



Department of Inspections for Factories
and Establishments (DIFE)
Ministry of Labour and Employment



SAFETY COMMITTEE



A Safety Committee is composed of management and worker representatives that assists the employer in creating and maintaining a safe workplace.

You will find information in this brochure on

- *Why establish a Safety Committee?*
- *How to set it up?*
- *What are the activities of the Committee?*
- *Which support is needed from senior management?*
- *What is the structure of the Committee?*

This module forms part of an Occupational Safety and Health (OSH) kit developed by the Department of Inspections for Factories and Establishments (DIFE), Ministry of Labour and Employment, Government of Bangladesh

This booklet (Safety Committee) is not a substitute of Bangladesh Labour Act 2013 (BLA 2013). Establishing Safety Committee is made mandatory according to BLA 2013 and Bangladesh Labour Rules 2015 (BLR 2015) has been adopted to implement the law. Every factory will have to form safety committee following the rules set in the BLR 2015.

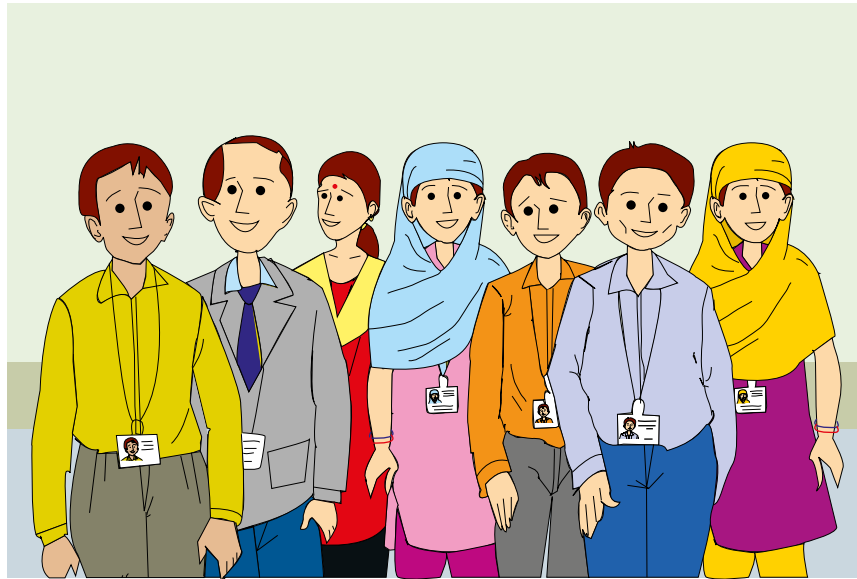
This booklet has been developed to assist in setting-up Safety Committee (easy set-up guide). This booklet will provide answers on, who can be a safety committee members, how to prepare agenda, how to prepare meeting minutes and develop plan and way to submit recommendation to the management, aimed at supporting the implementation process.

This Safety Committee book is intended to awareness raising among workers and employers about their roles and responsibilities according to the law and to support the process. This booklet should not be considered as an alternative to BLR and BLA under any circumstances and the rules set forth in the law should be followed.

What is a Safety Committee?

A Safety Committee is a team composed of management and union / workers representatives that assists the employer in creating and maintaining a safe workplace.

It is mandatory in every factory/ industrial establishment where 50 or more workers are employed. The Committee can also be set up in factories with less workers (90a Labour Act BLA; 81 & 84 Labour Rules BLR).



You will find information in this brochure on the following questions:

- why establish a Safety Committee?
- how to set it up?
- what are the activities of the Committee?

- what support is needed from top management?
- what is the structure of the Committee (specific tasks of President, Vice President & Secretary etc)?

The brochure also provides useful working documents for the Safety committee in the annexes.

These include forms to list committee members, a sample chart to inform workers about the Committee, samples of minutes of meetings, improvement plans etc.

1) Why establish a Safety Committee?

Many factories may already have an OSH/Safety Officer and might wonder why they are required by law to set up a Safety Committee as well.

- The Safety Committee supports the OSH/Safety Officer and top management to perform several OSH tasks such as regular monitoring of safety conditions and provision of training; the Committee also provides advice on OSH issues
- Group decisions have the advantage of making use of the group's wider field of experience; workers are in daily contact with machines, know the risks and can provide valuable input about hazards and their remediation
- Success in achieving a safe workplace depends on the collaboration of the workers and their adherence to safety instructions; respect for company OSH procedures can be improved by letting workers representatives participate in their drafting and implementation
- Regular meetings at a proper location ensure good and regular communication on OSH

- The establishment of a Safety Committee is one of a number of actions to manage health and safety in the workplace, i.e. to reduce the number of accidents, reduce absenteeism, prevent negative legal or financial consequences of accidents, and to avoid damage to company reputation (For more information see the brochure on Management of Health & Safety in the Workplace).



How to set up the Safety Committee?

How is the Committee composed? What is its size?

- 50% of the members of the Committee are from the union/ worker representative side and the other 50% from the management side. 81 (2) BLR
- Sections 81 (7) BLR sets the maximum size of the Committee depending on the total number of workers. The total number of members shall not be less than 6 or more than 12.
- If the employer has several production sites, it is recommended to establish one Safety Committee at each production site; it is mandatory when the production sites are in different Upazillas (81 (1) BLR).

Total Number of workers	Maximal size of the Committee
Below 500	6
From 501 to 1000	8
From 1001 to 3000	10
From 3001 and above	12

How to establish a Committee? (81 (8-13) BLR)

Union/workers representative side:

- 1) If there is one trade union in the factory, that union is the Collective Bargaining Agent and it appoints the union representatives to serve on the committee.
- 2) If there is more than one trade union in the factory, the Collective Bargaining Agent appoints the union representatives to serve in the committee.

It is recommended that the Union Executive Committee of the factory union appoints members of the Executive Committee including the union OSH specialist. The Rules require taking gender representation into account (see below).

Management side:

The top manager appoints the management representatives to the Safety Committee within seven days of the union/workers representatives appointing representatives on their side.

The factory OHS/Fire Safety Officer needs to be a member of the committee. In general the following other persons are appointed: factory manager,

3) If there is no union in the factory, the worker representatives on the Participation Committee appoint the workers representatives to the Safety Committee. Good choices include persons with strong commitment to OSH, experience in the factory, training on OSH, good communication skills, and those from the various sections/ floors/units of the factory.

