

► WIND Training Manual Work Improvement in Neighbourhood Development

Practical approaches for improving safety, health and working conditions in agriculture





► WIND Training Manual Work Improvement in Neighbourhood Development



Manual adapted by Rodrigo Mogrovejo,
Chief Technical Adviser to the ILO's Vision
Zero Fund, and Carlos Roberto Acuña,
External Collaborator

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First edition 2021

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WIND Training Manual. Work Improvement in Neighbourhood Development: Practical approaches for improving safety, health and working conditions in agriculture

ISBN 9789220345429 (web pdf)

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Printed in Mexico

► Preface

Everyone has the right to a secure work environment that does not put their safety and health at risk. However, 2.8 million workers die each year from work-related causes and another 374 million have accidents at work or suffer from occupational diseases. The human cost of this adversity is enormous and the economic burden of poor occupational safety and health (OSH) practices is estimated at 4.0 per cent of the world's gross domestic product each year.

The International Labour Organization (ILO) aims to raise global awareness of the dimensions and consequences of work-related accidents, injuries and diseases and to place safety and health on the international agenda to stimulate and support practical action at all levels. The ILO Centennial Declaration on the Future of Work is a notable example of this work.

There is no risk-free job. In that context, agriculture has been identified by the ILO as a priority sector for the task of awareness-raising, both due to the size of the sector in developing countries and because of its significant exposure to occupational risks and the high incidence of work-related injuries and diseases. An estimated 1.3 billion people worldwide work in agriculture, which is one of the sectors with the greatest opportunities for improvement in the area of OSH.

In addition, the international community, governments and public health authorities around the world are taking steps to curb the COVID-19 pandemic with the aim of reducing infection rates and providing a response to the economic and social impacts of the pandemic. Food supply is an essential and critical activity that must be guaranteed, especially in health emergencies. Just as many producers are developing and implementing plans to ensure business continuity, all of them, without exception, should focus their actions on protecting and preventing risks to all workers.

The ILO contributes to this important work with the aim of providing effective, efficient and practical proposals for prevention. In this regard, I am pleased to present a new adaptation of one of the ILO's most successful training programmes for the agricultural sector in the area of OSH: the Work Improvement in Neighbourhood Development (WIND) programme, which addresses health and safety risks in rural settings. This adaptation, the *WIND Training Manual*, includes new graphics and a new section on the mitigation and prevention of biological risks such as COVID-19.

We hope that the practical guidance provided in this training package will continue to have a positive impact on the well-being of producers and workers in the most vulnerable link in the global agricultural supply chain.

► Pedro Américo Furtado de Oliveira
Director
ILO Country Office for Mexico and Cuba

► Acknowledgements

This manual was adapted by Rodrigo Mogrovejo, Chief Technical Adviser to the ILO's Vision Zero Fund, and Carlos Roberto Acuña, co-author of a WIND adaptation for Latin America prepared in 2007. Ana Catalina Ramírez of ILO/LABADMIN/OSH made technical contributions to finalize the content. Thanks are due to Consultants Patricia Montes (proofreading) and Mónica Sayrols (production editing). Thanks are also due to Leticia Soni of the ILO Office for Mexico and Cuba; the Secretariat of the Vision Zero Fund; and the ILO Office for Mexico and Cuba.

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► 1. Introduction

The agricultural sector plays an essential role in the socio-economic development of every country, accounting for 28.5% of the global workforce.¹ Agricultural workers are exposed to a wide range of hazards and risks at work. The risk of accidents increases further with difficult terrain, poorly designed tools, exposure to extreme weather conditions and fatigue, and is usually associated with working and living in remote and rural areas. Small-scale farmers are especially vulnerable to these risks in their work.

The Work Improvement for Neighbourhood Development (WIND) training programme addresses health and safety risks in rural settings. Thanks to the experience of the International Labour Organization (ILO) gained through the WISE (Work Improvements in Small Enterprises) programme, WIND was developed and implemented for the first time in 1995 in Can Tho, Viet Nam, through cooperation between the Centre for Occupational Health and Environment (Department of Health of Can Tho) and the Institute for the Science of Labour (Kawasaki, Japan). Subsequently, the ILO facilitated the establishment of WIND programmes in Cambodia, Mongolia, the Philippines and Thailand, as well as in several countries in Africa, Central Asia, Eastern Europe and Latin America.

The WIND training programme has empowered farmers around the world to improve their safety and health and in order to further promote the programme, the ILO developed the "Global

Manual for WIND" in 2014. Based on that publication and in the framework of an ILO project on the global coffee value chain supported by the Vision Zero Fund (VZF), this adaptation, entitled the *WIND Training Manual*, provides new graphics and a new section on mitigating and preventing biological risks, such as COVID-19.

The *WIND Training Manual* is therefore designed to help small-scale farmers and their families improve safety and health in their work and their daily lives. The uniqueness of the WIND approach is that it enables the voluntary improvement of working and living conditions through the active participation of farmers, their families and the members of their communities. It focuses on simple and practical solutions that can be achieved using locally available, low-cost materials.

The *WIND Training Manual* consists of an action checklist and 37 checkpoints in nine sections linked to the checklist. It provides many examples of low-cost improvements and clear illustrations in key technical areas relevant to farmers.

The checkpoints represent the most significant areas of concern among the challenges that farmers face every day: materials storage and handling; workplaces and work tools; safety in the use of machinery; the work environment and control of hazardous materials; wellness facilities; organization of work and cooperation; environmental protection; and biological risks.

¹ FAO, "Selected Indicators: World", 2017.

▶ 2. ACTION CHECKLIST

2.1 How to use the action checklist

- ▶ Define the work area to be checked. The farm premises, work activities and living areas should be inspected. If the farm is very large, specific work areas can be designated for separate checking.
- ▶ Read the checklist and take a few minutes to walk around the work area before starting the evaluation. Read each item carefully. Look for a way to apply the improvements. If necessary, ask some questions to the farmers. If the improvement is already in place or not needed, mark "NO" under "Do you propose action?". If you think the improvement is worthwhile, mark "YES".
- ▶ Use the space below "COMMENTS" to write a description of your suggestion or its location.
- ▶ After you have checked all the items, review the items you marked "YES". For items whose improvement would provide the most significant benefits, check "PRIORITY", adding "high", "medium" or "low".
- ▶ Before finishing, make sure that each item has been marked "NO" or "YES" and that items marked "YES" indicate the "PRIORITY" level.
- ▶ Remember that the checklist is not exhaustive and other areas may need to be examined.

2.2. Implementation of the action checklist

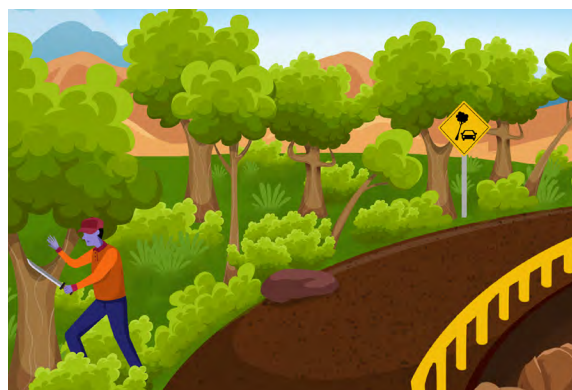
► I. Materials storage and handling

- 1. Keep transportation routes clear and in good condition.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 2. Provide multi-level shelves near the work area for storing materials, tools or products.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 3. Assign a place to each tool.

Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



- 4. Use containers of appropriate size and design to transport materials and products.

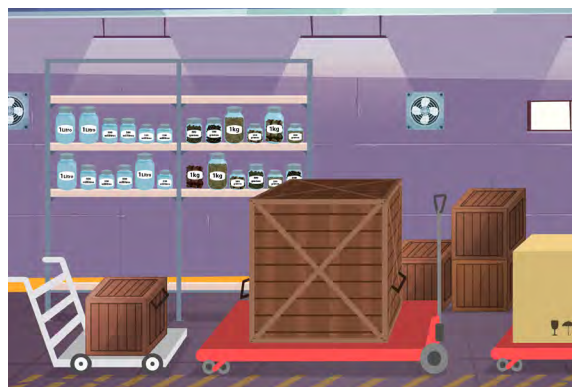
Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



- 5. Use carts, hand-trucks and other wheeled devices to transport loads.

Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



- 6. Use rollers, conveyors, forklifts, hand-trucks and other mechanical aids to lift, carry and handle heavy loads.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



► II. Workplaces and work tools

- 7. Adjust the work height to elbow level or slightly lower.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____

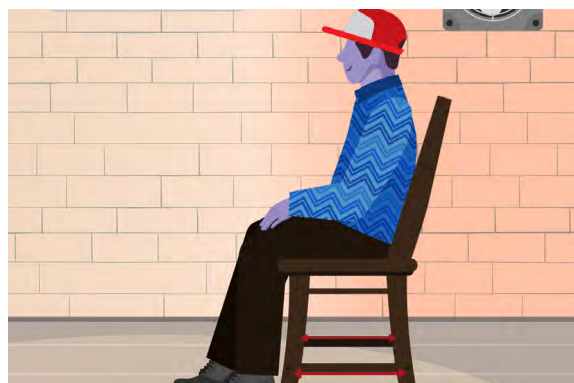


- 8. Provide high benches or chairs with strong backrests.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 9. Place frequently used tools and materials within easy reach.

Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



- 10. Choose tools that can be operated with minimal effort.

Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



- 11. Use accessories such as vices and clamps to hold objects while working on them.

Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



- 12. Use labels, signs and symbols that are easy to see and understand.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



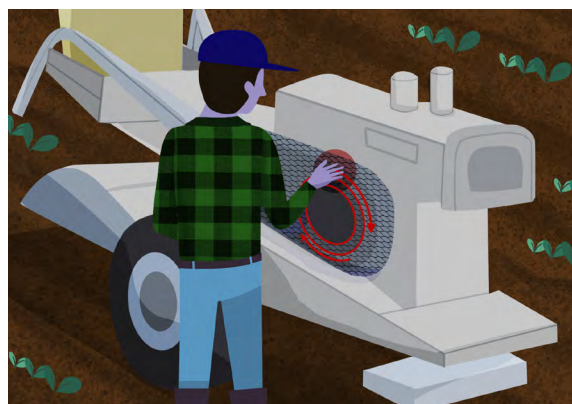
► III. Safety in the use of machinery

- 13. Attach proper safety guards to the hazardous moving parts of machines.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____

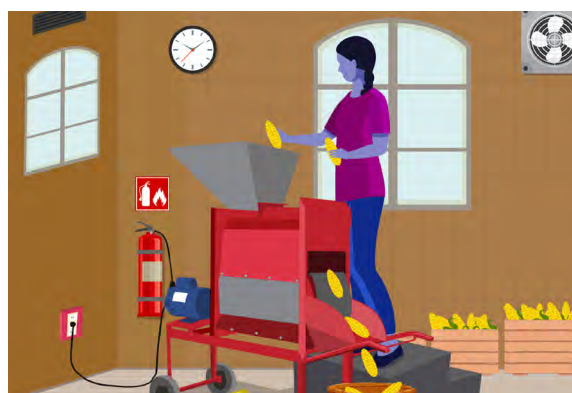


- 14. Instal suitable feeding devices on agricultural machinery to prevent accidents and increase production.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 15. Make emergency stop systems clearly visible and identifiable and quickly accessible.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 16. Ensure the safe use of electricity.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



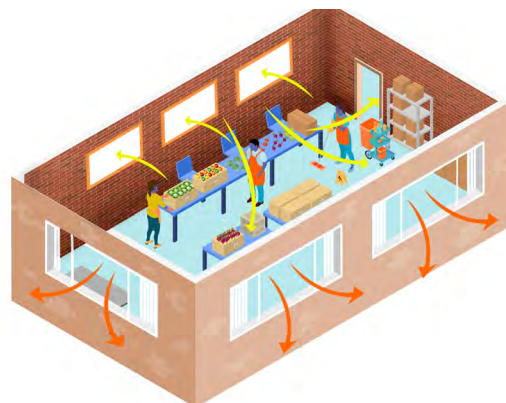
► IV. Work environment and control of hazardous agents

- 17. Change workplace design to improve natural ventilation.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 18. Use daylight effectively by changing the distribution of workplaces and redecorating, if necessary.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 19. Avoid excessive exposure to sunlight, heat or cold.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 20. Choose the appropriate pesticide and use it correctly.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



► 21. Label containers of pesticides and other chemicals.

Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



► 22. Use personal protective equipment correctly.

Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



► 23. Dispose of pesticides and pesticide containers (including boxes) correctly and carefully.

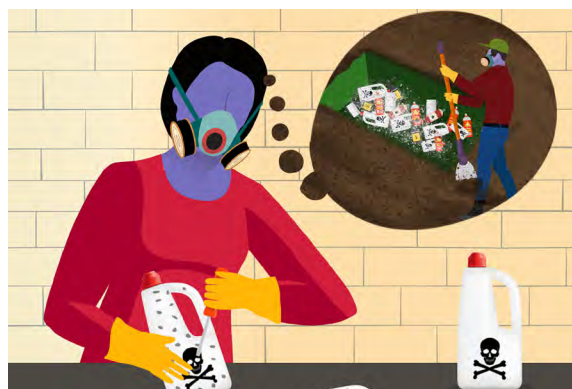
Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



► V. Wellness facilities

- 24. Ensure the supply of safe drinking water and proper fluid intake at the workplace.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 25. Eat well for your health and well-being.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 26. Provide clean and accessible toilets and washing facilities at the workplace.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 27. Provide first-aid materials and learn basic first aid.

Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



► VI. Organization of work and community cooperation

- 28. Take appropriate breaks during and after work.

Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



- 29. Share agricultural tasks and household chores with family members.

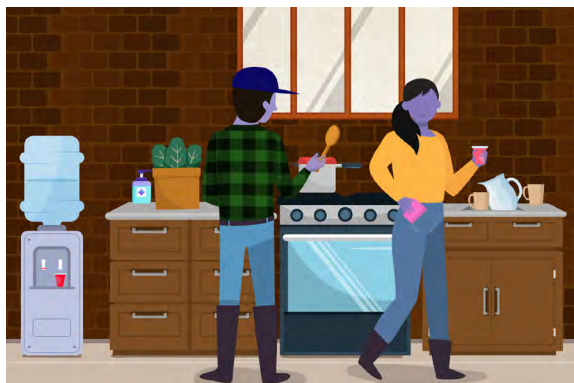
Do you propose any improvement action?

