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IMPROVING OCCUPATIONAL SAFETY AND HEALTH IN THE COFFEE SUPPLY CHAIN

A TOOLKIT FOR ACTION

A compilation of tools,
methodologies and research
for reducing occupational
accidents and diseases

JUNE 2021



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Acronyms

AMECAFE	Mexican Association of the coffee production chain
ANICAFE	National Coffee Industrial Association
FNC	National Federation of Cafeteros de Colombia
GSC	Global supply chain
IHCAFE	Honduran Coffee Institute
GVC	Global value chain
ILO	International Labour Organization
NGOs	Non-governmental organisations
OSH	Occupational safety and health
VZF	Vision Zero Fund
WIND	Work Improvement in Neighbourhood Development



Background

The **Vision Zero Fund (VZF)**, an initiative of the Group of Seven (G7) countries, endorsed by the G20 countries, aims to **contribute to the achievement of zero severe fatal work-related accidents, injuries and diseases in global supply chains (GSCs)**.

The VZF brings together governments, employers' and workers' organizations, companies, and other stakeholders to jointly advance towards the vision of achieving zero severe and fatal work-related accidents, injuries and diseases in global supply chains.

The VZF implements a **collective action approach** involving a wide range of stakeholders and resources to address the root causes of the most severe occupational safety and health (OSH) deficits in GSCs. Interventions are clustered into the three following outcomes:

1. Strengthened global, regional and national **enabling environments** for the promotion of safe and healthy working conditions in targeted GSCs;
2. Improved **legal and policy frameworks** to promote and enforce OSH protection, prevention and compensation in targeted GSCs; and
3. More **effective OSH prevention, protection and compensation mechanisms** for women and men working in GSCs.

The Fund implements comprehensive actions using both **bottom-up and top-down approaches**, successfully engaging with leading multinational corporations as well as with some of the most vulnerable women and men working in the world's poorest countries.

VZF works at global, country and workplace levels, seeking to strengthen the worldwide enabling environment for safe and healthy working conditions; improve national legal and policy frameworks; and implement more effective prevention, protection and compensation mechanisms for women and men working in targeted supply chains, in particular in the world's least developed countries.

OSH in the coffee global supply chain

The ILO estimates that 1.3 billion people worldwide work in the agricultural sector, most of them in family farms with less than one hectare. In this sector, there is a wide spectrum of risks at work. However, farmers do not recognize that risks to which they are exposed are part of their work and lack the knowledge or the means of prevention

Eighty per cent of the coffee produced globally is traded internationally, so product differentiation and a higher level of consumption increase as it integrates into the global value chains. The social conditions and environment of its production and manufacturing are, as a result, a growing concern for its consumers.¹

Since 2018, the VZF has been working to improve workers' OSH in the coffee GSC in Laos, Mexico, Colombia, Honduras and Vietnam.² Through country projects, the Fund has produced research, methodologies and tools for this purpose. A number of selected tools produced at the country level have been identified as having the potential to become global tools that can be adapted, replicated and/or implemented in other coffee-producing countries.

¹ ILO (2019). Safety and health in the coffee global supply chains. Available at : https://www.ilo.org/americas/programas-y-proyectos/WCMS_754329/lang--en/index.htm

² VZF is present in Vietnam since 2020.



1. Getting started



1.1. What is this toolkit for?

This toolkit brings together useful tools to increase occupational safety and health (OSH) within coffee supply chains. It provides a comprehensive overview of each tool's scope and utility.

By using this toolkit, you will:

- Learn some of the key concepts of OSH.
- Understand the tools' main objectives, scope, and components.
- Learn how to implement each tool.



1.2. Who is this toolkit for?

This toolkit can be applied by any stakeholder working in the coffee supply chain, such as:

- governments
- employers' organisations
- workers' organisations
- producers' organisations
- private and public sector companies
- cooperatives
- certifiers
- researchers
- NGOs
- trainers
- consultants
- business development associations

Most of the tools that you will find in this toolkit can be adapted and used in other agricultural supply chains.



1.3. How to use the toolkit?

The toolkit includes:

- A brief introduction of OSH and the coffee supply chain.
- A toolkit divided into three central themes.
- A library containing relevant resources and references.
- A glossary of the key concepts used in the toolkit.

This document was completed in June 2021. An online version of this document that is updated on a regular basis with the new tools developed by the VZF is available [here](#).

An overview of the toolkit

The toolkit has a two-tier classification system

Tools are clustered around three central themes, as follows:

- Central theme 1: OSH risks management
- Central theme 2: Mitigation and prevention of COVID-19
- Central theme 3: OSH knowledge

Each tool is also classified by type. The corresponding icon is available besides each tool to indicate its type.

TYPES OF TOOLS



Awareness-
RAISING
tools



ASSESSMENT
tools



Capacity
BUILDING
tools



GUIDING
tools

Summary of the toolkit

Central theme 1: OSH risks management

	Tool	What is it for?	For whom is it for?	Languages
	a. Posters on OSH risks and management	Didactic and awareness-raising material presenting the correct way to address specific hazards and risks in the coffee supply chain	• Governments • Employers' and Workers' organisations • Employers and workers • Cooperatives • NGOs	English Spanish Lao
	b. Methodology for OSH hazard identification and risk assessment and evaluation in the coffee sector	Five steps for the identification of hazards, the evaluation and assessment of risks, and the determination of the means of controls of hazards and risks in the workplace	Any stakeholder present within the coffee supply chain, or can be adapted for other agricultural supply chains and be used by: • Governments • Employers' and Workers' organisations • Private and public sector companies • Certifiers • Researchers • Trainers and/or consultants • NGOs	English Spanish
	c. Work Improvement in Neighbourhood Development (WIND)	A participatory and action-oriented training programme designed to address agricultural families' particular circumstances	Small-scale farmers and their families and can be implemented by: • Governments • Employers' and workers' organisations • International Organizations • Cooperatives • NGOs	English Spanish
	d. Videos: Testimonies from the coffee supply chain in Mexico	Two organic coffee producers from Chiapas and Oaxaca share the steps involved in producing the coffee beans and describe the occupational hazards and risks they encounter on a daily basis	• Governments • Employers' and Workers' organisations • Workers • International organizations • NGOs • Certifiers	English Spanish



	Tool	What is it for?	For whom is it for?	Languages
	e. Video: My farm, a healthy and safe environment	The video includes informations to guide the implementation of measures to prepare the agricultural workplace and prevent and control hazards and risks in the coffee production sector	This video is mostly for workers with labour activities in the production and collection of coffee, but can be used by any actor present within agricultural supply chains: • Governments • Employers' and Workers' organisations • Workers • Employers • Cooperatives • NGOs • Certifiers • Producers' organisations	Spanish
	f. Radio soap opera: My farm: my home and treasure	Through 11 capsules tackling OSH on a coffee production family farm, the listener is introduced to a family working on their coffee plantation. Each capsule presents a different OSH issue, such as what to do in case of natural disaster, managing the hazards and risks of sun exposure, or ergonomic risks in the farming and harvesting of coffee	This radio soap opera is principally aimed at workers with labour activities in the production and harvest of coffee, but can be used by any actor present within agricultural supply chains: • Governments • Employers' and Workers' organisations • Employers • Workers • Cooperatives • NGOs • Certifiers • Producers' organisations	Spanish



Central theme 2: Mitigation and prevention of COVID-19

	Tool	What is it for?	For whom is it for?	Languages
	a. A practical guide for the prevention and mitigation of COVID-19 in agriculture	A series of preventive measures to avoid exposure and mitigate the spread of COVID-19 by implementing easily applied recommendations in the agricultural workplace	• Employers or their representatives in charge of agricultural holdings (responsible for preserving workers' safety and health). • Agricultural workers (permanent, temporary, day labourers and migrants). • Any farms: Large, medium and small, cooperatives and family farms	English Spanish French Romanian
	b. Practical guide for the prevention and mitigation of COVID-19 in agriculture in Honduras. Recommendations for medium and large agricultural companies	Guidelines and measures to manage and control COVID-19 risks in Honduras' agricultural sector	• Employers and workers of medium and large agricultural companies. • Those responsible for workers' health and safety in organizations and workplaces of medium and large agricultural companies	Spanish
	c. Practical guide to prevent and mitigate COVID-19 in the coffee value chain in Honduras	Measures to avoid exposure and reduce as much as possible the spread of COVID-19, through the adoption of easily applied actions in organizations, centres and workplaces	• Employers and workers of coffee farms, roasters and cooperatives, commercialization and exporters of coffee in Honduras • Those responsible for the safety and health of the workers of coffee farms, roasters and cooperatives, commercialization companies and coffee exporters in Honduras. The guide was developed for the Honduran context and the coffee sector, but it can be adapted to other countries and supply chains	Spanish (Full document, Summary) English (Summary)



Tool	What is it for?	For whom is it for?	Languages
	d. Occupational Safety and Health protocols for the coffee industry	Five protocols related to occupational safety and health and prevention and mitigation measures to deal with COVID-19 in five tiers of the coffee value chain	Various coffee supply chain actors, including farmers, employers, and temporary workers Spanish (Full document, Summary) English (Summary)
	e. Protecting workers in the coffee sector: occupational safety and health in response to the COVID-19 pandemic. Rapid Needs Assessment & Response Plans: Preparation Guidelines for Country Level Interventions	Guidance for preparing OSH interventions to support ILO constituents' efforts in ensuring the safety and health of workers in the coffee sector in the context of COVID-19. It includes a rapid assessment exercise and a template for developing a response plan according to the assessment findings	• Governments • Workers' and employers' organisations • Employers • Workers • Cooperatives • International organizations • NGOs English Spanish French
	f. Videos for the prevention and mitigation of COVID-19 in agriculture	These videos are aiming to raise awareness on the measures necessary to protect workers against coronavirus in the workplace, especially in agriculture	These videos are principally for workers, but can be used by any actor present within agricultural supply chains: • Governments • Employers' and workers' organizations • Cooperatives • private and public sector companies • Trainers and/or consultants • Certifiers • NGOs Spanish
	g. Radio spots on the prevention of COVID-19 and other OSH issues	With the onset of the pandemic, an alliance was created with the National Federation of Coffee Growers to help spread messages, formatted as radio spots, of prevention among workers in the coffee sector, facing the dangers of COVID-19	These four radio spots are principally aimed at workers with labour activities in the coffee supply chain, but can be used by any actor present within agricultural supply chains: • Governments • Employers' and Workers' organisations • Employers • Workers • Cooperatives • NGOs • Certifiers • Producers' organisations Spanish



Tool	What is it for?	For whom is it for?	Languages
 h. Radio spots on the prevention of COVID-19 in the coffee supply chain	These radio spots were created to increase awareness of COVID-19 prevention within the agricultural workplace	These four radio spots are principally aimed at workers with agricultural labour activities, but can be used by any actor present within agricultural supply chains: • Governments • Employers' and Workers' organisations • Employers • Workers • Cooperatives • NGOs • Certifiers • Producers' organisations	Spanish

Central theme 3: OSH Knowledge

Tool	What is it for?	For whom is it for?	Languages
 a. The experience of the National Federation of Colombian (FNC) coffee growers in health and safety at work	Recommendations for informing OSH training strategies for advancing institutional development processes in the coffee sector based on the FNC's training experiences Provides useful tools for developing OSH promotion experiences	• Governments • Employers' and Workers' organisations • Cooperatives • Private and public sector companies • Certifiers • Trainers and/or consultants	Spanish (Full document, Summary) English (Summary)
 b. Occupational accidents and diseases, perceptions and good practices in the Colombian coffee sector	Develops and reinforces sustainable, safe and healthy practices in the coffee supply chain. Transmits information to other rural chains, promoting the exchange of knowledge, attitudes, and behaviours and of 22 oriented OSH practices to protect workers, promote self-care, self-management, well-being, and the quality of life of the workers	• Governments', workers' and employers' organizations • Private and public sector companies • Researchers • Trainers and/or consultants • Certifiers • NGOs	Spanish (Full document, Summary) English (Summary)



	Tool	What is it for?	For whom is it for?	Languages
	c. Survey on the health and working conditions of temporary and seasonal coffee workers and Note on application of the Occupational Safety and Health Tool for Temporary and Seasonal Coffee Workers	A comprehensive Survey to understand the health and working conditions of temporary workers in the coffee production, and an accompanying Note that guides its application. Its application provides information on the workers' OSH conditions performing temporary or seasonal coffee crops activities to guide decision-making processes for the development of OSH prevention measures interventions Links to the results of the application of the tool in the Colombian context are also provided	The survey can be applied by any actor present within agricultural supply chains: • Governments • Workers' and employers' organisations • Employers • Workers • Cooperatives • NGOs • certifiers • Producers' organisations	English Spanish
	d. Producers Manual: Regulations on Occupational Safety and Health for Agriculture in Mexico and Producers Manual: Regulations on Occupational Safety and Health for Agriculture in Honduras	These manuals are part of a training of trainers' OSH programme in agriculture. One has been developed especially for the Mexican context and the other for the Honduran context; however, the guidance provided in the manual can be replicated in other countries	These tools are aimed at workers and small coffee producers in Mexico and Honduras. They can also be used by many other actors in agricultural chains, such as: • Government • Employers' and Workers' organisations • NGOs • Producers' organisations • Certifiers • Trainers	Spanish
	e. Trainers Manual: Regulations on Occupational Safety and Health for Agriculture in Mexico and Trainers Manual: Regulations on Occupational Safety and Health for Agriculture in Honduras	Facilitates training processes to improve normative OSH knowledge in agricultural activities in Mexico and Honduras and to support agricultural trainers and promoters in training and empowering agricultural workers on the OSH national legislations. One has been developed especially for the Mexican context and the other for the Honduran context; however, the guidance provided in the manual can be replicated in other countries	These tools are aimed at trainers and agricultural promoters. They can also be used by many other actors in agricultural chains, such as: • Government Employers' and Workers' organisations • Workers • NGOs • Producers' organisations • Certifiers	Spanish





2. Understanding occupational safety and health in the coffee supply chain

2.1. What is occupational safety and health?

Occupational safety and health (OSH) is generally defined as the science of the anticipation, recognition, evaluation, and control of hazards and risks arising in or from the workplace that could impair workers' health and well-being, taking into account the possible impact on the surrounding communities and the general environment. This domain is necessarily vast, encompassing a large number of disciplines and numerous workplace and environmental hazards.³

Main International Labour Standards

The ILO has adopted more than 40 standards specifically dealing with occupational safety and health as well as over 40 Codes of Practice. Nearly half of ILO instruments deal directly or indirectly with occupational safety and health issues.⁴ ILO standards on OSH provide essential tools for governments, employers, and workers to establish sound prevention, reporting and inspection practices for safety and health at work.

