

# 1. Getting started

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## 1.1. What is this toolkit for?

This toolkit brings together useful tools to increase occupational safety and health (OSH) within coffee supply chains. It provides a comprehensive overview of each tool's scope and utility.

By using this toolkit, you will:

- Learn some of the key concepts of OSH.
- Understand the tools' main objectives, scope, and components.
- Learn how to implement each tool.



## 1.2. Who is this toolkit for?

This toolkit can be applied by any stakeholder working in the coffee supply chain, such as:

- governments
- employers' organisations
- workers' organisations
- producers' organisations
- private and public sector companies
- cooperatives
- certifiers
- researchers
- NGOs
- trainers
- consultants
- business development associations

Most of the tools that you will find in this toolkit can be adapted and used in other agricultural supply chains.



## 1.3. How to use the toolkit?

The toolkit includes:

- A brief introduction of OSH and the coffee supply chain.
- A toolkit divided into three central themes.
- A library containing relevant resources and references.
- A glossary of the key concepts used in the toolkit.

This document was completed in June 2021. An online version of this document that is updated on a regular basis with the new tools developed by the VZF is available [here](#).

# An overview of the toolkit

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## The toolkit has a two-tier classification system

Tools are clustered around three central themes, as follows:

- Central theme 1: OSH risks management
- Central theme 2: Mitigation and prevention of COVID-19
- Central theme 3: OSH knowledge

Each tool is also classified by type. The corresponding icon is available besides each tool to indicate its type.

## TYPES OF TOOLS



Awareness-  
**RAISING**  
tools



**ASSESSMENT**  
tools





Capacity  
**BUILDING**  
tools





**GUIDING**  
tools

# Summary of the toolkit

## Central theme 1: OSH risks management




Tool	What is it for?	For whom is it for?	Languages
 <p>a. Posters on OSH risks and management</p>	Didactic and awareness-raising material presenting the correct way to address specific hazards and risks in the coffee supply chain	<ul style="list-style-type: none"> <li>• Governments</li> <li>• Employers' and Workers' organisations</li> <li>• Employers and workers</li> <li>• Cooperatives</li> <li>• NGOs</li> </ul>	English Spanish Lao
 <p>b. Methodology for OSH hazard identification and risk assessment and evaluation in the coffee sector</p>	Five steps for the identification of hazards, the evaluation and assessment of risks, and the determination of the means of controls of hazards and risks in the workplace	<p>Any stakeholder present within the coffee supply chain, or can be adapted for other agricultural supply chains and be used by:</p> <ul style="list-style-type: none"> <li>• Governments</li> <li>• Employers' and Workers' organisations</li> <li>• Private and public sector companies</li> <li>• Certifiers</li> <li>• Researchers</li> <li>• Trainers and/or consultants</li> <li>• NGOs</li> </ul>	English Spanish
 <p>c. Work Improvement in Neighbourhood Development (WIND)</p>	A participatory and action-oriented training programme designed to address agricultural families' particular circumstances	<p>Small-scale farmers and their families and can be implemented by:</p> <ul style="list-style-type: none"> <li>• Governments</li> <li>• Employers' and workers' organisations</li> <li>• International Organizations</li> <li>• Cooperatives</li> <li>• NGOs</li> </ul>	English Spanish
 <p>d. Videos: Testimonies from the coffee supply chain in Mexico</p>	Two organic coffee producers from Chiapas and Oaxaca share the steps involved in producing the coffee beans and describe the occupational hazards and risks they encounter on a daily basis	<ul style="list-style-type: none"> <li>• Governments</li> <li>• Employers' and Workers' organisations</li> <li>• Workers</li> <li>• International organizations</li> <li>• NGOs</li> <li>• Certifiers</li> </ul>	English Spanish







	Tool	What is it for?	For whom is it for?	Languages
	<p>e. Video: My farm, a healthy and safe environment</p>	<p>The video includes informations to guide the implementation of measures to prepare the agricultural workplace and prevent and control hazards and risks in the coffee production sector</p>	<p>This video is mostly for workers with labour activities in the production and collection of coffee, but can be used by any actor present within agricultural supply chains:</p> <ul style="list-style-type: none"> <li>• Governments</li> <li>• Employers' and Workers' organisations</li> <li>• Workers</li> <li>• Employers</li> <li>• Cooperatives</li> <li>• NGOs</li> <li>• Certifiers</li> <li>• Producers' organisations</li> </ul>	<p>Spanish</p>
	<p>f. Radio soap opera: My farm: my home and treasure</p>	<p>Through 11 capsules tackling OSH on a coffee production family farm, the listener is introduced to a family working on their coffee plantation. Each capsule presents a different OSH issue, such as what to do in case of natural disaster, managing the hazards and risks of sun exposure, or ergonomic risks in the farming and harvesting of coffee</p>	<p>This radio soap opera is principally aimed at workers with labour activities in the production and harvest of coffee, but can be used by any actor present within agricultural supply chains:</p> <ul style="list-style-type: none"> <li>• Governments</li> <li>• Employers' and Workers' organisations</li> <li>• Employers</li> <li>• Workers</li> <li>• Cooperatives</li> <li>• NGOs</li> <li>• Certifiers</li> <li>• Producers' organisations</li> </ul>	<p>Spanish</p>




