

FLA Audit Profile

Factory Code	530305802G
Country	Bangladesh
FLA Affiliate	adidas Group, SanMar, Twins and Outdoor Cap
Monitor	PHULKI
Audit Date	August 4-5, 2008
Products	Caps
Processes	Cutting, sewing and finishing (ironing & packing)
Number of Workers	1958



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Harassment or Abuse: L. Discipline/Freedom of Movement

H&A.12 Employers shall not unreasonably restrain the freedom of movement of workers, including movement in canteens, during breaks, using toilets, accessing water, or to access necessary medical attention, as a means to maintain labor discipline. (S)

Audit Date	Audit Type	Audit Scope	Auditor	Score
08/04/2008	External	FLA Independent External Monitoring	Phulki	1 (out of 5)

Explanation: Workers informed monitors that when they fell sick and visited the medical room for rest, the nurse did not allow them to take rest in the room. The workers felt that they were not getting appropriate attention from the factory nurse.

Plan Of Action:

1. The grievances of the workers with the clinic staff (i.e. nurse) is a repeat issue found during internal audits. Factory must set up an independent enquiry into the workers' grievances regarding the delivery of clinic services. Authority given to nurse must be reviewed based on the enquiry result.
2. A clear direction must be given through a formal letter to the nurse allowing workers to take rest in the room. If the nurse has concerns over the rest being taken by the workers, She must report her concern in writing to the HR department with clear explanation.

Deadline Date: 03/31/2009

Supplier CAP:

Supplier CAP Date:

Action Taken: Factory management is aware of complaints involving the clinic staff. For this reason, management has verbally reminded the clinic staff of expectations regarding the treatment of all workers, especially those feeling sick and visiting the medical room for rest or attention. As no written complaints have been received, factory management now maintains a complaint register in front of the medical room and has communicated to all workers that they may provide written complaints using the complaint box or to the welfare officer directly. Factory management will review the progress and take action against further grievances received to ensure proper care is provided to all workers.

Plan Complete:

Plan Complete Date:

Action Verified:

Action Verified Text:

Action Verified Date:

Comments:

Health and Safety: D. Worker Consultation

H&S.4 The health and safety policy shall be developed and implemented in consultation with workers or their representatives. (P)

Audit Date	Audit Type	Audit Scope	Auditor	Score
08/04/2008	External	FLA Independent External Monitoring	Phulki	1 (out of 5)

Explanation: Factory management did not consult with worker or workers representative in developing the health and safety policy, but they consult with them during implementation.

Plan Of Action: Factory to continue consulting with workers' representatives on the implementation of HSE policy; review policy and revise as necessary based on evaluation on the implementation and feedback both from management internal review and from worker/workers' representatives.

Deadline Date: 04/30/2009

Supplier CAP:

Supplier CAP Date:

Action Taken: Factory conducted three days of health and safety training and consulted directly with the workers' representatives on the development of improved health & safety policies under the title of Integrated Management System. In addition, a JESH (Joint Environmental, Health and Safety) committee with worker representation was established in April 2009. The main function of the committee is to participate in the ongoing development and implementation of Environmental, Health and Safety (EHS) programs and to address specific workers' complaints and suggestions concerning EHS.

Plan Complete:

Plan Complete Date:

Action Verified:

Action Verified Text:

Action Verified Date:

Comments:

Health and Safety: J. Safety Equipment and First Aid Training

H&S.10 All safety and medical equipment (such as fire fighting equipment, first aid kits, etc.) shall be available in sufficient numbers throughout the factory, maintained and stocked as prescribed and easily accessible to workers. A sufficient number of workers shall be trained in first aid and fire fighting techniques. (S)

Audit Date	Audit Type	Audit Scope	Auditor	Score
08/04/2008	External	FLA Independent External Monitoring	Phulki	1 (out of 5)

Explanation: One first aid kit was not equipped with sufficient medicine.

Plan Of Action: *First aid kits must be immediately re-stocked after use and the expiration dates must be controlled appropriately.

*Appoint a responsible person for each first aid kit, to carry out regular

inspection, re-stock and controlling of the expiration dates of the first aid kits. Medicine should be provided under advice from nurse/doctor in clinic and not to be provided in the first aid kit.

