

**PROJECT MUNESHWERS – GUYANA**  
**Environmental and Social Action Plan (ESAP)**  
**August 2022**

No.	Aspect	Action	Deliverable	Delivery date
<b>PS 1: Assessment and Management of Environmental and Social Risks and Impacts</b>				
1.1	Compliance with National Regulations (Environmental Permits)	1. Prepare a spreadsheet containing all requirements from the Environmental Permits and their current implementation status.	1. Spreadsheet of environmental. permit.	1. Three months after 1 <sup>st</sup> disbursement.
		2. Execute all requirements contained in the Environmental Permits Spreadsheet.	2. Report on implementation status.	2. Quarterly after 1 <sup>st</sup> disbursement.
		3. Present to the EPA all environmental requirements contained in the corresponding permits.	3. Proof of report submission to the EPA	3. As part of the Environmental and Social Compliance Report (ESCR).
1.2	Environmental and Social Management System (ESMS)	1. As part of the ESMS, prepare an E&S management policy.	1. E&S Management Policy	1. Three months after 1 <sup>st</sup> disbursement.
		2. As part of the ESMS, prepare a spreadsheet identifying potential environmental and social risks and impacts as well as associated control measures.	2. Risk and Impacts Identification Matrix (spreadsheet)	2. Six months after 1 <sup>st</sup> disbursement.
		3. As part of the ESMS, prepare management procedures to: i) prevent, mitigate or compensate any undesired environmental and social risk and impact (as identified in the spreadsheet); and ii) fulfill any requirement contained in the environmental permits.	3. Environmental and Social Risk and Impact Management Procedures.	3. Nine months after 1 <sup>st</sup> disbursement.
		4. As part of the ESMS, prepare: i) an organigram of E&S staff; and ii) and training schedules on E&S management, emergency preparedness, and health, and safety.	4. Organigram and training schedule.	4. Nine months after 1 <sup>st</sup> disbursement.
		5. As part of the ESMS, prepare an emergency preparedness and response plan commensurate with the most probable potential emergency scenarios	5. Emergency Response Plan.	5. Three months after 1 <sup>st</sup> disbursement.
		6. As part of the ESMS, prepare a stakeholder engagement plan including: i) a stakeholder identification; ii) an external grievance mechanism; and iii) a periodic communications schedule to inform stakeholders on Project activities.	6. Stakeholder Engagement Plan.	6. Six months after 1 <sup>st</sup> disbursement.
		7. As part of the ESMS, prepare an environmental audit procedure and schedule to monitor effectiveness of the ESMS.	7. Environmental audit procedure and schedule.	7. Nine months after 1 <sup>st</sup> disbursement.
		8. Present periodic ESMS audit and monitoring reports.	8. ESMS Monitoring and Auditing Reports.	8. As part of the ESCR.
1.3	Environmental Management Plan (EMP)	1. Prepare an Environmental Management Plan (EMP) to manage environmental impacts of the quay refurbishment works, including waste and effluent management, as well as noise and vibration control.	1. EMP.	1. Two months after 1 <sup>st</sup> disbursement.
		2. Implement the plan during quay refurbishment works.	2. Evidence of implementation of the EMP.	2. Six months after 1 <sup>st</sup> disbursement, and thereafter as part of the ESCR.
<b>PS 2: Labor and Working Conditions</b>				
2.1	Health and Safety	1. Insert in Health and Safety Manual: a risk assessment of all potentially hazardous activities, based on a hazard identification spreadsheet, classifying hazards according to accident and incident risk, severity, and probability.	1. Risk assessment.	1. Three months after 1 <sup>st</sup> disbursement.

