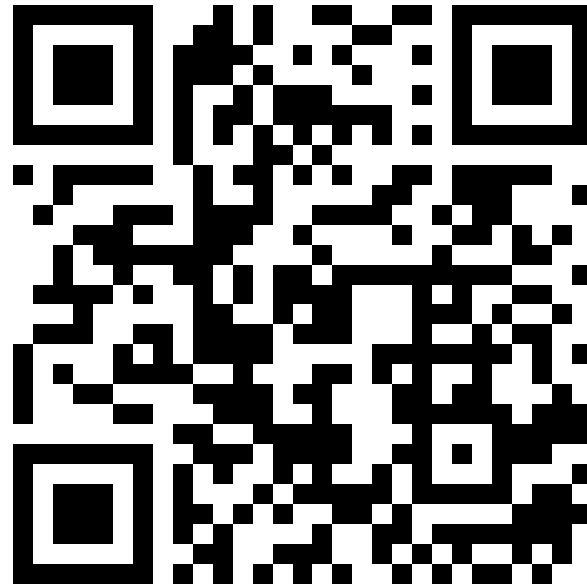


Please Register Yourself



<https://forms.gle/ub8DssCMAT8XqA5c9>



# Factory Orientation

---



**LABS**  
Life And Building Safety



# Opening Statement

- **Anti-trust Statement:** There shall be no discussions of agreements or concerted actions that may restrain competition. This prohibition includes the exchange of information concerning individual prices, rates, coverage, market practices, claims settlement practices, or any other competitive aspect of an individual company's operation. Each participant is obligated to speak up immediately for the purpose of preventing any discussion falling outside these bounds.
- **Chatham House Rule:** IDH assumes that the content of the discussions is treated with caution by all participants.

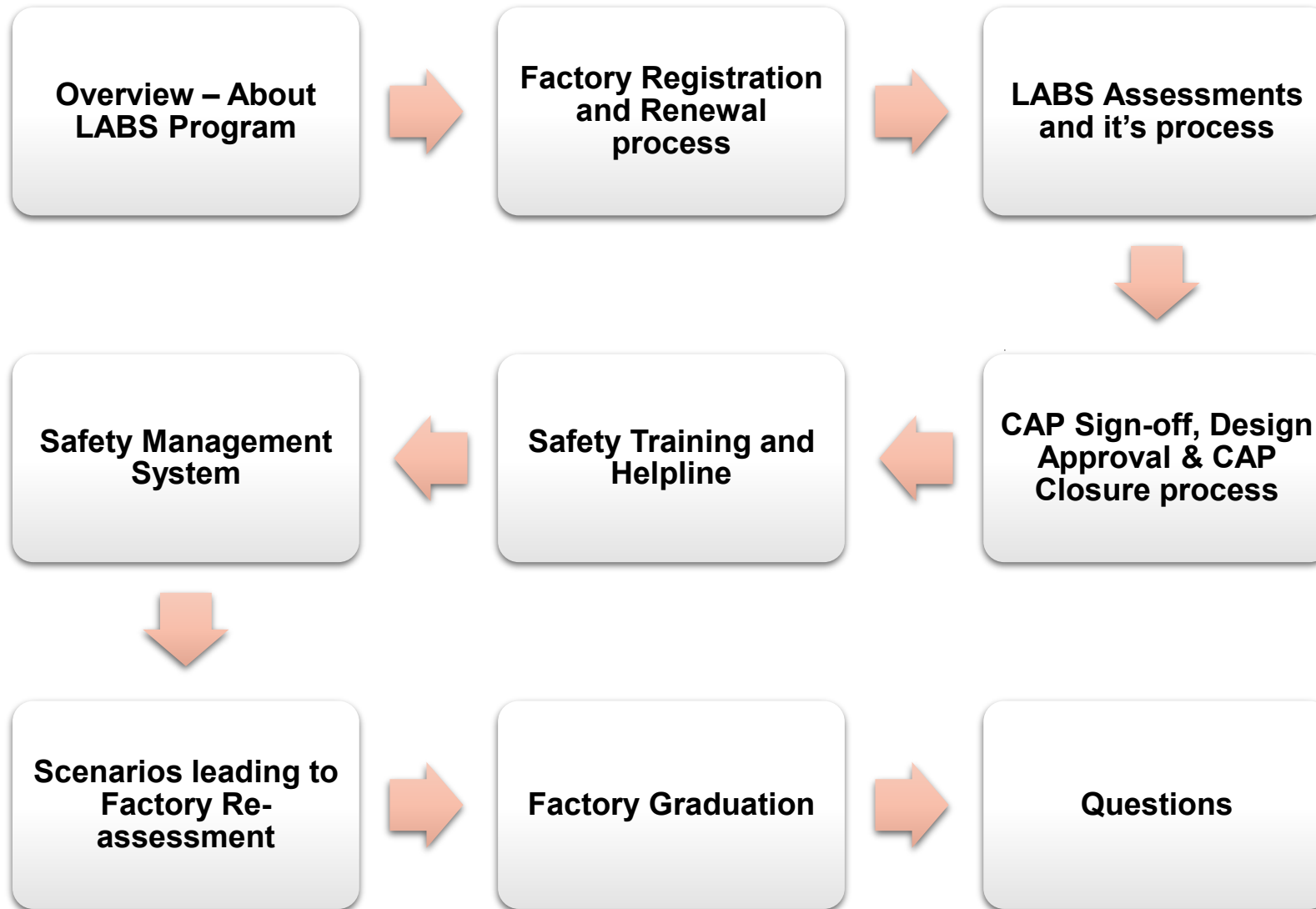
# Life and Building Safety Initiative (LABS)

Promoting a safe and secure working environment in the apparel and footwear industry



The **Life and Building Safety (LABS) Initiative** is an industry-driven program, in which multiple brands and retailers are joining forces with public organizations to operate a scalable program to eliminate preventable structural, fire and electrical safety risks in key apparel and footwear producing countries in a targeted way.

# Index



# Overview - About LABS Program



# Why LABS - Building safety is still a ticking time bomb!

## Accidents reported in fashion industry supply chain in India

**149**

Total fires reported

**216**

Causalities  
(82 deaths  
& 134 Injuries)

### Causes and Effect

Most fires reported occurred due to electrical issues (such as short circuit in electrical panels/circuits)

## Accidents reported in fashion industry supply chain in Vietnam

**23**

(22 fires and 1 structural collapse reported)

**51,000**

Sq. mt. of infrastructure damage

### Causes and Effect

Most fires reported occurred due to electrical issues (such as short circuit in electrical panels/circuits)

## Accidents reported in fashion industry supply chain in Indonesia

**12**

Total fires reported

**81**

Causalities  
(4 deaths  
& 78 Injuries)

### Causes and Effect

Most fires reported occurred due to electrical issues (such as short circuit in electrical panels/circuits)

## Accidents reported in fashion industry supply chain in Cambodia

**25**

Total fires reported

**25,000**

Sqm of infrastructure damaged

### Causes and Effect

Most fires reported occurred due to electrical issues (such as short circuit in electrical panels/circuits)



# Glimpses - Apparel Disasters



PT Mataram Tunggal Garment, Sleman, Indonesia



Panji Mas Textile, Gresik, Indonesia



Sai Apparel, Grobogan, Indonesia



Gajah Angkasa Perkasa, Bandung, Indonesia



Elegant Textile, Purwakarta, Indonesia



3 Factories in Margaasih, Bandung, Indonesia

# What is the Life and Building Safety Initiative (LABS)

LABS is a collaborative program by a group of brands focused on shared assessments and a shared standard for Life and Building Safety.

LABS organizes activities around identifying and solving risks related to:



Fire safety



Electrical safety



Structural safety

INDONESIA



INDIA



CAMBODIA



VIETNAM



Active Since – 2019

Brand Participants – 06

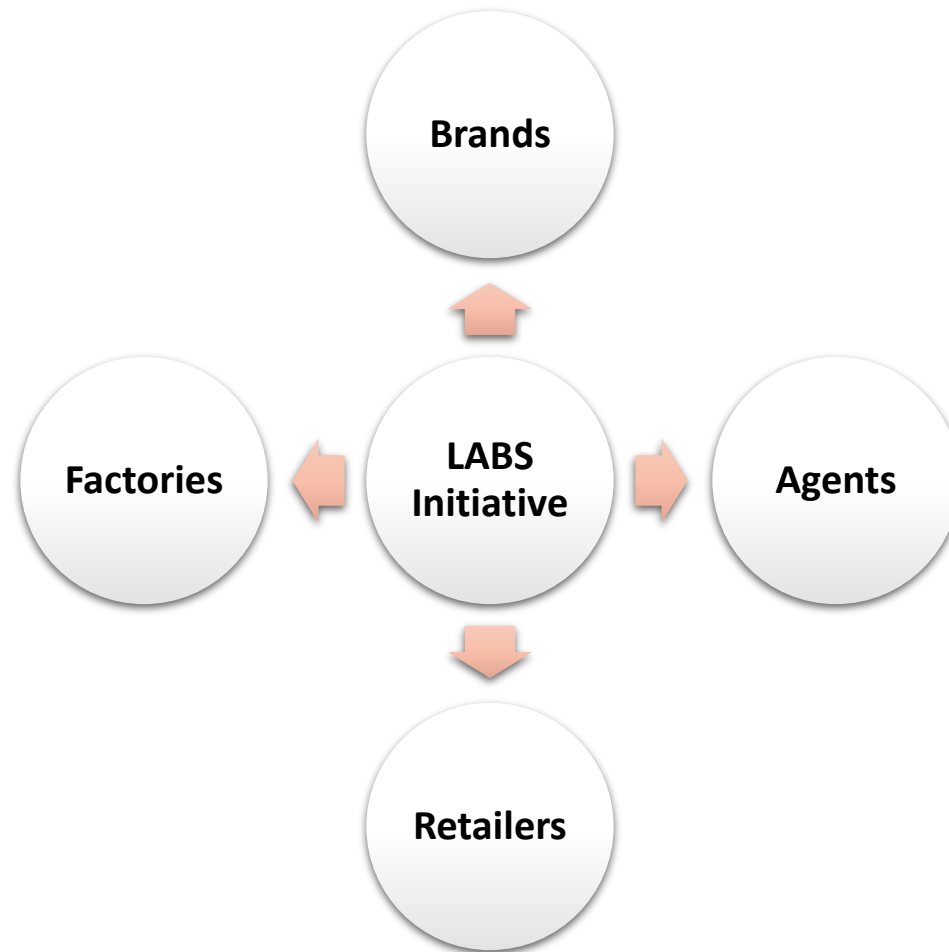
Factories – 676

Workers reached – 1,316,473

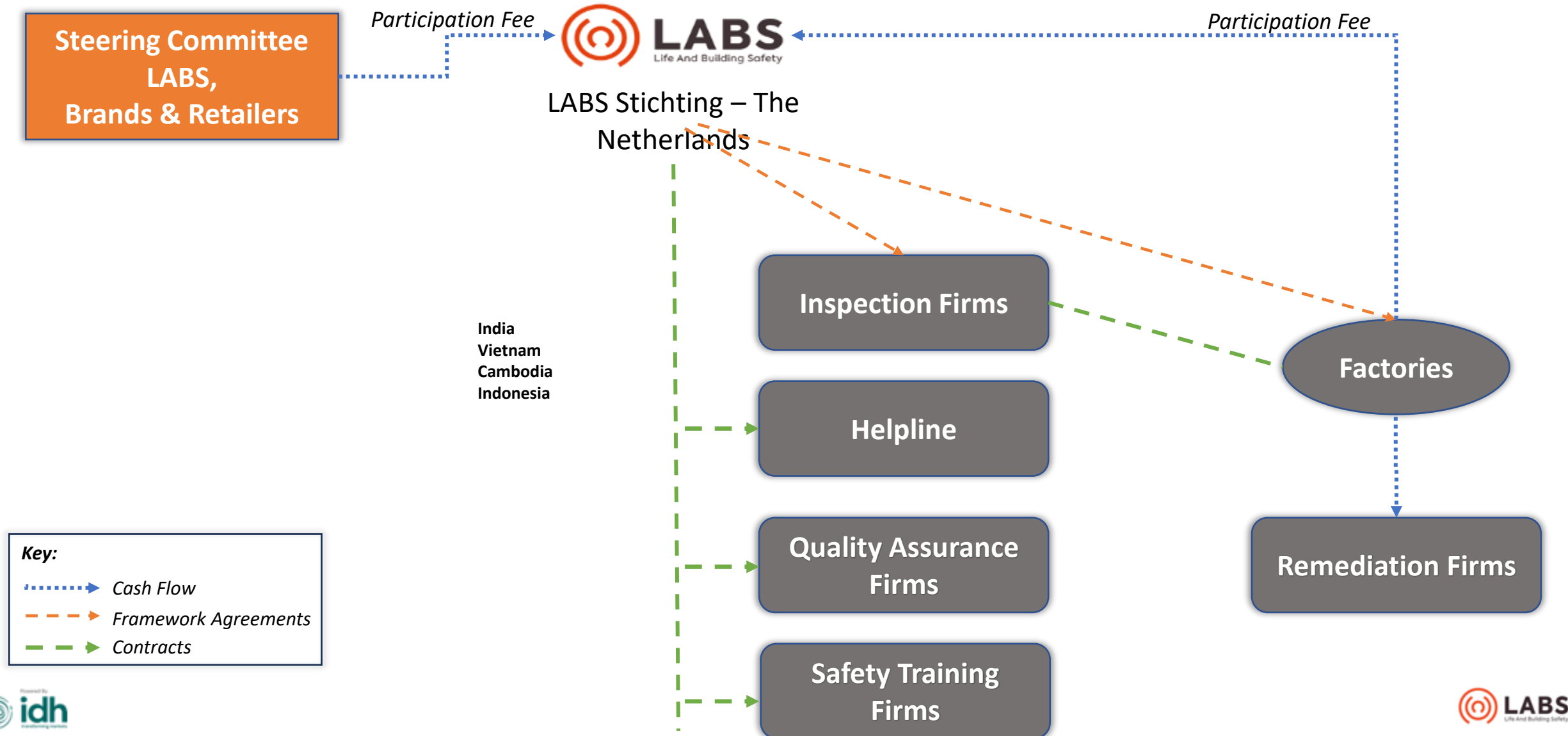
**Brand Members:** VF Corporation, GAP, Nike, Amazon, Target & Walmart

# How is LABS funded?

**LABS is funded by committed Brands, Retailers, Agents and Participating Factories.**



# LABS Engagement Model



# Role of LABS Associated Firms

## Inspection Firm (IF)

- IF's conduct the Structural, Fire and Electrical Safety assessments, submits the report on FFC Platform and works with factory on CAP remediation process as per the LABS Standards & Methodology.

