Safety Committee and Occupational Health and Safety Management Handbook
Rehana’s Life Struggle

Poverty stricken family

Decision for doing job

Join at Factory

Spreading rumors

Tension
Life Struggle...

In a dilemma

Confusion among the workers

False promise

Building Collapse

Tragic consequence
Negative Impact of Unhealthy & Unsafe Working Environment

Due to workplace accident and sickness all over the world on an average

Per minute

Died 4 workers

Wounded 612 workers

To create a healthy and safe working environment there are working...

International Labor Organization (ILO) Convention No -155

National Occupational Health and Safety Policy 2013
Bangladesh Labor Law 2006 and Bangladesh Labor Rules 2015

Alliance for Bangladesh Worker Safety

And other Organizations...
## Improvement of Factory Health & Safety Systems

### Relation between Alliance and Safety Committee

#### Inspection and Remediation Activities

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<th>Alliance</th>
<th>Management</th>
<th>Safety Committee</th>
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<tr>
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<td>Overall cooperation</td>
<td>Participation and cooperation</td>
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<tr>
<td>Receiving designs and documents</td>
<td>Submitting designs and documents</td>
<td>Supervision and cooperation</td>
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<tr>
<td>Approving and Implementing Corrective Action Plan (CAP) – Inspection</td>
<td>Implementing CAP and Reporting</td>
<td>Supervision and cooperation</td>
</tr>
</tbody>
</table>

#### In training and helpline

<table>
<thead>
<tr>
<th>Alliance</th>
<th>Management</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Train the Trainers</td>
<td>Nomination (Management representative) trainer</td>
<td>Selecting (worker representative) trainer</td>
</tr>
<tr>
<td>Training Plan</td>
<td>Ensuring Submission of Training Plan (Venue, Time, Worker Participation)</td>
<td>Encourage worker, cooperation for training conduction</td>
</tr>
<tr>
<td>Implementation – Inspection (spot check)</td>
<td>Cooperation</td>
<td>Participation and cooperation</td>
</tr>
<tr>
<td><strong>Helpline ‘Amader Kotha’</strong></td>
<td>Implementation (Provide training &amp; distribute training materials)</td>
<td>Encourage to use helpline if necessary</td>
</tr>
</tbody>
</table>
Safety Committee

Democally elected participatory committee consists of equal number of workers and owner representatives which will help to create a healthy and safe working environment.

Benefits for workers:
- Will increase knowledge and awareness about health and safety
- Resolving issues through discussion
- Will develop relationship between owners and workers
- Sickness and accident rate will reduce
- Able to attend & work in the factory for whole month

Benefits for owners:
- Developing and implementing of the health and safety policy will be easier.
- Sickness and accident rate will be reduced
- Medical & compensation expenditure will be reduced
- Workers absenteeism rate will be reduced
- Will increase employee satisfaction

Increase income & happiness in the family
Attentiveness, skill and production will be increased
Able to work tension free at safe working environment
Will increase the reputation of factory and industry
Will get good audit & inspection report
Overall production of factory will be increased
Migration rate will be reduced
Scope of Safety Committee

- Risk assessment & recommendation
- Implementation of recommendation, monitoring, and reporting.
- Training implementation
- Forming emergency team, training, and drill
- Cooperation to implement instruction at factory
- Not to raise industrial dispute

Bangladesh labor rules 2015: Rule-85, schedule -4 (1)
Scope of Safety Committee

- Develop health & safety guidelines
- Organize a meeting once in every three months / any emergency situation
- Develop checklist and provide monthly/quarterly report
- Provide free education, training, and refresher training within working hours
- Organizing regular drill to prevent disaster and accident
- Collect & store data of the safety expertise and organizations
- Recommendation for treatment and compensation
- Observe safe workplace day & implement guideline of National Industry, Health & Safety Council

Bangladesh Labor Law 2015: Rules-85, Schedule-4(2)
Jurisdiction of Safety Committee

After preparing the safety inspection report, inspector shall send the copy to authority and Safety Committee within one month.

Without conducting any meeting committee, can submit special report anytime to authority in an emergency situation.

Authority shall cooperate the Safety Committee to perform their duties as per the rules and regulations.

If necessary, committee can inspect the factory whereas the factory is open or close.

Authority shall give an logical and adequate time to Safety Committee for performing there activities and training within the working hours.

After getting recommendation if authority does not take any initiative within 7 working days Safety Committee can notify this to Inspector General in writing.

