

HEALTH CARE & PROTECTION



PREVENTION IS ALWAYS BETTER THAN CURE. SL Garment Processing (Cambodia) Ltd. recognizes that a healthy workforce is important in the success of the company. It undertakes to look after the health and safety of its workers, by providing them a healthy and safe workplace, and the proper education on basic healthcare.

Workers' good manners and sanitation are important to the company and to society in general.

The company requires every worker and staff to take active role in its health and safety programs. Giving workers the right education is the responsibility of the company. As the saying goes, "good act must start from our own self first." If every one knows his/her roles, and acts accordingly, our facility and the society in general can be assured of a healthier and safer place.

I. Sanitation

Sanitation is basically keeping the area clean and hygienic, including the proper handling of the rubbish and the waste. This is a part of everybody's responsibility, not only the poor but also the rich people. We should not think that just because we have cleaners in the factory, we could already throw the rubbish or waste everywhere. The rubbish we throw could cause bad smell in the work place and affect the health. Even in restaurants, although we pay money for the food, we cannot just throw the waste or tissue everywhere. It seems we are eating in the rubbish block. Good manners are part of the human behavior, they are the proper/appropriate actions in a particular situations. Having good manners makes us better individuals, something that money cannot buy. Where ever we are (houses, work place, restaurants, parks, along the road, etc) must try our best to act properly and accordingly. A happy person is one who is healthy not only physically, but also within.

II. General Sanitation

1. Cleaning the body:

We must clean our bodies at least twice a day, especially we have to wash our hands with soaps before we eat food or meals. To keep our teeth healthy, we should clean our teeth with toothpaste at least twice daily. Nails should be kept short and neatly cut. Hair should be short and neatly cut (male), should be tied in a bun or in a net (female). Beard and moustache should be neatly shaved.



2. Clothing: We have to wash our clothes regularly with powder and dry the clothes with sunshine to keep the clothes away from any stain of viruses or bacterium. Our clothes can be a sanctuary for certain bacterium and viruses.



3. Accommodation: We should keep our respective rental rooms, and accommodation clean in hygienic condition. We must not let our accommodation in mess with litters and remainders of dirty water in cans or hole in or surrounding our accommodations at all.



Remember, CLEANLINESS MUST START IN OUR OWN HOMES.

4. Ordure and Urine: In home, as well as in the factory, we should use the toilets properly when relieving ourselves, keep both the toilet and bathroom clean, and wash our hands with soap and clean water afterwards. We are prohibited from drawing pornographic pictures or anything on the walls of the bathroom or toilets.



5. Rubbish and Trash: Residuary things of all kind including plastic pouches, paper, and spoiled panels must be discarded in the dust bins as arranged so that we can keep our working places clean and tidy. We should not wait for the cleaners to throw our garbage. Before we start working, we should make sure that our area is clean. Just before we leave, we should also make sure that we clean the area for the next shift.



6. Blowing the nose and spitting saliva/sputum: Blowing nasal mucus and spitting saliva/sputum at the dustbins are prohibited, we should do that in the bathroom instead, and we should adjust themselves with using handkerchief.



7. Food Drink & Fruit ³

We have to prepare and regularly eat clean and healthy food three meals daily. Fruits are also good for the health. We have to drink clean and safe water, or at least boiled water. We have to bear in mind that the indiscriminate eating of food is dangerous to our lives and work. We have to make sure that our food, drinks and fruit are safe and in good condition to eat. In case of doubt as to the condition of the food or in case of suspicion that the food is not clean or already boiled, do not eat the same. At home as well as in the factory, we should have our own water bottles or glasses for our respective use, and should not share bottles or glasses.



8. Drinking and Water: We should know that water is one of the most important energy to support the human body. We should drink at least two liters of clean/boiled water a day. We should cooperatively keep our drinking water hygienic by means of not making our drinking water faucets filthy. We should make sure that our hands are clean enough, if not, go and wash our hands at hand-wash sinks first before touching the drinking water faucets. We should bear in mind that drinking water is for drinking only, not for washing our body, and washing our hands.



have my own bottle about

I have my own glass

I don't care

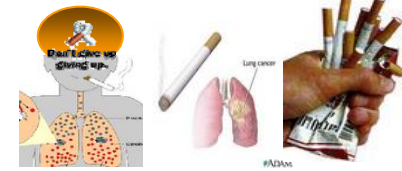
bottles or glasses.

