

# Progress Report 1 Cycle 1

## Day Fashions Ltd



Reporting Period: **Jun 2022 - Jun 2023**

Better Work is a constructive process in which a Better Work enterprise advisor (hereinafter, “BW Advisor”) supports the factory to improve compliance with national labor law and core international labor standards. In this context, BW and the factory regularly inform buyers about progress.

In the 5th month of the cycle, the factory releases the first progress report to buyers. This report gives an indication of initial progress on issues. This report will not contain recommendations by BW. The only BW verification provided in this report concerns issues for public reporting which the factory self-reports to be fully rectified.

### ENTERPRISE DATA

Enterprise name:	<b>Day Fashions Ltd</b>				
Enterprise code:	<b>4024</b>				
Enterprise address:	<b>MH Tower,21,Vogra,Gazipur Sadar,Gazipur,Bangladesh.</b>				
Enterprise phone:	<b>+8801869361802</b>				
Name of General Manager:					
Primary contact:	<b>Mr Md.Khurshid Alam</b>				
Email of primary contact:	<b>khurshid@daygroupbd.com</b>				
Enterprise ownership:					
Total number of workers:	<b>630</b>	Female:	<b>560</b>	Male:	<b>70</b>
Last assessment date:	<b>29/11/2022</b>				
Date of first Advisory Visit:	<b>02/06/2022</b>				
Advisory Visits during the reporting period:	<b>6</b>				
Date of this Progress Report:	<b>06/04/2023</b>				

## PERFORMANCE IMPROVEMENTS

### Overview

Comments:

**Facility is gradually developing it's internal compliance mechanism for a better work environment and win-win situation.**

### Improvement Plan

The improvement plan (attached as an annex) includes detailed information about the specific actions taken at the factory.

The IP includes:

- **0** issue(s) put forward by the factory during the advisory process
- **24** issue(s) found during the most recent BW assessment

Out of the issues listed in the improvement plan there are:

- **15** issue(s) marked as 'completed'
- **1** issue(s) for public reporting that have been confirmed as 'completed' by BW

## General

### Overview

In the fifth month of the cycle, the factory will release a progress report to buyers, known as “Progress Report One”. Factories are responsible for preparing Progress Report One using the questionnaire provided by Better Work. Although an Enterprise Advisor will offer guidance to the factory on completing the report, it will not contain any recommendations from Better Work.

#### **Q1 - The factory evaluates its progress in the initial phase of the service cycle as follows:**

- The bipartite committee received a copy of the issues identified during the BW assessment.
- The factory released an initial version of its improvement plan through the BW Portal before the assessment.
- The management representatives in the bipartite committee participated actively in the self-diagnostic process.
- The factory actively identified and followed up on needed improvements before the assessment (the self-diagnostic process).

Comments:

*Facility identified compulsory issues through self diagnosis and working towards for improvement .*

## Social Dialogue

All of the below refers to the PICC/LKSB/PC only. Information regarding the OSH committee should be covered under Systems.

### The Bipartite Committee

Better Work aims to promote a culture of social dialogue at the enterprise level, which involves the exchange of information, consultations, and negotiations, between legitimate worker and management representatives. As part of the BW improvement process, the factory is required to set up a bipartite committee. In Cambodia, Egypt, Haiti, Jordan, Ethiopia, Nicaragua and Vietnam, the term 'committee' refers to the Performance Improvement Consultative Committee (PICC). In Indonesia the term 'committee' refers to the Bipartit Cooperation Institution (LKSB). In Bangladesh the term 'committee' refers to the Participation Committee. For detailed information about composition of the committee in this factory and about committee members, please see the Committee Member List.

Below information applies to the PICC/LKSB/PC only, not to the OSH committee.

**Q1 - The factory has a bipartite committee in place (see above):**

Yes

Comments:

*Facility formed a bipartite committee which is a PC consisting of 10 members .*

**Q2 - The following statements are applicable to the status of the bipartite committee:**

- The composition of the existing bipartite committee has changed since the start of the BW service cycle.