A verification of the nomination results must be conducted. In all establishments where at least one third of the workers are women at least one third of the nominated worker representatives must be women (81 (13) BLR).

welfare officer, headsof department, supervisors, physician, nurse.

To ensure the efficient work of the Safety Committee, it is recommended that a senior managerwith power to make decisions is appointed as a member. It is also recommended to take gender aspects into account.

What it the deadline to set up the Committee?

- The first meeting is convened within 15 days after both sides have nominated their representatives.
- In case of delay in setting up the Committee, any party can ask the Inspection for support (see Brochure “Raising and solving issues in OSH”) 81 (10 & 11) BLR.

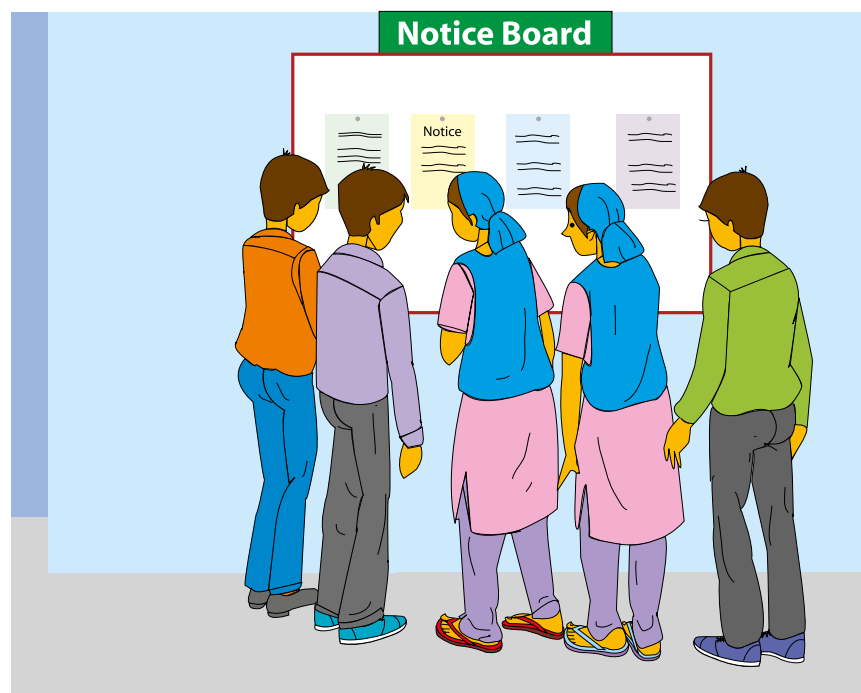


	Deadline (81 (1) BLR)
In factories existing on 15 September 2015	15 March 2016
Factories set up after 15 September 2015	9 months after production started

The first meeting is convened within 15 days after both sides have nominated their representatives.

Informing the workforce and the Inspector General

- The employer needs to inform the workforce about the role of the Safety Committee and its composition (e.g. by broadcasting key elements of this publication via loudspeakers to workers or by posting information on the Safety Committee on company notice boards (incl. Committee member list) - see Annex 6).
- The employer shall send the list/composition of the Committee to the Inspector General within 10 days of the first meeting of the Committee (81 (12) BLR). See Annex 1: Committee members list.



What is the duration of the Committee? What happens in a union or Participation Committee is set up in the factory?

The Committee is established for a period of two years from the date of its first meeting (83 BLR). See Annex 7 on the procedure to replace a member in case of resignation or death of the member. Annex 7 also describes

how the Safety Committee is required to be reformed in case a trade union or Participation Committee is setup in a company during the two-year period.

3) Activities of the Safety Committee and support from top management

What are the activities of the Safety Committee?



Line management, from the CEO to the line supervisors, is responsible for enforcing safety in the factory. The role of the Safety Committee is to advise management on OSH, to assist management in implementing the act, rules and other regulations on OSH,

to monitor the implementation of OSH regulations, to organize training for various groups in the factory and to liaise with management, workers and the Labour Inspectorate to implement the legislation (Section 85& Schedule IV BLR).

The members of the Committee conduct the following tasks:

- Participate in the development, implementation and monitoring of the company health and safety policy and procedures (Schedule IV (2 a) BLR)
- Support the set up and training of the company firefighting team, evacuation team and first aid team
- Develop a risk assessment checklist
- Regularly conduct comprehensive risk assessments using a checklist, including development of remediation proposals(see Brochure on risk assessment)





- Conduct daily-weekly checks and propose remediation
- Inform the employer if they identify risks (Schedule IV 4 & 11 bBLR)
- Receive OSH concerns from workers and assist investigating and resolving them
- Determine and request the employer to take immediate measures to address serious

and immediate risks to the lives of workers (Schedule IV 2 b I d BLR)

- Participate in the development, organization and delivery of training and information campaigns
- Conduct accident investigations
- Maintain the contact details of OSH experts and authorities

- Maintain up to date copies of the acts, implementation rules, building codes and circulars related to fire safety and OSH
- Inform both management and the workers about its activities (incl. letting workers know about solutions to the issues they raised/reasons for delays in solving issues; see Annex 3 on minutes of meeting)
- Liaise with concerned authorities. In particular, inform the Labour Inspectorate if management has not taken action seven days after receiving a recommendation from the Safety Committee. (BLA 315; BLR Schedule IV 1 (e)& 11 (a &c))

The Safety Committee also needs to develop its own Guideline (Schedule IV 2 a). See a sample in the publication “Managing Safety and Health in the Workplace”.

OSH improvement plan and formal recommendations to top management

An improvement plan is a key tool for the factory as well as for the Safety Committee to keep track of the issues raised by government inspections, company risk assessments, buyer audits or other compliance assessments. Each issue should be inserted in the plan. Issues raised by workers should also be inserted in the plan if they could not be solved directly by the supervisor. For each issue, the

plan to solve the non-conformity is described in one column and the progress in solving the issue is noted in another column. The use of an improvement plan makes sure that the progress is systematically recorded (For more details see Annex 4).

