



**Guideline for conducting
WORKPLACE SURVEY**

Prepared by:
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Directorate of Environmental and Occupational Health
Ministry of Healthcare, Nutrition and Indigenous Medicine**

Preface

Information on work places is vital for successful implementation of the National Occupational Health Programme of the Ministry of Health. Information on existing work places is not available adequately at the Divisional, District, Provincial and National level. As the national focal point, the Occupational Health Unit of the Directorate of Environmental Health, Occupational Health and Food Safety has prepared and printed workplace survey formats and summary formats. The Public Health Inspectors are expected to use these formats for data collection, summary preparation and update the information on workplaces and workforce characteristics in their respective areas. Supervising Public Health Inspectors are expected to compile the data for respective Medical Officer of Health areas. The information generated will be useful for strengthening of the National Occupational Health Programme at National, Provincial, District and Divisional level.

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Abbreviations

CCP	-	Consultant Community Physician
CPC	-	Central Product Classification
DCS	-	Department of Census and Statistics
DDG	-	Deputy Director General
E & OH	-	Environmental & Occupational Health
EPL	-	Environment Protection License
FS	-	Food Safety
ISIC	-	International Standard Industrial Classification
MO	-	Medical Officer
MOH	-	Medical Officer of Health
PC	-	Public Complaints
PHI	-	Public Health Inspector
RE	-	Regional Epidemiologist
RDHS	-	Regional Director of Health Services
RTC	-	Regional Training Centre
SPHI	-	Supervising Public Health Inspector
SPHID	-	District Supervising Public Health Inspector
SWL	-	Scheduled Waste License
TL	-	Trade License

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1. Introduction

Healthy workforce is an asset to a country and Sri Lanka is no exception. Ministry of Health implements the National Occupational Health Programme with an aim of developing a healthy workforce which can contribute to sustainable development of Sri Lanka.

Identification of workplaces and the workforce in a Public Health Inspector (PHI) area becomes very important to plan and provide services for improvement of the health of workers. However, updated such information is not available in most of the PHI areas. This has been partly due to the non availability of standard formats. The Environmental and Occupational Health Directorate took the responsibility of preparing and introducing workplace inspection survey formats and summary formats to bridge that gap. These formats were developed through several stakeholder meetings with relevant resource persons representing training institutions, central, district and divisional level. With the consensus of the working group the formats were finalized and official status for regular usage was obtained from the National Printing Committee to use these formats with a respective 'H' number series

These formats will help the identification of workplaces and workforce characteristics in a PHI area and thus in a Medical Officer of Health area. The data generated can be used to plan interventions on occupational health at Divisional, District, Provincial and National levels.

The "H" numbers of the formats are mentioned below.

- H 1268 a – Large scale workplace survey format
- H 1268 b - Medium scale workplace survey format
- H 1268 c - Small scale workplace survey format
- H1268 d – Government sector workplace survey format
- H 1268 e – Informal sector workplace survey format
- H 1269 a- PHI summary
- H 1269 b – MOH office summary

2. Purpose of workplace survey

Public health Inspectors need to carry out a survey on workplaces in their respective areas to identify workplaces and characteristics of the workforce. Survey formats and the summary formats have to be used to conduct the survey and to summarize data in their respective areas. The information collected using the survey needs to be updated annually.

With the introduction of these survey formats, the information collection on workplaces and workforce characteristics at PHI level would be made uniform throughout Sri Lanka. Additionally the Medical Officers of Health would be able to have a clear understanding about workplaces and workforce characteristics in their respective areas.

The Public health Inspectors, Supervising Public Health Inspectors, Medical Officers of Health and Additional Medical Officers of Health need to use the information collected using the formats in planning occupational health activities in their areas.

The District level staff and Provincial level staff too are expected to make use of this information in planning occupational health activities in their areas.

As the national focal point, the Occupational Health Unit of the Environmental and Occupational Health Directorate will be benefited from these data for strengthening the National Occupational Health Programme of the Ministry of Health.

3. How to conduct the survey

Who should conduct the workplace survey?
Range PHI

Time period of the survey

The Public Health Inspector should be able to finish it by the 1st quarter of the year.

The information collected during the survey needs to be updated annually.

Workplaces have been classified using the following classification and separate survey formats have been developed for each category with designated "H" numbers.