Comments:

*The composition of the existing bipartite committee has changed due to validity of the existing committee and new committee formed through election process .*

**Q3 - The bipartite committee was established through:**

- An election among workers (please state the date under Comments)

Comments:

*PC election was held on 26.02.2023*

**Q4 - The following statements are applicable to the functioning of the committee and the general practice of social dialogue in the factory:**

- Worker and management representatives are granted paid time off from regular duties to prepare for meetings, to attend trainings, and to report back to their peers after meetings.
- Trade unions/worker representatives are provided information and consulted in advance of significant changes to policies and practices that affect the employment and working conditions of the workforce.
- The chair of the meeting is a committee member
- Minutes are kept for all meetings
- Regular meetings are taking place in the absence of the BW advisor with a majority of all members participating
- Workers are effectively represented in decision making processes, in particular in relation to their employment and working conditions.
- Senior level decision makers are regularly participating in committee meetings
- Where senior management is not present, other management representatives report the issues discussed in the meeting to the top management, with action taken in a timely manner.

Comments:

*Facility following all applicable rules and regulations as per local labor law.*

**Q5 - If no bipartite committee has been established yet, please specify the reason:**

N/A

## Human Resource Management

### Q1 - The following statements are applicable to the HR system and practices in the factory:

- The factory has adequate recruitment procedures to comply with national regulations and international labour standards
- HR policies and procedures are adequately communicated and implemented
- The factory has adequate disciplinary and termination procedures to comply with national regulations and international labour standards
- Accountability has been assigned to management for carrying out HR responsibilities and performance
- The factory has an adequate HR policy signed by top management with a clear commitment to meet all legal requirements
- The employer adequately investigates performance under HR policies and procedures to identify weaknesses and makes necessary adjustments
- The factory has adequate grievance handling and dispute resolution procedures to comply with national regulations and international labour standards

#### Comments:

*Facility is maintaining all applicable policy and procedures of HR as per linked with local law and regulations .A strategic plan is prepared to establish HR system and to identify problems.*

## Occupational Health and Safety

### Q1 - The following statements are applicable to the OSH system and practices in the factory:

- The factory has OSH policies and procedures that are adequate to ensure worker well-being and to comply with national regulations and international labour standards
- The factory has an adequate emergency preparedness procedure
- OSH policies and procedures adequately communicated and implemented
- There is an adequate hazard/risk management and control procedure
- There is an adequate accident investigation procedure
- OSH issues are investigated, monitored and measured to identify root causes and make necessary adjustments to prevent recurrence

#### Comments:

*Facility maintain OSH policy and formed a committee consisting of 08 members to establish safe work environment.RSC provided training to all OSH committee members .*

## Continuous Learning

This section only covers trainings, seminars etc. that took place since the start of the running cycle. This includes events organized by BW or other parties including the factory itself.

## Implementation of the Learning Plan

**Q1 - In the current cycle, the factory arranged learning opportunities for the following staff:**

- HR management staff
- OSH management staff
- Bipartite committee members
- Workers
- Supervisors

Comments:

*Facility have a training schedule for all relevant employees .*

**Q2 - The factory has taken the following steps to support the continuous learning process:**

- Development of a learning plan to address key issues in the improvement plan as well as underlying root causes
- Coordination of learning activities with worker/union representatives

**Q3 - The factory plans the following actions with respect to continuous learning in the next 6 months:**

Facility have taken following actions for continuous learning:

a)Planning b)Training c)Motivation d)Skill test.

## Feedback to Better Work

Optional: here you can share your feedback to BW.

### General

**Q1 - The factory would like to share the following feedback with BW:**

Facility is transparent and eager to improve better work environment and to share all relevant data accordingly.

