

**Invitation To Tender For Consultancy Services To Develop The Accord's Safety Training Program
 And Materials For Implementation In Pakistan**

Tender No: 2024-02, amended version

Tender Issue Date: 29 January 2024

Deadline for Submitting Questions: 2 February 2024

Questions and Answers Published on Website in Amended Tender Document: 7 February 2024

Tender Closing Date: 14 February 2024

Evaluation Period: 15-16 February 2024

Notification to Successful Bidder: 17 February 2024

Contract Start Date: 18 February 2024

Questions and answers

In the original tender document, published on January 29, interested bidders were invited to submit written questions should they require further explanation or clarification on either Lot 1 or Lot 2. Below are the questions and answers. The questions have been edited to anonymise them, remove numbering and for corrections.

| Question | Answer |
|--|--|
| Any fee or charges for participating for this Tender? | There are no fees or charges for participation in this Tender. Any interested party can submit a proposal free of charge. |
| If, fee and charges for participating, please inform the amount to be paid and through which medium. | There are no fees or charges for participating. |
| Can, I be paid through my employer? | This would only be possible if your employer is the applicant or bidder. |
| At, what level? We can be Employee or Freelancer for Accord as Trainer & Practitioner? Is it possible to do consultancy as freelance (project base). Or Bidding for Financial Proposal, Technical Proposal along with CV compulsory. | We are not sure if we understand this question. If your bid is successful, you would be a consultant to the International Accord. It is possible to submit a tender as a free-lance consultant. Please follow the tender requirements. |
| If we intend to bid for both the Lots, should we send separate proposals for each lot or should we submit one combined proposal? | Submitting a combined proposal is possible, but in your proposal we suggest you follow the structure of the two lots in the tender. |
| The bid submission deadline is 14th February, whereas project activities start time in Deliverables Section is 12th February. Please provide new Project timelines. | All necessary adjustments are included in the amended tender document. |
| Can you share details of the budget assigned for Lot 1 and Lot 2? | The bidder should develop their budget based on the tasks and activities listed in the scope of work. |

| Question | Answer |
|---|--|
| Who will be tasked with deciding the category (RMG/CMT) and the quantity of involved factories? | If this is about the needs assessment, the International Accord will help identify some factories. |
| Who will support the consultant in engaging and visiting textile factories, encompassing both RMG and CMT? | If necessary, the International Accord will provide this support. |
| How to submit the financial proposal? | The financial proposal should be part of the complete proposal submitted by the bidder (see 6.1 and 6.2). |
| Is the payment mode per month or per year or per audit or per visit? | The payment arrangements can be discussed after the notification to the successful bidder, on or after February 17. Please note that the payments will be made for the tasks described in the scope of work, which are time bound and do not include audits. |
| On which platform should we ask a question? | Questions can be submitted until February 2 to kirstine.drew@internationalaccord.org |
| On page 8, Task I: a first report is to be submitted by March 12 (following the stakeholder consultations), whereas reports for tasks II to VI are due on 22 March 2024. Could you please elaborate on the specific content expected? | The deadline of March 12 2024 relates to the report on the findings of the Needs Assessment. The deadline of March 22 2024 relates to the completion of the other tasks listed. Any further elaboration of content will be determined by the International Accord in collaboration with the consultant after the tendering process is completed. |
| Can you please elaborate on the Draft Safety Program? Is it a description of the concept for the OSH Committee training? | The Draft Safety Programme refers to the 'Draft Safety Committee and Safety Training Programme'. This comprises the 'Safety Committee Training Programme' and the 'All Employee Meetings' as described in Section 2 of the Tender document and set out in detail in ANNEX 1. |
| On Lot 1, Task VIII: It is challenging to provide a precise estimate of the number of days required to finalise the material. You might want to consider a modification of the tender structure. | We will consider this. We would advise you to include the variables you mention in your proposal. |
| Lot 1, Task VIII: I understand that the final version of the training material is in English. If the expectation is for the final material to be translated in another language, I suggest indicating it in the tender. | Bidders are <u>not required to include costs for translation</u> of the final versions of the training material in their proposals. Bidders are asked to <u>identify appropriate languages</u> for the training programmes and materials as part of the needs assessment/review. |
| As per the Tender timeline provided in clause no. 7 of the Tender Document, the date of Tender submission is 14th February, whereas, in clause no. 4.1 & 4.2 (Deliverables) some tasks are to be started from 12th February 2024. Please advise how this timeline would | Yes, you are right. This has been changed in the amended tender document. |