Key instruments on occupational safety and health for the coffee supply chain

- [Promotional Framework for Occupational Safety and Health Convention, 2006 \(No. 187\)](#)

As an instrument setting out a promotional framework, this Convention provides for coherent and systematic treatment of occupational safety and health issues and to promote recognition of existing Conventions on occupational safety and health. The Convention aims to establish and implement coherent national policies on occupational safety and health through dialogue between government, workers' and employers' organizations and to promote a national preventive safety and health culture.

- [Occupational Safety and Health Convention, 1981 \(No. 155\)](#) and its [Protocol of 2002](#)

The convention provides for the adoption of a coherent national occupational safety and health policy, as well as action to be taken by governments and within enterprises to promote occupational safety and health and to improve working conditions. This policy shall be developed by taking into consideration national conditions and practice. The Protocol calls for the establishment and the periodic review of requirements and procedures for the recording and notification of occupational accidents and diseases, and the publication of related annual statistics.

³ Alli, B. O. (2008). *Fundamental principles of occupational health and safety*. International Labour Office – Geneva: ILO.

⁴ ILO (n.d.). *International labour standards on occupational safety and health*. (Online). Available at: <https://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang--en/index.htm>

- **Occupational Health Services Convention, 1985 (No. 161)**

This convention provides for the establishment of enterprise-level occupational health services which are entrusted with essentially preventive functions and which are responsible for advising the employer, the workers and their representatives in the enterprise on maintaining a safe and healthy working environment.

- **Safety and Health in Agriculture Convention, 2001 (No. 184)**

The convention has the objective of preventing accidents and injury to health arising out of, linked with, or occurring in the course of agricultural and forestry work. To this end, the Convention includes measures relating to machinery safety and ergonomics, handling and transport of materials, sound management of chemicals, animal handling, protection against biological risks, and welfare and accommodation facilities.

- **Occupational Cancer Convention, 1974 (No. 139)**

This instrument aims to establish a mechanism for the creation of a policy to prevent the risks of occupational cancer caused by exposure, generally over a prolonged period, to chemical and physical agents of various types present in the workplace. For this purpose, states are obliged to determine periodically carcinogenic substances and agents to which occupational exposure shall be prohibited or regulated, to make every effort to replace these substances and agents by non- or less carcinogenic ones, to prescribe protective and supervisory measures as well as to prescribe the necessary medical examinations of workers exposed.

- **Working Environment (Air Pollution, Noise and Vibration) Convention, 1977 (No. 148)**

The convention provides that, as far as possible, the working environment shall be kept free from any hazards due to air pollution, noise or vibration. To achieve this, technical measures shall be applied to enterprises or processes, and where this is not possible, supplementary measures regarding the organization of work shall be taken instead.

- **Chemicals Convention, 1990 (No. 170)**

The Convention provides for the adoption and implementation of a coherent policy on safety in the use of chemicals at work, which includes the production, the handling, the storage, and the transport of chemicals as well as the disposal and treatment of waste chemicals, the release of chemicals resulting from work activities, and the maintenance, repair and cleaning of equipment and containers of chemicals. In addition, it allocates specific responsibilities to suppliers and exporting states.

A complete list of OSH standards can be consulted [here](#).

2.2. What is the coffee global supply chain?

The concept of “global supply chain” refers to the cross-border organization of the activities required to produce goods or services and bring them to consumers through inputs and various phases of development, production and delivery.⁵ Global supply chains (GSCs) are complex, diverse, fragmented, dynamic, and evolving organizational structures⁶ and agricultural GSCs are no exception. They differ based on product and process characteristics, end markets, and different types of firms and workers are involved in different countries and stages of the chain. Agriculture GSCs span from input provision through marketing and distribution. The industry’s most important inputs are seeds, agrochemicals (fertilizers, herbicides, fungicides, and pesticides) and farm equipment and machinery.

GSCs also involve a range of supporting actors and institutions, which include:

- The national authorities responsible for OSH (i.e. Ministry of Labor and/or Ministry of Health) and the Ministries responsible for the sector (i.e. Ministry of Agriculture or the Ministry of Industry), and the Ministry of Trade.
- Institutions for OSH prevention, promotion, and compensation (i.e. health and social protection schemes, occupational health services (OHS)⁷, social security Institutions, OSH advisory services and training providers).
- Providers of services related to employment and skills (public or private).
- Employers’ and workers’ organizations and other industry associations.
- Private compliance initiatives (PCIs) and certifications.

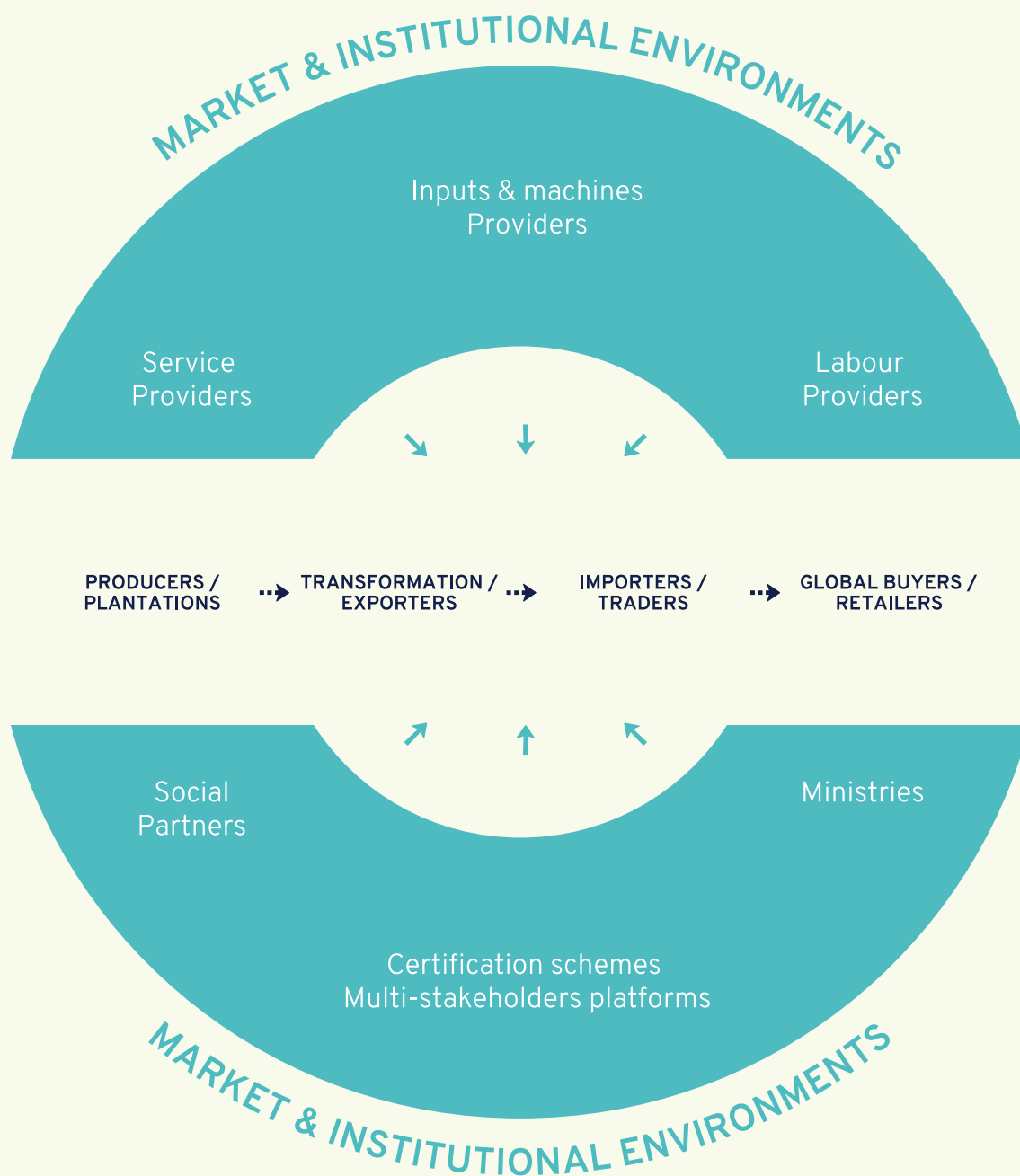
Coffee global supply chains are different, depending on many factors, such as the country of origin, the national regulations, the buyers and much more. However, generally, global supply chains involve many actors, including market and institutional actors contributing to the supply chain processes. Figure 1 illustrates the type of actors involved in an agricultural global supply chain, and figure 2 illustrates the Colombian coffee global supply chain.

⁵ ILO (2016). Glossary - Decent Work in Global Supply Chains. Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---sector/documents/terminology/wcms_475457.pdf

⁶ ILO (2016). *Decent Work in Global Supply Chains*. Report IV, International Labour Conference, 105th Session, Geneva, 2016. Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---relconf/documents/meetingdocument/wcms_468097.pdf.

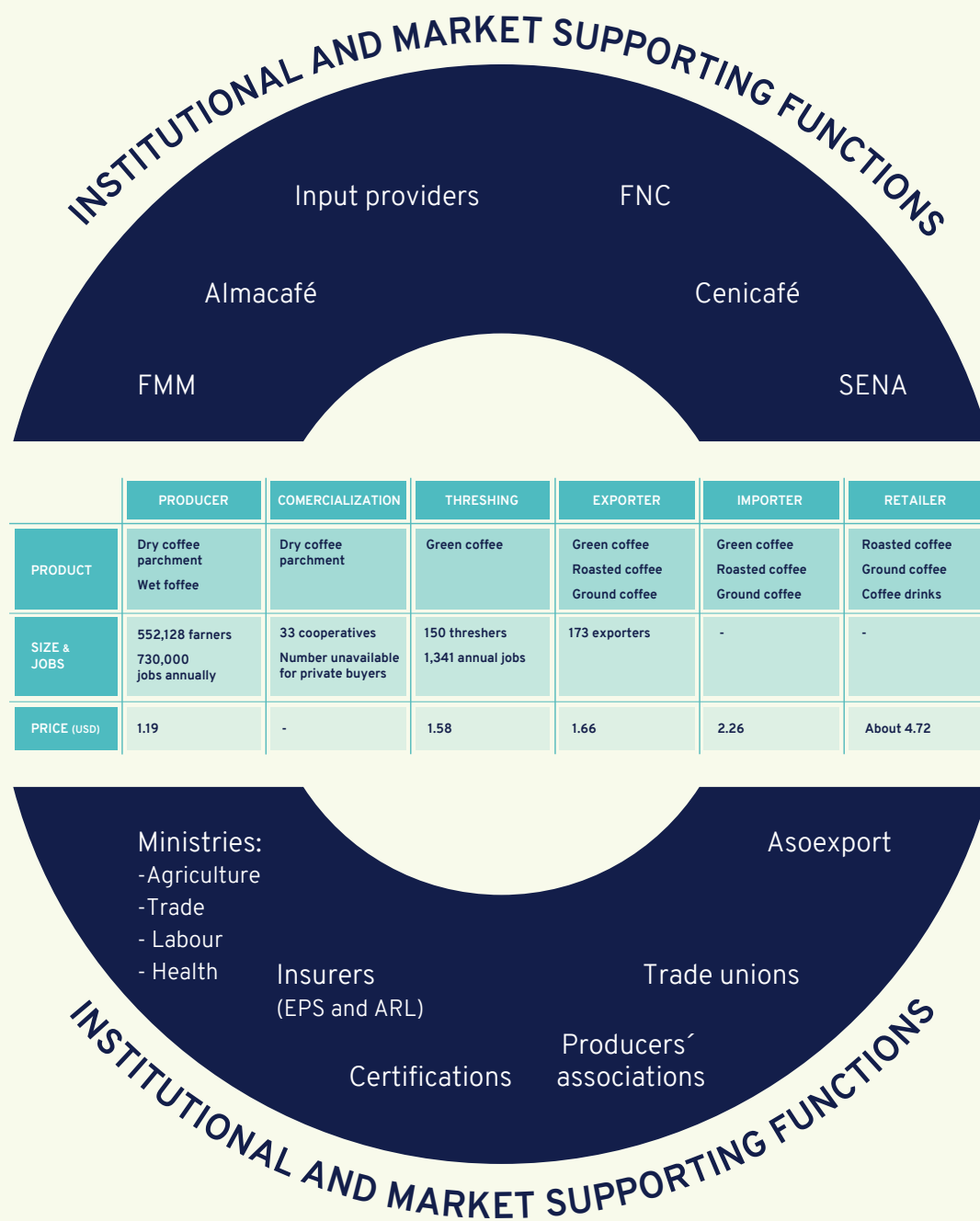
⁷ Occupational health services (OHS), via the expertise of occupational health professionals, carry out promotion, preventive and curative activities. Different models exist and can be combined at the national level: internal services (in big industries), external services, private health care centre providing OHS as part of its services, primary health care providing OHS, public health care providing OHS, group service owned or organised by several companies and/or hospital polyclinics.

