

**Bhutan For Life**

**Environmental and Social  
Management Plan for Royal  
Botanical Park**

January 2023 - June 2024

*Royal Botanical Park / Lampelri*

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**Bhutan for Life**  
**Environmental and Social Management Plan for Royal Botanical Park (RBP) for**  
**January 2023 - June 2024**

## **1. Introduction**

### **1.1 Project Background**

The Bhutan for Life (BFL) project aims to ensure a robust network of Protected Areas (PAs) and Biological Corridors (BCs) that secure human well-being, biodiversity conservation and increase climate resilience in Bhutan. The project shall sustain for 14-years, in this duration an immediate improvement to the management of Bhutan's protected areas for climate resilience and biodiversity gains are sought. Meanwhile the country would gradually ratchet up its own financing resources.

BFL seeks to achieve the following objectives:

- Help Bhutan remain carbon neutral by increasing forest and vegetative cover within the Protected Area System;
- Enhance the socio-economic wellbeing of communities in the vicinity of the PAS through climate-informed natural resources management;
- Maintain stable, thriving, and diverse populations of key species contributing toward national and global biodiversity goals; and
- Strengthen organizational, institutional, and financial capacity for effective management of PAS. BFL includes five components that reflect these goals, divided into 16 milestones (or outputs) and over 80 detailed activities.

### **1.2 Scope of ESMP**

The preparation of this Environmental and Social Management Plan (ESMP) was deemed necessary in order to manage the environmental and social impacts. The mitigation actions required to implement the project was in accordance with the requirements of WWF's Social Safeguards Integrated Policies and Procedures (SIPP), the project's Environmental and Social Management Framework (ESMF), and the applicable national legislation and regulations.

The ESMP provides an overview of the environmental and social baseline conditions on the routes of the proposed second segment of the project, summarizes the potential impacts associated with the proposed activities and sets out the management measures required to mitigate any potential negative impacts.

This ESMP will be implemented by BFL focal person in each park authority (PA) and biological corridor (BC), and by the contractor to be commissioned by each PA/BC for the project.

### **1.3 Purpose of ESMP**

This site-specific ESMP is a project-specific source document detailing the environmental and social protection requirements to mitigate and minimize the adverse impacts. The ESMP's primary purpose is to ensure that the environmental requirements and social commitments associated with the project are carried forward into implementation and operational phases of the project and are effectively managed. The specific objectives of this ESMP are as hereunder:

- Minimizing any adverse environmental, social and health impacts resulting from the project activities;
- Conducting all project activities in accordance with the relevant RGoB Laws and WWF's safeguard operational policies and guidelines;
- Preventing environmental degradation as a result of either individual subprojects or their cumulative effects;
- Enhancing the positive environmental and social outcomes of project activities;
- Ensuring that the proposed mitigation measures are feasible and cost-efficient;
- Providing an Action Plan to ensure that the project impact mitigation measures are properly implemented and monitored; and
- Ensuring that all stakeholders are engaged in the project activities' preparation and implementation, and their concerns are fully addressed.

#### 1.4 Applicable law, policies, and regulation

This ESMP is developed in strict adherence and compliance to the guidelines set forth in BFL's ESMF.

Applicable RGoB laws and policies include the Constitution of the Kingdom of Bhutan, 2008; legislation on land and moveable property (Land Act of Bhutan 2007; Land Rules, 2007; The Moveable Cultural Property act of Bhutan, 2005); legislation and regulations on forests and protected areas (National Environment Protection Act, 2007; Forest and Nature Conservation Act of Bhutan, 1995; Forest and Nature Conservation Rules and Regulations of Bhutan, 2017; National Forest Policy, 2011); legislation on water and waste prevention (Water Act of Bhutan, 2011; Waste Prevention and Management Act, 2009); legislative requirements on environmental assessment (Environmental Assessment Act, 2000 and Regulations on the Environmental Clearance of Projects, 2001); and other relevant laws (The Local Government Act of Bhutan, 2009; Livestock Act of Bhutan, 2001; The Biodiversity Act of Bhutan, 2003; The Pesticides Act of Bhutan, 2000; The Penal Code of Bhutan, 2004; National Access and Benefit Sharing (ABS) Policy (Draft), 2014), and Local Government Act of Bhutan, 2009.

WWF's safeguards policies that are relevant to this project are as follows:

- Policy on Environment and Social Risk Management;
- Policy on Protection of Natural Habitats;
- Policy on Involuntary Resettlement; Policy on Indigenous Peoples;
- Standard on Pest Management;
- Policy on Accountability and Grievance System;
- Standard on Physical Cultural Resources;
- General standards on both occupational and community health and safety and energy efficiency.

In general, RGoB's laws, policies, and guidelines are in line with the WWF's environmental and social safeguards requirements. However, there are a few differences between the two systems. Regarding environmental impacts, there are no direct contradictions between the RGoB laws and regulations and the WWF's SIPP, but the requirement of the latter is more extensive. All project activities should fully comply both with the RGoBs Regulations on the Environmental Clearance of Projects, and with the procedures and mitigation measures prescribed in this ESMF. In case the

WWF's SIPP requirements turn out to be extensive, strict, or detailed compared to RGoB legislation and policies, the former will apply to all project activities.

