

# Safety Management and Safety Maintenance

Nirapon MasterClass #3

# Agenda

## Session 1

- Introduction: What You Will Learn In Today's Class
- Why Safety Management And Safety Maintenance Are Important
- Why The Safety Management Program Was Developed
- The 90-Day Workbook & Report

## Session 2

- The Safety Support Visit (SSV)
- Discussion Topics
- Common Misunderstandings
- Keys To Success
- Best Practices

## Session 3

- Benefits of Owning your Own Safety
- Keys to Success
- Q&A



# What You Will Learn In Today's Class



What is the 90-Day Workbook and Safety Support Visit and why are they important

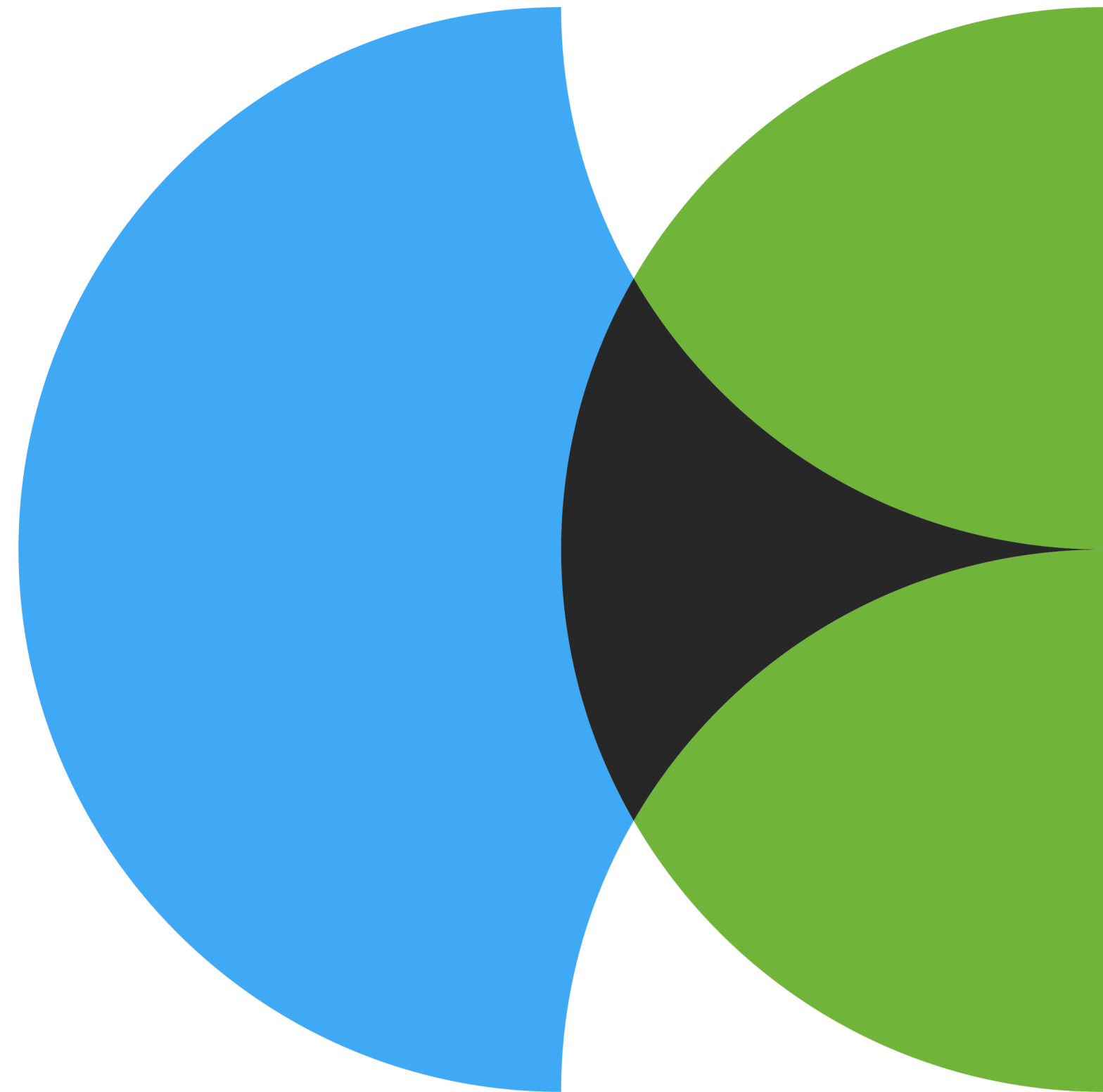


How to identify current risks and hazards and prevent accidents and incidents



Benefits of owning your own safety

# Why Safety Management and Safety Maintenance Are Important





# Why Safety Management And Safety Maintenance Are Important



Allows factories the benefits of owning their own safety



Helps meet legal requirements



Helps build customer confidence



Supports worker retention, saves resources on training new associates

# Why Was The Safety Management Program Developed?



## CAP CLOSURE IS ONLY THE STARTING LINE

Factories need to understand how to maintain safe buildings



## FACTORIES MUST UNDERSTAND...

They need qualified people to maintain engineered systems



## FACTORY MANAGERS...

Need to learn how to safely interact with the workforce



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# FACTORY MANAGERS...

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with the workforce



# Why Should Factories Engage In Safety Management And Safety Maintenance?





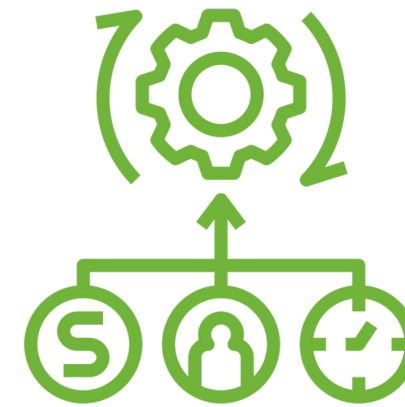
**HELPS  
PREVENTS  
INCIDENTS  
AND  
ACCIDENTS**



**REDUCTION OF  
ACCIDENTS  
LEADING TO  
MORE  
PROBLEMS**



**PREVENTS  
BREAKDOWN  
OF EXPENSIVE  
EQUIPMENT**



**LEARNING  
PREVENTATIVE  
MEASURES  
SAVES  
RESOURCES  
AND  
PROTECTS THE  
FACTORY**



**PROVIDES A  
SAFE  
ENVIRONMENT  
FOR WORKERS**



# SESSION 1:

## The 90-Day Workbook & Report

# The 90-Day Workbook & Report

Workbook File With 3 Sections

1

## SAFETY MANAGEMENT

Guidelines on how to develop an annual plan for safety management, policies and protocol.

2

## SAFETY MAINTENANCE

Guidelines on safety maintenance procedures to sustain safety engineering solutions with the addition of how to interact with people.

3

## TECHNICAL CHANGES & UPDATES

Optional guidelines for factories to report any material changes to the building structure or engineering solutions.

Excel 90-Day Safety Management Guidance and Monitoring Report V 2.12 - Factory Version - View-only

File Home Insert Draw Page Layout Formulas Data Review View Help

12 B

A5

1

2

3

4

5

**90-Day Management Guidance and Reporting Process**

**General Guidelines:** Please read this guidance note prior to completing reports. Photographic and Video evidence will need to be shared in a separate word / excel file with the question numbers. All the evidence

**90-Day Safety Monitoring Report Overview**

The 90-Day Safety Management Guidance and Monitoring Report provides support and guides RMG factory managers and engineers on how to manage the safety of their factory effectively. A systems-based approach allows including a system of scheduling safety maintenance over the course of 12 months, leads factories to manage a culture of prevention, planning and controlling hazards and risks rather than reacting to incidents that could have been avoided.

The attached report guides factory management through safety management, and safety maintenance events that are scheduled as events take place to enable a simplified report process. At the end of each 90-Day cycle, factories submit reports, and the report is reviewed by the RMG team.

The 90-Day report has three sections. The first two sections guide factories on how to maintain and manage a safe factory. The third section guides factories on how to report technical changes. A specialist such as an engineer for more technical support on such things as boiler maintenance or fire central detection system. The report is kept as part of the daily duties of the appointed manager or relevant team allows for ease of reporting.

**Section 1 Safety Management** provides guidelines to factories on how to develop an annual plan for safety management, policies and protocol, specifying necessary levels of management oversight of safety.

**Section 2 Safety Maintenance** provides guidelines to factories on safety maintenance procedures to sustain safety engineering solutions with the addition of how to interact with people. Safety maintenance and safety management vary from factory to factory as the construction and size of the factory, the engineering solutions in place, the production processes, the number of workers, and the production process. This list of safety maintenance events is not exhaustive, however, the nature and complexity of different risk profiles vary.

1 Safety Management 2 Safety Maintenance 3 Technical Changes & Updates

General Guidelines Safety Management Safety Maintenance Technical Changes & Updates

# The 90-Day Workbook Procedures



UTILIZE LINKS FOR GUIDANCE



SAVE WORKBOOK EACH QUARTER



SUBMIT ON DUE DATE WITH ALL EVIDENCE



REVIEW AND PROCESS ALL FEEDBACK FOR CONTINUOUS IMPROVEMENT

Excel 90-Day Safety Management Guidance and Monitoring Report V 2.12 - Factory Version - View-only

File Home Insert Draw Page Layout Formulas Data Review View Help Viewing

12 B General

F7 fx

	A	B	E	F
1	Factory Name			
2	Factory Address			
3				
4				
5	S.N	Code		
6		Provider		
7	1.1			
8				
9	1.2	Guideline		

**Guideline for Occupational Health and Safety (OHS) Policy**

Date: 23 April 2020

There Policy need to have title, an identifier (controlled reference-number), date of issue, revision number, Next review, etc.

