

# Protecting health and safety at work



- The trade union approach to occupational health and safety
  - Organising for a healthy and safe workplace
  - Getting management to make improvements

# Protecting health and safety at work



## Introduction

The real heroes behind improvements in working conditions are trade union representatives in the workplace. They talk with workers, inspect the workplace, find information, carry out training, provide advice and negotiate improvements with management.

This course book is a modest collection of training activities and background notes designed to help trade unions train their workplace representatives to defend workers rights and represent workers interests in the area of safety, health and welfare at work.

We hope that trade union educators will find it a useful resource, and that trade union organisers and workplace representatives can use the techniques to recruit and organise potential members everywhere. Educate! agitate! organise!

### Main aims :

- Identify the main health and safety problems in our workplaces
- Develop a trade union approach to occupational health and safety
- Investigating hazards at work
- Build workers involvement, awareness, and support on occupational health and safety
- Develop trade union organisation to ensure that employers eliminate or control risks
- Develop confidence, knowledge and skills

### Methodology

Trade union training on health and safety should be:

- Motivating
- Active
- Democratic

It should be action oriented so that it will:

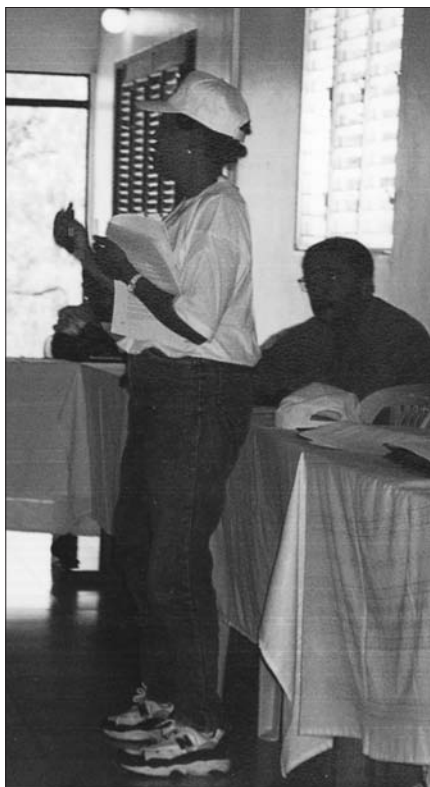
- Lead to practical action in the workplace
- Improve health and safety conditions for workers

Experience has shown us that trade union education should be based upon the principles of co-operation and sharing. These are the basic principles of trade union democracy. To encourage this process, each of the subjects covered in this manual are based around activities which:

- Are designed to be worked on by small groups of participants
- Have aims describing what should result from the work
- Have a task defining what the small group should do
- Allow groups to report back, compare ideas, and reach conclusions

The Role of the Trainer is to:

- Ensure that participants develop confidence by creating a climate where they can speak freely
- Introduce and provide background information for each activity. This will be key points, not lengthy lectures
- Clarify the aims for the activity
- Ensure that the task is understood
- Assist groups without imposing
- Structure reports and discussion
- Help participants to reach clear conclusions before moving on to the next activity
- Motivate participants to carry out practical activities in the workplace



This manual is intended to provide flexible training materials for trade unions interested in strengthening their activities on health and safety at work.

The activities in this manual can be used to train:

- Shop Stewards/union Health and Safety Representatives
- Branch officials and union organisers
- Discussion groups of union members

The manual is divided into three main sections:

- The Trade Union Approach to Occupational Health and Safety
- Organising for a Healthy and Safe Workplace
- Getting Management to Make Improvements



## Selecting the programme, the participants and organising groups:

**Numbers:** A maximum of 24 participants is strongly advised. This will give us four groups of six people. If there are too many people we have two big problems: first that they are not able to participate to the same degree and second, the activities take longer, and so the timetable can easily get out of control.

**Experience:** We need to know a little bit about the experience of the participants. For example, are they all from the same union? The same sector? Do they have difficulties in getting time off work to attend training? Do they have a little or a lot of trade union experience? If possible, it is preferable to make a selection of course participants with similar experience and make an appropriate programme for them. In any case, we make these kind of introductions at the start of the course. This will help us decide how to split participants into groups for the different course activities

**Timetable:** The timetable must be clear and agreed by everyone so that there are breaks between each activity, and that everyone is punctual. Each activity should take about an hour and a half. There should be a break of 20 - 30 minutes every one and a half hours. This will help the participants to concentrate on the course work, and gives more opportunities to get to know each other.

**Programme:** These materials are designed to be as flexible as possible. On the following pages you will find suggested programmes. You can

choose from the activities in this manual to run a four hour orientation module on health and safety, or to include that on other trade union courses. There is also a one day, or three day suggested programme. There are enough activities in this manual to run a complete five day course for those trade unionists who can make use of that opportunity.

## Additional resources you will need

Basic resources and materials are contained in this manual. However, it is important that participants carry out the pre-course activity so that they bring relevant information to the course.

- Participants should be encouraged to talk to workers, and gather information on health and safety in their workplace. They should then bring in relevant documents from their workplace and union eg; safety committee minutes; union policies; collective bargaining agreements on health and safety.
- Trainers should ensure that other essential resources are provided, including occupational health and safety laws in your country; and other occupational health and safety resources perhaps from government and industry .
- IBW publications on health and safety at work -Ban Asbestos; Make Construction Work Safe; Solvent and Paint Hazards; Wood Dust-No Thanks; Manufactured Mineral Fibres in Construction; Safety, Health and Welfare on Construction Sites - A Training Manual.
- ILO Occupational Health and Safety Conventions, Recommendations and Codes of Practice, particularly ILO Code of Practice on Health and Safety in Forestry Work, Convention 155, 167, 162, 170.

## Course Programmes

The materials in this manual are flexible, so that they can be used with different groups and with different timetables. There are enough activities here to run a five day course. Trainers can select their priority areas for the group. Four activities per day are quite manageable at a fairly relaxed pace. Most of the activities will take about one and a half hours, except for activity 14, a negotiating role play, which takes two and a half to three hours.

On the following pages you have some suggested Programmes, once you have tried out the activities yourself, you can adapt and improve them, and decide which programmes suit you best.



## Five day course programme

### Pre course activity

#### DAY 1

##### The Trade Union Approach - Workers Know Best!

Health and safety surveys	Pre course activity	Page 9
Course Introductions:	Activity 1	Page 9
Hazards at Work	Activity 2	Page 9
Risk Mapping	Activity 3	Page 14
Health Surveys	Activity 4	Page 14

#### DAY 2

##### The Trade Union Approach - Workers Know Best!

Hazards tree	Activity 5	Page 14
Body Mapping	Activity 6	Page 15
Tackling Risks:	Activity 7	Page 15
Organising in the Workplace	Activity 8	Page 17
Building Support:	Activity 9	Page 19

#### DAY 3

##### Organise! Strong Unions = Safe Jobs

Role of the Union Safety Rep	Activity 10	Page 19
Facilities for Reps	Activity 11	Page 19
Health and Safety Committees	Activity 12	Page 21
Taking up Problems	Activity 13	Page 22

#### DAY 4

##### Getting Management to Make Improvements

Negotiating	Activity 14	Page 23
Accidents – what to do	Activity 15	Page 25
Accidents – investigating	Activity 16	Page 26

#### DAY 5

##### Getting Management to Make Improvements

Getting Management to Act	Activity 17	Page 26
Collective Bargaining agreements	Activity 18	Page 27
Managing Health and Safety	Activity 19	Page 28
Action Plan	Activity 20	Page 29
Evaluation	Activity 21	Page 29

## Three day course programme

#### DAY 1

##### The Trade Union Approach - Workers Know Best!

Health and safety surveys	Pre course activity	Page 9
Course Introductions:	Activity 1	Page 9
Risk Mapping	Activity 3	Page 14
Body Mapping	Activity 6	Page 15
Tackling Risks	Activity 7	Page 15

#### DAY 2

##### Organise! Strong Unions = Safe Jobs

Organising in the Workplace	Activity 8	Page 17
Facilities for Reps	Activity 11	Page 19
Health and Safety Committees	Activity 12	Page 21
Taking up Problems	Activity 13	Page 22

#### DAY 3

##### Getting Management to Make Improvements

Accidents – investigating	Activity 16	Page 26
Getting Management to Act	Activity 17	Page 26
Collective Bargaining agreements	Activity 18	Page 27
Managing Health and Safety	Activity 19	Page 28
Evaluation	Activity 21	Page 29







## One day course programme

### The Trade Union Approach - Workers Know Best!

#### Brief Introductions:

Risk Mapping	Activity 3	Page 14
Body Mapping	Activity 6	Page 15
Tackling Risks	Activity 7	Page 15

## Basic health and safety orientation module

### The Trade Union Approach - Workers Know Best!

#### Brief Introductions:

Risk Mapping	Activity 3	Page 14
Tackling Risks	Activity 7	Page 15

n o t e s

# Section 2

## The trade union approach to health and safety



### The IBWW believes that strong unions = safe jobs

Two million people die every year because of bad, and very often illegal, working conditions. Every year 335,000 people are killed in accidents at work. That horrifying death toll is shocking enough, but it's only the tip of the iceberg. For every fatal injury at work, some 2,000 non fatal injuries occur in hazardous sectors. The number of people around the world who die prematurely from ill health caused by their work is far greater still. About 160 million people have work related diseases. In the construction sector alone, around

one hundred thousand workers are killed in accidents on site every year. That's one person every five minutes. The construction industry has a deservedly notorious reputation as being dirty, difficult and dangerous. Exposure to asbestos kills a further one hundred thousand people each year, most of them worked in the building trades.

