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for CHILDREN in TEA-GROWING AREAS

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Occupational Training of Trainers Manual: Manual for Improving Working Conditions of Young Workers in the Rwandan Tea Sector

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OSH Training of Trainers Manual

A Manual for Improving working conditions of young workers in the
Rwandan Tea Sector

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Preface

This Manual first outlines the various hazards and risks in the tea sector of Rwanda, and then presents modules for addressing these hazards and risks based on the participatory risk assessment approach. The training is targeted at tea growers' representatives, tea cooperatives' representatives, tea factories' representatives, and members of FERWACOTHE as well as other key stakeholders in the tea sector such as NGOs, Winrock staff, district and central labor inspectorate staff. The Manual is designed primarily for improving the working conditions of tea growers, especially young workers between 16 and 17 years old. The training can be delivered through multiple partners and platforms, including with the support of Winrock as well as the Department of Labor within MIFOTRA.

This Manual was compiled through the significant support and input of the FERWACOTHE¹, and its members. The main author is Dr. Juvenal HATEGEKIMANA, an Occupational Health and Safety WINROCK International consultant, who received support from Lamech Nambajimana and Felix Muramutsa of Winrock International Rwanda.

International standards and comparative experience were considered in the drafting of these materials, as well as the context in the Rwandese tea sector, through inputs from: OSH specialists, broad-based national consultations, and focus group discussions and interviews with young workers, tea growers, tea cooperative owners, tea factory managers, and MIFOTRA staff, especially Labor inspectorate and OSH unit, Winrock international and ILO Geneva. These partners will also be involved in the delivery of these training materials, and will continue to cooperate to prevent and reduce fatalities, injuries and ill health in the tea sector of Rwanda.

¹ FERWACOTHE: Federation of Rwandan Tea Cooperatives

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The Manual received considerable inputs from staff of the Winrock International Main Office, in particular, Vicki Walker and Green Doug. Significant contributions were also provided by the Department of Labour and OSH Unit from the Ministry of Public Services and Labour and the district labor inspectors during the validation meeting of the OSH baseline study in the tea sector of Rwanda

² FERWACOTHE: Federation of Rwandan Tea Cooperatives

Abbreviations

CESTRAR	Centrale des Syndicats des Travailleurs du Rwanda
COSYLI	Conseil des Syndicats Libres au Rwanda
COTRAF	Congrès du Travail et de la Fraternité
EDPRS	Economic Development and Poverty Reduction Strategy
ILO	International Labor Organization
MIFOTRA	Ministry of Public Service and Labor
MINICOM	Ministry of Trade and Industry
MINIRENA	Ministry of Natural Resources
MINISANTE	Ministry of Health
NGO	Non-Governmental Organization
NISR	National Institute of Statistics of Rwanda
OSH	Occupational Safety and Health
PSCBS	Public Sector Capacity Building Secretariat
PPE	Personal Protective Equipment
PRM	Professional Resource Manual
PSF	Private Sector Federation
REACH-T	Rwanda Education Alternatives for Children in Tea-Growing areas
REMA	Rwanda Environmental Management Authority
RHA	Rwanda Housing Authority
RRA	Rwanda Revenue Authority
RSSB	Rwanda Social Security Board
SSFR	Social Security Fund of Rwanda
TOR	Terms of Reference
USDOL	United States Department of Labor

PART 1: INTRODUCTION TO OSH in the TEA SECTOR

A. BACKGROUND OF THE TRAINING

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

In Rwanda, while the tea industry is still growing, OSH related regulations are yet to be fully established and therefore are not respected. Of particular importance, a number of reports show that children are still employed in tea plantations with no strict respect for international and national conventions and regulations on child labor.

The OSH research done in the tea sector in Rwanda prior to these guidelines informed this document because within these guidelines most of the hazards identified in the research are addressed. The overall objective of the OSH research was to assess the compliance of tea factories and tea cooperatives with the national and international OSH standards focusing particularly on young workers.

