

**Albania**  
**Social Assistance Modernization Project**  
**Additional Financing**

**Works on Enhancing Access to State Social Services  
Office**

**Elbasan**

**EMP CHECKLIST**

**January 2018**

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## A) GENERAL PROJECT AND SITE INFORMATION

INSTITUTIONAL & ADMINISTRATIVE				
Country	Albania			
Project title	Social Assistance Modernization Project			
Scope of project and activity	Works on Enhancing Access to State Social Services Office in Elbasan			
Institutional arrangements (Name and contacts)	WB (Project Team Leader)  Maddalena Honorati Lorena Kostallari	Project Management Ministry of Health and Social Protection General Directory of Social State Services	Local Counterpart and/or Recipient  Regional Department of Social State Services of Elbasan	
Implementation arrangements (Name and contacts)	Safeguard Supervision  Esma Kreso	Local Counterpart Supervision  External Hire	Local Inspectorate Supervision	Contactor  External Hire
SITE DESCRIPTION				
Name of site	Elbasan State Social Services Office			
Describe site location	<p>The Regional SSS Office is located in the city of Elbasan. The office is accommodated in a residential building, located among many others residential buildings and houses. Since this is an existing building, the office has all of the necessary connections to water, power, sewage and utilities. The entrance to the office (residential building) is very difficult because of the existing surrounding wall of a nearby private house. The offices are very small. The DA evaluation procedure is actually conducted in the Social Insurance Regional Office due to the lack of the necessary conditions required.</p>		Attachment 1: <input type="checkbox"/> Y <input type="checkbox"/> N Photo of the building	
Who owns the land?	The State Social Services.			
Description of geographic, physical, biological, geological, hydrographic and socio-economic context	<p>The Regional SSS Office is located in the city of Elbasan. The office is accommodated in a residential building, located among many others residential buildings and houses. Since this is an existing building, the office has all of the necessary connections to water, power, sewage and utilities. The entrance to the office (residential building) is very difficult because of the existing surrounding wall of a nearby private house. The offices are very small. The DA evaluation procedure is actually conducted in the Social Insurance Regional Office due to the lack of the necessary conditions required. There are no sensitive receptors nearby the site, and the location is rather urbanized with a number of buildings and houses all around.</p>			
Locations and distance for material sourcing, especially aggregates, water, stones?	Contractor will obtain all necessary materials from licensed sources of materials.			

<b>LEGISLATION</b>	
Identify national & local legislation & permits that apply to project activity	<p>The civil works for rehabilitation of the regional offices require a "Construction Permit", issued by the respective Municipality after the online application is made in the e-permit system.</p> <p>An EIA is included in the necessary documentation for construction permit. The set of documents needed to obtain the above permit are as following:</p> <ul style="list-style-type: none"> <li>- Ownership certificate or decision on transfer to administration.</li> <li>- Technical Opponence for objects over 100'000'000 ALL issued by the Construction Institute.</li> <li>- Environmental Impact Assessment (EIA) approved by the National Environment Agency, signed electronically by the Ministry of Environment.</li> <li>- Feasibility study signed electronically (if it is done by the Contracting Authority, usually drawn up by an accounting expert)</li> </ul> <p>The following Albanian Laws define a legal framework for environmental management: law no. 10440, dated 7 July 2011 "On the assessment of the environmental impact" / Law no. 10448, dated 14 July 2011 "On Environmental Permits", as amended, and all secondary legislation;</p>
<b>PUBLIC CONSULTATION</b>	
Identify when / where the public consultation process took place	<p>The Checklist EMP was disclosed on the website of Ministry of Health and Social Protection at the date December 10, 2017. The specific checklist for Elbasan was disclosed on January 26, 2018.</p> <p>Public consultations will be held prior to start of works.</p>
<b>INSTITUTIONAL CAPACITY BUILDING</b>	
Will there be any capacity building?	[ x ] N or [ ] Y if Yes, Attachment 2 includes the capacity building program

## B) SAFEGUARDS INFORMATION

ENVIRONMENTAL /SOCIAL SCREENING			
	Activity	Status	Triggered Actions
Will the site activity include/involve any of the following??	A. <u>Building rehabilitation</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>See Section A below</u>
	<b>B. <u>Minor new construction</u></b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b><u>See Section A below</u></b>
	C. Individual wastewater treatment system	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section <b>B</b> below
	D. Historic building(s) and districts	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section <b>C</b> below
	E. Acquisition of land <sup>1</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section <b>D</b> below
	F. Hazardous or toxic materials <sup>2</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section <b>E</b> below
	G. Impacts on forests and/or protected areas	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section <b>F</b> below
	H. Handling / management of medical waste	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section <b>G</b> below
	I. Traffic and Pedestrian Safety	<input type="checkbox"/> Yes <input type="checkbox"/> No	See Section <b>H</b> below

<sup>1</sup> Land acquisitions includes displacement of people, change of livelihood encroachment on private property this is to land that is purchased/transferred and affects people who are living and/or squatters and/or operate a business (kiosks) on land that is being acquired.

