

# AWARENESS ACTIVITIES FOR

## OCCUPATIONAL HEALTH AND SAFETY

There are seven examples of awareness activities in this section. These are:

1. A drama
2. A poster display
3. An information stall
4. A cleaner of the month campaign
5. A week about waste
6. An SMS campaign
7. A championship waste game

Each awareness activity is accompanied by a description of the activity, the target groups and the main message to be communicated.

You can choose to implement one of these awareness activities in your health care facility. To do this you need to set up your task team and complete the awareness activity plan.

Often the first activity is to produce an outline plan that you can present to others and to senior management to secure their buy-in and co-operation with your plan. This does not have to be a very detailed plan. Plan to write a page about your intentions and then you can attach a completed awareness activity plan.

### REMEMBER

All of these activities can be adapted to communicate other messages

### Something to THINK about

A successful awareness activity is well planned.

Use the colour coding to identify three components of an awareness activity.

the **ACTIVITY**

the **MESSAGE**

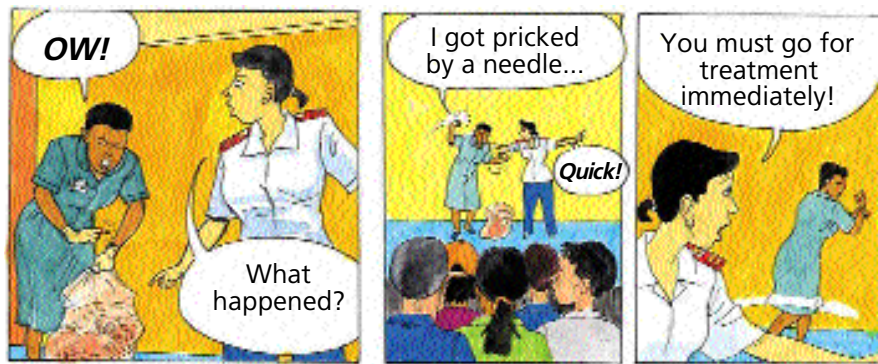
the **TARGET GROUP**

Make sure you have thought about all three!

# AWARENESS ACTIVITY

## A drama

**the ACTIVITY** A drama is a very powerful method to discuss any issue related to waste management. Drama can show the real life situation. It can also bring in humour and plenty of singing! This drama will focus on the prevention of needlestick injuries and what to do if a needlestick injury occurs.



Find out who would like to participate in a drama at your health care facility. Then identify someone who can work with a group of volunteers to produce a short drama. Make sure the drama lasts no longer than 15 minutes. Make sure that the facilitator of the drama understands the messages that are to be communicated. It is very important that during the drama the main messages are constantly reinforced and that there are no mixed or confused messages. Before the drama is performed in your health care facility, make sure that someone has watched it to check that all the information given is correct. Because it always takes plenty of rehearsal time to develop a drama, try and plan a schedule of performances for the drama rather than showing the drama at one performance only. You could find out if a neighbouring hospital or clinic would like to have the drama performed.

**the TARGET GROUP** All medical and non-medical staff

### the MESSAGES

1. Sharps go in the sharps container
2. Report all needlestick injuries: You have a right to treatment
3. Get treatment for a needlestick injury. It will protect you from HIV infection

### awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan written on paper		
Identify someone who can lead the development of the drama			
Use internal communication channels to invite interested staff to participate in the drama	List of names		
Meet with interested staff to brainstorm ideas for the drama	A message brief for the play A schedule for rehearsal meetings		
Collect props for the play	Props, costumes		
Perform the play for staff	Venue, schedule of performances, refreshments for actors		

# AWARENESS ACTIVITY

## Poster display



**the ACTIVITY** This activity will generate a display of posters about the occupational health and safety hazards of poor health care waste management. It can be a project for health sciences' students who are on placement in your health care facility or for art students at a neighbouring school or tertiary institution. To help you facilitate the project, you will need to find an art teacher who is keen to be involved. With the art teacher, you can talk to the students about how occupational health and safety is protected through good waste segregation and through proper cleaning of all bins and stands. Arrange for the students to visit your health care facility to see how waste should be managed. You may need to ask for paper and paint to be donated by the participating sponsor or by an outside organisation or business.

Once all the pictures are ready for display, you will need to find board on which to mount them. Display boards are often available from Regional and Provincial Departments of Health. Arrange that your display will be put up in a central venue in your health care facility. Make sure you organise security for the display so that the pictures are not damaged or the display boards lost.