Regarding social impacts, the status of non-title holders and informal land use, and the commitment to participatory decision-making processes conclude the primary discrepancies between the RGoB laws and regulations and the WWF's SIPP. First, according to the WWF's SIPP, all users of land and natural resources (including people that lack any formal legal ownership title or usage rights) are eligible to some form of assistance or compensation if the project adversely affects their livelihoods. The RGoB laws only recognize the eligibility of land owners or formal users to receive compensation in such cases. Second, the WWF's SIPP require extensive community consultations during the project in order to develop various safeguards documents. RGoB legislation does not include three requirements reflected in SIPP. For the purpose of the BFL project, the provisions of the WWF's SIPP shall prevail over the RGoB legislation in all cases of discrepancy.

## 2. Environmental and Socio-Economic Conditions

### 2.1 Geological and topographical conditions

The RBP is situated between an elevation range of 2,100-3,750 masl. The park forms the heart of the "tri-junction" of the hill ranges of Sinchula, Helela and Dochula. The park has a Rhododendron garden, visitor information center and numerous nature trails such as the Rhododendron walk (1 km), Serchu Nature Trail (1 km) within its precinct area. Major trek routes extend to other parts of the parking area (Dochula-Thadana trek route and Ancient trek route). The park has a lake known as Baritsho Lake which has religious sanctity as the local people give votive offerings. The park is at Lamperi 30 km (around 20 minutes drive) away from Thimphu. There are three areas falling under Lamperi Park. These are Hongtso in Thimphu, Begana and Menchuna in Punakha. The people of these communities depend on agriculture farming.

### 2.2 Flora and fauna

RBP has one of the highest/richest biodiversity. It is home to some of the flagship species such as the endangered Royal Bengal Tiger and the charismatic Red Panda. Some of the fauna species found in the Park has been pictured under Figure 1.



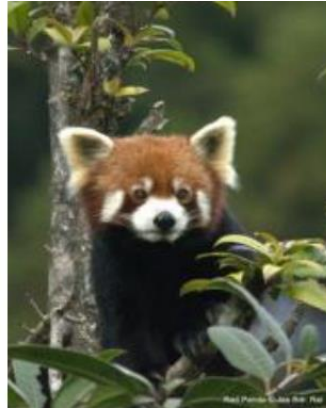
Steppe Eagle



Ashy Drongo



Himalayan Three Strip Squirrel



Red Panda



Brown Parrotbill

**Figure 1: Picture of fauna species**

There are about 480 species of flowering plants, 26 species of mammals and 230 species of birds recorded as of now. Some of the flowers recorded at the Park can be seen in Figure 2.



*Primula bracteosa*



*Rhododendron cinnabarinum*



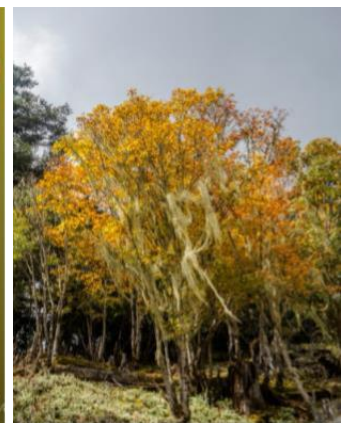
*Cymbidium faberi*



*Liliumnepalense*



*Thunbergiacoccinea*



*Acer caudatum*

**Figure 2: Picture of flora species**

### 2.3 Socio-economic conditions

Geographically, the Royal Botanical Park (RBP) falls largely under Punakha Dzongkhag sharing some of its areas with Thimphu Dzongkhag. It is currently operating under the administration of Thimphu Territorial Forest Division. It covers four gewogs of two Dzongkhag namely Toeb, Chang, Kawang and Dagala. It has 136 households and around 1,140 people residing adjacent to the park. Nomads of Dagala gewog is the only ethnic group of people. Dzongkha is a major spoken language within the local communities.

## 3. Planned activities for January 2023 - June 2024

### 3.1 Campsite development at Royal Botanical Park

- a. Budget: Nu. 500,000
- b. Timeline: July - December, 2023
- c. Location: Lampelri

The activity will be carried out within the precinct of Royal Botanical Park by engaging 5-10 local workers and thus, the community residing adjacent to RBP will not be affected. At present Royal Botanical Park has a small camping ground measuring 238m in circumference. Equipped with basic facilities like gazebos, benches, kitchen shed with attached gas shelves, water supply and two restrooms with attached water closet. However, with more campers coming in (both National and International), the management felt crucial to further develop the camping ground by expanding the area and constructing other additional amenities so that more number of campers can be entertained.

### 3.2 Cafeteria maintenance at Royal Botanical Park

- a. Budget: Nu. 1,000,000
- b. Timeline: July - December, 2023
- c. Location: Lampelri

This activity will be carried out in the existing area. The Cafeteria which was constructed in 2004 along with other recreational facilities is in dire need of maintenance like panelling, rewiring, re-roofing, plumbing works and procuring of geysers for the kitchen and toilets and construction of additional room for dining. Recreational Park is strategically located; people from all walks of life come to visit the park round the year for day hikes, dry panicking and so forth. However, RBP lacks a standard cafeteria to cater for the visitors at present, especially international visitors. With this approved budget, we are optimistic to have one standard cafeteria in the park which can cater quality services to both national and international visitors hereafter. The construction will involve 5 to 10 workers. It can be employed from the nearby village or from other parts of the Dzongkhag. They will work on a daily wage basis and can be sheltered in the vacant quarters of ESPs inside the recreational park. The construction will involve the following activities:

1. Foundation laying and earthworks for additional wall construction;
2. Hand-packed stone filling;
3. Cement works - providing and laying plain cement concrete;
4. Rubble masonry in with hard stone in the foundation; and
5. Woodworks

