# Workplace visit – Facilitator’s sheet

It is important to prepare a visit to a workplace well. Misunderstandings and obstacles can occur if there are no clear agreements from the start.

It is important to contact the Company in due time to get permission to visit and tlk with workers, take photographs etc.

Management representatives should be explained the purpose of the visit, which is to train workers’ (and possibly also management) representatives as trainers and give feed-back about room for improvement to inspire and guide the enterprise’s bipartite OHS committee if such a committee exist.

This exercise has several recommendations according to its stages:

You need to plan the observation form. Do they all have to tour the same parts of the company or take different sections?

Participants should know well what is expected of them during the observation round. What to observe, how to act (care, respect for those who are working, comply with all instructions and signs), to which group each one belongs and who is the leader of each group.

In the instructions it is important to say that they observe both progress and deficiencies, good and bad. It is also important to present the deficiencies as options or spaces to improve. As visitors we are in the workplace to suggest and advise, not to give a negative review.

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**Before the visit:**

1. Organize participants in groups.
2. Listen carefully to the possible questions and suggestions that participants will make to the observation guide, remember that it is about creating a participatory environment where possible constant feedback and interaction between facilitators and participants is obtained. It is important that the participants understand how to work with the guide
3. When it is possible to use cameras and take pictures of your priorities for the presentation, you need to prepare the participants well.Organizar a los participantes en grupos.

**During the visit**

1. Encourage participants to walk through the workplace and observe and take notes and photos.
2. For information that supplements the observations, the facilitator may encourage participants to ask questions to the workers about different aspects of their working day.
3. During the visit also observe and comment on positives aspects in terms of occupational health for the benefit of workers with the aim of applying these improvements in other sections or other work centers.

**After the visit**

1. Participants must continue the work in groups so that according to what they observe they define what the priorities are.
2. Use flipcharts to highlight the priorities of the groups. In this way, we will have an overview about the most relevant priorities and the comments that the participants want to add in this regard.

After the elaboration of a table, a summary can be prepared on the priority points, which were the most mentioned by the participants