Figure 1: A global supply chain map: type of actors included in a global supply chain.



Source: ILO, 2018.

Figure 2: The Colombian coffee supply chain.



Source: ILO, 2017.

2.3. What are the main hazards and risks in a coffee supply chain?

In every coffee supply chain, the hazards and risks vary slightly depending on the environment, the national regulations, the actors involved and more. However, the main categories of occupational hazards and risks identified in coffee GSC⁸ are the following:⁹

Biological

- Exposure to animals/snakes' bites which can cause fatal injury and/or exposure to mosquito bites which can transmit infectious diseases (e.g. dengue fever and malaria).
- Access to unclean drinking water or unhygienic sanitary facilities and rest areas which can lead to infections and transmission of diseases.
- Virus, bacteria, fungi and parasites.

Mechanical

- Risk of being injured while using cutting tools.
- Contact with moving parts of machinery without any collective protection, which can cause serious injuries.

Ergonomic

- Repetitive movements, awkward working positions, and manually handling heavy loads, which can lead to musculoskeletal disorder.

Chemical

- Exposure to hazardous materials (e.g. agrochemical, fertilizers, other chemicals for industrial use) which can cause injuries and lead to various diseases.

Psychosocial

- Resulting from the organization and type of work, long hours and/or stressful work.

Physical

- Exposure to a high temperature which can cause heat exhaustion, dehydration, dizziness, etc.

⁸ See: ILO (2020). Improving occupational safety and health in the global value chain of coffee in Mexico: Drivers and constraints. A case study. Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---lab_admin/documents/publication/wcms_749646.pdf; ILO (2020). Improving occupational safety and health in the global coffee value chain in Honduras: Drivers and constraints. Available at: https://www.ilo.org/wcmsp5/groups/public/---americas/---ro-lima/---sro-san_jose/documents/publication/wcms_759585.pdf; ILO (2020). Improving occupational safety and health in the global value chain of coffee in Lao People's Democratic Republic: Drivers and constraints. A case study. Available at: https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---sro-bangkok/documents/publication/wcms_761319.pdf; ILO. (2017). Food and Agriculture Global Value Chains: Drivers and Constraints for Occupational Safety and Health Improvement. Volume 2 - Three Case Studies. Geneva: ILO. Available at: www.ilo.org/safework/projects/WCMS_593288/lang-en/index.htm.

⁹ Information is drawn from the four assessment of drivers and constraints for OSH improvement conducted in Colombia, Honduras, Mexico and Lao PDR coffee GSCs. Overall, there is a dearth of literature available on OSH in coffee GSCs and knowledge overall remains limited to the study of a few workplaces and countries. The occupational hazards and risks are not listed in order of importance. In most of the case studies, the information on the probability or likelihood of the occurrence of an injury or ill-health and the severity of injury or damage to the health was limited. Risks assessments in workplaces remains essential to identify occupational hazards and risks and for the management of OSH in enterprises.

- Exposure to sunlight which can lead to skin burns and other disorders.
- Exposure to loud noise which can cause hearing loss.

Many tools included in the toolkit are useful to determine the hazards and risks present in the different tiers of the supply chain.





3. The toolkit



3.1. OSH risks management

Occupational safety and health risks management is essential to improve OSH for workers in the coffee supply chain. Under this central theme, the tools contribute to managing and reducing work-related accidents and illnesses in coffee value chains by targeting and managing the risks and aims to develop a strategy that contributes to generating safe and healthy conditions at work for the coffee sector.





A. POSTERS ON OSH RISKS AND MANAGEMENT



This tool is available in: English, Spanish, Lao.



WHAT IS THIS TOOL FOR?

This tool provides practical information to increase awareness of occupational hazards and risks at the workplace. It contains 12 posters, each one covering a different topic. Through images, posters provide a basic understanding of the correct way to stay safe. For example, the poster on safe lifting shows how to lift heavy loads with minimal risks of injury.

Topics covered:

1. Safety and health in coffee harvesting and processing
2. Safe lifting
3. Machine safety
4. Electrical and fire safety
5. Chemical safety
6. Biological hazards: snakes
7. Personal protective equipment (PPE)
8. Maternity protection at work
9. Welfare facilities
10. Environmental protection
11. Workstation design
12. Physical environment



WHO IS THIS TOOL FOR?

- Governments
- Employers' and workers' organizations
- Workers
- Cooperatives
- Workplace management and enterprises
- Medical staff/clinics and hospitals dealing with OSH
- NGOs



HOW TO USE THIS TOOL?

The posters can be used both, at the workplace and virtually. The printed version of these posters is useful to directly reach the workers at the workplace, during training at the workplace, and during workers' and employers' organizations' meetings and training. Digital copies of the posters can be shared on government and workers'

and employers' organizations' websites and social media in order to reach as many people as possible.

What is needed to implement this tool?

To use this tool, the following resources are needed:

- For the paper version in the workplace or medical centres:
 - ▶ A colour printer with ink
 - ▶ Paper
 - ▶ A safe space to disseminate the information and train the management and workers on the techniques promulgated on the posters
 - ▶ A safe and appropriate space to hang the posters in the workplace
- For the digital version:
 - ▶ A website or social media platforms

What are the key activities to implement this tool?

- Disseminating the posters, either online or with printed versions.
- Training and awareness campaigns meant to increase employers' and workers' capacities to recognise the risks and take the right actions to minimise them.



KEY CONCEPTS

- Exposure
- Hazards
- OSH
- Occupational health services
- PPE
- Risks
- Welfare facilities
- Workplace health promotion



WHERE TO FIND THIS TOOL?

The posters are available in English [here](#), in Spanish [here](#), and in Lao [here](#).



FURTHER READINGS AND RESOURCES

ILO (n.d.). International Hazard Datasheets on Occupations (HDO).

ILO (1956). R102 - Welfare Facilities Recommendation, 1956 (No. 102).

ILO (2014). Global manual for WIND: Practical approaches for improving safety, health and working conditions in agriculture.

ILO (2014). Global action guide for WIND: Practical approaches for improving safety, health and working conditions in agriculture.

ILO (2020). Manual del instructor WIND: Mejoras en el trabajo para el desarrollo comunitario.

ILO (2020). Manual de formación WIND: Mejoras en el trabajo para el desarrollo comunitario.



B. METHODOLOGY FOR OSH HAZARD IDENTIFICATION AND RISK ASSESSMENT AND EVALUATION IN THE COFFEE SECTOR



This tool is available in: Spanish, English.



WHAT IS THIS TOOL FOR?

A methodology to manage OSH in the coffee sector through the development of action and implementation plans of controls.



WHO IS THIS TOOL FOR?

- Governments
- Employers' and workers' organisations
- Private and public sector companies
- Researchers
- Trainers and/or consultants
- Certifiers
- NGOs



HOW TO USE THIS TOOL?

The tool proposes five steps to identify hazards, evaluate and assess of risks, and determine the means of controls of hazards and risks in the workplace.

It includes definitions of key concepts, risks mapping tools per type of activities in the coffee sector, a risk assessment tool, and a method to plan the types of controls necessary to improve OSH in the coffee sector.

What is needed to implement this tool?

- Employers' and Workers' time to implement the methodology and develop an intervention plan.
- Financial resources: Sufficient financial means to purchase necessary inputs to implement the suggested means of controls to address the hazards and risks.
- Technical resources: technical means to record activities as well as develop and monitor an implementation plan, such as computers, journals, or any other means to record the work.
- Information dissemination: In order to inform every actor involved, means to disseminate information, such as hard copies or virtual dissemination, will be needed.

What are the key activities to implement this tool?

- Mapping of the hazards and risks.
- Evaluation of the hazards and risks.
- Risk assessment and action planning.
- Create a hierarchized list of controls to address the hazards and risks.
- Implement the identified controls to address the hazards and risks.



KEY CONCEPTS

- Administrative controls
- Desk review
- Hazards
- OSH
- Pyramid of controls
- Risks
- Risk assessment
- Supply chain



WHERE TO FIND THIS TOOL?

Methodology for OSH hazard identification and risk assessment and evaluation in the coffee sector

Metodología para la identificación de peligros, evaluación y valoración de los riesgos en el sector agrícola



FURTHER READINGS AND RESOURCES

ILO (2000). Seguridad y salud en la agricultura.

ILO (2001). Directrices relativas a los sistemas de gestión de la seguridad y la salud en el trabajo, ILO-OSH 2001.

ILO (2014). Una Guía de 5 pasos para empleadores, trabajadores y sus representantes sobre la realización de evaluaciones de riesgos en el lugar de trabajo.



C. WORK IMPROVEMENT IN NEIGHBOURHOOD DEVELOPMENT (WIND)



This tool is available in: English, Spanish.



WHAT IS THIS TOOL FOR?

To make farmers aware of their capacity to improve their working and living conditions and facilitate the improvement process by focusing on practical, low-cost solutions. It can lead to:

- Tailored strategies for the national context and specific supply chains in agriculture.
- Trainers with the capacities to provide the WIND training.
- Farmers capable of identifying hazards and risks and improving upon their workplace environments and living conditions.



WHO IS THIS TOOL FOR?

Aimed at small-scale farmers and their families and can be implemented by:

- Governments
- Employers' and workers' organisations
- International organizations
- Cooperatives
- NGOs



HOW TO USE THIS TOOL?

The [Work Improvement in Neighbourhood Development \(WIND\) programme](#) is a participatory and action-oriented OSH training programme designed to address agricultural families' particular circumstances. It is comprised of the following tools:

- The "Global Manual for WIND" is designed to assist small-scale farmers and their families in improving OSH in their everyday life. It facilitates voluntary improvements of working and living conditions through the active participation of farmers, their families, and community members. It also places focus on simple, practical solutions that can be achieved by using locally available, low-cost materials.
- The "Global Action Guide for WIND" supports the Global Manual's application by presenting practical tips for successfully training and implementing good practices in different countries and regions.
- This "WIND Instructor's Manual" is specially designed to support program instructors in the effective application of the "WIND Training Manual".

- The “WIND Training Manual” is designed to help small farmers and their families improve safety and health at work and in their daily lives. The WIND approach’s particularity is that it facilitates the voluntary improvement of working and living conditions through the active participation of farmers, their families, and community members. It also focuses on simple, practical solutions that can be achieved by using inexpensive, locally available materials. It was adapted and updated, including a new section on the mitigation and prevention of biological risks like COVID-19.

What is needed to implement this tool?

- Interested participants
- Trained facilitators
- Tailored training material
- Financial resources to develop and implement the training
- Locations to provide the training.

What are the key activities to implement this tool?

When implementing WIND, consider the following activities:

- Undergo a desk review to understand the specific context in which the WIND training will be developed and identify target groups.
- Plan and visit typical locality workplaces to collect good practice examples and identify priority areas for improvements, taking into account the action checklist and ergonomic control points.
- Adapt the action checklists and associated manuals accordingly.
- Plan training of trainers’ workshops to familiarize the trainers selected with the contents and use of the adapted list of action verification and WIND manuals.
- Organize one or more WIND workshops to train farmers in the target groups, and complete the WIND training program.



KEY CONCEPTS

- Exposure
- Hazards
- Mitigation
- Monitoring and evaluation
- OSH
- PPE
- Prevention
- Pyramid of controls
- Risks
- Welfare facilities



WHERE TO FIND THESE TOOLS?

Global manual for WIND: Practical approaches for improving safety, health and working conditions in agriculture

Global action guide for WIND: Practical approaches for improving safety, health and working conditions in agriculture

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

WIND Instructor's Manual Work Improvement in Neighbourhood Development. Practical approaches for improving safety, health and working conditions in agriculture

Manual del instructor WIND: Mejoras en el trabajo para el desarrollo comunitario

Manual de formación WIND: Mejoras en el trabajo para el desarrollo comunitario



FURTHER READINGS AND RESOURCES

ILO (2001). C184 - Safety and Health in Agriculture Convention, 2001 (No. 184).

ILO (2011). Safety and Health in Agriculture. Code of practice.



D. VIDEOS: TESTIMONIES FROM THE COFFEE SUPPLY CHAIN IN MEXICO



This tool is available in: Spanish, English.



WHAT IS THIS TOOL FOR?

To increase awareness of the hazards and risks in coffee production. These videos display the processes in coffee production in Chiapas and Oaxaca. The presentation of two organic coffee producers showcases the steps involved in producing the coffee beans. They also describe the hazards and risks encountered daily. The two coffee producers also explain the lack of access to occupational health services and insurances. These videos are useful to demonstrate the occupational safety and health realities of coffee producers.



WHO IS THIS TOOL FOR?

- Governments
- Employers' and workers' organizations
- Employers
- Workers
- Cooperatives
- NGOs
- Certifiers



HOW TO USE THIS TOOL?

These videos' primary objective is to showcase coffee producers' realities in Mexico and illustrate the common hazards and risks of coffee production.

What is needed to implement this tool?

The two videos can be used in many contexts for awareness-raising. For example, they can be used by workers, workers' and employers' organizations, NGOs and other actors to raise awareness for policy development around the OSH hazards and risks of coffee production. The videos can also be used in training as tools to demonstrate the hazards and risks in coffee production.

The videos can also be shared through social media and websites to raise awareness about the OSH hazards and risks of coffee production.

What are the key activities to implement this tool?