### 3.3 Zip Line at Royal Botanical Park

- a. Budget: Nu. 4,000,000
- b. Timeline: July - December, 2023
- c. Location: Lampelri

The activity site is located within the recreational area of Royal Botanical Park. Although the management has outdoor recreational facilities (such as children's park, rhododendron walk, biking trails, Visitor Information Centre, campsite and biking trails paddle boating), the installation/construction of zip line will further help attract more visitors as this activity will be the first of its kind in the country. The construction will involve the following activities:

1. Foundation laying and earthworks at the takeoff and landing site;
2. Hand-packed stone filling;
3. Cement works - providing and laying plain cement concrete; and
4. Woodworks

## 4. Potential social and environmental impacts

### 4.1 Campsite development at Royal Botanical Park

Following are some the possible common environmental and social impacts foreseen during the implementation of the proposed activities:

- i. Environment Impacts:
  - Waste generation
- ii. Social Impacts
  - Worker's health and safety

### 4.2 Cafeteria maintenance at Royal Botanical Park

Following are some the possible common environmental and social impacts foreseen during the implementation of the proposed activities:

- i. Environment Impacts:
  - Generation of construction waste
- ii. Social Impacts
  - Worker's health and safety

### 4.3 Zip Line at Royal Botanical Park

Following are some the possible common environmental and social impacts foreseen during the implementation of the proposed activities:

- i. Environment Impacts:
  - Impact on the trees from attaching cables and bolts (drilling of hole into a tree) to hold up the platforms
  - Disruption of natural habitats of wildlife
  - Generation of construction wastes (excavated soils during excavation for the tower foundations)
  - Dust generations and dust depositions over the surrounding environment
- ii. Social Impacts
  - Worker's health and safety



## 5. Mitigation Measures for Environmental and Social Impacts

Potential impacts to the environment and society along with the mitigating measures are listed below in the table:

Potential Impact	Impact Scale	Proposal mitigation measures	Responsible Party	Cost
<b>Activity 1: Campsite Development</b>				<b>Nu. 500,000</b>
1. Waste management during construction	Short term Minor	<ul style="list-style-type: none"> <li>• Identification of the different waste types at the project site (soil, asphalt, food, etc.);</li> <li>• Proper containers/waste bins should be provided during the construction period;</li> <li>• Dumping of waste on the sides of the road, on private land, or in other non-designated places should be prohibited.</li> <li>• Dumping waste shall be prohibited on fragile slopes, forests, religious or other culturally sensitive areas or areas where livelihood is derived;</li> <li>• All waste should be collected by the workers;</li> <li>• All construction materials should be covered during transportation to avoid waste dispersion; and</li> <li>• Burning of waste should be prohibited.</li> </ul>	Contractor and BFL focal person in RBP	To be included in the bidding document
2. Workers' health and safety	Short term Minor	<ul style="list-style-type: none"> <li>• Comply with the worker's health and safety guidelines;</li> <li>• Ensure regular health screening for the worker's pre and during construction activities;</li> <li>• Ensure that no underage workers or children are engaged;</li> <li>• Ensure decent work conditions, including an appropriate salary, working hours, accommodation and food for workers shall be provided to all workers;</li> <li>• Comply with the OHS guideline;</li> <li>• Ensure that workers are employed on the principle of equal opportunity and fair treatment, and there is no discrimination with respect to any aspects of the employment relationship, such as recruitment and hiring, compensation (including wages and benefits), working</li> </ul>	Contractor and BFL focal person in RBP	To be included in the bidding document

		<p>conditions and terms of employment access to training, job assignment, promotion, and disciplinary practices; and</p> <ul style="list-style-type: none"> <li>• Implement a grievance mechanism for workers (and their organizations, where they exist) to raise workplace concerns.</li> </ul>		
<b>Activity 2: Cafeteria Maintenance</b>				<b>Nu. 1000,000</b>
1. Generation of construction waste	<p>Short term</p> <p>Minor</p>	<ul style="list-style-type: none"> <li>• Proper containers/ waste bins should be provided at the project site;</li> <li>• Dumping of waste in the river, in its vicinity, or in other non-designated places should be strictly prohibited</li> <li>• Collection, transportation and all waste should be carried out on a daily basis; and</li> <li>• Burning of construction waste should be prohibited.</li> </ul> <p>After completion of work:</p> <ul style="list-style-type: none"> <li>• All wastes shall be removed from the respective sites and disposed of in the designated landfill.</li> </ul>	Contractor and BFL focal person in RBP	To be included in the bidding document
2. Workers' health and safety	<p>Short term</p> <p>Minor</p>	<ul style="list-style-type: none"> <li>• Comply with the worker's health and safety guidelines;</li> <li>• Ensure regular health screening for the worker's pre and during construction activities;</li> <li>• Ensure that no underage workers or children are engaged;</li> <li>• Ensure decent work conditions, including an appropriate salary, working hours, accommodation and food for workers shall be provided to all workers;</li> <li>• Ensure that workers are employed on the principle of equal opportunity and fair treatment, and there is no discrimination with respect to any aspects of the employment relationship, such as recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, job assignment, and promotion, termination of employment or retirement, and disciplinary practices; and</li> <li>• Provide workers with an incidents report book and ensure that they are aware of</li> </ul>	Contractor and BFL focal person in RBP	To be included in the bidding document

