

Public Works Department

Community-Based Contractor Task and Safety Guide





This document was prepared by Public Works Department (PWD) a branch of the Ministry of Infrastructure and Public Utilities (MIPU)

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South Road, Santo

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Forward

Public Works Department (PWD) Community-Based Contracting (CBC) Program is an important scheme that allows PWD to engage communities in contract works across Vanuatu in routine maintenance using labour-based methods. The CBC scheme is embedded in the Vanuatu government's Decentralization strategy, and as such seeks to build strategic partnerships with Provincial, Local Government and Traditional authorities as a key foundation of its design. It is an important opportunity to change the mindset in Provincial Administrations and village communities to one of "ownership" of the road as an asset that provides them with essential service access, moving away from the dependency mindset that comes with centrally provided services.

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Introduction

This guide is underpinned by the CBC Operations Manual and more broadly by the Ministry of Infrastructure and Public Utilities (MIPU) and Public Works Department (PWD) Social Safeguards Framework (2014). Embedding Social Safeguards, in this case, Health and Safety into the work practices of community contractors is a fundamental requirement and this guide provides the basic minimum requirements to ensure community health and safety is protected when undertaking contractor tasks.

Purpose

This guide targets contractors performing contract works on routine maintenance of roads and airports. The overall scope of works is limited to labour-based preventative maintenance that excludes technical expertise in construction or rehabilitation works. This includes mainly activities such as grass cutting, pruning and drain clearing

Who should use this manual

This guide has been developed for use by Community Works Supervisor (CWS), Provincial Community Partnership Officer (PCPO) and communities working on community contracts. It outlines:

Roles and Responsibilities

The role of PCPO, CWS and communities as set out in Community-Based Contracting Operations Manual;

Road maintenance contractor tasks

The specific tasks that communities are expected to carry out in performing routine maintenance for roadworks and airports contracts, and;

Safety

Health and Safety procedures that communities need to adhere to.

Appendices

Roles and Responsibilities





South Santo Community



North Tanna Community Representatives

Roles Of Provincial Community Partnerships Officer (PCPO)

The Provincial Community Partnerships Officer (PCPO) is responsible for the program at the provincial level and key liaison link between Public Works Department (PWD) and the Provincial Administration, Area Councils, chiefs and communities.

Provincial Government counterparts are the Provincial Planner, Area Council Strengthening Officer and the Area Secretaries.

PCPO supports about 100-200 contractors and 6-12 Area Secretaries.

As set out in the Community-Based Contractor Operations Manual, the PCPO key responsibilities are set out in table 1.

Key Responsibility Areas	Tasks	Indicators
Administration	<ul style="list-style-type: none"> Organises and conducts setting out of new sections of road based on division's work plan. Performs the induction, and ensures contractors are aware of their contractual obligations, and issues a copy of the contract to the contractors. Ensures contractors are registered as businesses and have bank accounts. Manages the replacement of contractors. 	<ul style="list-style-type: none"> Completes Social and Environmental Safeguards Checklist¹. Conducts training of CWS and completes Contractors Training Register. All forms as per Community Based Contractor Operations Manual are signed and completed correctly for approval.
Monitoring	<ul style="list-style-type: none"> Manages on average 100 contractors, visiting them on a daily basis during the contracting period as instructed by the Division Manager and Senior CPO to monitor the performance and well being of the contractors. 	<ul style="list-style-type: none"> Regular weekly meetings with contractors to discuss operational issues. Formally inspect each contractors section during contract duration and monitor the contractor's performance, both in productivity and quality, and submit weekly reports² to the SCPO and DM.
Safety	<ul style="list-style-type: none"> Encourages the contractors to work safely and acquaint themselves with the CBC Task and Safety Guide. Issues new contractors with a Community Based Contractor Task and Safety Guide, safety equipment, safety clothing and trains them in the use of them. 	<ul style="list-style-type: none"> Ensures that all injuries are reported and Incident Reports³ completed.