In addition to an improvement plan, the Safety Committee can make **formal recommendations to top management** using a separate form. The decisions

of the committee are made by a majority decision between the members. Sometimes the management members in the committee do not have the authority to approve a committee decision (e.g. if the recommendation is particularly important or expensive). Then a recommendation to top management is needed. The top management is required to comply with the

recommendation of the Safety Committee(Schedule IV 12 BLR). The committee members may inform the Labour Inspectorate

in case top management has not taken action seven days from receiving a recommendation from the Safety Committee, or in

case it is not satisfied with the response(For more details see Annex 5; Schedule IV 1 (c), 11 (c)&12 BLR).

OSH Improvement Plan

Enterprise name: X International Co. Ltd.

Issue date: 22 November 2012

Latest update date: 29 May 2013

Prepared by:

No.	Compliance Point/ Area of improvement	Description of action needed	Lead person	Additional persons	Target completion date	Actual completion date	Progress	Key work ahead
1	Chemicals used in the factory properly labeled (i.e. Sodium Hydroxide- NaOH is contained in a Nitric Acid container). In addition, many chemical labels were written in a foreign language.	<ol style="list-style-type: none"> Post proper label on all chemical containers. The label should include Bangalee name of chemical and the corresponding hazard pictograms. Assign clearly responsibility for this task Review the MSDS to know which pictograms are needed Make MSDS available in the workplace (not just in the office) 	Ms Hang	Mr Tan (do) Mr Tung Mr Chien (check)	Jan 13	Mai 13	Task done All planned action have been taken. The leaders of sections where chemicals are used (clearing room, washing, printing and M&E are assigned to fully label all chemicals containers in their sections. In addition, the DSH Officer checks weekly the chemicals labeling	
2	There are some missing MSDS such as for H2SO4 in the ME (mechanic & Electricity) store.	Keep chemical MSDS for all hazardous chemicals used in the workplace <ol style="list-style-type: none"> List all chemicals used in the factory in an inventory Review MSDS from supplier Translate in the local language (if needed) Make MSDS available in the workplace (not just in the office) 	Ms Hang	Mr Tan (do) Mr Tung Mr Chien (check)	Jun 13	Mai 13	Task done All planned action have been taken.	
3	All the first-aid boxes seen by assessors in the factory were found to be nearly empty, with some containing only antiseptic fluid.	<ol style="list-style-type: none"> Every section in the workplace should have a first aid box; Have first aid boxes in multiple location in large sections Equip first aid box Define responsibilities for refilling and for checking 	Ms Yen	Ms Nihan Ms Anh Mr Tan Mr Thi	Jun 13		In progress The factory has made a reminder about the use of the first aid box through loudspeakers. This message has been repeated by the leaders of sections. Failure to comply with this requirement will be subject to	The nurse will be conducting daily - weekly checks and provide full supplies for all first aid boxes.

The improvement plan is a key tool for the factory as well as for the Safety Committee to keep track of the issues raised by government inspection, by company risk assessment or by a buyer audit. Each issue should be inserted in the plan. Issues raised by workers should also be inserted in the plan in case they could not be solved directly by the supervisor. For each issue, the plan to solve the non-conformity is described in one column; the progress in solving the issue is noted in another column. The use of the improvement plan

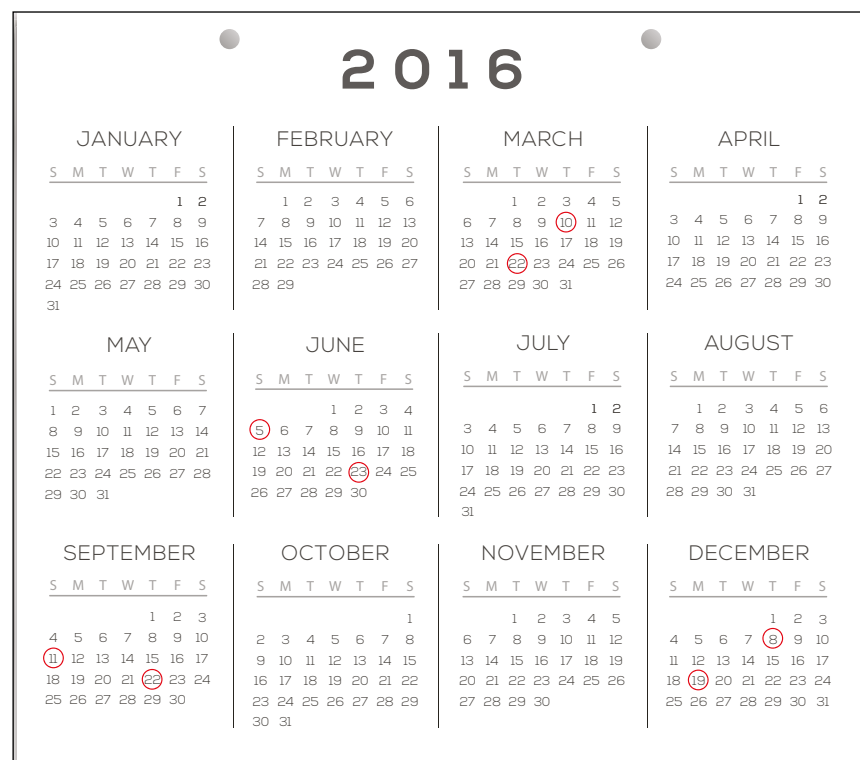
makes sure that the progress is systematically recorded (For more details see Annex 4)

In addition to the improvement plan, the Safety committee can make formal recommendations to the Top management using a separate form. The decisions of the committee are made by consensus or by majority decision between the members. Sometimes the management members in the committee do not have the authority to approve the committee decision (e.g. the recommendation is particularly

