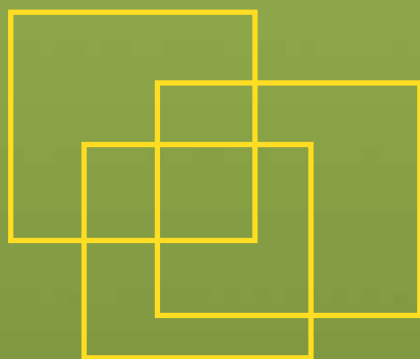


Work Improvement for Migrant Workers and their Employers (WIMWE)



Connor McGuinness
Tsuyoshi Kawakami



Action manual for improving safety, health and
influenza preparedness for migrant workers,
their employers and the workplace

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Tsuyoshi Kawakami

ILO DWT for East and South-East Asia and the Pacific

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Preface

Migrant labour is an integral part of the regional economies of Asia. There is ample evidence to suggest that the reliance on migrant labour, official or otherwise, is on the increase. As such it is important to ensure that migrant workers and their employers are able to receive assistance to improve their workplaces in the same manner as enterprises with local workers.

The benefits of migrant workers to the regional economy and employers have been evident for sometime. Migrant workers positively contribute to GDPs and are also critical to the labour supply of recipient countries.

There are a number of instances where children below 18 years migrate both accompanied by adult family members or unaccompanied in search of work. Any person under 18 years in the region ordinarily may only work if they meet the minimum legal working age requirements of their destination countries, though the quality and enforcement of these regulations may vary. In principle, the type of work they may undertake should be governed by regulations of their host country's labour laws, especially those on minimum age for admission to employment and hazardous work for minors where those exist. There are certain industries and jobs that may be deemed hazardous for those below the age of 18 years. These requirements (particularly age requirements) for these industries should be strictly observed.

Young workers often have less experience in the workplace, may not be physically mature enough to undertake certain tasks, and lack certain skills when compared to other adult workers. As such, they may face greater Occupational Safety and Health (OSH) risks. It is therefore necessary that the knowledge and understanding less experienced workers possess on OSH be improved. This will reduce the knowledge gap between their understanding and practices and that of more experienced workers.

Accidents and issues relating to OSH continue to reduce national and total global GDP. This coupled with the threat posed by pandemic human influenza, as well as seasonal influenza, presents a danger to both employers and workers, particularly migrant workers. Migrant workers and their employers can work together to build on existing good practices and make low-cost improvements to lessen the burden of OSH and influenza related issues.

Many industries in the region, utilize migrant labour to a very significant degree and will almost certainly do so for many years to come. Often migrant workers are employed alongside local workers in small and micro-enterprises in the manufacturing and processing sectors.

The WIMWE (Work Improvement for Migrant Workers and their Employers) manual responds to an immediate need for the improvement of OSH conditions and influenza preparedness and awareness of migrant workers and enterprises in these sectors. It provides them with practical, easy-to-implement ideas to improve their safety, health and working conditions.

The advice in this manual is encouraged for use by employers and migrant workers in small and micro-enterprises engaged in manufacturing and processing. It may also be useful as a tool for training facilitated by organizations committed to improving OSH and influenza awareness and practices in these sectors.

The improvements outlined in this manual will also contribute to higher productivity and efficiency in the workplace and promote active cooperation between workers and employers. The manual reflects the practical experiences of pilot training conducted with migrant workers and their employers in Thailand.

Existing participatory, action-oriented training manuals and programmes for safety, health and working conditions have given significant insights into the development of the WIMWE manual. Two ILO publications, WISH (Work Improvement for Safe Home) and Protecting Your Employees and Business from Pandemic Human Influenza, as well as the experiences of the ILO influenza taskforce, have provided an important technical base. Many illustrations and contents are drawn from the two manuals.

Employers and migrant workers using this manual should consider discussing common issues with other businesses in their industries. Employers and migrant workers should jointly consult to assess their awareness of techniques or suggestions for improvement.

The establishment and existence of workplace OSH committees can be a valuable and practical way for workers and employers to discuss common issues. Migrant workers should be encouraged to participate alongside local workers in discussions on OSH and approaches to influenza preparedness and prevention.

The suggested improvements in this manual should be made in a step-wise manner. The approach does not have to perfectly reflect all items in the manual. Migrant workers and their employers are encouraged to start with small, simple improvements. Taking an example from checkpoint 1, you can make the entrance of your workplaces more clear as the first step.

While this manual is focussed on migrant workers and their employers in small and micro-enterprises, this manual is intended to serve as a model which can be adapted to different countries' contexts and needs.

The ILO extends special acknowledgement to the administrative support of Ms Sunan Suthikorncompee, the technical support of Ms Suttida Chaikitsakol and to all that have contributed to the development of the manual and action-checklist. The ILO also acknowledges the support of the Labour Rights Promotion Network (LPN) for facilitating initial field visits to workplaces in Samut Sakhon, Thailand. The ILO hopes that the training manual will help many small and micro-enterprises to build upon existing good practices to make the workplace safer for all.

The ILO would like to extend its sincere appreciation to the United States Department of Labor for providing funding for this publication.

Bill Salter
Director
ILO DWT for East and South-East Asia and the Pacific
Bangkok, Thailand
March 2011

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ACTION-CHECKLIST

How to use the checklist

1. Read through the checklist and spend a few minutes walking around the work area before starting to check.
2. Read each item carefully. Look for a way to apply the measure. If necessary ask employees and colleagues questions. If the measure has already been applied or it is not needed, mark **NO** under “Do you propose action?” If you think the measure is worthwhile, mark **YES**. Use the space under **REMARKS** to put a description of your suggestion or describe exiting good examples which you have found.
3. After you have gone through the whole items, look again at the items you have marked **YES**. Choose a few where the benefits seem likely to be the most important. Mark **PRIORITY** for these items.
4. Before finishing, make sure that for each item you have marked **NO** or **YES**, and that for some items marked **YES** you have marked **PRIORITY**.



Materials Storage and Handling

1. Clear and mark transportways.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



2. Use carts, hand trucks, rollers and other wheeled devices when moving materials.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



3. Use multi-level shelves or storage racks near the work area for tools, raw materials, parts and products.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



4. Use specially designed pallets or containers to hold and move materials, semi-finished and finished, products.

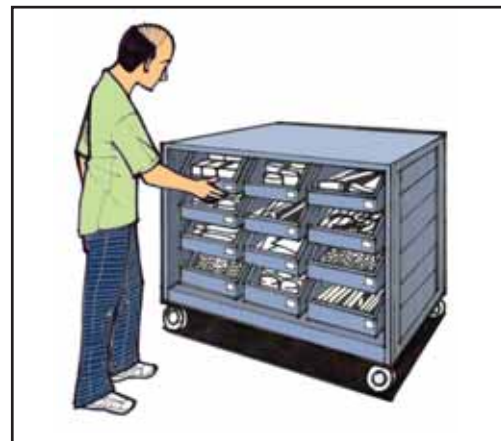
Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



5. Use containers and packages that have good grips or holding points for all.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



6. Lift objects with your legs, avoid regularly lifting objects at low heights. Place regularly lifted heavy objects at waist height to minimize lower back strain. If objects are too heavy, ask for help.

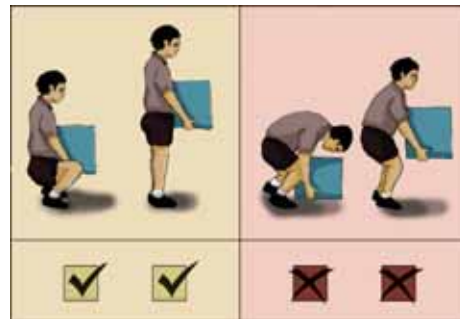
Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



Work-Stations

7. Adjust working height for each worker at elbow level or slightly lower than elbow level.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



8. Put frequently used tools, controls and materials within easy reach.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



9. Provide a conveniently placed home for each tool.

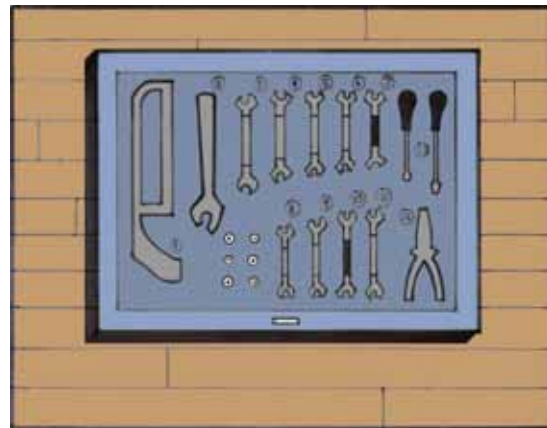
Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



Physical environment

10. Try to keep floors and surfaces as dry as possible. If surfaces must be wet wear footwear (e.g. boots) with strong grip. Clearly mark where surfaces are wet.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



11. Try and limit spillage of materials such as ice. This will limit wetness and loss of body heat.

Do you propose action?

No

Yes Priority

Remarks:

.....

.....



12. Isolate the sources of dust, hazardous chemicals, noise or heat.

Do you propose action?

No

Yes Priority

Remarks:

.....

.....



13. Make sure all the containers of hazardous chemicals have labels and covers.

Do you propose action?

No

Yes Priority

Remarks:

.....

.....



14. Make sure hazardous materials and operations are labelled and detailed in languages that everyone in the workplace understands. Teach everyone in the workplace what warning symbols mean.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



15. Wear adequate personal protective equipment (PPE) such as glasses, shoes, and gloves.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



16. Ensure there are at least two unobstructed ways out of rooms and enough fire extinguishers, and make sure that you know how to evacuate in an emergency.

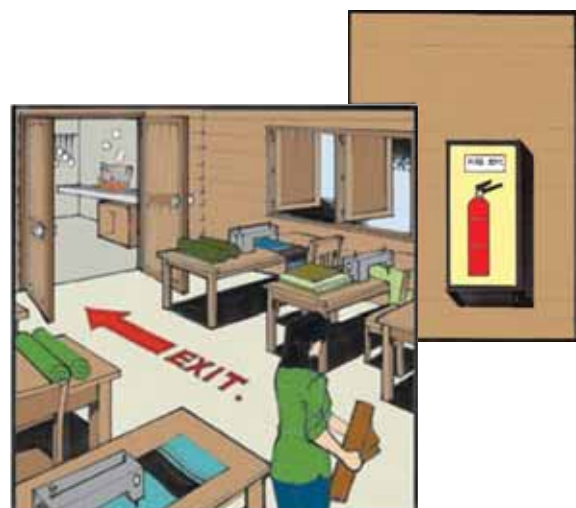
Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



Welfare Facilities and Work Organization

17. Make sure an adequate supply of safe drinking water is available.

Do you propose action?

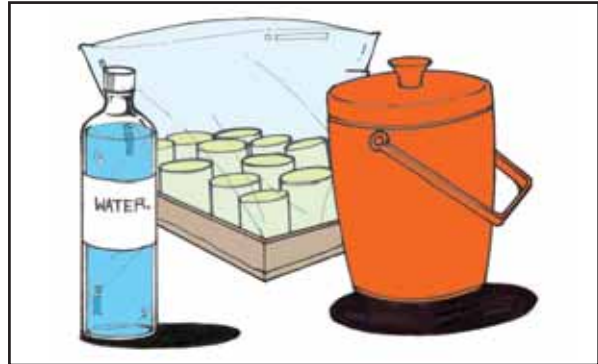
No

Yes Priority

Remarks:

.....

.....



18. Ensure toilets are regularly cleaned and washing facilities (with soap) are close to the work area.

Do you propose action?

No

Yes Priority

Remarks:

.....

.....



19. Resting corners for eating meals should be provided in a separate hygienic place.

Do you propose action?

No

Yes Priority

Remarks:

.....

.....



20. Take adequate rest breaks to maintain productive work pace.

Do you propose action?

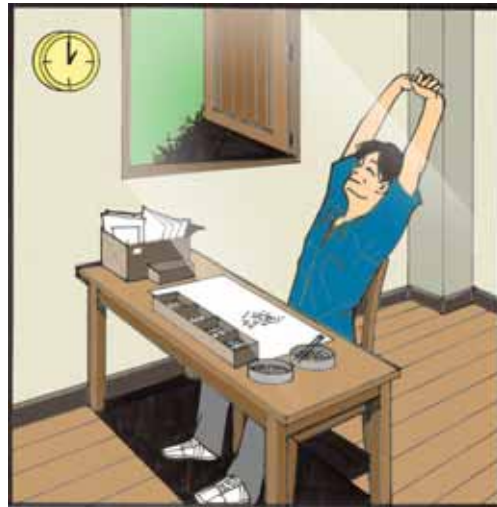
No

Yes Priority

Remarks:

.....

.....



21. Know where first-aid supplies are stored and who may be trained as a qualified "first-aider".

Do you propose action?

No

Yes Priority

Remarks:

.....

.....



22. Take special care of pregnant women, workers with disabilities and young workers.

Do you propose action?

No

Yes Priority

Remarks:

.....

.....



23. Combine tasks so that each worker can perform varied and interesting work.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



24. Rearrange layout and the order of operations to ensure smooth flow of work between different work-stations.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



Protecting Business and Workers from Influenza

25. Promote personal and industrial hygiene habits.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



26. Use a mask in the workplace and also when you are outside.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



27. Ensure that the workplace has a sufficient number of washing sinks.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



28. Cover your mouth and nose with a handkerchief when you cough or sneeze. If you don't have one, sneeze or cough into your elbow and not your hand. This will lessen the spread of germs.

Do you propose action?

- No
- Yes Priority

Remarks:

.....

.....



29. Clean door knobs, water taps, switches, copiers and other items which many people touch constantly.

Do you propose action?

No

Yes Priority

Remarks:

.....

.....



30. Reduce human-to-human contact at the workplace.

Do you propose action?

No

Yes Priority

Remarks:

.....

.....



31. Regularly make contact by phone or internet with sick workers staying at home or with their families to provide support.

Do you propose action?

No

Yes Priority

Remarks:

.....

.....



Chapter 1
Materials storage and handling
(Checkpoints 1 – 6)

CHECKPOINT 1

Clear and mark transport ways.

BENEFITS FOR THE WORKPLACE

All workplaces need clear transport ways. Migrant workers often work in small workplaces with space limitations. But migrant workers and their employers can work together make convenient transport ways by simply removing unnecessary materials as much as possible.

Clear and good passageways can help migrant workers handle different (and difficult) materials easily, prevent fatigue and reduce work time. Employers can also receive the benefits from their higher productivity.

Benefits:

- increases the smooth flow of work;
- prevents accidents;
- prevents loss of product;
- prevents damage to expensive machines and tools;
- a more efficient workplace;
- fewer accidents and injuries;
- potentially increased production rates at the same rate of investment.

HOW TO IMPROVE

1. Look at your workplaces and find the possible space to secure your transport ways. Consider the workflow and minimize the distance for transport of your products and materials.
2. Remove materials from the transport ways. Store them in a space-saving multi-level rack, for example.
3. Place storage shelves and rubbish bins to ensure proper storage and waste disposal. Store nothing on these transport ways.

WAY TO PROMOTE COOPERATION

Invite ideas from all workers including migrants in the workplace on how to make and maintain transport ways. Discuss their ideas with employers for better safety and productivity.

SOME MORE HINTS

- If space is available, wider passageways allowing two-way movement of people will increase safety and smoothen work flow.
- Passageways should be even and smooth. Where appropriate, pave them with wood, bricks or cover them with cement. Make sure work items, tools, raw materials, scrap, etc. do not lie in the passageways. Avoid slippery walking surfaces.
- If there is a height gap in the passageway, provide a ramp with a small inclination.
- If there is an electrical wire across the passageway, remove it or alter its pathway it to prevent tripping accidents.
- Migrant workers can apply the same improvement ideas in their dormitory or rooms.