Leadership is a technique to lead a group for achieving a specific objective.
Communication is the exchange of thinking, feeling, ideas & information.
Different mode & medium of communication

- **Mode**
  - One way
  - Bi-lateral/multi-lateral
  - Informal
  - Formal

- **Medium**
  - Verbal
  - Writing
  - Picture
  - Sign Language

For effective communication:
- Fix the right time;
- Use proper mode and medium as much as possible.
If communication do not place in time

- Problem will not settle in time
- Increase the level of risk
- Worker-owner will lose their trust on safety committee
- Workers will not respond towards risk
- Increase the possibility of accident, losing life and property

Maintain internal communication first & then go for external communication

Ruining the good reputation of the factory and the industry
- Possibility of less production & damage of property will be increased
- Probability of worker unrest and dissatisfaction may increase
Negotiation

Negative impact

Collective decision

Participatory discussion

Determine topic, aim and objective

Create favourable environment for discussion

Positive impact
<table>
<thead>
<tr>
<th>Don’ts</th>
<th>Do’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inattentive in listening</td>
<td>Listen with importance</td>
</tr>
<tr>
<td>Show negative attitude</td>
<td>Build trustworthy relation</td>
</tr>
<tr>
<td>Deform information</td>
<td>Make information precise, clear and coherent</td>
</tr>
<tr>
<td>Not to raise issues</td>
<td>Raise the issues timely &amp; as per importance</td>
</tr>
<tr>
<td>Raise irrational demands</td>
<td>Raise legitimate demands</td>
</tr>
<tr>
<td>Impose own’s opinions on others</td>
<td>Take decision on the basis of the majority</td>
</tr>
<tr>
<td>Ignore &amp; procrastinate to inform decision</td>
<td>Communicate the decision quickly</td>
</tr>
</tbody>
</table>
Risk Identification and risk management

- Risk is the possibility of occurring any kind of accident.
- Degree of risk should be measured on the basis of the number of occurring accident and the amount of damage and number of casualty.
- Generally, if the possibility of damage is higher then degree of risk will be higher.
- Despite being the less possibility of damage the degree of risk can be increased if the accident occurs frequently.
Different Phases of Risk Assessment

- Changes in building and structure
- Changes in working procedure
- Before installing new machine
- Before storing and transferring goods
- At pre-production stage
- Before storing and using chemicals

Identify risks every month/every three months and recommend

Labor Rules 2015, clause -4 of schedule-4
Risk Management

6 Techniques of risk management

- Elimination
- Control at source
- Substitution
- Engineering control
- Administrative control
- Using PPE

- In risk management, try to use other ways first rather than using PPE;
- Remember, using PPE is the last option of risk management.
Occupational Health

Types of health risks:

Physical risks: Excessive heat and crowded, low/more light, high noise, vibration and inadequate ventilation system.

Psychological risks: Excessive work pressure, rough behavior and psychological pressure.

Chemical risks: Unsafe use of chemicals, acridity, smoke, vapor and gas.

Biological risks: Bacteria, virus, inadequate sanitation system, polluted water, wastage and various germ infection.

Work ergonomic: Wrong design of machineries and workplace, improper sitting and standing arrangement and work habit etc.

Safety committee will help authority in health risk management in terms of labor law and labor rules.
<table>
<thead>
<tr>
<th>Labor law and labor rules</th>
<th>Notable content</th>
</tr>
</thead>
</table>
| Cleanliness Section: 51 rules: 40,41,42,43 and 44 | - Sweep/broom floor every day  
- Wash floor once in a week by germicide  
- White wash once in 14 months and paint once in 3 years |
| ventilation and temperature Section: 52 Rules: 45: | - Where ventilation system is not adequate install exhausted fan  
- If there is air-conditioning system then installing exhausted fan is not required |
| Dust and smoke Section: 53 Rules: 46: | - To reduce the amount of dust and smoke installing dust sucker is required where necessary |
| Waste removal Section: 54 Rules: 47: | - All the waste and water carrying conduits should be manufactured by impassable materials which should be strong and long-lasting and must be covered with cover. |
| Artificial moisturizing Section: 55 Rules: 48 | - Conservancy of Ventilation, temperature control and artificial moisturizing should be as per record form-21. |
| Overcrowded: Section: 56 | - If the floor height is less than 4.2 meter, then arranging 9.5 cubic meter for each worker is required. Otherwise take necessary steps as per inspector’s instructions. |
| lighting system Section: 57 Rules: 49 | - Lighting should be 350 lux where workplace is situated above one meter from the floor. |
### Bangladesh labor Law 2006 and Labor Rules 2015; Chapter 5: Health Protection System

