

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

**Site Visit Report Form**

**FTR #250 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: I**  
**School Name:** Um Al Dananir Basic Mixed School  
**Supervisory Engineer (SE):** Wahib Medanat Consultant Engineers (Medanat)  
**Construction Contractor (CC):** Derar Saraireh & Son  
**Date and Time of Field Trip:** January 17, 2021 11:05 AM  
**Date of Report:** January 20, 2021  
**Weather During Visit:** Cloudy  
**Report Submitted By:** Trigon's HSE Engineer, Odai Tawalbeh

**PURPOSE OF VISIT**

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

**PERSONNEL ON TRIP**

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

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

No.	Name	Title	Agency
1	Awni Hatamleh	RE	Medanat
2	Saddam Al Bqaeen	SE	Medanat
3	Saba Ammareen	Q/C Engineer	Medanat
4	Abdullah Al Zoubi	Safety Manager	Medanat
5	Areen Khraisat	Fresh Grad.	Medanat
6	Feras Odeh	PM / Pkg I	Derar Saraireh & Sons
7	Youssef Balawneh	Planning Engineer	Derar Saraireh & Sons
8	Omar Abu Hammour	SE	Derar Saraireh & Sons
9	Maher Saraireh	Sr. Mechanical Engineer	Derar Saraireh & Sons
10	Tariq Mo'ala	Meachanical Engineer	Derar Saraireh & Sons

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11	Mohammad Abu Odeh	Electrical Engineer	Derar Saraireh & Sons
12	Anas Emran	Safety Engineer	Derar Saraireh & Sons
13	Muayyad Al Jbour	Safety Officer	Derar Saraireh & Sons
14	Mahmoud Al Louzi	General Foreman	Derar Saraireh & Sons
15	Salsabeel Al Rashed	Fresh Grad.	Derar Saraireh & Sons

## 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**

	<b>Construction Contractor</b>	<b>Supervisory Engineer</b>
<b>A. <u>SITE DOCUMENTATION</u></b>		
1. Drawings and Specifications on site? (Y/N)	Y	Y
2. CC HSE 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>B. <u>SCHEDULE</u></b>		
7. SE has up to date CC Schedule on site? (Y/N)	Y	Y
8. CC has up to date CC Schedule on site? (Y/N)	Y	Y
<b>C. <u>EXIT OBSERVATIONS</u></b>		
9. What time does CC start work each morning on average?	7:00 AM	
10. What time does CC stop work each day on average?	4:00 PM	
11. What is the average # of hours worked each day?	8:00 hrs.	

## C. DESCRIPTION OF FINDINGS

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

### A. SITE DOCUMENTATION

Documents were up to date on site.

### 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; and
- 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:** Connected
  
2. **Wastewater:** Connected
  
3. **Electricity:** Connected
  
4. **Other Issue:** Excavated materials were accumulated on site – waiting for the results from Royal Scientific Society (RSS), to disposal or keep it.

**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,  
1/17/2021

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



**Figure #2:** Site Security, HSE Signage, Housekeeping and Waste Management were compliant. Photo credit: Odai Tawalbeh, 1/17/2021



**Figure #3:** Adequate disinfection stations for personnel and vehicles were secured in the workplace at the entrances and exits. Photo credit: Odai Tawalbeh, 1/17/2021



**Figure #4:** Excavated materials were accumulated on site – waiting for the results from RSS, to disposal or keep it. Photo credit: Odai Tawalbeh, 1/17/2021

