

Improvement of Policy on Occupational Safety and Health – from Policy Development to Implementation Measures, from 2 October to 5 November 2016, Japan

The Japan International Cooperation Agency (JICA) is calling for applications from suitable officers on the above programme. A copy of the communication from the Department of External Resources together with a copy of the GI booklet sent by JICA in this regard, are enclosed.

JICA application Form can be downloaded from the Department of External Resources public website. www.erd.gov.lk

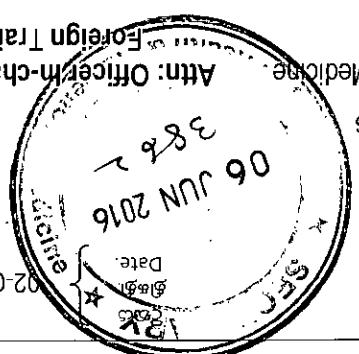
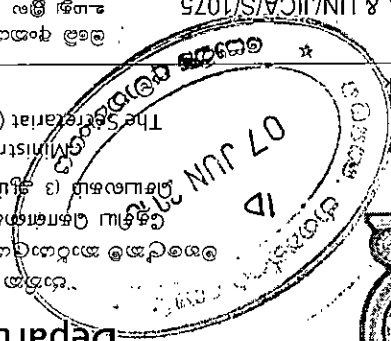
Those who are willing to apply follow the instructions and submit their duly filled applications with other relevant documents to the International Health Unit on or before **20th June 2016**.

*Director
International Health Unit
Management Development and Planning Unit
Ministry of Health, Nutrition and Indigenous Medicine
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10*

විදේශ සම්පත් දෙපාර්තමේන්තුව
Department of External Resources

මහලේකම් කාර්යාලය (3 වැනි මහල), කැ.සෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව.
 தேசிய கொள்கைகள் மற்றும் பொருளாதார அலுவலகம் அமைச்சு.
 இலங்கை (3 ஆம் மாடி), க. பெ. இல. 277, கொழும்பு 00100, இலங்கை.
 Ministry of National Policies and Economic Affairs
 The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk
 e-mail: info@erd.gov.lk



Secretary, Ministry of Transport and Civil Aviation
 Secretary, Ministry of Labour and Trade Union Relations
 Secretary, Ministry of Health, Nutrition and Indigenous Medicine
 Attn: Officer-in-charge of Foreign Training
 Dear Sir/Madam

Improvement of Policy on Occupational Safety and Health - From Policy Development to Implementation Measures
 - From 02nd October to 05th November 2016, Japan

The Japan International Cooperation Agency (JICA) has requested us to submit nominations from eligible Government officials of Sri Lanka for the above programme. The GI Booklet and the Application Form submitted by JICA in this regard are enclosed for your information please.

You are kindly requested to submit a nomination in line with the required qualifications mentioned in the "Nominee Qualifications" of the GI Booklet submitted by JICA. It is appreciated if you could submit two sets of applications along with the following documents **on or before 25th June 2016**.

1. The duly filled Application Form for "JICA Knowledge Co-Creation Programme" (hand written applications will not be accepted) - Application Form can be downloaded from ERD public website www.erd.gov.lk
2. Copy of the Nominee's English Score Sheet (e.g. TOEFL, TOEIC, IELTS)
3. Copy of the relevant pages of the Passport
4. Copies of the certificates of Academic and Professional Qualifications
5. ERD Form 2 (Original only)

Please note that re-nomination of an official, already trained under a JICA programme will not be qualified for another JICA training programme within five (5) years of such training.

Your early response in this regard is highly appreciated.

