

Regional Health and Safety Training in the Pacific Region

10–13 June 2024 • Nadi, Fiji

ADB



AGENDA

DAY 1 (Monday, 10 June 2024)

Time	Activity	Resource Person
8:45–9:00	Registration	
9:00–9:15	Opening Prayer Welcome & Regional Overview	Leah Gutierrez Director General, Pacific Department Aaron Batten Regional Director, Pacific Subregional Office
9:15–9:25	Safeguards and Course Introduction Background, Objectives etc.	Nianshan Zhang Head, Office of Safeguards (OSFG) Bruce Dunn Director, Policy and Technical Services (OSPT), OSFG Felix Oku Principal Safeguards Specialist, OSFG
9:25–9:40	Participants Introduction	Michelle Feri and Paraka
9:40–10:00	Introduction to ADB's SPS Policy requirements on Health, Safety and Security in ADB supported projects. » Heads up on policy provisions in the Draft Environmental and Social Framework (ESF) ESS 2: Labor and Working Conditions and ESS 4: Health, Safety and Security	Felix Oku Kassiyet Tulegenova Social Development Specialist (Core Labor Standards), OSFG
10:00–10:30	Procurement & Health and Safety	Jenny Yan Yee Chu Procurement Specialist, PPF
10:3 –10:45	TEA BREAK	
Health, Safety and Security Risk Assessment & Management Planning		
10:45–12:00	MODULE 1 – Introduction to Health & Safety (H&S) Foundations in H&S <u>Performance Objective</u> Participants able to: » Outline the scope and nature of Occupational, Health and Safety requirements under ADB. » Appreciate potentially significant occupational health and safety risks / impacts associated with ADB projects » Explain the role of governments and international bodies in formulating a framework for the implementation and regulation of H&S. » H&S Planning and Monitoring » Understand the scope of Community H&S Requirements	Stephen Sayle Occupational Health and Safety Consultant Felix Oku Michelle Dooley Senior Safeguards Specialist, OSFG
12:00–13:00	LUNCH	
13:00–14:00	MODULE 1 continued - Safety Culture <u>Performance Objective</u> Participants able to: » Discuss perceptions of risk and repercussions of serious Incidents » Understand the elements and benefits of a strong safety culture » Describe the purpose and scope of industry Life Saving Rules » Understand typical hazards and controls of each Life Saving Rule » Describe the importance of Fatigue Management, Fitness for Work and Mental Health	Stephen Sayle Felix Oku Michelle Dooley Earl Alcon OHS Consultant

Time	Activity	Resource Person
14.00–15.00	<p>MODULE 2 – H&S Risk Assessment</p> <p><u>Performance Objective</u></p> <p>Participants able to:</p> <ul style="list-style-type: none"> » Explain the principles of Risk Assessment » Know the relationship between a Hazard and a Risk » Understand the principle of As Low As Reasonably Practicable » Use a Risk Matrix » Describe Hazard Groups and the Hazard Wheel » Provide an example of how a person could be harmed for each hazard group » Identify Hazards of various work sites » Conduct a HAZID for a typical job site » Understand the different styles of Risk Management » Explain the Swiss Cheese and Bowtie Risk models » Example – Fire Triangle and different fire extinguisher types » Example – Confined Space Entry » Outline the Hierarchy of Controls » Understand PPE as the last line of defense » Explain Engineering Hazards, Controls and Barricades/Signage 	<p>Stephen Sayle</p> <p>Felix Oku</p> <p>Michelle Dooley</p>
15:00–15:15	WORKING TEA BREAK	
15:15–16:00	Practical Exercise on hazard identification and risk assessment	
16:00–18:00	Networking Reception	

DAY 2 (Tuesday, 11 June 2024)

