

# GUIDE

for the establishment of the  
Programme on Occupational Safety and Health for Working  
Women in French speaking West Africa

- Pillars
- Summaries of training modules
- Implementation



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printed by: m&m studios Johannesburg

December 2010  
(French version)

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## NOTES

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# The OSH Training Programme of the IUF “Women’s” programme

## COMPONENTS

- A TEACHING MODULES
- B WORKSHOP SUBJECTS
- C SUPPLEMENTARY COURSES
- D PRACTICAL WORK
- E DEVELOPMENT OF PILOT EXERCISES

## A TEACHING MODULES

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(WPM: Women's Programme Module)

<b>MODULE NUMBER</b>	<b>TITLE</b>
001	The framework of OSH
002	The basics of technical prevention
003	The Prevention Plan
004	The actors and partners in prevention
005	Occupational Safety and Health Committees (OSHC)
006	Collective and personal protection
007	Efficiency criteria and choice of personal protective equipment (PPE)
008	Risks by sector of activity
009	The national list of occupational diseases
010	The ILO International Labour Standards (ILS)
011	The three pairs of basic ILO Conventions and Recommendations on Occupational Safety and Health
012	The ILO ILS concerning the IUF sectors of activity
013	Maternity protection
014	OSH aspects of collective agreements
015	OSH campaigns
016	Behaviour Change Communication (BCC) in OSH
017	Prevention and productivity
018	Management of OSH systems

## **B WORKSHOP SUBJECTS**

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1. Stress in the workplace
2. Violence in the workplace
3. The ILO SOLVE method
4. Domestic risks
5. Organizing OSH committees
6. Implementing OSH aspects of the IUF agreement with the ACCOR Group

## **C SUPPLEMENTARY COURSES**

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1. First aid
2. Reproduction
3. Environmental health

## **D PRACTICAL WORK**

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- Workplace visits
- Identification and assessment of risks
- Analysis of a workplace accident and establishment of a causal tree

## **E DEVELOPMENT OF PILOT EXERCISES**

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- “WISE” pilot project
- “WIND” pilot project
- “Environmental Health” pilot project

# SUMMARY OF THE TRAINING MODULES

## MODULE MPF 001 : THE FRAMEWORK OF OSH

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- The challenges of OSH at national level
- Organization of OSH at national level:
  - Role of the various bodies
- National OSH legislation and regulations
- Occupational risks specific to women in the workplace
- National OSH legislative and regulatory provisions concerning women's work
- The Occupational Safety and Health Committee (OSHC)(Introduction).

## MODULE MPF 002 : THE BASICS OF TECHNICAL PREVENTION

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- MPF 002-a
  - The 10 concepts of prevention
  - The 9 technical checklists for organizing OSHC
  - The checklist, conduct and report of the workplace visit
- MPF 002-b
  - The 4 dimensions of prevention
  - The 3 levels of prevention
  - Strategy and hierarchy of prevention

## MODULE MPF 003 : THE PREVENTION PLAN

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- Definitions
- Bases of preparation
- Components
- Implementation
- Evaluation

## MODULE MPF 004 : THE ACTORS AND PARTNERS IN PREVENTION

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- List of participants at national level and in the workplace
- Terms of reference of the various participants
- Cooperation between actors and coordination of activities

## MODULE MPF 005 : THE OCCUPATIONAL SAFETY AND HEALTH COMMITTEE (OSHC)

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- Presentation of official national reference documents
- Guidelines for the institution, functioning and organizing of the OSHC (see 9 basic papers)
- The Cotonou OSHC Forum



## **MODULE MPF 006 : COLLECTIVE AND PERSONAL PREVENTION**

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- Definitions
- Justifications and value
- Comparative matrix
- Efficiency hierarchy

## **MODULE MPF 007 : EFFICIENCY CRITERIA AND CHOICE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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- Definition of efficiency personal protective equipment (PPE)
- Different types of personal protective equipment (PPE)
- Efficiency criteria and choice of personal protective equipment (PPE)

## **MODULE MPF 008 : RISKS BY SECTOR OF ACTIVITY**

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- To be presented in the form of a summary table