| Question | Answer |
|---|---|
| work before the submission and acceptance of Technical & Financial Proposals. | |
| (Page no.4; Clause#3.1, I) Does the Accord provide a list of stakeholders? If yes, then is it required to consider all the stakeholders, including factory managers and women workers, to conduct a need assessment, or will it be randomly reviewed, or will it be suggested by Accord, or the respective consultant will suggest how to perform this needs assessment by engaging all potential stakeholders? Please advise. | The Accord will support the consultant in identifying stakeholders to be consulted in the needs assessment. Bidders are encouraged to make suggestions on conducting the needs assessment. Potentially, consultations may take place in a group setting. |
| (Page no.4; Clause#3.1, II) Does the consultant have to review and conduct a gap analysis on the existing Accord training materials to incorporate them as per the outlined expectations, or is it required to develop as a whole? | Lot 1 is about reviewing and adapting the <i>existing</i> Accord Safety Committee and Safety Training Program and materials (set out in Annex 1 of the proposal). It is not about developing a whole new programme and materials. |
| If Accord an established contractor ever in history for improvement and establish transparency share detail of tender/contract with financial proposal demo for better understanding. | We are not sure that we fully understand your question. We do not have any further guidance on the financial proposal. |
| Ref to: Lot 2: Development of Safety Training Program for Mid-level Factory Managers (new), As consultant will require to consult other stakeholders including brands and Unions, therefore our question is whether ACCORD will support in accessing to Unions and Brands? | Yes, the Accord shall provide the consultant with support in identifying the trade unions and brands to be consulted. |
| Our second question is related to the Financial Proposal. As project activities requires extensive traveling, therefore would reimbursement of traveling expenses be made on actual basis or bidder needs to make the tentative travel cost part of the financial proposal. | We do not expect this to require extensive travel in Pakistan. The needs assessment would potentially be conducted through group meetings. If needed, travel costs can be reimbursed separately by the Accord. Therefore, these travel costs do not have to be part of your financial proposal. |
| Ref to 3.2 (IV) Lot 2: Development of Safety Training Program for Mid-level Factory Managers (new) - Identify the appropriate media for delivery of the Safety Training program In development of training program for mid-level Factory Managers, the cost of media to be used is to be borne by the Bidder or ACCORD will finance the | The Accord requests that bidders provide their ideas for the training media under Lot 2, together with the estimated costs for producing those materials. |

| Question | Answer |
|---|--|
| expenses incurred. (e.g. Videos development, Digitally supported training material etc.) | |
| Are expenses for Technical Support for onboarding factories reimbursed from Accords and should I invoice for these? | Estimates of costs of conducting the work should be provided in your financial proposal. Please note there is no onboarding of factories. The tasks in Lot 1 are to review and adapt the existing training programme and the tasks in Lot 2 are to develop a new training programme. |
| Is all financial support for onboarding factories reimbursed by the Accord. | See above. |

1. Background

1.1 International Accord

The International Accord for Health and Safety in the Textile and Garment Industry¹ is a legally binding agreement between global trade unions and garment brands / retailers to make textile and garment factories that supply Accord signatory brands safe. The agreement promotes workplace safety through independent inspections, remediation, training programs and a complaints mechanism and seeks to protect the rights of workers to organise for the purposes of safety and health, refuse unsafe work, and raise health and safety concerns. The Accord agreement was first implemented in Bangladesh.

1.2 Pakistan Accord

In December 2022, an Accord country-specific safety program (CSSP) was agreed for Pakistan – the Pakistan Accord for Health and Safety in the Textile and Garment Industry². As of January 2024, 100 garment brands / retailers have signed the Pakistan Accord. The Pakistan Accord covers all Cut-Make-Trim (“CMT”) facilities, including all suppliers of Ready-Made Garments (“RMGs”), home textiles, fabrics and knit accessories suppliers that produce products for Accord signatory companies. Fabric mills within the supply chains of signatories are also covered. The Accord covers approximately 500 factories and fabric mills located in the provinces of Sindh (Karachi) and Punjab (Lahore, Faisalabad) with an estimated 500,000 workers.

