EBRD Site Visit Guidance and Checklist

Introduction

This guidance will help you know what to look out for, from an environmental and social (E&S) risk perspective during a site visit. Before a site visit is carried out, you will already have completed the following:

- Followed the relevant EBRD E&S risk management procedure;
- Engaged fully with the management of the company or organisation in question to establish that a site visit is required; and
- Completed EBRD's E&S site visit e-learn.

Annex A provides more detail on each of the common E&S risks and issues outlined in this checklist.

Disclaimer:

Note that this guidance only covers a number of commonly found E&S risks and issues you may find during a site visit. This is not an exhaustive list of E&S risks and issues, and you should look for potential risks that are not outlined here.

This guidance does not provide detailed technical information on the issues identified, but provides you with some of the right questions to understand how a customer is managing E&S risks. In addition to this guidance, you should review EBRD's Sub-sectoral guidelines for more information. Where you have concerns about conducting a site visit, you may wish to use a specialist E&S consultancy to support you.

Preparation for the Site Visit

Compliance

Depending on any documentation provided by management, or available externally, you must establish whether the site is in compliance with any health, safety and environmental regulations. Depending on the complexity of the site and the permits, you may wish to, or need to, engage an external expert to support you with this.

You will need to check:

- If the site has all necessary permits and licences to operate;
- Whether the site has a history of significant or frequent non-compliance with permits or regulations;
- If the site is in compliance with any E&S impact assessment requirements; and
- Whether there is appropriate public liability insurance cover in place?

Identify Likely Risks

Some sectors inherently represent higher E&S risks. Before visiting the site you should read the EBRD sub-sectoral guidelines (http://www.ebrd.com/pages/about/what/policies/guidelines.shtml) to identify what the likely risks are so that you are prepared for what to look out for. List the key issues that you are likely to find and the good practice measures to control these risks. These may be safety, environmental, health, labour or community risks.

Identify the likely key E&S risks relevant to the customer:

1.
2.
3.
4.

Note: You can add more lines as needed.

Personal Preparation

Comfortable but hard-wearing clothing should be worn for your site visit. You should have long trousers and sleeves to prevent minor injuries, such as scratches, or contact with harmful substances. On arrival at a site make sure you are given some form of safety induction to familiarise yourself with potential E&S risks. This induction should cover personal protective equipment (PPE) requirements, fire and evacuations procedures and an outline of other management systems and control measures in place to manage and mitigate E&S risks.

Visitors may not be provided or offered a safety induction, if accompanied at all times by a site representative. However whilst on site, make sure you are given appropriate PPE to use during your site visit. You should also carefully assess how you will get to/from the site, ensuring that you use safe means of transportation.

On Site

On site you will be looking out for safety, environmental, health, labour and community issues. This will involve both what you view while you are walking around the site, but also what is being monitored and recorded by management. This checklist is divided into hazards, documentation, risk avoidance and mitigation, and (where appropriate) protection sections.

For documentation, you should be looking for policies and procedures that are in place to determine risks are identified and controlled. You should then look for evidence for how those risks are either avoided, or if they can't be avoided, mitigated and minimised. And finally, check for measures that are in place to protect people and the environment from any residual risk.

Please provide comments where you identify that there is an issue.

1. Safety

Which hazards/issues (either actual or potential) can you see on site?

	Y	N
Falls from height	☐	☐
Movement of vehicles	☐	☐
Road safety	☐	☐
Confined spaces	☐	☐
Fire safety	☐	☐
Excavation safety	☐	☐
Other/Comments:		

Documentation:

	Y	N	N/A
Is there a Health and Safety Policy in place?	☐	☐	☐
Is there a H&S notice board with information on fire wardens and first aiders?	☐	☐	☐
Have permits to work been obtained if necessary?	☐	☐	☐
Are there records showing that equipment is regularly inspected and maintained?	☐	☐	☐
Are there records which show that training has been provided for those carrying out potentially hazardous activities?	☐	☐	☐
Have any potential sources of ignition been identified?	☐	☐	☐
Comments:			