## KEY ADVISORY ACTIVITIES

No.	Advisory Visit Comments	Date
1	<p>C-1_FV-6: Meeting with Management/Participation Committee members/ Safety committee Members</p> <p>Discussion Point: - Review the improvement plan and update regarding action by facilities</p> <ul style="list-style-type: none"> <li>- Training plan prepare on upcoming training by BWB</li> <li>- conduct the participatory sessions on PC roles and responsibility</li> <li>- Issues discussed regarding IP by PC; such as; Bad odor in the floor, safety measures awareness for worker</li> <li>- review the safety checklist with safety committee</li> <li>- Roles and responsibility of safety committee</li> <li>- Regarding IP progress – 11 Issues has completed; 13 issues are in progress. During the virtual floor visit Child Care and Medical center visited talked to care giver and medical assistance. Talked to the worker regarding the information of overtime, HIV training and worker terms and condition.</li> </ul>	03/04/2023
2	<p>C-1_FV-5_VA-1: Meeting with Management/Participation Committee members/ Safety committee Members/ Election commission of PC election-</p> <p>Discussion Point:</p> <ul style="list-style-type: none"> <li>- action needed to ensure pre-assignment medical check-up for specific section worker as per legal requirement</li> <li>- Introduce the road map of facility and agreed to conduct the road map sessions on next visit</li> <li>- introduction with newly elected PC members and discussed their plan to work on.</li> <li>- guideline to follow the legal requirement for safety committee formation</li> <li>- Regarding IP progress – 7 Issues has completed; 17 issues are in progress.</li> </ul> <p>During the virtual floor visit cutting section, sewing section, overlock machine area and Child Care visited. Talked to the worker regarding the information of overtime, HIV training and worker terms and condition.</p>	02/03/2023
3	<p>C-1_FV-4: Meeting with Management/Participation Committee members/ Safety committee Members/ Election commission of PC election-</p> <p>Discussion Point:</p> <ul style="list-style-type: none"> <li>- Review the Tafshil of PC election and PC election road map as per legal requirement</li> <li>- Drafting the plan to formation of Safety committee as per legal requirement</li> <li>- Roles and responsibility of EC members</li> <li>- Suggestion/ recommendation/expectation from upcoming PC from present PC members.</li> <li>- Regarding IP progress – 7 Issues has completed; 15 issues are in progress and 2 are pending.</li> <li>- Management allocated the budget for medical facility which has one of assessment finding from BW.</li> <li>- Use of 3 days of training ToT (13-15 Feb 2023) as there are many trainings need to conducted in the factory specially on HIV/AIDs, Safety and PC roles and responsibility, worker orientation on Leave and other benefits etc.</li> </ul> <p>During the floor visit cutting section, sewing section, overlock machine area and Child Care visited and observed. In the floor cutting and overlock section worker did not wear musk so mass awareness need to create among the worker. PC election information should be disseminated to all worker that they can encourage to participated in the upcoming PC election.</p>	05/02/2023
4	<p>C1_FV_3</p> <ul style="list-style-type: none"> <li>- Discussion on Assesment findings with top management</li> <li>- Share the improvement plan process with the management</li> <li>- Discussion on PC election with Mangement and PC committee:</li> <li># Share the process of PC election</li> <li># discussion on EC formation</li> <li># Awareness sessions through PA related guidance</li> <li>- Reflection share on floor visit and PC election process.</li> </ul>	08/01/2023
5	<p>C1_FV_2</p> <ul style="list-style-type: none"> <li>- Discussion on factory challenges with top management</li> <li>- Share the self diagnostic process and its importance with factory management and worker (PC &amp; Safety)</li> <li>- Conduct the self-diagnostic with the participation of management and worker.</li> <li>- Reflection of self diagnostic process with the management and worker and identified the next step.</li> </ul>	14/08/2022
6	<p>C1_FV1_A_1: On-site Meeting 1. Discussion Item: Meeting with the factory top management: Understand the current factory challenges and opportunities 2. Discussion Item: Meeting with the PC Representative 3. Discussion Item: Meeting with Safety committee members 4. Discussion Item: Factory Visit</p>	02/06/2022



