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ILO/Japan
Multi-bilateral
Programme

▶ Occupational safety and health in skills training - Myanmar

Trainer's manual





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Trainer's manual

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► Preface

The training package “Occupational safety and health in skills training” is a product of the ILO Safety + Health for All (SHFA) in Myanmar project, aiming to promote a safe and healthy working environment for all workers. The ultimate objective of the project is for workers in Myanmar to be safer and healthier. One of the strategies implemented to reach this goal is to build a preventative safety and health culture in all workplaces through mainstreaming occupational safety and health into education.

The wide coverage of technical and vocational education and training (TVET) and skills training in Myanmar provides a unique opportunity to reach a significant number of workers and future workers. By integrating occupational safety and health (OSH) into training curricula, students will be equipped with knowledge and skills to protect and promote their own and others’ safety and health at work, irrespective of the occupation, position, industry or workplace.

The primary purpose of this package is therefore to support TVET and skills training institutions in Myanmar in the development and integration of OSH modules into curricula commonly applied to all students.

The package was produced by Dr Yuka Ujita, Senior Specialist on Occupational Safety and Health, ILO Decent Work Technical Support Team for East and South-East Asia and the Pacific (DWT-Bangkok), Mr Aung Charm Myae, Programme Officer, ILO-Yangon, Mr Yasuo Ariga, Chief Technical Advisor, ILO/Japan Multi-bi Programme, ILO Regional Office for Asia and the Pacific, Ms Justine Tillier, Programme and Operations Officer, ILO LABADMIN/OSH, with the administrative support from Mr Kyaw Lin, ILO-Yangon, along with technical contributions from DWT-Bangkok specialists.

It is largely based on existing ILO materials including:

- ILO, 2021. *Improving Occupational Safety and Health in Small and Medium-sized Enterprises (Comprising Trainer’s Guide, Participant’s Handbook and PPT Slides)*.
- ILO, 2021. *Reporting, Recording and Notification of Occupational Accidents and Diseases: A Brief Guide for Workers*.

It is hoped that many workers, employers and TVET institutions will find this training package useful in practice.

► How to use the Trainer’s manual

This Trainer’s manual provides information and guidance for delivering a one-day course on occupational safety and health basic knowledge and skills. The course consists of five modules that provide basic information on safety and health at work as well as practices that workers and apprentices must follow to secure a safe and healthy work environment.

The training programme and materials in this manual will assist trainers in preparing and conducting training. This manual should be used in combination with other tools in the training package:

- Student’s handbook which contains relevant information related to each topic
- PowerPoint presentation



► 1. Session information

Role of the trainer

Each module of the Student’s handbook and PowerPoint presentation begins with the module introduction and goal. The trainer’s role is to assist students to understand occupational safety and health requirements and obtain knowledge and skills on OSH practices for ensuring compliance as future workers. In addition, the trainer should facilitate the enhancement of students’ abilities to think critically and consolidate the provided information through Question & Answer, discussion and feedback exercises. The trainer also needs to provide a supportive climate where students can pause questions, share ideas and concerns without hesitation.

Students will be assigned to group work for developing joint problem solving, communication, and cooperation skills. The trainer should acknowledge each student’s expertise and experiences, and encourage their active engagement in the learning process by sharing good practices. When necessary, the trainer should modify and tailor the training materials to meet the specific learning goals.

Session format

The primary setting of the training is face-to-face in a classroom. Online training could be an option using the break-room function for group work (for example, zoom), except for the activity proposed for Module 3 (workplace risk assessment exercise).

Resources required for in-class teaching

For **in-class** teaching, the resources required are:

- a classroom with sufficient space and layout for group discussions
- places for conducting risk assessment exercise
- computer and screen (or plane wall) for PowerPoint presentations
- a set of PowerPoint presentations
- white boards or flipcharts and appropriate markers
- a variety size/colour of post-it (optional)
- copy of the Student’s handbook for each participant.

Additional resources and handouts are provided elsewhere in this manual.

When the video or other visual aids are used in the training, it would be a good idea to download them in advance as back-up, in addition to clicking on the links during the presentation.

