

**Construction Management of the Jordan School Expansion Project (JSEP)  
and the Schools for a Knowledge Economy Project (SKEP)**

**Site Visit Report Form**

**FTR #245 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:** 2  
**School Name:** Hay Al Iskan Basic Mixed School  
**Supervisory Engineer (SE) Name:** Wahib Medanat Consultant Engineers (Medanat)  
**Construction Contractor (CC) Name:** Dijlah Construction Contracting Est.  
**Date and Time of Field Trip:** January 6, 2021 12:35 PM  
**Date of Report:** January 11, 2021  
**Weather During Visit:** Sunny  
**Report Submitted By:** Trigon's HSE Engineer, Odai Tawalbeh

**PURPOSE OF VISIT**

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

**PERSONNEL ON TRIP**

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

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

No.	Name	Title	Agency
1	Mohanned Abu Rshaid	GM	Dijlah Contracting
2	Natheer Amareen	PM	Wahib Medanat
3	Islam Obaidat	SE	Wahib Medanat
4	Moh'd Mbaydeen	Safety Officer / P2	Wahib Medanat
5	Amer Abedalghani	PM / P2	Dijlah Contracting
6	Tharwat Malkawi	SE	Dijlah Contracting
7	Muheeb Al-Wahidi	Safety Manager / P2	Dijlah Contracting
8	Omar Haddad	Safety Officer	Dijlah Contracting
9	Sara Al-Ali	Fresh Graduate	Wahib Medanat
10	Aya Al-Abed	Fresh Graduate	Dijlah Contracting

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**B. QUALITY, SCHEDULE AND H&S FINDINGS CHECKLIST**

(For any “No” answer in this section, the Observer shall provide a narrative explanation in Section C. of this Report including corrective action requested) **NA-Not Applicable, DC-Didn’t Check**

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

**C. DESCRIPTION OF FINDINGS**

(State if fact or opinion. Use attachments, maps, sketches if necessary)

**A. SITE DOCUMENTATION**

**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.**

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**C. GENERAL QUALITY OBSERVATIONS**

**D. SCHEDULE**

**E. STATUS OF UTILITY CONNECTIONS / OTHER OUTSTANDING ISSUE**

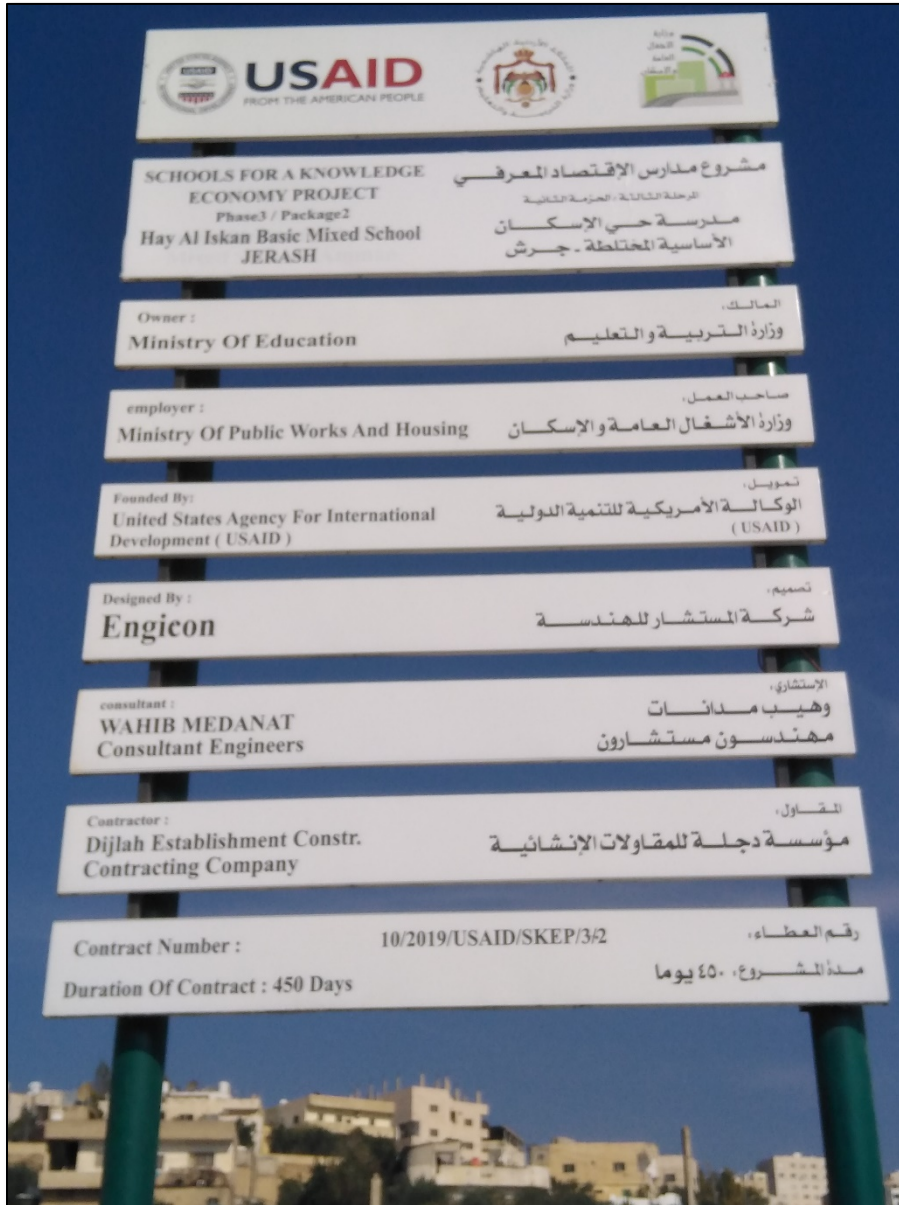
1. Water Supply:
  