- 4 **Occupational Safety and Health: OSH Management Systems (per Assessment on 29/11/2022) 180920** **Completed**
- Area of Improvement:** Documents review and interview with the workers and management indicated that the employer performed an assessment of general occupational safety and health (OSH) issues. The enterprise had developed a short checklist with 20 questions to identify occupational safety and health (OSH) risks. However, - the checklist was not developed in consultation with the worker's representative of the Safety Committee. - does not cover OSH risks related to the machine safety, structural safety, production process, nature and type of work, and transportation of goods.
- Actions Needed:** a. To prepare an effective and acceptable checklist in collaboration with the members of safety committee b. To include machine safety, structural safety, production process, nature and type of work, and transportation of goods accordingly.
- Progress:** During the advisory visit it has observed that the facility is working on it. - The facility is reviewed the checklist with the consultation of Safety committee. - Checklist has updated as per finding/Suggestion from BWB to follow the legal references.
- Key Work Ahead:** Facility should increased the involvement of safety committee to ensure the active safety committee in the factory level. **(03/04/2023)**
- 5 **Occupational Safety and Health: OSH Management Systems (per Assessment on 29/11/2022) 180921** **Completed**
- Area of Improvement:** Documents review, interviews with workers and management indicated that the employer formed a Safety Committee on 14 January 2021. Safety committee members (workers' representatives) were nominated by the worker's representative of the Participation Committee. Total members: 08, Management: 04 (Male- 02, female-02), Workers: 04 (Male-01, female-03) Meeting: The Committee meet at least every 3 months. The last meeting of the safety committee was on 20 November 2022. Roles and Responsibility: Interviewed 80% of the members of the Safety Committee were not adequately aware of their roles and responsibilities. Safety Committee functions did not include: - Identify OSH risks according to a checklist and recommend remediation to the employer. - Organize OSH training for workers. - Form the firefighting and emergency rescue teams, and organize evacuation drills. - Make recommendations on compensation for workplace accidents. - Organize initiatives for Safe Work Place Day. However, the safety committee member received internal training on their roles and responsibilities.
- Actions Needed:** Conduct training and refresher training for Safety committee regularly. Safety Committee functions included as below: - Identify OSH risks according to a checklist and recommend remediation to the employer. - Organize OSH training for workers. - Form the firefighting and emergency rescue teams, and organize evacuation drills. - Make recommendations on compensation for workplace accidents. - Organize initiatives for Safe Work Place .
- Progress:** Facility is preparing for new Safety committee preparation. Formation a new Safety committee 4 members from worker representative and 4 from management. 3 members of safety committee from worker are re-selected as safety, So, During the visit safety committee members discussed their roles and responsibilities.
- Key Work Ahead:** The facility should continue the discussion regarding safety committee roles and responsibility regularly. **(03/04/2023)**
- 6 **Occupational Safety and Health: OSH Management Systems (per Assessment on 29/11/2022) 180922** **Completed**
- Area of Improvement:** Documents review and interviews indicated that the employer did not record all injuries in the injury register and reported the workplace injury to the competent authority in line with legal requirements. For example, according to the medical records, a snap button machine operator was on leave from 15 March to 19 March 2022 due to a snap button injury on the left middle and index finger. However, this incident was not recorded in the injury register. Moreover, the employer did not send this information using the appropriate form (Form 27) to the concerned government agency (Inspector and the Deputy Commissioner) within 7 days after the incident of injury. Management acknowledged the issue.
- Actions Needed:** - to revise the policy and as per policy keeping all relevant accidental records according to form-28. - to ensure to send accidental records on form-27 to the inspector of factories and establishment .
- Progress:** The facility already sent the accidental record to the inspector
- Key Work Ahead:** Facility should maintain this procedure as per law. and for sustainability facility should followup this type of issue regularly. **(03/04/2023)**
- 7 **Occupational Safety and Health: Welfare Facilities (per Assessment on 29/11/2022) 180928** **Completed**
- Area of Improvement:** During the factory visit, toilets for both male and female in the sewing and cutting section were randomly visited, and EAs observed bad odor. However, the factory provided adequate soap and clean running water in the washing area.
- Actions Needed:** a.To maintain the cleanliness of wash rooms. b. to visit the area 4 times a day and provide all materials support to remove bad odor of the toilet
- Progress:** During the floor visit it was observed that the bad odor has reduces than before. Cleaner is cleaning the toilet regularly.
- Key Work Ahead:** Improved the cleanliness of the toilet, however welfare officer and PC committee should monitor regularly regarding cleanliness of toilet. **(03/04/2023)**
- 8 **Working Time: Overtime (per Assessment on 29/11/2022) 180938** **Completed**
- Area of Improvement:** Workers' interviews and document reviews indicated that workers were not informed about overtime work at least two hours before the start of the overtime period. Approximately 40% of the sampled interviewed workers informed that workers were notified about overtime 30 minutes before the start of overtime hours.
- Actions Needed:** - To established OT hour working notification policy - notifying all workers two hours prior to their assigned OT. - PC Committee representatives involved to inform directly to the director in case of this system failure .



