

SOP (Standard Operating Procedure) union identified in the middle of the OSH Training programme

PURPOSE OF THE PROCEDURE

1. To ensure the IBC federation's name that has affiliated factory level workers' union.
2. To ensure that the Safety Committee (SC) forms according to the labour law.

ASSIGNED STAFF MEMBER

Responsible OSHTP Specialist- Mir Maniruzzaman assigned as Labour-Union Liaison from OSH Training Department besides his other assignments.

He is responsible for monitoring and follow-up with the IndustriAll affiliated IBC Federations to collect the factory level registered trade union information to continuing the RSC SCST programme.

PROCESS/PROTOCOL

Step 1: RSC receives factory level registered trade union information through dedicated OSHTP Specialist.

Step 2: RSC Labour Liaison assigned person sends email to the Federation to obtain factory level registered trade union information- I) Registration copy ii) Union Executive Committee members' information iii) Union nominated Safety Committee worker reps. list (if SC has been reformed).

Step 3: Follow up with the Federation until the information been received.

Step 4: Federation provides the union information. I) Registration copy ii) Union Executive Committee members' information & iii) Union nominated Safety Committee worker reps. list (if already formed).

Step 5: Update the union information, union status and upload the Registration copy in FFC.

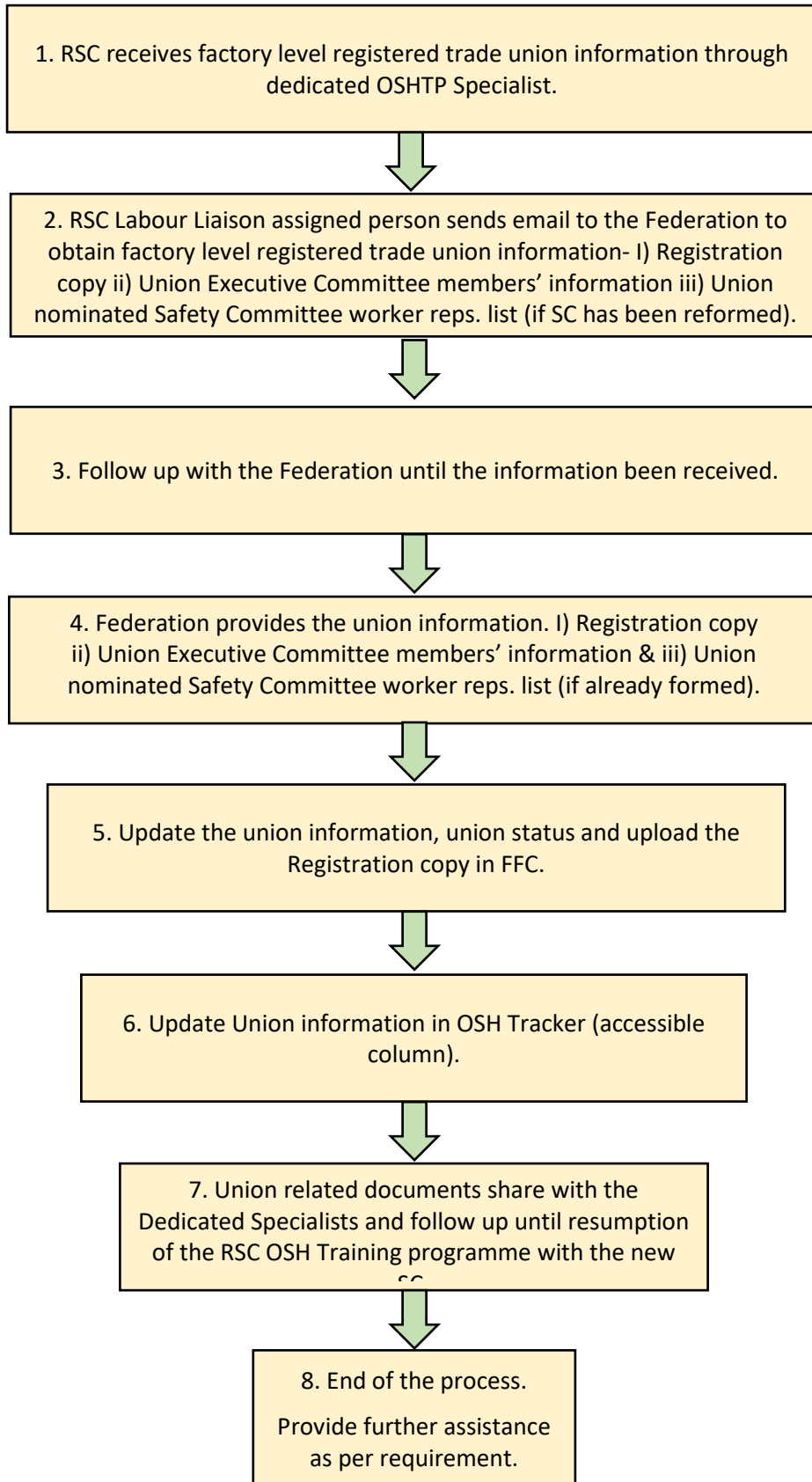
Step 6: Update Union information in OSH Tracker (accessible column).

Step 7: Union related documents share with the Dedicated Specialists and follow up until resumption of the RSC OSH Training programme with the new SC.

Step 8: End of the process. Provide further assistance as per requirement.

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Revision #	01	Approved By	MD
Prepared By	TL-Taslima	Approval Date	21-May-2022
Last Review Date	14-Nov-2024	Implementation Date	01-Jun-2020

PROCESS FLOW CHART



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