

# KIT FOR YOUNG WORKERS



Tips for young workers



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## **Acknowledgements**

This document was prepared by Dr. Juvenal HATEGEKIMANA as an external OSH consultant of Winrock International. Illustrations and Designs were done by KABANDANA Pacifique Casmir while the other technical support was done by Muramutsa Felix and Lamech Nambajimana of the REACH-T project in Rwanda. This document was reviewed by Vicki Walker and Doug Green from Winrock International. The document is an OSH tool to improve working conditions of young workers of 16 and 17 years old in tea sector of Rwanda.

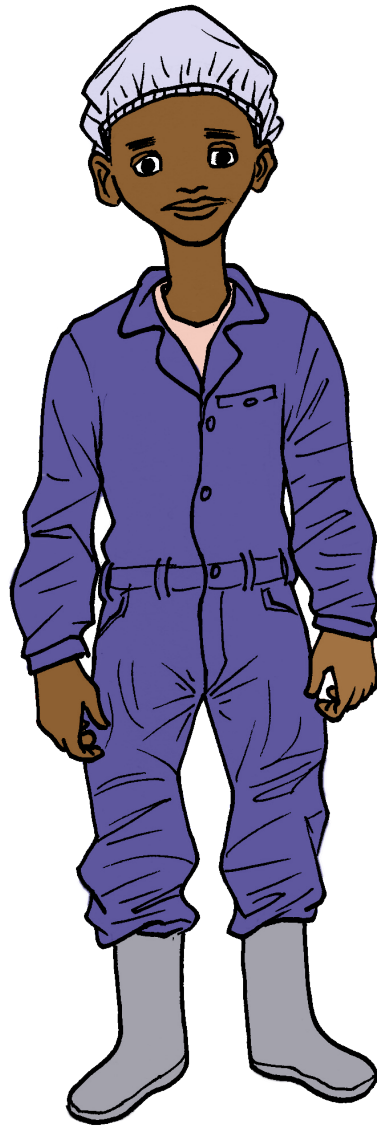
The funding was provided by the United States Department of Labor under Cooperative Agreement number IL-24920-13-75-K

## **Disclaimer**

The document was prepared following IPEC and ILO guidelines with regards to decent work for young workers. Therefore there are some portions of the documents from the ILO& IPEC guidelines designed to guide such documents at national level. The responsibility for opinions expressed in training needs assessment, studies done to prepare this document and other contributions rests solely with their authors. This material does not necessarily reflect the views or policies of the United States Department of Labor, nor does the mention of trade names, commercial products, or organizations imply endorsement by the United States Government.

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# KIT FOR YOUNG WORKERS



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**Tips for young workers**

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## Introduction

Research evidence has shown that the tea plantation industry is one of the industry areas in which workers get exposed to several occupational health hazards such as chemical products, climate change, vagaries of terrain, snake bite and others. On the other hand, Occupational Safety and Health (OSH) in a tea industry is one of the cornerstones for improving working conditions in tea plantations.

The research examined the overall situation of occupational health and safety (OSH) issues in tea factories, COOPTHE and Thé Villageois cooperatives or individuals tea growers. Of particular importance, the study reviewed the OSH conditions of young workers in tea plantations due to their vulnerability to OSH accidents and diseases due to their lack of experience. Most of young workers combine working in tea plantations with school activities which predispose them to short term and long term social and health consequences such as:

- Slight illness, fatigue, altered levels of attention;
- Sleeping problems;
- Reduction of appetite, heartburn and digestive troubles, constipation.
- Poor school performance
- Altered physical and psychological development

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In line with the recommendations from the tripartite workshop that validated the results from the OSH research, this STAY SAFE KIT for youth is one of the OSH tools developed to implement the OSH management system in tea sector in Rwanda.

This document aims to contribute to an effective compliance on OSH principals in the tea sector. It aims to help young workers in tea sector to achieve two main objectives:

- Prevention of main risks associated to OSH hazards in tea plantations and tea factories
- performing on-site management of OSH accident while waiting for support.

For this purpose, knowledge of General Principles of Prevention in the agriculture industry is of the utmost importance. They are covered in PART. I (General OSH principles for young workers), PART II (The OSH hazards in tea sector) and PART III (“How to behave in case of accident ?”).

This document is designed for literate young workers especially those in small tea plantations though it may be applicable in the whole tea sector industry (from individual tea growers to tea factories). The same message will be communicated to illiterate young workers using a full cartoon documents which will help the target audience to be compliant to these important OSH principals.

# Part I : General principals

## 5 WAYS TO STAY SAFE AT WORK

1. Look for hazards
2. Know your rights
3. Get safety training
4. Follow safety rules
5. Ask questions / get help

Are you a worker under 18 years of age? Following the Rwandan Labor law allowing young workers between 16 and 17 years to be involved in paying works, you are legally old enough to work. However, did you know that if the work or working conditions are dangerous, you could be considered child labour?

As a young worker, you have a right to special protection. ILO Conventions and the national labor law from the Ministry for Labor and public services in Rwanda, require employers to provide a safe work place and work that is safe for you. Not all employers know about or follow these laws, and the laws are not always enforced. But it is important for you to know what your employer should provide. These five steps will help you stay safe.

### TRUESTORIES

When Fatima was 14, she got both arms caught in an ice-crushing machine. Now she is permanently disabled and will never have full use of her arms.

When Juan was 16, he was attacked and robbed at gunpoint at a food stall. He was working alone at midnight.

Musabyima is a 18 years old female living in Karongi Western province in Rwanda. Due to her repeated absences in school while harvesting tea leaves to look for money, she spent three years failing to pass her national exam. She ended up by dropping school completely, having unplanned pregnancy and she is mourning now her lost time and her compromised future.

