



Request for Proposals - Training and content to support EICC's EHS and chemical management goals

June 2015

The [Electronic Industry Citizenship Coalition](#) (EICC) and its over 100 members are committed to driving performance improvement on human rights and environmental sustainability in the electronics industry. To support our work, EICC is looking for partners to help develop the following training materials for workers, factory managers, and our global auditor network, to improve understanding of chemical risks and effective management systems, and eliminate the risk of worker chemical exposure.

Request for Proposals: In 2015, EICC plans to work with trusted EHS experts to develop the following training material on Environment, Health, and Safety, with a special focus on chemical management:

- 1. A concise, basic e-training on chemical management for workers:** EICC is looking for a partner to develop a one (1) hour online course on chemical management. At minimum, this course should provide the basics on identifying chemical hazards, best practices in chemical identification, labeling, handling, use, storage, and disposal, and strategies for workers to protect themselves from chemical exposure and respond to chemical-related emergencies in the workplace. This course will also have a short test to confirm workers have understood the material. The course can be provided in any online format that is easy to review and understand, including a PowerPoint with audio, an animated course, video, or other learning tools. When the course is developed it will be incorporated into EICC's Learning Academy, so it must be easily compatible with EICC's platform. Note that this course will be translated into simplified Chinese, so proposals should include a note on how this can be accomplished, either by the bidder, or by EICC using the content from the English version of this training.
- 2. One day in-person factory manager training on EHS, with a focus on chemical management:** EICC is looking for a partner who can provide a one (1) day training for factory managers in China on the basics of effective EHS management. This course should cover the basics of EHS and touch on all the relevant areas of the [EICC Code of Conduct](#) Section B (Health and Safety) and key provisions of Section C (Environment), but should include a special focus on chemical management. Course will need to be delivered in Mandarin, either near Shenzhen or Shanghai, in the fall of 2015. EICC would like to consider offering this course on an annual basis in China to EICC member factory managers and their tier 1 suppliers.
- 3. An expanded e-learning module on EHS for EICC auditors, and company audit program managers:** EICC is looking to develop a more comprehensive e-learning course to help improve auditor and company audit program manager understanding of EHS auditing. This training would follow key elements of ISO 14001 and the EICC code, and provide a detailed training in key elements auditors should look for to determine compliance with EICC's key audit provisions in Health and Safety and Environment. This course should be split into 4-6 chapters with multiple quizzes and a final test, and will serve as one of the two capstone courses of the EICC's



factory manager certification for the EICC Learning Academy. This training should include both strong content and an animated or video component to enhance learning outcomes. EICC is willing to consider joint proposals for this project from content providers and companies who can provide e-learning module animation and video.

4. EICC is also open to exploring a **co-branded multi-day ongoing classroom training program on EHS** for EICC auditors and company Audit Program Managers (APMs) that would complement the EICC/Verite training for auditors on Labor and Ethics. For more information on this potential partnership, please review the Verite training overview at <https://www.verite.org/category/catalog/eicc-labor-ethics-lead-auditor-training> .
5. **Fact sheets for chemical management:** As part of EICC’s supplier engagement effort, we plan to develop a series of 2-page fact sheets. The first series will be directed at workers, and will include potential chemical hazards associated with specific manufacturing processes, and ways that workers can protect themselves from chemical risks. The second series will be directed at factory managers, and will focus on management strategies to reduce worker exposure to hazardous chemicals. We plan to start with five (5) worksheets for each audience, focusing on the following five manufacturing processes:
 - product and workstation cleaning
 - plating and etching
 - bonding and gluing
 - painting
 - chemical transportation, storage, and labeling

Fact sheets for workers should contain information on what type of chemicals may be used in these processes, how to identify what chemicals they are using, what the potential risks of these chemicals are (to human health and environmental contamination), how workers can protect themselves from exposure to hazardous chemicals, and what workers should do if a spill or other accident occurs.

Fact sheets for managers should include what types of hazardous chemicals may be in use and what safer, cost-effective alternatives may exist, and what types of management systems, engineering controls, and worker awareness and education should be used to minimize risk of exposure and remediate any accidents.

Interested parties can submit a proposal on any or all of the projects above. For content experts who would like to explore partnering with e-learning development or in-person training companies on their proposals, EICC can help facilitate introductions.

Please direct proposals and questions to Christine Briscoe, Director of Member Services and Training at cbriscoe@eiccoalition.org. Proposals are being considered on a rolling basis upon receipt.