		<ul style="list-style-type: none"> <li>the projects grievance redress mechanism and can use it to raise workplace concerns.</li> </ul>		
<b>Activity 3 ZipLine</b>				<b>Nu.4000,000</b>
1. Impact on the trees from attaching cables and bolts (drilling of hole into a tree) to hold up the platforms	Short term (Minor)	<ul style="list-style-type: none"> <li>Trees, if any are supposed to be drilled shall be clearly marked, and only marked trees will be drilled; and</li> <li>Ensure that no accidental damage is caused to local vegetation</li> </ul>	Contractor and BFL focal person in RBP	To be included in the bidding document
2. Disruption of natural habitats of wildlife	Short term (Minor)	<ul style="list-style-type: none"> <li>Restrict zipline alignment along the natural habitats of the wildlife; Proper signs shall be placed in the vicinity of project sites;</li> <li>Project site area shall be clearly demarcated and workers shall not be allowed to enter any wildlife areas; and</li> <li>Feeding animals shall be prohibited; and</li> <li>Timely monitoring by the Park.</li> </ul>	Contractor and BFL focal person in RBP	To be included in the bidding document
3. Generation of construction wastes (excavated soils during excavation for the tower foundations)	Short term (Minor)	<ul style="list-style-type: none"> <li>Proper containers/ waste bins should be provided at the project site;</li> <li>Dumping of waste in the waterholes, on the sides of the road, on private land, or in other non-designated places should be strictly prohibited;</li> <li>Dumping of waste shall be prohibited on fragile slopes, forests, religious or other culturally sensitive areas or areas where livelihood is derived;</li> <li>Collection, transportation and final disposal of all waste should be carried out on a daily basis and not left in the protected area;</li> <li>Burning of construction waste should be prohibited; and</li> <li>All waste shall be removed from the respective sites and disposed of in the designated landfill after completion of work.</li> </ul>	Contractor and BFL focal person in RBP	To be included in the bidding document
4. Dust generations and dust depositions	Short term (Minor)	<ul style="list-style-type: none"> <li>Water to be sprayed at regular intervals to avoid dust in the air</li> </ul>	Contractor and BFL focal person in RBP	To be included in the bidding document

over the surrounding environment				
5. Workers' health and safety	Short term (Minor)	<ul style="list-style-type: none"> <li>• Comply with the worker's health and safety guidelines;</li> <li>• Ensure regular health screening for the workers' pre and during construction activities;</li> <li>• Ensure that no underage workers or children are engaged;</li> <li>• Ensure decent work conditions, including an appropriate salary, working hours, accommodation and food for workers shall be provided to all workers;</li> <li>• Ensure that workers are employed on the principle of equal opportunity and fair treatment, and there is no discrimination with respect to any aspects of the employment relationship, such as recruitment and hiring, compensation (including wages and benefits), working conditions and terms of employment, access to training, job assignment, and promotion, termination of employment or retirement, and disciplinary practices; and</li> <li>• Provide workers with an incidents report book and ensure that they are aware of the projects grievance redress mechanism and can use it to raise workplace concerns.</li> </ul>	Contractor and BFL focal person in RBP	To be included in the bidding document

## 6. ESMP Implementation arrangements

The implementation of project activities will be carried out by the BFL focal person in RBP. The focal person will be responsible for compliance with all procedures outlined in this ESMP, as well as compliance with any requirements to obtain clearances, permits, approvals, or consent documents from relevant authorities and stakeholders.

This ESMP should be part of the contract that the PA will sign with the Contractor(s) for implementation of the planned activities in RBP in 2023-2024. The Contractor is obligated to perform all proposed preventive or mitigation environmental and social measures in this plan and to keep the evidence of any documents related to applying these measures (e.g., letter asking the municipality for disposal of inert waste, records on OHS information session performed for all workers before start of activities, all developed OHS plans, etc.). An OHS information session should be organized by the Contractor for all workers prior start the project activities and prior any specific tasks with high health risks.

The RBP Supervising Engineer needs to monitor the implementation of proposed measures by the Contractor and the Contractor’s subcontractors with visual checking, reviewing the records of evidence that the measures have been applied and asking the Contractor to apply the measures as soon as possible. Non-compliances should be recorded and the Report on any non-compliances should be reported to the ESS consultants immediately, and the ESS consultants will report it to the PCU (M&E Officer). Each non-compliance should be closed with appropriate measure/s and the evidence should be kept.

Disbursement of project funds to the PA will be contingent upon their full compliance with the safeguards requirements.

### 7. ESMP monitoring arrangements

The BFL focal person in RBP will closely monitor the implementation of all planned activities and the required mitigation measures and ensure that they fully comply with this ESMP and with the terms and conditions included in the environment clearances issued by RGoB’s national authorities. RBP is also fully responsible for the compliance of all external contractors and service providers working in the RBP area with the safeguards requirements outlined in the ESMP.

The monitoring of activities under this ESMP will be carried out in the following manner:

Sl. No.	Activities	Monitoring team	Timeline		Location	Means of Verification
			Start	Complete		
1	Campsite Development	Field Focal	August 2023	December 2023	Lampelri	Field visits and reports
		ESS Focal	October 2023	October 2023		Field visits and reports
		BFLFS	January 2024	January 2024		Reports
2	Cafeteria Maintenance	Field Focal	August 2023	December 2023	Lampelri	Field visits
		ESS Focal	October 2023	October 2023		Reports and field visits
		BFLFS	January 2024	January 2024		Reports
3	Zip Line	Field Focal	August 2023	December 2023	Lampelri	Field visits
		ESS Focal	October 2023	October 2023		Reports and field visits
		BFLFS	January 2024	January 2024		Reports

Monitoring by ESS Focal officer at PCU:

- Monitoring through photographic/video evidence submitted by the IAs during the implementation as per the given dateline in the table above;

- Reports by ESS officer to BFL Fund Secretariat - Semi-annual report submitted to the BFL Fund Secretariat in January 2024; and
- Bi-annual reports of the Secretariat to WWF US (as part of mid-year and final Annual Performance Reports).