Risk Avoidance and Mitigation:

	Y	N	N/A
Is the site generally clean, tidy and kept free of trip hazards?	☐	☐	☐
Are vehicles and pedestrians kept separate?	☐	☐	☐
Are vehicle windscreens, mirrors and lights clean and in good working condition?	☐	☐	☐
Are banksmen provided to help drivers?	☐	☐	☐
Are hazardous and/or flammable materials stored safely?	☐	☐	☐
Is the release of dangerous substances controlled at source? Is sufficient ventilation provided?	☐	☐	☐
Have excavation sides been supported effectively? Are vehicles and heavy materials kept away from the edges?	☐	☐	☐
Are ladders fastened at the top and bottom?	☐	☐	☐
Are fixed guard rails in place to prevent a fall?	☐	☐	☐
Are workers being supervised?	☐	☐	☐
Is gas detection equipment being used to monitor confined spaces?	☐	☐	☐
Are excavations suitably illuminated?	☐	☐	☐
Are excavations dry with no damaged services running through?	☐	☐	☐
Comments:			

Protection:

	Y	N	N/A
Is PPE readily available and in use?	☐	☐	☐
Is there appropriate signage showing when PPE should be used?	☐	☐	☐
Is the correct PPE being used where needed? E.g. harnesses with double lanyards for people working at height; high visibility jackets for people working near vehicles; breathing apparatus for people working in confined spaces.	☐	☐	☐
Is firefighting equipment available in working areas?	☐	☐	☐
Comments:			

2. Health

Which hazards/issues (either actual or potential) can you see on site?

	Y	N
Physical (e.g. noise, dust, fumes, asbestos, wet-working, vibration, manual handling etc.)	☐	☐
Chemical	☐	☐
Biological	☐	☐
Radiation	☐	☐
Psychosocial (noise, poor lighting, thermal comfort etc.)	☐	☐
Other/Comments:		

Documentation:

	Y	N	N/A
Has a risk assessment been carried out for the handling of or exposure to dangerous substances?	☐	☐	☐
Has a noise assessment been carried out and is noise monitored in work areas?	☐	☐	☐
Is there evidence of air quality monitoring?	☐	☐	☐
Is there an asbestos management plan in place?	☐	☐	☐
Are there records of the relevant authorities being notified if radiation is used?	☐	☐	☐
Is there evidence of noise assessments having been undertaken?	☐	☐	☐
Comments:			

Risk Avoidance and Mitigation:

	Y	N	N/A
Is the working environment clean in general?	☐	☐	☐
Is there sufficient ventilation to prevent working in dust or fume laden air?	☐	☐	☐
Is noisy equipment is enclosed or acoustic barriers are in place?	☐	☐	☐
Are there hoods over cutting devices?	☐	☐	☐
Does the site appear to be free from asbestos?	☐	☐	☐
Are there washing facilities to prevent hand to mouth/eye transfer?	☐	☐	☐
Are harmful substances disposed of safely?	☐	☐	☐
Are hazardous materials stored in designated labelled containers when in use?	☐	☐	☐
Is the site free from vermin?	☐	☐	☐
Are workers operating with enough space and light?	☐	☐	☐
Is there sufficient heating/cooling of indoor environments?	☐	☐	☐
Comments:			

Protection:

	Y	N	N/A
Is PPE used to prevent contact of harmful substances with the skin, eyes or respiratory system? For example, gloves, masks and protective glasses.	☐	☐	☐
Is hearing protection used in noisy working environments?	☐	☐	☐
Is hand protection used where needles or sharps risks are present?	☐	☐	☐
Are workers provided with suitable warm and wet weather clothing?	☐	☐	☐
Comments:			

3. Environment

Which hazards/issues (either actual or potential) can you see on site?