**Example:**

Occupational Health and Safety (OHS) Policy		
ABC Apparels Ltd		
Reference: ABC/OHS-010	Effective Date: 01-01-2019	Review Date: 01-01-2020
Next Review Date: 01-01-2021	Approved by	Chairman/Managing Director

Need to mention Scope of this Policy.

**Example:**

**Scope:** This OHS policy is applicable for all employees, contractors, visitors and other stakeholders of ABC Apparels Ltd who may be affected by the work carried out of this organization.

**Objective:** To ensure a safe and healthy workplace.

The OHS policy statement should provide a clear indication of the company's OHS goal, objectives and plans. **Example:**

**Procedures (Annual Submission or Change)**

Details	Comments from
written and signed policy statement from ing the requirement for workers and all policies and procedures set out and listed	
ng of issued PPE (Personal Protective	
y or whenever there is a change in the	

OHS Policy [Occupational Health and Safety \(OHS\) Policy Link \(Click here\)](#)

As the factory have House Keeping Policy and Procedures to maintain a safe factory?

For example, the measures in place to keep the factory clear of any obstructions caused by such things as excess storage of raw material or finished goods; or the means to inspect fire doors so that locks are not fitted to the outside of the door.

Submit House Keeping Policy and Procedures yearly or whenever there is a change in the policy.

General Guidelines **Safety Management** Safety Maintenance Technical Changes & Updates Summary Updates

# How Does The 90-Day Workbook & Reporting Process Help A Factory?



Remember:  
There is no  
*“finish line”*  
for safety!

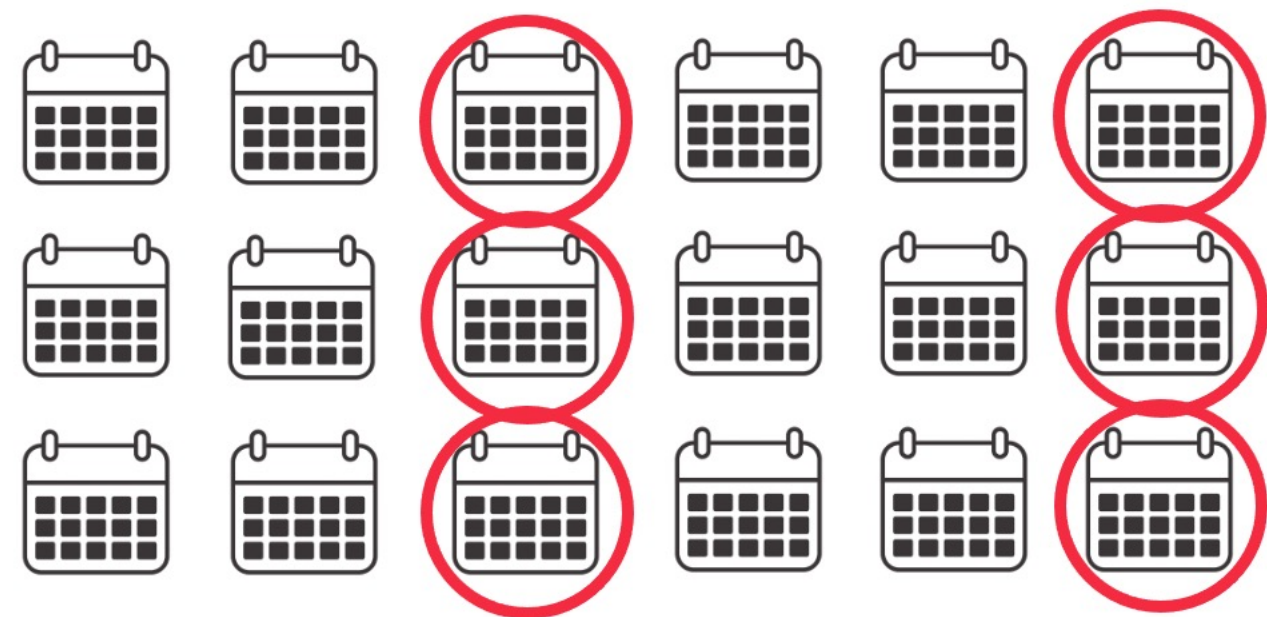
**IT IS A FRAMEWORK FOR A SAFETY  
MANAGEMENT SYSTEM (SMS)**

**FACTORIES WILL START TO CREATE  
A SAFE WORKPLACE**

**ACHIEVE CONTINUOUS  
IMPROVEMENT**

# How Does The 90-Day Workbook & Reporting Process Help A Factory?

The 90-day cycle establishes an SMS that works throughout the year, regularly reporting back to Nirapon members.



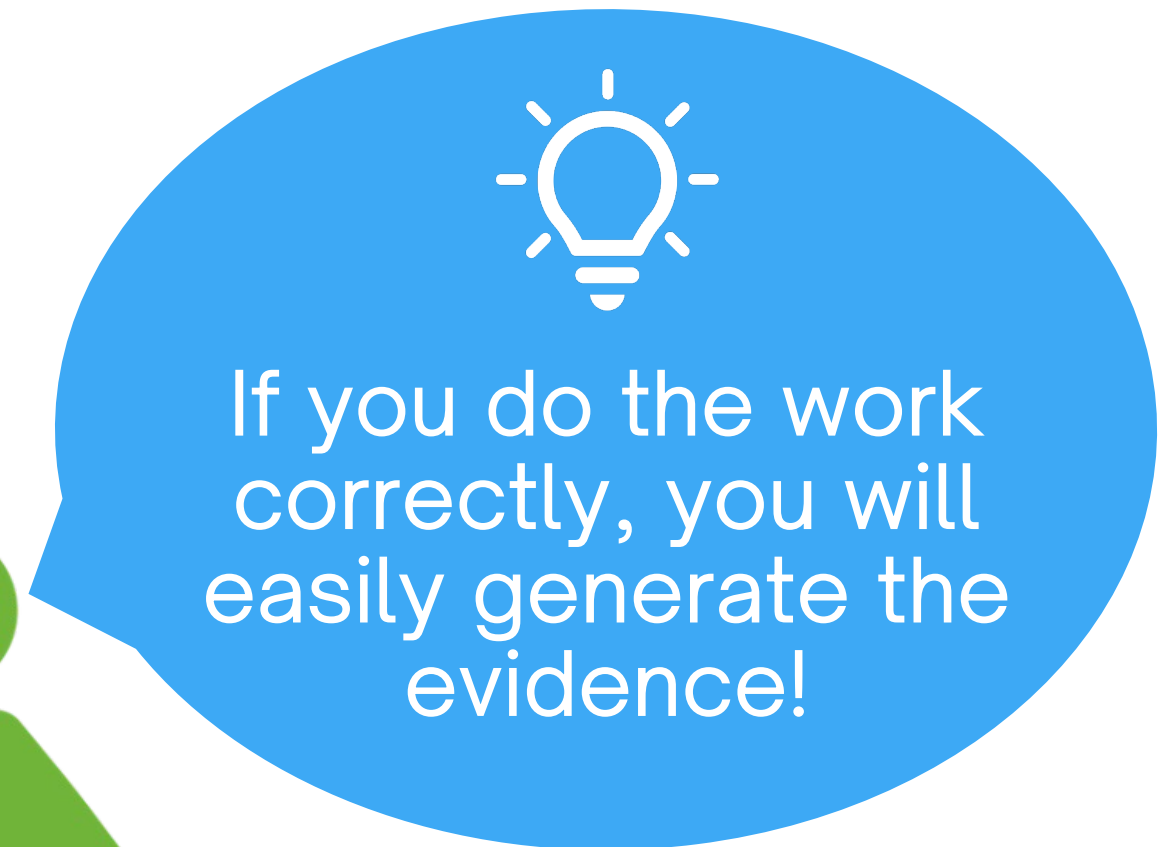


# How Does The 90-Day Workbook & Reporting Process Help A Factory?



# How Does The 90-Day Workbook & Reporting Process Help A Factory?

Submitting reports and evidence demonstrates to your customer that you take safety seriously!