<table>
<thead>
<tr>
<th>Labor law and labor rules</th>
<th>Notable content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drinking Water Section: 58</td>
<td>• If the number of workers is more than 250 then arrangement of cool drinking water in summer season (1st April- 30 September) is required;</td>
</tr>
<tr>
<td>Rules: 50</td>
<td>• The reservation place of drinking water should be 6 meter away from the toilet.</td>
</tr>
<tr>
<td>Toilet and washroom</td>
<td>• One (1) toilet is required for 25 women among first 100 women and another one (1) separate toilet for next 50 women. And for men there should be one toilet for 40 men among first 100 men and another one (1) separate toilet for next 60 men.</td>
</tr>
<tr>
<td>Section: 59</td>
<td>• Toilets should be cleaned up every day by germicide and white wash once in a year.</td>
</tr>
<tr>
<td>Rules: 51</td>
<td>• One dustbin is required for each 100 workers;</td>
</tr>
<tr>
<td>Dustbin and spittoon</td>
<td>• Spittoon should be filled up by sand and on the surface there should be bleaching powder and it should be cleaned once in a week.</td>
</tr>
<tr>
<td>Section: 60</td>
<td>• One (1) First Aid Box/ Amira is required for each 150 workers;</td>
</tr>
<tr>
<td>Rules: 76,77,78 and 79</td>
<td>• Medical equipment should be checked once in every three months and should be changed one (1) month before the expire date.</td>
</tr>
<tr>
<td>First Aid Equipment</td>
<td>• If the workers number is more than 300 then there should be a dispensary including doctor and one nurse and if more than 5000 then there should be one (1) health center.</td>
</tr>
<tr>
<td>Section: 89</td>
<td>• Victim of occupational disease and accident should be treated fully free of cost by the factory owner.</td>
</tr>
<tr>
<td>Rules: 76,77,78 and 79</td>
<td>• One (1) welfare officer is required for each 500 workers.</td>
</tr>
</tbody>
</table>
| **Maintaining Safety record Book**  
| **Section: 90**  
| **Rules: 80**  
| **Formation of Safety Committee**  
| **Section: 90 (ka)**  
| **Rules: 81 to 85**  
| **Washroom Facilities**  
| **Section: 91**  
| **Rules: 86**  
| **Canteen**  
| **Section: 92**  
| **Rules: 87, 88, 89, 90 and 91**  
| **Restroom etc.**  
| **Section: 93**  
| **Rules: 92 and 93**  
| **children’s room**  
| **Section: 94**  
| **Rules: 94 and 95**  
| **Activation of compulsory group insurance**  
| **Section: 99**  
| **Rules: 98**  
| --- | ---  
| • If workers number is more than 25 then maintaining safety record book is compulsory. | • If the number of workers is more than 50 then safety committee is required.  
• Arrangement of adequate amount of soap and antiseptic is required.  
• one (1) tap is required for each 15 workers who handle toxic materials  
• If the workers number is more than 100 then canteen’s sitting arrangement of 10 workers is required.  
• Canteen should be 6 meters away from toilets and 15 meters away from boilers, dust and harmful places. Doors and windows should be affixed with mosquitoes and flies prevented small net.  
• Canteen management committee should be formed by both workers and owner representatives and food pricing should be non-profitable and price list should be visible.  
• Restroom is required if the workers number is 50 and if female workers number is 25 then separate restroom is required and arrangement should be such that at least 15% of total worker scan sit together for eating.  
• If the female workers number is above 40, then children room is required for their children of below 6 years old and there will be a trained female stuff.  
• Owner shall supply 0.25 litter milk for each child and there should be arrangement of breast feeding.  
• Arrangement of adequate and suitable toys is required.  
• If the workers number is 100 then group insurance is required as per insurance law.  
• Owner shall pay the yearly premium  
• Insurance claim should be settled within 120 days.  