9. Sleep³ : Sleep is another very important source of energy. Lack of sleep makes our body weak and sickly. This could affect our work too. However, sleeping should not be done at work, but at home. We should have enough sleep of about 7 to 8 hours daily to gain health.



III. Side Effects 1.

1. Cigarettes: Those of us who smoke should give up smoking cigarettes, or at least lessen the consumption, and instead have nutritious food. Smoking is dangerous to the health, and it is a waste of money. Although tobacco is a legal addictive drug, it is still socially recognized addictive substance. The smoke and tar are full of nicotine which could damage not only the lungs, and respiratory system of smokers, but also those of the innocent people because of inhaling second-hand smoke. Giving up cigarettes means giving up the actions of destruction of our own body, our neighbors, our nations, and the world.



2. Alcohols: Alcohol, like cigarettes, is dangerous to our health. We should not drown our health in drinks. Drinking too much alcohol makes a man unconscious, lose memory, and brave/stupid enough to commit violations, immorality, and debauchery. Thus we should give up alcohol and pick up tonic instead.



3. Chemical Side Effects: Different chemical substances have different degree of hazards. For some chemical substances, We cannot see the danger for now, but they often manifest their effects later. To protect us from the ill-effects of chemicals, we should always wear the proper PPE's. In addition, handling of chemicals must be left only to those who know the procedures. In case of doubt as to the effect of the chemicals, do not even touch it.



4. Holiday Side Effect: How come "After a holiday we need a holiday", because we don't care about our food, our drinks, and our night sleep, eventually we become sick, or tired, or feeble, and cannot come to work, and we need another holiday (time duration to take a rest) to gain our health. However happy we are on holiday, we should be careful about our food, drink, and night sleep, and so on.

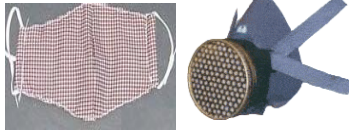


IV. Personal Protective Equipments:

1. Goggles: For those of us who work in areas where there might be danger to our eyes, it is very important to wear goggles to shield our eyes against any unexpected incident such as those caused by chemical particles and solid things like iron, wood or stone chips or dust/fibers and smoke. When it is a requirement, we must wear the goggles at all times while at work.



2. **Masks:** Using masks is a requirement at the factory to protect our respiratory system from being infected by polluted dust leading to bronchial diseases, pneumonias, and pleurisies. Masks are provided by the factory, so make sure we wear them at all times.



3. **Ear Plugs:** There are some areas in the factory where wearing of earplugs is a requirement. We can easily identify these areas because there are posters of the required PPE posted by the entrance. For those of us assigned to these areas, wearing of earplugs is a must before we start working.



4. **Gloves:** If the nature of our job requires wearing of gloves, then we must wear them. We should wear gloves to protect our hands from the effects of chemical substances, rough materials, dirt and others. If we see a poster of gloves in our work area, make sure we wear the required gloves before we start working.



5. **Apron** ³ Apron is an important part of the uniform in areas where it is required. It protects us from any risk of chemical spill, or from getting wet or dirty. So remember to always wear apron when and where it is required.



6. **Boots and Safety Shoes** ³ Wearing of boots is required for some workers to protect us from any electrical shock, and chemical spills and the water as well. We should wear our boots properly, not cut it, and care for it.



V. **Reminder**

1. **Fork-Lift:** Fork-lift operators at certain sections should follow the instruction (how to use, how to keep safe and stable) given by our supervisors or persons responsible for work-safety.

2. **Welding Masks:** Every welder should not forget to wear their welding masks while operating or they should not be allowed to work.

3. **Safety Belts:** Those doing maintenance or construction work in high places must wear safety belts.

