Basic Understanding of RBA Requirements (Health & Safety)

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Sep. 2023

OVERVIEW OF RESPONSIBLE BUSINESS ALLIANCE (RBA)

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Overview of RBA

- ✓ Founded in 2004 (EICC)
- ✓ Non-profit coalition of the world's leading electronics companies
- ✓ <u>Purpose</u>

  - improve social, economic, and environmental   conditions in the global electronic supply chain through use of a standardized code of conduct.
- ✓ <u>Incorporated in 2007 as an association</u>

  - to ensure greater awareness of the Code, and to expand its adoption across the industry
- ✓ - governed by a Board of Directors that oversees the association's operations, communications, and programs
- ✓ <u>In October 2017, rebranded from EICC to RBA (Responsible Business Alliance)</u>

  -to reflect the expanded influence, capabilities, focus areas and membership of this organization

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RBA
Responsible Business Alliance

MEMBERS

More than 200 electronics, retail, auto and toy companies

Reference: Verite Fair Labor Training Material.
The up-to-date RBA members list can be found at http://www.responsiblebusiness.org/about/members/

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RBA Focus Elements/Code – V7.0

Treat Employee with dignity and Respect

1. Freely Chosen Employment (5)
2. Young Workers (4)
3. Working Hours (3)
4. Wages and Benefits (4)
5. Humane Treatment (3)
6. Non-Discrimination/non-harassment (3)
7. Freedom of Association (4)

Uphold the highest standards

1. Business Integrity (1)
2. No Improper Advantage (1)
3. Disclosure of Information (1)
4. Intellectual Property (1)
5. Fair Business, Advertising and Competition.(1)
6. Protection of Identity and non retaliation. (1)
7. Responsible Sourcing of Minerals (1)
8. Privacy (1)

Evaluate and control Exposure to hazards

1. Occupational Safety (4)
2. Emergency Preparedness (6)
3. Occupational Injury & Illness (3)
4. Industrial Hygiene (2)
5. Physically Demanding Work (1)
6. Machine Safeguarding (2)
7. Sanitation, Food , and Housing (3)
8. Health and Safety communication (1)

Protect the Environment

1. Environmental Permits & Reporting. (2)
2. Pollution Prevention and resource reduction. (1)
3. Hazardous Substances. (2)
4. Solid Waste (1)
5. Air Emissions (2)
6. Materials Restrictions (1)
7. Water management (1)
8. Energy Consumption and Greenhouse Gas Emissions (2)

Labor

Health & Safety

Management Systems

Ethics

Environmental

A management systems approach drives sustainable solutions

RBA CoC is available at http://www.responsiblebusiness.org/

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RBA重点内容/守则版本7.0

以尊严和尊重对待员工

1) 自由择业 (5)
2) 青年工人 (4)
3) 工作时间 (3)
4) 薪资福利 (4)
5) 人道待遇 (3)
6) 无歧视、反骚扰 (3)
7) 自由结社 (4)

坚持最高的标准，

1) 诚信经营 (1)
2) 无不正当利益 (1)
3) 信息披露 (1)
4) 知识产权 (1)
5) 公平交易、广告和竞争 (1)
6) 身份保护和无报复政策 (1)
7) 负责任的矿物采购 (1)
8) 隐私 (1)
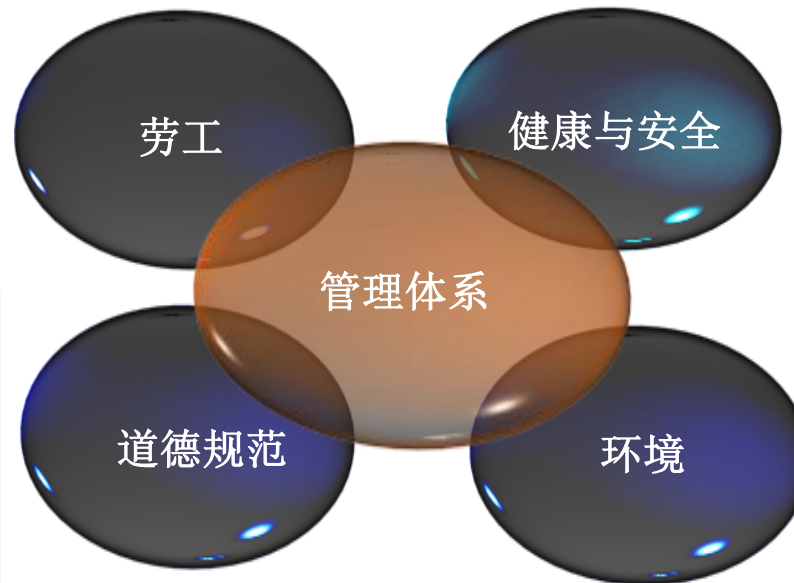
危害暴露的评估和控制