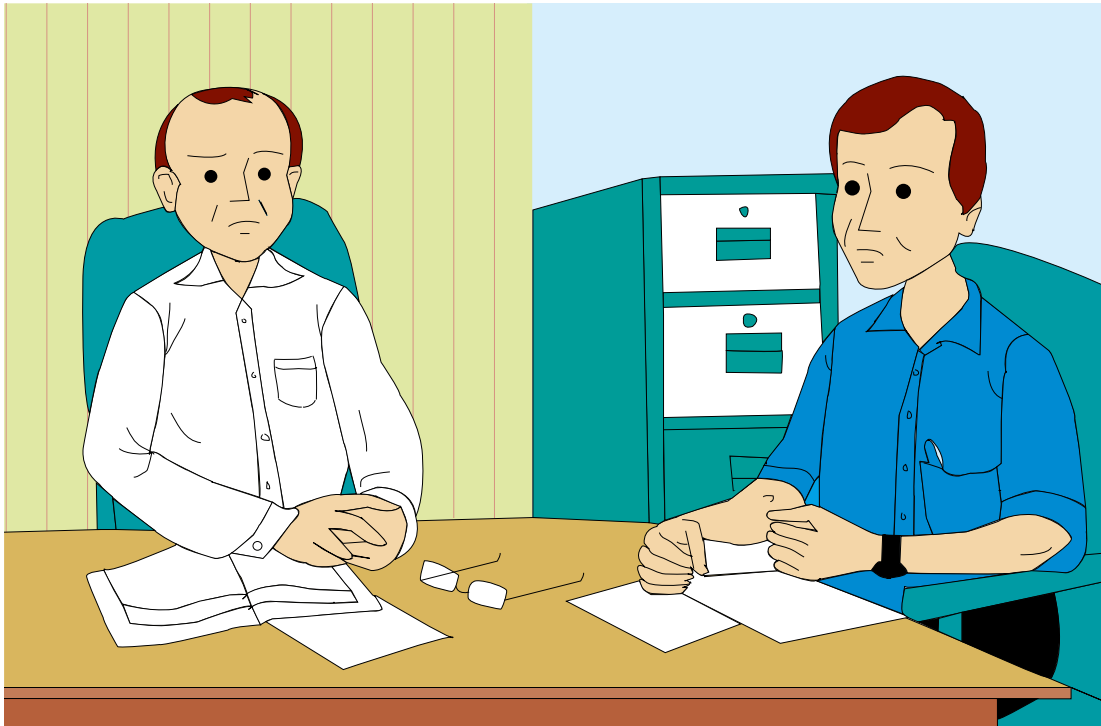
important or expensive). Then a recommendation to Top Management is needed. The Top management is required to comply with the recommendation of the Safety Committee (Schedule IV 12 BLR). The Committee members need to inform the Labour Inspector in case Top management has not taken actions 7 days after receiving a recommendation from the Safety Committee, or in case it is not satisfied with the response (For more details see Annex 5; Schedule IV 1 (c), 11 (c) & 12 BLR)

4) How often should the Committee meet?

- Committee meetings will be held at least once every three months (Schedule IV (3) BLR)
- The Committee can organise a meeting on short notice based on needs (Schedule IV (3) BLR)
- In case meetings are not held every three months any party can ask the Labour Inspectorate for support (BLA 315; see Brochure “Raising and solving Issues in OSH”)
- See Annex 2 for a list of typical topics covered by meetings



Support from top management



In practice, there are cases where the Safety Committee does not have meetings, members do not participate regularly or are not motivated. To prevent this, management has to take the following actions:

- The members must be provided enough time to attend meetings (announcement in advance, supervisors informed etc); a minimum quorum of half the members from each side is recommended
- The members should receive time off during working hours in addition to the time off for meetings to work on their safety tasks and prepare for the meeting
- The time spent on committee tasks is counted as working time and workers do not lose revenue due to their committee activities (even in a piece rate remuneration system)
- The president and vice president have regular access to the top management to discuss committee recommendations
- The committee receives administrative support when necessary (e.g. printing documents)
- Members have access to every workplace in the factory during and outside working hours
- Participation in the Safety Committee is taken into consideration during performance appraisal/promotion
- The union/worker representatives on the committee are protected against retaliation for their actions, decisions and opinions taken in connection with their membership on the Safety Committee, including for example informing the Labour Inspectorate about OSH issues in the factory, or requesting to stop work in case of immediate and serious danger (Schedule IV 11& 12 BLR).

5) Training for Safety Committee members



Without proper training, the members will not be in a position to conduct their tasks. All committee members need to be trained on the tasks and procedures of the Safety Committee, on hazard identification, accident investigation, raising and solving OSH issues, etc.

This training can be done internally in case the OSH/ Safety Officer has the required know how. There are also various external providers for such courses. Check also the other publications available in this series. The OSH/Safety Officer has also to make sure that the Committee members are informed

about the latest changes in legislation and company OSH regulation.

The employer has to make the necessary arrangements for training: providing paid time off during working hours for training participants, training room and covering all expenses (Schedule IV 11 & 13 BLR).

6. Structure of the committee and specific tasks

(81 (3-6) BLR)

President and vice president of the committee

The Safety Committee must have:

- One president appointed by management
- One vice president appointed by the Collective Bargaining Agent (CBA) (or by workers representatives on the Safety Committee in case there is no CBA).

In general, the president and vice president

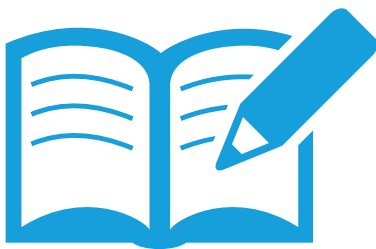
- Prepare the agenda for the meeting
- Make sure members are able to attend
- Preside over and conduct the meeting
- Review and approve the minutes



- Report regularly to top management from the Safety Committee (Schedule IV 11 cBLR)
- Inform the Labour Inspectorate in case management has not taken action seven days after receiving a recommendation. The committee can agree on different tasks.

