RMG SUSTAINABILITY COUNCIL

PROCESS FLOW CHART &
STANDARD OPERATING PROCEDURE (SOP)
FOR THE OSHTPS

RMG SUSTAINABILITY COUNCIL

SAFETY COMMITTEE WALK-THROUGH (SCWT)
PROCESS FLOW CHART &
STANDARD OPERATING PROCEDURE (SOP)

The objective of SCWT- The Safety Committee Walkthrough is to identify potential hazards in the workplace and take corrective measures to prevent accidents or incidents (near-miss). This process helps to ensure a safe working environment for all employees in the factory. Additionally, it allows the safety committee to evaluate how well the safety program is functioning and identify areas that require improvement.

Moreover, the Safety Committee Walkthrough provides an opportunity for the safety committee to assess the effectiveness of the safety program and make any necessary improvements to keep the workplace safe and secure.

Step 1

Introduce the Walk Through:

- The Dedicated **Occupational Safety and Health Training Program Specialist** (**OSHTPS**) describes the Walk-through guideline and checklist in the current OSH training session **4/5/6** and SC meeting with the **Safety Committee Members.**

Step 2

Identify the Findings:

- During the SCWT, it is recommended the OSHTPS will take photographs and record any observations to ensure a comprehensive review of the site. This process should be conducted within a maximum of 2 hours, considering the time availability after the Training session/SC meeting. (*During the SCWT, if the OSHTPS finds that the factory is fully complying with safety culture and the workplace is in good condition, then OSHTPS will also take photographs and prepare a good SCWT report.*)

Step 3

Prepare and Escalate the SCWT Report:

- Following the completion of the SCTW, the OSHTPS will promptly prepare an Excel report. The report will be based on the Walkthrough Finding Language Sheet and Chit Sheet within three working days and sent to the report SCWT Report Review Team, (Nayem, Ruksana, Yasmin and Papon) and the Head of Department and Team Lead will keep in the CC. The report will be reviewed by the SCWT Report Review Team. *(Depending on the urgency of the situation/ findings, it needs to escalate the SCWT report Review Team within 1 Day for Review.)*

Step 4

Review the Report:

- Upon receiving the SCWT report from the Dedicated OSHTPS, the responsible SCWT Report Review Team Members will review the report within the next two working days. If the report requires further engineering assistance, the SCWT report Review Team will escalate it to the engineers for their recommendations. This report could be regarding Structural, Fire, or Electrical issues. Once the review is complete, the report will be sent back to the Dedicated OSHTPS.

Step 5

Release the Report:

- After receiving the SCWT revised report from the SCWT report review team, the dedicated OSHTPS will forward the report to the factory via email template within one working day. If the responsible OSHTPS conducts the SCWT, then dedicated OSHTPS will release the report directly to the factory.

Step 6

Update the Tracker:

- After releasing the report to the factory, the dedicated OSTPS will update the walkthrough tracker on the same day. *(If responsible OSHTPS conducts the WT then he/she will update the tracker)*

Step 7

Follow Up:

- The OSHTPS assigned to each case will be responsible for monitoring the progress of SCWT and providing follow-up communication through email, phone, or in the next training session. Once all identified issues are resolved, the OSHTPS will update the tracker and keep the report in the FTP.

RSC RMG SUSTAINABILITY COUNCIL

Walk-Through SOP (Standard Operating Procedure)

1. **Purpose:** This Standard Operating Procedure (SOP) describes how the walk-through process will be carried out. It explains the process details of the RSC (RMG SUSTAINABILITY COUNCIL) Walk-Through procedure. It is also a guide to clarify the understanding to all RSC OSHTPS (Occupational Safety and Health Training Program Specialist) to conduct, prepare, and release SCWT (Safety Committee Walk Through) reports. As well as follow-up and data management of the walk-through to empower the safety committee to ensure a sustainable working environment for the RMG Industry in Bangladesh.

2. **Scope:** This SOP will be applicable to conduct onsite walk-throughs at RSC covered factories in following categories:
   - Occupational Safety and Health (OSH)-related issues,
   - Welfare provision,
   - Structural, Fire, Electrical, and Boiler aspects of the factory.
   - Occupational Safety and Health (OSH) Related Record, Register, and Training File.

3. **Procedure:**

3.1 Introduce the Walk Through:

The Dedicated Occupational Safety and Health Training Program Specialist (**OSHTPS**) attaches the **walk-through guideline, near-miss guideline, and walk-through checklist** while releasing the scheduled email of the training session on 4/5/6 and SC (Safety Committee) meeting to the factory. After the training session/SC meeting, The OSHTPS will provide brief information to the SC members, regarding how to conduct a walkthrough and manage the near miss by following the Walk-through and near-miss guidelines and checklist. Also, ensure a print copy of the walk-through checklist for the members of the Safety Committee.

3.2 Identify the Findings:

During the SCWT (Safety Committee Walk Through), it is recommended the OSHTPS to take photographs (if required then take multiple photographs from different sides for more clarification of the findings) and record the observations in notepad to ensure a comprehensive review of the site. This process should be conducted within a maximum of 2 hours, considering the time availability after the Training session/SC meeting. (During the SCWT, if OSHTPS finds that the factory is fully complying with safety culture and the workplace is in good condition, then OSHTPS will also take photographs to prepare a good SCWT report.)

