**Environmental and**

**Social Management System**

[add your company name]

Version control form

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| **DATE** | **DESCRIPTION** | **SECTION AFFECTED** | **AUTHOR** | **APPROVED BY** |
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**Plan for assessment and management of environmental and social risks and impacts**

**1**

### Environmental and social assessment and management system

[List all of the elements of your ESMS here, including all management plans and relevant standard operating procedures. This will effectively be like a list of contents for the ESMS, rather than providing any detail, and may be something you find easier to do once the other sections below have been filled in.]

### ESMS – Policy

[Add your company’s E&S company policy here.]

### ESMS - Identification of risks and impacts

[Provide a summary of your project-specific ESIA and key impacts here. Describe the ESIA process that has or will take place, including the consultant’s name, date, timeline, project site description, methodology of desktop and on-site analysis and results. Identify project risk category against IFC risk categorisation. Use Table 1 and Table 2 below as required.]

Table 1. Example of a status of permits sheet

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PERMIT NAME | ISSUING DATE | ISSUING AUTHORITY | CONDITION | PHASE | EXPIRY DATE | ACTION |
|  |  |  |  |  |  |  |
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Table 2. Summary of key impacts and how they are being addressed to satisfy the requirements

of specific standards.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **STANDARD** | **PS NAME** | **SATISFACTION OF THE PS** | | |
|  |  | Summary of main impacts/ concerns raised | How the impacts/concerns are addressed and monitored | Reference to the relevant section of the ESIA and/ or relevant management plan(s) |
| IFC PS 1  & EIB 10 | Assessment and management of E&S risks and impacts  Stakeholder engagement |  |  |  |
| IFC PS 2 | Labour and working conditions |  |  |  |
| IFC PS 3 | Resource efficiency and  pollution prevention |  |  |  |
| IFC PS 4 | Community health safety and security |  |  |  |
| IFC PS 5 | Land acquisition and involuntary resettlement |  |  |  |
| IFC PS 6  & EIB 3 | Biodiversity conservation and sustainable management of living natural resources  Standards on Biodiversity and Ecosystems |  |  |  |
| IFC PS 7 | Indigenous peoples |  |  |  |
| IFC PS 8 | Cultural heritage |  |  |  |

### ESMS - Organisational capacity and competency

[Describe roles, responsibilities and competency here. Consider including a responsibility matrix using the example template in Table 3.]

Table 3: Responsibility matrix

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| RESPONSIBLE | E&S POLICY | RISK MANAGEMENT | TRAINING & AWARENESS | OPERATIONAL CONTROL | EMERGENCY PLANNING | MONITORING, REPORTING | INCIDENT MANAGEMENT | STAKEHOLDER ENGAGEMENT & AND COMMU- NICATION |
| *[title/position]* | *[specify role]* | *[specify role]* | *[specify role]* | *[specify role]* | *[specify role]* | *[specify role]* | *[specify role]* | *[specify role]* |
|  |  |  |  |  |  |  |  |  |
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### ESMS – Management programmes

[List all of the required corporate-level management plans here, as well as all applicable standard operating procedures (e.g. for working near water/at heights/in confined space or storage of flammable liquids) which form part of the ESMS. Details for each management plan are provided in later sections.]

### Emergency preparedness and response plan

[Write your emergency response plan here. Identify emergencies, describe procedures how to handle these, primary roles and responsibilities, emergency contact details. For roles and responsibilities, please see Section 1.4 on organisational capacity and competency. Roles and responsibilities should be established for the ESMS as a whole, but also for each management plan.]

### 7 Stakeholder engagement plan (SEP)

### Stakeholder identification and analysis

[Describe your stakeholders here.]

### Stakeholder engagement framework

[Describe resources and responsibilities for implementing stakeholder engagement activities.

Describe how stakeholder engagement activities will be incorporated into this ESMS.]

### Information disclosure and dissemination

[Define your information disclosure and dissemination processes here.]

### Stakeholder consultation

[Define your consultation process here, including timelines, roles and responsibilities and means of communication. Remember to document the process. For roles and responsibilities, please see Section 1.4 in the toolkit on organisational capacity and competency. Roles and responsibilities should be established for the ESMS as a whole, but also for each management plan. Use the stakeholder participation log in Table 4 below as required.]