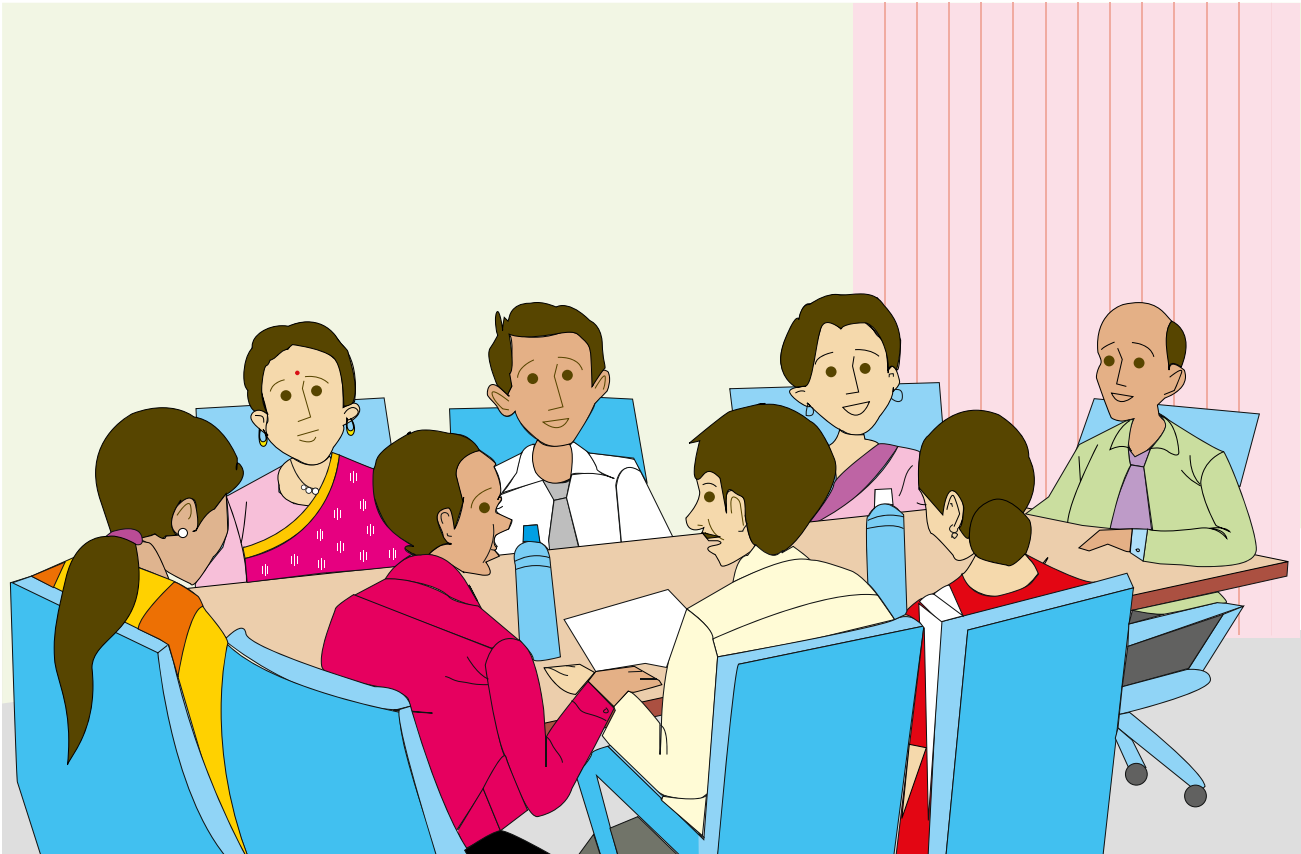
Secretary of the committee

The secretary is in charge of:



- Distributing the agenda and notifying members at least five days in advance (see Annex 2)
- Arranging the meeting room (incl. drinks)(recommendation)





- Recording minutes of the meeting (Schedule IV (3) BLR; see Annex 3)
- Distributing and posting the minutes of the meeting
- Maintaining committee documentation

The secretary is elected by the Safety Committee members in the first meeting of the Committee (81 (4) BLR).

Tasks of other members of the committee

- Be in regular contact with workers and report to the Committee meeting concerns received from them
- Suggest items to include on the

committee meeting agenda

- Explain causes of problems
- Give suggestions and opinions on possible solutions
- Give opinions whether a previous problem has been solved
- Members of the Safety Committee can also raise risks identified and instances of non-compliance with legislation to top management or the Labour Inspectorate (BLA 315; BLR Schedule IV 1 & 11).

For further information see

- The Bangladesh Labour Act Implementation Rules
- Publications in this series:

- Raising and solving OSH issues
- Risk assessment
- Managing safety and health in the workplace

Disclaimer

This resource has been prepared to help employers and workers understand their rights and obligations under relevant legislation. It is not intended to replace the law/rules and only the text of the legislation is binding.

Annexes

1. List of committee members

2. Agenda

3. Minutes of meeting

4. Improvement plan

5. Formal recommendation to top management

6. One page information sheet to inform workers about the Safety Committee

7. Changes in the factory during the two-year period of the committee

For a sample Guideline for a Safety Committee see the publication in this series
Managing safety and health in the workplace

All documents in this annex can be found on the OSH KIT CD or downloaded from the website of the Department of Inspections for Factories and Establishments www.dife.gov.bd/

Annex 1: List of committee members

Safety committee members

Enterprise name & Address : Zaman Garments, Badamtali, Tongi, Gazipur

Safety Committee formation date : February 15, 2016

Date of the latest update of the document : February 15, 2016

Management representatives

#	Name	M/F	Position in factory	Department	Nationality	Languages	No. of years with the enterprise	Mobile phone	Additional information*
1	Borhan Uddin	M	Factory Manager	Management	Bangladeshi	Bangla	12 years	01711-141---	Safety Committee President
2	Masum UI Alam	M	Safety Officer & Chemical Manager	Management	Bangladeshi	Bangla	8 years	01711-141---	Secretary
3	Hamida Begum	F	Nurse / Welfare Officer	Welfare	Bangladeshi	Bangla	7 years	01711-141---	Member
4	Sabrina Khatun	F	HR Manager	HR	Bangladeshi	Bangla	5 years	01711-141---	Member

* Function in the committee (President, Secretary), memberships in other committees etc.

Workers'/ union representatives

#	Name	M/F	Position in factory	Department	Union member Y/N	Name of the union	Position In the Union	Nationality	Languages	No. of years with the enterprise	Additional information *
5	Rahima Akhter	F	Line leader sewing	Sewing	Y	Shapla Union	Union Vice-President	Bangladesh	Bangla	12	Safety Committee Vice President
6	Mostofa Alam	M	Worker	Cutting	Y	Shapla Union	Union Executive committee member	Bangladesh	Bangla	8	Member
7	Nehar Sultana	F	Worker	Packing	Y	Shapla Union	Union Member	Bangladesh	Bangla	6	Member
8	SumonaHoque	F	Worker	Ironing	Y	Shapla Union	Union Member	Bangladesh	Bangla	7	Member

* Function in the committee (Vice President, Secretary), memberships in other committees etc.