4. **Sand and Chemical Spill:** Every worker concerned should take care of chemical spill. Make sure every chemical is safely cleaned with sand, and cracks or holes leading leakage of chemical are properly repaired or sustained.

5. **Helmets:** Building workers should wear our protective helmets while working or not be allowed to work by our leaders.

6. **Eye Wash:** In case having chemical particles enter the eyes, the worker should immediately go and wash his eyes at the nearest eye-wash station. We should then go to the Infirmary to get advice or treatment.

7. **Emergency Shower:** In case any part of the skin gets into contact with any chemical, the worker should rush to the emergency shower immediately, and rinse the body at least ten minutes, and then to the infirmary to get advice or treatment.

8. **Extractor:** When used, extractors must be covered and safely locked.

9. **Smoking:** This is a no-smoking facility. Smoking is strictly prohibited in all areas, except in the area where has been marked/designated as "Smoking Area."

VI. **Medical Service**

1. **Person-Person Medical Advice:** The facility has a clinic with a nurse on duty at all times. The company doctor visits regularly. The doctor and the nurses are people in authority to order the patients/workers what to do with our health. Workers who need to visit the clinic must get a permission note from our supervisors. The clinic will look for this note before checking and asking to find out symptoms, and give prescription or medicine to the workers, unless the condition of the worker is obviously found serious.



2. **First Aid Kits:** Every first aid kit is so important in every section that every body has to join prevention. No one is allowed to open the first aid kit and use medicines and materials in it if not urgent or if there is presence of a nurse or doctor. We should use medicines and materials for quantity we need and put away the rest in the first aid kit (not take the rest away with them) so that they can be used next time. There are also workers trained in first aid assigned in the different departments. These first-aiders can be easily identified because we have the first-aid badge located on the left shoulder of our uniform, or We wear the RED CROSS First-Aiders shirt.



3. **Pregnancy Care:** Female operators being five months gone should be transferred to do an easier job that they can sit while working. Pregnant workers must inform the personnel of their condition in order for the facility to take care of them properly. They must come and get regular medical advice from the infirmary.

VII. **Responsibility of Line Leaders and Managers:**

Supervisors and assistants are the ones directly in contact with the workers most of the time. They are primarily responsible for keeping order and discipline in their area. A good supervisor is one who can make the workers under him follow and obey the proper procedures and orders. A clean and orderly workplace is a reflection of the kind of supervisor and workers work there.

Managers must likewise make regular checks and follow-ups. They must be physically present in the workplace regularly and must see for themselves the situation. A good manager is one who has a good system, and makes sure the system is in place and it works.

The leaders of each section must check regularly and daily the health condition of their members, and inform the management of any disease or serious physical condition of workers. They must immediately advise the worker concerned to go the infirmary for proper diagnosis and treatment. The nurse or doctor should then determine whether the worker is still fit to work, otherwise, he or she should be sent home and given medical advice. The leader who fails to inform the management of the serious physical condition of workers under his supervision, and something happens to the worker, or if the disease is of a contagious nature, the leader will be given a penalty commensurate with the effects of his negligence. Any worker carrying a seriously contagious disease must ask for leave of absence to get a certain treatment after he/she has been found having symptoms confirmed by the factory's doctor or diagnosis from any public or private hospital acknowledged by the factory.

The facility will ensure that the premises are always safe and hazard free. The management calls on everyone to support this objective, and encourages everyone to do his/her share in keeping our factory in the best condition as possible. A healthy workplace results to a healthy workforce. **LET US KEEP OUR FACTORY CLEAN, SAFE, AND ACCIDENT-FREE!!!**

Note: For any inquiries or suggestions, please approach the Compliance Dept. Thank you.



SL GARMENT PROCESSING (CAMBODIA) LTD.

Health Care & Protection

Prepared and Instructed by
COMPLIANCE DEPT.



"SL is highly committed to ensuring the health, safety and welfare of its employees. SL shall comply with all occupational health and safety legislations and provide employees with a safe working environment"
(SL Code of Conduct, Health and Safety)

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