POINTS TO REMEMBER

.....
Cleared passageways can make the transportation of work products easy and prevent injuries and damage.

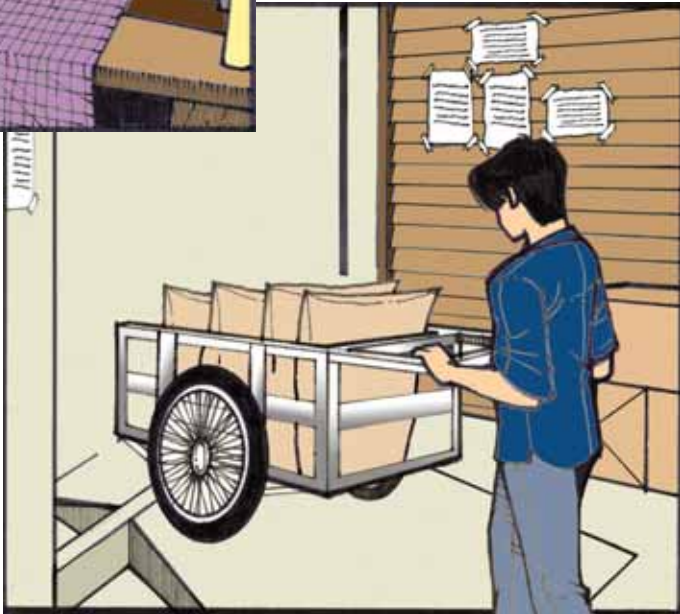


Figure 1: Keep a wide and clear passageway for two-way movement of people.



Figure 2: Clear passageway for smooth transportation of materials or products.

Figure 3: Passageway leading to the workplace needs to be smooth.



CHECKPOINT 2

Use carts, hand trucks, rollers and other wheeled devices when moving materials.

BENEFITS FOR THE WORKPLACE

By using carts, hand trucks or mobile racks, you can move everyday materials easily and safely. The probability of product damage and accidents will be much lower.

Benefits:

- more materials can be carried at one time;
- less trips to carry materials;
- saves time;
- increased rate of production;
- everyone in the workplace is safer and more efficient.

HOW TO IMPROVE

1. Design and make appropriate carts fitted to your work needs. Carts can be designed to carry different shaped materials such as bottles, clothes, sacks, etc.
2. Carts or hand trucks need firm handles and appropriate grips for easy operation.
3. Bigger-wheeled carts can carry heavier materials and overcome uneven or bumpy transport ways.
4. You may attach wheels to existing material racks for convenience.

WAY TO PROMOTE COOPERATION

Discuss within the workplace how loads are carried.

Institute a practice that heavy or large loads should always be carried with carts or other devices.

There might already be good examples of self-made carts or hand trucks in neighbouring

workplaces. Visit and/or discuss techniques with them to learn from their ideas.

SOME MORE HINTS

- Attach appropriate side-boards to carts or hand trucks to prevent products or materials from falling off while they are carried.
- Check the condition of your carts and hand trucks regularly and always keep them in good condition. Wobbling wheels or grips will increase accident risks.
- Simple maintenance activities will greatly increase your safety and work efficiency.
- Eliminate gaps and holes in the transport routes for easy use of push carts.

POINTS TO REMEMBER

Push carts and hand trucks are powerful devices to help increase your safety and efficiency.



Figure 4: Hand trolley lifter for arranging and moving.

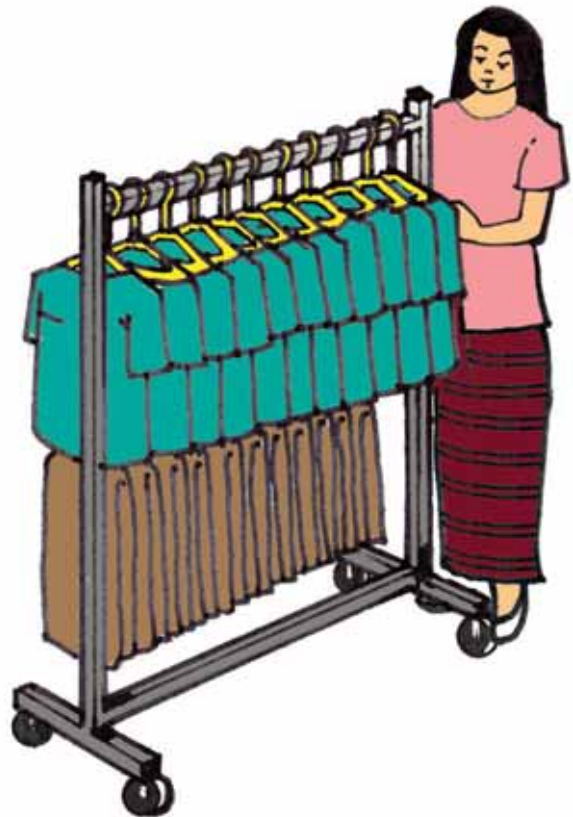


Figure 5: Movable rack for storing and moving.

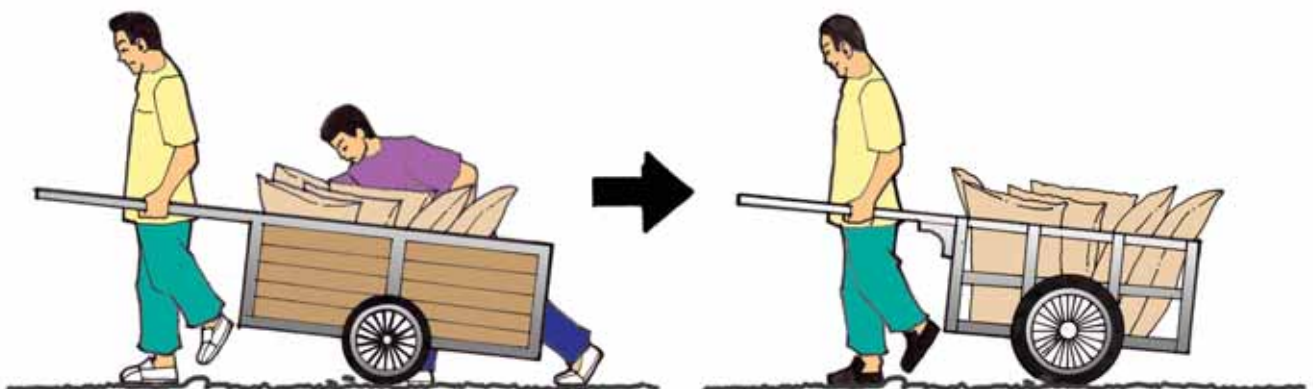


Figure 6: On rough roads, it is easier to push or pull hand-trucks with **larger wheels** than small wheels.

CHECKPOINT 3

Use multi-level shelves or racks near the work area for tools, raw materials, parts and products.

BENEFITS FOR THE WORKPLACE

A lot migrant workers are employed in industries that require the use of multiple tools for any given task, often with limited space.

By providing multi-level shelves or racks (figure 7) you will be able to reduce fatigue and also increase efficiency.

Multi-level shelves and racks give migrant workers and others workable solutions.

Benefits:

- increased working space;
- items are placed at appropriate height;
- you can work faster;
- risk of accidents and fire reduced;
- less wear/damage to tools;
- everyone is more efficient.

HOW TO IMPROVE

1. Look at your workplace, and find an appropriate place to set multi-level shelves and racks. The place should be easy for workers to see and access.
2. Use wall space wisely. Select multi-level shelves or racks whose sizes can be fitted to the available wall space.
3. To find things easily, put labels or draw shapes to show where each item is kept. This saves time and reduces confusion.
4. Place heavy materials on the lower shelf and light ones on the upper shelves. Use materials strong enough to hold heavy items. It is better to place such shelves against the wall.

5. To keep small items in good order, put them into appropriate containers and place these containers on the multi-level shelves. The containers should be labelled.

WAY TO PROMOTE COOPERATION

Discuss with others in the workplace how they arrange the materials and tools they work with.

Encourage everyone to have a 'home' for each item they use.

Find and make space for placing convenient multi-level shelves.

SOME MORE HINTS

- Place frequently used items at a level between your waist and shoulder.
- If convenient, attach wheels to racks and multi-level shelves. These arrangements are useful for things that many people use in different places, such as hand tools.

POINTS TO REMEMBER

Multi-level shelves and racks can solve space problems and save time.



Figure 7: Multi-level rack for storing materials, tools, and products.



Figure 8: Multi-compartment cabinet containing garment accessories.



Figure 9: Use carton boxes with labels for storing materials and products in designated areas.

CHECKPOINT 4

Use specifically designed pallets or containers to hold and move materials, semi-finished and finished, products.

BENEFITS FOR THE WORKPLACE

By using pallets and containers, workers can carry a number of the same items at one time and reduce the number of trips between their work-stations and storage areas. These pallets and containers can be kept on space-saving, multi-level shelves. These low-cost, practical improvements make your work safe and productive.

Benefits:

- less need to make return trips for materials and products;
- less raw material lost;
- decreased potential for products to be damaged;
- makes 'piece-work' faster.

HOW TO IMPROVE

1. Select and use appropriately sized pallets and containers. You can use available materials nearby, such as pallets. Used bottles or cans may suit your purposes.
2. Pallets and containers should be carefully designed for your purposes. For frequently used materials in your work-stations, the openings of the pallets and containers should be wide enough. If the main purpose is to keep small materials in a storage area, you may use containers with narrower openings.
3. Put a label on each container to make searching easier.
4. Some containers may work better with wheels and handles, such as baskets for carrying shrimp.

WAY TO PROMOTE COOPERATION

By using pallets and containers, you can save time and maximize efficiency.

Larger pallets and containers can be shared. Two or more people can help carry and collect materials, which will save time and energy.

Discuss what small items need pallets and containers and how you can make them. Perhaps migrant workers and others already have their own ideas or existing good examples. Everyone should be involved in the discussion.

SOME MORE HINTS

- Use different colours on labels to make searching easier.
- Pallets can be stored in a cabinet. Attach wheels to make it movable. Several workers can use it conveniently.

POINTS TO REMEMBER

Pallets and containers of appropriate size help to handle many small items conveniently.

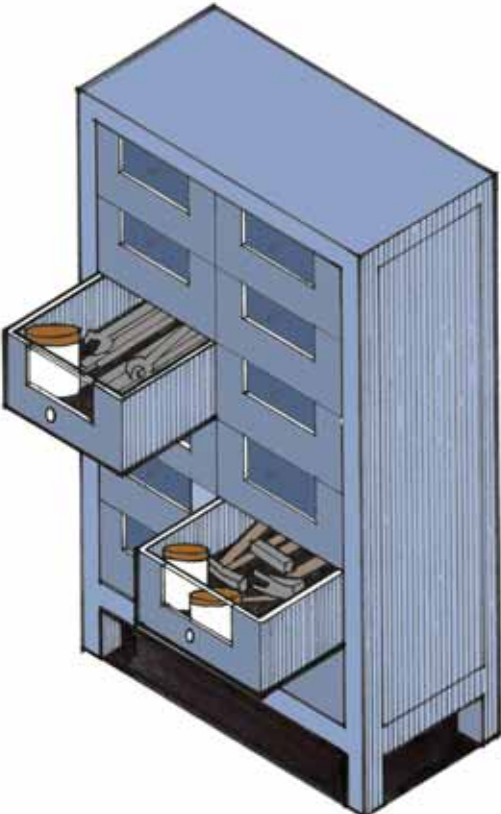


Figure 10: Well-designed and organized cabinet to save space for storing each tool and equipment.

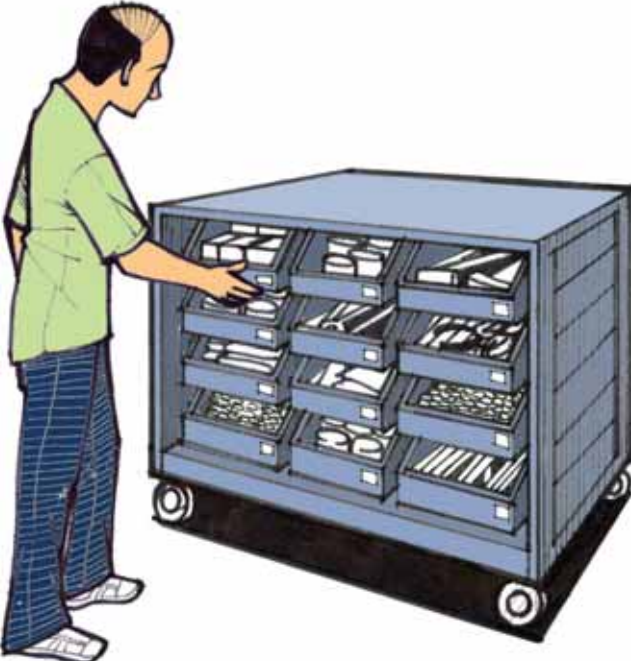


Figure 11: Movable cabinet with small pallets to store tools and materials for convenient use.



Figure 12: Pallets and containers with clear labels kept on multi-level shelves in good order.

CHECKPOINT 5

Use containers and packages that have good grips or holding points for all.

BENEFITS FOR THE WORKPLACE

Often migrant workers carry heavy materials as part of their everyday work activities. This practice is strenuous and can be dangerous. Everyone in the workplace needs good containers and packages for safe carrying. Attaching simple grips or holding points to your containers and packages makes carrying work much easier and safer. Small changes make big differences!

Benefits:

- materials are easier to handle;
- clear view when carrying loads;
- better posture for working;
- prevents fatigue.

HOW TO IMPROVE

1. Attach grips or holding points to the containers and packages you are using. They should be strong enough and safe. Test them before using for your work.
2. When you newly purchase or introduce containers, packages, bags and baskets, find the ones which have proper grips or handles.
3. Set your own weight limit for the load to be carried. Divide the load evenly in both arms. For example, carrying two packages of 2.5 kg each is better than carrying one package of 5 kg.
4. Two or more persons should carry heavier materials. Promote workplace cooperation when carrying heavy materials.

WAY TO PROMOTE COOPERATION

Adding grips or holding points can be done at low cost using available materials at the

workplace. Metal wires or pieces of steel bars may be applied to make good grips. Encourage all workers and supervisors to exchange such good ideas.

SOME MORE HINTS

- Wearing gloves or wrapping grips or handles with soft cloth may ease the carrying of loads.
- Keep the wrist in a comfortable and natural position while holding grips. If necessary, enlarge the holes adjacent to the grips.

POINTS TO REMEMBER

.....
Attaching good grips and holding points makes carrying loads much easier.



Figure 13: Holding points on a materials tray help workers carry materials safely and efficiently.



Figure 14: Carrying heavy items by using a container properly designed for each of the loads with good hand grips to handle easily.



Figure 15: Using a pannier with firm hand grips, 2 persons should carry heavy materials.

CHECKPOINT 6

Lift objects with your legs, avoid regularly lifting objects at low heights. Place regularly lifted heavy objects at waist height to minimise lower back strain. If objects are too heavy, ask for help.

BENEFITS FOR THE WORKPLACE

Correct lifting operations will allow workers to work faster and reduce fatigue. It also dramatically reduces the risk that workers will become permanently injured.

Migrant workers, especially younger migrant workers may not be aware of how to lift objects correctly. It is particularly important that younger migrant workers observe the correct practice so as not to limit their future physical development.

Unnecessary delays in production and injuries at work can be avoided if correct lifting practices are observed.

Benefits:

- less risk of severe back injury;
- less energy used when carrying objects;
- work is able to be completed faster;
- workers less likely to be absent from work;
- workers are less tired and can work faster;
- less medical concerns in the workplace;
- staff turnover/retraining reduced.