## **MODULE MPF 009 : THE NATIONAL LIST OF OCCUPATIONAL DISEASES**

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- Definition of occupational diseases
- Notification of occupational diseases
- Definition of the national list of occupational diseases
- Utility and application of the national list of occupational diseases
- ILS concerning the list of occupational diseases

## **MODULE MPF 010 : THE ILO INTERNATIONAL LABOUR STANDARDS (ILS)**

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- Different types of ILO ILS
- Definitions
- Value of ratification of ILO Conventions
- The list of ILS
- Practical exercises
  - Classification
  - Definition of the role of workers' organizations in promoting the ratification of ILO Conventions
  - Adoption of a practical model for the promotion of ratification of ILO Conventions
- Utility of ILO Recommendations

## **MODULE MPF 011 : THE THREE PAIRS OF BASIC ILO CONVENTIONS AND RECOMMENDATIONS ON OCCUPATIONAL SAFETY AND HEALTH**

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- C155/R164
- C161/R171
- C187/R197

## **MODULE MPF 012 : THE ILO ILS CONCERNING THE IUF SECTORS OF ACTIVITY**

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- Exercise on identifying these ILS
- Preparation and presentation of these ILS by participants in group work or homework

## **MODULE MPF 013 : MATERNITY PROTECTION**

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- Presentation of national legislation and regulations concerning maternity protection
- Presentation of the ILO ILS concerning maternity protection
- Practical exercises in maternity protection

## **MODULE MPF 014 : OSH ASPECTS OF COLLECTIVE AGREEMENTS (CA)**

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- Research exercises: making a collection of CA relating to the IUF sectors
- OSH aspects of each CA
- Comparative table of the OSH aspects of each CA

## **MODULE MPF 015 : OSH CAMPAIGNS**

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- Definitions
- Identification of campaign themes
- Objectives, expected results and desired impacts of campaigns
- Partners
- Financing
- Implementation plan
- Evaluation criteria

## **MODULE MPF 016 : BEHAVIOUR CHANGE COMMUNICATION (BCC) IN OSH**

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- The summary will be suggested by the person responsible for the module

## **MODULE MPF 017 : PREVENTION AND PRODUCTIVITY**

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- Evolution of the concept of prevention and levels of prevention
- Presentation of the WISE and WIND schemes
- Development of WISE and WIND pilot exercises

## **MODULE MPF 018 : MANAGEMENT OF OSH SYSTEMS**

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- Basic definitions
- Presentation of the ILO Guidelines

# IMPLEMENTATION

- 1 List of training courses
- 2 Technical requirements for enrolment in training courses
- 3 Basic technical programme for each training course
- 4 Place and hosting of training courses

## 1 LIST OF TRAINING COURSES

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The OSH training programme for working women comprises five courses

- Technical training programme for OSH communicators (in the workplace)
- Technical training programme for OSH focal points (by IUF sectors of activity)
- Technical training programme for IUF OSH committee organizers
- Technical training programme for OSH trainers of the IUF women's programme
- Technical training programme for OSH specialists and experts

## 2 TECHNICAL REQUIREMENTS FOR ENROLMENT IN TRAINING COURSES

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The technical requirements for enrolment in the various courses are:

<b>COURSE</b>	<b>BASIC SELECTION CRITERIA</b>
OSH communicators	Be declared able to communicate, after a meeting organized by the IUF coordinator, the head of the women's programme and two OSH specialists
OSH focal points	CEPE (primary school leaving certificate)
OSH committee organizers	BEPC (intermediate secondary school certificate)
OSH trainers and trainers of trainers	BAC (higher school leaving certificate)
OSH specialists and experts	BAC + diploma of OSH trainer

**3A Technical training programme for OSH communicators**

**3B Technical training programme for OSH focal points**

**3C Technical training programme for IUF OSH committee organizers**

**3D Technical training programme for OSH trainers and trainers of trainers**

**3E Technical training programme for OSH specialists and experts**

#### **3A TECHNICAL TRAINING PROGRAMME FOR OSH COMMUNICATORS**

**Target population:** future communicators **in the same production unit**

**Part A: Presentation** of objectives, expected results and desired impacts of the occupational safety and health component of the IUF “Women’s” programme.