☐ YES

☐ NO

☐ Priority

Comments _____



► 30. Organize and coordinate efficient teamwork.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



► 31. Strengthen community cooperation and organize work with communities.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



► VII. Environmental protection

► 32. Save water and reduce energy consumption by modifying work processes and changing habits.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____

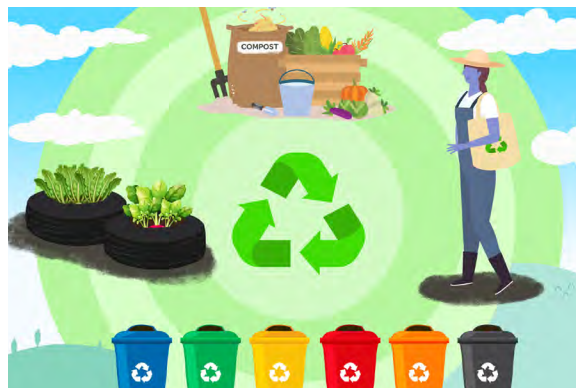


- 33. Reduce, reuse, recycle and recover waste.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



► VIII. Biological risks

- 34. Learn about viruses, bacteria and fungi that could affect your health, your family's health and your community's health (COVID-19, cholera, moulds, etc.).

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 35. In the event of outbreaks of viral and bacterial diseases, intensify handwashing and follow protocols for the use of personal protective equipment and waste disposal in our home and at the workplace.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



- 36. Clean and disinfect utensils and tools, as well as your work and living areas.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____

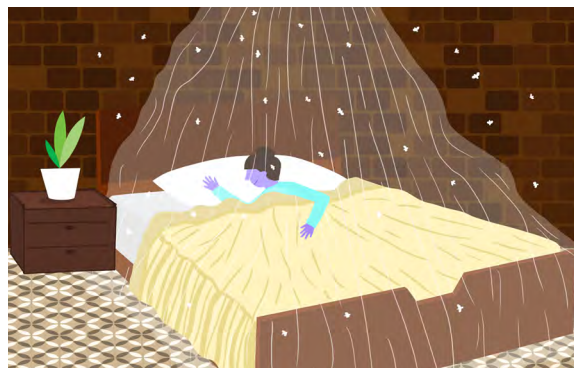


- 37. Take preventive measures to prevent snake, scorpion and insect bites.

Do you propose any improvement action?

☐ YES ☐ NO ☐ Priority

Comments _____



▶ 3. IMPROVEMENT CHECKPOINTS

- ▶ I. Materials storage and handling
- ▶ II. Workplaces and work tools
- ▶ III. Safety in the use of machinery
- ▶ IV. Work environment and control of hazardous agent
- ▶ V. Wellness facilities
- ▶ VI. Organization of work and community cooperation
- ▶ VII. Environmental protection
- ▶ VIII. Biological risks

► I. Materials storage and handling

Agricultural work requires the handling and storage of many types of materials. These are often heavy and vary in size and shape. In this chapter you will find simple and practical solutions for improving methods of storage and handling these materials. These ideas will help you improve safety and health, as well as productivity and efficiency.

Checkpoint No. 1

Transportation routes

Keep transportation routes clear and in good condition.

Why?

If workers have to move materials over a bad road or path, this can increase the risk of injury, especially if manual effort is required. Transporting materials and products is a very important part of agricultural work. These materials are often heavy and varied in shape, making them difficult to handle. Transportation routes in poor condition, such as narrow, unpaved, rough, muddy or slippery farm roads without signposts, increase the difficulty of transporting materials and the risk of accidents.

Well-maintained transportation routes increase the safety and efficiency of transportation and also help products arrive faster. This prevents products from being lost or damaged and protects you and others from accidents and injuries.

Also, make sure that there are wide and well maintained passageways and corridors in your home to make housework safe and efficient.

How?

- 1. Build routes wide enough for safe and efficient transport and keep them well maintained. Main routes need to be wide enough to allow two-way traffic.

- 2. Improve and clean routes if you encounter a problem or have difficulties in transporting products. For example, to prevent routes from getting muddy in the rainy season, try to rebuild them in a higher and more suitable place and cover them with a thin layer of brick chips, crushed stones or cement.

- 3. Do not place any obstacles at transport exits. Establish places for storage and waste disposal.

- 4. If you use canals as water routes, dredge them regularly to ensure smooth and efficient transport.

Ways to promote cooperation

Start with simple, low-cost improvements to traffic/transportation routes. For example, clean the road in front of your home or the main transportation route that leads to farming fields. This will show the benefits of healthy routes for safe and efficient transportation.

Develop the habit of regularly cleaning and maintaining transportation routes, in collaboration with other farmworkers, family members and community members.

Some additional tips

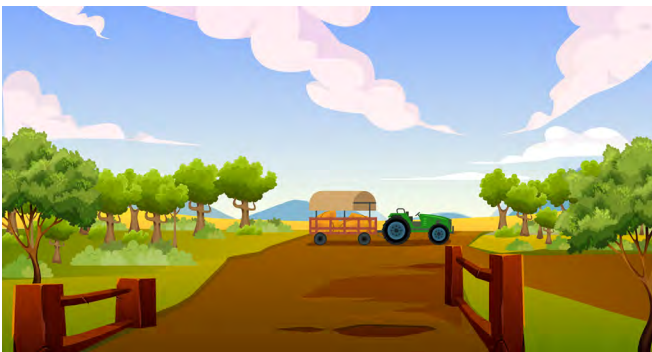
- Make the boundaries of transportation routes easy to see by marking them with small stones, cement or fencing
- Gradually improve transportation routes by using locally available materials, such as gravel or crushed bricks.

Points to remember

Clean, wide and solid routes (roads) facilitate traffic and transport and help prevent accidents, injuries and damage.



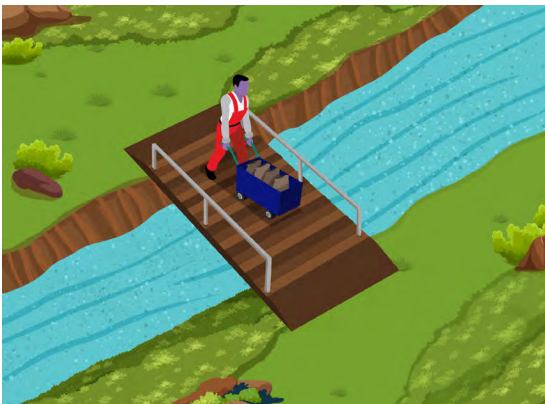
► **Figure 1a. Main route wide enough for two-way traffic**



► **Figure 1b. Routes to fields free of obstacles and wide enough for cars and trucks to pass through**



► **Figure 1c. A clear wide entrance**



► **Figure 1d. Bridges with railings and no slopes to ensure a safe crossing**

Checkpoint No. 2

Multi-level shelves

Provide multi-level shelves near the work area for storing materials, tools or products.

Why?

Multi-level shelves and racks enable better use of space and help keep agricultural products or tools in order and in good condition. By placing things on multi-level shelves, you can more easily find the items you need.

Handheld agricultural tools are essential for farmers. By keeping tools in designated places, you can save time and effort in locating them.

Multi-level shelves and racks promote safe storage of materials, which may reduce the risk of accidents and fires.

How?

- ▶ 1. Place multi-level shelves and racks where you can access them easily. Placing them against the wall is an efficient use of space.
- ▶ 2. Apply labels or draw the shape of items and tools on the front of shelves or containers to show their designated places. This will help you locate them when you need them.
- ▶ 3. Make sure shelves are strong enough to store heavy materials and products. If necessary, attach shelves to the wall.

- ▶ 4. Multi-level shelves are also useful in your home, for example in the kitchen. Cooking materials (pots and pans), utensils and containers ingredients can be arranged on a shelf.

Ways to promote cooperation

Start by making a simple change in your home, such as building a small shelf for utensils or ingredients. All family members will be able to see the change. This will help family members and neighbours understand the benefit and promote similar improvements.

Encourage people to exchange ideas and good practices.

Some additional tips

- ▶ Place frequently used items at a height between the waist and shoulder; place heavier items in less common use at a lower level. Light and infrequently used items can be stored on higher shelves. Avoid storing items with exposed edges, in case they fall off.
- ▶ Use small trays or pallets to store items of similar size and shape so that they can be easily identified.
- ▶ Use mobile shelves and carts to store and transport items used in different locations.

Points to remember

Proper use of multi-level shelves and racks can save you time and effort.



► **Figure 2a. Well-designed shelves, with different levels, save space and keep things tidy**



► **Figure 2b. Hand tools placed neatly on multi-level racks**



► **Figure 2c. Multi-compartment cabinets, wall-mounted shelves and hooks for storing spices, ingredients and cooking utensils**

Checkpoint No. 3

Tool shelf

Assign a place to each tool.

Why?

Working in a cluttered area, with tools and materials scattered on the ground, is not safe or efficient. Also, valuable tools can be damaged or misplaced, wasting time, effort and money and increasing stress and tension.

Assigning a place to each tool is a simple and effective solution that will increase safety and efficiency. Returning a tool to its designated place after use allows you to easily and quickly find the one you need and also to know when a tool is missing.

How?

- ▶ 1. Assign a fixed and simple place to locate work tools, using readily available resources, such as pieces of wood or bamboo.
- ▶ 2. Apply labels or draw the shapes of different tools on a board to indicate the designated location of each item. You will see at a glance where tools should be returned after use.

- ▶ 3. For work to be done in different locations, design and make toolboxes to transport tools more easily. This way you will keep them safe and in good condition.

- ▶ 4. Store small tools or work items in containers, cans or trays to avoid losing them.

Ways to promote cooperation

Start with simple improvements that you can make immediately. There are many practical and easily applicable solutions, such as a tool shelf made of wood, or simply drawing the shape of each tool on the board or wall.

The technique of assigning a place to each tool may also be useful at home. Try out the ideas of family members and share practical and visible achievements.

Some additional tips

- ▶ Attach wheels to tool cabinets or racks so you can easily move them to different workplaces when needed.

Points to remember

Providing a “home” for each tool is a low-cost way to improve safety and efficiency at work.



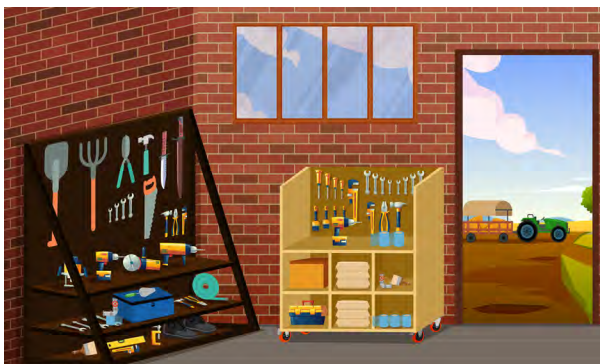
► **Figure 3a. Wooden tool cabinet, with the shape of each tool clearly marked**



► **Figure 3b. A cabinet for tools: pliers, hammers, saws, etc., should be hung neatly on both sides and with the edges facing the wall, in clearly labelled locations**



► **Figure 3c. Mobile tool cart to allow continuous work in different places**



► **Figure 3d. Multi-level shelves for small tools or utensils stored in special containers or trays**

Checkpoint No. 4

Containers

Use containers of appropriate size and design to transport materials and products.

Why?

You need to carry various types of heavy items at work. Such work is strenuous and often has a high risk of causing musculoskeletal problems, such as back injuries. That risk can be reduced by good practices in lifting, carrying and handling loads.

How?

- ▶ 1. Divide loads into lighter packages, assessing the weight you can carry without risk. Carrying two loads of 10 kg each is better than carrying one load of 20 kg.
- ▶ 2. First, examine the shape, size and weight of the load and use well-designed containers to move it.
- ▶ 3. Provide containers with strong, easy-grip handles so that they can be easily filled, emptied, lifted, carried and handled.

Ways to promote cooperation

Learn from good examples already put into practice and promote their application. Try to use containers of the same shape and size; this makes it easier for people to cooperate in transporting products.

Some additional tips

- ▶ Choose smaller containers that can be easily and safely handled.
- ▶ Wearing gloves and covering handles with soft cloths will help with handling.
- ▶ Keep your wrists in a comfortable, straight position while carrying loads.
- ▶ Whenever possible, use the same containers for transport and storage. This eliminates the need for double handling (passing or moving them from one container to another for storage) and saves time and effort.
- ▶ When lifting or carrying a heavy load:
 - ▶ separate your feet until you reach a stable position;
 - ▶ bend your knees;
 - ▶ lift the load gradually and smoothly;
 - ▶ keep the load close to your torso; and
 - ▶ do not turn or twist your body while lifting a load.

Points to remember

A lighter weight is a safer weight. Divide heavy loads into lighter loads to ensure safety and increased productivity



► **Figure 4a. Well-designed baskets with sturdy, easy-grip handles to distribute weights evenly on each arm**



► **Figure 4b. A strong basket with handles that is easy for two people to carry together**



► **Figure 4c. Containers with easy-grip handles used for storage**

Checkpoint No. 5

Carts and other vehicles for transport

Use carts, hand-trucks and other wheeled devices to transport loads.

Why?

Carrying agricultural materials, tools and products is an important part of the job. Using carts, hand-trucks, vehicles or boats reduces your workload, minimizes product damage and reduces the risk of accidents.

The use of vehicles significantly reduces the number of trips required, improving safety and efficiency in your work.

How?

- ▶ 1. Use carts or hand-trucks with strong handles for the transport of large quantities of materials.
- ▶ 2. Improve routes and bridges to allow smooth vehicle circulation.
- ▶ 3. For transporting materials and tools over longer distances, use larger carts or vehicles. Adapt carts and vehicles to transport items safely.
- ▶ 4. Take advantage of canals and rivers as transport routes. Boats are extremely useful for efficiently transporting heavy loads or large quantities of materials.

- ▶ 5. If applicable, use work animals — such as cows, horses, buffaloes or goats — to pull carts.

Forms of cooperation

Walk around your community as attentively as you can. Talk to your neighbours, find out how they are transporting their cargo. You may find excellent examples of customized transportation, such as home-made hand-barrows. Exchange ideas and experiences to reduce your workload and improve safety and efficiency.

Some additional tips

- ▶ Attach suitable sideboards to carts and other vehicles to prevent loads from falling off.
- ▶ Select the right vehicle for the type of load and work involved. Learn from good examples.
- ▶ Conduct a regular review of vehicles and boats to keep them in good condition. Simple maintenance work can reduce the risk of accidents.
- ▶ Roads that are in good condition and well maintained maximize the efficient use of cars, vehicles or animals for transport.

Points to remember

Many different types of vehicles can be used for transportation. Learn from local experiences.



► **Figure 5a. Hand-cart for transporting products**



► **Figure 5b. Cart made using bicycle wheels**



► **Figure 5c. Carts pulled by work animals.**

Checkpoint No. 6

Lifting and handling devices

Use rollers, conveyors, forklifts, hand-trucks and other mechanical aids to lift, carry and handle heavy loads.

Why?