## Quality Assurance (QA)

- QA Firms conduct re-assessments at 10% of factories initially assessed to ensure overall quality and consistency of the assessments and reporting by the Inspection Firms.

## Safety Training Firm(STF)

- STF trains factory staff members and key safety personnel to build up their skills around flagging safety issues, evacuation, and create additional awareness around structural, electrical, and fire safety proficiency.



SAFE INSPECT CO. LTD

# Role of Remediation Firm (RF)

(Non-LABS)

- RF are independent engineering firms engaged and contracted directly by factories to provide support with the corrective action plan (CAP) generated after the assessments conducted by Inspection Firms.
- LABS maintains a country-wise suggestive list of Remediation Firm that is shared with Factories for engagement.
- The factory is free to select the suggested remediation firm or work with any other firm, provided they meet the guidelines outlined in the "Qualification Criteria - Remediation Firms."



## Qualification Criteria – Remediation Firms



Qualification criteria for shortlisting the Remediation Firms is as per below:

1. The Remediation Firm must be incorporated or registered with the Government and must have a valid license to carry out the remediation works
2. The Remediation Firm must have a minimum of 10 years experience in the field of Fire, Structural and Electrical design, construction and remediation
3. The Remediation Firm must have prior experience in developing MEP Drawings, as-built Drawings, structural drawings and other relevant drawings and designing related to structural, fire and electrical safety
4. The Remediation Firm must have prior experience in working on International and National codes and standards related to Fire, Structural and Electrical requirements. Ex: IS, IEC, NFPA, NBC, etc.
5. Must have completed at least 3 independent projects of Ground + 4 storeys related to civil, MEP works, designing, construction, architectural design and drawings, preferably in apparel and footwear manufacturing factories
6. The minimum independent project value should not be less than 17.5 million INR (255,228/- USD) and for the projects completed preferably in apparel and footwear sector, the project value must be greater than 30 million INR (437,750/- USD)
7. The Remediation Firm's proposed team shall hold a valid license to practice as an Engineer in the discipline of Civil, Fire and Electrical safety
8. The Remediation Firm's proposed team must have apt communication skills to provide consultation and guide the factory management
9. The Remediation Firm's planning team shall comprise of minimum 3 qualified engineers/draftsmen, each with minimum 10 years' experience in the field of Fire, Electrical and Structural safety respectively
10. The Remediation Firm to have an in-house team of engineers/draftsmen with minimum of 5 years' experience to carry out remediation work as per design
11. In case the Remediation Firm has their own team of workers/labourer's, then the Remediation Firm should have valid labour license, ESI, EPF, PAN, GST registration certificates issued by respective authorities

# Role of LABS Team/Factory/Brand

## LABS Team

- LABS Team guides factories through the entire process of the program until it graduates.
- Connect factories with the right technical resources
- Coordination of LABS processes (such as FFC training, assessments, safety trainings, CAP closure visits, timelines)
- Conduct follow-up visits at factories to monitor the remediation progress
- Discuss and provide clarity on any challenges in implementation of remedial actions
- Share details of good practices and repertoire available on LABS website
- Guide factory on working their way towards completing CAP and graduation
- Post Graduation of the factory from program, continue sharing resources that helps to keep factories updated on international practice, local legislations, accidents in industry, LABS newsletters, etc.
- Providing Program's updates to Brands regularly.

## Factory Management

- Engagement with credible Remediation Firms/Technical Consultant right from the start
- Presence of right resources (Technical & Management)
- Ensure that the remediation activities will be done in accordance with the LABS Standard and Methodology. The Factory shall have full responsibility and liability for the implementation and the quality of remediation activities
- Participating in the LABS Safety Training.
- Promote the Helpline and will support the use of the Helpline by factory staff, and factory workers.
- Adhere to relevant LABS policies and principles.
- Strengthen Safety Management System to be aligned with LABS Graduation Checklist.

## Brand Participants

- Contributing to the establishment and development of the LABS Program.
- Actively participating in the LABS Steering Committee and Technical Sub-Steering Committees to review and approve policies, procedures, and relevant guidance
- Intervention in factory delays: process of draft CAP submission, designs, remediation completion timelines, etc. (beyond agreed timelines)
- Monitor factory's progress with LABS and initiate subsequent actions needed to resolve any challenges or delays

# Support Provided by LABS Team

## Orientation – Onboarding

- Detailed orientation on LABS Program and associated processes
- Onboarding factory in program, including coordination and FFC training

## Assessment – CAP sign off

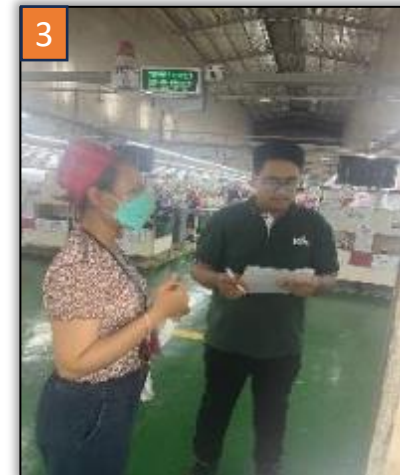
- Provide assessment report clarification and suggestive Remediation Firms/Technical resources for engagement.
- Support on writing the CAP and moderating CAP sign off meeting for better clarity of factory

## Follow up visit - CAP Closure

- Conduct 02-03 follow-up visits at factories to monitor overall remediation progress
- Discuss and provide clarity on any challenges in remediation implementation and sharing good practices, tool-box and repertoire available on LABS Website
- Guide factory towards completing CAP, fulfil graduation requirements and giving them pathway for building capacity of Safety Management Systems

## Graduation support

- Pre-graduation - Review of documents, policies and procedures
- Post-graduation - Continue sharing resources that helps to keep factory updated on international practice, local legislations, accidents in industry, LABS newsletters, etc.



- Pic 1: Meeting b/w LABS team and factory management to discuss remediation progress
- Pic 2, 3 & 4: Follow-up visit at factories by LABS team

# Methodology & Standard, Indonesia

- **LABS Methodology & Standard have been prepared by Archetype Group**, a global firm of engineers that have executed over **1100 multiple large infrastructural and highly technical projects** in Asia-Pacific and have also developed the **LABS Methodology & Standards for Cambodia**.
- The LABS Methodology & Standards are based on international best practices and codes such as NFPA, IBC and others, as well as experiences from India, Vietnam and Cambodia. These are also, in accordance with the spirit and intent of the codes and regulations being followed in Indonesia.
- Under LABS, in addition to applicable country laws, factories commit to adhering to a harmonized, country level standard around Structural, Fire, and Electrical safety.

The Standard can be accessed at <https://labsinitiative.com/public-resources/labs-standards-and-methodology/>

# How does LABS support factories in Responsible Manufacturing

## Listed pull factors for factories:

- Being safe
- Being profitable
- Retaining & attracting customers
- Motivated workers
- Reduced cost
- Less down time
- Higher resource efficiency
- Lower insurance premiums






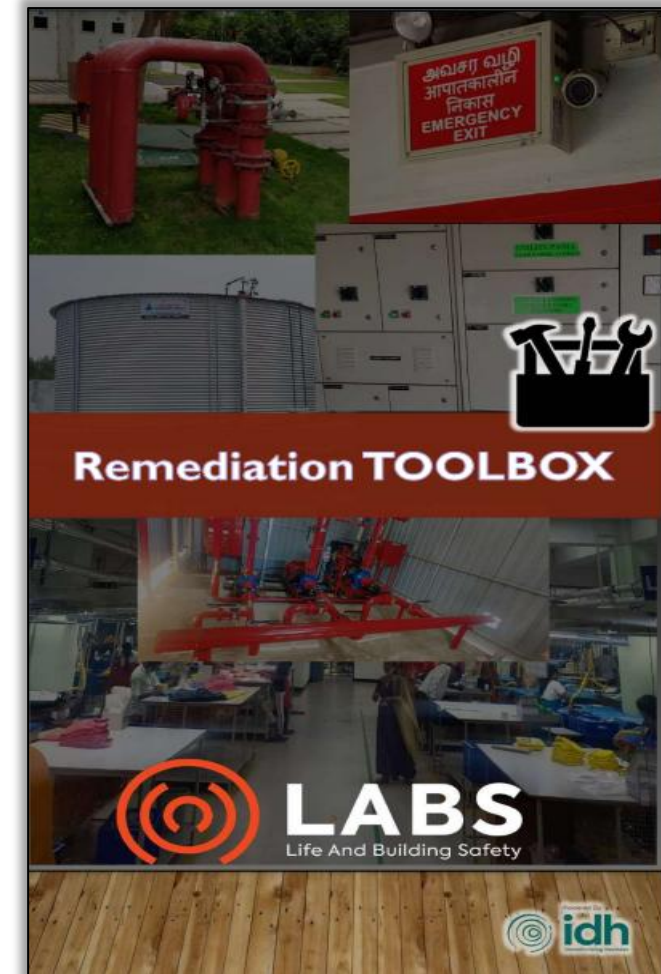
# LABS Resources

- LABS has developed toolkits that can guide factories in completing their remediation: <https://labsinitiative.com/public-resources/labs-tool-box/>
- Additionally, factory can access LABS resources, including LABS standards, good practice sharing sessions, policies & procedures. This helps factories in gaining further insights on various LABS processes and achieving LABS graduation: <https://labsinitiative.com/resources/>

Fire Safety


**Issue/Description:** Incomplete separations of different occupancies

Original issue image	Remediation Image	Alternate remediation image
		
<p><b>CAP:</b> Provide 1-hour fire rated partition wall with 45-minute self-closing fire rated doors between occupant areas</p> <p><b>Applicable standards:</b> Cl. 3.10 and Cl. 3.11 of the Labs Standard and LABS Methodology 5.3.2.3.</p>	<p><b>Primary Solution:</b> Separate storage areas from adjacent areas by means of 1-hour fire rated construction (including the fire rated wall and fire rated doors)</p> <p><b>Design approval required:</b> Yes</p>	<p><b>Alternate Solution 1:</b> Separate storage areas from adjacent areas by Drencher system (water curtain). The design of the water supply system is needed (including pump capacity, water storage, etc.)</p> <p><b>Design approval required:</b> Yes</p>



**Remediation TOOLBOX**

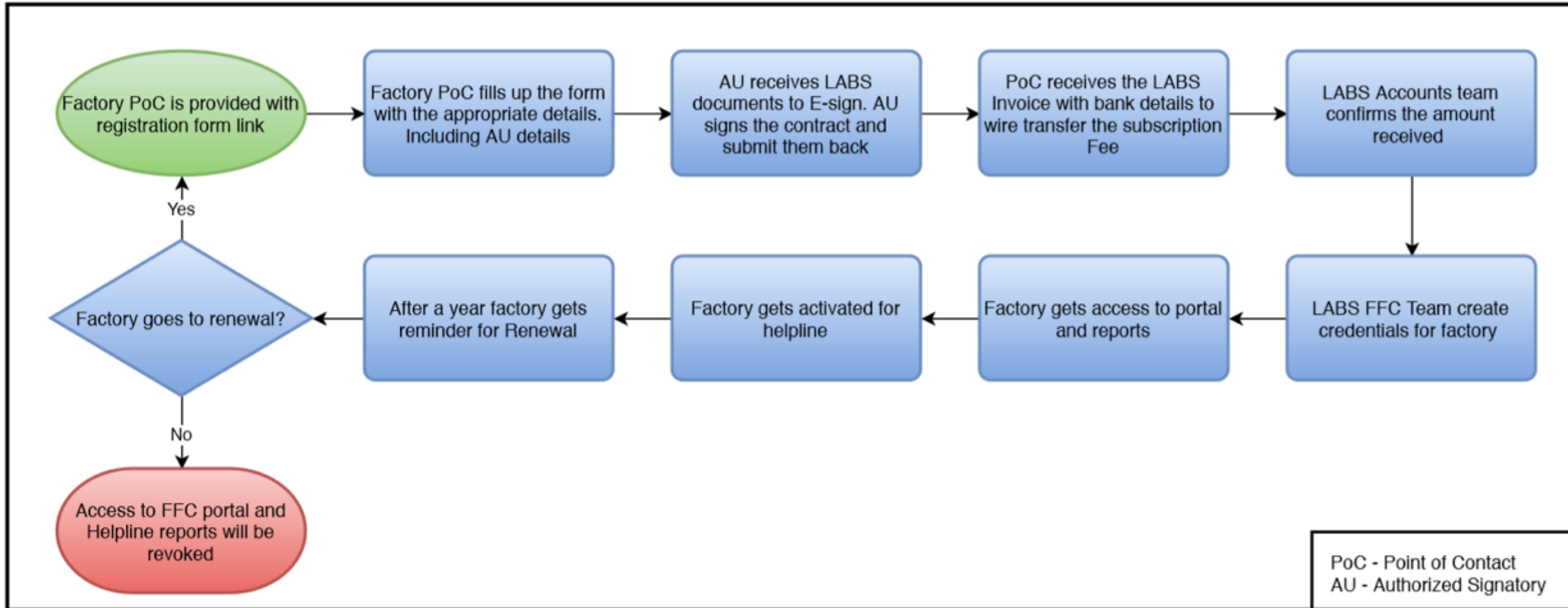
**LABS**  
Life And Building Safety



# Factory Registration and Renewal



# Factory Registration and Renewal



PoC - Point of Contact  
AU - Authorized Signatory

# Important points – Registration and payment

## Timelines to be followed

Registration form to be filled  
within 3 working days

Payment to be completed with 15  
days from date of issuing Invoice

Agreement to be signed  
within 3 working days

---

Transaction charges

All bank/relevant charges arising out of the transaction will have to be borne by the remitter

---

Taxes

LABS has no VAT entrepreneurial status. All files relevant to the same will be shared along with the Invoice

---

What is the fee for joining LABS?