	Y	N
Contaminated land	☐	☐
Waste water	☐	☐
Air emissions	☐	☐
Waste management	☐	☐
Biodiversity	☐	☐
Other/Comments:		

Documentation:

	Y	N	N/A
Is there an adequate Environmental Policy in place?	☐	☐	☐
Are any specialist reports available examining the site's geology and history from a potential contamination viewpoint?	☐	☐	☐
Are there emissions/water discharge permits? Can you confirm that permitted emissions levels have not been exceeded?	☐	☐	☐
Are underground installations such as storage tanks and sewer systems, where present, inspected regularly?	☐	☐	☐
Has an environmental risk assessment been carried out?	☐	☐	☐
Is there monitoring of habitats and species that have been translocated[1]?	☐	☐	☐
Comments:			

Risk Avoidance and Mitigation:

	Y	N	N/A
Is there any past and present known contamination to soils or groundwater associated with the site, either through company activities or migrations from other sites?	☐	☐	☐
Is the site free from evidence of leaks or spills around storage tanks/areas and process equipment?	☐	☐	☐
Is the site clear of any pools or puddles or stagnant water?	☐	☐	☐
Is waste water discharged away from water courses?	☐	☐	☐
If there are significant air emissions, is there evidence of the treatment of those emissions?	☐	☐	☐
Have efforts been made to 'reduce, reuse or recycle' waste in the first instance?	☐	☐	☐
Is there adequate on-site storage of waste? Is the site generally clean and free from waste?	☐	☐	☐
Comments:			

[1] Translocation is the transfer of any organism(s) from one site to another. Habitat translocation is the movement of species, mainly plants, (typically including the substrates, such as soil and water, on and in which these species occur) from their original site to a new location.

Protection:

	Y	N	N/A
Is there adequate protection, such as secondary containment, around storage tanks?	☐	☐	☐
Are hazardous materials stored safely – e.g. in locked cages, and away from potential vehicle collision damage?	☐	☐	☐
Comments:			

4. Labour and Human Rights

Which hazards/issues (either actual or potential) can you identify from your site visit?

	Y	N
Migrant labour	☐	☐
Poor working conditions	☐	☐
Child labour	☐	☐
Forced labour	☐	☐
Other/Comments:		

Documentation:

	Y	N	N/A
Do any migrant workers have the correct work permits?	☐	☐	☐
Do contracts of work show that working hours, breaks and time off are all in line with local regulations?	☐	☐	☐
Can the management confirm that employees are being paid a wage and are not working under debt obligations?	☐	☐	☐
Can the management provide evidence to confirm the ages of the workforce?	☐	☐	☐
Comments:			

Risk Avoidance and Mitigation:

	Y	N	N/A
Are workers provided with a safe and hygienic workplace?	☐	☐	☐
Do workers appear to be able to leave the site of their own free will? Look out for accommodation on site or workers being transported to site.	☐	☐	☐
Is any worker accommodation clean and of sufficient quality?	☐	☐	☐
Do all workers appear to be over the legal working age?	☐	☐	☐
Comments:			

5. Community

Which issues have (or could potentially have) an impact on the local community?

	Y	N
Safety – Does the site activity mean that the community cannot operate safely? Could an explosion or other such incident at the site affect the community?	☐	☐
Environment – Do the activities on the site impact the local environment?	☐	☐
Nuisance – Is there disruption to the community (e.g. noise, smell, vehicle movements)?	☐	☐
Security personnel – Do they pose a risk to the community?	☐	☐
Other/Comments:		

Documentation:

	Y	N	N/A
Is there a policy in place related to community/stakeholder relations or community investment?	☐	☐	☐
Is there appropriate public liability insurance policy in place?	☐	☐	☐
Can management provide documentation showing that security personnel have been checked for involvement in past abuse and have been trained on how to interact with the community?	☐	☐	☐
Is there a documented method for complaints to be logged?	☐	☐	☐
Has the company conducted a study to assess the likely impact of an explosion, gas leak, etc. if relevant?	☐	☐	☐
Comments:			

Risk Avoidance and Mitigation:

