

TON THAT KHAI

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WORK IMPROVEMENT IN NEIGHBOURHOOD DEVELOPMENT

WIND PROGRAMME



**TRAINING PROGRAMME
ON SAFETY, HEALTH
AND WORKING CONDITIONS
IN AGRICULTURE**



Supported by the ILO/Japan Multilateral Programme

2002

ACTION CHECKLIST

HOW TO USE THE CHECKLIST

1- Define the work area to be checked. Ask the head of the family about the main occupation and any important labour problems.

2- Read through the checklist and spend a few minutes walking around the work area before starting to check.

3- Read each item carefully. Look for a way to apply the measure. If necessary ask some questions to the farmers. If the measure has been applied or it is not needed, mark **NO** under “ Do you propose action? ”. If you think the measure is worthwhile, mark **YES**. Use the space under **REMARKS** to put a description of your suggestion or its location.

4- After you have gone through the whole items, look again at the items you have marked **YES**. Choose a few items where the benefits seem likely to be the most important. Mark **PRIORITY** for these items.

5- Before finishing, make sure that for each item you have marked **NO** or **YES**, and that for some items marked **YES** you have marked **PRIORITY**.

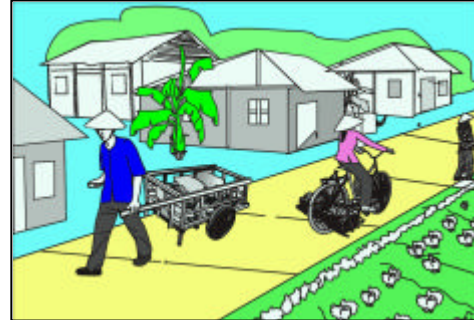
1. MATERIALS STORAGE AND HANDLING

1- Keep passageways clear and in good condition for the movement of people and materials.

Do you propose action ?

No Yes Priority

Remarks:.....
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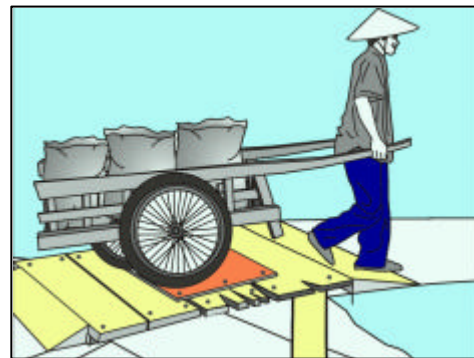


2. Eliminate sudden height differences and holes on transport routes.

Do you propose action ?

No Yes Priority

Remarks:.....
.....

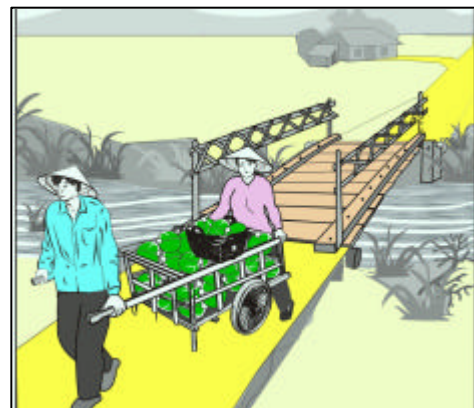


3. Construct wide enough and stable bridges over canals.

Do you propose action ?

No Yes Priority

Remarks:.....
.....

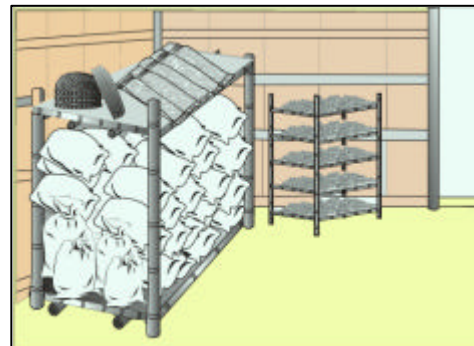


4. Use multi-level shelves or racks near the work area for storing materials, tools or products.

Do you propose action ?

No Yes Priority

Remarks:.....
.....



5. Provide containers or baskets of appropriate sizes and with good grips to carry materials and farm products.

Do you propose action ?