## Partnership Fees- Factories

Criteria	LABS fee/year
More than 2000 workers	EUR 2,600
Between 501 and 2000 workers	EUR 1,800
500 workers or less	EUR 1,550

*This provides the factory with access to the LABS FFC platform, 02-03 Follow-up visits, Safety trainings, and access to the Workers Helpline.*

**Factory Assessment Cost**

**USD 2,500 - 2,700**

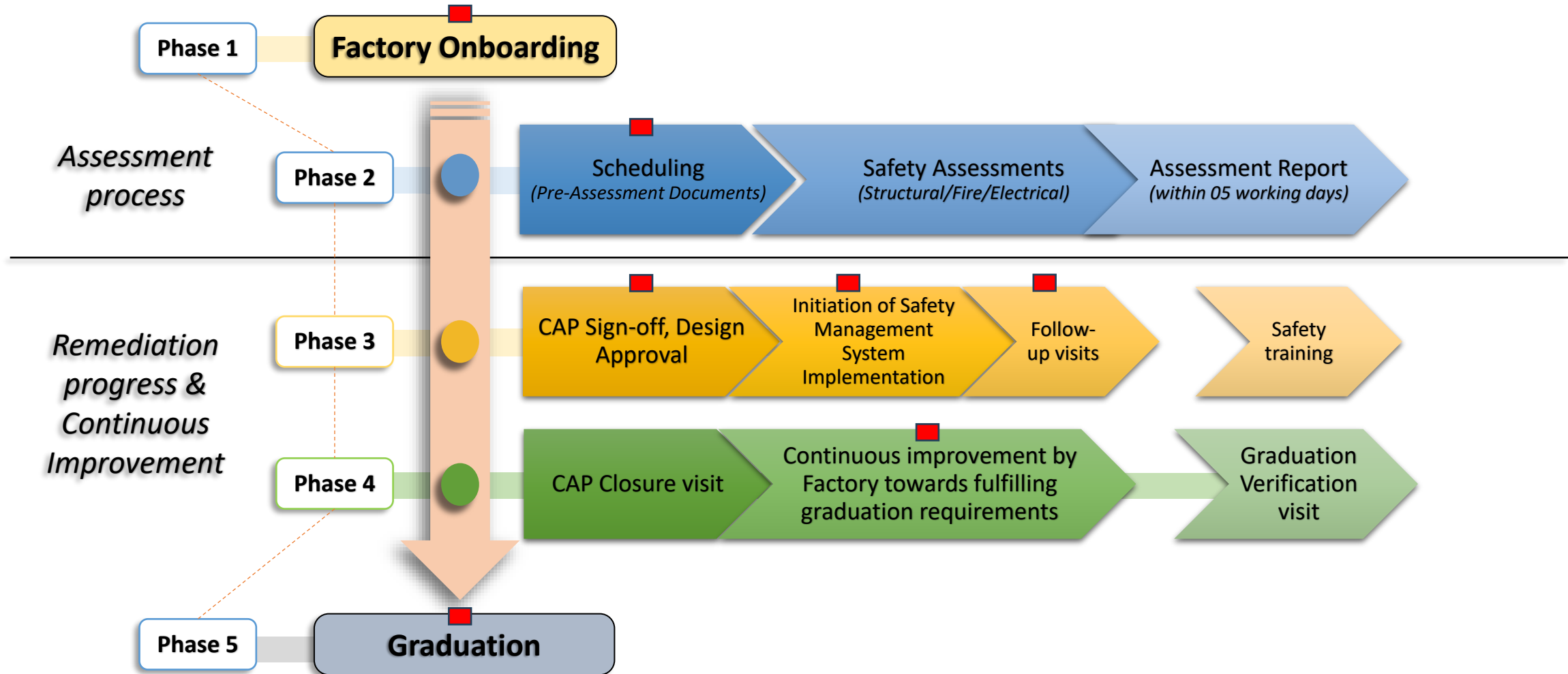
*This cost is for every factory assessment and is paid directly to IF.*

# Assessment & Remediation Mechanism



**LABS**  
असिका हेल्पलाइन  
1800 212 5227

# Factories Engagement Lifecycle



Graduated factories undergoes **self-assessment twice a year** by filing self-assessment checklist. LABS team reviews the checklist and in case of any deviations identified, the information is communicated to the respective brand participants along with recommendations for factory to enrol back into the LABS Program.

# Assessment & Remediation Mechanism



Opening Meeting



Document Check



Factory Walkthrough



Structural Safety: Ferro-Scanning Test



Electrical Safety: Thermo-graphic Test



Fire Safety: Fire Hose Reel Pressure Test



Closing Meeting



CAP Sign-off Meeting

# Assessment Process

Assessment Team conducts a opening meeting with factory management. This will include the following personnel's from the senior factory management:

- Owner
- CEO
- Production Manager\*
- HR & Compliance Manager
- Factory Engineer
- Maintenance team – Electrical, Civil and Life safety systems
- Any other person of importance to factory

# Assessment Process

## Step 4- Contd..

### Structural Safety Documents

- Site plan of factory compound showing all buildings
- Date of construction of building and phasing
- Structural Drawings (Foundation, Columns, Beams, elevation etc.)
- Structural Stability Certificate
- As-built drawings
- Geotechnical/ Soil Reports
- Any design reports
- Material Test Certificates
- Structural Load Calculations and Certificates
- Floor Load plans
- Documentation related to building inspection by authorities

### Fire Safety Documents

- Factory production layout drawings
- Fire NOC (No objection certificate)
- Factory License
- Occupancy numbers in each areas of building
- Type and location of storage areas
- Sources for supply of fire fighting water, volume and location of site storage and location of pump rooms
- Emergency planning, safety drills and training records
- Maintenance records of fire detection and alarm systems, lifts, hoists, emergency lighting and fire water pumps and hoses, etc.
- Documentation related to building/ fire inspection by authorities, if any

### Electrical Safety Documents

- Electrical Drawings- Design status or as built
- Information for building load estimate
- Annual maintenance records of Generator, transformers, high- voltage switch gear, low voltage switchgear, Lightning protection system, Thermographic, earthing
- Certifications and permits of various Electrical components as mentioned above

Documents reviewed during opening meeting

# Assessment Process

## Structural Safety Assessments- Exterior/ Interior

- Verify column grid spacing and number of grids versus drawings provided
- Record observed structural system including building stability system
- Verify the dimensions of internal and external columns
- Identify building joints and crosscheck with the design drawings
- Check external wall thickness to estimate applied loading to slab edges
- Assess structural loads
- Calculate Factor of Safety (FOS) by taking into consideration the concrete strength, reinforcement yield strength, reinforcement content (Ferros scanner), column working capacity etc.
- Conduct (FEMA-154) Seismic appraisal of the building to differentiate between higher and lower risk building
- Identify phased construction
- Check distress on structural and non-structural members
- Check building cantilevers
- Identify signs of settlement etc.

### Tests Conducted

The purpose of the tests on concrete elements is to establish an “estimate” concrete strength and to determine the reinforcement in the critical structural elements of the building. Following are the NDT’s (Non- Destructive tests) conducted during assessment:

1. **Schmidt Hammer:** Schmidt Hammer/ Rebound Hammer is used to measure the compressive strength of the concrete.
2. **Ferro-scanner:** Ferro-scanner is used to estimate the reinforcement used in structural element and helps to identify number and location of bars, their diameter & size of concrete cover.

# Assessment Process

## Fire Safety Assessments- Exterior/ Interior

- Number of occupants on each floor or parts of floor
- Number and widths of exits from each floor
- Type, size and condition of evacuation pathways leading to floor exits, evacuation pathways leading to floor exits, floor exit doors, stairways, final exit doors
- Location of High risk areas (storage, generators etc.)
- Fire rated partition elements (walls, floors, shafts, service ducts)
- Type and coverage of Fire Fighting systems (sprinklers, smoke detectors, alarm systems, emergency lightning systems)
- Back up power supplies for emergency systems
- Muster areas to accommodate full factory population during emergency evacuation
- Pump systems for firefighting water
- Access to the buildings for the fire fighting vehicles, etc.

### Tests Conducted

Following tests will be conducted as part of Fire safety assessment:

1. Activation of the **Fire alarm** by detector activation or manual push button
2. Activation of the **Emergency Lightning system** by cutting the main power supply
3. Functionality demonstration of the **Fire Pump set** and activation procedure
4. Adequacy of **Hose reel** pressure and water pumping facilities



# Assessment Process

## Electrical Safety Assessments- Exterior/ Interior

- Assessing the Earthing and Bonding systems as per the as- built schematics
- Checking the presence rating and type of earth leakage protection
- Assess warning signages, cable supports, cable segregation, identification and labelling of all circuits in DB's, exposure to damage, corrosion, missing covers etc. for the electrical distribution systems
- Assess any flammable materials, damaged flexible conduits dust and lint on electrical distribution systems
- Review the Lightning protection systems
- Assess generator, transformer, substation
- Assess supplies to Life Safety Systems etc.

### Tests Conducted

**Thermo-graphic Survey** is conducted as part of Electrical safety assessment to identify high temperatures in following equipment's:

1. Transformers
2. Electrical Panels
3. Cable connections
4. Circuit Protection Devices etc.

Using an Infra-Red camera, scan electrical equipment, operating at normal conditions.



Identify connections operating at a higher than normal temperature.

# Severe Priority 1 Issues



# Severe Priority 1 Issues

## Severe Priority 1 issues

This refers to the issues categorized as Severe Priority 1 as per the LABS Methodology that the factory shall resolve within 2-3 days of the day of the assessment to avoid any possibilities of accidents.

## Application

Assessor will identify such issue from the “Severe Priority 1 issue list” and will suggest the next step to the factory. This will help the factory to initiate remedial action without waiting for the main assessment report that is submitted by Inspection Firm (IF) after 5 working days of the assessment.

## Report to be shared with

- The team lead of Inspection firm will forward the “Severe Priority 1 report” to the Asst. Manager/FC of LABS team on the day of assessment
- LABS team will forward the report to the Brand representatives and for needful action with LABS Country Manager in the loop

# Severe Priority 1 Issues

## Severe Priority 1 Issues for immediate action by factory

### Structural

1. Deflection observed in structural member due to excessive loading
2. Significant corrosion making the structural element (beams, columns, truss) etc. ineffective that may collapse
3. Cracks developed in false ceiling over the occupied area (Such as production area/ office area/ sewing area etc.)
4. Significant cracking in structural elements and nonstructural elements; such as vertical column cracking, cracking to top surface of a slab in a flat slab structure, severe cracking in walls etc.
5. Risk of collapse in Non-Engineered structures
6. Local damage to structural elements which may lead to local failure of the element
7. Heavy vibrations observed on floor causing structure damages/ degradation which may lead to local failure of the element

Suggested actions by IF

# Severe Priority 1 Issues

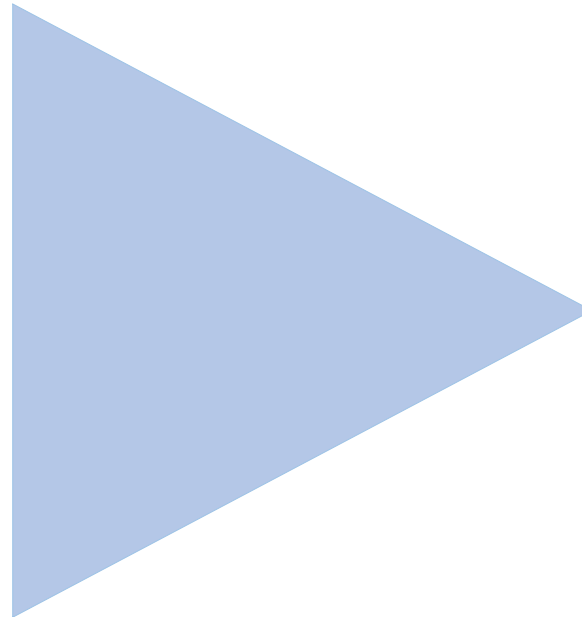
## Severe Priority 1 Issues for immediate action by factory

### Electrical

1. Overheating issues in wiring/panels/switchboards
2. Overloading issues identified in circuits
3. High temperature observed during thermographic survey in electrical equipment/connections/ cables/ panels/ switchboards
4. High resistance observed in earth pit (equipment/lighting protection)
5. Exposed live conductors within reach of people or close to flammable materials
6. No circuits are drawn for loads without incorporating of a overcurrent protection device (circuit breaker)
7. Electrical rooms/panels are not clean and free dirt, lint, water, oil and debris
8. Significant levels of lint/dust where high temperatures were recorded in electrical panels in the same facility
9. Flammable material observed in electrical panels or combustible goods stored in electrical rooms

### Suggested actions by IF

1. To resolve the root cause of overheating issues in wiring/panels/switchboards
2. To resolve the overloading issues identified in the circuits
3. To rectify the root cause of high temperatures observed in electrical equipment/connections/cables/panels/switchboards
4. To check for corrosion and replace electrodes suitably or recharge earth-pits to achieve rated resistance
5. To fix the exposed live conductors
6. To calculate the load and install suitable circuit breaker (CB) device
7. To remove dirt, lint, water, oil or any debris from the electrical rooms/panels
8. To remove lint/dust observed in electrical panels
9. To remove flammable material from electrical panels/rooms



# Severe Priority 1 Issues

## Severe Priority 1 Issues for immediate action by factory





### Fire


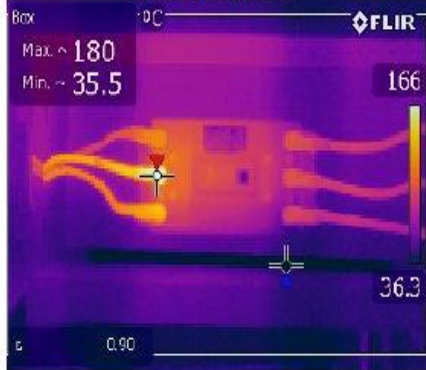
1. Locked or systematically obstructed main emergency exit(s)
2. Internal doors/ Exit doors on Escape paths observed with lockable devices and/or not always easily openable
3. Escape path/ stairways/ evacuation pathways not clear of temporary obstacles
4. Inadequate occupant load on floors to ensure capacity of means of egress matches the occupancy number
5. Combustible goods stacked near heat/ electrical sources
6. Illuminated exit signs are not provided with battery backup or emergency power and are not continuously illuminated.
7. Inadequate fire alarm system observed for Fire-Fighting purposes
8. Inadequate water storage observed for Fire-Fighting purposes, Ex- No water in the tanks used for firefighting purpose