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		2. Insert in Health and Safety Manual a procedure to issue specific work permissions for high-risk activities	2. Hazardous work permission procedure	2. Six months after 1 <sup>st</sup> disbursement.
		3. Insert in Health and Safety Manual new procedures to cover high-risk activities such as work at heights, work in confined spaces; electricity works; work with hazardous substances (including pesticides), among others.	3. New health and safety procedures	3. Nine months after 1 <sup>st</sup> disbursement.
		4. Insert in Health and Safety Manual a training procedure schedule to all operational workers	4. Worker training procedure and schedule.	4. Nine months after 1 <sup>st</sup> disbursement.
		5. Insert in Health and Safety Manual guidelines for root cause assessment for all accidents and incidents	5. Guidelines for Accident and Incident Root Cause Assessment.	5. As part of the ESCR.
		6. Present periodic reports on the performance of health and safety, including all accidents, incidents, root cause assessments, lost time injuries, fatalities, and first aid drills	6. Health and Safety Reports.	6. As part of the ESCR.
2.2	Prevention of Gender Based Violence	1. Prepare communication materials on the prevention of sexual exploitation of children and adolescents and sexually transmitted diseases (STDs).	1. Leaflet about sexual exploitation of children, adolescents, and STDs.	1. Three months after 1 <sup>st</sup> disbursement.
		2. Disseminate communication materials to the workforce and with members of visiting crews.	2. Report presenting dissemination actions	2. Six months after 1 <sup>st</sup> disbursement.
2.3	Grievance Mechanism	1. Update the Employment Manual to describe: i) specific channels for grievance reception (i.e., e-mail, WhatsApp, or other means); ii) teams responsible for grievance reception, assessment, and response; iii) expected timing of response; iv) anti-reprisal policy; v) identity protection procedures (i.e., confidentiality, anonymity).	1. Updated Employment Manual.	1. Three months after 1 <sup>st</sup> disbursement.
		2. Include a section on freedom of association in the Employee Manual.	2. Employment Manual with a freedom of association section.	2. Three months after 1 <sup>st</sup> disbursement.
		3. Disseminate the revised Employment Manual to all employees.	3. Proof of dissemination of revised procedure to all workers.	3. Six months after 1 <sup>st</sup> disbursement.
		4. Present periodic accounts of complaints received, responses given, and disciplinary actions undertaken.	4. Report on internal grievances.	4. As part of the ESCR.
2.4	Prevention of Child and Forced Labor	1. Update the Antidiscrimination Policy with provisions against the use of child and forced labor.	1. Updated Antidiscrimination Policy.	1. Three months after 1 <sup>st</sup> disbursement.
		2. Train all workers on the Antidiscrimination Policy.	2. Proof of training on the Antidiscrimination Policy.	2. Six months after 1 <sup>st</sup> disbursement.
		3. Include the Antidiscrimination Policy as an Annex to the Employee Manual to all new employees.	3. Proof of dissemination of the updated Employee Manual to new workers.	3. As part of the ESCR.
2.5	Workers Engaged by Third Parties	1. Include provisions on antidiscrimination, prevention of child and forced labor, health and safety and environmental requirements in the contracts of workers engaged by third parties.	1. Copy contractual provisions for third parties (contractors).	1. Six months after 1 <sup>st</sup> disbursement.
		2. Inform contractors of the new contractual provisions (as above) during the procurement process.	2. Evidence of dissemination of the new contractual provisions.	2. One year after 1 <sup>st</sup> disbursement, and thereafter as part of the ESCR
<b>PS 3: Resource Efficiency and Pollution Prevention</b>				
3.1	Waste Management	1. Prepare a Hazardous Waste Management Plan that includes: i) designation and preparation of areas for temporary storage of hazardous waste; ii) waste classification and separation procedure; iii) forms to record the amounts and types of hazardous waste held on site and dispatched to waste management companies; iv) list of EPA authorized companies to	1. Hazardous Waste Management Plan	1. Six months after 1 <sup>st</sup> disbursement.

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		transport and provide final safe disposal of hazardous waste; v) forms to record waste amounts and composition sent for final disposal; vi) list of minimum documentation issued by waste management companies giving proof of final disposal; and vii) a list of recyclable waste and recycling companies that could receive these materials.		
		2. Implement the hazardous waste management plan.	2. Hazardous Waste Management Report.	2. As part of the ESCR.
3.2	Pollution Prevention	1. Present a Plan for Segregation of Containerized Chemicals (PSCC), considering: i) compatibility requirements; ii) specific health and safety procedures to unload chemical cargo from containers; iii) transport provisions; and iv) safety requirements for its temporary storage and transportation.	1. Containerized Chemicals Segregation and Health and Safety Plan.	1. Six months after 1 <sup>st</sup> disbursement.
		2. Train HSSE Personnel on the requirements of the PSCC and operational Personnel on the health and safety requirements for handling and transporting chemical cargo.	2. Training report on PSCC and associated health and safety requirements	2. Nine months after 1 <sup>st</sup> disbursement
		3. Refurbish the diesel fuel containment bund to ensure that: i) it has capacity to hold 110% of the diesel fuel stored in the diesel reservoir; ii) it is completely sealed and impermeable.	3. Report on the refurbishment of the diesel oil containment bund	3. Six months after 1 <sup>st</sup> disbursement
		4. Prohibit the purchase, storage, use, manufacture, or trade of products that fall in WHO Recommended Classification of Pesticides by Hazard Class Ia (extremely hazardous); or Ib (highly hazardous).	4. Report on the types of pesticides received, stored, and transported	4. As part of the ESCR
<b>PS 4: Community Health, Safety, and Security</b>				
4.1	Fire Safety	1. Ensure that the Fire Safety Systems are fully implemented at the new warehouse, including a water line equipped with fire hose connectors, fire extinguishers, fire hoses, smoke detectors and alarm pull stations.	1. Fire System implementation report for the new warehouse.	1. Six months after 1 <sup>st</sup> disbursement.
		2. Perform regular tests of the Fire Safety System in all the facility to ensure constant operational readiness, including: i) timely recharge of fire extinguishers; ii) periodic fire hose integrity tests; and iii) periodic test of water pump pressure and reach of water jets.	2. Report on fire systems tests.	2. Six months after 1 <sup>st</sup> disbursement
		3. Conduct annual fire drills and refresh Fire Marshall training	3. Report on fire drills and Fire Marshall training	3. Yearly after 1 <sup>st</sup> disbursement, as part of the ESCR
4.2	Traffic Management	1. Prepare a Traffic Management Plan that includes: i) a detail of specific areas for the circulation of vehicles and pedestrians; ii) areas restricted to pedestrians, traffic speed limits per area; and iii) measures to manage and transport oversized cargo, among others.	1. Traffic Management Plan	1. Six months after 1 <sup>st</sup> disbursement.
		2. Implement the Traffic Management Plan	2. Report on the implementation of the Traffic Management Plan	2. As part of the ESCR