

Occupational Safety and Health Capacity-building Training Dili and Baucau Region, 20-21 March and 3-4 May 2018



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List of Abbreviations

ADTL	Asosiasaun Defisiénsia Timor-Leste
CDO	Community Development Officer
CFP	Public Service Commission
CMG	Community Maintenance Group
DFAT	Australian Department of Foreign AID and Trade
DRBFC	Director for Department of Roads, Bridges and Flood Control
ESTATAL	Ministry of State Administration
GoTL	Government of Timor-Leste
ILO	Internatonal Labour Organisation
KSTL	Konfederasaun Sindikatu Timor-Leste
MDIR	Ministry of Development and Institutional Reform
MOH	Ministry of Health
OSH	Occupational Safety and Health
PLWD	People Living with Disabilities
R4D	Roads for Development Program
R4D-SP	Roads for Development Program- Support Program
REs	Regional Engineers
RHTO	Ra'es Hadomi Timor Oan
SEGIS	Secretary of State for Gender Equality and Social Inclusion
SSYL	Secretary of State for Youth and Labour
UN Women	United Nations Entity for Gender Equality and the Empowerment of Women
WHO	World Health Organisation

Introduction

The Occupational Safety and Health (OSH) capacity building trainings were a 1.5 days' residential trainings held in Dili from the 20-21st of March 2018 and in Baucau from the 3-4th of May 2018. The trainings were attended by about 60 participants in each Region (see attendance list in annex) who included Ministry of Development and Institutional Reform (MDIR) [formerly Ministry of Public Works, Transport and Communications (MPWTC)] and technical staff involved in the enforcement of Occupational Health and Safety (OSH) in road rural roads; Community Development Officers (CDOs) from both the MDIR and the Ministry of State Administration (ESTATAL) and private contractors involved in rural road construction. Participants in Dili region were drawn from the municipalities of Dili, Liquica, Manatutu and Ailio. While participants in the Baucau Region were drawn from the municipalities Baucau, Viqueque and Lautem. This report documents proceedings of the training workshop.

Overall Workshop Goal

The goal of the training was to strengthen the capacity for the implementation of an OSH management approach in the rural roads construction.



Specific objectives of training:

1. Articulate the goals of R4D-SP, its Capacity Development direction and implementation plan, Decentralization and roles of Municipality on Rural Roads management and Community Maintenance Group (CMG) approach;
2. Explain the principles and guidelines for the OSH management based on national guidelines
3. Describe the R4D guidelines for the OSH management in rural road construction based on the R4D Social Safeguard Framework
4. Identify and analyse the main OSH hazards and risks in rural road construction sector as well as propose control measures
5. Advise employers and workers on OSH technical requirements and mainstreaming of gender and inclusion of people living with disabilities in OSH management.

Facilitation and Training Agenda

The trainings were designed by the MDIR, department of training and external cooperation, and department and the department of projects with technical support from the International Labour Organisation(ILO). Facilitators were drawn from key stakeholders such as the Secretary of State for Youth and Labour (SSYL) [formerly SEPFOPE], The World Health Organisation (WHO), the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), the Secretary of State for Gender Equality and Social Inclusion (SEGIS), The Public Service Commission (CFP), Ra'es Hadomi Timor Oan (RHTO) the Asosiasaun Defisiénsia Timor-Leste (ADTL), the Ministry of Health and the Konfederasaun Sindikatu Timor-Leste (KSTL)

The training was designed to model best practices in the delivery OSH with more of a focus on MDIR officials involved in the enforcement of OSH legislation and managers, contractors, supervisors and technical staff in charge of OSH within rural roads construction. This included ensuring that all the major domains of learning were covered within the training:

- Cognitive domain or knowledge acquisition
- Affective domain or values and attitudes
- Behavioral domain or skill-building focused on enhancing their own skills.

The training was participatory, interactive, and experiential allowing for input from participants. The training methods were meant to expose participants to the type various OSH issues experienced in their respective Municipalities.

Key messages were discussed at the end of each session so as to agree on a common set of essential information per topic that could guide in the effective enforcement of OSH in rural road for development implantation.

Workshop Proceedings

Day 1	
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Formal Opening

In Dili, welcome and opening remarks were made by the National Director for Department of Roads, Bridges and Flood Control (DRBFC), Srn. Milton Ramata de Castro Monteiro. In delivering his opening remarks, Srn Monteiro shared with participants the importance of OSH in rural roads construction and extended his appreciation of the funding and technical support from Australian Department of Foreign AID and Trade (DFAT) to strengthen capacity of the Government on R4D implementation.

In Baucau, the workshop was opened by the Baucau Municipality President Sr. Antonio Augustos Guterres and he expressed his unwavering support to improving safety and well-being of workers in rural road development.

In both areas after opening and introductions, expectations of the workshop, housekeeping and group rules were discussed. An overview was provided on the training methodologies employed and an overview of the agenda.

Topics. 1	- R4D-SP Overview - R4D-SP Capacity Development Implementation Plan		
		Facilitation Methodology:	Review of Key Messages, videos and PowerPoint on Key Concepts
Session Objectives	Participant's understands the overview of R4D-SP and its Capacity Development strategy		

Summary: In this session, an overview of R4D discussed. It was presented Roads for Development (R4D) is the leading rural roads program in Timor-Leste, supporting the development of the rural roads sector in the country and is aligned with the Government of Timor-Leste's (GoTLs) Strategic Development Plan 2011- 2030 and the Programs of the Constitutional Government. R4D is implemented by the GoTL through the DRBFC in MDIR. The first Phase of the Program from March 2012 to March 2017 was co-funded by Governments of Australia (GoA) with a contribution of AUD 36 million for capital investments and technical assistance provided by the International Labour Organization (ILO), whilst GoTL contributed USD 20 million for physical road works and the provision of resources for staffing and operational costs. R4D Phase II began in 2017 with a renewed focus on capacity building of GoTL's R4D program. The second phase of the program is being implemented from 1 April 2017 to 31 March 2021. GoA is supporting the technical assistance provided by the ILO, while all physical works are funded by the GoTL.

