



Vida, Saúde e Trabalho

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Alarm clock. Wake up. Put on uniform. Coffee's not ready. Run. Take the shuttle. Tap the card. Work. Work. You work hard. Do you want to go to the toilet? Look at the finish line. Leave it for later. Work. Work. Lunch break. Hurry up. Watch the finish line. Work. Work. Work! A little more. Come on, you can do it! Get to work! End of work. Hit card. Transport. Home. Home? Tiredness. Novel. Sleep. Don't forget to set your alarm clock!

Dear Monitor,

This ficharium is intended to assist your educational work. It is a guideline and not a manual to be followed strictly, without new creative possibilities. You certainly have a great challenge ahead of you: to encourage workers to reflect on their work reality in order to build proposals for action.

The majority of these workers are inserted in a context of greater job insecurity, intensification of the pace of production and increased demands that have often compromised their health and their lives throughout history.

In recent years, Capital has been rethought and has come to demand more than our labour force. To "wear the shirt" has become the current discourse that aims to conquer "hearts and minds" at the service of production. The programmes of lean production point to a work that intends to be total.

The methodology we present here aims to provoke a rethink about work and the consequences for the health and life of workers.

We hope we can help you in this process and would like to encourage you to develop your work with confidence, afinal you know the workers at your base and the reality in which they live. No one better than you to promote this discussion. We intend this process of reflexion to lead to the construction of proposals for action. It will lead, finally, to collective action in the workplace in defense not only of health, but of LIFE.

Courage and good work! Live life

to all!



Training for Action

Participatory research is currently being used in several countries. For the VidaViva Network, it was essential to find a research model that was easy to implement and could even be carried out by the trade unions themselves.

The survey should ensure that the specificities of each category and, above all, the involvement of workers in its process are contemplated.

For the Network, it is essential that, when carrying out data surveys, workers act as subjects and not objects of analysis of the research itself.

Another fundamental issue is to ensure that this process favours a collective perception of the problems, becoming a powerful instrument of organisation and stimulation of collective actions, enabling the construction of proposals for action for change.

Certainly, data collection is important for unions to be able to support their actions. Conventional surveys have helped in this regard, but they do not ensure that the process of data collection is at the same time a process of training and awareness raising for action, involving workers.

Flexibility

The VidaViva Network promotes the exchange of information and experiences also in training. Several categories in different countries use participatory research methods. The network intends to make them available to trade unions, socializing this knowledge. For this reason, this material has a ficharium format, allowing greater flexibility for the incorporation of new techniques.

Objectives

- ☒ Promote action, social change;
- ☒ Valuing workers' knowledge;
- ☒ Enable the researcher to be part of the process;
- ☒ Allow data to be raised by workers;
- ☒ Ensure that the outcome of the research is collective, enabling people participating in the process to also get involved in the action;
- ☒ Ensure community or workplace participants have control of the entire research process.



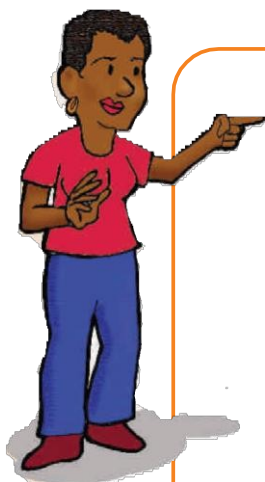
Reflection for Action

Many unions try to carry out surveys to get to know the category better and be able to guide their actions. However, most of these surveys, besides being very expensive, are done by filling out long questionnaires, which result in hundreds of pieces of information that are little or badly used. The Participatory Survey is an alternative proposal to collect information without the inconvenience of long multiple-choice forms. For many years, MAPPING has been used as a training and organisation tool. In the area of health and safety, its use is increasing.

Action in all spaces

Ensuring the participation of workers in conducting research is not always an easy task. Participatory research can be carried out by unions in any situation: at assemblies, union parties, meetings, weekend get-togethers, after work, before changing shifts, during a lecture or in any place where there is a concentration of workers. Everything will depend on the participatory research model adopted.

ADVANTAGES OF PARTICIPATORY RESEARCH:



- It involves workers showing that they are not alone;
- It encourages people to rethink their workplace;
- It enables, by visualising the images, the participants to discover possible relationships between problems that affect their health and their work;
- It allows the use of pictures, colours, markers and symbols to put language (good reading and writing skills) in the background and can contribute to overcoming language barriers;
- It can be used as a tool for participatory action research exploring new knowledge and encouraging change.

Information gathering in large groups of workers

Pot Technique

This type of survey makes it possible to quickly gather information about the workers while demonstrating the results of this survey.

It also encourages reflexion on the issues surveyed. The survey is done quickly and facilitates worker participation.

In addition to its low cost, participatory research does away with the use of forms and the need for a team of researchers. Through this survey, the trade union can identify some simpler and more objective types of information.

The pot survey can be carried out at times of large crowds of workers at assemblies, for example.

How to survey:



1 - Clearly disclose, at the location of the survey, what information is being requested, through posters and loudspeakers.



2- On the table place large transparent glass jars to put the answers in.



3 - Arrange for a mobile voting booth

4 - Hand out colored files for the answers to those who arrive at the polling station. When workers receive the fichas, they should be informed about what is being surveyed and what each colored ficha represents.



5 - The mobile booth should be placed next to the transparent pots, so that the worker can place his answer without being seen.

6 - The booth is removed after voting. The pots remain visible showing the poll result instantly.



Practical Example:

In an assembly, the union wants to know how sick the workers are from RSI/MSDs. The following question is asked: Which of you feel pain in your hands, arms and shoulders because of the work you do? Pots are placed in front of a voting booth with the words: "No Pain" and on another "With Pain". Men are given a blue card and women a red card. Immediately after the voting, the pots should be displayed. Workers will be able to see the result. The difference in colours helps to identify the incidence of pain in men and women as

well.

Information gathering in small groups of workers

Mapping

When it comes to improving health and safety conditions in the workplace, one of the biggest obstacles is ensuring the active participation of workers in activities. The individual and piecemeal approach to existing problems complicates the creation of a broader picture of health and safety conditions. The Mapping methodology will help to overcome the problem. This way of surveying problems is based on the knowledge and experience of those who know the workplace best: the workers.

Mapping is a methodology that makes it possible to map the problems that are affecting workers' health, the relationship between these problems and the workplace, the identification of their causes and, above all, the collective construction of proposals for solutions to change working conditions.

Body mapping starts with a small group of workers identifying their own pain, physical, mental and psychic illnesses through coloured dots affixed on the drawing of a human body.

Immediately afterwards, the workers construct the map of the Workplace and identify the risks present and their relationship with the problems that are affecting their health. The "Our World" map is used to reexamine the impacts of work on their lives and finally, the workers identify the problems and their priorities and draw up an action plan to overcome the problems raised.

By doing this activity, participants become alert and develop the ability to identify patterns of injuries and stresses present in the workplace. The process also helps to break the view that illness is an individual matter.



Important:

In the following exercises we are going to talk about information that in some ways can be quite personal. To what extent the worker wants to talk about it in the group is up to him/her. Participation is completely voluntary. It is important that personal data is treated as confidential.

These maps might be shown to CIPA or the employer to inform about problems related to workers' health and safety. Privacy must be preserved! For this reason, names and elements capable of identifying the participants should not be used. Whoever participates in the map discussion should make a commitment not to disclose personal details to third parties. In an activity make a commitment to confidentiality with the group before starting the mapping.