For group work, participants will be divided into small groups of four to six people. Butchers paper and pens, white board, or flip charts should be prepared for each group.

For distance/on-line courses, no additional resources other than the Student’s handbook and a set of PowerPoint presentations are required. Course activities can be applied in any training format, except workplace risk assessment exercise.

Training programme

The training programme, consisting of five modules, can be integrated into the TVET curriculum in all Vocational Training Apprenticeship Courses.

► **Model programme for one-day course (8 hours)¹**

Time	Topic	Activities
08:30 – 10:00	<p><i>Module 1</i> Goal: To enable participants to gain an understanding of workers’ rights, occupational safety and health legislation and employers’ responsibilities related to the work that they will be undertaking as a trainee and as an apprentice.</p> <ul style="list-style-type: none"> • Training program presentation <p><i>Module 2</i> Goal: To enable participants to know definitions of the essential concepts related to safety and health at work.</p> <ul style="list-style-type: none"> • Training program presentation 	<ul style="list-style-type: none"> • Presentation • Group work • Critical thinking activities • Q&A and discussions
10:00 - 10:30	Morning break	
10:30 - 12:30	<p><i>Module 3</i> Goal: To enable participants to have an overview of how to carry out a risk assessment in the workplace.</p> <ul style="list-style-type: none"> • Training program presentation • Risk assessment exercise • Group work 	<ul style="list-style-type: none"> • Presentation • Handout Workplace risk assessment template • Workplace risk assessment • Group discussion
12:30 - 13:30	Lunch break	
13:30 - 15:30	<p><i>Module 3</i> continued</p> <ul style="list-style-type: none"> • Group presentation <p><i>Module 4</i> Goal: To enable participants to know what an Occupational Safety and Health Management System (OSHMS) is, how it works and why it is important for a safe and healthy work environment.</p> <ul style="list-style-type: none"> • Training program presentation 	<ul style="list-style-type: none"> • Group presentation (risk assessment sheet) • Presentation • Critical thinking activities • Q&A and discussions
15:30-15:45	Afternoon Tea Break	
15:45-16:45	<p><i>Module 5</i> Goal: To enable participants to have a better understanding about their role in the implementation of a recording and notification system in the workplace, and to help them to fulfil their responsibilities.</p> <ul style="list-style-type: none"> • Training program presentation 	<ul style="list-style-type: none"> • Presentation • Q&A and discussions • Group work
16:45-17:00	<p><i>Course evaluation</i></p> <ul style="list-style-type: none"> • Participants complete training evaluation. 	<ul style="list-style-type: none"> • Handout End of course evaluation

1. To organize the course, other possibilities are:

Option 1. Dividing the programme into 2 half-days, for instance, Module 1, 2 and 5 (Day 1), Module 3 and 4 (Day 2).

Option 2. Extending the programme to 1.5 days, for instance, Module 1, 2, 3 and 4 (Day 1), Module 5 and additional Q&A session (Day 2).

▶ 2. Course activities and answer key

Module 1. Workers' rights and entitlements

Trainers can raise some questions to ensure and deepen the students' understanding.

Remember that legislation is a living document, so the information should be reviewed and updated regularly.

In class students can answer the questions individually or by presenting the group work results.

1.1 Individual activity

What are your responsibilities to respect fundamental principles and rights at work, especially, safe and health working environment, of co-workers in your workplace and yourself?

Possible answers

- ▶ Not to harm co-workers' health or safety through any acts or omissions at work.
- ▶ Not discriminate against co-workers based on their age, sex or because of their race or skin colour, national extraction or social origin, religion, or political opinions.
- ▶ Be polite to all co-workers and treat them with respect.

1.2 Individual activity

What would you do if basic workers' rights were abused in your workplace?

Possible answers

- ▶ Speak to your workplace supervisor about the problems.
- ▶ Inform a Workers' Representative or other union members.
- ▶ Report to the workplace OSH Committee or other mechanisms.

1.3 Group activity

Select a subject from Myanmar workers' rights and entitlements (Student's handbook p.10). Share and discuss experiences and ideas in the group and present the conclusion.

