to the Ministry of Labor (MOL) Working Procedures for Safety (Construction Projects)

#	Div. #	MOL Safety Measure / Procedure / Non MOL activity in Blue	Y/N	Comments
A				
First A: Job sites				
1	1	The work on the sites should limited to the basic construction works of the project and with minimal manpower;	Y	
2	2	Commitment to apply work procedures for the applicable safety and preventive measures to reduce the spread of the Corona virus, Directory No. 9 for industrial enterprises chapter issued by the Ministry of Labor excludes Chapter Six (housing buildings residence and tenth) (kitchen and catering market);	Y	
3	3	All office work is done remotely using technical means;	Y	
4	4	Site offices are used only by necessity and by a limited number of persons;	Y	
5	5	A daily work program is presented by the contractor explaining the daily work list of the labor that is required to exist (and to a minimum), including the places of residence phone numbers and mode of transportation;	Y	
6	6	Publications on prevention and control of the spread of the Coronavirus are distributed in all project facilities;	Y	
7	7	Personal Protective Equipment (PPE) is secured for all on site structural by risk type;	Y	
8	8	Adequate disinfection stations are secured in the workplace at the entrances and exits;	Y	
9	9	Work sites and facilities designated for employment are cleaned on a daily basis the contractor using sterile materials;	Y	
10	10	Do not hold any meetings inside the offices and only meet with through technical means of communication.	Y	
Second: Protection of site workers:				
		Provide all safety and health protection equipment provided that it be limited the minimum is as follows:		
11	1	Provide special clothes to work on the site and prevent them from leaving the site;	Y	
12	2	Providing disposable gloves that are delivered to workers before entering the site and disposing of them before leaving the site and in safe places;	Y	
13	3	Providing a medical mask to prevent the spread of the spray (N95);	N	
14	4	Establish preventive measures to reduce the spread of fires;	Y	

#	Div. #	MOL Safety Measure / Procedure / Non MOL activity in Blue	Y/N	Comments
15	5	Work to check the temperature of workers at the site before entering the sites and during work and before exiting the site;	Y	
16	6	Adherence to the instructions for spacing between people on the job site and supervisors a minimum of a meter and a half;	Y	
17	7	Preventing gatherings of workers for whatever reasons;	Y	
18	8	Providing individual meals to limit gatherings;	Y	
19	9	The Occupational Safety and Health Supervisor follows up on all instruction prevention of the outbreak of new COVID-19 virus and the procedures outlined above;	Y	
20	10	The contractor is obliged to secure the required quarantine to the sites approved by the authorities competent;	Y	
21	11	Continue to change medical masks every two hours for exposed workers to dust directly;	N	
22	12	Providing quantities of water for workers distributed in each work site and easy access to it;	Y	
23	13	The setting of mandatory signs prevents touching the face and adherence to special equipment safety and according to the construction standards and equipment for the viral risks such as medical masks and medical gloves before wearing business gloves structural;	Y	
24	14	Commitment to occupational safety and health standards, instructions and regulations issued under the Jordanian Labor Law;	Y	
25	15	Commitment by contractors to implement system No. (7) and system No. (42) and regulation (43) according to the requirements of the Labor Law;	Y	
26	16	Do not use long-term (washable) masks for construction workers exposed to dust.	Y	
Third: Mobility				
27	1	Transfer (workers and supervisors) according to Guide No. (11), the means of transportation issued by Ministry of Labor.	Y	
28	2	The vehicles used by the contractor to transport the workers are determined. (Assume this to mean disinfected)	Y	
Fourth AA: Cargo transportation				
29	1	All incoming and outgoing vehicles are disinfected by spraying materials disinfection and isolation of the driver directly in the disinfection area located in entrances and exits of the project;	Y	

#	Div. #	MOL Safety Measure / Procedure / Non MOL activity in Blue	Y/N	Comments
30	2	All Flyer awareness flyers for COVID-19 are distributed to all drivers;	N	
31	3	Providing all drivers with personal protective equipment through a box dedicated for this equipment.	N	