	Y	N	N/A
Is public access to the site and equipment limited?	☐	☐	☐
If site operations could create a fire/explosion/flood, has this risk been controlled? How?	☐	☐	☐
Is there provision to contain any firefighting water run-off?	☐	☐	☐
Have spills and leaks which may impact upon the community been prevented?	☐	☐	☐
Are vehicle movements and timings considerate to the local community?	☐	☐	☐
Is the site free from any strong odours or significant noise/dust which may affect the local community?	☐	☐	☐
Is the site located away from residential areas?	☐	☐	☐
Can management confirm that there is a good relationship with the local community?	☐	☐	☐
Comments:			

Annex A

This annex provides a description of the common E&S risks and issues you might see on a site visit, and what good practice you should look for. *Please note that the good practice guidance is an overview only, and is not exhaustive or technical in detail.* If you are uncertain about a customer's management of E&S risks and issues, you may wish to retain a specialist consultant to support you.

Safety

Topic	Description	What you should look out for on site
Falls from height	Falls from height are one of the most common causes of death and major injury in the workplace. This could include falling from a ladder, machinery, an unprotected edge or through a fragile roof.	• Check whether the work could have been done at ground level. • Risk assessments for working at height have been carried out. • Ladders are fastened in place at the top and bottom. • Fixed guard rails are in place to prevent falls. • Safety harnesses are worn and clipped on where a fall could occur. • Equipment is inspected and in good working order. • Workers are being supervised and acting safely.
Movement of vehicles	The manoeuvring of vehicles on site can pose a serious risk to the individuals carrying out activities nearby. Reversing is particularly dangerous and should be avoided unless absolutely necessary.	• Traffic management plans are in place to manage traffic movement. • Vehicle and pedestrian walkways are segregated. • Vehicles windscreens, mirrors and lights are clean and in working condition. • Vulnerable storage areas are protected from collision damage. • Workers wear high visibility jackets. • Reversing is avoided where possible and one-way systems are in place. • Banksman or reversing assistant is used to assist when reversing.
Road safety	Employers should make sure that people working with vehicles are aware of the dangers and safety precautions.	• Drivers have received driver training, hold a valid driving license and are authorised to drive. • Seat belts are available and worn when the vehicle is in motion. • Mobile phones are not used when driving. • Speed limits are in place and observed. • Vehicles are in a good condition, i.e. lights, horns, tyres. • Daily driver checks are carried out to confirm fitness to drive i.e. not under the influence of alcohol.

Topic	Description	What you should look out for on site
Confined spaces	A confined space is a place which is substantially enclosed, though not always entirely, and where serious injury can occur. This could be from hazardous substances or conditions within the space or nearby, for example a lack of oxygen.	• Confined space entry is avoided where possible. • A permit to work system is in place if the confined space entry cannot be avoided. • A risk assessment has been carried out. • Individuals going into confined spaces have received training. • The correct PPE is being used, including suitable breathing apparatus and safety harnesses that are connected to a safety line for emergency removal. • Gas detection equipment is used to monitor the atmosphere at all times. • A safety man is appointed and maintains communication with workers at all times.
Electrical safety	Electricity can kill or severely injure people as well as damage property and equipment. This risk may arise from being close to electrical wiring or power lines, or from using electrical equipment.	• Risk assessments have been carried out. • A permit to work system is in place. • Training is provided for employees working with or near electrical equipment. • Electrical panels and conductors are locked with access to authorised personnel only. • Evidence of safety testing of portable and fixed electrical items/systems. • Safe isolation (Lock off/tag out) procedures are in place. • Electrical equipment used in explosive environments is suitable for that area. • Electrical cables exposed to hostile site conditions are protected.
Fire safety	Accidental fires and explosions can cost lives and severely damage property, equipment and the environment. Working with flammable liquids, dusts and other materials can significantly increase the risk.	• All sources of ignition, fuel and oxygen have been identified. • Flammable materials are stored in accordance with suppliers' material safety data sheets. • Explosive atmospheres are prevented, e.g. by providing adequate ventilation. • Firefighting equipment is available in the work areas and training is provided on their use. • Emergency procedures and fire action plans are in place.
Excavation safety	Excavations and trenches pose a serious risk to workers, particularly in the form of a collapse. Workers and vehicles are also at risk of falling into excavations or from coming into contact with underground services.	• A risk assessment has been carried out • Safety controls are in place, e.g. effective supports, ladders, safety harnesses, guard rails to prevent vehicles and people falling and emergency procedures Excavations are backfilled as soon as possible or at least at the end of the working day. • Excavations are suitably illuminated so they are visible at all times. • Workers entering the excavation are trained • Inspections are carried out at the start of each shift by a competent individual. • Excavations are dry, free from ground water and have no damaged services running through. • Stop blocks are used to prevent vehicles and machinery approaching unsafe areas of excavation.

