



Bangladesh Power Development Board

**INTEGRATED MANAGEMENT SYSTEM
(BASED ON ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018
STANDARDS)**

PARTICIPATION OF WORKERS



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-002
Revision No.: 00
Effective Date: 01-11-2021

PARTICIPATION OF WORKERS

Page 2 of 6

1.0 Purpose

This is a written procedure which covers all aspects of worker participation and consultation, and provides detailed information on how to run safety committees and work with union appointed safety representatives and worker safety representatives. The main objectives are to ensure personnel at all levels and functions are:

- Aware of IMS requirements and are effectively involved in the development.
- Consult when there are any changes that affect the workplace or IMS systems.

2.0 Scope

This procedure applies to all workers and employees of BPDB.

3.0 Terms and Definition

None

Abbreviations

BPDB – Bangladesh Power Development Board

MR – Management Representative

IMS – Integrated Management System

4.0 Responsibility

- **Safety Committee**

- Reviewing the previous safety committee minutes;
- Reviewing of any accidents, incidents and near hits that have occurred during the previous period;
- Going through the top health and safety issues of all persons attending the safety committee;
- An examination of current policies and procedures to ensure they remain effective;
- An overview of any inspections and audits that have been undertaken since the last meeting;
- A review of any health and safety training that has been provided since the last meeting and what training is planned;
- Any changes in health and safety legislation;
- Look for methods to promote the health and safety message within the workplace.

Prepared By

Reviewed By

Approved By



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-002
Revision No.: 00
Effective Date: 01-11-2021
Page 3 of 6

PARTICIPATION OF WORKERS

- **MR**

- Ensuring that there are good arrangements in place for consultation and communication within the workplace on health and safety matters (this is usually achieved by organising a safety committee);
- Ensuring that each area/sector of a site has representation at the safety committee meeting. Where a trade union is recognised on the site indicates a desire to appoint a representative under the provision of the Safety Representatives and Safety Committees Regulations 1977. The responsible manager should accept the appointment to the safety committee;
- Take minutes for every safety committee meeting and to promote the effective discussion of health and safety, the minutes of the previous meeting and the new agenda are displayed on notice boards well in advance of the meetings;
- Ensure that a competent person chairs the safety committee;
- Each safety committee meets at least once every six months;
- Oversee that a sufficient number and quality of subordinate Managers and Supervisors are appointed as permanent members of each safety committee;
- Wherever appropriate, invite specialist advisors such as health and safety advisors, Occupational Health Consultants, etc. to attend the committee;
- Ensure that contractors, temporary workers and visitors are made aware of health and safety risks.

5.0 Procedures

5.1 General:

BPDB has:

- Provided mechanisms, time, training and recourses necessary for consultation and participation
- Provided timely access to clear, understandable and relevant information about the IMS
- Determined and removed obstacles or barriers (including failure to respond to worker inputs or suggestions, language or literacy barriers, reprisals or threats of reprisals and policies or practices that discourage or penalize) to participation and minimize those that cannot be removed

Prepared By		Approved By	
Reviewed By			



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-002
Revision No.: 00
Effective Date: 01-11-2021

PARTICIPATION OF WORKERS

Page 4 of 6

- Emphasize the consultation of non-managerial workers on the following:
 - Determining the needs and expectations of interested parties
 - Establishing the IMS policy
 - Assigning organizational roles, responsibilities and authorities as applicable
 - Determining how to fulfil legal requirements and other requirements
 - Establishing IMS objectives and planning to achieve them
 - Determining applicable controls for outsourcing, procurement and contractors
 - Determining what needs to be monitored, measured and evaluated
 - Planning, establishing, implementing and maintaining an audit programme(s)
- Emphasize the participation of non-managerial workers in the following:
 - Determining the mechanisms for their consultation and participation;
 - Identifying hazards and assessing risks and opportunities;
 - Determining actions to eliminate hazards and reduce OH&S risks;
 - Determining competence requirements, training needs, training and evaluating training;
 - Determining what needs to be communicated and how this will be done;
 - Determining control measures and their effective implementation and use;
 - Investigating incidents and nonconformities and determining corrective actions

5.2 Participation:

- MR ensures the participation of employee / workers in major activities related to IMS.
- Employees / workers are involved in aspect and impact analysis, hazard risk identification and risk assessment also identification of necessary control measures.

Prepared By		Approved By	
Reviewed By			



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-002

Revision No.: 00

Effective Date: 01-11-2021

PARTICIPATION OF WORKERS

Page 5 of 6

- Employees are also involved in development of IMS objectives.
- During risk assessment and determination of control measures, due consideration is given to identify IMS objectives.
- Workers are involved in incident investigation and details of investigations are recorded in incident register.

5.3 Consultation:

- MR conducts quarterly safety committee meeting with employees and workers.
- The agenda for the meeting includes:
 - Development and review of systems to manage IMS risks
 - Any change that affects workplace safety and health
 - Any other health and safety matters
- Input for the meeting also includes feedback on concerns from interested parties. The decisions and further actions are recorded by MR and circulated to the concerned personnel for action.
- MR maintains minutes of safety committees.

6.0 Reference

ISO 45001:2018 Standard

7.0 Appendix

None

8.0 Revision History

SI No.	Revision Number	Section	Change Made	Date of Creation

Prepared By

Reviewed By

Approved By



INTEGRATED MANAGEMENT SYSTEM

Document No.:
BPDB-IMS-PR-002

Revision No.: 00

Effective Date: 01-11-2021

PARTICIPATION OF WORKERS

Page 6 of 6

SI No.	Revision Number	Section	Change Made	Date of Creation

Prepared By

Approved By

Reviewed By