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1. PURPOSE

This plan has been drawn up for identifying the process for planning and management of the erection and supervision of the mobilization of the accommodation, leisure and office areas of the employees in terms of occupational safety, taking into account the project creditor's requirements and the local regulations.

2. SCOPE

This plan covers all dormitory, dining hall and office buildings to be used by the project employees.

3. ROLES AND RESPONSIBILITIES

3.1. Project Management

The project manager is responsible for construction of the mobilization area according to the creditor's requirements and for ensuring implementation of the requirements and for making available the resources that may be required during implementation of this plan.

3.2. Section Directors

Are responsible for:

- Providing all kinds of technical support at the implementation phase of the plan (electrical, mechanical and construction activities)
- Sharing any positive/negative observations made in the mobilization zone with the occupational safety unit.

3.3. Occupational Safety Department

Is responsible for:

Drawing up the plan in accordance with the creditor's requirements and the local regulations and reporting the problems that occur during implementation phase of the plan to the management,

Revising the plan depending on changing conditions,

Training of the relevant personnel particularly about the plan,

Organizing weekly routine inspections,

Organizing outsourced audits and reporting processes that must be performed against the risks on occupational safety during the mobilization phase, and



Conducting the risk assessments required for the mobilization area and for offering guidance to the management in taking precautions against the risks.

3.4. Headquarter E&S Manager

Responsible for managing infrastructure and superstructure projects regarding environmental and social governance issues and member of the Executive E&S Committee on behalf of the REC.

3.5. SubRECs

Are responsible for:

Ensuring that its employees comply with all rules on mobilization as notified by Rec Uluslararası at the recruitment phase to the fullest extent,
Furnishing living quarters for the personnel by taking into account the creditor's requirements and the local regulations,
Informing its employees against all possible risks, and
Monitoring compliance of its employees to this plan through routine inspections.

3.6. Employees

Are responsible for:

Complying with all rules communicated during the induction training,
Accommodating in the premises in such way that does not harm himself and his colleagues,
In case of observing any non-compliance, reporting such observation to the company officials- REC HSE Department immediately.

3.7. PIU (Project Implementation Unit)

- **PIU Physics Engineer** who is responsible for supervising health and safety for the Project.
- **PIU Department Manager (Superstructure / Civil Engineer)** will be responsible for overseeing the implementation of all health, safety and social measures, as specified within the disclosure package of the Project, and regular reporting to AYGM PIU.
- **PIU Department Manager (Environmental and Feasibility / Environmental Engineer)** will be responsible for supervising the implementation of all environmental and biodiversity measures, as specified within the disclosure package of the Project, and regular reporting to AYGM PIU.



3.8. Executive Environmental and Social Management Committee

- **Executive E&S Committee Project Manager (Department Head / Branch Manager /Head of Department)** will be ultimately responsible for overseeing the activities undertaken by the AYGM/TCDD specialists (listed below), overseeing the implementation of mitigation measures and management procedures specified within the disclosure package of the Project, and overseeing the preparation and implementation of a CESMP, which will be based on this ESMP.
- **Executive E&S Committee Environmental, Health and Safety, and Social (EHSS) Manager (Specialist / Engineer)** will be responsible for overseeing all matters that relate to environment, health, safety and social aspects of the Project. Also, s/he will be appointed to be responsible for supporting the implementation of the SEP, by conducting regular consultation with affected communities on any concern regarding the Project. CLOs will also have responsibility for disseminating the Project disclosure package as described in the SEP. They will also conduct regular inspections of records relating to grievances received and their resolution. S/He will report regularly to AYGM PIU.

Further technical staff may be required during the course of the Project, who will be assigned internally by the AYGM, either by means of permanent or temporary basis until the completion of relevant tasks under the Project whilst they undertake their current responsibilities.

