

WASH4WORK: BASELINE AND MONITORING INDICATORS





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Cover: Garment workers are having lunch, which is provided by their factory in Phnom Penh. This is to ensure that workers eat healthy and hygienic food. This factory is also part of the study on the impact of food provision on garment workers' health and productivity. The International Labour Organization's (ILO) Better Factories Cambodia project, together with the Agence Française de Développement (AFD) and Angkor Research and Consulting Ltd are conducting this study to assess the impact of food provision.

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WASH4WORK: BASELINE AND MONITORING INDICATORS

BACKGROUND

As part of the WASH4Work initiative, this draft guide has been developed to provide a framework to assess and monitor water, sanitation and hygiene (WASH) in workplace and community settings. It builds on an initial assessment tool created under UNICEF's Better Business for Children (BB4C) initiative. This initiative targets ten thematic areas in which children are impacted indirectly or directly by conditions in the workplace and community, including WASH.¹

This resource is meant to provide a more comprehensive set of indicators and guidance for UNICEF staff, businesses and partner organizations to assess and monitor WASH conditions in the workplace and communities where workers live. It provides *Outcome Focus Areas* and associated *Indicator Areas* across four dimensions (Commitment, Awareness, Access, Environmental Impact). It also links these indicators to the Sustainable Development Goals (SDGs) to illustrate the role businesses can play in the attainment of the SDGs by improving WASH in the workplace and community. The guide works to align with other existing relevant WASH indicators, such as WASH in Schools (WinS) and WASH in Health Care Facilities (HCF) indicators, and other identified WASH4Work resources.²

The document includes indicators that focus on WASH conditions in the workplace and workers' households and/or surrounding communities.³ This recognizes that WASH conditions in workers' homes, and in the communities in which businesses are located, are inextricably linked to the health and safety of workers, their families and communities.

OVERVIEW OF DOCUMENT

This guide provides a menu of indicators that can be incorporated into surveys, key informant interviews and focus group discussion (FGD) for various respondents (e.g. managers, workers, community members). Unless otherwise indicated, all questions have been developed for application to different workplace settings – e.g. manufacturing, agriculture, large and small sites, etc. The document includes a broad range of indicators for workplace settings, with core indicators indicated in **Green**. The **Green** indicators are recommended to be used as core indicators to provide a basic overview of all WASH conditions. The remaining indicators are identified as supplementary, or optional indicators, for businesses and partners that desire to go deeper in understanding of WASH conditions in their workplaces and surrounding communities.

Who is this document for?

This guide can be used by UNICEF staff, businesses and partner organizations.

What is the document for?

This guide can be used to assess and monitor WASH conditions in the workplace and workers' households/surrounding communities.

What does the document include?

This guide includes indicators and guidance to assess and monitor WASH conditions related to four broad outcome areas:

- Business Commitment to WASH
- WASH Awareness among Management and Workers
- Access to WASH facilities
- Water Consumption and Environmental Impact

Does the document only focus on the workplace?

No. It also includes community-level indicators, highlighting the important nexus between the workplace and community WASH situation.

¹ See, for example, <https://www.unicef.org/bangladesh/en/better-business-children>. WASH4Work does not support children working in workplaces in contravention of ILO conventions including the Minimum Age Convention, 1973 (No. 138) and the Worst Forms of Child Labour Convention, 1999 (No. 182).

² See references for the full list.

³ For businesses to have an in-depth understanding of their workers community/household WASH conditions, a more specific study of the workers housing (or sample of workers) WASH conditions may need to be conducted. In addition, other studies/data may be available through other resources, such as baseline studies completed by other organizations, which could inform businesses of workers' WASH conditions in the housing/community context.

FOUR OUTCOME FOCUS AREAS

This document covers four Outcome Focus Areas:

- Business commitment to WASH
- Awareness of WASH among management and workers
- Access to and use of improved WASH facilities in the work environment in consideration of all workers and Menstrual Hygiene Management (MHM) needs
- Water consumption, waste management, and other water-related environmental impacts on business, workers and/or the community.

Each of the focus areas has three associated Indicator Areas. For example, for Business commitment to WASH – the Indicator Areas are Knowledge, Policy and Commitment to Management. The four areas are core areas that should be a focus of any workplace WASH assessment and are foundational to the provision of, monitoring and sustaining of WASH in workplace and community settings.

