LAO PEOPLE’S DEMOCRATIC REPUBLIC
PEACE INDEPENDENCE DEMOCRACY UNITY PROSPERITY

Ministry of Home Affairs
Department of Citizen Management

Lao PDR Civil Registration and Vital Statistics Project (P167601)

Environmental Code of Practice (ECOP)

October 28, 2019
ENVIRONMENTAL CODE OF PRACTICE (ECOP)

1. Background

The Project will finance (under Component 3) the renovation of office space and provision of office furniture and equipment for project personnel and consultants at the existing Ministry of Home Affairs (MOHA) compound. The renovation work will only be limited to the partitioning and painting works. The project will also finance procurement of additional equipment (computers plus multi-function laser printers [Scan, Print, and Copy]), furniture for office and training room. The environmental impact related to office renovation is expected to be minor, temporary, localized and can be managed by implementing the effective mitigation measures and monitoring actions prepared by MOHA. Negative impacts expected during office renovation are related to construction workers’ health and safety arising from air pollution caused by dust generated from cleaning of the old walls, noise, construction waste management and potentially lack of or inconsistent use of personal protective equipment (PPE).

Reflecting the nature and small scale of the proposed renovation civil work under the project and known location, this Environmental Codes of Practice (ECOP) is developed and will be applied to project rehabilitation related facility. This safeguard instrument was chosen because specific project activity and exact location are known. The ECOP was presented and discussed with related parties and disclosed in MOHA website prior to project appraisal.

2. Objectives

This ECOP is prepared to manage small environmental impacts during renovation of office space in an existing MOHA building. This ECOP will be a mandatory part of bidding and later construction contract documents so that the contractor complies with environmental covenants. The MOHA Department of Citizen Management (DCM) will be responsible and will assign staff for compliance monitoring and reporting of the ECOP implementation.

2. Responsibilities

The MOHA DCM and Contractor are the key entities responsible for implementation of this ECOP. Key responsibilities of the MOHA DCM and the contractor are as follows:

(a) MOHA DCM

- The MOHA DCM is responsible for ensuring that the ECOP is effectively implemented. The MOHA DCM will assign a qualified staff to be responsible for compliance monitoring of the Contractor, include but not limited to the following: (a) monitoring the contractor’s compliance with the ECOP, (b) taking remedial actions in the event of non-compliance and/or adverse impacts occur, (c) investigating complaints, evaluating and identifying corrective measures; (d) advising the Contractor in case additional action is needed to improve surrounded environment; and (e) monitoring Contractor’s actions addressing complaints.

(b) Contractor

- Contractor is to ensure the compliance with mitigation measures provided in the ECOP.
- Contractor is required to obey other national relevant legal regulations and laws.
### ISSUES/RISKS

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<th>MITIGATION MEASURE</th>
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| 1) Dust generation/ Air pollution | - The Contractor implement dust control measures to ensure that the generation of dust is minimized and is not perceived as a nuisance by MOHA staff, maintain a safe working environment, such as:  
- Establish a petition to close working area for dust control at the renovation site;  
- Use mask when staying and working in the area; and  
- Water, if necessary, to avoid dust generation.                                                                                                    |
| 2) Noise and vibration           | - To avoid exceeding noise emission from poorly maintained machines, and use earplug when staying and/or working with the noisily machineries.                                                                       |
| 5) Solid waste                   | - At all places of work, the Contractor shall provide adequate litter bins, containers and refuse collection facilities.  
- No burning, on-site burying or dumping of solid waste shall occur. and  
- Recyclable materials such as wooden plates for trench works, steel, scaffolding material, site holding, packaging material, etc. shall be collected and separated on-site from other waste sources for reuse, for use as fill, or for sale.  
- Maintain good housekeeping and keep worksite clean. All debris and waste shall be cleared after construction completion.                                                                                          |
| 6) Chemical or hazardous wastes  | - Store chemicals in safe manner, such as roofing, fenced and appropriate labeling.  
- Hazardous waste will be disposed at only authorized landfill or designated area.                                                                            |
| 9) Interruption of utility services | - Provide information to MOHA staff on working schedules as well as planned disruptions of water/power at least 2 days in advance.  
- Any damages to existing utility systems of cable shall be reported to authorities and repaired as soon as possible.                                                                                                    |
| 11) Worker and public Safety     | - Training workers on occupational safety regulations and provide sufficient Personal Protective Equipment (PPE) for workers in accordance with applicable national laws.  
- Ensure workers use proper Personal Protected Equipment at all time while working.  
- Electrical equipment and wires are in good conditions and properly kept (no damage, cuts, found in the wire), proper Personal Protective Equipment (PPE) provided for works expose to electrical hazard.  
- For all work on electrical equipment or circuits, it is important to ensure that the correct point of isolation is identified and that an appropriate means of isolation is used so that the supply cannot inadvertently be reinstated while the work is in progress.  
- Install fences, barriers, dangerous warning/prohibition site around the construction area which showing potential danger to MOHA staff.                                                                                                     |
| 12) Communication with MOHA staff and local communities | - Disseminate project information before construction commencement.  
- Contact information of whom interested parties can reach and receive information on site activities, project status and project implementation results.  
- Construction and work schedules, interruption of services, as appropriate.  
- Notification boards shall be erected at the renovation site providing information about the project, as well as contact information about the site manager, telephone numbers, and other relevant parties.                                                            |