### Suggested actions by IF

1. To remove locks, clear emergency exits of any obstructions and to keep roll down shutters and sliding gate open till the time remediation activity initiates in consultation with the Remediation Firm or Private Consultant
2. To remove locks observed on Internal doors/ Exit doors
3. To remove the temporary obstacles identified in Escape path/ stairways/ evacuation pathways
4. To reduce the occupant load that satisfies the safety requirements in consultation with the Remediation Firm or Private Consultant
5. To remove the combustible goods that may cause fire
6. To ensure the relevant battery back up or emergency power for exit signage
7. To provide an adequate and centralized fire alarm system for Fire- Fighting purposes
8. To find a permanent solution to this and in the interim fill the tanks with adequate water storage for firefighting purposes

# Example- Severe Priority 1 Issues

3	<b>Issue Type</b>	<b>Reference to LABS Standards</b>
	Maintenance and Housekeeping	Cl no:-12.7 & 12.8
	<b>Issue Description:</b> Combustible goods stacked near heat/ electrical sources in Production units and Utility areas of the Factory.	
<b>Comments by Factory:</b>		
<b>Pictorial evidence</b> 		<b>Pictorial evidence</b> 
		

Electrical Issues		
S. No.	Issue Type	Reference to LABS Standards
1	High Temperature observed during thermo graphic survey of Electrical panels	10.49.2.2
<b>Issue Description:</b> Very high temperature observed in the main Electrical panel at third floor/terrace. Following are the locations in the panel		
1. Main Incomer                      76.6 deg. C -R phase cable termination 2. Compartment 1                    180 deg. C -Y phase cable termination 3. Compartment 6                    97.4 deg. C -B phase cable termination 4. Compartment 10                   113 deg. C - Y phase Cable termination 5. Compartment 11                   116 deg. C -R phase cable termination		
<b>Comments by Factory:</b>		
<b>Pictorial evidence</b> 		<b>Pictorial evidence</b> 
Main Incomer		Compartment 1

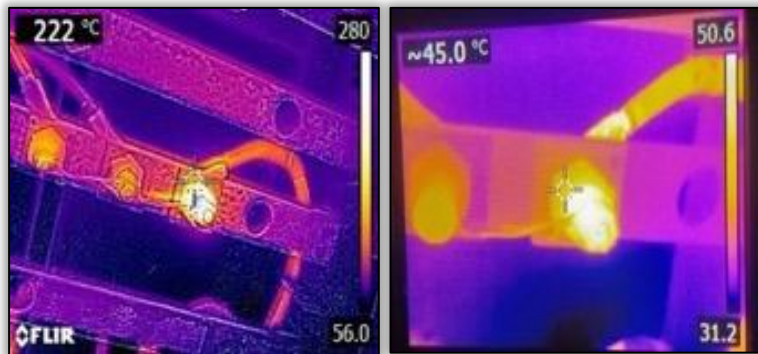
# Successful Interventions by LABS

Action taken by LABS Factory Coordinator and Inspection Firms to mitigate critical safety risk

## Electrical safety

Issue: High temperature of 222°C observed in main electrical panel (*permissible limit is 20°C above ambient*)

- **Initial Recommendation:** Immediately initiate remedial action in consultation with certified electrical engineer
- **Remedial Action:** High temperature reduced by cutting off excessive loads. This was also re-verified by the Inspection Firm.



## Fire safety

Issue: Lack of fire detection and firefighting system

- **Initial recommendation:** Install adequate fire detection and firefighting system wherever required
- **Remedial Action:** Adequate fire detection and fire fighting systems were installed
- **Impact:** Minimized losses and limited damage during a fire in subsequent year of assessment



## Structural safety

Issue: Excessive overloading identified on rooftop structure leading to cracks in floors & beams

- **Initial recommendation:** Reduce excessive loads, empty water tanks to 50% capacity and vacate washing area
- **Remedial Action:** Metallic shed, washing and DG area were demolished, and excessive loads were removed



# Assessment Process

## Assessment Report

Assessment report will be generated after 5 working days post assessment and is uploaded to FFC platform. Being registered with LABS, Factory and Brands will have the access to FFC Platform.

The factories are given a color coding basis on the findings of Assessments and is given as per the criteria defined in the LABS Methodology as per below:


Codes	Summary
<b>Black</b>	Unable to complete full survey and/ or make reasonable conclusions due to lack of access, lack of co-operation, etc.
<b>Red</b>	Immediate closure of factory building or significant part of building recommended.
<b>Red/ Amber</b>	If the Assessor deems that there are important IMMEDIATE actions required to maintain an Amber designation, the report may be designated as Amber with Red actions. The IMMEDIATE actions identified must be completed within two weeks or the overall factory designation will become Red.
<b>Amber</b>	No reason to suspend operations in the facility but action may be required locally. Production may continue subject to IMMEDIATE actions identified by the Assessor being completed in two weeks.
<b>Yellow</b>	Limited concerns but have questions on Structural/ Fire/ Electrical arrangements and details, limited visible defects with no immediate danger to structure or workers. Production may continue subject to agreement to address issues raised and prioritized action in report.
<b>Green</b>	Generally, all clear subject to agreement to address prioritized comments. No critical visible defects and no visible immediate risks to workers. Production can continue.

# Assessment Process

## Contd.. (Summary of Priority Actions)

CAP Priority	Response	Issue Type	Company Plan Of Action
SP2	STRUC-1	S7: Performance of Extensions/Additions	Factory to appoint Structural Engineer to review stability of stairs, including connection to the existing building and propose remedial measures if required. Refer to Clause 8.6 of the LABS Standard.
SP2	STRUC-2	S7: Performance of Extensions/Additions	Factory to appoint Structural Engineer to produce safe load plan for existing terrace to be used for storage, giving consideration to floor capacity and column capacity. Factory to actively manage floor loading. Refer to Clause 8.6 of the LABS Standard.
SP2	STRUC-2	S7: Performance of Extensions/Additions	Factory to appoint Structural Engineer to review capacity of existing roof terrace to act as a storage area. Refer to Clause 8.6 of the LABS Standard.
SP3	STRUC-1	S7: Performance of Extensions/Additions	Implement remedial measures. Refer to Clause 8.24 of the LABS Standard.
SP3	STRUC-3	S1: Vertical structural system	Factory to appoint Structural Engineer to produce safe load plans for all suspended floors, giving consideration to floor capacity and column capacity. Factory to actively manage floor loading. Refer to Clause 8.9.3 of the LABS Standard.
SP3	STRUC-4	S6: Visible Distress in Non-Structural Members	Factory to appoint Structural Engineer to review extent and nature of cracking and monitor as necessary. Remedial measures to be implemented, including prevention of water ingress. Refer to Clause 8.6 of the LABS Standard.
SP3	STRUC-5	S3: Key elements	Factory to appoint Structural Engineer to assess column design for vehicle impact in accordance with Clause 8.6.2 of the LABS Standard. Suitable column protection barriers to be designed and constructed.
SP3	STRUC-6	S8: Structural Documentation	Factory to appoint Structural Engineer to prepare as-built structural drawings for the factory. Refer to Clause 8.19 of the LABS Standard.

CAP Priority		
	SP1	Immediately
	SP2	Within 6 weeks
	SP3	Within 6 months

S8: Structural Documentation - No documentation available	
Issue type	S8: Structural Documentation
Sub Issue Type	No documentation available
Reference Number	STRUC-6
Details Of Issue Found	No structural drawings available
CAP Priority	SP3
Recommended Action Deadline Date	
Responsible Person	
Recommended Action	Factory to appoint Structural Engineer to prepare as-built structural drawings for the factory. Refer to Clause 8.19 of the LABS Standard.
Comments	
Photo(s)	

Each recommended action includes the relevant clause reference to the LABS Standard for India.

**Priority 1 (SP1)**- Immediate Action e.g. full or partial evacuation, cease construction, remove load etc. (Red, Amber Action)

**Priority 2 (SP2)**- Actions to be completed within 6 weeks

**Priority 3 (SP3)**- Actions to be completed within 6 months

# CAP Sign off, Design Approval and CAP Closure Process

## What is CAP Sign-off? (Case/Issue specific)

Upon receipt of assessment reports, the factory prepares and uploads the Draft CAP (in consultation with the RF) on the LABS FFC platform for due evaluation and subsequent signing-off by the Inspection firm before initiating any remedial actions.

## What is Design Approval? (Case/Issue specific)

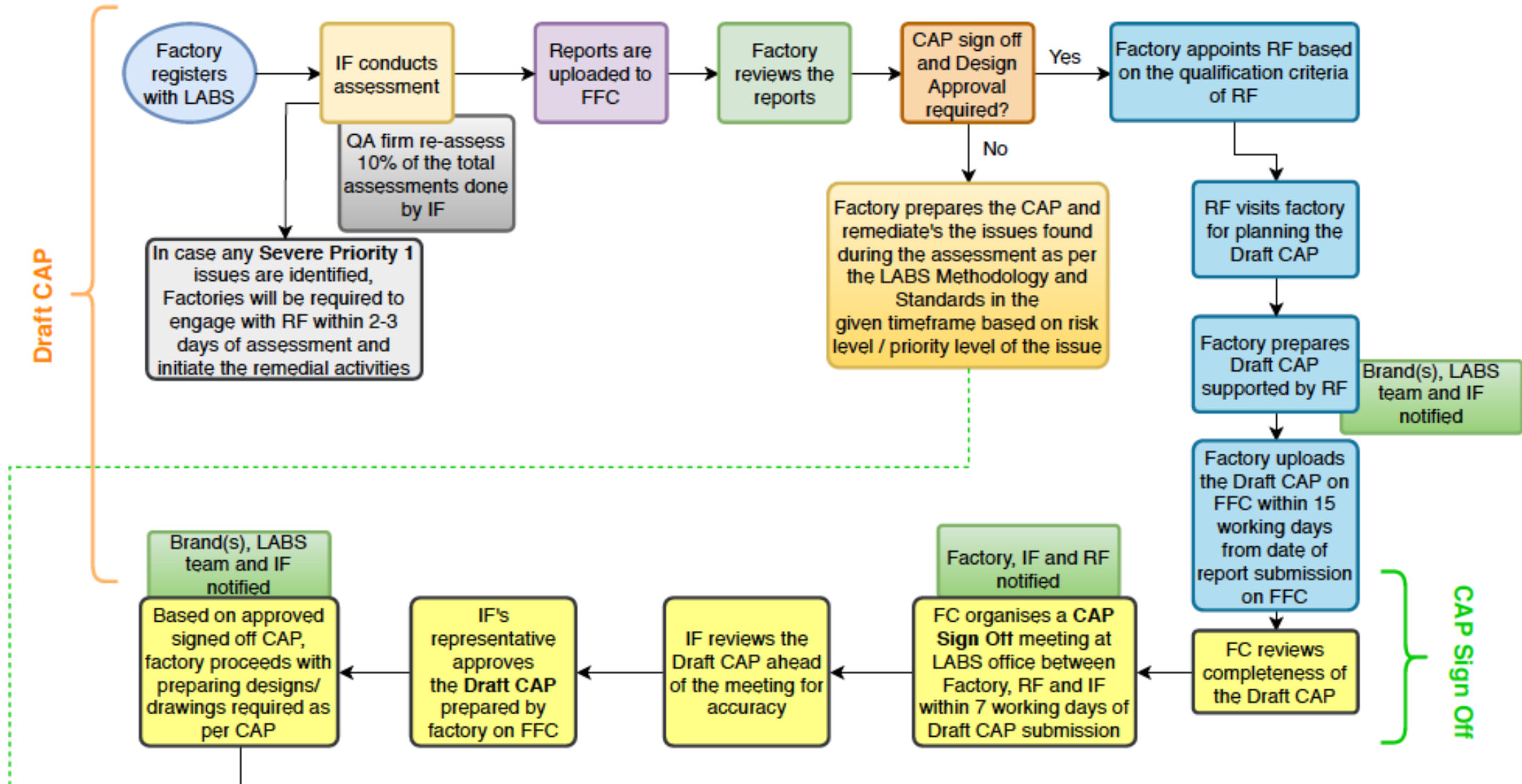
Post CAP Sign-off process, the Factory and RF prepares and uploads the design on the LABS FFC platform for due evaluation and subsequent signing-off by the Inspection firm prior to initiation of remedial actions.