The capacity building strategy was presented. A capacity development & performance management system (CD&PMS) will be rolled out to implement the R4D capacity development (CD) strategy. A CD implementation Assessment Tool (CDIAT) will be applied in the implementation of the CD&PMS to track the delivery of capacity building objective between ILO R4D-SP Officers and the National Counterparts from MDRI/DRBFC & MSA/Municipalities

Box 1. Overview and the Capacity Development Implementation Plan.

Discussion Points on R4D-SP Overview and the Capacity Development Implementation Plan

- As the first step of CDIAT, Competencies are to be prepared and signed between the R4D-SP officers and National Counterparts (MDRI-DRBFC & MSA-Municipalities) by 15 April 2018

Topic: 2	Decentralization and Roles of Municipality		
		Facilitation Methodology:	PowerPoint presentation and Question and answer sessions
Session Objectives	Participant's understands on Roles and Responsibilities of Municipality		

Summary: In this session, participants explored the decentralisation process and its impact to the functionality of municipality in the rural road sectors sector and function s for the road sector. The following roles and responsibilities were discussing in-depth:

- Constitution of The Democratic Republic of Timor-Leste: Section 5 (Decentralization);
- Decree-Law No.3/2016, Skills in the fields of public works and transport, Article 10;
- Republic Journal, 30 Sep 2016, Series 1, No.38A, Article 34: Mission Statement of Municipal Service for Public Works;



Topic:3	CMG overview		
		Facilitation Methodology:	PowerPoint Presentation with Ongoing Participant Contributions, Questions and Clarification.
Session Objectives	Participants have improved knowledge on CMG and provided their views through interactions		

Summary: In this session, the purpose of road maintenance was discussed as to ensure that the road remains serviceable throughout its design life. The maintenance is carried out through Community Maintenance Groups (CMG) which should be organised prior to commencing any maintenance works. The following are stipulated process for effective CMG approach in R4D:

- An agreement will be signed with each CMG leader stipulating: section of road to be covered, activities to be carried out, timeframe and remuneration.
- All necessary materials, tools and safety equipment will be issued to the CMG prior to works commencing, and the costs of which will be covered by the Contractor. The Contractor will also be responsible for replacing equipment that is no longer useable due to normal wear-and-tear
- The Contractor will carry out monthly inspections together with the CMG leader using the 'Routine Maintenance Inspection Form'
- The Contractor will make payment to the CMG based on the Routine Maintenance Inspection Form.
- The Employer will carry out monthly inspections of the CMG works together with the Contractor.

Box 2: Community Maintenance Groups

Discussion Points:

Key benefits of routine road maintenance were discussed as follows:

- prolongs the life of the road by reducing the rate of deterioration, thus safeguarding prior investments in construction and rehabilitation,
- lowers the cost of operating vehicles on the road by providing a smooth running surface
- keeps the road open for traffic and contributes to more reliable transport services
- sustains social and economic benefits of improved road access

Topic:4	The national OSH guidelines, Labour code and labour inspection		
		Facilitation Methodology:	PowerPoint presentation followed by plenary discussions
Session Objectives	Participant's understands the principles and guidelines for OSH management based on national guidelines		

Summary: The session was facilitated by SSYL (formerly SEFOPE) and the MDIR. This session deepens participants understanding of the labour code and its standard provisions on OSH. The facilitators clarified that the SSYL role in OSH is based on SEFOPE Decree Law and IGT organic law which mandates SSYL to coordinate the development of sectoral specific OSH regulation and enforcement of the implementation of the general national OSH regulation. Currently SSYL is in the process of developing the General OSH Regulations. Further key discussion points were that the labour law requires that all employers and workers to ensure that the OSH regulation are properly implemented at the workplace. It was presented that the SSYL labour inspectors are mandated to schedule and random workplace inspection to ensure compliance and irregularities



Topic:5	R4D OSH guidelines for rural road construction sector		
		Facilitation Methodology:	Plenary presentation on OSH guidelines with questions and answers from participants.
Session Objectives	Participants have improved knowledge on R4D guidelines for the OSH management in rural road construction based on the R4D Social Safeguard Framework		

Summary: This session introduced the R4D basic guidelines for the OSH management in rural road construction based on the R4D Social Safeguard Framework. Occupational health was described as not only focused on the health of the workers but also the overall well-being of the workers and their families. Managed well, the occupational health will nurture an efficient workforce and reduce overhead expenditure on accidents. It was emphasized that The following were present as basic requirement for

both employers and workers. The following were described as responsibilities of both employees and employers on ensuring OSH:

Each employers are required to ensure that:

- working conditions and equipment are safe
- site safety is regularly inspected
- workers have been adequately trained for the job they are expected to do
- site safety measures are implemented
- the best solutions are adopted using available resources and skills necessary personal protective equipment is available and used
- provide insurance to all workers to compensate them (or their survivors) if the insured worker suffers injury, illness, or death due to circumstances related to his or her work.

All workers on a construction/rehabilitation or maintenance site are required to observe the following:

- Must use the safety equipment provided
- Are required not to temper with or misuse safety equipment provided
- Should not to do anything at a workplace that could threaten the safety of any person
- Should carry out any lawful order given to him/her
- Should obey the safety rules and procedures laid down by the Employer or any Authorized Person
- Report any unsafe situation at or near his/her workplace to the Contractor



Topic: 6	Identification, prevention and mitigation of risks and hazards in rural road construction sector		Plenary presentation on prevention and mitigation of risks and hazards with questions and answers from participants.
		Facilitation Methodology:	PowerPoint and discussions
Session Objectives	Participants are able to identify, prevent and mitigate the main OSH hazards and risks in rural road construction sector		

Summary: The various stages of road constructions were identified as site surveys, setting out (alignments and structures), earthwork, site clearance structural works, road surfacing, bio –

Engineering and Routine maintenance. Several Risks and Hazards were identified during these phases and appropriate recommendation and mitigation measure were discussed based the R4D Basic OSH guidelines.

