

STEP 3 - TEMPLATE NO. 12 - Template for recording Interviews and FGDs with workers in manufacture

Recording Interviews and Focus Group Discussions with workers in manufacture

Instructions: This template can be used to record interviews and focus groups. The first column contains the type of questions from the interview guide, the second column can be used to codify (when possible) some of the answer in order to compare responses across large sets of interviews and focus group records, the last column provides space to put in the notes from the interview or focus group.

Questions	Response codification	Description / notes
1. General		
Date of the interview		
Enterprise		
Size of the Enterprise	Choose an item.	
Type of interview	Choose an item.	
2. Terms of employment		
2.1. Basic characteristics		
Employment contract	Choose an item.	
Affiliation with workers' organization / union	Choose an item.	
Average length of a working day		
Performance / production per day		
Wage (fixed/variable)	Choose an item.	
Right to breaks / rest at work? If so, for how long?	Choose an item.	
Right to leave / vacation?	Choose an item.	
Other benefits received	Choose an item.	

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2.2. Transport		
Travel time to go to work		
Mean(s) of transport used	Choose an item.	
Safety of the route		
2.3. Progress and training		
Training received for work	Choose an item.	
Last date of training received/From whom/Topic		
Needs in training for work	Choose an item.	
3. Safety and health		
3.1. Work equipment		
Who provides the work tools?	Choose an item.	
Use of safety material	Choose an item.	
If so, who provides the material? What type?	Choose an item.	
Wearing of protective equipment (PPE, CPE)? Why?	Choose an item.	
3.2. Chemical products and training		
Exposure to chemical products	Choose an item.	
If so, what type of exposure	Choose an item.	
Training and information on the use of products	Choose an item.	
If so, who provides the training/information		
After use, what do you do?	Choose an item.	
3.3. Identification and control of risks		

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Risks and hazards in your workplace	Choose an item.	
Source of information on workplace risks and hazards	Choose an item.	
Knowledge on workplace risk and hazard management	Choose an item.	
Prevention of workplace hazard and risk		
Signalling of hazards	Choose an item.	
Knowledge on OSH management system in the enterprise	Choose an item.	
3.4. Promotion on health and hygiene		
Medical visit/Frequency/by whom?	Choose an item.	
Individual/group health problems within the enterprise	Choose an item.	
Work absence	Choose an item.	
Sick leave	Choose an item.	
Easy access to drinking water	Choose an item.	
Facility or medical clinic within the enterprise	Choose an item.	
Toilets and sanitary facilities	Choose an item.	
Access to toilets	Choose an item.	
3.5. Work related accidents and diseases		
Most frequent accidents and diseases		
First aid kit and trained personnel	Choose an item.	
Procedure in the event of an accident or disease	Choose an item.	

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Location of medical care		
Procedure in the event of an emergency	Choose an item.	
Knowledge of emergency exits		
Training on emergency procedure	Choose an item.	
3.6. Work organisation		
Distribution of tasks by workstation and by workers	Choose an item.	
Work of pregnant women (workloads and schedule)	Choose an item.	
3.7. Supporting functions		
Have you ever seen an inspector at the workplace	Choose an item.	
Have you ever seen an auditor at the workplace	Choose an item.	
Have you ever used the occupation health services?	Choose an item.	
Are you satisfied with the services received? Explain why	Choose an item.	
Have you ever used the services of the entity responsible for compensation of occupational injuries and disease?	Choose an item.	
Are you satisfied with the services received? Explain why	Choose an item.	