## What is CAP Closure? (For all issues)

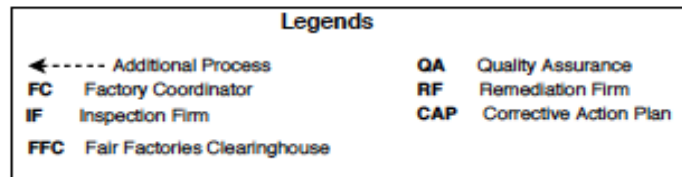
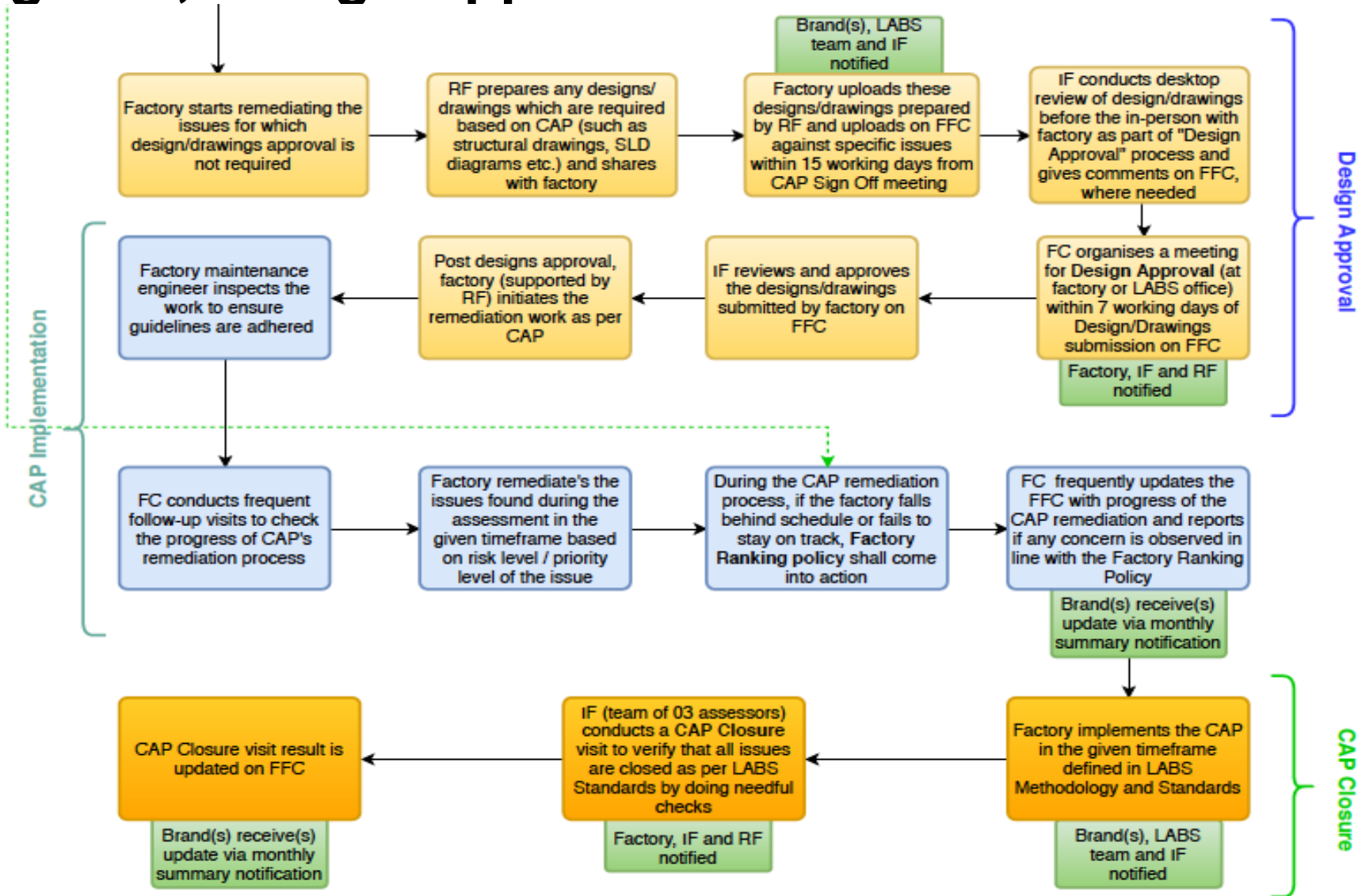
Once the Factory confirms that all issues have been remediated as per the signed off CAP and the approved design/drawings (wherever applicable), the IF will conduct a visit to verify that all issues have been closed as per the requirements of LABS Standards by doing needful checks/limited assessment.

# CAP Sign-off, Design Approval and CAP Closure Process

## Step 10- CAP Sign off, Design Approval and CAP Closure Process



# CAP Sign-off, Design Approval and CAP Closure Process



# CAP Sign off, Design Approval and CAP Closure Requirements

Rating	CAP Sign-Off	Design Approval
<b>Black</b>	CAP Sign off and Design Approval will not be needed in <b>“Black”</b> category as IF was unable to complete full survey and/ or make reasonable conclusions due to lack of access, lack of cooperation etc.	
<b>Red</b>	Factories falling under <b>“Red, Red/ Amber, Amber”</b> rating are required to go through the CAP Signoff, Design Approval and CAP Closure process.	Design Approval will be required in cases such as: <ul style="list-style-type: none"> <li>• Product details, manufacturer certifications, design review and specifications for Fire rated doors, fire-fighting systems such as smoke detectors, sprinklers, hydrants etc.</li> <li>• As built drawings are not updated as per the actual installations.</li> <li>• Drawings/ Plans/ Layouts are missing approval and stamp from local authority or are not signed and approved by the Government Engineer</li> <li>• Single line diagrams, As-Built drawings and plans for new/old electrical systems and installations, HV &amp; LV Distribution systems, power supply, Lifts, Earthing layouts, Lighting protection systems etc.</li> </ul>
<b>Red/Amber</b>		
<b>Amber</b>		
<b>Yellow</b>	For factories falling under <b>“Yellow/ Green”</b> category, requirement of CAP Signoff, Design Approval and CAP Closure process will be case specific. For ex: <ul style="list-style-type: none"> <li>• Insufficient width of exit doors, floor exits, staircases etc.</li> <li>• Lack of fire rated enclosure for staircase connecting more than 02 floors</li> <li>• Lighting protection system is not available or inadequate</li> <li>• Lack of structural drawings, as-built drawings, building plans etc.</li> </ul>	
<b>Green</b>		

# CAP Sign off, Design Approval and CAP Closure Requirements

## Final CAP Closure (Structural, Fire and Electrical Safety)- Detailed Checkpoints plus other requirements

- All issues (Priority 1, 2, 3 & 4) identified in the main assessment report have been remediated in accordance with LABS Standards
- All issues have been remediated as per signed off CAP, approved design and drawings and within the framework of LABS Standards
- All issues have been validated/verified by a Remediation Firm to confirm that the remediation have been done in accordance with LABS Standards
- Design specifications, product details, certifications of newly installed/constructed fire doors, walls, electrical components, structural designs, etc. are as per agreed designs
- No new problems are identified in the issues remediated by the factory management

***CAP Sign-off, Design Approval and CAP Closure process is not applied for factories where no issues are reported after assessment by the Inspection Firm and no CAP is generated***

# CAP Sign off, Design Approval and CAP Closure Requirements

## Important guidelines

### Critical points to be taken care of during draft CAP submission

- Strictly adhere to the timelines of draft CAP submission. Delay in the process affects Factory ranking in the long run
- The draft CAP should be submitted as per the CAP template provided on FFC specific to your factory
- The draft CAP should be prepared in consensus with the Remediation Firm
- Corrective Action Plan taken to remediate the issue must have complete details of the proposed corrective action to remediate the issue
- Highlight the exact steps to be taken for remediating the issues in line with the LABS Standards and relevant standards as directed by Remediation firm
- Provide reference to LABS standards against every proposed CAP

# Costs Involved- CAP Sign off, Design Approval and CAP Closure Process (Indonesia)



# Costs Involved- CAP Sign off, Design Approval and CAP Closure Process

S. No	Inspection Firm	Costs - Indonesia			
		Initial CAP Sign off	Design Approval	CAP Closure	Graduation Verification
1	SGS	Around USD 500	Around USD 450	Around USD 1.850	Around USD 820
2	QIMA				
3	TUV				

*\* Above highlighted costs are subject to revision after 01 year*

# Qualification Criteria- Remediation Firms



# Qualification Criteria- Remediation Firms

- The Remediation Firm must be incorporated or registered with the Government and must have a valid license to carry out the remediation works
- The Remediation Firm must have a minimum of 10 years experience in the field of Fire, Structural and Electrical design, construction and remediation
- The Remediation Firm must have prior experience in developing MEP Drawings, as-built Drawings, structural drawings and other relevant drawings and designing related to structural, fire and electrical safety
- The Remediation Firm must have prior experience in working on International and National codes and standards related to Fire, Structural and Electrical requirements. Ex: IS, IEC, NFPA, NBC, etc.
- Must have completed at least 3 independent projects of Ground + 4 storeys related to civil, MEP works, designing, construction, architectural design and drawings, preferably in apparel and footwear manufacturing factories
- The minimum independent project value should not be less than 17.5 million INR (255,228/- USD) and for the projects completed preferably in apparel and footwear sector, the project value must be greater than 30 million INR (437,750/- USD)
- The Remediation Firm's proposed team shall hold a valid license to practice as an Engineer in the discipline of Civil, Fire and Electrical safety
- The Remediation Firm's proposed team must have apt communication skills to provide consultation and guide the factory management
- The Remediation Firm's planning team shall comprise of minimum 3 qualified engineers/draftsmen, each with minimum 10 years' experience in the field of Fire, Electrical and Structural safety respectively

# Qualification Criteria- Remediation Firms

- The Remediation Firm to have an in-house team of engineers/draftsmen with minimum of 5 years' experience to carry out remediation work as per design
- In case the Remediation Firm has their own team of workers/labourer's, then the Remediation Firm should have valid labour license, ESI, EPF, PAN, GST registration certificates issued by respective authorities
- The Remediation Firm must have the licensed versions of latest tools and softwares to perform seismic evaluation of the building such as (STADDPRO, FEMA 154, FOS, AutoCAD)
- The Remediation Firm shall have the ability to perform Non-Destructive Testing and carry out on-site testing including Ferro scanner, Schmidt hammer & Thermo-Graphic scanner
- The Remediation Firm's team or their associated consultants shall be technically sound in carrying out tests for Lightning and earthing systems, geotechnical/ soil tests, experience in commissioning and maintenance of HVAC systems, boilers, generators, transformers etc.
- The Remediation Firm must have required resources to help and guide the factory attain certifications/ approvals required from the Government for any kind of construction/ retrofitting work in terms of Structure, Fire and Electrical
- The Remediation Firm must have adequate resources to conduct a Detailed Engineering Assessment for the entire factory building

# Suggestive Remediation Firm

No	Remediation Firm	Address	Name	Contact Number	Email
1	Semesta	Ruko sinpansa Blok C9 Summarecon, RT.003/RW.005, Marga Mulya, Kec. Bekasi Utara, Kota Bekasi, Jawa Barat 17142, Indonesia	Pausa	+62 811-8888-0379	<a href="mailto:pausagrenaldi@gmail.com">pausagrenaldi@gmail.com</a>
2	Adiprana	The Kensington Commercial blok c15, Jl. Boulevard Raya Kelapa Gading, Jakarta Utara, DKI Jakarta, Indonesia	Hermandianto	+62 823-8623-4009	hermandianto91@gmail.com / adipranaindovesco@gmail.com
3	Wiragati Karya Sinergi	Jl. Nginden 2/127 Surabaya Jawa Timur -60118	Adi Andreawan	0822-2505-0255	<a href="mailto:adi.andreawan@gmail.com">adi.andreawan@gmail.com</a> <a href="mailto:dendi@wiragati.com">dendi@wiragati.com</a>

**\* The Factory is free to choose suggestive Remediation Firm (RF) or engage with any other RF if they meet the set “Qualification Criteria- Remediation Firms”**

# LABS Safety Training



# Safety Trainings

Through Safety Training Firms, LABS enhances the proficiency of OSH committees, staff, and key safety personnel in identifying safety issues, evacuating safely, and raising awareness about structural, electrical, and fire safety parameters.

Four levels of Safety Trainings are provided to the factory (01 Safety Training/Membership year):

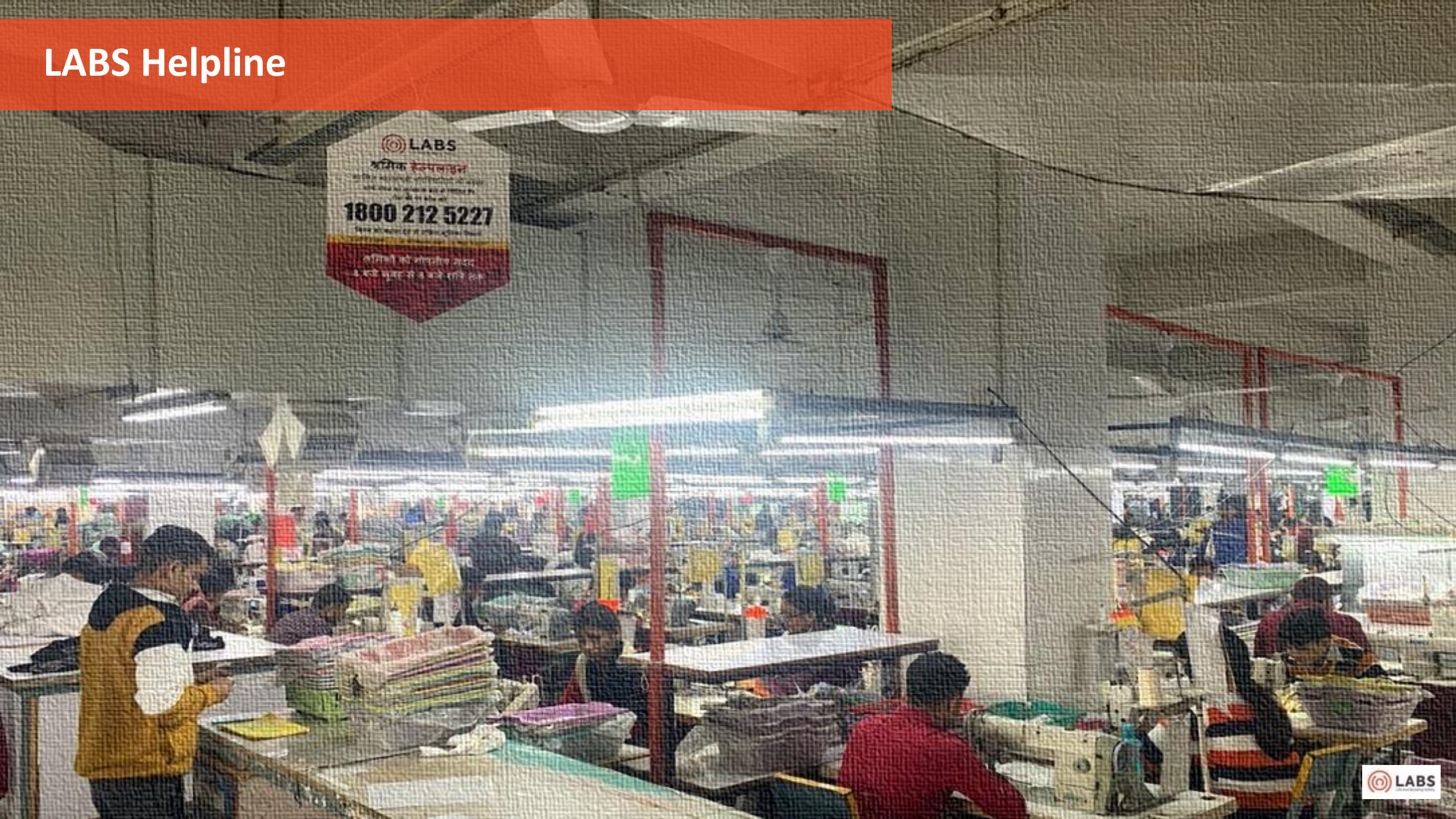


**Targeted audience:** Members of Occupational Health and Safety (OHS) Committee, Factory Management, Engineers, Supervisors, Maintenance & Compliance Staff, Fire Safety Officers, Selected security guards, Selected workers, etc.