## Central theme 2: Mitigation and prevention of COVID-19

	Tool	What is it for?	For whom is it for?	Languages
	<p>a. A practical guide for the prevention and mitigation of COVID-19 in agriculture</p>	<p>A series of preventive measures to avoid exposure and mitigate the spread of COVID-19 by implementing easily applied recommendations in the agricultural workplace</p>	<ul style="list-style-type: none"> <li>• Employers or their representatives in charge of agricultural holdings (responsible for preserving workers' safety and health).</li> <li>• Agricultural workers (permanent, temporary, day labourers and migrants).</li> <li>• Any farms: Large, medium and small, cooperatives and family farms</li> </ul>	<p>English Spanish French Romanian</p>
	<p>b. Practical guide for the prevention and mitigation of COVID-19 in agriculture in Honduras. Recommendations for medium and large agricultural companies</p>	<p>Guidelines and measures to manage and control COVID-19 risks in Honduras' agricultural sector</p>	<ul style="list-style-type: none"> <li>• Employers and workers of medium and large agricultural companies.</li> <li>• Those responsible for workers' health and safety in organizations and workplaces of medium and large agricultural companies</li> </ul>	<p>Spanish</p>
	<p>c. Practical guide to prevent and mitigate COVID-19 in the coffee value chain in Honduras</p>	<p>Measures to avoid exposure and reduce as much as possible the spread of COVID-19, through the adoption of easily applied actions in organizations, centres and workplaces</p>	<ul style="list-style-type: none"> <li>• Employers and workers of coffee farms, roasters and cooperatives, commercialization and exporters of coffee in Honduras</li> <li>• Those responsible for the safety and health of the workers of coffee farms, roasters and cooperatives, commercialization companies and coffee exporters in Honduras.</li> </ul> <p>The guide was developed for the Honduran context and the coffee sector, but it can be adapted to other countries and supply chains</p>	<p>Spanish (Full document, Summary) English (Summary)</p>





	Tool	What is it for?	For whom is it for?	Languages
	<p>d. Occupational Safety and Health protocols for the coffee industry</p>	<p>Five protocols related to occupational safety and health and prevention and mitigation measures to deal with COVID-19 in five tiers of the coffee value chain</p>	<p>Various coffee supply chain actors, including farmers, employers, and temporary workers</p>	<p>Spanish (Full document, Summary) English (Summary)</p>
	<p>e. Protecting workers in the coffee sector: occupational safety and health in response to the COVID-19 pandemic. Rapid Needs Assessment &amp; Response Plans: Preparation Guidelines for Country Level Interventions</p>	<p>Guidance for preparing OSH interventions to support ILO constituents' efforts in ensuring the safety and health of workers in the coffee sector in the context of COVID-19. It includes a rapid assessment exercise and a template for developing a response plan according to the assessment findings</p>	<ul style="list-style-type: none"> <li>• Governments</li> <li>• Workers' and employers' organisations Employers</li> <li>• Workers</li> <li>• Cooperatives</li> <li>• International organizations</li> <li>• NGOs</li> </ul>	<p>English Spanish French</p>
	<p>f. Videos for the prevention and mitigation of COVID-19 in agriculture</p>	<p>These videos are aiming to raise awareness on the measures necessary to protect workers against coronavirus in the workplace, especially in agriculture</p>	<p>These videos are principally for workers, but can be used by any actor present within agricultural supply chains:</p> <ul style="list-style-type: none"> <li>• Governments</li> <li>• Employers' and workers' organizations</li> <li>• Cooperatives</li> <li>• private and public sector companies</li> <li>• Trainers and/or consultants</li> <li>• Certifiers</li> <li>• NGOs</li> </ul>	<p>Spanish</p>
	<p>g. Radio spots on the prevention of COVID-19 and other OSH issues</p>	<p>With the onset of the pandemic, an alliance was created with the National Federation of Coffee Growers to help spread messages, formatted as radio spots, of prevention among workers in the coffee sector, facing the dangers of COVID-19</p>	<p>These four radio spots are principally aimed at workers with labour activities in the coffee supply chain, but can be used by any actor present within agricultural supply chains:</p> <ul style="list-style-type: none"> <li>• Governments</li> <li>• Employers' and Workers' organisations</li> <li>• Employers</li> <li>• Workers</li> <li>• Cooperatives</li> <li>• NGOs</li> <li>• Certifiers</li> <li>• Producers' organisations</li> </ul>	<p>Spanish</p>






