

► **Protecting Workers in the time of Pandemic**

A Safe Return to Work Training- Workshop for ILO-JAPAN's Water and Sanitation Project



OBJECTIVES

By the end of the workshop ...



Draw out learnings from the 1st Phase (Advance Payment) implementation



Orientation on COVID 19 Protocols and discuss ways to implement them



Plan and organize the works as indicated in the Workplan by incorporating the COVID 19 Protocols

WORKSHOP GUIDELINES

01

Participate. Share your thoughts or ask questions by using “**Raise Your Hand**” feature on your screen or by using the chatbox.

**02**

Mic on mute.  If you are not speaking, keep your mic on mute at all times.

03

Be Patient. Please wait for a few minutes if there is a lag during presentations due to internet connection.



What are you feeling right now?



① Excited



② Okay



③ Nervous



④ Bored



⑤ Tired

Session 1

► Draw some lessons learned from the Advance Payment

- Provide recommendations in the succeeding work implementation .



TCSPTA

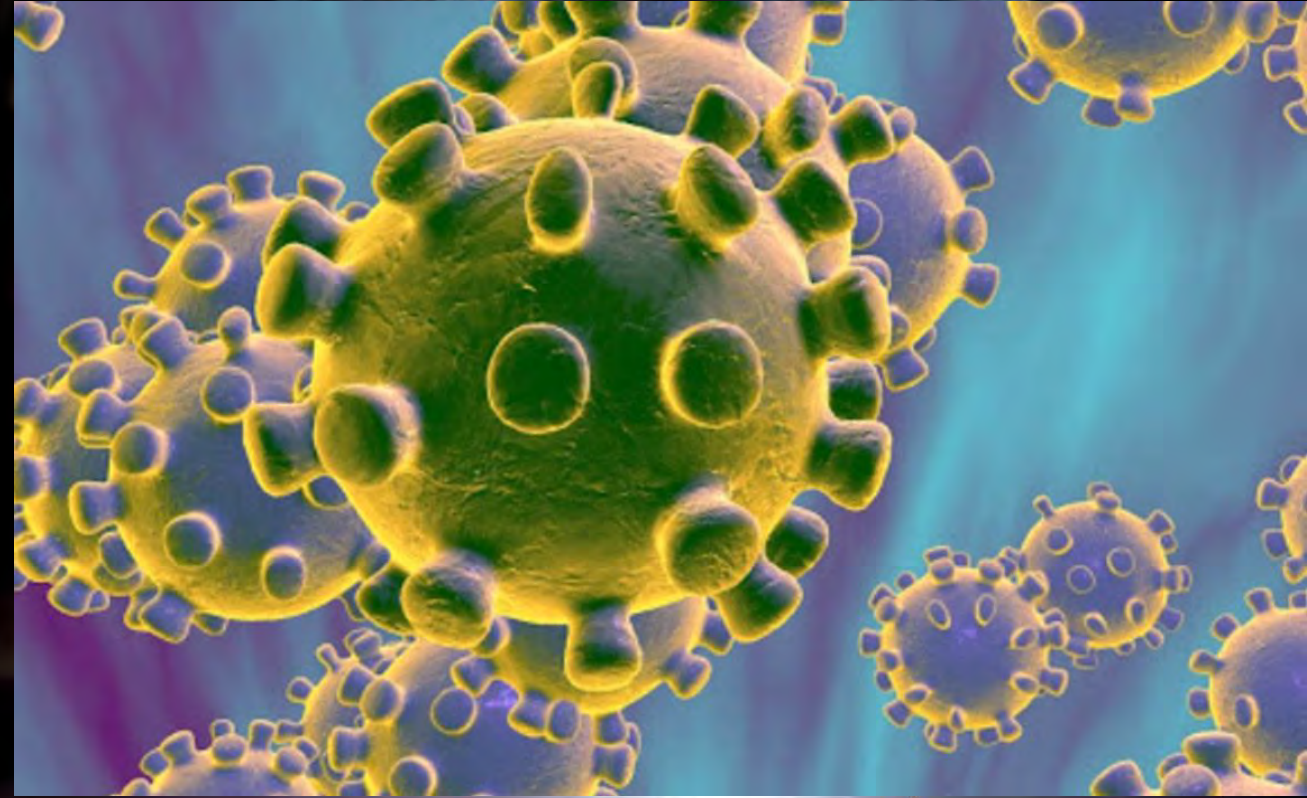


TRUE OR FALSE

1. Exposing yourself to the sun or to temperatures higher than 25 C degrees prevents COVID-19.
2. Being able to hold your breath for 10 seconds or more without coughing or feeling discomfort means that you are free from COVID-19
3. Drinking alcohol protect you against COVID-19
4. Thermal scanners can detect people infected with COVID-19
5. Spraying alcohol or chlorine all over your body kills the new coronavirus.
6. Eating garlic helps preventing infection with the new coronavirus.
7. Only older people are at risk of getting COVID-19.

Session 2

- Identify parts /activities of work which expose workers to COVID 19
- Discuss some protocols/measures the TCSPTA and LGU can do to prevent COVID 19 transmission
- The Role of TCSPTA & LGU
- The Responsibilities of Safety Officer, Cleaning Attendant



COVID 19 Protocols



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COVID 19 Protocols



HAZARD - “a potential source of harm or adverse health effect on a persons or persons.”

RISK - “the likelihood that a person may be harmed or suffer adverse health effects if exposed to hazard. “



TCSPTA Risk Assessment

Risk Assessment

Name of Organization (CBO)	TCES PARENT – TEACHER'S ASSOCIATION