Yours faithfully

Noor Rizna Anees
 Director / TA & UN Division
 for Director General

Copies to: 1. Director General, Department of Labour
 2. Chairman, Airport and Aviation Services (Sri Lanka) Ltd.
 Pl. submit your applications with the recommendation of the relevant line Ministry

Handwritten notes:
 ඇති @
 අයුතු ව පැහැදිලි කර ඇත
 Pl. submit your applications with the recommendation of the relevant line Ministry

Handwritten note: to meet

749



Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION

**Improvement of Policy on Occupational Safety and Health -
From Policy Development to Implementation Measures-**

課題別研修「労働安全衛生政策向上－制度構築から具体的対策まで－」

JFY 2016

NO. J1604255/ ID. 1684537

Course Period in Japan: From October 2nd, 2016 to November 5th, 2016

This information pertains to one of the JICA Knowledge Co-Creation Program (Group & Region Focus) of the Japan International Cooperation Agency (JICA), which shall be implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation (KCC) Program' as a New Start

In the Development Cooperation Charter which is released from the Japanese Cabinet on February 2015, it is clearly pointed out that *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* We believe that this 'Knowledge Co-Creation Program' will serve as a center of mutual learning process.

I. Concept:

Background

The rapid progress of industrialization in developing countries has been leading to economic development whereas negative aspects such as industrial accidents have been emerging. According to International Labor Organization (ILO), the number of victims of industrial/occupational accidents and diseases has exceeded two millions, annually in the world. Therefore, it is urgently required to formulate and implement appropriate policies of Occupational Safety and Health (OSH) in many countries. When we examine changes in frequency rate (Internationally applicable expression mode for accident occurrence rate resolved by ILO, namely the number of accident per one million cumulative working hours) of industrial/occupational accidents in Japan, it was over 20 in mid 1950s. However, the rate has drastically dropped to 1.7-1.8 in recent years, which accounts for less than 1/10 of that of mid 1950s. This drastic change was realized by Five Year Industrial Accident Prevention Plan which started in 1958, execution of Law for Industrial Accident Prevention Organizations which was put in force in 1964, establishment of industrial accident prevention organizations based on the law, and improvement of the systems by administration such as enforcement of industrial safety and health related law in 1972 as well as improvement and enhancement of countermeasures for industrial accident prevention.

It is no exaggeration to say that the current situation of OSH in Japan has attained the highest level in the world.

Under the above-mentioned circumstances, JICA together with the Japan Industrial Safety and Health Association (JISHA), have organized the Seminar on Policy Improvement of Industrial Safety and Health to introduce Japanese experience in this field containing autonomous efforts made by Japanese companies as well as the establishment and enforcement of laws and regulations.

The main purpose of this seminar is to introduce the history and policy of OSH in Japan to developing countries, especially to those where industrialization has been progressing and to contribute to the improvement of policies of OSH of target countries.

For what?

This program aims to provide participants with the opportunities to acquire necessary knowledge and skills to improve their countries' policy for OSH by learning Japanese cases.

For whom?

This program is offered to the governmental/related organizations in charge of planning and administration of OSH policy.

How?

1. To acquire better understanding on the issues of OSH measures in their own countries.
2. To understand policies and organizations of OSH in Japan.
3. To observe the measures for OSH introduced in the private companies in Japan.
4. To understand the validity of Occupational Safety and Health Management System (OSHMS) of Japan.
5. To examine the content bringing back to their own duties with the overview of the above-mentioned 1 to 4.

II. Description:

1. **Title (J-No.):**
Improvement of Policy on Occupational Safety and Health - From Policy Development to Implementation Measures- (J1604255)
2. **Course Period in JAPAN**
October 2 to November 5 , 2016
3. **Target Regions or Countries:**
Indonesia, Sri Lanka, Thailand, Palau, Vietnam, Myanmar, Lebanon, Iraq
4. **Eligible / Target Organization :**
Governmental / related organization in charge of planning and administration of Occupational Safety and Health (OSH) policy
5. **Course Capacity (Upper limit of Participants) :**
8 participants
6. **Language to be used in this program :**
English
7. **Course Objective:**
To share the acquired knowledge and skills among the target organization which may contribute to the improvement of Occupational Safety and Health (OSH) of the participating countries:
8. **Overall Goal:**
Standards of Occupational Safety and Health (OSH) in the target countries will be improved.
9. **Expected Module Outputs and Contents:**
This program consists of the following components. Details on each component are given below:

(1) Preliminary Phase In a participant's home country (September 2016) <i>Participating organizations make required preparation for the Program in the respective country.</i>		
Modules	Activities	Methodology
(1) To acquire better understanding on the issues of OSH measures in their own countries.	Formulation and submission of Country Report	Report

(2) Core Phase in Japan (October 2 to November 5 2016) <i>Participants dispatched by the organizations attend the Program implemented in Japan.</i>		
Modules	Subjects	Methodology
(1) Understanding on the issues of OSH measures in their own countries.	<ul style="list-style-type: none"> • Presentation of Country Report (including self-introduction of the participants) 	Presentation/ Discussion
(2) Understanding policies and organizations of OSH in Japan.	<ul style="list-style-type: none"> • OSH Law/Labor Inspection System in Japan • The Roles of Ministry of Health, Labor and Welfare[MHLW] • Role of Labor Safety and Health Organization: National Institute of Occupational Safety and Health • Role of Labor Standards Inspection Office • Development of Industrial Safety and Health Measures and the outline of its contents in Japan/ Industrial/Occupational Accident Statistics/ Worker's Accident Compensation Insurance • Outline of OSH Measures in Japan • Safety and Health Education in Japan • Working environment measurement of Hazardous materials and Check-up measurement • Foreman training, General OSH education, Health management plan, Drawing up Safety management plan etc, Educational method 	Lecture/ Observation/ Discussions
(3) Observation of the measures for OSH introduced in the private companies in Japan.	<ul style="list-style-type: none"> • Support of improvement for SME's OSH environment • Machineries Safety Management • Management of Chemical Materials • Zero-Accident Campaign and Hazard Prediction Training (KYT) • Personal Protective Equipment (PPE) • Total Health Promotion Plan (THP) • Green Cross Exhibition • National Industrial Safety and Health Convention 	Lecture/ Observation
(4) Understanding the validity of Occupational Safety and Health Management System (OSHMS) of Japan.	<ul style="list-style-type: none"> • OSHMS & Risk Assessment • Risk Assessment 	Lecture/ Exercise
(5) Examine the ideas and methods attained in the Modules 1-4 to improve OSH in respective countries	<ul style="list-style-type: none"> • Discussion for the improvement of OSH in the respective country. 	Discussion/ Presentation

III. Conditions and Procedures for Application:

1. Expectations for the Participating Organizations:

- (1) This program is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Participating organizations are expected to use the project for those specific purposes.
- (2) This program is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the project to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.
- (3) As this program is designed to facilitate organizations to come up with concrete solutions for their issues, participating organizations are expected to make due preparation before dispatching their participants to Japan by carrying out the activities of the Preliminary Phase described in section II-9.
- (4) Participating organizations are also expected to make the best use of the results achieved by their participants in Japan by carrying out the activities of the Finalization Phase described in section II-9.

2. Nominee Qualifications:

Applying Organizations are expected to select nominees who meet the following qualifications.

(1) Essential Qualifications:

- 1) Current Duties: Governmental officials /staff of related organization (division head or section chief) engaged in planning and administration in occupational safety and health.
- 2) Occupational Background: have more than three (3) years of occupational experience in the field of occupational safety and health, and be expected to be continuously engaged in this field after completion of this training program.
- 3) Academic Background: be university or college graduates, or have an equivalent academic background.
- 4) Language: have a competent command of spoken and written English to participate in the discussion.
- 5) Health: must be in good health, both physically and mentally, to participate in the Program in Japan. Pregnant applicants are not recommended to apply due to the potential risk of health and life issues of mother and fetus during the program.

(2) Recommendable Qualifications

Age should be under fifty (50), in principle.