**Topics covered:** Identifying and flagging issues related to Structural, Fire & Electrical safety, Usage of PPE's (Personal Protective Equipment), Emergency drills - including evacuation, usage of fire extinguishing equipment and hydrant system, effective workplace precautions provided, mainstreaming gender equality in safety procedure etc.



# LABS Helpline



# LABS Initiative – Chat/Toll free number

LABS Chat and tollfree number is a platform, where workers can register the issues. While the main focus would be LABS related concerns (Issues related to Fire Safety, Electrical Safety and Structural Safety), we expect to receive concerns regarding worker rights, wages, workplace related issues, feedback or suggestions from workers.

Please note **LABS will not involve in any Non-LABS related concerns** and all Non-LABS related queries will be shared with Factory Management and Brands (according to the issue reported).

## Highlights

Option to record a message, share a photograph and leave a voice message through toll free number

Chat available in local languages besides English

Available 24 hours/ 365 days

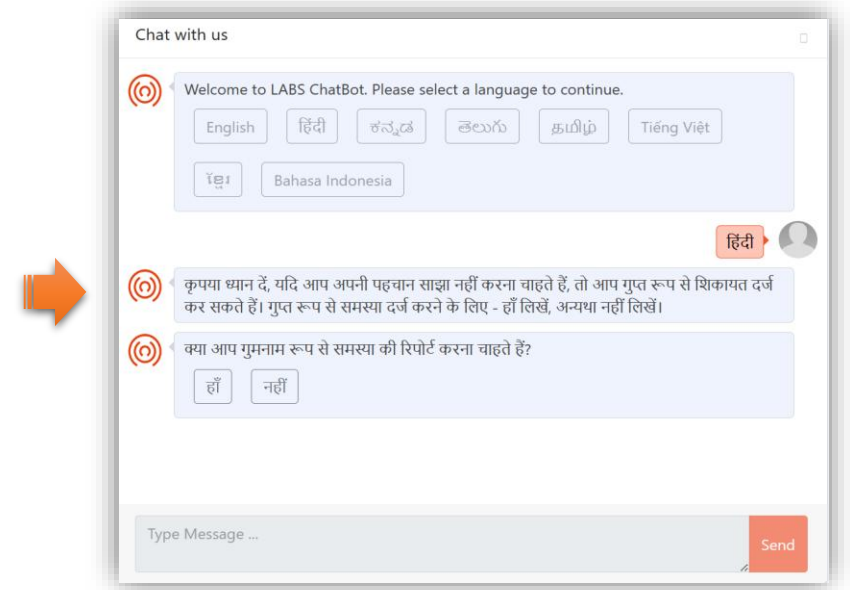
Callers have a choice to report the issues anonymously

LABS related cases will be dealt on priority and shared with brands/ factory management through LABS

# LABS – Mock Chat/Call (recorded message)



- Scan the QR Code from your mobile phone's camera to open the LABS Chat
- Select the preferred language and proceed to chat
- Submit the concern you have or are facing



# LABS Chat/toll free number – Posters



**YOUR SAFETY IS IN YOUR HANDS!**

Electrical issues can be life threatening. Be aware and report potential risks.



Multi looping of cables



Lint/dirt on electrical panel



Combustible material inside electrical panel

Reach LABS Chat for immediate support!

To register your concern please use this link  
**labs-chat.com**

or  
Scan the QR code from mobile Camera



To reach Helpline, dial:  
**1800-212-5227**



**YOUR SAFETY IS IN YOUR HANDS!**

Fire issues can be life threatening. Be aware and report potential risks.



Blocked exit



Illuminated exit sign not provided over exit



Exit passage blocked by vending counter

Reach LABS Chat for immediate support!

To register your concern please use this link  
**labs-chat.com**

or  
Scan the QR code from mobile Camera



To reach Helpline, dial:  
**1800-212-5227**



**YOUR SAFETY IS IN YOUR HANDS!**

Structural issues can be life threatening. Be aware and report potential risks.



Structural cracks



Unplanned/unsafe loading



Crack in the pillar

Reach LABS Chat for immediate support!

To register your concern please use this link  
**labs-chat.com**

or  
Scan the QR code from mobile Camera



To reach Helpline, dial:  
**1800-212-5227**



# Gender Intentionality



# Ensuring Gender Equality into Safety Procedure

Specific condition of women: pregnant women, menstruation, lactating, risk of Gender Based Violence during hazard, people with disabilities

## Pregnant Women

- Safe and accessible evacuation route (e.g., Locate workplace at the ground floor nearest to the exit point)
- Emergency birth kits
- Nutrition and vitamin supplements
- Access to maternal healthcare service
- emotional support

## Lactating Women:

- A designated lactation room or private space with a comfortable environment and necessary amenities, such as a breast pump, refrigerator
- Access to sanitation and welfare facilities at work
- Access to sanitary products
- Nutrition and vitamin supplements

## Persons with Disability:

- Develop Inclusive evacuation plan by considering accessibility and reasonable accommodation
- Identify any barriers
- Involve employees with disability in drills and simulation
- Accessible information
- Establish a buddy system
- segregated data

## Menstruation/ Reproductive Health:

- Access to clean, safe, secure and separate toilet and welfare facilities at work
- Access to sanitary products
- Hygiene kit
- Emergency reproductive kit

## Gender Based Violence:

- Training programs about the risk of GBV in the workplace
- Practice culture of respect and zero tolerance for harassment that is incorporated in the company code of conduct
- Establish reporting mechanism with accessible channel
- Develop SOP for GBV case response and management
- Establish referral pathways
- Appoint and train GBV focal point

# Modalities and Challenges faced

## MODALITIES

- **LABS initiative to integrate gender equality and related issues into their work**, which also recognizes the need to catalyze progress through issue-focused strategic initiatives.
- **Over 4,700 women have been trained on safety** parameters through LABS Safety Training since the program inception (LABS Annual Report 2022).

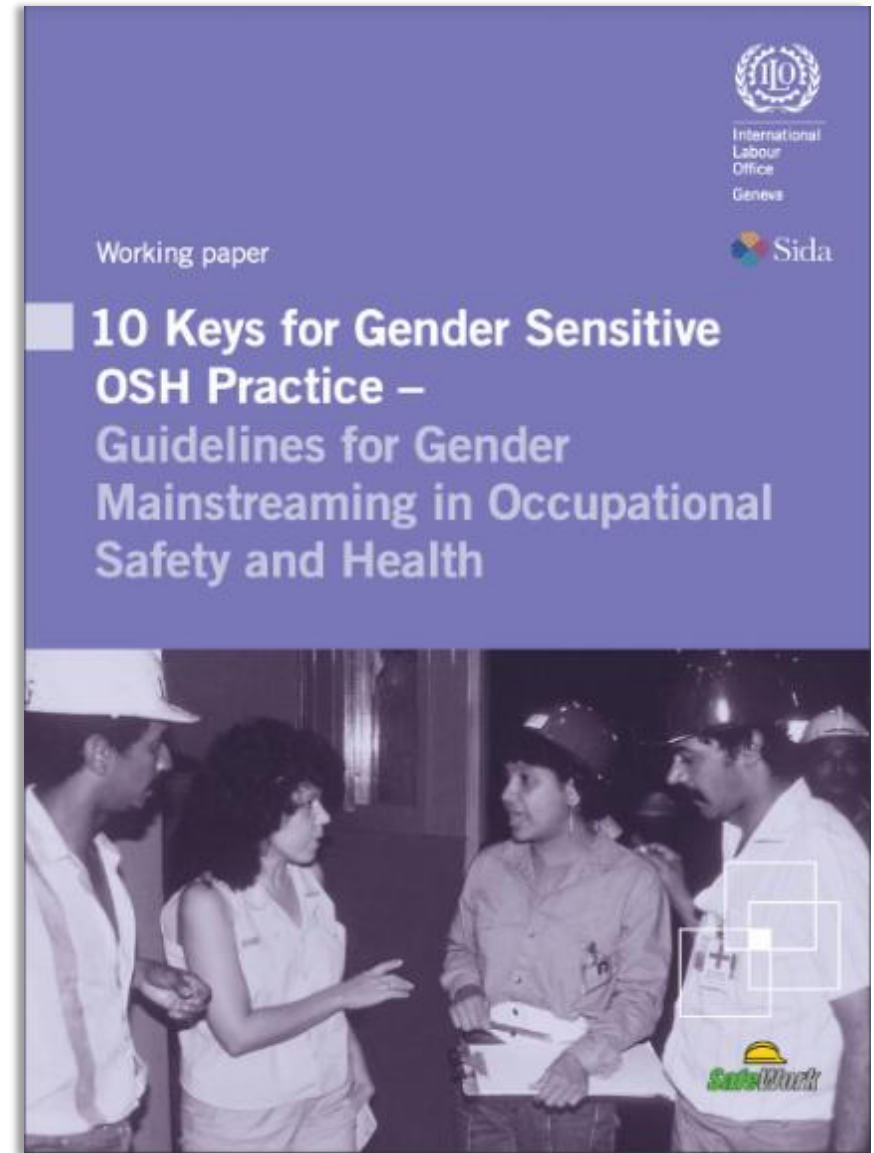
## CHALLENGES

- **Women are less involved** than men in OSH decision-making due to a **patriarchal structure** or culture which renders them especially subordinate and powerless. For example, because **they are less likely to hold managerial positions**, and are less represented in trade union hierarchies. This way it is challenging to address their specific needs.
- Women often have to balance competing work and domestic tasks which creates **double load burden**

# Check points on where women can play a role in safety elements of the office & factory

## Policy actions:

- Measures to protect women's reproductive and maternity capacity: maternity protection, special conditions of employment for pregnant women and mothers breastfeeding.
- Actions to protect women because of perceived vulnerability and the "need for protection."
- Include it in written regulations regarding the proportion of women who must be involved in OSH



# Check points on Actions OSH Committee & Management Can Take

- Ensuring that adequate safety and health programs are included in the workplace and the program addresses the specific needs of women and enables the participation of women workers.
- Campaign against gender-based discrimination and any harmful practices
- Taking precautions early on at every level for the collective as well as individuals through training.
- Establish a team and channels that serves for reporting mechanism and referring cases

**Stopping Gender-Based Violence and Harassment at Work**  
THE CAMPAIGN FOR AN ILO CONVENTION  
Jane Pillinger, Robin R. Runge and Chidi King

**Campaign example**

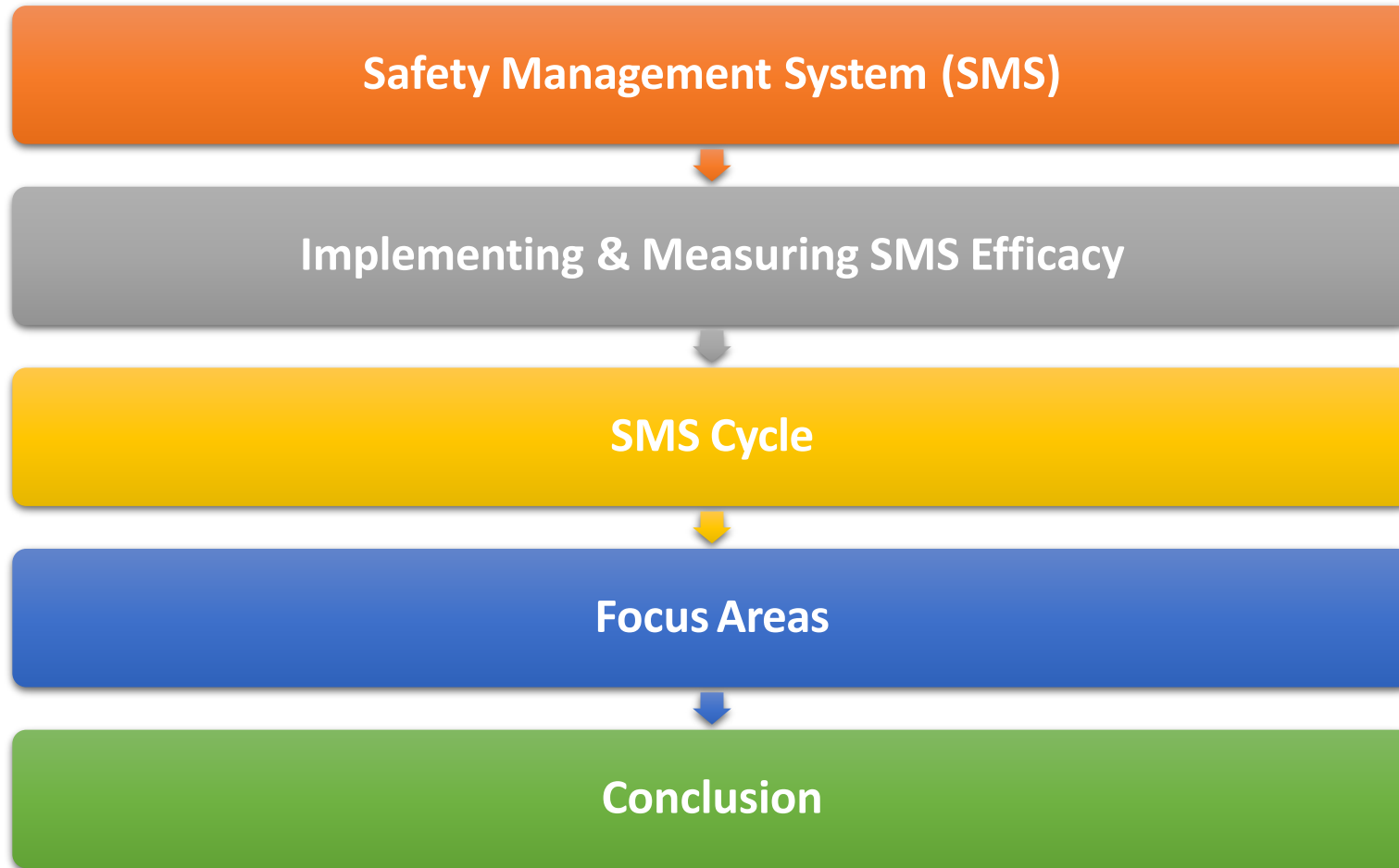
Sexual harassment in the workplace was very common, there were also few complaints and almost no protocols to combat it.