HOW TO IMPROVE

1. Try to keep all heavy objects placed at waist height. If they are located on the ground, bend your knees and lift with your legs.
2. Judge for yourself if an object is too heavy to lift on your own. Call for assistance if you're not sure.
3. Transport heavy objects on trolleys, this will save time and energy.

WAY TO PROMOTE COOPERATION

If a someone is carrying a heavy load, offer to assist. Discuss with others how to transport everyday heavy loads and objects.

Supervisors and line managers should train to be aware of good lifting practices and the dangers of lifting heavy loads and objects.

Discuss ways to make everyone aware of safe lifting practices in the workplace, including *new* employees. If there are new migrant workers to the workplace, consider having more experienced migrant workers explain how to conduct safe lifting operations in the workplace.

SOME MORE HINTS

- More hands make lighter work! When more than one person carries a heavy load, you are able to move objects faster and you use less energy.

POINTS TO REMEMBER

.....
Always lift with your legs, **never** lift with your back.

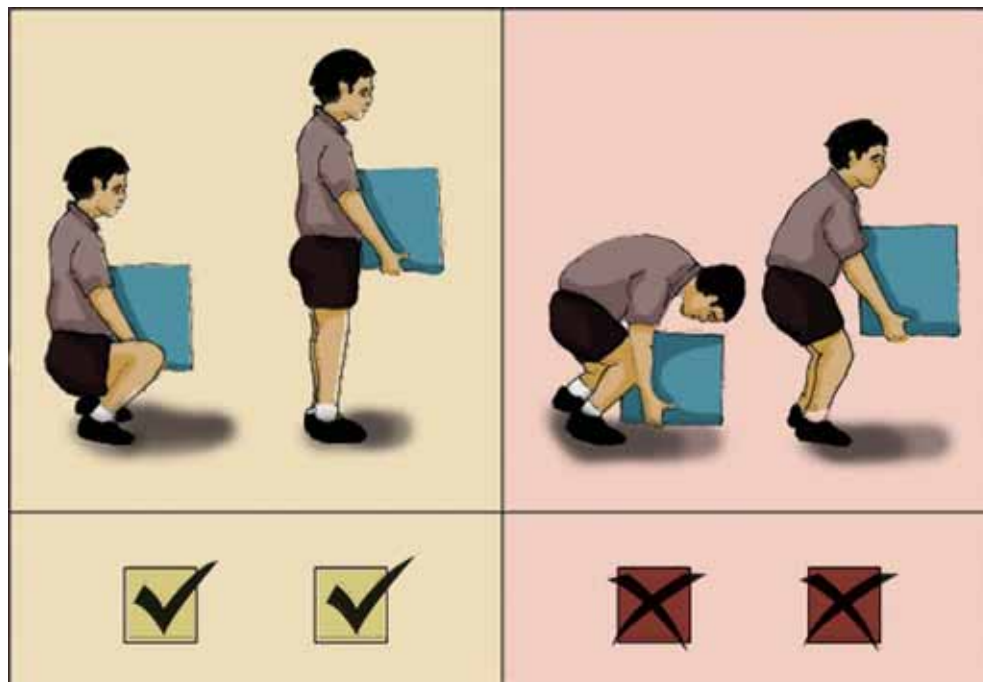


Figure 16: You should always lift with your legs and ensure your back is straight.



Figure 17: For heavy loads have someone help you carry them, this will save time and energy.

Chapter 2
Work-stations
(Checkpoints 7– 9)

CHECKPOINT 7

Adjust working height for each worker to elbow level or slightly lower than elbow level.

BENEFITS FOR THE WORKPLACE

Proper working height is very important for the everyone in the workplace. Working height is directly related to health and productivity. If the working height is too high, your arms and shoulders are kept elevated and you will suffer from strains. When the working height is too low, you will have to bend your back continuously and will have low-back strains. These strains will gradually increase stiffness and pain. It will eventually be difficult to complete work.

Benefits:

- minimizes muscular effort in the arms, shoulders and back;
- works in both standing and sitting postures;
- helps make your work comfortably and more productively;
- reduced fatigue;
- consistent production speed.

HOW TO IMPROVE

1. Look at your work-stations and chairs. If they are too high or too low, adjust their working heights to your elbow level.
2. If you cannot change the height of work-stations and chairs, use a foot platform for small workers and an item holder for tall workers.
3. When you need to exert greater force such as cutting products and repairing tools, adjust the work-stations slightly lower than your elbow level.

4. When you newly make or purchase chairs and tables, select the ones with the working height adjusted to your elbow height.

WAY TO PROMOTE COOPERATION

Observe the work-stations of everyone in the workplace. Discuss whether it is necessary to acquire or construct suitable chairs or steps to improve working height.

SOME MORE HINTS

- Ensure all chairs used have sturdy back rests. If not, attach them.
- Individual chairs should be used by everyone in the workplace rather than a single long bench shared by many people.
- For those standing in the workplace, provide a standing chair (figure 21) to allow them to alternate sitting and standing postures. Don't work for long periods in the same posture.
- Some work-stations might be shared by several workers who are of different body sizes. Height-adjustable work-stations can be designed using simple devices.

POINTS TO REMEMBER

Adjusting work height at elbow level decreases your muscle strains and increases work efficiency.



Figure 18: A working height at elbow level or slightly lower than elbow level minimizes muscular efforts.

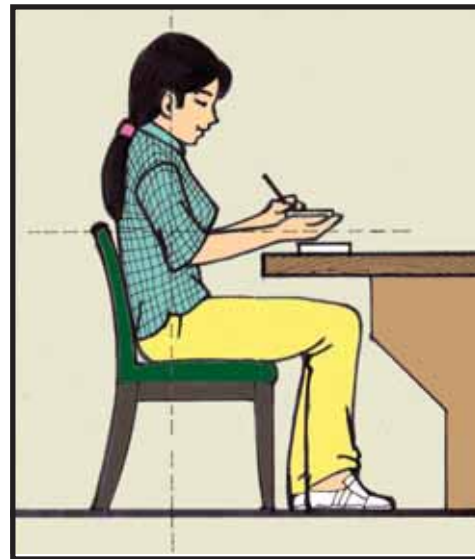


Figure 19: Provide seated workers with chairs of correct height with sturdy backrest, with the feet comfortably placed on the floor.

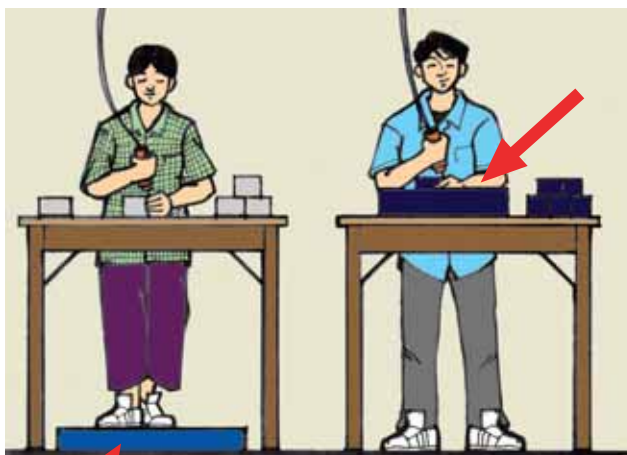


Figure 20: Use a foot platform for small workers and an item holder for tall workers to adjust their work height to their elbow levels.

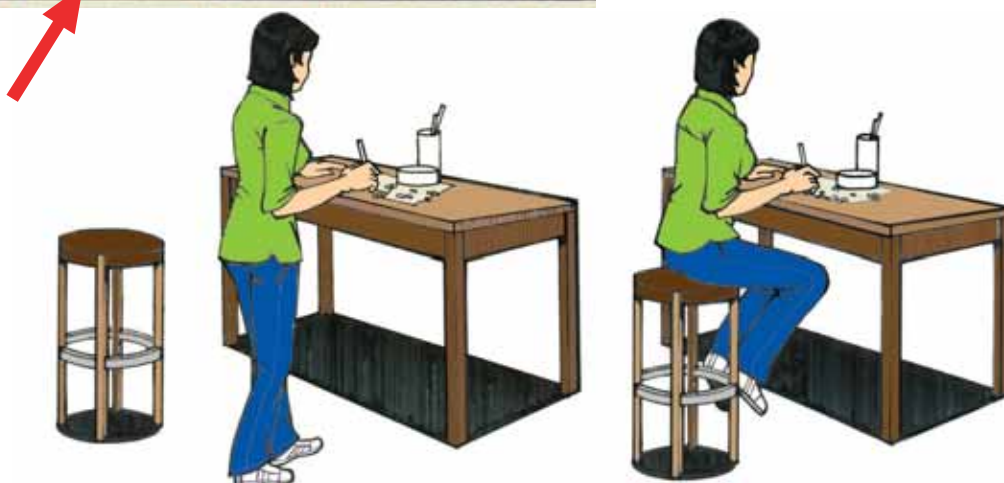


Figure 21: Use a standing chair or stool close to your work station. Change work posture occasionally from standing to sitting, or from sitting to standing.

CHECKPOINT 8

Put frequently used tools, controls and materials within easy reach.

BENEFITS FOR THE WORKPLACE

Migrant workers use many kinds of tools, controls and materials. Some of them are small and easy to lose. Productivity will increase when keeping these tools, controls and materials in good order for easy use.

Frequently used materials should be placed within easy reach. Use containers, racks or hangers to keep materials within easy reach in an orderly manner.

Benefits:

- limits unnecessary movements;
- time and energy saved;
- tools and materials won't become lost;
- less risk of back strain.

HOW TO IMPROVE

1. Choose most frequently used materials and tools which need to be located within your easy reach.
2. Remove unnecessary items from work-stations to secure space. Place the selected, frequently used tools and materials within easy reach.
3. Use boxes and containers to keep small items within easy reach. Put labels on these containers.
4. Tools such as hammers, scissors and knives, should be hung at the side of each work station.
5. Use side tables for temporarily keeping materials, unfinished products, or hand tools.

WAY TO PROMOTE COOPERATION

Discuss with others in the workplace how they organize their tools. Propose how to best keep materials and tools within easy reach.

Identify the tools and materials used frequently. Discuss with how to prioritise and organize these so that they are always within easy reach.

SOME MORE HINTS

- Shelves placed close to work-stations are useful for keeping less-frequently, but still regularly used materials within easy reach. You can use drawers of work tables for the same purpose.
- When you keep sharp tools and items within easy reach, place the sharp side downward, and/or cover the sharp point to avoid injuries.

POINTS TO REMEMBER

.....
Putting frequently used materials within easy reach saves time and increases productivity.



Figure 22: Use convenient materials containers to keep frequently-used materials within easy reach and in an orderly manner.



Figure 23: Use a side table close to work-stations to place materials temporarily.



Figure 24: Put frequently used tools, controls and materials within easy reach of workers. Place sharp points of tools downward, or cover them.

CHECKPOINT 9

Provide a conveniently placed home for each tool.

BENEFITS FOR THE WORKPLACE

Workplaces that use many tools need to keep them in good order. Tools scattered around on the work-stations or on the floor make work unsafe, difficult and lead to damaged or lost equipment.

When migrant workers can easily know whether all tools are “at home” they help to create a safe and productive work environment.

Benefits:

- Tools will not be lost;
- Less time spent searching for tools;
- Increased efficiency.

HOW TO IMPROVE

1. Collect all the tools scattered around. Sort them out by function.
2. Develop “homes” for these tools. Make a convenient cabinet or hanger using wood pieces or other available materials. Hang measures, scissors, knives and other tools in a safe and efficient manner.
3. Draw the shapes of different tools on the tool board to show where every item goes, or you may put labels showing the name of the tools. At a glance, everybody will find where tools should be placed.
4. It is also a good idea to attach wheels to your tool cabinet. You can bring a set of tools easily to the place where you need to use them. Return this movable tool cabinet back to the original place after use.
5. For small tools or work items, place them in special bins or trays first, and then put these bins and trays in a tool cabinet.

WAY TO PROMOTE COOPERATION

Several workers in your workplace may use the same tools together. Identify such tools, design a home for tools together and place that home for tools in a convenient place for everyone. Having a home for common tools allows everyone in the workplace, including migrant workers who may not speak the local language well, to identify where they are kept. As usual, you can start with simple and easy actions, and improve step-by-step.

SOME MORE HINTS

- Be aware of sharp points on the tools. Keep your tools with the sharp points downward. Place safety caps on the sharp edges of tools such as knives or scissors.
- The home for tools (cabinets and hangers, etc.) should be near the work-stations so they are easy-to-reach.
- Regularly check and maintain the “home” for tools. The home should be fixed tightly for safety.

POINTS TO REMEMBER

.....
A “home” for each tool helps to use limited space productively.

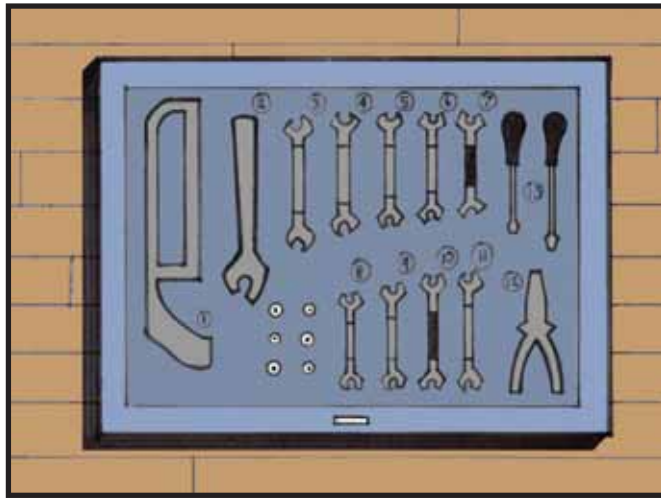


Figure 25: Provide a conveniently placed “home” for each tool.

Figure 26: Use a wall to fix tool hangers. Mark the shape of each tool clearly and distinctly.

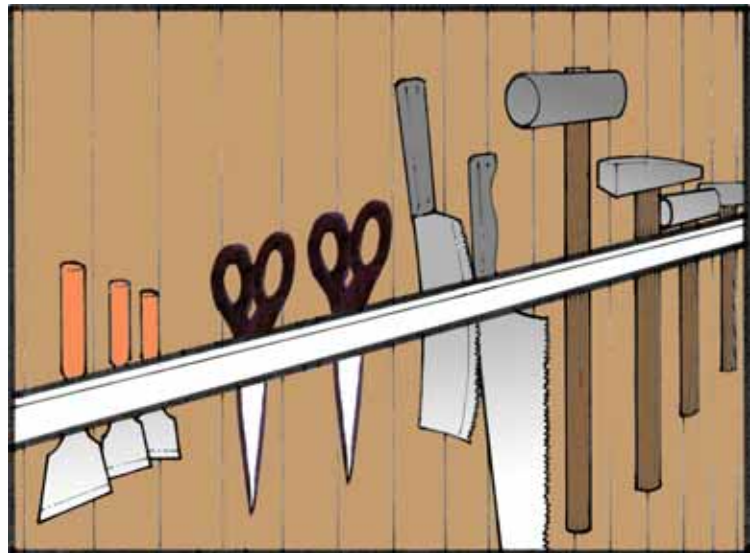


Figure 27: Movable cabinet to store tools and materials.

Chapter 3
Physical environment
(Checkpoints 10 – 16)

CHECKPOINT 10

Try to keep floors and surfaces as dry as possible. If surfaces must be wet, wear footwear (e.g. boots) with strong grip. Clearly mark where surfaces are wet.

BENEFITS FOR THE WORKPLACE

Wet surfaces are a hazard for any workplace. They can lead to preventable accidents resulting in injury and damaged products. Minimising wet surfaces and wearing the right footwear will prevent common accidents and injuries. Many migrant workers work long hours in industries prone to wet surfaces, such as the seafood industry. Care should be taken that surfaces are kept as dry as possible.