4. SITE MOBILIZATION, BUILDINGS AND FACILITIES

Administration Buildings

- Project Management Building: Project Management - Technical Office - Design Office - OHS - Quality Control - Map Survey - Infrastructure - Mechanical - Electrical - IT - LET - Meeting Rooms - Secretariat - Switchboard - Server Room - Archive - Photocopy - Plotter - WC - Tea Rooms, Cleaning Rooms - Administrative Affairs - Procurement - Warehouse - Accounting - Personnel Unit - Security Supervisor's room - Vehicle Parking Lot - Vehicle Parking Lot for Guests - Construction Site Entrance

Dining Hall and Kitchen

- Dining Hall: Worker, Technical Staff, SubREC, Camp
- Tea Shops and Cleaning Rooms

Camp Buildings

- Showers



- Dormitory
- Dining hall
- Laundry
- Technical Center
- Garbage Area
- Car park
- Secondary Electrical Panels
- Generator
- Smoking areas
- Lighting Towers
- Garbage Container
- Technical Buildings
- Transformer – Board
- Generator
- IT Room
- Well - Water tank
- Warehouse
- Weighbridge



PICTURE 1. CAMP SITE



PICTURE 2. DORMITORY

5. GENERAL RULES AND PRACTICES

Mitigation Measures for Health and Safety Risks on Accommodation:

- Worker accommodation will be designed and maintained to meet the standards defined in IFC guidance on accommodation. The standards of the rooms or dormitory facilities should be designed to allow workers to rest properly and to maintain good standards of hygiene. This includes cafeteria, medical room, shower and toilets, wastewater treatment plants/septic tanks, water supply facilities (i.e. water well)
- Worker accommodation conditions will be maintained to ensure a good standard of personal hygiene and hygiene in canteens need to be ensured to prevent contamination and the spread of diseases which result from inadequate sanitary facilities and may affect the community health and safety as well.



- Medical facilities (first-aid facilities, additional medical facilities) will be maintained to ensure good standards of workers' health and to provide adequate responses in case of health emergency situations.
 - Basic leisure, social and telecommunication facilities will be provided for workers to rest and also to socialize during their free time. These requirements at the camp accommodation facilities should be optimized to minimize potential impacts on the workers' welfare and risk of work-related accidents and maximize the overall productivity.
 - Worker Grievance Mechanism will be established that will provide means for all Project personnel to lodge their complaints.
 - Only concrete plants will be located at the Camp Sites; asphalt and mechanical plants will be sited close to the quarries to the extent feasible.
- The accommodation sites will be staffed and equipped with Accident and Emergency / Medical Emergency facilities for all workers, to avoid straining the available health facilities that serve local communities;
 - The construction camp shall be in compliance with all applicable national requirements and permits (e.g. environmental, water supply, wastewater discharge, electricity, access roads etc);
 - Back-up generators will be available in the event of an emergency; and
 - The REC will be responsible for maintenance, clean-up and reinstatement of accommodation sites and respecting the rights of local land users, as per the land exit protocol.
 - Demonstration of compliance with the below national requirements and IFC Guidance on Workers' accommodation: processes and standards (2009)

Accommodation for workers will meet the following standards under the OHS Law:

- Be non-flammable.
- Be away from hazards created by the construction work.
- Have heating, cooling and ventilation systems, good illumination, and safe electrical installations, fire and lightning protection systems.
- Have sufficient width and sufficient number of tables and chairs, enough bedsteads, clean beds, blankets, a recreation room and lockers.



- Have an adequate shower, toilet, washbasin and cleaning equipment etc.
- Have good hygiene standards, with fresh drinking water, and separate cooking and eating areas.
- Have separate facilities for men and women.
- Have 24-hr security personnel and CCTV.

5.1. Dormitories

The subRECs shall not charge any payment from the employees staying in dormitories.

The rooms shall be planned for a capacity of 2 to 8 people at maximum, taking into account the privacy of the personnel.

The planning for dormitory rooms shall be made for an air volume of 10-12 m³ per person. (Planning should be done to allocate a space of 4 m² per person.)

The dormitory rooms shall feature adequate number of windows for ventilation. (The windows should not be less than 5%-10% of the size of the room.)

The dormitory flooring should be covered with easy-to-clean PVC materials.

The distance between the beds should be 1 meter at minimum.

Lockable cabinets with adequate capacity (approximately 450-475 liters) should be made available to each employee for personal use.

The height of the dormitory room's ceiling should not be lower than 2.4 meters.

Routine room housekeeping service should be available.