ACRONYMS

FGD	Focus group discussion
HCF	Health Care Facilities
HW	Handwashing
HWWS	Handwashing with Soap
IEC	Information, Education and Communication
JMP	WHO/UNICEF Joint Monitoring Programme for Water Supply, Hygiene and Sanitation
MICS	Multiple Indicator Cluster Survey
MHM	Menstrual Hygiene Management
PPE	Personal Protective Equipment
WASH	Water, sanitation and hygiene
WinS	WASH in Schools

1. Business commitment to WASH

Knowledge

Policy

Commitment to Monitoring and Management

2. Awareness of WASH among management and workers

Provision of training on WASH to management and workers

Measures undertaken to increase WASH knowledge and to promote behavior change among workers

Measures undertaken to increase WASH knowledge and to promote behavior change among targeted community

3. Access to and use of improved WASH facilities in the work environment in consideration of all workers and MHM needs

Water

Sanitation

Hygiene

4. Water consumption, waste water management, and other water-related environmental impacts on workers and/or the community

Water consumption

Waste water management

Environmental impact



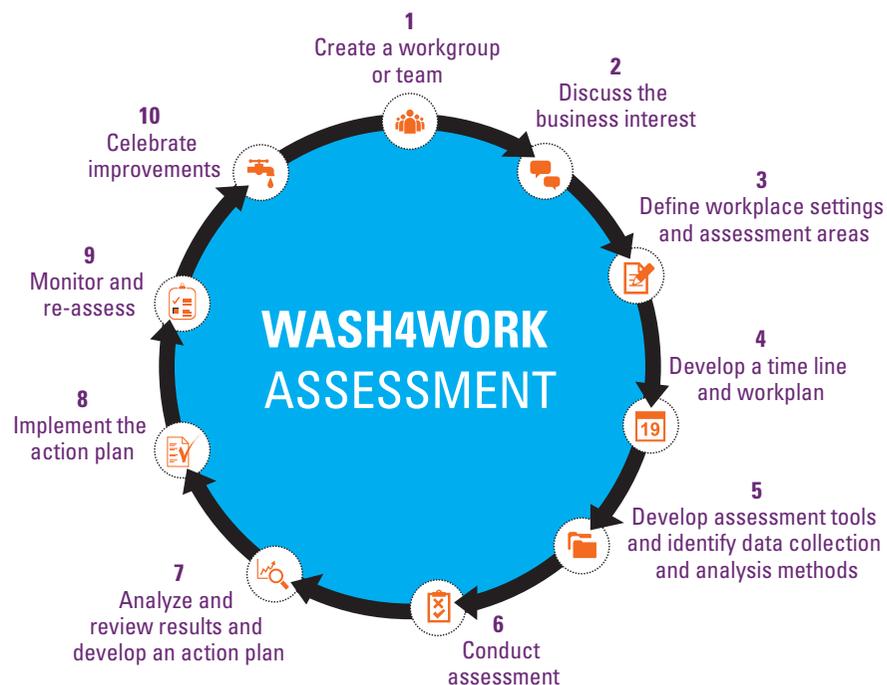
Photo: © Oxfam International

A woman drinks water collected at an Oxfam water pipe in Mugunga I camp near the city of Goma, eastern Democratic Republic of Congo.

HOW TO USE THIS GUIDE TO CONDUCT A WASH4WORK ASSESSMENT

This guide includes a brief overview of the four *Outcome Focus Areas* and associated *Indicator Areas* (Figure 1). This is followed by four tables (Tables 1 – 4) for each of the Outcome Focus Area, including detailed indicators. These indicators provide UNICEF staff, businesses and partner organizations with assessment areas and specific questions to explore. Additional guidance related to each Focus Areas is included in each table (left column), as relevant.

There are a variety of approaches to undertake a WASH4Work assessment. One approach is outlined below.



- 1. Create a workgroup or team** from the worksite/community involved in the WASH assessment. This could be result of a larger initiative such as the BB4C initiative undertaken by UNICEF in which WASH is identified as one focus area (see Bangladesh case study) or a new stand-alone initiative. The team should include a broad spectrum of actors, including management who have both knowledge of and/or responsibility over workplace WASH conditions, staff who are in decision-making positions, as well as workers and worker representatives (e.g. unions).
- 2. Discuss the business interest in WASH** including management's general knowledge, efforts to-date (if any) and the commitment (human resources, expertise, time and financial, etc.) required from them and others on the workgroup/team. This should also include a discussion on the potential interventions that may result from the assessment.

TIP

It may be useful to use context specific picture code books for questions workers are asked. For example, when asking about what specific type of toilet a worker uses at home, using pictures may be more helpful than asking technical questions with terms workers may not be familiar with.