Designing LIFE

A drawing is worth a thousand words! This is the conception of the Mapping methodology, which can be used both for training work and to gather information for union action. This is a methodology in which workers analyse their working conditions and the relationship with the process of getting sick. The technique allows breaking the vision that illness is an individual issue. In addition, it gives workers the chance to analyze the factors that trigger suffering at work and illness and, based on this, build proposals to modify the working conditions to which they are exposed. Mapping consists of five distinct phases:

1ª Phase - Body Map

At this stage workers identify the problems that are affecting their health as a result of the work they do. Body mapping involves workers in identifying their own work-related injuries and illnesses by means of coloured dots (representing physical, psychological and mental illness) on a drawing of the human body.



2ª Phase - Workplace Map



Through this map, participants can visualise their workplace and the risks present. The data obtained makes it possible to draw up documentation which can be presented to employers, CIPAS, supervisors and health system representatives to negotiate improvements. The Mapa do Trabalho also allows for retrospective analysis, i.e. the group of workers can draw, based on their memory, the situation of the workplace/sector in the past. This procedure is indicated to discover relations between the workplace and health-related problems which manifest themselves only after a long period in which changes have taken place.

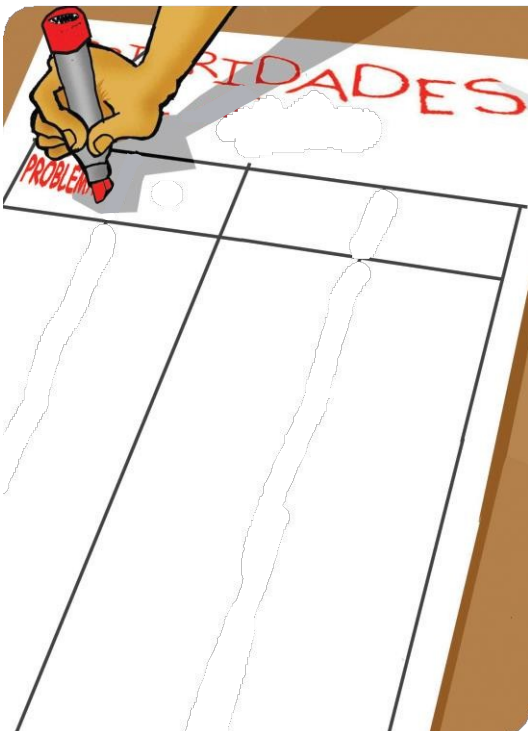
Mapping

3ª Stage - Map of "Our World"

Through this mapping we discover the effects that work brings to our lives. On the Map of "Our World" we will find a collective vision of these impacts. On the Map of "Our World" we will find a collective view of these impacts. Work influences our family relationship and our social and emotional life. And these impacts often go unnoticed. To the extent that work occupies our time and energy, it can play a central role in our lives. In this map we will find a collective visualisation of these impacts.



4ª Phase - Prioritisation of Problems



From the job map you will already have a list of problems to be discussed by workers in search of solutions. Often many problems arise and it is difficult to tackle them all at once. Therefore, this stage is important to categorize the order of importance of the problems to be faced. In this phase, the worker decides together with the union what is a priority. Each participant will receive 3 stickers of a single colour for voting. Put in the first column the list of problems you listed from the job map and ask the group to vote collectively. Each person can arrange their votes as they prefer, for example, by placing all three stickers on one problem or one on each problem.



Mapping

5^a Phase - Action Planning

In the "Action Planning" exercise workers jointly discuss a plan for possible changes in their work environment. It will not be possible to change the root causes of work without a broad social movement, but every concrete step we take in our workplace to change the direct causes is a step towards this broader goal.

ATTENTION

- 1 - In order to carry out the five phases of this mapping in a single meeting, a minimum of five hours should be allocated.
- 2 - Set up classes of no more than 20 people to enable everyone to participate actively during the exercise.
- 3 - The larger the group, the longer the time required. It is possible to carry out this activity with larger groups, but it is recommended to divide it into different days, always ending one of the stages.
- 4 - It is also possible to carry out the first three moments in a single meeting and, after developing this same activity with several groups, hold a seminar to socialize the results and definit the planning of actions collectively.



Special Care

- a) Please arrive early to welcome participants personally.
- b) Remove any remaining chairs to avoid "gaps" between participants.
- c) Start the meeting with the introduction of those present. Some information is essential, such as where you work, the position you hold and how long you have worked in the category. When the group is large, it is better to avoid these information so that the presentation does not fit too long.
- d) Remind those present at the end of the activity about the importance of keeping what is discussed in the meeting confidential. Each person should only speak if they feel comfortable. Everyone should make a commitment not to disclose personal information to third parties.
- e) This activity should be carried out by at least two people. However, if it is possible to have three people available, this would be ideal. This way, while one person coordinates the Mapping stages, two others help with the documentation that will be the basis for the final report.



Mapping

PreparingActivity

When starting the activity it is important to prepare in advance to ensure a good performance of the meeting.

- a) Record the activity through attendance list and photos of the meeting;
- b) Prepare in advance all the support materials that will be used in the activity, especially the record models for the documentation that are in the final of this ficharium;

- c) Verify that the location is appropriate for the activity. Places with a lot of noise, poor lighting and no

ventilation can compromise the performance of the group.

- d) Avoid locations where the chairs are fixed. The auditorium should have movable chairs so that you can work with groups in circles and also have the option of setting up working groups.

To develop your activity prepare the following materials:

- ✎ Flip chart or scenery paper (large sheets), fi crepe tape and atomic brushes;
- ✎ Adhesive markers in different colours;
- ✎ Image projector (Data-show)



Preparation: Map of the Body

1- Scan the drawings of the body on the final pages of this training resource. Use a data show, project the image on the wall and draw the outline. You may also choose to print the body map in natural size. A good photocopier in your town will be able to do this.



2- Write "FRONT" and "BACK" on the sketches.



3 - Draw a cloud next to the head of the drawing that is "FRONT".

Mapping



4 - Write the name of the activity on the poster: "Map of the Body".

Preparation: Map of Work

5 - To analyse the workplace, prepare large sheets of paper with the title "Map of the Workplace". Prepare the sheets according to the number of groups you have already divided on the "Map of the Body" by colours.



Preparation: Map of "Our World"

6 - For the exercise Map of "Our World" stick in the centre of a large sheet the smaller drawing of the human body that is on the final pages of this ficharium. Name the sheet "Our World".

Preparation: Prioritisation of Problems



7 - For the penultimate activity prepare a table with two columns. In the first column write the word PROBLEM and in the second column write the word PRIORITY. Write in the title of the table "Priority Problems". You can also use different colour cards for each of the columns in different colours for the problem and priority columns.

8 - The last table may have the following indications:

- ▣ PROBLEM
- ▣ SOLUTION
- ▣ WHAT TO DO
- ▣ DEADLINE
- ▣ RESPONSIBLE BODIES

In the "Problem" column you should place the cards of the problems discussed from the "Working Map" and in the voting order of the "Problem Prioritization" done in the previous year.

In the "What to do" column, you should discuss with the group what should be done to enable the proposed solutions identified by the group.



