

SAFETY COMMITTEE AND SAFETY TRAINING PROGRAMME

briefing for factories



What is the RMG Sustainability Council (RSC)?

The RMG Sustainability Council (RSC) is a brands-manufacturers-labour joint initiative to sustain workplace safety in RMG factories in Bangladesh. The RSC was established to continue the efforts of the company and union signatories to the Accord on Fire and Building Safety to monitor and advance workplace safety in the RMG

industry in Bangladesh. The RSC inherited all operations, staff, infrastructure, and functions of the Accord Office in Bangladesh; and will continue with factory inspections, remediation monitoring, and workplace programmes. As of 1 June 2020, the Accord signatories' obligations with respect to inspections, remediation and workplace programmes at their supplier

factories in Bangladesh are being implemented through the RSC. The RSC's vision is to deliver world-class sustainable workplace safety programmes, enabling sustainable business and improving workplace safety in the RMG supply chain. Its unique safety training programme play a key role in working towards a safe RMG industry.

RSC Safety Committee and Safety Training Programme

The RSC Safety Committee and Safety Training Programme provides training and support to the joint labour-management Safety Committees at each factory producing for RSC participating companies.

The RSC Safety Committee and Safety Training Programme comprises of a number of components, all of which require the active participation of factory management and the factory-level Safety Committee.



NOTE: The RSC has a team of trainers who have received training on Occupational Health and Safety through The National Examination Board in Occupational Safety and Health (NEBOSH). NEBOSH is a leading globally recognised organisation, which provides health, safety and environmental qualifications.

INITIAL MEETING



- **Purpose:** To present the aims and objectives of the Safety Committee and Safety Training Programme and discuss with all the participants the practical steps required in the rollout.
- **Participants:** The RSC, Factory Management, Brand Representatives, factory Participation Committee, factory Safety Committee (where one is in place) and a union federation representative (if union Solidarity members are present in the factory). For factories where there is a registered trade union, the representatives from that factory union shall be present.
- **Duration:** 2 hours.



ALL EMPLOYEE MEETING AND INFORMATIONAL SESSIONS

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 - **Purpose:** To speak about Safe Evacuation in the Case of Fire at the Factory. This meeting also introduces the Safety Committee to the workers in order to build awareness of the Safety Committee and its members.
 - **Participants:** All workers and members of management in the Factory.
 - **Duration:** 60 minutes for each session.

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- **Purpose:** To speak to attendees about Common Safety Hazards and brief workers on the Complaints Mechanism for Safety and Health operated by the RSC.
- **Participants:** All workers and members of management in the Factory.
- **Duration:** 45 minutes for each session.

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- **Purpose:** To speak to attendees about Common Health Hazards and the Workers' Right to a Safe and Healthy Workplace.
- **Participants:** All workers and members of management in the Factory.
- **Duration:** 45 minutes for each session.

NOTE: The All-Employee Meeting and Informational Sessions are challenging logistical operations requiring detailed forward planning on the part of factory management and extensive collaboration with the RSC.

SAFETY COMMITTEE TRAINING SESSIONS

The element of the Training programme specifically targeted at the members of the Safety Committee consists of **8 separate Training Modules**, the delivery of each taking a maximum of 3 hours.

The aim of the Training Sessions is not just to impart the knowledge required or Safety Committee members to serve on the Committee, but also to foster a more collaborative approach to safety monitoring and problem solving.

The 8 individual Training Sessions comprise of the following topics:

- Fundamentals of the Safety Committee
- Safety Committee role in safety remediation
- Safety Committee and Safety Complaints
- Workplace Hazard Identification and Control
- Communication Skills and Joint Problem Solving
- Safety Monitoring Systems – Part One
- Safety Monitoring Systems – Part Two
- Health Hazards and the Right to a Safe Workplace



RSC ATTENDANCE AT SAFETY COMMITTEE MEETINGS POST-RSC TRAINING PROGRAMME

- **Purpose:** The RSC Dedicated Trainer may attend Safety Committee meetings following the completion of the Training programme in order to observe how the Safety Committee functions and offer facilitation if required.
- **Participants:** The Safety Committee members and the RSC Trainer in the role of observer/facilitator.
- **Duration:** 2 hours.

The RSC shall provide all necessary support to factory management and the Safety Committee as the Training programme is implemented at factory level

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the RSC looks forward to the active participation and partnership of all interested parties in making the Safety Committee and Safety Training programme a success.

What makes a GOOD Safety Committee Member?

An effective Safety Committee is the best way to ensure safe and healthy workplaces. And good Committee members are what make a Committee effective. So, what makes a good Safety Committee member?



