RMG SUSTAINABILITY COUNCIL

Level - 5, Shanta Forum East Tower, 187, 188/B
Bir Uttam Mir Shawkat Sarak, Tejgaon
Dhaka-1208, Bangladesh
PABX No: +88 02 226603540-3
www.rsc-bd.org

SOP (Standard Operating Procedure) Safety Committee Walk Through

PURPOSE OF THE PROCEDURE

To identify the occupational safety and health hazards to remediate and ensure the safe workplace.

To train the SC the RSC provides hands-on training in training sessions 4,5,6 and again at the SC meeting.

ASSIGNED STAFF MEMBER

Responsible **SCWT Report Review Team** (Nayem,Yasmin and Papon) is assigned for OSH Training Department besides their other assignments.
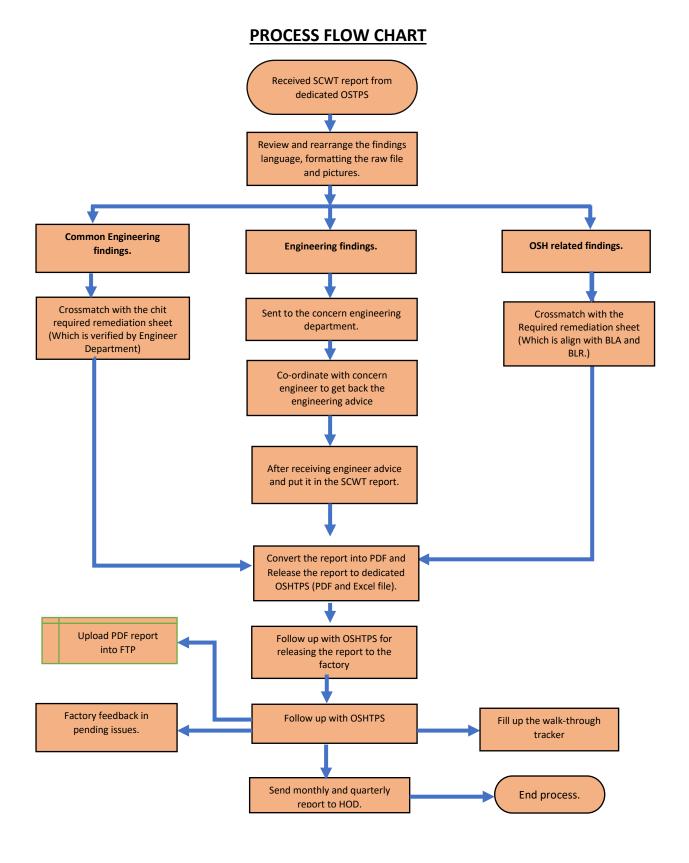
PROCESS/ PROTOCOL

Step 1: **Introduce the Walk Through:** The Occupational Safety and Health Training Program Specialist (OSHTPS), alongside the Factory's Safety Committee (SC), is responsible for conducting walk-throughs.

Step 2: Identify the Findings: During the SCWT (Safety Committee Walk Through), it is recommended the OSHTPS to take photographs and record the observations in notepad to ensure a comprehensive review of the site.

Step 3: Prepare and Escalate the SCWT Report: After completion of the onsite walk-through, OSHTPS will promptly prepare an Excel report and within three working days send the SCWT Report to **SCWT Report Review Team**.

Step 4: Depending on the urgency of the situation/findings, it needs to escalate the SCWT report to the Review Team within **One Day** for review.

Step 5: SCWT Report Review Team will Review and rearrange the findings language, required remediation, formatting the raw file and pictures.

Step 6: Segregate the reports as: i). Engineering findings, ii). Common Engineering findings (Required remediation sheet, which is verified by Engineering Department) iii). OSH related findings.

Step 7: Identified Engineering issues sent to the engineering department concerned.

Step 8: Co-ordinate with concern engineer to get back the engineering advice.

Step 9: After receiving engineering advice and put it in the SCWT report.

Step 10: Common Engineering findings - Crossmatch with the Required Remediation Sheet (Which is verified by Engineering Department).

Step 11: Convert the report into PDF

Step 12: Send the report to dedicated OSHTPS (PDF and Excel File)

Step 13: Follow up with OSHTPS for releasing the report to the factory.

Step 14: Follow up with OSHTPS: i) For factory feedback in pending issues. ii) Fill up the walk-through tracker, iii) Upload SCWT report into FTP.

Step 15: Send monthly and quarterly reports to HOD

Step 16: End process.

SOP #	RSC-SCST-SOP-2021-028	Reviewed By	HoD @ (MP)
Revision #	01	Approved By	MD
Prepared By	Review team	Approval Date	21-May-2022
Last Review Date	14-November-2024	Implementation Date	01-Jun-2023

PROCESS FLOW CHART

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        ┌───────────────────────────────┐
        │  Received SCWT report from    │
        │  dedicated OSTPS              │
        └───────────────────────────────┘
                      │
                      ▼
        ┌───────────────────────────────┐
        │  Review and rearrange the     │
        │  findings language,           │
        │  formatting the raw file      │
        │  and pictures.                │
        └───────────────────────────────┘
                      │
     ┌────────────────┼────────────────┐
     ▼                ▼                ▼
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Common Engineering findings.	Engineering findings.	OSH related findings.
Crossmatch with the chit required remediation sheet (Which is verified by Engineer Department)	Sent to the concern engineering department.	Crossmatch with the Required remediation sheet (Which is align with BLA and BLR.)
	Co-ordinate with concern engineer to get back the engineering advice	
	After receiving engineer advice and put it in the SCWT report.	

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        ┌───────────────────────────────┐
        │  Convert the report into PDF  │
        │  and Release the report to    │
        │  dedicated OSHTPS (PDF and    │
        │  Excel file).                 │
        └───────────────────────────────┘
                      │
                      ▼
        ┌───────────────────────────────┐
  ┌─────│  Follow up with OSHTPS for    │
  │     │  releasing the report to the  │
  ▼     │  factory                      │
Upload  └───────────────────────────────┘
PDF report            │
into FTP              ▼
        ┌───────────────────────────────┐
Factory │  Follow up with OSHTPS        │─────► Fill up the walk-through
feedback└───────────────────────────────┘       tracker
in                    │
pending               ▼
issues.  ┌───────────────────────────────┐
         │  Send monthly and quarterly   │─────► End process.
         │  report to HOD.               │
         └───────────────────────────────┘
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