Important:



If your trade union is interested in writing a report based on the Mapping data, this activity should be carried out by at least two people, as this meeting will require at least one person to develop the activity and another to report back. However, we recommend that, if possible, there should be three people available, one to guide the activity and two to report back. A good debriefing should contain as detailed a record as possible of the workers' accounts, responses and proposals.



Presentation Dynamics

In many meetings it is common to see the monitor go straight to the addressed without worrying about finding out information about the group who he or she is working. For this reason, promoting a good integration dynamic allowing you to get to know the group you will be working with, creates confidence and relaxation among the participants.

Step by Step

Dynamics of Similarities and Differences

Invite the participants to move freely around the venue, listening to a song. Choose a moment and ask people to group themselves by characteristics, such as:

- groups by function, area or workplace
- groups by working time
- groups by marital status (married, single, widowed)
- age groups
- gender groups
- groups by eye colour
- another group that you consider important
- groups of 3 people

When dividing the class into groups of 3 people, ask the groups to raise the following information among themselves: Name, role and expectation from the meeting.

The items indicated above are necessary for registration 1 of the documentation. However, you can include other items to work on group integration: groupings by football team, music styles, etc.

Documentation: Record 1

If your trade union is interested in using the Mapping activity to write a report, this activity should be part of the Mapping registration and documentation steps. In order to do so, your working team will need to develop the following steps:

- 1) Separate in advance the file of REGISTRATION 1 that is attached at the final of this training resource.
- 2) When dividing the groups by the items indicated in the table above, you should note the data on the record sheet.
- 3) The data noted will help in organising information on the perfil of the group participating in the activity.
- 4) If there is a specific piece of data from your category that you feel is important to include, you can adjust the record template 1.

Moment2

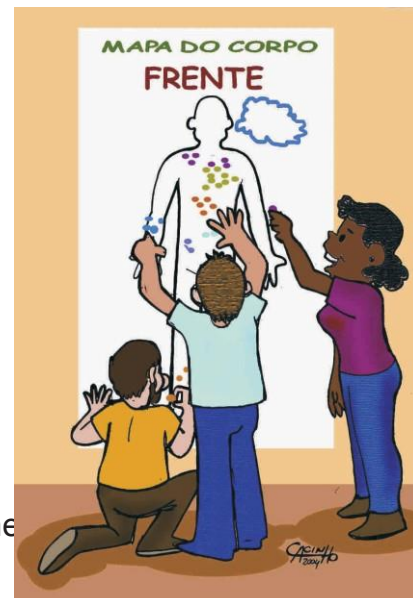
Map of the Body

Invite people with similar characteristics to the activity, checking the composition of the group. What jobs they do, the sectors they work in, how many men and women there are and how long they have been working. Getting to know the group is important. This will help you to define the division of groups for mapping. The group cannot be too diverse, as this will make it difficult to get a good sample.

Mapping is a sample mapping survey. Therefore, it can only be carried out on groups with homogeneous characteristics. Colours are very important because they help us to divide and identify the groups we wish to map.

Planning the activity and defining what you want to map by identifying the group we will be working with will help the organisation of the groups, how it will be divided and how many colours will be needed for the mapping.

The division of the group will depend on your objective: the group can be divided by role, age, sector, workplace, gender, length of service or other mapping criteria you wish to conduct. After the group presentations, explain to the participants the purpose of this activity. Through this map we want to identify the problems that are affecting workers' health.



Step by Step

- 1 Distribute the colored stickers according to the previously defined group division. Guide the group to identify on the Body Map with the sticker only problems that began or worsened after starting activities in the current job/workplace (pain, suffering, chronic illnesses, injuries and symptoms). Also advise that there should be only one coloured sticker per problem.
- 2 Orient the group that psychosocial problems such as stress, insomnia, anxiety, fatigue, should be marked on the cloud, located next to the head.
- 3 Invite everyone to go to the map at the same time to speed up the work and avoid inhibitions.
- 4 Now the participants will identify the problems affecting their health symbolized by the colored markers. Invite one by one the participants to go to the map and explain the problems marked by the stickers.
- 5 Write down the problems affecting health in the margin of the sheet (next to the body outline) connecting the notes with the markers indicated by the workers.



Map of the Body

Issues for workers:

What does the group observe on this map?
What are the main similarities between the marked points?
Is it possible to identify which diseases are most common in a function or workplace?
What does this mean?
Whose body is this? This joint reflexion will help the group to identify that the problems are collective and must be tackled collectively.

Also encourage a discussion on the causes of these problems. What do workers think caused or exacerbated these problems?

When and how to use Mapping?

Mapping can be used for different purposes. If the union is interested in drawing workers' attention to the risks of illness in the workplace, a life-size map can be displayed at the entrance to the workplace. Ask workers to mark the problems that are affecting their health. The result can be published in the entity's newspapers, on *billboards* around the city, or even used as an invitation for workers to take part in a full Mapping activity to discuss what to do about the situation. Mapping can also be used as a tool to create a space for joint discussion with workers about the impacts of work on our health and our lives.

The methodology can also be used for negotiation. If this is the aim of the organisation, it is important to have a good report of the activity, with good documentation of the data collected from the implementation of Mapping with the workers. For this, it is very important that the activity is carried out by at least two people. One person to coordinate the activity and another who will act as a reporter. If it is possible to have three people available, this is even better, as there will be two people dedicated to writing down the data and information brought by the workers. In this guidance manual, for each stage of Mapping, we provide, as an annex at the final end of this resource, record models that will help in the documentation and final preparation of the report to support the negotiations. Enjoy your work!

Documentation: Registration 2

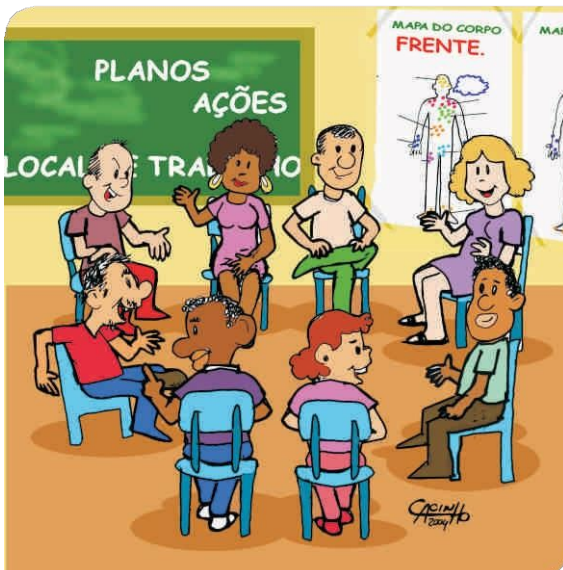
If your goal is also to make a report through Mapping, you should previously separate, according to the number of participants in the activity, copies of REGISTER 2 that is as an annex at the final of this formative resource. You should complete one sheet per participant.

Joint Reflexion - Body Map

The activity in this phase helps participants to:

- identify what has been causing workers to become ill both physically and mentally, as well as psychic and mental;
- to recognise common problems, helping to break the isolation that workers feel that only they experience problems;
- breaking through certain difficulties: body mapping is an activity mainly visual, enabling even illiterate workers to participate.
- focus on the workplace hazards that are causing the injuries and illnesses and help combat the myth that 'workers are to blame for their injuries and illnesses' and that 'nothing in the workplace should be modified, with workers' exception'.