The research examined the overall situation of OSH issues in tea factories, COOPTHE and Thé Villageois cooperatives or individual tea growers. The study also covered the production and working environment indicators other than those covered in the OSH survey.

The key findings of the OSH research are as follows:

There is no significant difference in the frequency of injury to young workers aged 16-17 years old compared to the other two groups (13-15 years and 18-24 years). However, there is a remarkable difference in the severity of those injuries to young workers aged 16- 17 years because the number of young workers with days of absence between 31 and 40 days is 36% higher (27/75) compared to those above 18 years which is 19% (24/123).

One of the reasons for the severity of the injuries for those aged 16- 17 years is working in the same conditions as adults by lying about their age. Consequently, they work more hours, sometimes in the dark without proper protection and in most times ignoring their rights.

During individual interviews, some young workers admitted to lying about their age in order to get the job because at tea cooperative level, if employers know you are below 18 years they will not employ you. Most well-organized tea cooperatives and tea factory managers admitted that their policy is no employment to young workers aged below 18 years because businesswise, they consider employing them as a loss. Some reasons given are the many legal issues around the employment of youth below age 18, as they are considered to be less productive because they cannot work during night shifts or overtime whenever necessary. In addition, most managers fear to invest into more personal protective equipment suitable to young workers and prefer to buy those for adults.

While conducting this research study we did not identify any good practice for young workers aged 16 and 17 years because as mentioned above, factories will not employ them at all, while at the cooperative level they can lie about their age to get employed. At the Thé Villageois level, most parents feel it is their right and responsibility to work with their children on family farms like it is done in many other child chores.

RECOMMENDATIONS

- There is an urgent need to design practical OSH tools that will help to improve OSH conditions in tea plantations and tea factories. These tools should be like “kits” for young workers (16-17 years), and kits for managers (small and medium tea cooperative managers).
- There is also an urgent need to promote first aid kits at the tea plantations level. This will not only reduce the severity of injuries for young workers but also it will improve the injury record keeping process as well as awareness raising among managers and policy makers in the tea sector.
- There is an urgent need to have a tripartite forum (all people involved in the tea value chain, workers’ unions and policy makers) at a high level to discuss the legal working age at the Thé Villageois level. Without this, Rwandan tea will take longer than expected to be withdrawn from the ILO watch list of products with reason to believe it is made with child labor due to various sources of allegations.

Other general recommendations are as follows:

1. Sustained efforts for the prevention of occupational injuries in the districts surveyed:

These efforts need to be sustained and inputs from the working staff need to be considered while making future plans for further improvement of safety conditions, keeping in mind the high incidence of injuries reported from these estates.

2. Education and training regarding safe work procedures and preventions of accidents:

Special emphasis needs to be given to safety and first aid training of female workers, involving more women in first aid training and encouraging the use of protective equipment.

3. Maintenance of records keeping of workplace injuries: Every injury that is brought to the attention of health care providers should be recorded, whether compensable or not. This would also enable future research on the trends of occupational injuries occurring in these estates.

In line with these research recommendations, the OSH awareness tools were developed, such as the kit for young workers (16-17 years), the kit for managers (small and medium tea cooperative managers), the OSH program manual adapted to the tea sector of Rwanda and the software that will support the program as a monitoring and evaluation tool.

Finally, this ToT manual was informed by the training needs assessment conducted at different levels within the tea sector. The key OSH competences needed at each level are found in ANNEX I.

