

1395/TMA

Date: 18<sup>th</sup> Aug 2018

Members of the Association;

**SUBJECT: - TRAINING PROGRAMME FOR OCCUPATIONAL SAFETY AND HEALTH (OSH) ORGANIZING BY THE INTERNATIONAL LABOUR ORGANIZATION (ILO)**

**Dear Members;**

We have to inform you that T.M.A is Organizing Full Day Programme in collaboration with ILO on the captioned subject as per agenda attached. The Schedule is as under :-

Day	:-	Tuesday
Date	:-	4 <sup>th</sup> September 2018
Time	:-	9:00 A.M to 5:00 P.M
Venue	:-	T.M.A House

Please Nominate suitable person fully conversant with the subjected matter. Besides, Agenda includes visit of one member unit where ILO Team can observe compliance of ILO convention.

Any Member willing voluntarily to allow ILO Team to visit their unit, please confirm by **28<sup>th</sup> August 2018** VIA E-Mail so that necessary arrangements can be made accordingly.

Thanks & Regards,

**M. Muzzammil Husain**  
**Secretary General**



**Participatory Occupational Safety and Health Training**  
**for Textile and Leather Sectors Enterprises**  
**- For small and medium-sized enterprises -**

**Agenda for the training**

Time	Topic/Session
0830 - 0900	<b>Registration</b>
0900 - 0910	<b>Opening</b>
0910 - 1110	<b>Factory visit with the application of the ILO action-checklist</b> 0910 – 0940: Transport to the factory 0940 – 1040: Factory walk-through with the application of the action-checklist 1040 – 1110: Transport back to the training venue
1110 - 1130	<b>Tea break</b>
1130 - 1200	<b>Trainer presentation 1:</b> Simple, Low-cost Ways of Improving Safety and Health Part 1: Materials handling, Workstations and Machine safety <i>By Dr Tsuyoshi Kawakami, Senior Specialist in OSH, ILO Decent Work Team for South Asia</i>
1200 - 1230	<b>Trainer presentation 2:</b> Simple, Low-cost Ways of Improving Safety and Health Part 2: Physical environment, Welfare facilities and Work organization <i>By Dr Tsuyoshi Kawakami, Senior Specialist in OSH, ILO Decent Work Team for South Asia</i>
1230 - 1300	<b>Group work: Making improvement proposals in the factory that the participants visited in the morning</b> <i>By Participants</i>
1300 - 1350	<b>Lunch</b>
1350 - 1420	<b>Presentation of the improvement proposals</b> <i>By Participants</i>
1420 - 1440	<b>Making the improvement proposals of your own factories – Filing the OSH improvement action planning sheet -</b> <i>By Participants</i>
1440 - 1500	<b>Tea break</b>
1500 - 1700	<b>Smart Environmental Management Practices</b> <i>By WWF</i>
1700	<b>Closing and Evaluation of the training</b>
1700	<b>Closing</b>