Tool	What is it for?	For whom is it for?	Languages
 <p>h. Radio spots on the prevention of COVID-19 in the coffee supply chain</p>	<p>These radio spots were created to increase awareness of COVID-19 prevention within the agricultural workplace</p>	<p>These four radio spots are principally aimed at workers with agricultural labour activities, but can be used by any actor present within agricultural supply chains:</p> <ul style="list-style-type: none"> <li>• Governments</li> <li>• Employers' and Workers' organisations</li> <li>• Employers</li> <li>• Workers</li> <li>• Cooperatives</li> <li>• NGOs</li> <li>• Certifiers</li> <li>• Producers' organisations</li> </ul>	<p>Spanish</p>

### Central theme 3: OSH Knowledge

Tool	What is it for?	For whom is it for?	Languages
 <p>a. The experience of the National Federation of Colombian (FNC) coffee growers in health and safety at work</p>	<p>Recommendations for informing OSH training strategies for advancing institutional development processes in the coffee sector based on the FNC's training experiences Provides useful tools for developing OSH promotion experiences</p>	<ul style="list-style-type: none"> <li>• Governments</li> <li>• Employers' and Workers' organisations</li> <li>• Cooperatives</li> <li>• Private and public sector companies</li> <li>• Certifiers</li> <li>• Trainers and/or consultants</li> </ul>	<p>Spanish (Full document, Summary) English (Summary)</p>
 <p>b. Occupational accidents and diseases, perceptions and good practices in the Colombian coffee sector</p>	<p>Develops and reinforces sustainable, safe and healthy practices in the coffee supply chain. Transmits information to other rural chains, promoting the exchange of knowledge, attitudes, and behaviours and of 22 oriented OSH practices to protect workers, promote self-care, self-management, well-being, and the quality of life of the workers</p>	<ul style="list-style-type: none"> <li>• Governments', workers' and employers' organizations</li> <li>• Private and public sector companies</li> <li>• Researchers</li> <li>• Trainers and/or consultants</li> <li>• Certifiers</li> <li>• NGOs</li> </ul>	<p>Spanish (Full document, Summary) English (Summary)</p>



	Tool	What is it for?	For whom is it for?	Languages
	<p>c. Survey on the health and working conditions of temporary and seasonal coffee workers and Note on application of the Occupational Safety and Health Tool for Temporary and Seasonal Coffee Workers</p>	<p>A comprehensive Survey to understand the health and working conditions of temporary workers in the coffee production, and an accompanying Note that guides its application. Its application provides information on the workers' OSH conditions performing temporary or seasonal coffee crops activities to guide decision-making processes for the development of OSH prevention measures interventions</p> <p>Links to the results of the application of the tool in the Colombian context are also provided</p>	<p>The survey can be applied by any actor present within agricultural supply chains:</p> <ul style="list-style-type: none"> <li>• Governments</li> <li>• Workers' and employers' organisations</li> <li>• Employers</li> <li>• Workers</li> <li>• Cooperatives</li> <li>• NGOs</li> <li>• certifiers</li> <li>• Producers' organisations</li> </ul>	<p>English Spanish</p>
	<p>d. Producers Manual: Regulations on Occupational Safety and Health for Agriculture in <b>Mexico</b> and Producers Manual: Regulations on Occupational Safety and Health for Agriculture in <b>Honduras</b></p>	<p>These manuals are part of a training of trainers' OSH programme in agriculture, One has been developed especially for the Mexican context and the other for the Honduran context; however, the guidance provided in the manual can be replicated in other countries</p>	<p>These tools are aimed at workers and small coffee producers in Mexico and Honduras. They can also be used by many other actors in agricultural chains, such as:</p> <ul style="list-style-type: none"> <li>• Government</li> <li>• Employers' and Workers' organisations</li> <li>• NGOs</li> <li>• Producers' organisations</li> <li>• Certifiers</li> <li>• Trainers</li> </ul>	<p>Spanish</p>
	<p>e. Trainers Manual: Regulations on Occupational Safety and Health for Agriculture in <b>Mexico</b> and Trainers Manual: Regulations on Occupational Safety and Health for Agriculture in <b>Honduras</b></p>	<p>Facilitates training processes to improve normative OSH knowledge in agricultural activities in Mexico and Honduras and to support agricultural trainers and promoters in training and empowering agricultural workers on the OSH national legislations.</p> <p>One has been developed especially for the Mexican context and the other for the Honduran context; however, the guidance provided in the manual can be replicated in other countries</p>	<p>These tools are aimed at trainers and agricultural promoters. They can also be used by many other actors in agricultural chains, such as:</p> <ul style="list-style-type: none"> <li>• Government Employers' and Workers' organisations</li> <li>• Workers</li> <li>• NGOs</li> <li>• Producers' organisations</li> <li>• Certifiers</li> </ul>	<p>Spanish</p>