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# 1. Look for hazards in your workplace

Be aware of the dangers on your job. Some of them may be obvious and can hurt you right away. Others may be “hidden” and might not make you sick until later. Think about some of the ways you might get hurt or become sick in your particular job.



NO



NO

7

These are just examples. Every job has its own health and safety hazards. Learn to look for them, but remember, it's your employer's responsibility to make sure your workplace is safe.



## 2. Know your rights

The government of Rwanda is committed to provide health and safety at workplaces to its citizen and to young workers in particular. The provisions of the OSH law in Rwanda are founded on the constitution. Article 49 of Rwanda's constitution recognizes and upholds workers' right to a safe workplace. It declares that every citizen is entitled to a healthy and satisfying environment. Under Article 4 of the Constitution, the government of Rwanda is obligated to ensuring that citizens live and work in a safe and clean environment that promotes and protects their health.

The Labor Law No. 13 of 27th May 2009, is the main legislation that comprehensively addresses labor issues in Rwanda. This law protects young workers because it states that your workplace must be safe and they are NOT allowed to do work which is physically or psychologically dangerous. The laws also limit the hours and times of day that you can work in order that you have time for school and adequate rest. Your employer must follow these rules

**In principle , you should not do work such as:**

- Work underground, such as in a mine, or under water
- Work at dangerous heights, such as on roofs, ladders or scaffolds
- Work in confined spaces, such as silos or storage tanks
- Use powered machinery, equipment, or tools such as saws or tractors
- Work near or with hazardous chemicals, loud noises, or vibrations
- Work in extreme heat or cold
- Work alone, long hours or late at night



Yes



NO



Yes



NO

**In the Labour Law No. 13 of 27th May 2009, the employer must:**

- Providing a safe and healthful workplace
- Providing training, including information about chemicals
- Providing protective equipment if needed (safety glasses, gloves, etc.)
- Pay for medical care if you get hurt or sick because of your job
- Pay at least the minimum wage
- Prohibit harassment, bullying, and discrimination
- Allow youth to join or organize a union in the workplace



## 4. Follow safety rules

**In the Labour Law No. 13 of 27th May 2009, the employee must:**

- Complying with instructions given by an employer or manager.
- Using and maintaining personal protective equipment provided.
- Working in a co-operative manner with an employer in health and safety management.
- Reporting hazards that you are unable to control individually.
- Exercising your right to refuse unsafe work.
- Reporting any accident occurred at the place of work.
- Ensuring your own and colleagues' health and safety.

Once you have been trained, you need to keep your eyes open, follow all the safety rules, and report problems you see.



NO

- Do every task safely, the way you have been trained
- Keep work areas clean and free from clutter
- Don't work after drinking alcohol or using drugs or when very tired
- Report any health and safety hazards to your boss

### What if you get hurt on the job?

- In an emergency, call
- Tell your boss right away.
- Tell your parent or another family member.
- If necessary, go to a clinic or doctor right away.
- If your government has an accident registry, fill out an injury form



## 5. Ask questions and get help

If you think you might get hurt, ask for help. A good supervisor likes it when workers ask questions in a respectful way. Co-workers also may be able to help you.

“I keep having headaches. Maybe it is because of these chemicals. I’ll ask a pharmacist about it.”

“These boxes are heavy and I don’t want to hurt my back. It would be safer and quicker if someone helps me lift them. I think my boss will approve if I show her that, not only will it protect me, but it will be faster which saves her money.”

“According to what I learned at school, I think I’m being asked to do tasks I am too young for. But I am afraid the manager will think I am lazy. I will ask one of the other workers for advice. “



Yes

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### What if you need more help?

If your boss does not help, or if you are afraid you will get fired or punished if you speak up you can:

- talk to one of the adult workers
- talk to a union representative
- talk to your parents, a teacher, or a community worker
- call or write to one of the agencies in charge of worker protection

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## **Part II : Hazards in tea sector**



# 1. EXPOSURE TO COLD

## workers in tea plantations

Young workers in tea plantations are exposed to very cold environment which causes cold borne diseases or injuries.

The main key exposition factors are working too early in the morning, working while it is raining and inadequate personal protective equipment. The two main means of protection from cold are:

- To wear adequate protective clothing
- Keeping the body correctly nourished and hydrated.

### DO

- Protect your body with clothes you are given;
- Make sure you drink lots of liquids, especially moderately sweetened drinks;
- Massage any body parts that have become numb in order to encourage blood circulation.
- In case of emergency, move to warm place and contact your coordinators.

### DON'T

- Do not wear tight shoes or closes as they prevent skin respiration;
- Do not consume alcoholic drinks;
- Do not inactive for long periods

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Yes



NO



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## 2.SHIFT WORK

Shift work is any work organization different from the ordinary “daily work “in fixed hours.

Some young workers in tea plantations and tea factories use to work in shift especially those working before and after schools hours. This is more frequent in small tea plantations because they want to deliver a significant quantity of tea leaves to be paid enough money.

This can represent a stressful situation for their developing bodies whose effects in the short term may lead to:

- Slight illness, fatigue, altered levels of attention;
- Sleeping problems;
- Reduction of appetite, heartburn and digestive troubles, constipation.
- Poor school performance
- Slow physical and psychological development

### DO

- If possible try to stick to your usual meal hours;
- Integrate main meals with light snacks including carbohydrates, milk, fruits and vegetables;
- Sleep in a dark and noiseless room. if necessary, wear a sleep eye mask or earplugs.