¹ The International Accord: <https://internationalaccord.org/wp-content/uploads/2023/11/International-Accord-for-Health-and-Safety-in-the-Textile-and-Garment-Industry-1-November-2023_Public-Version.pdf>.

² The Pakistan Accord: <https://internationalaccord.org/wp-content/uploads/2023/02/Pakistan-Accord-on-Health-and-Safety-in-the-Textile-and-Garment-Industry-2023_public-version.pdf>.

1.3 Remediation and Remedy Project

The International Accord is implementing a project named “Remediation and Remedy: Supporting Safety and Sustainability in Pakistan’s Textile and Garment Sector”, which covers five workstreams and aims to make garment and textile factories in Pakistan safer for workers. The five workstreams are:

1. Set up and further develop the Workers Complaints Mechanism;
2. Develop and carry out a Safety Committee and Safety Training Program;
3. Build the capacity of local government inspectorates;
4. Develop and implement a training program for factory management;
5. Develop models for financing remediation.

2. **Safety Committee and Safety Training Program**

The Accord Safety Committee and Safety Training Program aims to empower factory managers and workers to take ownership of the implementation of the Accord agreement, including the remediation of inspection findings and the running of Safety Committees, and to support workers in exercising their rights under the Accord. The Safety Training Program provides training aimed at supporting the implementation of Accord programs, as well as training on general OSH matters, including, for example, safe evacuation, and hazard identification and control. The main elements of the Accord Safety Training Program are set out below. An overview of the training program and the materials associated with each is provided in *ANNEX 1*.

- **Initial Meeting / Formation of the Safety Committee:** the aims of the Initial Meeting are to introduce the Safety Training Program to factory management, verify that the factory Safety Committee is in place, and agree on dates and other practical steps for the roll-out of the Safety Training Program (including formation of the Safety Committee if not already in place). The current practice is to hold the Initial Meeting on the Safety Training Program after the Accord has completed its Initial Inspection.
- **Safety Committee Training:** the Accord conducts 8 training sessions for Safety Committee members comprising a mix of classroom-style and practical sessions, including 3 ‘Safety Committee Walk Throughs’ (2 Floor Visits and 1 Document Review) and a Follow-up Safety Committee Meeting and Walk Through.
 1. Fundamentals of the Safety Committee;
 2. Safety Committee role in Accord Remediation (Accord-specific);
 3. Safety Committee and Safety Complaints (part 2 is Accord-specific);
 4. Workplace Hazard Identification and Control:
 - Safety Committee Walk Through, Floor Visit (Accord-specific);
 5. Communication Skills and Joint Problem Solving;

- Safety Committee Walk Through , Document Review (Accord-specific);
 - 6. Safety Monitoring Systems – Part One;
 - Safety Committee Walk Through, Floor Visit (Accord-specific);
 - 7. Safety Monitoring Systems - Part Two;
 - 8. Health Hazards and the Right to a Safe Workplace.
 - Follow-up Safety Committee Meeting and Safety Committee Walk Through.
- **All Employee Meetings:** The Accord conducts 3 All-Employee Meetings (AEMs) that are attended by all workers and all managers of the factory. The factory is required to stop production to enable all workers to attend these meetings. During the AEMs, workers are introduced to the members of the Safety Committee. At the end of each meeting, workers are provided with accessible pictorial and written printed booklets containing the information presented during the AEM. The 3 AEMs are:
1. Safety Committee, Safe Evacuation and Safety Hazards;
 2. Your Rights and Responsibilities under the Accord;
 3. Occupational Health Hazards in RMG factories.

3. Scope of Work

Under workstreams 2 and 4 of the project “Remediation and Remedy: Supporting Safety and Sustainability in Pakistan’s Textile and Garment Sector”, the International Accord Foundation invites tenders for the provision of consultancy services to develop the programs and materials for training targeted at Safety Committee members, workers and mid-level factory managers to be delivered in Accord-covered factories in the textile and garment industry in the Provinces of Sindh and Punjab in Pakistan:

- Lot 1: Review and Adapt the Accord Safety Committee and Safety Training Program:
 - Existing Accord program.³
- Lot 2: Develop the Program and Materials for a Safety Training Program for Mid-level Factory Managers:
 - New program.