## 8. Capacity Need and Budget

Activities under this ESMP will be implemented by the RBP BFL focal person, supervising engineer, and a contractor that will employ workers as mentioned in the contract agreement. The budget for each of the activities is:

Sl. No.	Activity	Amount (Nu.)	Budget for ESS mitigation
1	Campsite development	500,000	To be included in the bidding document
2.	Cafeteria maintenance	1,000,000	
3	Zip line	4,000,000	
	<b>Total</b>	<b>5,500,000</b>	

## 9. Consultation and Disclosure Mechanisms

This ESMP has been prepared in a participatory manner with the implementing agency. Since there is no community within the Park, a consultation should be carried out with the Gewog Administration as soon as the budget is released to inform the local authority regarding all planned project activities to solicit their opinions and enable them to question proposed mitigation measures. The main issues raised by the Gewog Administration during the consultation should be recorded and the detailed minutes of the consultation meeting should be attached to this ESMP, along with a full list of participants (disaggregated by gender and age).

The full English version of this ESMP, as well as an executive summary in Bhutanese, shall be disclosed on the website of MoENR, BFL and WWF, Bhutan Program. Hard copies of the ESMP should also be available at the PA Management Office and at the PCU Office.

## 10. Stakeholder engagement plan

The local authority (Gewog Administration) near RBP will be engaged throughout the implementation of these activities as follows:

- For all construction activities - one consultation meeting has to be organized during the intervention period, and subsequent consultations have to be held annually (these can be combined with consultations for other BFL or non-BFL activities); and
- For activities that have no direct impact on communities, consultation meetings have to be organized once a year (can be combined with consultations for other BFL or non-BFL activities)
- Campsite development in April 2023
- Cafeteria maintenance in April 2023
- Zip line in April 2023

The BFL focal person will submit the official minutes of consultation meetings (along with a list of participants, disaggregated by gender and age) to ESS Focal within one week after the completion of the consultation. The ESS Focal will submit the consultation reports to the PCU (M&E officer) one week after their receipt. The PCU (M&E officer) will report to the Secretariat on a semi-annual basis.

## Annexure 1

### **BFL: Suggested Occupational Health and Safety Standards**

Employers and supervisors are obliged to implement all reasonable precautions to protect the health and safety of workers. Implementing entities should hire contractors that have the technical capability to manage the occupational health and safety issues of their workers, extending the application of the hazard management activities through formal procurement agreements.

This section provides guidance and examples of reasonable precautions to implement in managing principal risks to occupational health and safety. It is based on the IFC's Environmental, Health, and Safety Guidelines (April 30, 2007) and the Occupational Health and Safety Guidelines of Bhutan's Construction Development Corporation Ltd., which relies on the national Regulation on Occupational Health, Safety and Welfare 2012, Regulation on Working Conditions 2012 and Labour Act 2007, and in compliance to Sl. No. 21 of Regulation on Occupational Health, Safety and Welfare 2012.

#### **1. General Facility Design and Operation**

##### ***Integrity of Workplace Structures***

Permanent and recurrent places of work should be designed and equipped to protect occupational health and safety:

- Surfaces, structures and installations should be easy to clean and maintain, and not allow for accumulation of hazardous compounds.
- Buildings should be structurally safe, provide appropriate protection against the climate, and have acceptable light and noise conditions.
- Fire resistant, noise-absorbing materials should, to the extent feasible, be used for cladding on ceilings and walls.
- Floors should be level, even, and non-skid.
- Heavy oscillating, rotating or alternating equipment should be located in dedicated buildings or structurally isolated sections.

##### ***Severe Weather and Facility Shutdown***

- Workplace structures should be designed and constructed to withstand the expected elements for the region and have an area designated for safe refuge (e.g., in case of earthquake).

##### ***Workspace and Exit***

- The space provided for each worker, and in total, should be adequate for safe execution of all activities, including transport and interim storage of materials and products.

##### ***Fire Precautions***

The workplace should be designed to prevent the start of fires through the implementation of fire codes applicable to industrial settings. Other essential measures include:

- The workplace shall be provided with adequate means of protection and escape in case of fire.
- The workplace shall be provided with adequate number of relevant fire extinguishers.

- Workers shall wear shoes without iron or steel nails or any other exposed ferrous materials which is likely to cause sparks by friction.
- Smoking, lightening, or carrying of matches, lighters or smoking materials shall be prohibited.
- All other precautions, as are reasonably practicable, shall be taken to prevent initiation of ignition from all other possible sources such as open flames, frictional sparks, overheated surfaces of machinery or plant, chemical or physical, chemical reaction and radiant heat.
- At every workplace adequate provision of water supply for firefighting shall be provided and maintained.
- Equipping facilities with firefighting equipment (e.g., fire extinguishing bottle). The equipment should be maintained in good working order and be readily accessible. It should be adequate for the dimensions and use of the premises, equipment installed, physical and chemical properties of substances present, and the maximum number of people present.
- Manual firefighting equipment shall be easily accessible and simple to use.
- Fire extinguishers and emergency alarm systems that are both audible and visible should be in place.