Sometimes we think that our aches and pains are only for a few hours, due to age or participation in activities outside work. We are usually told that our problems stem from our lifestyle. Body maps can clearly define which problems are caused by work. When one person has a pain, it is usually just one pain. But when all, or a significant number of people have the same pain it's almost certainly a work-related problem.



1- Ask the participants at the end of the mapping: Whose body is this? This joint reflexion will help the group to identify that the problems are collective and should be tackled collectively. Discuss with them whether they noticed a pattern of injuries or illnesses from the map. Try to identify with them the most common injuries and illnesses.

2- Encourage participants to think about the risks and working conditions that may have caused the injuries or illnesses.

3- Discuss with workers, "When can you use body mapping?" Body mapping can be used at trade union meetings and events, at special health and safety meetings, at health and safety committee meetings, at training, as part of an initial investigation, in preparation for collective agreements and in campaign

Map of Work

The Work Map is a collective exercise designed to identify the risks existing in the workplace. This is a drawing of the workplace, or part of it, where workers and unions identify the unsafe working conditions that are causing the symptoms of pain, physical, psychological and mental illness. Thus, workers and the union are able to identify priorities and correct these workplaces. There is no one who knows more about the risks and dangers at work than those who face them every day. This mapping activity enables a collective experience of workplace analysis.



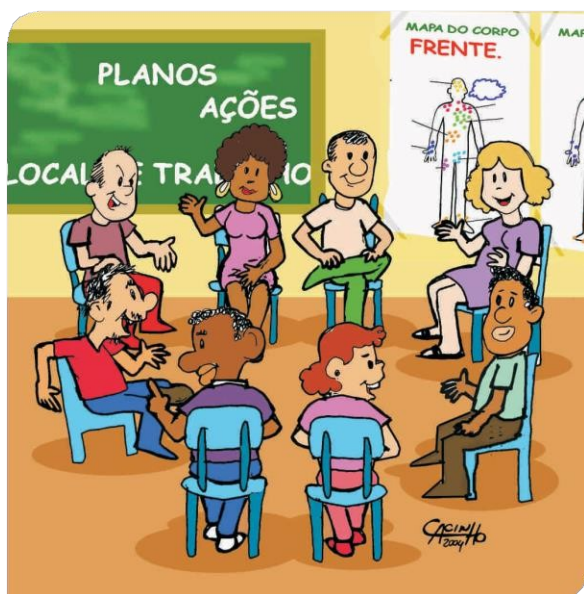
Step by Step

- 1- Inform the participants that the Workplace Map will now be made. The map shows the workplace, or part of it, and presents the risks that cause (or may cause) physical, psychological and mental pain and illness. It can be used by unions and workers to identify and correct the risks that exist.
- 2- Now divide the participants into several small groups organized according to the colour division made on the Body Map. If all participants belong to the same sector/area of work and perform the same function, one collective map will be sufficient.
- 3- Present to the group the PROBLEM CLASSIFICATION TABLE that is attached on the final pages of this resource. Attach the board to the wall for reference should the group need it.
- 4- Ask the group to draw as detailed a picture of their workplace as possible. After making the drawing, the group should indicate, using coloured stickers, the risks present in the workplace.
- 5- Participants must draw a picture of the work area, add themselves and other colleagues working in the sector, with simple drawings, and outline the existing risks.
- 6- If the group does not work in a defined area and carries out its work externally, the map can be drawn identifying the route it takes and the risks present on this route. Encourage the creativity of the group.
- 7- Ask the participants to present the maps and the identified risks. Each group should appoint a rapporteur and put the map on the wall for all to see. Note down the observations on the drawing itself, trying to mark the risk factors.
- 8- The reporter for the meeting should be attentive and note down the DESCRIPTION OF PROBLEMS raised by workers. This phase is important for the final report and to assist in the negotiations.
- 9- The problems present at the workplaces should also be noted down on cards to facilitate the next steps of this Mapping. This will speed up the next stage of problem prioritisation.

Joint Reflexion

Issues for workers

- Any surprises as to what you saw on the Maps at work?
- Do the risks presented in the maps have any common issues?
- What are the biggest health and safety concerns?
- Where is people's health being most affected?
- Where changes are taking place in the work process (how work is carried out)?
- What is the relationship between the Map of Work and the Map of the Body made earlier?



Keep these maps or record them with photographs. You can meet with these same workers to assess the changes and progress that may have occurred. If there has been no change you can discuss the reasons together. This will help you review strategies for action to finally achieve the objectives. Reviewing and constantly updating the maps is very important for workers to see the progress, or lack of progress in correcting

Documentation: Registration 3

The Map of the Work is the reference map for the preparation of the action plan at the final end of this exercise. Therefore, at the moment when the worker explains how he/she carries out his/her work and what problems are present in this place, attention should be redoubled. This should be done using SCHEDULE 3 which is attached at the final end of this resource. Those carrying out the reporting task should also write down the problems indicated by the workers on cards to facilitate the steps of PRIORIZING THE PROBLEMS and the ACTION PLAN. Read through MOMENT 7 of this resource to better understand the documentation process for this moment.

Moment4

Map of "Our World"

Mapping "Our World" enables workers to identify the effects of work on their lives outside the workplace. Very often impacts of physical, psychological and mental ill-health are filed to the realm of the workplace only. If workers find themselves ill as a result of the work they do, there can be significant impacts on their lives. The "Our World" Map helps to show that workers are not alone with their suffering and that many of their experiences are not individual problems. Through this map they can see that collective problems have collective solutions. This understanding can help build worker involvement in actions to change the reality of work.



Step by Step

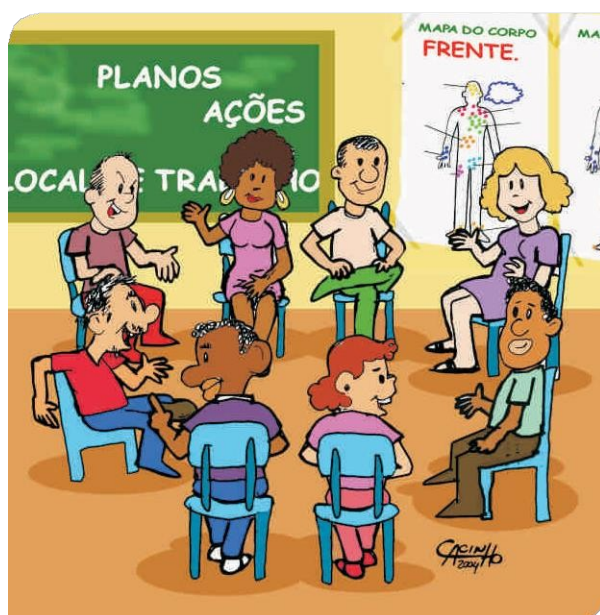
- 1- Fix on the wall the large poster with the drawing of a small human body that is attached to the final of this resource.
- 2- Ask the participants to draw a picture representing how problems at work affect their life outside the workplace.
- 3- You can stimulate the group with examples: if someone is so stressed that he shouts at all the members of his family, he can draw a shouting mouth next to a figure of a child. If someone has neither the time nor the energy to have an affectionate life, they can draw a heart with a diagonal line, etc. Stimulate the creativity of the group.
- 4- - Now invite employees to individually map out the effects of work on their personal lives. Everyone should
- 5- address the board together. This helps to disinhibit and promotes quick discussions between them.
- 5- After everyone has completed their drawings, ask for volunteers to explain what they have drawn. It is not necessary for everyone in the group to explain their drawing. At this stage of Mapping you are able to manage the time of the activity.
- 6- After everyone has shared their experiences with the group, ask the participants: Are there any similarities in the drawings or the situations presented on the map?
- 7- You can also set up groups to make the "Our World" Map, keeping the same groups as for the Labour Map. In this way, each group draws the map and a rapporteur presents it.