### DON'T

- Do not eat excessively: avoid drinks (and food) containing caffeine and alcohol. Avoid eating huge quantities before or during your shift;
- If you cannot fall asleep immediately avoid the use of sleeping tablets preferring strategies that naturally induce sleep (walk and shower, or warm baths);
- Don't smoke before you sleep



Yes



NO

# 3. SLIPPING-TRIPPING-FALLING

*Slipping, tripping and falling are common causes of accidents in tea factory and plantations. Young workers can be affected when moving in the plantation, moving inside the factory or lifting harvested tea leaves*

## DO

- Always be careful about where you are putting your feet;
- Follow signs' instruction
- Assess the characteristics of the soil on which you are traveling and adapt accordingly your traveling speed;
- Climb stairs warily and if stairs are steep and the tread is less than 20cm, always use handrails;
- Wear comfortable, safe shoes adapted to where you are;
- • Feet should always rest in steady position, especially when you are making effort (pushing a trolley, raising up or carrying loads, etc.)
- Never walk into spills such as oil, fuel, water...

## DON'T

- Do not make sudden movements when you are on slippery surfaces;
- Do not get on or off moving vehicles;
- Do not leave objects on the floors that are likely to hinder the circulation.

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Yes



NO

## 4. MANUAL HANDLING OF TEA LOADS

Young workers when harvesting or preparing tea the necessary manual handling operations are to be undertaken, it is wise to respect some simple guidelines when handling tea loads in order to minimize the related risks and injuries.

*First, examine the load characteristics.*

- Whenever load weigh exceeds the prescribed limits (20kg for women and 30 kg for men) it is recommended that a two-person team undertakes the task (lifting and transport).In this case, it is very important to ensure that movements are coordinated to avoid that one of the two operatives is subjected to an extra excessive effort, e.g., due to asymmetry of the carried load.
- If the load is difficult to grasp because of sharp edges or an excessive cold or hot surface temperature, making it difficult to handle, auxiliary tools (pliers, clamps, belts, etc.) and suitable gloves should be used.

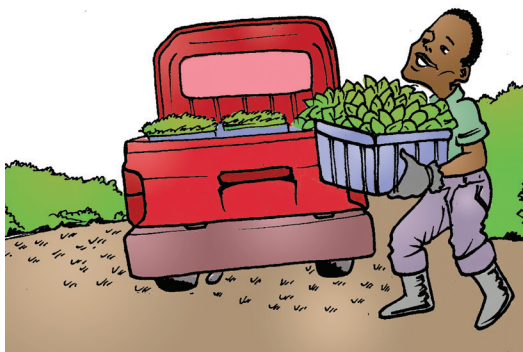
### The back

- Manual handling of loads” means any transporting or supporting of a load, by one or more workers, including lifting, putting down, pushing, pulling, carrying or moving a load.

Young workers when lifting and handling loads inappropriately can experience backache and /or back injuries caused by excessive loading of musculoskeletal structures.

### ADOPT CORRECT SAFETY MEASURES

- During manual handling operations, the straighter the back is, the less the stress is put on the inter-vertebral disks. A correct position is fundamental in lifting and carrying operations. Even the lifting of light loads can cause problems if this is incorrectly performed.



Yes



NO

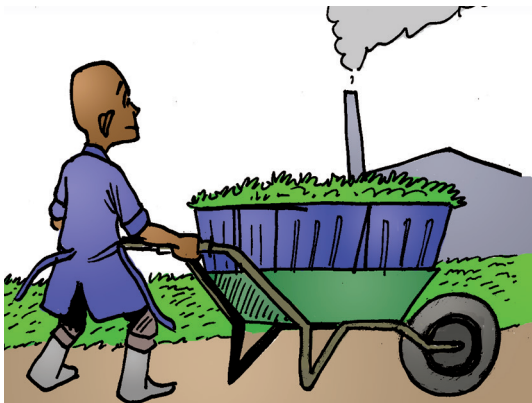


## DO

- Before lifting the load, adopt a stable body position keeping the feet at a distance equal to 20-30cm to maintain balance;
- During lifting operations, keep the back straight while flexing knees;
- Lift the load raising up slowly and pulling hard on the legs;
- When carrying a load, keep it as close to your waist;
- When carrying a load, allow the weight to be distributed systematically on both arms.

## DON'T

- Do not lift loads with back bent and straight knees. The greater the flexion of the trunk, the greater the load put on intervertebral disks, and therefore the risk of back injuries;
- Do not lift loads before having adopted a stable position and pivoting with your feet;
- When carrying a load, it is recommended to examine the characteristics of the working environment and carefully identify the travel path, trying to avoid, as far as possible, obstacles which may present a risk of slipping, stumbling and falling;
- Do not twist your back as you change the load to another position. Each twisting movement shall be performed by moving the feet and keeping the trunk in a neutral position;
- Do not push or pull the load without the help of suitable devices



Yes



NO

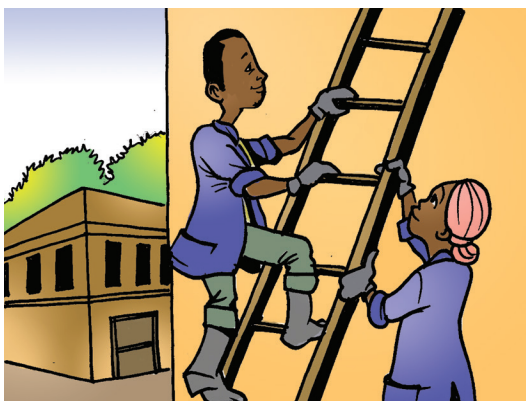
# 5. USE OF LADDERS

## DO

- Only use ladders provide by supervisors;
- Place the ladder on a stable and resistant surface, lining it up in such a way as to ensure that rungs are in a horizontal position;
- Set the ladder at an angle of about 75 degrees with respect to the floor, ensuring that both uprights of the ladder are leaning against a steady structure;
- Ask for the assistance of person on the ground to monitor the ladder;
- Always use appropriate Person protective equipment for the task performed;
- Dismiss unauthorized people

## DON'T

- Do not use damaged or improvised ladder;
- Do not use ladders on uneven or unsteady ground
- Do not climb ladder if your hands are not free;
- When you are on top of a ladder, do not make any sudden movements that could cause you to fall;
- Do not use metal ladders to carry out works on electrical plants.