Benefits:

- less accidents caused from slipping;
- materials, tools and products less at risk of being damaged;
- efficiency increased – less concern for slipping if good practices maintained.

HOW TO IMPROVE

1. If working in an environment with wet floors and surfaces, make sure everyone at the workplace knows that surfaces are wet – *including visitors!* Use signs and also inform those around you if liquid is spilled in an unfamiliar/unmarked area.
2. If surfaces are wet, clear the moisture regularly to reduce slipperiness.
3. If floors and surfaces are regularly wet, everyone should wear appropriate footwear with strong grip. This footwear should be available for visitors to the workplace also.

WAY TO PROMOTE COOPERATION

If the workplace has regular wet surfaces in production, nominate someone in the workplace to remove excess liquid during production hours. This can be done on a rotating basis.

Regularly communicate with everyone in the workplace, especially regarding spillage of irregular types of liquid e.g. oil versus water. Discuss with migrant workers communication procedures, or how to develop them, for identifying and communicating a spillage of liquids onto surfaces.

SOME MORE HINTS

- Having good drainage in wet environments can reduce the need to physically mop or scrape liquid off surfaces.
- Regarding personal protective equipment (PPE), it may be more cost effective for the employer/business to purchase the equipment in bulk.

POINTS TO REMEMBER

Wet surfaces should be limited and well communicated to everyone in the workplace.



Figure 28: Keep the floors and surfaces as dry as possible and where appropriate footwear. Perhaps nominate a person each day to keep surfaces as dry as possible (see checkpoint 11 also).

CHECKPOINT 11

Try to limit the spillage of materials such as ice. This will limit wetness and loss of heat.

BENEFITS FOR THE WORKPLACE

Many industries, particularly food industries, use ice on a regular basis. Excess spillage of ice can lead to lowered body temperature and also surfaces becoming slippery and hazardous. Limiting the spillage of ice will reduce the chances of an injury or an accident. It is essential that migrant workers maintain general good health as they often suffer reduced access to health services. Minimising exposure to excess cold temperatures through the spillage of materials such as ice can improve general health.

Benefits:

- less accidents caused from slipping;
- general health better maintained (no excess loss of body heat);
- less ice/water wasted.

HOW TO IMPROVE

1. Keep ice and product close to the work-station to limit spillage when transporting ice and product to the work-station.
2. If working with ice or other non-hazardous materials that liquefy, make sure that work-stations have adequate draining to limit the build up of liquid.
3. If using ice in the workplace, do not use excessive amounts even though this might seem like saving time.

WAY TO PROMOTE COOPERATION

Share ice buckets/loads with others in the workplace to limit many individuals spilling ice.

Consider transporting ice together with others in the workplace to reduce fatigue (and spillage) from carrying ice.

SOME MORE HINTS

- If ice is shared and kept centrally it will take longer to melt, limiting spillage and saving water.
- As in checkpoint 10, a person can be nominated to clean up excess spillage of ice.

POINTS TO REMEMBER

Only transport the amount of ice you need and keep it and the product close to the work-station to limit spillage.



Figure 29: As illustrated above, limit the spillage of materials such as ice. Here we can see this worker peeling shrimp with ice contained in a bucket and not spilling it onto the table and other surfaces.

CHECKPOINT 12

Isolate the sources of dust, hazardous chemicals, noise and heat.

BENEFITS FOR THE WORKPLACE

Everyone in the workplace needs practical ways to control sources of dust, chemicals, noise or heat sources.

The best solution is to isolate these hazard sources from the workplace. Another practical method is to enclose or screen the sources of dust, chemicals, noise and heat. These isolation measures enhance health and productivity of everyone in the workplace.

Benefits:

- increased concentration;
- reduced exposure to health hazards;
- work environment more pleasant;
- increased safety standards and reduced accident rate.

HOW TO IMPROVE

1. Identify the sources of dust, hazardous chemicals, noise and heat disturbing your work.
2. Move the sources of dust, chemicals, noise and heat away to a separate area outside the workplace, or an isolated place where no one is working.
3. After moving, enclose or screen the hazard sources to prevent the hazards from reaching the others. Ensure visitors do not come into dangerous contact with the sources.

WAY TO PROMOTE COOPERATION

Identify and move hazard sources together. Learn from others who have already isolated the hazard sources successfully in their limited work areas. There are many practical solutions for isolating hazards, such as hand-made covers,

simple partitions, or local exhaust ventilation methods. They can be made using available materials such as wood or steel plates to make screens and enclose the hazardous sources.

Employers and migrant workers should jointly identify and discuss sources of dust, hazardous chemicals and heat. Some migrant workers may already have solutions. Their ideas are valuable and may offer the most practical and cost effective solutions.

SOME MORE HINTS

- Collect information about the chemicals you are using from local health or industrial offices. Chemical sellers should provide you with the information, too. Replace the existing chemicals with safer ones.
- Use personal protective equipment (PPE) such as masks, gloves or goggles when the hazard sources are not controlled.
- Ensure that the hazard sources in your workplaces do not pollute the environment of surrounding communities.

POINTS TO REMEMBER

.....
Isolate the sources of dust, chemicals, noise and heat using low-cost, practical improvement measures.

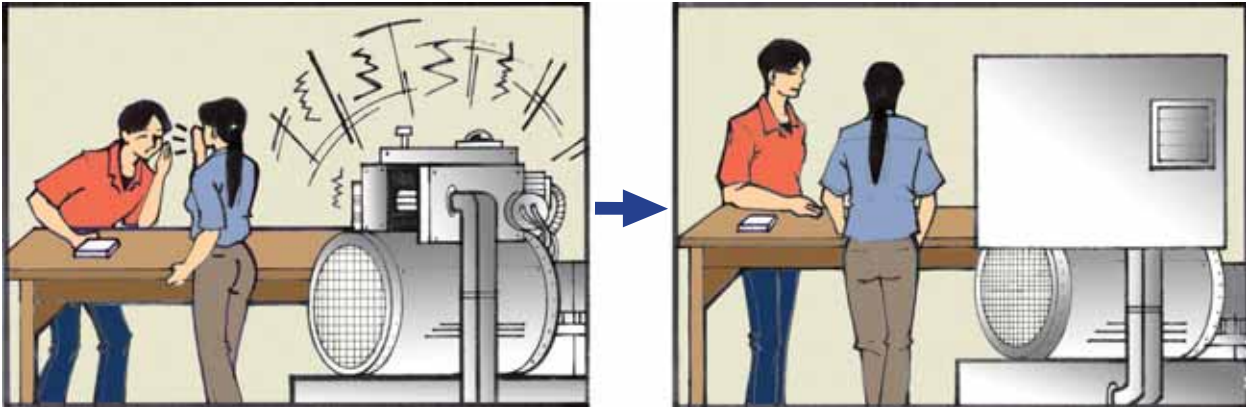


Figure 30: Enclose a noisy machine to decrease noise and increase safety.

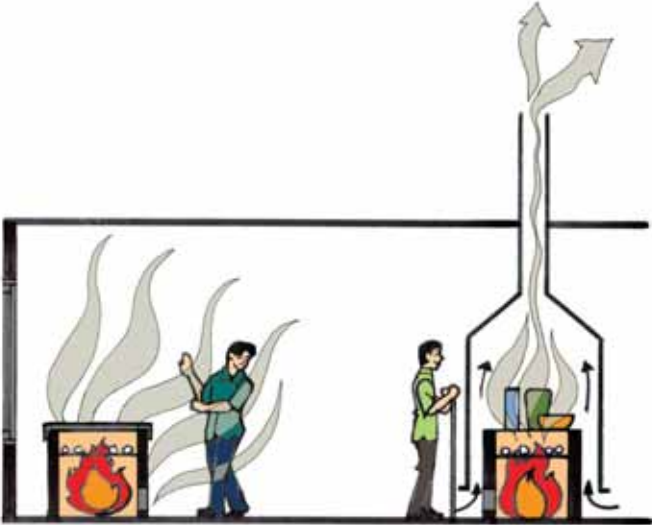


Figure 31: Use local exhaust ventilation against heat radiation and pollution.



Figure 32: Store hazardous chemicals outside work areas with a firm lock. Ensure children do not come into contact with them.



Figure 33: Transparent shield to prevent sawdust from reaching the worker.

CHECKPOINT 13

Make sure all the containers of hazardous chemicals have labels and covers.

BENEFITS FOR THE WORKPLACE

Migrant workers are also employed in businesses use many chemicals such as solvents, paints or glues. All the containers need to be labelled to avoid misuse and poisoning by migrant workers or others. The labels should be clear and easy-to-read (see also checkpoint 14!). All chemical containers should have covers to prevent evaporation.

Benefits:

- expensive chemicals not wasted;
- workplace less hazardous;
- dangerous misuse of chemicals avoided;
- significantly reduced fire risk.

HOW TO IMPROVE

1. When purchasing chemicals, ensure that the containers have labels and covers.
2. Check whether all the chemical bottles and containers in your workplace have labels and covers. If not, attach them. Ensure the use of covers on all chemical containers.
3. Label the name of the chemicals in languages understood by *everyone* in the workplace and in big letters (see checkpoint 14!).
4. The labels of toxic chemicals should have the warning, "VERY TOXIC". Use easy-to-understand danger symbols such as skulls and cross bones.
5. Open the chemical containers only for a minimal duration when used. Cover the containers again soon after use. The covers should be easy to open and close.
6. Replace old, unclear labels with new, clear ones.

WAY TO PROMOTE COOPERATION

Using labels and covers is the first important step to ensure safe use of chemicals. Become aware of industry practices for the chemicals you use. Prepare the labels in consultation with everyone at the workplace, especially migrant workers, so that they are understood. Even though you may be very familiar with chemicals, labels are necessary to protect others who may not be familiar.

SOME MORE HINTS

- Use small containers instead of large containers. Small openings will reduce the amount of vapor loss through evaporation. Do not use the chemical containers for other purposes.
- Collect information on toxicity, flammability and emergency measures for the chemicals you are using. The chemical sellers have a duty to give you chemical information sheets.
- Make a list of chemicals used in your workplace. Record when you purchased them and put labels on them.

POINTS TO REMEMBER

.....
Putting labels and covers on chemical containers is a low-cost way to improve the safe use and storage of chemicals.



Figure 34: Put clear and easy-to-understand labels on dangerous chemical bottles to avoid misuse.



Figure 35: Storage cabinet with multi-compartments to keep all chemicals in good order.



Figure 36: Collect waste bottles of dangerous chemicals in a separate container.

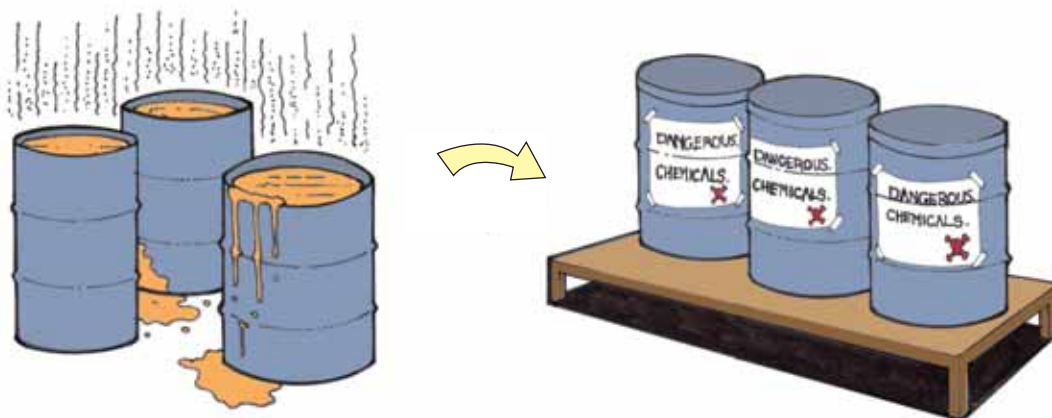


Figure 37: Chemical cans stand on a platform with secure lids to block evaporation and prevent pollution.

CHECKPOINT 14

Make sure hazardous materials and operations are labelled and detailed in languages that everyone in the workplace understands. Teach everyone in the workplace what warning symbols mean.

BENEFITS FOR THE WORKPLACE

Migrant workers are present in a lot of industries and while some may speak the local language very well, they may have difficulty reading it and some others may not understand it at all. Effective communication is essential in order to maintain a safe workplace.

Everyone in the workplace should be able to know from signs and labels, how to handle a substance or what to do when operating hazardous tools such as machinery.

Benefits:

- everyone in the workplace is aware of potentially hazardous materials or operations;
- less risk of fire or accidents;
- less risk of serious injuries;
- less risk of damage to valuable materials and equipment;
- greater efficiency achieved – less need to verbally repeat warnings or instructions.

HOW TO IMPROVE

1. All signs should be in languages that all workers can understand, e.g. Thai, Burmese, English.
2. Very hazardous materials or practices should also have symbols indicating their danger. Make sure everyone in the workplace knows what the symbols mean.

WAY TO PROMOTE COOPERATION

If some cannot read their native language well, communicate to them in another way. The use

of symbols is a very efficient way to make sure everyone in the workplace understands dangers.

Assist those workers who have limited language skills through training. Perhaps cooperate with similar businesses that have worker populations of different backgrounds.

SOME MORE HINTS

- Identify those in the workplace who have stronger language skills and ask them to communicate with workers who have difficulty in understanding or reading the local language or other signs.

POINTS TO REMEMBER

.....
Everyone in the workplace should be able to identify a hazard. It is the responsibility of everyone in the workplace to ensure others are aware of hazards.



Figure 38: Anything hazardous in the workplace should be clearly labelled in languages that everyone understands. If you don't know how to translate, perhaps ask others in the workplace. Other businesses in your area may also have migrant workers of similar backgrounds, they may also be able to help.



Figure 39: Alternatively consider using symbols to identify hazards – make sure everyone in the workplace knows what they mean!

CHECKPOINT 15

Wear appropriate (personal protective) equipment (PPE) such as glasses, shoes and gloves.

BENEFITS FOR THE WORKPLACE

Wearing and using appropriate personal protective equipment (PPE) can prevent many common health problems that can affect you now and/or in the future.

Utilizing PPE may seem like an additional expense but this can save on lengthy delays from treating injuries, staff absenteeism and also save on the costs of retraining. Production times will be improved due to less injuries as a result of proper protective equipment.

Benefits:

- common accidents avoided;
- less time off work needed;
- you and your family are protected;
- protects equipment, material and product;
- less staff injured or sick;
- less need to recruit and retrain staff;
- increased efficiency through safer practices.

HOW TO IMPROVE

1. Identify the type of materials everyone in the workplace will come into contact with and assess the danger to personal health.
2. Staff working with sharp and cutting objects should always wear gloves to protect their hands.
3. Staff working with raw meats and wet products should also wear gloves to protect the product and to prevent skin infections.
4. Staff should wear masks in areas prone to dust or other airborne material.

5. Change clothes after work. Don't enter your living areas wearing your work clothes. You may spread hazardous chemicals and expose your family.

WAY TO PROMOTE COOPERATION

Conduct the checklist exercise in the manual and propose solutions that limit OSH risks. Following this identify common areas of risk and frequent occupation injuries, e.g. cutting hands when peeling shrimp, irritated eyes from dust in the air.

SOME MORE HINTS

- Maintain protective equipment to a high standard, this will make the equipment last longer and maintain its effectiveness.
- It may be more cost effective for the employer/business to purchase the equipment in bulk.
- Some migrant workers may not have used PPE before, take extra care to ensure they know why it is important and how to use it effectively.

POINTS TO REMEMBER

.....
Your local government Occupational Safety and Health authority should be able to advise on the appropriate equipment to be used for each industry.



Figure 40: Maintain personal protective devices in an orderly way. Clean and renew them regularly.

CHECKPOINT 16

Ensure there are at least two unobstructed exits from rooms and enough fire extinguishers, and make sure that you know how to evacuate in an emergency.