- 8 **Progress:** - the facility is working on it - Facility is maintaining to inform the worker atleast 2hrs before the overtime thorough out the PA systems and team meeting.  
**Key Work Ahead:** Facility should keep this practice and ensure this practice though out the staffs and worker. **(03/04/2023)**
- 9 **Occupational Safety and Health: Chemicals and Hazardous Substances (per Assessment on 29/11/2022) 180923** **Completed**  
**Area of Improvement:** During factory tour, it was observed that the factory did not provide lid to cover water nozzle of eyewash station located at spot cleaning room.  
**Actions Needed:** - to ensure to provide Lid to cover water nozzle of the eye wash facility - to monitor the issue regularly.  
**Progress:** The facility established the water nozzle of the eye wash which has found during the advisory visit.  
**Key Work Ahead:** Safety committe and management should monitor the the issue regular basis. **(05/02/2023)**
- 10 **Occupational Safety and Health: Worker Protection (per Assessment on 29/11/2022) 180926** **Completed**  
**Area of Improvement:** During the factory visit, it was observed that standing workers in the thread cutting, finishing and quality section were not provided with backrest chair to sit down at regular intervals.  
**Actions Needed:** - to ensure the available of back support chair for those who are standing for a long time to perform their job. - To provided back support chair for their rest and monitoring as usual .  
**Progress:** The facility set up the back support Chair for standing worker in the floor  
**Key Work Ahead:** for sustainable improvement of this issues factory should regular monitoring the floor and as well as worker awareness should continue the negetive impact of human body for long time satnding work. **(05/02/2023)**
- 11 **Occupational Safety and Health: Worker Protection (per Assessment on 29/11/2022) 180927** **Completed**  
**Area of Improvement:** Document review and management interview indicated that the enterprise did not obtain a license waiver from BERC (Bangladesh Energy Regulatory Commission) on power generation of 530 kw of two generators. The factory applied to the above mentioned legal authority to obtain a licens in November 2020 but the license was not received yet.  
**Actions Needed:** - To ensure regular update the license waiver certificate - To plan for a regular follow-up for the next cycle renewal .  
**Progress:** The facility updated their waiver certificate upto December 2025.  
**Key Work Ahead:** regular update the certificate and the facility should apply earlier from the expiry date **(05/02/2023)**
- 12 **Occupational Safety and Health: Health Services and First Aid (per Assessment on 29/11/2022) 180933** **Completed**  
**Area of Improvement:** Randomly 5 first aiders were interviewed during the factory visit, and it was noted that those first aiders were not adequately trained in the procedure of first aid. Those interviewed workers could not be able to explain what procedure to be followed if anyone got an electrical shock or become senseless. However, the document review indicated that the enterprise had the required number of first aiders.  
**Actions Needed:** -To conduct training and confirm all participants understanding about all first aid procedures. - Assigned medical officer and medical assistant will tracking the understanding of all first aid providers regularly.  
**Progress:** During the advisory visit interviewed the first aider and got to know about first aider that they can show and say the all first aid proccedure.  
**Key Work Ahead:** Refresher training on first aider need to continueregular basis, facility should make a plan for regular refreshers. **(05/02/2023)**
- 13 **Occupational Safety and Health: Emergency Preparedness (per Assessment on 29/11/2022) 180934** **Completed**  
**(Public Reporting Issue)**  
**Area of Improvement:** 1. During the factory visit, it was noted that the enterprise was in process to complete the installation of a fire detection system. Currently, the factory was working on interfacing of detection, and connecting with detection control panel which would take another month to complete. Therefore, the factory did not have functional auto detection system in place. However, the manual detection was installed in the factory. 2. During the factory visit, it was noted that the enterprise was in process to complete the installation of an auto fire alarm system. Currently, the factory was working on interfacing of detection and alarm, and connecting with fire detection and alarm control panel which would take another month to complete. Therefore, the factory did not have functional auto alarm system in place. However, the factory had manual call point as an alternative which was found functional.  
**Actions Needed:** Re-instaled the fire detection system imidiately  
**Progress:** During the factory visit it was found that all fire auto detection system has instaled.  
**Key Work Ahead:** the facility should take alternative action plan for future sustainable improvement. **(05/02/2023)**