Members who have left the Committee during the Committee Period

#	Name	M/F	Position in factory	Department	Union member Y/N	Name of the union	Position In the Union	Nationality	Languages	No. of years with the enterprise	Additional information *

Annex 2: Agenda

General principles

(Schedule IV (3) BLR)

- Preparing an agenda is an important point for an efficient meeting
- The president and vice president prepare the agenda (81 (11) BLR)
- It is based on consultation and inputs from committee members
- It is distributed at least five days in advance to all members (recommendation)
- It should not include too many agenda items, generally only issues which affect the organisation as a whole (issues which are relevant to only a few members are better discussed in a smaller group).

Possible agenda topics:

- OSH observations in the workplace made by the members

- Concerns raised by workers (each committee member is a channel which workers, union and workers representatives can use to communicate their concerns on OSH issues)
- Some specific priority issues for which an action plan needs to be developed (the issue might come from a government inspection, a company risk assessment, a management decision, a buyer audit, other compliance assessment etc)
- Follow up of the recommendations submitted to top management at the last meeting
- Implementation of company OSH policy and procedures/ development of a new procedure
- Development and implementation of OSH annual work plan (incl. annual training

plan, annual plan for information campaigns)

- Upcoming training and information campaigns
- Results of risk assessments/daily weekly checks conducted by members
- Results of workplace inspections conducted by public authorities
- Results of accident investigations conducted by members
- OSH performance of the company/analysis of statistics on accidents and absenteeism
- Changes in the composition of the committee

The decisions of the committee are made by consensus or by majority decision between the members (Schedule IV (12) BLR).



Annex 3: Minutes

a) General principles

<p>Preparation of minutes</p> <ul style="list-style-type: none"> - In writing (Schedule IV (3)c BLR) - Shortly after each meeting - Drafted by the secretary, approved by the president and vice president <p>Content of minutes</p> <ul style="list-style-type: none"> - List of members in attendance - Summary of each agenda item and of oral reports made by the participants (about 	<p>actions taken or concerns reported)</p> <ul style="list-style-type: none"> - Updated OSH Improvement plan is attached as well as “issue specific action plan” (if any) - Separate recommendations to top management - Other conclusions of the meeting 	<p>Distribution and filing of minutes</p> <ul style="list-style-type: none"> - Minutes are circulated by the secretary to top management and to all committee members - Copies of the minutes are posted where workers can read them - Copy of the minutes are kept on file for three years (can be presented to the Labour Inspector when requested)
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b) Sample of Safety Committee minutes

Logo of company

Safety Committee Meeting Minutes

Meeting Nr:	5		
Date:	2nd May 2016	Time:	10:00 am – 11:10 am
Place:	Dhaka	Prepared by:	Masum UI Alam

Attending Safety Committee Members

No.	Name	Position
1	Borhan Uddin	Factory Manager (Committee President)
2	Rahima Akhter	Line Leader Sewing, Union Vice President (Safety Committee Vice President)
3	Masum UI Alam	Safety Officer (Committee Secretary)
4 ¹	Abul Khair	Worker - Ironing, Union executive committee member
5	Hamida Begum	Nurse/Welfare officer
6	Mostofa Alam	Worker - Cutting, union executive committee member
7	Nehar Sultana	Worker - Packing

¹New member

Absent Safety Committee members

No.	Name	Position
1	Sabrina Khatun	HR Manager

Agenda Item	Discussion	Decision/Action
1. Welcome, approval of the agenda of the current meeting		Approved without change
2. Change in the composition of the Safety Committee		The union appointed MrAbulKhairfrom Ironing section to replaceMS SumonaHoquewho resigned from the factory.
3. Update on the implementation of the OSH Improvement plan / recommendations of the committee	The top management has purchased smoke detectors according to the proposal submitted.	Safety Officer will update the description of progress in the OSH improvement plan
4. Discussion of the results of the recent external OSH audits	<p>Auditors detected that the emergency exit signs were not consistent anymore with the new production layout. The Safety Committee discussed the root cause and developed an action plan (see attached).</p> <p>The auditors reported also that workers did not use the eye guards. The Safety Committee discussed the root cause and developed an action plan (see attached).</p>	Safety Officer will update the description of action needed in the OSH improvement plan
5. Suggestions received from workers / observations made	<p>Mr Tariq has left the company. He was the warden for the emergency evacuation team of sewing line 11. MsAkter is wondering whether the replacement has been appointed and properly informed about his/her responsibility.</p> <p>Blocked emergency exits in packing section:the Safety Committee discussed the root cause and developed an action plan (see attached).</p>	<ul style="list-style-type: none"> - Safety officer will update the evacuation team list - Safety officer will conduct training for the new member - Safety officer will update the description of action needed in the OSH improvement plan
6. Changes in the workplace / new machines / update of the risk assessment?	Following the change in production layout, it is decided to conduct another comprehensive risk assessment	<ul style="list-style-type: none"> - See updated version of the table allocating which members will be covering which department - All risk assessment needs to be finalized by end of May

7. Review of the annual training plan	During daily weekly checks, the OSH / safety officer observes regularly that the emergency exits pathways are obstructed. The committee discussed the issue.	The committee decided to add training for supervisors in the plan to remind them about their responsibility to check their area, and ensure in particular that goods do not obstruct emergency exits.
8. Next meeting		As usual the first Monday of each month, at 10:00am

Minutes approved

President of the Safety Committee

Vice President of the Safety Committee

Annexes

- Updated OSH improvement plan of the factory
- Action plan on machine guards
- Action plan to prevent emergency exits obstruction
- Action plan on emergency exits signalization
- Table summarizing division of tasks for the Risk assessment

Annex 4: Improvement plan template

An improvement plan is a key tool for the factory as well as the Safety Committee to keep track of the issues raised by government inspections, company risk assessments, buyer audits or other compliance assessments. Each issue should be inserted in the plan. Issues raised by workers should also be inserted in the plan, in case they could not be solved directly by the supervisor. For each issue, the plan to solve the non-conformity is described in one column; persons in charge and deadlines are entered into the other columns.

A draft of the plan is often given by auditors, or developed by the safety officer, but it is re-discussed and finalized at a Safety Committee meeting (decision by majority as per Schedule IV 12 BLR).

The progress in solving any issue is noted in another column. The progress in solving a specific issue can be discussed at the Safety Committee meeting, and additional actions can be planned based on the discussion.

The use of the improvement plan makes sure that the progress is systematically recorded.