The consultant is invited to tender for either Lot 1 or Lot 2 or for both Lots 1 and 2.

3.1 Lot 1: Review and Adapt the Accord Safety Committee and Safety Training Program (existing program)

The consultant is requested to *review* and *adapt* the Accord’s *existing* Safety Committee and Safety Training program and materials to ensure the program is fit for purpose for implementation in Pakistan. The aims of

³ The Accord Safety Committee and Safety Training Program has been implemented in Bangladesh since 2016.

the review are: identify gaps in the training content and content that is not relevant for the Pakistani context; identify ways to strengthen the effectiveness of the Safety Committee Program; consider the use of different media for delivery of the Safety Committee and Safety Training Program.

The Safety Committee and Safety Training Program is due to be rolled out from 1 June 2024.

The consultant shall conduct the following tasks:

I. Conduct a needs assessment:

- Accord stakeholders: hold consultations with Accord stakeholders (brands, trade unions, factory managers, workers, including women workers, and the RSC⁴) on the content and media for delivering the Safety Committee and Safety Training programs;
- OSH experts/training experts: hold consultations with OSH experts and training experts on the content and media for delivering the Safety Committee and Safety Training programs.

II. Conduct a review/gap analysis of the Safety Committee Training Program:

- Review/gap analysis: the review should include the following:
 - *National and provincial laws*: identify relevant national and provincial laws to be incorporated into the training content;
 - *Safety and health as a fundamental principle and right at work*: identify relevant provisions of ILO Conventions C155⁵ and C187⁶ to be incorporated into the training content;
 - *Workplace violence and harassment*: review relevant provisions of ILO Convention C190 to be incorporated into training content;
 - *Gender*: review the content of the training programs from a gender perspective and make necessary adjustments;
 - *Hazardous substances*.

III. Strengthen effectiveness of the Accord Safety Committee Training Program:

- Safety Committee accountability: propose changes to be made to the content to strengthen the accountability of the Safety Committee for fulfilling its mandate building on the existing checks and

⁴ The RSC implements the Accord Bangladesh Country Specific Safety Program.

⁵ C155: Occupational Safety and Health Convention, 1981 (No.155).

⁶ C187: Promotional Framework for Occupational Safety and Health Convention, 2006 (No. 187).

balances that are in the program (Walk Through Reports, Document Reviews, Follow-up Safety Committee meeting).

- Number of training sessions: consider the scope for consolidating the training content into a reduced number of training sessions.
- Joint training sessions: consider the scope for holding joint trainings for Safety Committee members from several factories for sessions on topics that are *not* factory specific: e.g., the role of the Safety Committee, and the Accord Complaints Mechanism. Training is currently delivered through sessions conducted with individual factories.
- Order of the training sessions: consider re-ordering of the training sessions in view of the linkages with other Accord programs: e.g., holding the session on Accord remediation (*Session 2*) at a later stage of the program would allow the Safety Training Program to start before the completion of the Accord Initial Inspection; holding the session on the Complaints Mechanism (*Session 3*) at an earlier stage would accelerate awareness of the Accord Complaints Mechanism.

IV. Conduct a review/gap analysis of the Accord All-Employees Meetings (AEMs):

- Review/gap analysis: The review of content should identify gaps in the information content as well as material that is not relevant to the Pakistani context, and should include:
 - *National and provincial laws*: identify relevant national and provincial laws to be incorporated into the information content;
 - *Safety and health as a fundamental principle and right at work*: identify relevant provisions of ILO Conventions C155 and C187 to be incorporated into information content;
 - *Workplace violence and harassment*: review relevant provisions of ILO Convention C190 to be incorporated into the information content;
 - *Gender*: review the content of the information from a gender perspective;
 - *Hazardous substances*.
- Restructuring the content: identify possible improvements in the structure of the content of the AEMs, including combining sessions on rights and complaints.

V. Identify and review other relevant training materials on occupational safety and health:

- Other training materials on occupational safety and health: identify and review other training materials on occupational safety and health for workers and factory managers in textile and garment factories, including by GIZ (TextILES program) and the ILO, with a view to making use of/referencing existing materials and avoiding duplication, where appropriate and with the permission of the owners of those materials.