1. Refer Community Based Contractor Operations Manual
 2. Refer Community Based Contractor Operations Manual
 3. Refer to Appendix A

Roles of community works supervisors (CWS)

Community Work Supervisors (CWS) are the key link between the Provincial Community Partnership Officer (PCPO), representing Public Works Department (PWD) and focal point for the community undertaking the contract. They will be recruited as volunteers from their community, and have the obligation to oversee the entire work in progress.

There are four CWS in one community contract; two males and two females. During works implementation there must be one male and one female CWS on duty.

As set out in the Community-Based Contracting Operations Manual, the CWS key responsibilities are set out in table 2.

Key Responsibility Areas	Tasks	Indicators
Administration	<ul style="list-style-type: none"> Attend all training courses conducted by the program. Conduct training to communities. Keep Attendance Register of all daily workers. 	<ul style="list-style-type: none"> Training courses attended at the commencement of contract⁴. Record that community members have received copy of Contractors Task and Safety Guide. Attendance Register⁵ completed and submitted to PCPO at the end of each work cycle.
Monitoring	<ul style="list-style-type: none"> Reports to PCPO the performance and status of contracts i.e. satisfactory or not satisfactory completed. 	<ul style="list-style-type: none"> Contract performance updates weekly.
Safety	<ul style="list-style-type: none"> Keep safety equipment and allocate it and ensure it is returned. Ensure Contractors are working according to the Contractors Task and Safety Guide. Ensure that Contractors set out hazard cones and are wearing all safety apparel while working. Record and report any safety incident or injury. 	<ul style="list-style-type: none"> Safety Equipment lists maintained. Contractor safety procedures are adhered to as per Contractors Task and Safety Guide. Traffic warning signs or road works signs are put out before work commences on-site. If an incident occurs ensure an Incident Report⁶ completed and submitted to SCPO.

Roles Of Community Members

Community members are required to perform the tasks as prescribed in Part B of this Contractors Task and Safety Guide as well those outlined specifically in their contract scope of works. In accordance with Part C, they are to comply with all safety rules and adhere to PWD regulations about road safety. They are required to wear all safety gear before they engage in road works.

They are responsible to report any accidents, injury, or threat to the CWSs.



Lelepa Community, Efate Ring Road

Road maintenance contractor tasks



Contractor tasks

For a roadwork contract, a community maybe required to perform one or more of the following tasks.

Grass cutting



Malekula



Efate Ring Road, Efate

Clearing culverts and drains



South East Coast Road, Santo



South East Coast Road, Santo

Tree pruning



South East Coast Road, Santo



Efate Ring Road, Efate



Measuring out the grass cutting width. South East Coast Road, Santo



South East Coast Road, Santo

Grass Cutting

This task consists of cutting, collecting, removing and disposing of cleared/cut vegetation on

- Shoulders
- Side slopes
- Inlet and outlets of culverts and ditches
- Around the base of road signs and power poles
- Other approved installations/items within the work site.

Important Points

When cutting grass it should be cut:

- From the shoulder to a distance of 2m from the edge of the side drain on each side depending on the Division Manager's approval and civil engineer's scope of works.
- To a finished cut height of 5-10cm above ground surface.
- Around the base of road signs and power poles (and other approved installations/items) that are within the limits of grass cutting width

On completion:

- All cuttings must be gathered and disposed off in unobtrusive and uncultivated areas at least 5 metres from the road, back of the drain.
- The burning of cuttings will not be permitted for environmental reasons.
- The site shall be cleaned of all surplus materials and waste, and left in a clean and tidy condition.



Completed grass cutting, South East Coast Road, Santo



Over grown wing-wall, Efate Ring Road



Cleared side drain, North Ambae Road



Blocked culvert, Efate Ring Road



Cleared culvert, South East Coast Road, Santo

Clearing drains

This task requires the clearing of drains (along the side of the road parallel to the road) and culverts.

Important points

When completing this task, the following will be required:

- digging out and/or collecting and disposing of all stones/boulders from carriageway due to re-gravelling of the road at designated areas
- removing soil/silt or leaves as necessary so that water flows out and that there is no blockage
- removing/collecting stones or boulders on the carriageway within the work section as stated in the contract
- stockpiling all stones/boulders at designated locations.