- 14 **Occupational Safety and Health: Emergency Preparedness (per Assessment on 29/11/2022) 180935** **Completed**
- Area of Improvement:** During plant visit, emergency lights of the factory was checked while shutting off electrical power and those lights were found nonfunctional. Management informed that battery of alternative power source was not taking charge and supplying power to emergency lights.
- Actions Needed:** a. to take immediate action to correct the issue b. to check all relevant circuits/parts of IPS weekly..
- Progress:** During the visit it was observed that the IPS back up has repaired and functional properly.
- Key Work Ahead:** Safety committee and management should monitor regularly regarding issues. **(05/02/2023)**
- 15 **Occupational Safety and Health: Emergency Preparedness (per Assessment on 29/11/2022) 180936** **Completed**
- Area of Improvement:** During the enterprise visit it was observed that flammable materials such as wash in process garments were improperly stored beneath the ground floor stairwell located at south east corner.
- Actions Needed:** - To find out the alternative spaces to store the garments - to increase the monitoring of safety issues by safety committee and management
- Progress:** During the advisory visit it was observed that the facility re-located the garments in another safe place.
- Key Work Ahead:** Safety committee and management should monitor regularly and discussed into the safety committee meeting **(05/02/2023)**
- 16 **Contracts and Human Resources: Employment Contracts (per Assessment on 29/11/2022) 180917** **In Progress**
- Area of Improvement:** Document review, workers and management interviews indicated that the terms and conditions of employment such as entitlement of leaves, leave procedure, service compensations, and benefits were not clear to approximately 40% of the randomly interviewed workers. However, the enterprise provided induction training to the newly recruited workers and arranged refresher training on conditions of employment. Management posted the working hour approval on the notice board.
- Actions Needed:** a. To ensure the understanding of all employees by proper training and briefing by PA system regularly for their better understanding. b. Prepare a training and orientation plan with timeline c. Evaluate the training learning through viva and regular random interview d. Welfare Officer & HR Officer is ensuring their understanding by a mock-up viva.
- Progress:** - training and briefing is continuing among the workers - New workers are getting orientation training immediately to joining the factory
- Key Work Ahead:** **(target: 31/05/2023)**
- 17 **Contracts and Human Resources: Dialogue, Discipline and Disputes (per Assessment on 29/11/2022) 180919 (Public Reporting Issue)** **In Progress**
- Area of Improvement:** Documents review and worker and management interviews indicated that the enterprise formed a Participation Committee (PC) through an election on 24 December 2020. The committee was formed on 30 December 2020. The Committee consists of a total of 14 members, which include 04 management representatives (01 female and 03 male) and 10 workers representatives (08 female and 02 male). The Participation Committee did not meet the following requirements: Roles and Responsibilities: Approximately 40% of the interviewed PC worker representatives were unaware of their roles and responsibilities. Moreover, the PC was not engaged: - to adopt measures for improvement of welfare service for the workers; and - to improve productivity. Communication: Approximately 30% of the interviewed workers did not have any knowledge about the activities of the Participation Committee. However, the employer ensured the following: Election: The Election Conduction Committee (ECC) was formed with 05 members (02 from management and 03 from workers). The election was conducted through secret ballots. Nomination: Candidates were nominated by their co-workers. Meeting agenda and minutes: The interview with the PC workers' representative indicated that the meeting agenda was set by both the management and worker representatives. PC conducted meetings once every two months. The last meeting was held on 06 October 2022. The meeting minutes were posted on the notice board after the meeting and were sent to the department of Labour within 07 days of the meeting. Implementation of the meeting decisions: The PC meeting decisions were implemented as per the timeline and reported accordingly within the review period. Training: An interview with the workers' representative of PC indicated that they have received few internal and external training provided by the management on their roles and responsibilities.
- Actions Needed:** - To educate the member of PC about their role and responsibilities including \* Encourage to workers' education; \* Adopt measures for improvement of welfare service for the workers; and \* Support the implementation of labour act. \* Grievance submission and resolution - organized the PC election as per legal requirement - During the meeting PC discussion include the roles and responsibilities of PC
- Progress:** - Meeting conducted regularly - Session conducted on PC roles and responsibilities
- Key Work Ahead:** **(target: 30/04/2023)**
- 18 **Occupational Safety and Health: Worker Protection (per Assessment on 29/11/2022) 180924** **In Progress**
- Area of Improvement:** Documents review, workers and management interviews indicated that the enterprise did not provide necessary personal protective equipment (PPE) to all workers. For example: - Cutter in the cutting section and overlock operator in the sewing section were only provided with fabric masks, which are inadequate for protecting workers who were regularly exposed to fabric dust. However, the employer-provided - Metal gloves to workers in the cutting section. - Respiratory masks, rubber gloves and eye protection glass to workers in the spot cleaning section. Document Checked: PPE Register.