Time	Activity	Resource Person
9:00–10:00	<p>Opening Prayer</p> <p>Completion of practical exercise on hazard identification and risk assessment</p> <p>Recap and Feedback Discussion on Day 1 Training Including group presentations of practical exercise</p>	<p>Stephen Sayle</p> <p>Felix Oku</p> <p>Michelle Dooley</p> <p>Group Discussion by Reps from EA/IA</p>
10:00–10:15	TEA BREAK	
10:15–12:00	<p>MODULE 3 – Workplace H&S</p> <p><u>Performance Objective</u></p> <p>Participants able to:</p> <ul style="list-style-type: none"> » Describe office ergonomic safety » Understand your responsibility to keep yourself and others safe at work. » Outline Roles and Responsibilities and the Internal Responsibility System » Understand the range of responsibilities from Workers, Managers and Contractors » Stop Work Authority » Communication Exercise » Develop an H&S Plan » Reference the ADB HSS Good Practice Guide » Reference the ADB Safe Work Practices » Understand the role of Training and H&S Committees » HAZID Exercise 	<p>Stephen Sayle</p> <p>Felix Oku</p> <p>Michelle Dooley</p>
12:00–13:00	LUNCH	



DAY 2 (Tuesday, 11 June 2024)

Time	Activity	Resource Person
13:00–15:30	<p>MODULE 4 & 5 – Community H&S and Security <u>Performance Objective</u></p> <p>Participants able to:</p> <ul style="list-style-type: none"> » Understand Project Risks to Communities » Recognize Sexual Exploitation, Abuse and Harassment (SEAH). » Identify when a borrower or contract worker would require security personnel. » Understand the potential risks posed by site security to local communities » Recognize issues with Fragile and Conflict-Affected States » Understand Fundamental good security planning principles » Follow the steps to develop a Security Plan <p>MODULE 6 – Incident Reporting and Investigation <u>Performance Objective</u></p> <p>Participants able to:</p> <ul style="list-style-type: none"> » Understand Roles and Responsibilities for Incident Management and Reporting » Describe incident investigation techniques including Root Cause Analysis » Discuss the importance of sharing Lessons Learned to prevent recurrence (Continuous Improvement) 	<p>Stephen Sayle</p> <p>Felix Oku</p> <p>Michelle Dooley</p> <p>Malika Shagazatova</p>
15.30 –15:15	TEA BREAK	
15:15–16:30	Feedback Discussion on Day 2 Training	

DAY 3 (Wednesday, 12 June 2024)

Time	Activity	Resource Person
9:00–9.15	<p>Opening Prayer</p> <p>H&S challenges and opportunities in the Cook Islands (COO) & Solutions <u>Performance Objective:</u></p> <p>Participants able to:</p> <ul style="list-style-type: none"> » Understand challenges and prepare measures and actions. <p>H&S Experience in COO</p>	Presentation by Reps COO EAs/IAs
9:15–9:30	Q & A	
9:30–9:45	<p>H&S challenges and opportunities in Fiji (FIJ) & Solutions <u>Performance Objective:</u></p> <p>Participants able to:</p> <ul style="list-style-type: none"> » Understand challenges and prepare measures and actions. <p>H&S Experience in FIJ</p>	Presentation by Reps FIJ EAs/IAs
9:45–10:00	TEA BREAK	
10:00–10:15	<p>H&S challenges in the Federated States of Micronesia (FSM) & Solutions <u>Performance Objective:</u></p> <p>Participants able to:</p> <ul style="list-style-type: none"> » Understand challenges and prepare measures and actions. <p>H&S Experience in FSM</p>	Presentation by Reps FSM EAs/IAs
10:30–10:45	Q & A	
10:45–11:00	<p>H&S challenges in Kiribati (KIR) & Solutions <u>Performance Objective:</u></p> <p>Participants able to:</p> <ul style="list-style-type: none"> » Understand challenges and prepare measures and actions. <p>H&S Experience in KIR</p>	Presentation by Reps KIR EAs/IAs
11:00–11:15	Q & A	