VI. Review the use of different media for training delivery:

- Use of different media for training delivery: review the use of different media for the delivery of the training materials, taking into account literacy levels and workers' access to and use of technology. This may be different for Safety Committee members and other workers. There may also be a gender dimension. The Accord's existing training materials are print-based and power point-based, reflecting the information needs of workers in RMG factories in Bangladesh at the time of developing the training program.

VII. Develop a draft Safety Committee and Safety Training Program.

VIII. Develop final Safety Committee and Safety Training Program and training materials.

3.2 Lot 2: Development of Safety Training Program for Mid-level Factory Managers (new)

The consultant shall develop a *new* training program targeted at mid-level factory managers. Mid-level factory managers (e.g., Supervisors, Assistant Production Managers) who work on the production floor have a high level of interaction with workers and therefore the potential to create a positive (or negative) safety and health culture. The experience of the Accord is that mid-level factory managers often have low awareness of OSH matters, including in relation to workplace violence and harassment.

The aim is to develop a targeted training program for mid-level factory managers, which addresses the salient OSH risks arising on the production floor. The training materials will be used both *pro-actively* in training sessions organised by the Accord Training Department and *reactively* as part of the remedy for complaints received by the Accord Complaints Mechanism, where training of factory managers is identified as a means to help prevent future adverse impacts.

The consultant shall undertake the following tasks:

I. Conduct a needs assessment:

- Accord stakeholders: hold consultations with Accord stakeholders (brands, unions, factory managers, workers, including women workers, and the RSC) on the target factory managers, salient OSH risks, and media for delivering the training program for mid-level factory managers;
- OSH experts/training experts: hold consultations with OSH experts on the target factory managers, salient OSH risks, and media for delivering the training program for mid-level factory managers.

II. Identify and review other relevant training materials on occupational safety and health:

- Other training materials on occupational safety and health: identify and review other training materials on occupational safety and health for workers and factory managers in textile and garment factories, including by GIZ (TextILES program) and the ILO, with a view to making use of/referencing existing materials and avoiding duplication, where appropriate and with the permission of the owners of those materials.

III. Propose the content and structure of the Safety Training Program based on the findings of the needs assessment and review of other training materials.

- Content: propose topics based on the identification of salient OSH risks on the production floor.
- Structure: develop a modular structure so that sessions can be combined into a half-day or one-day training session or held separately.
- Time constraints: the design of the training program should take account of the time constraints on mid-level factory managers.

IV. Identify the appropriate media for delivery of the Safety Training program.

V. Develop a draft Safety Training Program for mid-level factory managers.

VI. Develop final Safety Training Program for mid-level factory managers and materials.

4. Deliverables and deadlines

The deliverables and deadlines associated with the Tasks identified in *Section 3* for Lot 1 and Lot 2 are provided below.

4.1 Lot 1: Review and Adapt the Accord Safety Committee and Safety Training Program (existing program)

| Tasks | Deliverables | Start Date | End Date |
|--|---|------------|------------|
| I. Conduct needs assessment. | List of stakeholders and OSH/training experts and dates for meetings. | 18/02/2024 | 12/03/2024 |
| | Submit report on findings of needs assessment. | | |
| II. Conduct review/gap analysis of Safety Committee Training Program. | Provide report of salient risks identified, gaps, other required amendments, and proposed changes, including proposals to strengthen effectiveness. | 18/02/2024 | 22/03/2024 |
| III. Strengthen effectiveness of the Safety Committee Training Program. | | | |
| IV. Conduct review/gap analysis of All-Employees Meetings (AEMs). | | | |
| V. Identify and review other relevant training materials on occupational safety and health. | | | |
| VI. Review the use of different media for delivery of the Safety Training Program (animation, videos). | Provide report on proposed media for delivery of the Safety Training Program distinguishing between: <u>Phase 1</u> : changes to be made before roll-out of Safety Training program on 1 June 2024: <u>Phase 2</u> : recommendations for future implementation. | 18/02/2024 | 22/03/2024 |
| VII. Develop draft Safety Training program and implementation plan. | Draft Safety Program | 12/03/2023 | 22/03/2024 |
| | Implementation Plan: <u>Phase 1</u> : changes to be made before the roll-out of the program on 1 June 2024: <u>Phase 2</u> : recommendations for future implementation. | | |
| | Final Revised Training Program. | 25/03/2024 | 25/03/2024 |



| Tasks | Deliverables | Start Date | End Date |
|---|---|------------|------------|
| VIII. Develop final Safety Training program and training materials. | Final Revised Phase 1 Training Materials. | 25/03/2023 | 31/05/2024 |