1) 职业安全 (4)
2) 应急准备 (6)
3) 工伤和疾病 (3)
4) 工业卫生 (2)
5) 强体力型工作 (2)
6) 机器防护 (2)
7) 公共卫生、饮食和住宿 (3)
8) 健康和安全沟通 (1)

保护环境

1) 环境许可与报告 (2)
2) 预防污染和节约资源 (1)
3) 有害物质 (2)
4) 固体废物 (1)
5) 废气排放 (2)
6) 材料限制 (1)
6) 用水管理 (1)
7) 能源消耗和温室气体排放 (2)

劳工

健康与安全

管理体系

道德规范

环境

管理制度方法推动可持续的解决方案

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Requirement For Jabil Suppliers

- **Acknowledge and commit to make all reasonable efforts to comply with the requirement of RBA Code Of Conduct (COC).**

- **Complete RBA Self-assessment Questionnaire and share with Jabil annually.**

- **Accept on-site RBA VAP or CMA audit entrusted by Jabil.**

- **Make all reasonable efforts to remediate nonconformities identified via SAQ and on-site audit.**

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ZERO Tolerance Items

Labor	Health & Safety &Environment	Other
• Child Labor • Forced Labor • Bonded Labor • Inhumane treatment	• **Imminent health and safety issues as defined by VAP** • Imminent environmental risk as defined by VAP	• Falsifying records • Bribery

Please Note: All Zero Tolerance items require a closure audit (VAP or 3rd Party AMA)

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BENEFIT TO FACTORIES

√	Positive impact on brand name

√	Easier to recruit talent workers

√	Cost Saving (reduce business waste, lawsuit etc)

√	Improve working conditions and workers satisfaction

√	 Increase moral

√	Decreases absenteeism

√	Increase productivity, reduce worker turnover and lower the risk of labor disputes

√	By leveraging on standardize tools and code of conduct from RBA, it help meet various customer requirements

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Occupational Safety

➢Get all legal required licenses, permits, approvals, and registrations and ensure them up to date;

➢Conduct testing for industrial hygiene, drinking water, and ventilation system;

➢Ensure the testing is done at a frequency stated in permits, licenses, by local legislation or by customers;

➢Ensure that worker exposure to potential safety hazards (e.g. electrical and other energy sources, fire, vehicles, and fall hazards) are controlled through proper design, engineering and administrative controls and safe work procedures;

➢Developed and implemented a process to assess worker safety hazards and determine appropriate PPE for specific job tasks and/or areas of the facility;

➢Provide appropriate Personal Protective Equipment (PPE) to workers and ensure it is consistently and correctly used .

➢Developed and implemented a process to assess pregnant woman and nursing mother safety hazards and remove them from high hazards jobs.

➢Provide pregnant women and nursing mothers with reasonable accommodations.

Quiz

What measures should be taken by management for potential safety hazards (e.g. electrical and other energy sources, fire, vehicles, and fall hazards) control?

A ,Proper design B, Engineering control C, Administrative controls D,Safety work procedures;

The correct answer is 'ABCD'

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Emergency Preparedness

➢Get all legal required fire safety and emergency preparedness permits & licenses;

➢Ensure that all legal fire safety and emergency preparedness permits & licenses are up to date;

➢Ensure that fire safety inspection and emergency preparedness testing is done at a frequency stated in permits, licenses, by local legislation or by customers and meeting the conditions of permits, licenses or legal and customer requirements;

➢ Ensure that portable fire extinguishers, heat and smoke detection, and an alarm and notification system are provided, inspected, ready for use, and free of obstruction;

➢Develop emergency programs at least for fire, chemical spill (if chemicals used), earthquake (if in earthquake zone), bomb threat, work place violence, strike, severe weather (rain, flood, typhoon, frost, snow,...);

➢Ensure that effective emergency exit access, exits, and exit discharge are adequate in number and location, readily accessible, and properly maintained;

➢Ensure that exit doors are easily opened by operating a lever or panic hardware (push bar);

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Emergency Preparedness

➢Ensure that exit signs are provided to mark exits on every floor and illuminated and/or lighted in the event of a power failure;

➢Emergency lighting are provided and installed to illuminate means of egress in the event of a power failure;

➢Ensure that fire and other emergency evacuation and response drills are conducted with all employees and meeting legal and customers requirement;

Quiz

The emergency programs of suppliers must include what kinds of following emergencies?