Cleared side drain, East Ambae Road



Remove vegetation and flood debris from culvert inlets and outlets, South East Coast Road, Santo



Over grown, blocked culvert, South East Coast Road, Santo



Cleared culvert, South Road, Santo



Efate Ring Road



Efate Ring Road



Overgrown grass and branches overhanging side drain and road, South East Coast Road, Santo

Pruning of overhanging branches and tree tops

This task consists of cutting, collecting and removing fallen trees, pruning tree branches and disposing of all from carriageway. It also includes all overhanging branches that are two metres away from the drainage area.

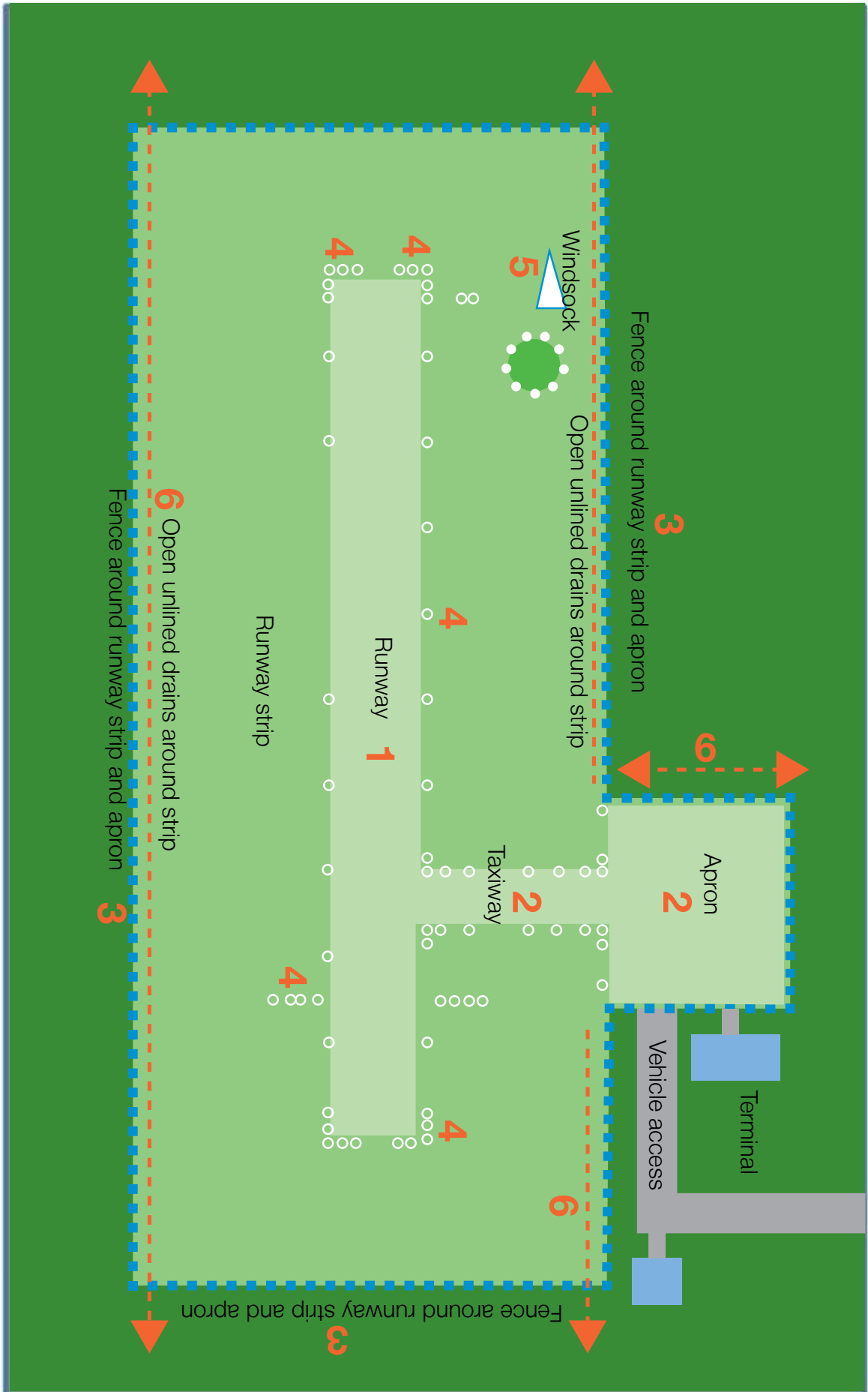
Important points

When completing this task, the following will be required:

- Prune tree branches overhanging the side drains
- Cut and roll off any fallen tree within the carriageway and from the bed and sides of the table drains, concrete drains, and stone pitched drains and pile them up behind the side drains
- Clear the work area of all debris and dispose of all locally. Burning of cuttings will not be permitted for environmental reasons.
- All cuttings must be gathered and disposed of in unobtrusive and uncultivated areas at least 5 meters from the road (back of drain).
- On completion of the works, the site shall be cleaned and left in a tidy condition.



Efate Ring Road



Airports

For a contract on Airport maintenance, a community may be required to do one or more of the following tasks based on scope of works attached to the contract.

Task	Maintenance activities
1 Runway surface	On paved runways, collect and dispose all debris to ensure that the surface is smooth. On unpaved runways, fill in any pothole, repair animal damage or wheel ruts to compact and make the runway smooth and even with the surrounding surface.
2 Taxi way and apron surface	On paved runways, collect and dispose all debris to ensure that the surface is smooth. On unpaved runways, fill in any pothole, repair animal damage or wheel ruts to compact and make the runway smooth and even with the surrounding surface.
1 Runway- grass height	Cut grass to a maximum height of 50mm and dispose of all cuttings 5 meters from the fence line in an unobtrusive manner.
2 Taxi way & apron – grass height	Cut grass to a maximum height of 50mm and dispose of all cuttings 5 meters from the fence line in an unobtrusive manner.
1 Runway strip -grass height 1	Cut grass to a maximum height of 150mm and dispose all cuttings 5 meters from the fence line in an unobtrusive manner.