Question for workers

What relationship do you perceive between the map of the body, the work and our world?

Joint Reflexion

Nobody leaves their aches and pains on the time clock before going home. Fatigue and health-related problems accompany us and can have an impact on our personal life. Mapping "Our World" can make "what is hard to see" in workplaces more visible. Problems in the workplace can be easily identified such as a broken part, an unprotected machine or toxic fumes that are making workers sick.



But there are risks that are not easily identified: fatigue from a twelve-hour day, exhaustion caused by improvised production processes that are reducing staff and increasing the workload, overtime, abusive target setting and harassment. All risks can have negative effects on many aspects of life.

Once we can identify the problems - including working conditions that can lead to stress or fatigue - we start to think about what we need to eliminate or reduce those problems.

Documentation: Register 4

If your objective is to develop Mapping with a view to negotiating with the company, the data obtained from this map may be used to enrich the final report. Attached at the final end of this resource is a simple script on how to record the main things workers say about the impact of work on their social life.

Moment5

Prioritisation of problems

The completion of the Labour Map will generate a list of problems raised by the workers themselves. It is common that the list discussed will be long. Therefore, it is necessary to discuss with workers which problems are a priority to discuss and solve. Developing this phase helps workers to understand that not all solutions can be immediate. They depend on a number of factors and time to be finally solved. At this stage, the worker shares this concern with the union and works towards classifying the order in which the problems are to be solved.



Step by Step

- 1 Hang the "Problem Prioritisation" poster on the wall;
- 2 Distribute three coloured stickers to each participant. The colour of the sticker should be the same for all participants.
- 3 It is preferable that you use flipcharts to list the problems encountered at the workplace. This will make it easier to rearrange the problems after voting on the priorities.
- 4 Guide the group to go to the poster collectively. The participants should vote on the problems that they consider to be a priority.
- 5 The group can use its vote as it wishes. They can place all the stickers on a problem that is fundamental for them or distribute their votes on different problems.
- 6 After all present have voted, count the votes for each problem and rearrange the list in order of priority defined by the group.

Issues for workers

Depending on the composition of the group there may be areas or functions with larger numbers of participants and this may influence the order of priorities. If this is the situation, ask the group if they agree with the voted order of priority or if there are any issues that ended up not being addressed that the group would like to adjust.

Moment6

Planning Actions

Throughout the mapping exercises, we discovered a number of health-related problems, risks and their impacts on our lives. It is not easy to solve all the problems at once. Therefore, we have to definit where we are going to start and for that, it is necessary to definit our priorities. Now, at this stage, let's think about some concrete steps by which we can change the work environment.



Step by Step

- 1 Afixe on the wall different coloured cards with the following inscriptions: "Problems", "Solutions", "What to do", "When", and "Who".
- 2 Place in the "Problems" column the cards with the problems voted by workers in the order of priority.
- 3 Discuss with the group proposals for solutions to each problem and write them down on flipcharts.
- 4 Then discuss with the group what to do to make the proposed solutions to the problems feasible.
- 5 After this stage, discuss with the group the deadlines for carrying out each action. Try to encourage the group to set realistic deadlines, taking into account the negotiation time, the company's internal procedures and the organizational capacity of the groups involved.
- 6 The last stage of the action plan is the definition of those responsible for forwarding the group's decisions and deliberated actions.

Important

When discussing with workers who takes the actions, it is important to try to involve them. It is a natural tendency that the group decides to assign responsibilities only to the union. Try to motivate them to participate in the process by taking some actions. If the group defines a public campaign, for example, you can involve them in the preparation.

Joint Reflexion

Discuss with workers:

The trade union is the worker! Therefore, it is not the union that should, in isolation, take upon itself all the responsibilities of the workers' struggle. It is fundamental that the workers at the base get involved in this process. We have just made several maps and an action plan. How can we use the results of our work?

Are there maps that we can present to the boss? To the authorities? To the media? To others?

When presenting the action plan remember not to mention names or data that would allow people to be identified to ensure the confidential nature of the information.



Who will forward, together with the union, the actions to change the situation in the workplace?

How can CIPAS act in this sense?

How to present these results to authorities public, media or the boss?

Would it be appropriate to conduct additional mapping exercises with other workers? The group could it also act along these lines?

Would it be desirable to carry out continuous mapping to monitor progress and definit new actions? How could more workers be involved in this process?

How to forward the Action Plan?

The monitor must ensure that the Action Plan defined by the workers is presented to the trade union leadership. This will ensure the commitment of all the officers to the plan drawn up jointly with the category. The meeting must set out the timetable for negotiating the plan. In addition, the union must ensure that there is a panel in the workplace to signal the progress of negotiations. The panel should list the problems and have three columns: green for solved problems, yellow for problems that are being forwarded and red for problems that the company refuses to solve. According to each column inform workers of the forwardings and claims of the company in case of non-solution of the problems. The marker board will enable workers to follow the negotiations and discuss new strategies to press for change.

Documentation

Mapping in itself is already a participatory research model that ensures the active involvement of workers:

- in the process of collecting data on levels of illness;
- in identification of the risks present in the workplace and which are the causes of the physical, psychological and mental illness of workers;
- in the construction of proposed solutions to the problems encountered;
- in definition of the priority problems to be tackled;
- in the construction of the action plan to promote changes in the workplace aimed at preserving their health and their lives.

Developing this process with the workers creates a huge space for them to come closer to the union, a collective perception of the problems and a motivation for the workers to mobilise for change.

Your trade union can implement Mapping to achieve these objectives. However, if the trade union wishes to go further, starting a negotiation process with the companies based on the issues raised by the workers, it is possible to make a documentation that will help in the making of a detailed report based on the maps developed with the workers in each of its stages.

Why make a documentation?

Documenting the information gathered from the workers based on their experience and knowledge will enable the production of a report that:

- will serve as a record for comparative queries and verification of changes
- will keep the memory of the activities carried out and their respective information on workplaces, performance of duties, etc;
- will enable the systematisation of the data obtained in the Mapping implementation process;
- will present the information in a structured and organised manner;
- will display in detail the working conditions to which the worker is subjected;
- will point out the levels of illness that are affecting workers;
- will provide input and argumentation for negotiations between trade unions and companies;

Companies often undervalue and undermine the knowledge of workers and union members. Presenting systematic and organized data strengthens the union's respectability. Besides this, company HR's are normally unaware of the reality of the workplace. Having a detailed report offers the union a negotiating advantage, preventing the company from denying information from workers due to the high level of detail that the documentation offers. In section 7 of this resource, we will look at how to prepare the documentation for the final report.



Register 1

Dynamics of Similarities and Differences

The first information that we will document in the Mapping development activity concerns the perfil of the workers participating in the mapping. By carrying out the Similarities and Differences dynamic (Moment 1 of this resource) it is possible to have a picture based on the information from the groups as they are divided. This information can be used to support the final report or only as internal information for the union.