- The exclusion of occupational health and safety issues in contract documents
- Engagement of workers in road repair activities with defective, damaged or inappropriate tools for a particular and specific task.
- Engagement of workers to use machines and tools for which they have not been trained.
- Involvement of workers in activities without the provision of the appropriate protective wear.
- The exposure of workers to harsh environment such as prolonged heat from sunshine or heavy rains.
- Exposure to difficult working situations/ conditions such as quarry sites and thick forests among others
- Non provision of First Aid Kits, safe drinking water for workers by contractors/supervisors
- Exposure to excessive noise from equipment that might affect the hearing ability of workers
- Provision of ear protection to workers on such equipment should be done
- The exposure of workers to dust and other toxins from petroleum products during implementation of works.
- Workers handling petroleum products must do so while wearing
- Non-provision of sanitary shelters for workers at work site or campsites
- Campsites should have shelters with provision for clean and safe sanitary facilities
- Lack of resting places for pregnant women and breastfeeding mothers.
- Lack of informatory signposts indicating that work is in progress.
- Carelessness and recklessness on the part of workers in relation to occupational
- health and safety issues

Box 3. OSH management in the field

Discussion Points: Good and bad examples of OSH management in the field

Participants explored selected OSH risks, hazards and mitigation measures using practical examples of good and bad practices from the Municipalities of Dili, Liquica, Manatutu and Ailio, Baucau, Viqueque and Lautem. The good and bad exercise helps on risk and hazard identification, prevention, and mitigation.

The following key points were also discussed on personal protective health equipment:

- The personal protective equipment must suit the user; consider gender, its size, fit and weight.
- Workers must make proper use of the equipment; those who help choose the equipment are more likely to use it.
- All equipment must be maintained, kept clean and stored in a safe place when not in use. When damaged it must be replaced.

Day 2

Note: Participants provided a comprehensive recap of Day 1 and provided some useful feedback on the training workshop that led to the revision of the agenda to accommodate more time for questions and discussions.

Topic: 7	Women and Occupational Health (Values at Workplace) Sexual Harassment and GBV prevention		
		Facilitation Methodology:	Plenary presentation and Pre and post Test on Sexual Harassment and Gender based violence at workplace
Session Objectives	Participants understands key social inclusion issues in rural road construction		

Summary: In Dili this session was facilitated by UN Women and the CFP while in Baucau the session was facilitated by SEGIS and the CFP. At the beginning of the session R4D was hailed for promoting the socio-economic- empowerment of women and gender equality in line with the National Employment strategy to create employment opportunities for women whose productivity remain underutilized. However, women were identified as often the victims of sexual harassment due the patriarchal nature of the Timorese society and underlying and socio-cultural factors that perpetuate discrimination and disempowerment of women. The violence women suffer included but not limited physical, sexual, economic or psychological violence whether occurring in public or in private life. The National guidelines on Preventing and Combating Sexual Harassment in the Civil Service were presented in detail as related to the MDIR. It was discussed that sexual harassment at work places violates the human rights of victims and constitutes a violation of the national Constitution and laws that guarantee the equality of women and men and the right to just and favourable conditions of work.



Box 4. Women and Occupational Health (Values at Workplace)

Discussion Points: Women and Occupational Health (Values at Workplace)

Participants further discuss the challenges of women participation in rural roads and the prevention of Sexual violence on site.

The following points were some of the key plenary discussions points on Women and Occupational Health

- Based on the Timorese laws women should enjoy the same rights as men in work and any discriminating based on sex, physical or ethnic origin is prohibited.
 - Women are shy to work in the Municipalities but when they go outside the country they take up any jobs
 - Although the empowerment of women is important, for security purposes, more men should be employed compared to women.
- [This was hover clarified by facilitators as a myth, as no such cases has ever been recorded]

Further discussion on what constitute sexual harassment was discussed and presented as below:

(a) sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment;

(b) any unwanted behaviour, words, gestures, or messages of a sexual nature even in the absence of the above.

Topic:8	Inclusion of people living with disability in rural road construction		
		Facilitation Methodology:	Group work; plenary discussion; brainstorming .
Session Objectives	Participants understands key social inclusion issues in rural road construction		

Summary: This session was presented by the the Asosiasaun Defisiénsia Timor-Leste (ADTL), in both Dili and Baucau. In this topic, participants explored various ways on promoting the inclusion of people living with disabilities in R4D. Key examples of task that's can be carried out by people living with disabilities were discussed at length. Importantly it was emphasised that People liviling with disabilities should be consulted on the types of work they may be able to and where necessary reasonable accommodation should be applied for modified tools and personal protective health equipment.

Box 5: Examples of Task carried out by People with different types of disabilities .

The following were discussed as various task that can be carried out by people with different types of disabilities in R4D:

Disability	Examples of works that may be carried out
Person with amputation (one leg)	Excavation, loading, unloading, crushing of stone, screening of material, mixing of concrete and mortar, construction of dry and mortared masonry work, dressing of stone paving blocks, weaving of gabion baskets, supervision of work teams.
Person with amputation (two legs)	Crushing of stone, dressing of stone paving blocks, weaving of gabion baskets, preparation of stone for stone masonry work, flagman, cleaning and maintenance of tools.
Person who uses a wheelchair	Crushing of stone, dressing of stone paving blocks, flagman, cleaning and maintenance of tools.
Person with amputation (one hand or arm)	Flagman, control of work team.
Person with hearing impairment	All tasks except blasting. Other persons should be informed about their disability.
Person with a slight vision impairment (e.g.one eye without sight)	All tasks, but tasks such as breaking stones, where further injury to eyes may occur, are not recommended.
Person with a significant vision impairment	Depending on the severity of the condition, weaving gabion baskets, cleaning and maintaining tools
Person who cannot speak	All tasks, but other persons should be informed about disability.

Workshop Conclusion and Recommendations

This training workshop was organized to strengthen the capacity of MDIR the implementation of an OSH management approach in the rural roads construction. Specifically, the training was designed to model best practices in the delivery OSH with more of a focus on MDIR officials involved in the enforcement of OSH legislation and managers, contractors, supervisors and technical staff in charge of OSH within rural roads construction. This included ensuring that all the major domains of learning were covered within the training:

Participants took time to reflect on the content and discussions of the workshop and raised the following issues for consideration by the MDIR:

- a) Given that some of the accidents on site are attributable to individual behaviours, the MDIR training department should consider further trainings aimed at addressing the determinants of behaviours to non-adherence to OSH guidelines particularly the use of protective health equipment.
- b) The MDIR at both national and Municipality level to work very closing with the Planning and Management Unit and SEGIS during budgeting and planning processes to guide a Municipality level gender sensitive budget and annual work plan.
- c) To improve the adherence to OSH guidelines and minimise accidents on site, the MDIR should provide adequate road signage for both national and rural roads. Currently the Municipalities have inadequate road signage, specifically along road works.
- d) MDRIW officials and Community Development Officers can strengthen the inclusion of PLWD in rural road works through close collaboration with ADTL and RHTO at subnational level to identify and mobilise the inclusion of PLWD.
- e) MDIR to collaborate more with SSYL on labour inspection, particularly on R4D compliance R4Dmomititor and reporting processes.