Musculoskeletal disorders are the most common type of occupational health problems. The principle of prevention is to avoid dangerous manual handling operations by using suitable equipment, such as rollers or wheeled platforms, which can often be home made using locally available materials.

Uncomfortable and strenuous bending positions can cause lower back injuries and should be avoided.

How?

- ▶ 1. Use roller conveyors to move heavy loads over short distances. Secure both ends of the rollers to stable locations at a suitable height for loading and unloading.
- ▶ 2. Learn about devices for lifting, transporting and handling loads by observing good practices in your neighbourhood. You can design a new device or modify an existing one to suit the load to be carried.
- ▶ 3. When moving heavy objects at ground level, place a wheeled pallet underneath. This is very useful for transporting agricultural machinery or boats.

- ▶ 4. Use inclined conveyors to move loads between two locations at different heights. Devices of this type are often used to move bags or packages of products when loading or unloading vehicles or ships.

Ways to promote cooperation

It often takes two or more people to operate conveyors and other devices. Exchange ideas about the design of such equipment to improve their efficient use and the organization of joint work.

Discuss sharing the cost and use of this type of machinery.

Some additional tips

- ▶ Lifting and handling devices need regular maintenance to ensure their effective operation.
- ▶ Periodically check all parts, such as rollers and steel and rubber supports. Portable devices should be stored in a safe place, out of reach of children.
- ▶ Similar ideas can be applied to different agricultural tasks. For example, a roller placed under a heavy agricultural machine or boat helps you move it with less effort.

Points to remember

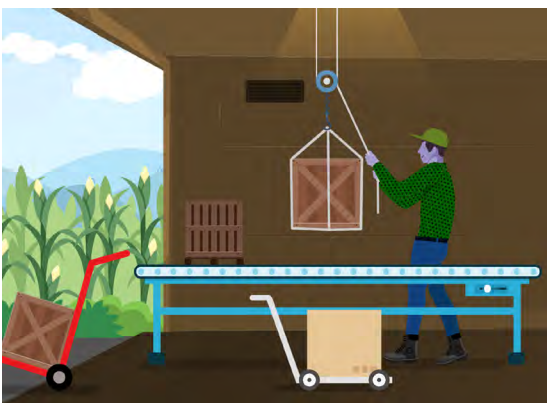
Using suitable devices makes lifting and handling heavy loads easier, safer and more efficient.



► Figure 6a. Wooden flooring with strong wheels for moving heavy machinery



► Figure 6b. Manual device for lifting heavy objects to the user's working level



► Figure 6c. Manual hoist for lifting heavy loads



► Figure 6d. Short conveyors at different heights for loading or unloading materials

► II. Workplaces and work tools

Well-designed workplaces and tools increase work efficiency and avoid health problems, especially for the back, neck, arms and legs. Farming work is usually carried out both on the farm and at home and family members are often involved in the work, for example in sorting and packaging products. That's why it is important to have well-designed workplaces at home as well.

Checkpoint No. 7

Work height

Adjust the work height to elbow level or slightly lower.

Why?

Workspaces should be properly designed to prevent muscle stress and increase productivity. Working at elbow level minimizes muscle exertion. This rule applies whether you are standing or sitting. It is particularly important for jobs like sorting and packaging products, as well as for cleaning, cooking and washing.

Working below elbow level requires a bending posture that causes back strain and can cause lower back pain. On the other hand, when a job is done above elbow level and the arms and shoulders must be raised, this causes stiffness and chronic pain and it is difficult to continue working in that way.

How?

- 1. Examine your workplaces, work tables and work surfaces. Adjust their heights to the elbow level of the person who works there most often. This will allow you to

work comfortably, which can increase efficiency and productivity.

- 2. When many people of different heights work at the same work table, provide foot platforms for the shorter workers so that they can adjust their working height to elbow level.
- 3. For jobs that require a lot of movement and physical effort, such as cutting products or repairing tools, design workplaces that are slightly below elbow level.

Ways to promote cooperation

Farmers often bend low when sorting or packing agricultural products on the ground. This causes tension and pain. Encourage your family members and neighbours to work at appropriate workplaces (chairs and tables) and adjust the height of their work to elbow level. The same principle should apply to domestic work.

Discuss ways to set up suitable workplaces with heights adjusted to each worker. Evaluate and share the benefits of height adjustment.

Some additional tips

- Make sure you can comfortably reach essential working tools from your normal standing position. Materials, tools and containers should be within easy reach.

Points to remember

Set the correct working heights and avoid bending or squatting to reduce fatigue and musculoskeletal problems and increase productivity.



► Figure 7a. Foot platforms adjust the work height of shorter workers to elbow level



► Figure 7b. Task performed at the optimal height to avoid a strenuous posture



► Figure 7c. Work height lower than elbow height when greater force is required

Checkpoint No. 8

Proper seating

Provide high benches or chairs with strong backrests.

Why?

Agricultural work requires many tasks to be done while sitting. In general, working in a sitting posture may seem more comfortable than standing, but sitting for long hours in the same position in a poorly designed or unstable seat can cause muscle tension, pain and fatigue.

Using strong chairs or benches of adequate height makes such tasks much easier. A strong backrest you can lean against will help relax back muscles.

How?

- ▶ 1. Walk around your community. Identify work that is being done – or that would be done better – while sitting. Discuss what type of seat (size, height, armrests, backrest and mobility) is suitable to facilitate work.
- ▶ 2. Attach a strong and appropriate backrest to chairs, if possible, and if the seat is wooden add a soft cushion.
- ▶ 3. Wooden or bamboo benches are often used for group work, such as sorting farm products, seed harvesting, etc. Attach arm and back supports whenever possible.
- ▶ 4. Adjust the seat height with a cushion or other device so that work can be performed at elbow height.

Ways to promote cooperation

You can usually find chairs with backrests at home or in your community. Find good examples of chairs being used in agricultural work. Examine their characteristics (size, height, material, weight, mobility, design, etc.) and ask about their pros and cons.

Once you identify the best chair for your work, make the right modifications, starting with simple and feasible actions – attach a backrest, adjust the chair height with a home-made bolster, make a simple wooden bench with a backrest, etc.

Tell your neighbours about the benefits, such as reduced back pain and increased productivity.

Some additional tips

- ▶ Armrests are also useful, especially for work that requires fine and precise arm movement from a supported position.
- ▶ Chairs with a backrest are not good for work that requires frequent changes of posture. Use stools or chairs without a backrest instead.
- ▶ When working in a sitting position for many hours, use a cushion or round pillow to support the lower back and reduce muscle tension.
- ▶ Change your work posture frequently and regularly do stretching exercises. This is good for muscles and joints.
- ▶ Avoid bending and squatting.

Points to remember

The use of properly designed chairs increases the quality of your work.



► **Figure 8a. Solid chairs with a strong backrest for working while seated**



► **Figure 8b. Lightweight chair that allows the worker to comfortably alternate standing and sitting**



► **Figure 8c. Low-height chair with a strong backrest**

Checkpoint No. 9

Easy reach

Place frequently used tools and materials within easy reach.

Why?

Placing frequently used tools and materials within easy reach minimizes unnecessary movements. This avoids unnecessary stretching or bending, which can cause musculoskeletal problems, and also saves time and energy.

The “easy-reach principle” is essential for all types of work. On the farm, tools such as knives, hoes and sickles should be close to hand. Power switches and control switches should also be within easy reach of the operator. The same principle can be applied at home: placing utensils, spice jars and pans close at hand for cooking — or pencils, notebooks and erasers for studying — will help you work more efficiently.

How?

- ▶ 1. Identify the most frequently used materials and tools on the farm and in the home and place them within easy reach of those who use them.
- ▶ 2. Move less frequently used tools and materials to more remote storage locations.

- ▶ 3. If necessary, use shelves, racks or hangers so that tools and materials are easy to reach.

- ▶ 4. Indicators and control panels on pumps, threshing machines and other agricultural machines should be placed where the operator can see them easily.

Ways to promote cooperation

The tools you use frequently may also be used frequently by others. For example, some farm tools like knives and hoes are also used at home. Discuss and agree on the best place to store such tools so that they are available to everyone who uses them.

Observe your community and collect and share good practices. Help each other develop innovative solutions using local resources.

Some additional tips

- ▶ Design special equipment to place materials within easy reach. For certain jobs, it is convenient to have a device with wheels so that you can easily transport tools.
- ▶ Belts or bags specially designed to carry manual tools that are frequently used on the farm, such as fasteners, scissors, knives or hammers, are a good option.

Points to remember

It saves time and energy to place tools and materials where they are easily accessible.



► **Figure 9a. Trays for products placed within easy reach**



► **Figure 9b. Kitchen utensils mounted on the wall and easy to reach**



► **Figure 9c. Tool cabinet within easy reach in the workplace**

Checkpoint No. 10

Tools and devices

Choose tools that can be operated with minimal effort.

Why?

Well-designed tools ensure the correct working posture and greatly reduce workload and fatigue, while helping to prevent accidents and improve productivity. The use of tools that are inappropriate and poorly designed – for example, too heavy or too big – will tire you quickly, resulting in lower efficiency and a higher risk of accidents.

Farming tools vary according to the type of work. For example, rice harvesting and fruit harvesting require sharp knives with easy-grip handles. Detailed work, such as branch grafting or thinning out, requires the precise and delicate use of specially designed tools. More force is required for pounding, crushing and cutting, so heavier and stronger tools with durable handles are needed for such work.

One of the most commonly used tools in agriculture is the machete or cutlass. It is also a leading cause of the most serious accidents. Carrying one without a protector in the hand or by bicycle or motorcycle is very risky. In addition, it does not have a safety guard to protect the hand if the blade slips during use.

How?

- ▶ 1. Choose tools that are lightweight but strong enough to reduce the workload on the muscles of the upper limbs. Larger tools like hoes and ploughs need handles that are long enough to ensure the correct working posture. Attach strong, easy-grip handles to tools for safe operation.
- ▶ 2. You can design and make tools yourself.
- ▶ 3. Turntables and rotating worktables allow your tasks to be performed without having to manually lift and rotate objects. They are particularly useful for repairing and maintaining machines and other equipment.

- ▶ 4. Transport sharp-edged tools only with the proper protective cases and safety guards.

Ways to promote cooperation

Learn good practices for easy-to-use agricultural tools designed by local people. These tools increase your productivity by saving energy and time and they also improve safety and health. Listen to your neighbours and discuss how to create useful and protective tools using locally available resources. Share good practices with each other.

When you are interested in a new tool, consult someone in your community who has already used it. Any problems with a hand tool can be verified by testing its use.

Some additional tips

- ▶ Avoid overuse of a particular group of muscles by operating the same tool for many hours. Choose properly designed tools that do not require unbalanced muscle exertion.
- ▶ When choosing a new tool, consider all possible uses for it, such as whether it can be used both right-handed and left-handed and both standing or sitting.
- ▶ Place a piece of hose split lengthwise along the cutting edge of tools as a protector and secure it so that it will not come loose during transport.
- ▶ When using tools (knives or shovels), use a sturdy shin guard that covers the leg from the knee downwards so that any impact will be shielded by this personal protective equipment.
- ▶ Try to always work with boots or thick-soled shoes in order to avoid slipping and to protect the lower limbs.
- ▶ When working with sharp tools, use them some distance from others to avoid accidents.

Points to remember

Properly designed tools and devices help reduce fatigue and accidents and increase productivity.



► **Figure 10a. Manual mowing machine with strong, firm handles for safe work**



► **Figure 10b. Tool with long handle for good working posture**



► **Figure 10c. Rotating table to minimize the manual movement of heavy objects**



► **Figure 10d. Home-made equipment for planting seeds in rows. It can also be used to fertilize and disseminate other products**

Checkpoint No. 11

Accessories

Use accessories such as vices and clamps to hold objects while working on them.

Why?

When working with a tool, holding workpieces in the hand often increases the risk of accident and injury. Imagine holding an object in the left hand as you cut it with a knife using the right hand. Your left hand is at risk of being cut. Also, more effort is needed to cut hard materials with one hand. If you do not hold the material properly, it may fall, resulting in injury or damage to the product and wasting time.

How?

- ▶ 1. Design and use suitable accessories, such as jigs or clamps, to hold your workpieces. They are especially useful for holding in place machine parts and components, pumps or wheels when repairing them.
- ▶ 2. Design and securely attach worktables and workstations. Adjust their height so

that you can work at elbow level or slightly lower.

Ways to promote cooperation

- ▶ Design and make your own simple accessories.
- ▶ When you need an accessory for a specific work task that you will not use often, consider sharing its use with your neighbours.
- ▶ Promote the proper use of accessories for cutting and repair tasks in order to prevent accidents and injuries. Find good solutions and facilitate the exchange of experiences.

Some additional tips

- ▶ It is essential to make sure that the workpiece is properly secured.
- ▶ Protect the sharp edges of the accessory to prevent injury to your hands.

Points to remember

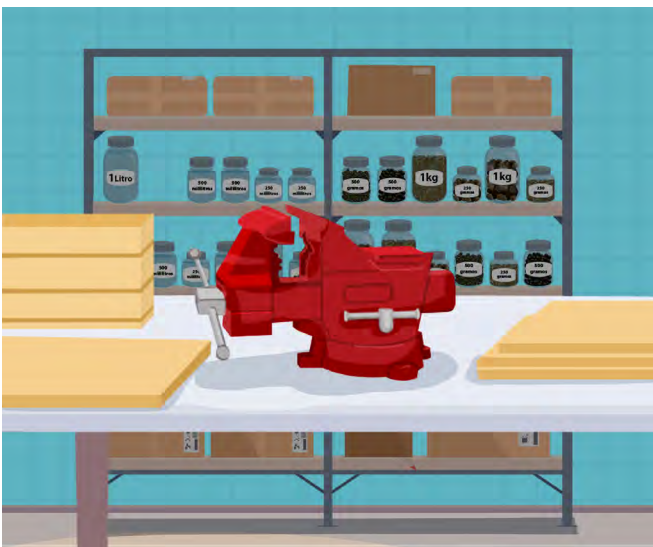
Simple clamping devices greatly increase your comfort, safety and efficiency at work.



► **Figure 11a. Using a piece of wood as a clamp during planing is a low-cost alternative**



► **Figure 11b. Simple clamping for easy and safe cutting work ensures product consistency**



► **Figure 11c. Vice to secure workpieces, freeing both hands for the task**

Checkpoint No. 12

Labels

Use labels, signs and symbols that are easy to see and understand.

Why?

A mistake in the use of similar workpieces or the incorrect operation of controls or switches on tools and machinery can lead to accidents. All controls and switches must be labelled correctly and clearly to minimize the likelihood of errors.

Attaching labels, signs or symbols to objects helps you recognize their functions and obtain important information at a glance. By using visible, easy-to-understand and user-friendly labels, signs or symbols, you can save time, reduce unnecessary stress and improve safety and productivity.

