Indonesia Training
DRAFT AGENDA

DAY 1

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
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<tbody>
<tr>
<td>8AM</td>
<td>Icebreaker</td>
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<td>People Hunt</td>
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8:45    Why Health and Safety
- What we’ve learned doing international health and safety training
- One thing people hope to learn

9:15    Identifying/Recognizing Hazards: Risk Mapping
- 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

10:30   Break

10:45   Evaluating Hazards (Use Pratama Slides)
- Reviewing Company Documents
- Conducting walk-through inspections
- Checklists, Surveys and Interviews
- Evaluating Hazards (Chemicals, Noise, Ergonomics): Monitoring, Observation, Interviewing
- Industrial Hygiene Equipment

11:30   Controlling Hazards (Use Pratama Slides)
- Engineering Controls (Remove the Hazard)
- Administrative Hazards (Reduce the Exposure)
- Personal Protective Equipment (Protective Clothing and Equipment)
- Environmental Hazards

12:15   Lunch

1:15    Hazard Awareness: Chemicals
- How Chemical Enter the Body
- How Chemicals Affect the Body
  Acute/Chronic
  Target Organs
  Affects of Chemical Mixtures
Dose: What affects my Risk?

2:00 Learning More about Chemicals
   • Labels
   • Material Safety Data Sheets
   • T-shirt Activity/Health Effects

3:00 Break

3:15 3 Small group Workshops: Special Hazards
   (30 min. each; participants rotate through each of 3 workshops)
   1) Noise
   2) Ergonomics
   3) Personal Protective Equipment
      (Respirators, gloves, heat stress)

4:45 Evaluation: Two Circles

Day 2

Time Topic

8 AM Icebreaker

8:45 Special Hazards: Two workshops (45 min each)
   1) Safety (Fire, Machine Guarding, Emergency Procedures, Electrical)
   2) Reproductive Hazards

10:15 Break

10:30 Stress/Harassment
   • Defining Stress
     Physical Stressors
     (noise, ergonomics, etc)
     Social Stressors
     (workload, sexual harassment, etc)
   • Stress and Health
   • Dealing with Stress

12:00 Lunch

1:00 Workers Rights
   • Overview:
     Indonesia H&S regs
     ILO Conventions and Other Rights
   • Case studies (small groups)
     Reportback

2:30 Break
2:45  Tools for Collecting Information
    • Checklists
    • Interviewing
    • Walkarounds
    • Internet
    • Surveys
    • Community Organizations

3:45  Overview: Pratama site visit on Day 3
    • Quick Overview of Plant
    • Reviewing Checklist/Walkaround Plan
    • Review Debrief/Problem-Solving Activities

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

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