

## **SOP (Standard Operating Procedure) to conduct Survey on assessing the functionality of safety committee (SC) and Safety Committee Walk Through (SCWT)**

### **PURPOSE OF THE PROCEDURE**

1. To know the SC members are Trained on Health and Safety issues.
2. To know the SC meet regularly according the BLA.
3. To Know the SC conduct SCWT on regular basis.
4. To know the SC communicate the SCWT findings with all general workers of the factory.
5. To arrange 'Resumption Training Programme' for the newly appointed SC members.
6. To know the SC is overall functional.

### **ASSIGNED STAFF MEMBER**

- All dedicated OSHTP Specialist are assigned to conduct the Survey at the SC meeting.
- Assigned TL is responsible to maintain and analysis the database of the survey after every three month and share the findings with HoD. S/he is responsible for monitoring and follow-up with the Survey findings. S/he also ensures that the dedicated OSH-TPS will reinforce at the next RSC OSH Training programme to functional the factory Safety Committee.

### **PROCESS/PROTOCOL**

**Step 1:** OSHTPS will conduct the survey at SC meeting.

**Step 2:** Input the data correctly and submit the survey form.

**Step 3:** Assigned TL will check and analysis the data after every 3 Month

**Step 4:** TL will prepare a quarterly summary report.

**Step 5:** TL will share the analysis findings with HoD.

**Step 6:** TL will upload the quarterly summary report in the Sharepoint.

**Step 7:** 'New Safety Committee Members' list shared with the HoD to take under 'RSC Resumption SCST Programme'.

**Step 8:** Prepare below factory list and shared with OSHTP Specialist.

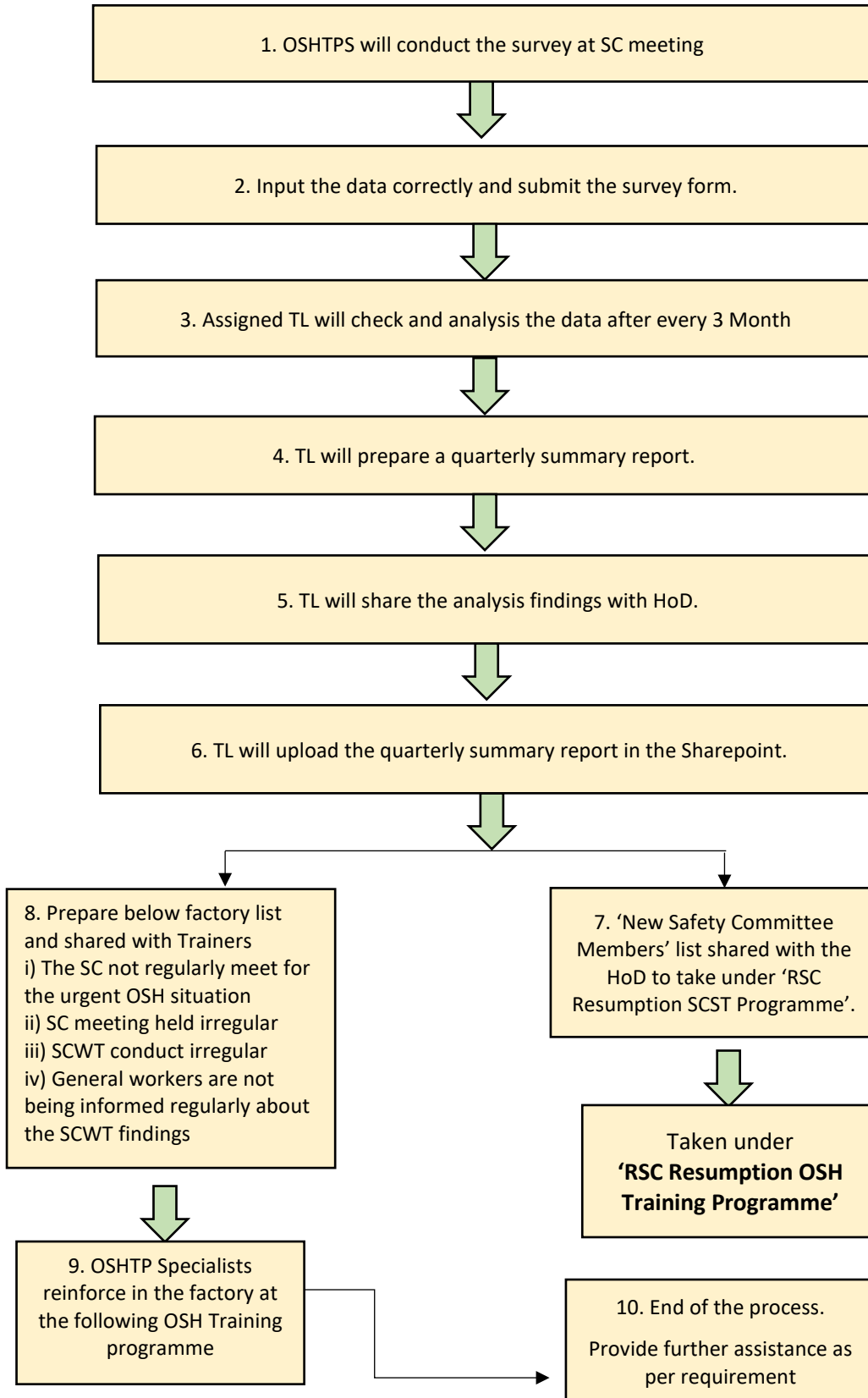
- i. The SC not regularly meet for the urgent OSH situation
- ii. SC meeting held irregular
- iii. SCWT conduct irregular
- iv. General workers are not being informed regularly about the SCWT findings.

**Step 9:** OSHTP Specialist reinforce in the factory at the following OSH Training programme.

**Process Complete.**

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Revision #	01	Approved By	MD
Prepared By	TL-Taslina	Approval Date	21-May-2022
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**PROCESS FLOW CHART**



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