How?

- ▶ 1. Place labels and signs where they will attract people's attention.
- ▶ 2. Use only signs or symbols that are familiar to users. Make sure signs are understandable by consulting potential users.
- ▶ 3. Use large letters and images that are clearly visible from a distance.
- ▶ 4. Place labels directly above, below or next to the object.

- ▶ 5. Avoid using text as much as possible. When it is necessary, keep it clear and simple.

- ▶ 6. Use the language or dialect of users. When more than one language or dialect are used in the workplace, use all of them in labels.

Ways to promote cooperation

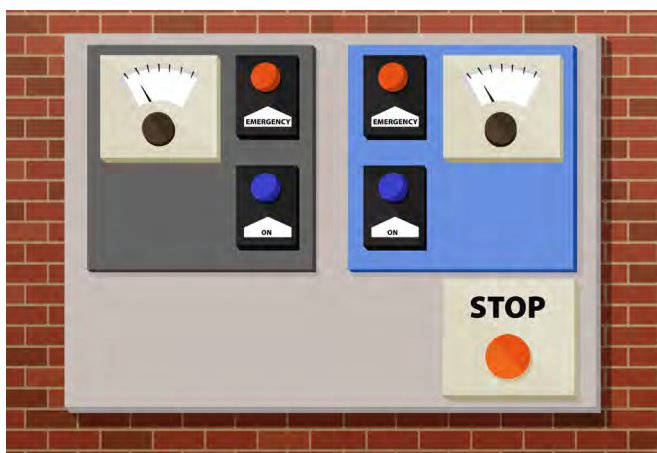
Good labels and signs attract the attention of many workers and are effective for preventing accidents. Design different types of labels for work and home use. Then discuss them with neighbours and family members, decide which ones work best (both text and images) and use them.

Some additional tips

- ▶ Use different colours and shapes effectively.
- ▶ Letters 1 cm high for labels are usually adequate in most workplaces.
- ▶ Signs should be short and easy to understand at a glance.
- ▶ Keep labels clean and visible.

Points to remember

Proper labels and signs significantly reduce errors and improve safety and productivity



► Figure 12a. Properly labelled controls on a control panel



► Figure 12b. Clearly visible labels prevent the misuse of products



► Figure 12c. Examples of pictograms: Globally Harmonized System of Classification and Labeling of Chemicals

► III. Safety in the use of machinery

Many kinds of machines are used in agricultural work. While such machines increase productivity at work, their use can also increase safety risks. However, there are a variety of practical and simple solutions for reducing those risks, such as the proper use of protectors, the use of safe feeding devices and good maintenance.

Electrical accidents are another serious safety issue for agricultural work in many countries. This chapter introduces a number of practical measures for the safe use of machines and electrical equipment.

Checkpoint No. 13

Machine safety guards

Attach proper safety guards to the hazardous moving parts of machines.

Why?

Access to the moving parts of machines increases the risk of accidents. For example, coming into contact with gears, rollers or belts can cause serious injury. In addition, machines can eject objects, such as sharp objects and hot metal, but simple and even home-made safety guards can significantly reduce such risks and hazards.

Machines can harm not only users but also visitors and family members (often children) who happen to be passing by.

How?

- 1. Attach guards and covers to the moving parts of machines. Use readily available materials such as pieces of wood or steel. Select strong and durable materials for the safety guards of machines that are not regularly maintained and do not allow anyone to remove them – children or anyone else.

- 2. Make protectors and covers that are removable for repairs and maintenance, which should be done only by qualified and experienced persons, following safe maintenance procedures.
- 3. When continuous monitoring of a machine's operation is required, use a transparent material for the safety guard, such as plastic mesh (polycarbonate) or metal.
- 4. Install fences made of strong materials, such as wood, bamboo or metal, in order to limit access to machines located in areas frequented by many people.

Ways to promote cooperation

Together with your neighbours, observe the different activities carried out in your community in the use of agricultural machines. Identify when, where, what and how machines are used. Identify the hazards and risks of such machines and assess the need for safety guards. Discuss feasible solutions and steps to be taken. When necessary, design and make safety guards using locally available materials.

Some additional tips

- Make sure safety guards are securely attached to machines to prevent accidental removal, which could cause serious injury. Before using machines, carefully check that all nuts and bolts holding safety guards are securely tightened.

Points to remember

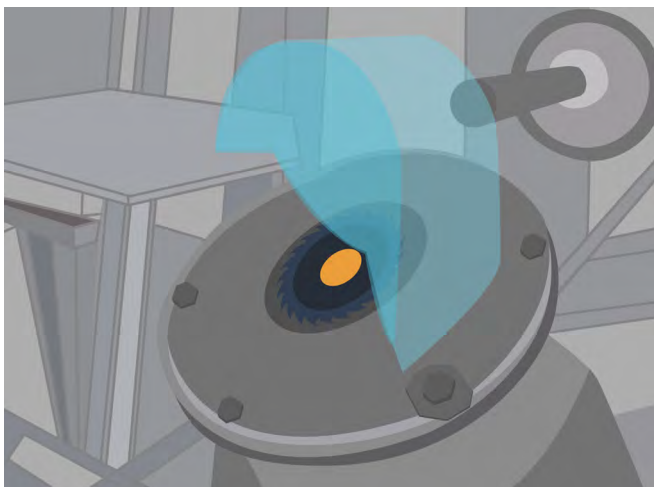
The best protection against possible accidents is to avoid contact with the moving parts of machines by installing suitable safety guards.



► **Figure 13a. Safety guard made of locally available materials. For example, using a metal mesh allows you to observe the operation safely**



► **Figure 13b. Special safety guard on a hand tool to prevent accidents and injuries to operators and people nearby**



► **Figure 13c. Safety guard hand-made from locally available material**

Checkpoint No. 14

Feeding devices

Instal suitable feeding devices on agricultural machinery to prevent accidents and increase production.

Why?

When feeding machines with material you are at high risk of accident or injury. Unfortunately, amputation of the fingers or upper limbs as a result of accidents caused by feeding threshing machines is not uncommon. The risk is equally high in the operation of milling, grinding and peeling machines. A small error can instantly lead to serious injury.

Feeding devices allow you to operate machines safely, eliminating the possibility of the hands coming into contact with hazardous parts of the machine. It is possible to minimize risks, especially with certain types of automatic feeders that do not require manual feeding.

The use of suitable feeding devices can improve work efficiency and therefore increase productivity. The repetitive movements of manual feeding induce upper limb fatigue and decrease work efficiency. Automated feeding mechanisms make work much easier and more efficient, increasing productivity.

How?

- ▶ 1. Design and attach a chute-type feeding device and attach it securely to the machine. Agricultural materials and produce

slide easily down a gravity chute, with minimal manual intervention. Such a mechanism is suitable for threshing machines.

- ▶ 2. Design funnel-type devices and attach them to the feeding part of the machine. This mechanism is good for the pressing, milling or grinding of farm products.

Ways to promote cooperation

Find good practices on feeding devices for agricultural machines in your community. There are several types of feeding mechanisms. Share experiences and discuss the best feeding devices for each type of material.

Some additional tips

- ▶ The use of feeding devices will reduce exposure to hazards but will not entirely eliminate risk. Make sure that machine safety guards and other safety devices are installed correctly.
- ▶ Feeding rates are determined by the weight, volume and shape of material. Feeding mixed materials may cause irregular ejection.
- ▶ Inspect and regularly maintain feeding devices.

Points to remember

Instal suitable feeding devices to agricultural machinery to prevent accidents and increase productivity.



► **Figure 14a. Feeding device connected to a threshing machine that gradually takes in rice bundles and separates the grains**



► **Figure 14b. Feeding the hopper from a platform to improve the work height and allow good posture**



► **Figure 14c. Funnel-type feeding device for milling**

Checkpoint No. 15

Emergency stops

Make emergency stop systems clearly visible and identifiable and quickly accessible.

Why?

Emergency stop devices must be clearly visible and identifiable and located near the normal operating position.

Accidents happen unexpectedly. When imminent danger arises during machine operation, the most critical action is to stop the machine immediately.

In emergency situations, it is difficult to read or recognize text. It is vitally important to select the right button or switch on the control panel to stop the machine. Therefore, emergency stop devices must be well designed so that everyone, including visitors and family members, can easily see, identify and access them.

How?

- ▶ 1. Place emergency stop devices within easy reach of users. Separate them from other switches and buttons.
- ▶ 2. When emergency stop devices are on the same control panel or near other buttons, make sure they are clearly visible and identifiable. The colour red is generally used for emergency stop devices.

- ▶ 3. Make sure emergency stop buttons or switches are large. Avoid screw-type (i.e. spinning) buttons or switches.

- ▶ 4. If necessary, attach labels in large, clear letters. Avoid text and foreign languages.

Ways to promote cooperation

You may also find emergency stops on appliances or farm machines. Check the location and status of such devices with your family members and neighbours.

Discuss and jointly design emergency stop devices that are clearly visible and identifiable and easily accessible.

Some additional tips

- ▶ A red device or a button on a yellow background, with or without text behind it, is commonly used as an emergency stop device.
- ▶ Never deactivate an emergency stop device.

Points to remember

In the event of an emergency, clearly visible and identifiable emergency stops that are easy to access will keep you, your family and your friends safe from harm.



► Figure 15a. Red emergency stop button – large and clearly visible and easy to reach



► Figure 15b. Red emergency stop button on the control panel clearly labelled, large and easily visible and readable

Checkpoint No. 16

Electrical safety

Ensure the safe use of electricity.

Why?

Electricity is often needed for today's life and is used for many purposes at work and at home. But electricity can kill or hurt people and damage property. Unfortunately, electrical accidents, including electric shocks, burns and fires, are frequently reported in agricultural work.

During agricultural tasks, many types of machines, such as threshing machines or water pumps, are used in outdoor environments and/or wet environments, which increases the risk of accidents if power cables and electrical connections are not properly maintained.

Extension cables, which are often used for agricultural work, can increase risks, especially if there is any damage to plugs, outlets, electrical connections or cables.

The misuse of electricity may cause death or different types of injury to the operators of such equipment, as well as damage to machines, or may cause fires or other serious accidents.

How?

Always use cables or outlet plugs equipped with grounded circuit breakers. Do not leave plugged-in appliances where they may come into contact with water or corrosive or flammable materials.

Check all connections regularly. Use cable connectors or couplers suitable for cable-bonding. When

not available, carefully wrap electrical joints with electrical adhesive tape. Never leave any electrical joints exposed.

Replace electrical adhesive tape immediately when loose or worn.

Ways to promote cooperation

Electrical safety requires special skills and experience. Seek assistance and technical advice from qualified individuals in your community.

It is a good idea to organize a brief on-site training session on electrical safety, in collaboration with neighbours, including family members. Share experiences and develop a joint plan for the safe use of electricity.

Some additional tips

- ▶ Use certified appliances that are appropriate for your work environment. Poor-quality products can cause short circuits, resulting in injury, fire or property damage.
- ▶ Provide enough power outlets and avoid overloads.
- ▶ Perform regular preventive maintenance.
- ▶ All electrical equipment must be properly grounded. Check local regulations for grounding systems and review them.

Points to remember

Proper choice, installation and maintenance of electrical appliances can prevent accidents and damage.



► **Figure 16a. Portable tools should be securely connected to a plug that is not close to water and out of reach of children**



► **Figure 16b. Electrical cables, control panel and switches properly secured to the wall, covered and lined**

▶ IV. Working environment and control of hazardous agents

As a farmer, you work in a natural environment that is not always comfortable and healthy. For your safety and health, it is important to control exposure to sunlight, heat, cold, humidity and other extreme conditions.

However, the work environment can be improved by effectively using natural resources, such as daylight and the natural flow of air, by installing simple equipment or by a combination of both.

Pesticides and chemicals are commonly used in agriculture and pose risks to safety and health. This chapter provides tips for protecting yourself from agrochemicals and getting rid of them safely.

Checkpoint No. 17

Ventilation

Change workplace design to improve natural ventilation.

Why?

Ventilation is essential for your safety and health. Inadequate ventilation leads to elevated temperature, humidity and air pollution levels, which can result in fatigue, choking sensations, sweating and even intoxication or heat stroke. Fresh air vitalizes you physically and mentally and increases work efficiency.

In addition to agricultural tasks such as packing agricultural products and repairing tools, various household tasks are carried out indoors. Poor ventilation in a home is detrimental to the health of family members who stay inside most of the time, especially the elderly and young children.

Proper ventilation based on the natural flow of air is always essential, even in cold climates where heating systems are in operation.

How?

- ▶ 1. Choose places that have a good flow of natural air for agricultural and domestic work. This is particularly important in hot weather.
- ▶ 2. Instal an adequate number of well-designed windows or openings to allow a good flow of air. Remove airflow barriers.
- ▶ 3. When applicable, instal small windows on the ceiling so that the natural upstream airflow can release heated air.
- ▶ 4. Use electric fans where sufficient natural airflow is not available.
- ▶ 5. Open windows regularly and frequently to ensure proper ventilation.

Ways to promote cooperation

Visit your neighbours' indoor workplaces and houses and pay attention to their arrangements and efforts to improve ventilation. Learn from good examples of using the natural flow of air. Exchange experiences to improve the indoor climate.

Some additional tips

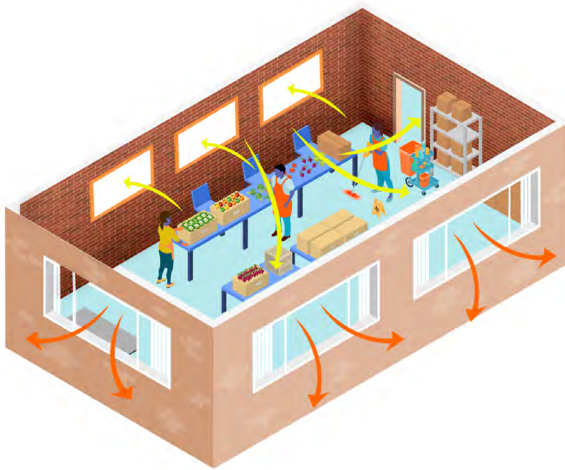
- ▶ Isolate or place heat sources, such as heat-producing kitchens, ovens and machines, at a distance from the main workplace.
- ▶ Instal a low ceiling (or false roof) under your roof. This protection can buffer intense sunlight, thermal radiation and extreme temperatures.

Points to remember

A good flow of natural air facilitates ventilation and eliminates heat and polluted air.



► **Figure 17a. Open door and unobstructed windows to improve natural ventilation**



► **Figure 17b. Well-ventilated workplace with a good natural flow of air**



► **Figure 17c. Open windows at home allow a good natural flow of air**

Checkpoint No. 18

Daylight (natural light)

Use daylight effectively by changing the distribution of workplaces and redecorating, if necessary.