Photo: © Department of Foreign Affairs and Trade

3. **Define workplace settings and assessment areas.** Each workplace is different. It is, therefore, important to review all Focus Areas and associated indicators to determine relevance to the specific work environment of interest, as well as to discuss the depth of the planned assessment and the general approach. While different approaches can be taken – for example, an overall comprehensive baseline assessment covering all WASH areas versus a phased approach (e.g. focusing on water in year one, sanitation in year two, etc.) – all assessments should include Focus Area One in the initial assessment, as it will provide important foundational information.
4. **Develop a time line and workplan** to establish an overall implementation plan that details who will be responsible for what along with timelines.
5. **Develop assessment tools and identify data collection and analysis methods.** This may involve multiple means of collecting data. For example, worker or manager surveys, site visits, focus groups (FGDs), etc. Review how surveys are to be conducted (e.g. interviews using mobile platforms) along with who will analyze the information. Also, a sample size for each of the data collection methods needs to be determined (e.g. based on available resources). Pilot test instruments before implementation and allow for sufficient time and resources to translate and back-translate them.
6. **Conduct assessment.** Implement the assessment strategy as planned. Be thoughtful about who is collecting the information to avoid biasing results, as well as having those conducting interviews being people that workers/managers trust to support getting honest answers. Any issues that may have affected the results along the way should be documented.
7. **Analyze and review results and develop an action plan.** Analyze results as outlined in your plan and prepare results, highlighting key findings that identify areas where improvements can be made. Discuss results with your workgroup/team to develop a draft action plan including identifying who will be responsible for specific actions and milestones with dates. Teams are encouraged to share results and the draft action plan with workers to provide them an opportunity for feedback, to validate results and to get any additional input that would be useful to finalizing the action plan.
8. **Implement the action plan.** As the team implements the plan, be sure to review the plan, update and revise as needed along the way as conditions change.
9. **Monitor and re-assess.** It is important to re-assess conditions along the way to measure change. This may include conducting an “end line” study or other survey or focus groups to assess progress on the key areas the business is working to improve.
10. **Celebrate improvements.** Identify ways to acknowledge progress that demonstrate the businesses efforts to improve WASH conditions as well as positive outcomes for workers. This is particularly important if the changes resulted in demonstrated improved outcomes for worker, community and/or environmental health, as well as positive results on worker productivity.

WASH4WORK APPROACHES & SUPPORT MATERIAL

- WASH4Work website includes an overall framework and additional information on the business case for WASH, various tools and resources and additional examples. <https://wash4work.org>
- International Labor Organizations (ILO) WASH@Work Handbook provides checklists and other guidance for governments, businesses and workers. https://www.ilo.org/wcmsp5/groups/public/---ed_dialogue/---sector/documents/publication/wcms_535058.pdf
- The CEO Water Mandate website includes extensive background information and resources focused on water and corporations. <https://ceowatermandate.org>

IMPORTANT!

Be sure to be mindful of confidentiality and basic human rights related to collecting information during the assessment! For example, see:

https://www.unicef.org/supply/files/ATTACHMENT_IV-UNICEF_Procedure_for_Ethical_Standards.PDF

CASE STUDY

READY-MADE GARMENT (RMG) MANUFACTURING IN BANGLADESH

UNICEF's Better Business for Children (BB4C) initiative was launched in 2017 with a pilot project in the ready-made garment sector. Ten garment manufacturers committed to investing in better business practices that may affect children directly or indirectly. As part of this effort, they undertook a baseline assessment covering 10 thematic areas ranging from maternity rights and day care services to WASH. Following the assessment, four factories identified WASH as a priority area. Together with UNICEF, these businesses developed WASH action plans.

Action plan implementation will start with in-depth assessments of the WASH conditions in each factory as well as the WASH needs in communities in which workers are living. The tools for this are based on the WASH@Work indicators outlined in this document (above). Among other things, the in-depth study will explore workers' access to drinking water, toilets and handwashing facilities. Access is measured from both factory floors and facilities like canteens and child care centers. The study will also include an assessment of factory WASH policies and monitoring mechanisms. The results of the study will provide the four businesses with detailed information on where to prioritize their WASH investments.

In the in-depth assessments, particular attention is given to the nexus between workers' access to WASH at home and at the workplace. In its dialogue with garment factories, UNICEF is fostering the management's appreciation of the positive labor productivity impacts they can achieve with investments in worker's living conditions. In the case of WASH investments, the business benefits from improved health of workers and their families are obvious and tangible. Nevertheless, there is a need to substantiate the business case for WASH investments by employers beyond the workplace. UNICEF therefore plans to undertake a study of WASH in the surrounding communities where factory workers reside. The findings from the study will provide a means for measuring change both in terms of access to WASH and worker's health. This data can then be linked to workplace-related data on hydration, absenteeism and worker productivity.



Photo: © Ueli Christian Karrer.

Drinking water station at a garment factory in Dhaka, Bangladesh.