- Share the videos on social media platforms to raise awareness about hazards and risks in coffee production.
- Use them in training to identify the potential hazards and risks in coffee production.
- Use them in awareness-raising activities to influence OSH and social protection policy development.



KEY CONCEPTS

- Hazards
- Occupational health services
- Risks
- Social protection



WHERE TO FIND THESE TOOLS?

Vision Zero Fund - Testimony (Chiapas)

Vision Zero Fund - Testimony (Oaxaca)



FURTHER READINGS AND RESOURCES

ILO (2020). Improving occupational safety and health in the global value chain of coffee in Mexico: Drivers and constraints. A case study.

ILO (1985). R171 - Occupational Health Services Recommendation, 1985 (No. 171).

ILO (2012). R202 - Social Protection Floors Recommendation, 2012 (No. 202).



E. VIDEO: MY FARM, A HEALTHY AND SAFE ENVIRONMENT



This tool is available in: Spanish.



WHAT IS THIS TOOL FOR?

The video provides information for the implementation of measures to prepare the agricultural workplace and prevent and control hazards and risks in the coffee production sector. It also includes measures to be taken in case of diseases or accidents during labour in coffee production workplaces.



WHO IS THIS TOOL FOR?

This video is principally for workers with labour activities in the production and collection of coffee, but can be used by any actor present within agricultural supply chains:

- Governments
- Employers' and workers' organisations
- Employers
- Cooperatives
- NGOs
- Trainers
- Certifiers
- Producers' organisations



HOW TO USE THIS TOOL?

This videos' primary objective is to showcase workplace preparation measures to assure OSH for workers in the coffee production sector. It also includes controls and prevention measures to address the potential hazards and risks in the workplace, as well as measures and actions to take in case of diseases or accidents in the workplace.

What is needed to implement this tool?

The video can be used for capacity building in many contexts. For example, they can be used by workers, workers' and employers' organizations, NGOs and other actors to build capacity of workers involved in labour activities in coffee production.

The videos can also be shared through social media and websites to raise awareness and build capacity about the OSH hazards and risks of coffee production.

What are the key activities to implement this tool?

- Share the video on social media platforms to raise awareness about controls and prevention, hazards and risks as well as measures to take in case of disease or accident in coffee production.
- Use the video in the workplace, during training events or any other events to build workers capacity in terms of workplace preparation, controls and prevention of hazards and risks and measures to take in case of disease or accident.



KEY CONCEPTS

- Exposure
- Administrative controls
- Hazards
- Occupational health services
- OSH
- PPE
- Prevention
- Risks



WHERE TO FIND THIS TOOL?

Mi finca, un entorno saludable y seguro



FURTHER READINGS AND RESOURCES

ILO (n.d.). International Hazard Datasheets on Occupations (HDO).

ILO (2000). Seguridad y salud en la agricultura.

ILO (2011). Safety and Health in Agriculture. Code of practice.

ILO (2014). Global manual for WIND: Practical approaches for improving safety, health and working conditions in agriculture.

ILO (2014). Global action guide for WIND: Practical approaches for improving safety, health and working conditions in agriculture.

ILO (2020). Improving occupational safety and health in the global value chain of coffee in Mexico: Drivers and constraints. A case study.

ILO (2020). Manual del instructor WIND: Mejoras en el trabajo para el desarrollo comunitario.

ILO (2020). Manual de formación WIND: Mejoras en el trabajo para el desarrollo comunitario.



F. RADIO SOAP OPERA: *MY FARM: MY HOME AND TREASURE*



This tool is available in: Spanish.



WHAT IS THIS TOOL FOR?

This radio soap opera includes 11 capsules tackling OSH on a coffee production family farm. The listener is introduced to a family working on their coffee plantation. Each capsule presents a different OSH issue, such as what to do in case of natural disasters, managing the hazards and risks of sun exposure, or ergonomic risks in the farming and harvesting of coffee.



WHO IS THIS TOOL FOR?

This radio soap opera is principally aimed at workers with labour activities in the production and harvest of coffee, but can be used by any actor present within agricultural supply chains:

- Governments
- Employers' and workers' organisations
- Employers
- Cooperatives
- NGOs
- Certifiers
- Trainers
- Producers' organisations



HOW TO USE THIS TOOL?

This radio soap opera objective is to share good practices in terms of workplace preparation, prevention and controls of hazards and risks in a coffee plantation.

What is needed to implement this tool?

The radio soap opera can be used in many contexts for capacity building. For example, they can be used by workers, workers' and employers' organizations, NGOs and other actors to build capacity of workers involved in labour activities of coffee production and harvest.

The radio soap opera can also be shared through social media and websites to raise awareness and build capacity on hazards and risks of coffee production and harvest.

What are the key activities to implement this tool?

- Share the radio soap opera on social media platforms to raise awareness and build capacity on workplace preparation, prevention and hazards and risks in coffee production and harvest.
- Use the audio capsules in the workplace, during training events or any other events to build workers capacity in terms of workplace preparation, controls and prevention of diverse hazards and risks.



KEY CONCEPTS

- Exposure
- Administrative controls
- Hazards
- Occupational health services
- OSH
- PPE
- Prevention
- Risks



WHERE TO FIND THIS TOOL?

Radionovela Mi finca, mi hogar y tesoro (11 capsules)



FURTHER READINGS AND RESOURCES

ILO (n.d.). International Hazard Datasheets on Occupations (HDO).

ILO (2000). Seguridad y salud en la agricultura.

ILO (2011). Safety and Health in Agriculture. Code of practice.

ILO (2014). Global manual for WIND: Practical approaches for improving safety, health and working conditions in agriculture.

ILO (2014). Global action guide for WIND: Practical approaches for improving safety, health and working conditions in agriculture.

ILO (2020). Improving occupational safety and health in the global value chain of coffee in Mexico: Drivers and constraints. A case study.

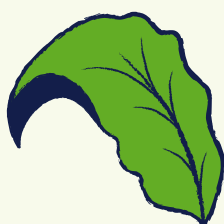
ILO (2020). Manual del instructor WIND: Mejoras en el trabajo para el desarrollo comunitario.

ILO (2020). Manual de formación WIND: Mejoras en el trabajo para el desarrollo comunitario.



3.2. Mitigation and prevention of COVID-19

This central theme is focused on the mitigation and prevention of COVID-19 within the coffee supply chain. The tools included here provide practical guidelines for the prevention and mitigation of the transmission of COVID-19 in the different activities and tasks of agriculture, including a series of protocols and preventive measures to avoid exposure and mitigate the spread of COVID-19 through the implementation of easily applied recommendations in agricultural workplaces.





A. A PRACTICAL GUIDE FOR THE PREVENTION AND MITIGATION OF COVID-19 IN AGRICULTURE



This tool is available in: English, Spanish, French, Romanian.



WHAT IS THIS TOOL FOR?

This guide provides practical guidance for preventing and mitigating coronavirus transmission (COVID-19) in agricultural activities. The recommendations included must be paired with any norm, regulation or directive issued by each country, bearing in mind its social protection coverage in terms of OSH. The guide provides knowledge on:

- How to implement prevention measures in workplaces to avoid contagion by COVID-19.
- Apply basic measures to mitigate the spread of the virus.
- Favour social dialogue and cooperation in the workplace.

The guide leads to the development of an action and implementation plan of measures to mitigate, eliminate and control the identified risks of the transmission of COVID-19 in agricultural activities.



WHO IS THIS TOOL FOR?

This guide is developed for:

- Employers or their representatives in charge of agricultural holdings (responsible for preserving workers' safety and health).
- Agricultural workers (permanent, temporary, day labourers and migrants).
- Any farms: Large, medium and small farms as well as cooperatives and family farms.



HOW TO USE THIS TOOL?

This guide includes a series of preventive measures to avoid exposure and mitigate the spread of COVID-19 by implementing easily applied recommendations in the agricultural workplace. Due to the virus's characteristics, the recommendations are extended to homes and workers' transportation to their workplaces.

The publication provides guidance for employers to ensure that measures are taken to minimize risks in workplaces and provide the means and inputs at no cost to the workers. It also provides guidance for workers, who must cooperate to fulfil the recommendations to abide by the security measures, ensuring, within reasonable limits, other people's safety. This guide applies to all workers, regardless of their type of contract.

This guide also provides a series of posters with educational messages to reinforce recommendations directed at workers.

What is needed to implement this tool?

To implement these protocols, the following elements are needed:

- Workers and employers' time: in order to form the working group and develop the intervention plan, workers' and employers' time will be needed.
- Financial resources: Sufficient financial means to acquire inputs necessary to implement the suggested measures and recommendations.
- Technical resources: technical means to record activities as well as develop and monitor an implementation plan, such as computers, journals, or any other means to record the work.
- Information dissemination: In order to inform every actor involved, means to disseminate information, such as hard copies or virtual communication, will be needed.

What are the key activities to implement this tool?

- Appoint a working group, depending on the farm's size, including the administrator and/or supervisor, the workers' representatives, and the person responsible for the workplace's safety and health.
- Provide information and training to the group on the steps to follow to implement preventive and mitigation measures.
- Carry out risk assessments by analysing the different work environments and activities carried out by workers.
- According to the national legislation guidelines, inform workers of their right to leave a work situation or interrupt it when it implies an imminent and severe danger to their life and health.
- Train management, producers, workers and their representatives on the measures adopted to prevent the risk of exposure to the virus and how to act in the event of COVID-19 infection. For high-risk workers, training should include the correct use, maintenance and disposal of personal protective equipment (PPE).
- Design a work plan according to the results obtained from the working group.
- Implement the plan and improve OSH in the workplace.



KEY CONCEPTS

- Hazards
- Mitigation
- OSH
- PPE
- Prevention
- Pyramid of controls
- Risk assessment
- Risks



WHERE TO FIND THIS TOOL?

Guía práctica para la prevención y mitigación del COVID-19 en la agricultura

Practical guide for the prevention and mitigation of COVID-19 in agriculture

Guide pratique pour la prévention et l'atténuation du COVID-19 dans l'agriculture

Ghid practic pentru prevenirea și atenuarea COVID-19 în agricultură



FURTHER READINGS AND RESOURCES

ILO (2020). Las Normas de la OIT y el COVID-19 (coronavirus).

ILO (2020). Prevención y mitigación del COVID-19 en el Trabajo. Lista de comprobación.

ILO (2011). Seguridad y Salud en la Agricultura. Repertorio de aplicaciones prácticas.

ILO (2020). Cómo gestionar el lugar de trabajo durante la crisis de la COVID-19: Una guía para los empleadores.

WHO, UNICEF, +CIFRC (2020). La Estigmatización social asociada a la COVID-19. Guía para prevenir y abordar la estigmatización Social.



B. PRACTICAL GUIDE FOR THE PREVENTION AND MITIGATION OF COVID-19 IN AGRICULTURE IN HONDURAS. RECOMMENDATIONS FOR MEDIUM AND LARGE AGRICULTURAL COMPANIES



This tool is available in: Spanish, English.



WHAT IS THIS TOOL ABOUT?

The objectives of this guide are to:

- Provide practical guidelines for the prevention and mitigation of the transmission of COVID-19 in the different activities and tasks of agriculture.
- Recommend measures for developing protocols for preventing infection by COVID-19 in agricultural production units, input supply houses, collection and processing, and in a general way to protect other actors involved in the workplace.
- Disseminate relevant information on individual and collective preventive measures related to COVID-19 for employers and workers in agriculture.
- Establish competencies on safety and health at work, emphasising biosafety and COVID-19, all actors of agricultural processes.



WHO IS THIS TOOL FOR?

- Employers and workers of medium and large agricultural companies.
- Those responsible for workers' health and safety in organizations and workplaces of medium and large agricultural companies.

However, this guide can be the starting point for any employers wishing to develop safe work activities within the context of the COVID-19 pandemic and other factors and risk agents present in workplaces.



HOW TO USE THIS TOOL?

According to this guide, each organization and workplace must establish a strategy to meet general and specific aspects to protect workers' safety and health. These strategies must consider, amongst others, the rules, regulations or guidelines established by the country's authorities. This guide includes measures to avoid exposure and reduce the spread of COVID-19 as much as possible by adopting actions that are easy to apply in any organizations, centres and workplaces in Honduras.

These actions can be replicated in other countries' agricultural sector, including the coffee supply chain.

What is needed to implement this tool?

- Workers and employers' time: To form the working group and develop the intervention plan, workers' and employers' time will be needed.
- Financial resources: Sufficient financial means to purchase all inputs necessary to implement the suggested measures and recommendations.
- Technical resources: technical means to record activities as well as develop and monitor an implementation plan, such as computers, journals, or any other means to record the work.
- Information dissemination: In order to inform every actor involved, means to disseminate information, such as hard copies or virtual communication, will be needed.

What are the key activities to implement this tool?

1. In consultation with workers' representatives, develop and publish a statement of management's commitment and responsibilities to reduce the risk of exposure to the virus and transmission of COVID-19.
2. Develop a preparedness and response plan for the prevention of COVID-19 in the workplace, considering all work areas and tasks performed by workers, as well as potential sources of exposure.
3. Regularly consult the occupational health services, local public health authority, or other counterparts who may have developed information materials to promote the risk of exposure to the virus in the workplace or other technical recommendation.
4. Establish a system to provide reliable and up-to-date information on the emerging situation of COVID-19 concerning the information published by the national or local health authorities.
5. Map the hazards and risks of all operations and all jobs.
6. Integrate health and safety into the contingency plan and continuity of operations and consider other work-related needs, including locations where operations must be done with a reduced number of personnel.
7. Promote teleworking for non-essential workers in order to minimize the spread of COVID-19 in the workplace. If teleworking is not possible, introduce shifts to avoid large concentrations of workers in the facilities.
8. Develop an action plan to follow if a confirmed COVID-19 case is identified or suspected in the workplace, including reporting, monitoring, and disinfection according to national directives.
9. Establish a monitoring and evaluation system for strategies and plans on the COVID-19.