Tropical loggers stand a one in ten chance of being killed over a working lifetime. Sawmills are increasingly subcontracted and hazardous, whilst wood working continues to rely on the workers skills to avoid injuries, rather than on any prevention measures. Wood working machinery causes more injuries than machinery in any other sector.

Workers are killed, injured and made sick whilst carrying out routine jobs. The hazards are well known and so are the prevention measures. The overwhelming majority of "accidents" are absolutely predictable and preventable. They are caused by failure to manage risks, or by straightforward negligence on the part of the employer. The widespread use of flexible employment practices seriously undermines trade union capacity to organise. Downsizing, outs-ourcing, labour-only sub contracting and informal labour create bad working conditions. Planning and coordination of health and safety, and compliance with laws is extremely poor. Greed and corruption is rife. The consequence of bad management in our sectors is the deterioration of working and

living conditions for millions of workers and their families. To make matters worse, governments frequently have a permissive, passive attitude towards employers who ignore health and safety laws, even when their negligence leads to the death of a worker.

The IBW encourages and trains trade unionists to represent workers interests and to work with management to help prevent ill health, injuries and deaths. Responsible employers understand the importance of managing health and safety, and the important contribution to be made by workers' representatives.

However, not all employers are keen to cooperate. They sometimes see the management of health and safety as taking too much time, trouble and money. By far the greatest risk for our health and safety, in practice, is the negligence of employers who do not comply with even basic legislation to protect people at work. Quite simply, they put profits before people.

We know there is a lot of legislation and guidance on health and safety, although trade unions would like to see much stronger laws. The big problem is that the laws we do have are so often ignored. Deregulation, subcontracting and informal contractual conditions make this situation even worse. Workers often have no choice – either they take a dirty and dangerous job, or they will have no job at all.

### The IBW Global Programme on Health and Safety

The International Federation of Building and Wood Workers launched their Global Health and Safety Programme in 2000. Today, more than one hundred trade unions in 65 countries are involved in the Programme's activities to improve conditions for workers in construction, forestry and timber trades world wide.

Trade Unions need to organise around improving working conditions. We need workplace representatives who can identify hazards to health and safety, who can get the support of workers, and who can take forward proposals to management.



Organising for improvements in working conditions in the building and timber trades has always been a fundamental part of the IBW trade union activity all over the world. The Global Programme aims to help our affiliates to develop and strengthen their structure, policy and strategy on occupational health and safety. The Programme organises training for trade unionists to help them organise effectively on health and safety. This includes institutional participation to improve laws and policy, and participation in the work-place. We also run campaigns for strong health and safety laws that are properly promoted and enforced; and our affiliates around the world celebrate International Workers Memorial Day, a permanent organising campaign to highlight the preventable nature of workplace accidents and ill health and to demand social justice.

#### Principal lines of activity include:

- Institutional Participation – increase trade union contribution in tripartite and bipartite structures on health and safety at international, national, and local levels.
- Participation in the Workplace and Collective Bargaining - establishment of trade union health and safety representatives and health and safety committees, negotiation of company health and safety policies.
- Global Health and Safety Campaigns – including a worldwide ban on all use of asbestos, and for better controls over work with existing asbestos in buildings.
- Education and Training for trade union representatives to help them organise effectively on health and safety.

#### The Trade Union Approach – Workers Know Best!

For us to develop a trade union approach to occupational health and safety, it is important for us to begin by talking to workers and especially our trade union members.





## PRE-COURSE ACTIVITY

## Health and Safety Survey

## AIMS:

To help us to

- Talk to workers and our trade union members
- Obtain their views and other information
- Make sure that the course is relevant to our situation

## TASK

A. Before you come on the course, have a short discussion with a cross section of people at work. Make a note of their answers to the following questions, and bring your notes along to the course:

- What are the main health, safety and welfare concerns that they have at work?
- What is their employer doing to protect their health, safety and welfare?
- Can the Union do more on health, safety and welfare matters?

B. Try to obtain information that you think will be helpful on the course.

For example:

- Union rulebook
- Union policies on Occupational Health and Safety
- Collective Bargaining Agreements relating to Occupational Health and Safety
- Safety Committee Minutes
- Company health and safety policy
- Other information you think may be useful.

## ACTIVITY 1

## Course Introductions

## AIMS

To help us to:

- Find out who is on the course
- Establish broad aims for the course

## TASK

Talk to another person and make notes so that you can introduce her or him to the other people on the course. Your partner will introduce you. Use these headings for your discussion:

- Your name
- Your union position
- How long you have been a union rep
- Your workplace
- The number of workers you represent
- Your job
- Have you attended any health and safety courses before?
- What would you like to do on this course?

## ACTIVITY 2

## Hazards at Work: What workers and trade union members think

## AIMS

To help us to:

- Discuss views on health and safety in our workplaces
- Develop a trade union approach

## TASK

In your small group, discuss what workers and union members said during the pre-course survey.

Prepare a short report on:

- The main health, safety and welfare problems identified
- What they think the employer is doing, and what the Union could do on health and safety

Elect a spokesperson to report back



## The Trade Union Approach – Workers Know Best

### What causes injuries and ill health?

Some hazards are very well known. For example, unguarded machinery, or falls from heights. Other hazards are not so obvious, but may also cause long term damage to your health. These include dust, chemicals and noise.

Trade unions believe that injuries and ill health are caused because employers fail to provide a safe and healthy working environment. The employer should provide:

- A working environment where hazards are identified, removed or properly controlled before problems occur
- Safe systems of work
- Full information for workers
- Good health and safety training programmes
- Opportunities for workers through their unions, to negotiate health and safety clauses in collective agreements, and participate actively in health and safety at work

### Unions and Health and Safety

The best way to improve health and safety standards in the workplace is through trade union organisation. Unions can raise awareness, put pressure on employers, and campaign for negotiated improvements.

There are laws that say what employers should do to prevent injuries and ill health. Government Inspectors are given the task of enforcing the laws. However there are not enough inspectors, and they do not have

the resources to effectively police every workplace. Better legislation, more inspectors, and stricter enforcement would be an improvement. However, strong trade union organisation is still essential to ensure that employers prevent injuries, ill health, and deaths. No matter how strict the law is, or how many inspectors there are, workers and unions have the direct interest. It is our lives, limbs and health that are at stake.

It is the job of trade unions and their members to make sure that the employer keeps to her/his responsibilities. Some of the ways to achieve this are as follows:

### Building a strong membership

Recruiting workers into the union and organising our members around health and safety can help to build a strong union. Members have a deep concern about the health of themselves and their fellow workers. But often health and safety is not a priority for action. Many workers accept risks and bad conditions as part of the job; sometimes they are unaware of the hidden hazards; or they are afraid that they will lose their job if they complain.

Workers often face the direct choice between doing a dirty and dangerous job, or having no job at all. When a person is put in that situation, they sometimes choose to ignore the danger of injuries or long term damage to health. Denying the existence of the risk can give the sensation of dominating the situation, and allows the person to not show or feel fear. This is why we sometimes see this “macho culture” in dangerous jobs.



We need to build on the interest of our members where it does exist, and awaken interest where it does not exist. We have to convince workers that if we have solidarity then we can improve working conditions.

With an informed, interested and involved membership, the union can be an effective vehicle for protecting their health and safety. It is essential that we involve our members from the beginning in identifying hazards at work. We can do this in a variety of ways: through surveys; talking to members and taking note of their complaints; involving them when we inspect; discussing some of the hidden hazards with them and getting their views.

### Electing Union Health and Safety Reps.

Trained reps can make a positive contribution to the prevention of injuries and ill health. They are aware of the risks in the workplace, and can work closely with workers to identify risks; investigate complaints, injuries and ill health; inspect the workplace; and take action to ensure that the employer eliminates or controls the risks.

### Organising on Health and Safety

Many trade unions ensure that health and safety is a fundamental part of their activities, and linked to other union activity. Many of the issues that trade unions tackle have implications for health and safety. Work organisation; contractual arrangements; productivity and time pressure; shift systems and working hours all have a direct impact on our health and safety.

That is why IBW affiliated unions are now including health and safety as an integral part of Collective Bargaining Agreements that they negotiate with employers. Many IBW affiliates are becoming actively involved in our Global Health and Safety Programme. Activities include, establishing union health and safety committees at work; developing union health and safety policies; training and supporting the development of strong local union reps, who are committed to improving the working conditions for their members.

The activities in this training course will help you to use health and safety as your best organising tool for the workplace.

### A Trade Union Approach

First and most important, remember that it is the employer's responsibility to make the workplace healthy and safe. People will always try to blame the workers when something goes wrong, but it is the employer who has both the legal responsibilities and the authority to take decisions. Since it is the employer who is in control, it is the role of the trade union to insist that the employer behaves responsibly. Other key elements of a trade union approach to health and safety are:

#### Employers must

- Eliminate or reduce hazards to workers, rather than expecting workers to adapt to the hazards around them

- Ensure that health and welfare are dealt with as well as the more obvious risks to safety
- Consider the environmental impact of work activity, and the hazards created for local communities

#### Unions must

- Involve, inform, and educate members to support the union's drive for healthy and safe working conditions
- Work as a united body at all levels in the union. Health and safety is no different from any other trade union issue
- Pressurise the employer to eliminate or control risks. Legal standards may help but we cannot rely on them.