Yes



NO

## 6. ELECTRICAL RISK

Young workers in tea plantations or industry are highly exposed. Farmers on a significant number of accidents and even serious injuries result from careless behavior in using electrical equipment.

There are basically two types of damages that can be caused by electricity:

a) Risk of electrocution, which occurs if you touch an unprotected wire where electricity runs or an electrified object that has not been insulated. Although these cases would most likely result in small burns and minor damage, and many cases can lead to serious injuries and death.

b) Fire risk, which is normally provoked by inappropriately insulated conductors or short circuits.

The effects of electricity on the human body are aggravated if you are in wet or damp areas.

The safety basics concerning electrical plants involve the insulation of high-tension parts and the earthing of metallic components that could be dangerous if an accident was to occur.

Keep in mind that if you touch a 220-380 volt wire, you may not be able to take your hand away from the electrical current.

Remember that all work to be carried out on an electrical plant, including the substitution of a plug, **MUST, UNDER CURRENT LAW**; always be performed by qualified electrician.

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Yes



NO

## 7. CHEMICAL RISK

The research done in tea factories and tea plantations operating in Rwanda has shown that young workers are highly exposed to chemical hazards. Young workers can be affected when handling and/or using fertilizer. The most frequent accidents include skin rash and poisoning due to ingestion, inhalation and eyes contact with chemicals.

### DO

- Always carefully read labels applied on containers and follow the instructions;
- Pay attention to products labeled as follows: F=Flammable, T=Toxic, C=Corrosive, Xi=Irritant;
- Use chemicals only if you are authorized, handle them with care and follow instruction given;
- Make sure that containers are always properly closed;
- Avoid direct skin contact;
- Always use the PPE with which are supplied;
- If you feel ill, call a doctor
- Keep flammable products away from free flames and heating sources;
- If you have any doubts or specific needs, ask the qualified personnel.

### DON'T

- Do not breathe potential fumes and exhalations;
- Do not leave chemicals in accessible areas;
- Do not spread chemicals
- Do not use products stored in unmarked containers;
- Do not pour chemicals down discharged pipes
- Report chemicals fall or spill to the competent staff.



Yes



NO



## 8. BIOLOGICAL RISK

Young workers working in tea plantations are highly exposed on biological risk. The likelihood of being contaminated are mostly increased by the nature of working environment such as the lack of toilet, drinking water, hand washing and cleaning facilities

Micro-organism can be transmitted via:

Direct contact- a health subject comes into direct contact with an ill/ colonized subject;

Indirect contact- a health subject comes into direct contact with an ill/ colonized subject through a contaminated carrier;

Air by means of drops- spread into the air after a sneeze or a cough of an ill subject;

Common carriers-the infection is simultaneously transmitted to various people by means of contaminated food, water, infusion liquids; In consideration of these reasons, it is vital to respect some rules.



Yes



NO

## DO

- Always wear appropriate PPE before touching blood or other biological liquids or non-intact mucosae or skin; take them off as soon as you have finished using them before you touch other objects/surfaces/people;
- Always wash your hands with soap and water as soon as you have taken the gloves off;
- Put on mask along with protective eye wear or a shield to protect the mucosae of the nose/mouth/eyes from sputs of blood or other biological liquids;
- • Follow instructions concerning the precautions to be adopted in different situations and immediately report hazardous situations to coordinators;

## DON'T

- Do not drink from the bottles or glasses already used by other people;
- Do not eat food of which you don't know the origin of that is of doubtful freshness;
- Do not touch your mouth with your hands before having washed them and remember that if you smoke or eat with dirty hands, you may potentially contaminate your mouth with possible micro-organism



Yes



NO

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## 9. FIRE HAZARDS IN THE TEA FACTORIES

Tea industries are one of the areas where fire can happen due to the nature of the work. Young workers are one of the people which can be affected in the case of fire outbreak.

Fire is the result of a heat, involving a fuel (combustible material) and oxygen. For combustion to take place, it is necessary that these three elements are present. In case fire occurs, it is possible to extinguish it by removing one of the elements necessary to combustion (fuel, oxygen, heat):

- Starving: removal of fuel from the onset a fire
- Cooling: removal of heat to diminish the temperature of the fuel below its flash point;
- Smothering: reduction of the concentration of oxygen below the minimum required level for combustion.

Fires are classified in classes:

CLASS A - Solid combustible material (paper, wood, etc...)

CLASS B – flammable liquids (alcohol, petrol, etc...)

CLASS C – flammable gases (methane, LPG, hydrogen, etc ....)

CLASS D – alkaline metals (sodium, potassium, aluminium, etc...)

CLASS E – fire from electricity (electrical wire)

CLASS F or K- cooking oil

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### What to do in case of Fire

Always think about your safety first. If you have not received adequate training, do not take initiatives and do not play the rescue coordinator. Try to save yourself by following the instructions you will be given.

#### DO

- Keep calm and stop any activity;
- Call the emergency team;
- Move away orderly from the place where you are, closing doors and windows. Make sure that the place has been completely evacuated;
- In case of smoke, if possible, use a damp handkerchief to cover your nose and mouth;
- In the presence of flames and heat, if possible protect your head with damp clothes.

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## PREVENTIVE ACTION OF FIRE

### DO

- Keep escape routes giving access to fire-fighting equipment; free from obstruction;
- Avoid to storing material near fire doors;
- Make sure that fire doors are always closed unless specific automatic closing systems are in place
- After you have finished work, make sure all electrical appliances are switched off;
- Report to the coordinator any incorrect behaviour by other people.