RECOMMENDATIONS FOR FOCUS AREA 3:

- If there is more than one location within the work place, it is recommended that questions specific to the availability of WASH facilities be completed for each worksite location. For example, depending on the size of the facility, such as large factories or agriculture areas, data on sanitation or handwashing facilities may need to be collected by factory floor or among the different agriculture fields operated by the business.
- If a business provides other ancillary or supportive worker services, such as canteens, health care facilities or day care facilities these too should be assessed.
- If businesses are interested in further exploring their workers access to WASH facilities at workers homes/communities', relevant question for further exploration are included in this focus area. These questions are particularly important for employer-provided housing.⁴

⁴ It is important to note that household surveys will have more validity if conducted in-person at workers' homes (rather than at work) to enable observation of facilities. This will improve overall accuracy of data.

FIGURE 1: OVERVIEW OF WASH4WORK *OUTCOME FOCUS AREAS* AND ASSOCIATED *INDICATOR AREAS*

WASH4Work Impact Goals: Improved worker/family health (reduction in diarrhea and other WASH related diseases/conditions⁵), reduced worker absenteeism, increased worker productivity/workplace satisfaction and dignity (morale and commitment) and improved safety (workplace and environment)			
Sustainable Development Goals	SDG 6.1: By 2030, achieve universal and equitable access to safe and affordable drinking water for all		
	SDG 6.2: By 2030, achieve access to adequate and equitable sanitation and hygiene for all and end open defecation, paying special attention to the needs of women and girls and those in vulnerable situations		
Outcome Focus Areas	Indicators Areas		
1. Business commitment to WASH	Knowledge	Policy	Commitment to Monitoring and Management
2. Awareness of WASH among management and workers	Provision of training on WASH to management and workers	Measures undertaken to increase WASH knowledge and to promote behavior change among workers	Measures undertaken to increase WASH knowledge and to promote behavior change among targeted community
3. Access to and use of improved WASH facilities in the work environment in consideration of all workers and MHM needs	Water	Sanitation	Hygiene
Sustainable Development Goals	SDG 6.3: By 2030, improve water quality by reducing pollution, eliminating dumping and minimizing release of hazardous chemicals and materials, halving the proportion of untreated wastewater and substantially increasing recycling and safe reuse globally		
4. Water consumption, waste water management, and other water-related environmental impacts on business, workers and/or the community	Water consumption	Waste water management	Environmental impact

⁵ See Resources for links to articles and resources on WASH related diseases and conditions, e.g. dehydration.

TABLE 1: BUSINESS COMMITMENT TO WASH

1. Business commitment to WASH	Knowledge	Policy	Monitoring and Management
<p>Business has made a commitment to improve WASH conditions and is able to demonstrate understanding of the business benefits of promoting WASH in the workplace, among its workers and in surrounding communities</p> <p>Guidance: Most of these questions should be directed to business management. Questions*/FGDs targeted to workers serve to triangulate business reported information and assist to understand how well the workplace policies and WASH monitoring systems are being applied as perceived by workers.</p>	<p>1. Management has knowledge of their target populations (e.g. workers, surrounding community) access to improved water and sanitation?</p> <p>0 = no knowledge 1 = general knowledge able to provide some data on access 3 = well informed able to provide % who have access to each and sources of data, etc.</p> <p>2. Management has knowledge of any national WASH guidelines/laws/regulation/standards with respect to WASH in workplace settings, or other settings that may be relevant to the workplace (e.g. HCF, WinS, waste water management, etc.)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2a. If Yes, identify what guidelines etc. have been considered?</p> <p>2b. If No, identify potential guidelines, etc. that could be considered or note if none exist.</p>	<p>1. Existence of written statement/policy commitment specific to promote WASH in the workplace?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1a. If Yes, check all boxes the policy covers and request a copy of the document(s):</p> <p><input type="checkbox"/> Drinking Water (access/safety) <input type="checkbox"/> Sanitation <input type="checkbox"/> MHM <input type="checkbox"/> HWWS <input type="checkbox"/> WASH in Crèches (if relevant) <input type="checkbox"/> WASH Kitchens/canteens (if relevant) <input type="checkbox"/> WASH in workplace clinics (if relevant) <input type="checkbox"/> WASH in agriculture settings/ fields (mobile work places) (describe: _____) <input type="checkbox"/> Other _____</p> <p>2. Does the business provide housing for any of its workers?</p> <p><input type="checkbox"/> Yes* <input type="checkbox"/> No</p> <p>*2a. If Yes, business is encouraged to conduct assessment of worker provided housing WASH facilities/ conditions (see Area 3).</p>	<p>1. Internal mechanisms are in place to monitor/assess WASH policies against business policies/regulations, where relevant?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A no policies are in place.</p> <p>1a. If yes, describe mechanism, information/ data kept and frequency of monitoring of policies/regulations.</p> <p>2. Mechanisms are in place to monitor functionality/ maintain WASH facilities (check all that apply)?</p> <p><input type="checkbox"/> For toilet facilities <input type="checkbox"/> For drinking water facilities <input type="checkbox"/> For handwashing facilities <input type="checkbox"/> For waste disposal <input type="checkbox"/> For hazardous waste disposal <input type="checkbox"/> Cleaning schedules <input type="checkbox"/> Cleaning supplies <input type="checkbox"/> Cleaning staff <input type="checkbox"/> Cleaning documentation mechanism (e.g. toilet cleaning check list with dates/times of cleaning.) <input type="checkbox"/> Other _____</p>