<sup>2</sup> Toxic / hazardous material includes but is not limited to asbestos, toxic paints, noxious solvents, removal of lead paint, etc.

### C) MITIGATION MEASURES

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
0. General Conditions	Notification and Worker Safety	<ul style="list-style-type: none"> <li>(a) The local construction and environment inspectorates and communities have been notified of upcoming activities</li> <li>(b) The public has been notified of the works through appropriate notification in the media and/or at publicly accessible sites (including the site of the works)</li> <li>(c) All legally required permits have been acquired for construction and/or rehabilitation</li> <li>(d) All work will be carried out in a safe and disciplined manner designed to minimize impacts on neighboring residents and environment.</li> <li>(e) Workers' PPE will comply with international good practice (always hardhats, as needed masks and safety glasses, harnesses and safety boots)</li> <li>(f) Appropriate signposting of the sites will inform workers of key rules and regulations to follow.</li> <li>(g) Employers engagement</li> <li>(h) Correct procedures for design and security</li> <li>(i) Regular elimination of wastes</li> </ul>
A. General Rehabilitation and /or Construction Activities	Air Quality	<ul style="list-style-type: none"> <li>(a) During interior demolition (pneumatic drilling/wall destruction) process dust shall be suppressed by ongoing water spraying and or installing dust screen enclosures at site.</li> <li>(b) Keep demolition debris in controlled area and spray with water mist to reduce debris dust.</li> <li>(c) The surrounding environment shall be kept free of garbage and solid waste (clay) to minimize dust.</li> <li>(d) There will be no open burning of construction / waste material at the site</li> <li>(e) There will be no excessive idling of construction vehicles at sites</li> </ul>
	Acoustic environment	<ul style="list-style-type: none"> <li>(a) Construction noise will be limited to restricted times agreed to in the permit</li> <li>(b) Use of adequate methods and equipment for construction in inhabitant area.</li> <li>(c) During operations the engine covers of generators, air compressors and other powered mechanical equipment should be closed, and equipment placed as far away from residential areas as possible</li> </ul>
	Water Quality	<ul style="list-style-type: none"> <li>(a) The site will establish appropriate erosion and sediment control measures such as e.g. hay bales and / or silt fences to prevent sediment from moving off site and causing excessive turbidity in nearby water runoffs.</li> </ul>
	Waste management	<ul style="list-style-type: none"> <li>(a) Waste collection and disposal pathways and sites will be identified for all major waste types expected construction activities.</li> <li>(b) Solid waste will be collected and disposed properly in accordance with Environmental Legislation of RA</li> <li>(c) The records of waste disposal will be maintained as proof for proper management as designed.</li> <li>(d) Whenever feasible the contractor will reuse and recycle appropriate and viable materials (except asbestos)</li> </ul>
B. Wastewater treatment system	Water Quality	<ul style="list-style-type: none"> <li>(a) The approach to handling sanitary wastes and wastewater from building sites (installation or reconstruction) must be approved by the local authorities</li> <li>(b) Before being discharged into receiving waters, effluents from individual wastewater systems must be treated in order to meet the minimal quality criteria set out by national guidelines on effluent quality and wastewater treatment.</li> <li>(c) Site vehicles and machinery will be washed only in designated areas where runoff will not pollute natural surface water bodies.</li> </ul>
C. Historic building(s)	Cultural Heritage	<ul style="list-style-type: none"> <li>(a) If the building is a designated historic structure, very close to such a structure, or located in a designated historic district, notification shall be made and approvals/permits be obtained from local authorities and all construction activities planned and carried out in line with local and national legislation.</li> <li>(b) It shall be ensured that provisions are put in place so that artifacts or other possible "chance finds" encountered in excavation or construction are noted and registered, responsible officials contacted, and works activities delayed or modified to account for such finds.</li> </ul>