Location (Brgy, Mun & Prov)	BARANGAY ROMONGAOB, SOUTH UPI, MAGUINDANAO
Name of the Project	CONSTRUCTION AND IMPROVEMENT OF TCES WATER SYSTEM LEVEL II
Total no. of Staff and Workers	73
Estimated no. of Staff and Workers Reporting Daily	73
Project Time frame	FEB. – MARCH 2020

No.	Priorities	Yes/No	Remarks
1	Confirmation by appropriate local authorities – including local health authorities – that the specifically envisaged construction activities are allowed	YES	(Attach copy of work pass or any similar document / proof allowing the CBO to resume work) (NOTICE OF RESUMPTION OF WORK)
2	Availability of budget resources to cover COVID-19 related OSH costs for personnel, awareness raising, training, materials, and equipment (including resources to cover costs of monitoring compliance to the COVID-19 protocols)	YES	OSH – REALIGNMENT ON TCES PTA
3	Availability of required personnel capacities among different stakeholders to implement COVID-19 OSH protocols	YES	
4	Availability of a detailed and feasible operational plan to implement the COVID-19 OSH protocol	YES	(Attach a copy of the plan) MAM JING AND MICHELLE
5	Willingness and availability of contractors, workers, and other involved parties to continue, start or resume construction activities	YES	
6	Availability of health care services in the vicinity of the work sites (in case of emergencies)	YES	(indicate closest health facility; how far) MAP / ROAD DISTANCE BY MICHELLE
7	Confirmation that the types of works and locations of the worksites do not expose those involved in the works to considerable risks of contracting COVID-19 (i.e. avoid works like the renovation of health centres that have recently seen a considerable influx of suspected or confirmed cases of COVID-19)	YES	

Detailed Risk Assessment

Type of Hazards	Vulnerable	Level of Risk	Probability
A. Biological (e.g. viral infection like COVID-19, other communicable diseases, etc)	A. CBO Staff (General)	1. Low	1. Nearly Impossible
B. Security (e.g. armed conflict, rido, etc)	B. Supervisor	2. Medium	2. Rare
C. Safety (e.g. fall, injury, etc)	C. Safety/ OSH Officer	3. High	3. Occasional
D. Natural (e.g. bad weather like typhoon, land slide, etc)	D. Workers		4. Frequent
	E. Team Leader		
	F. Suppliers		
	G. Community		
	H. Partners (ILO, NGO, LGU)		
	I. All (A-H)		