In 2030, all staff are aware that all forms of harassment constitute grave misconduct and protocols are rigorously applied.

dianova

WOMEN'S WORK

# Safety Management System



# Understanding the need for SMS

**Safety Management System refers to a systematic approach to managing safety by organizational goals, policy, structure, planning, accountability and safe standard operating procedures.**

## Objectives

- Set up effective system to identify and mitigate risks
- Relentless monitoring
- Continuous improvement
- Set-up identified-tangible goals

## Advantages

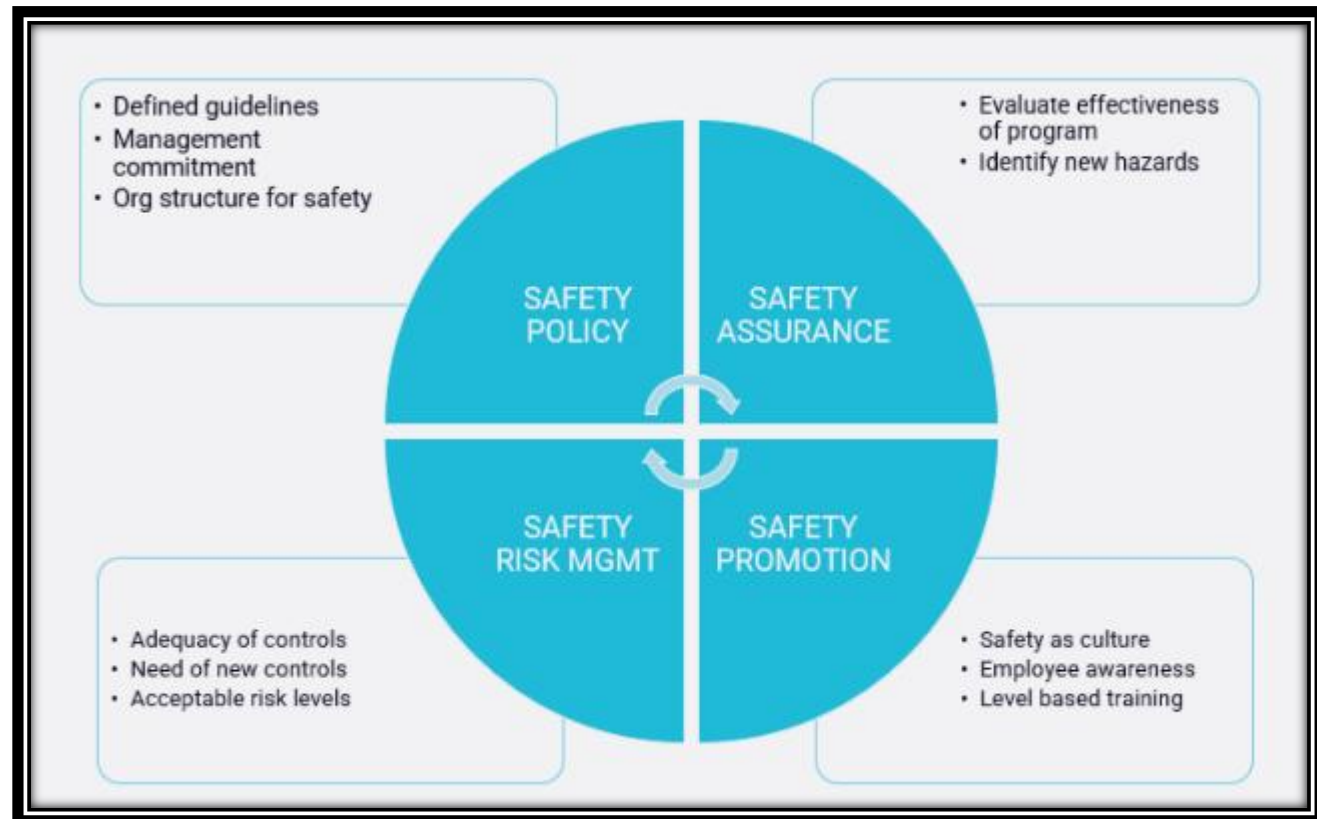
- Encourages safety culture
- Protects and enhances an organization's reputation and credibility
- Reflects business is socially responsible
- Maximize the performance and/or productivity of employees
- Increased employees' commitment to the team/organization
- More competent, happier and healthier workforce
- Reduces business costs and disruption
- Enables organizations to meet customers' OHS expectations, and
- Workforce in general to stay longer in active life

# Safety Management system

Safety Management System is a systematic approach to managing safety by organizational goals, policy, structure, planning, accountability, and safe standard operating procedures. Alternately, a safety management system can be defined as an explicit element of the corporate management responsibility which sets out the company's safety policy and defines how it intends to manage safety as an integral part of the overall business operations.

## Component of SMS

1. Safety Policy
2. Safety Assurance
3. Safety Promotion
4. Safety Risk management



# Elements of Safety policy

**Safety Policy** consist of management commitment towards managing safety in the workplace or organisation. Safety policy consist of outline to achieve safety specific outcome.

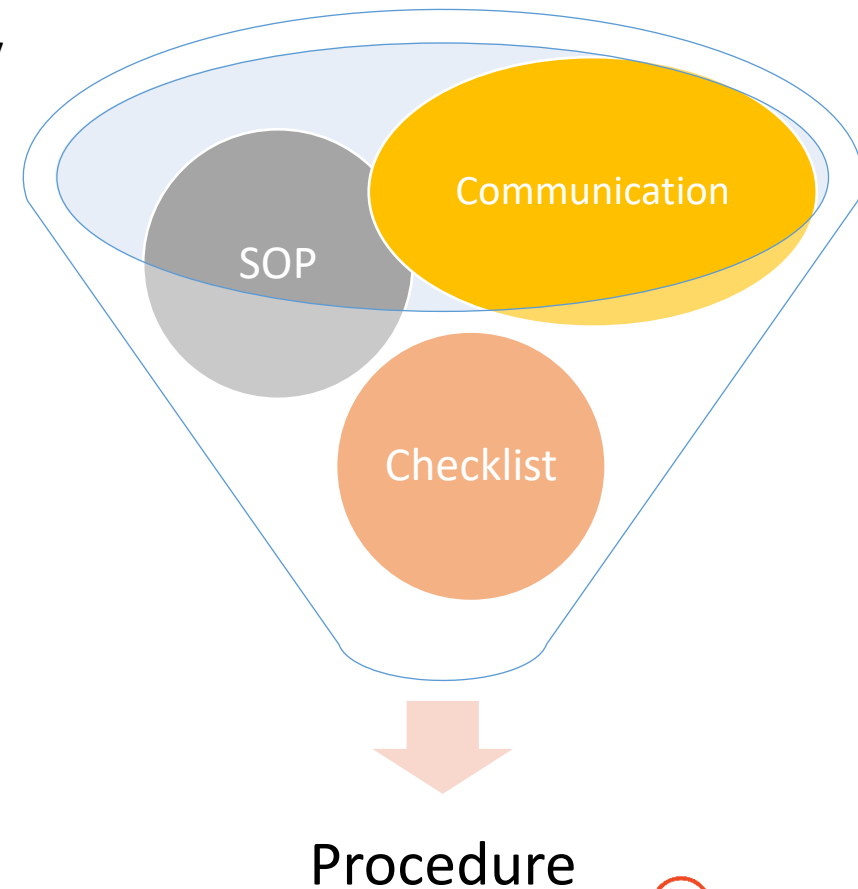
## Implementation of Safety policy

**Safety Procedure** – Safety Procedures are designed from the guidelines of safety policy. Procedure are designed to address the risk associated with a particular JOB It consists of directions of how work is to be carried out, responsibility, timeline for carrying out work, and applicability of the procedure.

**Checklist** – A checklist is a tool to review if safety practices are followed, it reminds the individual of steps to be followed for efficiently and safely carrying out a Job.

A checklist should be descriptive about the steps to be checked and it should be timebound with a defined schedule.

**Communication** – It is very important to communicate safety procedures to other employees for the implantation of safety control and to address hazards that are reduced by the procedure.



# Elements of Safety policy

## CONTENTS

### Description

1. Health and Safety Policy
2. Scope & Objectives
3. Roles and Responsibilities
4. General Safety Guide Lines
5. Safety guidelines for operators..
6. Accident/Incident and Near miss Reporting
7. Accident Investigation & Root Cause analysis
8. Hazards Identification & Risk Assessment
9. Fire Prevention and Control Measures
10. Permit to Work system
11. PPE's Selection and Usages
12. Housekeeping
13. Electrical Safety
14. LOTO-Lockout and tagout procedrues
15. Mechanical Work Safety
16. Hand and Power Tools Safety
17. Confined Space Entry
18. Manual Material Handling and Storage
19. Safety on Truck Loading and Unloading
20. Emergency Preparedness Procedures
21. OSH Committee Meeting
22. HHS Audit & Assessments
23. First Aid Centre
24. Training/Safety Promotional Activities
25. Safety signage's and colour codes
26. Open door Flags/Suggestion/Kaizens
27. Checklist Annexure
28. SOP for Emergency light
29. SOP for Fire Alarm Panel
30. SOP for Fire Bucket
31. SOP for Fire Door
32. SOP for Fire Extinguisher use
33. SOP for Fire Hose Reel
34. SOP for Fire Hydrant

### MANAGEMENT:

- To provide a safe and healthy working environment.
- To provide adequate resources (including financial), information and training.
- To provide a system of monitoring compliance with the safety policy.
- To ensure that relevant safety and health laws are complied with.
- To provide and maintain contact with internal and external safety advice from in-house safety advisor or safety officer, outside safety consultant, government departments.
- To provide and maintain a system responding to safety initiatives from safety officer or other employees and to the safety advice from government officers.
- To provide an effective, efficient and on-going safety and health promotional activities.
- To establish a system to identify, assess and eliminate hazards and control risks at work.
- To ensure that workplace safety rules, procedures and methods are developed, maintained and revised.

### MANAGERS/ASST.MANGERS/IN-CHARGES/SUPERVISORS:

- To assist in the implementation of policies and procedures.
- To assist in the identification, assessment and elimination of hazards and the control of risks.
- To supervise employees to ensure safe and correct working procedures. - To ensure that effective consultation on safety and health matters occurs.
- To investigate accidents and incidents at work.
- To encourage participation in induction and on-going safety training programs of employees.
- To respond to safety initiatives of safety officer or other employees and to the safety advice from government officers.
- To communicate effectively the hazards to employees and keep abreast of current safety and health legislation and information.
- To submit periodically the statistics reports concerning safety and health performance to senior management.

### SAFETY OFFICERS:

- To identify and assess the hazards at work.
- To work with management or Manager to eliminate or control these hazards by advising them as to measures to be taken, and, with their endorsement, implement such measures.
- To resolve workplace safety and health issues.
- To conduct safety and health inspections to check the safety performance and recommend corrective action to senior management or line management.
- To investigate industrial accidents and incidents and recommend remedial measures to prevent recurrence.

# Elements for Safety assurance

- A safety audit is an in-depth, impartial review of a company or organization's health and safety program, procedures and processes. Safety audits report on a safety program's effectiveness, completeness and reliability.
- Accident analysis is a process carried out in order to determine the cause or causes of an accident (that can result in single or multiple outcomes) so as to prevent further accidents of a similar kind.
- A hazard report is an account of any potential risk to the health or safety of any person, property or equipment in the workplace.
- Safety KPIs are performance indicators that show an organization's efforts regarding health and safety as a metric. By tracking health and safety KPIs, you maintain a safe work environment.
- Checklists are used both to ensure that safety-critical system preparations are carried out completely and in the correct order, and in less critical applications to ensure that no step is left out of a procedure



# Elements for Safety assurance

A joint walk through start onward 11 AM by the senior management along with LABS representative as per LABS standard .

Below following participates are participate in walk through :

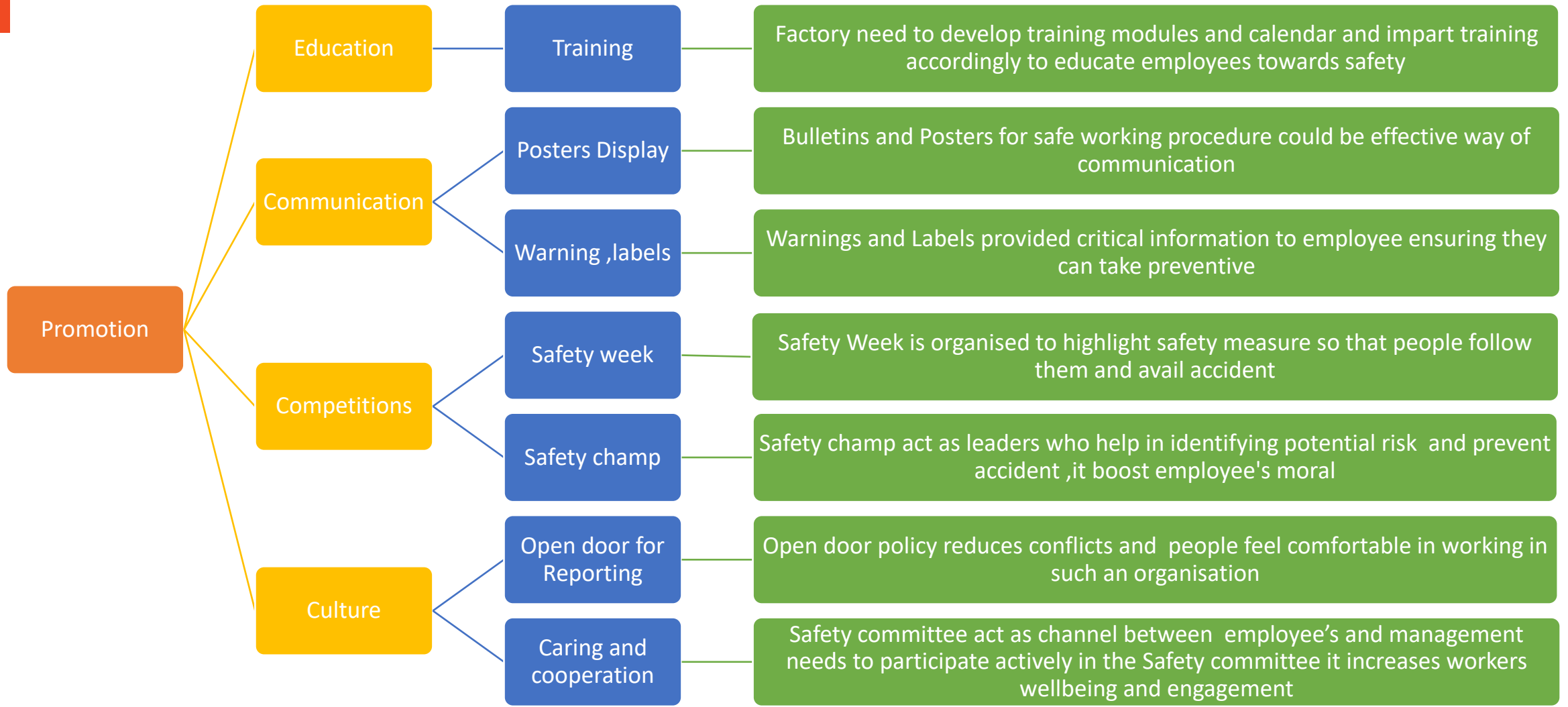
SI	NAME	DESIGNATION	Evidence attachment
01	Mr. Jaishel Chaturvedi	Sr.GM-HR	
02	Mr.Sudhanshu Sekhar Jena	Manager-Maintain acne	
03	Mr.Pramod kumar saho	Asst.Manager-Compliance	
04	Mr.Rajeshkumar mohanty	Deot Manager-Maintainacne	
05	Himanshu bhusan Nayak	Safety officer	
06	Smruti Ranjan Nayak	Safety officer	
07	Sanoj Kumar Porel	Safety officer	
08	Mr.Susanta Jena	Manager-Admin	