KEY CONCEPTS

- Hazards
- Mitigation
- OSH
- PPE
- Prevention
- Risk assessment
- Risks



WHERE TO FIND THIS TOOL?

Guía práctica de prevención y mitigación de la COVID-19 en la agricultura en Honduras. Recomendaciones para empresas agrícolas medianas y grandes (in Spanish only)



FURTHER READINGS AND RESOURCES

ILO (2020). Guía práctica para la prevención y mitigación del COVID-19 en la agricultura.

ILO (2020). Herramienta de 10 pasos para un retorno al trabajo seguro y saludable en tiempos de COVID-19.

ILO (2020). Prevención y mitigación del COVID-19 en el trabajo: lista de comprobación.

ILO (2020). Regresar al trabajo de forma segura. Guía para los empleadores sobre la prevención de la COVID-19.



C. PRACTICAL GUIDE FOR THE PREVENTION AND MITIGATION OF COVID-19 IN THE COFFEE VALUE CHAIN IN HONDURAS



This tool is available in: Spanish (full document), Spanish (summary), English (summary).



WHAT IS THIS TOOL ABOUT?

This practical guide for the prevention and mitigation of COVID-19 in the coffee value chain in Honduras includes measures to avoid exposure to the virus and to reduce as much as possible the spread of COVID-19, through the adoption of easily applied actions in organizations, centres and workplaces.



WHO IS THIS TOOL FOR?

- Employers and workers of coffee farms, roasters and cooperatives, sellers and exporters of coffee in Honduras.
- Those responsible for the safety and health of the workers of coffee farms, roasters and cooperatives, commercialization companies and coffee exporters in Honduras.

However, the guide was developed for the Honduran context and the coffee sector, but it can be adapted to other countries and supply chains.



HOW TO USE THIS TOOL?

This guide provides support to employers and workers of coffee farms, roasters and cooperatives, sellers, coffee marketing and exporting companies in Honduras, for the development of prevention and OSH activities against COVID-19 and other hazards and risks. The guide:

1. Provides practical guidance for the prevention and mitigation of the transmission of COVID-19 in the different activities and tasks of coffee farms, roasters and cooperatives, marketing companies and coffee exporters in Honduras.
2. Recommends measures to implement prevention protocols against COVID-19 infection in coffee farms, roasters and cooperatives, marketing companies and coffee exporters in Honduras.
3. Disseminates relevant information on individual and collective preventive measures related to COVID-19 for employers and workers of coffee farms, roasters and cooperatives, marketing companies and coffee exporters in Honduras.
4. Establishes competencies on OSH, with an emphasis on biosafety and COVID-19 for employers and workers of coffee farms, roasters and cooperatives, marketing companies and coffee exporters in Honduras.

What is needed to implement this tool?

- Workers and employers' time: To form the working group and develop the intervention plan, workers' and employers' time will be needed.
- Financial resources: Sufficient financial means to purchase all inputs necessary to implement the suggested measures and recommendations.
- Technical resources: technical means to record activities as well as develop and monitor an implementation plan, such as computers, journals, or any other means to record the work.
- Information dissemination: In order to inform every actor involved, means to disseminate information, such as hard copies or virtual communication, will be needed.

What are the key activities to implement this tool?

1. In consultation with workers' representatives, develop and publish a statement of management's commitment and responsibilities to reduce the risk of exposure to the virus and transmission of COVID-19.
2. Develop a preparedness and response plan for the prevention of COVID-19 in the workplace, considering all work areas and tasks performed by workers, as well as potential sources of exposure.
3. Regularly consult the occupational health services, local public health authority, or other counterparts who may have developed information materials to promote the risk of exposure to the virus in the workplace or other technical recommendation.
4. Establish a system to provide reliable and up-to-date information on the emerging situation of COVID-19 concerning the information published by the national or local health authorities.
5. Map the hazards and risks of all operations and all jobs.
6. Integrate health and safety into the contingency plan and continuity of operations and consider other work-related needs, including locations where operations must be done with a reduced number of personnel.
7. Promote teleworking for non-essential workers in order to minimize the spread of COVID-19 in the workplace. If teleworking is not possible, introduce shifts to avoid large concentrations of workers in the facilities.
8. Develop an action plan to follow if a confirmed COVID-19 case is identified or suspected in the workplace, including reporting, monitoring, and disinfection according to national directives.
9. Establish a monitoring and evaluation system for strategies and plans on the COVID-19.



KEY CONCEPTS

- Hazards
- Mitigation
- OSH
- PPE
- Prevention
- Risk assessment
- Risks



WHERE TO FIND THIS TOOL?

Guía práctica de prevención y mitigación de la COVID-19 en la cadena de valor del café en Honduras (in Spanish only)

Protocol for occupational safety and health in the coffee value chain (summary)

Protocolo de seguridad y salud en el trabajo en la cadena de valor del café (summary)



FURTHER READINGS AND RESOURCES

ILO (2020). Guía práctica para la prevención y mitigación del COVID-19 en la agricultura.

ILO (2020). Herramienta de 10 pasos para un retorno al trabajo seguro y saludable en tiempos de COVID-19.

ILO (2020). Prevención y mitigación del COVID-19 en el trabajo: lista de comprobación.

ILO (2020). Regresar al trabajo de forma segura. Guía para los empleadores sobre la prevención de la COVID-19.

ILO (2020). Guía práctica de prevención y mitigación de la COVID-19 en la agricultura en Honduras. Recomendaciones para empresas agrícolas medianas y grandes.



D. OCCUPATIONAL SAFETY AND HEALTH PROTOCOLS FOR THE COFFEE INDUSTRY



This tool is available in: Spanish (full document), English (summary).



WHAT IS THIS TOOL FOR?

This tool is comprised of five protocols related to preventing and mitigating COVID-19 in five tiers of the coffee value chain, including:

- I. OSH protocol in the primary coffee production process
- II. OSH protocol in the wet and dry transformation processes at the farm and industrial level
- III. OSH protocol in the work of the coffee commercialization process
- IV. OSH protocol in the work of the industrialization process at different scales, from the whole bean to the sale of coffee beans
- V. OSH protocol for coffee cupping and sale process in coffee shops

The objectives of the protocols are:

- to provide farmers, employers, workers and day labourers in the coffee chain, information for the prevention and mitigation of COVID-19, in accordance with the guidelines of the national health authorities, the WHO and the ILO; and
- to provide general measures of safety and health at work, depending on the tier of the supply chain, to prevent accidents and occupational diseases, in accordance with the provisions of the federal regulations on safety and health at work, and with the official national standards that apply.



WHO IS THIS TOOL FOR?

The protocols are aimed at different actors of the coffee supply chain:

- farmers, workers and day labourers who work in the primary coffee production process (protocol I)
- employers, workers, and day labourers who work in wet and dry coffee transformation processes at the farm and industrial levels (protocol II)
- employers, workers and day labourers who work in the coffee marketing process (protocol III)
- employers and workers who work in the industrialization process at different scales, from the whole grain to coffee sale (protocol IV)
- employers and workers are involved in coffee cupping and sale process in coffee shops (protocol V)



HOW TO USE THIS TOOL?

Each protocol provides guidance on how to implement OSH in the identified tier of the coffee supply chain. It offers strategies on preventing and mitigating COVID-19 risks and recommendations on how to improve OSH within the each of the coffee supply chain's tier and provide guidance to identify hazards and risks and develop an intervention plan.

Each protocol leads to the development of an action and implementation plan to eliminate and control each tier of the coffee supply chain's identified risks. These plans aim at improving the OSH conditions in each tier of the coffee supply chain.

Each protocol has an explanatory video (in Spanish). These videos make it easier to share the protocols and display their content to an audience in whatever setting (online or face to face).

What is needed to implement this tool?

To implement these protocols, the following elements are needed:

- Workers and employers' time: in order to form working groups and develop intervention plans, workers' and employers' time will be needed.
- Financial resources: Sufficient financial means to acquire the necessary inputs to implement the suggested measures and recommendations.
- Technical resources: technical means to record activities as well as develop and monitor implementation plans, such as computers, journals, or any other means to record the work.
- Information dissemination: In order to inform every actor involved, means to disseminate information, such as hard copies or virtual communication, will be needed.

What are the key activities to implement this tool?

Each protocol proposes two technical sections. The first one is related to prevention and mitigation strategies to avoid the contagion and spread of COVID-19. The employer must take responsibility for its compliance and ensure that these measures are adopted to minimize contagion. The second one is based on identifying the main risks to which workers and day labourers are exposed and provides guidance to develop an intervention plan.

To comply with COVID-19 prevention and mitigation measures, as well as with the plan for OSH intervention, it is suggested to carry out the following activities:

For Protocol 1:

- Form a working group according to the farm's size, including the employer or contractor and a representative of the workers.
- Provide information and training to the group on the steps to follow to implement preventive and mitigation measures and health and safety measures in the workplace.

- Design a work plan according to the results obtained from the working group.
- Implement the plan and improve OSH in the workplace.

For Protocol 2:

- Constitute and integrate a Safety and Hygiene Commission, according to the size of the facility. When the workplace has less than 15 workers, include a worker and an employer or their representatives. When the workplace has 15 or more workers, include a coordinator, a secretary and the members who agree to be part of the process.
- Provide information and training to the Health and Safety Commission on the steps to follow to implement preventive and mitigation measures and security and health measures at work.
- Design a work plan according to the results obtained from the working group.
- Implement the plan and improve OSH in the workplace.

For Protocol 3:

- Appoint a working group according to the size of the commercialization process. Include the employer or contractor and a worker representative.
- Provide information and training to the group on the steps to follow to implement preventive and mitigation measures and health and safety measures in the workplace.
- Design a work plan according to the results obtained from the working group.
- Provide information and training to the Safety and Hygiene Commission on the steps to follow to implement preventive and mitigation measures and security and health measures at work.
- Implement the plan and improve OSH in the workplace.

For Protocol 4:

- Constitute and integrate a Safety and Hygiene Commission, according to the size of the facility. When the workplace has less than 15 workers, include a worker and an employer or their representatives. When the workplace has 15 or more workers, include a coordinator, a secretary and the members who agree to be part of the process.
- Provide information and training to the Health and Safety Commission on the steps to follow to implement preventive and mitigation measures and security and health measures at work.
- Design a work plan according to the results obtained from the working group.
- Implement the plan and improve OSH in the workplace.

For Protocol 5:

- Constitute and integrate a Safety and Hygiene Commission, according to the size of the facility. When the workplace has less than 15 workers, include a worker and an employer or their representatives. When the workplace has 15 or more workers, include a coordinator, a secretary and the members who agree to be part of the process.

- Provide information and training to the Health and Safety Commission on the steps to follow to implement preventive and mitigation measures and security and health measures at work.
- Design a work plan according to the results obtained from the working group.
- Implement the plan and improve OSH in the workplace.



KEY CONCEPTS

- Hazards
- Hygiene
- Mitigation
- OSH
- PPE
- Prevention
- Risks
- Workers' representatives



WHERE TO FIND THIS TOOL?

- Video: I. Protocolo de seguridad y salud en el trabajo en el proceso de producción primaria del café
- Video: II. Protocolo de SST en los procesos de beneficio húmedo y seco a nivel de predio e industrial
- Video: III. Protocolo de seguridad y salud en el trabajo del proceso de comercialización del café
- Video: IV. Protocolo de SST del proceso de industrialización, desde el grano entero a la venta de café en grano
- Video: V. Protocolo de seguridad y salud en el trabajo del proceso de catación y venta en cafeterías
- Protocol for occupational safety and health in the coffee value chain (summary)
- Protocolo de seguridad y salud en el trabajo en la cadena de valor del café (summary)



FURTHER READINGS AND RESOURCES

ILO (2020). In the face of a pandemic: Ensuring Safety and Health at Work. A

ILO (2020). Guía práctica para la prevención y mitigación del COVID-19 en la agricultura.

ILO (2020). Herramienta de 10 pasos para un retorno al trabajo seguro y saludable en tiempos de COVID-19.

WHO (2020). Coronavirus disease (COVID-19): Health and safety in the workplace.



E. PROTECTING WORKERS IN THE COFFEE SECTOR: OCCUPATIONAL SAFETY AND HEALTH IN RESPONSE TO THE COVID-19 PANDEMIC. RAPID NEEDS ASSESSMENT & RESPONSE PLANS: PREPARATION GUIDELINES FOR COUNTRY LEVEL INTERVENTIONS



This tool is available in: English, French, Spanish.



WHAT IS THIS TOOL FOR?

This document provides guidance for designing OSH interventions to support efforts to ensure coffee workers' safety and health in the context of COVID-19. It includes a rapid assessment exercise and a template for developing a response plan according to the assessment findings.



WHO IS THIS TOOL FOR?

This tool is useful for governments, employers' and workers' organizations, international organizations, cooperatives, NGOs and any other organization designing a response plan to ensure workers' safety and health in the context of COVID-19.



HOW TO USE THIS TOOL?

The rapid needs-assessment exercise aims at understanding and assessing:

- the overall OSH and COVID-19 situation at the national and regional levels in the coffee supply chain, and in particular in the coffee-producing regions of the country; and
- the constituents' capacity and need to respond to the crisis.

The rapid assessment exercise leads to developing a response plan to address and improve OSH in the coffee supply chain accordingly to the assessment findings. By implementing the rapid needs assessment and developing a response plan based on the results, OSH and COVID-19 prevention and mitigation measures will be implemented in order to improve the protection measures for the workers within the coffee supply chain.