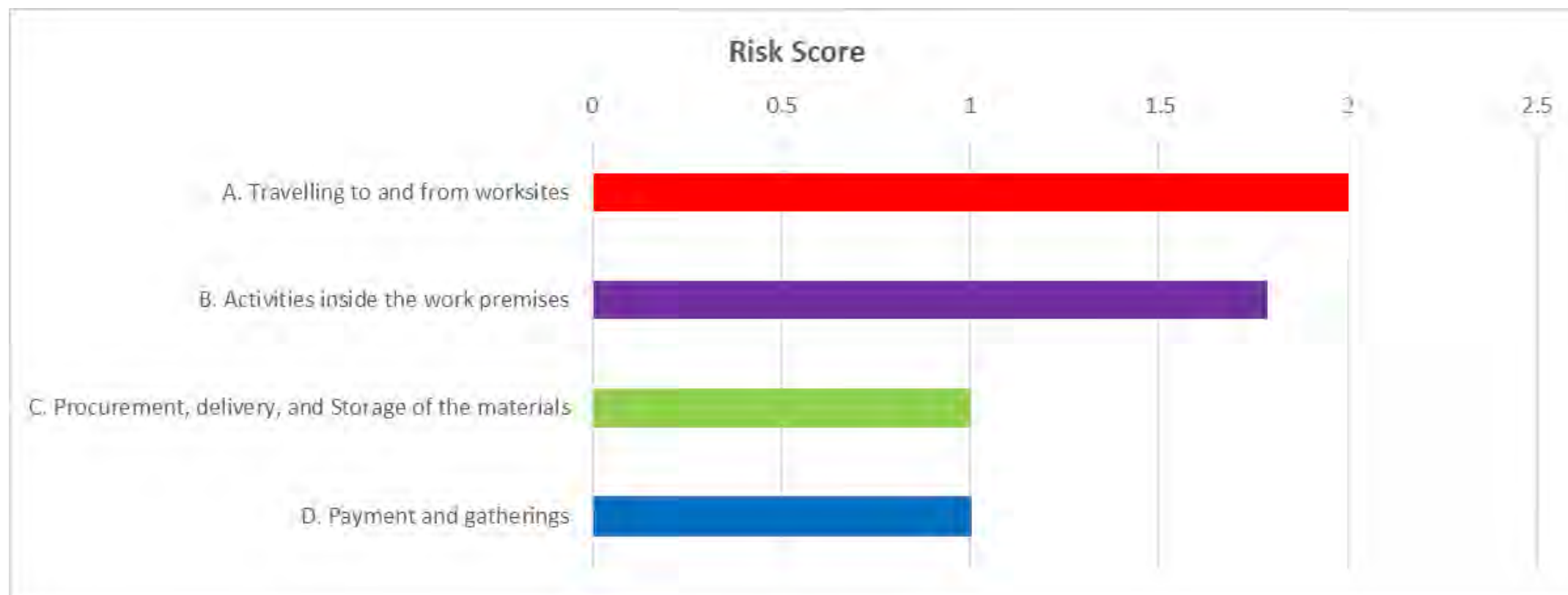
No.	Situations	Foreseen Hazards (Type of Hazard)	Vulnerable	Level of Risk	Probability	Actions/ Controls	S.O.P Person in-charge	By when	Status Done, Ongoing, Not yet started
A Travelling to and from worksites									
1	Travelling from residence to work site (vice-versa) by walking	A, C, D	I	1	2	SUSPENSION OF WORK DURING HEAVY RAINS	MDRRMO ME CBO	DURING HEAVY RAINS	ONGOING
2	Travelling from residence to work site (vice-versa) by private transport	A, C, D	I	1	2	SUSPENSION OF WORK DURING HEAVY RAINS	MDRRMO ME CBO	DURING HEAVY RAINS	ONGOING
3	Travelling from residence to work site (vice-versa) by public transport	A, C, D	I	1	2	SUSPENSION OF WORK DURING HEAVY RAINS	MDRRMO ME CBO	DURING HEAVY RAINS	ONGOING
B Activities inside the work premises									
4	Entering the work premises	A, C, D	I	1	2	IMPLEMENT SAFETY HEALTH PROTOCOL	PTA	DURING WORKING HOUR	ONGOING
5	Attendance checking	A, D	A	1	2	OBSERVE SAFETY HEALTH PROTOCOL	SECRETARY & PRESIDENT	DURING WORKING HOUR	ONGOING