## Workplace Trade Union Representatives on Health and Safety

Your Union may have a policy about whether there should be specific union reps for health and safety. Whether you have safety reps, or union reps dealing with health and safety in addition to their other functions, the job that they do will be the same. In most countries there is some legislation about workers representatives, although it may not say that they should be trade union representatives. Check the law and collective agreements to see what rights exist.

### The functions of Safety Representative include:

- Talking to members, and taking up their complaints with management
- Involving, informing, and consulting members on their priorities, and agreeing strategies for tackling risks
- Systematically inspecting the workplace on a regular basis
- Investigating accidents, ill health and near misses
- Consulting with management
- Monitoring the employer's performance on health and safety
- Making representations, and negotiating with the employer to ensure the safety and health of workers
- Talking to Government health and safety inspectors
- Participating in joint management - union safety committees in the workplace

## Safety Reps in Action

An important part of the Safety Rep's job is to carry out regular inspections. It enables the Safety Rep to systematically monitor the health, safety and welfare of workers. The inspection will allow the safety rep to look at the workplace; work organisation; talk to workers to get their views; collect information; and then make proposals to the employer. The Rep should point out the deficiencies in the employer's systems for health and safety, and make proposals for improvements.

The Safety Rep should inspect the workplace on a regular basis. For example, every month, if it is a hazardous workplace; and perhaps every three months for a lower risk workplace. If there are frequent changes to the workplace, as in construction and forestry, then you may need to inspect daily, or weekly.

If legal rights for safety representatives are weak (or do not exist), we should seek an agreement with management to carry out inspections during working hours. Remember that it is the employer's job to manage health and safety. Inspections are one of the ways that we can check whether they are managing it properly. If they are not, then we can bring it to their attention in writing, and make sure that they then remedy the problems.

## Do-it-yourself Research in the workplace

There are two main types of research we can use for investigating and improving



conditions at work – passive research, where we find existing relevant information on health and safety in our workplace, and active research where we generate new information through inspections and surveys at work.

### Passive research includes:

- Publications - from leaflets and magazines to encyclopaedias as well as web sites and data bases. An important source is manufacturers safety data sheets for materials, chemical products and machinery
- Experts in governmental and non governmental organisations-especially trade unions. Experts should be independent.
- Statistics: national, industry or workplace. These include lists of occupational diseases, accident books, compensation records, sick leave patterns. There are many important sources of information on health and safety which already exist. We need to tap into these resources to back us up in negotiating improvements. Getting informed by consulting these is passive research.



### Active research

Means we generate new, independent information, specific to our workplace. We can then use this information to negotiate improvements in our working conditions. There is a variety of DIY techniques we can use in order to do this. They all involve looking at the workplace and listening to the workers, and placing value on their opinions.

Active research is Trade Union organising on health and safety.

### Active research includes:

- Risk mapping of the workplace
- Carrying out inspections
- Surveys and interviews on symptoms and hazards
- Body mapping
- Meetings
- Information exchange and training

### Inspections

Communication with workers is the key to finding out the information we need and to negotiating improvements. It is important that we involve workers at all stages of the inspection and make sure we have their support:

- finding out their problems and complaints before we inspect
- talking to them during the inspection
- reporting back to them after the inspection

There are a number of different types of inspection which include:

- General Inspection, to check all aspects of working conditions
- Inspection after an accident



- Inspection of documents
- Special Inspections, to concentrate in more detail on a particular aspect of the workplace or working conditions. For example, risk of falls, machinery hazards, or chemicals.
- Using inspection checklists. Some people find it helpful to use a checklist when carrying out an inspection, as it gives them more confidence. Checklists can be particularly useful for special inspections on specific hazards, and there are some good ones available (see the Construction Safety Checklist in the IBW publication *Safety, Health and Welfare on Construction Sites* Pages 91-100 )

However, not everything can be included in a checklist. Remember: the most important thing in an inspection is to observe what is really going on and how people are actually working. As we go we need to make notes and drawings to help us make a report. We can then organise the investigation and information about risks more or less as follows:

### Physical Hazards

- Falls from heights, scaffolds, roofs, ladders, trips and slips
- Excavation hazards and confined spaces
- Machinery, entrapment, cuts
- Transport (forklifts, hoists, cranes)
- Electricity
- Noise and vibration
- Manual handling and lifting, physically demanding, repetitive work

### Chemical Hazards

- Solvents (paints, laquers, varnishes, strippers, glues)
- Pesticides (e.g. timber treatments)
- Dust (wood, cement, MMF, silica, gypsum)
- Cement dust and wet mortar (burns and dermatitis)
- Asbestos dust
- Welding fumes

### Biological Hazards

- Contaminated water supply
- Malaria
- Dengue
- Weil's disease (rats)
- Infectious diseases such as tuberculosis
- Increased risk of HIV AIDS when working away from home

### Psychosocial hazards

- Poor work organisation
- Stress, being exposed to risks
- Bullying
- Work overload: long hours, shift work, fast pace, lack of breaks, productivity pressure, monotonous work
- Lack of information and training
- No, or poor, participation and consultation

### ACTIVITY 3

## Risk mapping

### AIMS

To help us to:

- Identify priority risks
- Develop plans to deal with the risks

### TASK

- In small groups, draw a typical work activity/ workplace with which you are all familiar (your trainer may give you a photo or drawing to work from)
- Put in as much detail as possible: people, tools, materials etc.
- When the map is complete, mark the Risk Factors on the drawings
- We will then look at the drawings and discuss the risks you have identified?

### ACTIVITY 4

## Health Surveys

### AIMS:

Help us to find information on health at work

### Design a Survey

### TASK: In small groups:

- Choose a health hazard – perhaps paint, varnish, or dust
- Where do you find existing information?
- What are the main health problems workers might have?
- Write a short list of questions you will ask workers about their experience of working with these substances.
- How will you collect the information?
- How can you use this information to improve working conditions?

### Health Surveys

If one person has a bad back or constant headaches then it's probably an individual health problem.

If everyone or several people doing the same job have similar health problems it's almost certainly occupational

Follow your instincts and follow up with some detective work

### ACTIVITY 5

## Hazards Tree

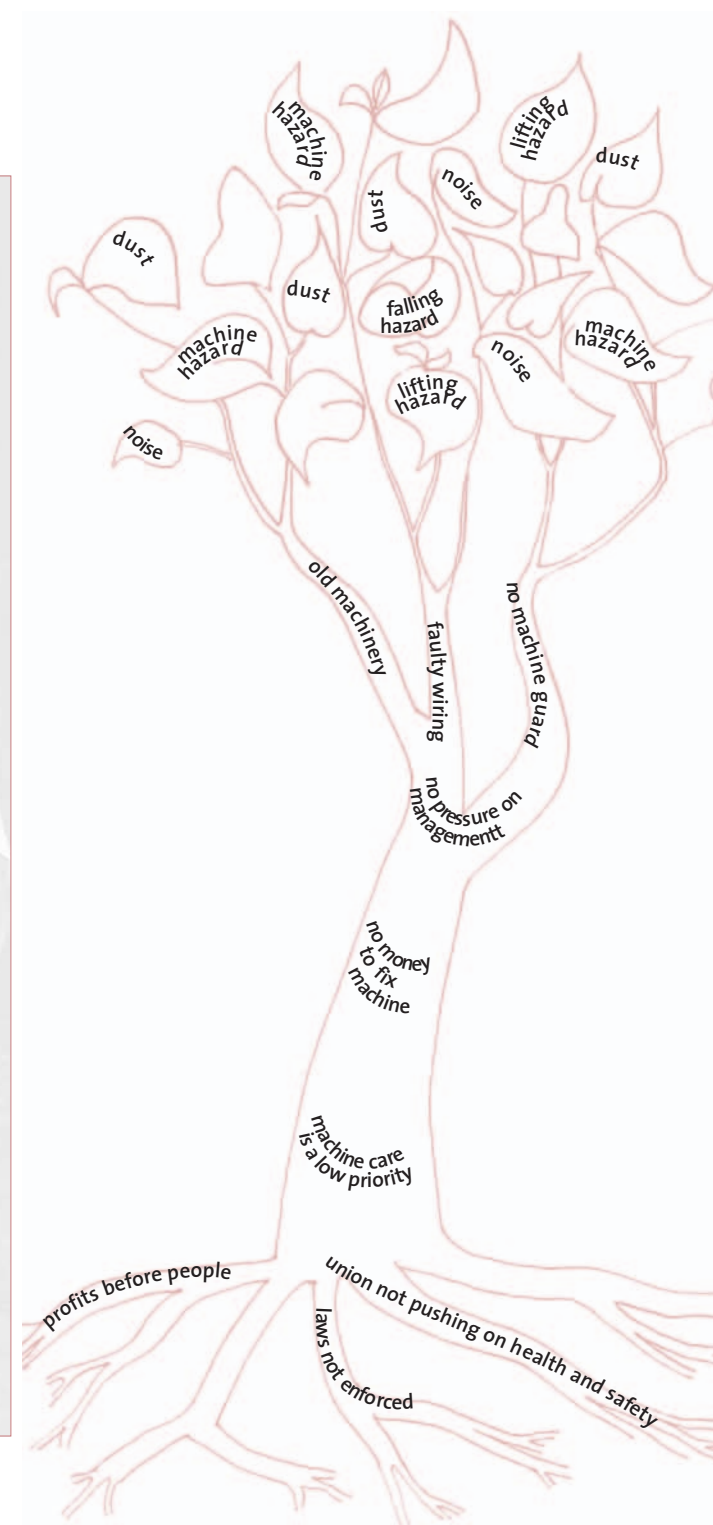
### AIMS:

Help us to find the root causes of hazards at work

### TASK:

We have a drawing of a tree, with leaves, branches, a trunk and roots.