3.3 Prepare and Escalate the SCWT Report:

After completion of the onsite walk-through, the OSHTPS will promptly prepare an Excel report. The report will be based on the Walkthrough internal checklist (MS Word file comprising findings, report language, and required recommendation) **within three working days** and sent to the report SCWT Report to Review Team, (Nayem, Ruksana, Yasmin, and Papon) and the Head of Department and Team Leads will be kept in the CC. The report will be reviewed by the SCWT Report Review Team.

Depending on the urgency of the situation/findings, it needs to escalate the SCWT report to the Review Team within **one day** for review.

While preparing the report by the OSTPS below-mentioned area must follow:

- Prepare the report in the designated template.
- Check the margin and front size of the report template.
- Most important findings should be written at the beginning and others will write, respectively.
- In the SC meeting walk-through floor related findings should be written at fist then write the documents related findings, respectively.
- Where required, insert at least two photos for the finding.
- Picture should be aligned with the findings.
- Add appropriate required recommendations where required.
- Rename the report by following this (Walk Through Findings after Training Session #4/5/6/SC Meeting – factory name (ID No)
- For extension building, if there is not a separate safety committee then only Mother factory name has to be added to the report. But if there is a separate safety committee, two separate reports must be prepared for the two factories.
- Use proper subject line while sending the email for internal review. (email subject lines are given below)

    - Factory Name (ID No:) - Walk-Through Report Dated - 02-January 2024 - Engineer Assistance/Reply Not Required.
    - Factory Name (ID No:) - Walk-Through Report Dated - 02-January 2024 - Engineer Assistance/Reply Required.
    - Factory Name (ID No:) - **Urgent** Walk-Through Report Dated - 02-January 2024 - Immediate Engineer Assistance/Reply Required.

3.4 Review the Report:

Upon receiving the SCWT report from the Dedicated OSHTPS, the responsible SCWT Report Review Team Members will review and release the report within the **next two working days**. If the report requires further engineering assistance regarding Structural, Fire, Electrical, and Boiler issues, the SCWT report Review Team will escalate it to the engineers for their recommendations. Once the review is completed by the engineering department, the report will be sent back to the Dedicated OSHTPS.

While reviewing the report by the responsible SCWT Report review team members mentioned areas must follow:

- Check the format of the report template.
- Check the appropriateness and visibility of the pictures inserted in the report.
- Checked the spelling of the report.
- Check the appropriate required recommendations according to the findings.
- Consult with dedicated OSTPS regarding any inconsistency and mismatches identified in the report.
- If the review team finds repeated mistakes by the same person will be reported to HOD and TL.
- If the report requires engineer assistance/reply, the review team will promptly notify the TLs to forward it to the engineering department.
- Update the draft walk-through tracker for easy tracking.

3.5 **Release the Report:** After receiving the report from the SCWT report review team, the dedicated OSHTPS will send the report to the factory via email template **within one working days.** If the responsible OSHTPS conducts the SCWT he/she will prepare the SCWT Report and the dedicated OSHTPS will release the report directly to the factory. **Email templates are given below.** For extension building, if there is not a separate safety committee then add extension the factory's name and ID No in the same email. But if there is a separate safety committee then two separate reports have to be sent via two emails for two factories. *(keep dedicated RPO in CC while sending the report)*

3.6 Update the Tracker: After releasing the report to the factory, the dedicated OSTPS will update the SCWT Tracker on the same day.

3.7 **Follow-up:** The dedicated OSHTPS will be responsible for monitoring the progress of SCWT through phone. If the factory does not send the CAP (Corrective Action Plan) **within seven working days** (after releasing the report) then send the **1st** reminder email to the factory but after that, if the factory has not responded yet, then send the **2nd** reminder email **within three working days**. If any issues remain in-progress status, mention them in the **RSC Walk-Through Tracker** remarks column and change the overall status from **In-progress** to **Resolved**, then follow up the In-progress findings in the next training session. Once all identified issues are resolved, the OSHTPS will update the tracker and keep the report and CAP in FTP.

MAIL TEMPLATE FOR SENDING THE WALK-THROUGH REPORT TO THE FACTORY

To: Factory Management

CC: All Active Brands of the factory and Signatory Federation and RSC OSH training team management

Subject Line: Factory Name (ID No:) - Walk Through Findings Report after the Training Session #0, [Name of the Training session/SC Meeting]

Dear Factory Management, Safety Committee Co-Chairs and Safety Committee Members,

As part of the successful completion of the Training session #00, [Name of the Training session]/SC Meeting, of the RSC Occupational Safety and Health Training Program held on 28-December-2023 the factory Safety Committee, with the assistance of the RSC OSH Training Program Specialist, conducted a "Walk Through" of the factory to identify actual or potential safety hazards.

The details, with accompanying pictures, are contained in the document attached hereto, labeled "Walk Through Findings after the Training session # 06".

Factory Management is requested to work with the Safety Committee to take the necessary measures to resolve the items identified in the attached report and revert to the RSC using "Replying All" function and within this email loop, attaching an updated report following the template in the one attached.

Thank you

INSERT DEDICATED TRAINER'S NAME

THE WALK-THROUGH REMINDER EMIAL TEMPLATE

Dear Factory Management,

I refer to the email sent to you dated 14.11.2023

The RMG SUSTAINABILITY COUNCIL (RSC) until now awaits for your response on the Walk-Through Findings after the Training session #0 shared with you.

Please 'Reply all' with the Walk-Through findings corrective action report, as mentioned to you in the earlier email at your earliest.

Thank you.