6	Toolbox Meeting (<i>Work assignment, hazard briefing, etc</i>)	A	I	1	2	OBSERVE SAFETY HEALTH PROTOCOL	CBO STAFF, NURSE	DURING WORKING HOUR	ONGOING
7	Issuance of tools and PPEs	A	A, C	1	2	DAILY CHECKING OF PROPER WEARING OF PPEs	C, FOREMAN, WAREHOUSE MAN	DURING WORKING HOUR	ONGOING
8	Actual working activities	A, C, D	A, B, C, D, E, H	1	2	OBSERVANCE OSH STANDARD	ME, FOREMAN	DURING WORKING HOUR	ONGOING
9	Supervision of works and outputs	A, C	A, B, C, D, E, H	1	2	OBSERVANCE OSH STANDARD	ME, FOREMAN	DURING WORKING HOUR	ONGOING
10	Rest and break (<i>lunch break</i>)	A	I	1	1	OBSERVANCE OSH STANDARD	ALL	DURING WORKING HOUR	ONGOING
11	Using of fixtures and facilities (<i>CR, hand washing, work station, etc</i>)	A, C	I	1	1	OBSERVANCE OSH STANDARD	ALL	DURING WORKING HOUR	ONGOING
12	Resumption of work after breaks	A, C	I	1	1	OBSERVANCE OSH STANDARD	ALL	DURING WORKING HOUR	ONGOING
13	Monitoring of works and outputs	A, C, D	A, B, C, D, E, H	1	2	OBSERVANCE OSH STANDARD	FOREMAN, ME	DURING WORKING HOUR	ONGOING
14	Returning of tools	A, C	A, C, D, E	1	2	CLEANING OF TOOLS	WORKERS	AFTER WORKING	ONGOING
15	Safe keeping of tools	A, C	C, D, E	1	2	CHECKING OF TOOLS	WAREHOUSE MAN	BEFORE AND AFTER WORKING	ONGOING
16	Disposal of waste materials	A, C	D	1	2	OBSERVED PROPER WASTE DISPOSAL	ALL WORKERS	DURING WORKING HOUR	ONGOING
17	Exiting the work premises	A, C, D	I	1	2	OBSERVANCE OSH STANDARD	SAFETY OFFICER	DURING EXITING THE WORK PREMISES	NOT YET STARTED
C Procurement, delivery and storage of the materials									
18	Transporting of procured materials	A, B, C, D	A, F	1	1	PROPER INVENTORY OF MATERIALS TO BE LOADED AND UNLOADED, OBSERVED PROPER HANDLING	CBO STAFF, SUPPLIER	DURING PROCUREMENT	ONGOING
19	Storing of procured materials	A, C, D	A, B, C, E	1	1	OBSERVED PROPER WAREHOUSING	WAREHOUSE MAN	DURING WORKING HOUR	ONGOING
20	Transporting of materials from storage facility to work site	A, C, D	A, C, D, E	1	1	ABSERVANCE OSH STANDARD	ALL WORKERS	DURING WORKING HOUR	ONGOING
21	Returning of unused materials from the work site to storage facility	A, C, D	A, C, D, E	1	1	OBSERVANCE OSH STANDARD	ALL WORKERS	DURING WORKING HOUR	ONGOING
D Payment and gatherings									
22	Payment of salary and wages	A, B, D	A, D	1	1	OBSERVANCE OSH STANDARD	CBO STAFF	DURING WORKING HOUR	ONGOING
23	Meeting, planning, training, organizing, orientation, face-face interaction, etc	A, C, D	I	1	1	OBSERVANCE MINIMUM HEALTH STANDARD	CBO STAFF, SUPERVISOR, PARTNERS	DURING WORKING HOUR	ONGOING

Prepared by:

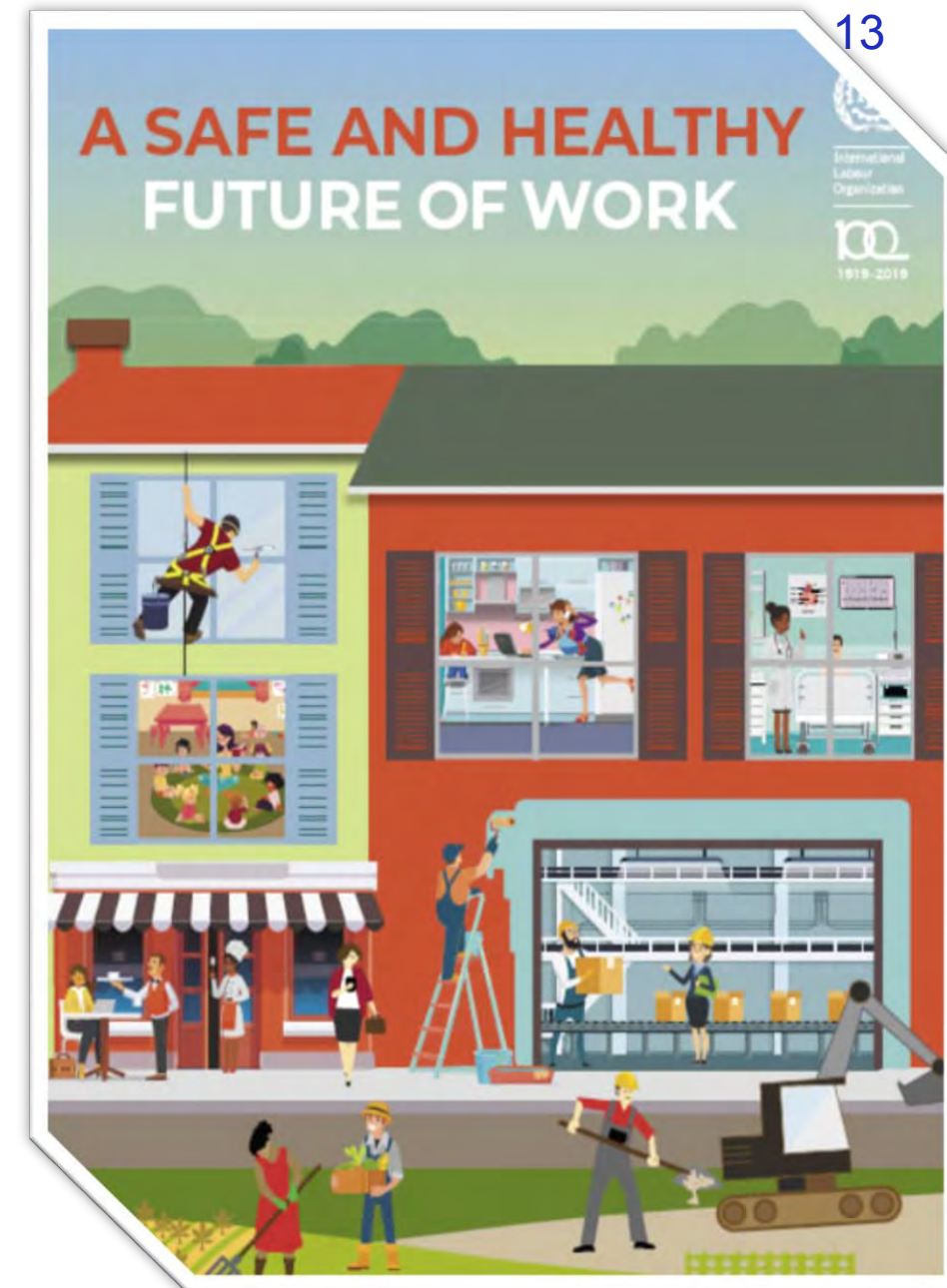
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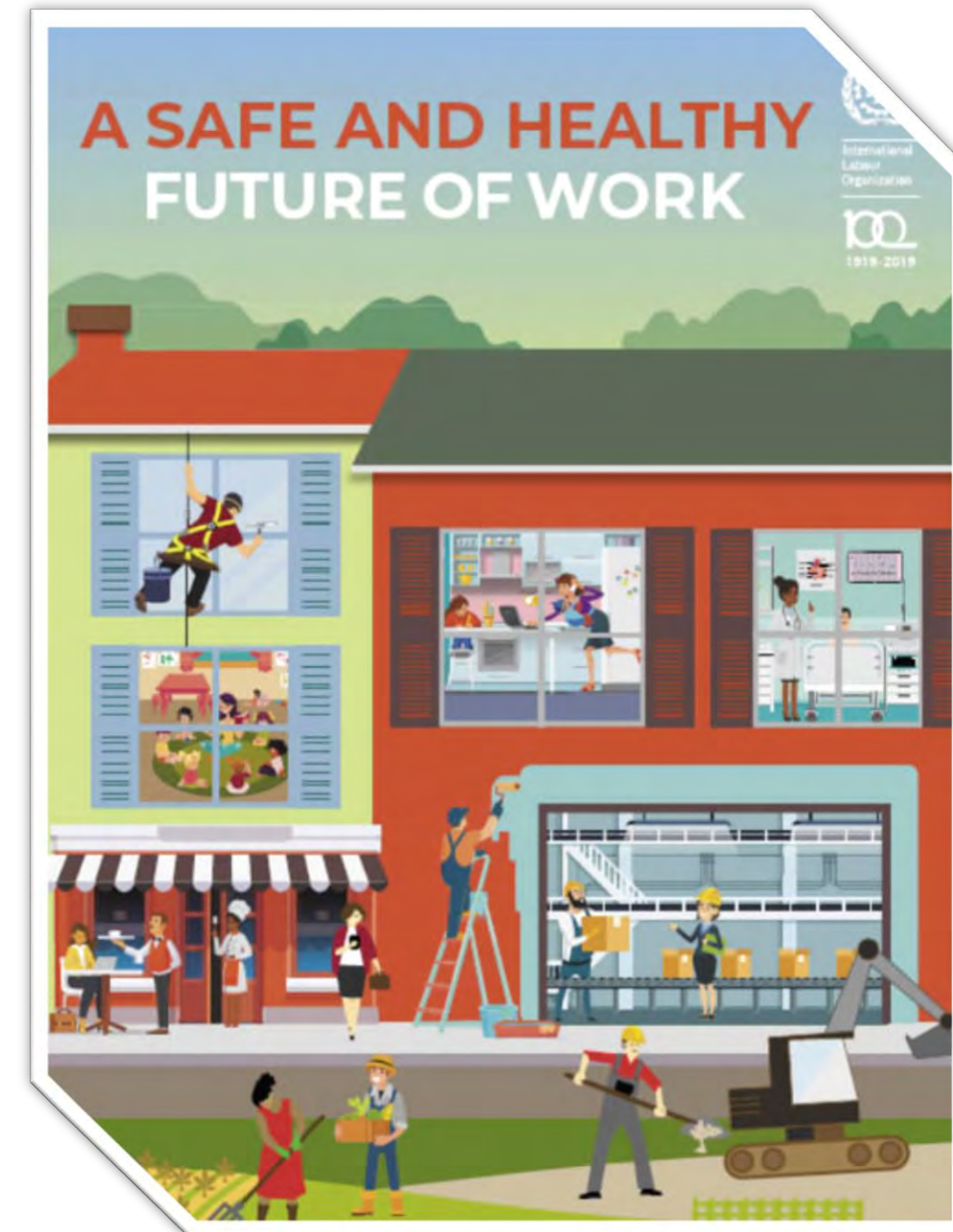
Some Activities as Sources of Hazards at Work