1. Choose any hazard from your workplace. It could be dust or noise or machinery or falls, whatever you think is important.
2. On the drawing of the tree, mark the hazard where the leaves are.  
(The leaves are the main part of the tree that we see. At work we see the hazards and the health problems.)
3. WHY do we have this problem? Write up the causes on the branches.  
(Perhaps equipment is old, or we don't have information or training)
4. WHY has it not been fixed? What is the real problem? Write up the causes on the trunk or roots. Maybe management doesn't want to spend money. Perhaps they don't care.
5. WHY do we have this problem – what are really the root causes of our problems? Write them on the roots.  
Lack of respect for workers. Government doesn't enforce laws. Workers don't stick together to demand their rights. Nobody really asked management to fix the problem, lack of organisation, low membership, no management accountability (roots)



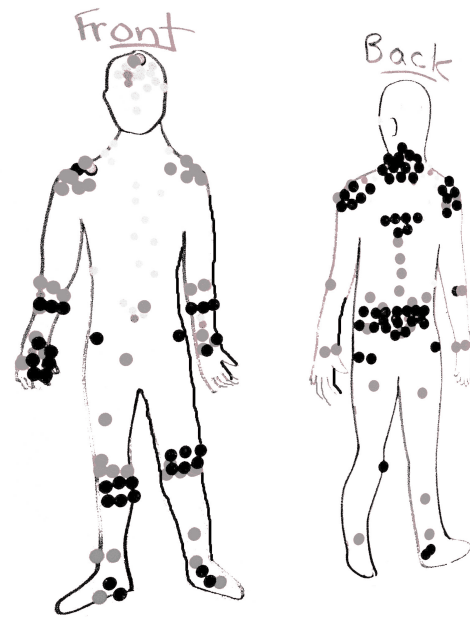
## ACTIVITY 6

### Body Mapping

**AIMS:**  
Help us to find information at work

**TASK:**  
We have some coloured stickers

- ▶ We need volunteers who have aches and pains they think are caused by their job - especially from lifting, or from repetitive tasks
- ▶ Volunteers will mime this task for some minutes at their normal pace of work
- ▶ The rest of us can ask them questions about the job, and we place the stickers on their bodies where we think they have pains
- ▶ The volunteers tell us if we're right
- ▶ What are the main things, or risk factors, that are causing these pains?



Where does it hurt?

## ACTIVITY 7

### Tackling Risks

**AIMS**  
To help us to:

- Identify priority risks
- Develop plans to deal with the risks

**TASK**  
In your small group choose a priority health and safety risk from one of your workplaces. Then use the Action Plan which follows to decide what needs to be done.

Elect a spokesperson to report back.





## Tackling Risks Action Plan

### Problem

- What are the facts
- Which of your members are affected
- What are the apparent causes
- What are the real causes
- Is it a short term or a long-term problem?

### Investigation

- what information do we need
- what do workers and members want
- what does our union say
- what do our agreements say
- will national law or international standards help?

### Plan for Action

- How can we involve workers and our members
- What are our short and long term aims
- How should we take up the issue with management
- What pressure and arguments can we use to win improvements?



WORKERS RIGHTS  
EDUCATE!  
AGITATE!  
ORGANISE!



# Section 3

## Organising for a Healthy and Safe Workplace

n o t e s

### Good Organisation

We have given some initial thought to how we can tackle priority risks, and we have begun to look at the trade union approach to health and safety. If we want to achieve successes and improve health and safety standards, we must be effectively organised as a trade union. This section is all about getting organised.

Some of the key factors necessary for good union organisation for health and safety include:

### Getting workers' and members' support

Without the support of workers and trade union members, union reps can become isolated, and it is difficult to get things done. Employers are more likely to act if they know that workers are well informed,



### ACTIVITY 8

#### Organising in the workplace

##### AIMS

To help us to:

- Share experience of trade union organisation in the workplace
- Provide ideas for improvement

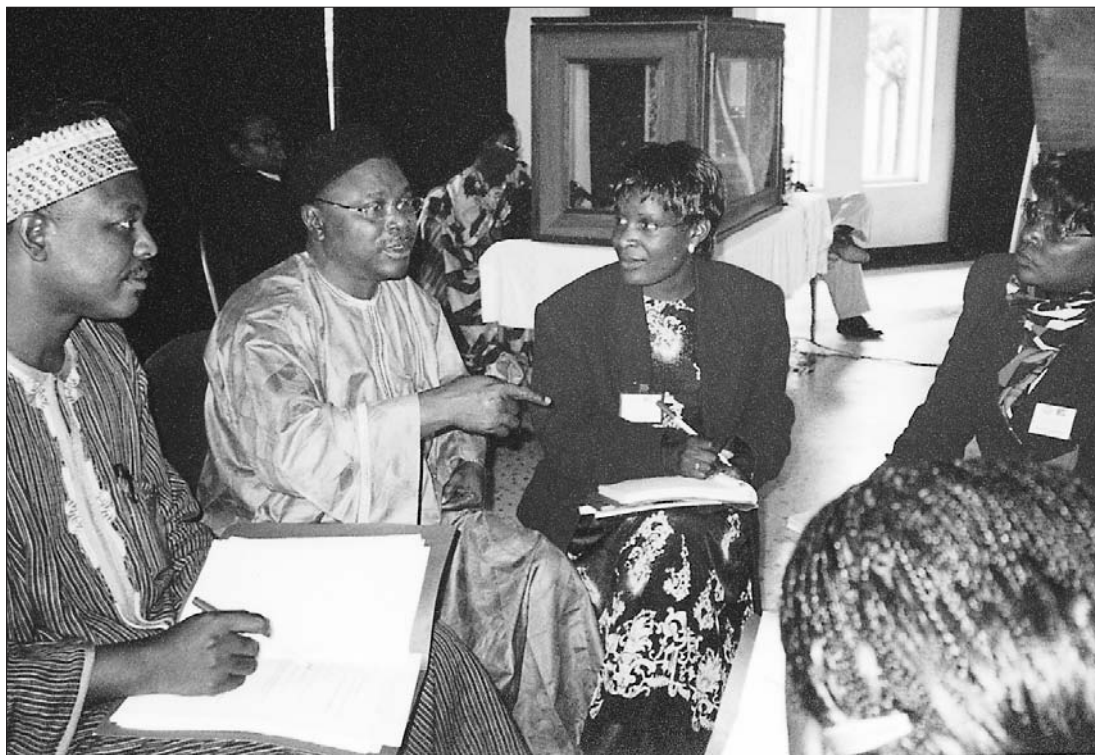
##### TASK

In your small workplace group discuss and provide a summary report on the points below:

- The number of people working at your workplace, and the percentage in the union
- The way the union keeps workers and members informed and involved on occupational health and safety issues
- Do trade union representatives have a special responsibility for health and safety?
- The way union representatives co-ordinate their approach to health and safety matters
- Is your employer organised for health and safety and preventing injuries/ill health?
- How do you think you can convince more workers to join the union?

Elect a spokesperson to report back.

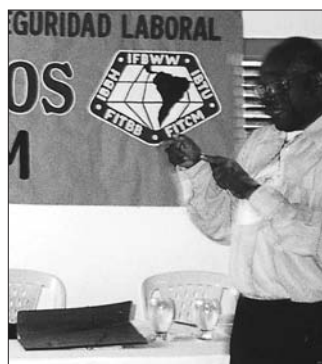
SECTION 3  
Organising  
for a healthy  
and safe  
workplace  
health and  
safety



### Support

We have discussed a number of ways we try to ensure that we have the full support of workers and our members. You may have mentioned some of these below. Add other ideas that you have to the list:

- Involve members in identifying risks through your workplace inspections
- Ask workers about health effects and risks that they think are important
- Decide on priorities and strategies in consultation with members
- Take the time to talk to members, particularly if they are not convinced about the trade union approach to health and safety
- Hold regular meetings with members to keep them informed



- Make sure that members know what you have done about health and safety problems, and what the employer's response is
- Always report back after meetings, and decide on the next steps with your members.

### Role of Union Health and Safety Representatives

Your Union will normally have a policy about whether there should be specific union reps for health and safety. Whether you have safety reps, or union reps dealing with health and safety in addition to their other functions, the job that they do will be the same.

The job of safety representatives includes:

- Talking to members, and taking up their complaints with management
- Involving, informing, and consulting members on their priorities, and agreeing strategies for tackling risks
- Systematically inspecting the workplace on a regular basis
- Investigating accidents, ill health and near misses
- Consulting with management
- Monitoring the employer's performance on health and safety
- Making representations, and negotiating with the employer to ensure the safety and health of workers
- Talking to Government health and safety inspectors
- Participating in joint management-union safety committees in the workplace

### ACTIVITY 9

#### Building support with workers and members

##### AIMS

To help us to:

- ▶ Consider the ways we involve workers and our members
- ▶ Share new ideas for getting support

##### TASK

In your small group:

- ▶ List the ways that you currently consult, involve and inform workers and trade union members, on occupational health and safety
- ▶ Identify ways you could improve communications.

Elect a spokesperson to report back.

#### Facilities for Union Health and Safety Representatives

The safety representative plays a crucial role in helping ensure the health and safety of his/her colleagues. To do their job effectively, it is really important for the safety rep to have the proper facilities. The legislation is often very general and may not place a legal duty on employers to provide union reps with facilities for health and safety. It is important that trade unions negotiate for these facilities in a Collective Bargaining Agreement. In addition, we need to be campaigning for improved laws.