4.2 Lot 2: Development of Factory Management Training Program (new)

| Tasks | Deliverable | Start Date | End Date |
|--|--|------------|-------------|
| I. Conduct needs assessment. | Submit and agree list of stakeholders and OSH/training experts. | 18/02/2024 | 12/03/2024 |
| | Submit and agree dates for consultations meetings. | | |
| | Hold consultations meetings. | | |
| | Submit report on findings of needs assessment. | | |
| II. Review other relevant training materials on occupational safety and health. | Provide report identifying salient OSH risks on the production floor, the target factory managers, the proposed program topics and structure, and media for delivery. | 18/02/2024 | 22/03/2024 |
| III. Identify the proposed topics in light of the objectives, findings of the needs assessment and review of other training materials. | | | |
| IV. Propose media for training delivery. | | 18/02/2024 | 31/03/2024 |
| V. Develop draft Safety Training program for mid-level factory managers and implementation plan. | Draft Safety Training Program | 01/04/2024 | 30/04/ 2024 |
| | Implementation Plan: <u>Phase 1</u> : materials to be developed before the 1 June 2024; <u>Phase 2</u> : recommendations on materials to be developed for future implementation. | | |
| VI. Develop final Safety Training program and training materials. | Develop Phase 1 Training Materials | 01/05/2024 | 31/05/2024 |

5. Duration of the work

The work should be conducted between the period from 18 February 2024 until 31 May 2024.

6. Tender process

The Accord is seeking consultancy services to undertake the tasks and deliverables identified above. We invite proposals from qualified individual consultants or organisations through a public tender process. Interested parties can access this tender document on the Accord's website. It has also been circulated across relevant social media platforms.

6.1. Submission content guidelines

Candidates are invited to submit a proposal for either Lot 1 or Lot 2 or for both Lots 1 and 2.

- **Lot 1:** Review and Adapt the Accord Safety Committee and Safety Training Program:
 - Existing Accord program, already implemented in Bangladesh.
- **Lot 2:** Development of Safety Training program for mid-level factory managers:
 - New program.

The submission should contain the following documents:

- **Technical Proposal:** Candidates are invited to submit a **technical proposal (max. 3 pages)** detailing their approach towards fulfilling the outlined tasks and deliverables).
- **Financial Proposal:** The submission should include a **financial proposal** that provides a breakdown of all costs associated with the provision of services.
- **Qualifications and Experience:** The proposal should provide a track record of relevant experience in order to provide evidence of capability for carrying out the outlined tasks and deliverables.

6.2 Submission deadline and procedure

The complete proposal must be submitted no later than 14 February 2024 to the below email addresses:

- contact@internationalaccord.org
- kirstine.drew@internationalaccord.org

Please ensure your proposal adheres to the submission content guidelines (see *Section 6.1*) and is submitted within the required timeline. Late submissions will not be considered.

6.3 Submission of written questions

Interested bidders are invited to submit written questions should they require further explanation or clarification on either Lot 1 or Lot 2. The Accord shall respond to any questions and shall post the answers to any questions on its website alongside the tender publication.

6.4 Selection criteria

Proposals will be assessed based on a best value for money basis and the following criteria with respective weighting to ensure a balance of technical expertise, cost-effectiveness, and proven experience:

- Technical proposal: 35%
- Financial proposal: 30%
- Qualifications and experience (CV): 35%

The tender with the highest score as per the evaluation criteria will be awarded.