- Travelling to Work
- Entry and Leaving the Worksite
- During Operations
 - Organizing work
 - Using Facilities
 - Gatherings and Meetings



Some Activities as Sources of Hazards at Work

- Using Tools and PPEs
- Procurement and Logistics
- When a Worker develops COVID 19 symptoms



Agree or Disagree ?



1. I have colds and sneezing a bit when I woke up. I feel warm too. This is normal because this happens to everyone once in while. I will still go to work rather than affect our output.
2. It is lunchbreak. I need someone to discuss my problem regarding my pay, but I want to do this secretly. I will just speak to my co-worker in a low voice.
3. I lost my tools. I think I will borrow from my co-worker when he/she is not using it rather than be suspended.
4. I don't normally bring tissue. My nose is itchy. I will need to cover my nose with my hands if I sneeze because it is embarrassing for others.
5. As the foreman, we need to work fast. Therefore, I will double the number of people in the worksite to finish early and accomplish more.

COMMUNITY CONTRACTOR**Entry to Worksite**

- Strictly prescribe an entry and exist point for all workers and staff.
- Provide a Work Pass
- A Health Risk and PPE screening will be conducted by the COVID 19 Focal Point daily before starting for works
- Conduct briefings on protocols (social distancing, hand washing and personal hygiene) after the entry screening
- Keep a Muster Roll for the attendance and workers' contacts.
- Limit outsiders from entering the worksite

**WORKER****On Personal Hygiene**

- ✓ Practice personal hygiene by washing my hands with water and soap as frequently as possible in the worksite. If I use paper towel when drying hands, I will dispose them properly after use.