2. Wastewater:
  
3. Electricity:
  
4. Other Issue:

**ATTACHMENTS – as marked below**

1. QUALITY CHECKLIST
2. MEETINGS / INSPECTION MINUTES
3. HEALTH, SAFETY & ENVIRONMENT ATTACHMENT

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**E. PHOTOS**



**Figure #1: Project ID Sign Board on site.**  
*Photo credit: Odai Tawalbeh, 1/16/2021*

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**Figure #2: A power pole was observed at the top edge of excavation in unsafe condition. Photo credit: Odai Tawalbeh, 11/18/2020**



**Figure #2: CORRECTIVE ACTION PLAN CLOSED – power pole removed and shoring system installed. Photo credit: Odai Tawalbeh, 1/6/2021**



**Figure #3: (a) The vertical concrete reinforcement bars that were observed to be bent for workers to pass through on site; and (b) Unsafe scaffolding and platform units on site. Photo credit: Odai Tawalbeh, 1/6/2021**



**Figure #4: (a) Unguarded vertical concrete reinforcement bars that were observed on site; and (b) Unsafe access ramp on site. Photo credit: Odai Tawalbeh, 1/6/2021**



### Trigon HSE Field Trip Report Attachment

<b>Date and Time of Field Trip:</b>	1/6/2021 12:35
<b>School Name:</b>	Hay Al Iskan Basic Mixed School
<b>Location:</b>	Jerash
<b>Program / Phase / Package:</b>	SKEP / PH III / P 2
<b>Prepared by:</b>	Trigon's HSE Engineer, Odai Tawalbeh

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	S			
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			

Task / Activity	S = SATISFACTORY			N/A = NOT APPLICABLE			U = UNSATISFACTORY			Date	SC	Current Status
	Y	N	N/A				CA, Follow-up					
H&S Regulations	Y	N	N/A				Y	N	N/A			
Site Security		N		11/18/2020	7		Y			1/6/2021	7	
HSE Signage		N		11/18/2020	7		Y			1/6/2021	7	
<b>Excavation, Backfilling</b>	Y			11/18/2020	3	<i>The entire length of the construction site has been fenced off to confine any safety hazards during demolition, excavation and construction. However, a power pole was observed at the top edge of excavation in unsafe condition.</i>	<i>This item must be addressed by responsible parties and all systems should meet site compliance protocol.</i>	Y		1/6/2021	7	CLOSED
Scaffolding, Temporary Works		N		11/18/2020	7			N		1/6/2021	3	OPEN
Ladders, Stepladders		N		11/18/2020	7		Y			1/6/2021	7	
Electrical		N		11/18/2020	7		Y			1/6/2021	7	
Working At Height			N/A	11/18/2020					N/A	1/6/2021		
Lifting Ops.			N/A	11/18/2020					N/A	1/6/2021		



