



22nd Compliance Synthesis Report Under the Hope Legislation Haiti

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List of Acronyms

ADIH	Association des Industries d'Haïti (Haitian Industry Association)
BMST	Bureau de la Médiatrice Spéciale du Travail (Office of the Special Ombudsperson of Labor)
CAOSS	Conseil d'Administration des Organes de Sécurité Sociale (Board of Social Security Bodies)
CP	Compliance point
CSS	Conseil Supérieur des Salaires (Wages High Council)
CTH	Confédération des Travailleurs Haïtiens (Confederation of Haitian Workers)
CTSP	Confédération des Travailleurs des secteurs Publics et Privés (Confederation of Workers from the Public and Private Sectors)
CTMO-HOPE	Commission Tripartite de Mise en œuvre de la loi HOPE (Tripartite Commission for the Implementation of the HOPE Law)
EA	Enterprise Advisor
GOSTTRA	Groupe Syndical des Travailleurs-euses du Textile pour Réexportation d'assemblage (Union Group of Textile Workers for Re-export of the Assembly)
HELP	Haiti Economic Lift Program
HOPE	Haitian Hemispheric Opportunity through Partnership Encouragement Act
IOE	International Organization of Employers
ITUC	International Trade Union Confederation
MSDS	Material Safety Data Sheet
MAST	Ministère des Affaires Sociales et du Travail (Ministry of Social Affairs and Labor)
OFATMA	Office d'Assurance Accidents du Travail, Maladie et Maternité (Office for Work, Health and Maternity Insurance)
ONA	Office Nationale d'Assurance Vieillesse (National Office for Old-Age Insurance)
OSH	Occupational Safety and Health
PAC	Project Advisory Committee



PAP	Port-au-Prince, Haiti
PIC	Parc Industriel de Caracol (Industrial Park of Caracol)
PICC	Performance Improvement Consultative Committee
PIM	Parc Industriel Métropolitain (also referred to as SONAPI)
PPE	Personal Protective Equipment
SC/AFL-CIO	Solidarity Center/American Federation of Labor-Congress of Industrial Organizations
SDT	Table de Dialogue Social (Social Dialogue Table))
TAICNAR	Technical Assistance Improvement and Compliance Needs Assessment and Remediation
USDOL	United States Department of Labor





Section I: Introduction and Context

1.1 BACKGROUND

Better Work – a collaboration between the United Nations’ International Labour Organization (ILO) and the International Finance Corporation (IFC), a member of the World Bank Group – is a comprehensive program bringing together all levels of the garment industry to improve working conditions, respect of labor rights for workers, and boost the competitiveness of apparel businesses. The program was launched in Haiti in June 2009 as part of the global Better Work program with country operations in Bangladesh, Cambodia, Ethiopia, Egypt, Haiti, Indonesia, Jordan, Nicaragua, and Vietnam. Better Work is mainly operating in the apparel and footwear industry in the countries it operates. In Haiti, the program is mandatory for all apparel producers exporting their products to the US market under the HOPE II legislation.

The HOPE II law requires that Haiti, in cooperation with the ILO, establishes a Technical Assistance Improvement and Compliance Needs Assessment and Remediation Program (TAICNAR), which (i) assesses Haitian apparel factories exporting under the HOPE II law on compliance with international core labor standards and national Haitian labor law, (ii) assists these factories on their remediation efforts and (iii) provides capacity building to the Government of Haiti on these aspects. In addition, according to the HOPE legislation, biannual reports must be published to indicate enterprise-level compliance performance. Further details on the components of the HOPE II law and specific requirements regarding biannual reports being published by the entity operating the TAICNAR program are quoted in annex 1 (HOPE II Legislation Reporting Requirements). This is the twenty-second report under the HOPE legislation to be published in April 2021 and delayed publication to July 2021; due to unforeseen circumstances; it is being published late this year. . Detailed enterprise-level data of compliance performance as required by the HOPE II legislation is included in the factory tables in the section called “factory tables.”

The two components of HOPE II’s TAICNAR program aim at strengthening labor compliance of the industry in Haiti. The first of these elements focuses on assessing compliance with core labor standards and national labor law, supporting remediation efforts, and publicly reporting each factory’s progress on the Labor Ombudsman’s register. The second element of the TAICNAR program consists of technical assistance to strengthen the legal and administrative structures for improving compliance in the industry. The scope of these services is extensive, encompassing technical assistance from the ILO in reviewing national laws and regulations to bring them into conformity with international standards, raise awareness of workers’ rights, and train labor inspectors, judicial officers, and other government personnel.



To encourage compliance with core labor standards and national labor law, the legislation indicates that preferential treatment may be withdrawn, suspended, or limited by the President of the United States from producers who – even after assistance has been provided – fail to come into compliance with the core labor standards and national labor law that is related and consistent with those standards. Removal of benefits is based on the government of the United States' determinations, based primarily on non-compliance identifications made by the U.S. Department of Labor (USDOL). While Better Work Haiti reports are consulted as USDOL carries out its mandate to implement HOPE II, Better Work Haiti's non-compliance findings cannot, on their own, serve to impact preferential treatment under the HOPE Act.

Better Work Haiti has been implementing the first component of the TAICNAR program from 2009 until 2017, while other ILO projects, particularly the ILO-MAST capacity-building project, worked on the second component. As of 2018, with the start of the third phase of the Better Work Haiti project (2018 – 2022), Better Work also took on several elements of the second component of the TAICNAR program while carrying out activities covering TAICNAR component one. The Better Work program coordinates its work with the Labor Ombudsman and a tripartite Project Advisory Committee (PAC). This Committee meets with Better Work regularly to discuss the activities of the Better Work program. The PAC members represent the private sector, government and worker representatives, and the Labor Ombudsperson in line with the Committee's HOPE law's requirements.

Therefore, Better Work follows this two-pronged approach at the country level to improve Haiti's garment industry's working conditions and competitiveness. On the one hand, direct factory-level interventions allow deep insight into each company's compliance performance and assist in a tailored way. On the other hand, the program works with the tripartite constituents to address endemic challenges more substantially by bringing stakeholders together, sharing industry data, and offering technical assistance to address compliance challenges and capacity-building needs.

The outbreak of COVID-19 had a tremendous impact on the Haitian garment sector in 2020, as shown by a considerable decrease in exports. According to the data published by the US Department of Commerce Office of Textiles and Apparel (OTEXA), the Haitian textile industry exported approximately USD 874 million worth of products to the United States from April 2020 to May 2021, representing a decrease of 11.8 percent comparing the same period of the previous year.

COVID-19-related disruptions in the garment-manufacturing sector reverberate among workers and their families. Analysis of economic impact surveys among a subset of female workers in the sector revealed the risks to food security, health, and livelihoods. Nine in ten respondents to a Better Work Haiti survey in summer 2020 reported trouble securing the usual amount of food for their household due to income shocks. Significant portions of workers surveyed have concerns about the health of themselves and their family members.

1.2 HAITI INDUSTRY AT A GLANCE IN NUMBERS

By 2022, Better Work Haiti strives to create a garment industry that provides decent work to a projected 65,000 workers, lifting their families and communities out of poverty, empowering women, boosting national income, and improving social stability.

As of March 2021, the number of workers in the garment factories registered with Better Work stood at 51,309.

Building on the strong partnerships Better Work has developed with the government, global brands, employers, and unions, over the next five years, the program will play a central role in realizing the full potential of the HOPE II Act – a preferential trade program with the US. Convening diverse stakeholders to tackle shared challenges and supporting institutions' efforts to monitor and safeguard factory compliance with international labor standards will be top priorities.

Key partners

- ◆ Ministry of Social Affairs and Labor (MAST)
- ◆ Office of the Labor Ombudsman (BMST)
- ◆ National Insurance and Pensions Office (ONA)
- ◆ Office for Employment Injury, Illness and Maternity (OFTMA)
- ◆ Ministry of Commerce and Industry (MCI)
- ◆ Office of the State Secretary for the Integration of People with Disabilities (BSEIPH)
- ◆ Association of Haitian Industries (ADIH)
- ◆ Private Sector Economic Forum (PSEF)
- ◆ All Trade unions active in the garment sector
- ◆ 26 brand and retail partners


38

FACTORIES IN
THE PROGRAMME


51,309

WORKERS
(61% WOMEN)


7

FREE ZONES
HOSTING 90%
OF TEXTILE


874 Millions

APPAREL EXPORTS
IN USD MILLIONS
(90% OF NATIONAL
EXPORTS)


26

BRANDS AND
RETAILERS


13

BETTER WORK
HAITI STAFF


+10

YEARS
OPERATING IN
HAITI SINCE
2009


22

INDUSTRY
COMPLIANCE
REPORTS



1.3 IMPACT OF COVID-19 ON THE APPAREL SECTOR

Beyond firm-level impact, the worker survey conducted by Better Work Haiti shed light on the impact on workers and their families. From November 12 to December 2020, 3,300 workers were surveyed across 38 factories enrolled in Better Work Haiti Program. It brought insights into three main themes: take-home pay, support network, and safety and well-being.

- ◆ Although take-home pay has recovered from employment disruptions in mid-2020, financial stress remains a primary concern among workers, mainly due to increased living expenses, particularly food prices. Over 60 per cent of respondents reported “financial stress” as a concern. Eight in ten workers have spent down savings in the previous two months, and one-third have borrowed money to cover their living expenses in the same period. Well-documented challenges in the country with inflation and food price increase are also likely contributed to workers’ financial stress. Ninety-one percent of workers surveyed had to reduce the number of meals, mainly because of food price increase or a drop in household income. According to the World Food Programme,¹ a meal costs a working person in Haiti 35 per cent of their income, which is equivalent to someone in New York State paying US\$74 for their lunch.
- ◆ Workers reported median bi-weekly take-home pay of 6000 gourdes (\$83) in February 2020; in November 2020, the median reported was 6,455 gourdes (\$89).
- ◆ Half of the workers regularly remit money to their families. In contrast, one-third of workers report relying on family members’ support in the past two months to pay living expenses.
- ◆ Beyond stresses at the workplace, the external environment affects the safety and well-being of workers. Nearly 80 percent of work workers cite personal safety concerns during their commute to work. Instability in the country was a common concern mentioned in the course of the survey interviews.

¹ <https://www.wfp.org/stories/haiti-coronavirus-high-food-prices-and-how-beans-became-luxury>



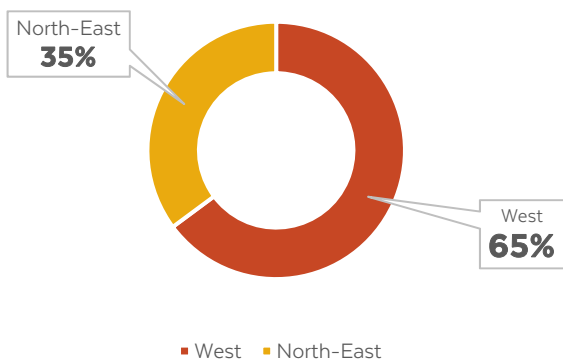
Impact on Exports: According to the data published by the US Department of Commerce Office of Textiles and Apparel (OTEXA), the Haitian textile industry exported approximately USD 874 million worth of products to the United States from May 2020 to May 2021, representing a slight increase of in volume comparing the same period of the previous year.

Impact on Jobs: The number of jobs was also impacted during COVID-19. It observed the most significant drop in April 2020 with the estimated number of jobs around 22,900-38,600, but then gradually recovered to 49,000-56,600 jobs in January 2021².

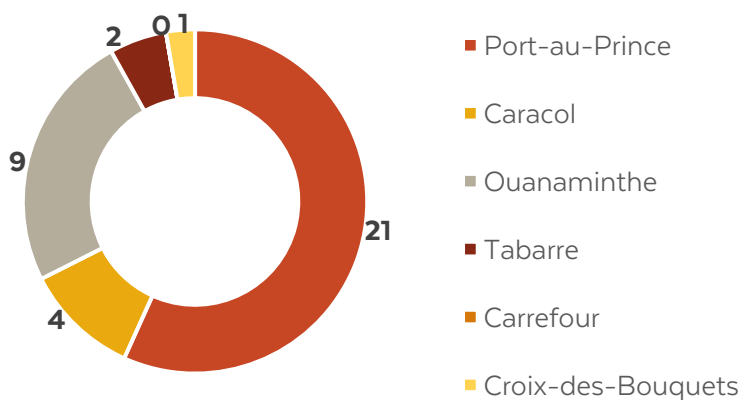
² The range is provided based on the monthly report of ADIH (data collected the last working day of each month) and BWH data (calculation of the average number of jobs per month: Sum of daily jobs divided by the number of the working day for each factory).



SUPPLIERS BY LOCATION



SUPPLIERS BY CITY





Section III: Highlights of the reporting period October 2020- March 2021

COUNTRY CONTEXT

As Haiti geared up for several major political milestones in 2021, including holding a proposed constitutional referendum and legislative, municipal, local and presidential elections, divisions within its political parties had further deepened in recent months.

Protests for political and social demands, which often turn to violence, remain a significant threat to public safety. Some of these protests continued for several days across the country, causing significant disruptions and delays for some of the core services of Better Work Haiti. The employers' organization ADIH expressed concern over the general security situation in the country, including kidnapping, and urged the government to protect citizens in a press release issued on March 4, 2021.

The COVID-19 pandemic hit the garment industry globally, and Haiti has not been an exception. The number of workers employed declined from over 57,000 to 51,309 by April 2021. The garment export to the US market decreased by 11.8 percent in value and 8.2 percent in volume for the period of May 2020 April 2021 compared with the same period in the previous year. The garment sector has been recovering since the factories received the government authorization to operate at full capacity in July 2020. However, most garment manufacturers are still experiencing significant operational disruptions because of COVID-19 and the unstable security situation, as mentioned earlier.

National Social Protection and Promotion Policy

In February 2020, the government and social partners had adopted a National Social Protection and Promotion Policy (PNPPS)³. This policy results from a participatory and inclusive process initiated in spring 2016 at the official launch of the Sectorial Table on Social Protection (TSPS) based on the “social re-foundation” pillar of the Strategic Plan for the development of Haiti. The PNPPS defines the main functions of social protection and social promotion.

The main functions of **social protection** are to guarantee an adequate income, provide an income replacement in case of losses related to life contingencies, give access to essential social services, and create the conditions for decent work. It has four components: i) social

³ <https://www.social-protection.org/gimi/gess/RessourcePDF.action;jsessionid=bDiAHTV0ceriETjFXlw7uxKdmpvOXPLDliqm5d4x21olWFD-Gbgw!1750948109?id=57284>



assistance, ii) social care for individuals, iii) social insurance, and iv) regulation of the labour market.

The functions of social promotion are to build and strengthen the capacities of people or households in a situation of poverty or socioeconomic vulnerability, taken separately or in groups, to generate income independently based on production activities of goods and services. It has four components: i) policies for access to workforce training mechanisms, ii) professional integration policies, iii) policies for the direct or indirect creation of temporary jobs, and iv) policies to support businesses of poor households.

The PNPPS aims by 2040 to reduce poverty, inequalities, and economic, social, and institutional injustices to build just social citizenship where the holders of rights to social protection and promotion see their rights realized and their ability to live the desired life improved.

The guiding principles define the orientations to be taken into account in the PNPPS and the conditions necessary to achieve its objectives. These principles are universality, equity, equality between the individuals, solidarity in the financing, adequacy of benefits, subsidiarity and participation, coherence of policies, adaptation, an obligation of means, and results.

As of 2021, the Haitian apparel sector is in the process of balancing between the losses and opportunities caused and brought by the COVID-19 born global trade and retail landscape changes. Current anchor companies in Haiti have demonstrated their agility, productivity, and value addition. In this context, IFC is strategically paying attention to Haiti's few notable factors and potentials to attract high-priced-high-quality garment manufacturers.

According to the WHO dashboard⁴, there were 13,056 reported cases of COVID-19 in Haiti and approximately 254 deaths as of April 30, 2021. The country is experiencing the third wave since mid-May 2021. It was scheduled to receive its first batch - 130,000 doses - of COVID-19 vaccines through the World Health Organization's COVAX vaccination scheme in mid-June. However, it was postponed, and the vaccination campaign has not started in the country yet.

Concerted efforts are ongoing to raise awareness of the virus. It has been noted by the Government's COVID Communications committee that there is an insufficient level of public understanding and awareness of COVID-19, which is a severe barrier to prevent the spread of the virus. False information on the virus is being circulated, including through social media, and there is a level of distrust of the public health system and government. Members of the public rarely wear facemasks due to their cost and a lack of concern, and social distancing measures are challenging for many households and are generally not respected. The Communications Sector has also reported that stigmatization is prevalent, especially in rural areas, and wearing a mask or staying in quarantine can lead to threats or violence. Many infected persons refuse the home care offered out of fear of stigmatization

⁴ <https://covid19.who.int/region/amro/country/ht>



or mistrust. Health responders face reticence, hostility from the community, and even violence in some extreme cases.

A medical NGO, Médecins sans frontières (Doctors Without Borders), noted that there are fears the Haitian healthcare system, which is already fragile, is ill-prepared to deal with the widening pandemic. For example, the hospitals faced a shortage of medical oxygen in the most recent COVID-19 cases.





Section IV: Compliance situation in the Haitian garment industry

Selected areas of aggregated non-compliance in the Haitian garment industry

This section presents an overview of the results of assessments, advisory, and training services provided to the 28 participating factories, which were assessed at least twice before May 2021. Due to the Better Work staff's inability to conduct an in-person assessment, the factories' improvement plans were verified virtually through requests for documentation during advisory services and conversations with bi-partite committee members, including workers and management. The charts present non-compliance findings for the 13 assessed factories in Haiti during the reporting period, showing non-compliance rates in brackets. Please note that these reports are issued biannually in April and October, yet assessments are being done annually, so issues are reported in two consecutive reports. In this report's individual factory tables, progress on the remediation of non-compliance issues can be followed in further detail.

The highest non-compliance rates in the industry were in occupational safety and health (OSH). Persistent non-compliance issues in compensation (social security) and OSH (Chemicals management, emergency preparedness, and worker protections) continue to concern the sector. This is where Better Work's role as convenor of industry stakeholders is essential. It allows the program to discuss challenges that affect many companies in the industry.

Highest non-compliance rates in the industry



100%

All the factories assessed during the period were non-compliant on the **emergency preparedness**. Under this cluster, non-compliances on having adequate fire-fighting equipment, marking and posting emergency exits and escape routes clearly in the workplaces, and keeping emergency exits accessible, unobstructed, and unlocked during working hours are high.



100%

Non-compliance on chemical and hazardous substance management remains at 100%. The non-compliance on storing the chemicals properly is relatively low at 23%, but all factories found non-compliant on properly labeling them.



77%

Under OSH, 10 of the 13 assessed factories did not meet the requirement to take appropriate measures to respect the physical and social distancing.



92%

Non-compliance on social security and other benefits remains high at 92%.



0%

No non-compliance was found on the freedom of association and collective bargaining cluster and forced labor cluster.

During this reporting period, Better Work Haiti noted three allegations on the core labor standard violations during the assessments; two cases in the discrimination cluster (one sexual harassment case and one pay discrimination against pregnant women), and one case in the child labor cluster on documentation and protection of young workers. Besides those three cases, no other violations are noted under core labor standards. This will be elaborated on in the next section.



As an overall trend for non-compliance with national labor laws, occupational safety and health and compensation, particularly social security and other benefits, remain high. For example, non-compliance on unlabeled chemicals and hazardous substances stays at 100 percent, although the non-compliance rate on storing the chemicals properly is relatively low at 23%. Better Work Haiti enterprise advisors have observed that awareness of the requirements to the management of chemicals and substances as well as commitment to follow appropriate procedures are still insufficient. It also requires building culture and practices to double-check and verify the storage and labelling. In some cases, factories have a verification system in place, but factory personnel in charge of monitoring and reporting have not followed the procedures consistently. To facilitate understanding on typical OSH issues and solutions as well as to support factories in implementing and improving OSH management practices, Better Work Haiti provided virtual training on OSH during the reporting period with 79 participants from 8 factories.

Under the emergency preparedness cluster, 12 factories were cited non-compliance on the availability of adequate fire-fighting equipment. Non-compliance regarding accessible, unobstructed, or unlocked emergency exits during working hours, including overtime, remains high at 85% in the emergency preparedness area. It is both due to the factories' structures as well as lack of awareness. In some cases, the factories are overcrowded, creating a constraint to manage space for unobstructed emergency exits. The cultural shift is necessary for both the management and worker levels to create a safer workplace. Emergency preparedness is often an under-prioritized area. Factory management does not see the immediate need to fix the problem or invest employees' time for training on this topic, raising awareness among workers to follow the necessary procedures.

In the compensation cluster, the highest rates of non-compliance persist in the compliance point of Social Security and Other Benefits (92%). Non-compliance on collecting and forwarding workers' contributions to OFATMA and ONA and paying employers' contributions are consistently high in this area. This is owed to the fact that 10 out of 13 assessed factories have not subscribed to the maternity and health insurance which the government entity OFATMA is offering since December 2016, or several factories are making the payments late. 10 factories are in non-compliance for collecting and forwarding workers' contributions to OFATMA on time.

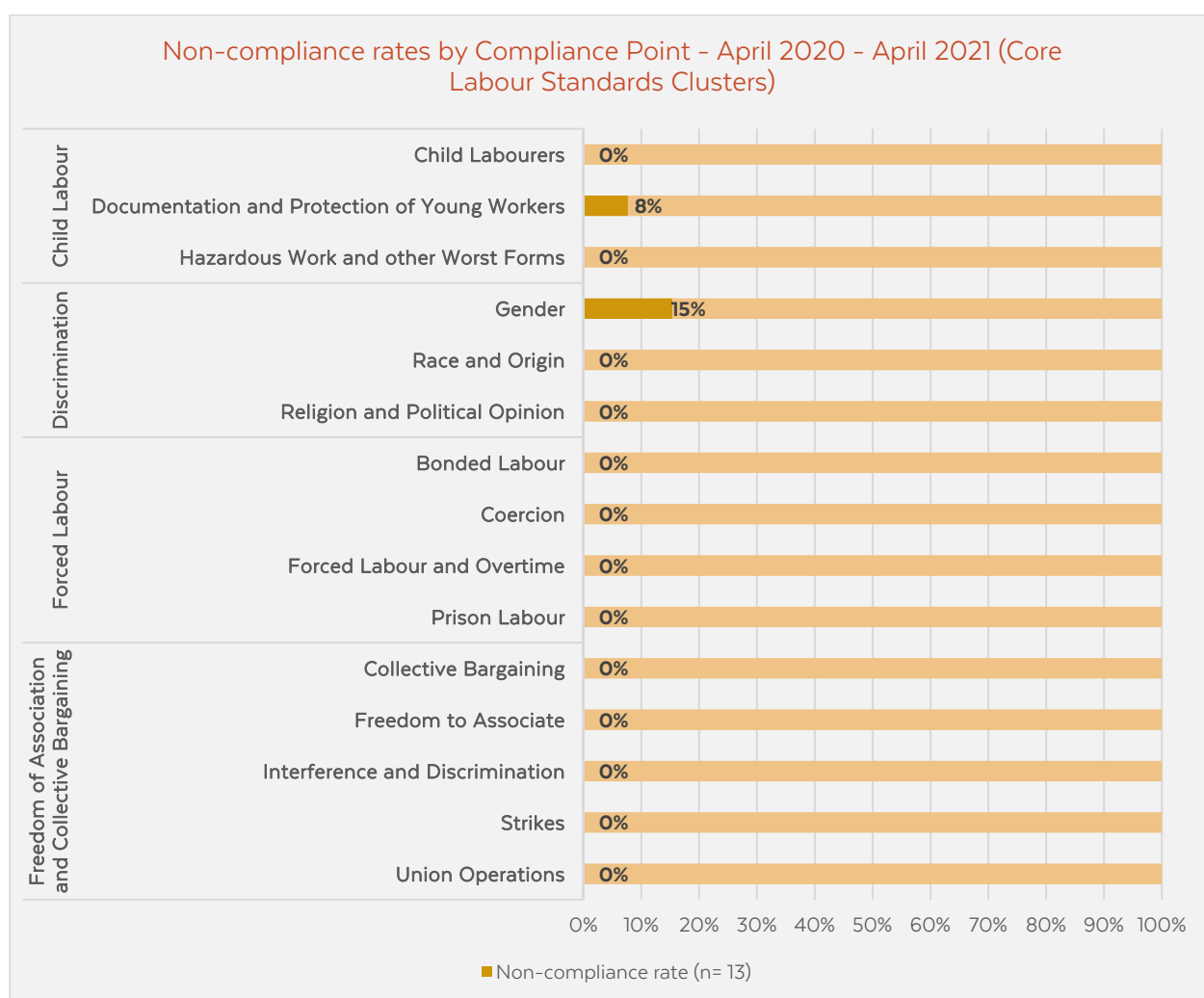
In addition, ten factories have also been non-compliant for workers' and employers' contributions to ONA (pension funds), respectively. Among these, the majority of non-compliances identified relate to late payments of these contributions. The Haitian Labour Code requires that payments (six percent of the basic salary to be paid by employees and 6 percent of the employers' basic salary) are being made within the first ten working days of each month for the previous month.

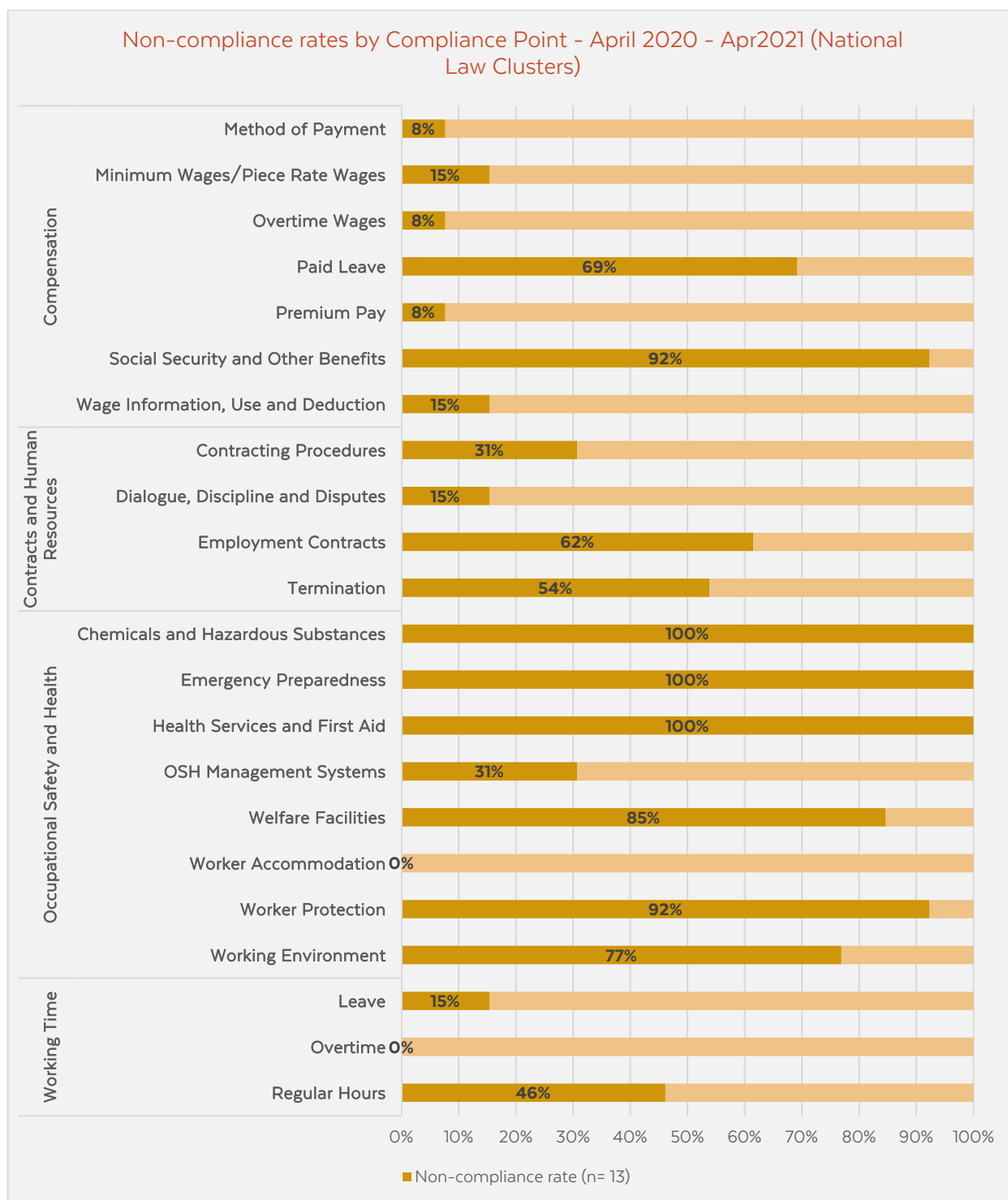
Factories rate with high non-compliance does not count the break time in the normal working time in accordance with article 3 of the law on the organization and regulation of working



time over the duration of twenty-four hours divided into three shifts of eight hours. In accordance with the provision of the same article, the break time will be at least half an hour and must be fully remunerated, regardless of its duration.

Better Work Haiti's actions on those points are elaborated in Section VI: Better Work key activities and response to COVID-19.







Section V: Core labor standards non-compliance findings of the reporting period. October 2020- April 2021)

During this reporting period, Better Work Haiti noted three allegations on the core labor standard violations during the assessments; two cases under discrimination cluster (one sexual harassment case and one pay discrimination against pregnant women), and one case under child labor cluster on documentation and protection of young workers.

Factory 1

During the assessment visit, the assessors discovered a case of sexual harassment. A female worker, who is employed at the factory since February 2021, revealed that she was the victim of sexual harassment perpetrated by her immediate supervisor. The worker met the supervisor through her sister while looking for a job, and the supervisor introduced her to the factory. The supervisor started to wake around her and texted her to share his feelings for her shortly after joining the factory. She initially ignored the messages due to the fear of losing the job, and at the same time, she was grateful for his support in getting the job. However, the supervisor changed his behavior in early April, including asking her a sexual favor and using vulgar words, saying she did not work fast enough.

The worker and the supervisor went to the human resources office, and she explained to the HR manager the case of harassment. No disciplinary action was taken on the spot. However, the HR manager told the supervisor that he would be subject to disciplinary action if the case is valid. Three days later, the worker shared the messages she received from the supervisor with HR.

During the assessment, the HR manager explained to the assessors that he would finalize his investigation during the week. The factory has a zero-tolerance policy on sexual harassment. The supervisor admitted that he was the author of the messages and should never have behaved this way. He said he is ready to face the consequences of his actions. However, he denies having made any vulgar comments, as claimed by the worker. During the exit meeting, management said it would continue the investigation and issue appropriate disclosure actions after a full investigation.

The assessors did not receive any investigation report from the factory while drafting the assessment report. Therefore, Better Work marked it non-compliance because the factory did not take adequate measures to fully address the sexual harassment case once they received the complaint. BWH coordinates its support through targeted advisory services, sexual harassment awareness training to identify root causes and improve the system to help ensure that the issue does not arise again, including incorporating confidentiality and



non-retaliation provisions in grievance mechanisms. BWH also requested management's formal commitment to ensure that the victim is protected from further incidents and treated with respect.

After the assessment, the following actions have been taken by the factory.

1. The supervisor that was involved in this incident has been terminated on June 08, 2021.
2. To prevent issues related to abuse and harassment, the factory conducted sexual harassment training for all supervisors. In addition, the participant's list was shared with BWH.
3. The factory asked all supervisors to sign an agreement about the sexual harassment zero-tolerance policy.

Factory 2

At the time of the assessment, the assessors could not interview any pregnant women because they were not present at the factory. However, the interview with management confirmed that the pregnant women were sent home upon receipt of the pregnancy certificate to protect the fetus during the Covid-19 time but with a remuneration of 50 percent. Management explained the decision came from their headquarters. On June 22, the management received approval from headquarters to bring the pregnant women back. All the pregnant women will start working on July 5.

Factory 3

Assessors did not see any workers who appeared to be underage. During the assessment, the assessors found copies of a national photo ID in several worker's files. However, one employment file was missing the government-issued IDs indicating the worker was above the minimum age requirement. Such practice confirms that the employer does not have a reliable age-identifying system before recruiting. As a result, management said they would reinforce their recruitment procedure by verifying the age of workers before hiring. Since the assessment, the factory took the following actions to avoid recurrence.

1. All the employee personal files are updated.
2. The factory's compliance team has started a monthly random check.
3. The file of the worker whose government-issued ID was missing was shared with the BWH advisor.



Section VI: Better Work key activities and response to COVID-19

Better Work is committed to supporting workers, employers, and government partners in the garment sector despite the disruptions caused by the COVID-19 pandemic and political instability. Better Work Haiti has been remotely supporting the factories and workers on crucial health and safety issues and engaging the tripartite partners to enhance the social dialogue between employers and workers. In addition, we continued to engage with the government and stakeholders, particularly the labor inspection division of the Ministry of Labor, to ensure the sustainability of the 'program's core services activities.

Throughout the crisis, Better Work Haiti has maintained regular contact with employers, workers, and MAST remotely to promote social dialogue and compliance at the individual factory level and, in parallel, increase constituents' capacities by providing most of its services remotely.

Better Work Haiti continued to deliver all its core services virtually throughout the last quarter of 2020. At the beginning of 2021, Better Work Haiti started to conduct in-person assessments in factories in the North East, while training, industry seminars, and advisory services are still delivered virtually. Better Work Haiti continues to regularly update its training modules to fit the virtual delivery format. The advisory services and training focused mainly on ensuring compliance with the recommendations to prevent the spread of COVID-19. However, several training sessions were delivered on subjects covering the prevention of workplace discrimination and abuse that may occur because of the current pandemic situation.

COVID-19 RESPONSE

In response to the emerging needs related to COVID-19, Better Work Haiti conducted relevant seminars and training, including virtual seminars on labor law, socially responsible transitioning, and OSH-related topics. In addition, specialized training for doctors and nurses in the factories was conducted in collaboration with ILO/AIDS project. Furthermore, based on the module developed by the Ministry of Public Health (MSPP), in collaboration with the World Health Organization (WHO), the participants learned detection methods, infection prevention and control (IPC) applied to the novel coronavirus, clinical management of severe acute respiratory infections (SARI) and occupational health and safety in the context of COVID-19.



OCCUPATIONAL SAFETY AND HEALTH

Given high non-compliance on OSH, Better Work Haiti continued to work on this topic during the pandemic, often linking the COVID-19 specific challenges and pre-existing issues. Training and seminars are delivered on OSH, chemical management, COVID-19 Emergency Preparedness and Hygiene and Prevention against COVID-19. 79 participants from 8 factories participated in OSH training and improved their understanding on typical OSH issues and solutions to implementing and improving OSH management practices.

With specific focus on emergency preparedness, the COVID-19 Emergency Preparedness training was participated by 107 participants from 12 factories. Participants gained practical knowledge on definition, types and core elements of emergency preparedness to make improvements in their workplaces and to develop effective accident investigation procedures. Moving forward, it is essential to ensure the participation of key personnel who are responsible for emergency preparedness and OSH systems.

Better Work Haiti also developed a targeted plan to improve OSH compliance in 7 factories that recently joined the program. Better Work Haiti planned to implement this strategy starting from March 2021; however, this was postponed until further notice due to COVID-19 and the security situation.

Separately, a survey on OSH compliance/ performance is planned among factory management this semester to understand better their challenges in improving compliance on OSH standards and requirements.

'A COVID-19 Management Guidance with Self-assessment checklist for RMG factories in Haiti' was developed and used in advisory services. During the advisory meetings, the Better work advisors helped the factories develop procedures and share the template used in other Better Work factories.

GENDER

As women, particularly pregnant women, faced additional challenges during the pandemic, Better Wok Haiti continued its collaboration with ILO/AIDS, UNICEF, and PROFAMIL (Association pour la Promotion de la Famille Haïtienne) to improve access to health services. PROFAMIL, as the implementing partner, provided a series of awareness-raising sessions to factory workers, including pregnant women, on HIV and COVID-19 prevention. In addition, they continued to provide medical checkups for pregnant women in their clinics and in mobile clinics that were set up to facilitate the women's access to the services.

Better Work Haiti also continued to make the workplace free from violence and harassment, including through virtual training on sexual harassment awareness and prevention, attended by 48 participants (35 male and 13 female). Similar to the previous years, BWH



joined forces on “16 Days of Activism against Gender-based Violence” in November and December 2020. In addition, Better Work shared key message cards to raise awareness and encourage reflection on gender-based violence and harassment exerted both inside the workspace and within the community.





Examples of message cards



Workers reading cue cards messages posted at factory entry

Better Work also supported the Inter-Union Committee of Haitian Women (CISFH), whose mission includes advocating and promoting respect for the rights of Haitian women at work, particularly those in the textile industry. Through this collaboration, CISFH conducted training and awareness-raising activities to reinforce women's leadership capacity within the CISFH; encourage more women to join a trade union; and raise awareness among women and girls on their rights, including fundamental norms such as Convention 189 and Convention 190.

COLLABORATION WITH EMPLOYERS

During the reporting period, Better Work Haiti, in collaboration with ACTEMP, worked with the Association of Haitian Industries (ADHI), representing the employers in the garment sector in developing the association's national action plan and their engagement plan with the BWH program. The plans highlighted the association's commitment to work towards the following goals:

- ♦ Promote compliance with standards and COVID-19 preventive actions by ADHI member companies following the Ministry of Public Health and Population guidelines.



- ♦ Work with ADIH members of the textile sector and other stakeholders at the national level to develop a vision for the sector and recommend the government to recover and grow the sector.
- ♦ Work with the trade unions of the textile sector to make recommendations to the government on the decisions to be taken for the retention and growth of employment in the textile sector.

It is also planned that ADIH and Better Work Haiti will work together to assess the feasibility of developing a sectoral Collective Bargaining Agreements (CBA) or multi-enterprise level and conduct training sessions to promote the understanding and implementation of the collective bargaining agreements at the factory level.

COLLABORATION WITH TRADE UNIONS

Better Work Haiti regularly engaged with garment trade unions to disseminate critical information on COVID-19, HR, and advice for workers. In addition, Better Work Haiti has launched a WhatsApp group for broader sensitization of workers and relevant stakeholders about labor norms, workers' rights during the pandemic, and the promotion of social dialogue.

Better Work Haiti seeks to influence labor market governance to improve compliance in a more sustainable way. To this end, the program established a collaboration with workers' organizations in the garment sector, particularly Confederation des travailleurs Haitiens (CTH) and Confederation des travailleurs et travailleuses des Secteurs Publics et Privé (CTSP), to train their leaders at the factory level, who will train other union members. Training modules (Hygiene and Prevention during COVID-19, Labor Law, OSH guidelines for COVID-19) were translated into Creole, and printed documents were shared with the leaders to facilitate more workers' training. A total of 30 members (17 men, 13 women) from various affiliated union organizations participated in the training sessions.

COLLABORATION WITH THE GOVERNMENT

During this reporting period, Better Work Haiti held several bilateral meetings with the government stakeholders, namely representatives from MAST, ONA, and OFATMA to discuss a strategy forward. As a result, better Work Haiti will support three government entities in performing joint inspections. The joint inspection strategy aims to comply with the law involving activities to promote and enforce requirements. However, experience has shown that promotion alone - or enforcement alone - is not enough.

Social dialogue is vital in this respect. In addition, at the sectoral level, there needs to be dialogue and negotiation between the representatives of governments, employers, workers, and other stakeholders, to agree upon ways to improve compliance and ensure adequate



service for the workers. Combining these two activities and finding the most effective mix or balance between them is a constant challenge for policy-makers in Haiti.

PROMOTING SOCIAL DIALOGUE

Better Work Haiti collaborated with ILO NORMES (International Labor Standards Department) and the Directorate of Judicial department of the Ministry of Social Affairs and Labor (MAST) to provide a workshop on ILO Convention 87 Freedom of Association and Convention 98 on and Right to Organise and Collective Bargaining, in which representatives of the workers' associations, employer's associations, brands, factory managers as well as MAST inspectors were present. The workshop's overall objective was to provide some clarifications and interpretations to the participants on the principles and issues covered by C87 and C98 in relation to the Haitian labor code. In addition, the workshop was also expected to help the national partners to identify ideas for future development in terms of industrial relations.



112

Virtual advisory sessions to 35 participating factories

Covering a wide range of topics, including the prevention of COVID-19. Advisory services are conducted with the bipartite committee members' participation, including representatives of workers and management. During the advisory services, workers' representatives are encouraged to speak freely and discuss relevant issues. Better Work Haiti also ensures that women are represented in the bipartite committees.



17

Training sessions to 31 factories (47% women)

Better Work Haiti delivered 17 training sessions on 10 topics to 31 factories in Port-au-Prince and the Northeast. A total of 1328 workers and management staff, 615 were women, and 713 were men, were trained on COVID-19 preventive measures and responses, sexual harassment prevention, and key labor standards as Convention 87 and 98.

Factories in Detail

LIST OF FACTORIES

Below is the list of factories that Better Work Haiti has assessed over the past two cycles. All factories that have been assessed by Better Work more than twice are included in the data analysis and included in the factory tables of this report. Please note that a factory's compliance data is no longer included in this section if it is closed.

Table 3: List of factories in the Haitian apparel sector, which have been assessed between April 2020 and May 2021)

	<u>Factory Name</u>
1.	BrandM Apparel Haiti - AM1, AM2, AM3
2.	Caribbean Island Apparel
3.	Centri Group SA
4.	Class International Holdings LTD
5.	Cleveland Manufacturing S.A.
6.	Dignerons Manufacturing SA
7.	Everbright Headwear
8.	Everest Apparel Haiti S.A.
9.	Fairway Apparel S.A.
10.	GO HAITI
11.	H4H S.A
12.	Haiti Premier Apparel S.A.
13.	HANSAE HAITI S.A
14.	Horizon Manufacturing S.A.
15.	LIFE S.A.
16.	MAS AKANSYEL S.A



17.	MBI HAITI S.A
18.	MD Industries
19.	MGA Haiti S.A.
20.	PACIFIC SPORTS HAITI S.A.
21.	Palm Apparel S.A.
22.	Premium Apparel
23.	Quality Sewing Manufacturing S.A.
24.	S&H Global 1-6
25.	S&H Global Washing 7
26.	Sewing International S.A.
27.	Superior Sourcing
28.	The Willbes Haitian S.A (HT - Print Shop)
29.	The Willbes Haitian S.A (HT-2B)
30.	The Willbes Haitian S.A. (HT-2/2A)
31.	The Willbes Haitian S.A. (HT-3)
32.	Uniwel Apparel, LLC.
33.	Valdor Apparel Mfg S.A.



FINDINGS FROM THE FACTORIES

This section reports on the factories' detailed compliance performance as required by the HOPE II legislation. The HOPE II legislation requires the entity implementing the TAICNAR program (the ILO) to publish a biannual report with specific information on factories' compliance performance. The report is supposed to cover the preceding 6-month period. It should include detailed compliance information for each producer (see annex 1 for the exact requirements of the HOPE II legislation), including the details of non-compliance points identified, efforts of the producer to remediate the non-compliance points, and the time elapsed since the deficiencies have first been identified. This information is captured in the factory tables in the following section.

The full compliance assessment tool (CAT) used by Better Work Haiti can be accessed online.⁵ When a compliance point is not listed for a factory, it means that the factory has been in compliance on this point in both of its last two assessments by Better Work. The reference point is always the complete list of compliance points and issues listed in Better Work's compliance assessment methodology section. A factory needs to have been assessed at least two times before its information will be published in this report's factory table. The columns in the tables correspond to specific reporting requirements of the HOPE legislation and provide additional information as follows:

- ◆ Details on the non-compliance identified by EAs: the information included in this column constitutes the issues where evidence of non-compliance was found in one of the last two assessments conducted by Better Work at each particular factory (the date of the last two assessments is equally indicated for each factory on top of its table).
- ◆ Improvement priorities identified by the factory;
- ◆ Efforts made by the factory to remedy the compliance needs as verified in the most recent assessment or advisory visit;
- ◆ For non-compliance areas that have not been remediated, the amount of time has elapsed since the non-compliance was first identified at this factory.

Additional information corresponding to HOPE II reporting requirements is provided in the section above each table, e.g., advisory and training services provided by Better Work.

One company received a non-compliance in the child labor cluster during this period, although Better Work Haiti did not find any child laborers in the factory. However, the factory failed to implement the proper management system to verify the age of the workers. The

⁵ <https://betterwork.org/home/bwh-our-services/>



company did not keep the proper documentation, such as a picture ID or birth certificate for the hired workers.

During this reporting period, Better Work Haiti cites two companies for violating Freedom of Association labor standards. These companies fired several union committee members for participating in strikes or inciting violence. However, the factory did not prove that those particular allegedly accused workers were involved in the incidents. After a thorough investigation, which included group interviews and individual interviews with workers, interviews with factory managers and labor inspectors, Better Work advisors concluded and recommended that some of the fired workers be reinstated to their positions without any penalties.





Annex 1: The TAICNAR Project and Reporting Requirements under the HOPE II Legislation

In 2006, the United States Congress enacted the Haiti Hemispheric Opportunity through Partnership Encouragement Act of 2006 (HOPE), expanding preferences for Haitian apparel established under the Caribbean Basin Economic Recovery Act, thus enabling the Haitian apparel industry to benefit from new duty-free preferences. In 2008, these preferences were further expanded through HOPE II legislation, which also established new standards and programs strengthening and monitoring working conditions in the apparel sector. On May 24, 2010, the Haiti Economic Lift Program of 2010 (HELP Act) was signed into law to expand existing preferences to contribute to Haiti's economic growth and development in both the textile and apparel sectors. Among its provisions, the HELP Act extended almost all of the trade preferences established under HOPE and HOPE II. In 2015, the US Government extended the Haiti HELP/HOPE provisions until 2025.

To benefit from HOPE/HOPE II/HELP, Haiti was required to establish an independent Labor Ombudsman appointed by the President of the Republic in consultation with the private sector and the trade unions. Haiti was also required to work with the ILO to develop a technical assistance program to (i) assess and promote compliance with core labor standards and national labor law in the factories that are eligible for tariff advantages under HOPE II and (ii) provide assistance to the Government of Haiti in order to strengthen its capacity in the process of inspection of facilities.

Finally, Haiti needed to develop a mechanism for ensuring that all producers benefiting from the HOPE II trade preferences participated in the TAICNAR program. This was referred to in the legislation as the Technical Assistance Improvement and Compliance Needs Assessment and Remediation (TAICNAR) program. The TAICNAR program consists of two components:

TAICNAR Program Component 1: Compliance Assessments and Remediation Support

The HOPE law states that the first component of the TAICNAR program is “to assess compliance by producers listed in the registry described in paragraph (2) (B) (i) with the conditions set forth in subparagraph (B) and to assist such producers in meeting such conditions.”

Better Work has been covering this part of the TAICNAR program since its launch in 2009. It has to be noted that Better Work offers several services that go beyond the requirements of the HOPE legislation, in particular the collaboration with international brands through



sharing of factory assessment reports, joint support for factories regarding the improvement plan used during advisory services (corrective action plan), specific training and specific projects and events such as the annual buyers and multi-stakeholders forum. With the introduction of fees to be paid by factories for participation in the Better Work Haiti program since 2016, it has been decided that non-paying factories will receive all Better Work core services (advisory, training, and one annual assessment) in line with the requirements of the HOPE legislation. Factories that pay their subscription fee will have access to the full offer of Better Work services beyond core services only.

TAICNAR Program Component 2: Technical assistance to strengthen the legal and administrative structures for improving compliance in the industry

The HOPE law states that the second component of the TAICNAR program is “to provide assistance to improve the capacity of the Government of Haiti – (I) to inspect facilities of producers listed in the registry described in paragraph (2)(B)(i); and (II) to enforce labor laws and resolve labor disputes, including through measures described in subparagraph E.”

The ILO has been conducting different activities under this component, mainly in the context of the USDOL-funded ILO/MAST Capacity Building project, which aimed to strengthen the Ministry’s capacities to improve apparel factories’ compliance with international standards and national labor laws. The project ran from 2014 to 2017 and was closely linked to the Better Work program.

As of 2018 and with Better Work’s new 5-year strategy in Haiti, the program will continue to build on the efforts of this MAST capacity-building program. The revised project strategy emphasizes the capacity building of all tripartite constituents – Government, employer, and worker organizations – as part of the sustainability efforts of the Better Work program.

The HOPE II law specifies which information needs to be included in the biannual reports published by the TAICNAR program regarding the reporting requirements. See the text box below for the original text of the law.



BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: BrandM Apparel Haiti - AM1, AM2, AM3
Location: Ouanaminthe
Number of workers: 1,240
Date of registration: May-19
Date of last two Better Work assessments: Oct-19 Mar-21

Advisory and Training Services

May-21	Training	Virtual training Covid-19 Emergency Preparedness
Mar-21	Virtual advisory meeting	First Virtual advisory visits to discuss the following: 2020 Achievement • 2021 Perspectives and priorities • Training Plan for 2021 • Pending issues on Improvement plan Update on Union representation
Oct-20	Virtual advisory meeting	Virtual advisory visit to discuss COVID-19 protocol, Termination under Article 42 and Improvement Plan Progress
Sep-20	Virtual advisory meeting	1. Virtual Advisory Visit to update improve plan, discuss status of suspended workers and final progress report
Aug-20	Virtual advisory meeting	1. Bipartite committee to discuss social distance at 70% capacity, union/ management relations, Improvement plan update.
Jul-20	Training	Virtual Socially Responsible Transitioning
Apr-20	Virtual advisory meeting	Virtual advisory to discuss sanitary measures after government decree for COVID-19 with CO only.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2021						
Mar-21	Working Time	Leave	Inaccurate maternity leave to pregnant workers.	The factory needs to register for OFATMA maternity and health insurance and ensure that workers are given 12 weeks of paid maternity leave.	A meeting was made between the parc administration and OFATMA about the registration of all factories around of the parc. we are waiting for the confirmation of the protocol agreement between the park and OFATMA to finish with the process.	3
Mar-21	Working Time	Leave	Inaccurate Annual leave to workers.	The factory needs to provide workers with 15 days vacation after one year of service, as mandated by the labor laws.	The company had an agreement with some workers due to an emergency of production to work some more days after the vacation, The company pays them according to the labor code 1.5. The problem we didn't inform MAST about this agreement. Next time we will write a protocol where both parties sign and accept to work few days after the vacation and send it to MAST for approval.	3

Mar-21	Working Time	Regular Hours	Inaccurate attendance record.	The factory needs to implement the use of the punch system to record worker's attendance.	The punch system is in function now. all workers can punch correctly.	3
Mar-21	Working Time	Regular Hours	Factory did not give two break of 30 minutes to pregnant workers.	Provide additional breaks to pregnant women.	The factory will develop a policy of maternity and inform all pregnant workers about his right in the factory. Human resources will make more control on this.	19
Mar-21	Occupational Safety and Health	Emergency Preparedness	Insufficient workers trained in the use of fire-fighting equipment.	The factory needs to provide fire safety training to at least 10 percent of the workforce.	The factory has been provided first aid training to 245.	19
Mar-21	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least 2 emergency drill per year.	Conduct emergency fire drill at least every six months.	In the compliance calendar, we plan to make a fire drill in June 2021 and another one on December 2021.	3
Mar-21	Occupational Safety and Health	Emergency Preparedness	Emergency exit was not adequately identified and aisles are obstructed.	All exits should be properly identified and all aisles should be unobstructed.	The factory: - have removed the exit sign and change the layout of this area. - rectified the problem of blocked aisles	3
Mar-21	Occupational Safety and Health	Emergency Preparedness	The escape route need to be clearly marked, the evacuation map in one building is outdated and two buildings miss the evacuation map.	All escape routes should be clearly marked. The evacuation maps should be redone and posted on the work floor.		19
Mar-21	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers were not properly maintained and some areas were missing fire extinguishers.	Provide adequate firefighting equipment and Ensure regular maintenance is done.	1) All fire extinguishers are correctly inspected by American fire every month. The compliance officer makes a daily check to ensure all fire extinguisher is free and well inspected. 2) The factory make sure that all fire hoses are accessible and in good condition.	19
Mar-21	Occupational Safety and Health	Emergency Preparedness	Smoke detectors and alarm have not been installed in the trim warehouse	The factory needs to install fire detection system in all areas of the workplace.		19
Mar-21	Occupational Safety and Health	Health Services and First Aid	Insufficient workers trained in first aids.	Train at least 10% of the workforce in first aids	The factory has been provided first aid training to 248.	19

Mar-21	Occupational Safety and Health	Health Services and First Aid	Missing supplies in first aid boxes.	Inspect and replenish the first aid boxes regularly.	The factory has already assigned a person to monitor first aid boxes. They updated the inventory list by removing all analgesic acetaminophen; due to COVID-19, the factory is not providing any pills to workers.	3
Mar-21	Occupational Safety and Health	Health Services and First Aid	The factory does not have an onsite medical facilities and staff as required by art. 478 and 479 of the labor code.	Ensure that medical services are available during working hours including during night shift.		19
Mar-21	Occupational Safety and Health	Health Services and First Aid	Free annual medical checks was not provided to workers	Arrange free annual medical checks for workers	A meeting was made between the parc administration and OFATMA about the registration of all factories around of the parc. we are waiting for the confirmation of the protocol agreement between the park and OFATMA to finish with the process.	19
Mar-21	Occupational Safety and Health	Health Services and First Aid	Free health checks was not provided to workers exposed to work-related hazards.	Provide health checks to workers exposed to work-related hazards at least twice a year.	The medical checks for workers exposed to work-related hazards has been carried out.	19
Mar-21	Occupational Safety and Health	Health Services and First Aid	Health checks was not provided to workers within the first three months of hiring.	Provide health checks to workers within the first three months of hiring.	A meeting was made between the parc administration and OFATMA about the registration of all factories around of the parc. we are waiting for the confirmation of the protocol agreement between the park and OFATMA to finish with the process.	19
Mar-21	Occupational Safety and Health	Welfare Facilities	Eating area is not adequate to accommodate the entire workforce.	The factory needs to find an additional eating area to accommodate workers.		19
Mar-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		19
Mar-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure the lighting is adequate and adapted to worker's needs.		3

Mar-21	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable	Monitor the temperature level and maintain it under 30 C inside the workplace.		19
Mar-21	Occupational Safety and Health	Worker Protection	Social distance is not respected on the the factory.	Ensure that 1.5 meter of distance is respected within the workplace.		3
Mar-21	Occupational Safety and Health	Worker Protection	Hazard warning signs missing on electrical panels.	Post hazard signs on all electrical panels.	The electrician has properly maintained the electrical panel by adding the hazard signs.	19
Mar-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system of the factory	Ensure that all electrical panel are properly maintained.		3
Mar-21	Occupational Safety and Health	Worker Protection	The printing machines are missing pulley guards.	The factory needs to ensure that all machine have the proper safety guards.		19
Mar-21	Occupational Safety and Health	Worker Protection	Several chair without backrests in the sewing areas and standing mats were not available to all workers.	The factory needs to provide chairs with backrest to all workers, tables with footrest or shock absorbing mats to standing workers.		19
Mar-21	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	The factory needs to provide proper PPE to all workers using chemical products.		19
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations are missing in two areas of the workplace.	The factory needs to install eyewash station in all areas where chemical products are used		19
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not provide training for workers and supervisors using chemicals in the spot cleaning area.	The factory needs to provide chemical safety training to all workers and supervisors that are using chemical products.		19

Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not have appropriate spot cleaning area.	The factory needs to have an isolated area and ensure that the vacuum machine are working properly. They also need to provide PPE for all workers in the section.		19
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Ensure that MSDS are available and posted where all chemical products are used.		19
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Label all chemicals and hazardous substances used in the workplace.		19
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update inventory of chemicals and hazardous substances in the the workplace.		3
Mar-21	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work-related accidents to OFATMA monthly.	The factory needs to record and submit work related accidents to OFATMA on a monthly basis.		19
Mar-21	Contract and Human Resources	Termination	The factory does not provide the number workers terminated files requested.	The factory need to keep an accurate filing system so requested documents can be submitted in a timely manner.		3
Mar-21	Contract and Human Resources	Employment Contracts	The factory does not have an internal work rules approved by the Ministry of Labor.	The factory need to develop the internal regulations and submit the document to the Ministry of Labor for approval.		19
Mar-21	Contract and Human Resources	Employment Contracts	Apprentice contracts were not approved as legally mandated.	Management needs to submit the apprentice contract to the Ministry of Labor for Approval.		19
Mar-21	Compensation	Social Security and Other Benefits	Inaccurate annual salary supplement or bonus payments.	Calculate annual salary supplement or bonus payment based on worker's average earnings		3
Mar-21	Compensation	Social Security and Other Benefits	The factory is not affiliated to OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance and submit employer's contribution regularly.		19

Mar-21	Compensation	Social Security and Other Benefits	The factory is not affiliated with OFATMA for maternity and insurance.	Register with OFATMA for maternity and health insurance. Collect and forward workers' contribution to OFATMA regularly.		19
Mar-21	Compensation	Social Security and Other Benefits	No proof of payment to OFATMA for work related accident for the fiscal year 2020-2021.	The factory needs to make the payment of AFTMA accident insurance on time and keep the records.		19
Mar-21	Compensation	Social Security and Other Benefits	ONA's deduction collected on workers is inaccurate and payments are made late consistently.	Ensure that the lunch break is include in workers contribution and forward on time to ONA.		19
Mar-21	Compensation	Social Security and Other Benefits	The calculation of ONA is inaccurate and payments are made late consistently.	Include the lunch break payment in the ONA contribution and ensure that ONA is paid on time.		19
Mar-21	Compensation	Paid Leave	The factory pays workers incorrectly for all types of paid time leave and lunch break is not compensate.	The factory needs based on worker's average earnings by Including the lunch break payment.		3
Mar-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Ensure that the daily break is accurately paid to all workers.		19
Mar-21	Compensation	Paid Leave	Inaccurate payment for maternity leave.	The factory needs the register with OFATMA for maternity and health insurance. The factory also need to pay for the lunch break.		19
Mar-21	Compensation	Paid Leave	Inaccurate sick leave payment.	Calculate the annual leave on worker's daily average earnings by Including the lunch break payment.		19
Mar-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings by Including the lunch break payment.		3

Mar-21	Compensation	Wage Information, Use and Deduction	Inaccurate Payroll records.	Ensure that accurate information regarding the hours worked are displayed in the payroll.		19
Mar-21	Compensation	Minimum Wages/Piece Rate Wages	Sometimes workers do not receive full payment due to the bank, which is not sending sufficient bill denomination.	Management needs to make sure that the payroll is done accurately.		19
Assessment October 2019						
Oct-19	Occupational Safety and Health	Worker Protection	Cleaning and disinfection record is missing	Develop a checklist to record daily cleaning and disinfection Keep record in appropriate location.		
Oct-19	Occupational Safety and Health	OSH Management Systems	Factory does not keep a registry for all persons who present a temperature of 38C and above.	Keep a registry for all persons who present a temperature of 38C and above.		
Oct-19	Working Time	Regular Hours	Factory does not provide weekly rest to workers.	Ensure that workers enjoy a weekly rest day		
Oct-19	Occupational Safety and Health	Emergency Preparedness	Insufficient workers trained in the use of fire-fighting equipment.	Ensure that at least 10% of workers are trained in fire fighting	American fire to come and deliver training for workers	
Oct-19	Occupational Safety and Health	Emergency Preparedness	Smoke detectors and alarm have not been installed in the trim warehouse	Ensure trim warehouse building has smoke detectors and alarm.		
Oct-19	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable	Monitor the temperature level and maintain it under 30 C inside the workplace.		
Oct-19	Occupational Safety and Health	Worker Protection	During the factory tour, assessors observed 30% approx of sewing machines without pulley guards.	Develop monitoring and proper maintenance schedule for sewing machines.		
Oct-19	Occupational Safety and Health	Worker Protection	Several chair without backrests in the sewing areas and standing mats were not available to all workers.	Ensure all chairs in usage meet ergonomics requirements including but not limited to proper backrests.		

Oct-19	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	Make respective PPE's available to all workers as needed		
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations are missing in two areas of the workplace.	1. Install EYEWASH station in mechanic shops where workers are using said chemicals	Compliance officers are in discussion with management for the purchase and installation of EYEWASH	
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not provide training for workers and supervisors using chemicals in the spot cleaning area.	1. Monitor and restrict access to spot cleaning areas for trained and authorized workers only	Compliance is actively monitoring and enforcing access to spot cleaning area to only the 3 workers trained for chemicals.	
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not have appropriate spot cleaning area.	1. Properly Isolate spot cleaning are from rest of worker population. Install proper exhaust system for removal of vapors 3.Ensure only assigned workers are using chemical equipment	1. Exhaust System Installed 2. Area is isolated by a fence that separates spot cleaning area from other sections	
Oct-19	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work-related accidents to OFATMA monthly.	Submit work related accidents to OFATMA on a monthly		
Oct-19	Contract and Human Resources	Employment Contracts	The factory does not have an internal work rules approved by the Ministry of Labor.	Ensure that factory internal working rules are approved by the Ministry of Labor as required.		
Oct-19	Compensation	Social Security and Other Benefits	The factory is not affiliated with OFATMA for maternity and insurance.	Register with OFATMA for maternity and health insurance. Collect and forward workers' contribution to OFATMA regularly.		
Oct-19	Compensation	Social Security and Other Benefits	No proof of payment on the name of the factory was available at the time of the evaluation visit.	Ensure timely payments are made on behalf of the new factory to OFATMA for work related accident.		
Oct-19	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	1. Pay lunch break as required by the law of September 2017		

Oct-19	Compensation	Paid Leave	Inaccurate payment for maternity leave.	1. Ensure Saturday and Sunday payments are included in the average earnings for maternity leave. 2. Complete registration with OFATMA for maternity and health		
Oct-19	Compensation	Paid Leave	Inaccurate sick leave payment.	Ensure Saturday and Sunday payments are included in the average earnings for sick leave.		
Oct-19	Compensation	Wage Information, Use and Deduction	Inaccurate Payroll records.	Ensure that all payroll compensation items are consolidated, reported and paid through 1 master payroll.		
Oct-19	Compensation	Social Security and Other Benefits	The calculation of ONA is inaccurate and payments are made late consistently.	Revise the payment procedures to ensure that the employer contribution to ONA is paid accurately and on time. Communicate the new procedures to all relevant parties.	Management is reviewing with the legal department on the interpretation of the law and the payment of the ONA.	
Oct-19	Compensation	Social Security and Other Benefits	ONA's deduction collected on workers is inaccurate and payments are made late consistently.	Revise the payment procedures to ensure that the workers contribution to ONA is accurate and forwarded on time. Communicate the new procedures to all relevant parties.	The administrative department is working with the legal department to review the payment of the ONA based on the minimum salary.	
Oct-19	Contract and Human Resources	Contracting Procedures	Apprentice contracts were not approved as legally mandated.	Revise the contracts of the apprentice workers, to specify the hours of work and the salaries. Submit to MAST for approval. Communicate the new procedures to all relevant parties.		
Oct-19	Occupational Safety and Health	OSH Management Systems	Management could not provide evidence of OSH assessment reports for the last 12 months.	Conduct an assessment of general occupational safety and health (OSH) issues in all buildings. Inform workers of the results of the assessment.	BrandM's compliance department performs internal health and safety audits in factories. There is an OSH committee that helps to inform the workers.	

Oct-19	Occupational Safety and Health	Health Services and First Aid	Insufficient workers trained in first aids.	Train at least 10% of the workforce in first aids	Evidence of 47 workers from AM2 were trained in First Aids in the last 12 months, which represents a 2.56% of the total workforce. Coordinating more trainings about First Aids.	
Oct-19	Occupational Safety and Health	Health Services and First Aid	The factory does not have an onsite medical facilities and staff as required by art. 478 and 479 of the labor code.	Increase the number of nurses to meet the legal requirements.		
Oct-19	Occupational Safety and Health	Health Services and First Aid	Free annual medical checks was not provided to workers	Provide annual medical checks for all workers.	CODEVI administration works on this issue together with the health department so that the medical check-ups are done to all workers.	
Oct-19	Occupational Safety and Health	Health Services and First Aid	Free health checks was not provided to workers exposed to work-related hazards.	Provide medical checks to workers exposed to work related hazards twice a year.	Management shared a list of 278 workers who are supposed to receive special medical checks related to hazards. However, this list only state 274 spirometry and 4 audiometries.	
Oct-19	Occupational Safety and Health	Health Services and First Aid	Health checks was not provided to workers within the first three months of hiring.	Provide medical checks within the first three months of hiring for all new workers	CODEVI administration works on this issue together with the health department so that the medical check-ups are done to all workers.	
Oct-19	Occupational Safety and Health	Welfare Facilities	Eating area is not adequate to accommodate the entire workforce.	Increase the eating areas available for workers.	We have different lunch times to prevent people from having places to sit and eat.	
Oct-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets to meet the legal requirements.	The management is creating a plan to solve the problem.	
Oct-19	Occupational Safety and Health	Worker Protection	Assessors observed missing hazard signs on electrical panels in 2 buildings. Management said that signs are available and will be posted as soon as possible.	Install proper hazard signs on all the electrical panels.	Proper hazard signs have been posted in the electrical panels.	

Oct-19	Occupational Safety and Health	Emergency Preparedness	The escape route need to be clearly marked and the evacuation map is outdated.	Post updated evacuation plans for all buildings.	Evacuation plan updated and properly posted	
Oct-19	Occupational Safety and Health	Emergency Preparedness	During the factory tour EAs, noticed aisles obstructed with fabrics in several buildings.	Keep all emergency exits and aisles unobstructed and easily accessible Educate the employee's about 5's.	It has been reduced the aisles obstructed and the process will be monitored.	
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Keep chemical safety data sheets for all hazardous chemicals used in the workplace. Ensure that MSDS are in local language and posted in all areas where these substances are used or stored in the workplace.	AM2 put all MSDS in local language available at the different areas.	
Oct-19	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	Provide all required PPEs in all buildings. Educate about the properly use and the importance of using PPE.	Management have an action plan together with human resources for employees to use PPE. Proper masks were provided for spot cleaning workers.(Done)	
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Ensure that all chemicals and hazardous substances used in the workplace are properly labelled.	Labels corresponding to the chemical containers were placed.	
Oct-19	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers were not properly maintained.	Ensure that all fire extinguishers are properly maintained and unobstructed.	Internal audits are carried out on a monthly basis to ensure all extinguishers are in proper conditions. A certified external company inspect fire extinguishers also on a monthly basis.	

BETTER WORK HAITI – 22ND SYNTHESIS REPORT



Factory: Centri Group S.A.
Location: Arrondissement de Port-au-Prince
Number of workers: 417
Date of registration: Oct-18
Date of last two assessments: Jul-19 Feb-21

Advisory and Training Services

Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98.
Jun-21	Virtual advisory meeting	Meeting with the OSH committee to follow up on COVID-19 protocol and emergency preparedness. Virtual OSH tour to verify Chemicals management and labelling. Document review: Disciplinary measure. Review and update the improvement plan and complete the first Progress report
May-21	Virtual advisory meeting	Virtual meeting to review the OSH policy and establish OSH priorities. Meeting with the compliance team to review the improvement plan. Present the Matrix of key OSH responsibilities. Documents review: Internal work rules and FOA policy.
Apr-21	Virtual advisory meeting	To present the assessment result and discuss about the training needs with the bipartite committee. Meeting with the compliance team to review the last assessment report and identify the root causes. Short training session on the first progress Report.
Oct-20	Virtual advisory meeting	Virtual Advisory to review & discuss termination payment calculations [boni, conge, pre-avis] on files over the last 90 days.
Aug-20	Virtual advisory meeting	Bipartite Virtual Advisory session to discuss Internal evaluations results, ONA & OFATMA timely payments
Jul-20	Virtual advisory meeting	Bipartite committee to discuss factory reopening and COVID-19 protocol & ongoing HR & OSH issues during pandemic

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2021						
Feb-21	Occupational Safety and Health	Worker Protection	The factory check all workers and visitors body temperature upon entry but does not keep a registry for all persons who present a temperature of 38C and above.	Assign someone to update the registry and Keep records of temperature of 38 C and above.	A check list has been created to register worker with temperature over 38 degree C.	7
Feb-21	Occupational Safety and Health	OSH Management Systems	The factory does not have a checklist to record the daily cleaning and disinfection of the workplace and it is not include in the COVID protocol of the factory.	Implement a checklist to records the daily cleaning.	A checklist has been implemented by the factory.	7
Feb-21	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Review and update the COVID-19 Procedure.	The compliance team reviewed the COVID-19 protocol to comply with the suggestions.	7

Feb-21	Occupational Safety and Health	Worker Protection	The batteries terminals in the generator room were not covered.	Train workers on electrical hazards. Install insulation cover	Insulation cover has been installed on the battery terminals. The daily checklist has been updated.	3
Feb-21	Occupational Safety and Health	Worker Protection	Worker who is working at heights do not have PPE. As well most workers do not use their masks to prevent the risks of exposure to COVID-19.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.	The Stock keeper is in charge of providing and renewing the PPEs.	3
Feb-21	Occupational Safety and Health	Welfare Facilities	Some of the water test results revealed the presence of colonies after 48 hours up to 65/ml	Request information from the supplier on the specifications and Provide safe drinking water to workers.	The factory management decided to have another supplier. The Compliance manager is in charge of the monthly water test.	3
Feb-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		22
Feb-21	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work related accidents to OFATMA on a monthly basis.	Assigns someone to records and submit work related accidents on a monthly basis.	The work related accidents are sent to OFATMA each month starting from march 2021.	3
Feb-21	Occupational Safety and Health	Health Services and First Aid	Less than 10 percent of the workforce including men and women were trained in first aid.	Provide additional training on first aid.		3
Feb-21	Occupational Safety and Health	Health Services and First Aid	Two first aids boxes are missing inventory list of supplies and two are missing items such as scissors, gloves, peroxide and neosporen cream.	Equip the first aid boxes and define responsibility for checking (and include this in the system of daily-weekly checks).	The first aid Boxes has been equipped. The Compliance manager is in charge of the verification on a daily basis.	3
Feb-21	Occupational Safety and Health	Health Services and First Aid	Onsite medical facilities and staff is insufficient.	Hire the required medical staff.		22
Feb-21	Occupational Safety and Health	Health Services and First Aid	Annual medical checks are not provide to all workers.	Provide health checks at not cost for workers.	The health cards has been paid for the fiscal year 2019-2020. OFATMA came on February 2021 for the medical check.	22

Feb-21	Occupational Safety and Health	Health Services and First Aid	The factory did not show evidence of medical checks for workers who are exposed to work-related hazards.	Provide health checks twice a year at not cost to workers who are exposed to work-related hazards.	The Medical check has been conducted on February 2021. The Next medical check is scheduled for August 2021.	22
Feb-21	Occupational Safety and Health	Health Services and First Aid	Management did not share evidence that medical checks were provided to workers in their first three months of hiring. No proof of payment for the fiscal year 2020-2021 was available at the time of the assessment visit	Pay the CDS and provide free health checks to workers.	The Payment for the fiscal year 2020-2021 is in process with OFATMA.	22
Feb-21	Occupational Safety and Health	Emergency Preparedness	The last fire drill was conducted in July 2020, and the one before that, in November 2019.	Conduct at least 2 emergency drill per calendar year every 6 months.	A fire drill has been conducted on November 2020. The last one has been done on April 2021.	3
Feb-21	Occupational Safety and Health	Emergency Preparedness	Evacuation routes is obstructed during working hours.	Provide more trainings to workers, then Provide additional space for storage.	A training has been prepared to remind the importance of let the routes free of obstruction.	22
Feb-21	Occupational Safety and Health	Emergency Preparedness	The escape routes are not clearly marked. The meeting point need to be relocated and the evacuation plans should be updated to accurately reflect the building.	Update the evacuation map. Then Paint evacuation arrows and signs on the factory floor.	The evacuation arrows has been painted. Yellow line has been painted to show exit path way.	3
Feb-21	Occupational Safety and Health	Emergency Preparedness	one fire extinguisher was undercharged in the forklift machine.	Provide adequate firefighting equipment.	A daily checklist has been implemented to verify the condition of the equipments.	3
Feb-21	Occupational Safety and Health	Emergency Preparedness	Fire detection and alarm system is not synchronized.	Have a fire detection and alarm system suitable for the factory conditions.	The Alarm system has been verify and are working wel. A weekly check list has been implemented for the verification.	3
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The eyewash station was not available in the mechanic shop where chemicals are used.	Provide eye washing station or eye wash bottles where chemicals are used.		22

Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS are not available for all chemical and hazardous substances used in the workplace.	Prepare and post MSDS where chemicals are used.	The MSDS have been translated and posted.	22
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all chemical and hazardous substances used in the workplace are.	All containers in use have been labeled.	22
Feb-21	Contract and Human Resources	Employment Contracts	The factory has an internal work rules approved by the Ministry of Labor. However, the break time and payroll time, are not included in the internal work rules.	Include the break time in the internal work rules	The update has been done in the Internal work rules.	3
Feb-21	Contract and Human Resources	Employment Contracts	The factory's internal security officer did not receive the entire annual leave after one year of service.	Have an agreement with the workers and request authorisation from MAST.	The factory has an agreement with the internal security agent to receive their Annual leave in a different period.	3
Feb-21	Compensation	Social Security and Other Benefits	The factory is affiliated with OFATMA for accident insurance; but no proof of salary statements and payment for the fiscal year 2020-2021 were available at the time of the assessment visit.	Discuss legal requirement with the company General Manager. Ensure that payment is made in a timely manner	The factory already fill the invoice with the information of the payroll. The document has been sent to OFATMA.	3
Assessment July 2019						
Jul-19	Occupational Safety and Health	OSH Management Systems	The factory check all workers' and visitors' body temperature upon entry however it does not keep a registry for all persons who present a temperature of 38C and above.	Provide registry for all persons who present a temperature of 38C and above.		
Jul-19	Occupational Safety and Health	OSH Management Systems	Factory did not provide training documentation and/or awareness on the measures adopted to prevent the risks of exposure to COVID 19, to all staff	Provide content, date and participant list of COVID-19 training conducted by the factory during the pandemic		

Jul-19	Occupational Safety and Health	OSH Management Systems	The factory does not have a checklist to record the daily cleaning and disinfection of the workplace and it is not include in the COVID protocol of the factory.	Implement a checklist to records the daily cleaning.		
Jul-19	Occupational Safety and Health	Emergency Preparedness	The factory provides fire-fighting training. However, the total number of workers trained in fire-fighting is less 10 percent of the workforce as recommended by Better Work.	Conduct fire fighting training for 10% of the workforce.	Training was done on November 29, 2019	
Jul-19	Occupational Safety and Health	Emergency Preparedness	At the time of factory tour, assessors observed that the escape route were obstructed by an inspection table.	Ensure that escape routes are not obstructed in a sustainable manner.		
Jul-19	Occupational Safety and Health	Emergency Preparedness	Although the factories have enough fire extinguishers, assessors observed that 5 fire extinguishers were not properly charged (2 missing pressure and 3 overcharged), 1 fire extinguisher is missing on the floor.	Ensure that number of fire extinguishers is sufficient and are properly charged	The factory has contracted a company who is in charge of the monthly service of the extinguishers.	
Jul-19	Occupational Safety and Health	Health Services and First Aid	The factory provides first aid training. However, the total number of workers trained in first aid is less 10 percent of the workforce as recommended by Better Work.	Ensure that 10% of the workforce are trained in FIRST AID.	Training was done on November 29, 2019	
Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Have a permanent onsite medical service with at least 2 nurses.		
Jul-19	Occupational Safety and Health	Health Services and First Aid	Management did not share evidence that annual medical checks were provided to workers.	Coordinate with OFATMA to conduct medical checks annually for workers.	The factory paid OFATMA for work related accident and is therefore responsible for medical checks.	

Jul-19	Occupational Safety and Health	Health Services and First Aid	Management did not share evidence that medical checks were provided to workers exposed to work related hazards.	Provide medical checks to workers exposed to work related hazards as prescribed in the labor code.	The factory paid OFATMA for work related accident and is therefore responsible for medical checks.	
Jul-19	Occupational Safety and Health	Health Services and First Aid	Management did not share evidence that medical checks were provided to workers in their first three months of hiring.	Provide medical checks to workers in their first three months of hiring	The Factory paid OFATMA for work related accident and is therefore responsible for medical checks.	
Jul-19	Occupational Safety and Health	Welfare Facilities	At the time of the assessment, soap was not available in the men's toilet.	Ensure soap and paper are available in the all the toilets.		
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilet.	Build additional toilets to meet the required amount of toilets for men and women.	The factory has built additional toilets to meet the requirement.	
Jul-19	Occupational Safety and Health	Working Environment	The light levels are insufficient.	Increase the luminosity in the pressing area.	The pressing section has been relocated.	
Jul-19	Occupational Safety and Health	Worker Protection	Hazard signs was missing on electrical panel in the generator room and mechanic room.	Identify all the Electrical panel	The hazard signs on the electrical panel have been posted.	
Jul-19	Occupational Safety and Health	Worker Protection	Electrical wires are not properly maintained.	Ensure circuit breakers, wires and boxes are adequately covered.	The factory has reinforced the internal OSH audit.	
Jul-19	Occupational Safety and Health	Worker Protection	The factory did not share records of any training for workers on proper use of personal protective equipments.	Ensure availability of PPE for workers as necessary. Conduct and document training delivered internally by the factory on provided PPE.	The trainings on PPE has been conducted by the factory.	
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station is not available where chemicals are used.	Ensure installation of the eye wash and provide training on proper utilization.	The new eyewash has been installed and all the employees working in the cleaning station received the training on proper utilization.	
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Evidence of training on chemical was not available.	Insure that we have the proof that all the employees using the chemical product are trained.	Training on chemical management has been conducted.	

Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS are not available for all chemical and hazardous substances used in the workplace.	Prepare and post MSDS where chemicals are used.	The MSDS have been translated and posted.	
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The propane Gaz tank on the forklift machine had no labeling indicating chemical classification, hazards and safety precautions.	Identify the propane Gaz tank in the Forklift machine	The Propane Gaz Tank has been properly labelled.	
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemical is incomplete.	Include all the products in the inventory and specify the location where chemicals are stored in the factory.	The factory kept a monitoring systems in place.	
Jul-19	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work related accidents to OFATMA on a monthly basis.	Continuously send the report to the OFATMA.	On a monthly basis the factory send the report to Ofatma.	
Jul-19	Occupational Safety and Health	OSH Management Systems	The employer did not perform an evaluation of general occupational safety and health issues in the workplace.	Conduct regular meetings with the committee and keep records of the minutes	The factory identify the bipartite members who will be representing the management of the company.	
Jul-19	Occupational Safety and Health	OSH Management Systems	The employer did not perform an evaluation of general occupational safety and health issues in the workplace.	Put in place a Compliance department to conduct the OSH self assessment.	The factory has recruited a health and safety officer and also we have now a HR and compliance Director who are both performing self assessment.	
Jul-19	Contract and Human Resources	Dialogue, Discipline and Disputes	No documents were shared to support the disciplinary sanctions or firing. Such document does not exist yet.	keep written records of each worker's disciplinary sanctions, warnings, sanctions and the reasons and dates they occurred	factory keep written records of each worker's disciplinary sanctions, warnings, sanctions and the reasons and dates they occurred.	
Jul-19	Contract and Human Resources	Employment Contracts	Although the written contracts specify the terms and conditions of employment. Several were not signed by the workers and were missing other specifications such as workers ID and employer's representative signature.	Ensure all elements of contracts are included and signed (ID, signatures, hours of works, nature of work etc..)	The factory has inspected sample of 30 contracts. All elements are included.	

Jul-19	Compensation	Social Security and Other Benefits	Payroll records and workers list sent to OFATMA revealed that the employer does register 63 out of 382 management staff and production workers for maternity and health insurance.	Ensure that workers are enrolled as required within the limits of the 3 months.	246 WORKERS ARE NOW REGISTERED. Factory performs registration after probation. Its an ongoing process.	
Jul-19	Compensation	Social Security and Other Benefits	Payroll records and workers list sent to OFATMA revealed that the employer does register 63 out of 382 management staff and production workers for maternity and health insurance.	Ensure registration of workers into OFATMA for maternity and health insurance based on agreed upon date in the factory internal working rules.	FACTORY enrolled workers as they complete their probation period.	
Jul-19	Compensation	Social Security and Other Benefits	The factory contribute 3% of workers' salary to OFATMA for work related accident. However, only the payment was made after the deadline prescribed in the invoice.	Honor Timely Payments to OFATMA according to installment agreements.	The factory has paid the total amount Requested by OFATMA.	
Jul-19	Compensation	Wage Information, Use and Deduction	The attendance sheets are manually reported by line supervisors. Consequently, the corresponding payments may not reflect real working hours.	1. Pay overtime hours worked with 50% premium as required 2. Adopt a digital system where workers can self record times worked.	The finger print system will be link to the payroll.	
Jul-19	Child Labour	Documentation and Protection of Young Workers	Assessors did not see any workers who appeared to be underage. However, employer failed to provide for several workers, appropriate employment records with Government issued IDs indicating that workers were above the minimum age requirement.	1. Confirm government issued identification at the beginning of the recruitment process 2. Conduct monthly checks of random worker files to verify compliance.	The factory has changed the recruitment policy to require ID at the beginning of the process.	

BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: Caribbean Island Apparel
Location: Port-au-Prince
Number of workers: 2327
Date of registration: Aug-13
Date of last two Better Work assessments: Jan-19 Mar-20

Advisory and Training Services

25-May-21	Virtual advisory meeting	Meeting with management on Improvement plan status. The discussion also was on strengthening of preventive measures against Covid 19. Bipartite committee regarding worker's concern on Covid 19.
22-Apr-21	Training	Virtual Sexual Harassment Awareness and Prevention
26-Jan-21	Virtual advisory meeting	Virtual meeting with management on advisory strategy for 2021. The discussion was about priorities and continuity on the regular checks. Bipartite meeting on perspective for 2021 and performance 2020.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not keep a registry for all persons who present a temperature of 38C and above.	Keep registry for all persons who present a temperature above 38 C.		8
Oct-20	Occupational Safety and Health	OSH Management Systems	Incomplete COVID-19 protocol according to Bette work Haiti guidance.	Keep a registry of body temperatures above 38 C.		8
Oct-20	Occupational Safety and Health	Worker Protection	Internal training records of on COVID-19 was not available.	Share training records with BWH advisors.		8

Mar-20	Occupational Safety and Health	Emergency Preparedness	Flammable material observed near ignition source.	Do not keep flammable materials (wood) are not exposed to an ignition source (light bulb).	Flammable materials are now kept away from ignition sources.	19
Mar-20	Occupational Safety and Health	Emergency Preparedness	One emergency door was locked.	Ensure adequate emergency exits (at least two), that leads to a safe meeting point.		14
Mar-20	Occupational Safety and Health	Emergency Preparedness	Escape route was not properly marked.	Mark all evacuation routes and show meeting points on all evacuation maps.		19
Mar-20	Occupational Safety and Health	Emergency Preparedness	Undercharged fire extinguishers.	Keep all fire extinguishers fully charged at all times.	Fire extinguishers are fully charged as per inspection report.	19
Mar-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets as per labour code.	Have 50 functioning toilets for men and 72 functioning toilets for women as required by the code.		26
Mar-20	Occupational Safety and Health	Working Environment	Insufficient level of lighting.	Ensure adequate light levels in all production areas based on better-work guidelines.		26
Mar-20	Occupational Safety and Health	Working Environment	Inadequate temperature levels.	Ensure adequate temperatures based on BW guidelines considering various push & pull systems.		33
Mar-20	Occupational Safety and Health	Worker Protection	Flammable material observed near ignition source.	Replace the wooden box with non combustible materials.	Box was replaced as recommended.	19

Mar-20	Occupational Safety and Health	Worker Protection	Missing guard on some sewing machines.	Install all the required safety guards.	Missing guards were replaced.	19
Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Use of chemicals are not isolated very close to the spot cleaning area.	Ensure adequate distance between the sewing section and spot cleaning areas.	Factory is working on separators for that section. The number of machines & workers are reduced in that area due to COVID-19.	19
Mar-20	Contracts and Human Resources	Termination	Notice payment not properly calculated.	Notice payment given to the workers upon termination should be calculated on the average daily earning.		19
Mar-20	Compensation	Social Security and Other Benefits	Social Security contributions amount not properly calculated.	Ensure that OFATMA maternity and health insurance contributions for workers on any given month is calculated on 3% of base salary for that month.	Factory deducts 3% of workers' base salary for OFATMA maternity and health insurance.	19
Mar-20	Compensation	Social Security and Other Benefits	Late payment for OFATMA accident insurance.	Ensure that OFATMA accident insurance is paid as per the invoice or according to any payment agreement reached	Factory currently pay OFATMA accident insurance according to payment agreement.	13
Mar-20	Compensation	Social Security and Other Benefits	Late payment for employer's ONA contributions.	Pay employer's contributions to ONA by the 10th business day of the next month for the previous month.		25
Mar-20	Compensation	Social Security and Other Benefits	Late payment for worker's ONA contributions.	Submit worker's portion of ONA contributions within the first 10 business days of the next month for the previous month.		25

Mar-20	Compensation	Paid Leave	Lunch break no compensated according to the law.	Compensate lunch break as required by the law of September 2017.		32
Assessment January 2019						
Jan-19	Working Time	Leave	Insufficient annual leave.	Ensure that eligible workers effectively enjoy 15 days of annual leave as legally required.		
Jan-19	Occupational Safety and Health	Emergency Preparedness	Flammable material observes near ignition source.	Store flammable materials away from potential ignition sources.	Flammable material was removed and training was conducted in that regard.	
Jan-19	Occupational Safety and Health	Emergency Preparedness	Blocked escape routes.	Assign OSH committee members and line supervisors to ensure aisles are clear.		
Jan-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguishers.	Assign person from OSH committee to monitor accessibility.	Dedicated person randomly monitors fire extinguishers.	
Jan-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets as per labour code.	Increase the number of toilets.		
Jan-19	Occupational Safety and Health	Working Environment	Insufficient lighting.	Change light bulbs, rearrange equipment maximize exposure to natural light as much possible.		
Jan-19	Occupational Safety and Health	Working Environment	Inadequate noise levels.	Ensure adequate noise level based on BW guidelines.		
Jan-19	Occupational Safety and Health	Working Environment	Inadequate temperature levels.	Ensure adequate temperatures based on BW guidelines considering various push & pull systems.		

Jan-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels.	Seal entry points in all electrical panels. DO not mount electrical panels on flammable materials.		
Jan-19	Occupational Safety and Health	Worker Protection	More than 50 percent of all sewing machines were missing pulley guards.	Install appropriate guards on all sewing machines, including but not limited to eye, finger and pulley guards.		
Jan-19	Occupational Safety and Health	Worker Protection	Some chairs provided to workers in the sewing lines were missing backrest.	Remove and replace the chairs without adequate backrests.		
Jan-19	Occupational Safety and Health	Worker Protection	Earplugs were not provided for workers in cutting section.	Provide adequate PPE to all workers.		
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Use of chemicals are not isolated in building 14.	Take appropriate measures to isolate use of chemicals in all buildings as appropriate.		
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available for Gas in the welding workshop.	Identify MSDS in local language for all chemicals used.		
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unidentified chemical containers.	Ensure all chemical containers are correctly identified.	Gas tank is now identified.	
Jan-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete chemical inventory.	Ensure complete inventory accounting for all chemicals used.		
Jan-19	Occupational Safety and Health	Worker Protection	Workers not wearing personal protective equipment while doing welding work.	Ensure workers in the welding workshop wear personal protective equipment.		

Jan-19	Compensation	Social Security and Other Benefits	OFATMA social security contributions for workers are not properly calculated.	Ensure that OFATMA contributions for both workers and employer are calculated on base salary .	OFATMA deductions are now calculated on workers' base salary.	
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BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: Cleveland Manufacturing S.A.
Location: Arrondissement de Port-au-Prince
Number of workers: 2006
Date of registration: Jul-16
Date of last two Better Work assessments: Feb-19 Feb-20

Advisory and Training Services

7-May-21	Training	Virtual training on Workplace Cooperation & Communication.
6-May-21	Training	Virtual training on Sexual Harassment Awareness and Prevention .
5-May-21	Training	Virtual training on Covid-19 Emergency Preparedness.
28-Apr-21	Training	Virtual OSH Event Workshop.
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98.
4-Mar-21	Training	Virtual Webinar on Covid-19 Human Resources Management (HRM).
3-Mar-21	Training	Virtual training on Covid-19 Emergency Preparedness.
26-Apr-21	Advisory meeting	Virtual meeting with the compliance team to review of the improvement plan, Document review: COVID-19 policy, accident investigation, risk assessment. Virtual OSH tour on emergency preparedness and meeting with the OSH committee.
22-Jan-21	Advisory meeting	Virtual meeting with the compliance team to review the improvement plan : compensation, working environment, health services, COVID 19 policy.Meeting with the OSH committee to discuss the objective of the committee and some possible roles.
6-Nov-20	Advisory meeting	Virtual meeting with HR to review payment upon terminations, breaks for pregnant women and breastfeeding women, validate pending issues on the Improvement Plan, Virtual OSH tour to verify osh issues.
17-Sep-20	Training	Seminar on Effective Communication.
16-Sep-20	Advisory meeting	Meeting with the compliance team to follow up on Progress report 1, Review the management guidelines on COVID 19. Review the improvement plan ONA and OFATMA payment. Validate the chemical management procedure.
15-Sep-20	Training	Sexual Harassment Awareness and Prevention
3-Sep-20	Training	Financial literacy.
29-Jul-20	Training	Emergency Preparedness.
28-Jul-20	Training	Emergency Preparedness.
27-Jul-20	Training	Emergency Preparedness.
16-Jul-20	Training	Socially Responsible Transitioning.
15-Jul-20	Training	Socially Responsible Transitioning.
14-Jul-20	Training	Hygiene and Prevention against Covid-19.
13-Jul-20	Training	Hygiene and Prevention against Covid-19.
7-Jul-20	Training	Hygiene and Prevention against Covid-19.
6-Jul-20	Training	Hygiene and Prevention against Covid-19.
3-Jul-20	Training	Human Resources Management.
30-Jun-20	Advisory meeting	Meeting with the HR and compliance team to review OSH pending issues, contract and working time. Session on OSH responsibilities.
27-May-20	Training	Hygiene and Prevention against Covid-19.
22-May-20	Training	Hygiene and Prevention against Covid-19.

28-Apr-20	Advisory meeting	Virtual meeting with the compliance team to review pending issues on the improvement plan . Session on the first progress report.
10-Jan-20	Advisory meeting	Meeting with the compliance team to review the chemical management systems and the improvement plan. OSH factory tour: emergency preparedness, Quick assessment of Social dialogue and grievance mechanism.
11-Dec-19	Training	Communication in the Workplace.
11-Dec-19	Advisory meeting	Factory tour to validate pending OSH issues and management meeting.
19-Nov-19	Advisory meeting	Follow up on mass dismissal management and Union interviews.
15-Nov-19	Advisory meeting	Meeting with the OSH committee, Management meeting: to discuss about trade union access in the factory, mass dismissal. Documentation review: Files of terminated workers.
23-Oct-19	Advisory meeting	Meeting with management and OSH committee members about the training plan . Documentation review: Maternity leave, sick leave, required breastfeeding breaks and breaks for pregnant women .

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID 19 in place embedded into the larger OSH policy.	Review the COVID 19 protocol to include the missing points.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	8
Oct-20	Occupational Safety and Health	Worker Protection	Factory does not have appropriate checklist to monitor the cleaning and disinfection process related to COVID 19.	Implement a checklist to record daily cleaning and disinfection .	Factory says that regular cleaning is done in the cafeteria also in the sewing floor.	8
Assessment February 2020						
Feb-20	Working Time	Regular Hours	There are three different working hours posted in the cafeteria and two of them did not include the break time.	Post the factory's working hours for all shifts, and including break times.	A standard format has been displayed on the notification board . The working hours are posted.	13
Feb-20	Working Time	Regular Hours	The regular working hour in the internal work rules is different than what is posted on the floor.	Clarify the regular working hour in the internal work rules. Inform trade union members and workers about the changes.	Working hours are posted on the production floor and in the cafeteria. Union members have been informed.	15

Feb-20	Occupational Safety and Health	Emergency Preparedness	One emergency exit was locked during working hours.	Keep emergency exits accessible during working hours.	Meeting and awareness raising with all managers including the OSH committee has been conducted .	15
Feb-20	Occupational Safety and Health	Emergency Preparedness	Unmarked escape routes and inaccurate evacuation plans.	Update and post the evacuation map. Paint the evacuation arrows and signs.		15
Feb-20	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was obstructed and another one not properly charged.	Keep access to fire extinguishers unobstructed . Specify who conduct daily weekly checks.	The compliance Officer is in charge to conduct regular checks. The floor is marked in order to prevent fire extinguisher being obstructed.	39
Feb-20	Occupational Safety and Health	Health Services and First Aid	First aid boxes are missing supplies or have expired inventory.	Equip the first aid boxes and ensure that they are identify.	First aid boxes have been equipped. The factory selected a nurse to conduct a regular check weekly and the compliance officer is in charge of the daily check.	51
Feb-20	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		15
Feb-20	Occupational Safety and Health	Health Services and First Aid	Annual medical checks are not provide to all workers.	Provide free annual health checks to all workers.	Health checks are provided to all workers .	51
Feb-20	Occupational Safety and Health	Health Services and First Aid	The factory did not show evidence of medical checks for workers who are exposed to work-related hazards.	Provide health checks twice a year at not cost to workers who are exposed to work-related hazards.	Health checks have been provided to workers who are exposed to work-related hazards every six month.	51
Feb-20	Occupational Safety and Health	Health Services and First Aid	The medical checks upon hiring were not performed for all workers .	Pay for the health cards for all workers and provide them with medical checks within the first 3 months of hiring.		15
Feb-20	Occupational Safety and Health	Welfare Facilities	Based on workers and Unions interviews, the employer did not provide workers with safe drinking water.	Provide safe drinking water to workers.	The water test was conducted and the result is displayed on the floor.	51

Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		15
Feb-20	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C in all section.	Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.	The company is working on adding more exhaust fan.	51
Feb-20	Occupational Safety and Health	Worker Protection	The employer failed to post appropriate safety warnings in the workplace.	Identify electrical installations requiring warning signs.	All electrical panels have been identify with warning signs .	51
Feb-20	Occupational Safety and Health	Emergency Preparedness	Source of ignition not properly safeguarded.	Train supervisors and workers about electrical hazards.	Awareness raising is conducted through the audio system and Phone charging station has been implemmented.	15
Feb-20	Occupational Safety and Health	Worker Protection	Several machines are missing the safety guards.	Define who is in charge of installing and regularly maintaining the machine guards.	The mechanic manager is responsible for the maintenance and installation of machine guards.	15
Feb-20	Occupational Safety and Health	Worker Protection	Several chairs without backrest are used in the sewing and cutting sections.	Provide chairs with proper backrests to workers.	Chairs with proper backrest have been provided to workers	51
Feb-20	Occupational Safety and Health	Worker Protection	The employer did not provide employees with all necessary personal protective clothing and equipment to workers working at height .	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.	The company Provides PPE to all workers.	15
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not take action to assess, monitor, and/or limit workers' exposure to hazardous chemicals and substances.	Improve maintenance of machines to avoid spots .	The factory has identified an appropriate space for the spot cleaning section.	51
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS are not available for all chemical and hazardous substances used in the workplace.	Prepare and post MSDS where chemicals are used.	The MSDS have been translated and posted.	39

Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all chemical and hazardous substances used in the workplace are.	All chemicals are properly labelled.	51
Feb-20	Occupational Safety and Health	OSH Management Systems	Workers in the stock room did not used the weight belts PPE for heavy lifting.	Provide weight belts to workers. Raise awareness of supervisors and workers about lifting equipment.	The factory has distributed protective equipment and the workers acknowledged receipt.	51
Feb-20	Contracts and Human Resources	Employment Contracts	Workers do not understand the terms and conditions of employment.	Provide full information to the worker before the worker signs the contract .		15
Feb-20	Contracts and Human Resources	Employment Contracts	The employment contracts did not specify the terms and conditions of employment.	Revise the employment contract and specify the hours of work for workers.	The Contract was revised and we specified the hours of work for workers.	15
Feb-20	Compensation	Social Security and Other Benefits	The employer does not collect and forward workers contributions to OFATMA.	Collect and forward workers contributions to OFATMA		15
Feb-20	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance.		51
Feb-20	Compensation	Social Security and Other Benefits	No proof of payment for the fiscal year 2019-2020 were available for OFATMA work related accident.	Pay OFATMA for work related accident insurance in a timely manner and keep proof of payment.		51
Feb-20	Compensation	Social Security and Other Benefits	ONA's deduction collected on workers is based on the minimum salary and it is not forwarded on a monthly basis.	Calculate the amount of workers' contribution on the base salary and submit payments to ONA on time.		51
Feb-20	Compensation	Social Security and Other Benefits	The employer contribution to ONA is not calculated on the base salary.	Calculate the amount of the employer's contribution on the base salary and submit payments to ONA on time.		51

Feb-20	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Register with OFATMA for maternity and health insurance.		27
Feb-20	Compensation	Wage Information, Use and Deduction	Workers are not informed about wage payments and deductions.	Provide full information to workers about wage payments and deductions.	Information about wage payments and deductions are posted on the floor.	15
Assessment February 2019						
Feb-19	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Register with OFATMA for maternity and health insurance.		
Feb-19	Compensation	Social Security and Other Benefits	The most recent ONA payment receipts reveal that the payments are not made on a monthly basis.	Collect workers' contribution forward to ONA on time.		
Feb-19	Compensation	Social Security and Other Benefits	Late payment of employer contributions to ONA.	Calculate the amount of workers' contribution on the base salary and submit payments to ONA on time.		
Feb-19	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance.		
Feb-19	Compensation	Social Security and Other Benefits	Collecting and forwarding of workers' contributions to OFATMA for maternity and health insurance.	Register to OFATMA for maternity and health insurance. Then Collect and forward workers' contributions to OFATMA.		
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemical and hazardous substances used in the factory is incomplete.	Assign a responsible persons for updating inventories of chemical and hazardous substances in the various locations where they are stored or used.	The stock manager is in charge for updating the inventory. The compliance officer is responsible for the monitoring.	

Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all chemical and hazardous substances used in the workplace are.	The compliance department is in charge of the labelling.	
Feb-19	Occupational Safety and Health	OSH Management Systems	MSDSs were not posted where chemicals and hazardous substances are stored and used.	Prepare and post MSDS where chemicals are used.	Purchasing department is in charge of receiving MSDS from supplier and the compliance team is in charge of the verification.	
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not take proper action to limit and isolate the use of chemicals in all the factory.	Improve maintenance of machines to avoid spots.	The spot cleaning has been relocated and maintenance plan has been developed.	
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash stations were not available where workers are using chemicals and hazardous substances.	Install eyewash stations where chemicals are used and stored.	New Eyewash Station is available. The compliance officer is in charge of regular verification.	
Feb-19	Occupational Safety and Health	Worker Protection	Workers had not been provided with masks in different sections.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.	Protective equipment have been distributed to workers. The engineering department is responsible to provide the equipment.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	The employer did not provide foot rests or shock absorbing mats to standing workers.	Identify areas where anti fatigue mats are missing. Provide anti fatigue mats for standing workers.	The compliance officer is in charge for the daily and weekly checks. Anti fatigue mats have been provided to all standing workers.	
Feb-19	Occupational Safety and Health	Worker Protection	Several machines missing safety guards.	Define who is in charge of installing and regularly maintaining the machine guards.	The maintenance manager is in charge of reviewing all the machines on a weekly basis and install the necessary protections.	
Feb-19	Occupational Safety and Health	Worker Protection	Electrical box, wire and outlets are not properly maintained.	Properly cover electrical box, Insulate the exposed electrical wires, Make sure that the electrical outlets have been fixed.	All electrical boxes are covered properly, the exposed electrical wires and all electrical outlets have been fixed.	

Feb-19	Occupational Safety and Health	Worker Protection	The meeting points in case of emergency are not properly located.	Identify another meeting point.	The meeting points have been relocated.	
Feb-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C.	Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.	The factory has installed Insulation materials under the metal sheet to reduce the heat.	
Feb-19	Occupational Safety and Health	Working Environment	Workplace lighting is insufficient.	Ensure the lighting is adequate and adapted to worker's needs.		
Feb-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		
Feb-19	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks within the first three months of hiring.	Provide free medical health checks to workers within the first three months of hiring.		
Feb-19	Occupational Safety and Health	Health Services and First Aid	The factory did not show evidence of annual medical checks for workers.	Provide free annual health checks to workers once a year in all buildings.		
Feb-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Increase the number of nurse.		
Feb-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of workers trained in first aid.	Train at least 10 percent of the workforce.	12 percent of the workforce is trained in first Aid and training records are kept.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire alarm.	Have a fire detection and alarm system suitable for the factory conditions. Remind workers that fire alarm should remain unobstructed.		

Feb-19	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers were not properly charged.	Assign someone to check and maintain the fire extinguishers.	The compliance department is responsible for the inspection of fire extinguishers on a daily basis.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plan was not posted on the floor.	Develop and update the emergency plan.	The evacuation plan has been updated and posted correctly on the floor.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Insufficient number of emergency exit door.	Ensure that each floor has at least 2 possible exit door.	Each floor has at least 2 possible exit door.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Several aisles were obstructed with fabrics.	Identify additional space for storing goods. Remind supervisors about their responsibility to enforce OSH in their area.	The compliance team is in charge to conduct daily and weekly checks.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Fire drill not conducted every 6 months in all buildings.	Conduct at least one emergency drill every six months.	The last fire drill was conducted in October 2019 and the one before that in May 2019.	
Feb-19	Occupational Safety and Health	OSH Management Systems	Work-related accidents and diseases were not recorded and submitted to OFATMA on a monthly basis.	Declare accidents to OFATMA.	Accidents are declared to OFATMA on a monthly basis.	
Feb-19	Working Time	Leave	The factory provided 13 days of annual leave to workers with 1 year of service instead of 15 days.	Give workers the required time for annual leave.		

BETTER WORK HAITI – 22ND SYNTHESIS REPORT

Factory: Digner Manufacturing SA
Location: Arrondissement de Croix des Bouquets
Number of workers: 1576
Date of registration: Oct-18
Date of last two Better Work May-19 Feb-21



Advisory and Training Services

May-21	Virtual advisory meeting	Virtual management meeting on the improvement plan. Factory to finalize the progress report. Virtual bipartite meeting . The discussion was on workers' concern regarding OFATMA and the second wave of COVID19.
Mar-21	Virtual advisory meeting	Virtual advisory meeting with management on newly released improvement plan. Discussion on road map to identify priorities post evaluation.
Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
Jan-21	Virtual advisory meeting	Virtual meeting with management on factory's improvement. Virtual meeting with bipartite committee on achievement and successes of bipartite committee.
Dec-20	Virtual advisory meeting	Virtual meeting with management on 2020 performance and perspective 2021. Virtual meeting with bipartite committee on 2020 successes and challenges.
Nov-20	Virtual advisory meeting	Virtual meeting with management on factory's improvement. Virtual meeting with bipartite committee on achievement and successes of bipartite committee.
Sep-20	Virtual advisory meeting	Virtual meeting with management on Compensation. Bipartite meeting on Self diagnosis. Meeting with trade union SOD on social dialogue inside Digner.
Sep-20	Training	Virtual Hygiene and Prevention against Covid-19.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2021						
Feb-21	Compensation	Method of Payment	Payment made up to 5 days after the payday and also the payment is made very late on that day until 6pm.	Pay the salary on time.	A new calendar has been established. The factory will monitored the new system for effectiveness.	3
Feb-21	Compensation	Social Security and Other Benefits	Employer's deduction to ONA is made consistently late.	Pay within the first 10 business days of the next month for the previous month.	The factory hired a firm to complete this task of forwarding the payment to the competent authorities. The payment are made within the first 10 business days of the next month for the previous month	25

Feb-21	Compensation	Social Security and Other Benefits	Workers deduction to ONA is made consistently late.	Pay within the first 10 business days of the next month for the previous month.	The payment is made within the first 10 business days of the next month for the previous month. Factory has contracted an external firm to execute the payment on time.	25
Feb-21	Compensation	Social Security and Other Benefits	Proof of payment for OFATMA accident insurance unavailable at the time of the assessment visit.	Pay the CDS. Complete the payment for fiscal 2020-2021. Ensure that CDS is included in the invoice	The factory has sent letter to OFATMA asking for the invoice.	25
Feb-21	Compensation	Social Security and Other Benefits	Employer's deduction to OFATMA payment is made consistently late.	Ensure that the monthly payment is made within the 10 first working days of the following month.	Factory made the payment within the 10 first working days of the following month. Factory has contracted an external firm to execute the payment on time.	25
Feb-21	Compensation	Social Security and Other Benefits	Workers deduction to OFATMA is made consistently late.	Ensure that the monthly payment is made within the 10 first working days of the following month.	The payment is made within the 10 first working days of the following month.	25
Feb-21	Contract and Human Resources	Employment Contracts	Internal work rules are missing the working hours.	Update the internal work rules to include the working hours.		2
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unlabeled chemicals found in the workplace.	Label all the chemical used in the factory.	All containers were properly label at the time of the assessment visit. An awareness session was organized following the assessment visit with the workers using chemicals.	25
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical storage room was inside the premise with no appropriate ventilation.	Store the chemical in appropriate conditions.	The chemical room has been relocated outside the premises and the room is now properly ventilated surrounded by a fence wall.	25
Feb-21	Occupational Safety and Health	Worker Protection	Electrical wires were not properly installed in the cafeteria.	Ensure that electrical wires are safeguarded in the cafeteria.	The electrical wire was removed during the assessment visit.	25

Feb-21	Occupational Safety and Health	Worker Protection	Two electrical panel were missing hazard signs.	Ensure that all electrical panels have hazard signs on.	Management post warning signs on the electrical panels.	25
Feb-21	Occupational Safety and Health	Worker Protection	Measures to ensure 1.5 meter of distance were not effectively implemented.	Ensure that 1.5 meter of distance is respected on the production floor and during lunch break.	Audio spot are podcasted on the floor every 30 minutes on safety measures regarding Covid19. Disciplinary measures are taken when workers refuse to follow the safety measures.	7
Feb-21	Occupational Safety and Health	Worker Protection	Factory does not keep a register for people who presneted a temperature of 38 C and above.	Keep a register for all people who present a temperature of 38 C and above.		7
Feb-21	Occupational Safety and Health	Welfare Facilities	Eating area cannot accomodate all the workers.	Have a eating area facility that can accommodate the workers with a social distance of 1.5 meters.		21
Feb-21	Occupational Safety and Health	Health Services and First Aid	Factory does not provide a health to workers within their first three months of hiring.	Ensure that workers within the first three months of hiring receive a health checks.		21
Feb-21	Occupational Safety and Health	Health Services and First Aid	Factory does not provide health each to workers workers exposed to work -related hazard.	Ensure that workers workers exposed to work-related hazard receive a health each 6 months.		21
Feb-21	Occupational Safety and Health	Health Services and First Aid	Factory does not provide systemacally a yearly health check to all the workers.	Ensure that workers receive a health check annually.		21
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insuffient nurse.	Hire sufficient medical staff regarding the workforce.		21
Feb-21	Occupational Safety and Health	Emergency Preparedness	Shipping area is missing a smock detector.	Install a smock detector in the shipping area.		21
Feb-21	Occupational Safety and Health	Emergency Preparedness	Some extinguishers missing the inspection tag.	Ensure that all fire extinguishers have an inspection tag that indicates the inspection dates.	All fire extinguishers have their inspection tag and are properly maintained.	21
Feb-21	Occupational Safety and Health	Emergency Preparedness	The evacuation plan reflected the previous floor layout.	Ensure that the shipping area is properly marked. Ensure that evacuation maps is updated accurately.	The shipping area floor is properly marked.	21

Feb-21	Occupational Safety and Health	Emergency Preparedness	Escape routes blocked by equipments in packing and shipping area.	Ensure that the aisles remain unobstructed.	Factory provided training to managers and in charge to sensitize them on the risk attached to that. OSH manager is monitoring the situation closely to avoid such issue to reoccur with daily check and consistent reminder.	3
Feb-21	Occupational Safety and Health	Emergency Preparedness	One fire drill conducted in 2020.	Ensure that fire drill is conducted every 6 months.	Last fire drill was conducted in April 2021. Factory has conducted 2 fire drill for the year.	3
Feb-21	Occupational Safety and Health	Emergency Preparedness	Less than 10 percent of the workforce trained in fire fighting equipment.	Ensure that 10 percent of the workforce is trained every year in fire fighting.	Firefighter provided the training in April 2021. Gildan has also trained in fire fighting equipment in May 2021. In total, more than 10 percent of the workforce is trained in fire fighting.	3
Feb-21	Working Time	Regular Hours	Attendance system was inaccurate.	Ensure that the attendance system is accurate.	The bug in the system has been fixed. The attendance is now reflecting accurate	3
Feb-21	Working Time	Leave	Workers not entitled to 15 days of leave after one year of service.	Ensure that workers are entitled to 15 days of annual leave after on year of service.		25

Assessment May 2019

May-19	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate Covid 19 protocol.	Factory should include the following in its protocol: •A COVID 19 task force •Hygiene procedures (Cleaning of workstation, cleaning of machines and tools, and receiving an delivery of supplies) •Reporting Procedures (Method for workers and supervisors to report issues related to COVID 19 to management and government health official) •Handling procedure of suspected cases (Isolation room; PPE; hand washing station; gloves, disposable shoe covers; isolation gown and cap) •Factory should keep a registry for all workers who present a		
May-19	Working Time	Leave	Workers not entitled to 15 days of leave after one year of service.	Ensure that workers receive 15 days of annual leave after completing 1 year of service.	Annual leave will be done according to the law, all workers entitled to 15 days will receive it.	
May-19	Occupational Safety and Health	Health Services and First Aid	Insufficient nurses.	Hire a number of nurses that would make the factory compliant with regards with the law.	With our size, we have never seen a waiting line to be consulted in the infirmary, no worker has ever had to complain, our medical staff provide quality service, we think it's not necessary to have 6 nurses since it costs money we are comfortable with the 2 nurses and the doctor's	
May-19	Occupational Safety and Health	Health Services and First Aid	Documentation was unavailable in worker's files to confirm the annual checks.	Facilitate free health annual checks for the workers.	The factory provides the free health checks to the workers.	

May-19	Occupational Safety and Health	Health Services and First Aid	Documentation was unavailable in worker's files to confirm medical check provided to workers within their first 3 months of hiring.	Ensure that workers receive a medical check within their first 3 months.	We have established a schedule to do all the evaluation for the employees, we should finish with its operations on October 1, 2019. we have the whole year to complete the medical check and we are already 80% of the factory. The remaining checks will be done by the end of the	
May-19	Occupational Safety and Health	Welfare Facilities	Aoap was not available at the time of assessment visit.	Ensure soap is available in the toilets.	This has been corrected quickly. The factory always has soap in stock. The person in charge has been advised to check the soap dispenser regularly to fill the container as	
May-19	Occupational Safety and Health	Working Environment	Temperature level exceeded 30 C in all sections.	Ensure that temperature level is kept to a maximum of 30 degree in all sections.	factory bought a multi meter to control the temperature level on a regular basis. Sufficient ventilation to ensure that the temperature level is under 30 C.	
May-19	Occupational Safety and Health	Worker Protection	Electrical wires were not properly installed in the cafeteris.	Remove the electrical wire.	We removed the connection the same day.	
May-19	Occupational Safety and Health	Worker Protection	No proper mask was available for workers working with Chemicals.	Provide personal protective equipment for worker using chemicals.	The Factory is using 3M P95 which is recommended by the customer representative to replace the previous	
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The use of chemicals are not isolated.	Create a safe environment for spot cleaning area. Ensure that this space is properly ventilated and safely isolated from the the rest of the floor.	Four vacuum machines have been installed, waiting for six more. Also more adequate mask are provided to spot cleaning workers.	

May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals is incomplete.	Ensure to have inventory for all chemicals used in the factory.	Chemical management and purchasing make a system when chemical are ordered, it will be the chemical management doing the delivery to ensure that all chemicals purchase will be in the inventory. All the chemical are listed in the master	
May-19	Occupational Safety and Health	OSH Management Systems	Management could not provide evidence of consultation with workers in doing OSH assessments and of informing workers of the results.	Inform workers representatives in OSH committee of the results of the assessments.	Self audit is now conducted by the workers representatives in the OSH committee, Worker representatives are fully involved.	
May-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contribution to OFATMA for maternity and health insurance.	Pay OFATMA contributions on base salary and within the first 10 days of the following month.	Factory submitted the proof of arrears payment for fiscal year 2019-2020 and monthly payment until November 2020. On February 2021, factory paid the Month of December 2020.	
May-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of worker's contribution to OFATMA for maternity and health insurance.	Pay OFATMA contributions on base salary and within the first 10 days of the following month.	Factory reached an agreement with OFATMA to pay the arrears. Factory submitted the proof of payment until the months November 2020. On February 2021, Factory paid the deductions for the months of December	
May-19	Compensation	Social Security and Other Benefits	Factory did not provide documentation that it paid 3% of worker's salary to OFATMA for work related accident insurance.	Complete the payment for OFATMA work related accident insurance and properly filed that evidence of any agreement with OFATMA.	Payment for fiscal year 2018-2019 completed. Payment for fiscal year 2019-2020 completed	

May-19	Compensation	Social Security and Other Benefits	Employer's contributions to ONA are made consistently late.	Pay ONA contribution on base salary and within the first 10 days of the following month.	Factory adjusted method of calculation to compute all the payment received by the worker except the overtime wages. Factory submitted the proof of payment for the month of July 2020. On February 2021, Factory sent the proof of payment for November and December 2020.	
May-19	Compensation	Social Security and Other Benefits	Worker's contributions to ONA are made consistently late.	Pay ONA contribution on base salary and within the first 10 days of the following month.	Factory adjusted method of calculation to compute all the payment received by the worker except the overtime wages. Factory submitted the proof of payment for the month of July 2020. On February 2021, factory sent the proof of payment for November and December 2020.	

BETTER WORK HAITI – 22ND SYNTHESIS REPORT



Factory: Everest Apparel Haiti S.A.
Location: Arrondissement du Trou du Nord
Number of workers: 2,157
Date of registration: Jan-18
Date of last two Better Work assessments: Aug-19 Mar-21

Advisory and Training Services

May-21	Training	Virtual Training on Socially Responsible Transitioning
May-21	Training	Virtual Training on Sexual Harassment Awareness and Prevention for Supervisors
May-21	Training	Virtual Training on Sexual Harassment Awareness and Prevention for Workers
May-21	Training	Training on Workplace Cooperation & Communication
May-21	Training	Virtual Training on Sexual Harassment Awareness and Prevention
May-21	Training	Virtual Training on Covid-19 Emergency Preparedness
Apr-21	Training	Virtual OSH Event Workshop
Apr-21	Training	Virtual Training on Hygiene and Prevention against Covid-19
Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
Mar-21	Training	Virtual Industry Seminar on Covid-19 Human Resources Management (HRM)
Mar-21	Training	Virtual Training Covid-19 Emergency Preparedness
May-21	Virtual advisory meeting	Review and update the improvement plan: Training records, chemical management. Follow up on workers' complaint
May-21	PICC Meeting	Meeting to present the last assessment report and workplace cooperation.
Feb-21	Virtual advisory meeting	Meeting with Management to discuss about the annual leave, Access card to the toilets, equal treatment of workers and meeting with trade union
Jan-21	PICC Meeting	Meeting to review accomplishments and emerging new challenges, then identify training needs.
Jan-21	Virtual advisory meeting	Meeting with trade unions about interference and temporary suspension. Meeting with the compliance team about temporary suspension, Internal work rules and annual leave. Review of the improvement plan.
Nov-20	Virtual advisory meeting	Meeting with Everest management to discuss about the FOA policy.
Sep-20	Virtual advisory meeting	Meeting with management to review the Covid 19 management guidelines, Compensation, HR performance indicators and Employee contract.
Sep-20	PICC Meeting	The purpose of the meeting was to discuss about emergency preparedness, implementation of the ATM system, follow up on the transport system in place and verbal abuse.
Jul-20	Training	Virtual Covid-19 Emergency Preparedness
Jul-20	PICC Meeting	Bipartite meeting to discuss about the transport system in the factory and the safety measure to be implemented. In addition, the committee discussed about the best way to provide information about COVID 19.
Jul-20	Virtual advisory meeting	Virtual meeting with the compliance team to review OFATMA and ONA payment, Review the improvement plan, OSH performance indicator and Chemical management procedure.
May-20	Virtual advisory meeting	Virtual meeting with the HR assistant to discuss about change of contracts for administrative staff and payment methods.
Apr-20	Virtual advisory meeting	Virtual meeting with the HR assistant to review the improvement plan: Emergency preparedness, chemical management and Medical checks for workers. Discuss out the process of mass dismissal. Follow up on the Establishment of the OSH committee and job description of the OSH

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2021						
Mar-21	Occupational Safety and Health	Emergency Preparedness	The total number of workers trained in fire-fighting is less 10 percent of the workforce.	Provide additional training in fire fighting equipment.	Training sessions has been provided after the assessment.	2
Mar-21	Occupational Safety and Health	Emergency Preparedness	The aisles were obstructed in one building.	Provide additional space for storing goods, rearranging the floor.		2
Mar-21	Occupational Safety and Health	Emergency Preparedness	The factory did not have any annual report produced by a certified company on the maintenance of fire-fighting equipment.	Ensure that the maintenance of fire-fighting equipment is conducted by a certified company.		2
Mar-21	Occupational Safety and Health	Emergency Preparedness	The factory has an alarm system that is not easy to use and only 50% of workers trained in the use of firefighting can use it.	Develop a procedure about the alarm system and train all workers.		35
Mar-21	Occupational Safety and Health	Health Services and First Aid	The total number of workers trained in first aid is less 10 percent of the workforce.	Provide additional training on first aid.	Training sessions have been provided after the assessment.	2
Mar-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		2
Mar-21	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C.	Install additional fans.Conduct regular measurement of temperature & compare with threshold value.		2
Mar-21	Occupational Safety and Health	Worker Protection	The factory does not keep a registry for all persons who present a temperature of 38C and above.	Verify all workers and visitors body temperature upon entry. Keep a registry for all persons who present a temperature of 38c and above.		2
Mar-21	Occupational Safety and Health	Worker Protection	The social distance is not respected on the floor during working hours as well during entry and leaving.	Ensure the social distance is respected during working hours.		2
Mar-21	Occupational Safety and Health	Worker Protection	One electrical box was obstructed in a storage room.	Train supervisors and workers about electrical hazards & the need to report hazards for reparation.	The workers are trained on electrical hazards.	21

Mar-21	Occupational Safety and Health	Worker Protection	The factory did not provide PPE to all workers.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.		2
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station was not available in the Chemical room of one building.	Provide eye washing station or eye wash bottles. Train workers on its use.	Responsibilities have been assigned. Eye wash bottles are available.	35
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not keep chemical safety data sheets for all hazardous chemicals used in the workplace.	Specify who is in charge of receiving MSDS from supplier / Verify the MSDS has the needed elements.	Responsibilities have been assigned and the MSDS are posted.	35
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Define who control the chemical container on receipt from supplier and control the label . Define who is entitled to pour chemicals in other recipients and label them.	Responsibilities have been assigned, and all containers are labelled.	35
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals did not include the name of all chemicals used in the workplace.	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used.	The general chemical inventory has been updated and all chemicals name are included	35
Mar-21	Occupational Safety and Health	OSH Management Systems	No mechanisms to ensure cooperation between workers and management on OSH matters.	Have an OSH committee in place Conduct meetings on a monthly basis and kept records.	The factory has an OSH committee in place. All meeting minutes are registered.	21
Mar-21	Contract and Human Resources	Dialogue, Discipline and Disputes	Workers have been bullied, harassed and subjected to humiliating treatment.	Provide additional trainings to supervisors and security guards Conduct regular self-assessment to check awareness.	Training sessions are scheduled for all supervisors.	21
Mar-21	Contract and Human Resources	Termination	The employer did not comply with legal requirements before reducing the size of the workforce due to accident resulting in an immediate work stoppage.	Have an agreement with workers who are unlawfully dismissed Reinstate the terminated workers.		2
Mar-21	Contract and Human Resources	Termination	The employers pays workers their annual salary supplement upon termination. However, the calculation of the basic salary does not include the lunch break payment.	Discuss legal requirements with the General Manager Pay the lunch break Include payment of the lunch break in annual salary supplement upon termination.		2

Mar-21	Contract and Human Resources	Termination	The employer compensates workers for unused paid annual leave upon termination. However, the calculation of the basic salary does not include the lunch break payment	Discuss legal requirements with the General Manager Pay the lunch break Include payment of the lunch break in the annual leave upon termination		2
Mar-21	Contract and Human Resources	Termination	The employer compensates workers for unused paid annual leave upon termination. However, the calculation of the basic salary does not include the lunch break payment.	Discuss legal requirements with the General Manager Pay the lunch break Include payment of the lunch break in the annual leave upon termination.		2
Mar-21	Contract and Human Resources	Termination	The employer provides the payment for the applicable notice period. However, the calculation of the basic salary does not include the lunch break payment.	Discuss the legal requirements with the General Manager Pay the lunch break Include the lunch break payment in the calculation of notice period.		2
Mar-21	Compensation	Wage Information, Use and Deduction	The employer pays workers their salary supplement. However, the calculation of the basic salary does not include the lunch break payment.	Discuss the legal requirements with the General Manager Ensure that workers' salary supplement include the lunch break payment.		2
Mar-21	Compensation	Social Security and Other Benefits	The employer regularly collects and forwards workers' contributions to OFATMA. However, the payment to OFATMA does not include the lunch break payment.	Discuss the legal requirements with the General Manager Include the lunch break payment in workers' contribution to OFATMA.		2
Mar-21	Compensation	Social Security and Other Benefits	The factory is affiliated with OFATMA for maternity and health insurance. However, the employer contribution to OFATMA does not include the lunch break payment.	Discuss legal requirements with the General Manager Include the lunch break in the contribution to OFATMA.		2
Mar-21	Compensation	Social Security and Other Benefits	The factory is affiliated with OFATMA for work related accident insurance. However, the salary statements for the fiscal year October 2019 to September 2020 did not match the factory payroll for that period.	Send to OFATMA the salary statement which reflects the factory payroll.		21

Mar-21	Compensation	Social Security and Other Benefits	workers' contributions for social insurance funds to ONA.	Discuss legal requirements with the General Manager Include the lunch break payment in workers' contributions to ONA		2
Mar-21	Compensation	Social Security and Other Benefits	The employer pays the required contribution to ONA. However, the calculation of the basic salary does not include the lunch break payment.	Discuss legal requirements with the General Manager Include the lunch break payment in the contribution sent to ONA		2
Mar-21	Compensation	Paid Leave	Payment for leave and breaks	Discuss legal requirements with the General Manager Pay the lunch break Pay sick leave and maternity leave on daily average earnings		35
Mar-21	Compensation	Paid Leave	Documentation reviews and workers' interviews revealed that workers are entitled to 1 hour lunch break. However, the lunch breaks is not compensated in the payroll.	Discuss legal requirements with the General Manager Pay the lunch break		2
Assessment August 2019						
Aug-19	Occupational Safety and Health	Worker Protection	The factory has a system in place for regular cleaning of the workplace. However the factory does not have a system to disinfect the workplace.	Implement a checklist to record daily cleaning and disinfection. Keep record in appropriate location.		
Aug-19	Occupational Safety and Health	OSH Management Systems	The factory has a COVID 19 protocol in place. However it is missing the following: ·Handling procedure of suspected cases (Isolation room; PPE; hand washing station; gloves, disposable shoe covers; isolation gown and cap)	The factory needs to review the COVID 19 protocol to include the missing points.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	
Aug-19	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least 2 emergency drill per year in building 3	Conduct at least 2 emergency drill per calendar year. Insert the drills in the OSH annual training plan.	The last fire drill was conducted on July 2020 and the next evacuation drill is scheduled for October 2020.	

Aug-19	Occupational Safety and Health	Emergency Preparedness	4 emergency exit doors were locked during working hours in building 3.	Keep all the exit doors open during working hours.	Extra security guards were hired and instructed to keep all the doors open during working hours.	
Aug-19	Occupational Safety and Health	Emergency Preparedness	The evacuation arrows were not labelled to lead to an emergency exit.	Paint evacuation arrows and signs .	The evacuation arrows are labelled to lead to the emergency exit.	
Aug-19	Occupational Safety and Health	Emergency Preparedness	Fire detection and alarm system was not available in one building.	Have a fire detection and alarm system suitable for the factory conditions.	Fire detection and alarm systems are available in all buildings.	
Aug-19	Occupational Safety and Health	Health Services and First Aid	The employer did not ensure that there are a sufficient number of readily accessible first aid boxes in one building.	Install first aid boxes and ensure the first-aid boxes are always accessible to workers.	A first aid kit is available in all buildings.	
Aug-19	Occupational Safety and Health	Health Services and First Aid	The factory did not show evidence of annual medical checks for workers.	Provide annual health checks to workers.	OFATMA has started with the medical checks	
Aug-19	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks within the first three months of hiring.	Provide health checks to workers within the first three months of hiring.	OFATMA has started with the medical checks	
Aug-19	Occupational Safety and Health	Welfare Facilities	Soap and paper was not available in one building.	Provide soap and paper in the workplace.	Soap dispenser has been installed. The Supervisor of the General affairs is in charge of daily verification.	
Aug-19	Occupational Safety and Health	Worker Protection	Electrical panels are not identified in all buildings.	Identify electrical installations requiring warning signs .	The electrical panels have been identified and the warning signs are posted.	
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye wash facility was available where chemicals and hazardous substances are stored or used.	Provide cleansing materials where chemicals are used and stored.	Eye wash station have been installed where hazardous substances are stored. Leaders are in charge of the regular checks	
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDSs were available for chemicals and hazardous substances.	Prepare and post MSDS where chemicals are used.	The material safety data sheets (MSDS) are available for all chemicals and are translated in local language.	

Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals stored in the workplace are not properly labelled.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.	All recipients are properly labelled with at least a pictogram and hazard sign.	
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include all chemicals and hazardous substances used in the workplace.	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used.	The inventory of chemicals have been updated. The compliance officer is in charge of the weekly verification.	
Aug-19	Occupational Safety and Health	OSH Management Systems	OSH meeting minutes are not recorded.	Keep meeting minutes when workers participate in OSH decisions.	The company has created a schedule for the OSH committee meeting every month.	
Aug-19	Contract and Human Resources	Dialogue, Discipline and Disputes	Workers from several sections are subjected to constant shouting from foreign supervisor.	Provide training to foreign supervisors on Workplace communication. Ensure that supervisors treat workers with respect.	The administration of the company conducted a training on communication and Harassment for all managers and supervisors.	
Aug-19	Compensation	Social Security and Other Benefits	Employer contribution to OFATMA for work-related accident is late.	Contribute 3 % of workers' salary to OFATMA for work related accident.	The factory has contributed 3 % of workers' salary to OFATMA for work related accident.	
Aug-19	Compensation	Paid Leave	The calculation of average earnings for sick leave and maternity leave payments did not include incentives paid for attendance and effectiveness as required.	Include incentives paid for attendance and effectiveness in the payment for sick leave and maternity leave.	Incentives paid for attendance and effectiveness are included in the calculation of sick leave and maternity leave.	
Aug-19	Compensation	Paid Leave	The calculation of average earnings for maternity leave payments is inaccurate.	Adjust payroll system to ensure that sick leave payment is based on average earnings.	Incentives paid for attendance and effectiveness are included in the calculation of average earnings for maternity leave payments.	
Aug-19	Compensation	Paid Leave	The calculation of average earnings for sick leave payments is inaccurate.	Adjust payroll system to ensure that sick leave payment is based on average earnings.	Incentives paid for attendance and effectiveness are included in the calculation of average earnings for sick leave payments.	

Feb-21

Advisory and Training Services

Virtual Learning Seminar on Chemical Management System

Virtual Sexual Harassment Awareness and Prevention for Middle Management

Virtual advisory session with the bipartite committee to discuss the new improvement plan, root cause and remediation action needed

Virtual Sexual Harassment Awareness and Prevention for Supervisors

Virtual Sexual Harassment Awareness and Prevention for Workers

Workplace Cooperation & Communication

Virtual Sexual Harassment Awareness and Prevention

Virtual training Covid-19 Emergency Preparedness

Virtual Sexual Harassment Awareness and Prevention

Virtual Hygiene and Prevention against Covid-19

Virtual training Covid-19 Emergency Preparedness

Summary of the Advisory visit:

1.Meeting factory management to introduce myself as the new advisor

2. Review the improvement plan

3.Factory visit to review OSH issues and advise on new OHS findings

4.Meeting with all union to start over the process of the bipartite Committee

5. Perform documents review with management

Virtual seminar on Effective Communication

Virtual Occupational Safety and Health (OSH)

Virtual Occupational Safety and Health

Virtual Advisory session with union and management to discuss Internal Evaluation, ONA & OFATMA payment calculation, termination payments.

Virtual advisory visit to

Assessment	Compliance Cluster	Compliance Point	Details of Non Compliance	Improvement Priorities	Remediation Efforts	Months
Assessment Feburary 2021						

Feb-21	Occupational Safety and Health	Welfare Facilities	The factory failed to provide a water test from a laboratory attesting that the water is safe.	Maintain an adequate supply of water for all workers and ensure that the water is tested on a monthly basis.	The factory conducted a water test. However, the test reflecting that the water presence some colonies after 48 hours up to 12/ml.	4
Feb-21	Occupational Safety and Health	Health Services and First Aid	Less than 10% of workforce have been trained in first aid.	Train at least 10% of the workforce in first-aid.		4
Feb-21	Occupational Safety and Health	Health Services and First Aid	Isufficient medical personnel	Hire additional nurses.		37
Feb-21	Occupational Safety and Health	Health Services and First Aid	Annual Medical checks conducted by factory does not cover all required exams.	Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required		37
Feb-21	Occupational Safety and Health	Health Services and First Aid	Medical checks twice a year to workers exposed to work-related hazards does not cover all required exams.	Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required		37
Feb-21	Occupational Safety and Health	Health Services and First Aid	The factory does not provide systematic free health checks within the first three months of hiring that cover all required exams.	Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required		4
Feb-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Keep the light levels acceptable in all department.		4
Feb-21	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable	Monitor the temperature level and maintain it under 30 C inside the workplace.		25
Feb-21	Occupational Safety and Health	Worker Protection	The factory did not take any measures to maintain a social distance of 1.5 m.	Ensure that 1.5 meter of distance is respected on the production floor.		4

Feb-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels	Improve the electrical maintenance	The factory has properly maintained all electrical panels by adding all the hazard signs and the maintenance department fix all panels.	25
Feb-21	Occupational Safety and Health	Worker Protection	Sewing machines were missing pulley guards.	Install all missing pulley guards and ensure proper monitoring is conducted.		25
Feb-21	Occupational Safety and Health	Emergency Preparedness	Insufficient workers trained in the use of fire-fighting equipment.	Train at least 10% of the workforce on the use of fire-fighting equipment		4
Feb-21	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least 2 emergency drill per year in building 3	Conduct an evacuation drill every 6 months.		4
Feb-21	Occupational Safety and Health	Emergency Preparedness	Obstructed routes in the fabric warehouse and cutting area.	Ensure that emergency exits and escape routes are not obstructed		37
Feb-21	Occupational Safety and Health	Emergency Preparedness	The evacuation map need to be updated and escape route need to be clearly marked.	Post updated evacuation plans for all buildings and Ensure that all escape routes are clearly marked		4
Feb-21	Occupational Safety and Health	Emergency Preparedness	Two fire extinguishers were not identified and one was missing.	Provide adequate firefighting equipment and Ensure regular maintenance is done.	The factory identified the two fire extinguishers with proper hazard sign and replace the missing one.	4
Feb-21	Occupational Safety and Health	Emergency Preparedness	Alarm in the cutting buildings was not working.	Ensure that the cutting buildings has a functioning alarm system.	The maintenance department of repair the alarm system in the cutting building.	19
Feb-21	Working Time	Regular Hours	Working time records did not reflect the hours actually worked.	Have an accurate attendance recording system.		4

Feb-21	Working Time	Regular Hours	Provide the required break to pregnant women.	Include the additional breaks policy and inform all pregnant workers.		4
Feb-21	Occupational Safety and Health	Worker Protection	Standing mats were not available to all workers	Provide foot rests or shock absorbing mats to standing workers.	The factory supplied shock mats to workers made with fabric waste that did not meet specifications	37
Feb-21	Occupational Safety and Health	Worker Protection	The factory did not train workers in the use of protective equipment and machines.	Train workers in the use of protective equipment and machines in the workplace.		4
Feb-21	Occupational Safety and Health	Worker Protection	The factory did not Provide gloves and goggles to workerd mixing the ink in the sublimation area.	Provide appropriate PPE where it is needed for all workers.		4
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory did not train workers using chemical and hazardous substances.	provide training on chemical management system to workers using chemical and hazardous substances in the workplace		4
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Translate and post MSDS where chemicals are used in the workplace.	The Factory install some MSDS in the workplace as required in English.	4
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Label all chemicals and hazardous substances used in the workplace.		4
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update inventory of chemicals and hazardous substances in the the workplace.	The factory updates its inventory of chemicals and hazardous substances used in the workplace. However, the inventory is still missing a chemical, "the electrolyte".	4

Feb-21	Contract and Human Resources	Termination	No payment of annual salary supplement upon termination to workers with determined contract of two months.	Ensure that workers are issued contracts with benefits matching the true nature of their jobs.		4
Feb-21	Occupational Safety and Health	Termination	No payment of unused annual leave upon termination to workers with determined contract of two months.	Ensure that workers are issued contracts with benefits matching the true nature of their jobs.		4
Feb-21	Contract and Human Resources	Contracting Procedures	Factory does not provide lunch break to security guards when doing night shift.	Ensure that security guards are received at least .5 hour lunch break when they doing night shift.	The factory management ensures the night shift guards will have a rotation break system.	4
Feb-21	Contract and Human Resources	Employment Contracts	Innaccurate workers contract.	Ensure that workers are issued contracts with benefits matching the true nature of their jobs.		4
Feb-21	Compensation	Social Security and Other Benefits	The factory is not affiliated to OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance and submit employer's contribution regularly.		37
Feb-21	Compensation	Social Security and Other Benefits	The factory is not affiliated with OFATMA for maternity and insurance.	Register with OFATMA for maternity and health insurance. Collect and forward workers' contribution to OFATMA regularly.		37
Feb-21	Compensation	Social Security and Other Benefits	Innaccurate payment to OFATMA for work-related accident insurance.	Complete the payment for OFATMA work related accident for the fiscal year 2020-2021.		37
Feb-21		Social Security and Other Benefits	ONA's deduction collected on workers is inaccurate and payments are made late consistently.	Ensure that the lunch break is include in workers contribution and forward on time to ONA.		37

Feb-21	Compensation	Social Security and Other Benefits	The calculation of ONA is inaccurate and payments are made late consistently.	Include the lunch break payment in the ONA contribution and ensure that ONA is paid on time.		37
Feb-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Ensure that the daily break is accurately paid to all eligible workers.		4
Feb-21	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Register in the mandatory maternity insurance system offered through OFATMA.	The factory management has a plan in long term manner and also has started to have meeting with WMC and Union S.	37
Feb-21	Compensation	Premium Pay	Inaccurate payment to workers work on Saturday	Ensure that hours worked on Saturday are accurately compensated as overtime hours to all eligible workers.		4
Feb-21	Compensation	Minimum Wages/Piece Rate Wages	Inaccurate payment to workers with determined contract of two months.	Pay workers correctly, when their piece rate earnings exceed minimum wage.		4
Assessment September 2019						
Sep-19		OSH Management Systems	The factory has an OSH policy and conduct has several measures in place. However, it does not have an appropriate epidemic/pandemic protocol related to COVID 19 in place embedded into the larger OSH policy	Formalize all prevention measures into policy and procedures as part of the larger OSH policy through inclusive dialogue between management and worker representative.		
Sep-19		OSH Management Systems	factory check all workers' and visitors' body temperature upon entry but does not keep a registry for all persons who present a temperature of 38C and above?	keep a registry for all persons who present a temperature of 38C and above		

Sep-19		OSH Management Systems	factory have a system in place to clean and disinfect the workplace but does not have appropriate checklist to monitor the system	The factory should have a checklist to record the daily cleaning and disinfection of the workplace		
Sep-19		Emergency Preparedness	During the factory tour, assessors observed obstructed routes in the mezzanine area of building 2.	1. Ensure that routes are not obstructed 2. Work with OSH committee members, supervisors to perform routine tours of building 2 3. Provide adequate storage space to receive and store materials.		
Sep-19		Emergency Preparedness	The escape routes are properly marked in Building 1. However the escape routes are not clearly marked in Building 2 (Cutting/ Warehouse).	1. Ensure that all escape routes are clearly marked		
Sep-19		Emergency Preparedness	The factory has an adequate alarm system. However, the smoke detector in the cutting buildings were not working. Also, no smoke detector was available in the chemical storage area.	1.INSTALL SMOKE DETECTORS AS APPROPRIATE		
Sep-19		Health Services and First Aid	Assessor's observations and statements by management and workers confirmed that the factory has 2 full time nurses and 3 doctor's visits per week. To comply with the Haitian Labour Code, a factory of this size must have a permanent onsite medical service, with at least 3 nurses and 3 doctor's visits per week.	1. comply with the Haitian Labour Code, have a permanent onsite medical service, with at least 3 nurses and 3 doctor's visits per week.		

Sep-19		Health Services and First Aid	Documentation review revealed that most workers received an annual medical check during the past 12 months. However, the medical check provided does not include all the tests required by law and the factory does not currently contribute to OFATMA for this service (Carte de santé).	1. Complete registration with OFATMA 2. Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required		
Sep-19		Health Services and First Aid	Document review and interviewed workers stated that the factory does provide free health checks twice a year to workers exposed to work-related hazards. However, the medical check provided does not include all the tests required by law and the factory does not currently contribute to OFATMA for this service.	1. Complete registration with OFATMA 2. Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required		
Sep-19		Health Services and First Aid	Interviewed workers stated that the factory does not systematically provide to workers free health checks within the first three months of hiring. The factory has a doctor available to provide the health checks. However, the medical check provided does not include all the tests required by law and the factory does not currently contribute to OFATMA for this service (Carte de santé).	1. Complete registration with OFATMA 2. Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required		

Sep-19		Welfare Facilities	The factory has 16 functioning toilets for women and 3 functioning toilets for men. Under the Haitian Labor Code there should be at least one toilet for every 25 men and one toilet for every 15 women. With its current workforce, the factory should have 7 functioning toilets for men and 29 functioning toilets for women. There are 10 female toilets that are not functioning. Assessors did not observe any waiting lines at the time of assessment. Management said they will have the toilets fixed soon.	1. Ensure enough functioning toilets for worker population as required by the labor code		
Sep-19		Working Environment	Assessors measured the temperature as follows: At 9:45 AM Outside 33.6 C Building 1 Sewing section, 33.3 C Packing section, 33.8 C Pressing Section: 34.3 C Quality: 33.4C Building 2 Cutting section, 33.6 C At 1:30 PM Outside 36.8C Building 1 Sewing section, 35.0 C Packing section, 35.6 C Pressing Section: 35.6 C Quality; 35.3C Building 2 Cutting: 35.6 Better Work recommends a maximum of 30 C. Management explained that they are in the process of		factory installed a cooling system	

Sep-19		Worker Protection	During the factory tour, assessors observed that electrical wirings were in poor condition in some sewing machines. Management explain that they have a maintenance schedule and will repair them shortly.	1. Ensure proper monitoring and maintenance of electrical wrings, included but not limited to wrings of sewing machines		
Sep-19		Worker Protection	During the factory tour, assessors observed that some of the sewing machines were missing pulley guards. Management explain that they have a maintenance schedule and will repair them shortly.	1. Ensure that machine guards are monitored and repaired in a timely manner as it is already established in maintenance system already in place.		
Sep-19		Worker Protection	During the factory visit, assessors noticed that all chairs had back rest. However standing mats were not available to all workers. Management mentioned that mats were provided but not properly maintained. Interviewed workers in the packing and pressing areas explained that most of the mats were damaged during some maintenance work in the factory.	1. Provide standing workers with adequate standing mats		

Sep-19		Chemicals and Hazardous Substances	There was no eye wash station in the chemical warehouse where chemicals are used at the time of the assessment visit. Management explained that there is no manipulation of chemical done in the room it is only for storage. A sink is available next to the entrance of the chemical storage.	1. Install eye wash station in the chemical warehouse where chemical are used.		
Sep-19		Chemicals and Hazardous Substances	The factory has MSDS for most chemicals and hazardous substances in the workplace. However MSDS was not available for the multipurpose adhesive substance stored in the chemical area.	1. Post and maintain all required MSDS included but not limited to the multipurpose adhesive substance stored in the chemical area.		
Sep-19		OSH Management Systems	No construction/building permits were available at the time of assessment. Management explained that they rent the building and that they do not have this document. Better Work Recommend that the factory request an evaluation from an independent qualified entity to ensure that the building is safe.	1. Obtain an evaluation from an independent qualified entity to ensure that the building is safe.		
Sep-19		Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance. Management said that the registration is in process.	1. Complete the registration with OFATMA for maternity and health insurance		
Sep-19		Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance. Management said that the registration is in process	1. Complete the registratio process with OFATMA for maternity and health insurance.		

Sep-19		Social Security and Other Benefits	The employers collects and forwards workers' contribution to ONA. However, the calculation for the contribution is based on the minimum salary. Employers must collect and forward 6 percent of workers' base salaries to ONA on a monthly basis, with payments for the previous month being made within the first 10 working days of the current month.	1. Ensure that contributions are based on the base salary as required.		
Sep-19		Social Security and Other Benefits	The employers collects and forwards workers' contribution to ONA. However, the calculation for the contribution is based on the minimum salary. Employers must collect and forward 6 percent of workers' base salaries to ONA on a monthly basis, with payments for the previous month being made within the first 10 working days of the current month.	1. Ensure that contributions are based on the basic salary as required.		
Sep-19		Paid Leave	The maternity payment register and payroll records show that maternity leave payments are based on average earnings. However, the factory only paid 6 weeks for maternity leave instead of 12 weeks. Management said that they will start the registration process with OFATMA for maternity and health insurance so eligible workers can benefit the full 12 weeks	1. Proactively work with OFATMA to complete the registraion process. 2. Ensure the correct amount of maternity leave payments as required by the labor code		

BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: Go Haïti S.A
Location: Port-au-Prince
Number of workers: 815
Date of registration: Apr-16
Date of last two Better Work assessments: Dec-18 Dec-19

Advisory and Training Services

12-May-21	Training	Virtual training on Sexual Harassment Awareness and Prevention for Supervisors.
28-Apr-21	Training	Virtual OSH Event Workshop.
29-Apr-21	Advisory meeting	To review the improvement plan, Virtual OSH tour on worker protection, Meeting with union representatives on workplace cooperation. Document review: Notice of termination. Payment for unused paid annual leave upon resignation or termination. Annual salary supplement or bonus upon termination.
4-Mar-21	Advisory meeting	Virtual meeting with the OSH committee : Perspective for this cycle, Points to improve and support from BW
24-Nov-20	Advisory meeting	To verify pending OSH issues, meeting with the OSH committee, meeting with the compliance team to review files of terminated workers and payment upon termination. Validate the improvement plan.
2-Oct-20	Advisory meeting	To review and update the improvement plan, conduct session on Key OSH responsibilities.
15-Sep-20	Training	Sexual harassment awareness and prevention.
3-Sep-20	Training	Financial literacy.
12-Aug-20	Advisory meeting	Meeting with the compliance team to explain the Key OSH performance indicators , Follow up on the Grievance mechanism procedure, Emergency preparedness related to COVID 19 . Virtual OSH tour on emergency preparedness.
16-Jul-20	Training	Socially responsible transitioning.
8-Jul-20	Training	Hygiene and prevention against COVID 19.
3-Jul-20	Advisory meeting	Meeting with the OSH committee . Documentations review with the compliance team to review the improvement plan , Employee contract and termination procedure . Survey on workers' perception.
10-Feb-20	Training	Introduction to Occupational Safety and Health.
21-Jan-20	Advisory meeting	Meeting with the compliance team to review the risk assessment procedure, review the improvement plan and workers contract. OSH factory tour.
28-Nov-19	Advisory meeting	Assessment of OSH management systems and short session on Risk assessment . OSH factory tour, Workers' interview and management meeting to validate the improvement plan.
25-Oct-19	Advisory meeting	Meeting with Compliance team and quick assessment of social dialogue . OSH factory tour to verify pending issues on chemical management .