**Part B: Technical programme:**

- Accidents at work and occupational diseases:
  - Definitions,
  - Risk factors,
  - Consequences,
  - Impacts on the productivity of the production unit.
- Safety instructions,
- Monitoring of working conditions and the workplace:
  - Aspects to be monitored,
  - Reporting of findings (star approach).

**Part C: Supervised work:**

- Presentation of the company’s synoptic table,
- Guided tour to the company by production line,
- Preparation of a tool for recording observations,
- Identification and reporting of dangerous areas, products and movements.

**Length of training:** the training comprises two sessions, each of one day:

- Session 1: Parts A and B
- Session 2: Part C

**Target population:** future focal points **in the same IUF sector of activity** (e.g. hotels, agriculture) with CEPE)

**PART A: Revision of content of the training of OSH communicators in the relevant sector.**

### **PART B: Technical programme**

- National legislative and regulatory provisions on OSH concerning women's work (MPF 001)
- The tasks of OSH Committees (MPF 002a)
- The 10 concepts of prevention (MPF 002a)
- The actors and partners of prevention (MPF 004)
- Collective and personal protection (MPF 006)
- Occupation risks in the sector of activity concerned (MPF 008)
- OSH aspects of the collective agreement for the sector of activity concerned (MPF 014)

### **PART C: Supervised work**

- Presentation of efficiency criteria and choice of personal protective equipment (PPE)
- Effective presentation of PPE
- Reproduce supervised work of the programme for training OSH communicators by applying it to the sector concerned:
  - Presentation of a summary table of the risks in the sector
  - Guided tour of (at least) two production units in the sector
  - Preparation of a single tool for recording observations and recommendations,
  - Identification and reporting of observations and recommendations

**Length of training:** the training comprises two sessions, each of one day:

- Session 1: Parts A and B
- Session 2: Part C

**Access conditions:** must hold BEPC or equivalent diploma

**PART A:** Revision of training content:

- OSH communicators
- OSH focal points

**PART B: Technical programme**

- Presentation of 10 concepts of prevention (MPF 002a),
- Presentation of 9 principles of prevention (MPF 002a),
- Presentation of 9 basic papers for organizers of OHSC (MPF 005),
- Presentation of legislative and regulatory texts concerning OSHC (MPF 005),
- Presentation of occupational risks by branch of activity (MPF 008),
- Presentation of workplace visit tools in the “Prevention-Productivity” approach (MPF 002a),
- Technical prevention: dimensions, levels, strategy and hierarchy (MPF 002b).

**PART C: Supervised work:**

- Guided tour of the production unit in one of the sectors covered by the IUF (MPF 002a),
- Presentation of exercises to be done to obtain the Certificate of OHSC organizer.

**Length of training:** the training (Parts A, B and C) is completed in three sessions, each of one day:

- Session 1: Part A
- Session 2: Part B
- Session 3: Part C

**Training validation examination**

- This examination must include a compulsory exercise (marked) in organizing an OHS committee.

## 3D1 TECHNICAL TRAINING PROGRAMME FOR OSH TRAINERS IN THE IUF “WOMEN’S” PROGRAMME

- **This programme comprises three courses: C1, C2 and C3,**
- **Conditions of entry to course C1: two conditions:**
  - Must hold BAC or equivalent diploma
  - **and** pass a selection test for enrolment in the C1 course
- **A final examination is organized for trainees who have passed course C3.**

## STRUCTURE OF COURSE C1 (FOUR DAYS)

### Day 1 programme

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- Revision of training programme for OSH committee organizers

### Day 2 programme

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- Modular teaching:
  - Module MPF 001: the framework of OSH
  - Module MPF 008: risks by sector of activity
  - Module MPF 009: the national list of occupational diseases
  - Module MPF 010: the ILO International labour standards (ILS)
  - Module MPF 012: the ILO ILS concerning the IUF sectors of activity

### Day 3 programme

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- The IAPRP (Inter African Association for Prevention of Occupational Risks) and its principal areas of work:
  - National mapping of occupational risks,
  - National OSH policy,
  - Compendium of national texts applicable to OSH
  - The Specific OSH Code
  - Other areas.
- WHO: reference texts concerning OSH.
- IUF:
  - Presentation of other programmes with implications for OSH,
  - Various initiatives to promote OSH.