Smoking is prohibited in all indoor areas. In particular, the employees shall be briefed about the fire hazard during the onboarding training.

Use of equipment such as electric heaters, electric kettles, stove, gas cylinders, etc. by the employees in the rooms is strictly prohibited. Employees shall be briefed about this prohibition during the onboarding trainings.

Items such as mattress, quilt, duvet cover and pillows shall be used by only one employee. Used materials shall be removed from the project site within the scope of the waste management practices.

Use of bunk beds are not recommended in dormitories to the most possible extent. In cases where use of bunk beds is mandatory, only use of double deck bunk beds shall be allowed. Use of triple deck bunk beds is prohibited. The distance between the bunk decks should be compatible with the applicable standard of 0.7 m-1.1 meters.



The dormitory shall feature power outlets at adequate quantity and capacity, and the employees shall not provide or use extension cords by their own means. In the event where additional power outlets are required, the camp supervisor shall be informed.

Fire extinguisher hoses, fire extinguishers and smoke detectors shall be available in the hallways of the dormitories against possible fire hazards. All firefighting equipment shall be checked and recorded on weekly and monthly basis. Any nonconforming equipment shall be replaced with new ones. All employees shall be briefed during the onboarding training that the smoke detectors should not be disabled.

The fire hydrants should be maintained ready and in working condition in order to be able to extinguish possible fires.

Escape plans should be posted inside the building against probable emergencies.

Items made of wooden materials should not be introduced into the rooms by the personnel against the danger of bed bugs.

Insecticides should be applied to the rooms on regular basis against pests and insects.

Mosquito screens should be provided on the windows.

Adequate air-conditioning equipment should be available in the rooms for summer and winter seasons.

Lockers should be available at the hallways for work shoes and dirty clothes.

The corridor width should be such that it does not complicate escape and evacuation processes in case of any emergency.

The wiring system in the building should be checked on monthly basis and should be grounded.

5.2. Toilets and Bathrooms

An adequate number of showers and hot water shall be available at the dormitories for the employed personnel.

Planning should be made to make available 1 WC, 1 washbasin, 1 urinal and 1 bathroom for 15 employees on average.

The doors in the toilets and bathrooms should be lockable in terms of privacy. If there is no door in the bathrooms, shower curtain must be available.

The toilets and bathrooms should be designed to be located in the building where the employees accommodate. The employee should not go out of the building for accessing the bathroom or the toilet. (the EBRD standards indicate that the showers and the toilets should be located 30-60 meters at maximum from the rooms where the employees reside.)

The toilets and the bathrooms shall be covered with easily cleanable hygienic tile surface.



The administrative affairs unit should appoint personnel for routine cleaning of the toilet and the bathroom during the day.

Soap should be available in the toilets and should be replenished on regular basis.

The chemicals used for cleaning should be used without mixing with each other. The cleaning staff shall be briefed by the occupational safety unit.

5.3. Dining Hall and Drinking Waters

The dining hall floor should be covered with cleanable PVC material.

The administrative affairs unit should appoint personnel for routine floor cleaning.

The tables and chairs should be cleaned routinely by the cleaning staff in order to achieve hygienic conditions.

The tables should be placed at certain distance for possible emergencies or in order to avoid spillage of hot food on the personnel. (This distance shall be planned as 2 meters due to the pandemic.)

When constructing/determining the capacity of the cafeteria building, planning should be made to reserve space of 1 m²-1.5 m² per person at minimum.

The dining hall personnel should have undergone hygiene training and should wear bonnets, gloves and arm cuffs during service.

The hygienic conditions and the foodstuff that must be stored in the cold chain shall be evaluated by regular inspections by the administrative affairs and occupational safety unit.

The adequacy of the bain-marie for hot food service shall be supervised by the administrative affairs, and the hot food shall be served to the employee.

Samples shall be taken from all meals distributed on daily basis against possible poisoning cases, and the samples so taken shall be maintained for 48 hours.

In order to avoid crowded queues in the cafeteria building and to avoid exceedance of the capacity, the meal times should be allocated according to the companies through planning with the subRECs.

The electrical accessories and the powered equipment in the dining hall shall be checked and recorded on monthly basis by the REC Electricity unit.