BENEFITS FOR THE WORKPLACE

All workplaces need a plan for practical fire prevention and emergency evacuation. Some workplaces often use flammable materials in small spaces, and it is easy for there to be a fire. The fire can spread quickly to all work areas once it begins. There should be a sufficient number of fire extinguishers. Let everyone know how to use them.

Every work area has to clearly indicate at least two unobstructed exits for emergency evacuation. If your workplaces are on the second or higher floors, in addition to the routine transport route, secure an additional escape route. For example, an emergency ladder through the balcony, etc. is needed. These arrangements will save your lives and those of your friends and family members.

Benefits:

- lives will be saved!
- potentially less damage caused to the workplace.

HOW TO IMPROVE

1. Secure at least two unobstructed exits from every big room. Remove all the materials blocking the exits and extinguishers.
2. Regularly check that the evacuation exits are clear. Don't lock the door on the evacuation route.
3. Ensure everyone in the workplace is aware of the two evacuation exits.
4. There should be clear signs and indications to show the evacuation routes and emergency exits. (See also checkpoint 14).

5. Provide a sufficient number of fire extinguishers, at least one in each work area. They should be within reach of all workers.
6. All personnel should have training on how to use the equipped fire extinguishers.

WAY TO PROMOTE COOPERATION

Check the evacuation exits and fire extinguishers. Plan and carry out a fire evacuation drill with the entire workplace. Seek advice and cooperation from the local fire authorities for successful implementation.

SOME MORE HINTS

- Check the expiry dates of fire extinguishers regularly. Replace/refill the expired fire extinguishers with new ones.
- All the instructions on how to use fire extinguishers and the signs for evacuation routes should be written in all languages understood at the workplace.

POINTS TO REMEMBER

.....
Unobstructed evacuation exits will save the lives of anyone in the workplace during an emergency.

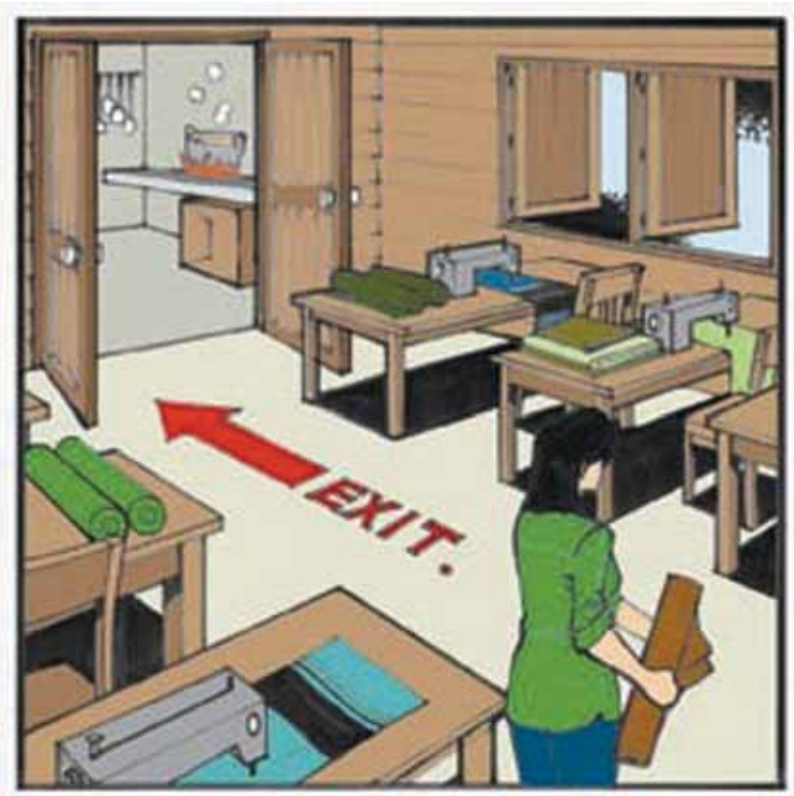


Figure 41: Provide at least two unobstructed exits for everyone to evacuate in an emergency.

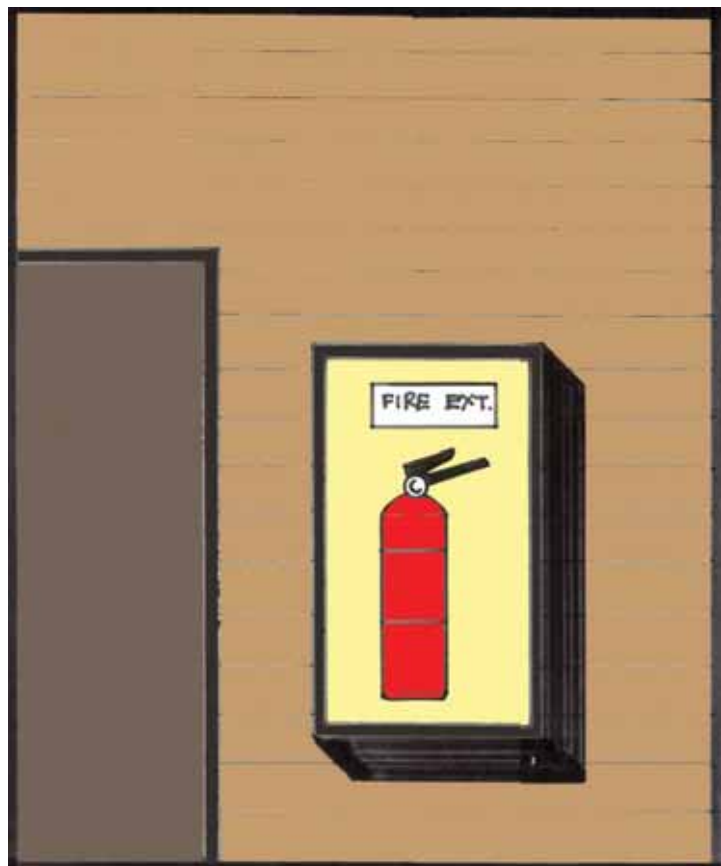


Figure 42: Provide enough fire extinguishers within easy reach and be sure that all workers in the workplace know how to use them.

Chapter 4
Welfare facilities
and
work organization

(Checkpoints 17 – 24)

CHECKPOINT 17

Make sure an adequate supply of safe drinking water is available.

BENEFITS FOR THE WORKPLACE

Everyone in the workplace needs safe drinking water when they work. Migrant workers often work in hot environments and can easily lose water from their bodies and become thirsty. This increases their fatigue and lowers their productivity.

Migrant workers should keep drinking water close by for regular, sufficient water intake. Select *hygienic* and *convenient* places to keep drinking water. The places should be away from toilets, chemical storage or dangerous machines. Water should not be contaminated with dust, chemicals or other hazardous substances.

Benefits:

- time saved when getting a drink;
- reduced fatigue;
- no danger of falling ill from water borne diseases;
- less risk of dehydration.

HOW TO IMPROVE

1. Find convenient places to keep drinking water close to your work-stations.
2. Ensure that drinking water is clean and hygienic. Usually, you need to boil water from public water supply systems. If you use rain water and underground water, filter the water to remove debris and other contaminants. Boil it for at least 15 minutes. Pour it into a clean bottle or a container and cork it firmly.
3. Keep the water containers in safe and hygienic places. The water in the container must be changed frequently.

4. Provide separate cups for all workers. Wash them regularly, and keep them in a hygienic condition.
5. Keep drinking water away from the chemical sources in your workplace to prevent contamination.
6. When containers or filters are used, clean them regularly.

WAY TO PROMOTE COOPERATION

Encourage migrant workers to drink sufficient amounts of water regularly, especially when working in hot environments. Identify areas for common, convenient and hygienic drinking water storage.

SOME MORE HINTS

- Those who are conducting the cleaning should wear gloves and masks as a precaution when using chemical cleaning products.
- Those engaged in heavy work, such as carrying heavy loads or working in front of a furnace, need larger amounts of drinking water.
- Alcohol or caffeine drinks should not be substituted for water. Alcohol should not be consumed at the workplace.

POINTS TO REMEMBER

.....
Everyone in the workplace should always have easy access to safe drinking water.

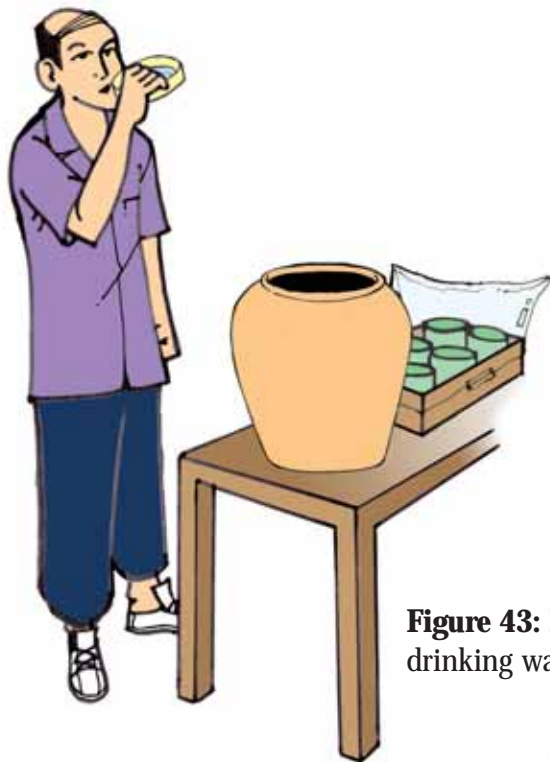


Figure 43: Everyone should have easy access to safe drinking water in the workplace all the time.



Figure 44: Keep water and cups clean and hygienic.

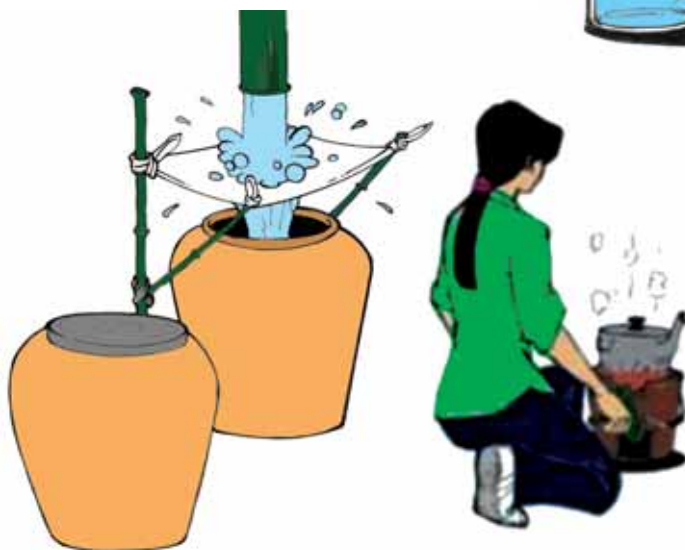


Figure 45: Rain or underground water must be filtered and boiled to avoid possible contamination.

CHECKPOINT 18

Ensure toilets are regularly cleaned and washing facilities (with soap) are close to the work area.

BENEFITS FOR THE WORKPLACE

Clean toilets and washing facilities are an essential requirement for creating an hygienic and comfortable working environment for everyone. Toilets should be located close to, but separate from, the work area for comfortable access in the workplace.

Washing facilities near the work area assists workers to regularly clean their hands and other parts of their bodies.

Benefits:

- prevents contamination of products and meals;
- chemicals may be washed off regularly;
- minimal disruption to the workplace;
- enhanced productivity;
- the work environment remains hygienic.

HOW TO IMPROVE

1. Equip the toilet with a water container, toilet paper, a garbage bin with a cover, a brush and soap. Clean the toilet every day and keep flies away.
2. Ensure the toilet facilities are easily accessible to all. Consider privacy. It is ideal to make two toilet facilities, one for women and another for men.
3. Install washing facilities close to the work area. To ensure quick and proper washing, soap must be used/provided.
4. Ensure the toilet facility is fenced appropriately for privacy.

WAY TO PROMOTE COOPERATION

Promote hygienic habits to reduce the risk of contamination and illness in the workplace. Clean toilets are also essential for hygienic workplaces. Make plan to ensure the toilet and washing facilities are regularly cleaned.

SOME MORE HINTS

- When designing toilets and washing facilities, consider easy maintenance. Tiled floors and walls are easier to clean.
- Pay special attention to the female workers' needs, to facilitate their easy and comfortable access to the toilet. Workers should not refrain from utilizing the toilet facilities when they need to. This could cause infections and poor health.
- Properly dispose of the waste water from toilets and washing facilities. It should not pollute the community. An appropriate drainage system should be installed. This will be a good opportunity for community cooperation.

POINTS TO REMEMBER

.....
A sanitary toilet and washing facility near the workplace is a basic necessity for the health of everyone in the workplace.

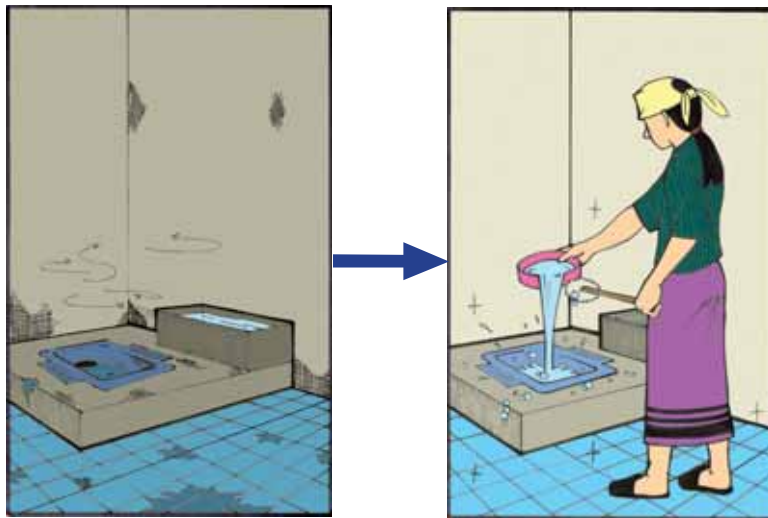


Figure 46: Clean toilets regularly to create hygienic working and living environments.



Figure 47: Appropriate washing facilities with soap are essential for all workers.



Figure 48: An enclosed, low-cost bathroom refreshes workers after their hard work.

CHECKPOINT 19

Resting corners for eating meals should be provided in a separate hygienic place.

BENEFITS FOR THE WORKPLACE

Spending short breaks in comfortable resting corners refreshes you and facilitates recovery from fatigue. Migrant workers and everyone in the workplace can work more efficiently after quality breaks. All workers, including migrant workers, should have a small break from their work-stations.

Meals should not be eaten at work-stations. This avoids any contact with dirt, dust or dangerous substances used during the work process. Eating places and living quarters have to be separate from work areas. Make your eating places bright and pleasant.

Benefits:

- less risk of accidents and injury;
- improved concentration;
- increased efficiency and productivity;
- product quality is maintained;
- improved morale.

HOW TO IMPROVE

1. Set a simple resting corner near the workplace including tables and chairs for workers to enjoy their break.
2. Provide an eating place or room separate from the work area. The eating space could include a small area where everyone can prepare drinks or heat their food.

WAY TO PROMOTE COOPERATION

Secure a space for resting and eating corners in cooperation with co-workers. These resting and eating places can also be used for meetings or recreational activities. Such activities will

contribute to a healthy, team-based work environment. Encourage migrant and local workers to share these areas, this will assist everyone to know each other better and create a more cohesive work environment.

SOME MORE HINTS

- You may wish to equip the resting facility with a hammock, mat and bed in case some people fall ill unexpectedly.
- Even during busy working periods, good eating and resting habits should be maintained.

POINTS TO REMEMBER

.....
Eating and resting outside the workplace refreshes everyone and makes work more productive.



Figure 49: Provide a hygienic place for preparing and eating meals separate from your workplace.