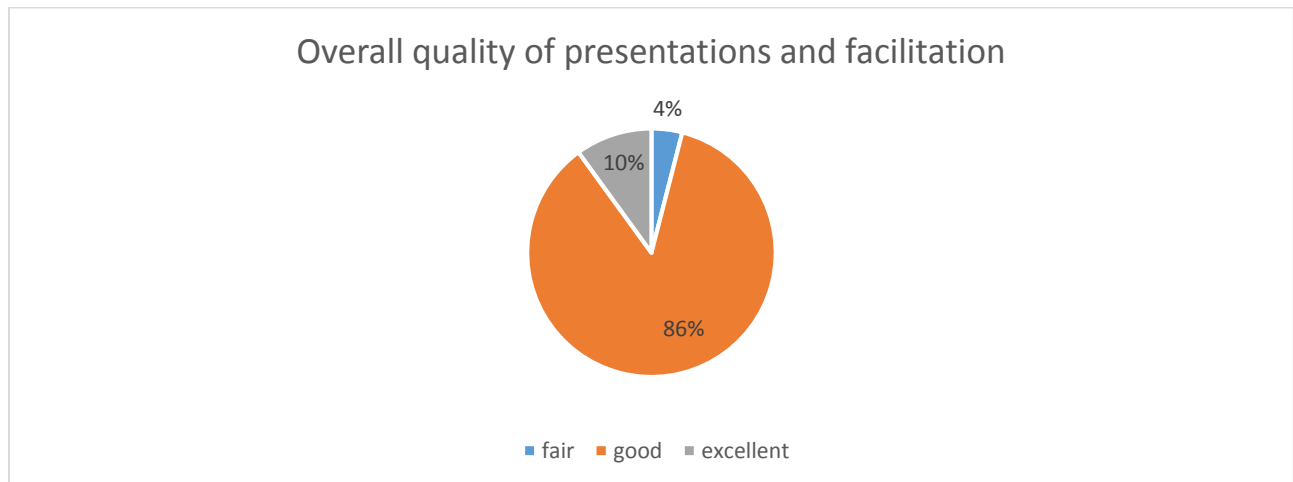


Workshop Evaluations: Pre & Post-test Assessments

Participants completed both evaluation questionnaires that were analysed at the end of the workshop to determine changes in knowledge and understanding of OSH issues. The evaluation had a total of eleven statements with participants required to rate as either Very Poor, Poor, Fair, Good or Excellent

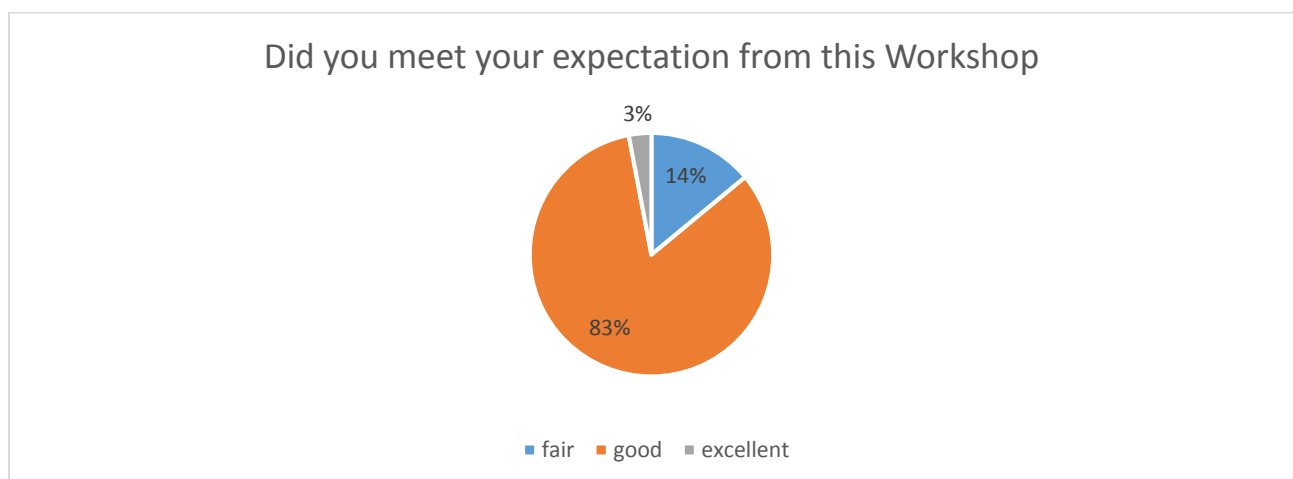
On overall quality of presentation and facilitation, 10 percent of the participants rated the training as fair, while 86 percent and 4 percent of the participants rated the training as good and excellent respectively (See Figure 1).

Figure 1. Overall quality of presentations and facilitation



On whether the training meet the participants' expectations, three percent rated the training as fair while 83 percent and 14 percent rated the training as good and excellent respectively (See Figure 2).