3. Required Documents for Application:

- (1) **Application Form:** The Application Form is available at the **JICA office (or the Embassy of Japan)** in respective country.
- (2) **Nominee's English Score Sheet:** to be submitted with the application form. If you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS), please attach it (or a copy) to the application form.
- (3) **Photocopy of passport:** to be submitted with the application form, if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you

obtain it.

*Photocopy should include the followings:

Name, Date of birth, Nationality, Sex, Passport number and Expire date.

4. Procedure for Application and Selection:

**Deadline of A2A3 application in
JICA Sri Lanka office is 23/07/2016**

(1) Submission of the Application Documents.

Closing date for application to the JICA Tokyo in JAPAN: **August 5, 2016**

Note: Please confirm the closing date set by the JICA Office or the Embassy of Japan in respective country to meet the final date in Japan

(2) Selection:

After receiving the document(s) through due administrative procedures in the respective government, the JICA office (or Embassy of Japan) in respective country shall conduct screenings, and send the documents to the JICA Tokyo in Japan, which organizes this project. Selection shall be made by the JICA Tokyo in consultation with the organizations concerned in Japan based on submitted documents according to qualifications. *The organization with intention to utilize the opportunity of this program will be highly valued in the selection.* Qualifications of applicants who belong to the military or other military-related organizations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organization, and other relevant information in a comprehensive manner.

(3) Notice of Acceptance

Notification of results shall be made by the JICA office (or Embassy of Japan) in respective country to the respective government **by September 2, 2016.**

5. Document(s) to be submitted by accepted participants:

Country Report:

Before coming to Japan, **Only selected applicants** are required to submit a Country Report to JICA Tokyo by e-mail at ticthd@jica.go.jp **by September 23, 2016.** Detailed information is provided in the ANNEX III "Country Report".

6. Conditions for Attendance:

- (1) to strictly adhere to the program schedule,
- (2) not to change the program subjects or extend the period of stay in Japan,
- (3) not be accompanied by any family members during the program,
- (4) to return to home countries at the end of the program in accordance with the travel schedule designated by JICA,
- (5) to refrain from engaging in political activities, or any form of employment for profit or gain,
- (6) to observe Japanese laws and ordinances. If there is any violation of said laws and ordinances participants may be required to return part or all of the training expenditure depending on the severity of said violation.
- (7) to observe the rules and regulations of their place of accommodation and not to change the accommodation designated by JICA.
- (8) to participate in the whole program including a preparatory phase prior to arrival in Japan. Applying organizations, after receiving notice of acceptance for their nominees, are expected to carry out the actions described in section II-9 and section III-4.

IV. Administrative Arrangements:

1. Organizer:

- (1) **Name:** JICA Tokyo International Center, Human Development Division
- (2) **Contact:** Ms. Nami HONGO (ticthd@jica.go.jp)

2. Implementing Partner:

- (1) **Names:** Japan Industrial Safety and Health Association (JISHA)
- (2) **Contact:** Ms. Kaoru NAKAMURA (trajisha @jisha.or.jp)
- (3) **URL:** <http://www.jisha.or.jp/english/index.html>

3. Cooperating Ministry:

Ministry of Health, Labour and Welfare

4. Travel to Japan:

- (1) **Air Ticket:** The cost of a round-trip ticket between an international airport designated by JICA and Japan will be borne by JICA.
- (2) **Travel Insurance:** From arrival to departure in Japan. The traveling time outside Japan shall not be covered.

5. Accommodation in Japan:

JICA will arrange the following accommodation for the participants in Japan:

JICA Tokyo International Center (JICA Tokyo-TIC) Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan TEL: 81-3-3485-7051 FAX: 81-3-3485-7904 (where "81" is the country code for Japan, and "3" is the local area code)

If there is no vacancy at JICA Tokyo, JICA will arrange alternative accommodations for the participants. Please refer to services/facilities guide of TIC as below,

Services in JICA Tokyo :

http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sgf-att/tokyo_service.pdf

Facilities in JICA

Tokyo: http://www.jica.go.jp/english/about/organization/domestic/c8h0vm0000023sgf-att/tokyo_facilities.pdf