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
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Assessment October 2020						
Oct-20	Occupational Safety and Health	Worker Protection	Factory does not have appropriate checklist to monitor the cleaning and disinfection process related to COVID 19.	Implement a checklist to record daily cleaning and disinfection. Keep record in appropriate location.	The factory cleans and disinfect all machines, equipment, and tools at least once per day.	8
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have appropriate epidemic/pandemic protocol related to COVID 19 in place embedded into the larger OSH policy.	The factory needs to review the COVID 19 protocol to include the missing points.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	8
Assessment December 2019						
Dec-19	Occupational Safety and Health	Emergency Preparedness	Emergency exits were closed during working hours.	Keep the emergency exits unlocked during working hours.	The factory make it a rule not to closed the emergency Exits.	17
Dec-19	Occupational Safety and Health	Emergency Preparedness	Emergency exits and escape routes were not clearly marked and posted in the workplace.	Paint yellow lines on the floor to show the exit pathway.	The evacuation lines and arrows have been painted.	17
Dec-19	Occupational Safety and Health	Health Services and First Aid	Essential items were missing in several first aid boxes.	Equip the first aid box with all essential items. Define responsibility for the verification and include this in the system of daily-weekly checks.	The first aid boxes have been filled and responsibility has been assigned.	17
Dec-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		53
Dec-19	Occupational Safety and Health	Working Environment	Combustible materials like fabric waste, cardboard and paper were scattered in the workplace.	Clean workplace regularly.		17

Dec-19	Occupational Safety and Health	Worker Protection	One electrical panel was not identified in the workplace.	Identify electrical installations requiring warning signs and post corresponding signs.	Warning signs have been posted.	17
Dec-19	Occupational Safety and Health	Worker Protection	Electrical box, wire and outlets are not properly maintained.	Improve the electrical maintenance and labelled all switches and electrical breaker.	All circuit breakers are labelled to indicate their purpose.	17
Dec-19	Occupational Safety and Health	Worker Protection	Several chairs without backrest are used in different sections of the factory.	Provide chairs with back rest for workers in the sewing section. Provide anti fatigue mats for standing workers		17
Dec-19	Occupational Safety and Health	Worker Protection	Management did not provide protective equipment to all workers.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation		17
Dec-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical inventory does not include the name of all chemicals used in the workplace.	Assign a person responsible for updating inventories of hazardous substances in the various locations where they are stored or used.	A person is assigned to update the inventory of hazardous substances in the various locations where they are stored or used.	17
Dec-19	Occupational Safety and Health	OSH Management Systems	Work-related accidents and diseases were not recorded and submitted to OFATMA on a monthly basis.	Submit the record of work related accident to OFATMA on a monthly basis.	The doctor of the factory is in charge to submit the accident record on a monthly basis.	17
Dec-19	Occupational Safety and Health	OSH Management Systems	An assessment of general occupational safety and health issues was not performed on a regular basis.	Conduct regular comprehensive OHS risk assessments in all the various sections of the factory.		17
Dec-19	Contracts and Human Resources	Termination	The factory has not requested an authorization for reductions or suspensions.	Ask for authorization before terminating the contract of pregnant women as required by law.	A new Human Resources manager has been hired.	17

Dec-19	Contracts and Human Resources	Employment Contracts	Unequal treatment of workers with similar contract.	Modify the terms of workers' contract.		17
Dec-19	Compensation	Social Security and Other Benefits	Collecting and forwarding of workers' contributions to OFATMA.	Collect and forward 3 percent of workers' basic salary to OFATMA for maternity and health insurance.		28
Dec-19	Compensation	Social Security and Other Benefits	Improper calculation and late submission of employer's contribution to OFATMA, for maternity and health insurance.	Submit OFATMA payment for health and maternity insurance on a monthly basis. Calculate the 3 percent based on workers basic salary.		28
Dec-19	Compensation	Social Security and Other Benefits	Collecting and forwarding workers' contributions for social insurance funds to ONA.	Collect and forward workers' contribution to ONA on time within the first 10 working days of each month for the previous month.		42
Dec-19	Compensation	Social Security and Other Benefits	Employer contribution to ONA is late.	Make ONA payments for the previous month within the first 10 working days of the current month.		42
Dec-19	Compensation	Wage Information, Use and Deduction	Management kept a separate payroll for the period of September 7th to November 4th.	Have a single, accurate and detailed payroll system payroll system.	Changes have been made in the payroll system.	17
Dec-19	Compensation	Method of Payment	The factory has not been able to pay all workers regularly and on time.	Create a payment schedule and inform workers about it.	The payroll system has been installed on 2 servers and the system is operational.	17

BETTER WORK HAITI – 22ND SYNTHESIS REPORT



Factory: H4H S.A
Location: Port-au-Prince
Number of workers: 500
Date of registration: Aug-17
Date of last two Better Work assessments: Feb-19

Feb-20

Advisory and Training Services

May-21	Virtual advisory meeting	Virtual meeting with management on Status of ONA and OFATMA payment. The discussion was also on work stoppage that occurred on May 2021. Management to share evidence of agreements and payment for the social securities entities.
Apr-21	Virtual advisory meeting	Virtual meeting with management on termination of the president of the union. Discussion was also on IP follow up. Factory to forward proof of remediation. Bipartite meeting was on the workers current concerns: ID cards and bathrooms.
Mar-21	Training	Virtual training Covid-19 Emergency Preparedness
Mar-21	Virtual advisory meeting	Virtual meeting with management on compensation/payment notice and on termination cases of union leaders. Virtual bipartite meeting on compensation. The discussion was about the taxes deduction and the pre payroll.
Jan-21	Virtual advisory meeting	Virtual meeting with management on factory status and advisory priorities. Virtual bipartite meeting on expectations for 2021.
Dec-21	Virtual advisory meeting	Virtual meeting with on strike that occurred on December 7, 2020 and step taken to remediate the concerns. Virtual bipartite meeting on expectations for 2021

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate checklist to monitor cleaning and disinfection in the workplace.	Develop a checklist to monitor the system in place.		8
Assessment February 2020						
Feb-20	Compensation	Paid Leave	Workers did not receive their maternity leave benefits.	Compensate the workers for their maternity leave. Collect and Forward contribution to OFATMA on time.		34
Feb-20	Compensation	Social Security and Other Benefits	Employer does not pay the required contribution to ONA in a timely manner.	Forward employer's contribution to ONA on time.		34

Feb-20	Compensation	Social Security and Other Benefits	Employer does not forward workers' contribution to ONA in a timely manner.	Collect and forward workers' contribution to ONA on a monthly basis.		34
Feb-20	Compensation	Social Security and Other Benefits	No evidence of salary statements and payment to OFATMA for work related accident insurance.	Pay 3 percent of mass salary to OFATMA for work related accident insurance.		34
Feb-20	Compensation	Social Security and Other Benefits	Payments were consistently late for OFATMA maternity and health insurance.	Forward employer's contribution to OFATMA for maternity and health insurance.	The factory completed payment up to September 2019.	34
Feb-20	Compensation	Social Security and Other Benefits	Payments were consistently late for OFATMA maternity and health insurance.	Collect and forward workers' contributions to OFATMA for maternity and health insurance.	The factory completed payment up to September 2019.	34
Feb-20	Contract and Human Resources	Employment Contracts	Workers did not receive a copy of the contracts and did not understand the terms.	Provide workers with an original copy of their employment contract.	Management explained the terms of the contract while providing an original copy.	19
Feb-20	Occupational Safety and Health	OSH Management Systems	Management does not consistently perform a assessment of general occupational safety and health issue.	Perform an assessment of general occupational safety and health issue on a regular basis..		34
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals products were not properly labelled.	Label all chemicals and hazardous substances properly.	Management used new containers that were properly labelled for the SO-32 machine oil.	34
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of dangerous chemical.	Store chemicals and hazardous substances in an appropriate location.		34
Feb-20	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not posted in the mechanic shop were chemicals and hazardous products are being used.	Post MSDS were chemicals and hazardous substances are used.	MSDS were posted in the mechanic shop at the time of the assessment visit.	34

Feb-20	Occupational Safety and Health	Working Environment	Workplace temperatures exceeded the recommended limit of 30 C in most sections of the workplace.	Keep the temperature level at a maximum of 30 C.		34
Feb-20	Occupational Safety and Health	Working Environment	Noise level exceeded the recommended limit of 90 dB in the sewing sections.	Keep noise level below 90 db.		34
Feb-20	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure that light level is adequate in all sections.		34
Feb-20	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for the workforce.		34
Feb-20	Occupational Safety and Health	Welfare Facilities	Several hand washing facilities were missing soap.	Provide soap in the hand washing facilities.	The factory has appointed a person to monitor the availability of soap.	19
Feb-20	Occupational Safety and Health	Health Services and First Aid	No documentation was provided as evidence of systematic health checks of workers.	Provide free annual medical check for all workers.	OFATMA started to provide the medical checks.	34
Feb-20	Occupational Safety and Health	Health Services and First Aid	First aid boxes were missing the required inventory list and supplies.	Verify first aid boxes and replace missing items.		19
Feb-20	Occupational Safety and Health	Emergency Preparedness	Last emergency drill was conducted in June 2019.	Conduct at least one fire drill every 6 months.	Management shared proof that another drill was performed on December 2019.	34
Feb-20	Occupational Safety and Health	Emergency Preparedness	Workers were not adequately trained on fire emergency preparedness.	Train all workers in emergency preparedness. Communicate all relevant procedures to the workers.		19
Feb-20	Working Time	Regular Hours	Factory's working hours for all shifts including break time are not posted.	Post the factory's working hours for all shifts where all workers could see.	Management posted the working hours on the floor during the assessment visit.	19
Feb-20	Working Time	Leave	Workers in the cutting section did not enjoy 15 days of annual leave as required by the law.	Provide 15 consecutive days of annual leave to all workers as required by law..		19

Assessment February 2019

Feb-19	Contract and Human Resources	Wage Information, Use and Deduction	Hours worked on Sundays are not properly recorded and compensated.	Record weekly rest in the main payroll so it could be reflected in the annual leave and the Bonus.	Management is currently managing to link Sunday hours to the payroll.	
Feb-19	Compensation	Paid Leave	The factory did not include all revenues in its calculation of average earnings for annual leave.	Include all revenues in the calculation of annual leave.	The correction was made in the payroll system. The annual leave includes all revenues earned for 2019.	
Feb-19	Compensation	Paid Leave	Workers did not receive their maternity leave payment.	Pay the maternity leave to the concerned workers. Pay the OFATMA contributions for maternity and health insurance on a monthly basis.	The workers were paid their maternity leave and factory is following up with OFATMA when workers are entitled to maternity leave.	
Feb-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contributions to ONA.	Calculate employer's contribution to ONA on the worker's base salary and forward amount to ONA on a monthly basis.	The ONA contribution is now calculated on the worker's base salary.	
Feb-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers' contributions to ONA.	Calculate workers' contribution to ONA on the worker's base salary and forward amount to ONA on a monthly basis.	The ONA contribution is now calculated on the worker's base salary.	
Feb-19	Compensation	Social Security and Other Benefits	No evidence of salary statements and payment to OFATMA for work related accident insurance.	Complete the payment to OFATMA for work related accident insurance for the fiscal year 2018-2019.	The factory completed the payment for fiscal year 2018-2019.	
Feb-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers' contribution to OFATMA for maternity and health insurance.	Collect and forward workers' contributions to OFATMA for maternity and health insurance on a monthly basis within the first 10 days of the following month.	The payment is now calculated on the worker's base salary.	

Feb-19	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contribution to OFATMA for maternity and health insurance.	Submit employer's contributions to OFATMA for maternity and health insurance on a monthly basis within the first 10 days of the following month.	Employer's contribution to OFATMA is calculated on the worker's base salary.	
Feb-19	Compensation	Social Security and Other Benefits	Factory did not include all revenues in its calculation of average earnings for annual salary supplement.	Include all earnings in the calculation of the yearly average earnings.	Management is setting the payroll system to include all earnings in the calculation of bonus.	
Feb-19	Occupational Safety and Health	OSH Management Systems	Employer did not consult with the workers in doing the occupational safety and health assessment.	Share the internal assessment results with the OSH committee.	Meeting with the OSH committee to discuss OSH issues.	
Feb-19	Occupational Safety and Health	OSH Management Systems	Employer submitted 10 work related accident records to OFATMA for the last 12 months.	Submit accident records to OFATMA on a monthly basis.	The factory submits accident record to OFATMA on a monthly basis.	
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include the locations of storage.	Designate specific a location to store chemicals and hazardous substances.		
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemicals and hazardous substances found in the workplace.	Label all containers used in the workplace. Assign accountability to OSH officers and OSH committee on that matter.	The management identified all chemicals used in the factory. The OSH officer is in charge to monitor chemical handling.	
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were available for several chemical products found in the workplace.	Prepare and post MSDS for all chemical and hazardous substances used in the workplace.	MSDS are available for all chemical used in the workplace. The factory is also updating its labelling process to be more compliant	
Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not isolate the use of chemicals in a spot cleaning section located next to the sewing line.	Set policy on maximum daily of exposure. Limit access of the other workers in areas where chemicals are used or manipulated. Provide ventilation system in such areas.		

Feb-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station is not available where chemicals and hazardous substances are used and stored .	Provide eye wash facility where chemicals are used.		
Feb-19	Occupational Safety and Health	Worker Protection	Proper PPE were not provided to all workers.	Provide earplugs to workers in the generators rooms and safety belt and cap for workers in the fabrics warehouse.	Earplug is provided for workers in the generator room. Safety cap and safety goggles are provided to workers in the warehouse section. A training on PPE was provided for April 2020.	
Feb-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels. Exposed electrical wires.	Properly maintain electrical equipment.	Entry point into the electrical panel near the bathroom are sealed. The chief electrician is in charge to regularly check the electrical equipment.	
Feb-19	Occupational Safety and Health	Worker Protection	Electrical panels was missing the hazard sign.	Post hazard signs on all electrical panels	The sign was posted on the electrical panel at the time of the assessment visit.	
Feb-19	Occupational Safety and Health	Working Environment	Temperature level exceeded the recommended 30 C in all sections.	Keep temperature level at 30 C or below.		
Feb-19	Occupational Safety and Health	Working Environment	Light levels were inappropriate in several sections in the workplace.	Ensure that light is acceptable and follow the lux requirements.		
Feb-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets.	The factory has 24 toilets for women and plans men's toilets into women's toilets to be compliant.	
Feb-19	Occupational Safety and Health	Health Services and First Aid	Systematic health checks not provided to workers exposed to work related hazards.	Facilitate systematic health checks for workers exposed to work related accident.	Factory already paid for the CDS (health card) and is doing follow ups with OFATMA to have the check ups done.	

Feb-19	Occupational Safety and Health	Health Services and First Aid	Documentation showing systematic health checks for workers was provided.	Provide annual systematic health checks for workers.	Factory already paid for the CDS (health cards) and is doing follow ups with OFATMA to have the check ups done.	
Feb-19	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce were trained in first aid.	Train at least 10 percent of the workforce in first aid.	Factory has 10 percent of the workforce trained in first aid.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire extinguishers.	Properly maintain fire safety equipment.	Fire extinguishers are inspected on a daily basis and a proper maintenance is made on a monthly basis.	
Feb-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plans do not include the locations of fire extinguishers. Floor layout is not clearly marked.	Update the evacuation plan accordingly by including the meeting point. Mark the floor layout.		
Feb-19	Occupational Safety and Health	Emergency Preparedness	One fire drill was conducted in 2018.	Performed one drill every 6 months.	The factory conducted two drill for 2019. One on June 2019 and one on December 2019.	

Advisory and Training Services

Assessment	Compliance Cluster	Compliance Point	Details of Non Compliance	Improvement Priorities	Remediation Efforts	Months
Assessment October 2020						

Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate COVID-19 protocol that includes all the relevant elements.	Develop an adequate COVID-19 protocol with all the relevant elements as per Better Work Haiti's guidelines.	The company is reviewing the COVID-19 policy.	8
Assessment November 2019						
Nov-19	Compensation	Paid Leave	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance to ensure that workers receive 12 weeks payment for maternity leave.		41
Nov-19	Compensation	Social Security and Other Benefits	Inaccurate and late payments of employer's contributions to ONA.	Pay ONA on time. Forward 6 % of workers base salary to ONA for employer's contribution.		25
Nov-19	Compensation	Social Security and Other Benefits	Inaccurate and late payment of workers' contributions to ONA.	Pay ONA on time. Forward 6 % of workers base salary to ONA for the workers' contribution.		25
Nov-19	Compensation	Social Security and Other Benefits	Payment to OFATMA for work related accidents insurance was late and inaccurate.	Complete the payment for the fiscal 2018-2019.		56
Nov-19	Compensation	Social Security and Other Benefits	Factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance and forward employer's contribution.		47
Nov-19	Compensation	Social Security and Other Benefits	Factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance and forward workers' contributions.		47
Nov-19	Occupational Safety and Health	OSH Management Systems	No construction/building permits were available at the time of assessment.	Have an evaluation from an independent qualified entity to ensure that the building is safe.		17

Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete inventory of chemical and hazardous substances.	Keep a complete and accurate inventory of all chemical and hazardous substances used in the workplace.	Factory listed all the chemicals used in the workplace and included them in separated chemical inventory depending on their purpose.	25
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper labelling of chemical products containers.	Label the chemical containers properly.	Training has been provided and containers are properly labelled.	19
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper storage of chemical and hazardous substances.	Store chemicals in a appropriate location.		19
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several material safety data sheets were not displayed in the local language.	Translate MSDS into local language and post where needed.	All MSDS are translated and posted where chemicals are used and stored.	19
Nov-19	Occupational Safety and Health	Worker Protection	Workers in several areas of the workplace were not using proper PPE.	Provide necessary protective equipment to workers where needed.	PPE have been provided to workers.	47
Nov-19	Occupational Safety and Health	Worker Protection	Standing workers in several sections of the workplace did not have anti fatigue mats nor the footrest .	Provide foot rest or ergonomic mats to all standing workers.	Management replaced damaged mats. All standing workers are provided with mats.	47
Nov-19	Occupational Safety and Health	Working Environment	Insufficient light levels in several sections of the workplace	Ensure that light level is adequate in all section especially in the inspection section of building one and the sewing of building 2.		47
Nov-19	Occupational Safety and Health	Working Environment	Dust observed on the surface of sewing machines, electrical panels and on fans.	Clean all electrical equipment regularly. Clean sewing machines regularly.		19
Nov-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets available for women.	Increase the number of toilets available for women.		47

Nov-19	Occupational Safety and Health	Health Services and First Aid	Annual medical checks are not provided to workers.	Provide free medical checks to all workers annually.	Management has contracted DASH for medical checks to workers. In addition, onsite medical staff is in charge to provide medical checks.	47
Nov-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Increase the number of nurse to seven.		47
Nov-19	Occupational Safety and Health	Emergency Preparedness	Unmarked escape routes.	Repaint the escapes routes.	The factory repainted the escape routes within the sewing floors.	19
Nov-19	Occupational Safety and Health	Emergency Preparedness	Improper storage of flammable products.	Store the chemical in an appropriate and safe place.		25
Assessment Novembre 2018						
Nov-18	Compensation	Paid Leave	Improper calculation of weekly rest days payment.	Pay weekly rest days based on average earnings.	It is no longer required for employers to pay the weekly rest days.	
Nov-18	Compensation	Paid Leave	Workers received 6 weeks of maternity leave instead of 12 weeks.	Register in the mandatory maternity insurance system offered through OFATMA.		
Nov-18	Compensation	Paid Leave	Breastfeeding break are not paid on Saturday and holidays.	Ensure the nursing women are allowed to take the break. Pay accordingly the time off.	The factory pays for breastfeeding break to nursing mothers. In January a session was organized with supervisor on factory's breastfeeding policy.	
Nov-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contribution to ONA.	Pay the accurate employer's contribution to ONA within the first 10 business days of the next month for the previous month.		

Nov-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers' contribution to ONA.	Forward the accurate workers' contribution to ONA within the first 10 business days of the next month for the previous month.		
Nov-18	Compensation	Social Security and Other Benefits	OFATMA invoice for 2017-2018 fiscal year was not yet fully paid.	Pay the full amount to OFATMA for work related accident for the fiscal year 2017-2018.	Factory completed the payment for fiscal year 2017-2018 for OFATMA work related accident. The factory completed 1/3 of the payment for fiscal year 2018-2019.	
Nov-18	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance.		
Nov-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals did not specify the quantity in stock and location.	Specify the quantity product in the inventory as well as the storage location. Ensure that responsibilities are assigned for chemical handling.		
Nov-18	Occupational Safety and Health	Worker Protection	Several machines missing safety guards.	Establish checklists to ensure to that all the machines have their necessary guards. Ensure that responsibilities are assigned for machine maintenance.		
Nov-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical wirings.	Maintain electrical wiring system properly. Assign a staff member to perform regular maintenance of the electrical system.	Electrical outlets that were found without cover were fixed. The factory has an electrician in house to do maintenance and a compliance team to effectively monitor OSH related questions.	
Nov-18	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C in several sections.	Monitor the temperature level and maintain it under 30 C inside the workplace.		

Nov-18	Occupational Safety and Health	Working Environment	Light levels were unacceptable in some sections of the workplace.	Keep the light levels acceptable in the sewing department.		
Nov-18	Occupational Safety and Health	Welfare Facilities	Insufficient toilets for men and women.	Add more toilets, 9 for men and 35 for women.		
Nov-18	Occupational Safety and Health	Health Services and First Aid	Workers exposed to work-related hazards do not receive any medical checks.	Arrange medical checks twice a year for workers exposed to work-related hazards.		
Nov-18	Occupational Safety and Health	Health Services and First Aid	Workers did not receive annual medical checks.	Arrange at least one medical annual medical check for all workers.		
Nov-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire 5 more nurses.		
Nov-18	Occupational Safety and Health	Health Services and First Aid	Less than 10% of workforce have been trained in first aid.	Train at least 10% of the workforce in first-aid.		
Nov-18	Occupational Safety and Health	Emergency Preparedness	Overcharged extinguishers found in the workplace.	Perform regular maintenance of the fire extinguishers.	The factory has its fire extinguishers regularly maintained on a monthly basis by external provider with expertise on the matter. The factory OSH officer is in charge to perform daily check on fire safety equipment including the fire extinguishers.	
Nov-18	Occupational Safety and Health	Emergency Preparedness	Less than 10% of workforce have been trained in fire fighting.	Train at least 10% of the workforce in fire-fighting equipment.		
Nov-18	Occupational Safety and Health	Emergency Preparedness	Evacuation lines were not properly marked in both building.	Properly mark escape routes where necessary. Ensure that responsibilities are assigned for the evacuation plan.		

Nov-18	Working Time	Regular Hours	Working hours are not posted on the factory floor.	Post the working hours to be easily visible to the workers.		
Nov-18	Working Time	Leave	Breastfeeding workers did not receive 1 hour of paid time off during working time on Saturdays and holydays.	Provide 1 hour break to breastfeeding workers as per the internal breastfeeding policy. Properly inform all supervisor of the policy and monitor its application. Post the policy on the floor so all workers can see it.	HR had a meeting with supervisors on the matter to enforce the policy.	

BETTER WORK HAITI - 22ND SYNTHESIS REPORT

Factory: HANSAE HAITI S.A
Location: Port-au-Prince
Number of workers: 2678
Date of registration: Jan-17
Date of last two Better Work assessments: Jun-19

Feb-21

Advisory and Training Services

May-21	Training	Virtual Learning Seminar on Chemical Management System
May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Middle Management
May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors
May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Workers
May-21	Training	Virtual training Covid-19 Emergency Preparedness
Apr-21	Virtual advisory meeting	Virtual meeting with the management on Road map and priorities and review of assessment exit meeting. Virtual bipartite on recruiting procedures, grievance handling and rules for committee members.
Mar-21	Virtual advisory meeting	Virtual meeting with management to discuss risk register and preventive action. Virtual bipartite committee meeting with pregnant women to discuss Access to care services and feedbacks
Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
Mar-21	Training	Virtual Webinar on Covid-19 Human Resources Management (HRM)
Mar-21	Training	Virtual training Covid-19 Emergency Preparedness
Feb-21	Virtual advisory meeting	Virtual meeting with management to discuss 2020 performance and advisory priority and roadmap 2021. Bipartite committee meeting where management and workers' representative share their concerns on issues that needs immediate attention such as OFATMA cards, OSH issues and the laissez passer.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2021						
Feb-21	Occupational Safety and Health	Emergency Preparedness	No evacuation drill was performed for building 21.	Ensure to conduct an emergency drill every 6 months.	The evacuation drill is already done 6 of march 2021	19
Feb-21	Occupational Safety and Health	Emergency Preparedness	Four emergency doors in building 21 were locked during working hours. Management	Ensure to have sufficient emergency exits..	Compliance team already unlocked the door, and an evacuation plan already elaborated with the appropriate emergency exit and the workers are trained.	3
Feb-21	Occupational Safety and Health	Emergency Preparedness	The evacuation map is missing in the mezzanine of building 1.	Ensure to have an accurate evacuation map.	The evacuation route in building 21 is repainted.	13
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire sufficient medical staff regarding the workforce.	The factory has hired 2 more nurses which makes it compliant regarding the medical staff.	19
Feb-21	Occupational Safety and Health	Working Environment	Temperature exceeded 30 C in packing, quality and sewing section.	Ensure that the temperature levels do not exceed 30 C in all production department.	The maintenance team already corrected the cooling system capacity so will be working at 100% of capacity after lunch time. After the correction Quality section has 27.1 C sewing section has 26.3 packing section has 27.6	25
Feb-21	Occupational Safety and Health	Worker Protection	Factory checks all worker's body temperature only upon entry.	Systematically check all worker's body temperature upon entry.	The administration already implemented the system to check all workers after the re-entry at the lunch time also we post in each factory the update on our covid protocol.	8



Feb-21	Occupational Safety and Health	Worker Protection	Gloves were not found in the mechanic shop in building 55.	Provide gloves to mechanic shop workers.	The Compliance team already provided the gloves at the mechanics shop also the maintenance responsible are trained on PPE'S utilization.	3
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	There is no eyewash station in the boiler room in buildings 50 and 55 and in the mechanic shop in building 1 where chemical substances are used.	Ensure that eye wash facility are available where chemical and hazardous substances are used or stored.	Factory already installed all the eyes wash station and training have been provided to the responsible workers.	3
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Ensure safety data sheets are available for all chemical used in the workplace.	The compliance team already elaborated the MSDS and a new process of for the inventory has been elaborated. Workers involved at the chemical management were trained on May 2021.	25
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers in the mechanic shop of building 1 and in the boiler room in building 55.	Ensure that all chemical and hazardous substance used in the workplace are properly labelled.	The Compliance team already identified the container ,also a training on chemical handling was provided on May 2021 to the workers at the boiler room	25
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical inventory did not include the name of all chemicals used in the workplace.	Keep an accurate inventory.	We already updated the list with the chemical missing , the compliance team is implementing a system to update the list automatically based on the purchase list .	19
Feb-21	Contract and Human Resources	Contracting Procedures	Working contract for nurses does not include the salary.	Include the agreed salary on nurses' contract.	The HR team already corrected all the contract.	3
Feb-21	Contract and Human Resources	Employment Contracts	The internal work rules do not comply with the labor code. It is missing the working hours, break time and payment time.	Have a working hour policy in the internal work rules approved by MAST.	We sent a letter with our operation hour policy, and is approved by MAST.	3
Assessment June 2019						
Jun-19	Contract and Human Resources	Termination	Unfair termination of workers.	Reinstatement with back pay of the remaining 25 terminated workers.	Management met with the union representatives and reached an agreement since the 25 terminated employees and the union request the termination payment, and not the return. The 25 workers received their termination benefits and confirmed on a signed statement that they were That they were satisfied with the monetary compensation received for the breach of contract with the factory.	
Jun-19	Occupational Safety and Health	Worker Protection	Missing record for training and/or awareness conducted on the measures adopted to prevent the risks of exposure to COVID 19.	Provide content, participant list and dates of trainings provided	'Hansae Haiti S.A keep a registry for all persons who present at the facility . Please refere to the attached registry for all persons who present at the facility with their respective temperature .	
Jun-19	Occupational Safety and Health	OSH Management Systems	the factorydoes not keep a registry for all persons who present a temperature of 38C and above.	keep a registry for all persons who present a temperature of 38C and above	Factory record workers' daily temperature on a register and do a proper follow up for all persons who present a temperature of 38C and above.	

Jun-19	Contract and Human Resources	Termination	Two pregnant women terminated without prior notification to Ministry of Labor.	Here are more information of the background of the termination cases. First case, the employee gave a death threat to her supervisor through her husband at the entrance of the industrial zone after she was suspended. After such threatening, there was meeting between the worker and HR team she accepted to be terminated. During the whole process, she had not notified her pregnancy to factory. The Second case, factory recognized her pregnancy through hospital certificate for miscarriage dated on May 22 which was 1 day later than the termination decision date and submitted this certificate to company on May 23 to get the hospital cost through health insurance. Annual leave was not requested by employee, but BW assessor misunderstood doctor's certificate to take 15 days of rest as annual leave and wrote on the report wrongly. Both cases HR team did not know they were pregnant women because they did not hand in the certificate. To prevent similar cases in the future, factory will enhance its procedures like below; 1. The factory HR has implemented a monitoring system which will require the factory to follow the correct step of sending notifications to the local labor bureau(MAST) before termination of workers including pregnant workers. 2. Factory team will use the checklist for dual controls by two members of HR management staff to ensure compliance with said procedures in case of employee termination. 3. Factory will offer reinstatement to both workers if they desires. 4. Factory has made a notice for benefits toward pregnant workers and informed to all the employees so that pregnant employees could voluntarily notify to factory's HR team in early pregnancy.	1. The factory already reinstated the two pregnant women and all off-work day have been paid. Brutus Venette and Cherestal Vanette start again to work on 9/9/2019. 2. Factory has made termination procedure and checklist not to miss notifying to local labor office before termination workers including pregnant workers. 3. Factory posted notice for benefits toward pregnant workers and informed to all the employees this notice : Any women who feel any symptoms of pregnancy, please check your private doctor and bring the certificate at the clinics to benefits all this advantage. • Breaking hours. • Maternity leave. • Transfer to another workstation in case of discomfort. • Prenatal training. • Chair provided to pregnant women in standing position as needed 4. Factory trained pregnant about their benefits and also reminded them about the importance of bringing the medical certificates. 5. Factory conducted training for supervisors and HR personnel on labor code requirements related to	
Jun-19	Contract and Human Resources	Leave	About 300 workers not received the required 15 days of annual leave after one year of service.	Factory will provide full annual leave to workers in 2019.	Executive manager is working on with factory managers to make an accurate line schedule so that we can finish on time.	
Jun-19	Working Time	Regular Hours	The regulars hours are over 48 hours.	1. Factory will discuss with BW team to keep old law on working hour. 2. If factory could not keep the old working hour policy, factory will revise working hour and breaktime like below; 1) Modify normal working hours from 7 am to 3 pm including a paid lunch break 2) Compensate 3 pm-4 pm as overtime	A meeting with the Betterwork advisor is in process.	
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Leak of diesel observed in the boiler room of building 1.	1. Conduct OSH assessment on a regular basis 2. Have maintenance team fix leakage and	1. The pipes carrying the diesel into the boiler was fixed to stop the leakage by the maintenance team.	
Jun-19	Occupational Safety and Health	Emergency Preparedness	One fire drill conducted on a yearly period.	1. Establish a calendar of planned fire drills for all modules 2. Communicate plan at all levels of management 3. Follow up and execute drills every six months as required.	1. Factory conducted fire drills on July 30th 2019.	
Jun-19	Occupational Safety and Health	Emergency Preparedness	During the factory tour assessors noticed the following issues: - Evacuation routes were obstructed by several trolley of fabrics in the packing area of building 1 - Escape route were not accessible in the packing area of building 50 Management indicated that it would trace evacuation routes in the packing area and ensure that access remains free.	1. Factory has removed all obstacles from aisles of building 1 and 50. 2. Factory has developed procedures to include OSH committee members in ensuring routes are cleared. 3. Factory will conduct daily random checks to ensure that routes are free.	The compliance team already meet with the OSH committee members to discuss preventive action regarding obstruction of aisles routes .	

Jun-19	Occupational Safety and Health	Emergency Preparedness	At the time of the assessment visit, assessors found that the evacuation plan did not show the location of the assembly area in building 1.	1. The administration immediately updated the evacuation plan. 2. If there any change in factory layout, factory management team will inform to the relevant teams to make evacuation map as well as compliance team. 3. Factory's compliance team will monitor the evacuation maps if it reflects latest layout.	The executive manager take the commitment to inform the compliance team for any change at the evacuation Map .	
Jun-19	Occupational Safety and Health	Emergency Preparedness	During the assessment visit assessors observed that several fire extinguishers were not properly mounted. Access to a fire extinguisher was obstructed by boxes in the mechanic warehouse of building 1. In addition three fire extinguishers were overcharged in the same building and two fire extinguishers were not identified in building 21.	1. The factory has placed the brackets and properly placed all fire extinguishers on them. The factory has also removed all obstacles around fire extinguishers Regarding overcharged fire extinguishers, the factory has replaced all overcharged ones with new ones. 2. The factory compliance team will check all workshops to make sure all fire fighting equipment are free from obstacles and ensure all fire extinguishers are properly charged through weekly check.	Regular factory tours is done, to check fire extinguishers pressure .	
Jun-19	Occupational Safety and Health	Health Services and First Aid	Assessors' observations and statements by management staff and workers confirmed that the factory has 4 nurses and 3 Doctor's visit. To comply with the Haitian Labour Code, a factory of this size must have a permanent onsite medical service, with at least 10 nurses.	1. The administration will hired more nurses during this year to comply with the haitian labor code, and will continue to hired more nurses according to the numbers of workers at the facility or in case of expansion.	We have hired 3 nurses already on 16-July and 2-Sep.	
Jun-19	Occupational Safety and Health	Worker Protection	Worker's interview revealed despite a note from the doctor of the factory who recommended to allocate to a pregnant woman another workstation, the employer did not offer different work to the pregnant woman. In addition, two pregnant women were exposed to high temperatures coming from the hot stamping machine without proper PPE. Management said they will follow up on these issues.	1. Factory will follow doctor recommendation and transfer pregnant women to adequate workstation. 2. Factory will complete internal training addressing safety and health risks to pregnant or nursing workers according to Art. 328, 330(c) of the Labour Code	The factory immediately re-assigned the pregnant worker to other sections and the factory also provided PPE for all those workers who operates how stamping machines. The factory pas posted a notice for benefit for pregnant worker so that pregnant workers could inform to HR team in earlier stage and could work in safety environment.	
Jun-19	Occupational Safety and Health	Welfare Facilities	At the time of the assessment, soap was not available in the men's bathroom of building 50. Management said they have liquid soap in stock so they will ensure that soap are available.	1. The administration team has distributed liquid soap at each bathroom on a weekly basis to avoid any shortage and cleaners will refill the soap in case of shortage. 2. A checklist have been elaborated and posted at the toilets area for control on daily basis by the compliance team.	We already starting to check on daily basis with checklist at the bathroom area for control on the cleanliness, liquid soap shortage, non functional toilets ,etc	

Jun-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is not acceptable: Building 50 Sewing section- 311 Lux Quality section- 1559 Lux Packing section- 183 Lux Building 1 Sewing section- 492 Lux Quality section- 1481 Lux Better Work recommends a minimum of 300 lux for this section: Pressing section Better Work recommends a minimum of 500 lux for these sections: Sewing, cutting, packing Better Work recommends a minimum of 750 lux for these sections: Trimming, Inspection	1. Factory will install more lamps at the requested area. 2. Factory QA factory evaluation team will check with mobil lux meter to monitor the lux monthly as requested by BetterWork for each section.	The illumination monitoring report is already done as requested by BetterWork each section are included. Maintenance team will get the quota of material(additional light)	
Jun-19	Occupational Safety and Health	Working Environment	Assessors measured the workplace temperatures as follows: At 11:00 Am Building 50 Outside temperature was 33.3 C Quality section- 32.8 C Packing section - 31.6 C Sewing section - 32.6 At 1:30 Pm Building 1 Sewing section- 28.2 Quality section - 28.6 Better work recommends a temperature below 30 C	1. The maintenance team has been fixed the temperature as requested by Betterwork to be maintained not to exceed 30°C. 2. For preventive action the compliance team will monitor 4 times a day the temperature for any adjustment by the temperature change.	The temperature monitoring report is already in use , and the compliance team will monitor 4 times a day . -Luminosity was measured in lines 30 and 22 of building 1; in the packing section and, lines 7, 14 of building 50. All were above 500 LUX - Temperatures were below 30 C in the quality, packing and sewing sections of building 50. Please note that measurements were taken at 11:30 am during the cooler month of December. Factory needs to ensure sustainability of workplace temperature during hotter periods; (APRIL-AUGUST).	
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	During the factory tour several hazardous chemicals were found without chemical safety data sheets. These substances included: WD 40, leak seal, ink solution, lubricant clipper blade lube in the mechanic accessories room of building 1. In the same building MSDS were missing for FH 2000 in the spot cleaning, also for KP4 and clipper blade lube in the mechanic workshop. Management said it would take measures to post MSDS for all chemicals in use.	1. Factory has re-posted all missing MSDS. 2. Factory compliance team will regularly monitor and make sure all MSDS are posted for all chemical products. 3. Factory compliance team also trained all workers handling chemical products regarding labeling issue. 4. Factory will make sure all labels do not get damaged and make sure to replace them in case they are ripped off. 5. For preventive action : Factory has added MSDS column on the Chemical inventory list to track all chemical to be with MSDS.	The MSDS column has been already added to the chemical inventory list .	
Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	During the factory visit, assessors noticed two unlabelled container of machine oil, one in the chemical warehouse of building 50 and the other one in the mechanic workshop of building 21 . Also, assessors observed an unlabeled container of KP4 in the mechanic workshop of building 1. Management stated that labels would be placed shortly.	1. Factory has re-posted all missing MSDS. 2. Factory compliance team will regularly monitor and make sure all MSDS are posted for all chemical products. 3. Factory compliance team also trained all workers handling chemical products regarding labeling issue. 4. Factory will make sure all labels do not get damaged and make sure to replace them in case they are ripped off. 5. For preventive action : Factory has added MSDS column on the Chemical inventory list to track all chemical to be with MSDS.	The MSDS column has been already added to the chemical inventory list .	

Jun-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory keeps an inventory of chemicals. However, at the time of the assessment visit, the chemical inventory did not include the name of all chemicals used in the workplace such as : Neutralizador, Mastic, motor Oil, Boiler water treatment, BCT 200, Gasoline, Thinner, water for battery. Management said that chemicals are stored in different locations and the person in charge of the main inventory was absent.	Factory has updated the new chemical inventory list, for preventive action : 1- All purchase of chemical must notify to the chemical warehouse supervisor and Compliance manager 2 -All MSDS should be available before the delivery of the chemical to be aware of the method of transportation . 3 -During the delivery the chemical warehouse supervisor and compliance officer have to labelled all the chemical and provide onsite training to the workers 4-All chemical purchased and stocked must have an inventory an proper MSDS .	The factory updated the new chemical inventory list, the implementation of preventive action is in progress.	
Jun-19	Occupational Safety and Health	Social Security and Other Benefits	The factory completed a payment to OFATMA for work-related accident. However, the payment was made after the deadline given to the factory. Furthermore, the amount paid was different than the one displayed on the original invoice. Management explained that they communicated with OFATMA of a mistake in the initial invoice. The factory failed to provide OFATMA's response regarding the accuracy of the invoice at the time of the	1. HR manager already communicated to OFATMA the mistake on the initial issues and waiting the evidence from OFATMA. 2. For preventive action a follow up monitoring system will be implemented including : elaboration of a checklist with the schedule of payment, a reminder before 2 days for the OFATMA payment, invoice verification.	HR Manager visited to the office of OFATMA on 20-Aug for follow up the documents. cause of the insecurity at the street , he planned next week to visit OFATMA. However as of Sep 21, factory still couldn't get the corrected payslip from OFATMA.	
Jun-19	Compensation	Wage Information, Use and Deduction	Management and workers confirmed that in December 2018, nearly 300 workers came to work for 4 days, after the official departure date on annual leave and were paid on the last day on Saturday, December 22nd upon strong request from workers to pay by cash. The company kept separate payroll to record the hours worked which were not carried forward to the next payroll made in January 2019. The management has promised to integrate this information in the payroll for inclusion in the next	1. Factory is recommended to conduct training on the Transparency and 1 accurate record" to factory manager and supervisors. 2. Factory will ensure that workers enjoy 15 full days of vacation for calendar year going forward. In order to facilitate the effective implementation of the provisions on paid leave, the administration will keep and monitor every month these record: a) the date of entry into service of its staff and the duration of paid annual leave to which each employee is entitled b) the date on which each employee benefited from her annual leave c) the remuneration received by each employee for the duration of annual leave;	Executive manager is working on with factory managers to make an accurate line schedule so that we can finish on time. The record on paid leave is already in use by the management 1. Company has made a commitment letter to keep only 1 accurate record for transparency. 2. Factory top managements also discussed with the factory managers to make an accurate line schedule so that no need to work on annual leave days. 3. The administration will keep monitor the relative records every month to ensure transparency.	

Advisory and Training Services

Jan-21	Advisory meeting	Virtual meeting with management on advisory strategy for the year. The discussion was about priorities and timeline for remediation.
Mar-21	Advisory meeting	Virtual meeting with management on the improvement plan; factory to send evidence of progress. Discussion was also on the strike that occurred in February; factory to share the strike protocol. Discussion with union representative to collect information on the strike.
Apr-21	Advisory meeting	Virtual meeting with management on improvement plan and remediation. Discussion was also on a decrease in the order in the order and the upcoming reduction plan in the workforce. Virtual meeting with union on factory's economical issue and workers' concerns.
May-21	Advisory meeting	Tripartite meeting with trade union SOTA and GOSTTRA and Union on their concerns regarding working conditions. Management meeting on social insurances status, factory economical situation and OSH priorities.

[illegible]

Jul-19	Discrimination	Gender	Factory failed to apply zero tolerance policy regarding sexual misconduct.	Review the sexual harassment policy in consultation with worker representatives. Provide training to workers and all supervisory lines.	The factory trained all its employees in what is harassment and abuse. Factory reviewed its sexual harassment policy in consultation with the trade union committee.	15
Jul-19	Compensation	Overtime Wages	Inaccurate payment for overtime worked.	Pay overtime worked at 50% above the normal wage.	Overtime is properly reported on the payroll and accurately compensate.	19
Jul-19	Compensation	Wage Information, Use and Deduction	Discrepancy between the time records and the payroll.	Report the accurate working time in the payroll including the overtime worked.	Overtime are reported in the payroll and properly paid.	19
Jul-19	Compensation	Paid Leave	Inaccurate payment for annual leave.	Report the accurate working time in the payroll, including the overtime worked for the calculation of annual leave payment.	Overtime is properly paid and overtime payment is included in the calculation of total earnings.	19
Jul-19	Compensation	Paid Leave	Inaccurate payment for sick leave.	Report the accurate working time in the payroll, including the overtime worked for the calculation of sick leave payment.	Overtime is reported in the payroll and properly compensated. Overtime payment is also included in the calculation of total earnings.	29
Jul-19	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Report the accurate working time in the payroll, including the overtime worked for the calculation of maternity leave payment.	Overtime worked is paid and included in the calculation of the average earning.	29
Jul-19	Compensation	Social Security and Other Benefits	Factory did not pay OFATMA for accident insurance for the previous fiscal year 2017-2018 and current one 2018-2019.	Complete the payment for OFATMA work related accident for the fiscal year 2018-2019.	The factory has established a payment agreement with OFATMA	48

Jul-19	Compensation	Social Security and Other Benefits	Last payment of the employer's contribution to OFATMA was done in March 2019 for the month of February 2019.	Pay the employer's contribution to OFATMA within the first 10 days of each month for the previous month.	The factory has a payment agreement with OFATMA regarding the payment.	48
Jul-19	Compensation	Social Security and Other Benefits	Last payment of the workers' contribution to OFATMA was done in March 2019 for the month of February 2019.	Complete the payment for unpaid months as agreed with OFATMA. Pay the OFATMA contribution within the first 10 days of each month for the previous month.	Factory has established a payment agreement with OFATMA regarding the payment.	48
Jul-19	Compensation	Social Security and Other Benefits	Inaccurate payment for annual salary supplement or bonus to workers.	Report the accurate working time including the overtime worked, in the payroll.	Payslip displays that overtime and related payments are included in the overtime worked.	22
Jul-19	Occupational Safety and Health	OSH Management Systems	Employer did not perform an evaluation of general occupational safety and health issues in the workplace.	Perform factory OSH assessment is done on a regular basis and properly file the reports.	The reports were found and are available for consultation. The compliance officer to perform regularly an evaluation of general occupational safety and health issues in the workplace.	22
Jul-19	Occupational Safety and Health	OSH Management Systems	Meeting minutes were not available to confirm committee's participation in OSH decisions and proper performance of OSH functions.	Keep the meeting minutes on a reliable support and forward the minutes to the factory's advisor.	The committee is reactivated again and the monthly meetings are already taking place. Minutes of the reports are available for consultation.	22
Jul-19	Occupational Safety and Health	OSH Management Systems	The factory does not record and submit work related accidents to OFATMA on a monthly basis.	Record all the accidents that happened in the factory and forward the records to OFATMA on a monthly basis.	All records are submitted on a monthly basis to OFATMA. The reports are available for consultation.	22

Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances used in the workplace was not available.	Keep the inventory of chemicals available for the relevant people.	The factory updated its inventory of chemicals and pasted it in the warehouse and washing areas.	48
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were missing for several chemicals products used in the workplace.	Have MSDS available for all chemical and hazardous substances used or stored in the workplace.	All MSDS were updated and put in the chemical storage and in the washing areas.	48
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	There was no eye wash station in areas where chemicals and hazardous substances are stored.	Provide eye washing facilities where chemicals and hazardous substances are used and stored.	Washing facility was repaired and building 32 is already closed.	60
Jul-19	Occupational Safety and Health	Worker Protection	Factory did not share records of training on personal protective equipment with dates and number of participants.	Keep records of training provided to workers.	The factory annually trains all its personnel in the area of use and handling of chemicals and use of PPE. Evidences of provided training are available.	19
Jul-19	Occupational Safety and Health	Worker Protection	Standing workers were provided with foot rests or shock absorbing mats.	Provide foot rests or shock absorbing mats to standing workers. Conduct regular OSH assessment.	A survey was done to know the amount of mats that were needed, and later the management authorized the purchase. Management provided ergonomics mats to standing workers.	48
Jul-19	Occupational Safety and Health	Working Environment	Temperature levels exceeded the recommended 30 C in all sections.	Monitor the temperature level to a maximum of 30C.	The compliance department requested the services of an external company so that it could proceed to study temperature, lighting and particles.	48

Jul-19	Occupational Safety and Health	Working Environment	Lux levels were inadequate in several sections of the workplace	Provide appropriate lighting for all working sections.	The compliance department requested the services of an external company so that it could proceed to study temperature, lighting and particles.	48
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for men.	Increase the number of toilets for men.		22
Jul-19	Occupational Safety and Health	Welfare Facilities	Soap was not available at the time of assessment.	Provide soap in the toilets.	A new operation process was implemented so that paper and soap are always available in the bathrooms. The cleaning staff is instructed to contact the HR office in case they run out of paper and soap.	36
Jul-19	Occupational Safety and Health	Health Services and First Aid	The factory does not systematically conduct health checks for workers during the first 3 months of hiring. .	Provide all workers with health within the first 3 months of employment	Factory is also performing its own medical checks for the workers to cover more workers.	22
Jul-19	Occupational Safety and Health	Health Services and First Aid	The factory does not systematically conduct free health checks for workers exposed to work related hazards. .	Provide workers who are exposed to work related hazards with free health checks at least twice a year.	Factory is also performing its own medical checks for the workers to cover more workers.	22
Jul-19	Occupational Safety and Health	Health Services and First Aid	The factory does not systematically conduct annual health checks for workers.	Perform free annual health checks for all workers.	Factory is also performing its own medical checks for the workers to cover more workers.	48
Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Have a permanent medical staff.	The factory has 3 doctor's visit per week.	48

Jul-19	Occupational Safety and Health	Emergency Preparedness	Evacuation routes were not marked near the packing area.	Mark the evacuation routes near the packing area of building 31.	The signs that are all over the factory were painted again. A painting plan was implemented for every 6 months.	36
Jul-19	Occupational Safety and Health	Emergency Preparedness	One emergency exit was locked during working hours.	Keep emergency exits unlocked during working hours and aisles unblocked.	The factory trained all the security personnel so that the emergency exits remain open during work time.	22
Jul-19	Occupational Safety and Health	Emergency Preparedness	One drill was performed for a 12 months period.	Conduct an evacuation drill every 6 months.	The factory does conduct an evacuation drill every 6 months. The factory implemented that the new compliance officer should keep everything on the PC for upcoming audits.	22
Jul-19	Occupational Safety and Health	Regular Hours	The employer did not post the factory's working hours for all shifts including break time in one of the two buildings.	Post working hours in all buildings.	The management post the working hours in the two buildings.	42
Assessment April 2018						
Apr-18	Compensation	Paid Leave	Payments for non-working holidays are inaccurate.	Include overtime wages in the calculation of paid leave.	The payroll department already solved the problem with the payment.	
17-Apr-18	Compensation	Paid Leave	Sick leave payments are inaccurate.	Include the overtime wages in the calculation of sick leave.	The payroll department already solved the problem with the payment	
17-Apr-18	Compensation	Paid Leave	Maternity leave payments are inaccurate.	Include overtime wages in the calculation of maternity leave.	Overtime wages are included in the calculation for maternity leave payment.	

17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the employer's contribution to ONA was done in March 2018 for the month of September 2017.	Forward employer's contribution to ONA within the first 10 days of each month for the previous month.	All payments that the factory has to make have been made according to the agreement that exists between both parties.	
17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the workers' contribution to ONA was done in March 2018 for the month of September 2017.	Collect and forward workers' contribution to ONA within the first 10 days of each month for the previous month.	All payments that the factory has to make have been made according to the agreement that exists between both parties.	
17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the employer's contribution to OFATMA was done in April 2018 for the month of September 2017.	Forward employer's contribution to OFATMA on monthly basis.	According to the contract that exists the factory is up to date on all payments.	
17-Apr-18	Compensation	Social Security and Other Benefits	Last payment of the workers' contribution to OFATMA was done in April 2018 for the month of September 2017.	Collect and forward workers' contribution to OFATMA on a monthly basis.	According to the contract that exists the factory is up to date on all payments.	
17-Apr-18	Occupational Safety and Health	OSH Management Systems	The existing policy has not been developed in consultation with workers and their representatives.	Review the OSH policy in consultation with workers' representatives and also include law requirements pertaining to OSH.		
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	An updated inventory was not available for chemicals and hazardous substances used in the workplace.	Update the inventory of chemical and hazardous substances regularly.	The factory updated its inventory and also placed it in the chemical warehouse in the washing areas.	
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemicals found in several areas of the workplace.	Assign accountability to maintenance team and train workers in chemical handling procedures.		

17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Storage areas were not adequately ventilated and flammable chemicals were not stored in a cool place.	Keep and store chemical substances in an adequate area.	The factory updated its inventory and also placed it in the chemical warehouse in the washing areas. Building 32 is closed.	
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDSs were available in the chemical room of building 32 where chemicals are stored.	Prepare and post MSDS for all the chemicals used in the factory. Train workers in chemical handling procedures.	MSDS updated and placed in the washing areas. Building 32 is closed.	
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not isolate the use of chemicals such as Blow Out in the spot cleaning areas.	Train workers that are using chemicals and hazardous substances. Ensure the spot cleaning areas are well ventilated and isolated from the rest of the production floor.	All employees working in the area of laundry and chemicals have all their personal protective equipment. Building 32 is closed.	
17-Apr-18	Occupational Safety and Health	Chemicals and Hazardous Substances	There is no eye wash station in the laundry room where chemicals and hazardous substances are used.	Install an eye wash station in the laundry room.	An eye wash station was installed in the washing area.	
17-Apr-18	Occupational Safety and Health	Worker Protection	Management did not provide earplugs for workers in the generator room.	Provide earplugs for workers in the generator room.	Earplugs were placed in the room entrance of the electric generator	
17-Apr-18	Occupational Safety and Health	Worker Protection	Some standing workers were not provided with foot rests or shock absorbing mats.	Provide foot rests or shock absorbing mats to standing workers in the packing area and quality section.	A survey was carried out to find out how many carpets were needed, subsequently an order was made for the purchase.	
17-Apr-18	Occupational Safety and Health	Worker Protection	Electrical boxes are not properly maintained.	Ensure the electrical system is properly maintained. Ensure that sources of ignition are properly safeguarded.	The maintenance department proceeded to the immediate repair of the electrical boxes.	