7. Tender Timelines

The timeline for the tendering process is as follows:

Tender Issue Date: 29 January 2024

Deadline for Submitting Questions: 2 February 2024

Questions and Answers Published on Website in Amended Tender Document: 7 February 2024

Tender Closing Date: 14 February 2024

Evaluation Period: 15 -16 February 2024

Notification to Successful Bidder: 17 February 2024

Contract Start Date: 18 February 2024

8. Contact Information

For inquiries and further clarifications, candidates can contact:

Name: Kirstine Drew

Position: Head of Workplace Programs

Email: [kirstine.drew \[a\] internationalaccord.org](mailto:kirstine.drew@internationalaccord.org)

ANNEX 1: OVERVIEW OF EXISTING ACCORD SAFETY COMMITTEE AND SAFETY TRAINING PROGRAM

| Session | Sequence | Participants | Duration | Training Materials | Content Type | Supporting Materials |
|---|---------------------------------------|--|-----------------|--|---------------------|--|
| <i>Initial Meeting/ Formation of Safety Committee</i> | After Accord Initial Inspection | Accord, factory management, brand reps., factory trade union | 2 hours | Power Point: Initial Meeting | / | Email Templates for Factory Communication #1 |
| | | | | | | Initial Meeting Report |
| | | | | | | Standard Operating Procedure |
| <i>All-Employee Meeting 1: Safety Committee and Safe Evacuation</i> | 1 | All Workers, All Factory Managers | 2 hours | Power Point 1: Safety Committee | General | Email Templates for Factory Communication AEM#1 |
| | | | | Power Point 2: Safe Evacuation in case of Fire | General | Standard Operating Procedure AEM#1 |
| | | | | Booklet: Safe Evacuation & Safety Hazards | General | |
| <i>#1. Fundamentals of the Safety Committee</i> | 2 | Safety Committee members | 3 hours | Trainers Guide #1 | / | Email Templates for Factory Communication #1 |
| | | | | Agenda #1 | / | Standard Operating Procedure #1 |
| | | | | Power Point: <i>Fundamentals of the Safety Committee</i> | General | Training Evaluation Form |
| | | | | Handout: <i>Purpose Statement for Safety Committee</i> | General | |
| <i>#2. Safety Committee Role in</i> | 3 | Safety Committee members | 3 hours | Trainers Guide #2 | / | Email Templates for Factory Communication #2 |
| | | | | Agenda #2 | / | Standard Operating Procedure #2 |

| <i>Session</i> | <i>Sequence</i> | <i>Participants</i> | <i>Duration</i> | <i>Training Materials</i> | <i>Content Type</i> | <i>Supporting Materials</i> |
|---|-----------------|-----------------------------------|-----------------|---|---------------------------|---|
| Accord Remediation | | | | Power Point: <i>Accord Inspection Procedure and Role of Safety Committee</i> | Accord-specific | Training Evaluation Form |
| | | | | Handout: <i>Accord Inspections</i> | Accord-specific | |
| | | | | Handout: <i>Accord Initial Inspection Report and the Accord Corrective Action Plan.</i> | Accord-specific | |
| #3. Safety Committee & Safety Complaints | 4 | Safety Committee | 3 hours | Trainers Guide #3 | / | Email Templates for Factory Communication #3 |
| | | | | Agenda #3 | / | Standard Operating Procedure #3 |
| | | | | Power Point 1: <i>Safety Committee Complaint Process</i> | Partially Accord-Specific | Training Evaluation Form |
| | | | | Power Point 2: <i>Workers Rights under the Accord</i> | Accord-specific | |
| | | | | Hand-out: <i>Role Play – Complaints</i> | | |
| All-Employee Meeting 2: Your Rights and Responsibilities under the Accord | 5 | All Workers, All Factory Managers | 2 hours | Booklet: <i>Your Rights and Responsibilities under the Accord</i> | Partially Accord Specific | Email Templates for Factory Communication AEM#2 |
| | | | | Power Point: <i>Common Safety Hazards in RMG Factories</i> | General | Standard Operating Procedure AEM#2 |
| #4. Workplace Hazard | 6 | Safety Committee | 3 hours | Trainers Guide #4 | / | Email Templates for Factory Communication #4 |
| | | | | Agenda #4 | / | Standard Operating Procedure #4 |