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numbers and other contact information so that any affected MOHA staff can have the channel to voice their concerns and suggestions.

Part 2 – Contractor’s best practice while working at site

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<th>DO:</th>
<th>DO NOT</th>
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<tr>
<td>• USE THE TOILET FACILITIES PROVIDED – REPORT DIRTY OR FULL FACILITIES</td>
<td>• MAKE ANY FIRES.</td>
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<td>• CLEAR YOUR WORK AREAS OF LITTER AND BUILDING RUBBISH AT THE END OF EACH DAY – use the waste bins provided and ensure that litter will not blow away.</td>
<td>• ENTER ANY FENCED OFF OR MARKED AREA.</td>
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<td>• REPORT ALL FUEL OR OIL SPILLS IMMEDIATELY &amp; STOP THE SPILL FROM CONTINUING.</td>
<td>• LITTER OR LEAVE FOOD LYING AROUND.</td>
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<td>• SMOKE IN DESIGNATED AREAS ONLY AND DISPOSE OF CIGARETTES AND MATCHES CAREFULLY. (Littering is an offence.)</td>
<td>• USE UNAPPROVED TOXIC MATERIALS, INCLUDING LEAD-BASED PAINTS, ASBESTOS, ETC.;</td>
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<td>• CONFINE WORK AND STORAGE OF EQUIPMENT TO WITHIN THE IMMEDIATE WORK AREA.</td>
<td>• DISTURB ANYTHING WITH ARCHITECTURAL OR HISTORICAL VALUE</td>
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<td>• USE ALL SAFETY EQUIPMENT AND COMPLY WITH ALL SAFETY PROCEDURES.</td>
<td>• USE OF FIREARMS (EXCEPT AUTHORIZED SECURITY GUARDS)</td>
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<td>• ENSURE A WORKING FIRE EXTINGUISHER IS IMMEDIATELY AT HAND IF ANY “HOT WORK” IS UNDERTAKEN e.g. welding, grinding, gas cutting etc.</td>
<td>• USE OF ALCOHOL BY WORKERS DURING WORK HOURS</td>
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<td>• REPORT ANY INJURY OF WORKERS.</td>
<td>• DO ANY MAINTENANCE (CHANGE OF OILS AND FILTERS) OF CARS AND EQUIPMENT OUTSIDE AUTHORIZED AREAS</td>
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<td>• PREVENT EXCESSIVE DUST AND NOISE</td>
<td>• DISPOSE TRASH IN UNAUTHORIZED PLACES</td>
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<td>• WORK WITHOUT SAFETY EQUIPMENT (INCLUDING BOOTS AND HELMETS)</td>
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<td>• DISPOSE INDISCRIMINATELY RUBBISH OR CONSTRUCTION WASTES OR RUBBLE</td>
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<td>• USE LATRINES OUTSIDE THE DESIGNATED FACILITIES; AND</td>
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