17-Apr-18	Occupational Safety and Health	Worker Protection	Safety warning sign was not posted on one electrical panel.	Post safety warning sign on the electrical panel in the Laundry room of building 31.	The sign was placed.	
17-Apr-18	Occupational Safety and Health	Working Environment	Temperature levels exceeded the recommended 30 C in all sections of the workplace.	Keep temperature level below 30C.	The company hired a company to conduct temperature, lighting and particle studies.	
17-Apr-18	Occupational Safety and Health	Working Environment	Level of lighting was inadequate in several sections of the workplace.	Ensure that the workplace is adequately lit.	The factory hired a company to do the studies of noise, temperature and lighting. Building 32 is now closed.	
17-Apr-18	Occupational Safety and Health	Welfare Facilities	Soap was not available in the toilets in building 32 and 31.	Ensure that soap is available in all the toilets.	The maintenance team receive instruction to regularly check on the availability of the soaps and papers.	
17-Apr-18	Occupational Safety and Health	Welfare Facilities	The eating area can only accommodate 50 percent of the workers.	Arrange the eating area to accommodate all the workers.	All dining room tables and chairs were fixed and painted.	
17-Apr-18	Occupational Safety and Health	Health Services and First Aid	Factory does not provide health checks to workers exposed to work-related hazards.	Provide health checks twice a year for workers who exposed to work-related hazards.	The factory scheduled more than two Health checks for two workers who are exposed to work-related hazards. The two workers completed the second medical check ups in August 2018.	

17-Apr-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Increase the number of nurses.	Since the company has reduced its workforce and operate with less 700 workers. The number of medical staff available in the factory is compliant with the labor Code.	
17-Apr-18	Occupational Safety and Health	Health Services and First Aid	One first aid box was not accessible in the pressing section.	keep all first aid box accessible during the working time.	The people in charge of the key are working in the area where the first aid box is located. Their pictures are posted above the box, so the workers can identify who they are.	
17-Apr-18	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce is trained in first aid.	Train at least 10 percent of the workforce in first aid.	New operators were trained in first aid and also in fire prevention.	
17-Apr-18	Occupational Safety and Health	Emergency Preparedness	Access to 1 fire extinguisher was obstructed by a board.	Ensure the workplace has an adequate firefighting system. Perform regular OSH assessment.	Global S.S is responsible to check the fire extinguisher on a regular basis. Internally, the compliance team is responsible to perform on a monthly basis.	
17-Apr-18	Occupational Safety and Health	Emergency Preparedness	Less than the 10 percent of the workforce trained in firefighting.	Train at least 10 percent of the workforce in firefighting.	New operators were trained in the areas of first aid and fire prevention.	
17-Apr-18	Occupational Safety and Health	Emergency Preparedness	The evacuation plan has not been updated to indicate the actual floor layout	Update the evacuation plan in building 32 accordingly.	The evacuation has been updated to reflect the floor layout.	
17-Apr-18	Working Time	Regular Hours	The factory's working hours are not posted on the floor.	Post factory's working hours.	the weekly payment was placed on the floor.	

BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: LIFE S.A.
Location: Port-au-Prince
Number of workers: 109
Date of registration: 11-Jun-15
Date of last two Better Work assessments: Oct-18 Oct-19

Advisory and Training Services

May-21	Advisory meeting	Virtual advisory meeting on Improvement plan updates. Discussion was also on the road map. Factory to strengthen OSH procedures and share with advisor.
Apr-21	Training	Virtual OSH Event Workshop
Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
Mar-21	Advisory meeting	Virtual advisory meeting on Improvement plan updates. Virtual meeting with factory new committee to explain bipartite committee purpose and responsibilities.
Oct-20	Advisory meeting	Virtual advisory meeting on Improvement plan. Discussion was on social benefits and also on factory financial situation. Review of the COVID-19 protocol and OSH management guidelines during COVID-19.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2019						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate COVID-19 protocol that includes all the relevant elements.	Develop an adequate COVID-19 protocol with all the relevant elements as per the Better Work Haiti guidelines.	Factory will review the protocol accordingly.	8
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate checklist to monitor the cleaning and disinfection of the workplace.	Have a checklist to record the daily cleaning and disinfection of the workplace.		8
Oct-19	Compensation	Paid Leave	Workers entitled to maternity leave payment received 6 weeks instead 12 weeks.	Register with OFATMA for maternity and health insurance.		25

Oct-19	Occupational Safety and Health	Social Security and Other Benefits	Employer contribution to ONA is based on the minimum wage instead of the base salary.	Calculate employer's contributions to ONA on worker's base salary.		12
Oct-19	Compensation	Social Security and Other Benefits	Workers' contribution to ONA is based on the minimum wage instead of workers' base salaries.	Calculate workers' contribution to ONA on worker's base salary.		12
Oct-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA maternity and Health insurance.	Register to OFATMA for maternity and health insurance and forward employer's contribution.		43
Oct-19	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA maternity and Health insurance.	Register to OFATMA for maternity and health insurance and forward workers' contribution.		43
Oct-19	Compensation	OSH Management Systems	The employer does not have a copy of the construction permits.	Ensure to have an available copy of the construction permits.		12
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Containers of chemicals found with no proper labelling.	Label all chemicals and hazardous substances properly.	All containers of chemicals are labelled.	19
Oct-19	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available in local language for several chemicals .	Translate MSDS into local language and post them where needed.	Chemical MSDS are now available in local language.	19
Oct-19	Occupational Safety and Health	Worker Protection	Management did not install the pulley guard on the collar cutting machines.	Install pulley guard on collar cutting machines.		19

Oct-19	Occupational Safety and Health	Worker Protection	Breakers from electrical panels did not have any labels. .	Label the breakers in the electrical panels.		18
Oct-19	Occupational Safety and Health	Working Environment	Temperature exceeded the recommended 30 C in all sections of the workplace.	Keep the temperature to a maximum of 30C or lower.		49
Oct-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Ensure that lighting level is adequate in the warehouse section.		25
Oct-19	Occupational Safety and Health	Health Services and First Aid	Employer did not pay OFATMA for the medical cards.	Pay OFATMA for the medical card (CDS) and coordinate with OFATMA to provide medical check for workers within their first three months.		19
Oct-19	Occupational Safety and Health	Emergency Preparedness	Evacuation plan does not clearly define the evacuation path and escape routes.	Post an accurate evacuation map.		37
Assessment October 2018						
Oct-18	Compensation	Paid Leave	Workers entitled to maternity leave payment received 6 weeks instead 12 weeks.	Comply with the law and register in OFATMA maternity and health insurance.		
Oct-18	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA maternity and Health insurance.	Comply with the law and register in OFATMA maternity and Health insurance. Collect and forward the related deductions on a monthly basis.	The factory sent the registration form to OFATMA for maternity and health insurance in order to complete the process.	

Oct-18	Contract and Human Resources	Employment Contracts	Several contracts did not include dates and signatures.	Ensure that all the workers contracts are signed and dated. Have a reliable process to ensure that all the workers file are properly documented. Assign a dedicated staff to follow up on the regularity of workers documents.	At end of 2018, management terminated all workers to submit new temporary contracts. All new contracts are signed by management representative and concerned worker.	
Oct-18	Occupational Safety and Health	OSH Management Systems	The OSH committee has been inactive.	Establish a functioning health and safety committee.		
Oct-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances used in the workplace did not specify locations and amount in storage.	Update the inventory with all the necessary information.	The management updated the chemical inventory during the assessment visit.	
Oct-18	Occupational Safety and Health	Worker Protection	Entry point to electrical panels were not properly sealed. the generator was not properly grounded.	Sealed and safeguard the electrical panels located in the generator and compressor area. Ensure that the generator is grounded.		
Oct-18	Occupational Safety and Health	Working Environment	Temperature exceeded the recommended 30 C in all sections of the workplace.	Keep at an acceptable level, 30C or lower.		
Oct-18	Occupational Safety and Health	Working Environment	Light levels were inadequate in quality sections.	Ensure that the light levels are acceptable in the quality section.		
Oct-18	Occupational Safety and Health	Emergency Preparedness	Evacuation plan does not clearly define the evacuation path and escape routes.	Update the evacuation plan to include a clear evacuation path.		

Advisory and Training Services

Assessment	Compliance Cluster	Compliance Point	Details of Non Compliance	Improvement Priorities	Remediation Efforts	Months
Assessment April 2021'						

Apr-21	Occupational Safety and Health	Emergency Preparedness	Less than the 10 percent of the workforce recommended by Better Work on fire fighting equipment.	Provide fire fighting training to 10 percent of the workforce.	We have already started the process of getting fire fighting training for 488 of our employees. Recently PIC has appointed a new trainer for the particular Training Programs & we are currently working with them to get these training programs completed.	25
Apr-21	Occupational Safety and Health	Emergency Preparedness	Escape routes obstructed with fabrics in the stock area and in the sewing floor by sewing machines.	Ensure that escape remained unobstructed during the working hours.	the pallets have been properly stacked into the racks & obstructed pathways were cleared.	7
Apr-21	Occupational Safety and Health	Emergency Preparedness	Fire hose in the cafeteria obstructed by boxes and no fire extinguisher was installed in the forklift.	Install a fire extinguisher on the forklift. Ensure that fire fighting equipment remained unobstructed all time.	Management remove the wooden palette in front of the fire hose Also, we are in the process to fix a fire extinguisher for the forklift.	2
Apr-21	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce recommended by Better Work.	Train 10 percent of the workforce in first aid.	We have already started the process of getting First aid training for 488 of our employees. Recently PIC has appointed a new trainer for the particular Training Programs & we are currently working with them to get these training programs completed.	25
Apr-21	Occupational Safety and Health	Health Services and First Aid	Two first Aid boxes were missing the adhesive and alcohol.	Have the first aid boxes checked regularly.	Management has provided the first aid boxes with the missing item. The first aid boxes are checked on a regular basis.	31

Apr-21	Occupational Safety and Health	Welfare Facilities	Unsufficient toilets.	Ensure that the toilets are functioning.	Based on the current headcount we need to have 12 male toilets & 72 Female toilets. Giving the current situation the Company complies with the Male toilet requirement. But, 27 Female toilets were not functioning due to some urgent repairs. The administration engineering department is working on that.	2
Apr-21	Occupational Safety and Health	Working Environment	The level of lighting was inadequate in the packing section.	Ensure that level of lighting is adequate in all the departments.	This has been corrected.	2
Apr-21	Occupational Safety and Health	Worker Protection	No protective barriers installed between the workstation.	Clarify and implement the protective measures to maintain a social distance of 1.5m in the workplace.	Giving awareness as much as possible to enhance TM awareness & the company is trying to install protective barriers between the work stations.	7
Apr-21	Occupational Safety and Health	Worker Protection	One electrical box without safety warning sign in the cafeteria.	Post safety warning sign on the electrical box in the cafeteria.	Safety signs will be posted as required.	31
Apr-21	Occupational Safety and Health	Worker Protection	No safety belts were provided to worker in the packing area for heavy lifting.	Provide safety belt to worker in the packing area for heavy lifting.	An ergonomic survey was conducted and actions are taken based on the recommendations given. This was not highlighted at that point. We will first understand the real requirement then, further evaluate the necessity and provide if necessary.	2
Apr-21	Occupational Safety and Health	Worker Protection	Management has provided metal gloves for workers in the cutting department. Earmuffs for workers in the generator room. Proper gloves and goggles for workers in the mechanics' shop. However, no chemical mask were provided to worker and line leader in the spot cleaning area.	Provide proper mask to workers in the spot cleaning area.	factory will appoint a dedicated person for the Spot cleaning room He or She will get proper PPEs	16

Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	No eyewash station in the spot cleaning room and also near the temporary chemical storage where the chemicals are used and stored.	Install eyewash station in the spot cleaning room and also near temporary chemical storage where the chemicals are used and stored.	One eyewash station is already installed inside the Spot cleaning room. Another eyewash station is to be set up soon in the temporary chemical storage area. Currently, this room is NOT in use but, we will set up an eyewash unit soon.	13
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory did not provide training record for workers and supervisors using chemical in the spot cleaning.	Ensure that spot cleaning workers are trained on the safe usage of the chemicals.	Most of the time team members & supervisors are using Water for the stain removing process. However, once we finalized with a dedicating person for the Spot cleaning room He or She will get proper training on chemical handling with required PPE's.	2
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Any worker has access to use the spray chemicals guns without any PPE.	Ensure that PPE are provided to all workers entering in the spot cleaning area.	Factory will assign a dedicated person for the spot cleaning operation and also provide necessary training. Only one person will be doing the spot cleaning.	2
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The chemical data safety sheets were unavailable for several hazardous substances.	Ensure and that MSDS are available for all chemical used in the workplace.	All the missing MSDS are completed and Posted	25
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Two unlabelled containers of chemicals.	Ensure that all containers are properly labelled.	All the unlabelled containers are now properly labelled.	31
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory is not accurate and did not include the name of all chemicals used in the workplace.	Ensure that inventory is accurate and include all the chemicals used in the workplace.	Inventory updated accordingly.	31
Apr-21	Contract and Human Resources	Employment Contracts	The factory does not have an internal work rules approved by the Ministry of labor.	Have the internal work rules approved by MAST.	Currently, the Factory is closely following up with the Ministry of labor to get approval for its Internal work rules. BW is fully aware of this and the paper trail	16

Apr-21	Compensation	Social Security and Other Benefits	The salary statement submitted to OFATMA is less than the amount paid in the payroll for the fiscal year 2019-2020.	Submit the correct invoice and provide the proof of payment for the fiscal year 2020-2021.	Factory has submitted salary details to OFATMA with same amount that we have paid in payrolls from Oct -2019 to Sep-2020. Company doesn't received a sealed copy from OFATMA due to the unavailability of the officials/ seal at the time of submission. We will get the seal for the documents which the seal is missing. We would like BW to understand the current reality on the ground with having to deal with nonproductive government institutions that, does not take any ownership. All dues have been paid on	19
Apr-21	Discrimination	Gender	Pregnant women sent home with a remuneration of 50 percent upon receipt of the certificate of pregnancy in order to protect them during the Covid-19 time.	The company is in the discussion to pay them in full amount.	This is a COVID-19 protocol and a preventive measure that has taken from the company to protect pregnant employees. However now the company is in the discussion to pay them in full amount.	2
Assessment January 2020'						
Jan-20	Contract and Human Resources	Termination	Case of dismissal of a union committee member.	Trained the worker and especially the union member on the internal procedures. Ensure that all procedure are posted in local language where all worker can see them. Ensure the new internal work rules are approved by MAST as required by local law.		
Jan-20	Occupational Safety and Health	OSH Management Systems	Factory does not keep registry for all persons who present a temperature of 38C and above.	keep registry for all persons who present a temperature of 38C and above		
Jan-20	Working Time	Regular Hours	Regular Working hours goes beyond 48 hours a week.	Set regular working hours at 8 hours or 9 hours daily with and agreement with workers.		

Jan-20	Occupational Safety and Health	Emergency Preparedness	Less than the 10 percent of the workforce recommended by Better Work in fire fighting training.	Train 10 percent of the workforce as recommended by Better Work	Factory actively engaged with park management for alternatives.	
Jan-20	Occupational Safety and Health	Emergency Preparedness	Escape route in the fabric warehouse was not clearly marked and aisles were obstructed by equipment in the sewing and Finish good warehouse.	Ensure properly marked aisles unobstructed by equipment. Work with OSH committee members and supervisors for random monitoring	Trollers weight keeps removing yellow tapes used on escape routes lines for escape routes. factory will better manage troller and reapply tapes (specially in warewouse)	
Jan-20	Occupational Safety and Health	Emergency Preparedness	Several fire extinguishers were not properly installed and identified.	Ensure that fire extinguishers are properly installed and identified.		
Jan-20	Occupational Safety and Health	Health Services and First Aid	Less than the 10 percent of the workforce recommended by Better Work are trained in first aid training.	Ensure that 10% of the worker population is trained on first aid on an ongoing basis.		
Jan-20	Occupational Safety and Health	Health Services and First Aid	Three first Aid boxes were missing Scissors, Cotton ball, Antiseptic.	Ensure adequate supplies in all first aid boxes including but not limited to Scissors, Cotton ball, Antiseptic.		
Jan-20	Occupational Safety and Health	Health Services and First Aid	Insufficient nurses.	Comply with the Haitian Labour Code, a factory of this size must have a permanent onsite medical service, with at least 6 nurses.		
Jan-20	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free annual health checks to workers.	Pay OFATMA for the medical cards, engage with OFATMA to provide the medical checks		
Jan-20	Occupational Safety and Health	Health Services and First Aid	The factory does not arrange free health checks for workers within the first three months of hiring.	Pay OFATMA for the medical cards, engage with OFATMA to provide the medical checks	Factory paid health card as part of accidental insurance policy	
Jan-20	Occupational Safety and Health	Working Environment	The level of lighting in the workplace was inadequate in sewing and packing sections.	Ensure adequate luminosity in the various production areas according to BW guidelines		
Jan-20	Occupational Safety and Health	Working Environment	Noise levels are unacceptable in the cutting section.			
Jan-20	Occupational Safety and Health	Working Environment	Temperature level exceeded the recommended 90C in all sections.			

Jan-20	Occupational Safety and Health	Worker Protection	One electrical box in the embroidery and another one in the waste room did not have safety warnings posted.	Ensure that all electrical boxes have safety warning signs posted.		
Jan-20	Occupational Safety and Health	Worker Protection	Several chairs found without backrest in the stock trim and finish goods warehouse.	Ensure that no workers are using chairs without backrest.	factory removed chairs, they were temporarily waiting to be picked up by repairing company.	
Jan-20	Occupational Safety and Health	Worker Protection	The employer did not take steps to ensure that all workers in the cutting section and mechanic workshop used the equipments safely.	Ensure adequate training of PPE usage for all production personnel including but not limited to cutting and mechanic shop workers.	Training delivered to these workers	
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	No eyewash station in the embroidery and also near the temporary chemical storage where the chemicals are used and stored.	install an eye wash station in the embroidery soon.	temporary chemical storage was discontinued	
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available in the printing area for several products.	Ensure all MSDS are posted for the chemicals in circulation at their respective locations.		
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unlabelled containers of oil and alcohol in the raw material and stock trim section.	Ensure that all containers of chemicals are properly labelled and stored.	Compliance Officer is in charge with Compliance manager to distribute standard label containers issued by management. Sanctions will be applied for non complying workers. Management also conducts random osh tours.	
Jan-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of chemicals is incomplete.	Track inventory of chemicals and hazardous substances used in the workplace and ensure it includes all the chemicals currently in operations.		
Jan-20	Contract and Human Resources	Employment Contracts	The factory has an internal regulations. Isinconsistent with the contract regarding the working time.	Revise internal working rules, contracts to ensure that working hours are both aligned with 3/8 law*;		

Jan-20	Contract and Human Resources	Employment Contracts	The contract is less favorable than the law regarding the the working time.	Modify working hours to conform to 8 hours as regular working hours or 9 hours with an agreement.	Factory has worked out a proposal which was sent to MAST, approval is pending. factory presented signatures from worker representatives. In the agreement, workers would work 8 regular working hours 2.15 hours of OT daily, lunch breack is paid and included, no saturday hours	
Jan-20	Compensation	Social Security and Other Benefits	Management failed to provide any receipt of payment for OFATMA accident insurance.	Pay OFATMA accident insurance for fiscal year 2019-2020		
Jan-20	Compensation	Paid Leave	Lunch break is not compensated.	Pay the lunch break as required by 3/8 law.	factory is now paying lunch break	
Jan-20	Compensation	Overtime Wages	Overtime worked is not accurately compensated.	Dialogue with worker representatives to establish factory working hours respecting 8 hours a day or 9 hours a day with an agreement.		

BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: MBI HAITI S.A
Location: Port-au-Prince
Number of workers: 1612
Date of registration: Aug-13
Date of last two Better Work assessments: Feb-20

Apr-21

Advisory and Training Services

Feb-21	Virtual advisory meeting	Virtual Advisory visit 1 to discuss the following points: 2020 Achievement Priorities for 2021 Pending NC issues Complaints about unpaid incentives Training Plans
Nov-20	Virtual advisory meeting	VA 6: Virtual Meeting with the bipartite committee to discuss the following: Drinking water is not cool Lack of alcohol to disinfect hands Lack of water in the washrooms Incentive pay Lunch break payment COVID 19 review Regular Hours
Oct-20	Training	COVID-19 training for Doctors & Nurses in Factories
Sep-20	Virtual advisory meeting	VA 5. Virtual Meeting with the bipartite committee to discuss the following: - Administer COVID 19 questionnaire - Virtual factory tour to check for the application of COVID prevention measures - Review of Improvement plan: Payment for Lunch Break, OSH Assessment reports
Sep-20	Virtual advisory meeting	VA 4. Virtual Meeting with the bipartite committee to discuss the following: -Reintegration of GOSTTRA Worker -Payment for lunch break -COVID-19 Protocol

Jun-20	Virtual advisory meeting	VA 3. Virtual meeting with bipartite committee Discussion item 1: COVID 19 Protocole: Protocol is in place. task force to implement protocol is in place. Staff is well aware of the procol. Discussion Item 2: Payment for lunch Break. Company was in non compliance for not paying the lunch break, as required by law. Management agree to pay lunch break as well sunday pay to workers who work on saturdays. Discussion item 3: Suspended workers. Company is operating with approximately 700 workers or 46% of staff. 800 workers are on temporary suspension. Discussion Item 4: Lighting and temperature inside the factory. Committee members express great satisfaction about the level of lighting inside the factory. They acknowledged that company has installed fans to reduce temperature level. Management is continuing to install more fans in building 52 and 53.
Apr-20	Virtual advisory meeting	VA.1. Virtual Meeting with management representative Virtual advisory via video Whatsapp to review improvement made since last assessment. Conducted video tour to confirm functionality eyewash stations, posted MSDS, closed lab and unobstructed isles.
Apr-20	Virtual advisory meeting	VA.2. Virtual Meeting with Management Done via telephone Discuss latest assessment report Discuss and fix issues related to cycle 8 improvement plan Discuss corrective action plan for cycle 9 improvement plan

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment April 2021						
Apr-21	Working Time	Regular Hours	Inaccurate attendance record.	Ensure that the factory has an accurate attendance recording system		1
Apr-21	Working Time	Regular Hours	Factory does not systematically provide the necessary breaks for pregnant women.	Provide the required breaks for pregnant women	Pregnant women are receiving the break as specified by the law. Additional training was given to pregnant women and supervisors on this subject.	1
Apr-21	Occupational Safety and Health	Emergency Preparedness	Insufficient workers trained in the use of fire-fighting equipment.	Train at least 10% of the workforce in the use of fire-fighting equipment		1
Apr-21	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least 2 emergency drill per year.	Conduct an evacuation drill every 6 months.		29

Apr-21	Occupational Safety and Health	Emergency Preparedness	Obstructed emergency exits and routes in in several areas	Ensure that emmergency exits and escape routes are not obstructed	The factory has removed tables and boxes in all areas of the workplace and keep emergency exits and escape routes are clear	29
Apr-21	Occupational Safety and Health	Emergency Preparedness	Evacuation map need to be updated and escape route need to be clearly marked.	Post updated evacuation plans for all buildings and Ensure that all escape routes are clearly marked		29
Apr-21	Occupational Safety and Health	Emergency Preparedness	obstructed fire hose.	Keep fire hose accessible.	The factory make sure that all fire hoses are accessible and in good condition.	29
Apr-21	Occupational Safety and Health	Emergency Preparedness	Obstructed alarm system.	Keep alarm system accessible.		1
Apr-21	Occupational Safety and Health	Health Services and First Aid	Insufficient workers trained in first aids.	Train at least 10% of the workforce in first aids		29
Apr-21	Occupational Safety and Health	Health Services and First Aid	First aid boxes were not readily accessible and were missing supplies.	Keep first ais boxes readily accessible and equip them.	All the First Aid Boxes are fixed permanently	29
Apr-21	Occupational Safety and Health	Health Services and First Aid	Isufficient medical personnel	Hire additional nurses.		29
Apr-21	Occupational Safety and Health	Health Services and First Aid	Rectricted access to pregnant women for changing jobs within the workplace.	Give pregnant women the possibility of changing jobs within the workplace.		1
Apr-21	Occupational Safety and Health	Welfare Facilities	Soap and paper were not readily available in one building.	Ensure that soap and paper are available in all factory restrooms during working hours, including overtime.		29
Apr-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		29

Apr-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure the lighting is adequate and adapted to worker's needs.		29
Apr-21	Occupational Safety and Health	Working Environment	The noise level in one areas of the workspace exceeded 90 db.	Maintain the noise level to a maximum of 90 dB in all the working sections.		1
Apr-21	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable	Monitor the temperature level and maintain it under 30 C inside the workplace.		29
Apr-21	Occupational Safety and Health	Worker Protection	Social distance is not respected on the the factory.	Ensure that 1.5 meter of distance is respected within the workplace.		1
Apr-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system of the factory	Improve the electrical maintenance and Create a maintenance log	The factory has properly maintained all electrical switches in all pressing machine by covering them.	29
Apr-21	Occupational Safety and Health	Worker Protection	Sewing machines were missing eye guards.	Install all missing finger guards and ensure proper monitoring is conducted.	The guards have been installed on the sewing machines	13
Apr-21	Occupational Safety and Health	Worker Protection	Standing mats were not available to all workers	Provide foot rests or shock absorbing mats to standing workers.	The factory provided shock absorbing mats to all stand workers in the pressing section outside the building 53.	29
Apr-21	Occupational Safety and Health	Worker Protection	Last year no training were provided on personal equipment and machines.	Establish training calendar and provide training to workers using protective equipment and machines in the workplace.		1
Apr-21	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.		1

Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not have appropriate spot cleaning area.	Ensure that spot cleaning area is isolated. Vacuum machines, exhausts and eye wash station are working properly.		29
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Translate and post MSDS where chemicals are used in the workplace.	The factory install the MSDS at the workplace as required in English. However, he should translate it into the local language.	29
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Label all chemicals and hazardous substances used in the workplace.	The factory has labeled the chemicals by writing the name of chemical on the container.	29
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update inventory of chemicals and hazardous substances in the the workplace.		29
Apr-21	Contract and Human Resources	Termination	Inaccurate annual salary supplement or bonus upon termination calculation.	Calculate annual salary supplement or bonus upon termination based on worker's average earnings		1
Apr-21	Contract and Human Resources	Termination	Inaccurate unused annual leave calculation upon termination.	Calculate unused annual leave upon termination based on worker's average earnings		1
Apr-21	Contract and Human Resources	Termination	Inaccurate notice period payment	Calculate notice period payment based on worker's average earnings		1
Apr-21	Compensation	Social Security and Other Benefits	Inaccurate salary supplement payment.	Calculate salary supplement payment based on worker's average earnings		1
Apr-21	Compensation	Social Security and Other Benefits	The employer collects and transfers the worker's contribution to OFATMA on time. However, the calculation is inaccurate.	Calculate this amount based on workers basic salaries by adding the daily break wage in the payroll		1

Apr-21	Compensation	Social Security and Other Benefits	The employer has paid 3 percent of workers' basic salary to OFATMA. However, the calculation is inaccurate.	Calculate this amount based on workers basic salaries by adding the daily break wage in the payroll.		1
Apr-21	Compensation	Social Security and Other Benefits	Innaccurate payment to OFATMA for work-related accident insurance.	Ensure that payment for work related accident is made in a timely manner.	The factory shared the letter in which OFATMA agreed with them to make the payment in two installments.	29
Apr-21	Compensation	Social Security and Other Benefits	The employer collects and transfers the worker's contribution to ONA on time. However, the calculation is inaccurate.	Calculate this amount based on workers basic salaries by adding the daily break wage in the payroll		1
Apr-21	Compensation	Social Security and Other Benefits	The employer has paid 6 percent of workers' basic salary to ONA. However, the calculation is inaccurate.	The employer has paid 6 percent of workers' basic salary to ONA. However, the calculation is inaccurate.		1
Apr-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Ensure that the daily break is accurately paid to all workers.		1
Apr-21		Paid Leave	Inaccurate payment of annual leave	Calculate the annual leave on worker's daily average earnings.		1
Apr-21		Gender	One sexual harassment case was reported involving one female worker.	Strengthen the policy on the prevention of sexual harassment by clearly identifying the forbidden misconducts and the scale of sanctions. Train all supervisory line in the Respectful workplace program. Activate an awareness campaign on factory's internal sexual harassment policy regarding the confidentiality and the protection of the victim.	The Supervisor have been terminated the factory has conducted sexual harassment training to all supervisors and make them signed an agreement about the sexual harassment zero tolerance policy	

Assessment Feburay 2020

Feb-20		Worker Protection	The factory has a system in place to clean and disinfect the workplace. However the factory did not provide a copy of the daily cleaning and disinfection record.	Implement a checklist to record daily cleaning and disinfection Keep record in appropriate location.	Factory says that the cleaning record exists.	
Feb-20		OSH Management Systems	The factory has a COVID 19 protocol in place. However it is missing the following: •Reporting Procedures (Method for workers and supervisors to report issues related to COVID 19 to management and government health official) •Handling procedure of suspected cases (Isolation room; PPE; hand washing station; gloves, disposable shoe covers; isolation gown and cap)	The factory needs to review the COVID 19 protocol to include the missing points.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	
Feb-20		Regular Hours	According to documentation, as well as interviews with workers and management, the regular working hours are from 7 AM to 4PM (including a 1 hour daily break), 6 days per week, which is equivalent to 9 working hours per day and 54 hours per week.	Ensure that management understand the new *3-8* law Ensure that workers are aware of the regular work hours.	Factory is currently discussing this issue with the workers. They already had a meeting with the PICC members to present the facts.	
Feb-20		Emergency Preparedness	According to documentation, as well as interviewed workers and management, the last fire drill was conducted in January 2020, and the one before that in May 2019. Better Work recommends an emergency drill every 6 months.	Ensure that Emergency preparedness plans are in place Ensure that fire drill are conducted regularly	Management has schedule a fire drill for the first week of May. A fire drill was performed on May 13th 2020.	

Feb-20		Emergency Preparedness	During the assessment visit, assessors noticed the emergency exit of building 53 was blocked by boxes. In addition, inspection tables were observed within the escape routes in the packing section of building 52. Management said they will correct this issue.	Ensure that all emergency exit are readily accessible. Ensure that routes and exits are not blocked	Management took action to remove tables from escape routes. Escape routes were clear when observed during virtual advisory visit.	
Feb-20		Emergency Preparedness	Management clearly marked the escape routes and posted an evacuation map that includes the evacuation routes, the location of fire extinguishers, alarms and first aid boxes. However, the evacuation map needs to be updated to reflect the latest layout changes and misses the location of the assembly points. Management said they will	Ensure that evacuation map is updated. Ensure that new evacuation maps are posted on the floor	Management ordered the impression of new evacuation map	
Feb-20		Emergency Preparedness	During the assessment visit assessors noticed adequate fire fighting equipment. However, access to one fire extinguisher in the sewing area of building 52 was obstructed by fabric carts. Management said that it will be corrected immediately.	Ensure that fire extinguishers are always accessible.	Action were taken at the time of assessment.	
Feb-20		Health Services and First Aid	At the time of the assessment visit, the training records provided revealed that 30 out of 1396 workers were trained in first aid, which is less than the 10 percent of the workforce recommended by Better Work. Management explained that they will arrange more trainings	Develop a first aid training plan, targeting at least 10 percent of the workers. Ensure that training plan is implemented in a timely manner Ensure that training are recorded.	Management has trained 25 workers. Additional training are scheduled for the month of May. Company is currently operating with 510 employees. Currently they have trained 130 workers, which represents approximately 25.4 percent of the current total staff.	

Feb-20		Health Services and First Aid	First aid boxes are available in the workplace. However, several first aid boxes were not readily accessible in building 52 and the first aid box number 7 in building 53 was obstructed and therefore not accessible. Management said they will monitor the accessibility in a better way.	Ensure that first aid boxes are readily accessible. Ensure that the person who has the key to the boxes are properly trained to react in a timely manner. Ensure that first aid boxes are not blocked.	Action taken to ensure that employee with the key is readily available. First aid boxes are accessible.	
Feb-20		Health Services and First Aid	Assessor's observations and statements by management staff and workers confirmed that the factory has 4 full time nurses and 3 doctor's visits per week. To comply with the Haitian Labor Code, a factory of this size must have a permanent onsite medical service with at least 7 nurses	Ensure that new nursing staff is increase according to labor law. Hire additional amount of nurses.	Currently the factory has 510 workers and 4 nurses and 3 doctor's visit per week. The factory is currently in compliance with the legal requirements. However, as they increase their staff, they agree to hire more workers.	
Feb-20		Welfare Facilities	Assessors noticed that soap was not available in the restrooms of the building 52 and 53. Management said that they will address this issue.	Define who is responsible to supervise the work of cleaner Ensure that a checklist is available to to make sure that toilets are checked periodically Provide enough soap for all	Action taken to make sure that soap is readily available in toilets. Soap is now available in all toilets.	
Feb-20		Welfare Facilities	The factory has insufficient fuctioning toilets	Increase the number of functioning toilets in the workplace.	The factory currently has 510 workers. They are therefore in compliance with the legal requirements. However when they increase their staff, they may need to increase the number of toilets.	

Feb-20		Working Environment	Light levels were inappropriate in all the working sections.	Review the lighting installation to ensure that workers are provided with sufficient light level in the various sections of the workplace	Factory has increase the number of light fixtures on the factory floors. They have also changed the type of bulbs to provide increase the amount of lux. Given that BW cannot go to the factory to physically verify the light intensity, we are putting the company in compliance based on a video tour. EA has also spoken to 2 union members which indicate that they are satisfied with the intensity of the light.	
Feb-20		Working Environment	Workplace temperatures levels are unacceptable	Install proper cooling system to ensure that temperature level is acceptable.	Factory install 30 new fans. BW cannot physically go to the factory to verify the temperature. We are putting the compliance for now. They have also purchased digital thermometer to monitor the temperature.	
Feb-20		Worker Protection	Assessors observed that some circuit breakers were not labeled in building 53 B near the inspection section and next to the pressing area. In addition, assessors also observed several damaged socket and electrical outlets in building 52 near the sewing lines. Management explained they will fix this issue immediately.	Ensure that all electrical circuit breaker are properly labelled. Ensure that all damaged sockets and outlets are fixed	During video tour, advisor observed that all circuit breaker were labelled.	
Feb-20		Worker Protection	At the time of the assessment visit assessors observed that shock absorbing mats were missing in the packing section of building 52. Management has declared that they will provide more anti-fatigue mats.	Provide standing mats to all workers Ensure that workers are reminded to s=use standing mats	Standing mats were provided to all workers	

Feb-20		Worker Protection	Several wokers were observed not not using their machine's eye guards. No evidence of training performed on the safe use of the machines was available.	Establish a training plan for all workers Ensure that all workers are trained on the proper use of eye guard Record delivery of training	Factory has provided training to all 510 employees on the use of machine eye guards. They agree that as they recruit more workers, training will be provided to them at the start of their employment.	
Feb-20		Chemicals and Hazardous Substances	During the assessment visit, there was no eyewash station in the spot cleaning section of building 53 where the chemicals are used . Management had no comment.	Install eye wash stations where all chemical products are being used	Eyewash station has been installed in building 53. Video tour confirm that is is functioning.	
Feb-20		Chemicals and Hazardous Substances	No MSDS were available in the laboratory room of building 52 where chemicals such as cleaner, thinner, retarder and ink are stored. Management said that this room is longer used, the chemical will be immediately removed and the room permanently closed to avoid unwanted storage.	Ensure that chemical and hazardous substances are stored in one location. Management needs to ensure that MSDS are available for all chemical products used in the workplace. Ensure that MSDS are posted where chemicals are being used.	Management emptied the laboratory room and posted a sign. Management has posted MSDS where chemicals and hazardous substances are used. MSDS are available for all chemical and hazardous substances.	
Feb-20		Chemicals and Hazardous Substances	Assessors found one unlabeled spot cleaning gun filled with thinner in the spot cleaning section of building 52.	Define who is responsible to handle chemical products upon receipt. Assign one person to manage the receipt and distribution of chemical products. Ensure that all chemical product containers are	During video tour, advisor observed that spot cleaning gun is properly labelled.	

Feb-20		Chemicals and Hazardous Substances	The factory keeps an inventory for chemicals such as Thinner, Acid Muriatic and Pull Out. However, no updated inventory is available for other chemicals and hazardous substances used in the workplace such as WD40, Blow Out, Clorox, Silicona, machine oil, water for boiler. The inventory should state the names of the chemicals, exact amounts available in the facility and their current storage locations. Management said that this	Update the inventory on a regular basis. Management needs to ensure that MSDS are available for all chemical products used in the workplace. Ensure that MSDS are posted where chemicals are being used.	Management provided an updated inventory for all products available in the workplace.	
Feb-20		OSH Management Systems	Management did not provide any evidence of assessments carried out on health and safety issues in the factory for the last twelve months.	Management needs to carry out regular assessment of health and safety issue in the factory. Assessment needs to be documented and communicated to workers.	Factory has started to perform monthly OSH assessment. Factory has provided OSH assessment report for every month from May to September.	
Feb-20		Termination	Employer pays the applicable payment notice when terminating workers. However, management failed to inform the Labor Ministry when workers are terminated for 3 and more unauthorized and unjustified consecutive	Ensure MAST is informed about worker termination. Management has reviewed their management system.	HR personnel is now informed about the procedure and they are informing MAST of any firing or suspension.	
Feb-20		Contracting Procedures	During the assessment visit, the assessors noticed that the subcontracted workers exposed to dust and chemicals had not received personal protective equipment. Management has stated that it will provide the required personal equipment.	MDevelop a policy to ensure that all subcontractors are trained on the appropriate use of PPE. Make sure that all workers, including subcontractors are trained on the use of PPE. Make sure that PPE is provided to subcontracted workers.	A policy is being developed for the use of PPE by all subcontractors. Develop Policy. A policy was developed and approved by management. Now all subcontractors will receive a training on how to use their PPE. PPE will also be given to all subcontractors upon starting work at the factory.	

Feb-20		Social Security and Other Benefits	At the time of the assessment, the factory provided one payment receipt representing a quarter of the total amount while the invoice fixes the payment of the totality before February 20, 2020. Management explained that they have an agreement with OFATMA for a staggered payment in four installments. Management failed to provide	Management need to obtain agreement letter from OFATMA, confirming that they have a payment plan. They should make all payment based on said agreement.	Management obtain an agreement letter from OFATMA on April 15 2020. 1 payments were made on April 18th to satisfy the agreement.	
Feb-20		Paid Leave	Documentation as well as workers and management interviews confirmed that workers are entitled to fifty minutes daily break that is not compensated. Management explained that they were not aware of such legal requirement.	Implementation of the new *3-8* law. The factory should pay workers for the daily break. Management explain that they pay for Sundays rest day because they work on Saturday and therefore they are not obligated to pay for the daily break.	Meeting planed with the bi-partite committee members and workers' representatives to discuss the issue. Management plans to explain to workers that they have to pay for the daily break. Management also requested the presence of MAST to help explain the law.	

BETTER WORK HAITI – 21ST SYNTHESIS REPORT



Factory: MGA Haiti S.A.
Location: Port-au-Prince
Number of workers: 1323
Date of registration: Oct-09
Date of last two Better Work assessments: Jun-19 Feb-21

Advisory and Training Services

May-21	Virtual advisory meeting	Meeting with the bipartite committee to discuss the new improvement plan, root causes and necessary corrective actions and follow up on the training plan. Meeting with management to follow up on the compensation issues. Finally, a factory tour to validate remediation efforts done by the factory.
May-21	Training	Virtual Sexual Harassment Awareness and Prevention
May-21	Training	Virtual training Covid-19 Emergency Preparedness
Apr-21	Training	Virtual OSH Event Workshop
Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
Mar-21	Training	Virtual Webinar on Covid-19 Human Resources Management (HRM) – French
Mar-21	Training	Virtual training Covid-19 Emergency Preparedness
Nov-20	Virtual advisory meeting	Advisory session to discuss ongoing COVID-19 protocol, Health services, emergency preparedness and Social security services.
Nov-20	Training	Virtual Socially Responsible Transitioning
Sep-20	Training	Virtual Occupational Safety and Health
Aug-20	Virtual advisory meeting	Virtual advisory session to hold bipartite meeting with OSH committee.
Jun-20	Virtual advisory meeting	Virtual Advisory visit to discuss HR issues during covid 19 with Bipartite Committee
May-20	Virtual advisory meeting	Virtual advisory visit to conduct video osh tour and discuss virtual training readiness.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2021						
Feb-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings		3
Feb-21	Occupational Safety and Health	Emergency Preparedness	Insufficient workers trained in the use of fire-fighting equipment.	Train at least 10% of the workforce in the use of fire-fighting equipment		39
Feb-21	Occupational Safety and Health	Emergency Preparedness	Emergency exit door was locked during working hours.	Keep all the exit doors open during working hours.	The factory removed the exit sign.	3
Feb-21	Occupational Safety and Health	Emergency Preparedness	Evacuation plan of two buildings are not updated and no evacuation plan for another one.	Post updated evacuation plans for all buildings		39

Feb-21	Occupational Safety and Health	Emergency Preparedness	No fire extinguisher were available in one building and one is obstructed in another one.	Install adequate firefighting equipment and ensure regular maintenance is done.	The factory install only one firefighting equipment in the building	39
Feb-21	Occupational Safety and Health	Emergency Preparedness	No fire alarm system was installed in two building.	Ensure that all building has a functioning alarm system.		3
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient workers trained in first aids.	Train at least 10% of the workforce in first aids		39
Feb-21	Occupational Safety and Health	Health Services and First Aid	One first aid box was not accessible and another one had expired products in one building, no first aid boxes available in another one and one was empty.	Ensure, regular checking is done for all first aids boxes and Install first aid boxes in the building.	The factory install one first aid box in building 10 and refill all boxes in building 11 & 17	19
Feb-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel	Hire additional nurses.		39
Feb-21	Occupational Safety and Health	Health Services and First Aid	Annual Medical checks conducted only to 217 workers by OFATMA	Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required	We call OFATMA, then they will continue with the process.	31
Feb-21	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks within the first three months of hiring.	Proactively work with OFATMA to distribute the health cards and conduct the medical checks as required	we call OFATMA to have appointment to check up the workers.	31
Feb-21	Occupational Safety and Health	Welfare Facilities	The factory has insufficient functioning toilets	Increase the number of functioning toilets in the workplace.		39
Feb-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure the lighting is adequate and adapted to worker's needs.	The maintenance team has installed more lights, to solve that issue.	39
Feb-21	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable	Monitor the temperature level and maintain it under 30 C inside the workplace.	Fans have been installed, in order to low down the temperature less than 30 C	39

Feb-21	Occupational Safety and Health	Worker Protection	The factory does not check the body temperature for workers as well as the visitors and keep a registry.	Systematically check all worker's and visitors body temperature upon entry and Keep a record of all people whose temperature found above 38C.		8
Feb-21	Occupational Safety and Health	Worker Protection	Social distance is not respected on the the factory.	Ensure that 1.5 meter of distance is respected on the production floor and eating area.		3
Feb-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system of the factory	Improve the electrical maintenance and Create a maintenance log	The factory cover the exposed electrical wires in the boiler room and generator room of building 17 and also in the cutting section of building 4B.Unobstructed the electrical panel	22
Feb-21	Occupational Safety and Health	Worker Protection	Sewing machines were missing finger guards.	Install all missing finger guards and ensure proper monitoring is conducted.	We are install protection guards: fingers protections,eyes protections,belts protection. More then 40% of guards are already installed.	39
Feb-21	Occupational Safety and Health	Worker Protection	Standing mats were not available to all workers	Provide foot rests or shock absorbing mats to standing workers.		3
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	No eye washing facilities installed near the welding workshop of building 4b.	1. Install an eyewash station or eye wash bottles.		3
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Translate and post MSDS where chemicals are used in the workplace.	MSDS for all chemical product has been installed anywhere is required.	22

Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Label all chemicals and hazardous substances used in the workplace.	The factory properly labelled the containers of boiler water treatment in the boiler room, and one labelled container of oil in the mechanic workshop of building 17.	22
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update inventory of chemicals and hazardous substances in the workplace.		22
Feb-21	Working Time	Regular Hours	Inaccurate attendance record.	Ensure that the factory has an accurate attendance recording system		3
Feb-21	Working Time	Regular Hours	Working hours including break time were not posted in one building.	Post working hours including break time in all building were all workers can see it.	The factory have posted the working hour including break time in building #17.	3
Feb-21	Working Time	Regular Hours	Workers in cleaning department, packing and boiler room are not systematically entitled of weekly rest day after 48 hours of work.	Ensure workers receive a full day off after 48 hours of work per week as a weekly day of rest		3
Feb-21	Contract and Human Resources	Termination	Inaccurate annual salary supplement or bonus upon termination calculation.	Calculate annual salary supplement or bonus upon termination based on worker's average earnings		3
Feb-21	Contract and Human Resources	Termination	Inaccurate unused annual leave calculation upon termination .	Calculate unused annual leave upon termination based on worker's average earnings		3
Feb-21	Compensation	Social Security and Other Benefits	The employer collects and transfers the worker's contribution to OFATMA on time. However, the calculation is inaccurate.	Calculate this amount based on workers basic salaries by adding the daily break wage in the payroll		35
Feb-21	Compensation	Social Security and Other Benefits	The employer has paid 3 percent of workers' basic salary to OFATMA. However, the calculation is inaccurate.	Calculate this amount based on workers basic salaries by adding the daily break wage in the payroll		35

Feb-21	Compensation	Social Security and Other Benefits	No proof of payment to OFATMA for work related accident was shared During the assessment visit	Ensure that documentation is available during the evaluation period.	The factory starts the payment of work related accident and shares the receipt of the first installment with the advisor. However, the factory did not pay the health card (CDS).	3
Feb-21	Compensation	Social Security and Other Benefits	The employer collects and transfers the worker's contribution to ONA on time. However, the calculation is inaccurate.	Calculate this amount based on workers basic salaries by adding the daily break wage in the payroll		3
Feb-21	Compensation	Social Security and Other Benefits	The employer has paid 6 percent of workers' basic salary to ONA. However, the calculation is inaccurate.	Calculate this amount based on workers basic salaries by adding the daily break wage in the payroll		3
Feb-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Ensure that the daily break is accurately paid to all workers.		3
Feb-21	Compensation	Paid Leave	The factory did not provide evidence of payment for maternity leave.	Ensure that documentation is available during the evaluation period.	The factory provides proof that OFATMA pays all breastfeeding workers the payment for maternity leave. However, the payment is not on workers' basic salary because the daily break is not compensated.	35
Feb-21	Compensation	Paid Leave	The factory did not provide evidence of sick leave payment.	Ensure that documentation is available during the evaluation period.		3
Feb-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings		3
Feb-21		OSH Management Systems	Factory does not have a system in place for the clean and disinfect the workplace.	Emsure that a system is in place for the clean and disinfect the workplace.		8

Feb-21	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate protocol related to COVID-19 that includes all the elements.	Develop an appropriate COVID-19 protocols		8
Assessment June 2019						
Jun-19		Leave	Maternity leave records and worker's interview revealed that some workers received less than 12 weeks of maternity leave. In fact the factory does not have a system in place to ensure that the workers have at least 6 weeks before their due date and 6 weeks after as required by law.	1. Ensure that the workers have at least 6 weeks before their due date and 6 weeks after as required by law.		
Jun-19		Regular Hours	Worker's interview revealed that pregnant women only received 20 minutes of additional breaks. Management said they can take 30 minutes of additional break before or after the lunch. Therefore pregnant woman are not entitled to two periods of rest per day of at least half an hour each, in addition to the rest period require for meal.	Ensure pregnant women receive 2 pauses of 30 minutes or 3 pauses of 15 minutes.		
Jun-19		Emergency Preparedness	At the time of the assessment visit, the training records provided revealed that 21 out of 1147 workers were trained in fire-fighting equipment, which is less than the 10 percent of the workforce recommended by Better Work. Management explained that they will arrange more trainings.	1. Ensure at least 10% of the workforce is trained.	-Factory trained 11 additional workers on firefighting equipment on July 5th. -Factory trained 47 additional workers on Jan 25th 2020	
Jun-19		Emergency Preparedness	During the assessment visit escape route were obstructed with tables in the sewing lines of building 11 and 17.	1. Work with OSH committee to ensure escape routes are not obstructed.	Compliance makes conscious effort to patrol aisles and train workers. The space available cannot accommodate the number of machines currently in productions. This is an ongoing challenge	

Jun-19		Emergency Preparedness	During the assessment visit, assessors noticed the evacuation plan of building 17 did not show the location of all emergency exits. Also, the escape routes in the mezzanine of this same building are not clearly marked.	1.UPDATE EVACUATION TO REFLECT EXACT LAY OUT OF THE FLOOR.		
Jun-19		Emergency Preparedness	During the assessment visit assessors noticed adequate fire fighting equipment. However, one fire extinguisher in the fabric warehouse of building 17 was overcharged. In addition, the one in the boiler room is too small and not well located in case of an emergency.	1. Perform weekly checks of fire extinguishers 2. Ensure Proper charge with hired 3rd party provided.		
Jun-19		Health Services and First Aid	At the time of the assessment visit, the training records provided revealed that 35 out of 1147 workers were trained in first aid, which is less than the 10 percent of the workforce recommended by Better Work. Management explained that they will arrange more trainings.	1. Ensure that at least 10% of the population is trained on first aid.	-Trained 20 additional workers on July 12th - Trained 60 additional workers During November 2019	
Jun-19		Health Services and First Aid	First aid boxes are available in the workplace. However, the first aid box next to line 8 of building 17 could not be opened because the key was not available. Management said they will ensure that all first aid boxes are accessible during working hours.	1. Ensure that all first aid boxes are accessible during working hours. 2. Have 2 sets of keys assigned to 2 different personnel within proximity of boxes capable of accessing as needed.		
Jun-19		Health Services and First Aid	Assessor's observations and statements by management staff and workers confirmed that the factory has 2 full time nurses and 3 doctor's visits per week. To comply with the Haitian Labour Code, a factory of this size must have a permanent onsite medical service, with at least 6 nurses.	1. Provide a permanent onsite medical service, with at least 6 nurses.		