B. TRAINING OBJECTIVES AND CONTENT

- ❖ **The main purpose** of this ToT manual is to offer a learning opportunity on occupational safety and health (OSH) for different key stakeholders in the tea sector of Rwanda to fulfil the need to guarantee decent work.
- ❖ **The general objective** is the acquisition of the knowledge and skills required for dealing effectively with safety and health management from an individual and organizational perspective.
- ❖ **The specific objectives** are:
 - Manage the use of procedures, techniques, methods and other tools for risk management.
 - Formulate, implement and evaluate a safety and health management plan in the tea sector of Rwanda focussing on the cooperative level, incorporating essential OSH concepts and fundamental techniques of OSH management.
 - Advise employers and workers (especially those between 16-17 years) on OSH technical issues as well as on the legal and social requirements of OSH.
 - Support the efforts of an enterprise (factory or tea cooperative) to improve its OSH.
 - Provide guidance on good practices – that is, on safety and health solutions – which can be introduced to improve safety and health working conditions at the tea sector field level.

❖ The Training Content

The ToT Manual has been structured to facilitate training. The Training Manual is divided into four parts:

- Part 1: Introduction to OSH contains training objectives and content, OSH legal framework, OSH key concepts and definition, and OSH key stakeholders in the tea sector of Rwanda.
- Part 2: The Occupational Safety Risk Assessment and Management contains approaches, methodologies, tools and their application in the tea sector.
- Part 3: Training Modules on Key OSH Activities discusses accident investigation and worksite inspection.
- Part 4: Good Practice and First Aid in the Tea Sector (theory and practice)
- Part 5: Implementing an OSH Program in the tea Sector of Rwanda (theory and practice).

To facilitate the training, this manual highlights only the content of each part, while the detailed training content is found in the training materials designed and translated in Kinyarwanda by Winrock International for the same purpose.

❖ **Training Targeted Audience**

This training material is primarily designed for:

- Tea factories and cooperative managers;
- OSH committee leaders from factories and tea cooperatives;
- Leaders of FERWACOTHE
- Representatives from national, provincial and district offices for REACH-T projects.

Other groups who can benefit from the knowledge of, and training in, safety and health in the commercial tea sector include:

- government officials with responsibilities in the tea value chain, particularly from the OSH Bureau, Department of Labor inspection, and the Department in charge of tea in the Ministry of Agriculture and Animal resources;
- trade unions;
- non-governmental organizations;
- regional, intergovernmental tea organizations.

❖ **Training Delivery Methodology**

This ToT Manual uses a participatory training methodology that can be delivered in modules by the FERWACOTHE, the OSH Bureau, and other government departments involved in the tea value chain, NGOs, trade unions and migrant associations involved in the tea sector of Rwanda.

C. OSH LEGAL FRAMEWORK (RWANDA VS INTERNATIONAL)

The objectives of OSH³ in Rwanda are as follows:

- (i) To maintain and promote workers' health and working capacity;
- (ii) To improve the working environment by making it conducive to safety and health;
- (iii) To develop work organizations and working cultures that support health and safety; and
- (iv) To promote a positive social climate and smooth operations leading to enhanced productivity.

The vision of the Rwanda National Policy on Occupational Safety and Health is to have a safe and healthy workplace for everyone, and a country where best practices in Occupational Safety and Health are part of daily activities.

- a) The primary objective of the National Policy on OSH is to reduce the number of work-related accidents and diseases in Rwanda. This requires the adoption and implementation of a culture of prevention by the government, employers and workers. The effective prevention of work-related accidents and ill-health will have enormous social and economic benefits.

³ ILO and WHO documents

These include improvements in productivity and competitiveness and quality of life of the working population.

- b) The secondary objective of the Policy is to provide equitable compensation benefits to those who may get injured in work-related accidents or contract occupational diseases. These compensation benefits include medical aid, financial compensation and access to rehabilitation services. The compensation system, in particular the contributions paid by employers, must be sensitive to an employer's OHS performance so as to act as an incentive for improved performance.

Legal basis of OSH system in Rwanda

This section presents detailed OSH Legal Frameworks in Rwanda, subsidiary legislations and other OSH related laws and codes of practice that support the implementation of OSH in Rwanda.

2.1 Constitution of Rwanda on working conditions and occupational safety and health.

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.