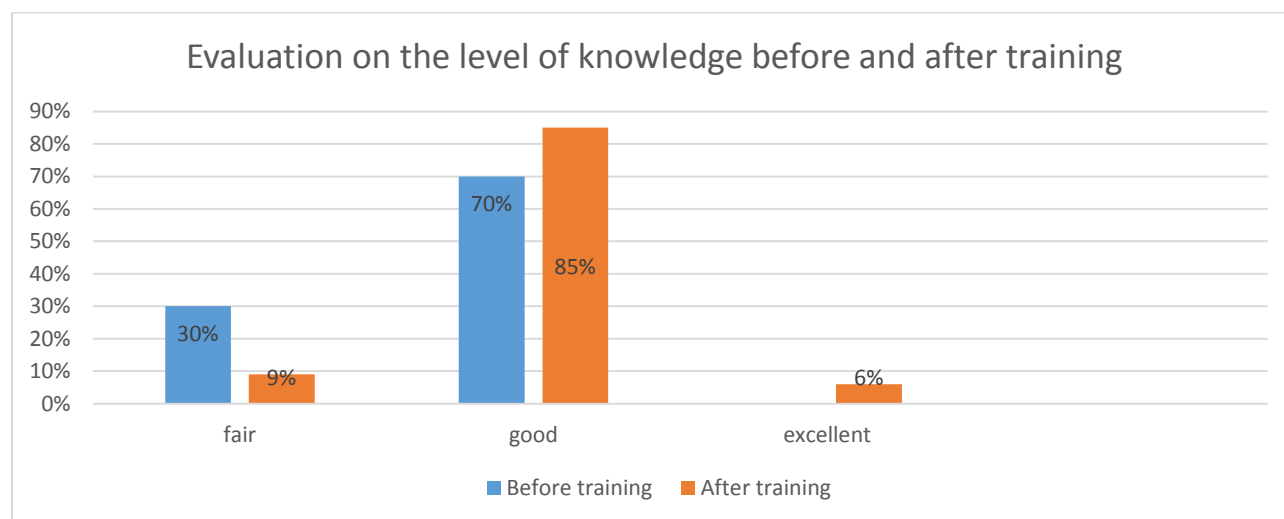
Figure 2. Workshop expectations



In terms of improvement on OSH knowledge, 30% of participants had fair knowledge before the training and this was reduced to 9% after the training. While 70% of participant's hand good OSH knowledge and

this was increased to 85%. None of the participants had excellent knowledge before the training and this was increase to 6% by the end of the training (See Figure 3).

Figure 3. Level of knowledge before and after training



The Table below present some of the response from participants regarding their training experience

Box 6: General comments on the workshop proceedings

GENERAL
What did you like most about this workshop? Why? - I really like to learn any technical things about the future rural roads - I like this training because I have learnt a lot of information / materials, particularly related to health and safety - I like all things, but the topic that I like most is the <i>capacity development area</i> - The lessons that we received from these two days are very important for our works that we implement in the rural roads - I really like the seminar because it is my first time learning about Occupation Health and Safety - Some of the sessions are related to the job descriptions of the CDO - I like the training because it is open my eyes about how to create good coordination with admin staff - I like it because it's motivating us about to work properly in the rural roads works - I like it because I have learnt about how to prevent and ensure the laborers' safety and health - All topics are important but it's great if the training conducted for a week. - I like the topic on Women and the health at workplace and prevention of sexual harassment - Personal protection equipment - Time for discussion among of the participants, they can share experiences to each other - Good facilitators
What did you dislike most about this workshop? Why? - The time is very limited to presenters - For me personally, I didn't see if anything were going wrong - I like everything in the seminar including the materials provided by the trainers - Nothing to change, but maybe you should look at providing more food in the future training - The presentation time is very limited - When explaining the topics please don't use English only - Some of the presentation are repeatedly explained - The sound system are very poor - The presentation about the safeguards indicating with figures but the gestures were not attractive to the participants - Punctuality (starting late)

What would you **want to change** about the workshop to make it better?

- The seminar is important, so, I want to join in the future
- If possible the time could be extended so that the presenter can explain in detail
- It is required to continue in the future so we can spread more information for our community members on site
- It is recommended for the future training, if possible providing more sessions on technical issues and how to implement them
- It is required to see about provision of food for the future training
- I would suggest to extend time for presenters
- All the topics are important so if possible the training could be conducted for a week.
- Prepare handout materials that related to the training
- If possible to include our engineers in the future training
- If possible we could do this kind of training onsite
- If possible, providing this kind of training once in sixth month

Any **Other Comments** and / or Suggestions?

- I would like to say that the training is good already but the length of the training should be added
- I like the training, I hope to have more training in the future
- My recommendation for the future training, if you still use the second language, I would suggest to use the best interpreter
- Technical issues should be used technical equipment
- The training is okay, but the length of the presentation is short
- The roads data from each municipality
- The time for the presentation and discussion should be added more
- Providing more theories and practices

Closing & Certificates

Closing remarks were made by the Chief of Projects Department Sr Joan Mario Gam de Sousa in Dili and the DRBFC Director in Sr Pedro Alexandre in Baucau among other government officials. Representative of participants gave their perspectives and vote of thanks, and a contractor representative among the participants made closing remarks and so did the main facilitator. A closing activity where participants appreciated each other was conducted and certificates awarded.