Why?

Inadequate workplace lighting reduces job efficiency and increases errors and the risk of accidents. Daylight is the most economical source of lighting.

Daylight is a significant stimulant for the human visual system and circadian rhythm (sleeping at night and being awake during the day is an example of the circadian rhythm). Its positive effect on mental health is also well documented.

In addition to window design, the colour of walls and ceilings is very important for maximizing the effect of daylight. Light colours increase the reflection of light, resulting in better lighting conditions and saving energy.

Light colours can also help people feel more comfortable and motivated.

How?

- ▶ 1. Identify tasks, including those performed by family members, that require better lighting. Designate places with plenty of natural light to those tasks.
- ▶ 2. Open windows and doors and clean windows regularly. Remove obstacles near windows.

- ▶ 3. Install transparent materials or a translucent plastic panel in the ceiling or roof to increase natural light.

- ▶ 4. Paint or decorate walls and ceilings in light colours, such as white, cream or light blue. Alternatively, you can use light-coloured wallpaper. Clean walls regularly.

Ways to promote cooperation

Visit workplaces and homes in your community and identify well-lit places where you feel comfortable. Learn how those workplaces and homes use daylight.

If you do not have good access to daylight, consult with your neighbours and seek mutually agreed ways to improve lighting. This can include cleaning buildings or removing obstacles near windows.

Some additional tips

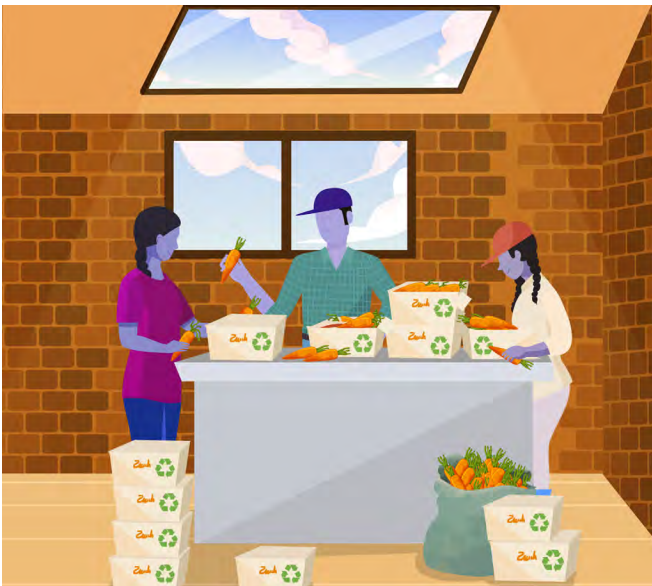
- ▶ Organize your work schedule so you make the most of natural daylight.
- ▶ Pay attention to the insulating effect of windows. A lack of insulation can cause heat loss or, on the contrary, may cause the temperature to rise through sunlight.
- ▶ Adjust the amount and direction of daylight by installing curtains and screens.
- ▶ When daylight is insufficient or more light is needed for a task, use artificial lighting in combination with daylight.

Points to remember

Daylight is the best and most economical source of illumination.



► **Figure 18a. Workplace making good use of natural light**



► **Figure 18b. Workplace that benefits from natural light through a translucent panel on the ceiling and a nearby window**



► **Figure 18c. Workplace near the window increases the use of natural light and benefits from walls painted in light colours**



► **Figure 18d. Combined use of artificial light and daylight when daylight is insufficient**

Checkpoint No. 19

Heat and cold

Avoid excessive exposure to sunlight, heat or cold.

Why?

Working outdoors in strong sunlight and heat causes exhaustion and therefore decreases efficiency and productivity. Without adequate water intake, sweating causes dehydration and even life-threatening health problems, such as stroke or shock.

Exposure to ultraviolet (UV) radiation, an important component of sunlight, has a variety of acute and chronic effects on the human body – in particular the skin, eyes and immune system. Its negative results can cause skin cancer and cataracts. UV radiation levels increase with sunlight levels.

In cold weather, a significant amount of energy is diverted to maintaining body temperature, especially in windy environments.

How?

- ▶ 1. Protect your skin from sun and UV radiation by wearing long-sleeved, light-coloured clothing and applying sunscreen.
- ▶ 2. In cold weather, use several layers of clothing to trap air between layers; this serves as an insulator. Choose clothing made of natural materials that allow sweat evaporation.

- ▶ 3. Cover your head to protect yourself from UV radiation in summer and prevent heat loss in winter.

- ▶ 4. Organize your work schedule to avoid excessive exposure to sunlight, heat or cold. In summer, start work early. In winter, organize outdoor tasks so that they are carried out during the warmest hours.

Ways to promote cooperation

Farmers and other locals have innovative ideas to protect themselves in specific climates. Share good practices, including locally made or available protective clothing and equipment.

It is particularly important to cooperate in organizing appropriate working hours.

Some additional tips

- ▶ Take frequent short breaks when working in strong sunlight and heat.
- ▶ Perform physically demanding tasks at the most favourable times of the day.
- ▶ Choose a broad-brimmed hat to protect yourself from exposure to sunlight.

Points to remember

Excessive exposure to sun, heat and cold should be avoided by wearing protective clothing and scheduling work appropriately.



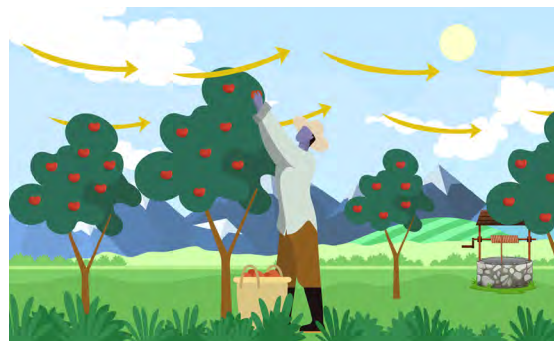
► Figure 19a. Simple awning to protect workers from direct exposure to strong sunlight



► Figure 19b. Start work early to avoid exposure to sunlight and high temperatures



► Figure 19c. Workwear suitable for cold weather



Checkpoint No. 20

Pesticides

Choose the appropriate pesticide and use it correctly.

Why?

Pesticides are used to kill pests, herbs and moulds. They can also harm humans, animals and the environment. Farmers should therefore use pesticides in a responsible way in order to increase productivity while reducing unwanted impacts.

The harmful effects of pesticides on humans include acute poisoning and certain chronic diseases such as neuritis, chronic liver disorders and cancer.

Pesticides may harm your family members and neighbours, especially children and pregnant women. Consumers can also be affected by pesticide residues in agricultural products.

How?

- ▶ 1. Carefully examine the need for a pesticide. Compare all possible alternative measures to control the pest or weed.
- ▶ 2. Where the use of pesticides is the only reasonable solution, consult experts, such as agricultural advisers or health centre staff, for their advice and information on how to choose and use the right pesticide.
- ▶ 3. Buy only approved products and read product labels carefully.
- ▶ 4. When spraying pesticides, wear gloves, goggles, masks, shoes and appropriate protective clothing.

- ▶ 5. Always store pesticides safely in containers that are properly sealed, correctly labelled and out of reach of children.

- ▶ 6. Minimize the use of pesticides.

Ways to promote cooperation

It is a good practice to inform your neighbours that you will be using pesticides so that they can take any necessary measures, including protection against accidental exposure.

Coordinating the use of pesticides on neighbouring farms may have mutual benefits. You may also propose community-wide arrangements for the use of pesticides.

Collect up-to-date information and exchange experiences on safe and minimal use of pesticides. Joint efforts to ensure the safety of local food products will increase their competitiveness in the market.

Some additional tips

- ▶ Ask pesticide suppliers and manufacturers to provide safety sheets with product data.
- ▶ It is the manufacturer's responsibility to provide health and safety information to its customers.
- ▶ Collect relevant information through TV and radio programmes, books and the Internet.

Points to remember

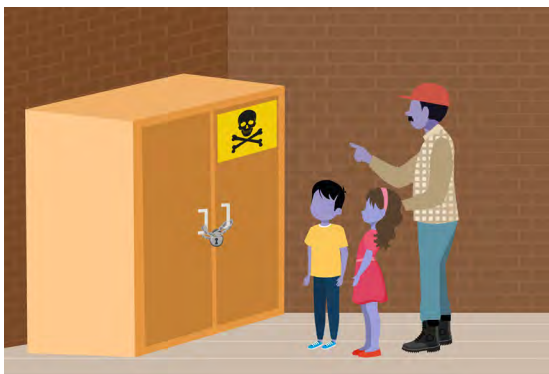
Using pesticides safely and responsibly will reduce the health risks of you and your neighbours, as well as the health of the consumers of your products.



► Figure 20a. Consultations with agricultural advisers before buying pesticides



► Figure 20b. Technical assistance provided by the agricultural adviser in the selection of the right pesticide



► Figure 20c. Hazardous substances kept out of reach of children



► Figure 20d. Community seminars on the safe use of pesticides for farmers and their families

Checkpoint No. 21

Chemical labelling

Label containers of pesticides and other chemicals.

Why?

The misuse of pesticides can result in serious damage to your health, the health of others and the environment.

Clear and easy-to-understand labels on the containers of pesticides and other hazardous chemicals are essential for the safety and health of everyone who has access to the containers, including your family members and others.

The original labels of chemical products are written in technical terms and often in a foreign language, usually that of the country of manufacture or distribution. This makes it difficult for end-users to understand the information and follow the instructions.

How?

- ▶ 1. Read carefully the labels on the containers of all pesticides and chemical products. If they are not clear, seek technical assistance from agricultural advisers or health centre personnel.
- ▶ 2. If you are having difficulty understanding the information on the label, place an additional label on the container, clearly indicating the name, purpose and warning in the local language. For example: "Insecticide: DANGER".
- ▶ 3. Never remove labels, even when you dispose of the container.
- ▶ 4. When you buy pesticides and other chemicals in large quantities and divide them into smaller containers, label them

appropriately and do not use beverage bottles or food containers. This will prevent misuse.

Ways to promote cooperation

Labelling is useful for identifying items and preventing their misuse. This applies to any substance found in your home, such as spices and detergents. Exchange information and share experiences with family members and neighbours about the usefulness of adequate labelling.

You may want to invite experts from local health and agrochemical centres and organize a session on pesticide safety and management.

Some additional tips

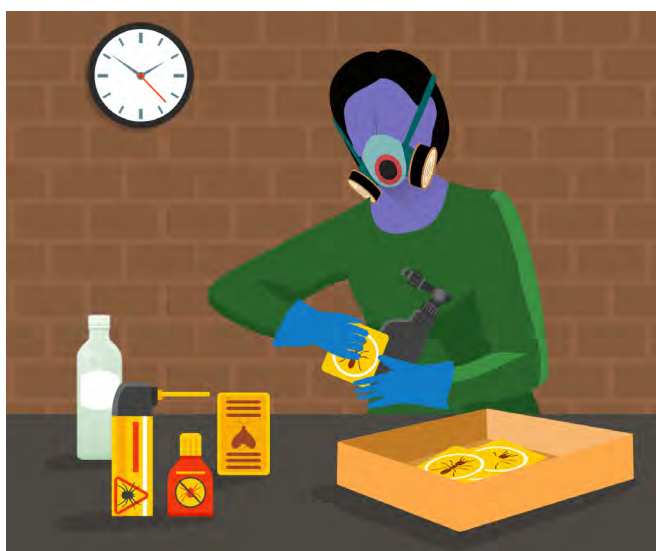
- ▶ For labelling, use permanent, water-resistant ink pens and bright colours. Use only simple and clear text that everyone understands, such as "POISON" or "DANGER". It is a good idea to use pictograms and symbols like a skull and crossbones to make the danger obvious.
- ▶ When the label is worn or in poor condition replace it immediately.
- ▶ The labelling of pesticides and hazardous chemicals is usually mandatory and regulated by law. Do not buy pesticides without proper labels.
- ▶ Even if properly labelled, containers should be stored in a closed cabinet, out of reach of children.
- ▶ Check the pesticide expiration date and if you are unsure how to dispose of it, consult an expert.

Points to remember

Label all pesticide containers and other chemicals in the local language to avoid misuse.



► **Figure 21a. Simple, easy-to-read labels**



► **Figure 21b. Labelling pesticides and hazardous chemicals in the local language**



► **Figure 21c. Pesticides and personal protective equipment labelled and stored in a locked cabinet**

Checkpoint No. 22

Personal protective equipment (PPE)

Use personal protective equipment correctly.

Why?

Personal protective equipment (PPE) protects specific body parts against hazardous agents or substances, such as dust, noise and chemicals, and also serves to prevent damage, injury or shock. PPE should be used when other primary measures cannot control hazard exposure.

How?

- ▶ 1. Review the type of hazards you may be exposed to, identify the appropriate PPE and learn how to use it. Consult suppliers or experts and get their technical support.
- ▶ 2. Organize and participate in training to understand the importance of using PPE. In addition, continuous training is vital to develop the knowledge and skills for the proper use of PPE.
- ▶ 3. Clean equipment after each use and store it in a safe place.
- ▶ 4. Regularly check the operation of the PPE and provide the necessary maintenance.

Ways to promote cooperation

Obtain and share up-to-date information and encourage neighbours to use PPE correctly.

Check with local farmers and users that they are using PPE correctly.

If you are not comfortable using a specific piece of equipment, discuss with your neighbours and experts to find a reasonable solution. Do not abandon the use of PPE.

Some additional tips

- ▶ Choose the correct PPE shapes and sizes and make sure they are supported. In particular, check if the mask fits the user well.
- ▶ Even a small space between the mask and the face allows the chemical into the breathing area, reducing the effectiveness of the PPE.
- ▶ Consider particular climate factors, such as tropical or cold weather, in choosing suitable PPE.
- ▶ Be aware of the importance of good PPE storage. Do not store near agrochemicals.
- ▶ Certain types of equipment may be affected by temperature and humidity.
- ▶ Consistently practice the proper wearing of PPE.

Points to remember

Correct choice and proper use of PPE are critical to your health.



► **Figure 22a. Proper use of PPE**



► **Figure 22b. PPE used in agricultural settings**



► **Figure 22c. Identification of specific hazards (dust, gas or steam) and selection of the correct type of mask and filter**



► **Figure 22d. Regular cleaning and maintenance (change of filter) ensures effective protection**

Checkpoint No. 23

Pesticide disposal and packaging

Dispose of pesticides and pesticide containers (including boxes) correctly and carefully.

Why?

Pesticides and chemicals can harm humans, animals and the environment if not disposed of properly. Almost all pesticides are classified as hazardous waste. Unused pesticides or empty containers of pesticides that are dumped in fields, drains, sinks or canals cause pollution. It is essential to establish safe methods of disposal.