Step by Step

- Before the meeting print out the Record 1 sheet that is attached at the final end of this resource.
- Define in the group of monitors who will be responsible for coordinating the dynamics of the Similarities and Differences and who will take care of the reporting.
- The reporter should firm the moments of division of the groups by noting on REGISTER 1 the numbers corresponding to the criteria for dividing the groups that are on the form.
- Use only one sheet per Mapping implementation activity.

Documentation - Perfil Participants		
REGISTER 1 - Similarities and differences dynamic		
Date <u> </u>		Venue: <u> </u>
Item s	Quantity	
Working Time	Under 10 years	
	Between 10 and 20 years	
	Between 20 and 30 years old	
	Over 30 years old	
Gender	Men	
	Women	
Age	Under 30 years old	
	From 30 to 40 years old	
	From 40 to 50 years old	
	Over 50 years old	
Marital Status	Single	
	Married	
	Widower	
By area, function or workplace	Function A	
	Function B	
	Function C	
	Function D	

REGISTER 1 - Similarities and differences dynamic

Date = _____

Venue = _____

	Items	Quantity
Working Time	Under 10 years	
	Between 10 and 20 years	
	Between 20 and 30 years old	
	Over 30 years old	
Gender	Men	
	Women	
Age	Under 30 years old	
	From 30 to 40 years old	
	From 40 to 50 years old	
	Over 50 years old	
Marital Status	Single	
	Married	
	Widower	
By area, function or workplace	Function A	
	Function B	
	Function C	
	Function D	
Children	Has files	
	No files	
By Municipality		
Other		

Register 2

Body Map - Health Problems

The purpose of this documentation is to record the problems affecting the health of workers, identifying physical, psychological and mental aspects. Recording this map will make it possible to organize quantitative data to measure the incidence of problems that are affecting the health of workers in a given workplace and/or function. Based on this record it will be possible to organize the information in a simple manner in a qualified chart with indexes of illnesses affecting workers. The graphs will make up the final report to be presented to employers without exposing any workers by name.

Step by Step

1. Prepare before the activity copies of register 2, according to the number of participants in the activity. The form is attached.
2. This register is filled in individually. One sheet for each participant.
3. The Group field in the form will be filled in by role. If you have used another criterion to divide the groups, adjust the table.
4. Fill in the date when the activity took place. This will help you when writing the final report.
5. If you have groups of workers in the same function, try to number the completed form. This will enable you to better control the number of participants in the activity. Ex: nurse 1, nurse 2, nurse 3.
6. Pay attention when filling out the form. In the column just mark an "x" in front of the problem indicated by the worker that is affecting his/her health. In the next column write down any important comments that the worker has made about the problem indicated on the map.
7. If a problem arises that is not contemplated in this list use the field OTHERS and put the observation in the COMMENTS column.
8. All addressees located by workers should be recorded on this form.

Documentation - Body Map		
REGISTER 2 - Map of the Body - Health Problems		
Date = _____		Group = _____
Mark XComments		
1. Allergies		
2. Arms		
3. Head		
4. Circulation		
5. Heart		
6. Low back		
7. Back part top		
8. Stomach		
9. intestine		

REGISTER 2 - Map of the Body - Health Problems

Date = _____

Group = _____

	Mark X	Comments
1. Allergies		
2. Arms		
3. Head		
4. Circulation		
5. Heart		
6. Back bottom part		
7. Back top		
8. Stomach		
9. Intestine		
10. Knee		
11. Hands		
12. Fingers		
13. Shoulders		
14. Skin		
15. Leg		
16. Feet		
17. Neck		
18. Psychic		
19. Lung		
20. Breathing		
21. Sex		
22. Other		

Register 3

Map of Work

Record 3 is filled in at the time of exposure of the Work Map made by the participants in the activity. In the map, it is possible to identify the causes that are responsible for illnesses or accidents. This record is used to develop the action plan in the final report. Through it, it will be possible to obtain a more detailed description of the problems pointed out by the workers in the workplaces. A good description of the problems will help in the arguments for negotiating and finalizing the report to be presented to the company. A detailed description of a problem will also help union negotiators who did not take part in the activity.

Step by Step

- 1- At this moment, the ideal is to have two people responsible for the report. One to fill out the form of record 3 with a detailed description of the problems and another to fill out the cards with the problems encountered. The cards will be used in the phases of Priorization and Action Plan.
- 3- The problems noted in the cards should have the same writing as the problems noted in the ENCOUNTERED PROBLEMS column. This will facilitate the preparation of the final report.
- 4- One form should be completed per Map of Work submitted.
- 5- When the workers explain the Map of Work to you, fill in the first column (more general definition) and the DESCRIPTION OF THE PROBLEM.
- 6- Detail the PROBLEM DESCRIPTION column as much as possible. For example: If the group points out that the problem is a lack of manpower, ask the group: Why are there not more people in the area? How many more people would be needed? In which jobs are they needed? What functions would have to be provided, etc. The rapporteur may ask questions during the explanation of the roadmap in order to be able to detail the problems encountered as much as possible.
- 7- Take care that whoever is reporting has legible handwriting to facilitate the work of drafting the final report.

Documentação - Mapa do Trabalho	
REGISTRO 3 - Mapa do Local de Trabalho	
Grupo: _____ Data: _____	
Problems encountered	Description of the problem
1.	

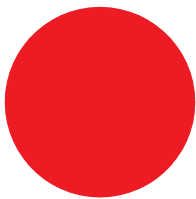
REGISTER 3 - Workplace Map

Group: _____ Date: _____

Problems encountered	Description
1.	

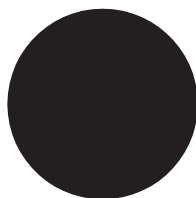
Options for classifying problems on the Job Map

Problems in the Organisation of Work



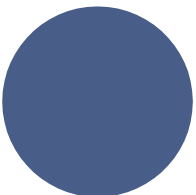
- High production targets
- Excessive working hours
- Insufficient time to complete tasks
- Excessive overtime
- Stimulating competitiveness through productivity
- Few manpower
- Other

Problems in the Social Relations of Work



- Difficulties in communicating with chiefs
- Harassments
- Relationship between workers
- Relationship with clients and users
- Insulation

Problems in the Workplace Environment



- Noise
- Lighting
- Temperature
- Inadequate flooring
- Inadequate furniture
- Inadequate layout
- Inadequate equipment
- Bacteria
- Dust
- Fungi
- Radiation Exposure
- Contact with chemical products
- Poisonous animals
- Other

Register 4

Map of Our World

Record 4 will demonstrate how work can impact on people's lives. The Map of the Triad is important to demonstrate the relationship between life, health and work. It is at this moment in which the worker realises the importance of seeking a balance in this triad.

