

## SOCIAL COMPLIANCE SELF ASSESSMENT

I. VENTILATION AND SANITATION					
#		Yes	Partial	No	N/A
1	Facilities adequately ventilated, cooled or heated for the local environment?				
2	Windows, fans, air conditioners or heaters are operational for air circulation, ventilation and provide an acceptable work floor temperature. (Recommended 16 C - 30 C.)				
3	Exhaust fans are kept clean of accumulated dust and debris.				
4	Supplies: soap, toilet paper.				
5	Chemicals are contained in a separate, well-ventilated room with open windows available.				
6	Are hazardous fumes neutralized or scrubbed?				
7	Is there sufficient ventilation in enclosed spaces where heat generation is operated?				
8	Is there appropriate ventilation in areas where workers engage in strenuous activity such as continuous lifting of heavy objects?				
9	A sufficient number of toilet facilities are made available.				
10	Toilets are cleaned daily.				
11	Toilets are provided with appropriate privacy (stalls with doors).				
12	Toilets are plumbed with running water and basic supplies.				
13	Supplies: soap, towels, toilet paper.				
14	Toilets are provided clean running water.				
15	Toilets are lighted and ventilated.				
16	Unrestricted access to toilets at all times.				
17	Toilets are available on each floor, and are separated according to gender.				
18	Employees have access to clean water for washing within close proximity to toilet..				
19	Food preparation areas are separate from the work area.				
20	Eating facilities are covered protecting the employees from the elements (sun and rain).				
21	There are adequate facilities for eating and is well lighted—tables and chairs provided.				
22	Food preparation area has a refrigeration unit, fire equipment, and potable water.				
23	Unrestricted potable water is provided all employees.				
24	Food preparation area is cleaned and disinfected daily.				

25	Canteen or food service personnel undergo health examination as per the legal requirements.				
26	Canteen or food service personnel are outside contractors and not considered employees of the production facility.				
<b>Notes:</b>					
<b>II. WORKFLOOR</b>					
#		Yes	Partial	No	N/A
27	Aisle space between each workstation allows for free body movement and adequate room for emergency evacuation.				
	Minimum width per secondary aisle: 0.9 m.				
	Minimum width per primary aisle: 1.2 m.				
28	All work areas are well illuminated. Suggested light levels in:				
	Pressing, Inspection, Cutting and Manufacturing: 500 lux				
	Warehouses: 300 lux				
	Inspection: 750 lux				
29	Aisles are clear of production, tables and chairs.				
30	Unobstructed vision of the work floor from the employee work station.				
31	Work floor is marked with yellow emergency lines leading to exit doors; pathways are clear of all obstructions.				
32	Trash cleared from heat generating machinery, boilers, furnaces, compressors, etc.				
33	Empty pallets are stored flat rather than on edge or side in a specified area.				
34	All doors are 1.2 m wide or greater.				
35	All doors open outwards.				
36	Emergency lights are located above exits and on stairwells.				
<b>Notes:</b>					
<b>III. MAINTENANCE</b>					
#		Yes	Partial	No	N/A
37	Facility is maintained to acceptable local standards. (paint, windows, grounds)				
38	Rubbish is removed to a legitimate dump site, not deposited directly into the environment.				
39	Is chemical waste released directly into the environment?				
40	Facility has procedures for recycling or reusing materials whenever possible.				
41	Machines are maintained as required by manufacturing instructions and have all pulley guards in place.				

42	Personal safety equipment is provided at no charge to the workers.				
43	Workers exposed to hazardous chemicals, heat and noise wear designated protective equipment.				
44	Employees are not subject to noise of 85 or more decibels for 8 continuous hours.				
45	All cutting machines are fitted for "two-click" operation.				
46	All open roll mills are fitted with emergency brake systems.				
47	Safety devices and conditions to check include:				
	Front and side guards on abrasive wheels				
	Needle guards and pulley guards on sewing machines				
	Knife guards on cutting machines				
	Plastic eye guard on button-sewing machines				
	Emergency release and pressing bed controls on pressing machine				
	Finger guard for automatic welt pocket machines				
48	Individual machines have an individual power shut-off switch within reach of the operator.				
49	Factory inspection logs and service records are maintained for compressors, boilers, embroidery machines and other factory equipment.				
50	Factory provides all production workers, during orientation and ongoing training, instruction in general factory safety and in the safe operation of their machines.				
<b>Notes:</b>					
<b>IV. FIRE SAFETY</b>					
<b>IV.1. Fire Equipment</b>					
#		<b>Yes</b>	<b>Partial</b>	<b>No</b>	<b>N/A</b>
51	Fire extinguishers and/or hoses, with water pressure sufficient to power the hose				
52	There is approximately one fire extinguisher for every 25 employees.				
53	Extinguishers are placed in accessible, clearly marked locations.				
54	A satisfactory number of employees are trained to use extinguishers.				
55	Operating instructions are placed, in local language, near the extinguishers.				
56	Other fire fighting equipment is available (hoses, sprinklers, etc.).				
57	Fire equipment is serviced by the fire department or other outside agency and are tagged with inspection dates as per the legal requirements. Suggested to perform once every 6 months.				
58	Fire extinguishers are checked monthly.				
59	Fire extinguishers are mounted on walls and columns and are visible and accessible.				