No Yes Priority

Remarks:.....
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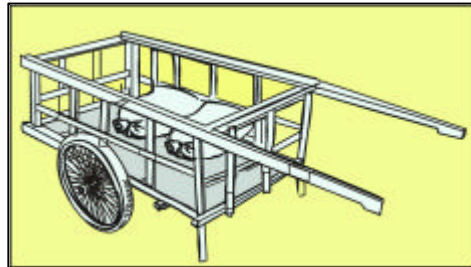


6. Use carts, boats, vehicles or animals to carry heavy materials.

Do you propose action ?

No Yes Priority

Remarks:.....
.....

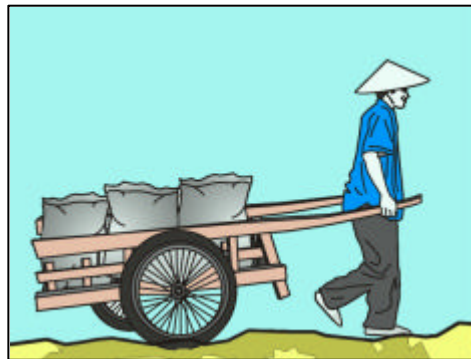


7. Attach large enough wheels to carts and hand trucks to work effectively on field routes.

Do you propose action ?

No Yes Priority

Remarks:.....
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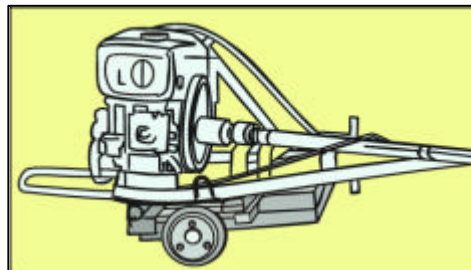


8. Use roller conveyors or other mechanical means for moving or lifting heavy materials.

Do you propose action ?

No Yes Priority

Remarks:.....
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II- WORK STATIONS DESIGN AND WORK TOOLS

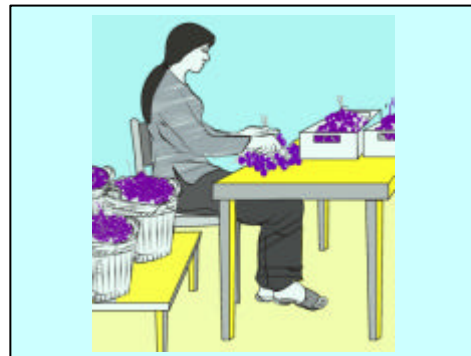
9. Adjust the work height so that work is done at elbow level or slightly lower than elbow level.

Do you propose action ?
 No Yes Priority
Remarks:.....
.....



10. Provide stable chairs or benches with sturdy backrests.

Do you propose action ?
 No Yes Priority
Remarks:.....
.....



11. Choose work methods to alternate standing and sitting and to avoid bending and squatting postures as much as possible.

Do you propose action ?
 No Yes Priority
Remarks:.....
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12. Put frequently used tools, switches and materials within easy reach of farmers.

Do you propose action ?
 No Yes Priority
Remarks:.....
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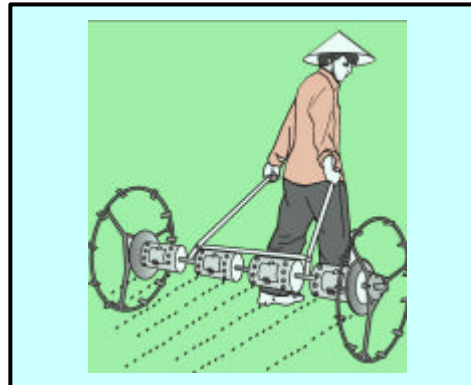


13. Choose tools that can be operated with minimum force.

Do you propose action ?

No Yes Priority

Remarks:.....
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14. Provide a home for each tool.

Do you propose action ?

