



## D. OCCUPATIONAL SAFETY AND HEALTH PROTOCOLS FOR THE COFFEE INDUSTRY



This tool is available in: Spanish (full document), English (summary).



### WHAT IS THIS TOOL FOR?

This tool is comprised of five protocols related to preventing and mitigating COVID-19 in five tiers of the coffee value chain, including:

- I. OSH protocol in the primary coffee production process
- II. OSH protocol in the wet and dry transformation processes at the farm and industrial level
- III. OSH protocol in the work of the coffee commercialization process
- IV. OSH protocol in the work of the industrialization process at different scales, from the whole bean to the sale of coffee beans
- V. OSH protocol for coffee cupping and sale process in coffee shops

The objectives of the protocols are:

- to provide farmers, employers, workers and day labourers in the coffee chain, information for the prevention and mitigation of COVID-19, in accordance with the guidelines of the national health authorities, the WHO and the ILO; and
- to provide general measures of safety and health at work, depending on the tier of the supply chain, to prevent accidents and occupational diseases, in accordance with the provisions of the federal regulations on safety and health at work, and with the official national standards that apply.



### WHO IS THIS TOOL FOR?

The protocols are aimed at different actors of the coffee supply chain:

- farmers, workers and day labourers who work in the primary coffee production process (protocol I)
- employers, workers, and day labourers who work in wet and dry coffee transformation processes at the farm and industrial levels (protocol II)
- employers, workers and day labourers who work in the coffee marketing process (protocol III)
- employers and workers who work in the industrialization process at different scales, from the whole grain to coffee sale (protocol IV)
- employers and workers are involved in coffee cupping and sale process in coffee shops (protocol V)



## HOW TO USE THIS TOOL?

Each protocol provides guidance on how to implement OSH in the identified tier of the coffee supply chain. It offers strategies on preventing and mitigating COVID-19 risks and recommendations on how to improve OSH within the each of the coffee supply chain's tier and provide guidance to identify hazards and risks and develop an intervention plan.

Each protocol leads to the development of an action and implementation plan to eliminate and control each tier of the coffee supply chain's identified risks. These plans aim at improving the OSH conditions in each tier of the coffee supply chain.

Each protocol has an explanatory video (in Spanish). These videos make it easier to share the protocols and display their content to an audience in whatever setting (online or face to face).

### What is needed to implement this tool?

To implement these protocols, the following elements are needed:

- Workers and employers' time: in order to form working groups and develop intervention plans, workers' and employers' time will be needed.
- Financial resources: Sufficient financial means to acquire the necessary inputs to implement the suggested measures and recommendations.
- Technical resources: technical means to record activities as well as develop and monitor implementation plans, such as computers, journals, or any other means to record the work.
- Information dissemination: In order to inform every actor involved, means to disseminate information, such as hard copies or virtual communication, will be needed.

### What are the key activities to implement this tool?

Each protocol proposes two technical sections. The first one is related to prevention and mitigation strategies to avoid the contagion and spread of COVID-19. The employer must take responsibility for its compliance and ensure that these measures are adopted to minimize contagion. The second one is based on identifying the main risks to which workers and day labourers are exposed and provides guidance to develop an intervention plan.

To comply with COVID-19 prevention and mitigation measures, as well as with the plan for OSH intervention, it is suggested to carry out the following activities:

#### For Protocol 1:

- Form a working group according to the farm's size, including the employer or contractor and a representative of the workers.
- Provide information and training to the group on the steps to follow to implement preventive and mitigation measures and health and safety measures in the workplace.

- Design a work plan according to the results obtained from the working group.
- Implement the plan and improve OSH in the workplace.

#### For Protocol 2:

- Constitute and integrate a Safety and Hygiene Commission, according to the size of the facility. When the workplace has less than 15 workers, include a worker and an employer or their representatives. When the workplace has 15 or more workers, include a coordinator, a secretary and the members who agree to be part of the process.
- Provide information and training to the Health and Safety Commission on the steps to follow to implement preventive and mitigation measures and security and health measures at work.
- Design a work plan according to the results obtained from the working group.
- Implement the plan and improve OSH in the workplace.

#### For Protocol 3:

- Appoint a working group according to the size of the commercialization process. Include the employer or contractor and a worker representative.
- Provide information and training to the group on the steps to follow to implement preventive and mitigation measures and health and safety measures in the workplace.
- Design a work plan according to the results obtained from the working group.
- Provide information and training to the Safety and Hygiene Commission on the steps to follow to implement preventive and mitigation measures and security and health measures at work.
- Implement the plan and improve OSH in the workplace.

#### For Protocol 4:

- Constitute and integrate a Safety and Hygiene Commission, according to the size of the facility. When the workplace has less than 15 workers, include a worker and an employer or their representatives. When the workplace has 15 or more workers, include a coordinator, a secretary and the members who agree to be part of the process.
- Provide information and training to the Health and Safety Commission on the steps to follow to implement preventive and mitigation measures and security and health measures at work.
- Design a work plan according to the results obtained from the working group.
- Implement the plan and improve OSH in the workplace.

#### For Protocol 5:

- Constitute and integrate a Safety and Hygiene Commission, according to the size of the facility. When the workplace has less than 15 workers, include a worker and an employer or their representatives. When the workplace has 15 or more workers, include a coordinator, a secretary and the members who agree to be part of the process.

- Provide information and training to the Health and Safety Commission on the steps to follow to implement preventive and mitigation measures and security and health measures at work.
- Design a work plan according to the results obtained from the working group.
- Implement the plan and improve OSH in the workplace.



## KEY CONCEPTS

- Hazards
- Hygiene
- Mitigation
- OSH
- PPE
- Prevention
- Risks
- Workers' representatives



## WHERE TO FIND THIS TOOL?

- Video: I. Protocolo de seguridad y salud en el trabajo en el proceso de producción primaria del café
- Video: II. Protocolo de SST en los procesos de beneficio húmedo y seco a nivel de predio e industrial
- Video: III. Protocolo de seguridad y salud en el trabajo del proceso de comercialización del café
- Video: IV. Protocolo de SST del proceso de industrialización, desde el grano entero a la venta de café en grano
- Video: V. Protocolo de seguridad y salud en el trabajo del proceso de catación y venta en cafeterías
- Protocol for occupational safety and health in the coffee value chain (summary)
- Protocolo de seguridad y salud en el trabajo en la cadena de valor del café (summary)



## FURTHER READINGS AND RESOURCES

ILO (2020). In the face of a pandemic: Ensuring Safety and Health at Work. A

ILO (2020). Guía práctica para la prevención y mitigación del COVID-19 en la agricultura.

ILO (2020). Herramienta de 10 pasos para un retorno al trabajo seguro y saludable en tiempos de COVID-19.

WHO (2020). Coronavirus disease (COVID-19): Health and safety in the workplace.