ACTIVITY	PARAMETER	MITIGATION MEASURES CHECKLIST
<b>D.</b> Acquisition of land	Land Acquisition Plan/Framework	(a) If expropriation of land was not expected but is required, or if loss of access to income of legal or illegal users of land was not expected but may occur, that the Bank’s Task Team Leader shall be immediately consulted. (b) The approved Land Acquisition Plan/Framework (if required by the project) will be implemented
<b>E.</b> Toxic Materials	Asbestos management	(a) If asbestos is located on the project site, it shall be marked clearly as hazardous material (b) When possible the asbestos will be appropriately contained and sealed to minimize exposure (c) The asbestos prior to removal (if removal is necessary) will be treated with a wetting agent to minimize asbestos dust (d) Asbestos will be handled and disposed by skilled & experienced professionals (e) If asbestos material is be stored temporarily, the wastes should be securely enclosed inside closed containments and marked appropriately. Security measures will be taken against unauthorized removal from the site. (f) The removed asbestos will not be reused
	Toxic / hazardous waste management	(a) Temporarily storage on site of all hazardous or toxic substances will be in safe containers labeled with details of composition, properties and handling information (b) The containers of hazardous substances shall be placed in an leak-proof container to prevent spillage and leaching (c) The wastes shall be transported by specially licensed carriers and disposed in a licensed facility. (d) Paints with toxic ingredients or solvents or lead-based paints will not be used
<b>F.</b> Affected forests, wetlands and/or protected areas	Protection	(a) All recognized natural habitats, and protected areas in the immediate vicinity of the activity will not be damaged or exploited, all staff will be strictly prohibited from hunting, foraging, logging or other damaging activities. (b) Adjacent wetlands and streams shall be protected from construction site run-off with appropriate erosion and sediment control feature to include by not limited to hay bales and silt fences (c) There will be no unlicensed borrow pits, quarries or waste dumps in adjacent areas, especially not in protected areas.
<b>G.</b> Disposal of medical waste	Infrastructure for medical waste management	(a) In compliance with national regulations the contractor will insure that newly constructed and/or rehabilitated health care facilities include sufficient infrastructure for medical waste handling and disposal; this includes and not limited to: <ul style="list-style-type: none"> <li>▪ Special facilities for segregated healthcare waste (including soiled instruments “sharps”, and human tissue or fluids) from other waste disposal; and</li> <li>▪ Appropriate storage facilities for medical waste are in place; and</li> <li>▪ If the activity includes facility-based treatment, appropriate disposal options are in place and operational</li> </ul>
<b>H</b> Traffic and Pedestrian Safety	Direct or indirect hazards to public traffic and pedestrians by construction activities	(b) In compliance with national regulations the contractor will insure that the construction site is properly secured and construction related traffic regulated. This includes but is not limited to <ul style="list-style-type: none"> <li>▪ Signposting, warning signs, barriers and traffic diversions: site will be clearly visible and the public warned of all potential hazards</li> <li>▪ Traffic management system and staff training, especially for site access and near-site heavy traffic. Provision of safe passages and crossings for pedestrians where construction traffic interferes.</li> <li>▪ Adjustment of working hours to local traffic patterns, e.g. avoiding major transport activities during rush hours or times of livestock movement</li> <li>▪ Active traffic management by trained and visible staff at the site, if required for safe and convenient passage for the public.</li> <li>▪ Ensuring safe and continuous access to office facilities, shops and residences during renovation activities, if the buildings stay open for the public.</li> </ul>
<b>I.</b> Site Investigation Works Execution	Protection of natural environment and biodiversity	(a) Minimizing staff presence and vehicle traffic, (b) Sticking to existing roads and tracks as much as possible, (c) Taking out all waste after completion of the assignment (d) Executing safety routing for staff and by-passers, securing work areas and restricting access during hazardous activities (e.g. during use of explosives for seismic investigations)

## D) ENVIRONMENTAL MONITORING PLAN

<b>Phase</b>	<b>What</b> (Is the parameter to be monitored?)	<b>Where</b> (Is the parameter to be monitored?)	<b>How</b> (Is the parameter to be monitored?)	<b>When</b> (Define the frequency / or continuous?)	<b>Why</b> (Is the parameter being monitored?)	<b>Cost</b> (if not included in project budget)	<b>Who</b> (Is responsible for monitoring?)
<b>During activity preparation</b>	site access management availability of waste disposal facilities notification and access agreement with employees	job site	check if design and project planning foresee diligent procedures	At start of contract	safety of general public, timely detection of waste disposal bottlenecks	marginal, within budget	Contractor, MHSP, SSS
<b>During activity implementation</b>	(a) Construction debris (including contaminated soils) (b) Solid waste  wastewater handling treatment of natural environment safety of personnel and passers-by	(a) At authorized/ licensed tips (b) At authorized/ licensed preferably sanitary landfills  job site	a) Supervision Consultant  (b) Supervision Consultant  visual / analytical if in doubt  visual	(a) At time of disposal (b) At time of disposal  daily / continuous	(a) Ensure correct disposal of waste and hazardous materials  (b) Ensure prevention of soil, water and nature pollution through improper waste disposal  public and workplace health and safety  ensuring protection of natural environment	marginal, within budget;	Contractor, MHSP, SSS
<b>During activity supervision</b>	complete waste removal and orderly disposal	close to potential impacted residents	visual and by consultation with local land users and land owners	after completion of works until final compliance is achieved	avoidance of negative impacts of natural environment  avoiding scarred landscape, ensuring protection of vegetation, soil conservation and biodiversity protection	marginal, within budget	Contractor, MHSP, SSS



**Annex 1** The site and the specifications of the existing building in Elbasan

Figure 1, 2 and 3 present the existing building where the regional office is accommodated.