Jun-19		Health Services and First Aid	Workers' interview confirmed that the factory did not provide on a regular basis an annual medical check for all workers. During the assessment visit 93 out 948 workers received the medical checks. Management stated that they just started the process to provide medical checks for all the workers.	1. Ensure OFATMA performs medical checks for all personnel categories as needed		
Jun-19		Health Services and First Aid	Workers' interview confirmed that they did not receive a medical check twice a year. Management stated that the person who was in charge to monitor the health checks resigned. Actually the factory is in the process of providing medical checks to all the workers.	1. Ensure OFATMA performs medical checks for all personnel categories as needed		
Jun-19		Health Services and First Aid	Workers' interview confirmed that they did not receive a medical check within the first three months of hiring. No documentation was also available in worker's files. Management stated that they are in the process to provide medical checks for all the workers.	1. Ensure OFATMA performs medical checks for all personnel categories as needed	1. Factory outsourced medical checks to OFATMA as per labor code.	
Jun-19		Welfare Facilities	Assessors observed that eating area can accommodate only 50 percent of workforce. Moreover, workers were seated on the floor even though there were free seats.	Factory needs to encourage workers to use space already available in order evaluate additional needed space.		
Jun-19		Welfare Facilities	The factory has 24 functioning toilets for women and 10 functioning toilets for men. Under the Haitian Labor Code there should be at least one toilet for every 25 men and one toilet for every 15 women. With its current workforce, the factory should have 14 functioning toilets for men and 40 functioning toilets for women. Assessors did not observe any waiting lines outside the toilets.			

Jun-19		Working Environment	The level of lighting in the workplace is unacceptable: Sewing section- 198 Lux Quality section- 1392 Lux Cutting section- 315 Lux Packing section- 240 Lux Pressing section- 269 Lux Better Work recommends a minimum of 300 lux for this section: Pressing section Better Work recommends a minimum of 500 lux for these sections: Sewing, cutting, packing Better Work recommends a minimum	Purchase better light bulbs reinforced by natural light penetration for better lighting		
Jun-19		Working Environment	Assessors measured the workplace temperatures as follows: At 12:53 Pm Outside temperature was 34.1 C Quality section- 35.9 C Cutting section- 34.9 C Sewing section- 35.6 C Pressing section- 36.1 C Packing section- 36.1 C Better work recommends a temperature below 30 C			
Jun-19		Worker Protection	Assessors observed safety warnings sign were not posted on electrical panels in the Boiler room.	1.Ensure safety warning signs are posted on all electrical panels.	1. Warning signs are posted	
Jun-19		Worker Protection	Assessors found the following issues: - Exposed electrical wires in building 11 near the second exit ; - One electrical panel was enclosed in a wooden box in the mechanic shop of building 17 on the other side of the Generator room; - Cable tray are made of combustible material in cutting section and boiler room; - Isolation of electrical wires not properly and mounted on wooden box in the mechanic workshop of building 17. - The generator is not grounded	1. Develop monitoring and maintenance system for electrical safety. 2. Ensure electrical mounting are not made on combustible material 3. Ensure generator is properly grounded	Panels in buildings 11 and 17 are covered with metal	

Jun-19		Worker Protection	More than 20 percent of all sewing machine are missing eye guards and pulley guards.	1. Perform weekly inspections of machine guards according to monitoring and maintenance system. 2. Documents inspections and repairs performed	1. Factory conducts random inspections of machine guards.	
Jun-19		Worker Protection	Management has provided metal gloves for workers in the cutting department, gloves and goggles for workers in the mechanical workshop. However, workers in the cutting section had not been provided with proper gloves. Also, management did not provide safety shoes for workers in the boiler room and earplugs for workers in the generator room.	1. Ensure proper metallic gloves are given to workers in the cutting section.		
Jun-19		Chemicals and Hazardous Substances	During the assessment visit there were no eye washing facilities in the mechanical workshop where chemicals are stored and used. Management stated that they are in the process of installing an eye wash station.	1. INSTALL PROPERLY FUNCTIONING EYEWASH STATIONS AT THE MECHANIC SHOP	1. EYEWASH INSTALLED FOR BOTH SHOPS	
Jun-19		Chemicals and Hazardous Substances	No MSDS were available in the mechanic shop of building 11 for cement, in the chemical storage area for silicon. Also, MSDS was missing for spot remover in the spot cleaning of building 17. Management said they will address this issues shortly.	1. Prepare and POST MSDS for all chemical products at the factory		
Jun-19		Chemicals and Hazardous Substances	Assessors found two unlabelled containers of Oil in the mechanic workshop and one unlabelled container of oil in the cutting section of building 17. In addition, the Gas tank was not identify in the generator room.	1. Ensure standard labelled containers are used in all areas of the factory as necessary. 2. Apply sanctions against violations		

Jun-19		Chemicals and Hazardous Substances	The factory keeps an inventory of chemicals. However, the inventory was not updated at the time of the assessment visit. Also, the inventory does not include the location of the different storage area that exists in the factory. Management said they will update the inventory accordingly.	1. Review purchase log of chemical products with person in charge of buying 2. update inventory with all new products accordingly.		
Jun-19		OSH Management Systems	During the assessment visit management could not provide evidence of an assessment of general occupational safety and health.	1. Share proof of OSH assessments documents after most recent assessment. 2. Develop OSH assessment schedule monthly with OSH committee 3. Document OSH findings on template provided to share with FACTORY advisor		
Jun-19		Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance. Management said that the registration is in process.	1. FUFILL REGISTRATION WITH OFATMA	1. OFATMA HAS REGISTERED WITH OFATMA	
Jun-19		Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and health insurance. Management said that the registration is in process.	1. FUFILL REGISTRATION WITH OFATMA	1. FACTORY COMPLETED REGISTRATION AUGUST 8TH	
Jun-19		Paid Leave	The maternity payment register and payroll records show that maternity leave payments are based on average earnings. However, the factory only paid 6 weeks for maternity leave instead of 12 weeks. Management said that they will start the registration process with OFATMA for maternity and health insurance so eligible workers can benefit the full 12 weeks.	1. COMPLETE REGISTRATION WITH OFATMA for maternity and health care.	1. FACTORY REGISTERED with OFATMA for Maternity and Health	

Jun-19		Wage Information, Use and Deduction	During the assessment visit, assessors found discrepancy in the payrolls reviewed for the last 3 months. Documentations review revealed that working time record do not match with the payroll records for ordinary overtime hours worked in maintenance department, final inspection and task force. However, during interviews, workers confirmed that the amounts found in payroll for the months of March 2019 to June 2019, are the same as the total amounts that they had received. Management was not able to provide an explanation for these discrepancies and promised to investigate this issue.	1. Ensure that information systems for working time and payroll are fully synchronized.	Factory corrected discrepancies between working time and payroll for these departments.	
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BETTER WORK HAITI - 22ND SYNTHESIS REPORT

Factory: Pacific Sports Haiti S.A
Location: Port-au-Prince
Number of workers: 1,507
Date of registration: Oct-09
Date of last two Better Work assessments: Aug-18

Jul-19



Advisory and Training Services

25-May-21	Training	Virtual Industry Seminar on Chemical Management System
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
22-Apr-21	PICC Meeting	Meeting to present the HR policy.
23-Mar-21	PICC Meeting	Meeting to discuss about OFATMA maternity and health insurance.
20-Jan-21	PICC Meeting	Meeting to identify the root cause of block aisles in all buildings.
23-Feb-21	PICC Meeting	Meeting to review accomplishments and emerging new challenges, then identify the training needs.
27-May-21	Advisory meeting	Virtual OSH tour on electrical safety and emergency preparedness. Meeting with the compliance team to review the OSH self assessment, accident reports, training records, water test, inventory of chemicals, OSH policy and risk assessment procedure.
22-Apr-21	Advisory meeting	Meeting with union leaders on OSH issues. Virtual OSH tour to validate pending issues on emergency preparedness. Document reviews: Social security, emergency preparedness 4) Documentation review: Training records, Fire drills, Social security payment, Accident investigation, emergency preparedness procedures.
19-Jan-21	Advisory meeting	Meeting with workers' representative on workplace cooperation. Virtual OSH tour on emergency preparedness. Meeting with the compliance team to validate the Improvement plan. Verify annual leave and boni compensation.
5-Nov-20	Advisory meeting	Virtual OSH tour with the compliance team to validate pending issues. Short session with the compliance team on emergency Preparedness COVID 19 ,
3-Sep-20	Training	Financial Literacy.
29-Jul-20	Advisory meeting	Virtual meeting with the compliance team to review: Employee contracts, Job description for the HR staff and organizational chart, payment upon termination, maternity leave and sick leave payment. Discuss about the OSH performance indicator. In addition, health card and medical checks for workers.
15-Jul-20	PICC Meeting	Virtual meeting to present the management guidance for COVID-19.
10-Jun-20	PICC Meeting	Virtual meeting with all PICC members, Nurses, and some supervisors to implement a system to fight against COVID-19 in the Factory.
12-May-20	PICC Meeting	Virtual meeting with Management to set up a system to prevent and fight against COVID-19 in the Factory.
6-May-20	Advisory meeting	Virtual meeting with the compliance officer to follow up on the improvement plan, welding procedure and chemical management procedure.
5-Mar-20	Advisory meeting	To conduct interview with Unions members, OSH factory tour: worker protection, Review of the improvement plan and documentation review: Grievance mechanism, Disciplinary procedure, Chemical management procedure, Boni, Annual leave, ONA payment.
18-Feb-20	PICC Meeting	To discuss OSH issues and review the improvement plan with all PICC members.
15-Jan-20	PICC Meeting	To discuss about the training needs, objectives and priority for this new year in order to bring a better improvement in the factory.
15-Jan-20	Advisory meeting	Factory tour: Emergency preparedness and worker protection. Documentation review: bonus and annual leave payment, Meeting with the compliance manager to review the OSH monitoring system in place, job description for the OSH officer and present the fire safety checklist.
11-Dec-19	Advisory meeting	Factory tour to validate pending OSH issues, Review the grievance procedure and Disciplinary measure.
24-Oct-19	Advisory meeting	OSH factory tour: emergency preparedness. Documentation review: Contracting procedures and termination. Review of the improvement plan.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have a checklist to record the daily cleaning and disinfection of the workplace.	Develop a checklist for the daily cleaning and disinfection of the workplace.		8
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Develop a protocol that includes a COVID-19 task force, hygiene procedures, entry and exit procedures and reporting Procedures.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations	8
Assessment July 2019						
Jul-19	Occupational Safety and Health	Emergency Preparedness	Several aisles were obstructed by moving equipment and fabric materials.	Identify additional space for storing goods. Then Specify who conduct daily/weekly checks.		33
Jul-19	Occupational Safety and Health	Emergency Preparedness	Inaccurate evacuation plan.	Update the evacuation plan and post it at the workplace.	The evacuation plans have been updated but not posted.	21
Jul-19	Occupational Safety and Health	Working Environment	Insufficient lighting in the Workplace.	Ensure the lighting is adequate and adapted to worker's needs.	The factory has added more light in the necessary area.	31
Jul-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C.	Use electrical exhaust fans or cooling systems. Ensure that the air-flow to and from the fans is not blocked.		95
Jul-19	Occupational Safety and Health	Worker Protection	Electrical breakers are not labelled.	Label all electrical breakers. Then include this aspect in the system of daily-weekly checks.	All electrical breakers are labelled. The OSH officer is in charge of the weekly verification.	21
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Material Safety Data Sheets were not available for several chemicals and hazardous substance.	Assign a person in charge of receiving MSDS from supplier and verify that the MSDS has all the required sections.	All the recommendations have been implemented. MSDS are available for the chemical and hazardous substances.	33

Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of oil.	Label all chemical and hazardous substances used in the workplace.	A procedure for chemical management has been developed.	21
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemical products used in the workplace.	Assign a person responsible for updating the inventory of hazardous substances.	Management has kept an inventory of chemical products and assigned someone for updating the inventories. The OSH officer is responsible for the verification.	21
Jul-19	Compensation	Social Security and Other Benefits	The factory has not collected and forwarded workers' contributions to OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance. Then Collect and forward workers' contributions to OFATMA.		45
Jul-19	Compensation	Social Security and Other Benefits	The factory has not registered with OFATMA for maternity and health insurance.	Register with OFATMA for maternity and health insurance.		45
Jul-19	Compensation	Paid Leave	Maternity leave payment is inaccurate.	Register with OFATMA for maternity and health insurance.		21
Assessment August 2018						
Aug-18	Compensation	Overtime Wages	Workers are not compensated 50% above the normal wage for overtime hours worked.	Pay workers 50% above the normal wage for all ordinary overtime hours worked.		
Aug-18	Compensation	Social Security and Other Benefits	Workers' contribution to ONA is not submitted on time.	Collect and forward workers' contributions to ONA on time.	Payments are submitted within the 10 business days of each month for the previous month.	
Aug-18	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is not forwarded on time.	Collect and forward employer's contribution to ONA on time.	Payments are submitted within the 10 business days of each month for the previous month.	
Aug-18	Compensation	Social Security and Other Benefits	The factory is not registered with OFATMA for maternity and Health insurance.	Register with OFATMA for maternity and health insurance services.		

Aug-18	Compensation	Social Security and Other Benefits	The factory has not Collected and forwarded workers' contributions to OFATMA.	Register with OFATMA. Collect and forward workers' contributions to OFATMA for maternity and health insurance services.		
Aug-18	Compensation	Termination	The payment for the notice period is based on the minimum wage.	Calculate the payment for the notice period on workers' average earnings.	Adjustment has been made in the payroll and the notice period is calculated on workers' average earnings.	
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available for all chemicals and hazardous substances used in the factory.	Identify a person responsible for chemical management. Prepare and post MSDS where chemicals are used.		
Aug-18	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was obstructed in the workplace.	Keep access to fire extinguishers unobstructed.		
Aug-18	Occupational Safety and Health	Emergency Preparedness	Escape routes in two buildings were not clearly marked.	Verify the evacuation plan and mark all the escapes route in the workplace.	The escape routes have been clearly marked.	
Aug-18	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles in some buildings.	Keep the aisles unobstructed during working hours, including overtime.		
Aug-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire additional medical staff.		
Aug-18	Occupational Safety and Health	Worker Protection	Workers assigned to the spot cleaning section were not using proper PPE.	Provide proper PPE to workers in the spot cleaning.		
Aug-18	Occupational Safety and Health	Worker Protection	Battery terminals in the generator room were missing the insulation cover.	Install the insulation cover and specify who conducts daily/weekly checks.		
Aug-18	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Improve the temperature levels in all sections.		

Aug-18	Occupational Safety and Health	Working Environment	Workplace lighting is below BW recommended limit in several sections.	Ensure the lighting is adequate and adapted to worker's needs.	The electrician is in charge of the regular maintenance of the light and the Compliance Staff is responsible to conduct regular measurement.	
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BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: Palm Apparel S.A.
Location: Port-au-Prince
Number of workers: 1,520
Date of registration: Jan-11
Date of last two Better Work assessments: Sep-18

Nov-19

Advisory and Training Services

25-May-21	Training	Virtual Learning Seminar on Chemical Management System.
21-May-21	Training	Virtual training on Introduction to Workers Rights & Responsibilities.
20-May-21	Training	Virtual training on Socially Responsible Transitioning.
28-Apr-21	Training	Virtual OSH Event Workshop.
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98.
13-May-21	Advisory meeting	Virtual meeting with the OSH committee for self diagnosis, Meeting with union representative, Meeting with the compliance team to review the improvement plan : Social security, working environment, health services and first Aid. Document review : OSH meeting minutes, fire fighting system maintenance, fire drill records. Meeting with the compliance team about Mass layoffs and temporary suspensions, then management concerns.
5-Feb-21	Advisory meeting	Meeting with the compliance team to review the improvement plan, Health services and first Aids, Compensation and COVID 19 Policy.
16-Dec-20	Advisory meeting	Virtual meeting with the compliance team to review the Accident investigation procedure, Payment upon termination, Annual leave and Boni, Improvement plan.
25-Sep-20	Advisory meeting	To review the improvement plan : Compensation, emergency preparedness . Follow up on the management guidelines for COVID-19 and discuss about OSH indicators performance. Review the accident investigation procedure.
17-Sep-20	Training	Effective communication.
3-Sep-20	Training	Financial Literacy.
22-Jul-20	Training	Virtual Socially Responsible Transitioning.
16-Jul-20	Training	Virtual Socially Responsible Transitioning.
8-Jul-20	Training	Hygiene and prevention against COVID-19.
3-Jul-20	Training	Human Resources Management.
12-Jun-20	Advisory meeting	Virtual advisory with the compliance team to follow up on COVID-19 protocol . Virtual OSH tour to verify pending issues and safety measures taken by the factory. Discuss with management about factory operations and bipartite committee status.
17-Mar-20	Advisory meeting	Follow up with the HR Manager to review the improvement plan for cycle 15: Social security, chemical and hazardous materials, worker protection. Also, review the pending issues in cycle 14. Documentations review: Breast feeding break, and breaks for pregnant women.
14-Feb-20	Advisory meeting	Meeting with the compliance team to review the improvement plan. Compensation : Social security and paid leave, Contract and HR: Contracting procedure, In addition, discuss about OSH issues, Welfare facilities, chemical management and hazardous substances and Worker protection.
7-Feb-20	Training	Workers Knowledge Building Programme: Labor Law.
6-Feb-20	Training	Workers Knowledge Building Programme: Labor Law.
16-Jan-20	Training	Communication in the Workplace.
16-Jan-20	Advisory meeting	Factory tour to validate pending OSH issues: worker protection. Meeting with the compliance team about better work portal.
6-Dec-19	Advisory meeting	Meeting with the HR team about a strategy to strengthen the HR and OSH management systems. Review the improvement plan.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Review the COVID-19 protocol to include the missing points.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	8
Oct-20	Occupational Safety and Health	Worker Protection	The factory does not keep a copy of the daily cleaning and disinfection record.	Develop a checklist to record daily cleaning and disinfection. Keep record in appropriate location.	The factory cleans and disinfect all machines, equipment, and tools at least once per day.	8
Assessment November 2019						
Nov-19	Working Time	Regular Hours	The break time provided to workers is different from what is posted on the floor.	Post the proper break time in all buildings.	The human resources department has already posted the appropriate break time in all buildings.	18
Nov-19	Occupational Safety and Health	Working Environment	Workplace lighting is below BW recommended limit in different section.	Ensure the lighting is adequate and adapted to worker's needs.	The assistant manager of the maintenance department is in charge of the maintenance of the light.	50
Nov-19	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Use a push and pull-type ventilation. Provide or relocate windows in higher position.		32
Nov-19	Occupational Safety and Health	Worker Protection	Electrical boxes was missing the hazard signs.	Identify electrical installations requiring warning signs and post corresponding signs.	Hazard signs have been posted on all electrical panels.	32
Nov-19	Occupational Safety and Health	Worker Protection	Electrical installations are not properly maintained.	Keep all electrical panels closed and properly maintained.	Training has been provided to all electricians. A weekly check has been assigned.	32
Nov-19	Occupational Safety and Health	Worker Protection	Dust masks are not provided to workers.	Provide dust mask to all workers in the sewing line.	Management has provided dust masks to all workers.	32
Nov-19	Occupational Safety and Health	Welfare Facilities	Soap and paper were not available in 3 buildings.	Ensure that soap and paper are always available to workers.	Soap and paper are available. The OSH assistant is in charge of the verification.	18

Nov-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		49
Nov-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		32
Nov-19	Occupational Safety and Health	Health Services and First Aid	The annual checks provided to workers are not in line with the legal requirements.	Provide annual health checks at not cost to workers.		32
Nov-19	Occupational Safety and Health	Health Services and First Aid	The health checks are not provided to workers within the first three months of employment.	Provide free health checks to workers within the first three months of employment.		32
Nov-19	Occupational Safety and Health	Emergency Preparedness	Insufficient number of fire drills conducted during the year.	Conduct at least one emergency drill every six months .	The last fire Drill was conducted in November 2019 . The Fire Drills are included in the OSH sustainability and training plan.	18
Nov-19	Occupational Safety and Health	Emergency Preparedness	Exit routes and aisles are obstructed with boxes.	Identify a space to store finished goods and materials. Keep aisles and routes unobstructed.	A space has been identified and the Health and safety officer is responsible of the verification.	18
Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguishers.	Ensure that access to fire extinguishers remain unobstructed in the workplace.	The boxes have been arranged properly on the floor. The Health and Safety officer is responsible to conduct the daily checks.	32
Nov-19	Occupational Safety and Health	Emergency Preparedness	Obstructed and also non-functioning alarm system in the workplace.	Have a fire detection and alarm system suitable for the factory conditions.	The factory has a fire detection and alarm system. The Health and Safety officer is the one in charge of the verification.	18
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without chemical safety data sheets.	Prepare and post MSDS where chemicals are used.	The health and safety officer is in charge of receiving the MSDS. All chemicals hazardous used in the workplace have a MSDS.	50
Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in different section of the factory.	Label all chemical and hazardous substances used in the workplace.	The Health and Security officer conducts the regular checks on chemical safety.	50

Nov-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Inaccurate inventory of chemicals used in the workplace.	Assign a person responsible for updating the inventories of hazardous substances in the various locations where they are stored or used.	The Health and safety officer is responsible to update the inventories and also responsible for the verification.	18
Nov-19	Contracts and Human Resources	Contracting Procedures	Sunday payment is not included in the regular payroll.	Include Sunday payment in the regular payroll.	Sunday payment is included in the regular payroll. The working hours of the employees are recorded.	18
Nov-19	Compensation	Social Security and Other Benefits	Collecting and forwarding of workers' contributions to OFATMA.	Collect 3 percent of workers' base salary and forward to OFATMA for maternity and health insurance.	Workers have been informed about the legal requirement. 3 percent of workers' basic salary are collected for maternity and health insurance.	50
Nov-19	Compensation	Social Security and Other Benefits	Late and inaccurate calculation of employer's contribution to OFATMA for maternity and health insurance.	Submit OFATMA payment for health and maternity insurance on a monthly basis. Calculate the 3 percent on workers' base salary.	The issues was discussed with the general manager and workers are informed about the legal requirements.	50
Nov-19	Compensation	Social Security and Other Benefits	The factory does not pay OFATMA for the CDS (Health Card) as the law requires.	Pay OFATMA for the health card and keep records of the salary statement.		18
Nov-19	Compensation	Social Security and Other Benefits	ONA's deduction collected and forwarded is not calculated on the workers' base salary.	Submit ONA payments on time, within the first 10 working days of each month for the previous month. Then calculate this amount based on workers base salaries.	The issue was discussed with the General manager. ONA deduction is now calculate on workers base salaries.	121
Nov-19	Compensation	Social Security and Other Benefits	Late and inaccurate calculation of workers' contributions to ONA.	Ensure that workers' contribution are collected and forwarded to ONA on time and calculate this amount based on workers' base salary.		121

Nov-19	Compensation	Paid Leave	Payment of sick leave is not based on average salary.	Include payment for work done on Sundays and payment for Special Prizes in the calculations of the average salary .	Sunday payment and special prizes are included in the calculations of the average salary .	18
Assessment July 2018						
Jul-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers contributions for ONA.	Ensure that workers' contribution are collected and forwarded to ONA on time and calculate this amount based on workers' base salary instead of the minimum wage.	Workers' contribution are collected and calculate on the basic salary .	
Jul-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer's contributions for ONA.	Submit ONA payments on time, and calculate this amount based on workers base salaries instead of the minimum wage.		
Jul-18	Compensation	Social Security and Other Benefits	Payment of employer's contribution to OFATMA for the maternity and health insurance is inaccurate.	Forward 3 percent of workers' base salary to OFATMA for maternity and health insurance.	OFATMA payment for health and maternity insurance was submitted on a monthly basis and the deduction is based on 3 percent of workers basic salary.	
Jul-18	Compensation	Social Security and Other Benefits	Payment of workers' contribution to OFATMA for maternity and health insurance is inaccurate.	Deduct 3 percent of workers' base salary and forward to OFATMA for maternity and health insurance.	3 percent of workers' basic salary are collected for maternity and health insurance.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of oil and water being used in the workplace.	Label all chemical and hazardous substances used in the workplace.	The Health and Safety officer is conducts the regular checks on chemical safety.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs were not posted where chemicals are stored and used.	Prepare and post MSDS where chemicals are used.	The health and safety officer is in charge of receiving the MSDS. All chemicals hazardous used in the workplace have a MSDS.	

Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not provide proper protective equipment in the spot cleaning area.	Ensure that PPE are available in the workplace.	The stain remover machines have been repaired and protective equipment has been distributed to workers.	
Jul-18	Occupational Safety and Health	Worker Protection	No proper dust masks provided to workers.	Provide dust Mask to workers in the sewing floor.	Management has provided dust mask to all workers.	
Jul-18	Occupational Safety and Health	Worker Protection	No evidence of training on the use of PPE and machines are available.	Conduct an additional training on the use of PPEs.		
Jul-18	Occupational Safety and Health	Worker Protection	Electrical panel was not properly maintained.	Close all electrical panels and maintain them properly.	The electrical panel has been fixed.	
Jul-18	Occupational Safety and Health	Worker Protection	Several electrical boxes are missing hazard sign.	Identify electrical installations requiring warning signs and Post corresponding signs.	Electrical installations have been identified and corresponding signs are posted.	
Jul-18	Occupational Safety and Health	Working Environment	Temperature exceed Better Work recommended limit of 30 C in all sections.	Use a push and pull-type ventilation. Relocate windows in higher position.		
Jul-18	Occupational Safety and Health	Working Environment	Workplace lighting is below BW recommended limit in several sections.	Ensure the lighting is adequate and adapted to worker's needs.	Additional lights have been added on each floor.	
Jul-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilet.	Increase the number of toilets.		
Jul-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide annual medical checks for workers.	Provide free annual health checks at not cost to workers.	A physical examination of the workers was done by the factory doctor once a year.	
Jul-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide medical checks for workers within the first three months of hiring.	Provide free health checks to workers within the first three months of employment.	The factory has a new procedure in place where all workers received free health checks within the first three months of hiring.	
Jul-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide health checks for workers who are exposed to work-related hazards twice a year.	Provide free health checks twice a year to workers who are exposed to work related hazards.	Health check has been provided to workers exposed to work related hazards.	
Jul-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		

Jul-18	Occupational Safety and Health	Health Services and First Aid	Products are missing in all first-aid boxes.	Equip all first aid boxes and define responsibility for refilling them.	All first aid boxes have been equipped with the missing products.	
Jul-18	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was overcharged another one was not easily accessible.	keep access to fire extinguishers unobstructed. Specify who conduct daily and weekly checks.	Training has been conducted for the supervisors. The health and safety officer is responsible for the daily checks.	
Jul-18	Occupational Safety and Health	Emergency Preparedness	The evacuation plan is not accurate.	Update the evacuation plan.	The evacuation plan has been updated.	
Jul-18	Occupational Safety and Health	Emergency Preparedness	The escape routes were obstructed by boxes of finished goods and other materials in several buildings.	Identify a space to store finished goods and materials. Then assign someone to follow-up on a regular basis.	The Health and safety officer and the OSH committee members are responsible of the verification of the floors.	
Jul-18	Working Time	Regular Hours	Working time records are manually reported.	Have an accurate attendance recording system.	workers have been provided with a punching card and the attendance is link to the payroll.	
Jul-18	Child Labour	Child Labourers	Workers' files missing ID document with picture.	Improve the recruitment procedure to ensure that reliable documents and techniques are used to verify the age of workers.	All workers files have been reviewed and completed with the right ID.	

BETTER WORK HAITI – 22ND SYNTHESIS REPORT



Factory: Premium Apparel
Location: Port-au-Prince
Number of workers: 1,435
Date of registration: Sep-10
Date of last two Better Work assessments: Aug-18

Aug-19

Advisory and Training Services

20-May-21	Training	Virtual training on Socially Responsible Transitioning.
28-Apr-21	Training	Virtual OSH Event Workshop.
22-Apr-21	Bipartite Committee Meeting	During the meeting the following points were discussed : light bulb to be replaced on the floor and new badge for the committee members. Wearing of the mask is mandatory on the floor, Social distance to be respected at the cafeteria and awareness for wearing closed shoes.
18-Mar-21	Bipartite Committee Meeting	The points addressed during this meeting are as follows: the availability of paper in the toilets, lack of privacy in the men's toilets, liquid soap is not always available and lack of cleanliness in the women's toilets (Maton). Stock trim is insufficient at premium. Water fountain out of service at Maton and Premium.
21-Jan-21	Bipartite Committee Meeting	Virtual meeting to present the role of the bipartite Committee, set goals for the year 2021 and identify training needs.
6-May-21	Advisory meeting	Meeting with the compliance team to validate pending issues on the improvement plan. Document review: COVID-19, Accident investigation, Risk assessment. Virtual OSH tour.
22-Feb-21	Advisory meeting	Virtual OSH tour : Chemical management, emergency preparedness. Meeting with the compliance team to follow up on sick leave and HR performance indicator.
30-Oct-20	Advisory meeting	Virtual meeting with the compliance team to review Sick leave payments, recruitment procedures, Disciplinary and termination procedures, Payment upon termination, breaks provided to pregnant women and breastfeeding women/ payments.
29-Sep-20	Bipartite Committee Meeting	Virtual meeting about insufficient drinking water in the cafeteria, the toilets that are not functional and also purchase of blood pressure monitor and medicine for the medical staff.
3-Sep-20	Bipartite Committee Meeting	Virtual meeting about insufficient number of toilets, purchase of blood pressure monitor and medicine for the medical staff. New badge for employees.
7-Aug-20	Advisory meeting	Virtual meeting with the compliance team to review the chemical management procedure . Emergency preparedness related to COVID-19 . Review the improvement plan and Key OSH performance indicators.
5-Aug-20	Training	Human Resources Management.
15-Jul-20	Training	Virtual Socially Responsible Transitioning.
8-Jul-20	Training	Hygiene and prevention against COVID-19.
3-Jul-20	Training	Human Resources Management.
5-Jun-20	Advisory meeting	Virtual meeting with the compliance team to review the accident investigation procedure and risk assessment. Review the improvement plan , the internal work rules and Virtual OSH tour.
22-May-20	Advisory meeting	Virtual meeting with the HR officer to discuss about equal treatment of trade unions committee members . Advises on the selection criteria of the workers which must be defined in consultation with the workers, and the rotation system as suggested by the ministry.

3-Mar-20	Advisory meeting	Support the compliance officer in the drafting of the first progress report. Documentation review: ONA deduction, OFATMA deduction, Annual leave and Bonus payment. Review and update the improvement plan. OSH factory tour.
28-Feb-20	Bipartite Committee Meeting	Meeting about the integration of other workers in the bipartite committee, awareness raising for the use of the suggestion boxes, first aid kits and housekeeping.
27-Jan-20	Training	Workers Knowledge Building Programme: Labor Law.
12-Dec-19	Training	Communication in the Workplace.
12-Dec-19	Advisory meeting	Meeting with the unions to explain sick leave and annual leave payments.
29-Nov-19	Bipartite Committee Meeting	Meeting about the following points: Encourage the participation of workers from Maton in the committee. Change the suggestion boxes and organize awareness sessions. Conduct awareness session about the first aid boxes. Improve the cleaning in the toilets near the factory entrance. Bulbs to replace on the floor.
29-Nov-19	Advisory meeting	Meeting with the compliance team : Employee contract, Sick leave. Documentation review: training records. Factory tour to validate pending issues.
25-Oct-19	Advisory meeting	Meeting with the compliance officer and session on the first progress . Review the improvement plan and pending OSH issues. Documentation review on regular hour: required breastfeeding breaks and breaks for pregnant women.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Develop a protocol that include a COVID-19 task force, hygiene procedures, entry and exit procedures and reporting Procedures.	Factory has participated in the review of the management guidelines for COVID 19 and has started implementing the recommendations.	8
Oct-20	Occupational Safety and Health	Worker Protection	The factory did not provide a copy of the daily cleaning and disinfection record.	Implement a checklist to record daily cleaning and disinfection. Keep record in appropriate location.	The factory kept records of the weekly cleaning and disinfection.	8
Jul-20	Freedom of Association and Collective Bargaining	Interference and Discrimination	Termination or non-renewal of worker's employment contracts due to union membership or activities.	Reinstate 41 terminated workers.	The factory was able to reach an agreement with the union members and the 47 dismissed workers will	10
Assessment August 2019						
Aug-19	Working Time	Overtime	Workers have no flexibility to leave the facility during the mandatory overtime hour.	Review and modify the internal work rules.	The internal rules has been modified and approved by MAST.	46

Aug-19	Occupational Safety and Health	Welfare Facilities	The production floor is not clean.	Implement an housekeeping program that identifies and assigns responsibilities.		32
Aug-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C in all section.	Use electrical exhaust fans or cooling system. Make sure that all fans are well-maintained and regularly cleaned.		60
Aug-19	Occupational Safety and Health	Worker Protection	Electrical panels are not properly maintained.	Maintain electrical panels properly.	Electrical maintenance has been improved; the maintenance manager is in charge of the daily and weekly checks.	22
Aug-19	Occupational Safety and Health	Worker Protection	Management did not provide proper masks to workers using chemicals and hazardous substances.	Provide employees with all necessary personal protective clothing and equipment according to PPE regulation.	Workers have been trained on chemical handling. Protective equipment has been distributed to workers.	45
Aug-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		47
Aug-19	Occupational Safety and Health	OSH Management Systems	Management did not provide construction/building permits .	Conduct a building safety inspection ensuring the security of the building.		22
Aug-19	Occupational Safety and Health	OSH Management Systems	The OSH committee does not conduct meetings on a monthly basis as stated in the OSH policy .	Schedule monthly meetings and keep meeting minutes. Make sure that workers' representatives have at least equal representation as the management.	The meeting took place every month and the minutes are kept. Management shared a list for the OSH committee that include 13 workers and 11 management	22
Aug-19	Occupational Safety and Health	Health Services and First Aid	Access to first aid box was obstructed by boxes.	Mark on the floor areas that should not be obstructed and specify who conduct daily weekly checks.	In the new layout the factory provide additional space for boxes storage.	22
Aug-19	Occupational Safety and Health	Health Services and First Aid	Less than 10 percent of the workforce including men and women were trained in first aid.	Train at least 10 percent of the workforce in first aid.	The factory has a system in place to monitor the number of trained workers.	57
Aug-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Increase the number of nurse.		114

Aug-19	Occupational Safety and Health	Health Services and First Aid	Annual medical checks not complete and consistent.	Provide free annual medical checks to all workers once a year as mentioned in the labour code.		114
Aug-19	Occupational Safety and Health	Emergency Preparedness	Insufficient number of fire drills per year.	Conduct at least 2 emergency drill per calendar year, one every 6 months.	The drills are included in the annual plan and records are kept. 2 fire drills has been conducted by the factory.	22
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station was not available in the spot cleaning area.	Provide eye wash bottles and specify who will conduct regular checks.	The eyewash station has been installed. The compliance officer has the responsibility to conduct the daily and weekly checks.	22
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer does not have chemical safety data sheets for all the hazardous chemicals used in the workplace.	Keep MSDS for all hazardous chemicals used in the workplace.	All MSDS are displayed and readable by users.	50
Aug-19	Compensation	Social Security and Other Benefits	Inaccurate calculation of worker's contribution to OFATMA.	Ensure that 3 percent of workers' base salary are collected and forward to OFATMA for maternity and health insurance.		56
Aug-19	Compensation	Social Security and Other Benefits	Employer's contribution to OFATMA's does not include holiday and weekly rest day payment.	Submit OFATMA payment for health and maternity insurance on a monthly basis. Calculate the 3 percent based on workers base salary.		56
Aug-19	Compensation	Social Security and Other Benefits	Employer's contribution to OFATMA for work related accident is late.	Ensure that payment is made in a timely manner.		56
Aug-19	Compensation	Social Security and Other Benefits	Worker's deduction for ONA is inaccurate.	Submit ONA payments on time, then calculate this amount based on workers base salaries.		56

Aug-19	Compensation	Social Security and Other Benefits	Employer's deduction for ONA is inaccurate.	Ensure that workers' contribution are collected and forwarded to ONA on time and calculate this amount based on workers' .		56
Assessment August 2018						
Aug-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of employer contributions for ONA.	Ensure that employer' contribution are based on workers' base salaries then collected and forwarded to ONA on time.		
Aug-18	Compensation	Social Security and Other Benefits	Late and inaccurate payment of workers contributions for ONA.	Submit ONA payments on time and calculate this amount based on base salary instead of the minimum wage.		
Aug-18	Compensation	Social Security and Other Benefits	The statement of contribution to OFATMA for work related accident was not available.	Ensure that the amount declared to OFATMA for work related accident match the amount received by the workers for the previous fiscal year.		
Aug-18	Compensation	Social Security and Other Benefits	Employer's contribution to OFATMA for maternity and health insurance is inaccurate.	Forward 3 percent of workers' base salary to OFATMA for maternity and health insurance.		
Aug-18	Compensation	Social Security and Other Benefits	Workers' contribution to OFATMA for maternity and health insurance is inaccurate.	Collect and forward 3 percent of workers' base salary to OFATMA for maternity and health insurance.		
Aug-18	Contract and Human Resources	Employment Contracts	The employment contracts did not specify the terms and conditions of employment.	Employment contracts must also specify nature of work, working hours, rest periods, wage, place of work, term of employment.	The hours of work have been added to the contracts. The new contract is implemented.	

Aug-18	Contract and Human Resources	Employment Contracts	The apprentice contracts are not registered and forwarded to the Manpower Branch of the Ministry of Labor as prescribed in the Haitian Labor Code.	Register the apprentice contracts to the Manpower Branch of the Ministry of labor as prescribed in the Haitian Labor Code.	The apprentice contracts was modified and approved by MAST.	
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all chemical and hazardous substances used in the workplace.	The factory has provided safety training to all workers and Supervisors are trained on chemicals handling.	
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not keep chemical safety data sheets for all hazardous chemicals used in the workplace.	Prepare and post MSDS where chemicals are used.	The compliance officer is in charge of weekly check and MSDS for all hazardous chemicals used in the work place are available.	
Aug-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Management did not isolate the use of chemicals and did not install exhaust ventilation.	Improve maintenance of machines to avoid spots. Limit access of other workers to the chemical workplace .	The factory has added eight (8) cleaning stations with exhaust blowers and PPE.	
Aug-18	Occupational Safety and Health	Emergency Preparedness	Missing, obstructed and overcharged fire extinguishers.	keep access to fire extinguishers unobstructed. Maintain fire extinguisher properly.	The compliance team is in charge of the monitoring.	
Aug-18	Occupational Safety and Health	Emergency Preparedness	Escape routes blocked by boxes in the workplace.	Identify a space to store finished goods and materials. Then assign someone to follow-up on a monthly basis.	Meeting was held with the supervisors and the Floor Manager on their responsibility to keep the floor clear and organised.	
Aug-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide health checks for workers who are exposed to work-related hazards twice a year.	Provide free health checks twice a year at not cost to workers who are exposed to work related hazards.	All workers using chemicals are receiving health checks.	
Aug-18	Occupational Safety and Health	Health Services and First Aid	The factory does not provide free health checks within the first three months of hiring.	Perform free medical health checks to workers within the first three months of hiring.	Two additional doctors have been hired on a temporary basis, one is kept permanent.	

Aug-18	Occupational Safety and Health	Health Services and First Aid	The employer did not provide annual medical checks for workers.	Provide free annual health checks at not cost to workers.	Two additional doctors have been hired on a temporary basis, one is kept permanent.	
Aug-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required quantity of nurses as described in the labor code.		
Aug-18	Occupational Safety and Health	OSH Management Systems	The factory did not provide documented evidence of an internal assessment report for general occupational and health issues in the factory.	Conduct a general OSH assessment on a monthly basis.	The Compliance Coordinator is in charge of the internal OSH assessment and records are kept.	
Aug-18	Occupational Safety and Health	OSH Management Systems	The employer did not submit records of work-related accidents and diseases to OFATMA.	Declare accidents to OFATMA on a monthly basis .	The accidents are reported to OFATMA on a monthly basis.	
Aug-18	Occupational Safety and Health	OSH Management Systems	The OSH policy has not been developed in consultation with workers and their representatives.	Translate the OSH policy into the local language and consult with worker representatives to make necessary adjustment in	The document is translated and presented to workers during OSH meetings.	
Aug-18	Occupational Safety and Health	Working Environment	The workplace is not clean.	Hire additional cleaners and clean more regularly.	New bags are being added to machines to automatically to receive trash	
Aug-18	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C in all sections.	Use electrical exhaust fans or air conditioning. Ensure that the air-flow to and from the fans is not	Two (2) more exhaust fan and several fans have been installed.	
Aug-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets.	Increase the number of toilets.		
Aug-18	Occupational Safety and Health	Welfare Facilities	Clorox and/or hand sanitizers were being provided to workers instead of soap.	Ensure that soap is available to workers need.	Management has provided liquid soap and appointed a person for the verification.	
Aug-18	Occupational Safety and Health	Worker Protection	The employer did not provide foot rests or shock absorbing mats to standing workers.	Provide anti fatigue mats for standing workers	Management has provided new anti fatigue mats for standing workers .	
Aug-18	Occupational Safety and Health	Worker Protection	Management did not provide proper mask to workers using chemicals and hazardous substances.	Provide proper mask to workers.	Management has provided proper mask to workers using chemicals in the inspection sections.	

Aug-18	Working Time	Leave	Breastfeeding break is not systematically granted.	Give workers who are breastfeeding children the required time for breastfeeding with full pay.	A meeting was held with the supervisors. Breastfeeding women are informed regarding their rights. A form has been implemented and communicated to the	
Aug-18	Working Time	Overtime	The factory did not show evidence of consent from the workers to work overtime.	Use a form to request overtime from workers which includes the number of hours required and a space for worker signature.	The factory has modified the contract that has been approved by MAST and workers are informed about their rights.	
Aug-18	Freedom of Association and Collective Bargaining	Interference and Discrimination	Termination or non-renewal of worker's employment contracts due to union membership or activities.	Reinstate the 9 terminated workers.	Only four workers are left. Negotiation for a solution is still taking place. Our last meeting was on July 12th 2019.	
Aug-18	Freedom of Association and Collective Bargaining	Union Operations	The employer did not provide the trade unions the necessary access from one building to another.	Update the internal policies regarding freedom of association and allow union representatives to participate in union activities during non		

BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: Quality Sewing Manufacturing S.A.
Location: Port-au-Prince
Number of workers: 488
Date of registration: Oct-09
Date of last two Better Work assessments: Jul-19 Feb-21

Advisory and Training Services

Mar-21	Virtual advisory meeting	1st Virtual Advisory Visit to discuss the following points: • Discussion related to Non-Compliance point found in last assessment • Discussion about the renewal of the Bipartite Committee • Perspectives for 2021 • Training plan
Nov-20	Virtual advisory meeting	Virtual meeting with management on latest factory's improvement. Virtual meeting with Bipartite committee on ways to improve communication to workers.
Oct-20		Virtual meeting with management. Discussion 1: Update since advisory meeting. Discussion 2 Access to care program. Discussion 3: Training. Factory to share protocol on Covid 19
Sep-20	Virtual advisory meeting	Virtual meeting with management. Discussion 1: Protocol on Covid 19 and guidelines Discussion 2 Social benefits ONA & OFATMA Discussion 3 September training catalogue. Discussion 4: Improvements on the IP.
Jun-20	PICC Meeting	Virtual meeting on the preventing measures applied in the factory and the related impact.
Jun-20	Virtual advisory meeting	Virtual meeting with management on the improvement plan update. Virtual meeting with Bipartite committee on preventing measures applied by the factory.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment February 2021						
Feb-21	Working Time	Regular Hours	Inaccurate attendance record.	Install proper punch system.		3
Feb-21	Working Time	Regular Hours	Factory does not provide the breastfeeding breaks.	Give the legally required break to all breastfeeding women.		3
Feb-21	Working Time	Regular Hours	Pregnant workers are not allowed to take two extra breaks.	Give the legally required break to all pregnant women.		31

Feb-21	Working Time	Regular Hours	Working hours including break time were not posted in all building.	Post working hours including break time in all building were all workers can see it.		3
Feb-21	Occupational Safety and Health	Emergency Preparedness	Evidence of risk assessment was available.	Develop risk assessment procedure. Perform regular risk assessment.		25
Feb-21	Occupational Safety and Health	Emergency Preparedness	The employer did not conduct at least 2 emergency drill per year.	Conduct fire drill at least twice a year.		96
Feb-21	Occupational Safety and Health	Emergency Preparedness	Emergency exits were Obstructed in Building 2.	Keep emergency exit unobstructed.		3
Feb-21	Occupational Safety and Health	Emergency Preparedness	Evacuation plan of one building is not updated and no evacuayion plan for another one.	Post updated evacuation plans for all buildings		72
Feb-21	Occupational Safety and Health	Emergency Preparedness	Fire extinguishers were not properly maintained and some areas were missing fire extinguishers.	Provide adequate firefighting equipment and Ensure regular maintenance is done.		54
Feb-21	Occupational Safety and Health	Emergency Preparedness	Obstructed fire alarm in building 1. Fire alarm system not installed in the building 2.	Ensure that all building has a functioning alarm system.		54
Feb-21	Occupational Safety and Health	Health Services and First Aid	First aid training had not been provided to workers.	Provide First aid training to at least 10 percent of the workforce.		3
Feb-21	Occupational Safety and Health	Health Services and First Aid	Isufficient medical personnel	Contract one doctor and one additional nurse		112
Feb-21	Occupational Safety and Health	Health Services and First Aid	Free annual medical checks was not provided to workers	Arrange free annual medical checks for workers		84

Feb-21	Occupational Safety and Health	Health Services and First Aid	Free health checks was not provided to workers exposed to work-related hazards.	Provide health checks to workers exposed to work-related hazards at least twice a year.		31
Feb-21	Occupational Safety and Health	Health Services and First Aid	Health checks was not provided to workers within the first three months of hiring.	Provide health checks to workers within the first three months of hiring.		86
Feb-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		112
Feb-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure the lighting is adequate and adapted to worker's needs.		52
Feb-21	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable	Monitor the temperature level and maintain it under 30 C inside the workplace.		112
Feb-21	Occupational Safety and Health	Worker Protection	Social distance is not respected on the the factory.	Ensure that 1.5 meter of distance is respected within the workplace.		3
Feb-21	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical system of the factory	Post hazard sign on all electrical panels.		31
Feb-21	Occupational Safety and Health	Worker Protection	Several workers were not using the safety guards installed on their machines. No evidence of training were available	Provide machine safety training to all workers. Keep record of training provided.		113
Feb-21	Occupational Safety and Health	Worker Protection	The factory did not provide appropriate PPE to all workers.	Provide Heavy lifting support to all workers.		3
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye washing facilities were not available in sections where chemicals are used	Install eye wash stations where chemicals are used.		31

Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory did not train workers using chemical and hazardous substances.	Provide training to all workers who are working with chemicals. Keep a record of the training provided.		113
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The factory does not have appropriate spot cleaning area.	Ensure that spot cleaning area is isolated. Vacuum machines, exhausts and eye wash station are working properly.		3
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available in local language for all chemicals used in the workplace.	Ensure that MSDS are available and posted where all chemical products are used.		109
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly stored	Remove chemical from the sun. Store the chemicals and hazardous substances appropriately.		25
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Label all chemicals and hazardous substances used in the workplace.		112
Feb-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update inventory of chemicals and hazardous substances in the the workplace.		112
Feb-21	Occupational Safety and Health	OSH Management Systems	Hazard signs were not posted near the sewing lines requiring workers to use protective equipment.	Post hazard signs in all required locations.		25
Feb-21	Occupational Safety and Health	OSH Management Systems	Factory does not have a building permits that covers all structures.	Have the building inspected by the proper authorities and provide the certificate.		3
Feb-21	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Develop mechanism to ensure cooperation on OSH matters, by establishing an OSH committee		31

Feb-21	Occupational Safety and Health	OSH Management Systems	Management could not provide evidence of OSH assessment reports for the last 12 months.	Conduct OSH internal assessment in a regular basis.		112
Feb-21	Contract and Human Resources	Contracting Procedures	Non-production workers who work in the warehouse did not have safety belts for heavy lifting.	Factory needs to systematically ensure that all safety precautions are enforced.	safety belts are provided to workers.	3
Feb-21	Contract and Human Resources	Employment Contracts	Workers' contract did not comply with the Labor Code.	Review the employment contract to include the required elements.		50
Feb-21	Compensation	Social Security and Other Benefits	Inaccurate to OFATMA for maternity and health insurance.	Collect and forward 3 per cent of workers' base salary to OFATMA for maternity and health insurance.		50
Feb-21	Compensation	Social Security and Other Benefits	Inaccurate to OFATMA for maternity and health insurance.	Pay 3 per cent of workers' base salary to OFATMA for maternity and health insurance.		50
Feb-21	Compensation	Social Security and Other Benefits	No proof of payment to OFATMA for work related accident was shared During the assessment visit	Management needs to contact OFATMA to make the payment.		3
	Compensation	Social Security and Other Benefits	Worker's contribution to ONA is late.	Collect and forward workers' contribution to ONA on time.		50
Feb-21	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is late.	Pay employer's contribution to ONA on time.		50
Feb-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings		3
Feb-21	Compensation	Wage Information, Use and Deduction	Lack of accuracy of overtime hours.	Pay and report overtime according to the legal requirements.		22

Feb-21	Compensation	Overtime Wages	Not all overtime hours were reported in the payroll records.	Pay overtime accordingly.		32
Assessment July 2019						
Jul-19	Occupational Safety and Health	OSH Management Systems	The factory has a system in place to clean and disinfect the workplace. However, the factory is not keeping any records to monitor such activity.	Have a checklist to record the daily cleaning and disinfection of the workplace.		
Jul-19		Worker Protection	The factory check all workers' and visitors' body temperature upon entry. However, it fails to keep a register for all persons who present a temperature of 38C and above?	Keep register for all the workers and workers who present a temperature of 38 C and above.		
Jul-19	Occupational Safety and Health	OSH Management Systems	The factory does not have a Covid 19 protocol that includes •A COVID 19 task force • •Reporting Procedures (Method for workers and supervisors to report issues related to COVID 19 to management and government health official) •Handling procedure of suspected cases (Isolation room; PPE; hand washing station; gloves, disposable shoe covers; isolation gown and cap) •Factory should keep a registry for all workers who present a body temperature 38C and above. However, the protocol includes: Hygiene procedures (Hand washing, Cleaning of workstation, cleaning of machines and tools, and receiving an delivery of supplies) •Entry and Exit procedures (Measure body temperature; Ensure hand washing; ensure the use of mask; observe that cough, sneezing and shortness of breath).	Have an effective Covid19 protocol in place.		