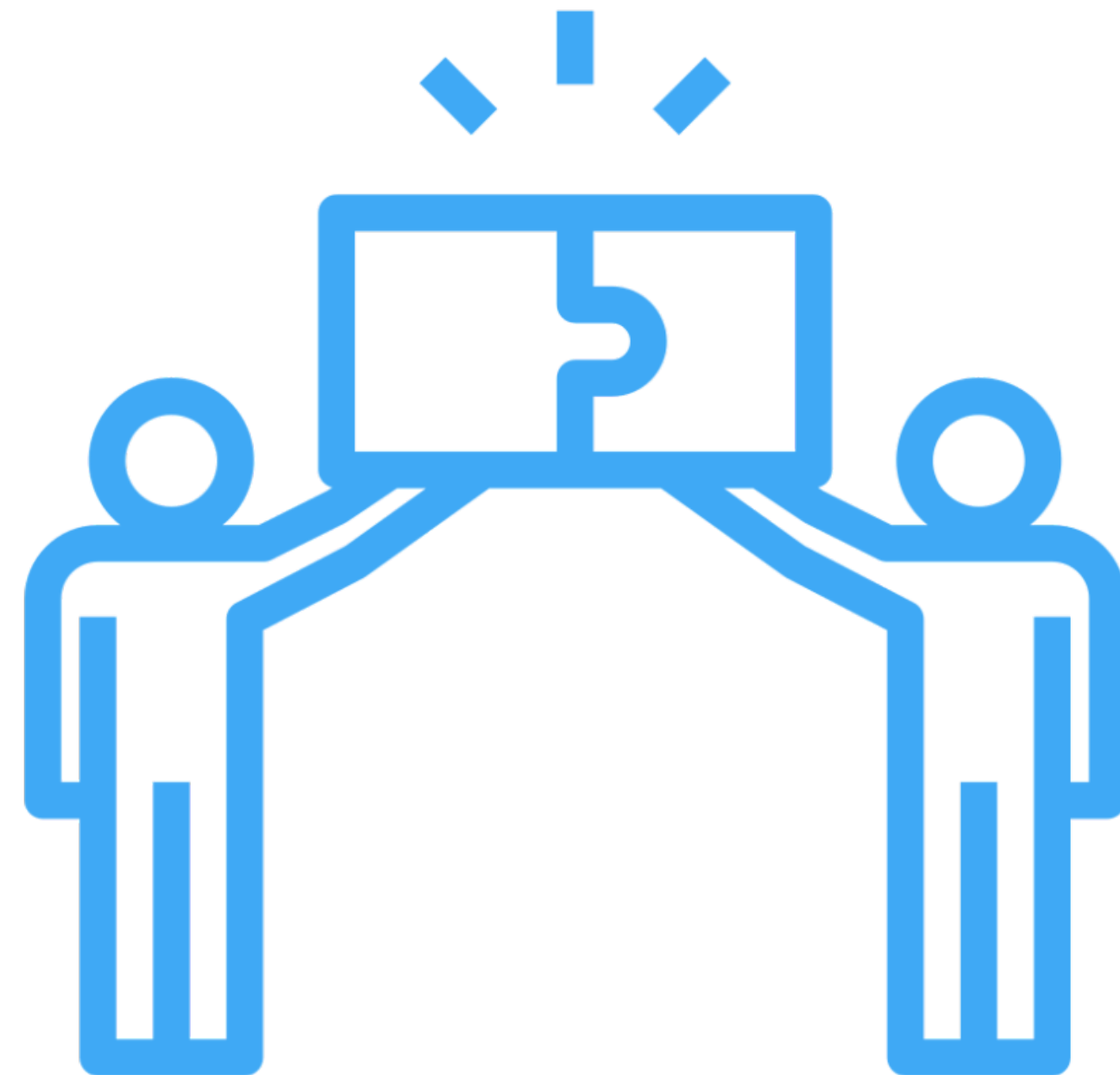
# How Does The 90-Day Workbook & Reporting Process Help A Factory?

*Feedback is provided to support you  
in making improvements to the SMS*

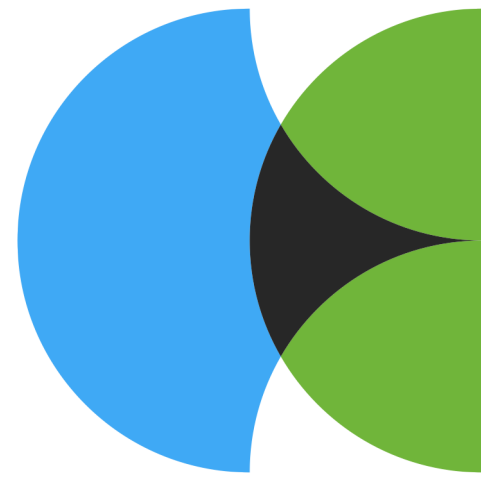


# How Does The 90-Day Workbook & Reporting Process Help A Factory?

This is not just the job of the Compliance Manager – it needs to involve the workforce, entire management team and owner!



Thank you for attending  
**Session 1**



# Safety Management and Safety Maintenance

Nirapon MasterClass #3: SESSION 2

# Session 1

## Recap

- Why The Safety Management Program Was Developed
- Why Prevention is Important
- The 90-Day Workbook & Report is the Roadmap to Success





# SESSION 2:

# Safety Support Visits



# What Is The Purpose Of Safety Support Visits?



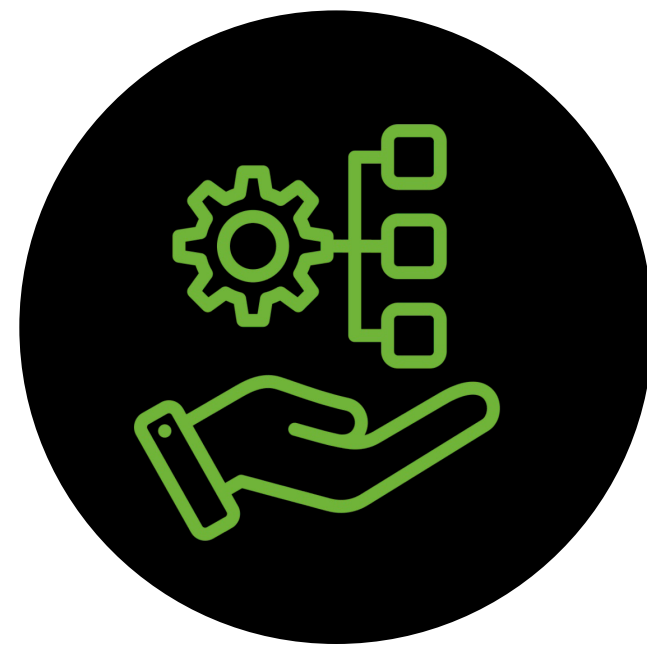
Provides on-site  
guidance and  
feedback



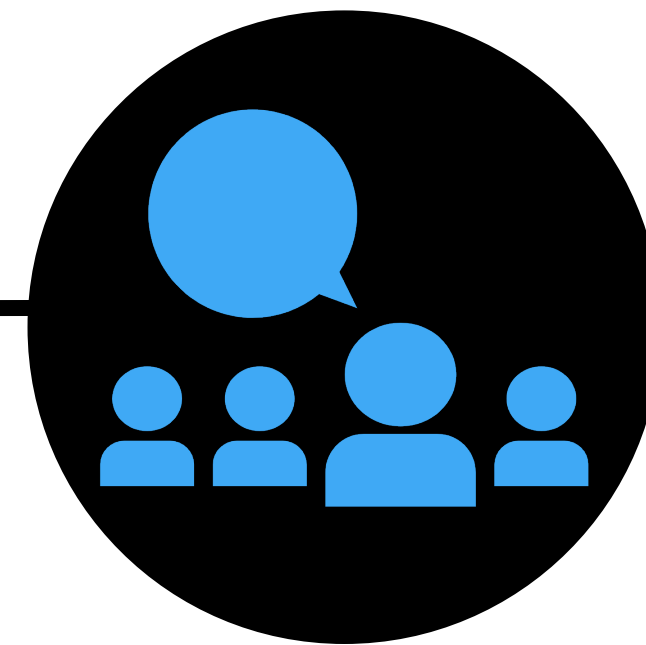
Serves as a  
quality assurance  
(QA) measure

# What Is The Purpose Of Safety Support Visits?

During the Safety Support Visit (SSV), we will...



Examine how you  
have implemented  
policies



How policies are  
communicated  
through training

# What Is The Purpose Of Safety Support Visits?

During the Safety Support Visit (SSV), we will determine...

Who are the  
competent people  
carrying out this  
work?



# What Is The Purpose Of Safety Support Visits?

During the Safety Support Visit (SSV), we will...



Who was trained and how often

How and when the training was conducted

Effectiveness of the training

# What Is The Purpose Of Safety Support Visits?

During the Safety Support Visit (SSV), we will discover how you...

**SCHEDULE  
MAINTENANCE  
WORK**



**CONDUCT  
TRAINING**

**COMMUNICATE  
SAFETY  
MESSAGES**



**INVESTIGATE  
HELPLINE  
CALLS**



# What Is The Purpose Of Safety Support Visits?

During the Safety Support Visit (SSV), we will...

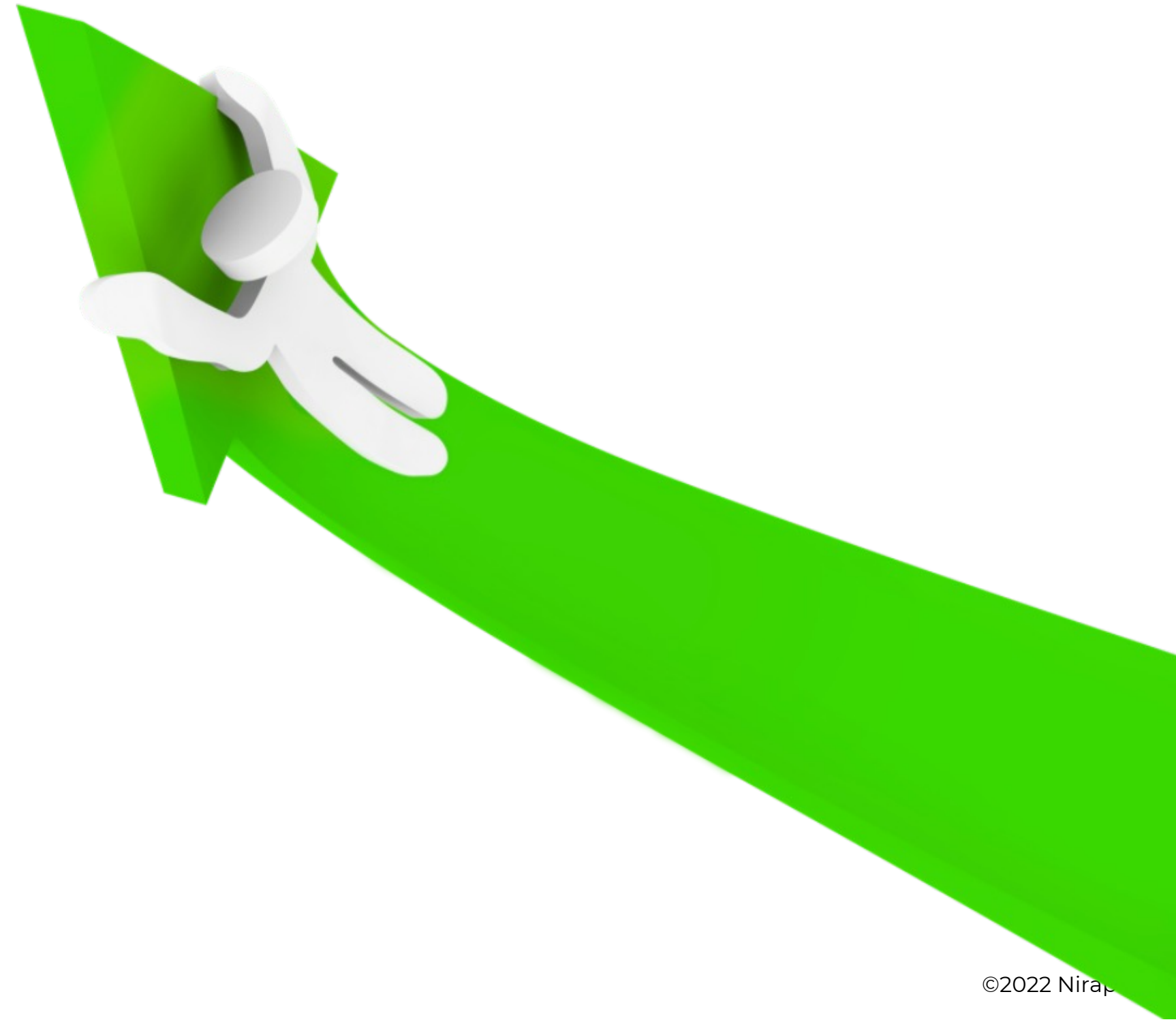
Identify areas of “Best Practice”