Topic	Description	What you should look out for on site
		• Materials, including the excavated materials, are not stored close to the edge of the excavation. • Workers are aware of the presence of underground services.
General safety	There are many simple precautions that can be taken to lower the general risk of injury, from incidents such as slips, trips, falls and worker fatigue.	• The site is generally clean and tidy with no trip hazards. • Walkways are kept clear of obstructions. • Equipment looks in good condition and is regularly maintained. • PPE is readily available and used. • There is an appointed First Aider and first aid equipment is provided and in date. • Facilities are in place to allow workers to eat, use the toilet, rest and wash their hands.

Health

Topic	Description	What you should look out for on site
Physical	Excess noise levels can damage hearing. Dust or fume-laden air, asbestos and wet working can lead to eye, respiratory system and/or skin irritation. Poor handling posture and vibrations from equipment can cause musculoskeletal disorders, such as vibration, white finger and back pain.	• Sickness and absence records are available. Check for potential links to the working environment. • Noise assessments have been conducted and noise is monitored in noisy work areas. • Noisy equipment is enclosed or acoustic barriers put in place, e.g. acoustically protected noise havens are provided where noise cannot be reduced. • The PPE used is relevant to the task, e.g. hearing protection for noisy environments and filter masks to prevent dust inhalation. • Ventilation systems are used to capture and remove contaminated materials from work areas. • Any asbestos containing materials in the work place are being managed. • Limited use of vibrating equipment.
Chemical	Corrosive and toxic chemicals and other harmful substances such as paints, detergents, wet cement and crude oil can cause serious harm to the eyes, respiratory system or skin if they come into direct contact.	• Correct PPE is used to avoid contact with skin, eyes or by inhalation. • Washing facilities with soap and warm water are available to wash hands. • Safe storage, use, transport and disposal of harmful substances. • Hazardous materials are stored in dedicated labelled containers. • Material safety data sheets are available for all hazardous materials used.

Topic	Description	What you should look out for on site
Biological	Bacteria and fungi can grow on stagnant liquids and can cause diseases such as asthma and dermatitis. Certain plants, such as Giant Hogweed, can also cause skin irritation and the presence of vermin on site can present a health hazard for workers.	• Clean working environments. • No evidence of stagnant liquids. • No evidence of vermin e.g. rats, mice, bird droppings. • Workers are immunised where necessary. • Hand protection is used where needles and sharps risks are present. • Sharps bins are used to dispose of needles and similar materials.
Radiation	Over-exposure to ionising radiation, such as x-rays and gamma-rays, and/or non-ionising radiation, such as UV or microwaves, can lead to the development of cancer, and in acute cases it can cause burns, radiation sickness and even death.	• Appropriate authorities have been notified of the use of radiation. • Radiation is only used in designated areas. • There is signage informing workers and third parties that radiation is being used. • PPE and dose monitoring is carried out for those exposed to radiation. • Use of radiation is supervised by a competent individual. • Exposure to radiation is limited.
Psychosocial	Poor lighting, lack of space, thermal comfort and long working hours can be a risk to workers. Psychosocial risks are related to psychological aspects – i.e. relationships, demands to the worker, workers' lack of control which might result in stress and fatigue etc.	• There is adequate lighting. • Workers are not in cramped conditions. • There is sufficient heating/cooling of indoor environments. • Workers outdoors are provided with suitable warm and wet weather clothing. • Working hours are not exceeded. • There is no evidence of workers suffering from fatigue.