Jul-19	Working Time	Regular Hours	Workers' interview revealed that they are entitled to at least 30 minutes of daily break. However, pregnant workers are not allowed to take two extra breaks. Management stated they were not aware of the need to give additional breaks to pregnant workers.	Provide two additional breaks to pregnant women.		
Jul-19	Occupational Safety and Health	Emergency Preparedness	During the assessment visit , no evidence of risk assessment was available. Worker's interview revealed that they are not aware of the risk and how to react in case of emergencies. Management stated that it would develop an emergency preparedness procedure and also install an alarm in the cutting building.	Develop an emergency preparedness procedures. Perform regular drill for workers.		
Jul-19	Occupational Safety and Health	Emergency Preparedness	According to documentation, as well as interviewed workers and management, the last fire drill was conducted in November 2018, and the one before that, in May 2018. Better Work recommends an emergency drill every 6 months.	Conduct at least 2 fire drills within a year.		
Jul-19	Occupational Safety and Health	Emergency Preparedness	The main building has an evacuation plan that indicates the location of the escape routes, emergency exit doors, assembly area. However, the evacuation plan is missing the location of fire extinguishers and the mezzanine. In addition, no evacuation plan is available in the cutting building. Management explained that they will update the evacuation plan and display the missing one in the cutting building.	Identify the location of the fire extinguisher in the evacuation map. Ensure that mezzanine has a evacuation plan. Post an evacuation plan in the cutting building.		

Jul-19	Occupational Safety and Health	Emergency Preparedness	Access to 1 of the fire extinguishers in the budding section and the pressing section of the main building was obstructed by boxes. The fire extinguisher in the mechanical workshop was not properly mounted and no fire extinguisher was available on the mezzanine floor. Moreover, assessors found that all fire extinguishers in the cutting building were unidentified.	Ensure that fire fighting equipment are properly mounted. Add a fire extinguisher on the mezzanine floor. Identify fire extinguishers in the cutting building.	Management identified all fire extinguisher in use in the workplace. Fire extinguisher are now easily accessible.	
Jul-19	Occupational Safety and Health	Emergency Preparedness	During the assessment visit assessors noticed that the fire alarm in the main building was obstructed by a box of fabrics near the pressing section. In addition, no fire alarm system was observed in the cutting building. Management said they knew about it and planned to purchase an alarm system for this building.	Ensure that fire fighting equipment are accessible and available.		
Jul-19	Occupational Safety and Health	Health Services and First Aid	Assessor's observations and statements by management staff and workers confirmed that the factory has 1 full time nurses. To comply with the Haitian Labour Code, a factory of this size must have a permanent onsite medical service, with at least 2 nurses and 3 doctor's visits per week	Contract one doctor and one additional nurse as medical staff.		
Jul-19	Occupational Safety and Health	Health Services and First Aid	Interviewed workers stated that the factory does not provide workers with free annual health checks. Management explained OFATMA is the responsible institution for performing medical checks and had conducted these in the past. They have sent a letter to OFATMA and they did not receive an answer. OFATMA receipt shows that the factory has not paid for this service (carte de sant��).	Provide a free annual medical checks to workers.		

Jul-19	Occupational Safety and Health	Health Services and First Aid	Interviewed workers stated that the factory does not provide free health checks to workers exposed to work-related hazards. Management explained OFATMA is the responsible institution for performing medical checks and had conducted these in the past. They have sent a letter to OFATMA and they did not receive an answer. OFATMA receipt shows that the factory has not paid for this service (carte de sant��).	Provide health checks to workers exposed to work-related hazards		
Jul-19	Occupational Safety and Health	Health Services and First Aid	Interviewed workers stated that the factory does not provide workers health checks within the first three months of hiring. Management explained OFATMA is the responsible institution for performing medical checks and had conducted these in the past. They have sent a letter to OFATMA and they did not receive an answer. OFATMA receipt shows that the factory has not paid for this service (carte de sant��).	Provide health checks to workers within the first three months of hiring.		
Jul-19	Occupational Safety and Health	Welfare Facilities	The factory has an eating area that can only accommodate 40 per cent of workers in the main building. Assessors also noticed workers were sitting on the floor during the lunch break. In addition, there is no eating area in the cutting building.	Ensure that eating area can accommodate all the workers.		
Jul-19	Occupational Safety and Health	Welfare Facilities	During the assessment visit, assessors noticed that soap was available in the main building. However, in the cutting building soap was not available in the men's toilets and workers complained about this issue during interview. Management said they have in stock and will make sure it's available on a regular basis.	Provide soap in all toilets.		

Jul-19	Occupational Safety and Health	Welfare Facilities	The factory has 12 functioning toilets for women and 4 toilets for men. Under the Haitian Labor Code there should be at least one toilet for every 25 men and one toilet for every 15 women. With its current workforce, the factory should have 4 functioning toilets for men and 22 functioning toilets for women.	Have a sufficient toilets number for the women.		
Jul-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable: Main Building -Sewing section 517 lux -Quality section 815 lux -Pressing section 279 lux - Packing section 44 lux Cutting Building -Cutting section 134 lux Better Work recommends a minimum of 300 lux for this section: Pressing section Better Work recommends a minimum of 500 lux for these sections: Sewing, cutting, packing Better Work recommends a minimum of 750 lux for these sections: Trimming, Inspection	Ensure that light levels are appropriate in all working sections.		
Jul-19	Occupational Safety and Health	Working Environment	Noise levels are unacceptable in the workplace. Assessors measured the noise levels as follows Main Building -Sewing section 94.3 db -Quality section 82.8 db -Pressing section 80.8 db -Packing section 85.3 db Cutting Building -Cutting section 90 db Better Work recommends a maximum of 90 dB for an 8-hour workday.	Maintain the noise level to a maximum of 90 db		

Jul-19	Occupational Safety and Health	Working Environment	Assessors measured the workplace temperatures as follows: At 12:50 Pm Outside temperature was 32.8 C Main Building -Sewing section 34.9 C -Pressing section 34.6 C -Quality section 35.4 C - Packing section 35.5 C Cutting Building -Cutting section 36.7 C Better Work recommends a temperature below 30 C	Maintain the workplace temperature to maximum of 30 C.		
Jul-19	Occupational Safety and Health	Worker Protection	Assessors observed that the electrical panels were missing hazard signs in the cutting building.	Post hazards signs where needed.		
Jul-19	Occupational Safety and Health	Worker Protection	Assessors observed that one generator was not grounded and circuit breaker enclosed in a wooden box. Moreover, uncovered electrical outlets were also observed in the workplace and unlabelled breakers in the electrical panels in both buildings, the main building and the cutting building.	Ensure that the generator is grounded and circuit are safeguard in non combustible material. Identify the breakers in the electrical panel and ensure that electrical maintenance is done regularly.		
Jul-19	Occupational Safety and Health	Worker Protection	About 30 per cent of all sewing machines in the main building were missing finger guards, eye guards and pulley guards. Management explained that they will install all the required safety guards.	Equip the machines with their necessary guards.		

Jul-19	Occupational Safety and Health	Worker Protection	Several workers in the main building were not using the safety guards installed on their machines. Interviewed workers explained that management did not train them on how to safely use machines. The management also could not provide any evidence of training provided to workers to properly use personal protective equipment and machines. Management stated that all workers know it is necessary to use the protection on the machines.	Provide training on the safe usage of sewing machines. Keep records of training provided in that regard.		
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	During the assessment visit there were no eye washing facilities in the embroidery section where chemicals such as Thinner are used.	Provide eye wash facility where chemicals are used.		
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	No MSDS were available for chemicals such as Thinner, Diesel fuel and terminal cleaner in the embroidery section. Also for WD 40 and machine oil in the mechanic workshop and for Naphta in the chemical warehouse. In addition, for plastic roof coolant, cement and paint, silicone sealant, cleaning solution, in the stock near the clinic.	Ensure that MSDS are available in the area where the corresponding chemicals are used and stored.		
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals were not properly stored. Assessors found a stock of flammable chemicals such as Naphtha near the compressor room of the main building and also several containers of diesel fuel were stored in the sun. Management said they will removed the containers from the sun.	Remove chemical from the sun. Store appropriately the chemicals.		

Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Assessors found two unlabeled bottle of thinner in the embroidery section next to the production office. Unlabelled containers of oil in the mechanic workshop and near the compressor room. In addition, several containers of Diesel fuel unidentified next to the generator room. Management said they will address these issues immediately.	Label all chemicals used in the workplace.		
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	During the assessment visit, no inventory of chemicals and hazardous substances was available. Assessors found in the workplace chemicals such as Thinner, Diesel fuel, coolant, silicone sealant, Naphta, terminal cleaner, cleaning solution, machine oil, plastic roof cement and paint. Management said they did not know they ought to keep an inventory for those products, thus, they will plan accordingly.	Keep an inventory for all chemicals including Thinner, Diesel fuel, coolant, silicone sealant, Naphta, terminal cleaner, cleaning solution, machine oil, plastic roof cement and paint.		
Jul-19	Occupational Safety and Health	OSH Management Systems	Assessors observed that no hazard signs were posted near the sewing lines requiring workers to use protective equipment . Management said they will post the hazard sign and inform workers about the instructions.	Post hazard signs where needed.		
Jul-19	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters. While management had appointed delegates, there were no minutes of the OSH committee meetings available at the time of the assessment. Management said the factory intends on appointing an OSH officer to help ensure cooperation on OSH matters.			
Jul-19	Occupational Safety and Health	OSH Management Systems	During assessment, management could not provide evidence of OSH assessment reports for the last 12 months. Management said it would work closer with the bipartite committees to internally evaluate occupational safety & health safety.	Conduct OSH internal assessment in a regular basis.		

Jul-19	Contract and Human Resources	Employment Contracts	A review of worker's files from a list of interviewed workers revealed that the company keeps a recruiting form with a contract attached. However, the contract did not specify hours of work and amounts of pay. Management said it will update the format to include the missing element in future contracts. Furthermore, regarding contracts with apprentice workers, management did not gain approval from the Office of Manpower as required in Art 74 of the Haitian labor code.	Add the working hours in workers contracts.		
Jul-19	Compensation	Social Security and Other Benefits	The factory is registered with OFATMA for maternity and health insurance. However, the employer only collects and forwards 2 per cent of workers' minimum wage instead of 3 per cent of workers' basic salary to OFATMA. Management stated that the employer's association (ADIH) has an agreement with OFATMA to collect and forward only 2 per cent of the workers' minimum salary instead of paying 3 per cent of their basic salary. Although the agreement was shared with the EAs during the assessment, MAST did not confirm that this agreement is authorized by them. OFATMA is a public institution under the responsibility of MAST.	Collect and forward 3 per cent of workers' basic salary to OFATMA for maternity and health insurance.		
Jul-19	Compensation	Social Security and Other Benefits	The factory is registered with OFATMA for maternity and health insurance. However, the employer only pays 2 per cent of workers' minimum wage instead of 3 per cent of workers' basic salary to OFATMA. Management stated that the employer's association (ADIH) has an agreement with OFATMA to collect and forward only 2 per cent of the workers' minimum salary instead of paying 3 per cent of their basic salary. Although the agreement was shared with the EAs during the assessment, MAST did not confirm that this agreement is authorized by them. OFATMA is a public institution under the responsibility of MAST.	Pay 3 per cent of workers' basic salary to OFATMA for maternity and health insurance.		

Jul-19	Compensation	Social Security and Other Benefits	The employer collects workers' contribution to ONA on a regular basis. The last payment of the employer's contribution to ONA was for the month of May and was done in July 7, 2019, while in fact, ONA payments should be submitted within the first 10 working days of each month for the previous month.	Collect and forward workers' contribution to ONA on time.		
Jul-19	Occupational Safety and Health	Social Security and Other Benefits	The employer collects workers' contribution to ONA on a regular basis. The last payment of the employer's contribution to ONA was for the month of May and was done in July 7, 2019. While in fact, ONA payments should be submitted within the first 10 working days of each month for the previous month.	Pay ONA on time.		
Jul-19	Compensation	Wage Information, Use and Deduction	During the assessment, assessors could not adequately assess for possible discrepancy in the working hours compensated in the payrolls reviewed for the last 3 months. Time records were found to lack accuracy as management clocked in the entry and exit times for workers. Management says that it is working on a more efficient system to fix this issue. Workers' interview revealed they verify their wages according to their production quotas and not the working hours.	Pay overtime accordingly.		
Jul-19	Compensation	Overtime Wages	During the assessment assessors observed workers on sewing machine until 4:00 PM. However, these overtime hours for workers working on an incentive scheme were not reported in the payroll records as management clocked in the entry and exit times. Interviewed workers said that sometimes they stay late in order to complete their production targets without any compensation for overtime hours. Management acknowledged that workers working on an incentive scheme stayed voluntarily to complete their quotas and are not compensated for overtime hours.	Pay overtime accordingly.		

BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: S&H Global 1-6
Location: Arrondissement du Trou du Nord
Number of workers: 8,065
Date of registration: Jul-12
Date of last two Better Work May-19 Mar-21

Advisory and Training Services

May-21	Training	Virtual Introduction to Workers Rights & Responsibilities
May-21	Training	Virtual Socially Responsible Transitioning
May-21	Training	Virtual seminar to Workplace Cooperation and Communication
May-21	Training	Workplace Cooperation & Communication
May-21	Training	Virtual Sexual Harassment Awareness and Prevention
May-21	Training	Virtual training Covid-19 Emergency Preparedness
May-21	Virtual advisory meeting	Virtual meeting with management on improvement plan. Discussion was also on Factory 5 industrial dispute and on POSH training follow up. Virtual bipartite meeting on root cause of non compliance points and remediation path.
Apr-21	Training	Virtual OSH Event Workshop
Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
Mar-21	Virtual advisory meeting	Virtual bipartite on the training on frequently asked question on freedom of association and training follow up plan to implement improvement at the workplace.
Jan-21	Virtual advisory meeting	Virtual meeting on Performance 2020 and advisory strategy for 2021. Discussion was on pending issue from Improvement plan. Bipartite meeting on main concern and modules challenges.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment May 2021						
Mar-21	Compensation	Paid Leave	Daily break payment is not included in the annual leave calculation.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	2
Mar-21	Compensation	Paid Leave	Daily break payment is not compensated.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	2

Mar-21	Compensation	Paid Leave	Sick leave does not include the daily break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	2
Mar-21	Compensation	Paid Leave	All the paid leaves are wrongly compensated as they don't include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	2
Mar-21	Compensation	Social Security and Other Benefits	Employer's deduction to OFATMA for maternity and health insurance is wrongly calculated as it does not include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	2
Mar-21	Compensation	Social Security and Other Benefits	Worker's deduction to OFATMA for maternity and health insurance is wrongly calculated as it does not include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	2
Mar-21	Compensation	Social Security and Other Benefits	Employer's deduction to ONA is wrongly calculated as it does not include the lunch break payment.	Compensate lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	2
Mar-21	Compensation	Social Security and Other Benefits	Worker's deduction to ONA is wrongly calculated as it does not include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	2
Mar-21	Contract and Human Resources	Termination	Annual leave upon termination is wrongly compensated as it does not include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	2

Mar-21	Contract and Human Resources	Termination	Notice payment is wrongly compensated as it does not include the lunch break payment.	Compensate the lunch break.	Company is still in consultation with MAST and ADIH so that we can have clear advice from them to plan and to make the appropriate decisions.	2
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include all the location even though chemicals were stored in different places.	Update the chemical inventory on a regular basis.	This problem has been solved, the compliance department via the factory compliance officers will review the inventory weekly to avoid this problem	34
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several unidentified containers of oil, thinner and diesel.	Ensure that all chemical used in the workplace are properly labelled.	All chemicals have been well identified, the compliance team gave a training. COs will perform COs will do periodic inspections to avoid this issue.	64
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several containers of solvent KO-30 exposed to the sun in one building.	Ensure that chemical are stored in appropriate places.	All chemicals have been moved from inappropriate areas to their respective places. Compliance team performed training for all workers who are using chemicals. Cos will keep monitoring the factories to avoid this issue	24
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Several chemicals found without MSDS in places where they are used.	Ensure that all chemical have MSDS available where chemical are used or stored.	MSDS is available for all chemicals used within the Factory. The mechanical workshop secretary will check the entry of each new chemical and request the appropriate MSDS. Training has been conducted for all workers who use chemicals. COs will be more focused during weekly inspections	24
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Missing eye wash stations in cutting and packing section of building 3.	Install an eye wash station near the cutting section and packing section of building 3.	Problem is resolved, Fco Reviewed and ensured that all eyes wash function properly with sufficient pressure. Compliance will make weekly follow-up to the avoid the repetition of this issue	24
Mar-21	Occupational Safety and Health	Worker Protection	Appropriate mask were not provided to workers using thinner in building 3.	Provide appropriate masks to workers using thinner in building 3. Train mechanic worker on the safe use of the equipment.	The issue is solved. Compliance Officer trained workers on the importance of safety belt while working in unloading area; now workers use it correctly. Next purchas will be make in advance	64

Mar-21	Occupational Safety and Health	Worker Protection	Absorbing were missing for several standing workers.	Provide shop absorbing mats to workers in the packing section of Building 1 and emposib section of building 6.	The problem have been solved. All the workers have their standing mat, compliance hade a meeting with workers to explean them the necesity of using standing map. ispection will carery out to avoid this issue	2
Mar-21	Occupational Safety and Health	Worker Protection	Lack of maintenance of electrical equipment. Improper isolation of electrical of electrical wires in mechanic workshop.	Ensure that electrical equipment are properly maintained.	The electricians have evaluated and fixed the issue so that these will not happen again. Maintenance department agreed to always notify compliance team before they have to do these types of installations	24
Mar-21	Occupational Safety and Health	Worker Protection	Adaption to COVID-19 and workers are reluctant to comply to protective measure after 1 year of this pandemic.	Ensure to maintain a social distance of 1.5 m.	Since the company starts working after the COVID-19, the company has taken all the necessary measures to respect the social distance of 1,5m. Worker's station has been distanced in all the areas, including Folding, Inspection and press.	8
Mar-21	Occupational Safety and Health	Working Environment	Noise level exceeded 90 dB in several sections.	Ensure that the noise level is under 90 dB in all sections.	The problem have been fixed. All the machines and compressors that are not being used, the person in charge of playing music at the factories is informed about the volume limit. To have a better control on this issue, compliance department has procured a sound meter, and the revision of this point will be done weekly during our self-evaluation.	64
Mar-21	Occupational Safety and Health	Working Environment	Lux level inappropriate in several sections.	Ensure that lux level is appropriate in all section.		24
Mar-21	Occupational Safety and Health	Welfare Facilities	Workers complained about the location of drinking water stations next to the toilets.	Install the drinking water stations in amore appropriate area.	Some of the water installations were relocated from next the bathrooms to others locations and company has made a wall to separate the ones those that could not be relocated. Cleaning is doing more often in bathrooms to avoid the repetition of this issue.	2

Mar-21	Occupational Safety and Health	Health Services and First Aid	One first aid box missing items such as alcohol and gauze.	Ensure that the first aid boxes are equipped with necessary supplies.	This problem was solved, the first aid boxes as been completed, they have been completed with all the necessities medications. Weekly inspection will carry out to avoid this issue	40
Mar-21	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was obstructed in the indoor warehouse.	Ensure that fire extinguishers remained unobstructed.	All fire extinguishers are available and free of any obstruction. The check lists of the fire extinguishers will be reviewed more frequently to avoid this problem.	2
Mar-21	Occupational Safety and Health	Emergency Preparedness	Evacuation map is not updated.	Insert the assembly point on the evacuation map and update evacuation plan of building 3.	This issue as been fixed, all the meeting point has the location of the evacuation maps. for fty#3, the map as been updated and ported in the module.	37
Mar-21	Occupational Safety and Health	Emergency Preparedness	Evacuation routes obstructed with boxes.	Ensure that escape route remained unobstructed during the working hours.	This problem has been corrected, All evacuation routes are free of all kinds of obstacles. The Compliance department will carry out inspections more often during the work day to ensure that the routes are always free. Audio reminder are shared with the workers on a regular basis.	34
Mar-21	Occupational Safety and Health	Emergency Preparedness	Electrical cabinets mounted on wooden box in building 3.	Replace the wooden box by a more suitable material.	The electrical installations has benn fixed well , the electricians have taken notes so that these will not happen again. Maintenance department agreed to always notify compliance team before they have to do these types of installations	2
Assessment May 2019						
May-19	Occupational Safety and Health	OSH Management Systems	The factory does not have an adequate Covid 19 protocol that includes all the relevant elements.	Review the protocol and include the missing procedure of keeping a register for all workers.	Factory is keeping already the temperature of employees as per recommendations. Management edited a Covid 19 prevention checklist where the procedure of taking a temperature register is written.	

May-19	Occupational Safety and Health	Emergency Preparedness	4 buildings only conducted one emergency drill during the last 12 months.	Conduct an evacuation drill every 6 months.	Normally according to the procedure, evacuation drills are conducted every six months, and this year it was undergoing the evacuation simulations because the company had a plan for each Module, unfortunately only two of our factories had the chance to perform their simulation before arriving BWH. Facilities 1-2-3 and 4 are performed their evacuation simulation just after the BWH evaluation in July of this year. Module 1 = 12/08/2019 - 1639 employees Module 2 = 08/06/2019 - 1534 employees Module 3 = 08/09/2019 - 1538 employees Module 4 = 08/09/2019 - 1648 employees	
May-19	Occupational Safety and Health	Emergency Preparedness	Evacuation routes obstructed with fabrics. Emergency exits locked during overtime hours.	Ensure that evacuation routes remain unobstructed. Ensure that a minimum of 2 exits are open near the area where workers are performing overtime.	More training for internal security guards to have more agents available for overtime, and all exits are identified and always stays open during working hours.	
May-19	Occupational Safety and Health	Emergency Preparedness	The evacuation plans did not show the meeting points. One exit sign and two emergency lights on 2 exits were missing.	Ensure to display the meeting point in the evacuation plan. Mark the emergency exit door. Conduct an OSH assessment for the building used temporarily as a warehouse.	The procedures and the evacuation plan have been put to the test and all emergency exits are well marked and identified according to the procedures in place on emergency evacuation. And assembly points is in all evacuation maps. This issue has been corrected as all evidence have been given accordingly and now all maps show the meeting points in relevance to the evacuation map.	
May-19	Occupational Safety and Health	Emergency Preparedness	No alarm system had been installed in one of the buildings. The alarm system did not work correctly in another building.	Equip the new building with alarm system where there are workers performing a daily task.	The whole system in general is well organized and updated according to health and safety standards. Fire alarm system is reviewed and adjusted according to the procedures and operates normally. All fire safety systems have been properly equipped in factory 8(Warehouse). Thus, this issue has been completely corrected. Close monitoring will be done in order to	

May-19	Occupational Safety and Health	Health Services and First Aid	There were no first aid kits in one of the buildings.	Ensure that medical supply are available in area where there are workers. Remove expired products.	Medication management is strengthened in order to have all the drugs available and to ensure that the drug inventory is updated. All expired drugs have been replaced.	
May-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Have an adequate number of nurses regarding the workforce.	1) All the nurses' position have been relocated back again into the factory's medical field. 2) The compliance department will discuss with administration regarding additional nurse employment. 3) Administration will communicate with Share Hope in order to come up with ideas or trainings to encourage nurses and involve them in the workplace.	
May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers.	Ensure to arrange an annual medical health check for all workers.	The factory has its internal system to provide internal medical checks for all the workers.	
May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers exposed to work-related hazards.	Ensure to arrange an annual medical health check for workers exposed to work-related hazards, at least, twice a year.	The factory has its internal system to provide internal medical checks for all the workers.	
May-19	Occupational Safety and Health	Health Services and First Aid	Incomplete health checks for workers within the first three months of employment.	Ensure to arrange an annual medical health check for workers within the first three months of employment.	Factory performed internally medical checks for all workers.	
May-19	Occupational Safety and Health	Welfare Facilities	Changing facilities were not accessible to warehouse Workers.	Post communication on the floor regarding the usage of the shower.		
May-19	Occupational Safety and Health	Welfare Facilities	Soap was not available in the men's bathroom of 3 buildings.	Provide soap in available in men's bathroom.	Soap is available in the bathroom and posters are stuck in the bathrooms to raise workers awareness regarding the use of soap.	
May-19	Occupational Safety and Health	Working Environment	Light levels were insufficient in various sections of the workspace.	Ensure that light levels are appropriate in all working sections.	Light bulbs that did not provide sufficient lights are changed and replaced by others, furthermore some sport lights are installed in the buildings.	
May-19	Occupational Safety and Health	Working Environment	The noise level in some areas of the workspace exceeded 90 db.	Maintain the noise level to a maximum of 90 dB in all the working sections.	The volume of the device is kept down to a reasonable level, a poster is put next to the device as a reminder to the in charge so that he avoid turn it the volume loud, and earmuffs are provided to workers of the noisy areas.	

May-19	Occupational Safety and Health	Working Environment	Temperature levels exceeded 30 C in all working sections.	Keep the temperature to a maximum of 30 C in all sections.	The main gates are all opened widely during the working hours to ease the entrance of air in the buildings, while mechanics are fixing the broken extractors.	
May-19	Occupational Safety and Health	Worker Protection	Hazard signs missing on one electrical panel.	Install hazard sign on all electrical panel.	After the audit all electrical panels were revised and all hazard sign were posted correctly. Now mechanic responsible has checked all electrical panels to avoid this happen again. New building were inspected and hazard sign is posted	
May-19	Occupational Safety and Health	Worker Protection	Improper isolation of electrical wires in mechanic workshop on 1 building and in one mechanic shop outside. Electrical outlet installed on combustible material such as wood in mechanic workshop of one building - Breakers not labeled on electrical panel mechanic area and sewing machines warehouse of 1 building.	Ensure that electrical maintenance is regularly done. Ensure that electrical installations are properly safeguarded.	All electrical equipment were revised and appropriate necessary is now well installed, some of these issues were corrected at the same time and changing some inappropriate electrical materials. Now everything is on safety point.	
May-19	Occupational Safety and Health	Worker Protection	The factory did not provide documentation of any training for workers on proper use of personal protective equipments and machines.	Provide training on the proper use of protective equipment to workers using dangerous materials and equipment.	Factory were plan to train all the workers on H&S (PPEs) in the workplace, factory had traked a day to train all the workers, more or less 1500 workers per module and report and attendance list where recorded as proof. Example: Module 1 = 09/15/2018 - 1549 employees Module 2 = 04/30/2019 -1534 employees Module 3 = 04/22/2019 -1464 employees Module 4 = 09/15/2018 - 1475 employees	
May-19	Occupational Safety and Health	Worker Protection	Workers were not provided adequate protective equipment in the boiler room and the maintenance department.	Provide adequate protective equipment to workers in the boiler room, maintenance department and in the welding workshop.	All the personal protection equipment has been procured and handed over to the workers in all the necessary areas.	

May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Eyewash station was not available in the chemical warehouse.	Provide washing facility where chemicals and hazardous substances are used and stored.	All the chemical storage section are equipped with all necessary as required, sand box, eyes wash station . Training received form Better Work on Hazard management risk and control. Internal training was also provided.	
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several hazardous chemicals were found without material safety data sheets.	Post MSDS in area where chemical are used and stored.	For this failure, the review of all products we use have all their MSDS available and in the local language. Now all these chemicals have their own MSDS posted in the using section and storage area	
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Several containers of flammable chemicals found exposed to the sun. Chemical storage area was not sufficiently ventilated.	Store the chemical in an appropriate location. Monitor closely to take appropriate action when necessary.	According to the recommendations of national and international standards, the storage of chemicals are made by type and separated according to their level of flammability and in a well-ventilated space. The factory installed some thermometer to have control of the level on temperature permanently.This task duly was assigned to FCOS.	
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	One unlabelled container of solvent found. Primary containers written in Korean language.	Label all containers.	The products are all identified in Creole and MSDS available for use as well. Training sessions to support the application and use of hazardous chemicals. All chemicals products containers are well labeled in creole in all storage section.	
May-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Some chemicals are not included in the inventory. The inventory does not include all the locations.	Include the storage location of the chemicals used when stored in different places. Train responsible person on chemical management system.	Internally the inventories were all well-ordered and separated to better control the use of the products with a general inventory for all the products that the company uses. Training where provide to the workers that area use chemical.FCOS are using the new chemical inventory list to have control of all products used in the factory.	

May-19	Occupational Safety and Health	Gender	One sexual harassment case was reported involving one female worker.	Strengthen the policy on the prevention of sexual harassment by identifying clearly the forbidden misconducts and the scale of sanctions. Train all supervisory line in the Respectful workplace program. Activate an awareness campaign on factory's internal sexual harassment policy regarding the confidentiality and the protection of the victim.	The compliance team and one union member conducted an investigation with different workers from the departments managed by the 2 Central American managers accused of sexual harassment. The 2 Central American managers apologized to the worker while promising her not to have such behaviors. The two central American managers received a warning letter in which they were informed that in case of recidive more drastic sanctions would be taking against them. Furthermore, all the staff including foreign workkers, managers received a training on preventing sexual harassment in the	
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BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: S&H Global Washing 7
Location: Arrondissement du Trou du Nord
Number of workers: 1,567
Date of registration: Sep-18
Date of last two Better Work assessments: Mar-20 Mar-21

Advisory and Training Services

Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
Apr-21	Training	Virtual OSH Event Workshop
May-21	Training	Virtual training Covid-19 Emergency Preparedness
May-21	Training	Workplace Cooperation and Communication
May-21	Training	Virtual Industry seminar on Workplace Cooperation and Communication
May-21	Training	Virtual Industry seminar on Socially Responsible Transitioning
May-21	Training	Virtual Industry Seminar on Workers Rights & Responsibilities
Feb-21	Virtual advisory meeting	Meeting with worker representatives to present the last assessment report.Meeting with the compliance team to review the improvement plan and discuss about overtime concerns.
May-21	Virtual advisory meeting	Meeting with workers representatives , meeting with some workers to discuss the training needs , meeting with the compliance team to follow up on mass dismissal, temporary suspension, risk assessment and OSH issues
Nov-20	Virtual advisory meeting	Virtual OSH tour, Meeting with the compliance team to review the pending issues from the last meeting (COVID 19 procedure, OSH performance indicators, emergency preparedness procedures). Breastfeeding brake and brake for pregnant women,Disciplinary and
Aug-20	Virtual advisory meeting	Meeting with the compliance team to review the chemical management inventory: Chemical management procedure, OSH performance indicator and emergency preparedness procedure
Jun-20	PICC Meeting	Virtual meeting with the bipartite committee on prevention measures for COVID 19 and validation of the pending issues on the improvement
Jun-20	Virtual advisory meeting	Session with the compliance team regarding the established procedures for COVID 19 and priorities.
Jun-20	Virtual advisory meeting	Meeting with the compliance team to review the procedure on COVID-19. Review the improvement plan, the OSH self assessment and Chemical management procedures

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment March 2021						
Mar-21	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Update the protocol and include a COVID-19 task force.	The company reviewed and updated the COVID-19 policy.	13

Mar-21	Occupational Safety and Health	Emergency Preparedness	The evacuation map is not accurate.	Update the evacuation map to show the right location of the floor layout.	New evacuation maps have been printed and displayed.	3
Mar-21	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was missing the inspection tag,another one was missing in the sewing machine storage area.	Provide adequate firefighting equipment. Then make sure that the equipment is in place and functioning.	All fire extinguishers have been intalled.	3
Mar-21	Occupational Safety and Health	Emergency Preparedness	No smoke detector was installed in a stock room where flammable material such as cartoon box were stored.	Install smoke detectors where flammable material are stored.	The smoke detectors have been installed in all storage areas.	3
Mar-21	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire additional medical staffs.	The factory has hired 3 additional Nurses .	3
Mar-21	Occupational Safety and Health	Welfare Facilities	The water test is not conducted on a monthly basis.	Keep records of water test result on a monthly basis	The Company is looking for option to conduct the water tested on a monthly basis.	3
Mar-21	Occupational Safety and Health	Welfare Facilities	Soap and paper is not available in the toilets after 1:00 Pm in the afternoon.	Ensure that paper is always available in the toilet - Define who will check that paper is available (and include this in the system of daily-weekly checks)	The company has appointed someone to monitor the use of toilet paper and soap. Posters are displayed to educate workers.	3
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not keep chemical safety data sheets for all hazardous chemicals used in the workplace.	Prepare and post MSDS where chemicals are used.	The MSDS have been translated and posted.	24
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Ensure that all hazardous and chemicals substances used in the workplace are properly labelled.	The factory has developed a procedure for chemicals management and All chemicals are properly labeled.	24
Mar-21	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory of hazardous substances used in the factory is incomplete.	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used.	The Supervisors of the chemicals areas are in charge of updating the inventories of harzadous substances.	13

Mar-21	Contract and Human Resources	Dialogue, Discipline and Disputes	Workers interview revealed that one manager was addressing the workers with abusive and improper language.	Provide additional trainings to supervisors and managers. Then Conduct regular self-assessment to check awareness	Trainings have been conducted for local and foreign workers. Investigation and assessment is now applied on a regular basis.	3
Mar-21	Contract and Human Resources	Termination	The employers pays workers their annual salary supplement upon termination. However, the calculation of the basic salary does not include the lunch break payment.	- Discuss legal requirements with the General Manager - Pay the lunch break - Include payment of the lunch break in annual salary supplement upon termination	The Company is still in consultation with MAST and ADIH for more guidance.	3
Mar-21	Contract and Human Resources	Termination	The employer compensates workers for unused paid annual leave upon termination. However, the calculation of the basic salary does not include the lunch break payment.	- Discuss legal requirements with the General Manager - Pay the lunch break - Include payment of the lunch break in the annual leave upon termination	The Company is still in consultation with MAST and ADIH for more guidance.	3
Mar-21	Contract and Human Resources	Termination	The employer provides the payment for the applicable notice period. However, the calculation of the average earning does not include the lunch break payment.	- Discuss legal requirements with the General Manager - Pay the lunch break - Include the lunch break payment in the calculation of notice period	The Company is still in consultation with MAST and ADIH for more guidance.	3
Mar-21	Compensation	Social Security and Other Benefits	The employer pays workers their salary supplement. However, the calculation of the average earning does not include the lunch break payment.	- Discuss the legal requirements with the General Manager - Ensure that workers' salary supplement include the lunch break payment	The Company is still in consultation with MAST and ADIH for more guidance.	3
Mar-21	Compensation	Social Security and Other Benefits	The employer collects and for 3 percent of workers' basic salary to OFATMA for maternity and health insurance. However, the calculation of the basic salary does not include the lunch break payment.	- Discuss legal requirements with the General Manager - Include the lunch break payment in the contribution sent to ONA	The Company is still in consultation with MAST and ADIH for more guidance.	3

Mar-21	Compensation	Social Security and Other Benefits	The employer contributes 3 percent of workers' basic salary to OFATMA for maternity and health insurance. However, the calculation of the basic salary does not include the lunch break payment.	- Discuss legal requirements with the General Manager - Include the lunch break payment in the contribution sent to OFATMA	The Company is still in consultation with MAST and ADIH for more guidance.	3
Mar-21	Compensation	Social Security and Other Benefits	The employer collects and for 6 percent of workers' basic salary to ONA. However, the calculation of the basic salary does not include the lunch break payment.	- Discuss legal requirements with the General Manager - Include the lunch break payment in the contribution sent to ONA	The Company is still in consultation with MAST and ADIH for more guidance.	3
Mar-21	Compensation	Social Security and Other Benefits	The employer contributes 6 percent of workers' basic salary to ONA. However, the calculation of the basic salary does not include the lunch break payment.	- Discuss legal requirements with the General Manager - Include the lunch break payment in the contribution sent to ONA	The Company is still in consultation with MAST and ADIH for more guidance.	3
Mar-21	Compensation	Paid Leave	Workers are entitled to 1 hour of lunch break and it is not compensated in the payroll.	- Discuss legal requirements with the General Manager - Pay the lunch break	The Company is still in consultation with MAST and ADIH for more guidance.	3
Mar-21	Compensation	Paid Leave	The employer pays the 15 days for annual leave. However, the calculation of the average earnings does not include the lunch break payment.	- Discuss legal requirements with the General Manager - Pay the lunch break - Include the payment of lunch break in the annual leave payment	The Company is still in consultation with MAST and ADIH for more guidance.	3
Assessment March 2020						
Mar-20	Occupational Safety and Health	Worker Protection	The factory has a system in place to clean and disinfect the workplace. However the factory did not provide a copy of the daily cleaning and disinfection record.	- Implement a checklist to record daily cleaning and disinfection - Keep record in appropriate location.		

Mar-20	Occupational Safety and Health	OSH Management Systems	The factory has a COVID 19 protocol in place. However it is missing the following: Handling procedure of suspected cases.	Develop a protocol that include a COVID-19 task force, hygiene procedures, entry and exit procedures and reporting Procedures.	Factory has participated in the review of the management guidelines for COVID 19 and has implemented the recommendations.	
Mar-20	Occupational Safety and Health	Emergency Preparedness	less than 10 percent of the workforce including men and women were trained to use firefighting equipment.	Ensure that at least 10 percent of the workforce is trained	The training has been conducted for 140 Workers.	
Mar-20	Occupational Safety and Health	Health Services and First Aid	less than 10 percent of the workforce including men and women were trained in first aid.	Ensure that at least 10 percent of the workforce is trained	The training has been conducted for 140 workers.	
Mar-20	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C in all section.	Use electrical exhaust fans or cooling system.	All exhaust fans are correctly in use and Mecanic department receive training to verify and monitor the fans regularly.	
Mar-20	Occupational Safety and Health	Worker Protection	The employer has not effectively trained and encouraged workers to properly use personal protective equipment and machines.	Train workers on the proper use of PPE and machines.	Training has been conducted and this aspect is included in the daily checks.	
Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer has not effectively trained workers who work with chemicals and hazardous substances.	Conduct an additional training to train all workers on chemical hazard pictograms.	Additional training on chemical hazard pictograms was conducted for all workers who are dealing with chemicals.	
Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer does not have chemical safety data sheets for all the hazardous chemicals used in the workplace.	Keep chemical MSDS for all hazardous chemicals used in the workplace.	All MSDS have been revised and posted for all hazardous chemicals used in the workplace.	
Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labeled in the mechanic shop.	Define who control the chemical container on receipt from supplier and control the label. Develop a chemical management procedure.	All chemical containers have been properly labelled in Creole so that the chemical inside the bottles truly reflect their content.	

Mar-20	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not maintain a complete inventory of hazardous chemicals used in the workplace	Assign responsible persons for updating inventories of hazardous substances in the various locations where they are stored or used.	The chemical inventory has been updated and all chemicals can be traced, reflected and followed-up through the use of the document.	
Mar-20	Occupational Safety and Health	OSH Management Systems	Assessment of general occupational safety and health in the factory was not available.	Have someone in charge to conduct general occupational safety and health issues.	Self-audit are held monthly. These self-audits are kept and saved in the Compliance department.	

BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: Sewing International S.A.
Location: Port-au-Prince
Number of workers: 1,443
Date of registration: Oct-09
Date of last two Better Work assessments: May-18 Aug-19

Advisory and Training Services

21-Apr-21	Advisory meeting	Virtual meeting with the compliance team for the implementation of the bipartite committee, Meeting with the compliance team to review the improvement plan: Annual leave, working environment, welfare facilities. Review of documentations Breast feeding brakes, Annual leave, compensation. Review the COVID-19 Policy.
28-Jan-21	Advisory meeting	Meeting with the OSH committee to define the priorities for the year 2021 and Identify training needs.
23-Nov-20	Advisory meeting	Virtual Advisory to update social security calculation for base salary, progress on COVID 19 procedure and follow up on the status of bipartite committee.
7-May-21	Training	Workplace Cooperation & Communication
6-May-21	Training	Virtual Sexual Harassment Awareness and Prevention
5-May-21	Training	Virtual training Covid-19 Emergency Preparedness
5-Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
10-Jul-20	Training	Virtual Preventing and Addressing Sexual Harassment and Abuse.
7-Jul-20	Training	Virtual Effective Communication in the Workplace.
28-May-20	Advisory meeting	Virtual advisory meeting to discuss COVID-19 protocol, technological resources for virtual services and compensation findings.
14-Feb-20	Advisory meeting	Conducted advisory session with factory closing previous findings from past 4 improvement plans.
4-Dec-19	Advisory meeting	Advisory visit to verify OSH non compliance resolutions and to have bipartite union/management meeting.
8-Nov-19	Advisory meeting	Advisory visit to update Improvement plan and discuss PR1.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not keep a record of training provided for the prevention of COVID-19.	Provide documentation of any training during induction, refresher provided to management and/or workers on COVID-19 prevention.		8

Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not keep a registry for persons who have a body temperature above 38 C.	Keep a registry for all persons who present a temperature of 38C and above.		8
Oct-20	Occupational Safety and Health	OSH Management Systems	Factory does not have appropriate checklist to monitor the cleaning and disinfection procedures.	Elaborate checklist to better monitor the cleaning and disinfection procedures in place.		8
Assessment August 2019						
Aug-19	Compensation	Overtime Wages	Overtime worked after 4 pm without prior approval is not compensated.	Ensure that management is clear and transparent with respect to the conditions of overtime hours and post voluntary overtime	Management posts and actively enforce overtime hours allowed.	17
Aug-19	Compensation	Wage Information, Use and Deduction	Overtime hours worked without prior authorization are not recorded and compensated properly.	Compensate all overtime hours worked at a 50% premium.	Overtime are paid according to labor code.	17
Aug-19	Compensation	Social Security and Other Benefits	Improper calculation of employer's contribution to ONA.	Calculate employers' contribution to ONA on workers' base salary and ensure timely payment.	Payment plan agreement reached with ONA.	57
Aug-19	Compensation	Social Security and Other Benefits	Improper calculation of workers' contribution to ONA.	Pay workers' portion of ONA contributions on base salary and ensure timely payment.	Payment plan agreement reached with ONA.	57
Aug-19	Compensation	Social Security and Other Benefits	Inaccurate salaries reported to OFATMA and late payments.	Report accurate salaries and respect payment deadlines with OFATMA.	Payment plan agreement reached with OFATMA.	57

Aug-19	Compensation	Social Security and Other Benefits	Inaccurate payment of worker's deduction sent to OFATMA.	Ensure correct amount of base salary deductions ultimately get transferred to OFATMA for payment. Investigate discrepancy to prevent future recurrences.	Payment plan agreement reached with OFATMA.	57
Aug-19	Occupational Health & Safety	Worker Protection	Sub-contracted workers using mechanical equipment without proper personal protective equipment.	Ensure that all appropriate personal protective equipment is available prior to the performance of a given task by sub-contracted workers.	Factory purchased PPE and distributed to all workers.	31
Aug-19	Contract and Human Resources	Dialogue, Discipline and Disputes	Alleged verbal abuse by general supervisor.	Provide training to general supervisor. Monitor behavior for possible written warning on future recurrences.	Management removed general supervisor from the communication team.	29
Aug-19	Occupational Health & Safety	Chemicals and Hazardous Substances	Chemical containers are not labelled.	Label all containers used in the workplace.	Containers were labelled and a monitoring systems is ensured by compliance team.	41
Aug-19	Occupational Health & Safety	Chemicals and Hazardous Substances	MSDS was not available for some products in the mechanic workshop.	Maintain and POST MSDS for all chemicals in use.	Employer took immediate actions to post the missing MSDS.	41
Aug-19	Occupational Health & Safety	Chemicals and Hazardous Substances	No evidence of actions taken by management to control and oversee workers' exposure to chemicals.	Take proper measures to isolate use of blow out as to minimize exposure of surrounding workers.		41
Aug-19	Occupational Health & Safety	Worker Protection	Inadequate masks provided to workers using chemicals and hazardous substances.	Provide appropriate masks to workers in the spot cleaning area.	Masks have been distributed.	23

Aug-19	Occupational Health & Safety	Worker Protection	Several workers using chairs without backrests.	Ensure chairs with adequate back rests are used as appropriate for the operation being performed.	Factory removed chairs without backrest. Factory provided chairs with proper backrest to all workers.	29
Aug-19	Occupational Health & Safety	Working Environment	Temperature over BW recommended 30 C.	Use electrical exhaust fans or cooling system. Monitor workplace temperature on a regular basis.	Factory purchased additional fans to reduce temperature.	57
Aug-19	Occupational Health & Safety	Working Environment	Noise levels are unacceptable in the workplace.	Provide ear muffs to workers in that section if noise cannot be controlled below 90DB. Perform random noise level measurements.	Ear muffs were provided.	23
Aug-19	Occupational Health & Safety	Working Environment	The level of lighting in the workplace is unacceptable.	Consider the replacement of lightbulbs according to manufacturers recommendations, position stations so as not to block the natural light penetration.		73
Aug-19	Occupational Health & Safety	Welfare Facilities	Insufficient toilets for men and women.	Increase the number of toilets.		73
Aug-19	Occupational Health & Safety	Welfare Facilities	The eating area can only accommodate about 25 percent of the workers.	Explore measures to provide enough space for all the workers.		73
Aug-19	Occupational Health & Safety	Health Services and First Aid	Insufficient number medical personnel.	Increase the number of medical staff as required by the labour code.		63

Aug-19	Occupational Health & Safety	Health Services and First Aid	Latex gloves found expired in first aid boxes.	Perform weekly monitoring of first aid boxes. Remove and replace all expired products.	Boxes are monitored consistently by compliance teams at least 3 times a week.	31
Aug-19	Occupational Health & Safety	Emergency Preparedness	Obstructed fire alarm.	Perform random OSH tour to ensure no obstruction of fire fighting equipment system.	No obstruction of fire alarm during recent advisory visits.	41
Aug-19	Occupational Health & Safety	Emergency Preparedness	Escape routes were obstructed by boxes of fabrics in the warehouse.	Assign monitoring tasks at the supervisors level to ensure that escape routes are not obstructed.	No obstruction of evacuation routes during recent visits.	41
Aug-19	Occupational Health & Safety	Emergency Preparedness	Assessors noticed rechargeable electric lamps wrapped with fabric strap.	Ensure that electrical appliances are not wrapped with flammable materials.	Ensured by factory through compliance team monitoring.	41
Aug-19	Working Time	Regular Hours	Breastfeeding break are not provided to women during regular work hours.	Allow the breastfeeding women to take their break during regular working hours.	Breaks are given and enforced by factory.	25
Aug-19	Working Time	Leave	Insufficient annual leave given to workers.	Ensure that workers enjoy 15 days of annual leave as required.	Factory gives 15 days of annual leave to all workers.	19
Aug-19	Compensation	Overtime Wages	Inaccurate attendance records.	Ensure that workers are accurately clocking in their time worked. Post maximum allowed overtime by management.	Workers' time is accurately recorded with new attendance tracking system.	25

Apr-21

May-21	Virtual advisory meeting	Meeting with the bipartite committee to discuss the new improvement plan, root causes and necessary corrective actions and follow up on the training plan. Meeting with management to follow up on the compensation issues. Finally, a factory tour to validate remediation efforts done by the factory.
May-21	Training	Virtual Learning Seminar on Chemical Management System
May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Middle Management
May-21	Training	Virtual Sexual Harassment Awareness and Prevention for Supervisors
May-21	Training	Workplace Cooperation & Communication
May-21	Training	Virtual Sexual Harassment Awareness and Prevention
Apr-21	Training	Virtual Occupational Safety and Health (OSH)
Mar-21	Training	Virtual Industry Seminar on ILO Conventions 87 and 98
Mar-21	Training	Virtual Webinar on Covid-19 Human Resources Management (HRM) - French
Mar-21	Virtual advisory meeting	Meeting factory management to introduce myself as the new advisor. Meeting with bipartite committee to review the improvement plan. Meeting with all union where they discuss about the change in management board. Perform documents review with management. Finally, a factory visit to review OSH issues
Nov-20	Training	Virtual Socially Responsible Transitioning
Nov-20	Training	Virtual training Covid-19 Emergency Preparedness
Nov-20	Training	Virtual Occupational Safety and Health (OSH)
Oct-20	Training	COVID-19 training for Doctors & Nurses in Factories
Oct-20	Training	Virtual Socially Responsible Transitioning
Oct-20	Training	Virtual Hygiene and Prevention against Covid-19
Oct-20	Training	Virtual training Covid-19 Emergency Preparedness
Oct-20	Training	Virtual Sexual Harassment Awareness and Prevention
Sep-20	Training	Virtual Occupational Safety and Health
Jul-20	Virtual advisory meeting	Virtual Advisory with bipartite committee
May-20	Virtual advisory meeting	Virtual advisory to conduct OSH tour with compliance manager
Apr-20	Virtual advisory meeting	1. Advisory visit to obtain current operation status amid COVID-19 (290 workers over 1200 making masks, enough materials for 2 weeks, 15 temperatures recording instruments) -interaction with food vendors, still risky for workers. all workers can bring food from home if possible. recommend N95 for office staff) - Discussed HR termination finding. IWR being modified as requested, training is pending. - OSH (chemical & hazardous substances... compliance manager... to send evidence of remediation). - Sustainability discussion with factory managers are lost of contracts. - No inspection visit from the ministry of health & MAST as of 04/27 -Virtual training capacity (projector, reliable internet, laptop, conference room for 15 people)
Apr-20	Virtual advisory meeting	Virtual advisory session to discuss factory safety measures according to MINISTRY OF HEALTH requirements to reopen

Assessment	Compliance Cluster	Compliance Point	Details of Non Compliance	Improvement Priorities	Remediation Efforts	Months
Assessment April 2021						

Apr-21	Occupational Safety and Health	Emergency Preparedness	Obstructed aisles in the packing, sewing and cutting area. In addition, an emergency exit door was locked.	Ensure that routes are not obstructed and keep all the exit doors open during working hours.	The factory rectified the problem of blocked aisles the day after the assessment. However, the locked emergency exit door is still a problem.	25
Apr-21	Occupational Safety and Health	Emergency Preparedness	One fire extinguisher was missing in the packing section.	Provide adequate firefighting equipment and Ensure regular maintenance is done.	1. Now All the Fire Extinguishers are in place 2. Maintenance is done internally as well 3rd parties	31
Apr-21	Occupational Safety and Health	Health Services and First Aid	Three first aids boxes were missing supplies	Equip all first aid boxes properly	1. All the First Aid Boxes are fixed permanently and regular check is in place	25
Apr-21	Occupational Safety and Health	Welfare Facilities	The eating area do not have the capacity to accommodate all workers and the social distance is not respected.	Ensure that an adequate eating area is available and the 1.5 meter of distance is respected.		2
Apr-21	Occupational Safety and Health	Welfare Facilities	Some of the water test results revealed the presence of presence of bacteria.	Request information from the supplier on specifications and Provide clean water	Supplier inspection was done and the evidence of the supplier Inspection report is shared the advisor	2
Apr-21	Occupational Safety and Health	Welfare Facilities	Insufficient number of Toilets.	Increase the number of toilets.		2
Apr-21	Occupational Safety and Health	Working Environment	Light levels were inappropriate in all the working sections.	Ensure the lighting is adequate and adapted to worker's needs.		2
Apr-21	Occupational Safety and Health	Working Environment	Workplace temperatures levels are unacceptable	Monitor the temperature level and maintain it under 30 C inside the workplace.		31
Apr-21	Occupational Safety and Health	Worker Protection	Social distance is not respected on the floor and the eating area.	Ensure that 1.5 meter of distance is respected on the production floor and in the eating area.		2
Apr-21	Occupational Safety and Health	Worker Protection	Battery terminal was missing the insulating cover in the generator room.	Install insulation cover and Train workers on electrical hazards.	Insulation cover has been installed on the battery terminals and the training was given to the generator room operator	2

Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station in the chemical warehouse was not working	Ensure the eye wash station in the chemical warehouse is working properly		2
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Label all chemicals and hazardous substances used in the workplace.		31
Apr-21	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Update inventory of chemicals and hazardous substances in the workplace.	The factory updates its inventory of chemicals and hazardous substances used in the workplace.	31
Apr-21	Contract and Human Resources	Employment Contracts	The factory does not have an internal work rules approved by the Ministry of Labor.	Submit the internal work rules to the Ministry for proper authorization.	The Factory's Internal Rules are updated and already sent to Ministry of labor for approval.	2
Apr-21	Occupational Safety and Health	Social Security and Other Benefits	lunch break payment does not include in the calculation of annual salary supplement or bonus.	Pay the lunch break and include the payment in the annual salary supplement or bonus calculation.		2
Apr-21	Compensation	Social Security and Other Benefits	The factory inaccurately collects workers' contribution to OFATMA.	Ensure that 3 percent of workers' base salary are collected and forward to OFATMA for maternity and health insurance.		31
Apr-21	Compensation	Social Security and Other Benefits	The factory inaccurately calculates workers' contribution to OFATMA.	Submit OFATMA payments on time, within the first 10 working days of each month for the previous month and calculate this amount based on workers base salaries		31
Apr-21	Compensation	Social Security and Other Benefits	The factory inaccurately collects workers' contribution to ONA.	Ensure that 6 percent of workers' base salary are collected and forward to ONA.		31
Apr-21	Compensation	Social Security and Other Benefits	The factory inaccurately calculates workers' contribution to ONA.	Submit ONA payments on time, within the first 10 working days of each month for the previous month and calculate this amount based on workers base salaries.		31

Apr-21		Paid Leave	Payment of annual leave, sick leave and maternity leave are not calculated on the daily average earnings and the lunch break payment is not included.	Pay annual leave, sick leave and maternity leave on daily average earnings and include the lunch break in the calculation		2
Apr-21	Compensation	Paid Leave	The lunch break is not compensated in the payroll.	Ensure that the daily break is accurately paid to all workers.		2
Apr-21	Compensation	Paid Leave	Inaccurate payment for maternity leave.	Ensure that workers received the correct amount of maternity leave payments.		2
Apr-21	Compensation	Paid Leave	Inaccurate Sick leave payments.	Ensure that workers are Accurately compensate workers for sick leaves.		10
Apr-21	Compensation	Paid Leave	Inaccurate annual leave payments.	Calculate the annual leave on worker's daily average earnings		2
Apr-21	Child Labour	Documentation and Protection of Young Workers	One employment file was missing the Government issued IDs indicating the worker was above the minimum age requirement.	Confirm government issued identification at the beginning of the recruitment process	All Employees personal files are updated and in the place and monthly random check is started	2
Assessment November 2019						
Nov-19		OSH Management Systems	Factory have a system in place to clean and disinfect the workplace. However, it does not have an appropriate checklist to monitor the system	All the chemical items should be labeled & should be added in checklist	All the chemical products are stored separately, labeled, identified & added in the checklist to monitor the system.	
Nov-19		OSH Management Systems	Factory has COVID-19 with most of the required elements. However, it does not include Handling procedure of suspected cases (Isolation room; PPE; hand washing station; gloves, disposable shoe covers; isolation gown and cap)	Elaborate Handling procedure of suspected cases inside the factory in writing.		

