

PUNATSANGCHHU-I HYDROELECTRIC PROJECT AUTHORITY
Visitors OHS Policy

1. Purpose and Scope

Punatsangchhu-I Hydroelectric Project Authority (PHPA-I) is committed to providing a safe and healthy environment for all employees, contractors, and visitors. This Policy establishes/ensures that all visitors are aware of safety protocols, hazards, and emergency procedures, and rules of conduct complying with Labour & Employment Act 2007, Regulation of Occupational Health, Safety & Welfare 2022, Regulation on Occupational Health & Safety in Construction Industry 2022 and other applicable laws, regulations and guidelines of the Kingdom of Bhutan.

This Policy applies to all visitors entering the Project's premises, including clients, vendors, guests, and any other non-employees. It also covers employees who host or interact with visitors. Where there is a conflict between this Policy and local legislation or building regulations, the higher standard of safety or compliance will apply.

2. Definitions

- **"Visitor"**: Any individual who is not an employee of the Project, including clients, job applicants, suppliers, contractors, partners, family members, or any other guest.
- **"Premises"**: All areas owned, leased, or controlled by the Project, including parking lots, buildings, and outdoor spaces.
- **"Rules of Conduct"**: Expected standards of behaviour to ensure the safety and respect of everyone within territorial boundaries of the Project.

3. Arrival and Departure Procedures

- **Sign-In**: All visitors must report to reception or the designated security desk upon arrival.
- **Visitor Log**: Visitors must sign a register recording their name, organization, date, and arrival/departure times.
- **Identification**: Visitors must visibly wear a visitor badge/pass at all times while on site.
- **Sign-Out**: Visitors must sign out when leaving to ensure they are accounted for in an emergency.

4. Safety Induction and Supervision

- **Supervision**: Visitors must be accompanied by an employee or designated host (safety personnel) at all times, unless authorized otherwise.
- **Induction**: A site-specific safety induction will be provided to visitors, covering emergency exits, hazards, and required PPE.
- **Restricted Areas**: Visitors are forbidden from entering restricted or high-hazard areas without specific authorization and additional training.

5. Safety Protocols

- **Emergency Procedures:** In the event of an emergency, visitors must follow instructions from emergency wardens and move to the designated assembly area.
- **Personal Protective Equipment (PPE):** Visitors must comply with all posted safety signs and wear required PPE (e.g., hard hats, safety glasses, high-visibility vests).
- **Hazardous Materials:** Visitors must notify their host before bringing any hazardous substances or controlled products substances onto the site. Material Safety Data Sheets and Supplier or Workplace Labels must accompany any hazardous materials approved for use on Project premises.
- **Prohibited Items:** Weapons, illegal substances, and alcohol are strictly prohibited.
- **Audio Aid:** Hearing protection is required in high noise areas

6. Rules of Conduct

- **Behavior:** Visitors are expected to behave professionally, respectfully, and comply with all safety instructions:
- **Smoking/Vaping:** Smoking or vaping is only permitted in designated, marked areas.
- **Reporting:** Visitors must report any unsafe conditions, near-misses, or injuries to their host immediately.
- **Penalty:** If a visitor violates the rules or poses a threat to safety, the PPHA-I reserves the right to remove them from the premises and/or contact law enforcement if necessary.

7. Emergency Preparedness

In the event of emergency evacuation report immediately to PPHA-I's contact person. Your contact or another Project employee will direct you to the emergency muster point. **Please take a moment to inquire about the location of the emergency muster point at this location.**

8. First Aid Treatment

If there is a need for first aid treatment, the visitor must contact any Safety Personnel, Supervisor, Manager or Project employee for assistance.

Drug & Alcohol Policy

No visitor shall come under the influence of alcohol, illegal drugs, or other non-prescription drugs, or prescription drugs that cause impairment and they shall not possess, sell or distribute such substances within the Project premises. Anyone found doing so will be refused entry to or removed from Project premises.

9. Visitor Vehicles on Project Company Premises

Please obey posted speed limits and exercise caution while driving on Project property. Be aware of trucks, forklifts and heavy equipment in operation in

Project/Contractor's yard or shop facilities. Backing up should be done with a ground guide at all times while on the premises.

Project or personal vehicles shall be parked in the designated parking spaces.

10. General Safety Rules

The following general safety rules will be enforced as necessary and leave no room for discretion or argument.

- Visitors will conduct themselves in a safe and orderly manner at all times.
- Firearms, knives and dangerous weapons are strictly prohibited on Company property.
- Only competent Project employees shall operate machinery and equipment.
- The following conduct is prohibited on Project premises:
 - a) Fighting
 - b) Horseplay
 - c) Violence
 - d) Profanity
 - e) Gambling
 - f) Theft
 - g) Harassment etc.

11. Job Protection/Non-retaliation

The PHPA-I strictly prohibits retaliation against any employee who raises a concern regarding visitor safety or conduct. No employee's job status, benefits, or opportunities will be jeopardized because they reported a violation or cooperated in any related investigation.

12. Confidentiality

Any personal information collected from visitors (e.g., name, contact details, reason for visit) will be used only for security and administrative purposes, stored securely, and retained for as long as necessary to fulfill those purposes in compliance with privacy legislation.

13. Disclaimer

Failure to adhere to this policy may result in the visitor being asked to leave the premises.

Visitor Acknowledgement

I have read and agree to comply with the PHPA-I Visitor OHS Policy.

Further, I hereby release PHPA-I, its officers, and employees from any claim or action whatsoever for damages, loss or injury suffered by me or any claim brought against me while I am on the worksite, unless such damages, loss or injury are due to a negligent act or omission of this organization, its officers or employees.

Name: _____ Signature: _____

Organization _____ Contact #: _____

Date: _____

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