2.2 Main laws on OSH in Rwanda

The main OSH law in Rwanda is Labor Law No. 13 of 2009, which is the main legislation that comprehensively addresses labor issues in Rwanda. The other law on OSH is Law No. 22/2002 of 9th July 2002 on General Statutes for Rwanda Public Service.

Each of the legislations is discussed in detail in subsequent sections of this OSH Profile.

2.2.1 Labor Law No. 13 of 27th May 2009

Occupational Safety and Health is a relatively new field in Rwanda but the country has moved swiftly to establish a supportive legal framework for the implementation of OSH in the country. In 2009 Rwanda passed a new law to regulate labor in the country: Law No. 13/2009 of May 27th 2009. The Occupational Safety and Health framework is elaborated in this law. Title VI of the law sets the standard for safe work practices in the workplace, which contribute to improving OSH overall.

This law provides for:

- (i) Basic labor rights for Rwanda workers,
- (ii) Prohibition of child labor,
- (iii) Prohibition of forced labor,
- (iv) Protection of workers against violence or harassment,
- (v) Prohibition of discriminatory employment
- (vi) Freedom of opinion
- (vii) Freedom of association, establishment of trade unions and workers' right to strike action.

The government encourages enterprises to establish occupational health and industrial safety committees as stipulated by this law so as to minimize risks and hazards to workers' health.

2.2.2 Law No. 22/2002 of 09/07/2002 on General Statutes for Rwanda Public Service

Under Article 77: the "government is required to ensure protection to its employee against accident and illnesses related to his/her profession". The government has established a medical insurance system to cater for employee's medical care expenses and the employees' children.

2.3 Ministerial Orders to Implement the Labor Law No. 13

There are several Ministerial Orders enforcing Labor Law No. 13 in Rwanda. Table 2.1 presents a list of these orders.

Table 2.1: Ministerial Orders enforcing Labor Law No. 13

(i)	Ministerial Order No. 1 of 17th May, 2012 determines modalities of the establishing and the functioning of Occupational Health and Safety Committees.
(ii)	Ministerial Order No. 02 of 17th 05 2012 determines conditions for occupational health and safety in the workplace.
(iii)	Ministerial Order No. 6 of 13th July 2010 determines the List of Worst Forms of Child Labor, and the nature of the Worst Forms of Child Labor (Chapter 2 Articles 3, 4, 5,). The Order defines industrial institutions, which are prohibited from employing children below the age of 16 years (Chapter III Article 6, Article 7) and their prevention mechanisms.
(iv)	Ministerial Order No. 7 of 13th July 2010 determines the functions of labor inspectors.

2.4 Hygiene and Medical Surveillance of Workplaces

Continuous surveillance of the workplace is important for prevention and mitigation of injury and contracting work related diseases. Medical Surveillance is provided for in the Labor Law, Article 48 on under Ministerial Order No. 02 states that:

Every employer shall make medical test of the employees before they are employed, during their employment and after the termination of their employment'.

International ratified ILO Conventions related to OSH

Over the years since 1962, Rwanda has ratified and implemented some 27 ILO Labor Conventions, thus creating appropriate laws and policies to regulate labor in the country. Table 2.2 presents the OSH related ILO conventions ratified by the country.

Table 2.2: Relevant ILO Conventions Ratified by the Government of Rwanda

Convention Number	Title of Convention	Date ratified
C12	Workmen's Compensation (Agriculture) Convention, 1921, (No. 12)	18 th September 1962

C42	Workmen's Compensation (Occupational Diseases) Convention (Revised), 1934 (No. 42)	18 th September 1962
C81	Labor Inspection Convention, 1947 (No. 81)	2 nd December 1980
C182	Worst Forms of Labor Convention, 1999 (No. 182)	23 rd May 2000

D. KEY OSH CONCEPTS AND DEFINITIONS

Key OSH definitions

The main terms and concepts related to OSH used here come from laws, regulations, standards, guidelines, specifications and other documents. The most important ones are defined below, including some notes.