The residues of chemicals left in containers, even in small quantities, have the potential to harm people and animals. Therefore, pesticide containers should not be used for any other purpose.

It is your responsibility to ensure that empty pesticide containers are disposed of safely at designated locations and in accordance with local regulations.

How?

- ▶ 1. Carefully read the pesticide packaging label and obtain information/instructions for its final disposal. When it is not clear to you, get advice and assistance from experts or suppliers.
- ▶ 2. Learn about local authorities' regulations and arrangements for hazardous waste.
- ▶ 3. Never put pesticides down the sink or toilet or down drains.

- ▶ 4. Do not remove the label from pesticide containers after use as someone may be tempted to reuse them.
- ▶ 5. Dispose of empty pesticide containers at designated locations in accordance with local regulations. Do not leave them lying around.
- ▶ 6. Do not expose pesticides or their empty containers to fire.
- ▶ 7. Before discarding, rinse pesticide containers vigorously three times.

Ways to promote cooperation

Collect all bottles and containers that have been thrown and left on the ground in your community. They could harm people and the environment. Discuss with your neighbours how to safely dispose of them.

It is good practice to designate a single community-wide disposal site and establish common rules. Seek advice from an expert at a local health or agricultural centre.

Some additional tips

Wear personal protective clothing and gloves when handling pesticides and other chemical waste.

Points to remember

Prevent accidents and protect people and the environment by safely handling pesticides and chemical waste.



► **Figure 23a. Communal pesticide waste disposal site designated in accordance with legal regulations**



► **Figure 23b. Container with lid and lock for empty pesticide containers**



► **Figure 23c. Locally managed hazardous waste collection**

► V. Wellness facilities

Safe drinking water, nutritious food, hygienic health services, short breaks and resting after work are basic needs for the good health of farm workers.

Special attention should be paid and arrangements made to ensure that pregnant women and people with disabilities can work in safe, healthy and comfortable conditions.

This chapter particularly stresses the importance of community cooperation.

Checkpoint No. 24

Drinking water

Ensure the supply of safe drinking water and proper fluid intake at the workplace.

Why?

During work, the body loses significant amounts of fluid through sweating. Proper fluid intake is critical to avoid dehydration. The required amount of water consumption increases when working in a hot or very sunny environment. A glass of cold water can avoid health problems and refresh you physically and mentally.

In cold environments, adequate water intake is equally important. Fluid losses can occur through sweating and increased urine production. However, fluid replacement is often insufficient because the feeling of thirst may be attenuated. Drinking a hot drink during a short break will revitalize you.

Drinking water should be safe and clean, even in the fields, where clean tap water is not always accessible. Beware of rainwater, river water and well water, as they may be contaminated. In addition, stored water must be protected from bacterial contamination.

How?

- 1. Make sure the source of drinking is clean and safe. Check and monitor its quality regularly.
- 2. Rainwater and groundwater are drinkable only if filtered and boiled for at

least 15 minutes or if chlorinated. Avoid groundwater from an area where pesticides may have been used.

- 3. Drink fluid regularly, even if you are not thirsty.
- 4. Use clean, sterilized water containers. Keep them in dust-free places and avoid direct sun exposure.
- 5. In a cold environment, use thermal containers.

Ways to promote cooperation

Make sure everyone drinks an adequate amount of clean water at work, especially during harvest time. When working as part of a team with your neighbours, arrange shifts to ensure there is enough water for everyone.

Some additional tips

- In a mild climate, an adequate fluid intake of fluids for people who maintain a normal level of physical activity is approximately 3 litres per day.
- Physical activity and environmental factors increase that level by 50 to 200 per cent.
- Clean water containers and filters regularly.
- Do not drink alcoholic beverages during work and breaks. Alcohol accelerates dehydration and increases the risk of errors and accidents.
- Symptoms of mild to moderate dehydration include: sticky mouth, dry skin, tiredness, thirst, decreased urine production, headache and dizziness. When you recognize these symptoms, drink fluids and rest.

Points to remember

Prepare and drink adequate amounts of drinking water at work and at home.



► **Figure 24a. Availability of drinking water near the workplace**



► **Figure 24b. Portable containers with drinking water for use in field work**



► **Figure 24c. Regular breaks to drink water with the neighbouring farmer**

Checkpoint No. 25

Nutrition

Eat well for your health and well-being.

Why?

A well-balanced diet contributes to increased productivity and good spirits, the prevention of accidents and premature deaths, and reduced health care costs.

Nutritional needs differ at different life stages and also vary with different lifestyle patterns. In general, agricultural work is physically more demanding than, for example, working in an office. That means farmers need to consume more calories than office workers.

Contaminated food causes serious health problems. Especially when working in the fields, food storage requires careful attention.

How?

- ▶ 1. Every day, eat cereals (rice, bread, noodles, corn, cassava, potatoes, etc.), vegetables, fruits, dairy products (milk, yogurt, cheese) and proteins (meat, fish, poultry, eggs, nuts, etc.).
- ▶ 2. Never skip a meal. Breakfast is especially important because it gives you energy to start your work safely and efficiently.
- ▶ 3. Use local ingredients as much as possible.
- ▶ 4. Prepare and store food carefully. Food may be contaminated due to poor personal hygiene, dirty cooking equipment,

insufficient cooking or keeping it warm for long periods.

Ways to promote cooperation

Having lunch with your neighbours on the farm provides a good opportunity to enhance communication. In addition to food, share your ideas and experiences as well.

Some additional tips

- ▶ Share at least one meal with your family every day.
- ▶ When you take a lunchbox to the fields, store it in a cool place. Avoid direct exposure to sunlight.
- ▶ You can produce your own food by planting vegetables and fruits or building a fish pond.
- ▶ Consider the cultural and religious aspects of food when people from different ethnic groups work together.
- ▶ Don't eat too much salt. In normal physical activity, an adult should not consume more than 6 grams of salt per day (about a full teaspoon). Eating too much salt is dangerous and can cause hypertension, stroke and cancer.

Points to remember

Nutritious meals promote health and well-being, provide workers with sufficient energy and reduce the risk of errors and accidents, thereby increasing productivity.



► **Figure 25a. Balanced and nutritious food**



► **Figure 25b. Lunch with neighbouring farmers in the fields**



► **Figure 25c. Family dinner after work**

Checkpoint No. 26

Sanitation and personal hygiene

Provide clean and accessible toilets and washing facilities at the workplace.

Why?

Clean toilets and washing facilities are basic well-being needs in any workplace.

Lack of adequate toilets may harm both health and the environment.

Studies show that certain types of diseases are caused by a lack of adequate washing facilities and poor personal hygiene practices. Washing hands (with rings removed) and bodies after work is essential to prevent infections and health problems due to exposure to pesticides, chemicals and other harmful substances. This is particularly important before eating and drinking.

How?

- ▶ 1. Instal enough toilets near your work area with a toilet paper dispenser, a covered bin and, as far as is reasonably practicable, running water. If that is not possible, consider alternatives such as water containers.
- ▶ 2. In remote areas, consider building simple latrines.
- ▶ 3. Provide washing facilities with a supply of soap and some means of hand-drying.

The sink should be large enough to wash the hands and forearms.

- ▶ 4. Keep facilities clean.

Ways to promote cooperation

It is practical to share toilets and washing facilities in the fields with other farmers. In collaboration with neighbours, plan where those facilities are to be installed or built.

Also develop a joint plan for cleaning and providing necessary sanitary supplies.

Some additional tips

- ▶ Wherever possible, men's and women's facilities should be separated.
- ▶ Practice good personal hygiene and wash your hands before eating, especially after going to the bathroom.
- ▶ When building a latrine, place it away from water sources.
- ▶ Never restrict fluid intake during work because there is no toilet available. This is harmful to your health. Consider options such as portable cabins or chemical toilets.

Points to remember

Clean bathrooms and easily accessible washing facilities are necessary for your well-being and productive work.



► **Figure 26a. Toilet with adequate washing facilities**



► **Figure 26b. Latrine-type bathroom made from locally available materials**



► **Figure 26c. Toilet and washing facilities in the fields for shared use by community farmers**

Checkpoint No. 27

First aid

Provide first-aid materials and learn basic first aid.

Why?

When you get sick or injured at work, first aid must be provided as soon as possible. However, farms and fields are often located in remote areas, far from villages and communities where medical services are available.

With basic knowledge and first aid training, you can provide medical assistance and save lives in the event of an emergency. Proper first-aid training is essential, because incorrect actions and improper use of medicines can cause harm.

In addition, in the event of an emergency, cooperation and coordination are essential. Without help, you cannot care for an injured or sick person.

How?

- ▶ 1. Prepare a first-aid kit at home. Regularly check its contents, especially due dates. Suggested items for a first-aid kit include: sterile cotton gauze, bandages, dressings, scissors, tapes, disinfectant and a bottle of saline solution.
- ▶ 2. Prepare a small box with basic first-aid items to take to your workplace.

- ▶ 3. Keep the first aid kit out of reach of young children.
- ▶ 4. Participate in recognized first-aid training courses taught by qualified persons. Find out from your health officer or community administrator about available training.
- ▶ 5. Make a contact list of doctors, nurses and clinics.

Ways to promote cooperation

Share knowledge, information and first-aid kits.

It is a good idea to designate one or two people in the community as focal points for first-aid kits and health services.

Some additional tips

- ▶ Label all containers in the first-aid kit to prevent misuse.
- ▶ Do not lock the first-aid kit, so that it can be used whenever needed.
- ▶ To keep first-aid skills up to date, read the material provided at training and practice the procedures learned.
- ▶ Learn about alternative medicine, such as herbs or other traditional medications.

Points to remember

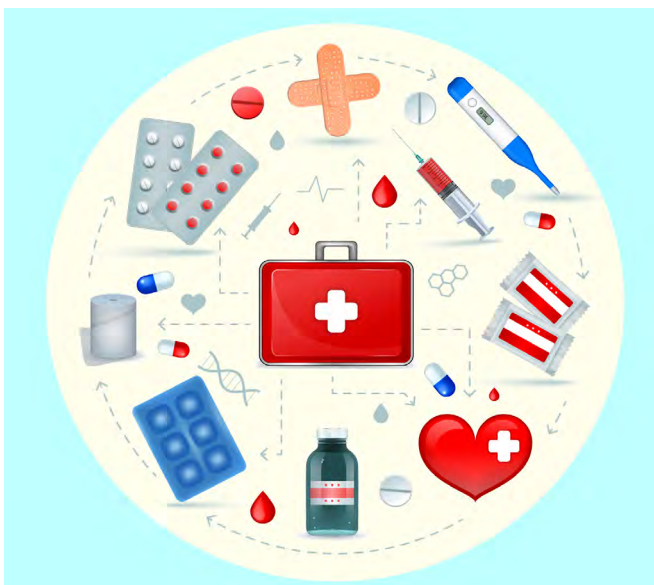
First aid will help people in an emergency.



► **Figure 27a. First-aid kit at home**



► **Figure 27b. First aid kit installed in a safe and clean place, out of reach of children**



► **Figure 27c. Portable first-aid kit you can take with you to your workplace**

▶ VI. Organization of work and community cooperation

One of the unique characteristics of agricultural work, especially work done by small independent farmers, is that there is no clear boundary between work and private life. Farmers and their families must cooperate in everyday life and at work. Tasks are often shared by family members.

In this context, special attention should be paid to pregnant women, the elderly and people with disabilities.

In addition, working together with other farmers and families in the community is often essential for managing certain seasonal farming and community tasks. Planning and management meetings, as well as joint recreational activities, can improve communication and collaboration and increase the efficiency of work activities, in addition to improving the safety, health and well-being of each member of the community.

Checkpoint No. 28

Work breaks and daily rest

Take appropriate breaks during and after work.

Why?

Lack of adequate rest causes fatigue, which can result in errors, accidents, deteriorating health and low productivity. It is known that taking a short break during work increases efficiency and productivity. This is why working time, work breaks and holidays are regulated by law.

As you spend long hours in the fields, far away from home, rest areas should be designated in or near the fields. This helps ensure that the necessary breaks are taken.

How?

- ▶ 1. Find a place for the rest area in or near the fields. You can build a small, simple

roof using available local materials, such as palm leaves, or simply find a space under a large tree.

- ▶ 2. Make the area comfortable for everyone, for example, provide a mat, seat cushions, a coffee/tea set and games.
- ▶ 3. Take short breaks (between 15 and 20 minutes), in addition to lunch breaks. Longer and more frequent breaks are required for demanding physical work or work done in extreme weather conditions.
- ▶ 4. Ensure adequate breaks for pregnant and nursing women, workers with disabilities and elderly workers.

Ways to promote cooperation

If possible, jointly build and manage a common rest area with other farmers and neighbours.

Coordinate rest breaks with your family members and other farmers.

Increase communication with other farmers and neighbours during breaks and after work. For example, playing games together can be a pleasant and relaxing activity and can also facilitate collaboration.

Some additional tips

- ▶ Choose a dry place to rest.
- ▶ Rest breaks are essential even if you are very busy in the harvest season. Keep in mind that continuous work without adequate rest may decrease productivity.
- ▶ You can use existing facilities, such as tool sheds, as a resting place, temporarily and flexibly. However, make sure they are clean and have the necessary facilities.



► **Figure 28a. Well-designed rest area where neighbours can enjoy breaks and rest together**



► **Figure 28b. Breaks with neighbouring farmers in rest areas near the workplace**



► **Figure 28c. Recreational activities with family and neighbours after work**

- Make sure that the rest area is not near anywhere that pesticides are used.

Points to remember

Pausing for rest is essential to maintain your health and increase productivity.

Checkpoint No. 29

Family responsibilities

Share agricultural tasks and household chores with family members.

Why?

In many agricultural households, all family members, both men and women, must share roles, responsibilities and workloads.

Good coordination of everyone's tasks and cooperation can prevent overloading any one family member.

By creating an appropriate work-life balance, work efficiency and productivity will increase.

How?

- ▶ 1. Identify the work to be done, both in farming and at home.
- ▶ 2. Discuss with all adult family members the tasks to be carried out jointly.
- ▶ 3. Assign tasks to each family member. Age, capacity and experience should be taken into account.
- ▶ 4. Avoid assigning too heavy a workload, particularly to an adult family member.

- ▶ 5. Regularly review assigned tasks and workloads.

- ▶ 6. Pay special attention to pregnant and nursing women, persons with disabilities and the elderly.

Ways to promote cooperation

Encourage each adult family member to carry out their assigned tasks. Discuss individual workloads and potential difficulties to find the best solution.