Some of the facilities that we could negotiate for include:

### ACTIVITY 10

#### The role of the union rep on health and safety

##### AIMS

To help us to:

- ▶ Share experiences of dealing with health and safety
- ▶ Identify the role of the union rep on health and safety

##### TASK

In your small group, discuss:

- ▶ Whether you have specific union reps for health and safety, or do existing union reps take on this responsibility as well as their other duties?
- ▶ What role you and other union representatives play in the workplace on occupational health and safety matters.
- ▶ Draw up a list of the most important functions of the safety representative.

Elect a spokesperson to report back

- Manufacturer's and supplier's information
- Secure filing cabinets for storing correspondence, inspection records, and confidential information
- Access to internal and external telephones
- A room and desk at the workplace
- A camera
- Access to a photocopier
- Time off with pay to carry out the functions
- Time off with pay for training

### ACTIVITY 11

#### Facilities for the Health and Safety Representative

##### AIMS

To help us to:

- ▶ Identify facilities needed by the Safety Rep
- ▶ Draw up an action plan to improve our facilities

##### TASK

In your small group:

- Discuss the facilities that you have in the workplace, to help you to do your job as a safety representative, and the extra facilities that you need. This should include facilities from your employer and your union.
- ▶ List the facilities you have
- ▶ List the facilities you need
- ▶ Prepare a short action plan of how you intend to obtain the better facilities. Include the arguments that you would use in discussions





## Health & Safety Committees

### Local Union H&S Committees

Establishing a local union health and safety committee is the first step in a union's health and safety programme. Doing this does not require either government action or the involvement of the employer

### The role of the local committee

- Respond to worker concerns on h&s
- Initiate action on hazards
- Educate rank and file members on h&s
- Represent workers in negotiations with management, and accompany inspectors
- If a joint management-union committee exists, safety representatives should be assigned to it from the local committee.

### Members and Meetings

- All work areas should be represented
- Members should be interested, concerned and willing to learn more about h&s
- Willing to meet once a month and to communicate with workers
- Meetings discuss workers' concerns
- Possible solutions
- Approaches to management negotiations
- Ongoing concerns and progress reports to union

### Joint labour-management health and safety committees

Most countries have legislation on committees for big firms [50 + employees] with legal composition, authority and functions. Worker Safety Reps have strong legal rights.

Many unions also have collective agreements which establish the Health and Safety Committees (composition, authority and functions) as well as the functions of the Trade Union Safety Reps, Safety Policies and Prevention Programmes

A joint union/management safety committee can be a good way of acting in partnership with the employer, and solving outstanding problems. However, it is most important that health and safety activity is not just restricted to the health and safety committee. Union representatives will need to decide whether they want a safety committee and how it should function, before any approach is made to the employer.

### Composition

Laws vary, size depends on number of workers, shifts, activities and locations

- Committees must be balanced
- There should never be less than two elected worker reps, and management reps must have authority to represent the company
- Chair should rotate
- Meet once a month and after accidents

### Authority

- Executive decision making and budget
- Advisory / can make recommendations, but no guarantee the company will comply
- Company should consider and give reasons if they do not accept proposals
- Procedure to resolve differences
- Collective bargaining demands

### Functions of Committee

There are many functions that may be carried out by the safety committee, either specified in legislation or in collective bargaining agreements. Typically, their functions are to:

- Conduct regular inspections and surveys on safety and health
- Respond to workers concerns on OHS
- Make reports and recommendations to improve compliance with law and standards
- Propose policies, work plans, projects and activities to reduce accidents and illness
- Propose and organise training programmes for the workforce
- Promote and support activities on OHS
- Follow up progress of proposals
- Report on results achieved, point out obstacles and problems
- Investigate, record and report on all accidents, ill health and near misses
- Propose regulations on health and safety
- Organise occupational health services

### Union reps' role on the Committee

- Represent the interests and concerns of workers and promote the union policies
- Conduct inspections, interviews, surveys and meetings with workers, inform, communicate.
- Identify hazards, make proposals and negotiate improvements
- Push for high standards, ensure compliance with legal duties
- Make formal complaints
- Assist with representation and compensation





#### What makes a committee work?

- Have a plan and objectives and actively pursue them with the broadest support possible
- Communicate and educate to get that support
- Need facilities, time off, info and training
- Agendas in advance, proper minutes, decisions
- Prepare to negotiate. It's not a discussion it's a collective bargaining session between workers and management.
- Prepare the case, information, facts, support
- Anticipate management arguments
- List the arguments you will use and stick to the strong points
- Aim high and have your minimum demands

#### Does the committee work?

##### Try this checklist:

- Level of management support.
- Do they provide information promptly?
- Do they give facilities, time off training?
- Are they responsive to worker proposals?

##### Responding to problems.

- Do they prioritise?

- Do they really make improvements?
- Is the committee just a talking shop?

##### Worker confidence in the committee

- Do workers believe it's useful?
- Do workers see results?

##### Availability of records.

- Is there transparency about decisions?

##### Limitations

- Low union density, weak position of unions
- Lack of recognition of TU from employer
- Informal sectors, subcontracted labour and so called self employed, hard to recruit and organise
- Non compliance with law and hostility from employers
- Passivity and permissiveness from government authorities

##### Possibilities

- Pick winners. Select workplaces where we have the best chance of organising.
- Recruit workers into the trade union
- Be positive about the contribution that trade unions can make to prevention of accidents and ill health - solutions, training
- Use the legal framework
- Use moral arguments
- Use argument of economic benefits

#### ACTIVITY 12

### Joint Health & Safety Committee

#### AIMS

To help us to:

- ▶ Think about the benefits of a joint health & safety committee
- ▶ Decide who should sit on it, and what it should do

#### TASK

A. If you don't have a committee.

In your small group, discuss the formation of a joint safety committee.

Include in your discussions:

- ▶ What does the law and collective agreement say about safety committees
- ▶ The advantages and disadvantages of forming a committee
- ▶ Who should sit on it?
- ▶ What it should do?
- ▶ How often it should meet?

#### OR TASK

B. If you already have a committee

- ▶ Do you think it is effective?
- ▶ How do think it could be improved?

Elect a spokesperson to report back, with the main points from your group discussions.

# Getting Management to Make improvements

## Union Health and Safety Representatives' Role

As we have already seen, the most important job of the health and safety representative is to take up workplace health, safety and welfare problems, on behalf of the members. Each problem that the safety representative tackles will be different. However, the method of approach will be similar.

### ACTIVITY 13

#### Taking up Health and Safety Problems

##### AIMS:

To help us to:

- ▶ Identify key steps to take when taking up problems on safety
- ▶ Develop a systematic approach

##### TASK:

In your small group discuss a health and safety problem. Make a checklist of all the steps that you would take to try to resolve the problem.



The following section outlines a systematic approach to tackling health and safety problems. As in **Activity 7** when we looked at Tackling Risks, we use the Problem-Information-Plan

### Problem

#### What are the Facts?

Talk to people, check the workplace, equipment, and the systems of working for the presence of risk factors. Find out as much as you can:

- Talk to workers to find out if anyone else has a similar problem
- Obtain information from management.

Does the employer recognise the problem? If so, have they done enough? If not, what will happen when the union raises it

- Obtain information from maintenance workers, and maintenance records
- Use information from suppliers
- Study accident records
- Use official information, and legal standards

#### What are the causes?

Management often put problems down to workers' carelessness and apathy, when the real problem is one of defective equipment; poor systems of work; inadequate training; poor supervision; or the employer wanting the job done quickly, irrespective of the health and safety consequences.

#### One-off or broader problems?

Does the problem raise broader issues? For example:

- Is just one vehicle faulty, or is the whole system of maintenance inadequate?
- Is a single chemical a problem, or do we need to look at the whole procedure for introducing new chemicals, getting information, training, storage and use?

#### Investigation

In dealing with problems it is the safety representative's role to look in detail at a whole range of matters. The different ways of investigating include asking:

- What do my trade union members want? They may have ideas about what should be done and their support will be vital if management does not respond
- What does my union say? Unions have

developed policies on safety issues.

Check what your union's policies say

- What does the employer's safety policy say? It may say for example that, vehicles should be maintained on a regular basis, and should not be used if they are not roadworthy
- What does the agreement (CBA) say? There may be agreements about safe working practices; management responsibilities; procedures for handling safety problems. Union representatives should ensure that management stick to agreements
- What does the law say? There are National laws, ILO Conventions and Standards laid down for safe working. Check what they say

#### Plan

##### Union aims

Before you raise an issue with management you must work out what you and your members want. This will depend upon:

- What results you and your members want to achieve
- Trade Union strength

##### Take stock

From the information that you have gathered draw conclusions about:

- the degree of risk
- the location of risk
- what has been done so far?

##### Deciding on action

What needs to be done next?

- Check on what is already being done
- Raise the issue with the employer
- Meet a more senior manager, if the initial

response is not favourable

- Put the matter in writing
- Use the grievance procedure if necessary
- Make sure that agreed improvements are made
- Keep members informed of progress on the problem, win their support, and use it to put pressure on the employer
- Keep other union officials informed and involved

#### ACTIVITY 14

### Negotiating in a Safety Committee

#### AIMS

To help us to:

- Practise negotiating skills
- Use a safety committee productively

#### TASK

The main group will be divided into two. Role-play safety committees will be formed comprising of management and union reps. The union side will decide on priority risks they would like to discuss with management. When they have notified management, adequate time will be given to prepare, and then a negotiation will take place. The Chairperson from each union side, will report back to the other half of the group after the negotiation.