6. Expenses:

The following expenses will be provided for the participants by JICA:

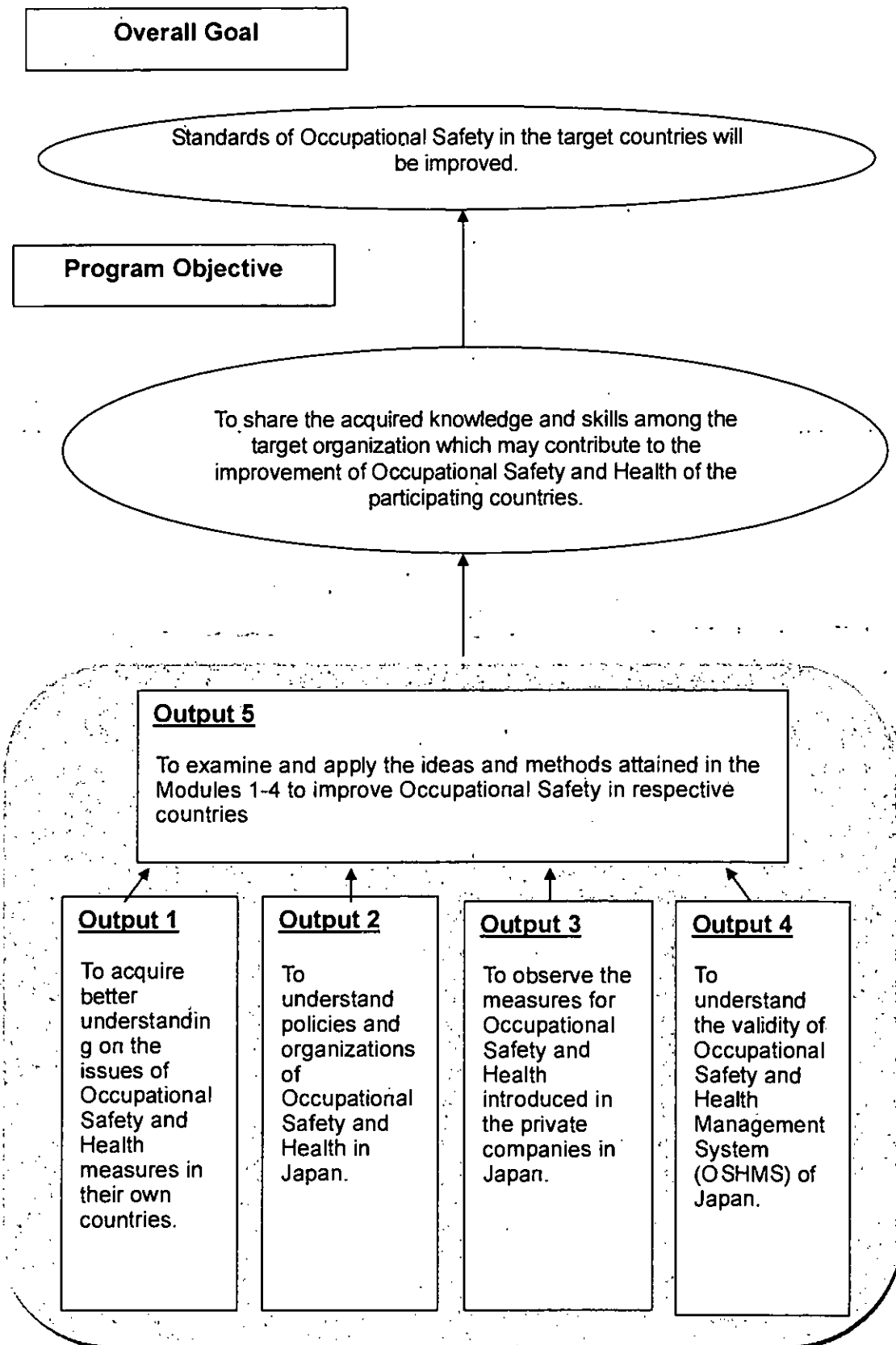
- (1) Allowances for accommodation, living expenses, outfit, and shipping
- (2) Expenses for study tours (basically in the form of train tickets.)
- (3) Free medical care for participants who become ill after arriving in Japan (costs related to pre-existing illness, pregnancy, or dental treatment are not included)
- (4) Expenses for program implementation, including materials

For more details, please see p. 9-16 of the brochure for participants titled "KENSHU-IN GUIDE BOOK," which will be given to the selected participants before (or at the time of) the pre-departure orientation.

