



# Regional Health and Safety Training in the South Asia Region 26–29 August 2024 • Colombo, Sri Lanka

ADB



## AGENDA

### DAY 1 (Monday, 26 August 2024)

Time	Activity	Resource Person
8:45–9:00	<b>Registration</b>	
9:00–9:10	<b>Welcome Remarks</b>	<b>Takafumi Kadono</b> Country Director Sri Lanka Resident Mission (SLRM)
9:10–9:20	<b>Safeguards and Course Introduction</b> Background, Objectives etc.	<b>Nianshan Zhang</b> Head, OSFG  <b>Bruce Dunn</b> Director, OSFG
9:20–9:50	<b>Participants Introduction</b> <b>Regional Portfolio Overview</b>	<b>Ricardo Barba</b>  <b>Charmayne Galarpe</b> Safeguards Analyst, OSFG  <b>Saranga Gajasinghe</b> Senior Safeguards Officer, SLRM
9:50–10:20	<b>Introduction to ADB’s Environmental and Social Framework (ESF) requirements on Health, Safety and Security in ADB supported projects.</b> » 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	<b>Felix Oku</b> Principal Safeguards Specialist, OSFG <b>Kassiyet Tulegenova</b> Social Development Specialist (Core Labor Standards), OSFG
10:20–10:30	TEA BREAK	
10:30–11:15	<b>Environmental, Health and Safety incorporation on Procurement</b> Question and Answer (15 mins.)	<b>Jenny Yan Yee Chu</b> Procurement Specialist, Public Financial Management Division 2, Procurement, Portfolio, and Financial Management Department

### Health, Safety and Security Risk Assessment & Management Planning

11:15–12:15	<b>MODULE 1 – Introduction to Health &amp; Safety (H&amp;S) Foundations in ADB</b> <u>Performance Objective</u>  <b>Participants able to:</b> » 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	<b>Felix Oku</b>  <b>Saranga Gajasinghe</b> Senior Safeguards Officer, SLRM
12:15–12:45	<b>Group Activity</b> and/or <b>Presentation</b> on recent incidents	
12:45–13:00	<b>Group Photo</b>	
13:00–14:00	LUNCH	

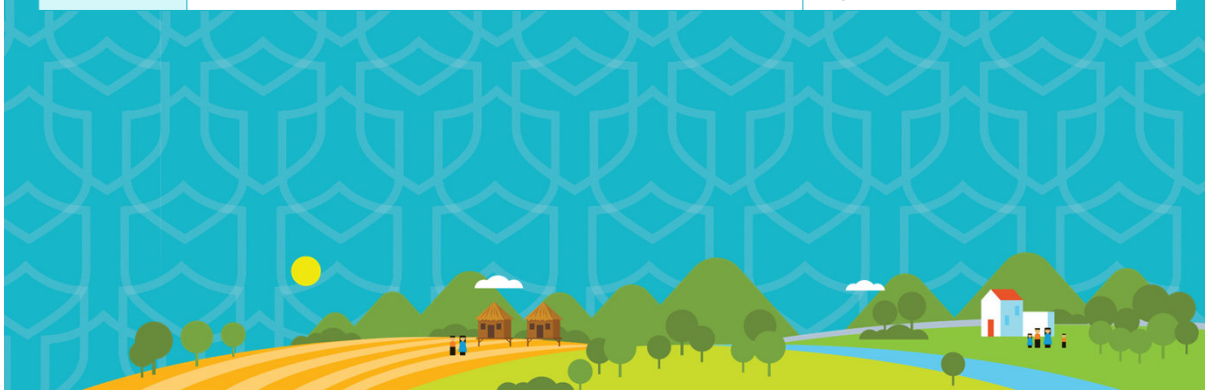
Time	Activity	Resource Person
14:00–14:30	<p><b>MODULE 1 continued - Safety Culture</b>  <u>Performance Objective</u></p> <p><b>Participants able to:</b></p> <ul style="list-style-type: none"> <li>» Discuss perceptions of risk and repercussions of serious incidents</li> <li>» Understand the elements and benefits of a strong safety culture</li> <li>» Describe the purpose and scope of industry Life Saving Rules</li> <li>» Understand typical hazards and controls of each Life Saving Rule</li> <li>» Describe the importance of Fatigue Management, Fitness for Work and Mental Health</li> </ul>	Felix Oku
14:30–15:15	<p><b>MODULE 2 – H&amp;S Risk Assessment</b>  <u>Performance Objective</u></p> <p><b>Participants able to:</b></p> <ul style="list-style-type: none"> <li>» Explain the principles of Risk Assessment</li> <li>» Know the relationship between a Hazard and a Risk</li> <li>» Understand the principle of As Low As Reasonably Practicable</li> <li>» Use a Risk Matrix</li> <li>» Describe Hazard Groups and the Hazard Wheel</li> <li>» Provide an example of how a person could be harmed for each hazard group</li> <li>» Identify Hazards of various work sites</li> <li>» Conduct a HAZID for a typical job site</li> <li>» Understand the different styles of Risk Management</li> <li>» Explain the Swiss Cheese and Bowtie Risk models</li> <li>» Example – Fire Triangle and different fire extinguisher types</li> <li>» Example – Confined Space Entry</li> <li>» Outline the Hierarchy of Controls</li> <li>» Understand PPE as the last line of defense</li> <li>» Explain Engineering Hazards, Controls and Barricades/Signage</li> </ul>	Felix Oku
15:15–15:30	WORKING TEA BREAK	
15:30–16:30	<b>Practical Exercise on hazard identification and risk assessment</b>	
16:30–18:30	<b>Network Reception</b>	

## DAY 2 (Tuesday, 27 August 2024)

Time	Activity	Resource Person
9:00–9:15	<b>Recap and Feedback Discussion on Day 1 Training</b>	Ricardo Barba Felix Oku
9:15–10:00	<p><b>MODULE 3 – Workplace H&amp;S</b>  <u>Performance Objective</u></p> <p><b>Participants able to:</b></p> <ul style="list-style-type: none"> <li>» Describe office ergonomic safety</li> <li>» Understand your responsibility to keep yourself and others safe at work.</li> <li>» Outline Roles and Responsibilities and the Internal Responsibility System</li> <li>» Understand the range of responsibilities from Workers, Managers and Contractors</li> <li>» Stop Work Authority</li> <li>» Communication Exercise</li> <li>» Develop an H&amp;S Plan</li> <li>» Reference the ADB HSS Good Practice Guide</li> <li>» Reference the ADB Safe Work Practices</li> <li>» Understand the role of Training and H&amp;S Committees</li> <li>» HAZID Exercise</li> </ul>	
10:00–10:15	Tea Break	



Time	Activity	Resource Person
10:15–12:00	<p><b>MODULE 3 – Workplace H&amp;S</b></p> <p><u>Performance Objective</u></p> <p><b>Participants able to:</b></p> <ul style="list-style-type: none"> <li>» Describe office ergonomic safety</li> <li>» Understand your responsibility to keep yourself and others safe at work.</li> <li>» Outline Roles and Responsibilities and the Internal Responsibility System</li> <li>» Understand the range of responsibilities from Workers, Managers and Contractors</li> <li>» Stop Work Authority</li> <li>» Communication Exercise</li> <li>» Develop an H&amp;S Plan</li> <li>» Reference the ADB HSS Good Practice Guide</li> <li>» Reference the ADB Safe Work Practices</li> <li>» Understand the role of Training and H&amp;S Committees</li> <li>» HAZID Exercise</li> </ul>	<b>Felix Oku</b>
12:00–12:30	<p><b>MODULE 4 &amp; 5 – Community H&amp;S and Security</b></p> <p><u>Performance Objective</u></p> <p><b>Participants able to:</b></p> <ul style="list-style-type: none"> <li>» Understand Project Risks to Communities</li> <li>» Identify when a borrower or contract worker would require security personnel.</li> <li>» Understand the potential risks posed by site security to local communities</li> <li>» Recognize issues with Fragile and Conflict-Affected States</li> <li>» Understand Fundamental good security planning principles</li> <li>» Follow the steps to develop a Security Plan</li> </ul>	<b>Felix Oku</b>
12:30–13:00	<ul style="list-style-type: none"> <li>» Recognize Sexual Exploitation, Abuse and Harassment (SEAH).</li> </ul>	<b>Malika Shagzatova</b> Senior Social Development Specialist (Gender and Development)
13:00 –14:00	LUNCH	
14:00–14:45	<p><b>MODULE 6 – Incident Reporting and Investigation</b></p> <p><u>Performance Objective</u></p> <p><b>Participants able to:</b></p> <ul style="list-style-type: none"> <li>» Understand Roles and Responsibilities for Incident Management and Reporting</li> <li>» Describe incident investigation techniques including Root Cause Analysis</li> <li>» SEAH incident reporting – Malika (10 mins)</li> <li>» Discuss the importance of sharing Lessons Learned to prevent recurrence (Continuous Improvement)</li> </ul>	<b>Michelle Dooley</b> <b>Malika Shagzatova</b>
14:45–15:00	<b>Presentation on Bangladesh case</b>	<b>Farhat Chowdhury</b>
15:00–15:15	Question and Answer (15 mins.)	Senior Environmental Safeguards Specialist, IsDB
15.15 –15:30	Tea Break	
15:30–16:30	<b>Feedback Discussion on Day 2 Training</b>	<b>Ricardo Barba</b>
16:30–16:45	<b>Briefing on the site visit to Port Elevated Highway Project</b>	<b>K.W. Kandambi</b> Project Director, Port Elevated Highway Project