- 18 **Actions Needed:** - To ensure a 3 layer mask for each and monitoring to ensure everybody is using these mask regularly. - Workers representative plan to use 3 layer mask and confirmed that it is fit for all.  
**Progress:** - worker awareness needed to wear mask for their safety. some of worker wear mask but not most of the worker. - facility provided 3 layer of mask.  
**Key Work Ahead:** (target: 30/04/2023)
- 19 **Occupational Safety and Health: Worker Protection (per Assessment on 29/11/2022) 180925** **In Progress**  
**Area of Improvement:** Document review and interviews indicated that workers were provided orientation and awareness training on using PPE and safety equipment after recruitment. However, EAs observed that the training was ineffective due to the following: - Approximately 30% of the over-lock machine operators in the sewing section were not using provided functional eye guards. - Approximately 30% of the sewing machine operators were using the provided needle guards at an inappropriate height, which cannot protect them from injury/accidents.  
**Actions Needed:** - Train workers on machine safety and PPE - Facility conducting awareness training and providing awareness by PA system. Welfare and Compliance executive monitoring PPE system such as Eye Guard, Needle Guard, on all running machines regularly. - Make the mid level responsible to ensure use of PPE. - Need to start feedback system .  
**Progress:** Necessary PPEs are provided to the worker Regular awareness program has been conducting during induction meeting and refresher through PA system announcement. Facility initiate new and updated machinery which is protecting worker as needle guard.  
**Key Work Ahead:** (target: 30/04/2023)
- 20 **Occupational Safety and Health: Welfare Facilities (per Assessment on 29/11/2022) 180929** **In Progress**  
**Area of Improvement:** Floor tour, documents review, and interview with workers and management indicated that the provided childcare centre did not meet legal requirements due to the following issues: -The person in charge was not trained on how to take care of children in the childcare. -The breastfeeding area was not properly equipped with a sitting chair. -Inadequate number and unclean toys for children. -No food and milk were supplied to the children. - The employer did not indicate on the notice board who has been assigned to help evacuate the children in the event of an emergency. However, during the factory tour, the childcare centre was found functional with 4 children.  
**Actions Needed:** To ensure the welfare services through take initiative to: - Comfortable arrangement for breast feeding - Communicate with care giver training facilities and will appoint trained care giver - children toy will be clean regularly and monitored by welfare and safety committee - Adequate food will supply for children - Name and pictures will be posted on the wall of assigned evacuate person for children for child care  
**Progress:** - Facility arranged a chair and covered area for breast feeding - Communicated with Care giver training institute (phulki) for training of care giver for child care - persons has assigned for evacuation for child care during emergency. and it has posted on the wall  
**Key Work Ahead:** (target: 30/04/2023)
- 21 **Occupational Safety and Health: Health Services and First Aid (per Assessment on 29/11/2022) 180931** **In Progress**  
**Area of Improvement:** Document review and management interview indicated that the enterprise provided awareness training to the workers on HIV/AIDS. However, 50% of the interviewed workers indicated that those workers were not adequately aware of HIV/AIDS.  
**Actions Needed:** - To organizing HIV training rotation wise. Also provide awareness posters on HIV for all employee understanding. - Ensure to complete the Target of 100%  
**Progress:** the facility is continuing the training on HIV/AIDS. Training completed for employees :70%  
**Key Work Ahead:** (target: 30/04/2023)
- 22 **Occupational Safety and Health: Health Services and First Aid (per Assessment on 29/11/2022) 180932** **In Progress**  
**Area of Improvement:** Factory visit, documents review, interviews with workers, and management indicated that the enterprise had a medical facility combinedly used for approximately 1945 workers of two factories located in the same building under the same management. EA observed the following issues in the medical centre: - There was no wheelchair, tetanus vaccine, and sterilizing equipment in the medical room. - There was no fulltime doctor. The worker and management interviews indicated that the doctor served 4 days a week from 10.00 am to 3.00-4.00 pm instead of all working days and full working hours as required.  
**Actions Needed:** - To allocated fund for medical equipment (wheelchair, tetanus vaccine, and sterilizing equipment) - To ensure full time Doctor services  
**Progress:** During the advisory visit it has observed that the management allocated the budget for medical equipments and the facility already in place the wheelchair and sterilizing equipments.  
**Key Work Ahead:** (target: 31/05/2023)
- 23 **Occupational Safety and Health: Emergency Preparedness (per Assessment on 29/11/2022) 180937** **In Progress**  
**Area of Improvement:** Document review and management and worker interviews indicated that 98 instead of the required 116 firefighters (18% of the total 645 workforces) received training from the Fire Service and Civil Defense. However, the facility applied to receive training for another 40 workers from the Fire Service and Civil Defense. In addition, randomly interviewed 40% of the firefighter were not able to explain how to use fire hydrants and fire extinguishers.

