

Appendix 1

Health and Safety Training AGENDA June 26-29, 2000 Jakarta, Indonesia

DAY 1

Time	Topic	Trainer
8AM	Icebreaker People Hunt	Betty/Melody
8:45	Why Health and Safety <ul style="list-style-type: none">• What we've learned doing international health and safety training• One thing people hope to learn	Garrett/Betty
9:15	Identifying/Recognizing Hazards: Risk Mapping <ul style="list-style-type: none">• Introduction to Job Hazards• Brainstorm Hazards by Category (Chemicals, Safety, Other)• Small groups then map a particular workplace using color codes for different hazards.• Groups share maps	Diane
10:30	Break	
10:45	Evaluating Hazards (Use Pratama Slides) <ul style="list-style-type: none">• Reviewing Company Documents• Conducting walk-through inspections• Checklists, Surveys and Interviews• Evaluating Hazards (Chemicals, Noise, Ergonomics): Monitoring, Observation, Interviewing• Industrial Hygiene Equipment	Garrett
11:30	Controlling Hazards (Use Pratama Slides) <ul style="list-style-type: none">• Engineering Controls (Remove the Hazard)• Administrative Hazards (Reduce the Exposure)• Personal Protective Equipment (Protective Clothing and Equipment)• Environmental Hazards	Garrett Dara
12:15	Lunch	

1:15	Hazard Awareness: Chemicals <ul style="list-style-type: none"> • How Chemical Enter the Body • How Chemicals Affect the Body <ul style="list-style-type: none"> Acute/Chronic Target Organs Affects of Chemical Mixtures Dose: What affects my Risk? 	Betty
2:00	Learning More about Chemicals <ul style="list-style-type: none"> • Labels • Material Safety Data Sheets • T-shirt Activity/Health Effects 	Betty Melody
3:00	Break	
3:15	3 Small group Workshops: Special Hazards (30 min. each; participants rotate through each of 3 workshops) <ol style="list-style-type: none"> 1) Noise 2) Ergonomics 3) Personal Protective Equipment (Respirators, gloves, heat stress) 	Garrett Melody Betty
4:45	Evaluation: Two Circles	Diane

Day 2

Time	Topic	Trainer
8 AM	Icebreaker	Betty
8:45	Special Hazards: Two workshops (45 min each) 1) Safety (Fire, Machine Guarding, Emergency Procedures, Electrical) 2) Reproductive Hazards	Garrett Diane
10:15	Break	
10:30	Stress/Harassment <ul style="list-style-type: none">• Defining Stress<ul style="list-style-type: none">Physical Stressors (noise, ergonomics, etc)Social Stressors (workload, sexual harassment, etc)• Stress and Health• Dealing with Stress	Melody Betty
12:00	Lunch	
1:00	Workers Rights <ul style="list-style-type: none">• Overview:<ul style="list-style-type: none">Indonesia H&S regsILO Conventions and Other Rights• Case studies (small groups)Reportback	Garrett
2:30	Break	
2:45	Tools for Collecting Information <ul style="list-style-type: none">• Checklists• Interviewing• Walkarounds• Internet• Surveys• Community Organizations	Diane Dara
3:45	Overview: Pratama site visit on Day 3 <ul style="list-style-type: none">• Quick Overview of Plant• Reviewing Checklist/Walkaround Plan• Review Debrief/Problem-Solving Activities	Garrett Dara
4:45	Evaluation	

DAY 3

- 8 AM Bus leaves for Pratama
- 9 AM Intros
- 9:30 Walkaround with checklists
4 separate groups --45 min walkaround
in each dept; 15 minutes Debrief
Groups stay the same; Trainers
stay in department; Groups rotate
Departments:
1) Cutting and Stitching
2) PU Pour
3) Hot Press
4) Lasting/Grinding
- 10:30 Water Break
- 10:45 Walkaround second dept.
- 11:45 Lunch (in workers cafeteria)
- 12:45 Walkaround third department
- 1:45 Water Break
- 2:45 Walkaround--Final department
- 3:45 Groups de-brief for Day 4 presentation
- 4:15 Check-out with Pratama/Take bus back

Day 4

Time	Topic	Trainer
8:00 AM	Two Activities: (60 min. each) 1) Small group De-Briefs-- Pratama Visit (1 plant area by each of 4 groups) Observations Hazards Interviewing 2) Controls: Small Group Activity	Garrett Melody
10:00	Break	
10:15	Problem Solving: Developing a Plan and Taking Action 1) Overview: Developing a Plan (45 min) Analyzing Information Identifying Target Audience Prioritizing/Ranking Issues Developing Short and Long Term Goals Analyzing Strengths and Barriers Connecting to International Campaigns 2) Taking Action: (1 hour 15 min) Small Group Activity--Pick one issue from Pratama walkaround; develop action plan; present to group.	Betty Diane
12:15	LUNCH	
1:00	Taking It Back: Next Steps • Brief Review of Adult Ed • Participants "Toolbox" Review of training methods Review of other skills gained over 4 days • Ideas for Next Steps	Betty Diane
2:30	BREAK	
2:45	Resources • Indonesia Resources ILO HIPERKES • International Resources	Melody Dara
4:00	Final evaluation/Summary	Diane/Garrett