What is needed to implement this tool?

- Access to primary and secondary information sources from, *inter alia*, national and regional authorities competent in OSH, occupational health services, public

health services, social security institutions, employers' and workers' organizations, coffee cooperatives/producers'/exporters' associations, private sector entities, UN agencies, including the ILO and WHO, non-governmental organizations and civil society organizations, among others.

- Staff and consultant time to perform the necessary activities.
- Financial resources for staff and consultant time, transport, accommodation, etc.
- Technical resources: technical means such as computers, journals, or any other means to record the work.
- Information dissemination: In order to inform every actor involved, means to disseminate information, such as hard copies or virtual communication, will be needed.

What are the key activities necessary to implement this tool?

The rapid needs assessment can be implemented by following these steps:

- Conduct an initial desk review, to gain a good understanding of the outcomes of the pandemic, to date and in the future, in the country and in particular in the coffee sector; to identify the measures that have been put in place to address them; to collect available data/information on the labour market, OSH and labour inspection, health care and public health services; to map the assistance that other organizations may be providing; and to identify all relevant existing policies, programmes and plans related to COVID-19.
- Carry out interviews, to gather primary sources of information.
- Complete the assessment matrix and develop a response plan based on the results of the initial desk review and the interviews.
- Implement the response plan accordingly.



KEY CONCEPTS

- Desk review
- Occupational health services
- OSH
- Pyramid of controls



WHERE TO FIND THIS TOOL?

Protecting workers: occupational safety and health in response to the COVID-19 pandemic

Protection des travailleurs: sécurité et santé au travail en réponse à la pandémie de COVID-19

Protegiendo a los trabajadores: seguridad y salud en el trabajo en respuesta a la pandemia de COVID-19



FURTHER READINGS AND RESOURCES

ILO (2020). Prevention and Mitigation of COVID-19 at Work ACTION CHECKLIST.

ILO (2020). A safe and healthy return to work during the COVID-19 pandemic. Policy Brief.

ILO (2020). Safe Return to Work: Ten Action Points.

ILO (2020). Managing work-related psychosocial risks during the COVID-19 pandemic.

ILO (2020). Practical guide for the prevention and mitigation of COVID-19 in agriculture.



F. VIDEOS FOR THE PREVENTION AND MITIGATION OF COVID-19 IN AGRICULTURE



This tool is available in: Spanish.



WHAT IS THIS TOOL FOR?

These videos aim to raise awareness on the measures necessary to protect workers against coronavirus in the workplace, especially in agriculture.



WHO IS THIS TOOL FOR?

These videos are principally for workers, but can be used by any actor present within agricultural supply chains:

- Governments and workers' and employers' organizations
- Cooperatives
- Private and public sector companies
- Trainers and/or consultants
- Certifiers
- NGOs



HOW TO USE THIS TOOL?

These videos' primary objective is to showcase prevention and protection measures against COVID-19 in agricultural workplaces.

What is needed to implement this tool?

The videos can be used in many contexts for awareness-raising in workplaces in order to improve protection measures against COVID-19. For example, they can be used by workers, workers' and employers' organizations, NGOs and other actors to raise awareness about COVID-19 in the workplace. The videos can also be used in training as tools to demonstrate good practices to fight COVID-19 in agricultural workplaces.

The videos can also be shared through social media and websites to raise awareness about prevention and protection measures against COVID-19.

What are the key activities to implement this tool?

- Share the videos on social media platforms to raise awareness about prevention and protection measures against COVID-19.
- Use them in training.
- Use them in awareness-raising activities to showcase prevention and protection measures against COVID-19.



KEY CONCEPTS

- Hygiene
- PPE
- Prevention



WHERE TO FIND THIS TOOL?

Higiene y lavado de manos para la prevención del COVID-19 en la agricultura

Síntomas y cuidado de la salud para trabajadores en la agricultura

Limpieza y desinfección en las instalaciones de trabajo en la agricultura

Medidas para la prevención del COVID-19 en la agricultura



FURTHER READINGS AND RESOURCES

ILO (2020). Guía práctica para la prevención y mitigación del COVID-19 en la agricultura.

ILO (2020). Herramienta de 10 pasos para un retorno al trabajo seguro y saludable en tiempos de COVID-19.

ILO (2020). Prevención y mitigación del COVID-19 en el trabajo: lista de comprobación.

ILO (2020). Regresar al trabajo de forma segura. Guía para los empleadores sobre la prevención de la COVID-19.



G. RADIO SPOTS ON THE PREVENTION OF COVID-19 AND OTHER OSH ISSUES



This tool is available in: Spanish.



WHAT IS THIS TOOL FOR?

With the onset of the pandemic, an alliance was created with the National Federation of Coffee Growers to help spread messages, formatted as radio spots, to prevent the dangers of COVID-19 among workers in the coffee sector.



WHO IS THIS TOOL FOR?

These four radio spots are principally aimed at workers with labour activities in the coffee supply chain, but can be used by any actor present within agricultural supply chains:

- Governments
- Employers' and workers' organisations
- Employers
- Cooperatives
- NGOs
- Certifiers
- Trainers
- Producers' organisations.



HOW TO USE THIS TOOL?

These four radio spots' objectives are to share good practices in terms of workplace preparation, prevention and controls of hazards and risks in the coffee supply chain, mostly related to the prevention of COVID-19 in the workplace.

What is needed to implement this tool?

The radio spots can be used in many contexts for capacity building. For example, they can be used by workers, workers' and employers' organizations, NGOs and other actors to build capacity of workers involved in labour activities in the coffee supply chain, including for the prevention of COVID-19 in the workplace.

The radio spots can also be shared through social media and websites to raise awareness on COVID-19 prevention and build capacity on hazards and risks of coffee production and harvest.

What are the key activities to implement this tool?

- Share the radio spots on social media platforms to raise awareness and build capacity on workplace preparation, prevention and hazards and risks in the coffee supply chain, including for the prevention of COVID-19 in the workplace.
- Use the audio capsules in the workplace, during training events or any other events to build workers capacity in terms of workplace preparation, controls and prevention of diverse hazards and risks, including for the prevention of COVID-19 in the workplace.



KEY CONCEPTS

- Administrative controls
- Hazards
- Occupational health services
- OSH
- PPE
- Prevention
- Risks



WHERE TO FIND THIS TOOL?

Cuidado con el manejo de químicos y agroquímicos

Identificar, prevenir y proteger

El sector cafetero se cuida de la COVID-19

Recomendaciones del profesor Yarumo



FURTHER READINGS AND RESOURCES

ILO (2020). Guía práctica para la prevención y mitigación del COVID-19 en la agricultura.

ILO (2020). Herramienta de 10 pasos para un retorno al trabajo seguro y saludable en tiempos de COVID-19.

ILO (2020). Prevención y mitigación del COVID-19 en el trabajo: lista de comprobación.

ILO (2020). Regresar al trabajo de forma segura. Guía para los empleadores sobre la prevención de la COVID-19.



H. RADIO SPOTS ON THE PREVENTION OF COVID-19 IN AGRICULTURAL WORKPLACES



This tool is available in: Spanish.



WHAT IS THIS TOOL FOR?

These radio spots were created to increase awareness of mitigation and prevention measures for COVID-19 within the agricultural workplace.



WHO IS THIS TOOL FOR?

These four radio spots are principally aimed at workers with agricultural labour activities, but can be used by any actor present within agricultural supply chains:

- Governments
- Employers' and Workers' organisations
- Employers
- Cooperatives
- NGOs
- Trainers
- Certifiers
- Producers' organisations.



HOW TO USE THIS TOOL?

These four radio spots' objectives are to raise awareness in terms of COVID-19 prevention in the agricultural workplace, such as recognising symptoms, handwashing and hygiene, PPE as well as disinfection of the workplace and tools.

What is needed to implement this tool?

These radio spots can be used in many contexts for raising awareness on COVID-19 prevention in the agricultural workplace. For example, they can be used by workers, workers' and employers' organizations, NGOs and other actors to raise awareness and build capacity of workers involved in agricultural labour activities.

The radio spots can also be shared through social media and websites to raise awareness and build capacity on COVID-19 prevention.

What are the key activities to implement this tool?

- Share the radio spots on social media platforms to raise awareness and build capacity on COVID-19 prevention in the workplace.

- Use the radio spots in the workplace, during training event or any other events to build workers capacity in terms of COVID-19 prevention.



KEY CONCEPTS

- Hygiene
- Occupational health services
- OSH
- PPE
- Prevention



WHERE TO FIND THIS TOOL?

Mejora de la SST en la cadena de suministro del café en América Latina - Spot de radio núm. 01

Mejora de la SST en la cadena de suministro del café en América Latina - Spot de radio núm. 02

Mejora de la SST en la cadena de suministro del café en América Latina - Spot de radio núm. 03

Mejora de la SST en la cadena de suministro del café en América Latina - Spot de radio núm. 04



FURTHER READINGS AND RESOURCES

ILO (2020). Guía práctica para la prevención y mitigación del COVID-19 en la agricultura.

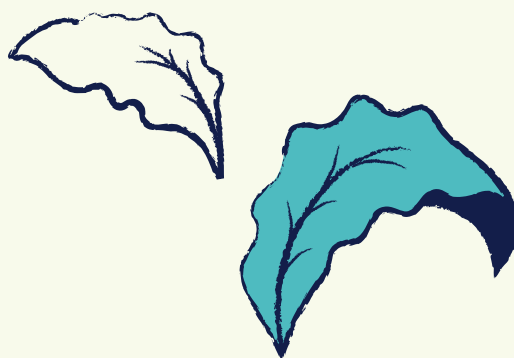
ILO (2020). Herramienta de 10 pasos para un retorno al trabajo seguro y saludable en tiempos de COVID-19.

ILO (2020). Prevención y mitigación del COVID-19 en el trabajo: lista de comprobación.

ILO (2020). Regresar al trabajo de forma segura. Guía para los empleadores sobre la prevención de la COVID-19.

3.3. OSH knowledge

This third central theme includes studies on OSH and various initiatives from coffee supply chains, providing useful replicable processes to create knowledge and processes to improve upon OSH within the coffee sector.





A. THE EXPERIENCE OF THE NATIONAL FEDERATION OF COLOMBIAN COFFEE GROWERS IN HEALTH AND SAFETY AT WORK



This tool is available in: Spanish (full document), Spanish (summary), English (summary).



WHAT IS THIS TOOL FOR?

This document presents the results of the analysis of three OSH training experiences carried out by the National Federation of Cafeteros de Colombia (FNC) between 2013 to 2019. It provides potential training strategies to national authorities and union leaders who wish to advance institutional strengthening processes in the coffee sector. It also provides useful tools allowing for progress in the development of significant OSH promotion experiences.

By consulting and reading this study, the users will better understand the results of providing OSH training to different actors and familiarised itself with recommendations on developing adequate training activities to improve OSH and promotional material to advocate for OSH with national and regional political instances.



WHO IS THIS TOOL FOR?

This study can be used, adapted and referred to by any actor present within the coffee supply chain or can be adapted for other agricultural supply chain and be used by:

- Governments and workers' and employers' organizations
- Cooperatives
- Private and public sector companies
- Trainers and/or consultants
- Certifiers
- NGOs



HOW TO USE THIS TOOL?

The study can serve as a blueprint for other training programmes to improve OSH in a national coffee supply chain, or provide guidance through its recommendations, which are presented in three sets: (i) The first set of recommendations refers to institutional design and planning of OSH promotion initiatives; (ii) the second one focuses on the aspects to consider for designing methodologies, tools and training materials that are meaningful and useful for coffee growers; and (iii) the third one presents themes and issues related to hazards and risks present in coffee farming to develop specific OSH training on targeted topics such as biomechanics, physical, biological, chemical and security conditions hazards and risks. The methodology to develop interviews and report on the training experiences is included in the study.

What is needed to implement this tool?

To implement the recommendations provided in the study, the following resources are needed:

- Human resources: Staff and consultant are needed to tailor and develop the training material and implement the courses and targeted measures.
- Financial resources: Sufficient financial means for human resources and staff or consultant are needed to develop, tailor and implement training events and OSH improvement measures. Financial resources for logistical purpose are also necessary (e.g., transport of facilitators, accommodation, training material, etc.).

What are the key activities necessary to implement this tool?

The main activities to implement the recommendations included in the study are:

- Design and planning of material to promote OSH, training material and training activities.
 - ▶ Organization of promotional and training processes (institutional arrangements) at the national and sub-national levels.
 - ▶ Design of instruments, promotion material and training material.
 - ▶ Monitoring, evaluation and improvement of the training and promotion material.
- Provide training events.
- Promote OSH in a transversal way in the sectorial public policies of the territorial entities.



KEY CONCEPTS

- Hazards
- Monitoring and evaluation
- National policy
- National programme on OSH
- National system for OSH
- OSH
- OSH management system
- Risks
- Social protection
- Supply chain



WHERE TO FIND THIS TOOL?

La experiencia de la Federación Nacional de Cafeteros de Colombia en seguridad y salud en el trabajo (Full document, in Spanish only)

La experiencia de la Federación Nacional de Cafeteros de Colombia en seguridad y salud en el trabajo (resumen)

The experience of the National Federation of Coffee Growers of Colombia in occupational safety and health (summary)



FURTHER READINGS AND RESOURCES

ILO (2021). Manual para formadores: Reglamentación en materia de seguridad y salud en el trabajo para la agricultura en México.

ILO (2020). Manual de formación WIND: Mejoras en el trabajo para el desarrollo comunitario.