- 23 **Actions Needed:** - To apply for training for 40 Participants to FSCD - regular monitoring the fire fighter ratio - followup training will be conducted for trained firefighter
- Progress:** - The facility applied for fire fighter training to FSCD but did not get any time from them. - during the visit 14% of total worker received the fire fighter training.
- Key Work Ahead:** The facility should follow up the status from FSCD (target: 30/04/2023)
- 24 **Working Time: Leave (per Assessment on 29/11/2022) 180940** In Progress
- Area of Improvement:** Document review and interview with the worker and management indicated that the leaves prescribed in case of a work-related injury that caused partial disability are deducted from the worker's sick leave account. For example, a snap button machine operator experienced an injury on 15 March 2022 at the left index and middle finger, and the medical doctor prescribed 05 days of rest to recover from the injury. However, the facility management deducted 04 days (out of 05) from the worker's sick leave account instead of leave due to a work-related injury. Documents checked: Personnel file, leave register, time card, and payment records of injured workers.
- Actions Needed:** - To revise the policy to included accidental Leave - to regular monitoring to provide worker accidental leave instead of Sick Leave due to possibility of partial disability during the work in the workplace.
- Progress:** Policy has reviewed and include in the policy as accidental leave instead of sick leave.
- Key Work Ahead:** (target: 30/04/2023)

## TRAINING

No.	Training	Status	Planned Date	Completion Date	Targeted Improvement	Total Registered Participant	Total Registered Female Participants	Total Actual Participants	Total Actual Female Participants
1	Training on Awareness on HIV & AIDs	Recommended			180931				
2	Industry Seminar on Sexual Harassment and Prevention (Industry Seminar)	Completed	28/06/2022	28/06/2022		3		3	
3	Productivity Skills Training	Completed	20/07/2022	20/07/2022		2	2	2	2
4	Capacity Building Training for Welfare Officer: Ep-1	Completed	08/09/2022	08/09/2022		1	1	1	1
5	Capacity Building Training for Welfare Officer: Ep-2	Completed	26/09/2022	26/09/2022		1	1	1	1
6	Capacity Building Training for Welfare Officer: Ep-3	Completed	11/10/2022	11/10/2022		1	1	1	1
7	Capacity Building Training for Welfare Officer: Ep-4	Completed	20/10/2022	20/10/2022		1	1	1	1
8	Capacity Building Training for Welfare Officer: Ep-5	Completed	07/11/2022	07/11/2022		1	1	1	1
9	Capacity Building Training for Welfare Officer: Ep-6	Completed	20/11/2022	20/11/2022		1	1	1	1

## PICC MEMBER LIST

No.	Name	Position	Category	Date Joined
1	Mr Tanvir bin Jamil	President	Management	25/03/2023
2	Mr MD. Khurshid Alam	Member	Management	25/03/2023
3	Mr Iqbal Hossain	Members secretary	Management	25/03/2023
4	Ms Selina Akter	Member	Management	25/03/2023
5	Ms Abida Mustakim Ruma	Member	Management	25/03/2023
6	Mr Enamul Haq	Member	Management	25/03/2023
7	Ms Shumi Akter	Vice-President	Workers	25/03/2023
8	Ms Jui Akter	Member	Workers	25/03/2023
9	Ms Laboni Khatun	Member	Workers	25/03/2023
10	Mr Rakib Hossain Sarker	Member	Workers	25/03/2023
11	Mr Ariful Islam	Member	Workers	25/03/2023
12	Ms Sheema Sheema	Member	Workers	25/03/2023
13	Ms Rassel Sardar	Member	Workers	25/03/2023
14	Ms Rubina Rubina	rubina	Workers	25/03/2023