

HIDA Employers' Organizations Cooperation Program

PROGRAM NOTIFICATION

8 June 2017

- 1. Title:** The Program on Occupational Safety and Health Management and Work Environment Improvement [ERWM]
- 2. Duration:** **10 days**
from 25 September to 6 October, 2017 (24 September arrival in Japan, 7 October departure from Japan)
- 3. Venue:** **Training Location:**
HIDA Tokyo Kenshu Center [TKC/HIDA]
The Overseas Human Resources and Industry Development Association
Address: 30-1, Senju-Azuma 1-chome, Tokyo 120-8534, Japan
Tel: 81-3-3888-8231 (Reception), Fax: 81-3-3888-0763

Accommodation:
Ayase Kokusai Hotel
Address: 4-8-5 Kosuge, Katsushika-ku, Tokyo 124-0001, Japan
Tel: 81-3-5680-2200 (Reception), Fax: 81-3-5680-5500
Access: Approximately 1 minute on foot from Ayase Subway Station (Chiyoda Line, one stop from Kitasenju Sta.)
- 4. Number of Participants:** **18 in total**
(one or two from the organizations shown below)
- 5. Invited Countries:** Bangladesh (BEF), Cambodia (CAMFEBA), Fiji Islands (FEF), Ghana (GEA), India (EFI), Indonesia (APINDO), Lao P.D.R. (LNCCI), Mongolia (MONEF), Myanmar (UMFCCI), Nepal (FNCCI-EC), Pakistan (EFP), the Philippines (ECOP), South Africa (BUSA), Sri Lanka (EFC), Thailand (ECOT), Thailand (ECONTHAI), Turkey (TISK), Vietnam (VCCI)
- 6. Program Language:** English and some parts with an English interpreter
- 7. Closing Date for Nomination:** **Thursday, 3 August, 2017**
*This closing date is the date when HIDA receives candidates' Application documents from employer's organization.
- 8. Objectives:**
The objectives of the program are for the participants to understand trends in managing Occupational

Safety and Health (OSH) in companies compared with participants' own systems, find solutions to issues concerning OSH management by applying concepts and methodology that needs mutual cooperation among employers and workers, and optimally utilize OSH management at their companies/organizations by observing the best practices.

9. Program Contents:

The seminar will be conducted, combining the following four elements:

(1) Lectures :

- 1) Labor/ economic trends in Japan
- 2) Activities for mental health by enterprise

(2) Workshops:

Workshops will be organized with reference to improvement activities for OSH.

- 1) Trends in managing OSH
- 2) OSH experiences in Japan and in Asia
- 3) Cost effective improvement at workplaces
- 4) OSH management case in a Japanese company
- 5) Low-cost ways of improving safety and productivity
- 6) Implementing improvements for better work and productivity

(3) Company Visits

Participants have an opportunity to visit companies to observe OSH management in practice.

(4) Individual Work and Presentations

Participants are required to prepare in advance a pre-assignment, analyzing the current issues and situations they themselves are facing, and make a presentation to share this with their co-participants. During the seminar the participants will also draw up an Action Plan, based on the skills and knowledge acquired through the program, for implementation upon their return home.

10. Tentative Schedule:

Please refer to the attached schedule (appendix).

11. Certificate of Attendance:

A certificate will be awarded to participants who successfully complete the program.

12. Target Participants:

Those who have responsibility for OSH management in their companies or organizations and are willing to play a key role for the dissemination of knowledge in the field of OSH management acquired from the program in their respective countries.

13. Participation Requirement:

1) Qualification of Candidates (Candidates must meet all the qualifications as shown below)

- (1) Junior managers and/or middle-level staff members likely to become future leaders of employers' organizations or their member companies. Particularly, persons who have responsibilities in the field of OSH management.
- (2) Persons who have been recognized by the employers' organization as suitable to attend the program and have been given a letter of recommendation by his/her employer.
- (3) Persons who will apply for what they learn from this program in their daily working environment.
- (4) Persons who are able to fully complete the program and to carry out two tasks. One task is

to make a presentation on their 'Action Plan' on the final day of the program and to send a modified 'Action Plan' to HIDA upon their return home. The other is to send the 'Evaluation Sheet for Participant's Organization' to HIDA upon their return home.