Annexes

Training pictures





OSH training for Dili Region, 20 - 21st March 2018 in Dili

Time	Session	Responsible	Expected Output(s)
DAY ONE (Tuesday, 20 ST MARCH 2018)			
MC: 1. Sr .Alfredo dos Santos 2. Sr. Pantaleo Galhos			
Master of Ceremony by MDIRPW Training Department			
08:00-08:30hrs	Arrival and Registration	-Sra. Valeria Esperanca Gomes de Jesus -Sra. Raquela da Silva Freitas	
08:30-08:45hrs	- Welcome Remarks - Presentation of programme and meeting objectives - Ground rules	- MDIR Training Department 4D -Sr Alfredo <u>dos Santos</u> -Sr Pantaleo Galhos	Participants are aware of aims and objectives of the training
08: 45-09:00hrs	Official Opening	- Director of DRBFC -Sr Milton r. de Castro Monteiro	OSH Training officially opened
1. R4D-SP and related activities			
09:00-09:30hrs	- R4D-SP Overview - R4D Video	- R4D-SP CTA -Sr Augustus Asare	Participant’s understands the overview of R4D-SP and its Capacity Development strategy
09:30-10:15hrs	R4D-SP Capacity Development Implementation Plan	- Capacity Development Specialist-R4D-SP -Sr Myaing Myaing, Kyaw Htwe	
10:15-10:30hrs	TEA BREAK		
10:30-11:00hrs	Decentralization and Roles of Municipality	- Capacity Development Speacialist-R4D-SP - Sr Myaing Myaing, Kyaw Htwe	Participant’s understands on Roles and Responsibilities of Municipality
11:00-12:00hrs	CMG overview	- Snr. Regional Engineer R4D-SP -Sr Simon Done	Participants have improved knowledge on CMG and provided their views through interactions
12:00-13:00hrs	LUNCH BREAK		
2. Occupational safety and health legislation and guidelines			
13:00-13:45hrs	The national OSH guidelines, Labour code and labor inspection	- Inspector-General Secretary of State for Youth and Labor Inspection- -Sr Aniceto Leto Soro	Participant’s understands the principles and guidelines for OSH management based on national guidelines
13:45-14:15hrs	R4D OSH guidelines for rural road construction sector	- Social Protection Unit-R4D-SP -Sr Pantaleo Galhos -Sr Kudakwashe Dube	Participants have improved knowledge on R4D guidelines for the OSH management in rural road construction based on the R4D Social Safeguard Framework
3. Identification, prevention and mitigation of risks and hazards in rural road construction sector			
14:15-15:00hrs	Basic hazards and risks in the road construction sector (structural works, road surfacing, site clearance, earth works), and control measures.	- R4D Regional Engineer -Sr Laxman Thakuri -Sr Octaviano Marcal Soares	Participants are able to identify, prevent and mitigate the main OSH hazards and risks in rural road construction sector
15:00-15:15hrs	TEA BREAK		
15:15-16:45hrs.	Case studies from the field	- Community Development Officer - Sra. Dirce Correia Martins	
16:45 -17:00hrs	Occupational Health disease in road construction	World Health Organisation	

Time	Session	Responsible	Expected Output(s)
		-Sr 'DOS REIS, Luis'	
17:00hrs	END OF DAY ONE SESSIONS		
DAY TWO (Wednesday, 21 st MARCH 2018)			
MC: 1. Sra. Mana Raquela da Silva Freitas 2. Sra. Dirce Correia Martins			
08:00-08:30hrs	Registration	-Sra. Valeria Esperanca Gomes de Jesus -Sra. Raquela da Silva Freitas	
08:30-08:45hrs	Reflection of Day One R4D Video	-Sr Pantaleo Galhos	
4. Cross cutting issues in OSH			
08:45-09:30hrs	- Women and Occupational Health (Values at Workplace) - Sexual Harassment and GBV prevention	- Director General Civil Service Commission- Sra Maria Sarmento - UNwomen- Sra Liliana Amaral	Participants understands key social inclusion issues in rural road construction
09:30-10:15hrs	Inclusion of people living with disability in rural road construction	- ADTL -Sr Cesario da Silva	
10:15-10:30hrs	TEA BREAK		
10:30- 11:45	- Practical Exercise on good and bad examples of OSH management in the field - Presentations of OSH posters to Districts	-Sr. Pantaleo Galhos	Participants have improved knowledge on risk and hazard identification, prevention, and mitigation
11:45-12:15	Workshop Evaluation & Close	- Department of Projects- MDIR -Sra Letigia dos Reis H. Corbafo -Sr Joao M. Gama de Sousa	
12:15-14:00	LUNCH		
END OF TWO DAYS SECESSIONS			

OSH training for Baucau Region, 3 -4 th May 2018, Baucau

Time	Session	Responsible	Expected Output(s)
DAY ONE (Thursday, 03rd May 2018) MC: 1. Sr. Armindo Andrade 2. Sr. Valeria Gomes			
Master of Ceremony by MDIR Training Department			
08:00-08:30hrs	Arrival and Registration	-Sr. Berito Moniz -Sra. Raquela da Silva Freitas	
08:30-08:40hrs	• Welcome Remarks • Presentation of programme and meeting objectives	• MDIR Training Department 4D -Sr Armindo Andrade	Participants are aware of aims and objectives of the training
08: 40-08:55hrs	• Official Opening	• Director DRBFC -Sr. Milton Monteiro	OSH Training officially opened
08:55 – 09:00hrs	• Ground rules • Introduction	• Sr. Joaquim da Costa	
5. R4D-SP and related activities			
09:00-09:45hrs	• R4D-SP Overview - R4D Video	• R4D-SP CTA / Regional Engineer	Participant’s understands the overview of R4D-SP and its Capacity Development strategy
09:45-10:30hrs	• R4D-SP Capacity Development Implementation Plan	•Capacity Development Specialist-R4D-SP -Sr Myaing Myaing, Kyaw Htwe	• R4D-SP Capacity Development Implementation Plan
10:30-10:45hrs	TEA BREAK		
6. Occupational safety and health legislation and guidelines			
10:45-12:00hrs	• The national OSH guidelines, Labour code and labor inspection	• Secretary of State for Youth and Labor Inspection- -Inspector Regional Baucau	Participant’s understands the principles and guidelines for OSH management based on national guidelines
12:00-13:00hrs	LUNCH BREAK		
13:00-13:45hrs	• R4D OSH guidelines for rural road construction sector • Presentations of OSH posters to Districts	• Social Protection Unit-R4D-SP -Sr Pantaleo Galhos -Sr Kudakwashe Dube	Participants have improved knowledge on R4D guidelines for the OSH management in rural road construction based on the R4D Social Safeguard Framework
13:45-14:30	• The national OSH guidelines and the Labour code	• KSTL -Sr Jose da Conceição - Sec Jeral KSTL	Participant’s understands the principles and guidelines for OSH management based on national guidelines
7. Identification, prevention and mitigation of risks and hazards in rural road construction sector			
14:30-15:15hrs	• Basic hazards and risks in the road construction sector (structural works, road surfacing, site clearance, earth works), and control measures.	• R4D Regional Engineer • FET-Baucau • CDO-Lautem	Participants are able to identify, prevent and mitigate the main OSH hazards and risks in rural road construction sector
15:15hrs 15:30hrs	TEA BREAK		