Time	Activity	Resource Person
11:15–11:30	<p>H&S challenges in Nauru (NAU) & Solutions</p> <p><u>Performance Objective:</u></p> <p>Participants able to:</p> <p>» <i>Understand challenges and prepare measures and actions.</i></p> <p>H&S Experience in NAU</p>	Presentation by Reps NAU EAs/IAs
11:30–11:45	Q & A	
11:45–12:00	<p>H&S challenges in Palau (PAL) & Solutions</p> <p><u>Performance Objective:</u></p> <p>Participants able to:</p> <p>» <i>Understand challenges and prepare measures and actions.</i></p> <p>H&S Experience in PAL</p>	Presentation by Reps PAL EAs/IAs
12:00–12:15	Q & A	
12:15–13:15	LUNCH	
13:15–13:30	<p>H&S challenges in Papua New Guinea (PNG) & Solutions</p> <p><u>Performance Objective:</u></p> <p>Participants able to:</p> <p>» <i>Understand challenges and prepare measures and actions.</i></p> <p>H&S Experience in PNG</p>	Presentation by Reps PNG EAs/IAs
13:30–13:45	Q & A	
13:45–14:00	<p>H&S challenges in the Marshall Islands (RMI) & Solutions</p> <p><u>Performance Objective:</u></p> <p>Participants able to:</p> <p>» <i>Understand challenges and prepare measures and actions.</i></p> <p>H&S Experience in RMI</p>	Presentation by Reps RMI EAs/IAs
14:00–14:15	Q & A	
14:15–14:30	<p>H&S challenges in Samoa (SAM) & Solutions</p> <p><u>Performance Objective:</u></p> <p>Participants able to:</p> <p>» <i>Understand challenges and prepare measures and actions.</i></p> <p>H&S Experience in SAM</p>	Presentation by Reps SAM EAs/IAs
14:30–14:45	Q & A	
14:45–15:00	<p>H&S challenges in Solomon Islands (SOL) & Solutions</p> <p><u>Performance Objective:</u></p> <p>Participants able to:</p> <p>» <i>Understand challenges and prepare measures and actions.</i></p> <p>H&S Experience in SOL</p>	Presentation by Reps SOL EAs/IAs
15:00–15:15	Q & A	
15:15–15:30	TEA BREAK	
15:30–15:45	<p>H&S challenges in Tonga (TON) & Solutions</p> <p><u>Performance Objective:</u></p> <p>Participants able to:</p> <p>» <i>Understand challenges and prepare measures and actions.</i></p> <p>H&S Experience in TON</p>	Presentation by Reps TON EAs/IAs
15:45–16:00	Q & A	
16:00–16:15	<p>H&S challenges in Tuvalu (TUV) & Solutions</p> <p><u>Performance Objective:</u></p> <p>Participants able to:</p> <p>» <i>Understand challenges and prepare measures and actions.</i></p> <p>H&S Experience in TUV</p>	Presentation by Reps TUV EAs/IAs
16:15–16:30	Q & A	
16:30–16:45	<p>H&S challenges in Vanuatu (VAN) & Solutions</p> <p><u>Performance Objective:</u></p> <p>Participants able to:</p> <p>» <i>Understand challenges and prepare measures and actions.</i></p> <p>H&S Experience in VAN</p>	Presentation by Reps VAN EAs/IAs
16:45–17:00	Q & A	



DAY 4 (Thursday, 13 June 2024)

Time	Activity	Resource Person
9:00–9:30	Brief Recap of Day 3 on each DMCs' H&S challenges, solutions and experience	Stephen Sayle Felix Oku Michelle Dooley
9:30–10:30	<p>MODULE 7: Emergency Preparedness and Response</p> <p><u>Performance Objective</u></p> <p>Participants able to:</p> <ul style="list-style-type: none"> » <i>Understand the best practices involved in emergency response situations</i> » <i>Outline the escalating Levels of Emergency</i> » <i>Explain the Incident Command System (ICS)</i> » <i>ICS Roles and Responsibilities</i> <p>Practical Exercise:</p> <p>Preparing a HAZID and RA considering the Hierarchy of Controls for case study provided</p>	Stephen Sayle Felix Oku Michelle Dooley
10:30–10:45	TEA BREAK	
10:45–12:00	Completion of practical exercise on HAZID and Hierarchy of Controls	Stephen Sayle Felix Oku Michelle Dooley
12:00–13:00	LUNCH	
13:00–14:30	Feedback discussion Including presentation on last exercise	Group Presentation by Reps from EA/IA
14:30–14:45	Tea Break	
14:45–15:30	Way Forward	
15:30–16:30	Certificate Presentation	