Both Worker & Management Representatives need:

- a willingness to learn more about workplace safety and health
- an alertness in identifying safety and health problems and a commitment to finding solutions to those problems
- a belief in constructive worker-management relationships
- a willingness to participate fully in meetings and activities
- an ability to listen carefully and consider different points of view



A Worker Representative needs:

- a sympathetic attitude to problems faced by workers
- enthusiasm to encourage workers to get involved in safety & health issues
- a willingness to speak up for workers' concerns
- an ability to work with management to find solutions to problems
- the trust and confidence of fellow workers



A Management Representative needs:

- the trust of other managers to implement needed safety & health policies
- a willingness to listen to worker problems and work to find solutions to those problems
- trust in a joint labour-management approach to problem solving
- a willingness to be an example to other managers in collaboration
- authority to implement safety & health policies

Composition of Safety Committees

NOTE: The following guidelines are RSC guidelines for Safety Committees formed in RSC-covered factories, taking into account the Government of Bangladesh's recently published BLA rules on composition of Safety Committees.

In order to create an effective Safety Committee, the RSC strongly encourages every factory to establish a committee that is an accurate reflection of the factory's overall workforce in terms of gender, work areas, and kinds of jobs, with attention paid to particularly hazardous jobs or work areas of the factory.

In addition to this general recommendation, the RSC and the Government of Bangladesh require:

- An equal number of Management and Worker representatives
- Committees shall have between 6 and 12 total members, as follows:

50 – 500 employees 6 total members
 501 – 1000 employees 8 total members
 1001 – 3000 employees 10 total members
 3001 or more employees 12 total members