7. Pre-departure Orientation:

A pre-departure orientation will be held at the respective country's JICA office (or Japanese Embassy), to provide participants with details on travel to Japan, conditions of the workshop, and other matters.

ANNEX I: CONCEPT CHART



ANNEX II: Schedule (Tentative)

			AM(9:30-12:30)	PM(13:30-16:30)	Place
10	2	Sun	Arrival in Japan		
10	3	Mon	JICA Briefing	Program Orientation By JICA and JISHA	TIC
10	4	Tue	International Cooperation in the Field of OSH by JICA	Presentation & Discussion of country report	TIC
10	5	Wed	JICA General Orientation		TIC
10	6	Thu	The roles of Ministry Of Health Labour and Welfare	Machinery Safety Management	TIC
10	7	Fri	Industrial Safety and Health Law/Labor Inspection System in Japan, Development of Industrial Safety and Health Measurement and the outline of its contents in Japan/Occupational Accident Statistics/Worker's Accident Compensation Insurance		TIC
10	8	Sat			
10	9	Sun			
10	10	Mon			
10	11	Tue	Zero-Accident Campaign and KYT I		TIC
10	12	Wed	Zero-Accident Campaign and KYT II		TIC
10	13	Thu	Labor Standards for Chemical Materials	Health Control to Hazardous Materials	TIC
10	14	Fri	Working Environment Management of Hazardous Materials	Management of Chemical Materials (Exercise)	TIC
10	15	Sat			
10	16	Sun			
10	17	Mon	Personal Protective Equipment (PPE)	Site Visit: East Japan Railway Company	TIC /Site Visit
10	18	Tue	Summary on Safety and Health Management, Q/A, Briefing on Green Cross Exhibition	traveling	TIC/Sendai
10	19	Wed	Green Cross Exhibition	National Industrial Safety&Health Convexion	Sendai
10	20	Thu	The Roles of Labor Standards Inspection Office	Site Visit	Sendai

10	21	Fri	Site Visit	traveling	Sendai/TIC
10	22	Sat			
10	23	Sun			
10	24	Mon	Support of Improvement for SMEs' OSH Environment I		TIC
10	25	Tue	Support of Improvement for SMEs' OSH Environment II		TIC
10	26	Wed	OSHMS & Risk Assessment	Risk Assessment	TIC
10	27	Thu	The Roles of Industrial Safety and Health organization: [National Institute of Occupational Safety and Health, Japan, JNIOSH] & Facility tour	Safety and Health Education [Tokyo OSH Education Center] & Facility tour	JNIOSH / Tokyo educational Centre
10	28	Fri	Foreman training, General OSH education, Health management plan, Drawing up Safety management plan etc, Educational method		Tokyo educational Centre
10	29	Sat			
10	30	Sun			
10	31	Mon	Total Health Promotion (THP) & Mental Health	Site Visit	
11	1	火	Summary on Safety Management, Q/A	Discussion/Preparation for Final Presentation	TIC/Site Visit
11	2	水	Presentation/Discussion		TIC
11	3	木			
11	4	金	Evaluation, Closing Ceremony		TIC
11	5	Sat	Departure		

ANNEX III: Country Report

**Improvement of Policy on Occupational Safety and Health - From Policy
Development to Implementation Measures-
(JFY 2016)**

Country Report

Only selected applicants are required to formulate a Country Report on following subjects.