After wiping the floor, warning signs against the risk of slipping should be placed to prevent falling accidents.

The chemicals used for cleaning should be used without mixing with each other. The cleaning staff shall be briefed by the occupational safety unit.

Water dispensers of adequate capacity should be available in the hallways and the dining halls.

The water dispensers so installed shall be checked and purged on monthly basis and water



samples shall be taken from the water dispensers again on monthly basis. Use of dispensers with nonconforming analysis results for the water samples shall not be permitted.

5.4. Leisure Areas

The areas where employees can spend their leisure time shall be constructed in the mobilization zone. Ashtrays shall be available in the leisure areas for disposing the cigarette litters.

The places where the employees can watch television should be planned with an average space of 1 m²-1.5 m² per person. (The rules for the pandemic should be taken into account when considering the distance between chairs.)

A tea shop shall be available in the place, and an employee responsible for cleaning and management of the tea shop shall be appointed by the administrative affairs unit. The cleaning activities shall be audited regularly by the administrative affairs unit and the occupational safety unit.

The place flooring should be planned taking into account the density of the personnel entering and exiting the clubhouse and should be cleaned on regular basis.

5.3. Laundry Rooms

An adequate number of washing machines should be made available taking into account the number of personnel residing in the camp.

Adequate number of personnel shall be appointed by the administrative affairs to be responsible solely with the laundry.

The laundry personnel should be trained by the administrative staff unit in order to ensure use of detergent in proper quantities.

The laundry personnel should use masks and gloves.

Planning should be made so as to avoid interruption of the washing work by developing schedule for the companies on designated days of the week.

Washed laundry should be handed over to the employees after drying in the drying areas of the required width in order to prevent the laundry to remain humid.

5.5. Waste Management

An adequate number of domestic and recyclable waste bins should be placed in the mobilization areas for regular collection of wastes.



The administrative affairs unit must appoint personnel responsible for aspects regarding waste management.

Contracts should be executed with the municipalities and private companies for removal of the wastes, and in particular the domestic wastes should be removed from the mobilization area as soon as possible.

The employees should be briefed about disposal of the wastes in respective waste bins during the onboarding trainings.

5.6. Grievance Mechanism

The complaint boxes should be situated in all common areas in order to collect all kinds of grievances of the personnel regarding the camp and the social areas.

The contents of the complaint boxes should be removed at regular intervals and the grievances should be recorded in the relevant log and the relevant persons should be assigned to resolve the problem.

In addition to the complaint box, a staff member should be assigned at the camp manager's office working under the administrative affairs unit for recording received grievances, and all personnel should be briefed about the possibility of filing any grievance to said staff member during the onboarding training. In addition, the employees should be briefed during the onboarding training that they are free to submit their grievances and suggestions on all matters. The employees should be briefed during the onboarding training that all personnel are equal and there is no discrimination regarding religion, language or race.

5.7. Office Buildings

Assignment of the personnel to the office buildings to be used by white-collar personnel should be performed by taking into consideration the air volume required.

Fire extinguishers should be made available for probable emergencies, and escape plans should be posted inside the building.

The wiring system in the building should be checked on monthly basis and should be grounded. Waste bins should be available in all offices, and recyclable waste bins should be located in the hallways. The personnel should be briefed during the onboarding training for accurate use of such waste bins.

Smoking is prohibited in the offices. Designated smoking areas should be used.



PICTURE 3. OFFICE BUILDING

6 SITE SURVEY

The contents of the survey are as follows;

Construction and plot boundaries, existing plot fences and walls,

Existing Structure, Construction and demolition areas for the structures to be built,

Permanent and Temporary Roads as well as existing elevations and excavation levels should be identified, and the slope distances and working margins should be determined depending on the excavation depths.

Existing infrastructures (chimneys, poles, overhead lines, manholes, pipelines) should be identified, and necessary relocations should be discussed with official agencies (electricity, water, gas, telecom, septic tank etc.)