Time	Session	Responsible	Expected Output(s)
15:30-16:15hrs	Occupational Health disease in road construction	Ministry of Health Environmental Health Officers	Participants are able to identify, prevent and mitigate the main OSH hazards and risks in rural road construction sector
16:15-17:00hrs.	Case studies from the field	- CDT Viqueque - CDT Baucau - CDT Lautem	Participants are able to identify, prevent and mitigate the main OSH
17:00hrs	END OF DAY ONE SESSIONS		
DAY TWO (Friday, 04 th May 2018)			
MC: 1. Sra. Raquela da Silva Freitas 2. Sr. Ananias Pinto			
08:00-08:30hrs	Registration	-Sra. Valeria Esperanca Gomes de Jesus -Sr. Armando Gama	
08:30-08:45hrs	Reflection of Day One	-Sr Maria Pinto	
8. Cross cutting issues in OSH			
08:45-09:30hrs	- Women and Occupational Health (Values at Workplace) - Sexual Harassment and GBV prevention	SEIGIS Sr. João Lino Guterres	Participants understands key social inclusion issues in rural road construction
09:30-10:15hrs	Inclusion of people living with disability in rural road construction	Ra'es Hadomi Timor Oan Sra. Elisa Da Costa	
10:15-10:30hrs	TEA BREAK		
10:30- 11:15	CMG Overview	- CDT Baucau - CDT Viqueque - CDT Lautém	Participants have improved knowledge on CMG and provided their views through interactions
11:15-11:45	Environmental Safeguards	R4D Environmental Safeguards Officer -Sra. Maria Pinto -Sr. Armando Gama	
11:45-12:15	- Workshop Evaluation & Close - Presentation of Certificate	- Mana Letigia & Valeria - Director of PW Baucau	
12:15-13:30	LUNCH		
END OF TWO DAYS SECESSIONS			

Attendance List for Dili

SN	Name	Title	Organisation	Phone
1	Elvira de Carvalho Manat	Manager Co. Kefi Oel	Company	75556441
2	Maria Odete Fatima	Diretor Co.	Company	77296886
3	Maria Ximemes S. Pinto	Env. Officer	MDRIPW/DNEPCC	
4	Martinho Ribeiro	Supervisor	MDRIPW/DNEPCC	78513229
5	Adelio C. O. G	Supervisor	MDRIPW/DNEPCC	73080067
6	Camilo da Costa	CDO	MAE	77273194
7	Joao G. Ximenes	Supervisor	DNEPCC	77779072
8	Cosme Ximenes	CDO Laleia	Posto Adm Laleia	77901426
9	Domingos Verdial	CDO Liquidoe	MAE	77341138
10	Martinho dos Reis Araujo	CDO Laulara	MAE	77902594
11	Cornelio dos Santos	CDO Vera Cruz	MAE	77698027
12	Joao de Carvalho	Staff Co.	Company Jocar	77066201
13	Devi Emanuel	DSMOP	MDRIPW/DNEPCC	73810404
14	Cleto Ximenes	Supervisor SMOP Liquica	MDRIPW/DNEPCC	77981643
15	Natalino Bianco	Supervisor Dili	MDRIPW/DNEPCC	77282628
16	Vitaliano A. S. F	Supervisor ECS	MDRIPW/DNEPCC	78408707
17	Marcelo Jose	Diretor Co.	Company Remexiu Furak	77473778
18	Jose P. da Costa	Supervisor SMOP Liquica		75611082
19	Tito da Costa Almeida	Diretor Co.	company Zenobia Diak	77576464
20	Jose da Silva Neves	Supervisor	MDRIPW/DNEPCC	77385909
21	Amaro Pereira	CDO BTT	MAE	77322767
22	Jorge Tiago Ximenes	Supervisor Dili	MDRIPW/DNEPCC	772580
23	Julieta Tavares	Diretor Co.	Company Luliana	77294002
24	Pricilia Ines D.R.G	Staff DNEPCC	MDRIPW/DNEPCC	75273334
25	Armando Gama	Staff DNEPCC	MDRIPW/DNEPCC	77339966
26	Alberto R. Gomes	CDO Liquica	MAE	75213660
27	Dionisio Usnaat	CDO Maubara	MAE	77330960
28	Aleixo H.G.L Da Cruz	DSMOPT-Dili	MDRIPW/DNEPCC	77234885
29	Luis Dos Reis	Planing	WHO International	77247894
30	Armindo de Andrade	Dept Training	MDRIPW/DNEPCC	77106352
31	Abril dos Santos	FET	ILO/R4D	77441468
32	Inacia Q. I. Freitas	Dept Training	MDRIPW/DNEPCC	
33	Agata M. O. Alves	Dept Projeto	MDRIPW/DNEPCC	
34	Kazuiharu Koishilawa	Senior Chief Engineer	INGEROSEC	75135346
35	Amanda Kuppers	M&E R4D-SP	ILO/R4D	77012133
36	Julius Kehy	Dept Projeto	MDRIPW/DNEPCC	77491395
37	Santino Bareto	Dept Projeto	MDRIPW/DNEPCC	
38	Lourenco Luis	Dept Projeto	MDRIPW/DNEPCC	
39	Jorge Da Silva	Diretor Co.	Company Espada Metagou	77252703
40	Angelino da Silva	Diretor Co.	Company Metaloe	77262574
41	Gastao Mendonca	CDO	MAE	77290525
42	Geraldo da C. C. Soares	DSMOPT-Manatuto	MDRIPW/DNEPCC	73080006
43	Joaquim da Costa	Dept Projeto	MDRIPW/DNEPCC	
44	Aniceto A. T. Andrade	DSMOPT-Manufahi	MDRIPW/DNEPCC	77356490
45	Simon Done	ENGINEER R4D	ILO/R4D	77012134
46	Pantaleao Galhos	Social Protection Dept Projetu	MDRIPW/DNEPCC	78395925
47	Manuel Soares	Staff	MDRIPW/DNEPCC	77351541
48	Raquel M. da S. Freitas	Dept Training	MDRIPW/DNEPCC	78010839
49	Valeria E.G. De Jesus	Dept Projeto	MDRIPW/DNEPCC	
50	Letigia dos Reis H. Carbafo	Dept Projeto	MDRIPW/DNEPCC	
51	Alfredo dos Santos	Dept Training	MDRIPW/DNEPCC	77131601
52	Dirce Correia. M. do Rosario	CDT-Dili	MDRIPW/DNEPCC	
53	Gaspar dos S. P. Amaral	DSMOPT-Aileu	MDRIPW/DNEPCC	77284842
54	Jose Filipe Bernardino	FET	ILO/R4D	77155777
55	Benedito F. A.M. Pinto	CDT-Aileu	MDRIPW/DNEPCC	77310015
56	Augusto Jose de Araujo	FET	ILO/R4D	77328007
57	Jose Luis M. da Silva	CDT-Manatuto	MDRIPW/DNEPCC	77132927
58	Octaviano M. Soares	CDT-Liquica	MDRIPW/DNEPCC	77311079
59	Juliana C. Rangel	Env. Officer	MDRIPW/DNEPCC	78520030
60	Flora Brytes	GFD Gender Adviser	GFD	