1. Business commitment to WASH	Knowledge	Policy	Monitoring and Management
	<p>3. Management can articulate potential business benefits of promoting/upholding WASH standards in the workplace/community in terms of (open ended, check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business productivity <input type="checkbox"/> Worker turnover <input type="checkbox"/> Worker absenteeism <input type="checkbox"/> Worker satisfaction <input type="checkbox"/> Motivated/loyal workforce <input type="checkbox"/> Company perception <input type="checkbox"/> Worker health <input type="checkbox"/> Environment health <input type="checkbox"/> Other _____ <input type="checkbox"/> Not able to articulate <p>3a. If Yes, have they collected any data to document this, or have plans to? If yes describe data collected:</p> <p>_____</p>	<p>3. Existence of written statement/policy commitment specific to promote WASH in workers/target community?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>3a If yes, provide details on what the statement/policy covers and a copy of the document/policy.</p> <p>4. Worker FGD: If statement/policy exists (Y to Q 1) are the workers knowledgeable of policy and what it covers? (Probe for knowledge of the policy, how they learned about it and perception of how well it's applied.)</p>	<p>3. Mechanisms exist to provide workers a way to report problems with workplace WASH facilities/conditions?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <p>4. If business provides housing for workers, mechanisms are in place for workers to report problems with home-based WASH facilities/ conditions?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> N/A no worker provided housing <p>5. Mechanisms are in place to monitor companies WASH policies/practices against local/national laws/ regulations/ standards, where and if relevant?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A no policies exist <p>5a. If Yes, specify the monitoring mechanisms in place:</p> <p>6. Worker FGD: If monitoring mechanisms are reported to be in place (Q2) are workers knowledgeable of them? Probe above areas indicated to be in place by management and explore their perception of how well the monitoring systems are working. What is worker perception of how of well the facilities are maintained for the above areas?</p>

TABLE 2: AWARENESS OF WASH AMONG MANAGEMENT AND WORKERS

2. Awareness of WASH among management and workers	Provision of training on WASH to management and workers	Measures undertaken to increase WASH knowledge and to promote behavior change among workers	Measures undertaken to increase WASH knowledge and to promote behavior change among targeted community
<p>Business has made a commitment to increase management and worker WASH knowledge and to promote behavior change</p> <p>Guidance: These questions are directed to both management and workers (where relevant). Questions/FGDs targeted to workers serve to triangulate and to further assist in understanding the application and effectiveness of workplace WASH associated training/behavior change efforts. Questions also work to collect information on what potential mechanisms the business has in place to measure change and potential impact on the business as a result of WASH interventions.</p>	<p>1. Mechanisms are in place to train management/ supervisors on WASH policies/ facilities/expectations?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1a. If Yes, trainings held (dates and subjects) in the last year on:</p> <p><input type="checkbox"/> Overall Policy _____ <input type="checkbox"/> Drinking Water _____ <input type="checkbox"/> Sanitation _____ <input type="checkbox"/> Hygiene/Handwashing ____ <input type="checkbox"/> MHM _____ <input type="checkbox"/> Other _____</p> <p>2. Mechanisms are in place to orient workers on business' WASH policies/ facilities/expectations?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2a. If Yes, trainings cover (check all that apply):</p> <p><input type="checkbox"/> Company WASH policies <input type="checkbox"/> Work health risks related to workplace waste/chemical hazards <input type="checkbox"/> Food preparation (for canteen workers, if relevant) <input type="checkbox"/> Water <input type="checkbox"/> Sanitation <input type="checkbox"/> Hygiene <input type="checkbox"/> MHM <input type="checkbox"/> Other _____</p>	<p>1. Business has distributed or posted WASH information and/or education and communication (IEC) materials (e.g. posters) at workplace settings?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1a. If Yes, materials cover:</p> <p><input type="checkbox"/> Drinking Water <input type="checkbox"/> Sanitation <input type="checkbox"/> Hygiene/Handwashing <input type="checkbox"/> Waste Management <input type="checkbox"/> Environmental protection of water sources <input type="checkbox"/> Personal Protection Equipment (PPE)/Care from workplace chemicals <input type="checkbox"/> MHM <input type="checkbox"/> Other _____</p> <p>2. What other measures has the business undertaken to increase knowledge/to promote WASH behavior change among workers?</p> <p>Describe (what occurred/ purpose/ targeted to what audience/frequency):</p> <p>_____</p>	<p>1. Business has conducted a survey, or collected information to increase their understanding of their workers' home/ surrounding communities WASH conditions?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> <p>2. Business has distributed or posted WASH IEC materials (e.g. posters) within workers/targeted community?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2a. If Yes, materials cover:</p> <p><input type="checkbox"/> Drinking Water <input type="checkbox"/> Sanitation <input type="checkbox"/> Hygiene/Handwashing <input type="checkbox"/> MHM <input type="checkbox"/> Other _____</p>