A, earthquake B, chemical spill C, fire D, severe weather

The correct answer is 'CD'

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Occupational Injury and Illness

➢Ensure that all reportable and non-reportable accidents are tracked, documented, and investigated to minimize the potential for future occurrence;

➢Ensure that injury and illness statistics for last 3 years are available;

➢Develop a system for workers to report health and safety incidents and near-misses, as well as a system to investigate, track, and manage such reports;

➢Set up a surveillance system for pre-job, on-the-job, post-job, and post-emergency medical surveillance and meet the requirements as per local legislation;

➢Maintain an effective first aid process and adequate number of trained first responders to provide initial medical treatment for injured or ill workers;

➢Ensure that adequate first aid kits are available for injured or ill workers in designated areas;

➢Ensure that all first aid kits have adequate supplies and are inspected on a monthly basis;

Quiz
How long the injury and illness statistics should be maintained on site?
A, at least 1 year; B, at least 2 years; C, at least 3 years; D at least 4 years;

The correct answer is 'C'

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Industrial Hygiene

➢Develop and implement an evaluation methodology to assess potential employee health risk to onsite chemical, biological or physical agents;

➢ Industrial hygiene testing is conducted at a frequency stated in permits, licenses, by local legislation or by customers;

➢The testing results of industrial hygiene meet the conditions of permits, licenses or legal or customer requirements;

➢Appropriate controls are implemented to reduce or eliminate worker exposure to chemical, biological and physical agents, including proper design, engineering controls, administrative controls and adequate and effective PPE.

Quiz

Appropriate controls should be implemented to reduce or eliminate worker exposure to chemical, biological and physical agents, including _____?

A, proper design; B, engineering controls; C, administrative controls; D, adequate and effective PPE.

The correct answer is 'ABCD'

Physically Demanding Work

➢Conduct risk assessment to identify and assess the potential hazards of physical demanding work;

➢Risk assessment should be updated when significant change occurs;

➢Develop a documented program to control the identified potential hazards of physical demanding work;

➢Adequate controls to reduce or eliminate physical demanding work are implemented including proper design, engineering controls(e.g. palletizers, lift tables, adjustable work platforms,…) and administrative controls(limiting worker exposure time; job rotation);

➢Encourage and respond to early reporting of discomfort related to physically demanding work.

Quiz
Which kinds of measures below can help to reduce physically demanding work?
A limiting worker exposure time; B, job rotation; C, adjustable work platforms; D, palletizers;

The correct answer is 'ABCD'

Machine Safeguarding

➢Ensure all legally required machine safety permits & licenses are in place and valid.

➢Ensure that all machine safety testing and evaluation reports are in place and meeting the conditions of permits, licenses or legal requirements;

➢Develop documented procedures for a machine-safeguarding program;

➢Ensure all machines have adequate safeguards, emergency stops and operators operate machine safely;

➢Ensure that machinery pinch points, points-of-operation, rotating shafts, flywheels, chain drives, motor-driven movement, … are guarded against potential exposures;

➢Work instructions (if necessary or required) are available in a language understood by the worker at machine (or within proximity);

Quiz

Machines guards against potential exposures should be installed for _____?

A, pinch points; B rotating shafts; chain drives; D, flywheels;

The correct answer is 'ABCD'

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Food, Sanitation and Housing

➢Obtain all legally required food, sanitation and housing permits & licenses, and ensure it is up to date;

➢Ensure that canteen/kitchen workers have valid health certificates;

➢Ensure that dormitory and sanitary facilities (common areas, hallways, rest rooms,...) are clean and properly maintained;

➢Ensure that adequate lighting (Lighting is adequate for reading, writing and other off-work activities) and safe and sufficient electricity sockets are provided in dormitory;

➢Ensure that lodging and cooking facilities are separate;

➢Ensure that adequate number of first aid boxes in dormitory;

➢Dormitory facilities should be separated by gender and adequate in number;

➢Adequate hand washing facilities should be provided in canteen;

Quiz
Which equipments below are necessary in dormitory & sanitary facility:
A, Fire extinguishers; B, First aid kits; C, Spill control kits; D, Eye washing facilities;

The correct answer is 'AB'

Health and Safety Communication

➢Health and Safety communication must be in a language understood by the worker;
➢Conduct H&S training needs analysis.
➢Develop and implement a training program, which should includes:
  ▪A training matrix;
  ▪A training plan;
  ▪Training materials and training records;
➢Ensure that refresher training schedules are established and implemented;
➢Develop a hazard communication procedure.

Quiz

A training program should includes_____?

A, A training matrix; B, A training plan; C, training materials; D, training records;

The correct answer is 'ABCD'

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Jabil Requirements

➢ All Jabil suppliers must sign RBA acknowledgement letter

➢ All Jabil suppliers must response to RBA SAQ from Jabil

➢ Response to RBA SAQ through RBA ON or Offline Version and share with Jabil as required

➢ Support RBA audit as required (VAP or CMA)

➢ Share RBA VAP report and the corrective action with Jabil

➢ Work on corrective action from VAP or CMA if there is any

➢ Work on corrective action and provide report to Jabil if there is any allegation report on your company

Summary

From this course, you have learned:

➢ RBA Elements

➢ Zero Tolerance Items

➢ Benefits to Your Facilities

➢ Occupational Safety
➢ Emergency Preparedness
➢ Occupational Injury and Illness
➢ Industrial Hygiene
➢ Physically Demanding Work
➢ Machine Safeguarding
➢ Food, Sanitation and Housing
➢ Health and Safety Communication

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Thank You

Looking forward to a good business cooperation with you

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