**the TARGET GROUP** All medical and non-medical staff patients and visitors

### the MESSAGES

1. Everyone has a right to work in a safe environment
2. Correct waste segregation is part of occupational health and safety
3. Clean all bins and stands daily to protect our environment from germs
4. Wear gloves when working with waste

## awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Identify possible educational institutions or health sciences students at your health care facility who may participate	List of institutions Draft letter if necessary inviting a class from the institution's health science department or art department to design posters focusing on occupational health Draft letter confirming participation		
Identify an art teacher who is willing to facilitate the project	Arrange sponsorship or donations for paper and paint for the project		
Arrange a visit to the health care facility	Prepare information for students about occupational health and safety hazards related to waste		
Arrange for display boards	Letter requesting display boards		
Open the display	Select dates to show the display Security for the display		

# AWARENESS ACTIVITY

## Information stall

**the ACTIVITY** This is an easy activity to plan and implement. Information stalls are a good place to talk to your colleagues about any aspect of health care waste management. Make sure that your stall/s are in location/s that are used by plenty of people. You can hold many activities at your stall. These include demonstrations of how to use equipment correctly, a lucky draw (see the activity on page 17 of this booklet) or give out stickers (see the activity on page 22). Think of a way to attract people to come and look and ask questions at your stall. Make sure that all the people working behind your stall are able to answer questions correctly.



At this stall you are going to talk to people about the importance of knowing about the Code of Practice. You will let people know where they can find a Code of Practice and how to report a problem in health care waste management. You will also demonstrate the form that must be completed when an acci-

**the TARGET GROUP** All medical and non-medical staff

### the MESSAGES

1. Read the Code of Practice and learn how to work safely with health care waste
2. Report poor health care waste management to your supervisor or health and safety representative
3. Use all equipment correctly

### awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Identify well informed staff, who can communicate well, to run the information stall/s	List of names		
Identify what equipment, forms and other items are required for the information stall/s	List of items to be used at the stall/s		
Hold a meeting with all staff working on the stall/s to discuss what information you will discuss with staff	Information sheet		
Advertise the date and time of your information stall/s at internal staff meetings			
Conduct the information stall	Table for stall Equipment, booklets, forms etc to display at the stall		

# AWARENESS ACTIVITY

## 'Cleaner of the month' campaign



**the ACTIVITY** General assistants and cleaners are the backbone of the health care waste management system. This activity aims to highlight the importance of their essential work through a 'Cleaner of the month' campaign. Big companies often run a regular campaign to highlight their worker of the month.

Each month of the campaign, select the cleaner who shows dedication to his/her work, who strives for high standards of hygiene and who wears the correct protective clothing. Display his/her photo for the month in an appropriate place in your health care facility where plenty of people can see his/her achievement. Remember that the photograph should be of a reasonable size so that everyone can easily see the winner.

This activity can run for one month or for many months. A 'Cleaner of the month' campaign is an excellent opportunity to remind general assistants and cleaners about the standards for health care waste management. Use the campaign as an opportunity to talk to them about the standards set in the Code of Practice. Think of other ways to reward the winning general assistant. For example, the general assistant could be given his/her photograph to keep once the picture has been displayed for a month. Alternatively, a letter could be sent to the winner signed by the CEO acknowledging his/her achievements.

### the MESSAGES

1. Clean all bins and stands daily to protect your environment from germs
2. Read the Code of Practice and learn how to work safely with waste
3. Wear gloves when working with waste

**the TARGET GROUP** General assistants and cleaners

## awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Identify photographer and display board/space/frame for campaign	Find out costs for photographs and motivate for budget Make a sign saying 'Cleaner of the month' to be displayed at the place where the photograph will be exhibited		
Identify which staff members will inspect, monitor and assess the work done by cleaners	List of staff		
Identify criteria for selection of 'Cleaner of the month'	Checklist of criteria including: - dedication to work - strives for high standards of hygiene - wears correct protective clothing		
Meet with cleaning department to explain the activity, what criteria will be used and the duration of the activity			
Start campaign	Display photograph of the first 'Cleaner of the month'		

# AWARENESS ACTIVITY

## A 'week about waste'

**the ACTIVITY** Adopt a 'week about waste' for your health facility. Agree to start every meeting, including senior management meetings, by discussing occupational health and safety aspects of health care waste management for one week only. Prepare information sheets and discussion points. Use the Code of Practice to help you. Make sure that each discussion lasts only 10 to 15 minutes. To help plan your information sessions, select a message/s for each day. Remember to think about questions that you may be asked and how you will answer them.

To prepare for this activity, you will need to produce a timetable of all the management meetings happening in one week in your health care facility. Then identify who will be able to speak at each meeting. Prepare the information sheets together with the speaker so that everyone is clear about the topic to be discussed. If there is a budget available for your activity, you could hand out stickers with a suitable slogan or give out pens reminding managers about the importance of the Code of Practice and occupational health and safety.