- (5) Persons who are able to disseminate learning and knowledge acquired from the program after returning to their organization with the cooperation of their employers' organization.
- (6) Persons who graduated from a four-year seminar from either a college or a university, or have an equivalent educational background.
- (7) Persons who are not over the age of 45 and not younger than 26(*).
- (8) Persons who are physically and mentally healthy enough to undergo an intensive program in Japan. Not pregnant in case of women.
- (9) Persons who have a good command of both written and spoken English. (If an applicant was not educated in English, a document that proves the participant's English proficiency if he/she has any certificates that prove his/her English proficiency, e.g., official TOEFL or TOEIC score should be attached.)
- (10) Participants should not be students or armed forces personnel.
- (11) Persons who have not attended Employers' Organization Cooperation Program previously in Japan over the past five years.

** It is strongly advised that the candidates' age fall within the range of 26 and 45 in order to maximize the outcome (i.e. dissemination of the result of the program) and benefit from their participation in the program. If the candidates are under 26 or over 45, we will not be able to accept them even if other requirements are satisfied.*

2) Terms and Conditions

Participants will be requested to confirm their agreement with the "Notes for Participants in HIDA Program", which includes the following conditions:

- (1) Participants shall obtain a "**Temporary Visitor Visa**" by submitting the invitation documents supplied by HIDA to the Japanese Embassy or consulate in their country. HIDA may cancel the invitation of participants who enter Japan with the wrong kind of visa.
- (2) Reservation of tickets for air travel to and from Japan will be made by HIDA and the tickets will be sent to each participant in the form of an e-ticket or paper ticket through a local travel agency. In the case of paper ticket, the local travel agency in the respective country will contact the participant. All participants are asked to ensure that they have made all the necessary arrangements on their side before starting their journey to Japan. A participant who is unable to enter Japan before the beginning of the program will lose his/her place. HIDA will arrange their flights for arrival in Japan one day before the program begins and their flights for departure one day after the program ends.
- (3) Participants are not allowed to change the route, flight class or date without the endorsement of HIDA. Participants are not allowed to overstay at city(ies) in a third country between participants' home countries and Japan for any reasons other than flight convenience. If participants change the flight route by themselves, HIDA may charge them the cost of their air ticket.
- (4) Participants shall not be accompanied by their family members to Japan during the program.
- (5) Participants shall not request HIDA to arrange, nor arrange by themselves, any additional program for themselves during or after the program. Participants must attend all lectures, discussions, visits and ceremonial programs arranged by HIDA.

- (6) Participants shall leave Japan and return home upon completion of the program in Japan according to the original schedule offered by HIDA.

14. Selection of Participants:

The selection of participants will be based upon the application documents and HIDA will notify the result of selection to the employers' organizations as well as selected participants by **1 September at the latest** after the selection, in order to facilitate the process of obtaining the entry visa for Japan smoothly.

**Tentative Schedule of
The Program on Occupational Safety and Health Management
and Work Environment Improvement- [ERWM]
From 25 September to 6 October, 2017, Tokyo Kenshu Center**

Date		Morning Session (9:30-12:30)	Afternoon Session (14:00-17:00)
25 Sep.	Mon.	Orientation	Lecture: Current Labor and Economic Situation in Japan
		----- Opening Ceremony	
26	Tue.	Workshop I introduction: Trends in managing occupational safety and health	Presentation of Pre-departure Assignment by Participants and Discussion
27	Wed.	Workshop II: Occupational safety and health: Experiences in Japan and Asia	Workshop III: Check list exercise: Cost effective improvement at workplaces
28	Thu.	Lecture: Activities of mental health by enterprise	Workshop IV: Low-cost ways of improving safety and productivity (1): Material handling
29	Fri.	Lecture: 5S activities in a view of Improving Workplace Environment	Company Visit OSH management case in Japanese company
30	Sat.	Day-off	
1 Oct.	Sun.	Day-off	
2	Mon.	Move	Company Visit OSH management case in Japanese company
3	Tue.	Company Visit: Global Safety & Health Education Center in Japanese company	Move
4	Wed.	Workshop V: Low-cost ways of improving safety and productivity (2): Workstation design	Visit: Japan Industrial Safety & Health Association: Promotion of OSH
5	Thu.	Workshop VI: Low-cost ways of improving safety and productivity (3): Workstation design	Workshop VII: Implementing improvements for better work and productivity
6	Fri.	Workshop VIII: Seminar review, Q & A Making action plan by participants	Workshop IX Presentations of action plans by participants
			----- Seminar evaluation ----- Closing ceremony & exchange opinions

***The above schedule is subject to change due to the convenience of lecturers and cooperating companies.**