Figure 50: Resting corners and a separate hygienic place for eating meals should be provided.

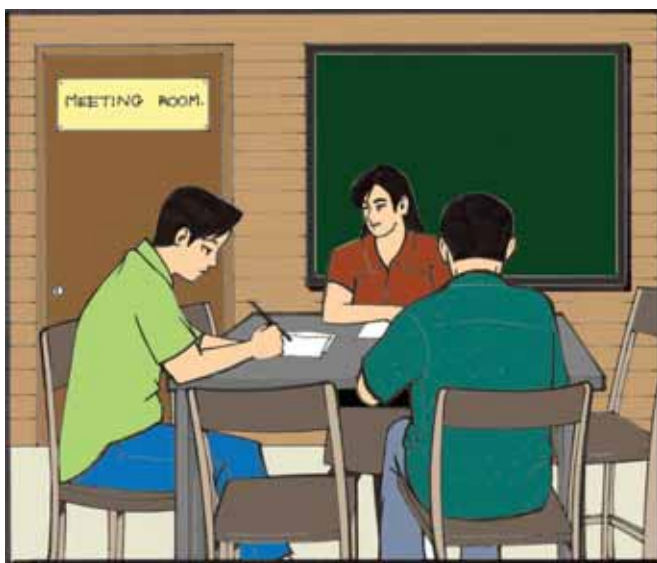


Figure 51: Resting and eating facilities can be used for regular meetings among workers.

CHECKPOINT 20

Take adequate rest breaks to maintain productive work pace.

BENEFITS FOR THE WORKPLACE

As mentioned in checkpoint 19, rest breaks refresh workers, but it is important that these breaks are long enough to promote good productivity and workers' health. Some migrant workers are very concentrated on working as much as possible and do not take adequate breaks. This can lead to fatigue and actually slow their productivity.

Also, migrant workers receiving piece rates may be able to increase their productivity by taking decent rest breaks as they will be rested enough to maintain their working speed for the length of their shift. Taking breaks also ensures that workers will be able to increase the years they are physically able to work.

Benefits:

- level of productivity maintained;
- health maintained and less risk of accidents;
- possibility to earn more (at piece rates);
- improved morale.

HOW TO IMPROVE

1. Don't ignore fatigue and pain. If you feel fatigued you should take short breaks or else you will become less productive.
2. Stretch or warm up before recommencing work, this will decrease strain on your body.

WAY TO PROMOTE COOPERATION

Create a practice that rest breaks are recorded to ensure everyone is taking an adequate rest break. Rest breaks can be split between groups of workers to maintain productivity during operational hours.

SOME MORE HINTS

- Stretching exercises can also be done while at your work-station. You can take a few minutes while at your work-station to stretch muscles that are sore or tired (Figure 53).

POINTS TO REMEMBER

Not taking adequate breaks will reduce your productivity and can affect your health.

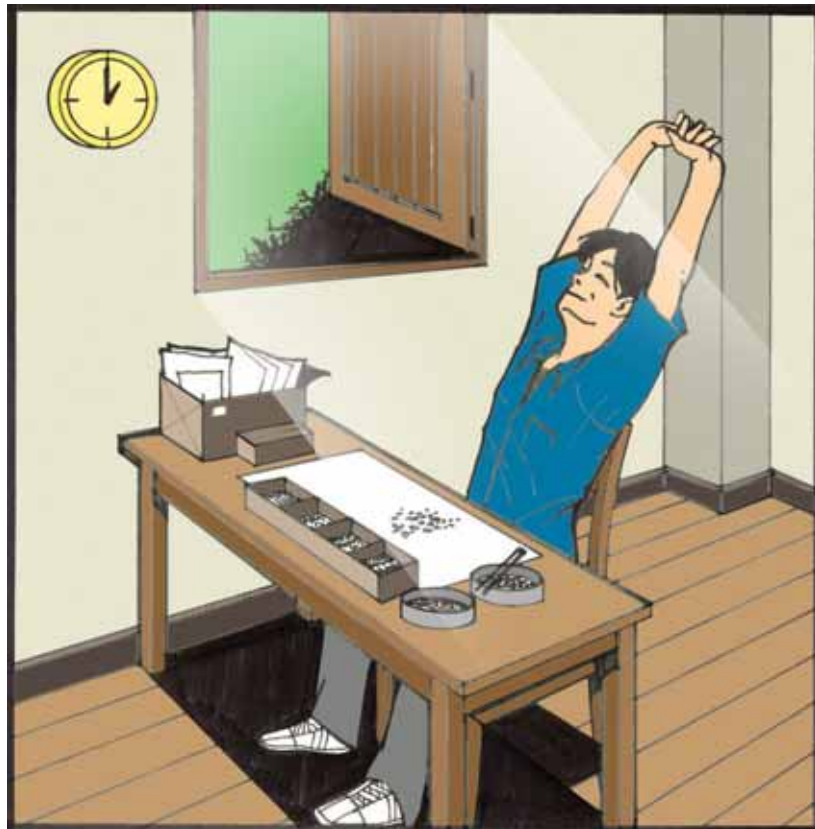


Figure 52: Short break during work to recover from fatigue and refresh workers.



Figure 53: You can take a few minutes while at your work-station to stretch muscles that are sore or tired.

CHECKPOINT 21

Know where first-aid supplies are stored and who may be trained as a qualified “first-aider”.

BENEFITS FOR THE WORKPLACE

In case of an accident and emergency, appropriate first-aid could save the life of anyone injured or ill at the workplace. A practical emergency plan is needed for everyone including provision of first-aid equipment near the workplace and the smooth transfer of accident victims to the nearby hospital.

It would be valuable if all workplaces had trained first-aiders among their staff. In an emergency, first-aiders provide patients with preliminary treatment before being transferred to better medical attention.

Benefits:

- immediate treatment can be provided for injuries at the workplace.
- injuries may be less severe if they receive fast and preliminary treatment;
- first-aid saves lives!

HOW TO IMPROVE

1. Keep your first-aid kit in an easy-to-see place. Tell everyone in the workplace where it is. The first-aid kit box should be located out of the reach of children.
2. Select the equipment necessary for emergency injury treatment for the first aid kit. They are: sanitary cotton, gauzes, alcohol, betadine, bandages, scissors, etc.
3. Select volunteers and train them to become qualified first-aiders. Seek cooperation from the community health centre or hospitals to organize first-aid training. Maintain the knowledge and skills of the trained first-aiders.

4. Prepare an emergency plan with co-workers. Identify a clinic or hospital near the workplace and secure transport measures in case of an emergency.

WAY TO PROMOTE COOPERATION

The first-aiders trained should work for everyone in the workplace and ideally for community people nearby. Emergency cases might happen even at night. Make it clear who should do what in an emergency and how.

Some migrant workers may be less familiar with the concept of first aid. Ensure everyone in the workplace is familiar with concept and its benefits.

SOME MORE HINTS

- Regularly check the quality of the first aid kit. Replace expired, old bandages and gauzes or scissors, etc. with new ones.
- Post pictures of qualified first-aiders in a notice board in the workplace.

POINTS TO REMEMBER

Well-equipped first-aid kits and qualified first-aid skills can help anyone in an emergency.



Figure 54: Provide first-aid equipment in an easy-to-see place.



Figure 55: Train qualified first-aiders.

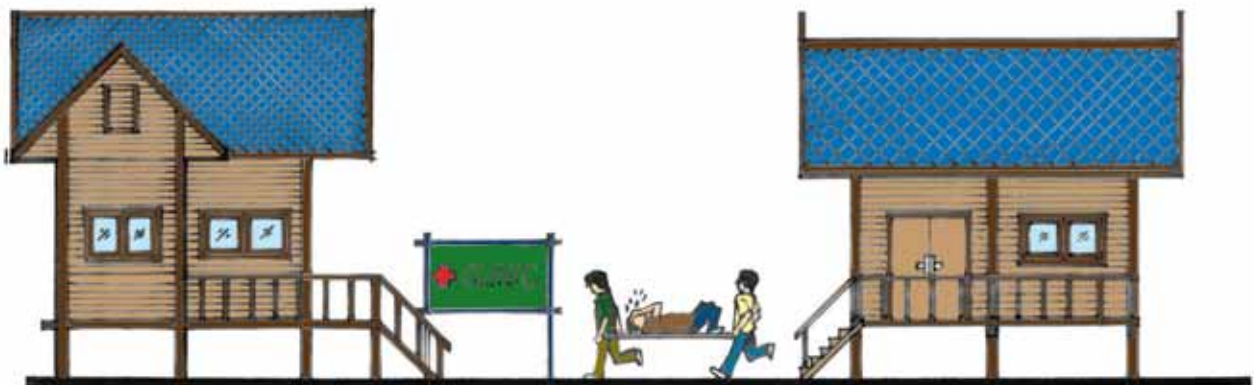


Figure 56: Prepare an emergency plan to transfer patients to the nearby hospital.

CHECKPOINT 22

Take special care of pregnant women, workers with disabilities and young workers.

BENEFITS FOR THE WORKPLACE

Pregnant workers need special attention to their health. Their co-workers should understand their special needs and cooperate. Pregnant workers must stop carrying heavy materials and avoid awkward work postures and exposure to hazardous substances. They also need sufficient rest.

Persons with disabilities can work actively in workplaces. Practical support measures such as improved passageways, better lighting or height-adjusted work-stations make their work much easier. Safe and productive workplaces for disabled workers are certainly safe and efficient for other workers, too.

Care should be taken with younger workers *of legal working age* as they may be less experienced than other workers. Younger workers injuries or issues may not be noticeable for many years.

Benefits:

- pregnant and disabled workers are still able to be productive;
- potentially vulnerable workers are protected by good practices and awareness of their different abilities;
- workers that are supported are able to better contribute to the workplace.

HOW TO IMPROVE

1. Assign pregnant workers to carry out lighter work.
2. Allow and encourage pregnant workers to take frequent breaks.

3. Adjust work-stations to keep pregnant workers in comfortable postures. They need a wider space for leg and body clearance.
4. Adjust toilets, eating and resting corners for the practical needs of pregnant workers and workers with disabilities.
5. Listen to workers with disabilities to make their work easier. There are many practical, low-cost support measures for workers with disabilities. E.g. clear passageways.

WAY TO PROMOTE COOPERATION

Cultivate a cooperative culture for pregnant workers and workers with disabilities in your workplace. Sometimes they might need more breaks, or may spend a little more time when moving around.

SOME MORE HINTS

- Consider the needs of older workers. Their skills and experience can be useful to exchange with younger workers. Practical support measures such as clear passageways or avoidance of heavy materials handling will enable older workers to remain active.

POINTS TO REMEMBER

Pregnant workers and disabled workers can work better by receiving proper support from others in the workplace.



Figure 57: Help pregnant workers to work in comfortable postures. Provide stable tables and chairs suited to the body size of a pregnant woman.

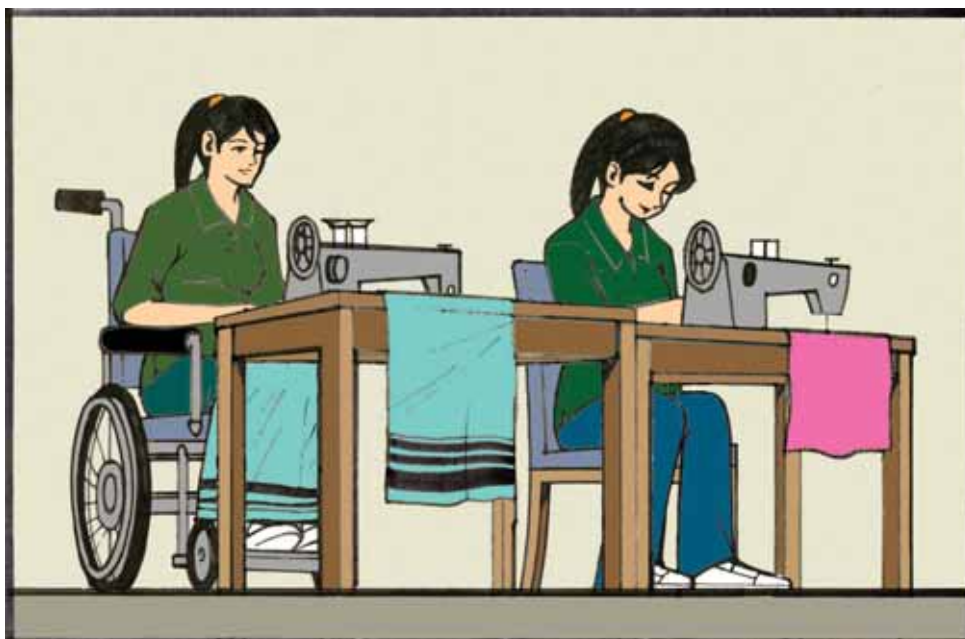


Figure 58: Some workers with disabilities work better if simple adjustment of their work-stations are made.

CHECKPOINT 23

Combine tasks so that each worker can perform varied and interesting work.

BENEFITS FOR THE WORKPLACE

Migrant workers are often employed in industries where the work may be very repetitive. Doing the same task everyday is boring. Though monotonous, repetitive work looks easy to perform, actually workers can experience boredom, increase mistakes, and produce a lower quality products. Also, repetitive motions will easily cause strains and pains in muscles which are repeatedly used to complete the assigned tasks.

Doing a variety of tasks would keep workers alert and productive. Combine tasks so that each worker can perform varied and interesting work. This experience will assist them to acquire better job skills and ideas on how to complete their product in a more systematic way.

Benefits:

- increased interest in everyday activities;
- improved physical health;
- less mistakes and accidents;
- consistent product quality.

HOW TO IMPROVE

1. Look at the assigned tasks within the workplace. If they're monotonous, promote combining different tasks or rotate jobs to allow each worker to experience different kinds of work. Change the rotation regularly.
2. Avoid repetitive work that uses particular muscles frequently and quickly. It could increase fatigue of the muscle. Advise the workers to alter the work cycle, insert other tasks and take frequent short breaks.
3. Form a working group within the workplace to combine and rotate different jobs.

4. Help each other to experience new tasks and learn the necessary skills required to perform new tasks.

WAY TO PROMOTE COOPERATION

Job rotation will create opportunities to understand each different work roles and increase the teamwork spirit. Start with those who want to experience different tasks and gradually involve everyone. Job rotation may also assist in sharing the roles which involve more physical effort than others.

SOME MORE HINTS

- Make regular opportunities to communicate with others in the workplace. Discuss better ways to combine tasks with them.
- Exchange ideas and experiences with regard to better ways to perform the same task among different workers.
- Occasional stretching exercises while working will refresh you.

POINTS TO REMEMBER

Combining tasks makes work roles more productive and pleasant.



Figure 59: Group work with rotation of different jobs.



Figure 60: Encourage workers to exchange ideas and information for good team work and productivity.

CHECKPOINT 24

Rearrange layout and the order of operations to ensure smooth flow of work between different work-stations.

BENEFITS FOR THE WORKPLACE

Migrant workers need to use their limited work spaces efficiently. Often, simple layout changes can improve the work flow and increase productivity. It is important to carefully look at the existing work flow and decrease unnecessary movements of workers.

Ensure smooth work flow of materials and products between different work-stations or work processes. Buffer stocks are one of the solutions for this purpose. They allow a worker to work at his/her own pace without being bothered by other workers' working pace.

Benefits:

- improved teamwork;
- increased productivity;
- increased concentration;
- increased overall safety.

HOW TO IMPROVE

1. Take a fresh look at the workplace layout and workflow. Find unnecessary movements which can be improved by changing the layout and workflow. For example, if the workers have to walk many times from the storage area to the production area, rearrange the layout to make the two areas closer.
2. Temporarily keep materials or semi-finished products on side tables or in spaces located before and after each work-station as "buffer stock".
3. Adjust the work heights of work-stations and buffer stock to the same level. This helps workers reduce unnecessary bending

postures, e.g. from standing to bending and/or from bending to standing.