No Yes Priority

Remarks:.....
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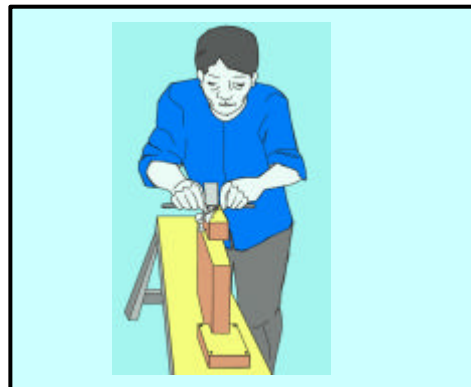


15. Use jigs, clamps or others fixtures to hold items while work is done.

Do you propose action ?

No Yes Priority

Remarks:.....
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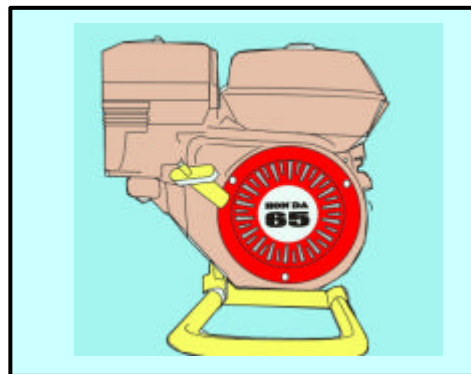
III- MACHINE SAFETY

16. Purchase safe machines and maintain them properly.

Do you propose action ?

No Yes Priority

Remarks:.....
.....

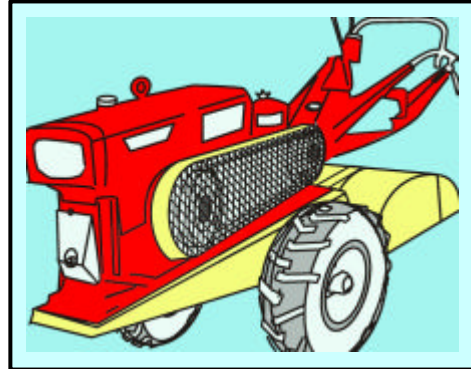


17. Attach proper guards to dangerous moving parts of machines.

Do you propose action ?

No Yes Priority

Remarks:.....
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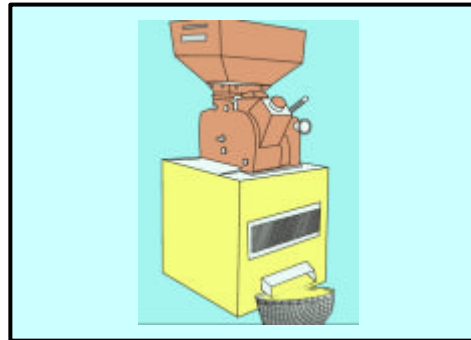


18. Use appropriate feeding devices to avoid danger and increase production.

Do you propose action ?

No Yes Priority

Remarks:.....
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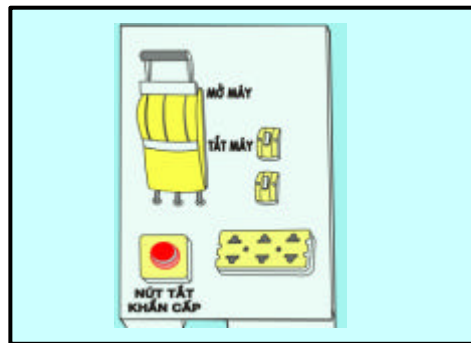


19. Make the emergency controls clearly visible and attach Vietnamese language labels to the controls or switches.

Do you propose action ?

No Yes Priority

Remarks:.....
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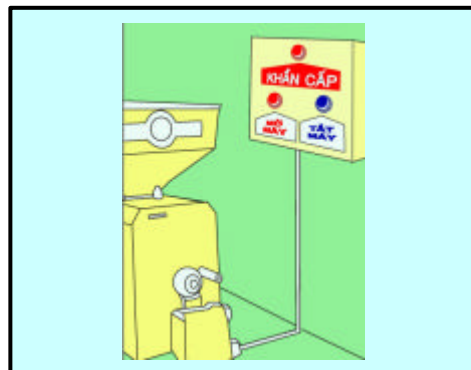


20. Ensure safe use of electricity for machines and equipment.

Do you propose action ?