Module 2. Occupational safety and health definitions and concepts

In class students can answer the questions individually or by presenting the group work results.

2.1 Individual activity

Explain the difference between hazard and risk, and list two examples of workplace hazard and possible health outcomes due to the exposure to them.

Possible answers

- ▶ A hazard is a source, or a situation, with the potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

There are many types of hazards that students may identify so the trainer will need to assess if the answers are correct. See more information on pages 17 to 20 of the Student’s handbook. You can also refer to some relevant slides of the PowerPoint presentations.

2.2 Individual activity

What is the definition of an occupational accident?

Answer

- ▶ An occupational accident is an occurrence arising out of, or during work which results in fatal or non-fatal occupational injury. Similar answers are accepted.

2.3 Individual activity

What is the definition of an occupational disease?

Answer

- ▶ An occupational disease is a disease contracted as a result of exposure to risk factors arising from work activities.

Module 3. Risk assessment and control

3.1 Activity

Using the Workplace risk assessment template in the Student’s handbook, students in a group conduct risk assessment either in their training venue, or designated place for the exercise. Find the Workplace risk assessment template (Module 3) in section 3 **Handouts** (p.21), for students studying on campus.

Title: Risk assessment exercise

Aim: To develop the skills in conducting a risk assessment.

Task:

1. The students are divided into groups of 4-6 people. A person who presents the group work should be identified.

2. Each group walks through the designated working area for risk assessment following the steps presented in the Student’s handbook.
3. After completing Step 1, 2 and 3 individually, students return to the classroom and discuss the findings/ results in the group, and identify three main hazards and their risks.
4. For those three hazards and risks, the group completes Step 4 collectively.
5. The Workplace Risk Assessment Template is presented by the group presenter

Time:

1. Trainer presentation: 45 mins
2. Walking-through: 30 mins
3. Group discussion: 45 mins
4. Group presentation: 15 mins per group

Module 4. Occupational safety and health management system (OSHMS)

In class students can answer the questions individually or by presenting the group work results.

4.1 Individual or group activity

Describe workplace occupational safety and health management system and its strengths.

Possible answer

- ▶ An occupational safety and health management system is a series of steps that people go through to achieve the desired outcome of having a safe and healthy workplace.

4.2 Individual activity

Select and explain (at least) one element of the OSH management system.

Possible answers

- ▶ Occupational safety and health policy [It should be communicated and readily accessible to all workers].
- ▶ Responsibilities and accountabilities [The employer should have overall responsibility for the protection of workers’ safety and health, and provide leadership for OSH activities in the organization].
- ▶ Competence and training [The employer should have sufficient OSH competence to identify and eliminate or control work-related hazards and risks, and to implement the OSH management system. Training should be provided to all workers at no cost and should take place during working hours, if possible].
- ▶ Communication [The concerns, ideas and inputs of workers and their representatives on OSH matters should be received, considered and responded to].
- ▶ System planning, development and implementation [OSH management system should be created through appropriate planning based on the results of reviews or other available data. Such OSH plans should cover the development and implementation of all the OSH management system elements].
- ▶ Hazard prevention and control measures [Hazards and risks to workers’ safety and health should be identified and assessed on an ongoing basis. Preventive and protective measures should be implemented following the hierarchy of controls].

- ▶ Emergency prevention, preparedness and response [Emergency prevention, preparedness and response arrangements should be established in cooperation with external emergency services and other bodies where applicable].
- ▶ Performance monitoring and measurement [Procedures to monitor, measure and record OSH performance on a regular basis should be developed, established and periodically reviewed].
- ▶ Investigation of occupational accidents [Investigations of the origin and underlying causes of occupational accidents and work-related diseases should be carried out by competent persons, with the appropriate participation of workers and their representatives].
- ▶ Audit [Aiming to determine whether the OSH management system is adequate and effective in protecting the safety and health of workers and preventing incidents, periodic audits should be conducted].
- ▶ Preventive and corrective action [When the evaluation of the OSH management system shows that preventive and protective measures are inadequate, they should be corrected in a timely manner].