WAY TO PROMOTE COOPERATION

Everyone in the workplace can work together to create smooth workflow. Assign one day or half a day for joint layout changes. Everyone should exchange ideas on a more productive workplace layout. Relocate some work-stations for smoother workflow. These changes do not cost much. Everybody will certainly share the benefits of improved safety and productivity.

SOME MORE HINTS

- Ensure the place for products is separate from that for raw materials. In limited working spaces products are often mixed with raw materials. This decreases productivity.
- A mobile, wheeled rack will be useful to temporarily place bigger semi-products or products, especially in a narrow workplace. This will create smooth movements of such materials and products.
- For smaller materials and parts, use small containers for buffer stock.

POINTS TO REMEMBER

Simple layout changes can improve the workflow and increase productivity.



Figure 61: Work at the same working height to improve the flow of work and eliminate extra tasks.

Figure 62: Using buffer stock, workers can work at their own pace. Buffer stock allows workers to keep unfinished materials before they go to the next process.

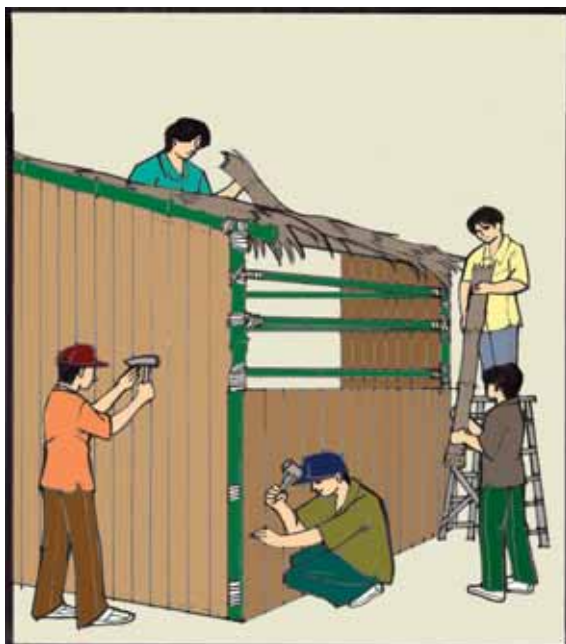


Figure 63: Extend the work area for better layout and workflow.

Chapter 5
Protecting business and workers
from influenza

(Checkpoints 25 – 31)

BENEFITS FOR THE WORKPLACE

All enterprises need to protect their workers and business from future Pandemic Human Influenza or seasonal Influenza. Many of them plan to keep running their business under a pandemic situation. Collecting updated information on Pandemic Human Influenza is the first step to planning and implementing practical actions to protect your workers and business during future Pandemics.

Migrant workers are particularly vulnerable during instances of pandemic or seasonal influenza. They usually have less access to medical services than native citizens. It is very important that their general good health is maintained. Migrant workers may also have less access to information relating to best practices and approaches during an influenza outbreak. They will require extra assistance so as they are aware of what to do to prevent infection and how to pass on this information to their friends and families.

All enterprises can do many things at the workplace level to reduce the risk of Pandemic Human Influenza and seasonal Influenza infection. Reducing/minimizing direct human-to-human contact in the work procedure is possible in many ways. Employers and workers can jointly promote personal hygiene habits such as washing hands, or coughing etiquettes. Your preparation for Pandemic Human Influenza and seasonal Influenza will be able to provide a good model to other workplaces in terms of protective measures, guidelines and instructions to staff.

Information should be shared with customers, neighbouring workplaces and others in the community.

You can discuss with many people from these groups how to develop collaborative plans to keep everyday business running and how to

protect everyone in the workplace. Other business in your industry may have existing plans to deal with the threat of influenza, it would be useful to ask them for advice.

Some of the checkpoints in this chapter may not be necessary to observe all the time e.g. checkpoint 30. The challenge is for you to determine when it is necessary to enact these practices. However, other practices e.g. good hygiene habits and regular cleaning should always be observed.

Observing these checkpoints as much as possible can help reduce the incidence of other emerging infectious diseases. It is essential that you stay updated with national and local authorities on possible illnesses that could affect your workplace.

WAY TO PROMOTE COOPERATION

Share the updated information you have collected with everyone in the workplace regularly. Ask them to inform you of any Pandemic Human Influenza or seasonal Influenza information they have. The clear commitment of the workplace builds a strong foundation for effective cooperation between employers and their workers. Invite the ideas and views of everyone in the workplace on how to work together to protect their health and workplaces from future Pandemic Human Influenza and seasonal Influenza. For this you may have regular meetings to collect input.

POINTS TO REMEMBER

.....
All enterprises can do many things to reduce the risk of Pandemic Human Influenza and seasonal Influenza infection at workplace level.

CHECKPOINT 25

Promote personal and industrial hygiene habits.

BENEFITS FOR THE WORKPLACE

The Pandemic Human Influenza and seasonal Influenza viruses transmit from human-to-human. Coughing and sneezing spread the viruses from infected persons. You may inhale small particles coming from the cough and be infected. The viruses can also attach to someone's hands and stay there. These contaminated hands can be sources of spreading the viruses through hand shaking, etc. The viruses can also stay on the surface of your tables, cups, door knobs and infect you. This is why ensuring good personal hygiene habits is important to reduce infection opportunities.

Once again, success depends very much on the leadership and cooperation in the workplace. The management and workers' representatives need to display and maintain good hygiene practices to convince all others in the workplace.

Migrant workers may become very nervous during and outbreak of influenza and by showing them how to protect themselves and others, they will be confident that their workplace is prepared and the risk of infection reduced.

Benefits:

- decreased rate of infection;
- decreased risk that product becomes contaminated;
- awareness and practice of hygiene habits contributes to the security of the workplace's revenue (i.e. the workplace can still make money during a period of an influenza outbreak).

HOW TO IMPROVE

Establish a company practice that everyone washes their hands carefully and frequently (Figure 64). Clean palms, fingers, wrists, and backs of both hands by using soap.

WAY TO PROMOTE COOPERATION

Discuss with everyone in the workplace ways to establish personal hygiene habits as your company culture. Find others who practice good personal hygiene habits and learn from them how to keep this personal behaviour. Promote these personal hygiene measures step-by-step. If others join, infection risks in your workplace will reduce.

SOME MORE HINTS

- Management and workers' representatives should show models of good practice to convince other staff.
- Train workers how to wash their hands appropriately. Display posters.
- Discuss ways to promote personal hygiene behaviour as part of a safety and health committee. The committee should monitor progress regularly.

POINTS TO REMEMBER

Personal hygiene habits like hand washing reduce the risks of Pandemic Human Influenza infection in the workplace and also at home.

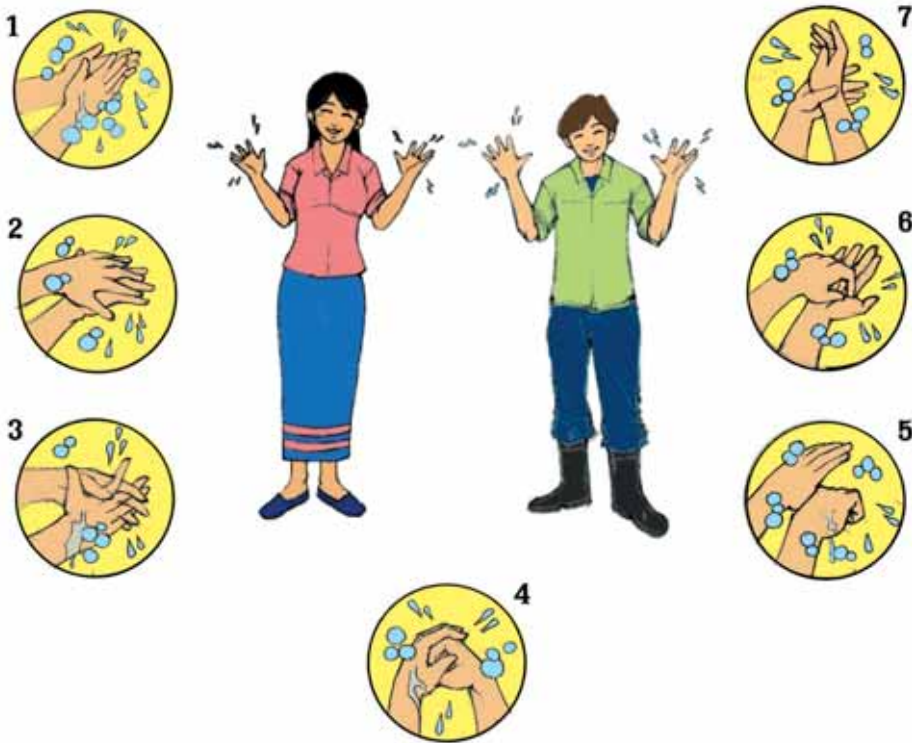


Figure 64: Establish a company practice that everyone washes their hands carefully. Clean palms, fingers, wrists, and backs of both hands by using soap.



Figure 65: Keep collecting updated information on Pandemic Human Influenza. The situation is changing and can directly affect your business.

CHECKPOINT 26

Use a mask in the workplace and also when you are outside.

BENEFITS FOR THE WORKPLACE

You can limit becoming infected, infecting others and also contamination by wearing a mask at all times in the workplace. Particles will not be able to leave or penetrate the mask which can significantly reduce the rate of infection or contamination.

Some migrant workers may not understand the benefits of *correctly* wearing masks. They should be informed of the general hygiene benefits and how masks may prevent infection.

Benefits:

- infection and contamination rates reduced;
- people who are unaware they are infected limited in spreading the virus;
- the risk of other illnesses that are spread from particles in the air is also reduced.

HOW TO IMPROVE

1. Encourage everyone, especially those who work closely to one another and to products and materials, to use a mask in the workplace and also when they are outside. They should be worn it appropriately (Figures 66 and 67). A surgical mask that physicians use would be better. If unavailable, a cloth mask would work to some extent.
2. Select a mask that can fit your face. Space between the mask and your face causes air leakage and lowers the effectiveness of the mask.

WAY TO PROMOTE COOPERATION

Discuss with your workers ways to establish personal hygiene habits as your company culture. Find workers who practice good

personal hygiene habits and learn from them how to keep this personal behaviour. Share this information with other workers. Promote these personal hygiene measures step-by-step. If more workers join, infection risks in your company will be smaller.

SOME MORE HINTS

- Train workers how to wear masks appropriately. Display posters.
- Put used masks into a designated rubbish bin. Don't keep used masks in the workplace.

POINTS TO REMEMBER

.....
Masks reduce the chances of; being infected, infecting others, and contaminating products.

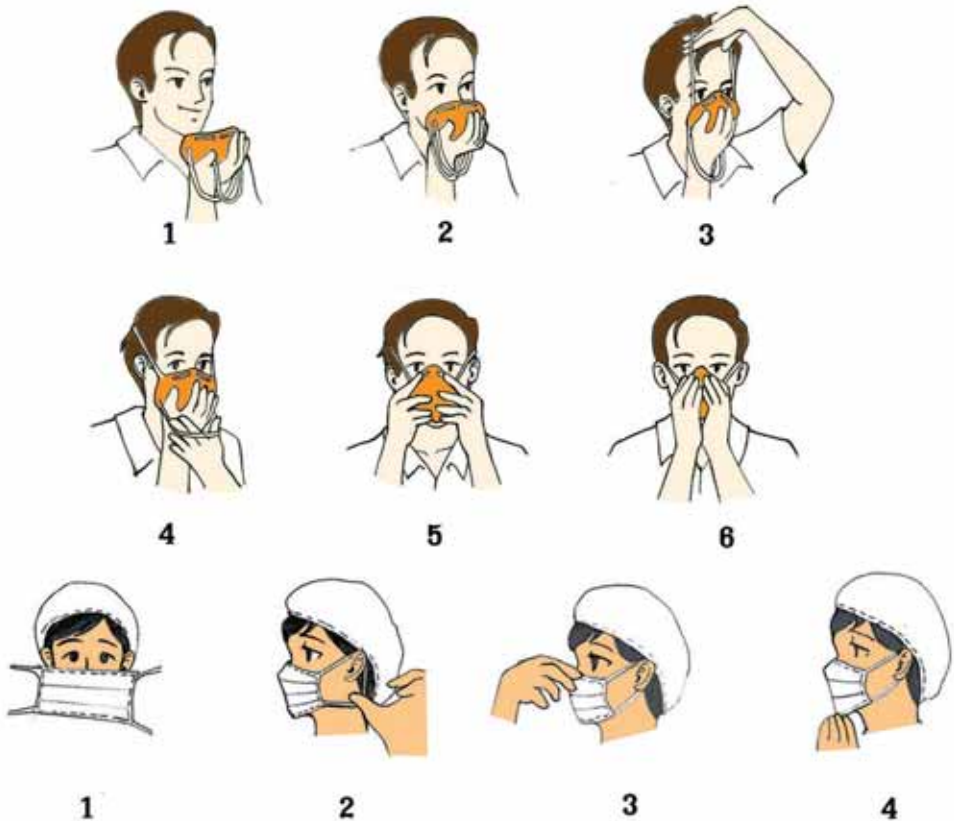


Figure 66 and Figure 67: Use masks under a pandemic situation when appropriate. N95 mask (left) is more powerful, however a simpler surgical mask (below) is easily available and useful, too. The mask should fit your face and there should be no air leakage between your face and the mask.



Figure 68: Use a mask even if you are working outside.

CHECKPOINT 27

Ensure that the workplace has a sufficient number of washing sinks

BENEFITS FOR THE WORKPLACE

Having a sufficient number of washing sinks encourages everyone in the workplace to wash their hands regularly. It also saves on the travel time between work-stations and other areas when having to use washing sinks. Efficient access to washing sinks promotes a clean and hygienic work environment.

Benefits:

- improved efficiency;
- enhanced hygienic practices;
- overall influenza risk reduced.

HOW TO IMPROVE

1. Increase the number of hand washing sinks with soap near the workplace for easy-access by all workers. Provide adequate masks for workers, too.
2. Train workers how to wash their hands and wear masks appropriately.
3. Encourage everyone in the workplace to wash using the washing sinks regularly especially before commencing work, before breaks and after returning to commence work.

WAY TO PROMOTE COOPERATION

Make it a company practice that all workers regularly use the washing sinks prior to commencing work and meal breaks.

SOME MORE HINTS

- Ensure that there is sufficient amounts of soap to use with the washing sinks.
- As an alternative to increasing the number of washing sinks, alcohol gels could be widely distributed around the workplace for workers to easily and quickly sanitise their hands.

POINTS TO REMEMBER

.....
Washing sinks and alcohol gels protect against an influenza virus being spread by contact with hands.



Figure 69 and **Figure 70:** Appropriate washing facilities with soap are essential for all workers.

CHECKPOINT 28

Cover your mouth and nose with a handkerchief when you cough or sneeze. If you don't have one, sneeze or cough into your elbow and not your hand. This will lessen the spread of germs.

BENEFITS FOR THE WORKPLACE

When and if you are not wearing a mask in the workplace it is important that you observe the correct behaviour when coughing or sneezing. Coughing or sneezing onto your hands increases the spread of germs and can increase infection during a period of influenza.

Some migrant workers may not understand the importance of correct coughing or sneezing practices. It may seem strange to them to change this practice. Encourage correct sneezing and coughing practices as part of overall workplace policy.

Benefits:

- hands remain uncontaminated;
- enhanced hygienic practices;
- overall influenza risk reduced.

HOW TO IMPROVE

1. Encourage workers to carry *clean* handkerchiefs and once used, to immediately remove them from the work area and then wash hands.
2. Inform everyone in the workplace that if handkerchiefs are not available that it is appropriate to cough or sneeze in to your elbow and not onto your hands.
3. Workers who are regularly coughing or sneezing should be strongly encouraged to wear masks in the workplace.