2. Awareness of WASH among management and workers	Provision of training on WASH to management and workers	Measures undertaken to increase WASH knowledge and to promote behavior change among workers	Measures undertaken to increase WASH knowledge and to promote behavior change among targeted community
	<p>2b. If Yes, what methods were used to orientate workers (check all that apply and describe when methods were deployed and frequency of methods)?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Trainings (group) <input type="checkbox"/> Posters <input type="checkbox"/> Individual worker disseminated materials (SMS, paycheck inserts, etc.) <input type="checkbox"/> Social media <input type="checkbox"/> Other _____ <p>3. Worker FGD: If yes (Q2) Discuss with workers what trainings they are aware of/have attended, what was covered and when offered. Probe: what they learned from the trainings and if they felt they changed any of their behaviors as a result of training and if yes, how. Do they have recommendations to improve trainings topics/methods?</p>	<p>3. Business has collected data/information from workers to enable the measurement of WASH knowledge/behaviors change?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>3a. If Yes – data/information collected, how/when collected, what was learned, how used? _____</p> <p>4. Does the business collect data on worker absences due to health conditions?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>4a. If Yes, identify what information is collected and how it is collected, e.g. worker self-report or clinic data. Is data available in electronic formats or hard copy? Does it include any data specific to WASH related diseases/conditions, e.g. diarrhea, eye/skin infections, dehydration related (headaches/fatigue), etc.?</p>	<p>3. What, if any, other measures has the business undertaken to increase knowledge, or to promote WASH behavior change, among its targeted community?</p> <p>Describe (what occurred /purpose/targeted to what audience): _____</p> <p>4. What, if any, other measures has the business undertaken to increase knowledge, or to promote WASH behavior change, among its supply chain?</p> <p>Describe (what occurred /purpose/targeted to what audience): _____</p>

2. Awareness of WASH among management and workers	Provision of training on WASH to management and workers	Measures undertaken to increase WASH knowledge and to promote behavior change among workers	Measures undertaken to increase WASH knowledge and to promote behavior change among targeted community
		<p>5. Does the business collect data on worker absences due to worker having to care for members of their family due to health conditions?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5a. If Yes, identify what information is collected and how it is collected, e.g. worker self-report or clinic data. Does it include any data specific to WASH related diseases – e.g. diarrhea, eye/skin infections, etc.?</p> <p>6. Worker FGD: If Yes to (Q1) What IEC workplace materials are workers familiar with? What do they recall learning from them? What is their perception of the effectiveness of materials for behavior change? Do they have recommendations for improvements?</p>	

