

STEP 3 - TEMPLATE NO. 9 - Template for recording observations in farms plantations

Template for recording observations in farms / plantations

Instructions: This template can be used to record and score information collected primarily during workplace observations. An example of filled template is available at the end of this document to illustrate how to use it.

Farm observation	
Date	
Number of workers (size of the enterprise)	
Member of an association or a cooperative	Yes / No

Assessment Method	
Scoring Principles:	
Not applicable to the workplace	N-A
Hazard and risk neither identified nor managed	0
Hazard and risk identified but inadequately managed	1
Hazard and risk identified and somewhat managed	2
Hazard and risk identified and adequately controlled	3

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Production stage										
1. Description of the work processes (operations, work at heights or at ground level, posture)										
2. Category of workers assigned to each operation (man / woman / youth / elderly / farmer / his-her family)										
Check points	Score	Observations		Score	Observations		Score	Observations	Score	Observations
3. Work environment										
Sun exposure										
High temperature										
Contact with wild animals / insects										
Smell										
Noise										
Dust and airborne particles										
4. How workers dressed										
Description of how workers dressed (Uniform, shoes, hat, helmet, etc.)										
5. Carrying loads										
Loads description										
Weight / volume										
Distance and frequency										

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Material or tools used										
Condition of the path / road (risk of tripping)?										
6. Tools										
List of tools used										
Condition										
Storage					-		-			
7. Machines										
List of machines used										
Condition										
Storage										
8. Chemicals product										
List of chemical products used										
Identification (safety data sheets)										
Storage										
Application method										
Amount applied & Frequency of application										

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Workers (PPE)								
Waste management (containers of chemicals, etc.)								
9. Sanitary facilities								
Sanitary facilities								
Drinking water								
Eating area (clean and isolated?)								
Child care								
10. Waste								
Waste management (green waste, bottles, containers of chemicals, etc.)								
11. Emergency procedures								
Procedure / Displayed and visible emergency contacts / focal point								
Qualified medical personnel / trained first-aid personnel								
First aids kit								
12. Fire Safety								
Detection and protection								

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Example of the recording and scoring of observations in a cotton farm in Madagascar

	Seedbed preparation	Sowing	Husbandry operations	Harvest
1. Description of the work processes (operations, work at heights or at ground level, posture)	1. Land clearing: operation during which the stems of the previous crop are removed manually with the help of axes and ploughs. 2. Ploughing: the farmer turn the soil to burry last year's stems and to create a seedbed. 3. Making of drainage ditches to allow water to irrigate the cotton plots. The 3 operations are performed at ground level with ploughs, axes and shovels.	1. Preparation of the seed. 2. Preparation of seedbed. 3. Transport of seeds to the field. 4. Tracing lines and laying stakes. 5. Planting seeds All activities are carried out at ground level in a leaning position.	1. Weeding: Manual weeding is carried out 2 to 3 times before harvest (in standing or leaning position). 2. Stripping off leaves: Consists of removing some parts at the bottom of the cotton plant to help growth (in a leaning position). These two operations are carried out at ground level. People are manually pulling or using «hoes» or shovels. Treatment of disease/pests/weeds: 1) Transport of products and equipment to the fields. 2) Preparation of the products (mixing the products with water) 3) Spraying the product on the crop. 4) Cleaning the equipment after treatment. Operations are mainly in standing position.	The crop is harvested twice a year. It consists of collecting cotton seeds from cotton capsule and transporting it to the farmer's home where it is stored. The activities are conducted at ground level the workers posture is standing and leaning.