### The union health and safety representative and accidents

All accidents have causes, they do not just happen. The causes are many, but if risks are not removed or controlled, then injuries and ill health will happen. Management often blames workers, for accidents that occur at the workplace. But accidents are more often caused by a failure of management to take the action necessary to protect workers' health and safety.

They are not genuinely accidents, because they are foreseeable, known risks which can be prevented. Often there is even legislation which obliges the employer to prevent these risks, but they do not take the preventive measures.

It is important for union representatives to know how to investigate accidents, so that the actual cause can be established, and the appropriate corrective action taken. We can also represent the person concerned and their family to protect their job and income, and to make sure they have help with treatment and compensation.

### What are the causes of accidents?

There are a number of factors that lead to accidents in the workplace. These are all to do with managerial failure. Employers have legal duties to protect the Health, Safety and Welfare of workers.. In practice they often do not take the time and trouble to do this, and they put more value on profits than on people. The following list represents

some of the typical managerial failures that cause injuries and ill health:

- failure to provide information and training for workers and supervisors
- failure to properly maintain plant and equipment
- inadequate or inappropriate safety devices
- allowing unsafe practices
- unsafe or no systems of work
- failure to coordinate activities and (sub) contractors
- encouraging excessive working hours
- lack of safety policies, safe systems, and safe work procedures.
- failure to comply with legal standards
- reluctance to spend money on health and safety or improving conditions
- bullying and pressure to increase productivity
- Technical equipment: Lack of appropriate equipment, or poorly designed equipment. For example, improvised scaffolding with no edge protection. Machinery that is not guarded so that production is speeded up.
- Human error: The employer's favourite excuse and propaganda weapon. Some accidents may be partly caused by human error, often due to lack of information and training about risks and how to prevent them. Often due also to productivity pressure and fatigue. But if the employer manages health and safety in a proper manner, and puts preventive measures in place, then there is much less scope for human error. Humans are not machines, we get tired and we lose our concentration, and we make mistakes. Proper prevention measures take that into account.





## ACTIVITY 15

## Accidents at work – what to do

## AIMS

To help us to:

- Take the appropriate steps when an accident occurs

## TASK

In your small group, make a list of the steps that a safety representative would need to take in the event of an accident occurring at the workplace. Look at the list below, and add your extra ideas to it.

Elect a spokesperson to report back.



A union representative has a lot to do in the event of an accident. She or he should:

- Encourage members to tell health and safety representatives that an accident has occurred
- Get an agreement that health and safety representatives are notified, and are able to leave their place of work to investigate
- Get to the scene of the accident as soon as you can, making sure that it is safe to approach
- Ensure that nothing is moved or altered until the accident is properly investigated
- Make sure that the following is recorded:
  - date
  - time
  - name of victim
  - details of the accident
- Ensure that the victim is attended to and if necessary convey him/her to the nearest Medical Centre for attention
- Inform the union without delay.
- If the potential for a further accident is clear, then the job should be suspended until it is put right.
- In the event of a very serious or fatal accident, if possible the union should organise some form of stoppage as a mark of respect to the victim, and as an indication that this is not acceptable.

## ACTIVITY 16

### Investigating Accidents

#### AIMS

To help us to:

- ▶ Agree why accidents should be investigated
- ▶ Investigate accidents thoroughly

#### TASK:

In your small group:

- ▶ List the reasons why we should investigate accidents
  - ▶ Identify the information that we need to gather following the accident
- Elect a spokesperson to report back



We have all seen that “accidents” often have almost exactly the same cause time after time. It is very important that management takes steps to avoid the recurrence of accidents at workplaces. In order to achieve this, it is necessary to carry out a thorough investigation into the causes of accidents, to prevent future ones.

In carrying out an investigation of an accident, the following checklist will assist us.

#### Important information about the accident

- Who is involved?
- When did it happen?
- Where did it happen?
- What happened?
- Why did it happen?

#### Specific information to obtain

- Occupation-what work was the injured person doing?
- Sex – state whether male or female
- Age – exact if possible, otherwise approximate
- Date – show date of occurrence
- Place – give specific location
- Type – state type of accident
- Equipment – indicate materials, machines involved
- Names and addresses of witnesses

#### Other information needed

- Take photographs, if possible
- Make sketches, and take measurements, if possible
- Interview witnesses and other workers
- Interview the injured worker
- Find out if there have been previous accidents or complaints, from the Accident Report Book, or grievances handled, or safety rep's inspection reports
- Check legal standards and agreements
- Collate all the information obtained; analyse it; and prepare a report for union and management, with your recommendations

Investigating accidents is one of the essential jobs for a safety representative. It provides informed opinion on why preventive and control measures failed. We can then ensure that the employer takes the appropriate steps to stop such an accident occurring again.

The rep should also contact the union straight away to inform them of the accident, and to seek help with the victim's legal rights.

## ACTIVITY 17

### Getting Management to Act

#### AIMS

To help us to:

- Share ideas on how we can get management to act
- Decide on the most effective ones

#### TASK

In your small group:

- Share experiences about the ways that you have used to get management to resolve health and safety problems
  - List the ways and explain which you think is the most effective.
- Elect a spokesperson to report back

#### Getting Management to Make Improvements

As trade unionists, we try to ensure that employers effectively manage occupational health and safety. As we have seen, sometimes managers are reluctant; unwilling; or unable to do this. Often management says that there is no serious problem, or they say it would take too much money, time and trouble to prevent risks.

In this section, we will look at some ways the Union can put pressure on management, to do what they should. Then we will look at some aspects of health and safety management.

## C H E C K L I S T for getting management to act.

You will have discussed several ways of getting management to act, in the above activity. Add your ideas to the checklist below.

- Raise issues in writing with management, make sure that you have your members support, and a clear time limit agreed
- If a manager will not resolve a problem, speak to a more senior manager
- Prepare your case well and negotiate firmly with management
- Use special safety procedures, that resolve safety problems quickly
- Ensure that time limits are adhered to
- Use the grievance or disputes procedure
- Consider calling in Government Health and Safety Inspectors, where there is a clear breach of the law, or there is an obvious and serious risk.
- Use joint health and safety committees to highlight sections of the workplace where it is difficult to get health and safety problems resolved
- Negotiate Collective Bargaining Agreements, on occupational health and safety
- Ensure other union officials are kept informed, and will give you their support if it is necessary

We will now look at collective bargaining agreements and safety committees in a little more depth.

### Collective Bargaining Agreements on Health and Safety

Legal standards on occupational health and safety are often very weak. Even where there is good legislation on paper, it can be a big problem to get it applied in practice. We can, and do, campaign for improved health and safety laws. But we still need good union organisation and agreements at the workplace. Currently, occupational health and safety is given very little prominence in collective bargaining agreements. Where we do have clauses on health and safety in CBA's, emphasis has been placed upon personal protective equipment and compensation. A much wider and detailed Collective Bargaining Agreement can help us to achieve a lot in the workplace.

#### A collective bargaining agreement on OHS could include the following:

- Formation of safety committees (including their composition, authority and functions)
- The rights and functions of a Health and Safety Representative, including the facilities to which they are entitled
- The rights to specified information and training for workers
- Rights to inspect the workplace and consult with workers
- Right of all workers to refuse to undertake dangerous work
- Safety Rep's right to stop an activity in case of imminent danger
- Consulting Government factory inspectors and union full time officers
- Time-off for reps to participate in training and other union functions

## ACTIVITY 18

### Collective Bargaining Agreements

#### AIMS

To help us to:

- ▶ Decide what should be in a CBA
- ▶ Select priorities for a CBA

#### TASK

In your small group:

- ▶ "Brainstorm" all the things that you feel ought to be included in a collective bargaining agreement on health and safety
- ▶ In co-operation with all the other groups, select one priority from your list and agree the content of that aspect of the agreement

Pass the content to the group next to you for their comments, while you comment on their work. Make any necessary amendments. We will then copy each group's work for each participant.

- Safety Policy
- Safe Systems of Work
- Prior agreement on work changes and the introduction of new substances and equipment
- Occupational health services;
- Special safety procedures for resolving problems



## ACTIVITY 19

### Managing health and safety

#### AIMS

To help us to:

- ▶ Share experiences of the way that management organise OHS
- ▶ Explain the advantages of safe working conditions

#### TASK

In your small group discuss:

- ▶ The role that your management has played in controlling risks to health and safety in your workplaces
- ▶ The advantages of safe and healthy working conditions to the employer, and to the worker.

Elect a spokesperson to report back

### Management's Responsibilities

Management responsibilities are covered by International Conventions and National Laws on Occupational Health and Safety.

These responsibilities include to:

- comply with national laws
- promote and maintain safe working conditions and processes
- provide adequate facilities
- provide training, education and instruction
- provide information on work, systems and processes
- encourage and co-operate with union representatives; safety committees; and Government Inspectors
- provide protective clothing and materials, where risks cannot be removed
- install safety devices
- act promptly on imminent dangers reported
- encourage participation and involvement of all employees and managers.

