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
Dear Sir/Madam,

The following is a notification of the decision of the Ministry of Health, Labour and Welfare, Japan, regarding the acceptance of the application for a scholarship under the JICA program for the training of experts in the field of Occupational Safety and Health.

The Japanese government has decided to provide scholarship to the candidate for the training program. The candidate is expected to complete the training and return to their home country to apply the knowledge and skills gained during the training.

Yours faithfully,

[Signature]

The decision is based on the detailed evaluation of the candidate's application and the need for expertise in the field of Occupational Safety and Health in the candidate's home country. The candidate is expected to contribute to the development of policies and regulations related to Occupational Safety and Health in their home country.

Department of External Resources

[Date]
Knowledge Co-Creation Program (Group & Region Focus)

GENERAL INFORMATION

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

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:

<table>
<thead>
<tr>
<th>(1) Preliminary Phase In a participant's home country (September 2016)</th>
<th>Activities</th>
<th>Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participating organizations make required preparation for the Program in the respective country.</td>
<td>Formulation and submission of Country Report</td>
<td>Report</td>
</tr>
</tbody>
</table>

To acquire better understanding on the issues of OSH measures in their own countries.
### Modules

<table>
<thead>
<tr>
<th>Modules</th>
<th>Subjects</th>
<th>Methodology</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Understanding on the issues of OSH measures in their own countries.</td>
<td>- Presentation of Country Report (including self-introduction of the participants)</td>
<td>Presentation/Discussion</td>
</tr>
</tbody>
</table>
| (2) Understanding policies and organizations of OSH in Japan. | - 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. | - 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. | - 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 | - 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

5/14
obtain it.
*Photocopy should include the followings:*
Name, Date of birth, Nationality, Sex, Passport number and Expiry date.

4. Procedure for Application and Selection:
(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 ticthdiicamo.i0 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 to 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) Name: 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.or.jp/english/about/organization/domestic/c8h0vm0000023sqf-att/tokyo_service.pdf

   Facilities in JICA Tokyo:
   http://www.jica.or.jp/english/about/organization/domestic/c8h0vm0000023sqf-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.
To understand policies and organizations of Occupational Safety and Health in Japan.

To observe the measures for Occupational Safety and Health introduced in the private companies in Japan.

To examine and apply the ideas and methods attained in the Modules 1-4 to improve Occupational Safety in respective countries.

To acquire better understanding on the issues of Occupational Safety and Health measures in their own countries.

Overall Goal

Standards of Occupational Safety in the target countries will be improved.

Program Objective

To share the acquired knowledge and skills among the target organization which may contribute to the improvement of Occupational Safety and Health of the participating countries.
<table>
<thead>
<tr>
<th>Date</th>
<th>AM(9:30-12:30)</th>
<th>PM(13:30-16:30)</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-2</td>
<td>Arrival in Japan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10-3</td>
<td>JICA Briefing</td>
<td>Program Orientation by JICA and JISHA</td>
<td>TIC</td>
</tr>
<tr>
<td>10-4</td>
<td>International Cooperation in the Field of OSH by JICA</td>
<td>Presentation &amp; Discussion of country report</td>
<td>TIC</td>
</tr>
<tr>
<td>10-5</td>
<td>JICA General Orientation</td>
<td></td>
<td>TIC</td>
</tr>
<tr>
<td>10-6</td>
<td>The roles of Ministry of Health, Labour and Welfare</td>
<td>Machinery Safety Management</td>
<td>TIC</td>
</tr>
<tr>
<td>10-7</td>
<td>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</td>
<td></td>
<td>TIC</td>
</tr>
<tr>
<td>10-10</td>
<td>Zero-Accident Campaign and KYT I</td>
<td></td>
<td>TIC</td>
</tr>
<tr>
<td>10-11</td>
<td>Zero-Accident Campaign and KYT II</td>
<td></td>
<td>TIC</td>
</tr>
<tr>
<td>10-14</td>
<td>Working Environment Management of Hazardous Materials</td>
<td>Management of Chemical Materials (Exercise)</td>
<td>TIC</td>
</tr>
<tr>
<td>10-15</td>
<td></td>
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</tr>
<tr>
<td>10-17</td>
<td>Personal Protective Equipment (PPE)</td>
<td>Site Visit: East Japan Railway Company</td>
<td>TIC/Site Visit</td>
</tr>
<tr>
<td>10-18</td>
<td>Summary on Safety and Health Management</td>
<td>Traveling</td>
<td>TIC/Sendai</td>
</tr>
<tr>
<td>10-19</td>
<td>Briefing on Green Cross Exhibition</td>
<td>National Industrial Safety &amp; Health Convention</td>
<td>Sendai</td>
</tr>
<tr>
<td>10-20</td>
<td>Green Cross Exhibition</td>
<td>Site Visit</td>
<td>Sendai</td>
</tr>
</tbody>
</table>

9/14
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/21</td>
<td>Fri</td>
<td>Site Visit</td>
</tr>
<tr>
<td>10/22</td>
<td>Sat</td>
<td>Traveling</td>
</tr>
<tr>
<td>10/23</td>
<td>Sun</td>
<td>Traveling</td>
</tr>
<tr>
<td>10/24</td>
<td>Mon</td>
<td>Support of Improvement for SMEs' OSH Environment I</td>
</tr>
<tr>
<td>10/25</td>
<td>Tue</td>
<td>Support of Improvement for SMEs' OSH Environment II</td>
</tr>
<tr>
<td>10/26</td>
<td>Wed</td>
<td>OSHMS &amp; Risk Assessment</td>
</tr>
<tr>
<td>10/27</td>
<td>Thu</td>
<td>The Roles of Industrial Safety and Health organization: [National Institute of Occupational Safety and Health, Japan, JNIOSH] &amp; Facility tour</td>
</tr>
<tr>
<td>10/28</td>
<td>Fri</td>
<td>Safety and Health Education [Tokyo OSH Education Center] &amp; Facility tour</td>
</tr>
<tr>
<td>10/29</td>
<td>Sat</td>
<td>Foreman training, General OSH education, Health management plan, Drawing up Safety management plan etc, Educational method</td>
</tr>
<tr>
<td>10/30</td>
<td>Sun</td>
<td>Total Health Promotion (THP) &amp; Mental Health</td>
</tr>
<tr>
<td>11/1</td>
<td>Mon</td>
<td>Site Visit</td>
</tr>
<tr>
<td>11/2</td>
<td>Tue</td>
<td>Summary on Safety Management, Q/A</td>
</tr>
<tr>
<td>11/3</td>
<td>Wed</td>
<td>Discussion/Preparation for Final Presentation</td>
</tr>
<tr>
<td>11/4</td>
<td>Thu</td>
<td>Presentation/Discussion</td>
</tr>
<tr>
<td>11/5</td>
<td>Fri</td>
<td>Evaluation, Closing Ceremony</td>
</tr>
<tr>
<td>11/6</td>
<td>Sat</td>
<td>Departure</td>
</tr>
</tbody>
</table>

**Notes:**
- **TIC**: Traveling Information Center
- **JNIOSH**: Japan National Institute of Occupational Safety and Health
- **Tokyo OSH Education Center**
- **OHSMS**: Occupational Health and Safety Management System
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 and 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.
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