#### ***Lavatories and Showers***

- Adequate lavatory facilities (toilets and washing areas) should be provided for the number of people expected to work in the facility (at least one for every 20 workers). Toilet facilities should also be provided with adequate supplies of hot and cold running water and soap.

#### ***Potable Water Supply***

- Adequate supplies of potable drinking water should be provided to workers at the work site.

#### ***Clean Eating Area***

- Where there is potential for exposure to substances poisonous by ingestion, suitable arrangements are to be made for provision of clean eating areas where workers are not exposed to the hazardous or noxious substances.

#### ***Lighting***

- Workplaces should, to the degree feasible, receive natural light and be supplemented with sufficient artificial illumination to promote workers' safety and health, and enable safe equipment operation. Supplemental 'task lighting' may be required where specific visual acuity requirements should be met.
- Emergency lighting of adequate intensity should be installed upon failure of the principal artificial light source to ensure safe shut-down, evacuation, etc.

#### ***Safe Access***

- Passageways for pedestrians and vehicles within and outside buildings should be segregated and provide for easy, safe, and appropriate access.
- Equipment and installations requiring servicing, inspection, and/or cleaning should have unobstructed, unrestricted, and ready access.
- Covers should, if feasible, be installed to protect against falling items.
- Measures to prevent unauthorized access to dangerous areas should be in place.

#### ***First Aid***



- The employer should ensure that qualified first-aid can be provided at all times. A sufficient number of first aid boxes or cupboards shall be provided and maintained so as to be readily available during all working hours, provided that the distance of the nearest first aid box or a cupboard shall be not more than 200m from any working place.
- First aid kits include all equipment outlined in Annex 1 to these Guidelines.
- Remote sites should have written emergency procedures in place for dealing with cases of trauma or serious illness up to the point at which patient care can be transferred to an appropriate medical facility.

### ***Work Uniform***

- The contractor shall provide a working uniform to each worker.
- All workers shall be required to attend the duty in proper uniform unless otherwise instructed by the Contractor.

### ***Air Supply***

- Sufficient fresh air should be supplied for indoor and confined workspaces. Factors to be considered in ventilation design include physical activity, substances in use, and process related emissions. Air distribution systems should be designed so as not to expose workers to draughts.
- Re-circulation of contaminated air is not acceptable. Heating, ventilation and air conditioning (HVAC) systems should be equipped, maintained and operated so as to prevent growth and spreading of disease agents (e.g. Legionella pneumophila) or breeding of vectors (e.g. mosquitoes and flies) of public health concern.

## **2. Information Provision on Occupational Health and Safety (OHS)**

- The Contractor is responsible to hold an information session to familiarize all workers with the OHS procedures specified in these guidelines, in order to ensure they are apprised of the basic site rules of work at / on the site and of personal protection and preventing injury to fellow workers.
- The information session should consist of basic hazard awareness, site-specific hazards, safe work practices, and emergency procedures for fire, evacuation, and natural disaster, as appropriate. Any site-specific hazard or color coding in use should be thoroughly reviewed as part of orientation training.

## **3. Physical Hazards**

- Physical hazards represent potential for accident or injury or illness due to repetitive exposure to mechanical action or work activity.

### ***Rotating and Moving Equipment***

Injury or death can occur from being trapped, entangled, or struck by machinery parts due to unexpected starting of equipment or unobvious movement during operations. Recommended protective measures include:

- Designing machines to eliminate trap hazards and ensuring that extremities are kept out of harm's way under normal operating conditions. Examples of proper design considerations include two-hand operated machines to prevent amputations or the availability of emergency stops dedicated to the machine and placed in strategic locations.

- Where a machine or equipment has an exposed moving part or exposed pinch point that may endanger the safety of any worker, the machine or equipment should be equipped with, and protected by, a guard or other device that prevents access to the moving part or pinch point. Guards should be designed and installed in conformance with appropriate machine safety standards.

### *Noise*

- No worker should be exposed to a noise level greater than 85 dB(A) for a duration of more than 8 hours per day without hearing protection. In addition, no unprotected ear should be exposed to a peak sound pressure level (instantaneous) of more than 140 dB(C).
- The use of hearing protection should be enforced actively when the equivalent sound level over 8 hours reaches 85 dB(A), the peak sound levels reach 140 dB(C), or the average maximum sound level reaches 110dB(A). Hearing protective devices provided should be capable of reducing sound levels at the ear to at least 85 dB(A).
- Although hearing protection is preferred for any period of noise exposure in excess of 85 dB(A), an equivalent level of protection can be obtained, but less easily managed, by limiting the duration of noise exposure. For every 3 dB(A) increase in sound levels, the ‘allowed’ exposure period or duration should be reduced by 50 percent.
- Prior to the issuance of hearing protective devices as the final control mechanism, use of acoustic insulating materials, isolation of the noise source, and other engineering controls should be investigated and implemented, where feasible.
- Periodic medical hearing checks should be performed on workers exposed to high noise levels.

### *Vibration*

Exposure to hand-arm vibration from equipment such as hand and power tools, or whole-body vibrations from surfaces on which the worker stands or sits, should be controlled through choice of equipment, installation of vibration dampening pads or devices, and limiting the duration of exposure.