3 Fencing	Clear all vegetation 2 metres from the fence posts and wires on both sides and dispose all cuttings 5 meters out from the fence line. Prune any overhanging branches from the fence posts.
4 Aerodrome markers	Clear vegetation and painting 5m x 5m to a minimum height of 50mm.
5 Windsock	Clear vegetation 5m x 5m around the base to a minimum height of 150mm.
6 Drainage	Clear vegetation and soil accumulation on the side drains and dispose all debris 5 meters away from the back of the fence line in an unobtrusive manner.
Obstacle limitation surfaces	Cut shrubs and trees to keep the obstacle limitation surface clear. Note: The obstacle limitation surfaces begin from the end of runway strip extending vertically and laterally at 1:20 for a distance of 1200m from the runway strip.



Side drain and fence line, Longana Airport, Ambae



Taxi way and apron Longana Airport, Ambae



Wind sock, Longana Airport, Ambae



Runway with windsock and fence line in the background, Sara Airport, Pentecost

Safety



Safety Clothing And Equipment

The following safety clothing and equipment will be provided by Public Works Department (PWD) to the contractors.

These items will be recorded by the Community Partnership Officer (CPO) in the Equipment and Safety Register and then handed over to the Community Work Supervisors (CWSs) for their distribution. It is important that CWS make sure that safety clothing is worn by community members when performing the contracts.

These equipments are give by PWD to the community as a starter kit. It is the communities responsibility to purchase more equipment for routine maintance purposes.



PWD staff with work and safety equipment that are issued to the community



Traffic cones



Safety vest and gloves

First Aid Kits



Work Equipment

Basic work equipment consists of those that contractors will use to perform the contract and this will be purchased by the Contractor. They are outlined in the images below:



Grass cutters



Bush knives



Rakes



Wheel barrow



Lawn mower



Shovels

On-Site Health & Safety



Temporary Bush Toilets

It is a requirement that contractors construct temporary pit latrines on-site. Two pit latrines will be used for the duration of road works; one for the males and one for the females. They must be properly walled with black plastics or using local materials that best suit the community.