Step by Step

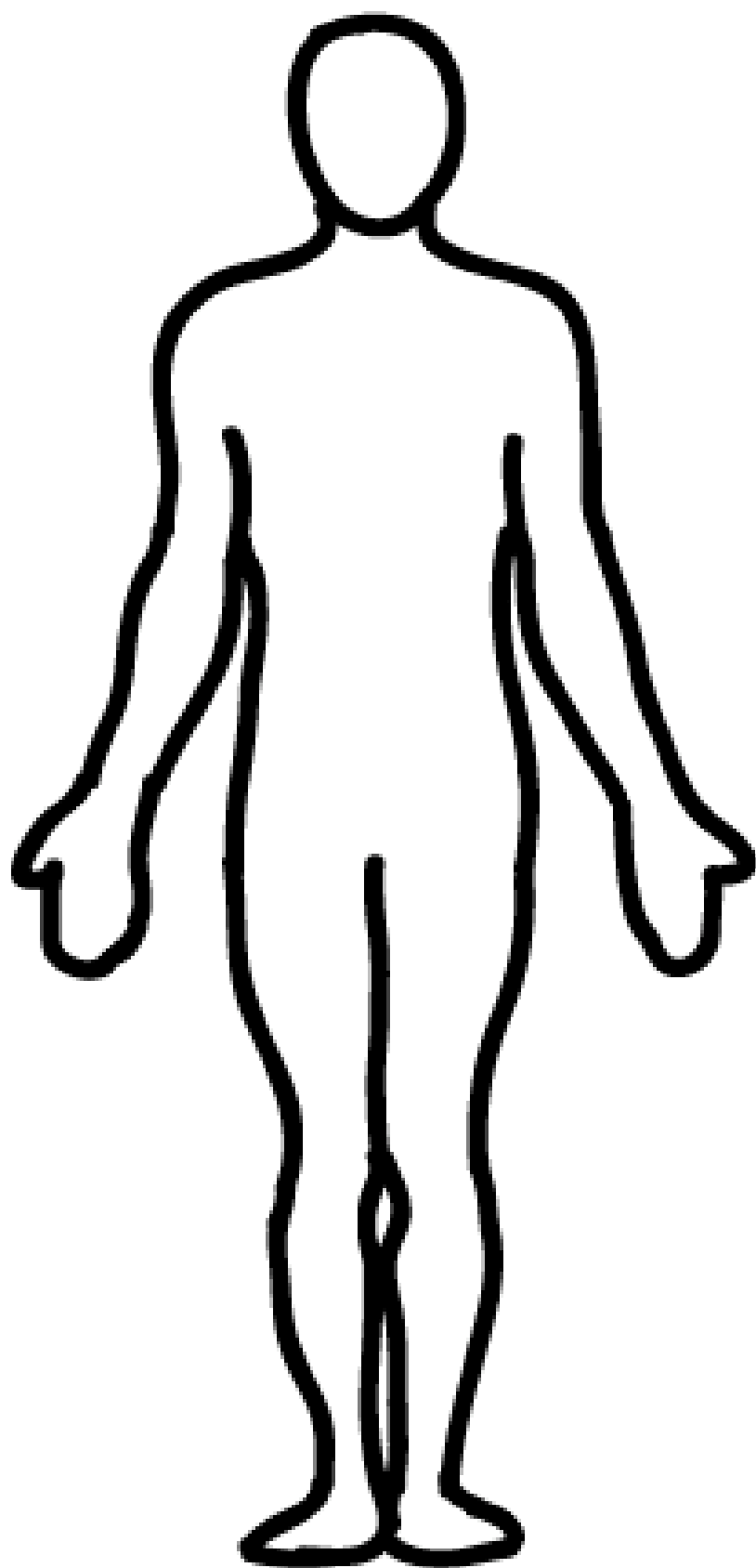
- 1- Copy the sheet from Record 4 which is attached to this appeal.
- 2- You should use only one form for the whole class taking part in the activity.
- 3- This is an open record. Try to write down the main analyses and accounts of workers on the impact of work on their lives.

[illegible]

Group: _____

Date: _____

[illegible]



Report Production

If the aim of your trade union is to start negotiating with the company on the basis of the information gathered through the Mapping exercise, the records filled in during the activity will help you draw up the final report. In this way, the final report will be an important support in the negotiation stages. At this stage, you will understand how to use REGISTERS 1, 2, 3 and 4 to complete the report on the activities carried out.

Step 1: Record 1 - Similarities and Differences Dynamics

This first record will help organize data on the profile of the workers who participated in the activities. See below the spreadsheet model that you can access on the RedeVidaViva website. Access to this field on the Network portal is restricted and will only be allowed to network monitors who have undergone the Mapping training process.

Filling in the fields in the spreadsheet

To make the data entries in the spreadsheet, based on Entry 1 that was filled in during the activity, only some basic knowledge of Excel is required. The spreadsheet is configured to do the calculations automatically. Therefore, the task will just be to enter the data according to the guidance in the spreadsheet. Don't worry because filling it in is quite intuitive. Get to work!

REGISTER 1 - Differences and Similarities Dynamics																		
Company Time	DATE	01/jan															TOTAL	%
	Under 10 years																0	#DIV/0!
	Between 10 and 20 years																0	#DIV/0!
	Between 20 and 30 years old																0	#DIV/0!
	Over 30 years old																0	#DIV/0!
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Gender	DATE																TOTAL	%
	Men																0	#DIV/0!
	Women																0	#DIV/0!
Marital Status	DATE																TOTAL	%
	Single																0	#DIV/0!
Age	DATE																TOTAL	%
	Under 10 years old																0	#DIV/0!
	Over 10 years old																0	#DIV/0!
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
By area	DATE																TOTAL	%
	Technical																0	#DIV/0!
Children	DATE																TOTAL	%
	Has children																0	#DIV/0!
	No files																0	#DIV/0!
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!

Each column corresponds to one activity, so that the indicators can provide a complete statement of all the activities carried out in a given period.

Enter, in the field of the arrows shown, the data for the activity count according to the corresponding item.

The entered data will be automatically taken over in these fields.

Report Production

The VidaViva Network has organized a spreadsheet that will make it easier for you to organize the information from the Body Map. All you need to do is enter the data from Record 2 into the standardized spreadsheet specially designed to calculate the percentage incidence of illness. By doing this, the spreadsheet already organizes the rates entered in graphical form. Before starting to enter the data into the spreadsheet, if your activity has been carried out with different groups, separate the forms in Record 2 by function, as the groups were divided by colour on the Body Map.

Step 2: Registration 2 - Problems Affecting Health

RESULT OF THE RESEARCH GROUP ATTENDANTS									
Health problems									
Date of investigation:	19/06/2019								
Total Participants:	10								
Problems		N° Problems Perc (%)							
Musculoskeletal problems									
Headaches (migraine)	05	5 50							
Headaches		0 #DIV/0!							
Neck pain		0 #DIV/0!							
Shoulder pain		0 #DIV/0!							
Arm pain		0 #DIV/0!							
Wrist pain		0 #DIV/0!							
Hand and finger pain		0 #DIV/0!							
Back pain - top		0 #DIV/0!							
Back pain - bottom part		0 #DIV/0!							
Hip pain		0 #DIV/0!							
Knee pain		0 #DIV/0!							
Ankle pain		0 #DIV/0!							
Foot pain		0 #DIV/0!							
Chest pain		0 #DIV/0!							
Leg pain		0 #DIV/0!							
Elbow pain		0 #DIV/0!							
Pain in the groin		0 #DIV/0!							
Circulatory System Problems									
Circulation		0 #DIV/0!							
Heart		0 #DIV/0!							
Blood pressure		0 #DIV/0!							
Digestive Tract Problems									
Stomach		0 #DIV/0!							
Intestine		0 #DIV/0!							
Kidneys		0 #DIV/0!							
Liver		0 #DIV/0!							
Psychic problems									
Stress		0 #DIV/0!							
Depression		0 #DIV/0!							
Panic syndrome		0 #DIV/0!							
Anxiety		0 #DIV/0!							
Anguish		0 #DIV/0!							
Insomnia		0 #DIV/0!							
Exhaustion		0 #DIV/0!							
Fear / Trauma		0 #DIV/0!							
Discouragement		0 #DIV/0!							
Frustration		0 #DIV/0!							
Sadness		0 #DIV/0!							
General Chart - Permanent Employees									
Head									
Epilepsy		0 #DIV/0!							
Hearing problems		0 #DIV/0!							
Visual									
Blindness		0 #DIV/0!							
Taste									
Prostate		0 #DIV/0!							
Skin									
Allergies		0 #DIV/0!							
Psoriasis		0 #DIV/0!							
Sex		0 #DIV/0!							
Lung		0 #DIV/0!							
Ovary		0 #DIV/0!							