1. Formal sector- Workplaces with proper registration

Workplaces with one or more of these

- Business Registration
- Trade License (TL)
- Environment Protection License (EPL)
- Scheduled Waste License (SWL)
- Government workplaces

Large Scale (H11268a)

-250 or more than 250 workers

Medium Scale (H11268b)

- between 50 – 249 workers

Small scale (H11268c)

- less than 50 workers

Government workplaces (H11268d) - All government workplaces

**2. Informal sector - Workplaces without proper registration
H1268e**

- No Business Registration
- No Trade License
- No EPL or SWL
- Workers are not entitled for pension or EPF or ETF
- No of workers is less than ten

**Basic steps in filling the survey formats of the formal sector
(H1268 a, b, c, d)**

Basic workplace survey

- Survey formats on Large scale workplaces H 1268 a
- Medium scale workplaces H 1268 b
- Small scale workplaces H 1268 c
- Government workplaces 1268 d

1. Please enter the year of the survey
2. Please write the RDHS area, MOH area, Local authority area, PHI area, Name of the Public Health Inspector, and contact details of the PHI

3. Keep one row empty between two entries for clarity.
4. Write the serial no in the first column
5. Write the name and address of the workplace in the second column

6. Write the contact details of the workplace in the third column

7. Write the nature of the workplace in the fourth column eg, garage, hardware shop, school, hospital, garment factory etc

8. Write the code no. of the work place according to the - Central Product Classification (CPC) (Please refer chapter 4)

9. Write the number of male, female and total number of workers in the fifth column.

10. Mention whether a valid license is in possession and the description of the licenses are given below

License:-

TL - Trade License

EPL - Environmental Protection License
(Mention the category A, B or C if available)

SWL - Scheduled Waste License

Available - v, Not available – X, Not applicable – N/A

11. Comments-

- a. Indicate whether any public complaints (PC) have been received against the work place
 - b. Received - ✓, Not received - X, Not applicable - N/A
Please mention if there are any other comments if there are any in the "other" column
12. Sign and place the rubber stamp and the date

Basic steps in filling the survey formats of the informal sector (H1268e)

1. Write the year, RDHS area, MOH area, Local authority area, PHI area, Name of the Public Health Inspector, and contact details of the PHI
2. Keep one row empty between two entries
3. Write the serial no in the first column
4. Identify and mention informal sector worker categories involved in risky work with hazardous exposures
5. Include the informal sector worker categories having significant number of workers in your PHI area
6. In the comment column mention the nature of their work
7. If possible try to include the estimated number of workers in each sector in the comments column
8. Sign and place the rubber stamp and the date

Basic steps in filling the work place survey PHI summary formats (H1269a)

1. This is the **summary of all the basic workplace survey formats and should be compiled by the range PHI** at the end of survey and submitted to the MOH office within the first two weeks of the 2nd quarter. The PHI should have a copy of this summary at the office of the PHI.
2. To fill the summary format, first you need to categorize all the workplaces, you have come across during the basic survey according to the CPC code and the type of workplace.
3. Write the year, RDHS area, MOH area, Local authority area, PHI area, name of the Public Health Inspector, and contact details of the PHI
4. While filling the first column use the CPC categories. Refer the category name for each workplace by considering the CPC code mentioned under column 4 (Nature of workplace) in the Basic Workplace Survey formats.
5. Enter the CPC code for each category in the second column.
6. Enter the total number of workplaces under each CPC category in the third column.

7. In the forth column, summarize the number of workplaces under each CPC category according to the types of workplaces mentioned below. (For each type mention the number of work places under one CPC category)
 - a. Large
 - b. Medium
 - c. Small scale
 - d. Government workplaces
8. In the fifth column mention the male, female and total number of workers for each CPC category.
9. In the sixth column summarize the number of valid licenses available for each CPC category according to the types of licenses mentioned (TL, EPL, SWL).
10. In the ninth column mention the total number of PC and other comments received.
11. Sign and place the rubber stamp and the date
12. When submitting this summary to the MOH office, please submit the copies of basic workplace survey formats for reference purposes.

Basic steps in filling the work place survey MOH office summary formats (H1269b)

1. This is the **summary of all the workplaces available in a MOH area and should be compiled by the SPHI** utilizing the PHI summary formats submitted to the MOH office.
2. This should be compiled and submitted for the approval of the MOH by the end of third week of the 2nd quarter.
3. The approved summary should be forwarded to the district level focal point under the RDHS (Consultant Community Physician/ MO- E&OH/ RE) and to the national level focal point (Consultant Community Physician heading the Occupational Health Unit) at the Environmental & Occupational Health Directorate by the end of the fourth week of the 2nd quarter. A copy of the summary format should be kept at the MOH office To fill the summary format, first you need to only consider the categorized workplaces, according to the CPC code and the type of workplace by the PHIs.
4. Write the year, RDHS area, MOH area, Local authority area, number of PHI areas and contact details of the MOH office.

