

ETI Occupational Health and Safety

COVID-19 Prevention Support to Safety Committees

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Safety committee guide

Safety committees can play an important role in improving conditions within the workplace by providing a forum for employees and management to collaborate on issues around occupational health and safety (OHS).

AN EFFECTIVE COMMITTEE CAN:



Help prevent injury and illness.



Increase awareness of health and safety issues among workers, supervisors, and managers.



And develop strategies to make the work environment safe and healthy.

EFFECTIVE SAFETY COMMITTEES SHOULD FOCUS ON FOLLOWING KEY AREAS OF WORK:

- 1 | Hazard identification, evaluation, and control.
- 2 | Accident/incident investigations.
- 3 | OHS planning and training.

Bangladesh regulations

According to Bangladesh labour law, a safety committee is mandatory in every factory and industrial establishment which employs a minimum of 50 staff members.

Half of the committee members must represent workers or unions with the other half made up of management. The size of a committee should be reflective of the number of workers the factory employs. The total number of members should not be less than six or more than 12.

Committee meetings should be held at least once every three months, but meetings on short notice can also be organised where urgent needs arise.

More information regarding the Bangladesh Department of Inspections for Factories and Establishments (DIFE) regulations for safety committees can be found [here](#).

ETI support and resources

To further strengthen the capacity of Bangladesh safety committees, ETI has designed a [flipchart in Bengali \(Bangladesh\)](#). This is aimed at facilitating the education and onboarding of new committee members within a factory. It should be used as a *complimentary* resource to the formal training by accredited external bodies. This flipchart should ideally be downloaded, printed on durable and high-quality paper, and remain with the committee as a hard copy reference point.

ETI has produced a three-hour online training session to train committee members on how to utilise the flipchart.

The online training session equips participants with answers to the following:

- + What is a safety committee and its legal bindings?
- + How is a safety committee formed, and how are members selected?
- + What are the roles and responsibilities within a safety committee?
- + How does a safety committee function?

ETI also provides advisory support to the committees following training. ETI's support can help committees to outline an annual workplan using [ETI's workplan template](#). Once completed and agreed by all committee members, the workplan can be shared with senior management to facilitate monitoring and accountability.