OSH Improvement Plan

Enterprise name: Zaman Garments, Ltd.

Issue date: 22 November 2015

Latest update date: 24 April 2016

Prepared by: Masum UI Alam

SL No.	Compliance Point / Area of improvement (incl source)	Description of actions needed	Lead person	Additional persons	Target completion date	Actual completion date	Progress	Key work ahead
1	Chemicals used in the factory are not properly labeled (label missing on NaOH container). In addition, many chemical labels were written in a foreign language. (Source: <i>buyer audit report 16 December 2015</i>)	<ol style="list-style-type: none"> 1. Post proper labels on all chemical containers. The label should include Bangla name of chemical and the corresponding hazard pictograms 2. Review the MSDS to know which pictograms are needed 3. Assign clear responsibility for this task in the long term 	Masum UI Alam (check)	Nehar Sultana	End January, 2016	End January, 2016	<p>Task completed</p> <p>All planned actions have been taken</p> <p>The leaders of sections where chemicals are used (cleaning room, washing, printing) are assigned to fully label all chemical containers every time they collect any quantity from the chemical store.</p>	The OSH / safety officer checks chemical labeling weekly
2	There are some missing MSDS such as for H2SO4 in the mechanic store. (Source: <i>buyer audit report 16 December 2015</i>)	<p>Keep chemical MSDS for all hazardous chemicals used in the workplace</p> <ol style="list-style-type: none"> 1. List all chemicals used in the factory in an inventory 2. Receive MSDS from supplier 3. Translate in local language (if needed) 4. Make MSDS available in the workplace (not just in the office) 	Masum UI Alam (Do)	Nehar Sultana Tariq (Compliance officer) (check)	End January, 2016	End January, 2016	<p>Task completed</p> <p>All planned actions have been taken</p>	

SL No.	Compliance Point / Area of improvement (incl source)	Description of actions needed	Lead person	Additional persons	Target completion date	Actual completion date	Progress	Key work ahead
3	The workplace did not have adequate fire detection system. The warehouse was not equipped with smoke detectors. (Source: buyer audit report 16 December 2015)	<ol style="list-style-type: none"> 1. Purchase fire detectors 2. Ensure regular maintenance 3. Conduct regular checks to make sure that the equipment is in place /functioning 	Masum UI Alam (do)	Borhan Uddin Tariq	End January, Urgent issue		Task completed All planned actions have been taken	
4	Emergency exits in the packing room were obstructed by material (Source: Worker complaint 3 April 2016)	<ol style="list-style-type: none"> 1. Conduct a cause analysis and specify action needed on this basis 2. Remind supervisors about their responsibility for their area 	Masum UI Alam	Borhan Uddin Nehar Sultana	End Mai, Urgent Issue		In progress The boxes have been removed from the exit pathways To be discussed at the next safety committee meeting	
5	The employer did not keep updated records of work-related accidents and diseases (Source: Self-assessment 4 April 2016)	<ol style="list-style-type: none"> 1. Record accidents 2. Investigate accidents and develop corresponding remediation plan 3. Prepare investigation report 4. Prepare statistics about accidents and use them to develop the factory OSH programme 	Borhan Uddin	Masum UI Alam Hamida Begum	End June 2016		In progress The nurse is keeping a record of injured workers in the first aid room No recent accidents reported	The OSH / Safety Officer checks weekly the chemicals labeling

SL No.	Compliance Point / Area of improvement (incl source)	Description of actions needed	Lead person	Additional persons	Target completion date	Actual completion date	Progress	Key work ahead
6	All the first-aid boxes seen by assessors in the factory were found to be nearly empty, with some containing only antiseptic fluid. (Source: Self-assessment 4 April 2016)	<ol style="list-style-type: none"> 1. Every section in the workplace should have a first aid box. Have first aid boxes in multiple locations in large sections. 2. Equip first aid box 3. Define responsibilities for refilling and for checking 4. Ensure first-aid boxes to be always accessible to workers (e.g. at least two persons trained in first aid have the key and their pictures is next to the first aid box) 5. Conduct regular checks 	Hamida Begum		End Mai		<p>In progress</p> <p>The factory has carried out actions 1 to 3</p> <p>The OSH / safety officer has made a reminder about the use of the first aid box through loudspeakers. This message has been repeated by the leaders of sections.</p> <p>Failure to comply with this requirement will be subject to disciplinary action</p>	The nurse will be conducting daily-weekly checks and providing full supplies for all first-aid boxes.
7	Emergency exit signs no longer consistent with the new production layout (Source: buyer audit report 16 April 2016)	<ol style="list-style-type: none"> 1. Adjust signs immediately 2. Discuss root cause in the Safety Committee 3. Clarify responsibility to repaint the signs each time there is a change to the layout 	Masum Ul Alam	Omar	Urgent		<p>In Progress</p> <p>- The boxes have been removed from the exit pathways</p> <p>- To be discussed at the next safety committee meeting</p>	
8	About 30% of the workers did not use the eye guard of their machine (Source: buyer audit report 16 April 2016)	Discuss why workers were not using the guards, find the main causes and specify action needed on this basis	Masum Ul Alam	Rahima Akther	End of Mai		<p>Under management review</p> <p>To be discussed at the next safety committee meeting</p>	

Annex 5: Formal recommendation

In addition to the improvement plan, the Safety Committee can make formal *recommendations to top management* using a separate form. The decisions of the committee are made by majority decision between the members. Sometimes the management members in the committee do not have the authority to approve the committee decision (e.g. the recommendation is particularly

important or expensive). Then a recommendation to top management is needed.

If no consensus could be reached in the committee a comment can be provided to top management together with the majority recommendation.

The employer must take the actions to comply with the recommendations of the Safety

Committee(Schedule IV 12 BLR). The committee members may inform the Labour Inspectorate in case management has not taken action seven days after receiving a recommendation from the Safety Committee, or in case it is not satisfied with the response (Schedule IV (1 c, 11 & 12) BLR).

FORMAL RECOMMENDATION FORM

Date of the Recommendation:		
To:		
Copy:		
From: Safety Committee		
Committee member in charge of follow up:		
OSH Issue:		
Cause analysis:		
Risk / Consequences if unaddressed:		
Supporting Documentation:		
Recommendation:	Who	When

Cost estimate:		
Supporting Documentation:		
Comment:		
Signature of President & Vice Presidents:		
Employers response:	Date:	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected for the following reason:	
<input type="checkbox"/> Approved with the following modification:	<input type="checkbox"/> Interim response:	

Annex 6: One page information sheet to inform workers about the Safety Committee

This note is to inform you that we have set up a “Safety Committee” in the company. The list of members is attached below.