TABLE 3: ACCESS TO AND USE OF IMPROVED WASH FACILITIES

3. Access to and use of improved WASH facilities in the work environment in consideration of all workers and MHM needs	Water	Sanitation	Hygiene
<p>Business is providing access to adequate and improved WASH facilities at workplace settings</p> <p>Guidance: These questions focus on water, sanitation and hygiene infrastructure at the workplace. These questions should be explored with appropriate staff (this may be management, but could also be a site-based engineer, health and safety worker, compliance officer, etc.). Questions with a * should be both asked and observed and triangulated with both managers and among workers (disaggregated by gender). Complete infrastructure questions for each worksite location if multiple locations exist.</p> <p>Number of workers currently working at facility/location (if large facility/setting capture by floor/location)?</p> <p>_____ # Total _____ # _____ (%) females _____ # _____ (%) males</p>	<p>1. Drinking water from improved source is available on/at facility/location work premises for workers?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1a. What is the Primary Water source:</p> <p><input type="checkbox"/> Piped supply inside facility <input type="checkbox"/> Piped supply outside facility <input type="checkbox"/> Tube well/Borehole <input type="checkbox"/> Protected dug well/spring <input type="checkbox"/> Unprotected well/spring <input type="checkbox"/> Rain water <input type="checkbox"/> Tanker Truck/cart w/ small tank/ drum <input type="checkbox"/> Water kiosk <input type="checkbox"/> Bottled/Sachet Water <input type="checkbox"/> Surface water (river/dam/lake/ ponds) <input type="checkbox"/> Other _____ <input type="checkbox"/> Don't know (see Q3) <input type="checkbox"/> *N/A No water source is available (see Q3)</p> <p>(In addition to selecting above briefly describe drinking water system(s) available to workers): _____</p> <p>1a. If there is a secondary source what is that source code from above: _____</p>	<p>1. Toilet facilities for workers are available at the facility/on location for workers use?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1a. If Yes, type of facilities available:</p> <p><input type="checkbox"/> Flush/Pour-flush • <input type="checkbox"/> Pit latrines with slab <input type="checkbox"/> Pit latrines without slab <input type="checkbox"/> Composting toilet <input type="checkbox"/> Hanging/Bucket latrines <input type="checkbox"/> Portable/mobile toilets <input type="checkbox"/> N/A No toilets or latrines (open defecation) (Skip to Q9) <input type="checkbox"/> Other _____</p> <p>1b. • If Flush/Pour-flush is water available for flushing at all times?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> <p>1c. • If Flush/Pour-flush waste goes</p> <p><input type="checkbox"/> Flush to piped sewer system <input type="checkbox"/> Flush to septic tank <input type="checkbox"/> Flush to pit latrine <input type="checkbox"/> Flush to open drain <input type="checkbox"/> Flush to don't know where</p>	<p>1. Are handwashing facilities with soap (or other alternative wood/coal ash or alcohol-based hand rub) and water available at the toilets the day of the survey?</p> <p><input type="checkbox"/> Yes (available within 5m of the toilet) <input type="checkbox"/> No, HW facilities are available but lack soap and/or water <input type="checkbox"/> No, No HW facilities are available <input type="checkbox"/> N/A No toilets available</p> <p>1a. If facilities with soap and water were available on day of survey were workers observed practicing HWWS after leaving the toilet?</p> <p><input type="checkbox"/> Almost all <input type="checkbox"/> Most <input type="checkbox"/> Few <input type="checkbox"/> None <input type="checkbox"/> Not able to observe</p> <p>Comments: _____</p> <p>2. Do the HWWS facilities have signage to reinforce critical times for HWWS and HWWS techniques?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

3. Access to and use of improved WASH facilities at working environments in consideration of all workers and MHM needs	Water	Sanitation	Hygiene																				
	<p>2. If there is no drinking water source provided by the business* (answer, then skip to Q10):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Workers usually bring water to work with them <input type="checkbox"/> Workers usually do not bring water to work with them <input type="checkbox"/> Unknown <p>3. Drinking water for workers is available free of charge?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>4. Where is the main drinking water supply for most workers located?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Within 500m of most workers <input type="checkbox"/> Further than 500m <input type="checkbox"/> No water source available <p>5. What do most workers use to drink water from the provided source?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nothing, drink directly from faucet/container/ tap use hands <input type="checkbox"/> Shared cup/glass <input type="checkbox"/> Personal cup/glass <input type="checkbox"/> Personal water bottle/container <input type="checkbox"/> Other (describe): _____ 	<p>2. Total number of toilet/latrines (holes/seats/stances) currently available at facility/location⁶:</p> <p>_____ # Female only _____ # Male only _____ # Communal/shared _____ Total # of holes /seats /stances</p> <p>2a. Of these facilities how many are accessible/functional/private? (These numbers should equal numbers in Q2.)</p> <table border="1" data-bbox="1133 767 1603 951"> <thead> <tr> <th></th> <th># Accessible</th> <th># Functional</th> <th># Private</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Male</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Communal</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>3. Were culturally appropriate⁷ anal cleansing materials (e.g. water, paper, natural materials, etc.) available to all workers on the day of the survey?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not able to observe 		# Accessible	# Functional	# Private	Female				Male				Communal				Total				<p>3. If relevant, are handwashing facilities with soap and water available at the worker canteen/kitchen(s) the day of the survey?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No, HW facilities are available but lack soap and/or water <input type="checkbox"/> No, No HW facilities are available <input type="checkbox"/> N/A <p>4. If relevant, are handwashing facilities with soap and water available at crèches the day of the survey?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No, HW facilities are available but lack soap and/or water <input type="checkbox"/> No, No HW facilities are available <input type="checkbox"/> N/A
	# Accessible	# Functional	# Private																				
Female																							
Male																							
Communal																							
Total																							