ILO (2020). Manual del instructor WIND: Mejoras en el trabajo para el desarrollo comunitario.



B. OCCUPATIONAL ACCIDENTS AND DISEASES, PERCEPTIONS AND GOOD PRACTICES IN THE COLOMBIAN COFFEE SECTOR



This tool is available in: Spanish (full document), Spanish (summary), English (summary).



WHAT IS THIS TOOL FOR?

This study on OSH, perceptions and good practices in the Colombian coffee sector seeks to develop and reinforce sustainable, safe and healthy practices in the coffee supply chain. The study transmits information to other rural and agricultural chains by promoting an exchange of knowledge, attitudes, and behaviours and 22 oriented OSH practices to protect workers, promote self-care, self-management, well-being, and quality life of the workers. Likewise, the study provides statistical analysis on occupational accidents and diseases in the formal coffee sector, contributing to decision-making in prevention and control measures. The outcome of such studies will be a comprehensive analysis of OSH's state within the national coffee supply chain, including recommendations to improve OSH for workers.



WHO IS THIS TOOL FOR?

This study can be used, adapted and referred to by any actor present within the coffee supply chain or can be adapted for other agricultural supply chains and be used by:

- ILO offices
- Governments and workers' and employers' organizations
- Private and public sector companies
- Researchers
- Trainers and/or consultants
- Certifiers
- NGOs



HOW TO USE THIS TOOL?

The study gathers and shares key information and knowledge on good practices in the coffee sector to inform policy making processes and awareness campaign on OSH. The results are based on semi-structured interviews and focus groups with key players in the Colombian coffee sector, such as coffee growers, as well as an analysis of occupational accidents and illnesses in the coffee sector.

What is needed to implement this tool?

This study can be reproduced to better understand occupational accidents and diseases, perceptions and good practices within a coffee supply chain. To produce such a study, the following resources are needed:

- Human resources: Staff and consultant are needed to perform a desk review, develop, tailor and implement interview protocols, analyse the results and draft a report and recommendations.
- Financial resources: Sufficient financial means for the necessary human resources and staff or consultant time to develop and tailor the questionnaires, undertake the interviews, and analyse and write the result of the studies and recommendations for the improvement of OSH. Financial resources for logistical purpose are also necessary (i.e. transport of researcher and interviewees, accommodation, etc.). Financial resources also need to be considered for publication purposes.
- Publication: Publication and sharing of the results and recommendations to the appropriate target audience (i.e. hard copy, USB, online PDF, website, etc.)

What are the key activities necessary to implement this tool?

- Hire competent researchers that are knowledgeable in:
 - ▶ The national coffee supply chain
 - ▶ OSH
 - ▶ Research and interview protocols
 - ▶ The national language and culture
- Develop a research protocol to understand the coffee supply chain, including interviews and focus groups questionnaires.
- Implement the research protocol and undertake the interviews and focus groups.
- Analyse the results.
- Draft a report and provide recommendations to improve OSH in the coffee supply chain.



KEY CONCEPTS

- Hazards
- OSH
- Occupational health services
- Risks
- Supply chain



WHERE TO FIND THIS TOOL?

Accidentes y enfermedades laborales, percepciones y buenas prácticas en el sector cafetero colombiano

Accidentes y enfermedades laborales, percepciones y buenas prácticas en el sector cafetero colombiano (resumen)

Work-related accidents and illnesses: Perceptions and good practices in the Colombian coffee sector (summary)



FURTHER READINGS AND RESOURCES

ILO (2017). Occupational Safety and Health in Global Value Chains Starterkit - Guide for Implementers.

ILO (2011). Sistema de gestión de la SST: una herramienta para la mejora continua.



C. SURVEY ON THE HEALTH AND WORKING CONDITIONS OF TEMPORARY AND SEASONAL COFFEE WORKERS AND NOTE ON APPLICATION OF THE OCCUPATIONAL SAFETY AND HEALTH TOOL FOR TEMPORARY AND SEASONAL COFFEE WORKERS



These tools are available in: English, Spanish.



WHAT IS THIS TOOL FOR?

This tool provides a comprehensive survey to understand the health and working conditions of temporary workers in the coffee production, and an accompanying Note that guides its application.

The Survey on the health and working conditions of temporary and seasonal coffee workers includes 10 sections:

1. General sociodemographic information
2. Social health determinants
3. Social protection
4. Access to healthcare
5. Health conditions
6. Lifestyle
7. Psycho-social risks
8. Working conditions and hazards
9. Changes in health
10. Impact of accidents and changes in health



WHO IS THIS TOOL FOR?

- Governments
- Employers' and workers' organizations
- Employers
- Workers
- Cooperatives
- NGOs



HOW TO USE THIS TOOL?

The **Note on application of the Occupational Safety and Health Tool for Temporary and Seasonal Coffee Workers** provides key information related to

methodological aspects of the application of the related survey, and taking into account the limitations identified and recommendations made during the approval and modification process.

An example of the application of these tools can be found here: [Condiciones de trabajo y de salud de las personas que realizan actividades temporales o estacionales en cultivos de café.](#)

What is needed to implement this tool?

To implement the survey, human and financial resources will be needed to conduct desk research, adapt the survey to the given context and plan the activity by setting the objectives, parameters and general activities. The human and financial activities will also be necessary to implement and execute the survey's related activities and analyse the outcomes. Resources will also be needed to be mobilised for travelling and accommodation purposes.

What are the key activities to implement this tool?

The survey is implemented in three stages. It is important to ensure the existence of tripartite forums for social dialogue at all three of these stages in order to report on its implementation and so that its outcomes can be approved.

1. Planning
 - Setting objectives
 - Setting parameters and general activities
 - Adapting the survey to the context
2. Execution of the survey



KEY CONCEPTS

- [Administrative controls](#)
- [Hazards](#)
- [Hygiene](#)
- [National system for OSH](#)
- [Occupational health services](#)
- [OSH](#)
- [OSH management systems](#)
- [PPE](#)
- [Prevention](#)
- [Risks](#)
- [Social protection](#)



WHERE TO FIND THIS TOOL?

Health and working conditions of temporary and seasonal coffee workers: (Note on Application and Survey)

Herramienta de condiciones de salud y trabajo para personas que realizan actividades temporales o estacionales de cultivos de café (encuesta y nota para la aplicación)

Condiciones de trabajo y de salud de las personas que realizan actividades temporales o estacionales en cultivos de café (Estudio Colombia)



FURTHER READINGS AND RESOURCES

ILO (2012). The SOLVE training package: Integrating health promotion into workplace OSH policies.

ILO (2014). Global manual for WIND: Practical approaches for improving safety, health and working conditions in agriculture.

ILO (2014). Global action guide for WIND: Practical approaches for improving safety, health and working conditions in agriculture.



D. PRODUCERS MANUALS: REGULATIONS ON OCCUPATIONAL SAFETY AND HEALTH FOR AGRICULTURE IN MEXICO AND HONDURAS



These tools are available in: Spanish.



WHAT ARE THESE TOOLS FOR?

Every person who works in agriculture has the right to carry out their work without putting at risk their physical integrity and health. Employers have an obligation to take care of people who work under their responsibility.

These manuals are part of the process of a training of trainers' programme in occupational safety and health (OSH) in agriculture, promoted by the VZF Project, which aims to prevent deaths, injuries and occupational diseases in global supply chains.

One has been developed especially for the Mexican context and the other for the Honduran context; however, the guidance provided in the manual can be replicated in other countries.



WHO ARE THESE TOOLS FOR?

These tools are aimed at workers and small coffee producers in Mexico and Honduras in the context of a training event. They can also be used by many other actors in agricultural chains, such as:

- NGOs
- Employers' and Workers' organisations
- Producers' organisations
- Certifiers
- Government
- Trainers



HOW TO USE THESE TOOLS?

The manuals' objective is to present in a simple way to small agricultural producers the obligations and provisions that the current regulation on OSH in Mexico and Honduras establishes. However, the guidance provided in the manual can be replicated in other countries.

What is needed to implement these tools?

These manuals can be used in many contexts for raising awareness of the obligations and provisions of the national regulation on OSH in the agricultural workplace. For

example, they can be used by employers and workers, workers' and employers' organizations, NGOs and other actors to raise awareness and build capacity of workers involved in agricultural labour activities in many types of training or awareness-raising events.

These manuals can also be shared through social media and websites to raise awareness of the current OSH regulations.

What are the key activities to implement these tools?

- Share the manuals on social media platforms to raise awareness and build the capacity of workers.
- Use the manuals in the workplace, during training events or any other events to build awareness of the current regulations.



KEY CONCEPTS

- Exposure
- Hazards
- Hygiene
- International Labour Standards
- Labour inspection
- National policy
- National programme on OSH
- National system for OSH
- Occupational health services
- OSH
- OSH standards
- PPE
- Risks
- Social protection
- Welfare facilities



WHERE TO FIND THESE TOOLS?

Manual para productores: Reglamentación en materia de seguridad y salud en el trabajo para la agricultura en Honduras

Manual para productores: Reglamentación en materia de seguridad y salud en el trabajo para la agricultura en México



FURTHER READINGS AND RESOURCES

ILO (2007). Mejores trabajos para el desarrollo comunitario (WIND). Programa de formación en seguridad, salud y condiciones de trabajo en la pequeña producción agrícola.

ILO (2012). SOLVE: Integrando la promoción de la salud a las políticas de SST en el lugar de trabajo. Cuadernos de trabajo del participante.

ILO (2021). Manual para formadores: Reglamentación en materia de seguridad y salud en el trabajo para la agricultura en México.

ILO (2020). Manual de formación WIND: Mejoras en el trabajo para el desarrollo comunitario.

ILO (2020). Manual del instructor WIND: Mejoras en el trabajo para el desarrollo comunitario.

ILO (2021). Manual para formadores: Reglamentación en materia de seguridad y salud en el trabajo para la agricultura en Honduras.

ILO (2021). Manual para formadores: Reglamentación en materia de seguridad y salud en el trabajo para la agricultura en México.



E. MANUALS FOR TRAINERS: REGULATIONS ON OCCUPATIONAL SAFETY AND HEALTH FOR AGRICULTURE IN MEXICO AND HONDURAS



These tools are available in: Spanish.



WHAT ARE THESE TOOLS FOR?

These manuals are part of the process of a training of trainers programme in occupational safety and health (OSH) in agriculture, promoted by the Vision Zero Fund Project of the International Labor Organization (ILO), which aims to prevent deaths, injuries and occupational diseases in global supply chains. The purpose of the manuals is to serve as an instrument of quick consultation that facilitates training processes to improve normative knowledge of OSH in activities agricultural of Mexico and of Honduras and to support agricultural trainers and promoters in training and empowering agricultural workers on the OSH national legislations.

One has been developed especially for the Mexican context and the other for the Honduran context; however, the guidance provided in the manual can be replicated in other countries.



WHO ARE THESE TOOLS FOR?

These tools are aimed at **trainers and agricultural promoters**. They can also be used by many other actors in agricultural chains, such as:

- NGOs
- Employers' and Workers' organisations
- Producers' organisations
- Certifiers
- Government



HOW TO USE THESE TOOLS?

The manual incorporates a general analysis of the regulatory framework of the occupational safety and health in Honduras and in Mexico. The manuals' objective is to provide support for trainers and agricultural producers in offering training for small coffee producers on the legal principles and legal systems in the normative framework of OSH in Honduras and Mexico.

These manuals can also serve as a basis to create such documents in other countries.

What is needed to implement these tools?

These manuals can be used in for trainers and agricultural promoters to build the capacity of workers during training events, either face to face or online, and create awareness of the obligations and provisions of the national regulation on OSH in the agricultural workplace.

For online training, a training agenda, the development for training sessions and an online event need to be created.

For face-to-face training, a training agenda, the development of training sessions and a location need to be found.

For both types of events, financial and human resources are necessary in order to plan and develop the training and for its delivery.

What are the key activities to implement these tools?

- Reach out to potential small coffee producers and create awareness of the training event.
- Enrol participants.
- Develop the training agenda and the training material using the trainers' and the producers' manuals.
- Choose a training location (online or face to face).
- Deliver the training accordingly to plan.



KEY CONCEPTS

- [International Labour Standards](#)
- [Labour inspection](#)
- [National policy](#)
- [National programme on OSH](#)
- [National system for OSH](#)
- [Occupational health services](#)
- [OSH](#)
- [OSH standards](#)
- [Social protection](#)
- [Welfare facilities](#)



WHERE TO FIND THESE TOOLS?

[Manual para formadores: Reglamentación en materia de seguridad y salud en el trabajo para la agricultura en Honduras](#)

Manual para formadores: Reglamentación en materia de seguridad y salud en el trabajo para la agricultura en México

Manual para productores: Reglamentación en materia de seguridad y salud en el trabajo para la agricultura en Honduras

Manual para productores: Reglamentación en materia de seguridad y salud en el trabajo para la agricultura en México



FURTHER READINGS AND RESOURCES

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4. Glossary

Administrative controls

Controls designed to limit the amount of time a worker spends at a potentially hazardous job.¹⁰

Code of practice

A document offering practical guidance on the policy, standard-setting and practice in occupational and general public safety and health for use by governments, employers and workers in order to promote safety and health at the national level and the level of the installation. A code of practice is not necessarily a substitute for existing national legislation, regulations and safety standards.¹¹

Desk Review

Research using published sources, and internal sources, carried out prior to a research project. This analysis may be integrated into the overall findings of the study, and/or used to help shape the main conclusions. In this methodology, the desk review is a work method aiming at the collection, in a cost-efficient manner, of existing data and information about the value chains under review. A desk review aims at acquiring information, data and knowledge that are already available, before starting and during field investigations.¹²

Ergonomic principles

A concept whereby the work to be carried out is organized and specified – and tools and equipment designed and used – in such a way as to be matched with the physical and mental characteristics and capacity of the worker.¹³

Exposure

The process of being exposed to something that is around; exposure can affect people in a number of different ways.¹⁴

¹⁰ Alli, B. O. (2008). Fundamental principles of occupational health and safety. International Labour Office – Geneva: ILO.