MAPPING - Health Problems - Percentage

Health Problem	Percentage (%)
Headaches	50
Headaches (migraine)	50
Neck pain	0
Shoulder pain	0
Arm pain	0
Hand and finger pain	0
Backache - top	0
Backache - bottom	0
Exhaustion	0
Fear - Trauma	0
Discouragement	0
Frustration	0
Sadness	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Circulation	0
Heart	0
Blood pressure	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
Panic syndrome	0
Anxiety	0
Anguish	0
Insomnia	0
Stomach	0
Intestines	0
Kidneys	0
Liver	0
Stress	0
Depression	0
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Anxiety	0
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Report Production

Map of Work data entry spreadsheet

The VidaViva Network has prepared a general spreadsheet for an Action Plan to guide the approaches defined with the workers for the negotiations. This spreadsheet will help to identify the problems and their proposed solutions, and will be a permanent guide for the directions to be taken until the reality of the workplace is changed on the basis of the problems raised collectively.

Step 3 - Registration 3 and Action Plan

- ➡ Enter in the PROBLEM column all the problems noted on the cards and in Record 3 in the order of voting for priorities. non-priority problems will file last or on a new worksheet.
- ➡ Type in the DESCRIPTION column the entries made in the form for Record 3 - Description of the Problem.
- ➡ Then type in the proposals for SOLUTION, WHAT TO DO, DEADLINE, RESPONSIBLE that are on the cards filled in during the activity.
- ➡ Initially, the SITUATION column will be RED. However, as the negotiations with companies progress modificate the colours indicating: YELLOW for proposals in progress, and GREEN for solved problems. RED will be for problems that have not been resolved or that the company is resisting in resolving. This chart allows a good follow-up of the process.
- ➡ Arrange the problems in order of function. if you have problems that affect everyone, start by grouping in the Area column, ALL. And finally list in the ITEM column.

Mapping Company								
Area	Item	Problem	Description	Solution	What to do	Deadline	Responsible	Situation
1	All	Aeroplane spraying workers	Workers do not know when the plane will pass and it often flies close to the work front	1) Keep work in distant areas (create rotation system of work and spraying); 2) Spray on Saturdays work on Tuesday	1) Draw up a new spraying map with the Company 2) Suspension of aerial spraying	1) 2 months 2) 6 months	Sesmt and Company Management	
2	All	Sun	The sun causes excessive wear and tear-lack of sunscreen. The cost of sunscreen is too high for the workers.	1) Distribute sunscreen to workers.	Discuss with the company+ SESMT the inclusion of the protector on the IPE list	2 months	Sesmt, Company Board and Trade Union	
3	All	Bus	It rains inside the bus, with uncomfortable (hard) seat. Many buses break down on the way home. Workers report that this happens on average once a week.	1) Replace circular buses with coaches 2) maintain two types of bus, one being a road bus specifically for commuting to and from work, and the other for cycling only inside the farm.	1) Establish a schedule with the company for the exchange of fleets. 2) Make contract with circular bus only to circulate on the farm.	6 months to 1 year.	Trade union and HR management of the company	
4	All	Bus	Hard, uncomfortable chairs. Difficult especially for long journeys and for night owls.	Replace the fleet with newer buses with reclining seats	Replace fleet with buses	6 months to 1 year.	Union and HR department of the company	
5	All	Lack of Training	Workers report that they do not know in depth the harm caused by the inappropriate use of agrochemicals.	Training schedule on pesticides for all workers: Types; Risks; Handling/Disposal	1) Discuss with HR and SESMT a training schedule on this topic	3 months	Sesmt and Company Management	
6	General	Night work: Eating in the dark	Night shift workers have to eat in the dark and cannot turn on the headlights and are exposed to animal attacks in the dark	1) Verify a place for feeding at night with lighting 2) Review decision on headlights	Discuss with the company the implementation of these measures	1 month	Trade union and management	
7	Mechanics	Frequent Maintenance/ Overload of Work	Machines with heavy use often have problems	Hiring of 1 additional employee	Meeting with Company HR	180 days	Workers and trade union	
8	Mechanics	Weight of plateau and clutch disc/lack of pneumatic screwdriver	The worker has to screw and unscrew and at the same time hold the weight, causing shoulder and back problems	1) Purchase a pneumatic screwdriver 2) Have two people to work on the clutch; 3) Having a hoist (in this case suspending the roof of the workshop)	1) Discuss with the purchasing division the purchase of the screwdriver 2) Hire one more mechanic to help with the work 3) Make a plan for adapting the office to insert a roof hoist for lifting the weight	From 30 to 180 days	Purchasing division, union and company	

Report Production

You now have all the information you need to produce the final narrative report on the implementation of Mapping. Make a good analysis of the spreadsheets and graphs generated and highlight in the report the information that stands out the most to speed up the reading of those who receive it. Courage and good work!

Step 4: Making the final narrative report

- 1 - Start your report with a brief history of the negotiation process or the implementation of Mapping. What was the negotiation with the company like, if there was a negotiation of collective agreement clause or if it was an activity done outside the company, dates of activities carried out and groups that were surveyed over how long a period.
- 2- Insert in the report the table with the workers' perfil
- 3- Analyse the table in the action plan and check the main characteristics of the problems identified by the workers based on the risk chart in the occupational map. Make a simple table indicating the nature of the main problems encountered:
 - a) Problems in the Organisation of Work
 - b) Problems of Social Relations at Work
 - 4) Problems in the work environment
- 4) Copy the charts with the illness rates from the Excel table by job function and lastly place the overall illness chart. Analyse each of the graphs and comment on the higher rates that stand out in that group. Here, only comment on illness and its main causes. There is no need to comment on each rate. The chart already provides general information.
- 5) Impacts on the life of the worker
Record 4 of the Map of Our World may assist with this stage of narrative reporting. After inserting the illness rate graphs, insert general comments on the impacts of work on workers' lives. This report should reinforce the graphs of physical, psychological and mental illnesses and the union's arguments.
- 6) Finally, copy the action plan worksheet from excel. Note whether the problem description is satisfactory. This column is very important, as not always the person who coordinates the activity is also the negotiator of the problems identified. Therefore, the problem description should be as detailed as possible so that the union negotiator and the company representative understand through the report exactly what the problem is. Often the problem is a lack of manpower. The problem description should make clear why more workers are needed, at which workplace and for which function.