### DON'T

- Do not remove or modify emergency instruction signboards, prohibition or mandatory signs;
- Do not smoke or ignite flames in closed places;
- Do not throw away cigarette butts that are still alight;
- Do not overcharge sockets or cables with multiple extensions.
- If a spill occur while pouring flammable liquids (petrol, paraffin ,etc.),dry the spot immediately and do not throw the paper and/or rags soaked in flammable liquid you used into the first dustbin.
- Do not leave the flammable materials in place where a fire hazard exists and particularly in public access areas.

### Use of fire extinguishers

Portable fire extinguisher is used to smother the beginning of a fire. There are basically two types of fire extinguishers: Manually and wheeled. They can contain different extinguishing agents:

- Foam: It is effective on class A and Class B fires.
- Carbon dioxide (CO<sub>2</sub>): It can be used for fires of class B and C.
- Powder: It is used of fires of class A, B, C and energized electrical equipment or plant.



Yes




NO



## Instructions

Classes of fire			
	Foam	Powder	Carbondioxide
Combustible Material	yes	yes	yes
Flammable liquids	yes	yes	yes
Flammable gases	no	yes	yes
Electrical appliances	no	yes	yes



Keep in mind that fire extinguishers are useful only in order to smother the beginning of a fire. The supply lasts 15-30 seconds. If the fire has spread, portable extinguishers are not useful at all: rescue yourself and call for the emergency team.

### DO

- Pull out the safety pin to release the supply level.
- Take the flexible pipe and press hard on lever aiming at the base of the flames;
- Hold the fire extinguisher upright to favour the correct supply of the extinguisher agent;
- Always keep a safety distance from the fire;
- Always keep windward so that the spurt is aimed at the fire;
- Make sure that an escape route is always available.

### DON'T

- Do not aim the extinguisher nozzle at the centre of the fire, but try first to extinguish the front of the fire;
- Never aim nozzle directly at people;
- Never use water to put out an electrical fire.



Yes



NO

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## 10. HEAT

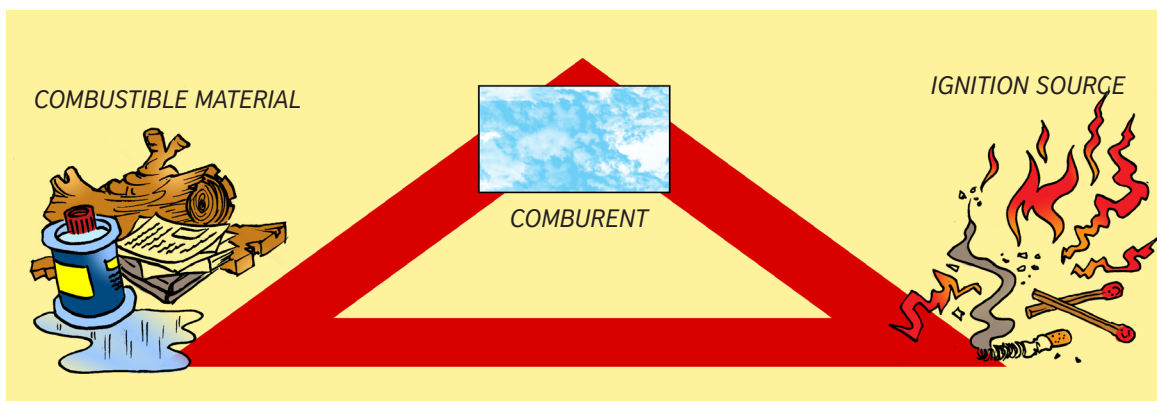
- Tea preparation processes can result heat environment. Heated gases from machines may cause scalds, in particular to the respiratory system this has a negative effect to the young workers.

## 12. LACK OF OXYGEN

- Tea processing can be effected in the confined place or closed room and result in lack of oxygen.
- Certain gases used in automatic fire detection systems saturate the environment eliminating oxygen.

## 11. SMOKE

- Machines in tea factories can result a smoke. Smoke irritates eyes and airways; it reduces possibility to see where you are, etc...It causes asphyxiation and, if it is toxic it may rapidly lead to death.



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## **Part III : what to do in case of accident**



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# 1. FIRST AID

Young workers working in tea plantations and factories are exposed on various accidents due to the nature of work they are doing and work environment. First aid aims to prevent the deterioration of the situation of the injured person. It is therefore important to understand some basic principles.

## The first aider shall:

- Rapidly assess the seriousness of the accident;
- Rapidly start emergency or rescue procedures;
- Perform some simple but important first aid manoeuvres;
- Provide assistance to the patient.

## DO

- Always think about your safety first.
- Keep all passersby away from the patient and call for qualified medical assistance, describing the type and place of the emergency, the patient's condition as well as any other information requested by medical staff.

## DON'T

- Do not endanger your safety or the safety of the patient;
- Do not attempt to treat the patient if you don't know procedures;
- Do not convey anxiety or fear to the patient.



Yes



NO



## 2. WOUNDS

In the tea plantations and tea factories have different objects which can injury young workers and result in the wound. In case of wounds, remember to always check for possible bleeding.

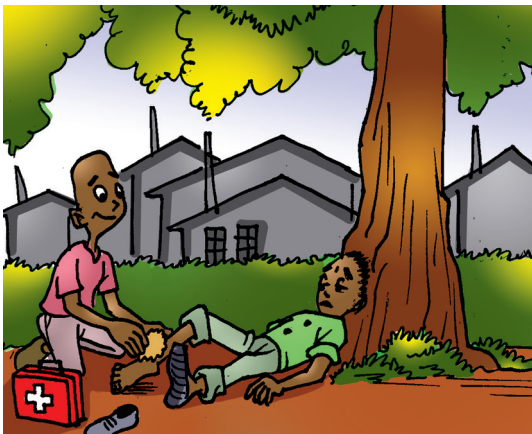
### DO

- Treat only small wounds otherwise, call the doctor;
- Before giving first aid, always wear Personal Protective Equipment;
- In the case of bleeding, follow the procedures indicated in the specific section;
- Use a disinfectant solution to clean the surrounding skin with outward movements starting from the wound;
- Cover the wound with sterile dressing

### DON'T

- Do not touch the wound without specific gloves. Always protect yourself and the patient from the risk of developing infections;
- Do not use cotton wool since it tends to fray and stick to the wounds;
- Do not use medicines that have not been authorized by the medical staff.