A variety of student answers would be acceptable if the required steps needed to manage workplace safety and health are included.

4.3 Group activity

Discuss why workers’ participation is required for every step in OSH management system (free discussion either plenary or in groups).

4.4 Individual or group activity

Identify three priority OSH prevention measures and actions that workers should be informed of, and that should be implemented.

Possible answers

- ▶ A variety of student and group answers would be acceptable, from some element of OSH management system to risk control measures according to the specific hazards of their occupation, such as participation in OSH training, conducting risk assessment, reporting OSH incident, regular cleaning, safe operation of machinery, use of adequate PPEs, stress management, work-life balance, among others.

Module 5. Recording and notification of occupational accidents and diseases

In class students can answer the questions individually or by presenting the group work results.

5.1 Individual or group activity

Complete the incident report for the following case individually or in group. In case of group activity, the completed form can be presented by a group representative.

Aung was asked to carry boxes of photocopy paper from the front of the building to the storeroom and then lift these boxes onto shelves that were above his shoulder height. After moving 20 boxes, Aung started lifting these boxes. When he placed the 3rd box onto the shelf, suddenly he felt sharp pain in his back and could not change the posture. Afterwhile, he managed to move slowly, while the back pain persisted. He called his supervisor and reported his pain, who asked Aung to fill out an injury/illness notification form.

Find Incident report form - Module 5 in section 3 **Handouts** (p. 23).

► **Example of completed form**

Information on the event			
Location	<i>Store room</i>	Type of event (please circle)	• Injury
Date	<i>5 December 2022</i>		• Disease or suspected disease
Time	<i>11 am</i>		• Property Damage
Persons involved	<i>Aung</i>		• Dangerous Occurrence
Work activity involved	<i>Carrying boxes and putting them on shelves</i>		
Event description (in as much details as possible)	<i>Carried 20 boxes of photocopy paper and other heavy boxes of office supplies from the front of the building to the storeroom and then lift these boxes onto shelves that were above head height.</i>		
Where there is an injury			
Information of injured person	Name	<i>Aung</i>	
	Date of birth	<i>10 October 2000</i>	
	Gender	<i>Male</i>	
	Department	<i>Office</i>	
	Job title	<i>Clerk</i>	
	Date of entry into position	<i>1 February 2020</i>	
	Name of the supervisor	<i>Daivika</i>	
Information of injured person	<i>Prolapsed disc between the 4th and 5th spinal vertebrae and strained shoulder muscles.</i>		
Injured Person’s Account of the Event (Description)	<i>Carried 20 boxes of photocopy paper and other heavy boxes of office supplies from the front of the building to the storeroom and then lifted these boxes onto shelves that were above my head height. Felt pain in my back and shoulders after this and let my supervisor know.</i>		
Name(s) of witness(es)	<i>No witnesses</i>		
Witness account of event (description)			
Scene Observation	<i>Boxes of photocopy paper and other boxes observed on shelves above head height. No trolley to move boxes on.</i>		
First aid/Medical Care	<i>Visited the workplace medical practitioner for diagnosis and medical care. Given pain control medication and physiotherapy.</i>		
Name of the person completing report	<i>Aung</i>		
Date of report	<i>5 December 2022</i>		
Worker’s Signature	<i>Aung</i>	Date	<i>5 December 2022</i>
Supervisor’s Signature	<i>Daivika</i>	Date	<i>5 December 2022</i>

5.2 Individual or group activity

Complete the incident report for a case.

1. The students watch pre-selected videos*.
2. Students choose one of the incidents and fill-out the Incident report form, individually or in group.
3. In case of group activity, the completed form can be presented by a group representative.

* There are good collections of free OSH video such as [International Media Festival for Prevention](#) and [Napo’s films](#). For example:

- ▶ Mr Gecko
- ▶ NAPO: Report it!
- ▶ Killer on the loose



Source: Youth working aged between 16 and 24 who are either receiving theoretical and practical on-the-job training in occupations spread across the sectors of tailoring, mechanics, retailing, food processing, and plastic manufacturing, Amman, Jordan, 11/2015. © Nisreen Bathish/ILO.