61	Lourdes Lay Araujo	IT Staff	MDRIPW/DNEPCC	77982606
62	Maria de Jesus Sarmiento	Secretaria Ezeutivu	CFP	
63	Lidia Conceicao	Media	CFP	
64	Fernando Do Carmo	Media Officer	Ilo	
65	Cesario da Silva	Program Manager	ADTL	77557355
66	Cresensia M. dos Reis	Media	ADTL	
67	Liliana Amaral	NPO	UNWomen	
68	Aniceto Leto Soro	Inspector Jeral Traballu	SEJT	

Attendance List for Baucau

SN	Name	Title	Organisation	Phone
1	Abrão Vieira	Diretor DMOPT Lautem	MDRI	7731 2367
2	Pedro Alexandre	Diretor DMOPT Baucau	MDRI	7731 2363
3	Benedito Belo	Supervisor OP Lautem	MDRI	7724 5988
4	Cristovao C. Lopes	Supervisor	Comp. Rozi Contruction	7845 3935
5	Abilio Soares	Supervisor	Comp. Rozi Contruction	7738 0795
6	Joao Belo Ximenes	CDO	MAE Posto Laga	7739 6902
7	Luis Moraes	CDO	MAE Posto Lautem	7714 5122
8	Francisco De Fatima	CDO	MAE Ossu	7814 2815
9	Mario Do Rego	Diretor DSOPT Viqueque	MDRI	7862 3221
10	Licinio Smith	FET	ILO	7834 7748
11	Hermenegildo Da Costa	CDO	MAE Baucau	7731 4307
12	Jeronimo Soares	Supervisor OP Viqueque	MDRI	7744 2804
13	Justino M. Da Conceicao	Rep Coordenador	MAE Quelicai	7742 0207
14	Jacob L. M. Gomes	Supervisor	COMP. Costa Key	7728 5551
15	Fridolino Lisu	Supervisor	COMP. Hoven	7819 6540
16	Celestino X. F.	CDO	MDRI	7728 7223
17	Martinho Mira	Supervisor	OP Baucau	7767 6733
18	Joao Bosco Ximenes	CDO	MAE Posto Quelecai	7729 6348
19	Kudakwashe Dube	SPSO	ILO	
20	Kyan H. Myaing	CDS	ILO	7708 6816
21	Augustus Asare	CTA	ILO	7700 6049
22	Delfin Markes	APA Luro	MAE Posto Luro	7730 4207
23	Almerindo Dos Santos	CDT R4D-SP	MDRI	7738 5600
24	Mario Xavier Da Silva	CDO	MAE Posto Bagaia	7753 0989
25	Joviano Da S. F	Lab Technician R4D-SP	MDRI	7748 0406
26	Duarte Savio	FET Viqueque	ILO	7792 9330
27	Pantaleao Pinto Galhos	SP	MDRI	7839 5925
28	Lourdes Lay Araujo	IT R4D-SP	MDRI	7798 2606
29	Carlos Boavida	Supervisor	COMP. Palumbel	7804 9872
30	Aleixo Ximenes	supervisor	COMP. Palumbel	7741 8236
31	Joao Bosco Da Cruz	Inspector Traballu Regional Baucau	SEJT	7752 0240
32	Sabino Ximenes Soares	IGT Baucau	SEJT	7740 3400
33	Antonio A. Guterres	PAM Baucau	BAUCAU	7731 1659
34	Eduardo F. Ximenes	DDO	MAE	
35	Afonso Ribeiro	CDO	MAE	7728 1284
36	Romualdo Antonio De Sousa	Diretor	SEJT	
37	Natalina Da Costa De Sousa	TA	SEJT	7854 1325
38	Estanislau M. Q. Costa	President	CCI Baucau	7777 9995
39	Maria X. Soares Pinto	Env, R4D-SP	MDRI	7783 8926
40	Valeria E. G De Jesus	Tekniku Prof	MDRI	
41	Berito Moniz Do Rego	CDT R4D-SP	MDRI	7736 7823
42	Un Yat	RC Baucau	ILO	7700 6047
43	Arsenio M. Da Conceicao	CDO	MAE Posto Lospalos	7734 7983
44	Raquel M Da S. Freitas	Training Dept	MDRI	7801 0839
45	Armando Gama	Tekniku Prof	MDRI	7733 9966
46	Domingos Monteiro	Supervisor OP Viqueque	MDRI	7773 7647
47	Joao Ernesto Lemos	Tek PDIM	MAE Baucau	7748 2850
48	Ananias De Sousa Pinto	CDT R4D-SP	MDRI	7733 9802
49	Hermenegildo Rodrigues Fraga	Tek PDIM	MAE Baucau	7739 5662
50	Armando De Andrade	Training Dept	MDRI	7740 6352
51	Tomas F. De C. Freitas	CDO	MAE Posto Vemasse	7872 6145
52	Letigia Dos Reis H. Carbafo	Tekniku Prof	MDRI	
53	Joaquim Da Costa	Tekniku Prof	MDRI	
54	Eliza Maria Da Costa	Field Officer	RHTO	7725 0621
55	Benedito Da Silva	Supervisor	COMP. Boro Buty	7784 5416
56	Lopes Marque			
57	Maria De Jesus Sarmento	Secretaria Ezeutivo	CFP	
58	Cassiano De Jesus	Tekniku Adm	CFP	

59	Joao Lino Guterres	Chefe Departamento	SEIGIS	7795 2734
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