## Day 4 programme

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- Group work: refer to headings B, D and E of the programme pillars:
  - Workshop subjects
  - Practical work
  - Development of pilot exercises
- Elaboration of an action plan
- Preparation of the evaluation of Course C1 and examination on organization of an OSH committee.

## STRUCTURE OF COURSE C2

- **Conditions of entry to Course C2: pass the validation examination for Course C1 and organization of OSH committees**
- **The training session is conceived in the form of five practical workshops.**

## Day 1 programme

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- Revision of C1 technical programme:
  - Modular teaching
  - IAPRP work areas
  - Other IUF programmes with OSH implications
  - WHO reference texts concerning OSH
  - The nine 9 basic papers on the organization of OSHC.

## Day 2 Programme

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- **Workshop 1:** OSH standards, policies and programmes:
  - The three pairs of basic ILO Conventions and Recommendations on OSH (MPF 011)
  - Maternity protection (MPF 013)
  - The Programme on prevention of HIV/AIDS in the workplace
  - The Minimum Package of Activities
- **Workshop 2:** Prevention Plan:
  - Revision of the workplace visit (MPF 002a)
  - Revision of basics of prevention (MPF 002)
  - Revision of the actors and partners in prevention (MPF 004)
  - The Prevention Plan (MPF 003)



## Day 3 programme

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- **Workshop 3:** Communication in the company and promotion of OSH:
  - BCC in OSH (MPF 016)
  - OSH campaigns (MPF 015)
- **Workshop 4:** Risks by IUF sector of activity (MPF 008):
  - Risks in hotels, restaurants and similar establishments
  - Risks related to working with water, agriculture, forestry and livestock
  - Environmental risks
  - Risks in other sectors

## Day 4 programme

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- **Workshop 5:** Prevention and Productivity (MPF 017)
- Preparation of evaluation of Course C2.

## STRUCTURE OF COURSE C3

**Conditions of entry to Course C3:** passing Course C2 validation examination.

**The programme of Course C3 comprises 4 training sessions:**

### **SESSION 1:**

- Approach and general rules of adult training.

### **SESSION 2:**

- Objectives, design and content:
  - training programmes
  - training cycles
  - teaching modules.

### **SESSION 3:**

- Planning the implementation of training programmes and cycles
- Staffing and management of teaching modules

### **SESSION 4:**

- Practical exercises in a training situation.

### Planning of the four training sessions:

- Day 1 programme: Sessions 1 and 2
- Day 2 programme: Session 3
- Session 4 will be programmed and executed depending of the availability of trainers for a period of a maximum of sixty days.
- **Session 4 will also serve as an evaluation test for Course C3.**

## 3D2 TECHNICAL TRAINING PROGRAMME FOR OSH TRAINERS OF TRAINERS

**Target population:** women trainers who pass the entrance examination for the trainers of trainers cycle

**The technical programme comprises four parts: A, B, C and D:**

**A – Part 1:** Theory

- Course C4: practical adult training
- Course C5: Strengthening knowledge of OSH
  - International Labour Standards (ILS) on OSH
  - OSH management systems
- Course C6: Methodology of Research and Preparation of OSH theses

**B – Part 2:** Teaching exercises (Annex 1)

**C – Part 3:** End of training examination

**D – Part 4:** Preparation and defence of end of training theses.

**TEACHING EXERCISES**  
**TO BE COMPLETED BY TRAINEE OSH TRAINERS OF TRAINERS FOR**  
**VALIDATION OF THE CYCLE**  
**(B-PART 2)**