Incident (ILO-OSH 2001): An unsafe occurrence arising out or in the course of work where no personal injury is caused.

Accident: the same as an incident, but where the unsafe occurrence causes a personal injury.

Note: The terms "Incident" and "Accident" do have a broad definition, but here they refer to occupational safety and health. For the specific purposes of law, these vary from country to country.

Competent person (ILO-OSH 2001): A person with suitable training, and sufficient knowledge, experience and skill, for the performance of the specific work.

Note: This concept refers to a physical person. A "competent I (ILO-OSH 2001): legal person" should include one or more "competent physical persons" besides other requirements usually defined by law.

Document (ANSI Z 10): Written, electronic, or photographic information such as a procedure or record.

Audit (ILO-OSH 2001): A systematic, independent and documented process for obtaining evidence and evaluating it objectively to determine the extent to which defined criteria are fulfilled. This does not necessarily mean an independent external audit (An auditor or auditors from outside the organization).

Inspection: Similar to an audit, but focusing on a single item or process and based usually on "Yes/No" answers whereas, audits are more detailed and look at the process in depth.

Note: Audits may also review all elements that can influence each process under consideration. They may go beyond "Yes/No" answers, e.g. to determine how far an item or process complies with a reference document (law, internal specification, standard, etc.) and how it can improve. An audit may involve many specific inspections, however if these inspections cover the single process of a chain of broad process, then it may work like an audit.

Risk (ILO-OSH 2001): A combination of the likelihood of an occurrence of a hazardous event and the severity of injury or damage to the health of people caused by this event.

Note: Different scales may be used to determine the risk level (RL) of any construction process, depending on the classification of the likelihood (LK) and of the severity (Sv) to be considered. In this document a scale of 1 to 5 (Figure) is used for both likelihood and severity (very low, low, medium, high and very high) and the risk level is calculated using the following formula:

Likelihood of Realisation

(probability of the event)

X

Severity of Exposure

(consequence of the event)

=

Risk Rating

And hence risk ranking

The result may be grouped into five risk level interval” RL < 5 (Very Low), 5 <= RL < 10 (Low), 10 <= RL < 15 (Medium), 15 < RL < 20 (High) and 20 <= RL < 25 (very high).

Severity	Very High	5	10	15	20	25
	High	4	8	12	16	20
	Medium	3	6	9	12	15
	Low	2	4	6	8	10
	Very Low	1	2	3	4	5
		Very Low	Low	Medium	High	Very High
		Likelihood				

Figure 1- Example of a risk scale (likelihood X severity)

Hazard assessment (ILO-OSH 2001): A systematic evaluation of hazards.

Risk assessment (ILO-OSH 2001): The process of evaluating the risk to safety and health arising from hazards at work.

Note: In this document, whereas “assessment” is taken as subjective and quantitative.

Active monitoring (ILO-OSH 2001): The ongoing activities which check that hazard and risk preventive and protective measures, as well as the arrangements to implement the OSH management system, conform to defined criteria.

Reactive monitoring (ILO-OSH 2001): Checks that failures in the hazard risk prevention and protection control measures, and the OSH management system, as demonstrated by the occurrence of injuries, ill health, diseases and incidents, are identified and acted upon.

Note: In this document, more emphasis is given to the active monitoring rather than to the reactive monitoring. A proactive approach for OSH should take priority over the reactive approach.

Compliance (ANSI Z10): Meeting the requirements of local, state or federal statutes, standards or regulations.

Conformance (ANSI Z10): Meeting the requirements of the organization's OHS-MS and this standard.

Note: Whereas "Compliance" refers to compulsory requirements, "conformance" refers to voluntary requirements.