## Senior Management Walk through Report

S.NO	Issue Details	Issue Related To	Action To be Taken	Responsibility	Time line	Status	Remarks
1	Wall crack observed in front of admin office	Structural	Crack to be filled and it should be verified by site engineer	Manager Maintenance	Immediate	Closed	
2	AC unit observed at main LT panel	Electrical	LT panel area needs to be cleared all time and all access needs to be deined	Manager Maintenance	Immediate	Closed	
3	Cables observed at cable trays at LT panel room	Electrical	All cables needs to be deined	Admin Manager	Immediate	Closed	

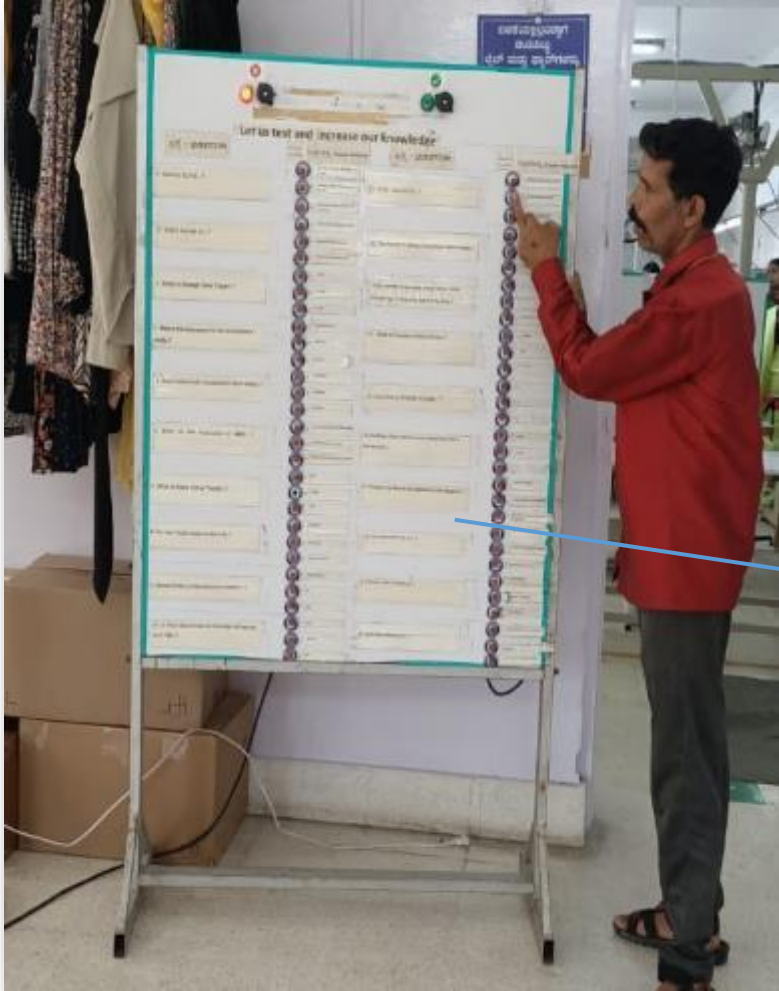
PROJECT	NEAR MISS REPORTING FORMS	EFFECTIVE DATE	01/05/22
BBSR,OD-1	NEAR MISS REPORTING FORMS	NEXT REVIEW DATE	30/04/23
<p>A near-miss is a potential hazard or incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in time or position, damage or injury easily could have occurred. Near misses also may be referred to as close calls, near accidents, or injury-free events.</p>			
DEPARTMENT	Project	LOCATION	Mezzanine floor
DATE & TIME	10.01.2023	WITNESSED BY	SMRUTI RANJAN NAYAK
TYPE OF NEAR MISS		TYPE OF CONCERN	
<input checked="" type="checkbox"/> Near Miss <input type="checkbox"/> Safety Concern <input type="checkbox"/> Safety Idea/suggestion <input type="checkbox"/> Others :		<input type="checkbox"/> Unsafe act <input checked="" type="checkbox"/> Unsafe use of equipment <input type="checkbox"/> Unsafe conditions of the area <input type="checkbox"/> Safety Policy Violations <input type="checkbox"/> Unsafe conditions of the equipment <input type="checkbox"/> Others:	
BEFORE		AFTER RECTIFICATION	
<p>BRIEF DESCRIPTION OF THE ISSUE</p> <p>Its being observed during newly staircase installation work at Mezzanine floor at a height of around 10 meters. Suddenly the hammer fall down from above by one workman(Mr.Amar) hand touched/hit 10 meters height.</p>			
<p>ROOT CAUSE OF THE ISSUE</p> <ul style="list-style-type: none"> <li>Improper securing of manual hand tools.</li> <li>Poor supervision.</li> </ul>			
<p>CORRECTIVE ACTIONS TAKEN</p> <ul style="list-style-type: none"> <li>Barricading the bottom area and keeping a stand by person at the barricading area to prevent unauthorized entry into the barricaded zone.</li> <li>Adequate and vigilant supervision.</li> <li>Communication of job procedure along with the risks and its control measures to the workmen .</li> <li>Securing objects with binding wire/rope to the structure.</li> </ul>			
Issue Cleared by	Mr. Smruti Jena	Date& Time	10.01.2023
Signature			
Verified By	Himanshu bhusan nayak	Date& Time	10.01.2023
Signature			

# Ways for Safety promotion



Factory need to develop process to implement promotion practices monitor its implementation and also record its impact for further improvement in their system

# Ways for Safety promotion



Display Board for training employees

List of trained employees



SOP

Monitoring checklist

# Safety Risk Management

SRM determines the need for, and adequacy of, new or revised risk controls based on the assessment of acceptable risk. A formal process within the SMS composed of:

- Describing the system
- Identifying the hazards
- Assessing the risk (who might be at risk)
- Evaluating the risk
- Controlling the risk
- Reviewing the assessment

Risk Assessment is an activity that need to be planned and conduct routinely as described in the procedure. The importance of Risk assessment should be communicated to every responsible person.



# Safety Risk Management

LT Panel Preventive maintenance SOP		Annexure-EP-1
Sr. No.	Points to be Inspected	
1	Switch off main power	
2	Check Change over switch & FN switch connection if loose then tight	
3	Clean the panel with Blower & Earthing check.	
4	Check all input and output connection if loose then tight	
5	Check all indication lamps & meters.	
6	Check sealing of door cover should be proper	
7	Check breaker and circuit of closing and tripping operation of breaker.	
8	Check Busbar if loose then tight.	
9	Double Earthing check.	
10	Check All phase current R Y B.	
11	To check that the LT Panel has been inspected in time as per prescribed maintenance schedule enclosing Annexure – E-2.	
12	The LT Panel checklist is being checked the responsible person, the inspection must be verified the supervisor and the checklist must be authorized by their HOD as per Annexure-EP-2.	
Verified By:		
Approved By:		

Trimming Machine Preventive maintenance SOP		Annexure-ETR-1
Sr. No.	Points to be Inspected	
1	Check push button .	
2	Tight power and control connection in drive Side.	
3	Check load of motors .	
4	Clean motor & cover.	
5	Check all operating system.	
6	Check earthing motor .	
7	Check Motor bearing sound.	
8	Check 3pin Top And wire connection.	
9	Check trimming wire.	
10	Check trimmer.	
11	To check that trimming machine has been inspected in time as per prescribed maintenance schedule enclosing Annexure – E-2.	
12	The trimming machine checklist is being checked the responsible person, the inspection must be verified the supervisor and the checklist must be authorized by their HOD as per Annexure-ETR-2.	
Verified By:		
Approved By:		

# SMS – Role, Responsibilities & Accountability

## Leaders

- Commitment to safety
- Budget allocation
- Motivation to team

## Safety Manager

- Adherence to policy
- Risk Management Framework
- Awareness & training programs
- Incident response
- Corrective & Preventive Actions
- Safety audits and closure of gaps
- Performance Monitoring
- Certifications / Standards (if applicable)
- Compliances
- Reporting

# SMS – Role, Responsibilities & Accountability

## Specialist Functions

### Fire safety

- Focus on fire safety
- Fire prevention
- Fire response
- Fire drills
- Training

### Electrical safety

- Safety standards
- System Health Check including Audits
- Maintenance
- Record keeping

### Structural safety

- Safety standards
- Structural safety check including Audits
- Maintenance

## Employees

- Awareness about policy & procedures
- Carry out tasks safely
- Report concerns and incidents
- Participate in improvement programs

# SMS Checklist for Factories

## SETTING UP

- Well defined policy exists
- Roles & responsibilities earmarked specifically
- Sufficient resources allocated
- Safety objectives are measurable
- Is there an effort to involve all employees and contractors

## SAFETY RISK MANAGEMENT

- Methodology for risk identification and assessment
- Regular review of risk assessment
- Timely mitigation of identified gaps
- Risk register in place
- Frequency of review of risk controls is less at least six months

## SAFETY ASSURANCE

- Well established mechanism for incident reporting
- Defined process for incident investigation and CAPA
- At least bi-annual internal safety audits
- Change management of policies and procedures
- Use of technology for assurance
- Score card for safety measurables
- Trend analysis used to prevent future incidents

## SAFETY PROMOTION

- Safety training to all employees
- SME Training for personnel allocated responsibility of safety management
- Gratifying awareness and communication campaigns
- Safety is positive culture rather activity
- Training records maintained
- Level based safety drills and simulation

## MONITORING & IMPROVEMENT

- Safety forum/committee established
- Evidence of regular meetings (preferred monthly) of safety forum
- SMS improved based on review of risks, risk control and incident trends
- Regular increase in safety scores (of measurable values)

# Scenarios Leading To Factory Re-assessment



# Scenarios Leading to Factory Re-assessment

Following are the list of changes that will lead to a re-assessment in a factory before CAP Closure:

## Structural Related Issues

- Horizontal or vertical expansion in the building structure with or without legal approval
- Significant demolition in any part of the building structure
- Addition and/or extension of any new floors in the building structure
- Alteration in any part of the building structure
- Any Renovation/ Retrofitting work within the factory premises which is not part of the approved factory plans and for which the factory does not have any prior approved plans, drawings or authorizations from the local government body

## Electrical Related Issues

- Any installation of new machinery or change in use of building floor requiring modification in floor loads
- Any change in use of machinery or other arrangement exceeding the safe load limit of floors/circuits
- Any issue requiring re-wiring and re-circuiting for the electrical panels and/or electrical components
- Construction of any new building within the factory compound or premises that impacts the existing electrical load of the factory

## Fire Related Issues

- Horizontal or vertical expansion in the building structure also involving access to exits and means of egress
- Alteration in any part of the building structure which includes removal/addition of external fire exits or impacts existing fire exit plans
- Any Renovation/ Retrofitting work within the factory premises which is not part of the approved factory plans and for which the factory does not have any prior approved plans, drawings or authorizations from the local government body

## Additional Issues

- Any natural hazard (such as- earthquake, cyclone, typhoon etc.) and/or any unforeseen accidents (such as fire, structural damage, electrical accident etc.) causing distress and/or damage in structural, electrical and fire safety systems
- Any changes in occupancy after initial assessment to a significant portion of a building that may impact on the structural loading, fire hazard & separation, fire compartmentation, evacuation, fire safety systems etc.

# Factory Graduation



# When does a Factory Graduate?

- LABS Factory Coordinator monitors the factory's progress on fulfilling the criteria for graduation
- The Factory triggers the graduation by confirming the completion of all the elements
- LABS Factory Coordinator will review the checklist shared by the factory and will schedule a "Graduation Verification Visit" for the factory with the Inspection Firm that has conducted the CAP Closure visit
- Graduation Verification Checklist adherence will be conclusive for issuing Graduation letter to the factory



## Graduation fulfilment criteria

- ⇒ LABS Assessment completed ✓
- ⇒ CAP Closure completed ✓
- ⇒ Safety trainings completed ✓
- ⇒ Graduation Checklist adherence ✓

Graduation Verification visit cost

Around USD 820

### Self-Assessment:

- *Graduated factories are required to undergo **self-assessment twice a year** by filing the self-assessment checklist.*
- *LABS team will review the checklist and in case of any deviations identified, the information will be communicated to the respective brand participants along with the recommendations for factory to enrol back into the LABS Program.*

T H A N K   Y O U