Hand Tools, Powered Tools, Heavy Powered Equip.	N		11/18/2020	7				Y		1/6/2021	7			
Public Protection	N		11/18/2020	7				N		1/6/2021	3	OPEN		
Concrete R/F Starter Bar		N/A	11/18/2020					N		1/6/2021	3	OPEN		
Occupational Health	N		11/18/2020	7				Y		1/6/2021	7			
Fire Prevention	N		11/18/2020	7				Y		1/6/2021	7			
Housekeeping Standards	N		11/18/2020	7				Y		1/6/2021	7			
Materials Storage	N		11/18/2020	7				Y		1/6/2021	7			
Welfare Facilities	N		11/18/2020	7				Y		1/6/2021	7			
PPE	N		11/18/2020	7				Y		1/6/2021	7			
				<b>Total H&amp;S %</b>	<b>67%</b>					<b>Total CA %</b>	<b>62%</b>			
				<b>Action Status</b>	<b>NEEDS IMPROV.</b>				<b>Action Status</b>	<b>NEEDS IMPROV.</b>				
<b>Environmental Regulations</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>									<b>Y</b>	<b>N</b>	<b>N/A</b>
Waste Management	N		11/18/2020	7				Y		1/6/2021	7			
Dust Management	N		11/18/2020	7				Y		1/6/2021	7			
Tracking / Transporting Waste	N		11/18/2020	7				Y		1/6/2021	7			
Runoff Discharge		N/A	11/18/2020						N/A	1/6/2021				
Noise Nuisance	N		11/18/2020	7				Y		1/6/2021	7			
Air Pollution	N		11/18/2020	7				Y		1/6/2021	7			
Land Pollution	N		11/18/2020	7				Y		1/6/2021	7			
Water Pollution	N		11/18/2020	7				Y		1/6/2021	7			
Environmental Impacts	N		11/18/2020	7				Y		1/6/2021	7			
				<b>Total Environ. %</b>	<b>70%</b>					<b>Total CA %</b>	<b>70%</b>			
				<b>Action Status</b>	<b>COMPLIANT</b>				<b>Action Status</b>	<b>COMPLIANT</b>				

**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 % =  $[(\text{Total SUM of H\&S Score}) / (\text{Total No. of Applicable H\&S Activities} \times 10)] \times 100$
  - Total Environmental % =  $[(\text{Total SUM of Environmental Score}) / (\text{Total No. of Applicable Environmental Activities} \times 10)] \times 100$
- Examining this HSE scoring, one can draw two conclusions:
  - The total percentage of Health and Safety (H&S) decreased from 67% to 62% indicating that the Action Status of H&S is still Needs Improvement. All areas that were noted on this inspection must be corrected and all systems should meet Site Compliance Protocol.
  - The Action Status of Environment is still Compliant.

<b>COMPLIANT &gt;= 70%</b>	<b>70% &gt; NEEDS IMPROVEMENT &gt;= 50%</b>	<b>AT RISK &lt; 50%</b>
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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
<b>A</b>				
<b>First A: Job sites</b>				
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	
<b>Second: Protection of site workers:</b>				
		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);	Y	
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 <b>to the sites approved</b> by the authorities competent;	Y	
21	11	Continue to change medical masks every two hours for exposed workers to dust directly;	Y	
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	
<b>Third: Mobility</b>				
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. <b>(Assume this to mean disinfected)</b>	Y	
<b>Fourth AA: Cargo transportation</b>				
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;	Y	
31	3	Providing all drivers with personal protective equipment through a box dedicated for this equipment.	Y	