

A1-54227

**Validation of Trade Union Training Manual on Occupational Safety and Health
(Regional Course 3 Days)**

(Johannesburg, 21 to 23 November 2011)

COURSE DESCRIPTION

1. BACKGROUND OF THE PROGRAMME FOR WORKERS' ACTIVITIES OF THE INTERNATIONAL TRAINING CENTRE OF THE ILO

The Programme for Workers' Activities of the International Training Centre of the ILO (ACTRAV - Turin) is an integral part of the Bureau for Workers' Activities based at the ILO Geneva. It has the specific task of assisting trade unions in strengthening their training capacity through a series of programme of training provided at the International Training Centre of the ILO in Turin, in the field and through distance/online education. For more information on the ACTRAV Turin Programme please refer to section 15.

2. BACKGROUND OF THE TRAINING COURSE

This training course, "**A154227: Validation of Trade Union Manual on Occupational Safety and Health,**" concentrates on the training needs of trade union organisations in the field of occupational safety and health.

The protection of workers against work-related sickness, disease and injury has been one of the primary concerns for the ILO since its establishment in 1919. New types and patterns of work, new technologies and methods for production, and tough pressure for competition are all considered to be the key factors increasing the number of accidents and diseases.

The ILO estimates that the global fatality level from work-related injuries and diseases to be about 2.3 million annually. For accidents, both fatal and non-fatal, the overall annual figure is estimated at 337 million. And, some 160 million workers suffer from work-related diseases. The number of work-related injuries and disease is on a rise despite the efforts by national and international communities. "Decent Work must be Safe Work", but we are still far away from that reality.

In 2003, the ILO discussed and adopted at the 91st Session of the International Labour Conference "A Global Strategy on Occupational Safety and Health" to respond to growing needs of constituencies in OSH. The main areas for actions identified were: (1) to build and maintain national, preventative, safety and health cultures; and (2) to apply a systems approach to national occupational safety and health management. In June 2010 a new instrument on HIV/AIDS, Recommendation No. 200, was adopted. The key for success is the effective implementation of the recommendation on HIV/AIDS and national safety and

health programmes, and the ratification and implementation of OSH Conventions, in particular C.155, C.161 and C187. Trade unions must be integral part of the national efforts, standing at the forefront of the national programmes and actions. The unions will require training tools such as a comprehensive manual to equip themselves with relevant knowledge and skills so that they would enable them to play a constructive and proactive role in dealing with this problem.

This course programme will expose participants to the latest theoretical and practical approaches to the issues of OSHE and HIV/AIDS, and help them in developing effective trade union strategies taking into account the new instrument on HIV/AIDS, Recommendation 200.

3. LONG TERM OBJECTIVES

- Contribute to the improvement of safe and healthy working conditions and sound environment as well as sustainable development in Africa.

4. IMMEDIATE OBJECTIVES

- Review and orient the trade union training manual on occupational safety and health to reflect the concerns and aspirations of the African worker.
- Achieve a political approval for the use of the trade union training manual on occupational safety and health as an acceptable training tool in Africa.

5. COURSE STRUCTURE AND CONTENT

- ✓ Introduction and orientation: introduction of participants and background information about the scope and objectives of the course.
- ✓ General presentation on draft manual on trade union training on OSH.
- ✓ Review of participants' questionnaire.
- ✓ Analysis of ITUC-Africa's strategic plan on OSH 2009 to 2012.
- ✓ OSHE: Main risks to be dealt with.
- ✓ Health and HIV/AIDS
- ✓ OSHE: Management and prevention at the national and enterprise level.
- ✓ Union action and the methodology of prevention.
- ✓ Brief presentation of the datasheet and general discussion on gender perspective about risks in hazard datasheet.
- ✓ Final comments and conclusions on the manual.
- ✓ Consensus and adoption of the manual as a training tool on OSH for trade unions in Africa.
- ✓ Course evaluation
- ✓ Closing ceremony.

6. Evaluation

Course activities will be reviewed on a daily basis and through an end-of-course evaluation. The daily reviews will allow the re-negotiation of activities, permit re-focusing on areas of particular needs and interests of participants, and promote full involvement of participants

in the development of the course. The end-of-course evaluation will examine the level of achievement of the immediate objectives and the level of satisfaction of participants. The evaluation will contribute significantly to the improvement of future ACTRAV-Turin's training programmes.

7. PARTICIPANTS

Participants must be either:

- ✓ A member of national executive committee (or equivalent) of national or industrial level union who is responsible for making trade union policy and strategy on OSH.
- ✓ A staff member working at the headquarters of national centre or industrial federation who is responsible for OSH.
- ✓ A trade union educator who is responsible for organising and implementing training /educational programmes in the field of OSH.

Please note that a preference will be given to the applicants with age 45 years or below. Also, a special emphasis will be placed on the recruitment of women who may have the subject area as part of their responsibilities or will have in the future.