Nov-19		OSH Management Systems	Check all workers' and visitors' body temperature upon entry but does not keep a registry for all persons who present a temperature of 38C and above	Share registry with BWH advisor	Everyday we are following the COVID-19 SOP here each & every employees & Visitors are scanned for temperature in prior to entry facility & then after all the employees are re-scanned for temperature in the sewing floor & records are maintained till date.	
Nov-19		Paid Leave	Factory prorates sick leave payment to worker with over one year of service. Workers after 1 year of service who present a medical certificate warranting X days of sick leave should receive full payment. Factory prorates payments based on 1.25 day/month YTD and pay remaining days on a month to month basis if worker did not accumulate the number of days given on the medical certificate. All workers over 1 year of service are entitled to the full payment for the number of days given in a medical certificate. ART 131	Identify workers and provide full payment by end of Q3	Sick leave payment for the employees who where not received the full payments is now paid & completed with their received signature, they were 37 employees who were in the pending list -document proof is available in the facility.	
Nov-19		Emergency Preparedness	During the factory tour, assessors notice that, the steam lever in an iron being used in the pressing section, was wrapped with a piece of fabric. In addition, the factory didn't take any steps to control the source of ignition during the assessment period.	Need to give education to employees	Now factory is replaced all the hosepipes which are damaged and now regular maintenance is maintained „ Proper education is given to the all the employees who are working with ironing.	
Nov-19		Emergency Preparedness	During the assessment visit, assessors observed that one emergency exit # 5 was closed during working hours.	1. Ensure emergency exit doors remain opened during working hours	Now all the Exit doors are opened and securities are in place full time & educated about importance of the door open.	

Nov-19		Emergency Preparedness	During the assessment visit, assessors found one fire extinguisher in the fabric warehouse that was undercharged. One fire extinguisher in the packing area was obstructed and another fire extinguisher was missing on the factory floor.	1. Conduct daily and or Weekly monitoring ensuring proper pressurization & clearance from obstruction.	1. Now factory is having the extra spare extinguishers (Immediate replacement when it is under recharged or over charged) and educated the section in-charges not to obstruct the Fire Extinguishers & its importance during emergency. 2. Asst. Compliance & OSH committee members are daily monitored.	
Nov-19		Health Services and First Aid	There are sufficient number of readily accessible first aid boxes in the workplace. However during the assessment visit, assessors found first aid box # 1 was missing the following products: Scissors Alcohol Gause pad Antibiotic cream Management committed to replace the medical supplies.	1. Ensure that all first aid boxes include all necessary products; including but not limited to: Scissors Alcohol Gause pad Antibiotic	All the First Aid materials are their in the place and every alternate days Nurses are monitored and refill the missing medical items and report maintained weekly once.	
Nov-19		Health Services and First Aid	During the assessment visit, management stated that the factory has 4 full time nurses and 3 doctor's visits per week. However they provided proof of study (Nursing diploma) for only 3 nurses. Management stated that the 4th nurse is still awaiting her diploma from the school. As per the Haitian Labor Code, a factory of this size must have a permanent onsite medical service, with at least 6 nurses and 3 doctor's visits	Comply with the Haitian Labor Code, ensure that a factory of this size have a permanent onsite medical service, with at least 6 nurses and 3 doctor's visits per week		
Nov-19		Health Services and First Aid	Interviewed workers stated that the factory does not provide free annual health checks to workers. The employer did not pay OFATMA for the medical cards, that is why OFATMA did not provide the medical checks at the factory. Management said that they will follow up with OFATMA.	1. Pay for OFATMA medical cards 2. Ensure follow up with OFATMA to carry out medical checks	1. Payments are paid regularly. 2. For General Health Checkup for all the employees We have send requested letter to OFATMA, their is no response from OFATMA.	

Nov-19		Health Services and First Aid	Interviewed workers stated that the factory does not provide free health checks to workers within the first three months of hiring. The employer did not pay OFATMA for the medical cards, that is why OFATMA did not provide the medical checks at the factory. Management said that they will follow up with OFATMA.	1. Pay for OFATMA medical cards 2. Ensure follow up with OFATMA to deliver medical exams within 90 days of hiring	1. Payment is done regularly 2. sent a request letter to OFATMA for to conduct a General Health Checkup to all the employees	
Nov-19		Welfare Facilities	The workplace has adequate hand washing facilities. However, during the assessment visit, assessors did not find soap in the men's toilet. During the interviews, workers complained that soap was often missing in the ladies' toilets as well.	1. Perform daily and weekly monitoring by the OSH committee 2. Report each instances of NC to Compliance officer 3. Follow up with adequate soap supply as necessary	1. OSH committe is active and now all the toilet items are in place. 2. One of the OSH committee member is a House Keeping Supervisor , so immediately when the soaps & liquid getting over immediately it is placed & now no issues. 3. Always factory is having the extra stock to avoid lack of house keeping materials.	
Nov-19		Welfare Facilities	The factory has 39 functioning toilets for women and 7 functioning toilets for men. Under the Haitian Labor Code there should be at least one toilet for every 25 men and one toilet for every 15 women. With its current workforce, the factory should have 11 functioning toilets for men and 51 functioning toilets for women. Assessors did not observe any waiting lines at the time of assessment.	Have 11 functioning toilets for men and 51 functioning toilets for women		

Nov-19		Working Environment	Assessors measured the light levels as follows: Sewing section, 292 lux Quality section, 1090 lux Packing section, 436 lux Pressing section, 310 lux Cutting section, 470 lux Better Work recommends a minimum of 300 lux for this section: Pressing section Better Work recommends a minimum of 500 lux for these sections: Sewing, cutting and packing sections Better Work recommends a minimum of 750 lux for these sections: Trimming and inspection sections			
Nov-19		Working Environment	Assessors measured the temperature as follows: At 9:40 AM Outside 31.5 C Sewing section, 32.1 C Quality section, 31.7 C Packing section, 32.0 C Pressing section, 32.2 C Cutting section, 30.8 C Better Work recommends a maximum of 30 C.			
Nov-19		Chemicals and Hazardous Substances	No material safety data sheet were available for chemicals products such as WD-40, general purpose grease, Spray paint, laundry detergent, Oil and Mist spray 2000.	Ensure material safety data sheet are available for chemicals products such as WD-40, general purpose grease, Spray paint, laundry detergent, Oil and Mist spray 2000.	Yes, MSDS is available for All the chemicals products which are used inside the factory.	
Nov-19		Chemicals and Hazardous Substances	During the assessment visit, assessors found 2 unlabelled containers of gasoline in the welding workshop and 1 unlabelled container of oil in the cutting section. Management said it will monitor closely chemicals containers around in the workplace.	1. Conduct daily and or weekly monitoring 2. Train personnel on importance of using properly labeled containers 3. Provide standard labeled containers for usage	1. Daily Monitoring is started (Monitored by Asst. compliance) And removed unnecessary chemical containers. 2. Educated the workers who handles the chemicals and advised without label / MSDS & NFPA the chemical should not be used. 3. Provided standard labeled	

Nov-19		Chemicals and Hazardous Substances	The factory has an inventory of chemicals and hazardous substances used in the workplace. However, during the assessment visit, assessors found chemicals such as: King Antioxido, Wood Glue, Power Flex, WD-40, General Purpose Grease and Spray paint, that were not included in the inventory. Management committed to update the inventory.	1. Monitor list of chemicals purchased by the factory 2. Update list as necessary to include all chemicals	1. Informed to the purchase department that should be informed any chemical products purchased should be prior to bring the knowledge of Compliance Dept. 2. Updated with the inventory log. 3. MSDS & NFPA is displayed and educated the authorized	
Nov-19		Termination	The employer failed to notify the Ministry of Labor of the employee's dismissal as required under Article 42 of the labor code, although the employee was fired for serious misconduct. Management said that they did not know about this requirement but promise to follow the proper procedure next time.	1. Complete Training on Haitian labor 2. Update internal policy and procedure on terminations to include proper notification of labor ministry as appropriate	1. Training will be provided starting of the month of May 2020. 2. Internal Policy will be updated with termination including proper notification of the labor Ministry. and revised updated copy will be sent to the Labor Department. 3. since till now we have not seen any disciplinary dismissal, We have had some capacity related severance which we have	
Nov-19		Social Security and Other Benefits	The factory collects and forward workers' contributions to OFATMA for maternity and health insurance. However the factory calculates OFATMA contributions based on the minimum wage instead of the base salary. As a result, workers' contributions, which should be 3 percent of the worker's base salary, is not accurate. Furthermore, OFATMA payments are based on the payroll of the last 2 weeks of each month instead of the full month as required by law.	1) Discuss legal requirements with the General Manager 2) Inform workers about the legal requirements 3) Ensure that 3 percent of workers' basic salary are collected and forward to OFATMA for maternity and health insurance		

Nov-19		Social Security and Other Benefits	The factory is registered with OFATMA for maternity and health insurance. However, the factory calculates OFATMA maternity and health insurance contributions based on the minimum wage instead of the base salary. As a result, the employer's contribution, which should be 3 percent of the worker's base salary, does not comply with legal requirements. Furthermore, OFATMA payments are based on the payroll of the last 2 weeks of each month instead of the full month as required by law.	1) Discuss legal requirements with the General Manager 2) Inform workers about the legal requirements 3) Ensure that 3 percent of workers' basic salary are collected and forward to OFATMA for maternity and health insurance	no active steps taken to remediate this issue	
Nov-19		Social Security and Other Benefits	The factory collects and forwards worker's contributions to ONA. However, the factory calculates ONA contributions based on the minimum wage instead of the base salary. As a result, workers' contributions, which should be 6 percent of the worker's base salary, does not comply with legal requirements. Furthermore, ONA payments are based on the payroll for the last 2 weeks of each month instead of the full month as required by law.	1- Discuss legal requirements with the General Manager 2- Submit ONA payments on time, within the first 10 working days of each month for the previous month. 3- Then calculate this amount based on workers monthly base salaries instead of the minimum wage	no active steps taken remediate this finding	
Nov-19		Social Security and Other Benefits	The factory calculates ONA contributions based on the minimum wage instead of the base salary. As a result, the employer's contribution, which should be 6 percent of the worker's base salary, does not comply with the legal requirements. Furthermore, ONA payments are based on the payroll for the last 2 weeks of each month instead of the full month as required by law.	1- Discuss legal requirements with the General Manager 2- Submit ONA payments on time, within the first 10 working days of each month for the previous month. 3- Then calculate this amount based on workers base salaries instead of the minimum wage	Factory does not have concrete plans to remediate this issue.	

Nov-19		Wage Information, Use and Deduction	During the assessment, assessors found that, for some workers, the adjustment made to their salary was not automatically recorded in the payroll system. Management explained that they changed their accounting system and that they are in the process of recording all the adjustments in the payroll system. However, while drafting the report management sent evidence of the adjustment that have been made in the payroll.			
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BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: The Willbes Haitian 2A S.A.
Location: Port-au-Prince
Number of workers: 1,213
Date of registration: Sep-10
Date of last two Better Work assessments: May-18 Jul-19

Advisory and Training Services

Sep-20	Advisory meeting	Virtual meeting with management on management system documents to review following the trainings. Virtual bipartite
Jan-21	Advisory meeting	Virtual meeting with management to discuss 2020 performance and advisory priority and roadmap 2021. Bipartite
Mar-21	Advisory meeting	Meeting with management on various concerns raised by the unions. Management to set a meeting to address the concerns. Virtual OSH tour to verify the remediations. Factory to complete the OSH improvements in the new facility.
	Advisory meeting	Virtual meeting on improvement plan status. The discussion was also on POSH training follow ups. Factory to send evidence of the last year awareness campaign. Virtual bipartite meeting on workers concerns which were the minimum salary increase and the fear of temporary suspension due to Covid19

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH management	The factory does not have an adequate COVID-19 protocol that includes all the relevant elements. In addition, the existing protocol is written in Spanish.	Develop an adequate COVID-19 protocol with all the relevant elements as per Better Work Haiti's guidelines. Translate the protocol in local language.	Factory will review the protocol accordingly.	8
Assessment July 2019						
Jul-19	Compensation	Social Security and Other Benefits	Late payment of employers' contribution to OFATMA for maternity and health insurance.	Pay OFATMA within the first 10 business days of the next month for the previous month.	Contribution to OFATMA maternity and health insurance is being paid within the first 10 business days.	15
Jul-19	Compensation	Social Security and Other Benefits	Late payment of workers' contribution to OFATMA maternity and health insurance.	Pay OFATMA within the first 10 business days of the next month for the previous month.	Contribution to OFATMA maternity and health insurance is being paid within the first 10 business days.	15

Jul-19	Contracts and Human Resources	Termination	Improper termination of pregnant worker.	Train the Human resources officer. Have a checklist to file termination document in a consistent manner.	Pregnant woman was rehired immediately. Facility trained all Human Resources Manager. Procedures and regulations are being followed.	15
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unlabelled containers of chemicals found in the workplace.	Label all containers of chemical products used in the factory.	Oil containers were properly labelled in the mechanic shop. Thinner container was removed from trim stock. Thinner container in the spot cleaning room was properly identified. Water tank in the boiler room is in process of identification.	22
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Incomplete MSDS, missing standard information on chemical for several products.	Provide MSDS with complete information where the chemical products are used and stored.	Complete MSDS for Thinner, alkal, K7M were already posted.	22
Jul-19	Occupational Safety and Health	Chemicals and Hazardous Substances	One non functional eye wash station.	Fix non functional eye wash station in the chemical warehouse.	The eye wash station is already fixed. water pressure is ok.	15
Jul-19	Occupational Safety and Health	Worker Protection	Management did not provide proper masks to spot cleaning workers.	Provide protective equipment to workers using chemicals and hazardous substances.	All workers in all working sections are provided with PPEs. Facility restrict the access to that area.	85
Jul-19	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical equipment and installations.	Perform regular maintenance of all electrical equipment and installations.		100
Jul-19	Occupational Safety and Health	Working Environment	Temperature exceeded 30C in all working sections.	Keep the temperature level at 30C or lower.		30
Jul-19	Occupational Safety and Health	Working Environment	Noise levels exceeded 90 db.	Keep noise level below 90 dB.		22
Jul-19	Occupational Safety and Health	Working Environment	Level of lighting was insufficient in several sections.	Increase light level in the sewing, pressing and cutting section.		30
Jul-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for women.		22

Jul-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Add more nurses.		107
Jul-19	Occupational Safety and Health	Health Services and First Aid	One first aid box obstructed by a trolley. Keys were not available to open another first aid box.	Keep first aid boxes unobstructed and readily accessible during working hours.	Facility ensured that all first aid kits remained unobstructed at all time. Facility ensured to have two persons in charged of first aid kits.	23
Jul-19	Occupational Safety and Health	Emergency Preparedness	Access to three fire extinguishers was obstructed by boxes.	Keep firefighting equipment unobstructed and readily accessible.	Facility took immediate action. all fire extinguishers are free of obstructions.	22
Jul-19	Occupational Safety and Health	Emergency Preparedness	The evacuation plan was not posted in the mezzanine. The escape routes in the mezzanine were not clearly marked.	Mark the escape routes in the mezzanine area. Post the evacuation plan in the mezzanine area.	Evacuation plan for the mezzanine building # 41 is already designed. It will be posted shortly, Evacuation routes for the same building were already painted, Emergency light near the pressing section was relocated as per Better Work recommendation.	22
Jul-19	Occupational Safety and Health	Emergency Preparedness	A rechargeable lamp wrapped with a black bag in the mezzanine.	Ensure that possible sources of ignition are properly safeguarded. Perform an internal OSH assessment for the new facility.	Rechargeable lamp wrapped with black bag was removed immediately.	15
Jul-19	Working Time	Leave	Workers were provided less than 15 days of annual leave.	Provide 15 days of annual leave to all workers after 1 year of service.		18
Assessment May 2018						
May-18	Occupational Safety and Health	OSH Management Systems	Employer has not developed any mechanism to ensure cooperation on OSH matters.	Establish an OSH committee and develop the OSH priorities and procedures jointly with the committee.	The factory has an active OSH committee. Meeting are being carry out on a monthly basis.	

May-18	Occupational Safety and Health	OSH Management Systems	OSH policy is not signed by top management.	Update the OSH policy with the participation of the worker representatives. Have the policy signed by management and worker representatives.	The OSH Policy has been presented and explained to the OSH committee. Both workers and management representatives signed the policy.	
May-18	Occupational Safety and Health	Worker Protection	Gloves were not provided to workers in the mechanic shop.	Provide gloves and other necessary PPE to the workers in the mechanic shop. Train workers to use the provided PPE.	Workers at the mechanic shop were provided with gloves.	
May-18	Occupational Safety and Health	Worker Protection	Standing workers in some sections of the workplace did not have shock absorbing mats.	Provide shock absorbing mats to standing workers.	All workers in standing position were provided with standing mats at building 43.	
May-18	Occupational Safety and Health	Worker Protection	Electrical box was poorly maintained.	Maintain the electrical installations regularly.	Electrical box's internal wiring and interrupters at the mechanic shop were properly covered with a transparent, protective material to avoid electrical shock hazard. Maintenance personnel was properly trained to keep it in place at all times.	
May-18	Occupational Safety and Health	Working Environment	Temperature exceeded 30C in several sections of the workplace.	Keep the temperature level to a maximum of 30 C.		
May-18	Occupational Safety and Health	Working Environment	The level of lighting was inadequate in some section of the workplace.	Ensure that light level is adequate the pressing section.	Factory installed additional lamps.	
May-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of medical staff.	Have a permanent medical staff with 6 nurses and 3 doctor's visit per week.		

May-18	Occupational Safety and Health	Health Services and First Aid	Listed items missing in the first aid box.	Have adequate first aid box available for the workers with necessary products.	Facility ensured that the content of 1 first aid kit in building 42 matches with the items included in the check list. Alcohol, scissor and forceps were added.	
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BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: The Willbes Haitian S.A (HT-2B)
Location: Port-au-Prince
Number of workers: 759
Date of registration: Feb-18
Date of last two Better Work assessments: Jul-18 Sep-19

Advisory and Training Services

Apr-21	Advisory meeting	Virtual meeting with management on industrial relations and on HR procedures. The discussion was also on the IP follow ups. Virtual meeting with bipartite committee on protective equipment in the workplace..
12-Apr-21	Advisory meeting	Virtual advisory with management. Discussion was on advisory strategy as their new advisory and expected follow ups. Management to share several documents.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	Worker Protection	Factory does not have appropriate checklist to monitor the cleaning and disinfection process related to COVID 19.	Implement a checklist to record daily cleaning and disinfection Keep record in appropriate location.		8
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Develop a protocol that include a COVID-19 task force, hygiene procedures, entry and exit procedures and reporting Procedures.		8
Assessment September 2019						
Sep-19	Working Time	Leave	Insufficient annual leave provided to workers.	Ensure that workers enjoy the 15 annual leave days.	Workers left factory December 20th 2019 and returned January 9th 2020.	13

Sep-19	Occupational Safety and Health	Emergency Preparedness	Obstructed Escape routes.	Reinforce monitoring responsibilities with lines supervisors.	Fabrics were removed and additional monitoring is being done.	26
Sep-19	Occupational Safety and Health	Emergency Preparedness	Escape routes are not clearly marked.	Complete new lay out for floor and follow up with adequate marking of factory floor.	Escapes routes are clearly marked. The escape routes have been re-painted.	26
Sep-19	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguishers.	Reinforce monitoring responsibilities with line supervisors and OSH committee members.		26
Sep-19	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel.	Hire the required medical staff.		34
Sep-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilet according to the Haitian Labor Code.	Increase the number of working toilets as per the Labor Code		34
Sep-19	Occupational Safety and Health	Working Environment	The level of lighting in the workplace is unacceptable.	Replace bulbs on a regular schedule according to manufacturers instructions. Clean light fixtures regularly.		34
Sep-19	Occupational Safety and Health	Working Environment	Noise levels are unacceptable in the workplace.	Provide adequate personal protective equipment (PPE) that control the noise at the worker.	Measured noise level, it is below 90 DB.	34
Sep-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed BW recommended limit of 30 C.	Ensure that the air-flow to and from the fans is not blocked.		34

Sep-19	Occupational Safety and Health	Worker Protection	Electrical panels was not properly maintained.	Ensure electrical panel are without combustible materials and exposed wires	Combustible material was removed from the electrical panel.	34
Sep-19	Occupational Safety and Health	Worker Protection	The employer did not provide foot rests or shock absorbing mats to all standing workers.	Provide standing mats to all standing workers.		34
Sep-19	Occupational Safety and Health	Worker Protection	Management did not provide proper PPE to all workers.	Provide proper masks to all workers in the spot cleaning section, safety belts and proper cap to workers working at heights	All necessary personal protective equipment have been purchased and distributed as required.	34
Sep-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all containers and dispose unused containers in a timely manner.		34
Sep-19	Contracts and Human Resources	Employment Contracts	Temporary workers did not know their terms of employment.	Issue temporary contracts with fully disclosed terms of employment going forward to all temporary workers.	Factory policy has been modified to be in compliance.	20
Sep-19	Compensation	Minimum Wages/Piece Rate Wages	Management keep a separate payroll for temporary workers who are paid on a weekly basis.	Integrate temporary workers into punch system. Then, ensure that recorded working hours flow into master payroll.	Temporary workers with time cards are linked directly to the master payroll.	13
Assessment July 2018						
Jul-18	Working Time	Contracting Procedures	Subcontractors were not using proper PPE.	Have proper procedures for the mandatory use of PPE including for sub-contractor.	Maintenance department already have appropriate PPE for workers.	

Jul-18	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Establish an effective functioning of OSH committee with a balanced representation of male and female.	The OSH committee is active and functioning.	
Jul-18	Occupational Safety and Health	OSH Management Systems	The OSH policy was not developed in consultation with workers and their representatives.	Consult with worker representatives to make necessary adjustment in the policy.	Management held discussion on the policy with OSH representatives.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Improper inventory control of chemical and hazardous substances.	Assign a person responsible for updating inventory of hazardous substances where they are stored or used.	Facility already assigned a person responsible for updating, maintaining and checking inventories of hazardous substances.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemicals and hazardous substances were not properly labelled in the workplace.	Label all chemicals and hazardous substances used in the workplace.		
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The employer did not keep chemical safety data sheets for all hazardous chemicals used in the workplace.	Identify and translate all relevant MSDS into local language and post them accordingly.	MSDS are available for all chemicals and hazardous substances.	
Jul-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Eye wash station is not available where chemicals and hazardous substances are stored.	Provide cleansing materials where chemicals are used and stored.	Facility already stopped storing any chemical substances in that place.	
Jul-18	Occupational Safety and Health	Worker Protection	Workers had not been provided with earplugs.	Distribute proper personal protective equipment to workers to control noise level.	Earplugs have been distributed.	

Jul-18	Occupational Safety and Health	Worker Protection	More than 30 percent of workers were not using the eye guards.	Train workers to use the provided PPE when necessary.	Workers were trained on the importance of the use of machinery guards. Management is monitoring on a daily basis.	
Jul-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels.	Cover and seal all electrical panels.	All panels are covered with metal.	
Jul-18	Occupational Safety and Health	Worker Protection	Improper maintenance of electrical panels.	Identify electrical installations requiring warning signs.	The hazards signs were posted and are being monitored.	
Jul-18	Occupational Safety and Health	Working Environment	Temperatures in all sections exceeds Better work recommended level of 30 C.	Use a push and pull-type ventilation or cooling system.		
Jul-18	Occupational Safety and Health	Working Environment	Inadequate lighting in some sections.	Install LED lighting to bring luminosity to higher levels.		
Jul-18	Occupational Safety and Health	Welfare Facilities	Insufficient toilet according to the Haitian Labor Code.	Increase the number of toilets for men and women.		
Jul-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical personnel according to the Labor Code.	Hire the required medical staff.		
Jul-18	Occupational Safety and Health	Emergency Preparedness	Smoke detectors are not installed where flammable materials are stored.	Install and properly maintain smoke detectors.	Facility already installed smoke detector.	
Jul-18	Occupational Safety and Health	Emergency Preparedness	Unidentified fire extinguishers.	Communicate the necessity for tags to supplier and ensure they are placed in a timely manner.	All fire extinguishers have tags.	

Jul-18	Occupational Safety and Health	Emergency Preparedness	The evacuation plan is not updated.	Update evacuation plan of both buildings.	Evacuation plans for both building are already updated and posted.	
Jul-18	Working time	Regular Hours	Factory's working hours are not posted on the floor.	Post working hours on information board.	working hours have been posted on information board.	

BETTER WORK HAITI – 22ND SYNTHESIS REPORT



Factory: The WILLBES Haitian III S.A
Location: Port-au-Prince
Number of workers: 737
Date of registration: Sep-10
Date of last two Better Work assessments: Jun-18 Aug-19

Advisory and Training Services

May-21	Advisory meeting	Virtual meeting to discuss OSH improvements and the June notifications form the government. The discussion was also on latest complaints received by the trade union committee SOTA. Virtual bipartite committee on Covid 19 measures inside the factory.
Apr-21	Advisory meeting	Virtual meeting on the road map. The discussion was also on the social benefit status. Virtual meeting with bipartite committee OSH issues at the workplace and how the management could monitor these issues.
Feb-21	Advisory meeting	Virtual meeting with management to discuss 2020 performance and advisory priority and roadmap 2021. Bipartite committee meeting where management and workers' representative share their concerns on issues that needs immediate attention.
Oct-20	Advisory meeting	Virtual management meeting with management on COVID-19 protocol's review. Discussion was also on pending request meeting from trade Union. Virtual bipartite meeting on workers' concern specifically the raise of the minimum wage.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	OSH management system	The factory does not have an adequate COVID 19 protocol that includes all the relevant elements. In addition, the existing protocol is written in Spanish.	Develop an adequate COVID 19 protocol with all the relevant elements as per Better Work Haiti's guidelines. Translate the protocol in local language.	Factory will review the protocol accordingly.	8
Assessment August 2019						
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory for chemical products is not accurate.	Ensure that the chemical inventory include all chemicals used in the workplace.	Chemical inventory was properly updated. All chemical products were included in the chemical inventory.	27
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified bottle containing machine oil.	Identify all containers of chemical products used in the workplace.	All chemical containers were properly labelled in local language.	41

Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Gallons containing diesel fuel were being stored in the generator room.	Store the chemical in a more appropriate place.	Gallon of diesel fuel was removed from the generator room. All chemical substances area stored at the chemical warehouse.	15
Aug-19	Occupational Safety and Health	Chemicals and Hazardous Substances	Material Safety Data Sheets (MSDS) were missing for compressor oil and engine oil.	Keep complete and accurate MSDS for all chemicals used in the workplace.	MSDS for compressor oil and machine oil were posted at the required places.	58
Aug-19	Occupational Safety and Health	Worker Protection	Workers are not using available personal protective equipment.	Provide gloves where required. Train workers on the use personal protective equipment.	Workers were advised to properly use their PPE when performing their duties. HR Manager will monitor their usage on a daily basis.	22
Aug-19	Occupational Safety and Health	Worker Protection	Electrical panel does not have the proper warning signs.	Post proper warning signs on all electrical panels.	Floor marking was already painted.	41
Aug-19	Occupational Safety and Health	Working Environment	The temperature level exceeded 30C in several sections.	Keep the temperature level at or below 30C.		22
Aug-19	Occupational Safety and Health	Working Environment	The level of lighting was insufficient in several sections.	Ensure the light level is appropriate in all working sections.		48
Aug-19	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for the female workforce.		115
Aug-19	Occupational Safety and Health	Health Services and First Aid	Factory does not provide systematic annual health checks to all workers.	Follow up with OFATMA to perform the annual checks.	Factory paid the health card (CDS) for all the workers and follows up with OFATMA for the medical checks. Factory provides itself medical checks to the	22
Aug-19	Occupational Safety and Health	Health Services and First Aid	Insufficient number of nurses.	Hire two more nurses.		106
Aug-19	Occupational Safety and Health	Emergency Preparedness	Undercharged and improperly mounted fire extinguishers.	Maintain the fire extinguishers regularly.	Facility took immediate action about this issue. Three fires extinguishers were properly charged and mounted.	34
Assessment July 2018						
Jun-18	Compensation	Social Security and Other Benefits	Employer's contribution to ONA is Late.	Pay ONA within the first 10 working days of each month.	Management ensured that ONA payment is done between the first 10 working days of each month.	
Jun-18	Compensation	Social Security and Other Benefits	Worker's contribution to ONA is Late.	Pay ONA contributions within the first 10 working days of each month for the previous month.	Payment is regularly done between the first 10 working days of each month.	

Jun-18	Occupational Safety and Health	OSH Management Systems	The employer has not developed any mechanism to ensure cooperation on OSH matters.	Have a functioning OSH committee and hold regular OSH committee meetings.	Facility has records of OSH assessment on a monthly basis. Osh committee regularly meets on a monthly basis.	
Jun-18	Occupational Safety and Health	OSH Management Systems	The factory has a written OSH policy that is not signed by top management.	Consult workers representatives on any change related to OSH policy. Have both, management and worker representatives sign the policy.	The factory has an OSH policy signed by top management. The OSH policy was communicated to workers representative who signed the policy.	
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	The inventory does not include all the hazardous substances used in the workplace.	Keep an accurate inventory that includes all chemicals and hazardous substances used in the workplace.	All chemical used at the facility are included in the chemical inventory.	
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Unidentified containers of chemicals.	Label all containers used in the workplace. Train relevant workers on chemical handling.	All chemical containers were properly labelled such machine oil and diesel tank.	
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDS were not available in some sections of one building where chemicals are used.	Post MSDS for all chemicals and hazardous substances used in the workplace.	Facility ensured to have MSDS for chemical product such as AI-Con 200.	
Jun-18	Occupational Safety and Health	Chemicals and Hazardous Substances	There is no eye wash station in some areas where chemicals and hazardous substances are used.	Install eye washing facilities in the area where chemicals and hazardous substances are used.	Facility decided to remove chemical from this area.	
Jun-18	Occupational Safety and Health	Worker Protection	Machines missing pulley guards.	Replace the missing pulley guards on the machines.	Facility ensured to install pulley guards on required machines.	
Jun-18	Occupational Safety and Health	Worker Protection	Exposed wires in uncovered electrical panel. Uninsulated battery terminals.	Maintain the electrical installations regularly. Ensure the electrical installation remain unobstructed.	The electrical panel with exposed wires in the mezzanine was properly covered.	
Jun-18	Occupational Safety and Health	Worker Protection	One electrical panel found missing appropriate safety warnings.	Post hazard sign on all electrical panel.	Electrical control panel at the mezzanine was provided with warning sign.	
Jun-18	Occupational Safety and Health	Working Environment	Level of lighting is inadequate in some sections of the workplace.	Ensure the light level is appropriate in all working sections.	Internal audits are performed regularly to ensure that the light level is appropriate.	
Jun-18	Occupational Safety and Health	Welfare Facilities	Insufficient number of toilets for women.	Increase the number of toilets for women.		

Jun-18	Occupational Safety and Health	Health Services and First Aid	The factory does not provide systematic health checks to workers within the first three months of hiring.	Arrange free health checks for workers within the first three months of hiring.	HR Manager was properly trained. Systematic health checks to workers is provided within the first three months of hiring.	
Jun-18	Occupational Safety and Health	Health Services and First Aid	Insufficient number of onsite medical staff.	Have a permanent onsite medical staff of 4 nurses and 3 doctor's visits per week.		
Jun-18	Occupational Safety and Health	Health Services and First Aid	Expired product found in two first aid boxes.	Inspect the first aid boxes on a regular basis and replace all expired products.	Expired products such as Pro-Dovidine in 2 first aid boxes were removed immediately. Facility will ensure to inspect all first aid kits on a weekly basis.	
Jun-18	Occupational Safety and Health	Emergency Preparedness	Improper maintenance of fire fighting equipment.	Maintain the fire fighting equipment on a regular basis.	Management installed a well maintained fire extinguisher in the material warehouse and another in cutting department.	
Jun-18	Occupational Safety and Health	Emergency Preparedness	Evacuation plans have not been updated.	Update the evacuation plan accordingly. Include the mezzanine and the indication for the escape routes.	Evacuation plan is ok for the factory. A separate evacuation plan was added to the mezzanine.	
Jun-18	Working Time	Regular Hours	The factory's working hours for all shifts including break time were not posted by the employer.	Post the working hours including break time inside the workplace.	Working time and break time is posted inside the workplace.	
Jun-18	Working Time	Leave	The policy on the breastfeeding break is not fully applied.	Give the appropriate break time to breastfeeding workers systematically.	HR Manager was properly trained. When returning from maternity leave, female workers are entitled to 1 hour per day to breastfeed. A contentment form is signed as evidence of their will.	

BETTER WORK HAITI - 22ND SYNTHESIS REPORT



Factory: The Willbes Haitian S.A (HT - Print Shop)
Location: Port-au-Prince
Number of workers: 57
Date of registration: Feb-18
Date of last two Better Work assessments: Jul-18 Jul-19

Advisory and Training Services

20-May-21	Training	Virtual Industry Seminar on Chemical Management System
19-May-21	Training	Virtual Industry seminar on Workplace Cooperation and Communication
28-Apr-21	Training	Virtual OSH Event Workshop
22-Apr-21	Training	Virtual training on Sexual Harassment Awareness and Prevention
20-Apr-21	Training	Virtual training on Occupational Safety and Health (OSH)
3-Mar-21	Training	Virtual training on Covid-19 Emergency Preparedness
28-May-21	Advisory meeting	Virtual OSH tour: emergency preparedness, Health services and first aid. Review pending in the improvement plan. Documentation reviews : OSH self assessment, training records, accident investigation procedure, risk assessment procedure and risk register
12-Apr-21	Advisory meeting	Virtual OSH tour on emergency preparedness and worker protection. Documentation review: Internal regulations, COVID 19 procedure, ONA payment, lunch break, Annual leave and annual leave upon termination.
8-Dec-20	Advisory meeting	Virtual meeting to present a template on worker Perception survey, review the following documents: COVID 19 Policy, Grievance mechanism, Annual leave and boni, Job description for OSH officer and OSH performance indicators.
8-Dec-20	Advisory meeting	Virtual OSH tour to verify the improvements that have been made. Meeting with the compliance team to review the pending documents from the last meeting. Verify the Internal work rules, training records for Fire extinguisher and First Aid and the last evacuation Drill. Explain how to elaborate the OSH performance indicators.
4-Sep-20	Advisory meeting	OSH factory tour to validate pending issues, Documentation review such as : Job Description for OSH officer, OSH self assessment, Accident investigation procedure, Management guideline for COVID 19, Grievance mechanism procedure. Worker perception Survey template.
28-May-21	Bipartite Committee Meeting	To present the role of the committee in raising workers' awareness to COVID-19.
28-Apr-21	Bipartite Committee Meeting	Meeting to discuss how the factory can improve the working environment, identify training needs for the employees.
30-Mar-21	Bipartite Committee Meeting	Induction for new employees on rules of hygiene, maintaining cleanliness in the toilet, Procedure for obtaining the ONA and OFA
27-Feb-21	Bipartite Committee Meeting	Training on personal protective equipment, debriefing and suggestion to verify if all PPE are available in the workplace.
28-Jan-21	Bipartite Committee Meeting	Review of accomplishments for the year 2020 and set new goals for the year 2021 such as more training for the committee, Help workers understand the factory procedures and develop an effective communication with workers.
27-Nov-20	Bipartite Committee Meeting	Meeting to analyse the procedures in place for Covid- 19 and set goals for the new year
3-Sep-20	Training	Financial literacy.
14-Aug-20	Bipartite Committee Meeting	Bipartite meeting to review BW service model and start with the self diagnosis process.
30-Jul-20	Training	Bipartite committee.

29-Jul-20	Training	Emergency preparedness.
28-Jul-20	Training	Emergency preparedness.
16-Jul-20	Training	Human Resources Management.
15-Jul-20	Advisory meeting	Meet with the OSH committee and work on the self diagnosis, documentation review: Document checklist . Session on OSH self assessment and Matrix of Key osha responsibilities.
25-Jun-20	Training	Emergency preparedness.
8-May-20	Advisory meeting	Virtual meeting with the HR assistant to review the improvement plan : Medical staff and medical checks for workers . Review the OSH monitoring system s, Internal work rules , HR performance indicators.
12-Feb-20	Advisory meeting	OSH factory tour to verify worker protection and chemicals management systems in place. Meeting with the OSH committee to discuss about the training needs and documentations review such as: employee contract, annual leave and bonus, training records, Social security payments.
13-Dec-19	Advisory meeting	To organize the election for the bipartite committee, then have a meeting with the candidates.
6-Nov-19	Advisory meeting	OSH Factory tour to verify pending issues . Documentation reviews: Training records and inventory of chemicals and files of terminated workers.

ASSESSMENT	COMPLIANCE CLUSTER	COMPLIANCE POINT	DETAILS OF NON COMPLIANCE	IMPROVEMENT PRIORITIES	REMEDATION EFFORTS	MONTHS
Assessment October 2020						
Oct-20	Occupational Safety and Health	Worker Protection	Factory does not have appropriate checklist to monitor the cleaning and disinfection process related to COVID 19.	Develop a checklist to record daily cleaning and disinfection Keep record in appropriate location.		8
Oct-20	Occupational Safety and Health	OSH Management Systems	The factory does not have an appropriate epidemic/pandemic protocol related to COVID-19 in place.	Develop a protocol that include a COVID-19 task force , hygiene procedures, entry and exit procedures and reporting Procedures.		8
Assessment July 2019						
Jul-19	Working Time	Leave	The factory provided 13 days of annual leave to workers with 1 year of service instead of 15 days.	Provide workers the required time for annual leave.	Factory ensured that the workers could benefit 15 consecutive days in 2019.	22

Jul-19	Occupational Safety and Health	Emergency Preparedness	Undercharged fire extinguishers.	Keep all fire extinguishers are properly maintained unobstructed.	A maintenance company has been contracted for the monthly inspection.	34
Jul-19	Occupational Safety and Health	Emergency Preparedness	Smoke detectors have not been installed where flammable materials are stored.	Install a fire detection and alarm system where chemicals are used and stored.	The facility has purchased fire detectors and placed them at their respective place.	22
Jul-19	Occupational Safety and Health	Health Services and First Aid	Medical staff is not available for the night shift.	Hire the required medical staff.		34
Jul-19	Occupational Safety and Health	Working Environment	Workplace temperature exceed 30 c in all section.	Ensure that the air-flow to and from the fans is not blocked.		34
Jul-19	Occupational Safety and Health	Worker Protection	Electrical wires and outlet are not properly maintained.	Insulate the exposed electrical wires and install cover on all electrical outlets.	The wires are installed through pipeline to prevent contact with people, cover have been placed to breakers and outlet.	22
Jul-19	Occupational Safety and Health	Worker Protection	The proper masks are not provided to workers.	Provide proper masks to workers.	Workers have been trained and received the proper PPE.	22
Jul-19	Occupational Safety and Health	OSH Management Systems	The inventory of chemicals and hazardous products does not specify the approximate amounts in storage.	Assign a person responsible for updating inventories of hazardous substances in the various locations where they are stored or used.	The facility has assigned a person responsible for updating the inventories of hazardous substances in various location where chemical are stored.	38

Assessment March 2018

Mar-18	Compensation	Wage Information, Use and Deduction	Late payments of employer's contribution to ONA.	Submit ONA payments on time and calculate this amount based on workers' base salary.	The facility ensured that ONA payments are submitted on time. Calculation is being done based on workers' basic salary.	
Mar-18	Compensation	Wage Information, Use and Deduction	The workers' contributions to ONA were overdue.	Deduct workers' contribution for ONA on the base salary and submit payment to ONA on a monthly basis.	The facility ensured that workers' contributions to ONA are submitted on time.	
Mar-18	Compensation	Wage Information, Use and Deduction	Overtime hours were not reported and compensated.	Ensure that the payroll records include regular hours worked, total overtime hour worked and any other period of time for which premium paid is required.	The Punch system has been reviewed. Day and night shifts have been corrected.	
Mar-18	Contracts and Human Resources	Employment Contracts	Written employment contracts do not specify the terms and conditions of employment.	Review the employment contract, specify the nature of the work to be performed, the amount to be paid, the place and the date of the conclusion of the contract.	Working contract form has been reviewed. Position, date, salary are included.	
Mar-18	Contracts and Human Resources	Termination	Payment upon termination is based on the minimum salary.	Ensure that termination payments are based on average earnings as required instead of the minimum salary.	Management ensured that termination payments are based on average earning.	
Mar-18	Occupational Safety and Health	OSH Management Systems	Assessment of general occupational safety and health in the factory was not available.	Conduct a general OSH assessment on a monthly basis.	The factory appointed a safety and health officer and the general assessment is conducted on a monthly basis.	

Mar-18	Occupational Safety and Health	OSH Management Systems	There are no mechanisms in place to ensure cooperation between workers and management on OSH matters.	Set up an OSH committee. Assign someone to prepare the agenda and lead the OSH meetings on a monthly basis.	The OSH committee is active. Meeting minutes are kept on a monthly basis.	
Mar-18	Occupational Safety and Health	OSH Management Systems	The Written OSH policy was not developed in consultation with workers and their representatives.	Translate the policy into the local language. Then, consult with worker representatives to make necessary adjustment in the policy.	Written OSH policy has been developed in consultation with workers and their representatives.	
Mar-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Inventory of chemicals and hazardous substances is not updated.	Assign a person responsible for updating inventories of hazardous substances in the various locations where they are stored or used.	The factory has already assigned a person responsible for updating chemical inventories. The Health and safety officer is responsible to verify if the inventory is updated.	
Mar-18	Occupational Safety and Health	Chemicals and Hazardous Substances	Chemical and hazardous substances are not properly labelled.	Label all chemicals and hazardous substances used in the workplace.	The factory has already assigned a person responsible to monitor all chemical recipients and ensure that all chemical containers are properly labelled.	
Mar-18	Occupational Safety and Health	Chemicals and Hazardous Substances	MSDSs are not available for all chemicals used in the workplace.	Translate and post MSDS where chemicals are used.	Facility has already assigned a responsible person for chemical management. MSDS are reviewed and posted in local language.	
Mar-18	Occupational Safety and Health	Worker Protection	Standing workers are not provided anti fatigue mats.	Provide anti fatigue mats to all standing workers. Provide sufficient break during which workers can sit down.	Management ensured to provide to all workers anti fatigue mats.	

Mar-18	Occupational Safety and Health	Worker Protection	Safety warnings are not posted in the workplace.	Post safety warnings on all electrical panels.	Health and Safety officer has been assigned to conduct monthly checks on all electrical panels.	
Mar-18	Occupational Safety and Health	OSH Management Systems	Workplace temperature exceeds 30 c in pressing, packing and quality sections.	Ensure that the air-flow to and from the fans is not blocked. Monitor workplace temperature on a regular basis.		
Mar-18	Occupational Safety and Health	Health Services and First Aid	Insufficient medical staff.	Hire the required medical staff.		
Mar-18	Occupational Safety and Health	Emergency Preparedness	Obstructed fire extinguisher.	Keep all fire extinguishers properly maintained and unobstructed.	The Health and safety coordinator ensured that all fire extinguishers are free of obstruction.	
Mar-18	Working Time	Regular Hours	Working time records did not reflect the hours actually worked.	Have an accurate attendance recording system.	The attendance system has been reviewed. Day and night shifts have been corrected.	
Mar-18	Working Time	Regular Hours	The factory's working hours is not posted.	Display on the information board the working hours for the night shifts.	Working hours for night and day shifts have been posted.	

As a partnership between the International Labor Organization and the International Finance Corporation, a member of the World Bank Group, Better Work brings together various groups - governments, global brands, plant owners, trade unions and workers - to improve Work in apparel industry and make the sector more competitive.

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