No Yes Priority

Remarks:.....
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IV- WORK ENVIRONMENT AND CONTROL OF HAZARDOUS AGENTS.

21. Increase the use of natural ventilation to improve the indoor climate.

Do you propose action ?

No Yes Priority

Remarks:.....
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22. Use daylight and bright walls for lighting up the workplace.

Do you propose action ?

No Yes Priority

Remarks:.....
.....



23. Avoid continuous exposure to excessive heat or cold.

Do you propose action ?

No Yes Priority

Remarks:.....
.....



24. Select safer pesticides and use the minimum amount.

Do you propose action ?

No Yes Priority

Remarks:.....
.....



25. Keep pesticides, agro-chemicals and spraying devices in a safe and designated place.

Do you propose action ?

No Yes Priority

Remarks:.....
.....



26. Put labels on pesticides and agro-chemicals.

Do you propose action ?

No Yes Priority

Remarks:.....
.....



27. Establish safe methods to treat bottles and cans of used pesticides and chemicals.

Do you propose action ?

No Yes Priority

Remarks:.....
.....



28. Collect safety and health information such as the safe use of agro-chemicals and disseminate the information to the community.

Do you propose action ?

No Yes Priority

Remarks:.....
.....



29. Be aware of animals, insects or worms that may harm farmers.

Do you propose action ?

No Yes Priority

Remarks:.....

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V- WELFARE FACILITIES

30. Provide adequate supply of drinking water and refreshment at the farm.

Do you propose action ?

No Yes Priority

Remarks:.....

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31. Ensure regular timing of meals and have a variety of nutritious foodstuffs.

Do you propose action ?

No Yes Priority

Remarks:.....

.....



32. Build clean, hygiene toilets and washing facilities.

Do you propose action ?

No Yes Priority

Remarks:.....

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33. Provide resting corners and facilities for recovery from fatigue.

Do you propose action ?

No Yes Priority

Remarks:.....
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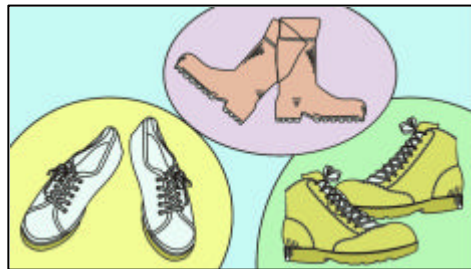


34. Use proper protective devices such as clothes, gloves, boots, shoes, hats, helmets to protect from injuries or contact with hazardous substances.

Do you propose action ?

No Yes Priority

Remarks:.....
.....



35. Provide first aid equipment.

Do you propose action ?

No Yes Priority

Remarks:.....
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36. Take special care of pregnant women and farmers with disabilities.

Do you propose action ?

No Yes Priority

Remarks:.....
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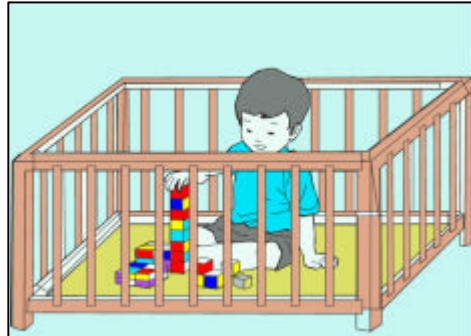
37. Keep children safe to prevent them from having accidents or diseases.

Do you propose action ?

No Yes Priority

Remarks:.....

.....



V- WORK ORGANIZATION

38. Organize a better work layout to reduce the distance for carrying materials.

Do you propose action ?

No Yes Priority

Remarks:.....

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39. Insert frequent short breaks.

Do you propose action ?

No Yes Priority

Remarks:.....

.....



40. Take regular weekly holidays.

Do you propose action ?

No Yes Priority

Remarks:.....

.....



41. Perform community jobs together.

Do you propose action ?

No Yes Priority

Remarks:.....

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42. Share family responsibilities to avoid overburdening a particular family member.

Do you propose action ?

No Yes Priority

Remarks:.....

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