Deadline Date: 03/31/2009
Supplier CAP:
Supplier CAP Date:
Action Taken: All first aid boxes are well equipped with first aid supplies. Factory management has assigned the nurse and first aid trainers to check the first aid boxes at least monthly to ensure they remain well equipped with sufficient supplies and to replenish whenever necessary.
Plan Complete:
Plan Complete Date:
Action Verified:
Action Verified Text:
Action Verified Date:
Comments:

Health and Safety: K. Personal Protective Equipment

H&S.11 Workers shall be provided with effective and all necessary personal protective equipment (such as gloves, eye protection, hearing protection, respiratory protection, etc.) to prevent unsafe exposure (such as inhalation or contact with solvent vapors, noise, dust, etc.) to health and safety hazards, including medical waste. (S)

Audit Date	Audit Type	Audit Scope	Auditor	Score
08/04/2008	External	FLA Independent External Monitoring	Phulki	1 (out of 5)

Explanation: Factory management supplied ear plugs to the workers in the embroidery section. But some workers did not use them.

Plan Of Action:
a. Conduct training on PPE (ear protection) usage for workers, including the risk of excessive noise exposure, function of PPE and instruction to wear PPE properly.
b. Develop internal monitoring to ensure proper PPE usage.

Deadline Date: 04/30/2009
Supplier CAP:
Supplier CAP Date:
Action Taken: Ear plugs are now being used by embroidery operators. Supervisors are now responsible for ensuring that personal protective equipment, including ear protection is used appropriately by all workers. In addition, management has indicated that ear protection and equipment will be included in personal protective equipment training to all workers at least twice a year. Training log book was provided for review which indicated training content and date of training with employee signatures showing the last training was conducted on February 12, 2009.
Plan Complete:
Plan Complete Date:
Action Verified:
Action Verified Text:
Action Verified Date:
Comments:

Health and Safety: R. Machinery Maintenance and Worker Training

H&S.18 All production machinery, equipment and tools shall be regularly maintained and properly guarded. Workers shall receive training in the proper use and safe operation of machinery, equipment and tools they use. Employers shall ensure safety instructions are either displayed/posted near all machinery or are readily accessible to the workers. (S)

Audit Date	Audit Type	Audit Scope	Auditor	Score
08/04/2008	External	FLA Independent External Monitoring	Phulki	1 (out of 5)

Explanation: Employer did not display/post the usage of machine instructions near the machinery for the workers.

Plan Of Action: a) Factory to develop instruction for machine/equipment operation
b) Conduct training for proper usage of machines, tools and equipments
c) Display/post the instruction for proper and safe usage of machinery and equipment in the workstations.

Deadline Date: 04/30/2009

Supplier CAP:

Supplier CAP Date:

Action Taken: Machine operating instructions are now posted near machinery for the workers. Factory provided training on the proper usage of machines, tools and equipment to workers and will provide similar and updated training to workers at least twice a year. Training log book was provided for review which indicated training content and date of training with employee signatures showing the last training was conducted on March 29, 2009.

Plan Complete:

Plan Complete Date:

Action Verified:

Action Verified Text:

Action Verified Date:

Comments:

Health and Safety: V. Sanitation in Factory Facilities

H&S.22 All facilities including factory buildings, toilets, canteens, kitchens, and clinics, shall be kept clean and safe and be in compliance with all applicable laws, including relevant sanitation, medical and safety and health regulations. (S)

Audit Date	Audit Type	Audit Scope	Auditor	Score
08/04/2008	External	FLA Independent External Monitoring	Phulki	1 (out of 5)

Explanation: Factory management never provides soap, towel and slipper (sandal) in the wash room for the workers.

Plan Of Action: 1. Factory to provide the following:
*Soap/Liquid soap must be provided in all toilets.
*Provide sufficient paper towels or hot air hand dryers.
2. Factory management should also ensure that cleaning staff has a proper

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schedule to clean restroom and ensure that their supplies are properly stocked.

3. Factory to conduct training to all employees regarding usage of slipper in factory, including in wash room and explaining risk of being bare foot. Factory can provide slipper for toilet areas or worker can use their own.

Deadline Date:

03/31/2009

Supplier CAP:

Supplier CAP Date:

Action Taken:

Factory management has provided soap, towels and slippers in the washrooms. Local language health instruction is affixed to the washroom wall to explain the proper use, as well as a description of the risk of being bare foot. Factory management has provided clear instruction and training to the cleaners and now maintains a daily cleaning schedule to ensure toilets are sufficiently kept clean and safe in compliance with all applicable laws. Factory management conducted health, safety and hygiene training for all workers. The training log book was provided for review which indicated training content and date of training with employee signatures showing the last training was conducted on February 9, 2009.

Plan Complete:

Plan Complete Date:

Action Verified:

Action Verified Text:

Action Verified Date:

Comments:
