**Terms of Reference**

**for Assessment on Occupational Safety and Health (OSH), Fire Safety and Building Structure at informal RMG in Keranigonj, Dhaka, Bangladesh**

Bangladesh Labour Foundation (BLF) is a non-government; non-profit; non-partisan organization represents the interest of the working people in Bangladesh. BLF works for the welfare of workers, working people, professionals, women, children, employee and families by undertaking various programs and projects. We share a common determination to organize, to defend human rights and labour standards in Bangladesh, and to promote the growth of workers organization for the benefit of all working men and women and their families.

Bangladesh Labour Foundation (BLF) invites proposal from consultation firm/individual consultant for Assessment on Occupational Safety and Health (OSH), Fire Safety and Building Structure at Informal RMG in Keranigonj, Dhaka, Bangladesh

**Objectives**

The prime objective of the assignment is to access the existing occupational safety and health management and practices including fire safety and building structure at the informal RMG factories located in Keraniganj and provide recommendations on structural, electrical, fire safety remediation and improvement of occupational and health management.

The specific objectives are stated below.

• To access OSH status from both workers and employers’ point of view, existing practices and extent of implementation of OSH related national laws and regulations in the organization/factory level

• To assess fire and electrical safety and review structural safety including potential hazards and risks associated with it for improving preventable measures and methods

• To generate a benchmark following ILO-OSH 2001, ACCORD and Bangladesh National Building Code (BNBC) protocol and standard for continual improvement of OSH management system incorporating Corrective Action Plan (CAP) with specific corrective actions and sustainable safety culture in the RMG factory/organization

**Scope of work**

**Safe and healthy working environment**

* Status of sufficient ventilation and lighting
* access to potable water and sanitation (latrine and urinals, separate toilet for male and female workers
* First-aid facilities and Personal protective equipment for dealing with accidents and emergencies
* Identification of occupational hazards, occupational and industrial accidents, environmental hazards, injuries and work-related diseases
* Identification of health hazards linked with sexual harassment, workplace violence, excessive work hours and forced overtime
* Identification of occupational hazards due to air pollution, noise and vibration in the working environment
* Measures for prevention and control of hazards, and protection against risks
* Status of Health and Safety Inspection from the government or any other agencies

**Information and knowledge on Occupational Safety and Health (OSH)**

* Perception and knowledge of the employer and employees on working environment, risks, hazards including health hazards and environmental hazards the workers and environment face
* Capacity development of workers on OSH
* Maintenance and promotion of workers’ health and working capacity
* Prevention and control of, and protection against, occupational hazards due to air pollution, noise and vibration in the working environment

**Electric safety**

* Verification of all electrical design & drawing (SLD, ELD, & Earthing Diagram) according to existing condition of buildings
* Verification of lightening protection system (LPS) design and as built installation as per standard.
* Inspection, maintenance and testing procedure & documentation of existing electrical system of buildings including internal wirings.
* Visual inspection of overall existing electrical system of buildings.
* Report generation on existing electrical systems of the buildings comparing with Bangladesh National Building Code (BNBC) standard based on floor occupancy, finding out inadequacies of existing systems and recommendations as per BNBC standard

**Fire Safety**

* Verification fire detection, protection/sprinkler and separation diagram with as built set up as per standard
* Verification of all license including fire, BERC (Certificate for generator), boiler and boiler operator's according to the requirement
* Inspection, maintenance and testing report of the sprinkler system, stand pipe and hose system, fire pump, CFDS, Fire extinguishers, exit signs, means of egress illumination lights and battery backup (if installed)
* Physical inspection of overall floor area as per requirements including evacuation plan and floor wise egress map, floor wise slab thickness, fire alarm and control system, fire door, fire stairs, assembly area etc,
* Verification of Training certificate or document on fire safety, firefighting, rescue, first aid and fire drill etc.
* Report generation on existing fire safety systems of the buildings comparing with BNBC standard based on floor occupancy, finding out loopholes of existing systems and recommendations as per BNBC standard.

**Structural safety**

* Verification of all structural design & drawing of existing buildings.
* Checking if construction works performed as per structural design, standard materials and work quality
* Checking of occupancies in different floors,
* Checking of deflections, deformations and any other noticeable physical damages of any structural components of existing buildings.
* Report generation on existing structural design of the buildings comparing with BNBC standard based on floor occupancy, finding out shortcomings of existing building systems and recommendations as per Building Code.

**Methodology and approach**

**Methodology:**

The consulting organization should employ both qualitative and quantitative investigation techniques with scientific and statistical basis for generalization of study/assessment findings, and draw conclusions. It should gather primary information along with existing secondary information to analyze the findings.

| **Data collection techniques** | **Type and number of sessions** | | **Themes** |
| --- | --- | --- | --- |
| **Respondent group** | **Number** |
| Focus Group Discussions: (16) | Workers (male child) two from Each Union | 04 | Perspective of workers, perception, existing practices on OSH, identifying occupational health hazards and risks, environmental hazards, status of working environment, child labour, labour rights situation focusing OSH |
| Workers (female child) two from Each Union | 04 |
| Workers (Male) two from Each Union | 04 |
| Workers (Female) two from Each Union | 04 |
| Key Informant Interview (10) | * Building Owner (one from each union) * Factory owner (one from each union) * Representative of Employers Association (one from each union) * Local Community ((one from each union) * Personnel from Department of Inspection for Factories and Establishments (DIFE) * Member of concerned civil society | 10 | Understanding the occupational and industrial risks and hazards including health and environmental hazards structural, electric and fire safety measures followed in accordance with the national laws and regulation and associated fire and electric risks and hazards in building and floor where the RMG is located,  The perception on OSH from different stakeholders and actors’ point of view  The recommendation from different actors and agency for the improvement of OSH management system and sustainable safety culture in the organization  Micro level analysis of their challenges like employment, gender dimensions, health hazards and security, labour right violation |
| Case Stories based on micro narrative | Case stories (Micro narrative) on focusing age and gender dimension in the perspective of labour rights | 06 (2female 2 male and 1 girl child, 1 boy child) |
| Assessment of electric safety, fire safety and review of structural safety | Review and observe structural and electric design and plan of the building and floor together with fire safety arrangement and instrument | 5% of the total towers located in study locations where the garments or showroom located | The electric and fire safety and followed in the building and floor  The breadth and depth of risks and hazards associated with structural, electric and fire safety of the building |

**Deliverables:**

* An analytical report (OSH along with Fire safety and Building Structure) with visual presentation
* Relevant Annexes and tables
* Data presentation and validation workshop
* Hard copy and soft copies of data and reports
* Case studies with picture

**Mode of payment:**

The consultant will receive 40% of the total contracted amount (-----BDT) after submission of inception report. The rest of the amount will be provided after receiving the final report. The payment will be made through account payee cheque upon successfully completion of the assignments. Tax will be deducted at source as per govt. rules and regulations.

**Proposal submission deadline:** 15th June 2021

**Study Timeline:** by September 2021