E. OSH KEY STAKEHOLDERS IN TEA SECTOR OF RWANDA.

Key stakeholders involved in improving conditions in the tea sector of Rwanda

Tea industry:

- FERWACOTHE
- Tea cooperatives
- Labor inspector
- Tea factories

Government agencies with responsibilities for the tea sector:

- Ministry of Education: responsible for vocational trainings
- Ministry of Agriculture and Animal Resources: through NAEB, responsible for national tea policy and tea export
- Ministry of Labor, Department of Labor Inspection: responsible for protecting the labor rights of both nationals and migrant workers in the country, including labor and OSH inspections.
- The National Police of Rwanda: responsible for enforcing laws in the country


Non-governmental organizations: examples:

- Winrock International
- EDC
- Local NGOs

UN agencies:

- Food and Agriculture Organization (FAO)
- International Labor Organization (ILO)

PART 2: THE OCCUPATIONAL SAFETY RISK ASSESSMENT AND MANAGEMENT

Aims	<p>To help us to:</p> <ul style="list-style-type: none"> • Understand and conduct hazards identification, risks assessment program, risks assessment techniques, Principal of modern risks assessment, risks rating and ranking • Theory and practice of risks control using hierarchy of control and preventive measures • Setting up a risks control monitoring and review action plan and employment training information
Task	<p>In a group setting:</p> <ul style="list-style-type: none"> • List the main hazards by trainees from their own work places • Select 5-10 of these problems for discussion and work in small groups • Then practice risks rating and ranking using Risk Matrix • Practice hierarchy of control • Produce in groups M&E action plans and employment training information
Training materials 	<ul style="list-style-type: none"> • See Part 1 of this manual • Consult OSH Guideline : Appendix A,B and C • Review Power Point presentations • See OSH baseline report (Winrock 2015) • Kit for young workers (Winrock 2016) • Kit for managers (Winrock 2016)

What is risk assessment?⁴

The workplace safety and health risk assessment carried out by the employer (tea factories or tea cooperatives) in cooperation with the workers, is a key methodology for identifying where and how hazardous work is carried out, who is at risk, and what safety and health solutions can be put in place.

Risk assessment is a participatory tool that allows employers and their workers to take action themselves to identify and remedy safety and health problems and come up with practical solutions. The aim is to prevent and reduce fatal accidents, injuries and ill health at work. Using risk assessment to tackle their daily safety and health problems allows employers, especially small and medium-sized enterprises, to avoid (over) reliance on external experts, consultants or officials to make their workplaces safer and healthier. Commercially, risk assessment is also increasingly a factor required by buyers in determining market access.

A safety and health risk assessment is essentially a careful examination by an employer (vessel owner and/or skipper), in cooperation with workers, of any aspect of the business that could cause harm to people. A careful evaluation of the extent of the risks involved then follows, taking into account existing safety and health measures that are already in place, and deciding what more needs to be done to protect those at risk.

Risk assessment: A five-step process

Step 1. Identify the hazards, who is at risk, and how

Step 2. Evaluate the degree of risk, and prioritize risks requiring action

Step 3. Identify and decide on the safety and health risk controls in the following order:

- Risk Control 1. Elimination or substitution of hazards
- Risk Control 2. Tools, equipment, technology and engineering
- Risk Control 3. Safe work methods and practices, information and training
- Risk Control 4. Hygiene and welfare
- Risk Control 5. Health/medical surveillance
- Risk Control 6. Personal protective equipment

Step 4. Take action: implement the safety and health risk controls following the order in the list

In Step 3 Step 5. Record your findings, monitor and review your risk assessment, and update when necessary




⁴Source: ILO: *Training package on workplace risk assessment and risk management for small and medium-sized enterprises* (Geneva, 2013).