► Example of completed form for “Mr Gecko”

Information on the event			
Location	<i>Factory</i>	Type of event (please circle)	• Injury
Date	<i>5 December 2022</i>		• Disease or suspected disease
Time	<i>11 am</i>		• Property Damage
Persons involved	<i>Mr Gecko</i>		• Dangerous Occurrence
Work activity involved	<i>Area where workers are working with presses</i>		
Event description (in as much details as possible)	<i>Mr Gecko’s tail was untied and in a moment of distraction the press falls on his tail causing the loss of a piece of it.</i>		
Where there is an injury			
Information of injured person	Name	<i>Mr Gecko</i>	
	Date of birth	<i>14 October 2000</i>	
	Gender	<i>Male</i>	
	Department	<i>Press processes</i>	
	Job title	<i>Worker</i>	
	Date of entry into position	<i>1 October 2020</i>	
	Name of the supervisor	<i>Aung</i>	
Information of injured person	<i>Mr Gecko’s tail was cut off by the press and he lost a part of it.</i>		
Injured Person’s Account of the Event (Description)	<i>“My tail was cut off by the press in the operation area and I lost part of it.”</i>		
Name(s) of witness(es)	<i>No witnesses</i>		
Witness account of event (description)			
Scene Observation			
First aid/Medical Care			
Name of the person completing report	<i>Mary</i>		
Date of report	<i>5 December 2022</i>		
Worker’s Signature	<i>Mr Gecko</i>	Date	<i>5 December 2022</i>
Supervisor’s Signature	<i>Aung</i>	Date	<i>5 December 2022</i>

► **Example of completed form for “NAPO: Report it!”**

Information on the event			
Location	<i>Factory</i>	Type of event (please circle)	• Injury
Date	<i>5 December 2022</i>		• Disease or suspected disease
Time	<i>11 am</i>		• Property Damage
Persons involved	<i>Napo</i>		• Dangerous Occurrence
Work activity involved	<i>Transit area for company personnel</i>		
Event description (in as much details as possible)	<i>There is a dangerous hole in a transit area at a company facility. Someone left a beak and a shovel on the floor close to the hole.</i>		
Where there is an injury			
Information of injured person	Name		
	Date of birth		
	Gender		
	Department		
	Job title		
	Date of entry into position		
	Name of the supervisor		
Information of injured person			
Injured person’s account of the event (Description)			
Name(s) of witness(es)			
Witness account of event (description)			
Scene observation			
First aid/Medical Care			
Name of the person completing report	<i>Napo</i>		
Date of report	<i>5 December 2022</i>		
Worker’s Signature	<i>Napo</i>	Date	<i>5 December 2022</i>
Supervisor’s Signature	<i>Davika</i>	Date	<i>5 December 2022</i>

► Example of completed form for “Killer on the loose”

Information on the event			
Location	<i>Factory</i>	Type of event (please circle)	• Injury
Date	<i>5 December 2022</i>		• Disease or suspected disease
Time	<i>11 am</i>		• Property Damage
Persons involved	<i>Andrew</i>		• Dangerous Occurrence
Work activity involved	<i>Factory maintenance in a high place.</i>		
Event description (in as much details as possible)	<i>Andrew left a screwdriver loose on a shelf, which then fell on his head, killing him.</i>		
Where there is an injury			
Information of injured person	Name	<i>Andrew</i>	
	Date of birth	<i>10 October 2000</i>	
	Gender	<i>Male</i>	
	Department	<i>Maintenance</i>	
	Job title	<i>Worker</i>	
	Date of entry into position	<i>1 February 2020</i>	
	Name of the supervisor	<i>Daivika</i>	
Information of injured person	<i>Death</i>		
Injured person’s account of the event (Description)			
Name(s) of witness(es)	<i>No witnesses</i>		
Witness account of event (description)			
Scene observation	<i>Andrew lies dead on the floor. Next to him are the helmet and a screwdriver</i>		
First aid/Medical Care			
Name of the person completing report	<i>Aung</i>		
Date of report	<i>5 December 2022</i>		
Worker’s Signature		Date	
Supervisor’s Signature	<i>Daivika</i>	Date	<i>5 December 2022</i>

5.3 Individual or group activity

If you had an occupational accident or disease, who would you report this to?