**the TARGET GROUP** Senior management, area and unit supervisors and departmental heads

### the MESSAGES

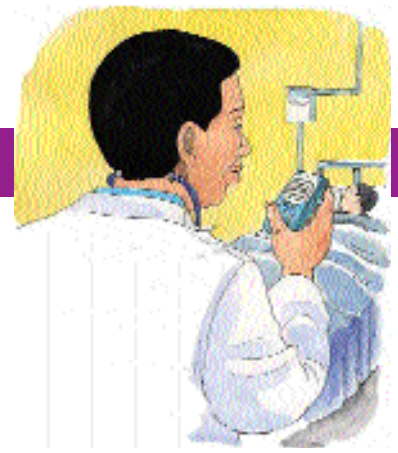
- Day 1 - 1. Everyone has a right to work in a safe environment
- 2. Read the Code of Practice to learn how to work safely with waste
- Day 2 - 3. Take action to protect the health and safety of others: segregate waste correctly
- 4. Protect your health and safety: Put sharps in a sharps container
- Day 3 - 5. Teamwork for health care waste management protects everyone's health and safety
- Day 4 - 6. Use equipment correctly
- 7. Close all liners when <sup>3</sup>/<sub>4</sub>'s full
- Day 5 - 8. Clean all bins and stands daily to protect your environment from germs

### awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Prepare a timetable for all the management meetings taking place in one week	List of meetings		
Identify speakers for each meeting on the timetable	List of names		
Draft information sheets and discussion points for each day	<i>Code of Practice</i>		
Produce stickers or other materials if budget is available (refer to the activity on page 13)			
After the week, speak to chairpersons and managers to determine the value of the activity			

# AWARENESS ACTIVITY

## SMS campaign



**the ACTIVITY** This is another easy activity to plan and implement. It is only appropriate for members of staff who regularly carry and use cell phones or pagers, such as doctors.

Think carefully about three key messages that you would like to communicate to your target group. Then write down three short SMS messages. Try to make the messages positive and ask permission from the CEO to send out the message in his/her name. For example:

“The CEO thanks you for always segregating waste correctly and protecting the health and safety of all our staff”

or

“The CEO urges you to report all problems with waste to the unit supervisor or health and safety representative”

or

“The CEO requests that you take time to thank general assistants and nursing staff for high standards in health care waste management and cleanliness where you see that things are well done.”

You will also need to collect a list of names and cell phone or pager numbers before you can send out your message. Do not send more than one message in a week. It is important that people are not irritated by your campaign.

**the TARGET GROUP** Doctors

### the MESSAGES

1. Correct waste segregation is part of occupational health and safety
2. Report poor health care waste management to your supervisor or health and safety representative
3. Teamwork in health care waste management protects everyone’s health and safety

### awareness activity PLAN

Tasks to be completed	Resources needed	By when	By who
Speak to senior management to get support for the activity	Outline plan on paper		
Collect lists of names and cell phone or pager numbers	List of doctors’ names and cell phone or pager numbers		
Brainstorm the SMS message to be used			
Arrange for someone to send out one message a week at about the same time every week for three weeks			
Ask for feedback from doctors about your SMS campaign			

# AWARENESS ACTIVITY

## Championship Waste Game

**the ACTIVITY** The Waste Game shown on page 33 of this booklet can be used for training sessions about health care waste. However, it can also be used in different ways as an awareness activity.

The instructions for how to play the game are written on page 32. The game promotes all aspects of good health care waste management with an emphasis on waste segregation and occupational health and safety. For example, it can be used in the following ways:

- ◆ Longest number of hours of play:  
Arrange a sponsored play of the game in your health care facility. Ask your service provider or another company to sponsor you if you succeed in playing the game non-stop for 5-8 hours. Perhaps they could undertake to provide more general waste bins or other equipment if you succeed in your challenge. To do this you will need a timetable of players. For example, each ward or department could undertake to play the game for half an hour non-stop to contribute to your challenge. Make sure that your sponsor gets to check on your progress. You could also arrange to take some photographs and to get some media coverage of your event.
- ◆ Life size waste game:  
For this activity you need to find a central venue in your health care facility with plenty of floor space. Draw out the shape of the game using chalk or tape on the floor. Then mark in every block exactly like the game shown on page 33. The blocks must be big enough for two or three people to stand together. In each block, tape pieces of paper with the numbers and instructions written clearly and boldly so that they can be read easily. To play the game you will need a dice and between two to four volunteers. The game is played exactly the same way as it is with counters or buttons, except that this time the people themselves move along the blocks in the game rather than the counters. Make sure that you do this activity in a venue where there are plenty of spectators.

**the TARGET GROUP** All medical and non-medical staff

### the MESSAGES

1. Correct waste segregation is part of occupational health and safety
2. Avoid hazards: Segregate waste correctly
3. Report poor health care waste management to your supervisor or health and safety representative