WAY TO PROMOTE COOPERATION

Make sure everyone is aware that germs and viruses can be spread by not observing proper sneezing or coughing practices.

Discuss whether it is practical for everyone in the workplace to wear masks even if influenza is not always present.

SOME MORE HINTS

- If people use handkerchiefs in the workplace, consider encouraging the use of disposable handkerchiefs. These could be co-located with washing sinks or alcohol gels to ensure that hands are sanitized.

POINTS TO REMEMBER

.....
If you need to sneeze cover your mouth and nose but not with your hands!



Figure 71: Cover your mouth and nose with a handkerchief when you cough or sneeze



Figure 72: If there is no handkerchief, sneeze or cough into your elbow and not your hand. This will spread less Germs

CHECKPOINT 29

Clean door knobs, water taps, switches, copiers and other items which many people touch constantly.

BENEFITS FOR THE WORKPLACE

Infection is commonly (but not only) spread from touching items that many others touch regularly. If some objects or devices are used by other people they should be cleaned regularly to limit the risk of infection (Figure 73).

You may develop a regular cleaning roster to create some rotation in roles as suggested in checkpoint 23.

Benefits:

- less risk of commonly used objects or devices becoming contaminated;
- physical spread of influenza virus is limited;
- overall influenza risk reduced.

HOW TO IMPROVE

1. Identify what areas including objects and devices are regularly touched in the workplace.
2. Establish a regular cleaning schedule for these identified areas and ensure that they are cleaned thoroughly and with appropriate cleaning agents.

WAY TO PROMOTE COOPERATION

Make sure everyone is aware that germs and viruses can be spread by not observing proper sneezing or coughing practices.

Discuss whether it is practical for everyone in the workplace to wear masks even if influenza is not always present.

SOME MORE HINTS

- Those who are conducting the cleaning should wear gloves and masks as a precaution when using chemical cleaning products.
- Change cleaning cloths regularly and make sure that they are washed and dried. Do not allow them to be wet when not in use.
- Staff conducting cleaning duties might have a higher infection risk. They should be trained on how to protect themselves and should use protective caps, masks, rubber gloves, aprons, and boots.

POINTS TO REMEMBER

.....
If something is touched regularly by many people it should be cleaned regularly.



Figure 73: Clean floors, water taps, door knobs as frequently as possible. They can be sources of infection since many people use them everyday. Train cleaners to protect themselves.

CHECKPOINT 30

Reduce human-to-human contact at the workplace.

BENEFITS FOR THE WORKPLACE

Pandemic Human Influenza and seasonal Influenza is transmitted human to human. Infection risks can be lower if you reduce direct human-to-human contacts and keep appropriate distance from other staff. Workers' anxiety about contracting the illness would decrease, too.

There are many practical, low-cost measures that can avoid or minimize human-to-human contacts. These measures are called "social distancing", meaning reduced contacts. Your company can continue doing necessary work by using these measures during the pandemic.

Migrant workers may be used to working in very close proximity to one another. During periods of heightened infection risks, explain to them that benefits of maintaining safe distances.

Benefits:

- less chance you will become infected in the workplace;
- limits the spread of infection in the workplace;
- relieves anxiety about becoming infected;
- staff are less frightened of infection and more willing to attend work.

HOW TO IMPROVE

1. Those in the workplace who have a cough, fever, sneezing, headache and other flu symptoms should not to come to work.
2. Each work-station can keep an appropriate distance from each other. 1.5 m or more is desirable (Figure 74). This is not a strict rule but during periods of influenza it is a better practice!

3. Promote one-way use of staircases and paths as much as possible to reduce human-to-human contact (Figure 75).
4. Use transparent screens in the reception and other areas where many people come and talk (Figure 76).

WAY TO PROMOTE COOPERATION

Invite and listen to workers' ideas minimizing human-to-human contact to reduce infection risks at the workplace. Everyone should have many ideas since they are familiar with their workplace and work procedures. The consultation procedures would strengthen cooperation within the workplace and improve preparedness for a severe influenza outbreak.

SOME MORE HINTS

- During a severe influenza outbreak it may be necessary to make some very different operating arrangements such as quarantining letters and materials delivered from outside that might be contaminated with the virus. You can discuss with others in the workplace about what operational arrangements might be necessary during a severe outbreak.

POINTS TO REMEMBER

.....
There are many low-cost, practical ways to minimize human-to-human contact at the workplace and lower infection risks.

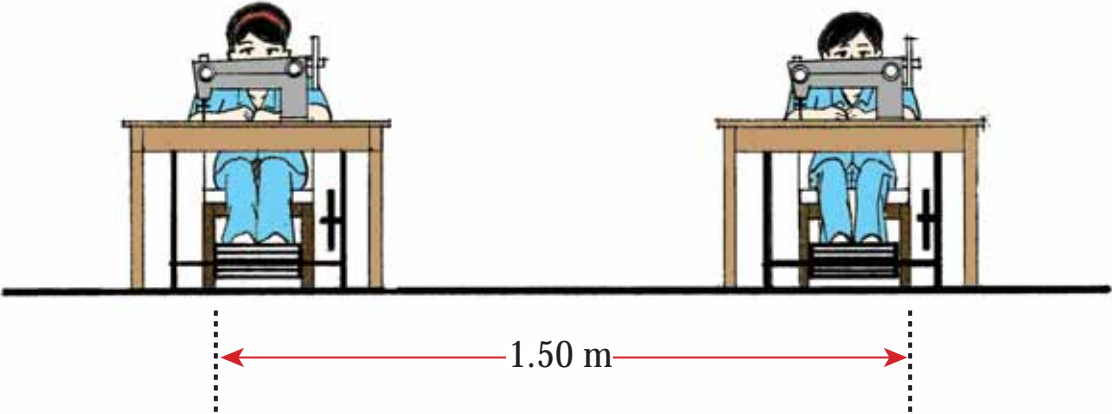


Figure 74: Each work-station should keep around 1.50 m between each other.

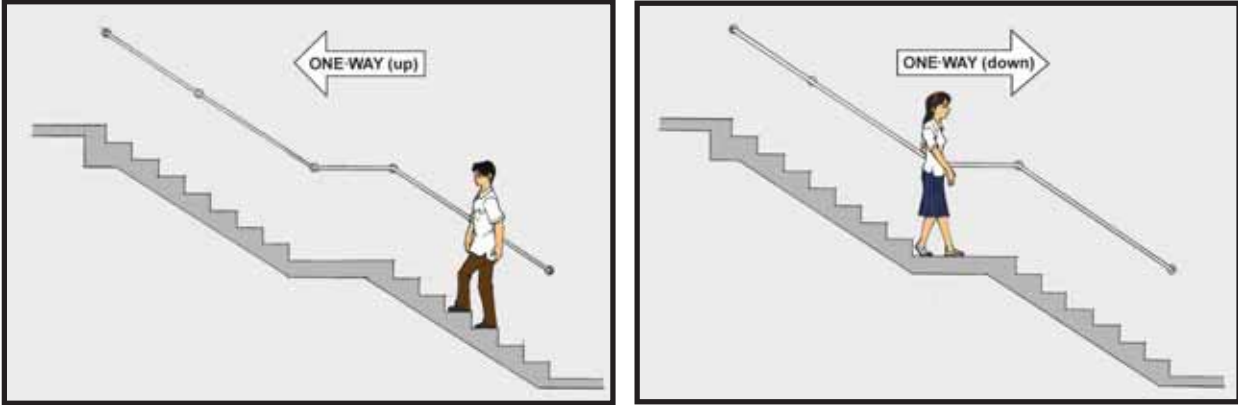


Figure 75: One-way staircases and passageways can reduce direct human-to-human contact.



Figure 76: Receptionists meet many people day-by-day. Use transparent screens to avoid direct human-to-human contact and reduce infection risks.

CHECKPOINT 31

Regularly make contact by phone or internet with sick workers staying at home or with their families to provide support.

BENEFITS FOR THE WORKPLACE

Some at your workplace may become infected with Pandemic Human Influenza or seasonal Influenza. When these people need to stay at home they can benefit from company support and encouragement. Even a short call, “How are you?” would please them. Everyone in the workplace is an important resource now and in the future. They want to come back to the workplace and work with you after their recovery.

Sick workers and their families might face difficulties if their fight against the illness becomes long. Their food stocks, drinking water, and cash might be already used up. They would much appreciate available material support and also moral support.

Migrant workers often live close to one another. It may be useful to facilitate support networks in their communities which will help with disseminating information and perhaps assist their welfare. These networks may be useful in providing advice on how to protect family and community members from infection.

HOW TO IMPROVE

1. Regularly contact sick workers or their families by phone (Figure 77) or by internet (if available). They should receive official sick leave. Listen to their needs in terms of treatment, or necessary materials carefully. Provide information on referral to hospitals, fever clinics.
2. Collect updated information on the disease treatment or financial support for it. Communicate useful information to sick workers and their families.

WAY TO PROMOTE COOPERATION

Discuss with everyone at the workplace possible support measures for sick workers. Communicating your concern and support would be of value to sick workers and their families suffering during a pandemic or other outbreak of influenza. Before a Pandemic, the company can establish an emergency fund scheme to help staff in need and provide this financial support for sick workers.

SOME MORE HINTS

- Some workers may want to go back to their home towns. Provide appropriate advice to them since the influenza situation might be even more serious in their home towns or surrounding areas.

POINTS TO REMEMBER

Keep in contact with sick workers or their families and provide possible material and psychological support.

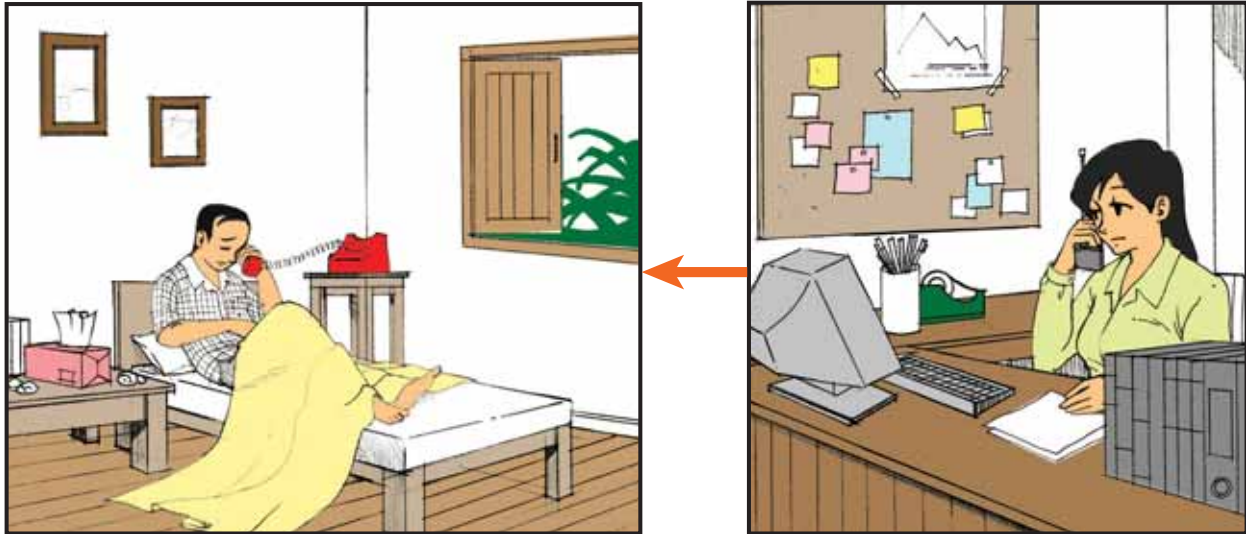


Figure 77: Keep in contact with sick workers and their families and provide necessary company assistance. Your regular contact would also provide moral support to them.

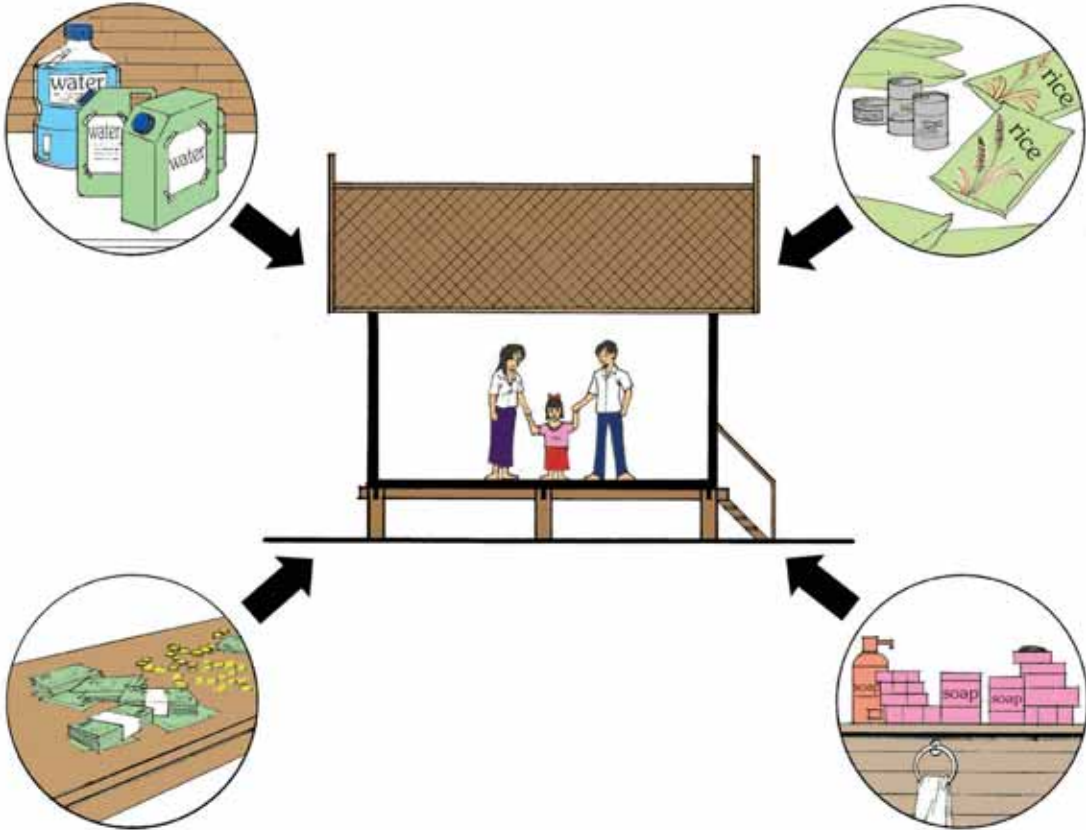


Figure 78: Stand-by workers and their families at home need sufficient stocks of cash, food, drinking water, soap, and other necessary materials. Their company support is important if they need to stay at home long.

Work Improvement for Migrant Workers and their Employers (WIMWE)

Accidents and issues relating to Occupational Safety and Health (OSH) continue to reduce national and total global productivity. This coupled with the threat posed by Pandemic Human Influenza, as well as seasonal Influenza, presents a danger to both employers and workers, particularly migrant workers. Migrant workers and their employers can work together to build on existing good practices and make low-cost improvements to lessen the burden OSH and Influenza related issues. The advice in this manual is encouraged for use by employers and migrant workers in small and micro-enterprises engaged in manufacturing and processing.

The WIMWE (Work Improvement for Migrant Workers and their Employers) manual responds to an immediate need for the improvement of OSH conditions and influenza preparedness and awareness of migrant workers and these enterprises. It provides them with practical, easy-to-implement ideas to improve their safety, health and working conditions. These improvements will also contribute to higher productivity and efficiency in their work and promote active cooperation between workers and employers. The manual reflects the practical experiences of pilot training conducted with migrant workers and their employers in Thailand.

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