Occupational Safety - Structural Safety

Criteria of unsafe building

- Weak column and strong beam
- Uneven floor
- Structural crack

Criteria of safe building

- Structurally safe
- Environmentally safe
- Safe in terms of use

Do's for Structural Safety

- Construct building following BNBC
- Use quality materials
- Proper load management etc.
Electrical Safety

Electrical Hazard
- Incomplete and faulty design & wearing
- Use low-quality and faulty cable, switch and socket
- Twist, lose, torn cable & connection
- High/ Low voltage
- Overloaded multi-plug
- Fault earthing system
- Absent of earthing system

Do’s for Electrical Safety
- Perfect electrical design and wearing
- Electrical line, equipment should be perfect measurement and resilient
- Electrical wearing, switch board should be nonconductive
- Regular up keeping/ maintenance of electrical equipment;
- Functionality of electrical wearing shall be certified by the government-authorized person/institutions.
- Earthing and wearing shall be certified by the licensed wearing inspector at least once in a year or before the expire date of the certificate.
Environmental Safety

Subject
- Light, air and noise management
- Cleanliness
- Stock-lot/Jhut management
- Chemical management
- Water pollution, waste and sanitation management

Negative impact on
- Health
- Wealth
- Environment

Management
- Distributing responsibilities
- Ensuring Sufficiency
- Following the right method
- Maintenance
Causes of Possible Machine Related Danger

- Faulty installation of machine
- Lack of maintenance
- Lack of workers training
- Operating machine inattentively
- Operating faulty machine
- Unsafe machine operation

Proper procedure & careful machine operation can avoid danger.
Safety committee shall monitor

**Machinery Installation Phase**
- User instruction & cautionary poster.
- Reeling and dangerous part of the machine should be covered.
- There should be a power cut system.

**In the case of PPE using that**
- Provide standard and perfect size of PPE’s.
- Using PPE.
- Change faulty PPE’s.
- Functionality & maintenance of PPE’s.

Safety committee shall oversee the following things for the workers who are engaged in the risky operation:

- They will check medical check-up of the workers who are engaged in risky operation at least once/twice in a year.
- They will help workers to have proper health care, treatment and compensation.
- They will help workers to have doctor’s advice with their medical report.
- They will provide necessary recommendation and instructions to improve the health care/protection system.
Safety Committee shall monitor

**In case of safe operation**

The workers are trained about the machinery safety.

The workers check and clean their machine before they start operation.

The workers use PPE and Machine safety guard and keep manuals with them.

The power connection is safe.

The workers operate as per instructions.

**In case of maintenance**

There is an engaged person to check the functionality of the machine and identify machinery defect.

The servicing is done and machine oil is changed in time.

The various parts of machinery equipment including the power connection are being checked regularly.

The maintenance department maintain the maintenance register properly.
### Dangerous Smoke, Explosive or Combustible Materials

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<th>Source of Dangerous Smoke</th>
<th>Explosive or Inflammable</th>
<th>Combustible Materials</th>
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<td>Generator</td>
<td>Gas</td>
<td>Thinner /Acetone</td>
</tr>
<tr>
<td>ETP</td>
<td>Diesel and Petrol</td>
<td>Machine oil</td>
</tr>
<tr>
<td>Boiler</td>
<td>Chemical, Boiler etc.</td>
<td>Pasting, Fixing etc.</td>
</tr>
</tbody>
</table>

**Effect**
- Impact on Health and Environment
- Impact on life and properties

**ALLIANCE FOR BANGLADESH WORKER SAFETY**
Do’s for Safety Committee

- Risk assessment
- Recommendation
- Training
- Check boiler register
- Safe protection and use
- PPE distribution and use
- Ventilation
- Maintenance
Area of Fire Management

Prevention

Protection

Evacuation

Fire Fighting

Rescuing

First aid

Risk Assessment, Planning, Training, Implementation, Reporting and Evaluation is Required in Every Area
Steps of Fire Management

Fire risk identification and collecting information

Planning

Implementation

Training: Basic fire safety training for all workers

Special Training: Fire fighting, rescuing and first aid team

Reporting
Fire Management Implementation

For Prevention
- Always be careful and report when you see the risk.

For Protection
- Keep fire equipment active and aisle mark free.

For Evacuation
- Organizing fire drill at least once in every 6 month & visualizing evacuation map in floor.

For Fire Fighting
- Team building, provide training and monitor the activities.

For Rescuing
- Team building, provide training and monitor the activities.

For First Aid
- Team building, provide training and monitor the activities.
Due to accident may effect on life, income and property.