# What Is The Purpose Of Safety Support Visits?

During the Safety Support Visit (SSV), we will...

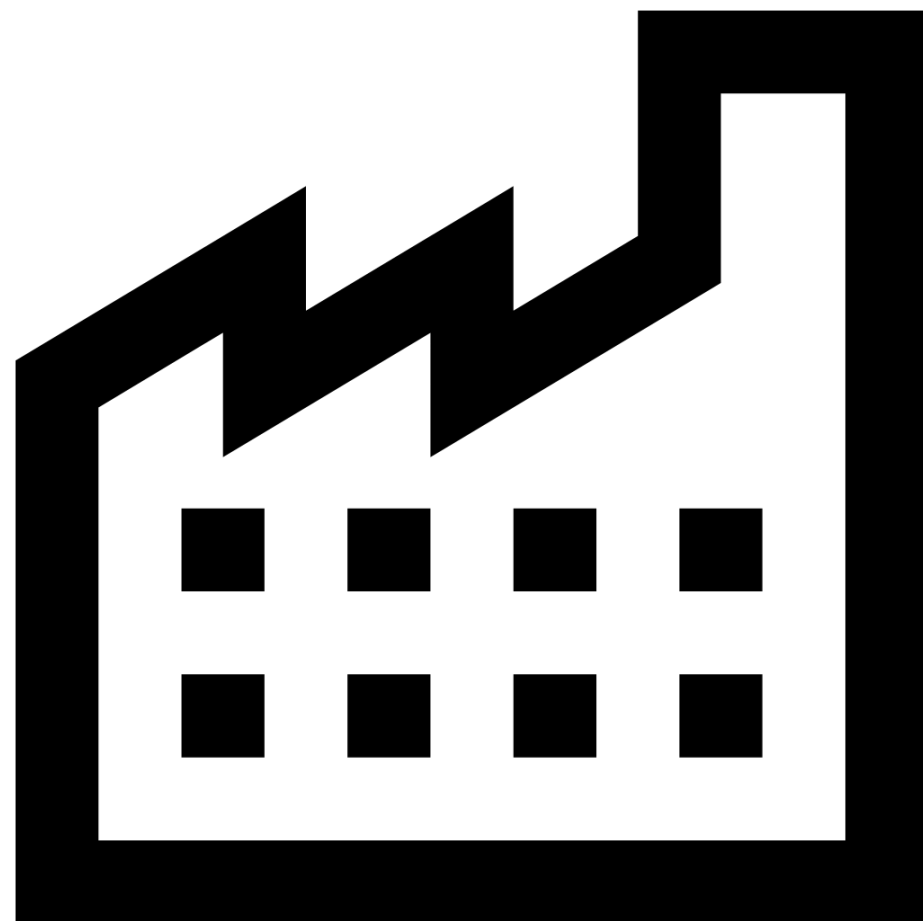
**IDENTIFY AREAS THAT  
CAN BE IMPROVED**



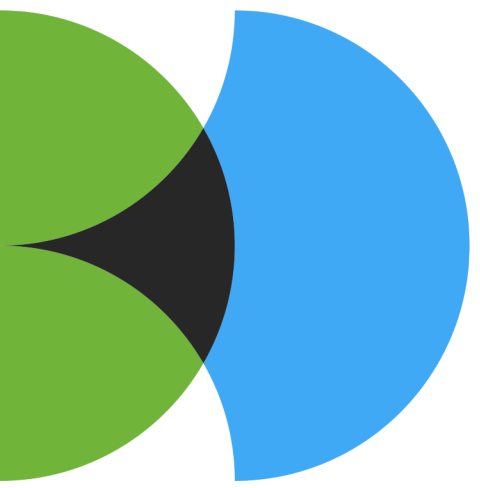
# What Is The Purpose Of Safety Support Visits?



**REMEMBER: HAZARDS AND RISKS CAN ONLY BE CONTROLLED AND MANAGED IN THE WORKPLACE**







# **NOTE:** SSVs COULD BE EXTENDED IF...



**Factories are doing a good job submitting workbooks and evidence**

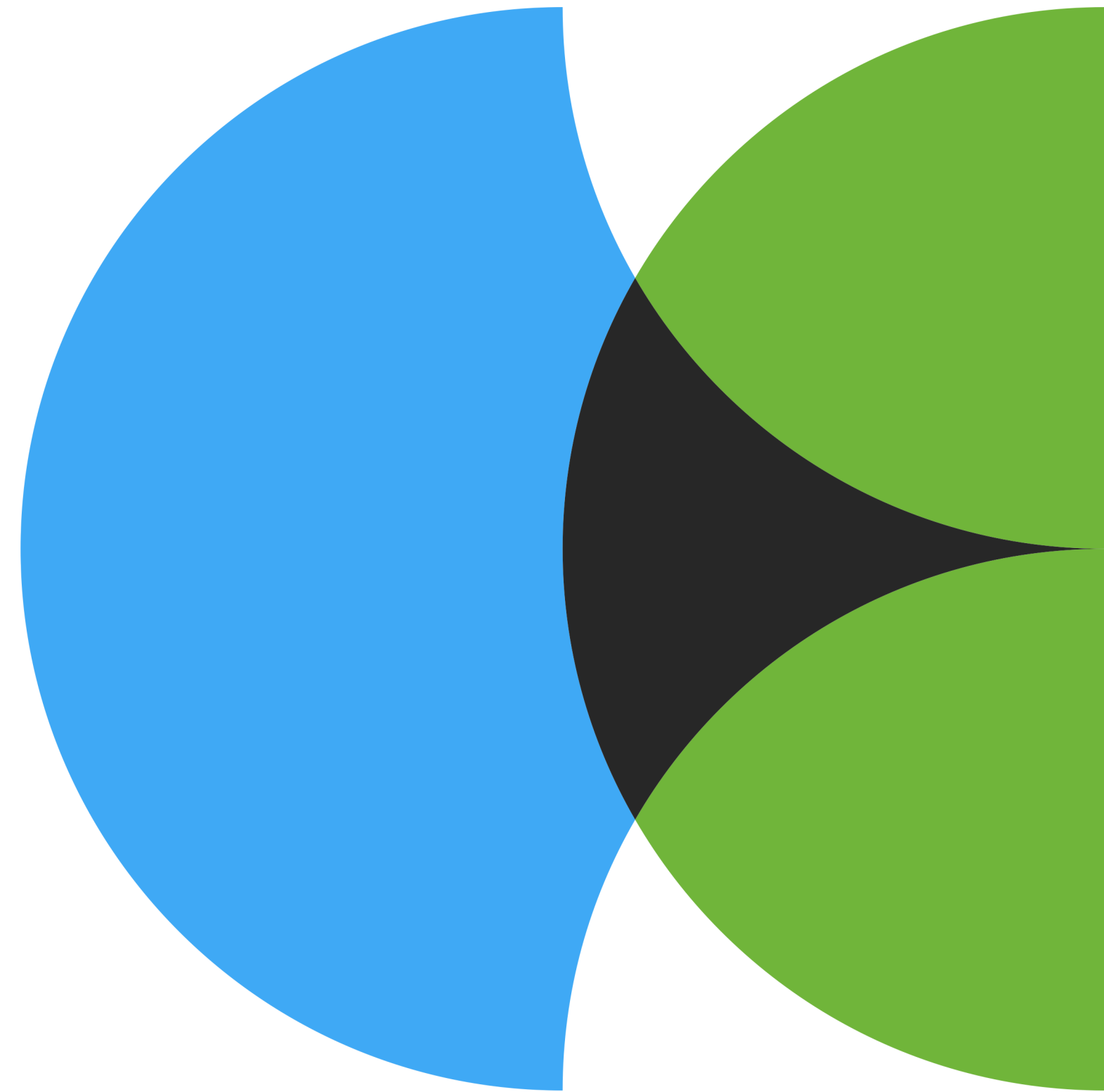


**There are no safety issues**



**SSV's validate the work is being done properly**

# Discussion Topics

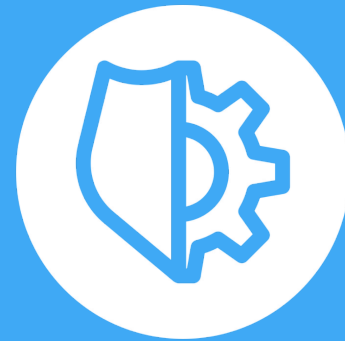


## DISCUSSION TOPIC #1

# Does Your Factory Have A Clear Safety Maintenance Program?



No – we only conduct maintenance when something is broken



Yes and no – we have some features of a safety maintenance program but it could be further developed



**Yes** – it is thorough and comprehensive

## DISCUSSION TOPIC #2

# Who Should Be Involved In Safety Management And Safety Maintenance?



Owner  
(Employer)?