The Safety Committee is a team composed of management and union/worker representatives that assists the employer in creating and maintaining a safe workplace.

The members will conduct regular visits of the workplace to

identify OSH hazards (such as uncovered electrical wires, high noise levels etc) and recommend corrective actions.

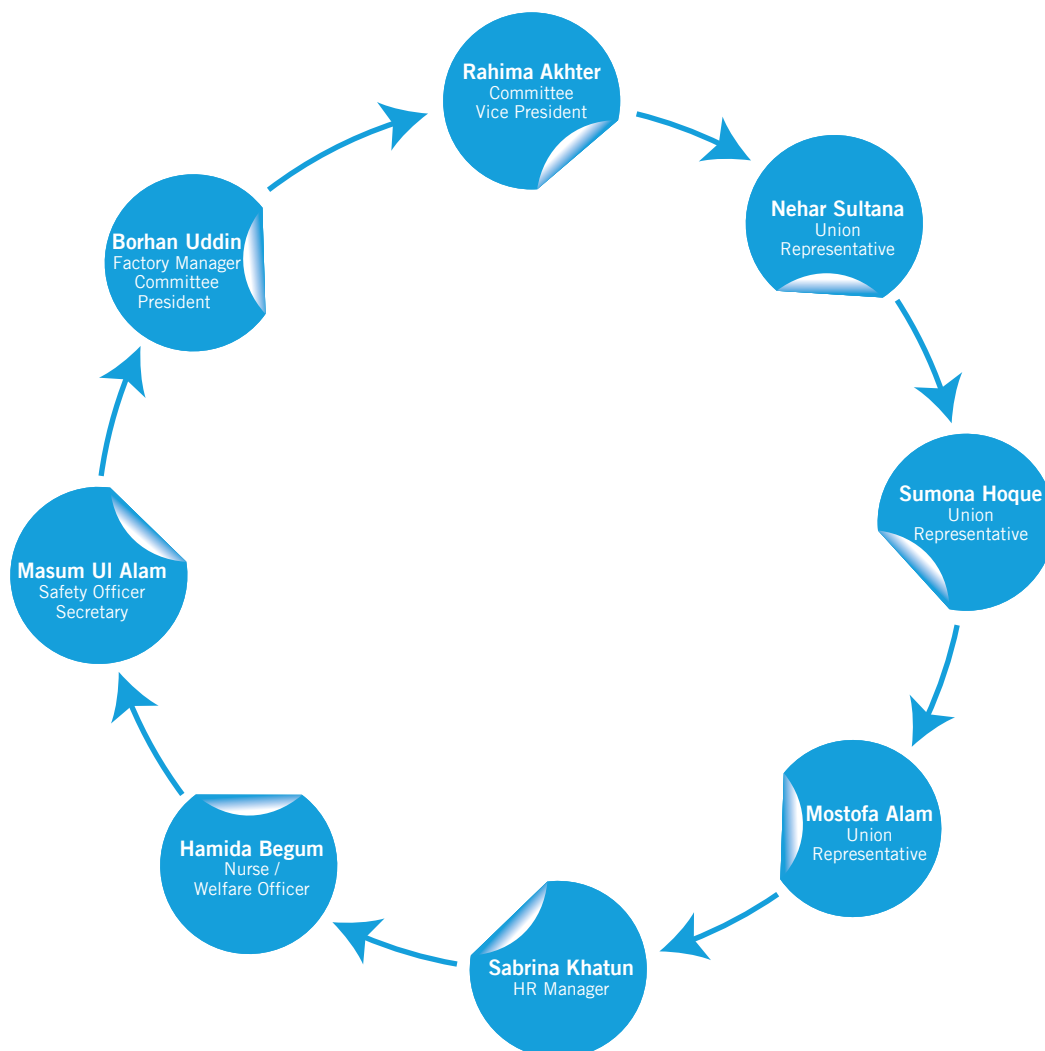
Do not hesitate to ask questions to the members of the Safety Committee and mention to them hazards you have identified in your workplace. The committee members can help you to assess the hazards and solve them.

In particular, if you think you are exposed to an immediate

and serious hazard contact immediately a member of the committee or your supervisor.

The members of the Safety Committee will also organise training for various groups of workers in the factory.

The committee is meeting at least once every three months. The minutes of the meeting will be posted regularly on the information board.



Annex 7: Changes in the factory during the two-year period of the committee

1) Replacing one member of the Safety Committee

(82 (1& 2) BLR)

The committee is established for a two-year period.

If any position becomes vacant due to:

- resignation from the committee or the organisation
- retirement
- dismissal
- death
- promotion of workers to a managerial position
- failing to attend three or more consecutive committee meetings etc.,

the following procedure applies:

- If the member to be replaced is from the worker/union side of the committee, they will be nominated by the Collective Bargaining Agent.

- If there is no union in the factory and the member to be replaced is a worker representative, s/he will be appointed from the worker representative side of the Participation Committee.
- If the member to be replaced is from the management side of the committee, the replacement will be appointed by the employer.
- The nomination needs the approval of two thirds of the relevant side of the Committee.
- The change is communicated to the Inspector General within 15 days of the change

2) Establishment of a Collective Bargaining Agent in the factory

(81(10) BLR)

If there was no union in the factory when the Safety Committee was established, but a Collective Bargaining Agent is set up during the two-year duration of the committee, the Safety Committee needs to be reformed.

The union must appoint the union representatives to the Safety Committee within 30 days. The same applies when there is a change of CBA.

3) Establishment of a Participation Committee in the factory

(81(10) BLR)

If there was no Participation Committee in the factory when the Safety Committee was set up and a Participation Committee is set up during the two-year duration of the Safety Committee, the following will apply:

- If there is a CBA and the CBA has appointed the members of the workers side of the Safety Committee, no change is needed
- If there is no CBA, the Safety Committee needs to be reformed: the workers representatives on the Participation Committee must appoint the workers representatives to the Safety Committee within 30 days.

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