Risk identification, Planning, Training, Practice, Implementation and Evaluation is required in each phase.
- Keep evacuation plan on easy visible area;
- Emergency sign should be included in the evacuation plan;
- Aware to all employee about the use of evacuation plan.
Safety committee will monitor, are responsible department & group performing their assigned task properly or not in emergency situation.
Preparation to Combat Immediate After Disaster/Accident Situation

Rescue Activities

- Hanging the Emergency Evacuation Plan on a visible area
- Appointing rescuers for the disable people, pregnant women, kids & others.
- Developing a system to check the sufficiency of the rescue equipment and their maintenance and the functionality.
- Informing Fatal (2 days) and minor (7 days) accident to the inspector

Assembly point

- Providing proper space considering total number of workers
- Keeping the assembly point vacant for all time
- Appointing person for the management of the assembly point
- Appointing person to count workers in each sections/lines
Preparation to Combat Post Disaster/Accident Situation

- Assess the damage through checklist
- Compensate
- Identifying risk to prevent accident recurrence.
- Planning for risk management
- Taking initiatives as per planning
- Evaluating implemented and implementing program
- Submitting report to the Authority

- Informing inspector immediately about the fatal accident (using phone, email etc);
- Informing inspector about the fatal accident within 2 days as per the format;
- Informing inspector about the minor accident within 7 days as per the format.
<table>
<thead>
<tr>
<th>Labor law and labor rules</th>
<th>Notable content</th>
</tr>
</thead>
</table>
| Building and machinery safety Section: 61 Rules: 53 | • Receiving certificate from construction company is required stating that the building is constructed as per BNBC;  
• Not taking necessary steps as per inspector’s instruction shall be considered an offense. |
| Cautions for Fire Section: 62 Rules: 54 and 55 | • At least one (1) alternative satirecase is required;  
• As per the fire service license each floor should have the required fire safety equipment;  
• Two (2) exits are required when the workers number is above 20 and exit distance from the workplace should not be more than 50 meters and width and height of the stair should not be less than 1.15 meter and 2 meters. (if not possible at old building then it should be .82 meter)  
• Hand railis required in both side of the stair and should be non-conductive and fire resistant (it is not applicable if width is less than 1.15 meter)  
• Distance between two exits should not be more than 50 meters, adequate ventilation and lighting is required.  
• Staircase should not be constructed more than 45 degree angle from the plain  
• Each floor should have at least one window without grill.  
• Evacuation plant should be displayed in each floor.  
• Providing fire fighting, emergency rescue and first aid training to 18% workers is required and above mentioned three teams should be formed consisting 6% for each team.  
• Refresher training for these teams should be organized in every six months  
• Fire drill should be organized at least once in every six months |
<p>| Machineries covering Section: 63 Rules: 56 | • Moving parts of each machine should be covered tightly. |</p>
<table>
<thead>
<tr>
<th>Section and Rules</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>64 57</td>
<td>Specially trained male worker shall work wearing tight fitting dress and PPE</td>
</tr>
</tbody>
</table>
| 65 58 | In each working room there should be proper power cut off system for the running machine  
- Report should be collected through checking complete earthing and wearing by a wearing inspector at least once in a year. |
| 66 60 | Machineries should be installed at least 1 meter away from the wall and beside the machine there should be 1 meter width aisle  
- Spars and others dental gear system which do not require frequent setting should be covered. |
| 68 60 | Checking is required at least once in a year and should be listed as per Form-24 and 30. |
| 69 60 | Checking is required at least once in every 6 months by a comptable person |
| 70 61 | Automatic power cut off system is required. |
| 71 62 | General condition of a boiler and effectiveness of its fittings should be checked once in every 6 months. |
| 72 | During working hour aisle and stairs should be obstacle free. |
| 74 63 | Adult men should not carry more than 50 kg and adult women should not carry more than 30 kg;  
- Adolescent boys and girls and pregnant women should not be engaged in carrying, lifting and removing things. |
| 75 64 | Using machine guard (eye guard, needle guard), spectacles is required where eyes can be affected |
### Bangladesh Labor Law 2006 and Labor Rules 2015; Chapter 6: Safety

<table>
<thead>
<tr>
<th>Precautionary measures against dangerous smoke</th>
</tr>
</thead>
</table>
| **Section:** 77  
| **Rules:** 65 |
| • Storing appropriate breathing apparatus, regular checking and providing training is required.  
| • Entering is prohibited where oxygen level is below 19%. |