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2. Category of workers assigned to each operation (man / woman / youth / elderly / farmer / his family)	The farmer works with the help of his family for ploughing and draining operations. Agricultural workers (men: young and elderly) are assigned to land clearing.		The farmer employs workers (women: young and elderly) for sowing operations. The farmer supervises the work.		Agricultural workers (Men: young and elderly) are assigned the husbandry operations.		The farmer and his wife harvest the cotton. They employ agricultural workers (men and women of all ages) during the first harvest.	
Check points	Score	Observations	Score	Observations	Score	Observations	Score	Observations
3. Work environment								
Sun exposure	2	Exposure to sun between 6:00 and 11:00. Workers are not wearing hat or other protection.	2	Workers are exposed to the sun between 06:00-11:30 in the morning and then from 3:30-4:30 in the afternoon. Workers are not wearing hat or other protection.	2	Exposure to sun between: 6:00-9:00 in the morning and 15:00-18:00 in the afternoon. Workers are not wearing hat or other protection.	1	Exposure to sun all day long without protection.
High temperature	3	The work is done during the cool period of the morning, between 03:00 and 11:00.	2	Work is done during lower temperatures period: between 06:00-11:30 in the morning and then from 3:30-4:30 in the afternoon.	2	Work is done during lower temperature period: between 6:00-9:00 in the morning and 15:00-18:00 in the afternoon.	1	Part of the work is performed under high temperature.
Contact with wild animals / insects	2	No insects, except mosquito bites during the morning (4:00-6:00). No protection is used.	2	No insects, except few mosquito bites during the morning	2	No insects, except mosquito bites during the morning for weeding and stripping operations. No	2	No insects, except few mosquito bites during the morning.

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						protection is used.		
Smell	N-A	No smell	N-A	No smell	N-A	No smell	N-A	No smell
Noise	3	The level of noise is acceptable.	3	The level of noise is acceptable.	3	The level of noise is acceptable.	3	The level of noise is acceptable.
Dust and airborne particles	N-A	No dust.	N-A	No dust.	N-A	No dust.	1	Lots of cotton particles in the air (causing discomfort, allergies and affecting breathing during work) and no protection.
4. How workers dressed								
Description of how workers dressed (Uniform, shoes, hat, helmet, etc.)	Workers wear their casual clothes to work (no uniform, no specific shoes, no hat)		Workers wear their casual clothes to work (no uniform, no specific shoes, no hat)		Workers wear their casual clothes to work (no uniform, no specific shoes, no hat)		Workers wear their casual clothes to work (no uniform, no specific shoes, no hat)	
5. Carrying loads								
Loads description	Carrying of the shovels and axes from farmer's house to the fields. It is done with the help of carts (pulled by oxen).		Carrying of the seeds with the carts pulled by oxen from farmer's house to the field.		Carrying of the «hoses» and shovels with the carts pulled by oxen from farmer's house to the field. Carrying of the products used for the treatment of the crop (from the farmer's house to the field). For spraying, workers carry the container full of products on their back.		Bags full of cotton are transported using the carts pulled by oxen to the farmer's house.	
Weight / volume	3	Plough : about 40 kg (pulled by oxen)	3	Bag of seeds: 20 kg	3	Weeders : 15 kg	3	Bag of cotton seeds: between 15 and 25 kg
Distance and frequency		Shovel : about 6 kg		Transported with the cart				Shovels : 6 kg

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		Transported with the cart twice a day on about 8 km.		twice a day on about 8 km.		Spayers (full) : between 10 and 15 kg. Transported with the cart twice a day on about 8 km.		
Material or tools used	3	Carts pulled by oxen	3	Carts pulled by oxen	3	Carts pulled by oxen	3	Carts pulled by oxen
Condition of the path / road (risk of tripping)?	1	No maintenance. High risk of tripping	1	No maintenance. High risk of tripping	1	No maintenance. High risk of tripping	1	No maintenance. High risk of tripping
6. Tools								
List of tools used	Ploughs Shovels Axes		Ploughs Shovels		«Weedings» Shovels Ploughs Knapsack sprayers		No tools	
Condition	3	Tools well maintained	3	Tools well maintained	2	Knapsack sprayers not well cleaned and maintained	N-A	No tools
Storage	1	All tools are stored in the house and accessible by children (low) and other non-workers	1	All tools are stored in the house and accessible by children (low) and other non-workers	1	All tools are stored in the house and accessible by children (low) and other non-workers	1	All tools are stored in the house and accessible by children (low) and other non-workers
7. Machines								
List of machines used	None		None		None		None	
Condition	N-A	No machine	N-A	No machine	N-A	No machine	N-A	No machine
Storage	N-A	No machine	N-A	No machine	N-A	No machine	N-A	No machine
8. Chemicals product								
List of chemical products used	None for these operations		None for these operations		For Treatment of disease/pests/weeds:			