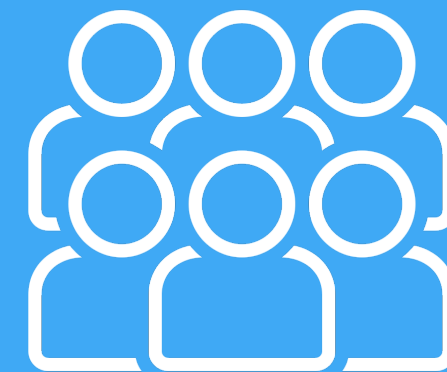
Managers?



Supervisors?



Workers?



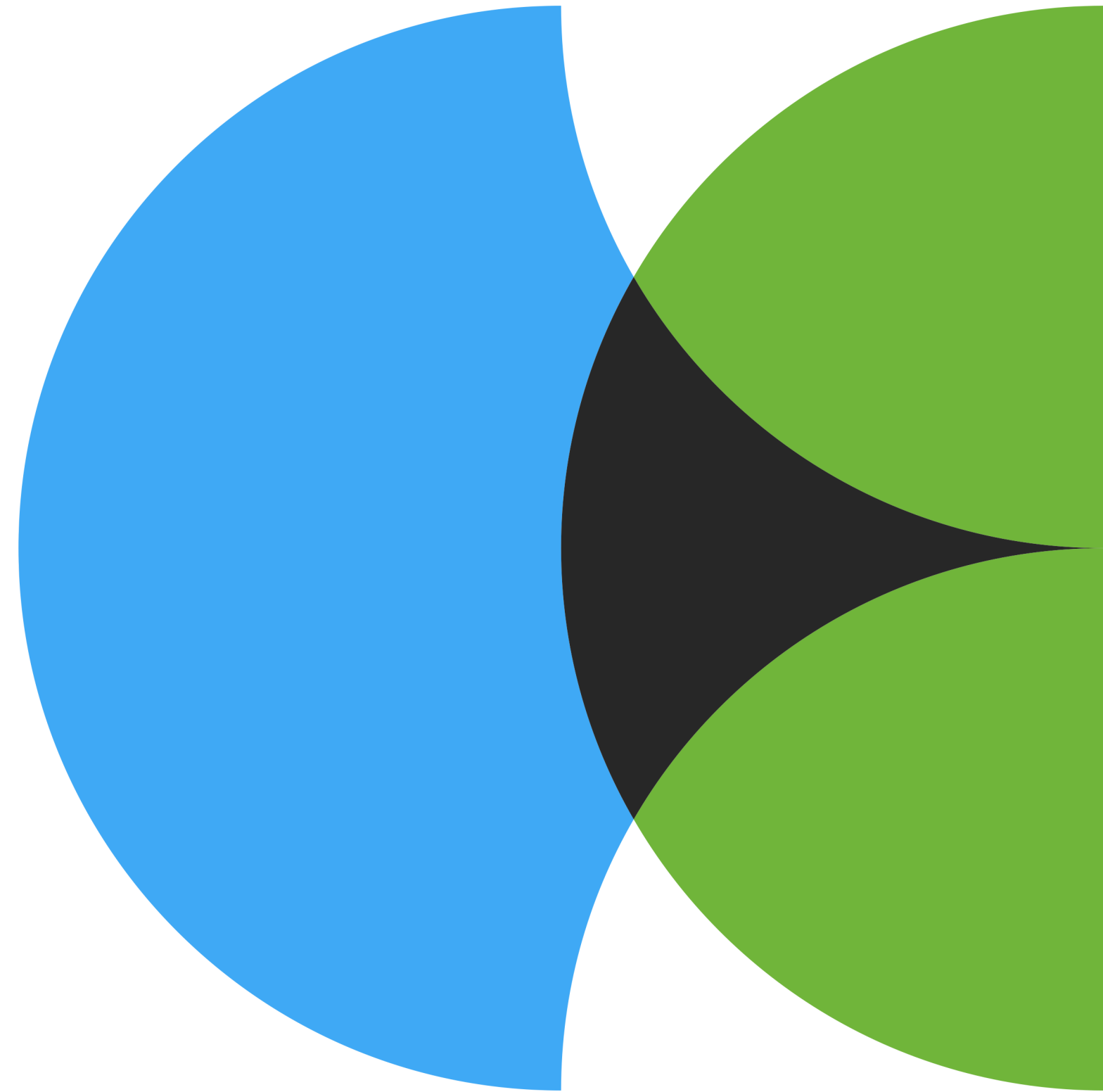
Everyone?

## DISCUSSION TOPIC #3

# What Are The Benefits To A Business For Owning Their Own Safety?

- A** Reduces the risk to workers and may save lives
- B** Meets legal obligations
- C** Builds customer confidence in the business
- D** Workplace safety can give the business a competitive advantage
- E** Prevents losses
- F** All of the above

# Common Misunderstandings



# Common Misunderstandings



**“SAFETY GETS IN THE WAY OF PRODUCTION.”**

**FALSE**

- ✓ *Safety enhances production.*
- ✓ *Work is carried out in a safe and methodical way.*
- ✓ *Workers are confident in a factory that takes safety seriously.*
- ✓ *Worker retention results in increases quality and productivity.*

# Common Misunderstandings

Checklists have no value and are *not evidence*



“IT’S YOUR RESPONSIBILITY TELL US WHAT EVIDENCE IS REQUIRED AND PROVIDE CHECKLISTS.”

**FALSE**



Focus on safety



Follow guidelines



Evidence will naturally occur



# Common Misunderstandings



“Preventative maintenance (PM) is unnecessary; we only need to repair if something is broken.”

**FALSE**

No PM ensures equipment will breakdown



Broken equipment could result in lost orders or *worse*...



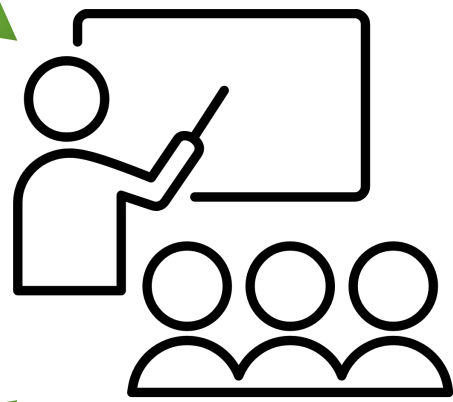
PM keeps equipment operating at full capacity

# Common Misunderstandings



“I don’t need training! I am qualified and have a certificate to prove my attendance.”

**FALSE**



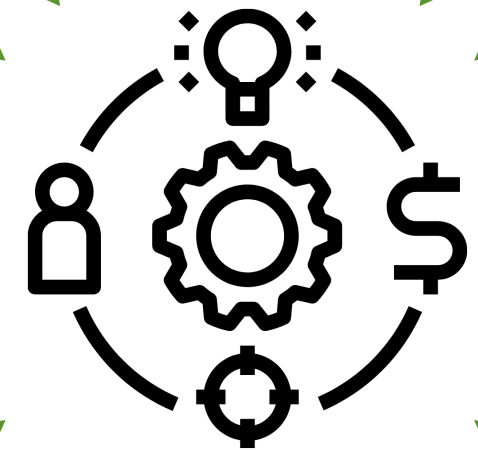
Refresh  
Training



Professional  
Development



Updating  
Skills &  
Knowledge



Maintaining  
Continuous  
Improvement

# Common Misunderstandings



“We need to understand the Brand requirement for safety.”

**FALSE**



Factories are legally required to maintain a safe workplace



Factory managers and workforce control hazards & risks



Build customer confidence & mature business attitude

# Common Misunderstandings



“We cannot share safety issues on reports – it’s best to cover them up.”

**FALSE**

Factories will not lose contracts if they share safety issues



Sharing issues will help improve internal controls and processes

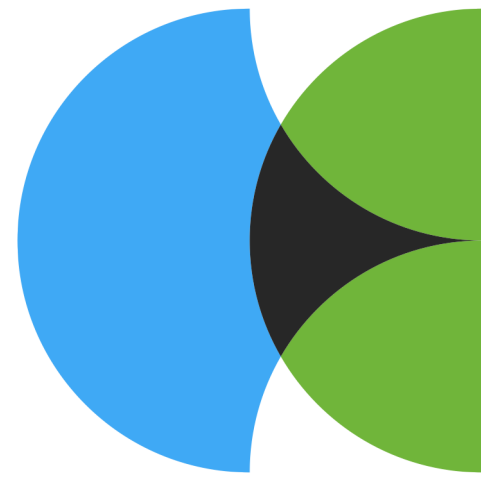


Sharing will help factories learn to prevent issues in the future



**THESE ACTIONS UNDERMINE YOUR SAFETY MANAGEMENT PROGRAM**

Thank you for attending  
**Session 2**



# Safety Management and Safety Maintenance

Nirapon MasterClass #3: SESSION 3

# Session 2

## Recap

- Safety Is Good For Business
- Safety Is Everyone's Responsibility
- How To Learn From Accident Investigations
- How the 90-Day Reporting Process and the Safety Support Visit Work Together