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | | Location: | |
| Name | Position | Contact details | Signature |
|  |  |  |  |
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Table 4. Example of a stakeholder participation log

### Grievance mechanism for affected communities

[Include your grievance mechanism here including contact details and anonymous ways of raising grievances, and the process of resolving and addressing them.]

### Monitoring and review

[Insert your monitoring plan here. Make use of the template in Table 5 as requires, adjusting it according to your project conditions, scale and respective impacts. Note: Some of the parameters used in the table are key performance indicators (KPIs) used by REPP and require being monitored for each project and site.

For roles and responsibilities, please see Section 1.4 in the toolkit on organisational capacity and competency. Roles and responsibilities should be established for the ESMS as a whole, but also for each management plan.]

Table 5: Example of a monitoring plan template

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POTENTIAL DIRECT IMPACTS** | **STAGE**  **/TIMING** | **PROPOSED MITIGATION MEASURES** | **PARAMETER TO BE MONITORED** | **MEASUREMENT UNIT** | **RANGE/TARGET LEVEL** | **SOURCE OF DATA** | **MONITORING FREQUENCY** | **CORRECTIVE ACTION\*** | **REPORTING FREQUENCY** | **LOCATION WHERE RECORDED** | **QUALITY ASSURANCE AND/OR SUPPORTING DOCUMENT** | **RESPONSIBILITY** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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\* Corrective action refers to the action required if monitored parameter is not within the target range.

**2**

**Labour and working conditions and occupational health and safety plans**

### Working conditions and management of worker relationships

[Describe here your human resourcing policies and procedures specifying working conditions aligned with national laws and regulations. Specify plans and procedures for professional development, retrenchment and equal opportunities.]

### Occupational health and safety

[Establish an occupational health and safety plan covering protective gear, training, handling of hazardous materials and/or electric equipment. Include security personnel and third-party service providers in this plan. Add your plan here or above in conjunction with your emergency response plan.

For roles and responsibilities, please see Section 1.4 in the toolkit on organisational capacity and competency. Roles and responsibilities should be established for the ESMS as a whole, but also for each management plan.

Make use of the *incident/accident report* form and *training record form* below, as required.]

* 1. **Protecting the occupational health and safety of workers engaged by**

**third parties and in the supply chain**

[Describe the efforts taken to ascertain that third parties engaged in the project are reputable and legitimate enterprises with an appropriate ESMS and OHS plan. Describe the procedures you have put in place for managing and monitoring the performance of such third-party employers, including EPC contractors.]

* 1. **Other**

[The above sub-sections may not be sufficient to comprehensively cover all aspects of your labour and working and occupational health and safety processes. As such, please feel free to add further sub-sections as required.]

|  |  |
| --- | --- |
| INCIDENT/ACCIDENT REPORT FORM The report should include, but not be limited to, the following information: | |
| Name of injured person: |  |
| ID number: |  |
| Date of birth: |  |
| Contact number of injured person: |  |
| Occupation: |  |
| Company: |  |
| Insurance company: |  |
| Supervisor’s name: |  |
| Where injury occurred: |  |
| Date/time: |  |
| **Brief description of incident:** *Include type of incident (e.g. fall from height, chemical spill, contact with electricity), nature of the injury (e.g. cut, muscular injury, burn) and location of injury (e.g. eye, arm, leg, torso)* |  |
| Treatment:(e.g. first aid, hospitalisation) |  |
| Corrective mitigation actions taken: |  |
| **Attach photographs as supporting evidence, where relevant.** |  |

**TRAINING RECORD FORM**

The report should include, but not be limited to, the following information:

Subject:

Details:

Date/time:

Presented by:

Organisation:

Participants:

|  |  |  |  |
| --- | --- | --- | --- |
| # | Name | Company and position | Signature |
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**Resource efficiency and pollution prevention plan**

**3**

### 

### Resource efficiency: greenhouse gases and water consumption

[Describe your company’s resource efficiency plan, making sure it covers as a minimum management and monitoring measures for energy, emissions, noise and water conservation.]

### Waste, hazardous materials and pesticide use and management plan

[Establish a waste management plan and include it here. The waste disposal template in Table 6 below may be useful.