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Yes



NO

## 3. HAEMORRHAGE

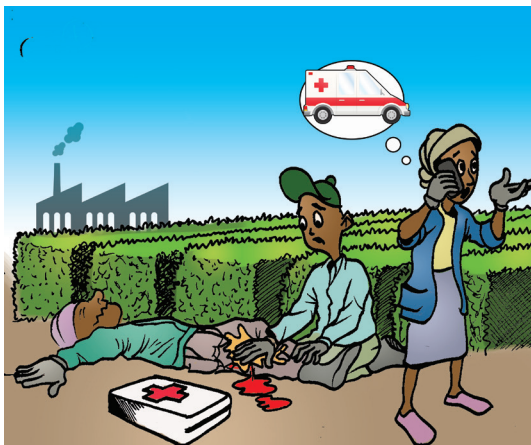
Haemorrhage is a spillage of blood from blood vessels and ought to be always considered when it is associated with wounds or traumas. Young workers can be injured by sharp/dry tea leave when are not protected with adequate clothes.

### DO

- Always take care of your safety first.
- Before giving the first aid, always wear PPE;
- Call emergency services;
- Lie the patient down and apply direct pressure over the wound, if possible use sterile dressing to stop bleeding.
- Raise the bleeding part above the patient's heart level, and if possible apply cold dressing;
- Keep applying pressure and wait for the emergency services;
- If the bleeding continues, and you have already performed the previous instructions, consider the possibility to apply a tourniquet between the heart and the wound;

### DON'T

- Do not offer the patient anything to drink;
- Do not remove bandages applied directly over the skin;
- Do not attempt to remove foreign bodies.



Yes



NO

## 4. FRACTURES

Fracture can be resulted from falls when carrying, harvesting or using machines to the persons working in tea processes. Young workers are one of the people may experience fracture when working in tea factory or plantations.

### DO

- Always take care of your safety first and remember to wear PPE;
- Call the emergency services immediately;
- Lie the patient down and carefully assess the situation. If the patient is not in immediate danger do not attempt to remove him/her; Lie the patient down and apply direct pressure over the wound, if possible use sterile dressing to stop bleeding.
- Wait for emergency services, reassuring the patient;
- In case of compound fractures, cover the wound with sterile dressing.

### DON'T

- Do not remove the patient;
- Unless you are a qualified first aider, do not attempt to immobilize the fracture.

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Yes



NO

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## 5. SPRAINS-DISLOCATIONS

The tea plantation and process's work can result in sprains/dislocation of hip, shoulder or any other articulation. In order to prevent such kind of accident there are preventing measures.

### DO

- Always take care of your safety first and remember to wear PPE;
- Call the emergency services;
- Lie the patient down and reassure him/her. If possible immobilize the injured part.
- If possible, raise the injured part in order to prevent further swelling and reduce haematoma. Apply a cold compress over the injured part.

### DON'T

- Do not bandage unless you are qualified first aider, wait for the emergency services;
- Do not massage the injured part, you could worsen the situation of blood vessels already affected;
- Do not move the joint.

In case dislocation occurs:

### DO

- Call the emergency services and wait for the help.
- Allow the patient to freely take the position he/she considers comfortable. If possible, put a cold compress on injured part.

### DON'T

- Do not move the joint part and do not try to place the joint in its natural position.



Yes



NO

## 6. HEAD INJURY

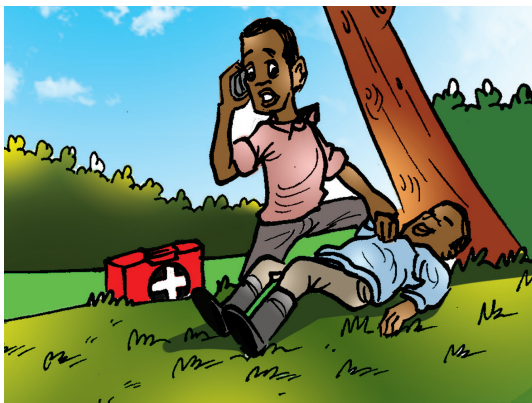
Young workers working in tea factory or plantation can experience a head injury caused by a violent crash or falling from height. Head injury is a trauma to the head.

### DO

- Look out for hazards in the area;
- Always take care of your safety first and wear PPE;
- Call emergency services;
- Assist and reassure the patient until the emergency services arrive;

### DON'T

- Do not remove the patient since head injury may often be associated with cervical spine injuries;
- Do not lie the patient on his/her side;
- Do not offer patient anything to drink.



Yes



NO



# 7. OBSTRUCTION OF RESPIRATORY TRACT

The obstruction of the respiratory tract to the person working in tea processing can occur as a result of:

Ingestion of foreign bodies;

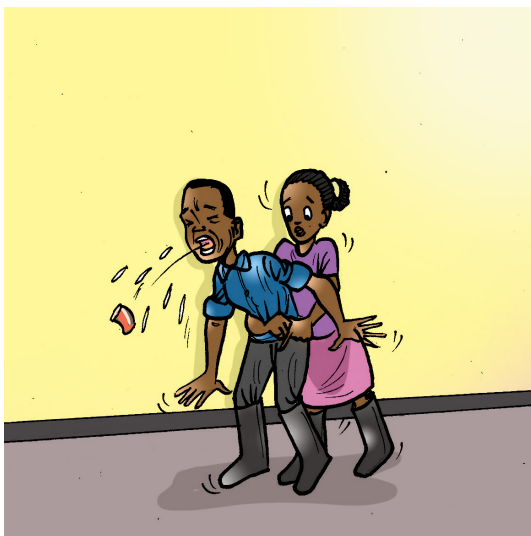
## DO

In case of a partial obstruction (the patient is still coughing).