# SESSION 3:

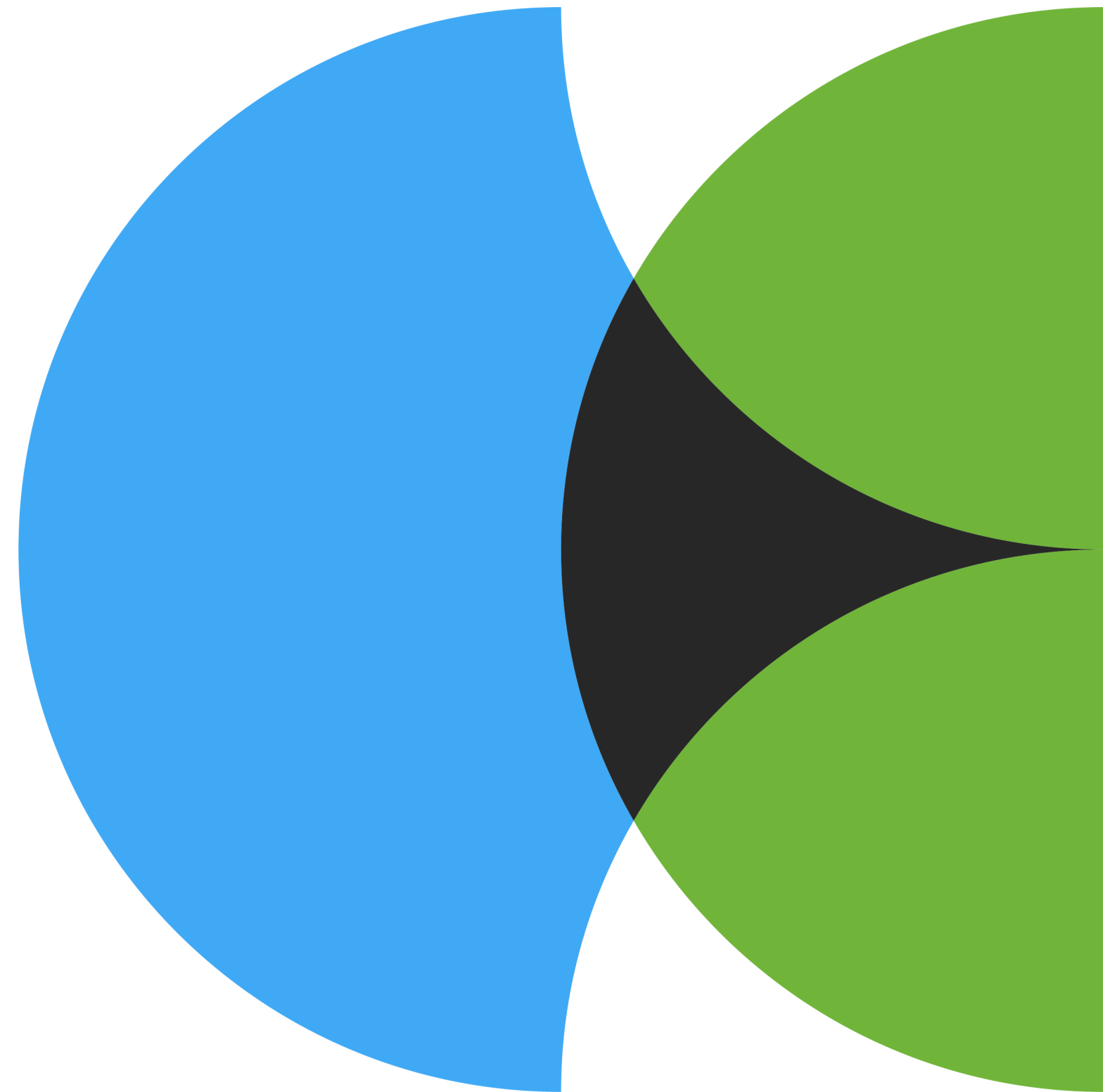
Benefits of  
Owning Safety

Keys to Success

Best Practices



# Benefits Of Owning Your Own Safety



# Benefits Of Owning Your Own Safety



## PROTECT FACTORY

Protects factory from losses due to work stoppage.



## REDUCE INJURIES

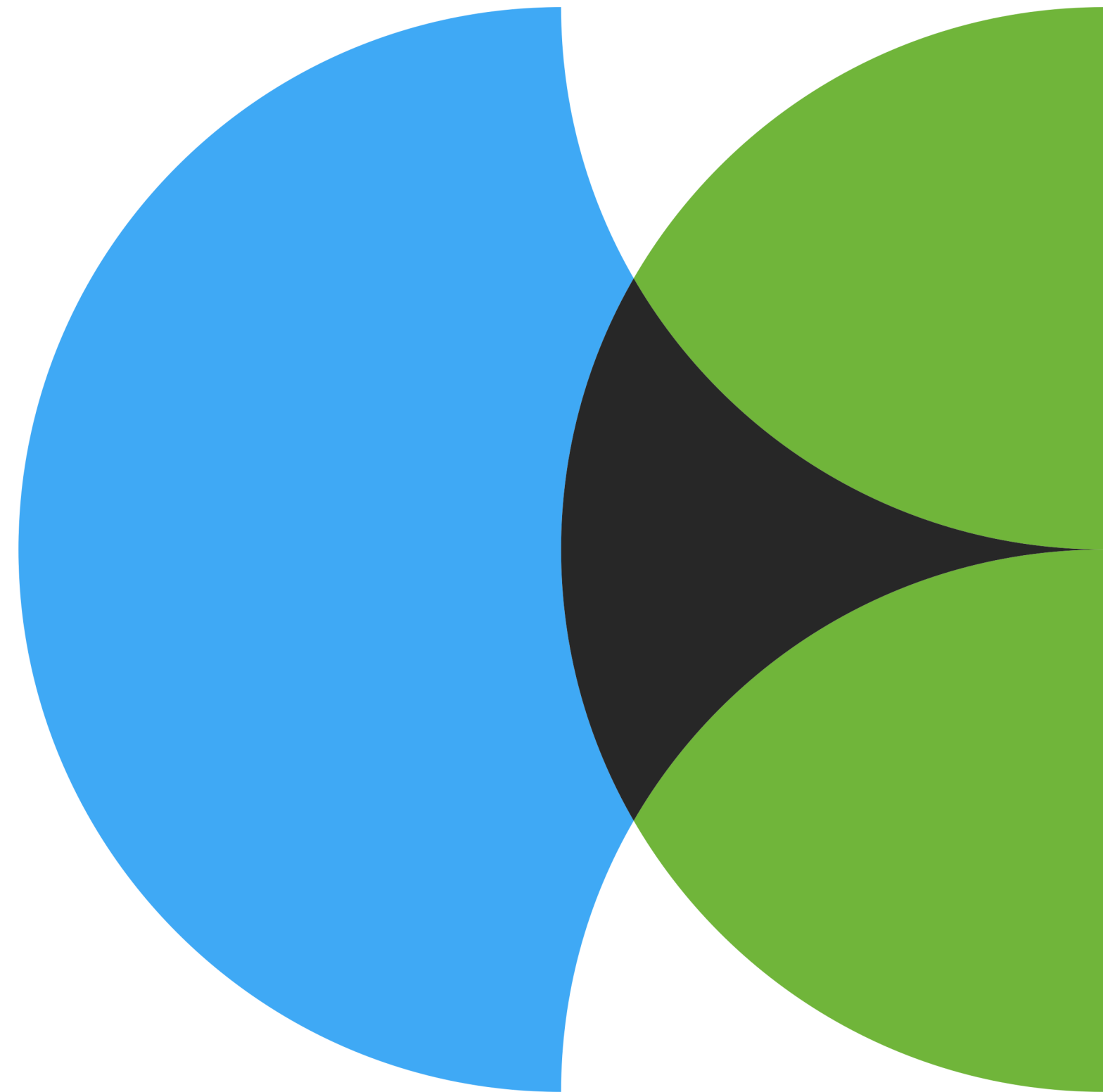
Reduce injuries and property damage.



## RETAIN WORKFORCE

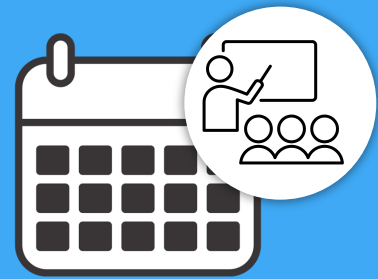
Retain workforce and reduce costs of training new workers.

# Keys To Success

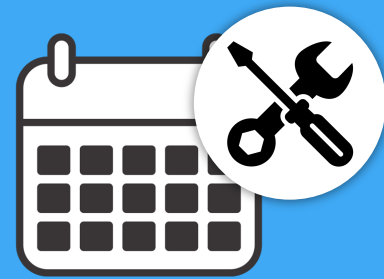


# Keys To Success

Plan and schedule all safety maintenance work.



Training  
Schedules



Maintenance  
Schedules



Update  
Communication Policies



Update Safe Work  
Practices



# Keys To Success

Safety Management and Safety Maintenance is a job for all managers – not just the compliance manager.



Workers



Supervisors



Managers



Owner (Employer)



# Keys To Success

Learn from accidents and seek to prevent recurrence – transparency is the best choice.

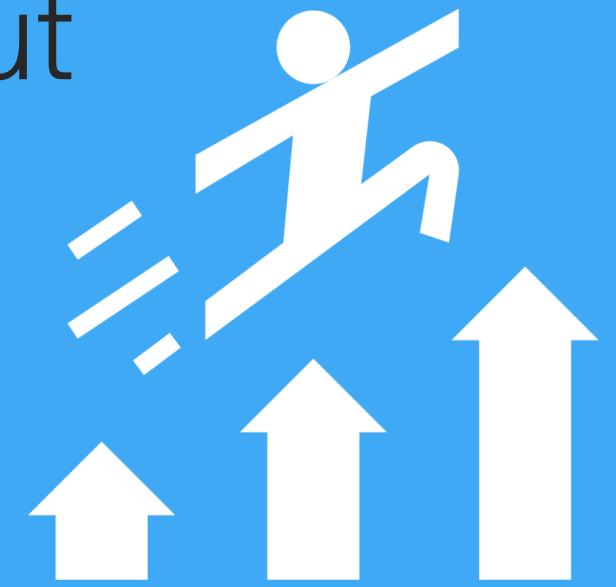


Reflect and learn to prevent future accidents



# Keys To Success

Use the 90-Day Workbook guidance and carry out the work.



