TO: Mr. Fazlur Rahman

The CEO, Jenny Garments Ltd

FROM: Saima Sinthiya,

The General Manager, Jenny Garments Ltd

DATE: March 18, 2024

SUBJECT: Incident Report On Fire Incident

1. Background: There was a small fire last night, at 4 in the morning inside the ground floor storage room. The fire damaged 3 lakh taka worth of materials and shut down production for the next 3 days. Firefighters ended the fire quickly and no one was hurt as supervisor Hasan Kamal led a fire drill and everyone exited the building.
2. Description of the Incident: Our company has a three-story factory with 100 workers and two supervisors who are in charge of all the workers. Our company operates on 3-8 hours shifts and the two supervisors have a difficult time in managing order as so many workers are coming and going at all hours. As mentioned earlier in the memo dated March 1, 2024, the security at the factory is inadequate. Many areas are not properly lighted at night and several doors remain unguarded at times. Workers do not listen to the supervisors because they are both quite junior in the factory. Because of the long hours, some workers take smoking breaks. They smoke inside anywhere in the building as they do not have a break room. After investigation, it was found that someone was smoking inside the storage room and lit cigarettes causing the fire. Things could have been worse if the fire had happened on the factory’s top floor where there are no ventilation pipes or fire escapes attached to the building and so there could have been a serious tragedy. To prevent this type of accident a room with proper ventilation and safety measures is assigned as a break room for the employees. Workers are prohibited from smoking anywhere in the factory.
3. Analysis of the event:

* Primary cause: Smoking within the storage room caused the ignition of inflammable substances.

* Secondary cause: Secondary causes include lack of supervision, inadequate safety measures, and absence of designated smoking areas.

1. Recommendation:

* What went wrong:

I. Poor Security: Neglected areas and dim lighting made it easy for unauthorized access.

II. Supervisory Problems: Junior supervisors couldn't enforce safety rules effectively.

III. Smoking Policy Not Enforced: Lack of strictness led to smoking inside the factory.

IV. Fire Safety Lacking: Insufficient ventilation and unclear escape routes made it hard to leave the area.

* Suggestions on how to fix the issue:

I. Improve Security:

- Increase watching and patrols.

- Brighten up the whole factory.

II. Strengthen Supervisor Training:

- Train supervisors well and support them.

- Give supervisors confidence to enforce rules.

III. Strictly Enforce No-Smoking Policy:

- Punish rule-breakers firmly.

- Set specific smoking areas outside.

IV. Upgrade Fire Safety:

- Install ventilation and escape routes everywhere.

- Practice fire drills often for worker readiness.