

International Labour Office Training Programmes Occupational Safety & Health for the Construction Industry

Construction OS&H

TUTOR'S GUIDE FOR WORKERS' TRAINING PROGRAMME

INTRODUCTION

This programme is intended to provide flexible training materials for Trade Unionists and workers in the building trades who are interested in strengthening their own activities on safety and health at work and who wish to improve their knowledge of safe and healthy ways of working on construction sites.

The activities provided in this programme can be used to train with:

- Trade Union Safety and Health Representatives
- Discussion groups of workers and Union members

The main aims are:

1. Identify the main safety and health problems in our workplaces
2. Develop a Trade Union approach to occupational safety and health (OS&H)
3. Investigate hazards and risks at work on construction sites
4. Develop skills in the safe and healthy use of common plant and equipment
5. Develop skills in working in safe and healthy ways when working on common construction site activities
6. Build workers' involvement, awareness, and support on occupational safety and health
7. Develop Trade Union organisation to ensure that employers eliminate or control risks
8. Develop confidence, knowledge and skills

Training on safety and health for workers should be:

- Motivating
- Active
- Democratic

It should be action oriented so that it will:

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

TRADE UNION ACTIVITIES

The trade union activities are divided into three main sections:

1. The Trade Union Approach to Occupational Safety and Health
2. Organising for a Safe and Healthy Workplace
3. Getting Management to Make Improvements

Main aims :

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

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

CONSTRUCTION OPERATIONS

The following activities will take the participants through the occupational safety and health precautions required during common construction operations.

- Welfare and project site
- Personal protective clothing and equipment
- General plant and equipment
- Vertical movement
- Horizontal movement
- Working at or below ground level
- Working at height

RUNNING THE PROGRAMME

The Role of the Tutor 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

Selecting the programme, the participants and organising groups:

- **Numbers:** A maximum of 24 participants is strongly advised. This will give four groups of six people. If there are too many people we have two big problems: first that people 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 trade? The same workplace? Do they have a little or a lot of experience in safety and health? 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 module is designed to take between two and three hours. There should be a break of 10 minutes every hour or so. 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. It is made up of a series of reasonably self-contained modules, which can be seen as 'training building blocks'. On the following pages you will find the suggested programme, but you can choose from the information and presentations provided to run the training in different ways: perhaps a four-hour orientation module on safety and health, or a one-day, or a three-day programme.

Additional Resources You Will Need

‘**Construction OS&H** for Workers’ provides all the training documents and presentations that you will need. 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 fellow workers and gather information on safety and health in their workplace. They should then bring in relevant documents, for example, safety committee minutes; safety and health policies; collective bargaining agreements on safety and health.

Tutors should ensure that other essential resources are provided, including occupational safety and health laws in your country and the ILO Occupational Safety and Health Conventions, Recommendations, Codes of Practice, and Guidelines. Other occupational safety and health resources may be obtained from government, Trade Union and industry bodies.

SUGGESTED COURSE PROGRAMME

Each module is expected to take between two and three hours, depending on the amount of discussion and the learning ability of the participants.

Week No	Module code	MODULE SETS & TITLES
1	A	Introduction
2	B	The Trade Union approach to safety and health 1
3	C	The Trade Union approach to safety and health 2
4	D	Welfare and project site
5	E	Personal protective clothing and equipment (PPE)
6	F	Organising for a safe and healthy workplace 1
7	G	Organising for a safe and healthy workplace 2
8	H	General plant and equipment
9	I	Vertical movement
10	J	Horizontal movement
11	K	Working at or below ground level
12	L	Working at height
13	M	Getting management to make improvements 1
14	N	Getting management to make improvements 2
15	O	Action plans and conclusions

USE OF THIS TRAINING PROGRAMME (MODEL COURSE)

Language and Handbook

Implicit in 'Edition 2' of **Construction OS&H** is the use of the English Language. At the time of publication, June 2010, a Spanish Language Edition is planned and eventually it may be translated into all the official ILO languages.

The assumption has to be made, therefore, that for Edition 2, the Tutors will be competent users of the English Language and will be able to translate and use it in the most appropriate language of the trainees. Thus, in the case of the Workers' package, the requirements of **Construction OS&H** that a 'Handbook' should be provided for the trainees to take away and use is probably meaningless. The Theme Summaries provide a comprehensive guide to the course content for the Tutors, so no Handbook has been provided for the Workers Model Course. Nevertheless, Tutors should strive to give the trainees something attractive and meaningful to take away, and the obvious way to do this will be to copy selected parts of the PowerPoint presentations. The presentations are very visual, so they may be very suitable. Furthermore, is good educational practice to give the learners copies of the exact images that they have been shown, so this way of providing printed material should be effective.

Volume of material

Tutors may find that there is too much information to use in the time available, but this of course depends largely on the tutor and the participants, and how they interact. **Construction OS&H** has taken the view that it is better to provide too much than too little, and Tutors are encouraged to edit the content to suit their audience – it is quite easy to delete the material that is not relevant to a specific group of trainees.