The report must be submitted to JICA Tokyo by e-mail at ticthd@jica.go.jp **by September 23, 2016**. Please include the course title and number, J1604255, in the e-mail title.

Please note that the document should be typewritten in double-spaced English up to approximately 3,000 words on A4 size paper, and its size within 2MB (please DO NOT compress/compile into ZIP files, etc.)

1. Basic Information
 - (1) Name of Applicant
 - (2) Country
 - (3) Organization / Department / Title
 - (4) Year of work experience in the field of industrial/occupational safety and health
2. Organization Chart
Please attach a chart specifying the division or section to which you belong.
3. Contents
The report should include the detailed analysis of following topics.
 - 1) Occurrence status of industrial/occupational accidents and occupational diseases (including statistics)
 - 2) Data collection methods for statistics
 - 3) Safety and Health related Laws and Regulations
 - 4) Labor Inspection System
 - 5) Workers' accident compensation insurance
 - 6) Safety of equipment and facilities
 - 7) Training/ Education programs
 - 8) Activities of industrial/occupational safety and health organizations other than government
 - 9) OSHMS and Risk Assessment
 - 10) Campaign/ Event/ National Convention/ Exhibition
 - 11) Reference (HP related, source regarding law, data, etc.)
4. Obstacle in promoting OSH in your country
 - 1) One of Core Problems on occupational safety and health (OSH) in your country
 - 2) Your suggestion of three main counter measures for the above problems

NOTE

Those who are informed of acceptance to this Seminar are requested to make a presentation of his/her country report in the beginning of the Seminar. For this session, audiovisual aids such as MS PowerPoint (PPT) video player or Overhead Projector (OHP) are available to assist the effective presentation. The documents (PPT or OHP) used in the presentation will be posted on the following Website managed by JISHA.

Website:<http://www.jisha.or.jp/international/training.html>

For Your Reference

JICA and Capacity Development

The key concept underpinning JICA operations since its establishment in 1974 has been the conviction that "capacity development" is central to the socioeconomic development of any country, regardless of the specific operational scheme one may be undertaking, i.e. expert assignments, development projects, development study projects, training programs, JOCV programs, etc.

Within this wide range of programs, Training Programs have long occupied an important place in JICA operations. Conducted in Japan, they provide partner countries with opportunities to acquire practical knowledge accumulated in Japanese society. Participants dispatched by partner countries might find useful knowledge and re-create their own knowledge for enhancement of their own capacity or that of the organization and society to which they belong.

About 460 pre-organized programs cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs are being customized to address the specific needs of different target organizations, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan was the first non-Western country to successfully modernize its society and industrialize its economy. At the core of this process, which started more than 140 years ago, was the "*adopt and adapt*" concept by which a wide range of appropriate skills and knowledge have been imported from developed countries; these skills and knowledge have been adapted and/or improved using local skills, knowledge and initiatives. They finally became internalized in Japanese society to suit its local needs and conditions.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from this "*adoption and adaptation*" process, which, of course, has been accompanied by countless failures and errors behind the success stories. We presume that such experiences, both successful and unsuccessful, will be useful to our partners who are trying to address the challenges currently faced by developing countries.

However, it is rather challenging to share with our partners this whole body of Japan's developmental experience. This difficulty has to do, in part, with the challenge of explaining a body of "tacit knowledge," a type of knowledge that cannot fully be expressed in words or numbers. Adding to this difficulty are the social and cultural systems of Japan that vastly differ from those of other Western industrialized countries, and hence still remain unfamiliar to many partner countries. Simply stated, coming to Japan might be one way of overcoming such a cultural gap.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



CORRESPONDENCE

For enquiries and further information, please contact the JICA office or the Embassy of Japan. Further, address correspondence to:

JICA Tokyo International Center (JICA Tokyo)

Address: 2-49-5 Nishihara, Shibuya-ku, Tokyo 151-0066, Japan

TEL: +81-3-3485-7051 FAX: +81-3-3485-7904