



ETI Occupational Health and Safety

COVID-19 Prevention Training to Managers and Supervisors

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Facilitation guide

Most occupational deaths and injuries are preventable and could be avoided if employers and workers took simple initiatives to reduce hazards and risks in the workplace. Preventing accidents and ill health caused at work should therefore be a key priority for everyone. The significance of this priority has been made even greater amid the COVID-19 pandemic, where inaction or negligence can lead to a further spread of the virus, causing a serious threat to people's health. In Bangladesh's readymade garment (RMG) sector, factories were forced to close in an attempt to slow the spread of the virus during waves of peak transmissions. Great financial losses were endured by the industry, and an already vulnerable population of garment workers.

To support the RMG industry, ETI developed this occupational health and safety (OHS) and COVID-19 prevention training for factory managers and supervisors, to better:

- ✦ Understand the need to introduce, maintain and monitor prevention and precautionary measures in the workplace.
- ✦ Identify and adopt 'best practice' approaches to tackling hazards and risks found in the workplace and improve conditions for workers.
- ✦ Provide an overview of the methods and tools available to manage OHS.
- ✦ Explore the roles and responsibilities of managers and supervisors in the context of OHS.
- ✦ Explore measures to help make workplaces COVID-19 secure.

Overview of content

The training is provided in four modules, each with its own specific objectives which combined provide a comprehensive understanding of OHS and COVID-19 prevention. The modules should ideally be covered in the following sequence:

MODULE 1

Introduction to the training and housekeeping; overview and understanding of COVID-19. This module also includes a knowledge check, should help the trainer to better understand participants baseline understanding.

MODULE 2

Understanding and mitigating OHS risks. The module includes interactive sessions, where participants collaborate to identify the types of risks typical of a factory setting, followed by a facilitator-led talk on the principles of risk assessment.

MODULE 3

Causation, investigation and reporting accidents including overview of policies, procedures and practice and roles and responsibilities. The session includes group discussions and tutor-led talks on how accidents in the workplace can occur, the responsibilities of specific employees to interrogate their occurrence under, and how these should be captured in line with OHS policies.

MODULE 4

Human factors in OHS. This last module discusses how human can contribute to accidents in the workplace. The module includes a section on ergonomics an important OHS aspect to consider.

To accompany the training modules covered, ETI has outlined an ***OHS Participants Handbook in Bengali (Bangladesh)***. It is recommended that this handbook is provided to all training participants once they have concluded the training, as useful reference point post training.

Information provided on the course is obtained from sources such as the International Labour Organisation (ILO), World Health Organisation (WHO), and OHS practitioners in Bangladesh and the UK.

Methodology

This training was developed by ETI UK and Bangladesh in autumn 2020 and was designed to be delivered online in a virtual classroom. The introduction part of module 1 therefore refers to ground rules useful to collaborating in a virtual setting.

Should face-to-face training be safe and permitted, it is advised that modules 2 and 3 are conducted in person within the factory, as learning around risk identification and reporting is facilitated by on-site demonstration.

All modules in this training package are designed to be delivered:

- ✦ By trainers with in-depth understanding of OHS and the use of mixed training methodologies.
- ✦ To a group of approximately 10-15 participants.
- ✦ In two four-hour parts; this can be reduced to six hours if delivered to participants over the course of one day, but please note that extended virtual classes are more susceptible to internet connectivity issues, which can take time away from the actual training.

The training should ideally be provided using a combination of facilitator-led talks and interactive sessions including group work, quizzes, online discussions, and the use of handouts and short videos to keep participants engaged. The notes section of the training slides provides additional pedagogical guidance.