Camp

It is important for CWSs to ensure that communities erect a camp on site where they could use to

- serve lunch
- store work materials
- safe area for children whilst adults are working
- area for female workers to breastfeed.



Water

PCPOs and CWSs must ensure that there is safe drinking water for communities available on-site; whether it has to be transported by vehicle or collected by some responsible members.



Traffic cones

Traffic cones must be put up on the road to notify vehicles and other road users that there is work in progress along that patch of the road.



Dismantling Structures

When work is completed, it is necessary that all structures built on-site must be dismantled and cleaned-up. CWS must inspect the area to ensure it is clean and that all dismantled structures are properly disposed.



Rubbish disposal sites

Littering on-site is prohibited and is unhygienic. All solid wastes are to be stored in bins. Other wastes, whether in the form of food stuffs or plastics/tins should be removed and disposed in a landfill. If there is no landfill nearby, a small hole could be dug and used. The hole must be 1m x 1m wide and long and 1.5m deep. However after work completion, this hole must be buried or covered.



Tanna Community

Safety Clothing

It is recommended that all safety gears are worn before community members perform the contract as shown in the picture below.



Accidents and disputes

Lines of accident reporting

Should an injury occur, the following procedure in the figure below must be observed.

Accidents happening in line of duty are first taken care of by the CWS. If it is a minor cut or bruise, then the CWSs dispense medications from the first aid kit. However if it is serious and requires immediate medical attention, then the CWS should contact the PCPO immediately and arrange for transportation to the hospital or nearest medical facility. The PCPO will then inform DM and copy SCPO on the accident report.

Dispute Reporting and Resolutions

In the case of disputes, particularly with land boundaries between individuals or communities, this will be handled at the community and Provincial level. Refer to dispute resolution and grievance mechanisms, as set out in Community-Based Contracting Operations Manual.

Injury on site

- Injury reported to AC Secretary by mobile phone.
- First Aid is administered by the CWS.
- If injury is minor, incident is recorded and reported to CPO in quarterly reports.

Severe Injury

- Person is taken to nearest health facility.
- PCPO is informed immediately by mobile phone.
- CWS informs the family of the person about the accident.



Incident Report

- PCPO reports incident to Senior CPO
- A record of injuries are to be filed in the Contractors file and a consolidated record by the Social Environment Officer.





Tanolu Community, Efate Ring Road



Tanna Community

Appendices

List Of Abbreviations

ACDO	Area Council Development Officer
AS	Area Secretaries
CBC	Community-Based Contractor
CWS	Community Work Supervisors
DM	Divisional Manager
MIPU	Ministry of Infrastructure & Public Utilities
PA	Provincial Administration
PCPO	Provincial Community Partnership Officer
PWD	Public Works Department
SCPO	Senior Community Partnership Officer
WC	Ward Council

Public Works Department (PWD) Offices

PWD Head Office

Nasituan Building
George Pompidou Area
PMB 9044
Tel: 22888

PWD Shefa - Workshop and laboratory

Private mail bag (PMB) 9044
Tel: 22555

PWD Malampa

Lakatoro Office
PO Box 9
Tel: 48490
Fax: 48497

PWD Sanma

Luganville Office
PO Box 147
Tel: 36316

PWD Tafea

Isangel Office
PO Box 26
Tel: 88689

PWD Penama

Saratamata Office
PO Box 240
Tel: 38825

Provincial Administration Offices

Shefa Provincial Council

PMB 9062
Tel: 22752
Fax: 22785

Malampa Provincial Council

Lakataro Office
PO Box 22
Tel: 48491

Penama Provincial Council

Saratamata Office
PO Box 8
Tel: 38348

Tafea Local Government Council

Isangel Office
Tel: 88664
Fax: 88638

Sanma Provincial Government

P.O.Box 239
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