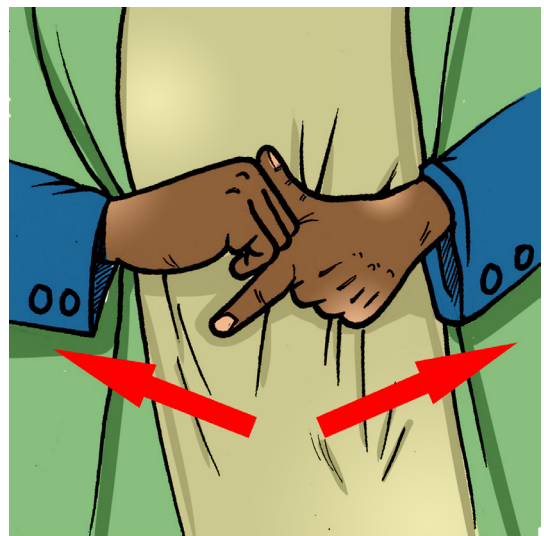
- Always take care of your safety first and wear PPE;
- Encourage the patient to cough without doing anything else.

## In case of complete obstruction of the air tract:

- If the patient is still conscious:
  - » Call the emergency services
  - » Give five slaps between his/her shoulder blades and only if you are a qualified first aider, five chest compression;
- If patient has lost conscious:
  - » Call the emergency services.



Yes



Yes

## 8. SHOCK

The work process of tea and preparation can expose the young workers on shock. The main symptoms and signs of shock include: alteration of consciousness, shortness of breath, nausea, vomit, pale sweat and cold skin, slow or fast pulse, increased breathing, reduction of arterial pressure.

### DO

- Always take care of your safety first;
- Call the emergency services immediately;
- Lie the patient down;
- Cover the patient to him/her warm;
- Loosen any tight clothing (belt, cuffs...);
- If possible raise legs at least 30cm from the floor (anti-shock position).

### DON'T

- Do not offer patient anything to drink;
- Do not place an thick objects under the patient's head;
- Do not put the patient in anti-shock position when it is suspected he/she be injured.

35



Yes



NO

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## 9. SYNCOPÉ

Syncope (fainting) means a sudden and transient loss of consciousness. Persons working in tea factory are exposed due to the nature of workplace environment.

### DO

- Look out for hazards in the area;
- Always take care of your safety; Lie the patient down;
- Always take care of your safety; Loosen any tight clothing (belt, cuffs...);
- Make the patient lie on his/her back;
- Loosen any tight clothing;
- Cover the patient with the blanket to avoid loss of body heat.

### DON'T

- Do not offer the patient water or sugar;
  - Never hold upright a person who has fainted or person who's on the point fainting;
  - Never leave patient alone;
- Never place objects or thick items under the head of the unconscious patient.



Yes



NO

## 10. BURNS

Young workers working in tea factories can experience Burns from hot machines, gases, and/or electricity

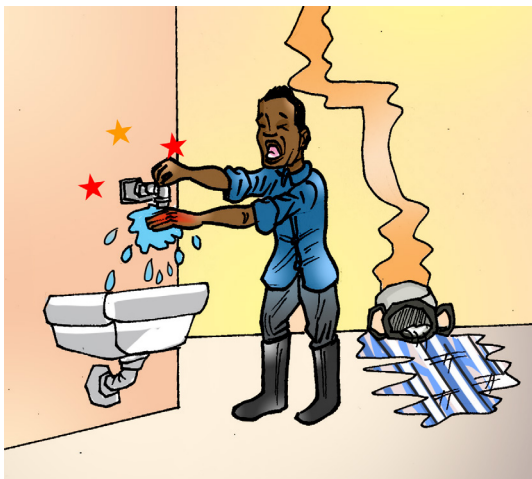
### DO

- Always take care of your safety first;
- Promptly remove the action that caused the injury;
- Remove the patient to a safe area and lie the patient down;
- Call emergency services;
- Take off shoes, rings, watches, or other objects that are likely to press on the affected site;
- In case of small burns, simply flush the affected area with cold water;
- • In case of serious or moderate burns, cover the injured part with sterile dressing and wait for emergency services.

### DON'T

- Do not try to take off burnt clothes that are stuck to the skin;
- Do not attempt to directly treat serious burns;
- Should some blisters appear, do not pierce them.

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Yes



NO

# 11. EYE INJURIES

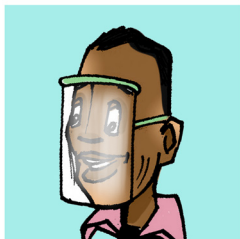
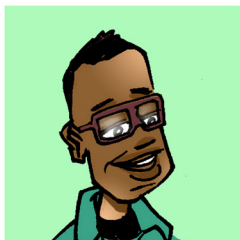
Persons working tea factories or plantation considering their work environment are exposed to eye injuries which can be caused by external agents of physical, chemical and mechanical nature.

## DO

- Look out for hazards in the area;
- Call emergency services
- Wait for emergency services reassuring the patient;
- If any dust has penetrated the eye, flush generously with running water;
- If eye has come in contact with chemicals flush generously with running water.

## DON'T

- Do not underestimate any eye injuries;
- Do not let the water used for flushing the injured eye flow out through the healthy one;
- Never rub the injured eye itself;
- Never attempt to remove fragments or objects penetrated in the eye;
- Do not put in the eye substance or medicine, wait for the emergency services.



