

TAKE ACTION

Are your workers dissatisfied?

How YOU can take action to effectively start improving welfare facilities in your enterprise.

- USE this leaflet to help develop simple and low-cost improvements.
- EVALUATE the items on the checklist first.
- DECIDE which actions to take.
- TAKE ACTION and IMPROVE your productivity.

What are work-related welfare facilities?

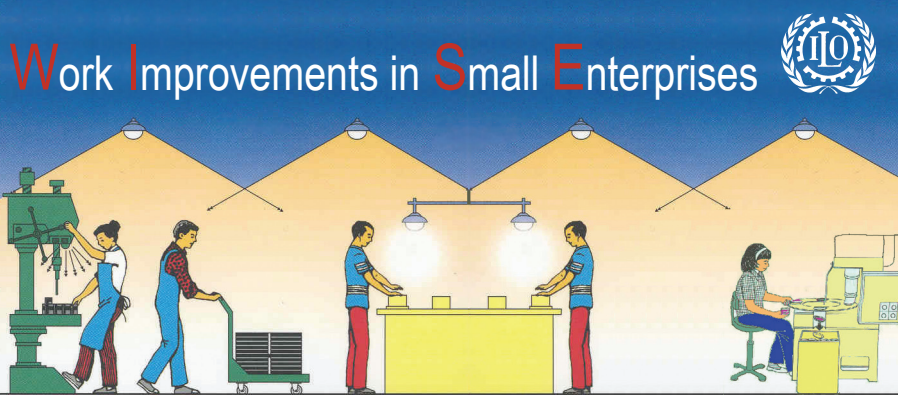
Work-related welfare facilities are often ignored. Little attention or care is given to toilets, first-aid kits, lunch rooms and lockers. Who cares about them anyway? Workers care. Workers need to drink water, eat meals and snacks. They need to wash their hands, visit the lavatory, rest and recover from fatigue. The essential facilities in your factory show whether or not you care about your workers. If workers are uncomfortable and dissatisfied this can be very costly.

Why improve work-related welfare facilities?

- Poor facilities can spread disease causing fatigue and poor health, which leads to lower productivity.
- Workers appreciate such efforts towards improving work-related facilities far beyond the time and money invested.
- Workers will be more productive and effective if properly provided with fluid and nutrition to replenish, especially younger workers who have greater energy and water requirements.
- For most types of work, workers will produce much more with rest breaks than they could working continuously.

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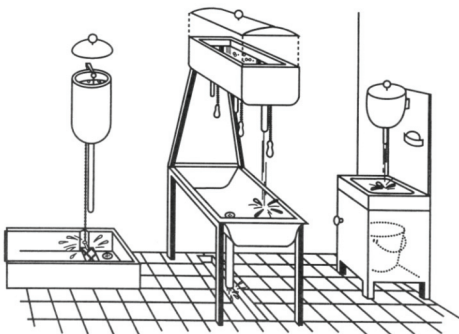
The techniques in this pamphlet are only a few amongst several others that can help to improve your work environment and lead to more productivity. WISE trainers have worked in 44 countries with small and medium enterprises on improving their businesses.



WISE ways to improve your

WORK-RELATED WELFARE FACILITIES

6
training
module



it's easy

it works

it's efficient
at low costs

with clear gains

WISE methodology

The following ILO publications provide detailed information on the WISE methodology:

The Action Manual is designed for entrepreneurs and provides ideas for practical action.

The Trainers' Manual that accompanies the Action Manual explains how to organize and carry out the different training events to improve productivity and working conditions.

Further information

Conditions of Work and
Employment Programme
(TRAVAIL)
Social Protection Sector
International Labour Office
4, route des Morillons
CH-1211 Geneva 22, Switzerland

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CHECKLIST

- 1

Provide an adequate supply of cool, safe drinking water in all workplaces.
Do you propose action?

No

☐

Yes

☐

Priority

☐
- 2

Provide regularly cleaned sanitary facilities close to the work area, including soap for washing and separate toilets for women. Do you propose action?

No

☐

Yes

☐

Priority

☐
- 3

Provide a separate, comfortable and hygienic place for meals.
Do you propose action?

No

☐

Yes

☐

Priority

☐

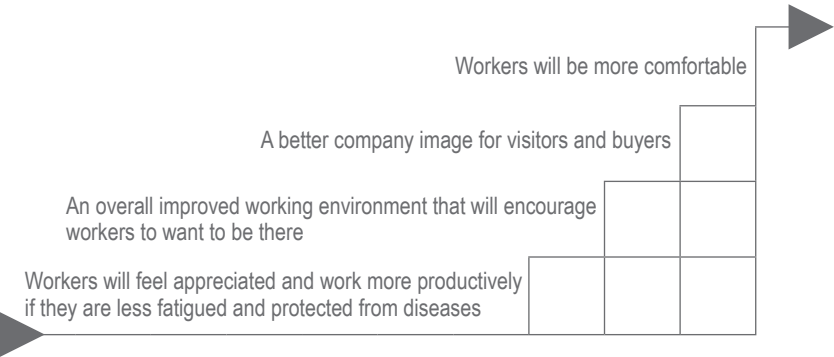
These are just a few of the simple and practical checklist items in the WISE Action Manual.

WISE PROPOSES

Simple methods to improve work-related welfare facilities

- Make sure drinking water and sanitary facilities serve their purpose without spreading disease.
- Be ready for emergencies by having a well-stocked first-aid box and at least one person present at all times of operation who knows what to do in emergencies.
- Make sure that rest means recovery by providing adequate rest breaks and areas.
- Use low-cost facilities to attract and retain the best workers.

WHAT YOU GAIN



A FEW GOOD EXAMPLES

How other companies have improved their productivity and workplace conditions using WISE suggestions



Providing a clean covered area to take rest breaks and eat is a good way to re-energize workers and improve morale, which ultimately leads to higher productivity.

It makes good business sense to maintain a first-aid kit, which is fully stocked and unlocked, to treat minor incidents or more serious injuries.



The need for toilets is obvious, even if it tends to be neglected by many enterprises. Your choice is to either make them appropriate or let them become a source of complaints, resentments and difficulties. It is good practice to keep sanitary facilities clean and bright.



HIGHER PRODUCTIVITY AND A BETTER PLACE TO WORK