- ✓ Avoid touching my mouth, eyes and ears with unwashed hands. When sneezing or coughing, I will use the inner part of elbow if no tissue is available. I will prevent handshaking.

HEALTH AND RISK SELF-CHECKLIST	YES / NO
1. Do you have one or more chronic health conditions (May matindi o malalang karamdaman)	
Do you have, or did you have during the last 10 days any of the following symptoms? (Mayroong sintomas sa nakaraang 10 araw)	
2. Fever (> 37.5 C) or feeling feverish (Lagnat na mas mataas sa 37.5 C)	
3. Coughing, a sore throat, or a stuffy/running nose? (Umuubo, namamagang lalamunan, sipon)	
4. Headaches? (Masakit ang ulo)	
5. Feeling dizzy or confused? (Nahihilo)	
6. Feeling more tired than normal? (Nanghihina nang higit sa karaniwan)	
7. A loss of sense of smell? (Walang pang-amoy)	
8. Pain when swallowing (Masakit sa paglulon)	
9. A loss of appetite? (Waang ganang kumain)	
10. Shortness of breath, difficulty breathing or chest pain? If yes, call emergency health services (Nahihirapang huminga, masakit ang dibdib, kulang sa hangin)	
For the last 14 days, did you provide care or had close contact with a person tested positive for COVID 19? (Sa nakakaraang 14 na araw, nagkaroon ng kontak sa nagkaroon ng COVID 19)	

COMMUNITY CONTRACTOR

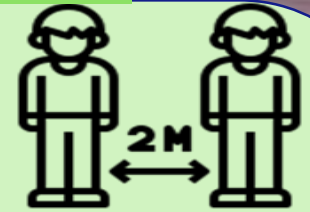
During Operations



- ✓ Organizing the work in groups of not more than 5 workers each and not interchanging the members.
- ✓ As necessary, organize the work in shifts or introduce staggered start and ending times for different groups.
- ✓ Make sure that communal areas at or near the worksite are regularly cleaned.
- ✓ Avoid gatherings in closed spaces
- ✓ Masks should be worn by workers if work-related activities is not possible to maintain social distancing

WORKER

On Social Distancing



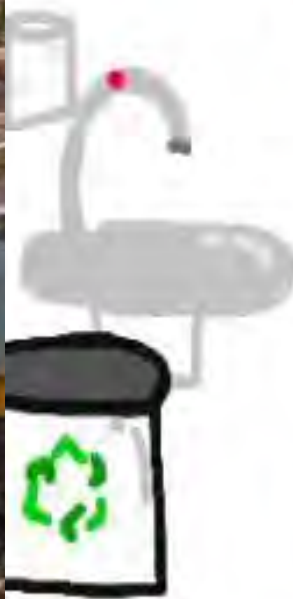
- ✓ Maintain at least 2 meter distance with others when working, including breaks, when washing hands, signing of payroll claims, getting and returning materials and equipment and any other activities that require lining up.
- ✓ If I use any form of transportation, I will always wear a mask, keep distance from others as much as I can, sanitize my hands and position myself in a well-ventilated area.

ENERGISER "The Flail"





Example of Social Distancing





COMMUNITY CONTRACTOR

When a Worker Develops Symptoms

- ✓ Immediately isolate the affected worker, restrict contact and provide him/her with a disposable surgical mask
- ✓ The COVID 19 Focal Point should provide assistance with a mask on, face shield and disposable gloves to the affected worker
- ✓ The public health authorities must be informed and provide instructions on appropriate treatment and next steps
- ✓ Workers who had close contact with the affected worker 2 days prior to the symptoms onset must receive medical clearance from local health authorities before allowing entry to worksite.

WORKER



My Personal Behaviour

- ✓ Participate in all mandatory trainings related to COVID 19 and other briefing sessions everyday
- ✓ Inform the Foreman, call the public health authorities and follow their instructions regarding self-isolating and treatment if I suspect to develop COVID 19 symptoms while on work. If I am fit enough, I will leave the worksite and travel home safely.