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					Produit 1: Cypermethrin Produit 2: Emamectin Produit 3: Carbosulfan The products and their combination were chosen to treat several pests at the same time (white mealybugs, aphids, etc.)	
Identification (safety data sheets)	N-A		N-A		3 Data related to the chemical properties, their risks and instructions for their safe use are visible on the bottles.	N-A
Storage	N-A		N-A		1 Chemicals are stored in the farmer's house as risk of being stolen is stocked elsewhere.	N-A
Application method	N-A		N-A		1 Spraying. The farmer received training for the application of the products. Workers did not receive training.	N-A
Amount applied & Frequency of application	N-A		N-A		Scoring below Application dose per containing sprayer (Spayer = 10 to 15 litres). : Cypermethrin: 0,25 litre Emamectin: 0,5 litre Carbosulfan: 0,85 litre	N-A

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						The total amount was not calculated. The frequency is of 10 days, 1 month after the sowing.		
Workers (PPE)	N-A		N-A		0	Workers wear masks covering their mouth and nose. But often their arms and legs & feet are bare. The masks seen are not appropriate for chemicals.	N-A	
Waste management (containers of chemicals, etc.)	N-A		N-A		1	Empty bottles are piled in an isolated space outside the farmer's house in the open air and exposed to sun.	N-A	
9. Sanitary facilities								
Sanitary facilities	2	Toilets are very poorly maintained with no access to facilities to wash hands. Showers at home but difficult access to water (every other day only with regular cuts).	2	Toilets are very poorly maintained with no access to facilities to wash hands. Showers at home but difficult access to water (every other day only with regular cuts).	1	Toilets are very poorly maintained with no access to facilities to wash hands. Showers at home but difficult access to water (every other day only with regular cuts).	2	Toilets are very poorly maintained with no access to facilities to wash hands. Showers at home but difficult access to water (every other day only with regular cuts).
Drinking water	2	No source of clean drinking water	2	No source of clean drinking	2	No source of clean drinking	2	No source of clean drinking water

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[illegible]

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Procedure / Displayed and visible emergency contacts / focal point	0	No procedure in the event of an emergency.	0	No procedure in the event of an emergency.	0	No procedure in the event of an emergency.	0	No procedure in the event of an emergency.
Qualified medical personnel / trained first-aid personnel	0	No qualified medical personnel. No trained first-aid personnel.	0	No qualified medical personnel. No trained first-aid personnel.	0	No qualified medical personnel. No trained first-aid personnel.	0	No qualified medical personnel. No trained first-aid personnel.
First aids kit	0	No first aids kit	0	No first aids kit	0	No first aids kit	0	No first aids kit
12. Fire Safety								
Detection and protection	N-A		N-A		0	Chemical products are stored inside the farmer's house where there is no fire/smoke detection. No measures taken for prevention and protection.	0	Cotton is stored in the farmer's house where there is no fire/smoke detection. No measures taken for prevention and protection.

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Photos

The following photos were taken during the observation and are associated with the matters presented above.

Description of the work processes (operations)

- Harvest of the cotton seeds



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- Storage of cotton seeds in the farmer's home.



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- Carrying loads



Bag of cotton seeds. Between 15 and 25 kg (transported with the carts)



Cart pulled by oxen

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- Tools



Knapsack sprayers

- Chemical products



Chemical products stored at the farmer's home