For roles and responsibilities, please see Section 1.4 in the toolkit on organisational capacity and competency. Roles and responsibilities should be established for the ESMS as a whole, but also for each management plan.]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **WASTE TYPE** | **WASTE CLASSIFICATION** | **DISPOSAL METHOD** | **RECOVERY PLUS REUSE, RECYCLING OR RESPONSIBLE DISPOSAL TARGET** | **RESPONSIBILITY** |
| *[add]* | *[add]* | *[add]* | *[add]* | *[add]* | *[add]* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Table 6: Waste disposal management template.

### Other

[The above sub-sections may not be sufficient to comprehensively cover all aspects of your resource efficiency and pollution prevention processes. As such, please feel free to add further sub-sections as required.]

**Community health, safety and security plan**

**4**

### Community health and safety

[Describe the measures taken by your company to guarantee community health and safety.

For roles and responsibilities, please see Section 1.4 in the toolkit on organisational capacity and competency. Roles and responsibilities should be established for the ESMS as a whole, but also for each management plan.]

### Security personnel

[Describe your company’s procedure for ensuring security personnel receive relevant training in emergency preparedness as well as community health and safety actions/considerations. Describe any measures for ensuring security personnel adhere to your company’s code of conduct.]

### Other

[The above sub-sections may not be sufficient to comprehensively cover all aspects of your community health, safety and security processes. As such, please feel free to add further sub-sections as required.]

**5**

**Land acquisition and involuntary resettlement plan**

[For projects that are relevant to IFC Performance Standard 5, establish a resettlement and livelihood restoration plan under the guidance of a resettlement expert and include it here.]

### 5.1 Other

[The above sub-sections may not be sufficient to comprehensively cover all aspects of your land acquisition and involuntary resettlement process. As such, please feel free to add further sub-sections as required.]

**6**

**Biodiversity conservation and**

**sustainable management of living natural resources plan**

### Biodiversity

[If IFC Performance Standard 6 is triggered, establish a project-specific mitigation strategy and describe it in a biodiversity action plan/biodiversity management plan and include it here. The plan should also describe the mitigation hierarchy, related timelines, roles and responsibilities and your compensation plan, as well as a monitoring plan to evaluate the effectiveness of the biodiversity management plan.

Make use of the biodiversity monitoring plan template in Table 7 as required.]

Table 7: Biodiversity monitoring plan template

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PARAMETER TO BE MONITORED | MITIGATION MEASURE | FREQUENCY | TARGET | REPORTING | RESPONSIBILITY |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Management of ecosystem services

[Include consideration of ecosystem services (e.g. food or water) in your biodiversity action plan, where relevant, and describe it here.]

### Sustainable management of living natural resources

[For developers of biomass projects, describe here your sustainable management practices for living natural resources in line with the guidance provided in the toolkit.]

### Supply chain

[For biomass and waste-to-energy projects, the supply chain of feedstock should be considered in line with the guidance provider under Section 6.3 of the toolkit and described here.]

### Other

### [The above sub-sections may not be sufficient to comprehensively cover all aspects of your biodiversity land acquisition and involuntary resettlement processes. As such, please feel free to add further sub-sections as required.

**7**

**Indigenous peoples plan**

[Where relevant, at project level, describe here indigenous peoples in the area and the processes you have established for participation and consent. Document the process: including dates of meetings, wand where they took place, who participated, what was discussed/ presented, Q&A, and photos. Refer to Table 4 above for a template for a stakeholder engagement participation log.]

### Free, prior and informed consent (FPIC)

[In situations where FPIC is required, describe the situation requiring FPIC (or justify why it is not required if there are indigenous peoples living in the project’s influence area) and what consultations took place and how consent was established. Document the process: including dates of meetings, wand where they took place, who participated, what was discussed/ presented, Q&A, and photos. Refer to Table 4 above for a template for a stakeholder engagement participation log.]

### Mitigation and development benefits

[Describe mitigation measures undertaken and development benefits establish in consultation with the indigenous peoples in the area.]

### Other

[**The above sub-sections may not be sufficient to comprehensively cover all aspects of your indigenous peoples plan. As such, please feel free to add further sub-sections as required.**

**8**

**Cultural heritage plan**

### [Protection of cultural heritage in project design and execution](#_TOC_250000)

[Where relevant, describe the steps you have taken/are taking to identify cultural heritage and protect it.]

### Chance find procedure

[Establish a chance find procedure and include it here.]

### Other

[The above sub-sections may not be sufficient to comprehensively cover all aspects of your cultural heritage plan. As such, please feel free to add further sub-sections as required.]



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