Role of Parties and Specific Persons

- Community Contractor/Implementing Partner
- Local Government Unit
- Safety Officer
- Cleaning Attendant



ROLE OF TCSPTA

Planning and Preparatory

- Consult and get approval from local authorities to resume works
- Appoint COVID 19 Focal Point/Inspector
- Procure COVID 19 compliant PPE, sanitary facilities , tools
- Updated on the prevalence of COVID 19 situation in the site location
- Officers and workers should attend training on COVID 19 prevention
- Disseminate COVID 19 awareness to workers and staff



Entry to Site, Water & Sanitation

- Establish one entry control point
- Body temperature of workers and suppliers entering the worksite must be checked.
- Ensure social distancing is observed at all times
- Provide facilities for washing hands, drinking water, soap,
- Ensure masks are worn and taken care of in the proper manner, especially when working in groups



Sanitation of tools and Equipment

- Ensure tools and equipment are cleaned and sanitized at least 2 times per day
- No sharing of tools and equipment between workers
- Regularly inform all workers to maintain Covid 19 social behaviours



ROLE OF LGU South Upi

Planning and Preparatory

- Assign a COVID 19 Coordinator that can spend at least 2 full working days per week
- Check that resources are available in house to implement the protocols

Assistance to TCSPTA

- Assist in the preparation of project-specific operational protocols and its operationalization
- Review and approve contractor's work plan of activities
- Coordinate, organize and provide inputs to training and awareness raising activities for communities, contractor, workers, staff

Monitoring Compliance

- Provide oversight and monitoring compliance of the implementation
- Prepare inspection reports
- Take corrective action when necessary





Responsibility of the Safety Officer

- ❑ Ensure that daily monitoring is done to all workers and personnel entering the worksite
- ❑ On a weekly basis, joint monitoring must be done by the LGU representative (COVID 19 Coordinator) and the Contractor's Safety Officer / COVID 19 Inspector
- ❑ Information-dissemination on COVID-19 protocols on top of existing safety practices shall be conducted by designated Safety Officer/COVID 19 Inspector to all workers and staff.
- ❑ Provide briefing on COVID-19 guidelines first hour before starting to work
- ❑ Posting of COVID guidelines at the work site and public area



Engr. Sarikit and Mr. Bornea

Responsibility of the Cleaning Attendant

- ❑ Coordinate duties with the COVID 19 Inspector
- ❑ Present at all times and ensure the daily cleanliness of the surroundings before, during and after the activities
- ❑ Refiling the water in the hand washing facilities and other supplies such as soap, tissue, disinfectant, sanitizer, etc.
- ❑ Cleaning the spills, debris and other messes up as quickly as possible
- ❑ Ensuring bathrooms are clean and sanitary
- ❑ Properly disposing of garbage
- ❑ Ensuring the application of the Cleaning Guidelines



Engr. Sarikit and Mr. Bornea

Session 3

► Planning and organizing work for Tranche 1





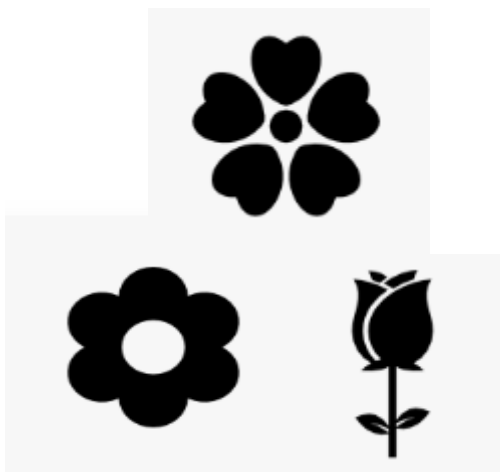
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COVID-19
and the World of Work
better future of work



Our Next Steps

Closing/ inspirational Message



TRAINING EVALUATION

“Protecting Workers in the time of Pandemic, A Safe Return to Work Training-Workshop for ILO-JAPAN’s Water and Sanitation Project”

Please respond and complete the evaluation form. Thank you.

CRITERIA	Disagree 1	Agree 2	Strongly agree 3
The training was timely and relevant.			
Participants were encouraged to share feedback			
The presentations were properly organized.			
The presenters were boring.			
The training was too long.			
My Recommendation for the succeeding training is			