Trigon HSE Field Trip Report Attachment										
Date and Time of Field Trip:		1/17/2021 11:05								
School Name:		Um Al Dananir Basic Mixed School								
Location:		Balqa								
Program / Phase / Package:		SKEP / Phase III / Package I								
Prepared by:		Trigon's HSE Engineer, Odai Tawalbeh								
JSEP/SKEP PROJECT HS RQMT		S	U	N/A	GENERAL COMMENTS					
Contractors HSE Plan		S								
Risk Assessment (RA)			U		Risk assessment & mitigation measures must be completed and agreed on site					
Toilets, Washing Facilities		S								
Potable Water		S								
Training, Competency		S								
First Aid Box, Medical Attention		S								
Emergency Contact Numbers		S								
Fire Extinguishers		S			REMEMBER: All fire extinguishers should be inspected regularly and any visibly damaged fire equipment must be removed from service immediately.					
Assembly Point		S			REMEMBER: The assembly point sign should be posted in a visible area and should be written in a language understood by all personnel on site					
Evacuation Plan		S			REMEMBER: The evacuation route map should be posted in your site and in your fire safety evacuation plan					
Recordkeeping, Reporting			U		Injury & Illness recordkeeping and reporting requirements must be completed in the event of a workplace injury or illness					
Storage Area		S								
Track Waste, Recycling		S			REMEMBER: Waste tracking helps stamp out illegal dumping and prevents waste going to the wrong facility					
Permit To Work (PTW)				N/A						
COVID-19 MOL Measures		S			COMPLIANT: Adequate disinfection stations were secured in the workplace at the entrances and exits; publications on prevention and control of the spread of the COVID-19 were distributed in all project facilities; all incoming and outgoing vehicles were disinfected by spraying materials disinfection; work sites and facilities designated for employment were cleaned on a daily basis the contractor using sterile materials; and taking all preventive measures to limit the spread of the COVID-19 indicating that the Contractor wishes to adhere to the GOJ-MOL Measures					
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	1/17/2020	7							
HSE Signage	N	1/17/2020	7							
Excavation, Backfilling	N	1/17/2020	7							
Scaffolding, Temporary Works	N	1/17/2020	7							
Ladders, Stepladders	N	1/17/2020	7							
Electrical	N	1/17/2020	7							
Working At Height		N/A	1/17/2020							
Lifting Ops.		N/A	1/17/2020							
Hand Tools, Powered Tools, Heavy Powered Equip.	N	1/17/2020	7							
Public Protection	N	1/17/2020	7							
Concrete R/F Starter Bar		N/A	1/17/2020							
Occupational Health	N	1/17/2020	7							
Fire Prevention	N	1/17/2020	7							
Housekeeping Standards	N	1/17/2020	7							
Materials Storage	N	1/17/2020	7							
Welfare Facilities	N	1/17/2020	7							
PPE	N	1/17/2020	7							
			<b>Total H&amp;S %</b>	<b>70%</b>					<b>Total CA %</b>	<b>0%</b>
			<b>Action Status</b>	<b>COMPLIANT</b>				<b>Action Status</b>		

Environmental Regulations	Y	N	N/A					Y	N	N/A			
Waste Management		N		1/17/2020	7								
Dust Management		N		1/17/2020	7								
Tracking / Transporting Waste		N		1/17/2020	7								
Runoff Discharge		N		1/17/2020	7								
Noise Nuisance		N		1/17/2020	7								
Air Pollution		N		1/17/2020	7								
Land Pollution		N		1/17/2020	7								
Water Pollution		N		1/17/2020	7								
Environmental Impacts		N		1/17/2020	7								
				<b>Total Environ. %</b>	<b>70%</b>							<b>Total CA %</b>	<b>0%</b>
				<b>Action Status</b>	<b>COMPLIANT</b>						<b>Action Status</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 % = [ (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 this simple conclusion:
  - The total percentage of HSE equals 70% and the Action Status of HSE is Compliant, indicating that the Contractor wishes to adhere to HSE. We noticed that there were a collaborative efforts from the Construction Contractor (CC) and the Supervisory Engineer (SE) to enhance Site Safety and raise HSE culture among all personnel on site. We strongly appreciate all the efforts that were made in this regard and hope that the Construction Contractor will continue to express his good compliance with HSE regulations throughout the duration of the contract.

<b>COMPLIANT &gt;= 70%</b>	<b>70% &gt; NEEDS IMPROVEMENT &gt;= 50%</b>	<b>AT RISK &lt; 50%</b>
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LEGEND		
<b>L</b>	Low Risk	Manage by routine procedure
<b>M</b>	Medium Risk	Needs Improvements
<b>H</b>	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	