| Session | Sequence | Participants | Duration | Training Materials | Content Type | Supporting Materials |
|---|-----------------|---------------------|-----------------|---|---------------------|--|
| Identification and Control | | | | Power Point: <i>Hazard Identification and Control</i> | General | Evaluation Form |
| | | | | Handout: <i>Control Pyramid</i> | General | |
| #4. Safety Committee Walk Through (SCWT) – <u>Floor Visit</u> | | Safety Committee | 1 hour | Checklist for Safety Committee Walk Through | Accord-specific | Guidelines for Safety Committee Walk Through |
| #5. Communication Skills and Joint Problem Solving | 7 | Safety Committee | 3 hours | Trainers Guide #5 | / | Email Templates for Factory Communication #5 |
| | | | | Agenda #5 | / | Standard Operating Procedure #5 |
| | | | | Power Point 1: <i>Communication Skills</i> | General | Training Evaluation Form |
| | | | | Power Point 2: <i>Joint Problem Solving</i> | General | |
| | | | | Handout: <i>Joint Problem Solving</i> | / | |
| | | | | Case Study Exercise | / | |
| Case Study | / | | | | | |
| #5. Safety Committee Walk Through (SCWT) – <u>Document Review</u> | | Safety Committee | 1 hour | Checklist for Safety Committee Walk Through | Accord-specific | Guidelines for Safety Committee Walk Through |

| Session | Sequence | Participants | Duration | Training Materials | Content Type | Supporting Materials |
|--|-----------------|---------------------|-----------------|---|---------------------|--|
| #6. Safety Monitoring Systems – Part One | 8 | Safety Committee | 3 hours | Trainers Guide #6 | / | Email Templates for Factory Communication #6 |
| | | | | Agenda #6 | / | Standard Operating Procedure #6 |
| | | | | Power Point: <i>Safety Monitoring Systems</i> | General | Training Evaluation Form |
| | | | | <i>Booklet: Fire Safety</i> | General | |
| | | | | <i>Checklist: Electrical Safety</i> | General | |
| | | | | <i>Checklist: Emergency Action Plan</i> | General | |
| #6 Safety Committee Walk Through (SCWT) – <u>Floor Visit</u> | | Safety Committee | 1 hour | Checklist for Safety Committee Walk Through | Accord-specific | Guidelines for Safety Committee Walk Through |
| #7. Safety Monitoring Systems – Part Two | 9 | Safety Committee | 3 hours | Trainers Guide (#7) | / | Email Templates for Factory Communication #7 |
| | | | | Agenda (#7) | / | Standard Operating Procedure #7 |
| | | | | Power Point: <i>Safety Monitoring Systems</i> | General | Training Evaluation Form |
| | | | | <i>Booklet: Workplace Inspections</i> | Specific | |
| | | | | Hand-out: <i>RMG Machine Safety</i> | General | |

| <i>Session</i> | <i>Sequence</i> | <i>Participants</i> | <i>Duration</i> | <i>Training Materials</i> | <i>Content Type</i> | <i>Supporting Materials</i> |
|---|-----------------|-----------------------------------|-----------------|--|---------------------|---|
| #8. Occupational Health Hazards in RMG Factories | 10 | Safety Committee | 3 hours | Trainers Guide (#8) | | Email Templates for Factory Communication #8 |
| | | | | Agenda (#8) | / | Standard Operating Procedure #8 |
| | | | | Power Point: <i>Occupational Health Hazards in RMG Factories</i> | / | Training Evaluation Form |
| | | | | Talking Points for Trainers: <i>Freedom of Association</i> | General | |
| | | | | Group Questionnaire: Occupational Health Hazards | Accord specific | |
| | | | | Generic- Becoming a Better Trainer | General | |
| <i>All-Employee Meeting 3: Occupational Health Hazards in RMG Factories</i> | 11 | All Workers, All Factory Managers | 2 hours | Power Point: <i>Occupational Health Hazards in RMG Factories</i> | General | Email Templates for Factory Communication AEM#3 |
| | | | | Booklet: <i>Occupational Health Hazards</i> | General | Standard Operating Procedure AEM#3 |
| Safety Committee Meeting + Safety Committee Walk Through, <u>Floor Visit</u> and <u>Document Review</u> | | | 3 hours | Checklist for Safety Committee Walk Through | Accord-specific | Guidelines for Safety Committee Walk Through |