Hazards and Risks in the Tea Sector


The trainees will practice the risk assessment based on hazards identified in tea plantations and tea factories during the OSH baseline study in the tea sector as listed below:

Risk assessment and OSH audit findings


Tea Plantations	Hazards
  	<ul style="list-style-type: none"> *Flying insects and tea leaves which can cause damage to eyes *Biological hazards due to poor hygiene *Sharps and uneven pathway which can cause bruising, wounds or sprain *Insect bites (such as tick bites, wasp sting) *Leech bites * Falls and Fractures *Chemicals *Physical hazards *Snakes bite *Lightning *Heat and cold *Nearby river *Manual lifting and carrying of heavy loads *Working time * Lack of toilets *Lack of drinking water

Tea Factories	Hazards
  	<ul style="list-style-type: none"> *Slips/Trips and fall caused by spills or uneven floor. *Chemical and biological hazards *Electrical Hazards *Noise and Heat *Poor lighting *Manual lifting and carrying of heavy loads *Inadequate Working time *Lack of adequate PPE. *Lack of drinking water *Lock out procedures *Fire hazards *Lack of formal emergency preparedness plan *Lack of first aid in place


PART 3: ACCIDENTS, INVESTIGATION AND WORKSITE INSPECTION

Aims	<p>To help us to:</p> <ul style="list-style-type: none"> • Describe the primary reasons for conducting an accident investigation • Discuss employer responsibilities related to workplace accident investigation • Conduct the six step accident investigation procedure • Prepare and conduct a worksite inspection • Acquire knowledge in worksite inspection process, checklist designing, analysis of the results and reporting • Discuss the major form of emergency management
Task	<p>In a group setting: Discuss <i>the basic steps for conducting an accident investigation?</i></p> <ul style="list-style-type: none"> • Step 1 – Secure the accident scene • Step 2 – Collect facts of what happened • Step 3 – Develop sequence of events • Step 4 – Determine the causes • Step 5 – Recommend improvements • Step 6 – Write a report
Training materials 	<ul style="list-style-type: none"> • Review Power Point presentations • See OSH baseline report (Winrock 2015) • Kit for young workers (Winrock 2016) • Kit for managers (Winrock 2016) • Read the prepared notes for accident investigation and worksite inspection

PART 4: ONSITE EMERGENCY MANAGEMENT AND FIRST AID

Aims	<p>Young workers on tea plantations and factories are exposed to various accidents due to the nature of work they are doing and the 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.</p> <p>DO:</p> <ul style="list-style-type: none"> • Rapidly assess the seriousness of the accident. • Rapidly start emergency or rescue procedures • Perform some simple but important first aid maneuvers • Provide assistance to the patient. • 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. <p>DON'T:</p> <ul style="list-style-type: none"> • 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.
Task	<p>In a group setting: Demonstration and Practice of various first aid described in the Kit for youth, pages 28-44</p> <ul style="list-style-type: none"> • First aid of wound, hemorrhage, fracture, sprain and dislocation • First aid of head injury, shock, syncope • First aid for obstruction of respiratory tract, poisoning, electrocution • First aid for snake bite and insect bite • First aid for burns, dusts, cuts to limbs and eye injury
Training materials 	<ul style="list-style-type: none"> • See Kit for youth (the easy to use version, pages28-44) for all theory and practical exercises • See also Kit for managers for some managerial notes

PART 5: ESTABLISHING AN OSH MANAGEMENT SYSTEM ADAPTED TO TEA SECTOR IN RWANDA

Aims	<p>To help us to:</p> <ul style="list-style-type: none"> • Understand and describe the structure, activities and review mechanisms of an OSH management system • Describe the elements of an OSH management system • Design the OSH management system adapted to tea cooperative or tea factories • Use OSH monitoring and evaluation software
Task	<p>In a group setting: Theory and practice of 15 elements of the OSH management system</p> <ul style="list-style-type: none"> • Policy and commitment • OSH responsibilities • Consultation • Training • OSH procedures • Contractor management • OSH performance indicators and targets • Risk management • Inspection, testing and corrective action • Emergency response • Injury management and return to work • Document control • Performance review • Auditing and corrective action • Continuous improvement processes
Training materials 	<ul style="list-style-type: none"> • See Power Points presentations • See designed OSH program manual