

Indonesia Training
DRAFT AGENDA

DAY 1

Time	Topic
8AM	Icebreaker People Hunt
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
9:15	Identifying/Recognizing Hazards: Risk Mapping <ul style="list-style-type: none">• Introduction to Job Hazards<ul style="list-style-type: none">• 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) <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
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
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/ChronicTarget OrgansAffects 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

Time	Topic
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
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 Nike walkaround; develop action plan; present to group.
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
2:30	BREAK
2:45	Resources • Indonesia Resources ILO HIPERKES • International Resources
4:00	Final evaluation/Summary