SUBJECT OF EXERCISE	DATE COMPLETED	REMARKS
<p><b>Exercise 1:</b> prepare and present the three pairs of basic ILO ILS on OSH:</p> <ul style="list-style-type: none"> <li>– C155/R164</li> <li>– C161/R171</li> <li>– C187/R197</li> </ul> <p><b>Exercise 2:</b> Prepare and present two ILO ILS relating to the IUF's sphere of intervention.</p> <p><b>Exercise 3:</b> Prepare and present a communication on:</p> <ul style="list-style-type: none"> <li>– The IAPRP-AP and PSF (Regional Association for Prevention)</li> <li>– The IAPRP work areas</li> </ul> <p><b>Exercise 4:</b> Prepare a technical note on the IUF's OSH programme and another on the IUF women's OSH programme</p> <p><b>Exercise 5:</b> Write and present the OSH promotion strategy in French-speaking African countries.</p> <p><b>Exercise 6:</b> Provide training for communicators and focal points through a programme of ten activities or conferences submitted to and accepted by the ILO.</p> <p><b>Exercise 7:</b> Design an OSH training aid in your sector of activity</p> <p><b>Exercise 8:</b> Participate in the organization of a Course C1 or C2 in another country.</p> <p><b>Exercise 9:</b> Prepare and deliver an introductory course in BCC.</p> <p><b>Exercise 10:</b> Organise an IUF subregional meeting on or concerning OSH</p>		

### 3E – TECHNICAL TRAINING PROGRAMME FOR OSH SPECIALISTS AND EXPERTS

This programme is covered in the part “Development of the various components”

#### 4 PLACE AND HOSTING OF TRAINING COURSES

Component	Place of training	Principal hosts	Partners
OSH communicators OSH focal points	National	IUF-country	National social security agencies ILO
OSH committee organisers	National	ILO	IUF-country IAPRP WHO-country Universities (Higher Education Colleges in Occupational Medicine)
OSH trainers	National (for courses and practical exercises) Subregional (for certain teaching exercises)		
OSH teacher trainers	National and subregional depending on the subjects and activities	Universities (Higher Education Colleges in Occupational Medicine)	ILO WHO
OSH specialists	Subregional	Universities (Higher Education Colleges in Occupational Medicine)	ILO WHO
OSH experts	Subregional	ILO	Universities (Higher Education Colleges in Occupational Medicine) WHO IAPRP

## ANNEX

### Synergy of ILO-IAPRP-IUF actions

Establishment of a programme of worker education in occupational safety and health specific to the agriculture, food, hotels, restaurants and similar sectors in the French-speaking countries of Africa.

## SELF-ASSESSMENT GUIDE TO TRAINING SESSIONS

I – OSHC organizers

II – OSH trainers

## I Self-assessment guide for training of OSHC organisers

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1. With respect to this training, what are:
  - a) the specific objectives
  - b) the expected results
  - c) the desired impacts.
  
2. General principles of prevention of occupational risks:
  - a) list the various principles
  - b) comment on at least 5 and at most all the principles
  
3. The concepts of prevention:
  - Mention and explain each of these concepts.

4. Give definitions of the following terms:

Identification of occupational risks	
Evaluation of occupational risks	
Anticipation of occupational risks	
Management of occupational risks	
Dangerous phenomenon	
Danger	
Injury	
Risk	
Probability	
Gravity	
Accidents at work	
Occupational diseases	

5. The 9 basic papers for organizing OSHC
  - a) give the titles of these 9 papers;
  - b) explain separately the value of each paper;
  - c) describe the relevance of each paper
  - d) give a summary of the content of each paper

**NB: these four sub-questions are independent.**

6. National legislation and regulations concerning OSH:

- Produce a summary table in four columns of official national texts concerning OSH in chronological order of adoption and containing the following details:
  - Chronological order (your numbering)
  - Nature and references of the text
  - Date of signature
  - Summary of the content of the text (key elements)

Chronological order	Nature and references of the text	Date of signature of the text	Summary of content of text

7. Workplace visit:

- a) what are the pillars of the workplace visit
- b) propose a model summary table for presenting the results of the workplace visit
- c) propose a structure for the drafting of the report of the workplace visit.

8. Occupational risks by IUF branches of activities and sectors

- a) What are the IUF sectors of activity studied
- b) What are the IUF sectors not studied
- c) Produce a summary table of the occupational risks in the branches studied during the training, using the following table:

Sector of activity	Risks	Posts, situations and risk factors	Prevention

- d) Propose, based on the above table, a summary of the occupational risks in the sectors not studied.