<table>
<thead>
<tr>
<th>Precautionary measures against explosive, combustible gas, dust etc.</th>
</tr>
</thead>
</table>
| **Section:** 78 (ka)  
| **Rules:** 66 |
| • Without taking proper precautionary measures one should not do welding or cutting work.  
| • In working place smoking is prohibited, as well as use of candles, oil lamps and matches.  
| • If there are possibility of explosion and fire from gas, smoke or dust then machineries should be properly encircled/separated. |

<table>
<thead>
<tr>
<th>Compulsory using of PPE</th>
</tr>
</thead>
</table>
| **Section:** 78 (ka)  
| **Rules:** 67 |
| • Owner shall not appoint workers without ensuring PPE, training and use of PPE where applicable.  
| • Worker will be responsible for not using provided PPE by employee. |

### Bangladesh Labor Law 2006 and Labor Rules 2015; Chapter 7: Special Provision for health, Hygiene & Safety

<table>
<thead>
<tr>
<th>Risky operation</th>
</tr>
</thead>
</table>
| **Section:** 79  
| **Rules:** 9 |
| • Children, Adolescent boys and girls and women should not be engaged in risky operation;  
| • Workers involved in risky operation should have medical checkup once in a year  
| • Ensuring use of PPE and displaying warning notice is required |

<table>
<thead>
<tr>
<th>Providing accident notice</th>
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</table>
| **Section:** 80  
| **Rules:** 69 and 70 |
| • Fatal accident should be informed immediately to authority through phone, Fax, E-mail or massages.  
| • In case of fatal accident notice should be provided within two days.  
| • Minor accident should be informed to authority within seven days. |

<table>
<thead>
<tr>
<th>Notice of some dangerous incidents</th>
</tr>
</thead>
</table>
| **Section:** 81  
| **Rules:** 71, 72 and 73 |
| • Dangerous incidents: In case of fire, building collapse, and accident relating to machineries notice should be provided within three working days.  
| • Until being inspected the accident place should be unchanged. |

<table>
<thead>
<tr>
<th>Notice of some disease</th>
</tr>
</thead>
</table>
| **Section:** 82  
| **Rules:** 74 |
| • Owner will inform inspector within 24 hours after being sick.  
| • Owner will pay all the medical check-up expenditure. |

<table>
<thead>
<tr>
<th>Providing information about dangerous building and machineries</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section:</strong> 86</td>
</tr>
</tbody>
</table>
| • Workers will inform owner at once seeing any hazard  
| • If owner does not take any necessary steps within 3 days after being informed and if any accident occurred then owner should pay compensation at double rate. |

<table>
<thead>
<tr>
<th>Restrictions for women in some works</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section:</strong> 87</td>
</tr>
<tr>
<td>• Female workers should not be engaged in any risky and dangerous work.</td>
</tr>
</tbody>
</table>
# Key Learnings from Training

## Importance of Training & Safety Committee

<table>
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<tr>
<th>Tragic Consequence</th>
<th>Scope</th>
<th>Activities &amp; Responsibilities</th>
<th>Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image1.png" alt="Image" /></td>
<td><img src="image2.png" alt="Image" /></td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td></td>
<td>Right to have inspection report.</td>
<td>Providing special report without meeting.</td>
<td>Having inspection authority whereas the factory is close or open.</td>
</tr>
</tbody>
</table>

## Occupational skill

- **Leadership**
  - Leadership is a technique to lead a group to achieving a specific objective

- **Different mode & medium of communication**
  - Mode: One way, Informal, Two-way, Bi-lateral/multi-lateral
  - Medium: Verbal, Written, Visual, Print, Oral

- **Negotiation**
  - Characteristics: Effective communication, Per-effective communication: Use proper mode and medium as much as possible.
  - Positive impact: Sustain decision, Negotiate decision
  - Negative impact: Dissuade discussion, Impede decision

## Occupational Health & Safety

- **Occupational Health**
  - ![Image](image4.png)

- **Building Safety**
  - ![Image](image5.png)

- **Environmental Safety**
  - ![Image](image6.png)

- **Electrical Safety**
  - ![Image](image7.png)

- **Machine and Dangerous Operation**
  - ![Image](image8.png)

- **Dangerous Smoke, Explosive and Combustible Material**
  - ![Image](image9.png)

- **Fire Management**
  - ![Image](image10.png)

- **Accident Management**
  - ![Image](image11.png)