¹¹ Idem.

¹² ILO (2018). Occupational Safety and Health in Global Value Chains Starterkit. Assessment of drivers and constraints for OSH improvement in global value chains and intervention design. Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---lab_admin/documents/publication/wcms_635715.pdf

¹³ Alli (2008).

¹⁴ Alli (2008).

Employer

Any physical or legal person who employs one or more workers. Enterprise: an institutional unit or the smallest combination of institutional units that encloses and directly or indirectly controls all necessary functions to carry out its own production activities.¹⁵

Hazards

A physical situation with a potential for human injury, damage to property, damage to the environment or some combination of these.¹⁶

Hazard analysis

The identification of undesired events that lead to the materialization of the hazard, the analysis of the mechanisms by which those undesired events could occur and, usually, the estimation of the extent, magnitude and relative likelihood of any harmful effects.¹⁷

Hazard assessment

An evaluation of the results of a hazard analysis including judgements as to their acceptability and, as a guide, comparison with relevant codes, standards, laws and policies.¹⁸

Hygiene

Hygiene at the workplace describes the practice of keeping oneself, and the surrounding environment, clean and free of infection risk. It includes personal and workplace practices that protect health and stop the spread of illness and disease, such as handwashing, bathing, laundering, food hygiene, and more.

It also refers to the provision of facilities and services that can be used by everyone to help maintain health and prevent the spread of illness and disease, such as handwashing facilities with water and soap, showers, laundry facilities, food service facilities, and options for menstrual hygiene management.

Hygiene encompasses interventions that promote hygienic behaviours and management at the workplace, taking into account both behaviours and facilities, which work together to form a hygienic workplace.¹⁹

¹⁵ Alli (2008).

¹⁶ Alli (2008).

¹⁷ Alli (2008).

¹⁸ Alli (2008).

¹⁹ ILO (2016). WASH@Work: a self-training handbook: first module: international policy framework. International Labour Office, Geneva, p. 91.

International Labour Standards

International labour standards are legal instruments drawn up by the ILO's constituents (governments, employers and workers) and setting out basic principles and rights at work. They are either conventions, which are legally binding international treaties that may be ratified by member states, or recommendations, which serve as non-binding guidelines.²⁰

Labour inspection

A government function carried out by specially appointed inspectors who regularly visit work sites in order to establish whether legislation, rules and regulations are being complied with. They normally give verbal and written advice and guidance to reduce the risk factors and hazards at the workplace. They should, however, possess and use stronger power, e.g. to stop the work in cases of immediate and serious safety and health hazards or if their advice is repeatedly and unreasonably neglected by the employer. The goal is to improve the work conditions and the work environment.²¹

National programme on occupational safety and health

Any national programme that includes objectives to be achieved in a predetermined time frame, priorities and means of action formulated to improve occupational safety and health, and means to assess progress.²²

National system for occupational safety and health

The infrastructure which provides the main framework for implementing the national policy and national programmes on occupational safety and health.²³

Mitigation

The act to reduce the harmful impacts of hazards and risks.

Monitoring and evaluation

Monitoring is a continuous process of collecting and analysing information about a programme or a project, and comparing actual against planned results in order to judge how well the intervention is being implemented. It uses the data generated by the programme or the project itself (characteristics of individual participants, enrolment and attendance, end of programme situation of beneficiaries and costs of the programme). The existence of a reliable monitoring system is essential for evaluation. Evaluation is a process that systematically and objectively assesses all the elements of a programme or a project (e.g. design, implementation and results

²⁰ ILO (n.d.). Glossary. Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---sector/documents/terminology/wcms_475457.pdf

²¹ Alli (2008).

²² Alli (2008).

²³ Alli (2008).

achieved) to determine its overall worth or significance. The objective is to provide credible information for decision-makers to identify ways to achieve more of the desired results.²⁴

National policy

Refers to the national policy on occupational safety and health and the working environment developed in accordance with the principles of Article 4 of the Occupational Safety and Health Convention, 1981 (No. 155).²⁵

Occupational health services

Services entrusted with essentially preventive functions and responsible for advising the employers, the workers and their representatives in the undertaking on the requirements for establishing and maintaining a safe and healthy work environment that will facilitate optimal physical and mental health in relation to work and the adaptation of work to the capabilities of workers in the light of their state of physical and mental health.²⁶

OSH Management systems

A network of interrelated elements. These elements include responsibilities, authorities, relationships, jobs, activities, processes, practices, procedures and resources. The management system uses these elements to set the policies, plans, programs, and objectives, and develop ways to implement these policies, plans and programs, and achieve these goals.²⁷

Occupational Safety and Health

The science of the anticipation, recognition, evaluation and control of hazards arising in or from the workplace that could impair the health and well-being of workers, taking into account the possible impact on the surrounding communities and the general environment.²⁸

OSH standards

The ILO Constitution sets forth the principle that workers should be protected from sickness, disease and injury arising from their employment. ILO standards on occupational safety and health provide essential tools for governments, employers, and workers to establish practices and to provide for maximum safety at work. In 2003 the ILO adopted a global strategy to

²⁴ ILO (n.d.). Basic principles of monitoring and evaluation. Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_emp/documents/publication/wcms_546505.pdf

²⁵ Ali (2008).

²⁶ ILO (2015). Occupational Health Services. Available at: http://www.ilo.int/safework/areasofwork/occupational-health/WCMS_354275/lang--en/index.html

²⁷ ILO (2016). Occupational Safety and Health Management System. Available at: https://www.ilo.org/wcmsp5/groups/public/---africa/---ro-abidjan/---sro-cairo/documents/publication/wcms_622420.pdf

²⁸ ILO (2018).

improve occupational safety and health which included the introduction of a preventive safety and health culture, the promotion and development of relevant instruments, and technical assistance. The ILO has adopted more than 40 standards specifically dealing with occupational safety and health, as well as over 40 Codes of Practice. Nearly half of ILO instruments deal directly or indirectly with occupational safety and health issues. The OSH standards are available in the following section.²⁹

PPE

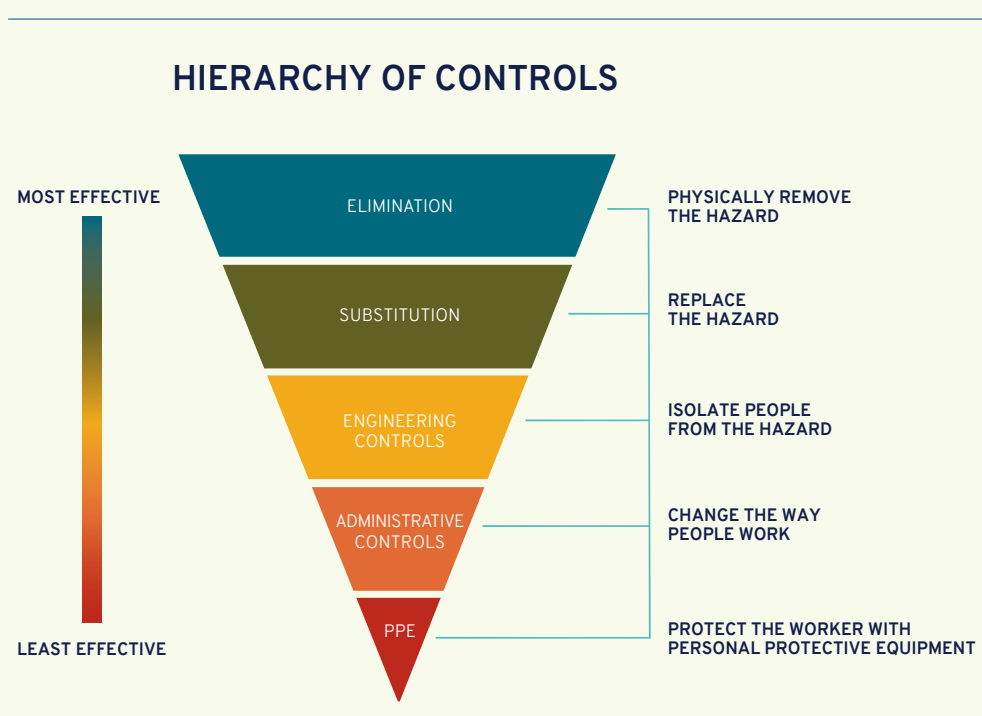
Equipment a worker wears as a barrier between himself or herself and the hazardous agent(s).³⁰

Prevention

The aim of prevention is to articulate as an obligation to minimize, so far as is reasonably practicable, the causes of hazards and risks in the workplace.³¹

Pyramid of controls

Technical approach designed to hierarchize and select the controls that are the most feasible, effective, and permanent and identify the type of intervention in correlation with the priority of the intervention objectives.³²



²⁹ ILO (2018).

³⁰ Alli (2008).

³¹ ILO (2013). Building a preventative safety and health culture. Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_norm/---normes/documents/publication/wcms_233211.pdf

³² ILO (2018).

Risks

The likelihood of an undesired event with specified consequences occurring within a specified period or in specified circumstances. It may be expressed either as a frequency (the number of specified events in unit time) or as a probability (the probability of a specified event following a prior event), depending on the circumstances.³³

Risk assessment

A workplace safety and health risk assessment is essentially a careful examination of what, in your work or business, could cause injury or ill health to people. It allows you to weigh up whether you have implemented enough risk control measures or should do more to prevent harm to those at risk, including workers and members of the public. The aim is to make sure that no one gets hurt or falls ill. A risk assessment involves identifying the hazards present in a business (whether arising from work activities or from other factors, for example the layout of the premises) and then weighing up the extent of the risks involved, taking into account existing control measures already in place to reduce the risks and deciding if you have to do more to ensure that no one is harmed.

Depending on the size and complexity of the business or enterprise, and the range of hazards (dangers) involved, the risk assessment can vary in scope. The risk assessment may be used to evaluate safety and health at the level of:

- The enterprise as a whole, covering all activities or processes and all the workers.
- A specific section of the workplace, e.g. a machine repair shop, covering a specific group or number of workers.
- A specific dangerous activity or process, e.g. problems with handling heavy loads, which may pose a danger to specific group, groups or numbers of workers.³⁴

Social protection

Social protection is defined by the ILO as the set of public measures that a society provides for its members to protect them against economic and social distress that would be caused by the absence or a substantial reduction of income from work as a result of various contingencies (sickness, maternity, employment injury, unemployment, invalidity, old age, and death of the breadwinner); the provision of health care; and, the provision of benefits for families with children.³⁵

³³ Allli (2008).

³⁴ ILO (2013). Training Package on Workplace Risk Assessment and Management for Small and Medium-Sized Enterprises. Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---safework/documents/instructionalmaterial/wcms_215344.pdf

³⁵ ILO (n.d.). Glossary. Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---sector/documents/terminology/wcms_475457.pdf

Supply chain

The concept of global supply chains refers to the cross-border organization of the activities required to produce goods or services and bring them to consumers through inputs and various phases of development, production and delivery.³⁶

Temporary employment

Temporary employment includes workers which are engaged for a specific period of time, includes fixed-term, project or task-based contracts, as well as seasonal or casual work.³⁷

Welfare facilities

Recommendation R102 (Welfare Facilities Recommendation, 1956 (No. 102)) defines welfare facilities as:

- (a) feeding facilities in or near the undertaking;
- (b) rest facilities in or near the undertaking and recreation facilities excluding holiday facilities; and
- (c) transportation facilities to and from work where ordinary public transport is inadequate or impracticable.³⁸

Worker

Any person who performs work, either regularly or temporarily, for an employer.³⁹

Workers' representative

Workers' representative: In accordance with the Workers' Representatives Convention, 1971 (No. 135), any person who is recognized as such by national law or practice, whether they are: (a) trade union representatives, namely, representatives designated or elected by trade unions or by members of such unions; or (b) elected representatives, namely, representatives who are freely elected by the workers of the [organization] in accordance with provisions of national laws or regulations or of collective agreements and whose functions do not include activities which are recognized as the exclusive prerogative of trade unions in the country concerned.⁴⁰

³⁶ ILO (n.d.). Glossary. Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---sector/documents/terminology/wcms_475457.pdf

³⁷ ILO (2015). Non-standard forms of employment. Available at: https://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---travail/documents/meetingdocument/wcms_336934.pdf

³⁸ ILO (1956). R102 - Welfare Facilities Recommendation, 1956 (No. 102). Available at: https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_INSTRUMENT_ID:312440

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Workplace Health Promotion

An effective workplace health promotion programme complements occupational safety and health measures and is integrated into the OSH management system of the organization. This way, it contributes in establishing and maintaining a safe and healthy working environment enhancing the quality of working life and adding to optimal physical and mental health at work. It also contributes to enable workers to cope more effectively with psychosocial risks and work-related, personal or family problems that may impact their well-being and work performance, such as stress, violence or the abuse of alcohol and drugs. It assists workers in becoming more skilled in managing their chronic conditions and proactive in their health care in order to improve their lifestyles, the quality of their diet and sleep, and their physical fitness. This implies that the measures taken should not only address these issues from an individual point of view, but also from a collective one which is closely related to the improvement of working conditions, the working environment and work organization, as well as to family, community and social contexts. Workplace Health Promotion (WHP) is the combined effort of employers, workers, their communities and society to improve the health and well-being of women and men at work.⁴¹



⁴¹ ILO (2018).



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