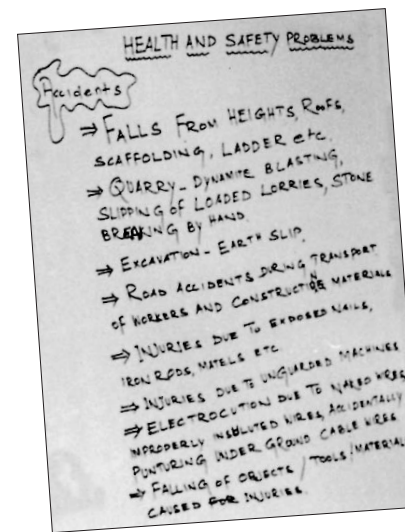
The key elements of successful health and safety management are set out as follows:

#### Policy development

Effective health and safety management demands a comprehensive Health and Safety Policy that conveys the general intentions, approach and objectives of an organisation.

#### Organising

Organising is the process of designing and establishing the responsibilities of managers and individuals, thus creating the necessary structures to manage health and safety effectively. Management should be able to



create a culture and climate that promotes employee involvement and commitment at all levels.

#### Planning and implementing

Planning is essential for the effective implementation of any policy. It involves:

- setting clear objectives
- developing and maintaining performance standards and systems control
- defining, developing and maintaining policies
- putting health and safety as a factor in all business decisions.

As part of planning and implementing, employers should identify risks; evaluate risks; identify the steps that are necessary to effectively remove or reduce the risks; and monitor performance.

#### Measuring performance

Maintaining and improving performance against pre-determined plans and standards, leads management to continually improve.

#### Auditing and reviewing performance

These activities enable management to evaluate performance, and take appropriate measures to further develop their health and safety policies.

### Management Policy

A safety policy should be:

- in writing
- regularly revised
- properly communicated to workers
- describe arrangements for putting it into effect

It must:

- identify hazards
- assess risks
- set standards
- show management commitment to actively putting it into effect
- outline the structures set up to achieve the objectives.
- establish clear procedures for serious and imminent danger at work.
- provide comprehensive and relevant health and safety information to workers.

Management can improve its performance on OHS by:

- Carrying out regular inspections
- Establishing procedures
- Carrying out regular monitoring and evaluation
- Promoting health and safety training activities
- Prompt investigation of risks and accidents
- Active control/prevention, and sanctions for breaches
- Advertising and campaigning on health and safety at work
- Making adequate budgetary allocation
- Early payments of compensation
- Consulting safety representatives regularly.



## Action Plan

Here is an activity to help you use what you have learned on this course.



### ACTIVITY 20

#### Your short term action plan

##### AIMS

To help us to:

- Work out a plan for future activity on health and safety
- Identify the steps that we can take to involve, educate and inform our members
- Think about the support we will need

##### TASK

Draw up in outline:

- Your own personal action plan for the next six months. Be realistic but try to achieve some real changes. Keep the plan in writing so you can refer back to it after the course.
- A report back for your members identifying: the way that this workshop dealt with their responses to the pre-workshop members' survey; what you have learned from the workshop; and how it will help to tackle risks at work.
- A report back to your local union committee, with suggestions for future action on health and safety.

Prepare a report back to the rest of the course with your main points.

### ACTIVITY 21

#### Evaluation

##### AIMS

To help us to:

- Find out to what extent the aims of the workshop have been achieved
- Decide how the effectiveness of this workshop could be increased.

##### TASK

Discuss the following questions and summarise your group's view on a chart:

- Taking the workshop as a whole, did the different sessions meet your needs and interests?
- Which sessions or parts of the workshop were most valuable to you and why?
- Which sessions or parts of the workshop were of less or no interest to you and why?
- What suggestions would you want to make for future workshops?
- Is there any other comment you would like to make?

Elect a spokesperson to report back.

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BWI South Asia Project Office  
A-364, 1st Floor, Defence Colony  
New Delhi 110 024  
India  
Phone: +91 11 41 55 06 70 / 41 55 06 80  
Fax: +91 11 243 31 811  
E-mail: [srodelhi@bwint.org](mailto:srodelhi@bwint.org)

## Europe

European Building and Wood Workers  
International  
Rue Royale 45  
1000 Brussels  
Belgium  
Tel: +322 227 10 40  
Fax: +322 219 82 28  
E-mail: [info@efbh.be](mailto:info@efbh.be)  
Web: [www.efbww.org](http://www.efbww.org)

BWI South East Europe Project Office  
"Uzundjovska" str. 12  
Sofia 1000  
Bulgaria  
Phone: +359 2 986 32 56  
Fax: +359 2 986 32 56  
Mobile: +359 8 88 90 11 88  
E-mail: [boyko.atanasov@bwint.org](mailto:boyko.atanasov@bwint.org)

Nordic Federation of Building and Wood  
Workers  
S-106 32 Stockholm  
Sweden  
Phone: +46 (0)8 728 48 14 or 728 48 16  
Fax: +46 (0)8 728 48 97  
E-mail: [Nbtf@byggnads.se](mailto:Nbtf@byggnads.se)

Three really good worker friendly  
resources are:

Hazards and Workers Health International  
Newsletter (WHIN)  
PO Box 199, Sheffield, S1 4YL, United  
Kingdom  
Tel: +1 44 1142678936  
E-mail: [editor@hazards.org](mailto:editor@hazards.org)  
Internet: [www.hazards.org](http://www.hazards.org)  
Internet: [www.etuc.org/tutb/index\\_en.html](http://www.etuc.org/tutb/index_en.html)

The Center to Protect Workers Rights  
8484 Georgia Avenue, suite 1000  
Silver Spring, Maryland 20910, USA  
Tel: +1 301 578 8500  
Fax: +1 301 578 8572  
E-mail: [cpwr@cpwr.com](mailto:cpwr@cpwr.com)  
Internet: [www.cpwr.com](http://www.cpwr.com)

European Trade Union Technical Bureau  
for Health and Safety  
ITUH Building  
Bd du Roi Albert II, 5 bte 5  
B - 1210 Brussels, Belgium  
Tel: +1 32 2 224 0560  
Fax: +1 32 2 224 0561  
E-mail: [tutb@etuc.org](mailto:tutb@etuc.org)

The following organisations provide  
information, support and opportunities  
for networking:

The African Newsletter on Occupational  
Health and Safety  
[www.occuphealth.fi/e/info/anl/index.htm](http://www.occuphealth.fi/e/info/anl/index.htm)  
Guest Editor in Chief: S. Lehtinen  
E-mail: [Suvi.Lehtinen@occuphealth.fi](mailto:Suvi.Lehtinen@occuphealth.fi)  
Guest Editor: Marianne Joronen  
E-mail: [Marianne.Joronen@occuphealth.fi](mailto:Marianne.Joronen@occuphealth.fi)

The Asian-Pacific Regional Network on  
Occupational Safety and Health (ASIA-OSH)  
ILO Regional Office for Asia and the Pacific  
United Nations Building, 11th Floor  
Rajdamnern Nok Avenue, P.O. Box 2-349  
Bangkok 10200, Thailand  
Tel: +1 66 2 288 2485  
Fax: +1 66 2 2883064  
E-mail: [asiaosh@ilo.org](mailto:asiaosh@ilo.org)  
Internet :  
<http://mirror/public/english/region/asro/bangkok/asiaosh>

The Baltic Sea Network on Occupational  
Health and Safety  
Finnish Institute of Occupational Health  
Topeliuksenkatu 41 a A  
FIN-00250 Helsinki, Finland  
Tel: +1 358 (0) 9 47 471  
Fax: +1 358 (0) 9 4747  
Internet:  
[www.occuphealth.fi/e/project/baltic](http://www.occuphealth.fi/e/project/baltic)

Canadian Centre for Occupational  
Health and Safety (CCOHS)  
250 Main Street East  
Hamilton, Ontario L8N 1H6, Canada  
Tel: +1 800 668 4284 (inside Canada) or  
+1 905 570 8094 (outside Canada)  
Fax: +1 905 572 2206  
E-mail: [custserv@ccohs.ca](mailto:custserv@ccohs.ca)  
Internet: [www.ccohs.ca](http://www.ccohs.ca)

Canadian Union of Public Employees  
21 Florence Street  
Ottawa, K2P 0W6, Canada  
Tel: +1 613 237 1590  
Fax: +1 613 237 5508  
Email: [fox@cupe.ca](mailto:fox@cupe.ca)  
Internet: [www.cupe.ca](http://www.cupe.ca)

Centers for Disease Control and  
Prevention (CDC)  
1600 Clifton Road,  
Atlanta, GA. 30333, USA  
Tel: +1 404 639 3311  
Internet: [www.cdc.gov/epiinfo/](http://www.cdc.gov/epiinfo/)

Occupational and Environmental Medicine  
Durham, North Carolina 27708, USA  
Tel: +1 919 684 8111  
Internet: <http://dmi-www.mc.duke.edu/oem/>

Environmental Health and Safety  
Division of the Organization for Economic  
Co-Operation and Development, OECD  
2 Rue André-Pascal  
75 775 Paris, France  
Tel: +1 33 1 45 24 93 15  
Fax: +1 33 1 45 24 16 75  
Mr. Rob Visser, Head  
E-mail: [robvisser@oecd.org](mailto:robvisser@oecd.org)  
Internet : [www.oecd.org/ehs](http://www.oecd.org/ehs)

European Agency for Safety and Health at Work  
Gran Via 33  
E-48009 Bilbao, Spain  
Tel: + 34 94 479 43 60  
Fax: + 34 94 479 43 83  
E-mail: [information@osha.eu.int](mailto:information@osha.eu.int)  
Internet: <http://agency.osha.eu.int>