60	Fire extinguishers are labeled with the type of fire they are to be used for:				
	Class A - Ordinary combustible material fires				
	Class B - Flammable liquid, gas or grease fires				
	Class C - Electrical equipment fires				
61	Combustible materials are stored in a contained area with fire equipment within.				
62	Fire hydrants are flushed and hoses tested as per the legal requirements. Suggested to conduct at least annually.				
<b>IV.2. Fire Alarms</b>					
63	The fire alarm is audible throughout the facility.				
64	Facility has visual plus visual or personal notification procedure to supplement the audible alarm.				
65	All alarm devices are tested as per the legal requirements. Suggested to test at minimum twice annually.				
66	All personnel are informed of the fire alarm system during new employee orientation.				
<b>IV.3. Emergency Exits</b>					
67	Evacuation plot plan is posted, indicating which doors are to be used for emergency exits.				
68	Emergency exit doors are unlocked and unobstructed.				
69	There are at least two unlocked, accessible exits on each work floor.				
70	Exits open directly to the outdoors or exterior stairway.				
71	Corridors leading to exits are clear, and approximately 0.9 m wide.				
72	Evacuation drills are conducted twice annually. Drill must include alarms, fire fighting equipment, emergency shutdown, evacuation routes and gathering areas.				
73	All exit routes are adequately lighted.				
74	Emergency lighting is provided for up to 60 ~ 120 minutes.				
75	Exits are marked with signs visible.				
76	Employees are trained in evacuation procedures and the use of all fire equipment.				
77	Practice evacuations are conducted at least semi-annually.				
78	Supervisors or other personnel should be trained in basic first aid procedures.				
<b>Notes:</b>					
<b>V. FIRST AID AND MEDICAL SERVICES</b>					
#		Yes	Partial	No	N/A
79	Is there a hospital, clinic or other medical facility in proximity of the workplace?				
Type of facility: _____ Distance: _____ km					

80	Is there at least one of the employees on each shift qualified to render first aid?				
81	Is this person licensed?				
82	A "substance dispense" record is maintained listing medication and condition.				
83	Are medical procedures performed within the facility and/or employee housing units?				
84	A Serious Injury Illness Log is maintained listing that lists information on every injury requiring medical treatment.				
85	Have first aid kits been supplied by a reputable medical supply company indicating that they are adequate for a particular area or operation?				
86	First aid kit contents:				
	Dressing	Scissor			
	Sterile Pad	Disposable Gloves			
	Adhesive	Mask			
	Wool bandage	Rubber garrot 4 x 100 cm			
	Eye drop	Forceps (tweezers)			
	Antibiotic ointment				
	Hydrogen peroxide				
	Povidin (antiseptic)				
87	First aid kit is made available for every workers in a facility.				
88	Workers are encouraged to seek first aid, and are informed of proper procedures for seeking necessary assistance.				
89	First aid supplies are available on each floor.				
90	First aid kits are always available for use.				
91	Kits are inspected periodically, and restocked whenever necessary.				
92	Are records kept for injuries and accidents?				
93	Does the factory operate a medical clinic?				
If yes, describe: _____					
94	If so, does the clinic give injections?				
95	Are proper procedures followed regarding needle use and disposal?				
Notes:					
VI. ELECTRICAL SAFETY AND PROTECTIVE EQUIPMENT					
#		Yes	Partial	No	N/A
96	Electrical panels with circuit breakers are installed and maintained in satisfactory condition.				

97	Electrical cords are in good condition, continuous in length and without splices, or taped repairs.				
98	Impact-resistant goggles or other eyewear are provided to workers subject to flying objects, metal tailings, persistent glare, toxic/hazardous liquids, or a high degree of dust.				
99	Machine operators applying glue and solvents have mouth-guards. (Paper guards do not screen out dangerous substances.)				
100	Workers routinely subject to noise measured at more than 80 decibels are provided earplugs.				
101	Workers using sharp objects or who are subjected to toxic substances are provided protective gloves.				
102	Dangerous equipment and machinery has safety guards.				
103	Workers in washing plants, dyehouses or similar operations are provided protective footwear.				
104	Emergency candles and/or flashlights are kept on the premises.				
Notes:					
VII. CHEMICALS AND HAZARDOUS MATERIALS					
Chemical and Gas Storage and Usage					
#		Yes	Partial	No	
105	Chemicals and how they are stored:	Gases and how they are stored:	STORAGE		
	([FL] flammable [CR] corrosive [OX] oxidizer [CB] combustible)	(cylinder/line system) List gases used by the facility			
	[FL] [CR] [OX] [CB]		CYL	LINE	
	Container Size      Annual Volume Use      €				
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	Container Size      Annual Volume Use				