Yes



NO



## 13. POISONING

Young workers working in tea plantations and factories can be contaminated with poisoning in the following ways:

- Ingested toxic substances;
- Inhaled toxic substance;

### DO

- Look out for hazards in the area;
- Always take care of your safety first;
- Reassure and keep the patient calm trying to make him/her rest as far as possible;
- In case of skin contact, flush generously with water;

### DON'T

- Do not cause vomiting;
- Do not offer milk or other drink;



Yes



NO

# 15 ELECTROCUTION

Tea factories are one of the areas using electricity. If the electricity is not well protected the young worker are highly exposed to the electrocution.

## DO

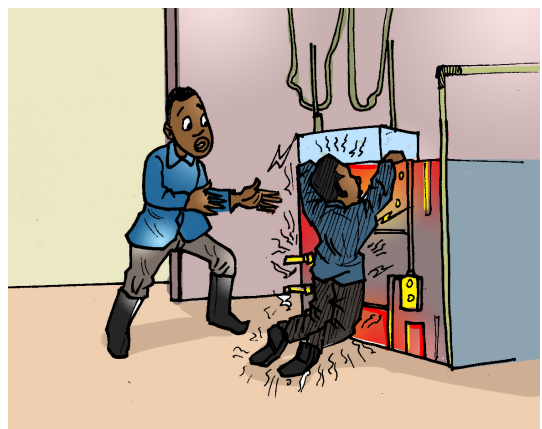
- Look out for hazards in the area;
- Always take care of your safety first;
- If the patient is still connected to the electrical device, switch off the power immediately at the mains;
- Call the emergency services;
- Stay with patient until the emergency services arrive. Remember that the effects of electrocution are potentially harmful (burns, loss of consciousness, cardiac arrest).

## DON'T

- Do not touch the patient if is still connected to electricity;
- Do not attempt to remove the patient from electricity unless there is a main switchboard nearby.



Yes



NO

## 16. DUST

Dust is very common in tea factories and in the tea plantations. Young workers are highly exposed on dust. When the dust is inhaled deep into the lungs, microscopic particles of silica can cause scar tissue to form in the lung tissue, which restricts the lungs' ability to extract oxygen from the air.

### DO

- Use the assigned protective equipment in an effective and safe manner;
- Follow established work procedures as directed by the supervisor;
- Report any unsafe conditions or acts to the supervisor;
- Use wet cleanup to remove the dust.

### DON'T

- Do not operate in dust without using personal protective equipment.



Yes



NO

# 17. CUTS TO HANDS, LEGS AND FEET FROM THE SHARP EDGES OF TEA LEAVES

Sharp tea leaves, machines and other sharp objects all can cause a cut of the skin to the young workers. Many young workers accidentally cut themselves when operating machinery or get cut during working or moving in dry/sharp tea plants.

## DO

- Wear boots and long pants when working outdoors.
- Wear leather gloves when handling brush and debris.
- In case of cut stop the bleeding with direct pressure to the wound.
- Call emergency services.

## DON'T

- Do not throw or stuck sharp objects in the pathway;
- Do not walk in the plantation without wearing appropriate shoes;
- Do not attempt to treat a serious cut.



Yes



NO

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# 18. SNAKE AND INSECT BITES/STINGS

## 28.1 Insect bites and stings

Working in tea plantation s exposes young workers on insect bites and stings. The bites introduce venom to the body that will often cause the skin around the bite to swell and itch.

### DO

- When bites are received wash the area with water and soap,
- Wear boots and long pants when working outdoors

## 28.2 Snake Bites

Young workers working in the tea plantation are highly exposed to snake bite. When you receive a snake bite, your body is introduced to, at times, powerful venom. It is very important to get immediate medical attention if any of the following symptoms occur.

- Rash.
- Swelling lips, tongue, throat and or eyes
- Slurred speech.
- Coughing, difficulty breathing, wheezing.
- Numbness and cramping.
- Nausea and vomiting.
- Anxiety, confusion, or unconsciousness.

If you can, try to identify the snake, or take note of its appearance. This will help doctors determine if the snake is poisonous. If you can't find it, don't bother looking for it. Don't give the person anything to eat or drink, especially alcoholic beverages. If you think the snake was poisonous then you may apply a \*light\* tourniquet 2-4 inches above and below the bite area.



## DO

- Do not try to handle any snake.
- Stay away from tall grass and piles of leaves when possible.
- Avoid climbing on rocks or piles of wood where a snake may be hiding.
- Be aware that snakes tend to be active at night and in warm weather.
- Wear boots and long pants when working outdoors.
- Wear leather gloves when handling brush and debris.

## DON'T

- Do not pick up the snake or try to trap it.
- Do not wait for symptoms to appear if bitten, seek immediate medical attention.
- Do not apply a tourniquet.
- Do not slash the wound with a knife.
- Do not suck out the venom.
- Do not drink alcohol as a painkiller.



Yes



NO

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# SAFETY SIGNS

TOXIC



RADIATION



HIGH VOLTAGE



FLAMMABLE








CORROSSIVE



# WHO CAN HELP

## Hazard control information

This booklet covers key potential hazards to young workers identified in tea sector. It provides basic guidelines to young workers regarding basic safety standards with particular attention to tea sector in Rwanda, basic on site first aid while waiting for specialized help. It does not cover all the laws and regulations which govern exposure to hazardous agents. These more technical areas require the assistance of specialized professionals such as occupational hygienists to identify, evaluate, and devise control measures. If you have Internet access, go to [www.ilo.org/safework](http://www.ilo.org/safework) for help. Otherwise, contact a local occupational health specialist through your ministry of labor, ministry of health, medical school, or similar organization.

	Ambulance	112
	National fire brigade	111
	Traffic Police	113
	Isange one stop center ( Harassment offence)	3512
	FERWACOTHE	+250)788504940 +250)788304749





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