### *Electrical*

Exposed or faulty electrical devices, such as circuit breakers, panels, cables, cords and hand tools, can pose a serious risk to workers. Overhead wires can be struck by metal devices, such as poles or ladders, and by vehicles with metal booms. Vehicles or grounded metal objects brought into close proximity with overhead wires can result in arcing between the wires and the object, without actual contact. Recommended actions include:

- Marking all energized electrical devices and lines with warning signs
- Locking out (de-charging and leaving open with a controlled locking device) and tagging-out (warning sign placed on the lock) devices during service or maintenance
- Checking all electrical cords, cables, and hand power tools for frayed or exposed cords and following manufacturer recommendations for maximum permitted operating voltage of the portable hand tools
- Double insulating / grounding all electrical equipment used in environments that are, or may become, wet; using equipment with ground fault interrupter (GFI) protected circuits
- Protecting power cords and extension cords against damage from traffic by shielding or suspending above traffic areas

- Appropriate labeling of service rooms housing high voltage equipment (‘electrical hazard’) and where entry is controlled or prohibited
- Establishing “No Approach” zones around or under high voltage power lines
- Rubber tired construction or other vehicles that come into direct contact with, or arcing between, high voltage wires may need to be taken out of service for periods of 48 hours and have the tires replaced to prevent catastrophic tire and wheel assembly failure, potentially causing serious injury or death
- Conducting detailed identification and marking of all buried electrical wiring prior to any excavation work

### ***Eye Hazards***

Solid particles from a wide variety of industrial operations, and/or a liquid chemical spray may strike a worker in the eye causing an eye injury or permanent blindness. Recommended measures include:

- Use of machine guards or splash shields and/or face and eye protection devices, such as safety glasses with side shields, goggles, and/or a full-face shield. Frequent checks of these types of equipment prior to use to ensure mechanical integrity is also good practice.
- Where machine or work fragments could present a hazard to transient workers or passers-by, extra area guarding or proximity restricting systems should be implemented, or PPE required for transients and visitors.
- Provisions should be made for persons who have to wear prescription glasses either through the use of overglasses or prescription hardened glasses.

### ***Welding / Hot Work***

Welding creates an extremely bright and intense light that may seriously injure a worker’s eyesight. In extreme cases, blindness may result. Additionally, welding may produce noxious fumes to which prolonged exposure can cause serious chronic diseases. Recommended measures include:

- Provision of proper eye protection such as welder goggles and/or a full-face eye shield for all personnel involved in, or assisting, welding operations. Additional methods may include the use of welding barrier screens around the specific work station (a solid piece of light metal, canvas, or plywood designed to block welding light from others). Devices to extract and remove noxious fumes at the source may also be required.

### ***Working Environment Temperature***

Exposure to hot or cold working conditions in indoor or outdoor environments can result in temperature stress-related injury or death. Use of personal protective equipment (PPE) to protect against other occupational hazards can accentuate and aggravate heat-related illnesses. Extreme temperatures in permanent work environments should be avoided through implementation of engineering controls and ventilation. Where this is not possible, such as during short-term outdoor work, temperature-related stress management procedures should be implemented which include:

- Monitoring weather forecasts for outdoor work to provide advance warning of extreme weather and scheduling work accordingly
- Providing temporary shelters to protect against the elements during working activities or for use as rest areas
- Use of protective clothing
- Providing easy access to adequate hydration such as drinking water or electrolyte drinks, and avoiding consumption of alcoholic beverages

### ***Ergonomics, Repetitive Motion, Manual Handling***

Injuries due to ergonomic factors, such as repetitive motion, overexertion, and manual handling, take prolonged and repeated exposures to develop, and typically require periods of weeks to months for recovery. These OHS problems should be minimized or eliminated to maintain a productive workplace. Controls may include:

- Facility and workstation design with 5th to 95th percentile operational and maintenance workers in mind
- Use of mechanical assists to eliminate or reduce exertions required to lift materials, hold tools and work objects, and requiring multi-person lifts if weights exceed thresholds
- Selecting and designing tools that reduce force requirements and holding times, and improve postures
- Incorporating rest and stretch breaks into work processes, and conducting job rotation
- Implementing quality control and maintenance programs that reduce unnecessary forces and exertions

### ***Working at Heights***

Fall prevention and protection measures should be implemented whenever a worker is exposed to the hazard of falling more than two meters; into operating machinery; into water or other liquid; into hazardous substances; or through an opening in a work surface. Fall prevention / protection measures may also be warranted on a case-specific basis when there are risks of falling from lesser heights. Fall prevention may include:

- Installation of guardrails with mid-rails and toe boards at the edge of any fall hazard area
- Proper use of ladders and scaffolds by trained workers
- Use of fall prevention devices, including safety belt and lanyard travel limiting devices to prevent access to fall hazard area, or fall protection devices such as full body harnesses used in conjunction with shock absorbing lanyards or self-retracting inertial fall arrest devices attached to fixed anchor point or horizontal life-lines
- Appropriate training in use, serviceability, and integrity of the necessary PPE
- Inclusion of rescue and/or recovery plans, and equipment to respond to workers after an arrested fall

### ***Illumination***

Work area light intensity should be adequate for the general purpose of the location and type of activity, and should be supplemented with dedicated work station illumination, as needed. Controls should include:

- Use of energy efficient light sources with minimum heat emission
- Undertaking measures to eliminate glare / reflections and flickering of lights
- Taking precautions to minimize and control optical radiation including direct sunlight.
- Exposure to high intensity UV and IR radiation and high intensity visible light should also be controlled
- Controlling laser hazards in accordance with equipment specifications, certifications, and recognized safety standards. The lowest feasible class Laser should be applied to minimize risks.