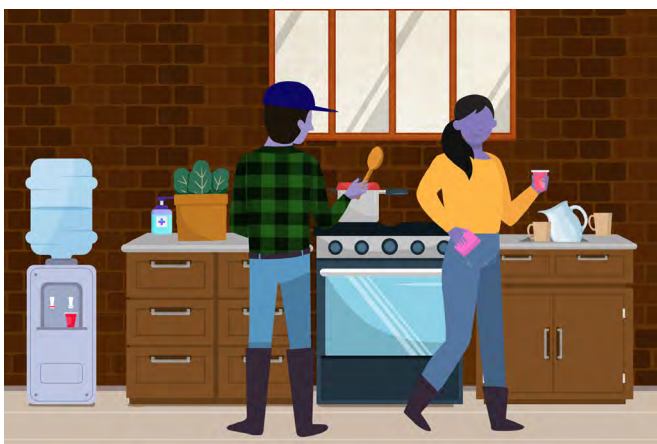
Exchange ideas and best practices with neighbours.

Some additional tips

- ▶ Do not assume the gender specificity of a particular task. Both women and men can perform any household chore.
- ▶ Work should be assigned flexibly, according to the season, conditions and other commitments.
- ▶ During busy periods, consider seeking temporary support from family members, neighbours or seasonal workers.

Points to remember

Sharing tasks with adult family members promotes safety, health and productivity.



► **Figure 29a. Sharing household chores (cooking, cleaning, washing, etc.) among family members**



► **Figure 29b. Contribution of all adult family members to farming work**



► **Figure 29c. Pay special attention to the work environment of pregnant workers**

Checkpoint No. 30

Teamwork

Organize and coordinate efficient teamwork.

Why?

Agricultural tasks are often monotonous and repetitive, especially when the work is done with machines. This can cause fatigue and loss of concentration, resulting in low productivity and even accidents. Rotating tasks within a team can lessen such negative consequences and lead to better performance.

There are also some tasks that cannot be performed without help. You can manage them by working in collaboration with neighbouring farmers.

Well-organized teamwork can increase efficiency and productivity.

How?

- ▶ 1. Review the tasks you need to perform and identify which of them you will have difficulty executing. Examine the possible benefits of completing these tasks as a team.
- ▶ 2. Form a team of family members and neighbours. Designate a coordinator if necessary.
- ▶ 3. Organize work schedules and job rotation within the team.

- ▶ 4. Consider all relevant factors that may affect team performance, such as each member's capacity, the nature of the task (regular/temporary/seasonal, manual/machines) and the workload.
- ▶ 5. Arrange rest breaks appropriately.

Ways to promote cooperation

Teamwork can be more productive if well planned and coordinated. The scheduling of tasks and their rotation should be discussed and agreed upon by team members.

Learn from other communities about good teamwork practices, especially the work arrangements for busy seasons.

Some additional tips

- ▶ List all possible pros and cons of teamwork. Some of your tasks may be better performed individually.
- ▶ Good communication is the key to successful teamwork.
- ▶ When working with a machine, adjust the operating speed to ensure your comfort and work efficiency. This is also important for your safety.

Points to remember

Good teamwork improves your safety and productivity.



► **Figure 30a. Productive teamwork resulting in an efficient product flow**



► **Figure 30b. Teamwork with task rotation**

Checkpoint No. 31

Community cooperation

Strengthen community cooperation and organize work with communities.

Why?

Agricultural work includes a variety of tasks that are difficult to carry out alone, such as building agricultural roads, bridges and houses; digging wells and canals; harvesting crops; and moving heavy machines and equipment. This is true even if, together with family members, you can complete such work. Working together with neighbouring farmers and the local community can achieve the same goal faster and more efficiently.

In addition, community work and activities provide an opportunity to strengthen mutual collaboration, resulting in greater productivity and improved living conditions.

Community work management requires good planning and coordination skills. Competent leaders should be appointed to organize, carry out and supervise such tasks safely and efficiently.

How?

- ▶ 1. Identify tasks that can be better performed in cooperation with other farmers. Typically, such tasks are labour-intensive and must be completed in a certain time frame, such as planting, harvesting, pesticide application and construction. Other tasks commonly done in groups include work to meet community needs, such as the construction and maintenance of common roads and facilities.
- ▶ 2. Organize and plan group work to perform the tasks identified in collaboration with other farmers and community members.

- ▶ 3. Choose an experienced and qualified farmer to coordinate and supervise group work.
- ▶ 4. Assess the safety and health risks associated with tasks, such as working at height, transporting heavy materials or using hazardous machines. Make sure there are measures in place to prevent accidents and injuries.

Ways to promote cooperation

Involve all farmers and members of the neighbouring community from the earliest stages, such as in identifying tasks and at the first planning meeting.

Invite family members, both women and men, to join the group.

Some additional tips

- ▶ Seek technical support from local authorities or technical institutions when you encounter technical difficulties that community members cannot resolve.
- ▶ Jointly monitor and evaluate the progress of group work activities. Regularly assess health and safety risks when new working methods and procedures are introduced.
- ▶ Group work activities can strengthen mutual cooperation between farmers and community members. This can be extended to a variety of agricultural work, such as the group purchase of seeds, materials and machinery or the development of new products and methods.

Points to remember

Certain tasks can be performed more efficiently in cooperation with other farmers and the community.



► **Figure 31a. Joining with community members to maintain community streets**



► **Figure 31b. Planning meeting on joint work with neighbouring farmers**



► **Figure 31c. Safety training conducted by a qualified community member**

► VII. Environmental protection

Environmental protection is a vital part of farmers' work and lives. Agricultural activities, as well as those carried out at home, may have an impact on the environment. All communities are responsible for protecting the environment and should take appropriate measures to minimize any adverse impacts their activities may have. You can contribute to environmental protection in several ways: energy saving and water use; reducing carbon emissions; using a minimum of agrochemicals; and promoting the reduction, reuse, recycling and recovery of waste.

Checkpoint No. 32

Save water and energy consumption

Save water and reduce energy consumption by modifying work processes and changing habits.

Why?

Water is a limited resource. Globally, many people have difficulty accessing safe drinking water. We have to keep our water clean.

The water we use in our life and work, if not properly managed, can contaminate rivers, seas and soils. Sewage and wastewater treatment require large amounts of energy and public funds. Reducing water consumption reduces wastewater treatment requirements and therefore saves energy.

Energy production has an impact on the environment, such as through carbon emissions. Despite efforts to increase green and recyclable energy production, there is still a reliance on traditional energy sources. We can reduce the negative impact on the environment by reducing energy consumption and recovering waste.

How?

- 1. Do not use water to flush solid farm waste. Collect and dispose of solid waste from farms properly.

- 2. Use batch washing to clean agricultural materials and products. Minimize continuous rinsing.
- 3. Reuse water. For example, water left after washing raw materials can be used to wash toilets or floors.
- 4. Check and regularly maintain all pipes and water valves to prevent leakage.
- 5. Turn off lights and other electrical appliances at work and at home when they are not required.
- 6. Use energy-efficient appliances if available.

Ways to promote cooperation

Visit your neighbours and see how they use water to wash products and clean workplaces.

Talk to your family and neighbours about ways to save water and reduce energy consumption.

Some additional tips

- Do not drain water contaminated with chemicals and other hazardous substances into rivers, canals or soil.
- Find opportunities to analyse, identify and share good examples on this topic with farmers and members of the community.
- Establish and implement community policies and measures to reduce water and energy consumption. This may mean setting up a working group, joint inspection, a community water reservoir or a wastewater treatment facility.
- Promote water reuse and waste recovery.

Points to remember

You can save large amounts of water and energy through everyday efforts. This protects the environment.



► **Figure 32a. Washing facilities for cleaning products**



► **Figure 32b. Change in the continuous rinse process to save water**



► **Figure 32c. Reduced power consumption, turning off equipment that is not in use**

Checkpoint No. 33

Waste management

Reduce, reuse, recycle and recover waste.

Why?

Agricultural work generates a large amount of organic waste, such as animal faeces, surplus products and non-organic waste such as packaging. Such wastes, along with household waste, can pollute and harm the environment if not properly disposed of.

The fundamental principle for minimizing such harm is to reduce, recover and recycle waste. This can also bring economic benefits by reducing unnecessary expenditures.

The separation of non-toxic waste, such as paper, plastics, metals and wood, is also important in the process of recycling and recovering waste.

The proper separation of waste protects waste collectors from possible injury. It also prevents accidents to your family members and neighbours.

How?

- ▶ 1. Find the best way to package your products; try to use recyclable materials and avoid excessive packaging.
- ▶ 2. When you buy something, choose a product that has simple and environmentally friendly packaging.
- ▶ 3. Collect organic waste and use it as animal feed or fertilizer.

- ▶ 4. Use separate waste containers for different types of waste, such as metals, bottles, cans and plastics.
- ▶ 5. Do not mix hazardous waste (such as pesticides, chemicals or sharp materials) with other waste.
- ▶ 6. Develop ideas to recycle and recover the waste produced at work and at home.

Ways to promote cooperation

- ▶ Learn from your neighbour's good practices for the reduction, recovery and recycling of waste.
- ▶ In collaboration with local authorities and the community, develop a waste recycling system that includes collection mechanisms for waste products.

Some additional tips

Encourage farmers and their families to manage waste separately and explore the possibilities for recycling and recovering waste.

Seek advice from relevant local authorities on how to establish and manage a community waste collection and recovery system.

Points to remember

Reducing, reusing, recycling and recovering waste is an important step in protecting and preserving the environment.



► **Figure 33a. Minimal use of packaging materials, ensuring that they are reusable and recyclable**



► **Figure 33b. Separation of waste for recycling**

► VIII. Biological risk

The presence of microorganisms (viruses, bacteria and fungi) and certain vertebrate and invertebrate animals (snakes, spiders, ticks, scorpions, mosquitoes, etc.) can pose a threat to human health in farming workplaces.

Self-care implies an obligation to avoid exposure to risks such as the spread of communicable diseases to the rest of the community. Farmers guarantee the supply of food to the entire population. Their activity and protection are essential during a pandemic. In this chapter you will find simple and practical solutions to protect your health and that of the people around you, improve daily work and promote safe agricultural production.

Checkpoint No. 34

Biohazard

Learn about viruses, bacteria and fungi that could affect your health, your family's health and your community's health (COVID-19, cholera, moulds, etc.).

Why?

Viruses, bacteria and fungi cause serious health complications, even death. Farming work involves many tasks that expose farmers to a large number of microorganisms – during the cultivation and harvesting of crops, in animal husbandry, in forestry (beekeeping), in fishing, while working in animal slaughterhouses and in wood-processing.

The micro-organisms mentioned (including fungi, which release spores) are introduced into the human body, where they may cause harm. Although not visible to the naked eye, these micro-organisms cause diseases that attack different systems of the human body, such as the digestive and respiratory systems.

Depending on the type of microorganism, different types of transmission can be detected. Here are some examples:

► 1. Virus (coronavirus)

- *SARS-CoV-2*. This is a virus that causes the infectious disease COVID-19. One person may contract the virus through contact with another person who is infected. The disease spreads from person to person through tiny droplets, which are ejected from the nose or mouth when an infected person coughs or exhales and then land on surrounding objects and surfaces. Other people may catch COVID-19 if they touch these objects or surfaces and then touch their eyes, nose or mouth. They can also spread if they inhale any droplets spread by a person with COVID-19 when they cough or exhale.

► 2. Bacteria (present in water)

- *Vibrio cholerae*. This bacterium produces the diarrhoeal disease cholera, which is contracted by consuming food or water contaminated with the faecal matter of an infected person. It occurs most frequently in countries that lack adequate water supply and adequate wastewater disposal. It affects the digestive system and, in cases of very severe dehydration, the person may die.
- *Leptospira*. This bacterium causes leptospirosis infection. It may be found in fresh water if an animal has urinated there or if it has died and its remains have contaminated the water. If the contaminated water is then consumed, the virus affects the kidneys, liver and other organs.



► **Figure 34a. Identification of the most common diseases and symptoms caused by viruses and bacteria in the community in written information**



► **Figure 34b. Organization of community meetings with the health centre on the most common symptoms and diseases caused by viruses, bacteria and fungi**

► 3. Fungi

- *Aspergillus fumigatus*. This type of mold (fungus) causes the infection aspergillosis, which usually affects the respiratory system. The aspergillus mould is found everywhere, both indoors and outdoors. Most strains of this mould are harmless, but a few can cause serious illness when people who inhale their spores have weak immune systems, lung disease or asthma. Its spores trigger an allergic reaction in some people. Others may get lung infections, ranging from mild to severe.

How?

- 1. Seek information and training presented in simple language about the risks that different viruses, bacteria and fungi can cause in your workplace, home, and community.
- 2. Identify the most common diseases in your community caused by viruses, bacteria and fungi.
- 3. Identify and recognize symptoms of COVID-19, cholera, leptospirosis and aspergillosis, among other important diseases,

based on information provided by health centres. Always keep this information handy.

Ways to promote cooperation

Organize discussions with your neighbours and the nearest health centre about the most common symptoms and diseases caused by viruses, bacteria and fungi in your region, including the risks of infection. Discussions should be held in open-air environments, while maintaining a healthy distance of 1.5 to 2 metres between people.

Some additional tips

- Keep a list of the symptoms of each disease to find out what the treatment is and to go to the nearest health centre, if necessary.

Points to remember

People with weaker immune systems and with underlying conditions may be more susceptible and vulnerable to the effects of viruses, bacteria and fungi. Underlying conditions include high blood pressure, type 2 diabetes and respiratory diseases. Older adults are at increased risk of getting sick.

Checkpoint No. 35

Personal hygiene

In the event of outbreaks of viral and bacterial disease, intensify handwashing and follow protocols for the use of personal protective equipment and waste disposal in your home and at the workplace.

Why?

Farmers travel from one place to another to transport products or buy supplies.

Therefore, it is important to be familiar with highly contagious diseases to avoid transmitting them to their communities. Knowledge of preventive measures will keep you healthy.

Microorganisms (viruses and bacteria) can survive in different environments, depending on the surface and environment where they are located. Viruses survive longer on hard surfaces (stainless steel) than on soft surfaces (clothing, fabric). Bacteria can survive days, weeks and even years.

We touch each other's faces with our hands many times a day. This is the main way for these microorganisms to enter our bodies. A farmer may catch a virus or bacteria that has travelled through the air (cough or sneeze) by touching a surface or object where those viral particles have been deposited and then touching his mouth, nose or eyes. These are the routes of entry to the body.

Well-used personal protective equipment creates a barrier that prevents viruses and bacteria from coming into contact with our bodies. They create isolation mechanisms between the micro-organism and the part of the body that is being specifically protected (mouth and nose).

Disposable face masks protect the respiratory and digestive systems; glasses and face shields protect the eyesight; and special suits protect the skin. If misused, such equipments can become carriers of viruses and bacteria into our bodies.