5. All the columns are same as the PHI summary format. While filling first & second column use the CPC categories and codes directly from the PHI summary sheets. Refer CPC categorization for cross checking.
6. Enter the total number of workplaces in all the PHI areas under each CPC category in the third column.
7. In the fourth column, summarize the number of all the workplaces under each CPC category in the MOH area according to the types of workplaces mentioned below.
(For each type mention the number of work places under one CPC category)
 - a. Large
 - b. Medium
 - c. Small scale
 - d. Government workplaces
8. In the fifth column mention the male, female and total number of workers for each CPC category for the MOH area.
9. In the sixth column summarize the number of valid licenses available for each CPC category according to the types of licenses mentioned (TL, EPL, SWL) for the MOH area.
10. In the ninth column mention the total number of PC and other comments received for the MOH area.

11. Sign and place the rubber stamp and the date by the SPHI under the 'Prepared' by section .
12. Sign and place the rubber stamp and the date by the MOH
13. In the 'Certified' by section When forwarding the MOH summary to the district and national level, please send the copies of PHI summaries from each PHI area for reference purpose.

4. Central Product Classification

This is a classification system used for economic activity classification at the international level. Currently the Department of Census and Statistics (DCS) is using the International Standard Industrial Classification of all Economic Activities (ISIC) Revision 3 for their annual Surveys on Manufacturing Industries. Please refer the list of occupational categorization and the CPC codes shown below when filling the formats.

Always seek advice from the supervising staff at the MOH office or technical staff at the district and national levels, for clarification of doubts.

Central Product Classification (CPC)