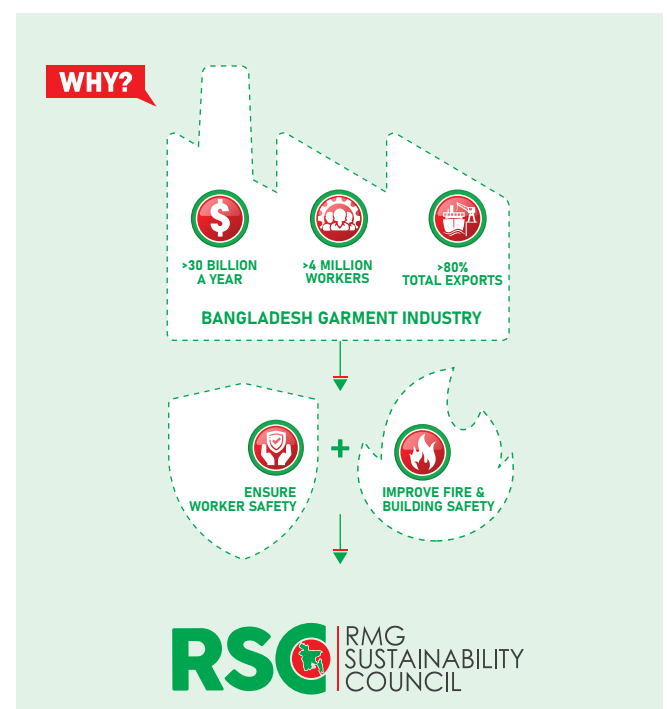
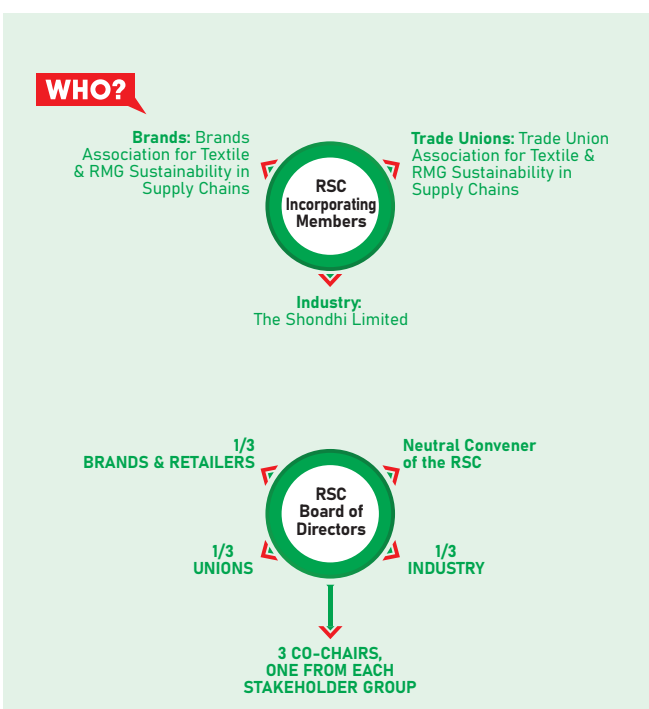
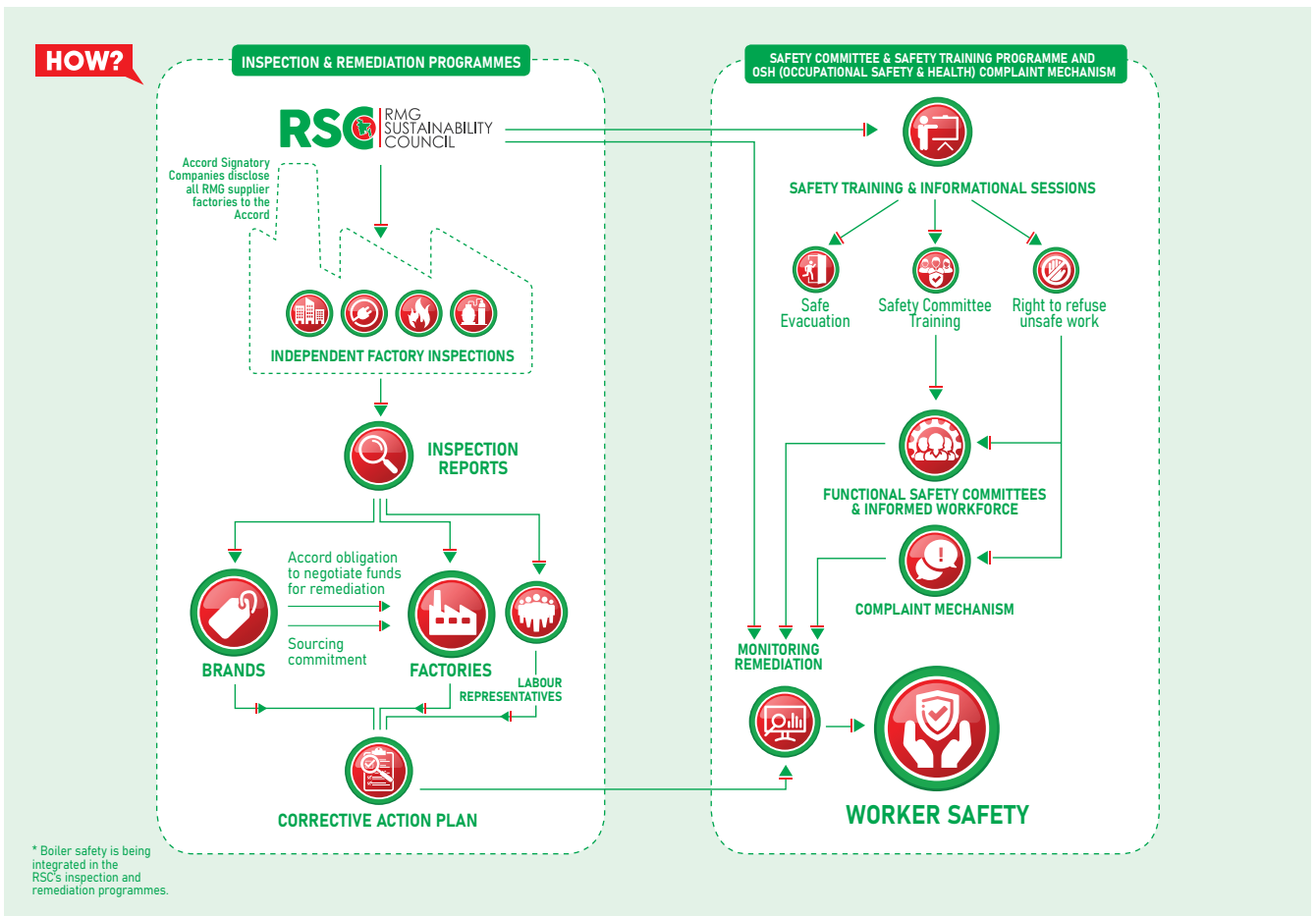
- The worker representatives should be from different departments and areas of the factory, and the management representatives should include managers from different functional areas, including managers with safety and health responsibilities.
- Safety Committees should reflect the gender composition of the workforce. In factories where women comprise one third or more of the workforce, at least one third of the worker representatives shall be women.



HOW THE RMG SUSTAINABILITY COUNCIL (RSC) WORKS

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