## 90-Day Management Guidance and Reporting Process

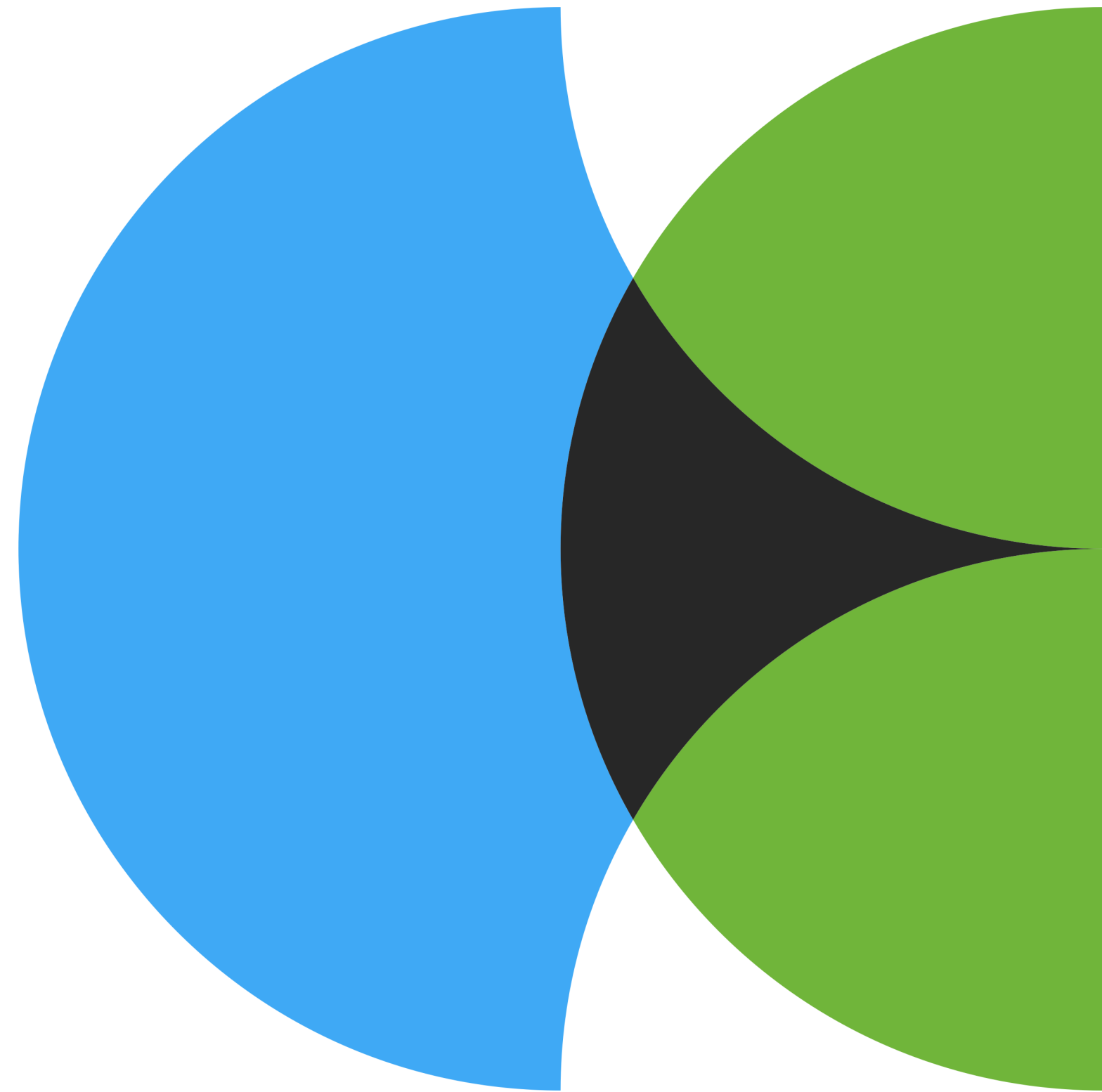
**General Guidelines:** Please read this guidance note prior to completing reports. Photographic and Video evidence is required if the issue is applicable for the factory. Photographic / Video evidence will need to be shared in a separate word / excel file with the question numbers. All the evidence needs to be date stamped.

### 90-Day Safety Monitoring Report Overview

The 90-Day Safety Management Guidance and Monitoring Report provides support and guides RMG factory managers and owners to better understand the systems and processes needed to manage the safety of their factory effectively. A systems-based approach allows including a system of scheduling safety management and safety maintenance events over the course of 12 months, leads factories to manage a culture of prevention, planning and controlling hazards and risks rather than reacting and responding to accidents and larger incidents that could have been avoided.

The attached report guides factory management through safety management, and safety maintenance events that are scheduled as part of a regular workday. Evidence is captured as events take place to enable a simplified report process. At the end of each 90-Day cycle, factories submit reports, and the schedule of events begins again.

# Best Practices





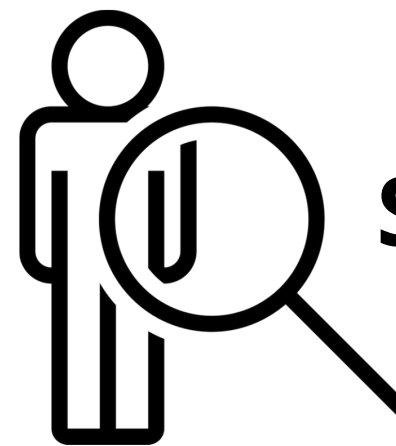


# Best Practices

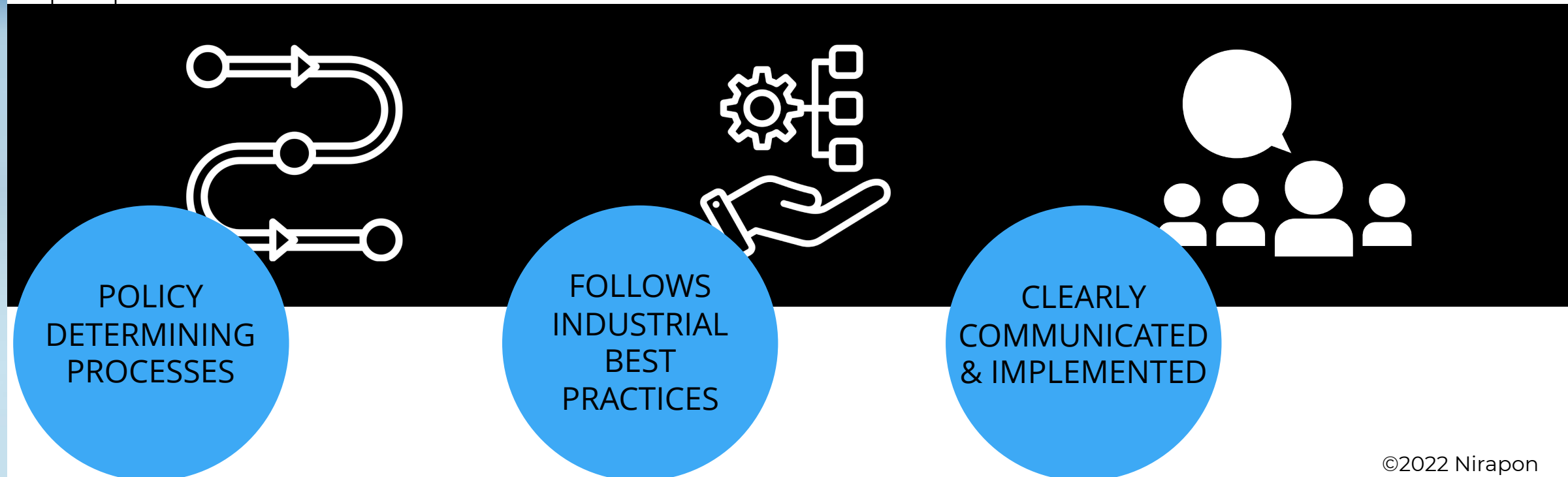


**BEST PRACTICES:** *A set of guidelines, ethics, processes or ideas that represent the most efficient or prudent course of action in a particular situation.*

**EXAMPLE**



## **SAFETY SUPPORT VISIT**



# Best Practices



**BEST PRACTICES:** *Developing policies and procedures based on how hazards and risks have been identified in the past.*

## EXAMPLE

### BEST PRACTICES DOCUMENT

- Accountability For Safety

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- Identifying Workplace Hazards

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- Demonstrate how hazards are controlled and communicated

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- Relevant regulations observed

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- Review and investigate protocols in place

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# Best Practices



**BEST PRACTICES:** *To document and replicate the best course of action taken to deal with a particular situation in other areas of the SMS.*



## **EXAMPLE**

The best approach or course of action was taken by managers in following up and investigating a Helpline call.