9. National legislation and regulations specific to OSHC:

- a) What are the official texts relating to OSHC
- b) Produce a summary of the content of these texts, with regard to the establishment, functioning, organization and evaluation of the OSHC (clearly separate these four aspects in your answer).

10. Propose a training programme for an OSHC (preferably your OSHC).
11. Propose:
  - a. a model for the establishment of OSHC members in your organization and another model for another organization, chosen by you, but completely different from your own organization (you must therefore propose two models);
  - b. propose a training programme for OSHC members in each of the two organizations (i.e. two training programmes for OSHC members).
12. Propose ten criteria for evaluating the effectiveness of OSHC.
13. Write an argument to persuade a reluctant company to establish an OSHC.
14. Propose for an informal economy activity of your choice:
  - a) a model for the establishment of an OSCH (or equivalent body),
  - b) an argument in favour of the effective establishment of an OSHC,
  - c) a training programme aimed at activities in the chosen sector.
15. Propose for the organization of the OHSC:
  - a) a tenth basic paper on occupational safety and health for women workers
  - b) an eleventh paper on occupational safety and health in the informal sector

**NB: These two papers will be structured according to the following plan:**

- objectives
- expected results
- desired impacts
- structure of the paper
- technical content of the paper



## II Self-assessment guide for training of OSHC trainers

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### II-A- COURSE C1

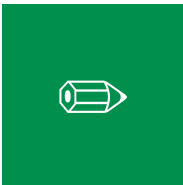
1. With respect to this training, what are:
  - a) the specific objectives
  - b) the expected results
  - c) the desired impacts.
2. What are the challenges for OSH:
  - a) in Africa
  - b) at country level
  - c) at enterprise level
  - d) IUF headquarters (Geneva)
  - e) IUF-country
3. With regard to the national OSH policy, explain:
  - the objectives
  - the priorities
  - the pillars
  - the OSH work areas
  - the place of worker education in OSH
4. Produce a summary table of occupational risks by branch of activities studied (see model layout in the Self-assessment guide for training of OSHC organizers)
5. What do you know about the mapping of occupational risks:
  - At country level
  - In the branch of activities in your sector of activity.
6. Propose an occupational risks map of your workplace (enterprise, service).
7. Compile a compendium of legislative and regulatory texts concerning OSH in the IUF sectors (following the model summary table suggested in the Self-assessment guide for training of OSHC organizers).
8. Give the complete structure of the OSH Code (or draft Code).
9. List the ILO International Labour Standards (ILS) concerning OHS which concern your sector of activity.
10. Give a separate presentation of the three basic ILO papers on OSH.
11. Give a presentation of the ILO ILS relating to the IUF sectors.
12. What do you know about:
  - a) the minimum package of OSH activities.
  - b) the integrated package of OHS services.
13. What are the points of impact on workers of improvement of working conditions and the workplace environment and increased productivity.

## II Self-assessment guide for training of OSHC trainers

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### II-A- COURSE C2

1. With respect to this training of trainers course (Course C2), what are:
  - a) the specific objectives
  - b) the expected results
  - c) the desired impacts.
2. What are the challenges of OSH in the following different sectors of activities of the IUF
  - a) hotels
  - b) catering
  - c) agriculture
  - d) the food industry
3. Compile a compendium of legislative and regulatory texts concerning OSH in your sector of activity.
4. Concerning pesticides:
  - a) What are the different types of pesticides
  - b) What are the risks of each type of pesticide
  - c) What is the general conduct to be observed before, during and after the use of pesticides
5. What are the parameters of:
  - a) WISE
  - b) WIND
  - c) Common to WISE and WIND.
6. For each parameter, give two concrete examples where good management improves both the quality of life in the workplace and increases productivity.
7. Produce a summary take of environmental risks ((see the model layout suggested in the Self-assessment guide for training of OSHC organizers).
8. Produce a compendium of national texts concerning prevention and management of environmental risks.
9. Propose a model plan for the implementation of WISE in “popular” restaurants in your district.
10. Propose a model plan for the implementation of WIND among market gardeners.



NOTES

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# GUIDE

for the establishment of the Programme on Occupational  
Safety and Health for Working Women



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