



ONLINE

OCCUPATIONAL SAFETY AND HEALTH

TRAINING OF TRAINERS ON IMPROVING SAFETY AND HEALTH IN SMALL AND MICRO ENTERPRISES

ONLINE MODULES: 5 JULY – 2 OCTOBER 2022 (35 HOURS)

ONLINE TRAINING SESSIONS: 3 OCTOBER – 7 OCTOBER 2022 (25 HOURS)

Information Note



International
Labour
Organization



International Training Centre

INTRODUCTION

Small and micro-sized enterprises (SMEs) are an important part of a nation's economic activities, however, due to deficits in both human and financial resources, SMEs tend to have higher rates of work-related accidents and diseases. In addition to huge human suffering, as SMEs employ a large proportion of the workforce in many countries, the lower productivity in SMEs caused by this high rate of work-related accidents and diseases will prevent sustainable national economic growth. The poor development of occupational safety and health (OSH) in SMEs is considered a widespread issue in most countries, and it frequently constitutes one of the priorities in the national political action on OSH. The problem arises from many factors such as the lack of awareness towards the issue, the insufficient knowledge and resources, the absence of the adequate external support adapted to SMEs, etc. Although there are probably no universal solutions to the issue, there are different experiences and best practices worldwide that can be shared in other countries.

Since the 80s, the International Labour Organization (ILO) has been developing an important number of programmes to help both entrepreneurs and workers towards the improvement of occupational safety and health (OSH), working conditions and productivity in SMEs. The first programme was named WISE (Work Improvements in Small Enterprises) and was specifically designed for the manufacturing enterprises. Afterwards, other programmes were developed for the different sectors of activity (construction, rural areas, etc.). These programmes include didactic materials, reference and guidance materials and tools targeting different sectors of activity and occupational groups, but share a common approach and methodology. Their six basic training principles are: build on local practice; focus on achievements; link working conditions with other management goals; use learning-by-doing; encourage exchange of experience; and promote workers' involvement. These programmes have been named as participatory action-oriented training (PAOT), indicating some of the most relevant characteristics. Some of these programmes have had an important dissemination in some countries and regions, particularly in Asia. The general reaction to these materials from the final beneficiaries has been always very positive. Traditionally, the ILO has supported these programmes through the elaboration of the materials, the implementation of technical cooperation projects and the delivery of workshops to final beneficiaries.

The International Training Centre of the ILO, in collaboration with LABADMIN/OSH (the ILO department in charge of OSH), organizes this training activity in order to increase the dissemination and sustainability of PAOT programmes by involving tripartite constituent organizations, United Nations programmes and projects, training institutions and other intermediate organizations from civil society in the delivery of such programmes.

OBJECTIVES

This course aims at strengthening the institutional capacity to improve OSH and working conditions in SMEs and in the workplaces of the informal economy. Upon completion of this programme, participants will be able to:

- Explain the key points of the participatory action-oriented training programmes.
- Organize and deliver training activities based on the ILO participatory action-oriented programmes.
- Advise and inform employers and workers on OSH technical solutions.
- Transfer knowledge on different approaches for the improvement of working and OSH conditions in the small and micro enterprises and in the informal economy.

PARTICIPANTS' PROFILE

This course is aimed at:

- Trainers and technical advisers from government institutions responsible for supporting SMEs on OSH and working conditions;
- Workers' and employers' organizations representatives involved in supporting their members in improving OSH and working conditions.
- Representatives of non-governmental organizations actively supporting SMEs in OSH and working conditions.
- Staff of technical cooperation projects supporting SMEs.
- Consultants, university teachers and researchers working in the fields of OSH and working conditions.

LANGUAGE

The course will be hold in English.

CONTENTS

- Introduction to OSH
- The small and micro enterprises. Main problems on OSH
- Successful OSH approaches for SMEs
- The informal economy and OSH
- Introduction to PAOT Programmes
- Planning and organizing PAOT workshops
- Delivery training sessions
- Facilitating participatory activities
- Conducting checklist exercises
- WISE – Work Improvement in Small Enterprises
- WIND – Work Improvement in Neighborhood Development

- WISH – Work Improvement in Safe Home
- WISCON – Work Improvement in Small Construction Sites
- POSITIVE – Participation-Oriented Safety Improvement by Trade Union Initiative
- PATRIS – Participatory Action Training for Informal Sector Operators
- WARM – Work Adjustment for recycling and Managing Waste
- Health WISE – Work Improvement in Health Services.

METHODOLOGICAL APPROACH

This training of trainers course will have two parts: a preparatory part of online modules and the main online training sessions, both based on a virtual platform.

ONLINE MODULES

The Online Modules part will use an Internet-based learning platform that will last from 5 July to 2 October 2022. During this period, participants will follow a 35-hour self-administered course on the platform and perform three assignments to complete this phase. The platform will also present a Documentation Centre that will contain useful information for the participants on the topics of the course. This first part is asynchronous (participants can choose the best moments for them for the study). The first part is a preparatory part to ensure that all participants have a level of knowledge of the subject that allows them a greater benefit of the second phase of online training sessions.

ONLINE TRAINING SESSIONS

The second part is synchronic (from 3 October to 7 October 2022) and all participants should be connected by Zoom in morning and afternoon sessions for the delivery of the online sessions (25 hours). Subject matter experts will deliver online training sessions and the participants will have the chance to interact with them for questions and comments. The presentations and materials used will also be uploaded to the platform. Participants should make a presentation on one of the assignments prepared in the first preparatory part.

The methodology will be centred on the participants and the learning process, with the support of facilitators. The training methodology will use active methods for learning, making use of the knowledge and the experience of participants, promoting a permanent communication among participants, through group work, and discussions that will facilitate their own total integration and participation into the course activities.

A permanent monitoring of the learning process will be conducted throughout the training by the course coordinator. At the end of the course, an individual end-of-course evaluation questionnaire will be used to know the level of knowledge

acquisition and to allow participants to express their views about the training. Participants will also be presented with pertinent documentation as a follow-up to the presentations in order to expand the knowledge about the specified topics.

Participants who successfully complete the programme would be awarded with a Certificate of Achievement authorizing them to deliver training courses on PAOT programmes.

CONDITIONS OF PARTICIPATION

The cost of participation, excluding international air travel, is **1,240 Euros**, payable in advance by the participant or his or her sponsoring organization. This covers tuition fees, access to the virtual platform, the use of training facilities and support services, training materials and books.

Applications to participate in the course should be done **online** on the following webpage: <https://oarf2.itcilo.org/STF/A9714681/en>
no later than 10 June 2022.

The filled-in application form should be accompanied by a commitment letter from the sponsoring institution indicating how the participant will be financed. After that date, the course and the selected candidates will be confirmed and the instructions and payment references will be provided.

WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

INFO

FOR FURTHER INFORMATION PLEASE CONTACT

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