## **4. Personal safety equipment for workers**

All workers are equipped with the following personal safety equipment: helmet, gloves, ordinary boots and reflective vest.

Workers that are exposed to dust should also be provided with eye protection glasses and face mask. Workers that are exposed to noise should be provided with ear plugs. Workers that need to work in the dark should be provided with hand and cap lamps. Workers are instructed regarding safety equipment as follows:

- Always wear complete set of protective wear.
- Do not wear loose clothing, such as overhang shirt, jackets, mufflers etc.
- Tuck shirt and jacket well.
- Secure helmet with belt under the chin.
- Tuck the bottom sleeves of trouser inside safety boot.
- Dress with reflector

## **5. Standards for workers' accommodation**

### 1. General living facilities

- The location of the facilities is designed to avoid flooding or other natural hazards
- The living facilities are located within a reasonable distance from the worksite.
- Transport is provided to worksite safe and free.
- The living facilities are built using adequate materials, kept in good repair and kept clean and free from rubbish and other refuse.

### 2. Drainage

- The site is adequately drained.

### 3. Heating, air conditioning, ventilation and light

- Living facilities are provided with adequate heating, ventilation, and light systems including emergency lighting.

### 4. Water

- Workers have easy access to a supply of clean/ potable water in adequate quantities.
- The quality of the water complies with national/local requirements or WHO standards.
- Tanks used for the storage of drinking water are constructed and covered to prevent water stored therein from becoming polluted or contaminated.
- The quality of the drinking water is regularly monitored.

### 5. Wastewater and solid waste

- Wastewater, sewage, food and any other waste materials are adequately discharged in compliance with national and/or international standards and without causing any significant impacts on camp residents, the environment or surrounding communities.
- Specific containers for rubbish collection are provided and emptied on a regular basis.
- Pest extermination, vector control and disinfection are undertaken throughout the living facilities at least once.

### 6. Rooms/dormitories facilities

- Rooms/dormitories are kept in good condition.
- Rooms/dormitories are aired and cleaned at regular intervals.
- Rooms/dormitories are built with easily cleanable flooring material.
- Rooms/dormitories and sanitary facilities are located in the same buildings.

- Residents are provided with enough space.
- The number of workers sharing the same room/dormitory is minimized.
- Doors and windows are lockable and provided with mosquito screens when necessary.
- Mobile partitions or curtains are provided.
- Adequate number of furniture such as table, chair, mirror, and lamps are provided for all workers.
- Separate sleeping areas are provided for men and women.

#### 7. Bed arrangements and storage facilities

- A separate bed is provided for every worker.
- The practice of “hot-bedding” is prohibited.
- There is a minimum space of 1 meter between beds.
- The use of double deck bunks is minimized.
- If double deck bunks are in use, there is enough clear space between the lower and upper bunk of the bed.
- Workers are provided with comfortable mattresses. Workers may be expected to use their own pillows and bed linens.
- Workers wash bed linen frequently and applied with adequate repellents and disinfectants (where conditions warrant).
- Adequate facilities for the storage of personal belongings are provided.
- Separate storages for work clothes and PPE and depending on condition, drying/airing areas are provided.

#### 8. Sanitary and toilet facilities

- Sanitary and toilet facilities are constructed from materials that are easily cleanable.
- Sanitary and toilet facilities are cleaned frequently and kept in working condition.
- Toilets, showers/bathrooms and other sanitary facilities are designed to provide workers with adequate privacy including ceiling to floor partitions and lockable doors.
- Separate sanitary and toilet facilities are provided for men and women.
- Toilet facilities are conveniently located and easily accessible.
- Toilet facilities are environmentally friendly (e.g., pit toilet) and sewage is not disposed into the worksite.
- Open defecation in the vicinity of project sites should be prohibited.
- An adequate number of hand wash basins and showers/bathrooms facilities are provided.
- Shower facilities are provided with water heating facilities.

#### 9. Cooking and laundry facilities

Cooking and laundry facilities should be available for workers at the worksite or in close vicinity to it. These facilities should be kept in clean and sanitary conditions.

#### 10. Leisure, social and telecommunications facilities

- Basic social collective spaces should be available to workers.
- Workers are provided with dedicated places for religious observance, as appropriate.
- The employer provides workers with local sim cards that can be used for communication on their personal cell phones.

### **Contents of first aid box or cup-boards**

The first aid boxes or cup-boards shall be distinctively marked with white cross on a green background and shall contain the following equipment:

1. Small sterilized dressings (12)
2. Medium size sterilized dressings (6)
3. Large size sterilized dressings (6)
4. Large size sterilized burn dressings (6)
5. (1/2 oz.) Sterilized cotton wool (6 packets)
6. (2oz.) Bottle containing a two per cent alcoholic solution of iodine (1)
7. (2oz.) Bottle containing Betadine (antiseptic solution) having the dose and mode of administration indicated on the label (1)
8. Roll of adhesive plaster (1)
9. A snake bite lancet (1)
10. Torch light (1)
11. Pair of scissors (1)
12. Tablets Aspirin (5gms) 2 dozen
13. Burn Ointment (2 tubes)
14. Dettol (2 phial, about 2 ozs)
15. Bandages 4 inches wide
16. Bandages 2 inches wide
17. Triangular bandages (2)
18. Packets of safety pins (1)
19. A supply of suitable splint