Environment

Topic	Description	What you should look out for on site
Contaminated land	This is a general term for land that has been contaminated with heavy metals, oils, chemicals, gases, asbestos or radioactive substances. This may cause harm to people or animals as well as contaminating groundwater and waterways.	• No evidence of leaks and spills around storage tanks, material and waste storage areas or process equipment. • Where there are underground storage tanks (a high risk feature), there are and inspection protocols. • Check whether previous site investigations have been conducted and the results of any such inspections. • There is adequate protection e.g. bunds, leak detection equipment. • No evidence of neighbouring or historical land uses that could lead to contamination risk

Topic	Description	What you should look out for on site
Waste water	Water discharges that contain harmful substances can pollute waterways and cause harm to humans and animals	• No evidence of leaks and spills around process equipment and waste water treatment equipment. • Check the proximity of operations to water courses. • No evidence that actual water discharge levels exceed permit requirements.
Air emissions	Air pollution can be damaging to public health as well as to the environment. For many industries, the volume of emissions that can be released into the air is heavily regulated.	• Check for significant air emissions. • Evidence of treatment of emissions. • No evidence that actual air emissions exceed permit requirements.
Waste management	The levels of wastes and their toxicity will vary greatly between industries. Appropriate waste management is required to protect both human health and the environment.	• Evidence of efforts to reduce, reuse or recycle waste. • Adequate on-site storage of waste. • Disposal and storage of hazardous materials that consider compatibility. • Good housekeeping. • Compliance with legal requirements
Biodiversity	Industrial, construction and agricultural sites amongst others can have a significant effect on the natural habitat.	• Risk assessments have been carried out. • The site has a permit to operate in that location. • Monitoring of habitats and species that have been translocated. • Habitats have been protected or restored.

Labour and Human Rights

Topic	Description	What you should look out for on site
Migrant labour	A migrant worker is anybody working outside of their own country. Migrant workers may be unaware of local immigration, social and labour laws, and may be exploited through low wages or be working illegally.	• Ask management about the existence and extent of any migrant labour.
Working conditions	Workers should be provided with a safe and hygienic workplace, and should not have to work excessive hours.	• Working hours, breaks and time off are in line with local regulations. • For workers that live onsite, worker accommodation is clean, of suitable quality and provides basic services, such as water supply, adequate sanitary, washing and cooking facilities, and appropriate protection against heat, cold, damp, noise, and fire.

Topic	Description	What you should look out for on site
Child labour	Child labour, i.e. when someone under the legal working age is employed, is harmful if it deprives the child of an education, is economically exploitative or is damaging to physical and mental development.	• Check for the presence of workers under the legal working age on site.
Forced labour	Forced labour is when somebody enters into work or service against their freedom of choice and with the threat of a penalty if they were to leave.	• The presence of workers living on site or being transported to site by the company may indicate forced labour. • Confirm with management that workers are receiving payment of wages and are not working under debt obligations.

Community

Topic	Description	What you should look out for on site
Safety	The local community must be able to carry out its activities in safety. A company must assess the risks and impacts to the health and safety of the community and act to mitigate them.	• Public access to the site and equipment is restricted. • Check whether operations at the site could create afire/explosion/flood risk that might impact local communities (e.g. fire water run-off containment). • There is appropriate public liability insurance cover in place.
Environment	Activities on site may affect the local ecosystem and result in the degradation of natural resources. This can impact upon community health and safety and livelihoods.	• Check for any spills, leaks or other environmental incidents which may impact upon the community.
Nuisance	Equipment and materials on site must be used in a way that does not cause significant disruption for the local community.	• No evidence of strong odours, significant noise or dust. • Vehicle movements do not take place at anti-social hours. • Are residential areas close by that are negatively affected by the operations?
Security personnel	Security workers hired to protect a site's property and personnel should not pose a risk to the local community.	• Security workers have not been implicated in past abuses. • Security personnel have been trained on how to interact with the local community. • The site follows the principles of proportionality and good international practice. • There is a method for complaints to be logged. Check whether there have been any incidents involving security staff and the local community.