

LABS TRAINING POLICY

This policy outlines the roll-out and graduation of a factory in terms of safety training that takes place as part of LABS Initiative.

Objective

The objective of this policy is to clearly define the required actions by all parties to effectively and correctly roll-out the safety training of LABS Initiative.

Application

This protocol will be followed when the safety training methodology is selected for any given factory.

A. Principles

1. No factory can graduate from LABS, including but not limited to the safety training component, without empaneling a functional and representative Occupational Health and Safety (OHS) Committee (*having at least 1 female representation where women actively speak up and have greater say on decision making and contributing to solutions on safety*). Participants in LABS recognize that safe workplaces require joint efforts and active participation of the people who work in them by workers and management. LABS Initiative requires each factory to empanel a functional and representative Occupational Health and Safety (OHS) Committee formed in accordance with the requirements of applicable laws and good practices. While LABS Initiative will not help form the committees, LABS' Participants and stakeholders may provide them with guidance and support, focused on capability, development, and implementation.
2. Any given factory that joins LABS Initiative will receive Basic Safety Training tailored to the needs and specifications of the factory. This allows LABS to train and guide as many factories as possible on basic safety concepts and to practice efficient evacuation.
3. Safety training will be rolled out in different steps:
 - a. Preparatory session, an appraisal of the factory before training to:
 - i. rate the factory on their safety proficiency; and
 - ii. check proper Occupational Health and Safety (OHS) committee installments
 - b. Basic Safety Training
 - c. Advanced Safety Training- Level 1
 - d. Advanced Safety Training- Level 2

Each factory enrolled in the program shall be given a safety training. Safety Training shall be given based on safety proficiency of the factory. Safety Training Firm (STF) will

evaluate and adjudge the safety proficiency of the factory based on the feedback provided by the factory to the “Questionnaire- Safety Proficiency Evaluation” shared by the Safety Training Firms. Level of safety training to be imparted will be decided based on following elements:

- a. Safety proficiency
 - i. General fire safety awareness (ex: knowledge of evacuation and conducting fire drills, periodic use and maintenance of firefighting equipment etc.)
 - ii. Established safety management systems
 - iii. Availability of adequate safety equipment and sufficient trained staff
 - b. OHS Committee
 - i. OHS Committee constitution and its functional review as per local laws
 - ii. A well-documented and implemented health and safety policy
 - iii. Periodic performance analysis data of the OHS committee functioning
4. The Safety Training will follow the Training of Trainer (TOT) model. Representative sample of some of the participants for this training includes:
- a) Members of OHS Committee
 - b) Engineers and Technicians (such as - Electrical Engineers, Civil Engineers, Electricians, ETP operators, Mechanical Engineers, Machine operators and Maintenance incharge etc.)
 - c) Supervisors (Floor supervisors, Factory supervisors etc.)
 - d) Maintenance and Compliance Staff (People responsible to look after the maintenance work and ensuring compliance regulations in the factory such as HR, Compliance responsible etc.)
 - e) Fire Safety Officers
 - f) Security Guards (selected security guards)
 - g) Workers (In all levels of trainings only selected worker representatives will be required to participate in the training sessions. As part of Advanced Safety Training Level-1, all workers will be required to participate in the evacuation drill)
 - h) Any other staff/worker who the factory believes can contribute towards ensuring safe working environment

In order to ensure that Safety Trainings are delivered with gender lens, following key points must be followed through during the Safety Training Session:

- Safety Training is provided during business hours, at a location where participants of any gender can easily attend. No staff or worker should be penalized for attending the Safety Training Session

- Content and approach of delivering Safety Trainings should consider the different needs of male and female employees and should help enhance the overall skill set of participants
- Participation of minimum 40% female employees is a must during the Safety Training sessions

B. Implementation

5. Roll-Out Step I:

- a. Based on OHS committee availability
 - i. Factories that do not have OHS committees in place can receive Basic Safety Training but will not be able to progress to the Advanced Level Trainings, nor will they be able to graduate from LABS. Brand Participants will support these factories with their own means and relationships to facilitate the formation of the OHS committee
 - ii. For factories that do have OHS committees in place, the safety trainer will ensure the OHS Committee will be central to all surveying, training, and drill activities.

6. Roll-Out Step II:

- a. Factory starting points
 - i. Factories with limited experience in fire and electrical safety training will focus on the basics, emphasizing on evacuation (e.g.: Basic Safety Training)
 - ii. Factories with experience in fire and electrical safety and having an OHS committee will organize an 'All Employee Meeting'. OHS committee with support from other trained members will introduce all employees in a phased manner while the rest of training will focus on additional learnings such as maintenance of fire prevention and firefighting equipment (e.g.: those installed as part of remediations), functionality and usage of Thermographic scanners, evacuation drill including all employees etc. (Advanced Level 1 safety training)
 - iii. Factories with high levels of experience in safety will focus on the final training package, including but not limited to optimizing their OHS staff setup and systematically integrating safety considerations in all factory activities (e.g.: making safety an integral part of any changes to the factory layout, considering live loads, electric consumption, etc., which is part of Advanced Level 2 safety training)
(As part of TOT model, the Safety Trainings needs to be further delivered to 100% employees of the factories. The TOT trainers shall constitute of female representatives (proportionate minimal to the overall gender ratio in the factory) to further deliver the safety trainings to all employees.

- iv. At the conclusion of Advanced Level 2 safety training, the factory will be given three months to complete a checklist. Once evaluated and implemented correctly, the factory will have graduated from LABS training. This will be reviewed by LABS Factory Coordinators together with Brand representatives and Safety Training Firms whenever possible. In a few cases, the checklist can be reviewed from the moment factories with very high levels of safety proficiency and previously installed OHS committees join LABS.

Process Flow of a Factory Following LABS Training