## DAY 3 (Wednesday, 28 August 2024)

Time	Activity	Resource Person
8:30–8:45	<b>Group Assembly for Site Visit</b> (training venue or hotel lobby) *ADB will provide transport to project site	
9:00–12:15	<b>Group activity in project site</b>	
12:15–12:30	<b>Group Assembly to return to training venue</b>	
13:00–14:00	LUNCH BREAK	
14:00–14:10	<b>Short recap / introduction to the next activity</b>	
14:10–14:40	<b>Group Activity</b> (to prepare for presentation after the site visit)	
14:40–15:00	<b>Group 1 presentation</b>	
15:00–15:20	<b>Group 2 presentation</b>	
15:20–15:35	Tea Break	
15:35–15:55	<b>Group 3 presentation</b>	
15:55–16:30	<b>Feedback discussion</b>	

## DAY 4 (Thursday, 29 August 2024)

Time	Activity	Resource Person
9:00–9:15	<b>Recap of Day 3</b>	
9:15–9:45	<b>H&amp;S challenges and opportunities in Bhutan (BHU) &amp; Solutions</b> <u>Performance Objective</u> <b>Participants able to:</b>  » <i>Understand challenges and prepare measures and actions.</i>  <b>H&amp;S Experience in BHU</b>	Presentation by Reps BHU EAs/IAs
9:45–10:00	<b>Q&amp;A</b>	
10:00–10:30	<b>H&amp;S challenges in the Maldives (MLD) &amp; Solutions</b> <u>Performance Objective</u> <b>Participants able to:</b>  » <i>Understand challenges and prepare measures and actions.</i>  <b>H&amp;S Experience in MLD</b>	Presentation by Reps MLD EAs/IAs
10:30–10:45	<b>Q&amp;A</b>	
10:45–11:00	Tea Break	
11:00–11:30	<b>H&amp;S challenges in the Nepal (NEP) &amp; Solutions</b> <u>Performance Objective</u> <b>Participants able to:</b>  » <i>Understand challenges and prepare measures and actions.</i>  <b>H&amp;S Experience in NEP</b>	Presentation by Reps NEP EAs/IAs
11:30–11:45	<b>Q&amp;A</b>	
11:45–12:15	<b>H&amp;S challenges in the Sri Lanka (SRI) &amp; Solutions</b> <u>Performance Objective</u> <b>Participants able to:</b>  » <i>Understand challenges and prepare measures and actions.</i>  <b>H&amp;S Experience in SRI</b>	Presentation by Reps SRI EAs/IAs



Time	Activity	Resource Person
12:15–12:30	Q&A	
12:30–13:30	LUNCH	
13:30–14:00	<b>Brief Recap on each DMCs' H&amp;S challenges &amp; solutions and experience</b>	<b>Ricardo Barba Felix Oku</b>
14:00–14:45	<p><b>MODULE 7: Emergency Preparedness and Response</b>  <u>Performance Objective</u></p> <p><b>Participants able to:</b></p> <ul style="list-style-type: none"> <li>» Understand the best practices involved in emergency response situations</li> <li>» Outline the escalating Levels of Emergency</li> <li>» Explain the Incident Command System (ICS)</li> <li>» ICS Roles and Responsibilities</li> </ul> <p><b>Practical Exercise:</b>            Preparing a HAZID and RA considering the Hierarchy of Controls for case study provided</p>	<b>Felix Oku</b>
14:45–15:45	<b>Completion of practical exercise on HAZID and RA considering the Hierarchy of Controls</b>	<b>Felix Oku</b>
15:45–16:00	Tea Break	
16:00–16:30	Training Feedback	<b>Forms</b>
16:30–16:45	<b>Way Forward</b>	<b>Ricardo Barba Felix Oku</b>
16:45–17:15	<b>Certificate Presentation</b>	