Answer

- ▶ The workplace supervisor, a relevant manager, the Person In-charge for Occupational Safety and Health, or the employer. Any of these answers are acceptable.



Source: CVT Myanmar during the Risk Assessment Training for CVT Myanmar Students, 12/2022, © Aung Charm Myae/ILO.

▶ 3. Handouts

- ▶ Workplace risk assessment template - Module 3
- ▶ Incident report form - Module 5
- ▶ End of course evaluation



Source: Meeting at the Advanced Info Service call centre, Bangkok, Thailand, 01/2005. © Marcel Crozet/ILO.

Incident report form (Module 5)

Information on the event			
Location		Type of event (please circle)	• Injury
Date			• Disease or suspected disease
Time			• Property Damage
Persons involved			• Dangerous Occurrence
Work activity involved			
Event description (in as much details as possible)			
Where there is an injury			
Information of injured person	Name		
	Date of birth		
	Gender		
	Department		
	Job title		
	Date of entry into position		
	Name of the supervisor		
Information of injured person			
Injured Person’s Account of the Event (Description)			
Name(s) of witness(es)			
Witness account of event (description)			
Scene Observation			
First aid/Medical Care			
Name of the person completing report			
Date of report			
Worker’s Signature		Date	
Supervisor’s Signature		Date	

This form is adapted from the ILO-VZF (2021) *Reporting, Recording and Notification of Occupational Accidents and Diseases: A Brief Guide for Workers*.

End of course evaluation

Myanmar

Date:

Privacy Statement

By filling in this survey, you share your answers to the survey questions with us. We ensure that your answers will remain confidential and will be pooled, thus ensuring that individual responses are not identifiable. There are no wrong answers so you can answer as you feel appropriate. If you have any questions about the privacy and confidentiality, or questions about the survey, you can approach the data collector.

Please circle your answer:

- ▶ 1. I have read and understood the privacy statement.
 - a. Yes
 - b. No

- ▶ 2. The goals of the training are as below. Indicate your opinion on whether these goals were achieved.
 - a. Yes
 - b. No

Goals To enable you to understand:	Strongly disagree that this goal was achieved	Disagree that this goal was achieved	Neutral	Agree that this goal was achieved	Strongly Agree that this was achieved
Workers’ rights, occupational safety and health legislation and employers’ responsibilities related to the work that you will be undertaking as a trainee and as an apprentice.					
Definitions of the essential concepts related to safety and health at work.					
How to carry out a risk assessment in the workplace.					
What an Occupational safety and health management system (OSHMS) is, how it works and why it is important for a safe and healthy work environment.					
Your role in the implementation of a recording and notification system in the workplace, and to help you to fulfil your responsibilities.					

- ▶ 3. Please write the reason for your answers.

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- ▶ 4. Is there anything else that you would like to write about the information provided to you about occupational safety and health? If so, please write this below.

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Thank you for your participation!

Occupational safety and health in skills training – Myanmar: Trainer’s manual

The training package “Occupational safety and health in skills training - Myanmar” is a product of the ILO Safety + Health for All (SHFA) in Myanmar project, aiming to promote a safe and healthy working environment for all workers. The ultimate objective of the project is for workers in Myanmar to be safer and healthier. One of the strategies implemented to reach this goal is to build a preventative safety and health culture in all workplaces through mainstreaming occupational safety and health into education.

The wide coverage of technical and vocational education and training (TVET) and skills training in Myanmar provides a unique opportunity to reach a significant number of workers and future workers. By integrating occupational safety and health (OSH) into training curricula, students will be equipped with knowledge and skills to protect and promote their own and others’ safety and health at work, irrespective of the occupation, position, industry or workplace.

The primary purpose of this package is to support TVET and skills training institutions in Myanmar in the development and integration of OSH modules into curricula commonly applied to all students.