This is known as **CONTINUOUS IMPROVEMENT**

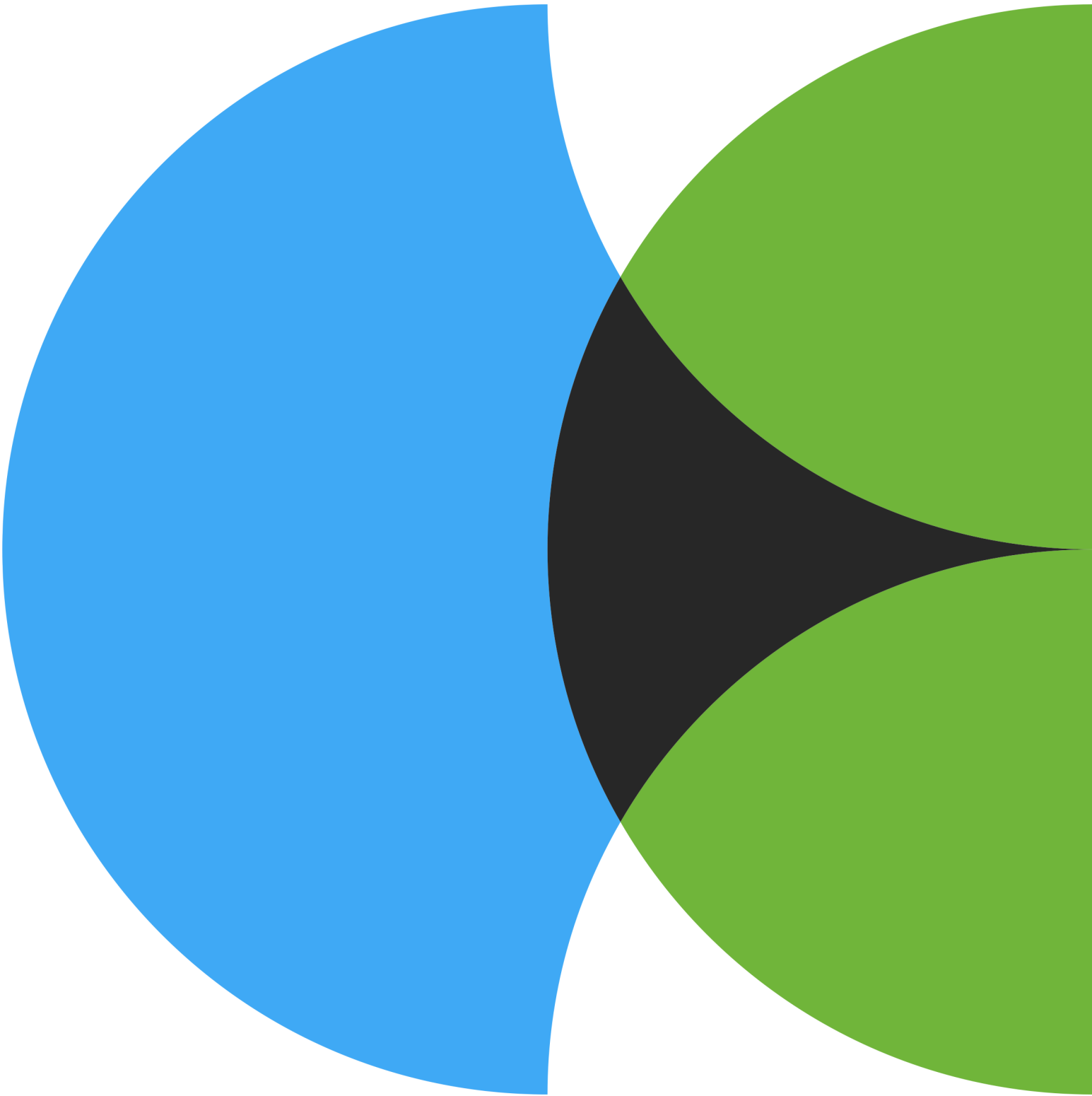
STRATEGY

LEADERSHIP

**CONTINUOUS  
IMPROVEMENT**

PROCESS  
PLANNING

# Q&A



Q:

*“I provide my factory’s workers with PPE but they don’t wear it – that is their problem, right?”*



A:

Workers do have a responsibility for their own safety, however, employers have a greater responsibility and duty of care. If workers get injured, the employer is liable.

Supervisors and managers need to *enforce the rules*. This is called **EFFECTIVE SUPERVISION** and is a safety control measure.



*“I already have all the safety policies for the factory and have been commended during social compliance audits for my policies – I have addressed that concern, right?”*



Creating safety policies is just the beginning, next you must...



### **EFFECTIVELY COMMUNICATE THE POLICY**

This sets the factory employer and management expectations for employees.



### **REVIEW ANNUALLY FOR CONTINUOUS IMPROVEMENT**

Policies must be reviewed annually to seek improvement to the policy and adopt best practices. Set up a schedule for the year to review and update policies each month.

Q:

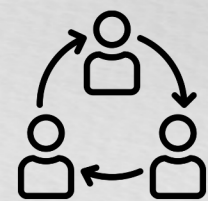
*“Different managers take care of different departments; they know what they are doing so can they just work this out for themselves?”*

A:

There needs to be a coordinated approach across all departments in a workplace.



Therefore – we have policy: The Safety Management System provides managers with the necessary information to manage the factory in a safe and consistent way.



This should be developed by the owner and management team with a full consultation exercise with the workforce.



Q:

*“Providing the evidence is of good quality in the 90-Day report – that will satisfy the Brands, won’t it?”*



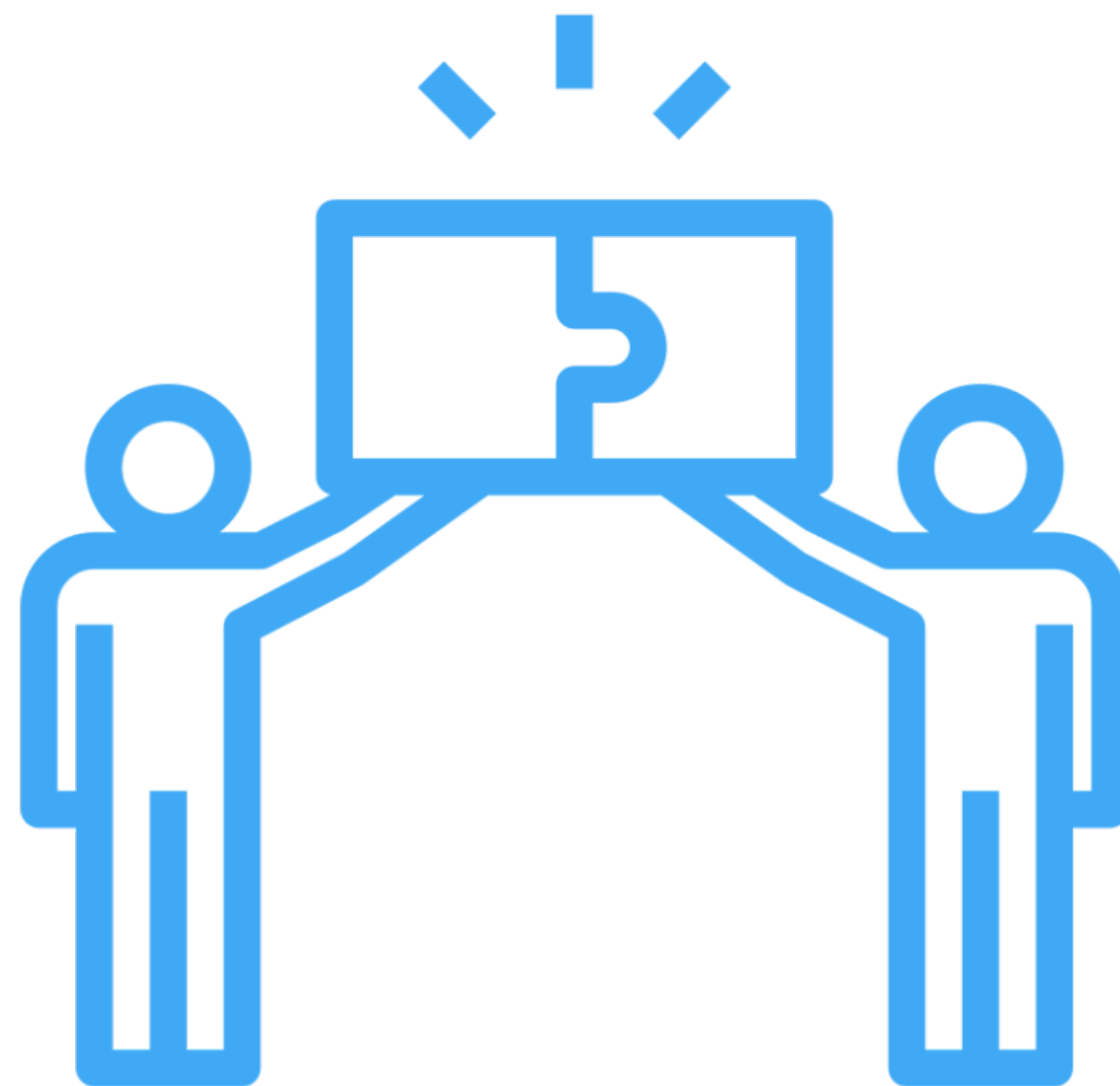
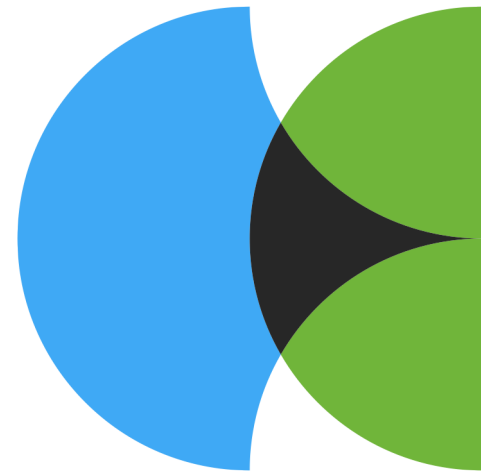
A:

The best quality evidence will be generated where a factory carries out the work.

A factory manager that seeks to produce evidence without doing the work will be **unsafe**, as safety is not being managed in the factory.

This will put workers at risk and will erode **customer confidence**.

Thank you for attending  
Session 3





# NIRAPON

Send any questions to [info@Nirapon.org](mailto:info@Nirapon.org)