6.1. Determining the Size of the Site and the Capacity

Determination of the Average Number of Workers to be Employed,



Determination of the workforce in the region

- Determining the capacities of the Kitchen, Pantry, Dining Hall, Canteen and Market for food supply
- Determining the capacities for the Dormitory and Shower Areas,
- Determining the indoor and outdoor storage yard needs,
- Determining the tonnage and location for the weighbridge,
- Scrap Sorting and Storage Yard
- Determining the office and container areas and capacity determination for the site management, administrative affairs, warehouse, driver and subREC,
- Determining the locations of the Security Cabin, entrance and exit gates,
- Planning of adequate sites for the Panel Room, Power Plant and IT room, Generator, Transformer, LPG Tank, Boiler, Fuel Tank, Utility and Drinking Water Tanks, Water Booster, Water Well, Septic Tank, Garbage Container, Chemical and Biological Waste storage,
- Capacity determination for the Maintenance and Repair Workshop and Vehicle Park
- Determining the Parking Area (Visitor, Construction Site Vehicles, Camp Parking Lot)
- Layout of the Secondary and Primary Panels in the construction site areas, determination of the water mains,
- A Fire Fighting Plan should be established



PICTURE 4. CONSTRUCTION SITE AND IMMEDIATE SURROUNDINGS

6.2. Landscaping and Roads

- Determination of the type of Site Fence (determining the type of Walls) and the area where the fence will be constructed
- Layout of the Temporary and Permanent roads; the roads should be arranged of adequate width for allowing adequate maneuvering space, parking areas and material loading and unloading areas, and the slope of the roads should be planned to be as low and flat as possible.
- The roads should be illuminated.
- Dominant wind direction, sound measurements and work permits should be learned.
- Attention should be paid to the daylight, humidity and ventilation possibilities. Indoor spaces have negative impact on the psychology of employees.
- The seasonal conditions and the number of years for use depending on the duration of the work,
- Tower Locations for Lighting, Surveillance, Camera and Security
- Landscape and Afforestation
- The drainage system for the rain water, pump station

CAMP MANAGEMENT PLAN

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- Barbecue and Recreational Event Area
- Sports and Leisure Area,
- Smoking spots,
- Watch Dog Kennel,
- Bus stops, worker gathering areas, ring service route, parking and unloading areas,
- Capacity of the data lines, Wi-Fi transmitters, base stations; Network plan, radio towers, satellite system possibilities should be evaluated and planned.

6.3. Mobilization Budget

As the mobilization grows, the costs for fixtures, overheads and construction expenses shall increase. Planning should be made by considering the functionality as priority. Availability of the existing and future building sections should be investigated to cut costs. Mobilization should not be performed in areas that can be used for short periods. In selection of the site, the availability should be sought until the end of the construction site and even during the operational phase.

If the mobilization costs are high, the contracts can be reviewed and additional requests can be made from the employer. The mobilization facilities can be made permanent and included in the contract and the costs associated therewith may be asked from the employer.

For short-term works, it is possible to consider rental or use of ready-made facilities in the surrounding area. Mobilization can be planned with container buildings instead of permanent structures.

When preparing the budget, the construction, dismantling, renovation, maintenance, operation and depreciation should be taken into account.

6.4. Logistics Plan

All planned areas should be recorded on the Mobilization project.

The intended purpose of the roads should be identified.

Drinking and utility water, locations of electrical panels,

Appropriate areas should be determined within the construction site for pedestrian and material transport traffic and the routes should be protected and kept unobstructed.

The routes for the electricity and water lines should be indicated. Such lines should be constructed to be permanent so as to avoid any damages during probable excavations and any splicing.

The logistics plans should be updated and published to all site personnel.



7. EMERGENCY ACTION PLAN

Provisions should be made to implement the plan set forth in the content no. MAOG-RECU-GN-GNL-IS-GNL-PLG-0003-0 in all construction sites and camp areas.

8. MONITORING, ASSURANCE AND VERIFICATION

Key success indicators (KPIs) of this procedure will be monitored, verified and evaluated by the relevant parties in accordance with their responsibilities set forth in the E&S Governance document, within the scope of the MAOG-RECU-GB-GNL-IS-PRG-0007-0 HSE Monitoring, Assurance and Verification Procedure.

9. EMERGENCY ACTION PLAN

APPENDIX-1: Checklist Regarding Worker's Accommodation