European Foundation for the Improvement of Living and Working Conditions  
Wyattville Road  
Co. Dublin, Ireland  
Tel: + 1 353 1 2043100  
Fax: + 1 353 1 2826456, + 353 1 2824209  
E-mail: [postmaster@eurofound.ie](mailto:postmaster@eurofound.ie)  
Internet: [www.eurofound.ie](http://www.eurofound.ie)

Finnish Institute of Occupational Health  
Topeliuksenkatu 41 a A  
FIN-00250 Helsinki, Finland  
Tel: + 1 358 (0) 9 47 471  
Fax: + 1 358 (0) 9 47 47  
Internet: [www.occuphealth.fi](http://www.occuphealth.fi)

International Agency for Research on Cancer  
150 cours Albert Thomas  
F-69372 Lyon cedex 08, France  
Tel: + 1 33 (0) 4 72 73 84 85  
Fax: + 1 33 (0) 4 72 73 85 75  
Internet: [www.iarc.fr/](http://www.iarc.fr/)

International Association of Industrial Accident Boards and Commissions (IAIABC)  
1201 Wakarusa Drive C-3 Lawrence  
Kansas 66049, USA  
Tel: + 1 785 840 9103  
Fax: + 1 785 840 9107  
E-mail: [fhowe@iaiaabc.org](mailto:fhowe@iaiaabc.org)  
Internet: [www.iaiaabc.org](http://www.iaiaabc.org)

International Labour Office  
4, route des Morillons  
CH-1211 Geneva 22, Switzerland  
Tel: + 1 41 22 799 6111  
Fax: + 1 41 22 7988685  
E-mail: [ilo@ilo.org](mailto:ilo@ilo.org)  
Internet: [www.ilo.org](http://www.ilo.org)

Listed below are relevant departments at the above Geneva, Switzerland address:

ILO InFocus Programme on Socio-Economic Security (IFP/SES)  
Tel: + 1 41 22 799 8893  
Fax: + 1 41 22 7997123  
E-mail: [ses@ilo.org](mailto:ses@ilo.org)  
Internet: [www.ilo.org/ses](http://www.ilo.org/ses)

ILO International Occupational Safety and Health Information Centre (CIS)  
Tel: + 1 41 22 799 6740  
Fax: + 1 41 22 7998516  
E-mail: [cis@ilo.org](mailto:cis@ilo.org)  
Internet:  
[www.ilo.org/public/english/protection/safework/cis/about/contact.htm](http://www.ilo.org/public/english/protection/safework/cis/about/contact.htm)  
ILO InFocus Programme on Safework  
Tel: + 1 41 22 799 6715  
Fax: + 1 41 22 7996878  
E-mail: [safework@ilo.org](mailto:safework@ilo.org)  
Internet:  
[www.ilo.org/public/english/protection/safework/health/index.htm](http://www.ilo.org/public/english/protection/safework/health/index.htm)

ILO Bureau for Workers Activities  
Tel: + 1 41 22 799 7021  
Fax: + 1 41 22 7996570  
E-mail: [actrav@ilo.org](mailto:actrav@ilo.org)  
Internet:  
[www.ilo.org/public/english/dialogue/actrav](http://www.ilo.org/public/english/dialogue/actrav)

90  
Inter-Organisation Programme for the Sound Management of Chemicals (IOMC)  
Internet: [www.who.int/pes/iomc.html](http://www.who.int/pes/iomc.html)  
International Confederation of Free Trade Unions (ICFTU)  
5 Boulevard du Roi Albert II, Bte 1  
1210 Brussels, Belgium  
Tel: + 1 32 02 224 0211  
Fax: + 1 32 02 2015815  
E-mail: [internetpo@icftu.org](mailto:internetpo@icftu.org)  
Internet: [www.icftu.org](http://www.icftu.org)

International Trade Secretariats affiliated to ICFTU  
International Federation of Building and Wood Workers  
54, Route des Acacias  
CH - 1227 Carouge GE  
Switzerland  
Tel: + 1 41 22 827 3777  
Fax: + 1 41 22 8273770  
E-mail: [info@bwint.org](mailto:info@bwint.org)  
Internet: [www.bwint.org](http://www.bwint.org)

Education International  
Boulevard du Roi Albert II, 5  
B - 1210 Brussels, Belgium  
Tel: + 1 32 2 224 0611  
Fax: + 1 32 2 2240606  
E-mail: [headoffice@ei-ie.org](mailto:headoffice@ei-ie.org)  
Internet: [www.ei-ie.org](http://www.ei-ie.org)  
International Federation of Chemical, Energy, Mine & General Workers Unions  
Avenue Emile de Beco 109  
B - 1050 Brussels  
Belgium  
Tel: + 1 32 2 648 2020  
Fax: + 1 32 2 6264316  
E-mail: [info@icem.org](mailto:info@icem.org)  
Internet: [www.icem.org](http://www.icem.org)

International Federation of Journalists  
International Press Centre, Rés. Palace  
Rue de la Loi 155  
B - 1040 Brussels  
Belgium  
Tel: + 1 32 2 235 2200  
Fax: + 1 32 2 2352219  
E-mail: [ifj@ifj.org](mailto:ifj@ifj.org)  
Internet: [www.ifj.org](http://www.ifj.org)

International Metalworkers Federation  
Route des Acacias 54 bis  
Case Postale 1516  
CH - 1227 Geneva  
Switzerland  
Tel: + 1 41 22 308 5050  
Fax: + 1 41 22 3085055  
E-mail: [info@imfmatal.org](mailto:info@imfmatal.org)  
Internet: [www.imfmatal.org](http://www.imfmatal.org)

International Textile, Garment & Leather Workers Federation  
Address Rue Joseph Stevens 8 Bte 4  
B - 1000 Brussels  
Belgium  
Tel: + 1 32 2 512 2606  
Fax: + 1 32 2 5110904  
E-mail: [office@itglwf.org](mailto:office@itglwf.org)  
Internet: [www.itglwf.org](http://www.itglwf.org)

International Transport Workers Federation  
Address 49 - 60 Borough Road  
GB - London SE1 1DS  
United Kingdom  
Tel: + 1 44 20 7403 2733  
Fax: + 1 44 207357 7871  
E-mail: [mail@itf.org.uk](mailto:mail@itf.org.uk)  
Internet: [www.itf.org.uk](http://www.itf.org.uk)

International Union of Food, Agricultural, Hotel, Restaurant, Catering, Tobacco &  
Allied Workers Association  
Address Rampe du Pont-Rouge 8  
CH - 1201 Petit-Lancy, Geneva  
Switzerland  
Tel: + 1 41 22 793 2233  
Fax: + 1 41 22 7932238  
E-mail: [iuf@iuf.org](mailto:iuf@iuf.org)  
Internet: [www.iuf.org](http://www.iuf.org)

Public Service International  
Centre d'Aumard, BP 9  
45 Avenue Voltaire  
F - 01211 Ferney-Voltaire Cedex  
France  
Tel: + 1 33 450 406 464  
Fax: + 1 33 450407320  
E-mail: [psi@world-psi.org](mailto:psi@world-psi.org)  
Internet: [www.world-psi.org](http://www.world-psi.org)

Union Network International  
Avenue Reverdi 8-10  
Case postale  
CH - 1260 Nyon 2  
Switzerland  
Tel: + 1 41 22 365 2100  
Fax: + 1 41 22 3652121  
E-mail: [contact@union-network.org](mailto:contact@union-network.org)  
Internet: [www.union-network.org](http://www.union-network.org)

International Programme for Chemical Safety  
World Health Organisation  
CH-1211, Geneva 27, Switzerland  
Tel: + 1 41 22 791 3588  
Fax: + 1 41 22 7914848  
E-mail: [ipcsmail@who.ch](mailto:ipcsmail@who.ch)  
Internet: [www.who.int/pes/index.htm](http://www.who.int/pes/index.htm)

National Institute for Occupational Safety and Health (NIOSH)  
Training and Educational Systems  
4676 Colombia Parkway  
MS-C10 Cincinnati  
OHIO 45226, USA  
Tel: + 1 800 365 4674 (inside USA) or + 1 513 533 8328 (outside USA)  
Fax: + 1 513 533 8573  
E-mail: [pubstaff@cdc.gov](mailto:pubstaff@cdc.gov)  
Internet:  
[www.cdc.gov/niosh/homepage.html](http://www.cdc.gov/niosh/homepage.html)

PubMed/MEDLINE  
Internet:  
[www.ncbi.nlm.nih.gov/entrez/query.fcgi](http://www.ncbi.nlm.nih.gov/entrez/query.fcgi)

TOXNet  
Internet: <http://toxnet.nlm.nih.gov/>

Trade Union Congress (TUC)  
Congress House  
Great Russell St.  
London, United Kingdom  
WC1B 3LS  
Tel: + 1 44 20 7636 4030  
Fax: + 1 44 207636 0632  
E-mail: [info@tuc.org.uk](mailto:info@tuc.org.uk)  
Internet: [www.tuc.org.uk/](http://www.tuc.org.uk/)  
World Health Organization (WHO)  
Avenue Appia 20  
1211 Geneva 27, Switzerland  
Tel: + 1 41 22 791 2111  
Fax: + 1 41 22 7913111  
Internet: [www.who.int/home-page/](http://www.who.int/home-page/)

Health and Safety Executive Contact  
Tel 08701 545500  
Fax 02920 859260  
E-mail [hseinformationservices@natbrit.co](mailto:hseinformationservices@natbrit.co)  
Post  
HSE Infoline  
Caerphilly Business Park  
Caerphilly CF83 3GG  
[www.hse.gov.uk/index.htm](http://www.hse.gov.uk/index.htm)