Section Division

0 Agriculture, forestry and fishery products

01 Products of agriculture, horticulture and market gardening

02 Live animals and animal products

03 Forestry and logging products

04 Fish and other fishing products

1 Ores and minerals, electricity, gas and water

11 Coal and lignite; peat

12 Crude petroleum and natural gas

13 Uranium and thorium ores

14 Metal ores

15 Stone, sand and clay

16 Other minerals

17 Electricity, town gas, steam and hot water

18 Water

2 Food products, beverages and tobacco; textiles, apparels and leather products

21 Meat, fish, fruit, vegetable, oils and fats

22 Dairy products

23 Grain mill products, starches and starch products; other food product.

24 Beverages

25 Tobacco products

26 Yarn and thread; woven and tufted textile fabrics

27 Textile articles other than apparel

28 Knitted or crocheted fabrics; wearing apparel

29 Leather and leather products; footwear

3. Other transportable goods, except metal products machinery and equipment

31 Products of wood, cork, straw and plaiting Materials

32 Pulp, paper and paper products; printed matter and related articles

33 Coke oven products, refined petroleum Products, nuclear fuel

34 Basic chemicals

35 Other chemical products; man-made fibers

36 Rubber and plastics products

37 Glass and glass products and other non-met
Metallic products n.e.c.

38 Furniture; other transportable goods n.e.c

39 Wastes or scraps

4 Metal products, machinery and equipment

41 Basic metals

42 Fabricated metal products, except machinery and equipment

43 General purpose machinery

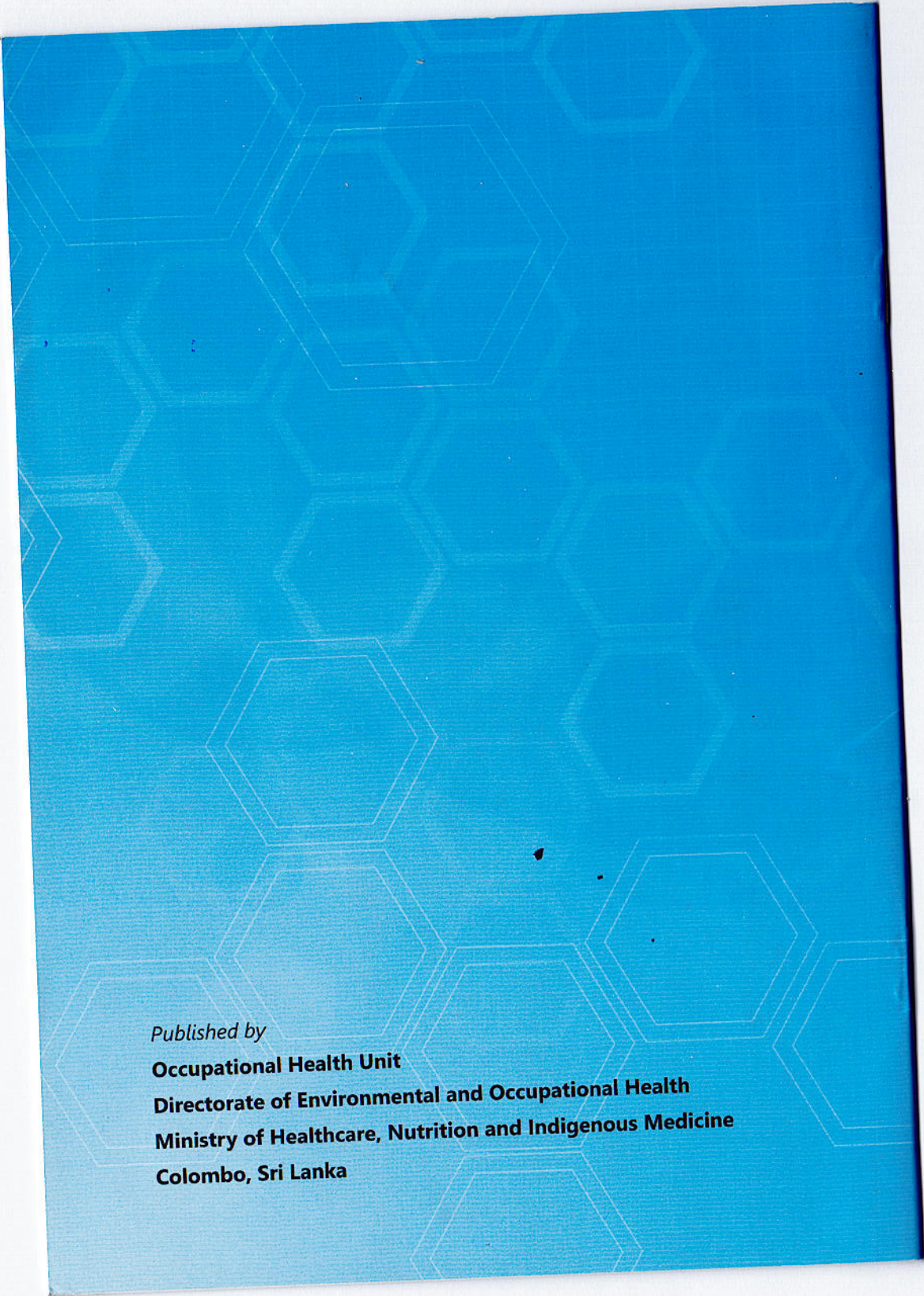
44 Special purpose machinery

- 45 Office, accounting and computing machinery
- 46 Electrical machinery and apparatus
- 47 Radio, television and communication equipment and apparatus
- 48 Medical appliance, precision and optical instruments, watches and clocks
- 49 Transport equipment
- 5 Construction work and constructions land**
- 51 Construction work
- 52 Constructions
- 53 Land
- 6 Trade service; hotel and restaurant services**
- 61 Sale, maintenance and repair services of motor vehicles and motor cycles
- 62 Commission agents and wholesale trade services, except of motor vehicles and motorcycles
- 63 Retail trade service; repair services of personal and household goods
- 64 Hotel and restaurant services

- 7 Transport, storage and communications services**
- 71 Land transport services
- 72 Water transport services
- 73 Air transport services
- 74 Supporting and auxiliary transport services
- 75 Post and telecommunications services
- 8 Business services agricultural mining and manufacturing Services**
- 81 Financial intermediation services and auxiliary services therefore
- 82 Real estate services
- 83 Leasing or rental services without operator
- 84 Computer and related services
- 85 Research and development services
- 86 Legal, accounting, auditing and book-keeping services, taxation services; market research and public opinion polling services, management and consulting services, architectural, engineering and other technical services.
- 87 Business services n.e.c.
- 88 Agricultural, mining and manufacturing services
- 89 Intangible assets

9 Community social and personal services

- 91 Public administration and other services to the community as a whole, compulsory social security Services
- 92 Education services
- 93 Health and social services
- 94 Sewage and refuse disposal, sanitation and other environmental protection services
- 95 Services of membership organizations
- 96 Recreational, cultural and sporting services
- 97 Other services
- 98 Private households with employed persons
- 99 Services provided by extraterritorial organizations and bodies



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