The participants' job profile within their organisations must be as such to allow them to fully participate in the delivery of this training programme, and also to immediately apply the experience, knowledge and skills acquired in their day-to-day work after their completion of this training programme. It is important therefore that organisations, when nominating the candidates, ensure that the selected nominees have the qualifications and aptitude to transfer their knowledge and experiences for the benefit of the whole union.

The nominating organisations are expected to provide full support to their participants in carrying out pre-course preparations as well as post-course exercises, particularly in relation to the implementation of the individual work-plans that participants will have created during the training course. The leadership should also ensure that the newly acquired skills and knowledge of their participants be fully utilised in day-to-day programmes and activities of the union.

8. COURSE PREREQUISITES

Each participant will be required to complete questionnaire on OSH and prepare beforehand and bring with them to the Course a situational report. The report, preferably typed on A4 sheets and no longer than three pages, should include:

- ✓ Trade union situation in his or her sector –with membership data desegregated by gender and age groups.
- ✓ Description of the OSH and HIV/AIDS situations in his or her sector, with data on number of occupational accidents, and diseases.
- ✓ Description of his or her trade union policy, strategy, programme and activities on OSH and HIV/AIDS, with a particular focus on their involvement in and contribution to national tripartite forums on the subjects.

The report should be sent by e-mail to the following address:
Actrav_turin@itcilo.org or by fax (+39-011-693-6589)

9. METHODOLOGY

The learning methods used in the course will acknowledge the participants' level of competence and experience, taking into account that they already have practical experience in the field of OSH. An active learning methodology will be employed through the course, which will encourage the participants to fully involve themselves in all aspects of the training.

10. LANGUAGE

The course will be conducted in English. Important criteria for the selection of course participants will be their language skills. Participants are expected to fully involve themselves in discussions and other activities and so they must be fluent in any or all of the three working languages.

11. DURATION AND STARTING DATE

The course duration is three days and is scheduled in Johannesburg, South Africa from 21 to 23 November 2011.

12. VISA ARRANGEMENTS

It is essential that all the participants attending the above course ensure, prior to their departure, to obtain the South African visa valid from 20 to 30 November 2011.

Please note that in these days it often requires more than two weeks to obtain just one visa, and therefore you have to instruct your participant to take an immediate action for visa application once selection is made.

NB: If you have difficulties in obtaining visas, please inform immediately -----
----- the Recruitment Officer, ILO, Turin Centre (Tel: 0039-011-6936-798 Fax: 0039-011-6936767 E-mail: recruitment@itcilo.org)

13. REIMBURSEMENT

The cost of passport, vaccinations or inoculations and health documents, and the consular dues for the South African visa will NOT be reimbursable.

Airport taxes and domestic travel expenses (such costs as incurred from the town of residence to the international airport of departure) can NOT be reimburse.

14. BACKGROUND OF THE PROGRAMME FOR WORKERS' ACTIVITIES (ACTRAV – Turin)

Training is one of the major functions of trade unions. Training their members and officials is essential to strengthening the organization and improving their functions. Because of the

involvement of trade unions in an increasing number of social and economic issues in recent years, it has become even more vital for unions to continue and expand their training activities for both their leaders and members.

The Bureau for Workers' Activities aims at strengthening representative, independent and democratic trade union in all countries. It does this to enable them to play their role effectively in protecting workers' rights and interests and in providing effective services to their members at national and international levels.

Through the delivery of advanced training courses, the production of training material for residential and online education, advisory services and specific projects, the Programme for Workers' Activities of the International Training Centre of the ILO is designed to respond to the changing training needs of workers' organizations. The structure and the content of the Programme are aimed at responding to the main challenges imposed by globalization on the international labour movement.

The Programme's activities are organized within five categories of training activities and services:

- ✓ The first consists of specialized residential training courses at the ILO Turin Centre which are conducted using active learning methods. Curricula are developed in line with the four ILO strategic objectives, equality and gender relations, training methodology for residential/on-line education and custom-made courses for the Global Union Federations (GUFs). The ILO's major strategic objectives are: 1) Standards and Fundamental Principles and Rights at Work. 2) Employment 3) Social Protection and 4) Social Dialogue.
- ✓ A second category of activities includes follow-up seminars and training activities developed jointly with ACTRAV staff in the regions. In particular follow-up seminars are carried out in order to assess the contribution of the Programme for Workers' Activities in achieving its development objectives in the area of training and also provide advanced training.
- ✓ A third category involves the development of online education for workers' organisations.
- ✓ A fourth category is related to the training of ACTRAV staff.
- ✓ A fifth category concerns the delivery of services, mainly in the area of training assistance to labour organizations.
- ✓ In the past few years the design and delivery of training courses by ACTRAV-Turin have been conducted with a systematic and multi-disciplinary approach to gender mainstreaming, which is strongly endorsed by the Programme.

More information on the Programme for Workers' Activities of the International Training Centre of the ILO (ACTRAV Turin) is available at the following Internet address:

http://actrav.itcilo.org/index_en.php