In times of disease outbreak, many of the elements we use to protect ourselves are converted

into waste. We must be very careful to ensure their proper disposal as they may contain live microorganisms.

How?

Handwashing

- ▶ 1. Wash your hands properly and consistently with soap and water (at least 20 seconds) to remove bacteria and viruses. Use an antibacterial gel or a 70 per cent alcohol solution as an additional protection. Wash your hands after coughing, sneezing or blowing your nose, as well as before and after eating and after using the toilet, to avoid transmission or contact with a virus such as COVID-19.
- ▶ 2. Keep fingernails short and clean and do not wear rings, watches, bracelets or any other object that limits good handwashing.
- ▶ 3. Place antibacterial gel dispensers with a 70 per cent alcohol solution at strategic points where there is a high concentration of workers.
- ▶ 4. Label cleaning utensils and products so that they are easy to locate.

Personal protective equipment

- ▶ 1. Clean and maintain personal protective equipment and check that it is in good condition.
- ▶ 2. During outbreaks, make it mandatory for workers to use personal protective equipment (disposable masks and gloves), depending on the nature of the tasks to be performed – for example, for workers responsible for handling food and equipment, cleaning workers and drivers of vehicles.
- ▶ 3. Personal protective equipment and work clothing must be properly decontaminated before removing them.

Follow these steps to avoid contamination:

- ▶ Start by washing your shoes with soap and water.
- ▶ Take off your clothing and place it in a bag without disturbing or shaking it.
- ▶ Remove your disposable mask and place it in a chlorine solution. Finally, wash your hands with your gloves on; remove them and immerse them in the same solution; and then dispose of them safely.
- ▶ Wash your clothes as soon as possible, with plenty of soap and water.

Waste

- ▶ 1. Place containers in different places, as many as you feel necessary to deposit the waste that is generated. Label them "Biohazard". These containers should be handled with extreme care; after removing the bags of waste, disinfect them with chlorine solutions before final disposal. Containers should be disinfected in the same way.
- ▶ 2. Waste from your home and workplace waste should be disposed of in a hermetically sealed bag. In agricultural work, it is customary to burn waste; this is not a good option because of the fire risk involved and the toxic by-products generated by plastics when burned.

Ways to promote cooperation

- ▶ Make posters with instructions for proper handwashing and place them in locations where people pass by frequently.
- ▶ Set a waste collection schedule to avoid overfilling of containers.

- ▶ Promote training on proper handwashing, the use of personal protective equipment and waste disposal procedures.

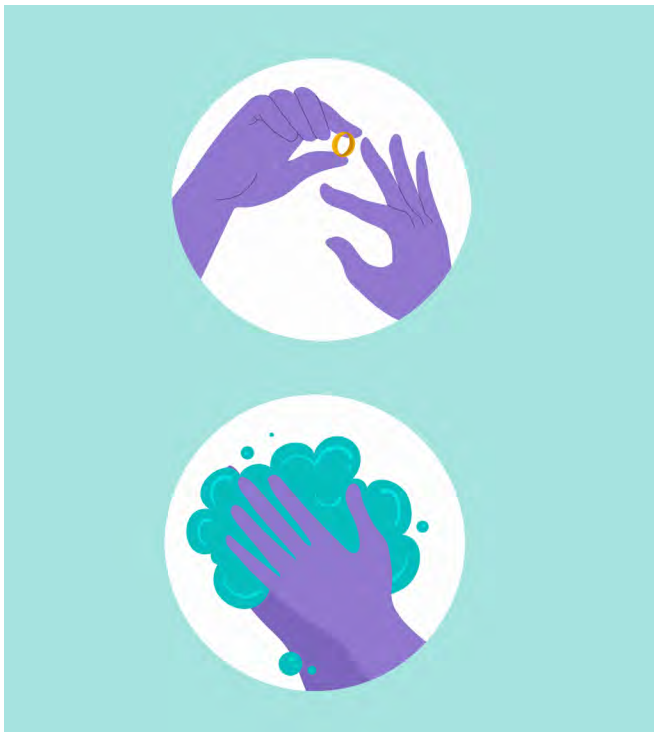
Some additional tips

- ▶ In times of outbreaks of disease caused by bacteria and viruses, proceed on the assumption that everything may be contaminated and take appropriate measures.
- ▶ Sneeze into the bend of your elbow and avoid shaking hands or greeting anyone with hugs or kisses.
- ▶ If you do not wear personal protective equipment, stay at a healthy distance (between 1.5 and 2 metres) from outsiders or family members suspected or confirmed of having contracted diseases such as COVID-19.
- ▶ Personal protective equipment has a limited lifespan, depending on its use.
- ▶ Establish a maximum time of use for each piece of equipment and dispose of it properly.
- ▶ Secure a supply of personal protective equipment in advance.

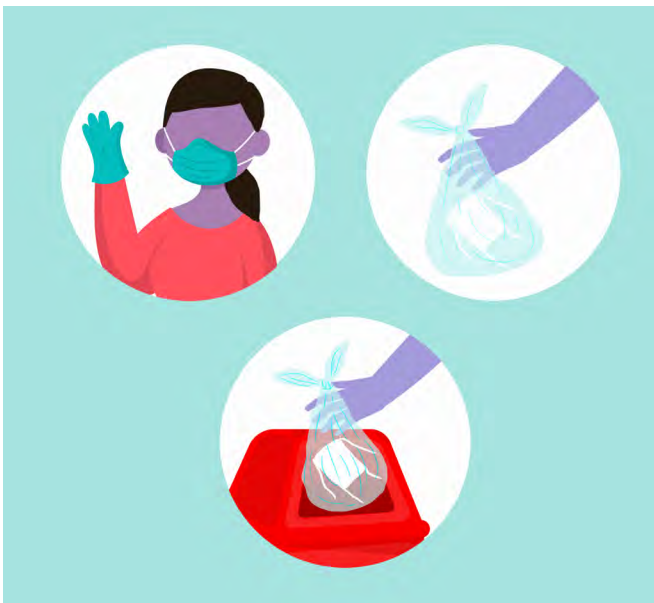
Points to remember

Handwashing is vital to disrupt the spread of microorganisms to another person or surface.

Remember that when washing your hands you should also wash sink knobs and the access door as they can otherwise recontaminate you.



► **Figure 35a. Wash hands vigorously and with plenty of soap and water for at least 20 seconds**



► **Figure 35b. Correct use of PPE during disease outbreaks**

Checkpoint No. 36**Cleaning and decontamination****Clean and disinfect utensils and tools, as well as your work and living areas.****Why?**

Farmers and their families constantly handle utensils and tools in carrying out their work.

Sometimes plants get sick, which has several consequences: leaves turn yellow or fall off, plants fail to produce fruit or die (*fusarium*, *rust*, *moko*, *phytophthora*). This forces them to take preventive measures so as not to lose the crop, such as cleaning and disinfecting their tools to prevent the disease from passing from one plant to another.

Something very similar happens with the transmission of viruses between people through sneezing and coughing. We often ask how a virus gets into a utensil or a tool, a work area or a home. The answer is that it is transmitted in the following ways:

- ▶ The virus passes from a symptomatic or asymptomatic person (a person who is sick but has no symptoms) to the utensils and tools they touch. After a few minutes, another person touches them without realizing that they are being contaminated. At that point a potential contagion occurs.
- ▶ Another form of transmission is that a person sneezes and droplets travel through the air, landing on contaminating surfaces, such as tools, machinery and equipment that will later be used.

How?

- ▶ 1. If the tools have residues of organic material (soil), wash them first with soap and water for about 20 seconds and rub them with an absorbent material (cloth) until the soil is completely removed.
- ▶ 2. Then decontaminate them with a chlorine water solution. A 70 per cent alcohol solution can be used for additional protection. If a 70 per cent alcohol solution is not

available, add 30 tablespoons of water to 1 litre of 96-proof commercial ethyl alcohol.

- ▶ 3. Wash and decontaminate utensils and tools before and after you finish using them.
- ▶ 4. If different people use the same tool during the day, clean and disinfect it after each use to eliminate any possible contagion.
- ▶ 5. During breaks you can place tools in a container with a disinfectant solution, such as chlorine bleach. Commercial chlorine bleach is at 5 per cent and should be diluted: add 3 tablespoons of chlorine bleach (1 tablespoon = about 15 millilitres) to 1 litre of water.
- ▶ 6. During outbreaks of diseases such as COVID-19, step up the cleaning and disinfection of common areas: rooms, reception areas, meeting spaces, closed work areas, workshops, storerooms, seedbeds and greenhouses. Do not forget handrails, doorknobs, light switches, doors and stairways. Use diluted chlorine bleach for such cleaning and disinfection operations. Do this twice a day.
- ▶ 7. Promote this type of cleaning and disinfection in homes and living areas.
- ▶ 8. Schedule breaks to carry out cleaning and disinfection of indoor workplaces.
- ▶ 9. Keep doors and natural ventilation sources open so that there is a permanent air flow in indoor work areas.
- ▶ 10. When you get home, you should change your shoes and clothes – put them in a bag and wash them later. Do the same way if you have been away from home. Do not shake clothes before washing.
- ▶ 11. Disinfect personal items (keys, cell phones, bags, watches, etc.) using a chlorine bleach solution.

Ways to promote cooperation

Train everyone on the importance of cleaning their homes, workplaces and utensils whenever necessary.

Organize cleaning brigades with your neighbours to clean up common spaces.

Some additional tips

- ▶ Keep an adequate supply of water, soap and disinfectant solutions for cleaning and disinfection – and make sure they are visible and clearly labelled.

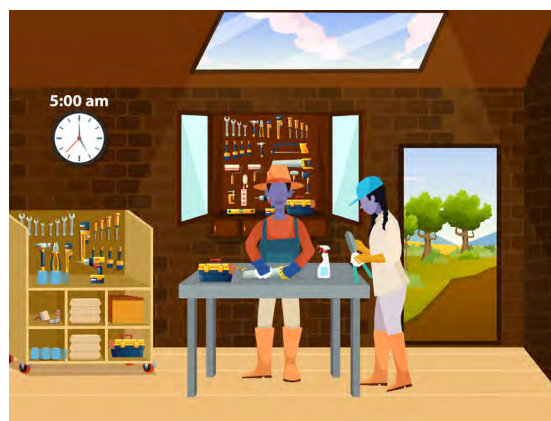
- ▶ Establish cleaning shifts during rest periods.

- ▶ During disease outbreaks, do not share cutlery and be sure to disinfect it before and after use.

Points to remember

If 70 per cent alcohol is not available, add 30 tablespoons of water to one litre of 96-proof commercial ethyl alcohol.

Commercial chlorine is at 5 per cent. Add 3 tablespoons of chlorine bleach (1 tablespoon = about 15 millilitres) to 1 litre of water.



► Figure 36a. Washing and decontamination of utensils and tools before and after use



► Figure 36b. Time scheduled for cleaning and disinfecting workplaces

Checkpoint No. 37

Animals

Take preventive measures to avoid snake, scorpion and insect bites.

Why?

Although all animals play an important role in nature, in the fields farmers are exposed to bites from animals such as snakes, scorpions, spiders and various insects. Most of them are harmless to humans, but others are poisonous and can cause serious injury.

Snakes do not usually attack humans unless they are threatened, disturbed or stepped on. The hands and legs are the parts of the body most at risk of being bitten.

Snake bites often provoke panic, as well as a rapid heartbeat and nausea. A venomous snake bite can cause swelling and if not treated symptoms can worsen, leading to destruction of the tissues around the bite and causing kidney and respiratory failure.

Scorpions have a sharp, poisonous stinger at the end of their abdomen, which causes a painful sting. Its severity varies according to the species and the amount of poison injected. The most dangerous species produce symptoms such as severe local pain (acute pain, inflammation), followed by symptoms like fainting, salivation, sneezing, increased skin temperature, tachycardia and in some cases breathing difficulties.

How?

- ▶ 1. Avoid areas known to have many snakes. If you have to work in the area, designate specific and identifiable areas of the terrain where no vegetation should be cut, which will serve as the snakes' undisturbed habitat.
- ▶ 2. Check the work area in daylight hours, preferably in the early morning.

- ▶ 3. Using a stick or machete, inspect the surroundings of the area where harvesting is to be done.
- ▶ 4. Wear leather gloves and protective shoes (boots) and shin guards to protect your legs.
- ▶ 5. Walk without making sudden movements. If you encounter a snake, move away slowly and remain calm.
- ▶ 6. Avoid picking up snakes with your hands, even if they appear to be dead.
- ▶ 7. Keep the surroundings of work areas clean to prevent dangerous animals from taking shelter there.
- ▶ 8. Place mosquito netting in enclosed work areas and living quarters to prevent spider and insect bites and use insect repellents.
- ▶ 9. Use insect repellents and wear long-sleeved clothing and long pants in areas at high risk of exposure to bites.

Ways to promote cooperation

Ask your neighbours how to identify the different species of animals in areas that pose a danger. Exchange experiences to better understand the places where these animals are most commonly found.

Identify in your community a person who is trained to move snakes to non-hazardous areas.

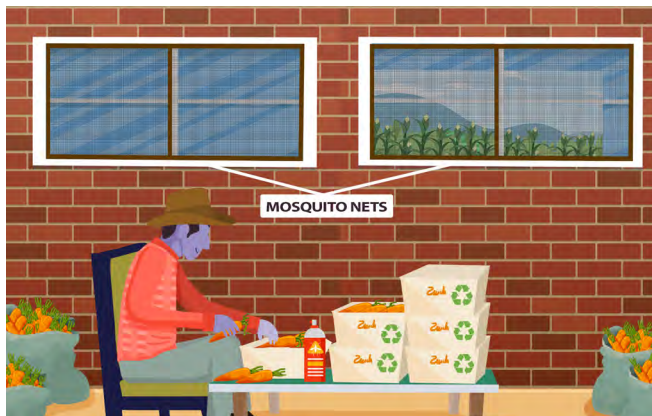
Make sure there is a person in your community who is trained to administer anti-venom to keep certain situations under control.

Some additional tips

- ▶ Snake bites, even from the most venomous snakes, are rarely fatal because the amount of poison injected is usually small.



► **Figure 37a. Designated areas of land that preserve the habitat of dangerous animals**



► **Figure 37b. Mosquito netting in enclosed work areas and homes to avoid spider and insect bites**

- Determine which nearby health centres can treat snake and scorpion bites (with antidotes, such as antiophidic serum for snake bites).
- Get training in the use of serums for the treatment of snake bites.
- Check footwear (boots, shoes) before putting it on as scorpions and spiders often hide there.

- Ensure rapid transport to the nearest medical centre for persons in need of assistance.

Points to remember

Prompt medical attention mitigates the harmful effects of venom.

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Adaptation financed
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