⁶ In a large facility (e.g. garment factory), it is recommended that this will be completed per factory floor and results combined. The number of toilets per worker standards varies greatly and/or may not be defined by national laws. WBCSD Water, Sanitation and Hygiene Implementation in the Workplace cites “that an appropriate number of toilets and urinals must be provided at a rate of two toilets seats and two urinals per forty-five male workers and three toilet seats per fifty females.” ILO WASH@Work Handbook provides guidelines from Singapore, the US and the UK, the latter two include ranges for different worker populations https://wateractionhub.org/static/docs/wash4work/wash_at_work_web.pdf

⁷ WSP (2005)

3. Access to and use of improved WASH facilities at working environments in consideration of all workers and MHM needs	Water	Sanitation	Hygiene
	<p>5a. Are facilities available for workers to clean drinking water containers?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>6. Drinking water facilities are accessible to workers with physical disabilities?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>7. Was water available from the main drinking water supply at the time of the assessment?*</p> <p><input type="checkbox"/> Yes, observed <input type="checkbox"/> Yes, reported but not observed <input type="checkbox"/> No</p> <p>8. Is the drinking water available to workers treated?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p>	<p>4. Is there at least one usable toilet/ latrine that accessible⁸ to workers with limited mobility/ physical disabilities or vision (e.g. adequate lighting, absence of barriers to use for people in wheel chairs, handrails, etc.)?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, describe _____</p> <p>5. Are the toilet facilities located where they are easily accessible to all workers during the work day?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not able to observe</p> <p>6. When can workers access toilet facilities?*</p> <p><input type="checkbox"/> Anytime as needed <input type="checkbox"/> Only during official breaks <input type="checkbox"/> Only before/after work <input type="checkbox"/> Unknown <input type="checkbox"/> Other: _____</p>	<p>5. Worker FGD: Are workers able to articulate critical handwashing with soap times (open ended)?*</p> <p><input type="checkbox"/> Before handling/preparing food <input type="checkbox"/> Before eating <input type="checkbox"/> Before feeding baby <input type="checkbox"/> Before dressing wounds <input type="checkbox"/> After using the toilet <input type="checkbox"/> After changing baby nappies/ diapers/handling feces <input type="checkbox"/> After contact with potential contaminants e.g. animal waste, pesticides, toxic solvents, etc. <input type="checkbox"/> Other (describe): _____</p> <p>6. Worker FGD: For the above times, how often do workers estimate that they wash hands at these times?*</p> <p><input type="checkbox"/> Almost Always <input type="checkbox"/> Most of the Time <input type="checkbox"/> Rarely <input type="checkbox"/> Never</p> <p>Probe: Why/Why not, barriers, facilities at home compared to work that promote HWWS, availability of soap.</p>

⁸ Jones, H and Wilbur, J (2014)

3. Access to and use of improved WASH facilities in the work environment in consideration of all workers and MHM needs	Water	Sanitation	Hygiene
	<p>8a. If Yes, how* (check all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Boiled <input type="checkbox"/> Filtered <input type="checkbox"/> Chlorination <input type="checkbox"/> Ultraviolet disinfection <input type="checkbox"/> Ozone treatment <input type="checkbox"/> Other _____ <p>8b. Have drinking water quality tests have been conducted?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <p>(If Yes, what tests were conducted, frequency and results. Are the results in line with national/WHO standards or national country established standards specific to E. coli, arsenic, lead, etc.? Have the results modified how the water provided is treated? Are results reported to workers? (See WinS for resources.)</p> <p>9. Workers have unlimited access to above drinking water source (Q1) during working hours?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown 	<p>7. Are the toilet facilities for female workers in a secure and private location (check all that apply)?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Safe (adequate lighting⁹, lockable doors location of facilities in a safe location, etc.) <input type="checkbox"/> Private (e.g. doors available on toilet stalls, showers, etc.) <input type="checkbox"/> N/A no female-only toilets for workers <p>8. Is water and soap available in female toilet cubicles for MHM?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes, water and soap <input type="checkbox"/> Water, but no soap <input type="checkbox"/> No water <input type="checkbox"/> N/A no female only toilets <p>9. Are there covered bins for MHM materials in female toilets or another private location?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>10. Are there are discrete separate disposal mechanisms for menstrual hygiene waste at the facility/ location?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p>7. Are workers exposed to hazardous waste or dusty, dirty, hot or strenuous workplaces during their work?* (e.g. this may include, but is not limited to: exposure to hazardous substances such as chemical or waste, or ambient factors such as heat or dust. This may also include work processes that are particularly strenuous).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>8. Are functional shower facilities available for workers to use on-site?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>8a. If yes, are the facilities separated by gender?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>8b. If yes, # of showers available¹⁰:</p> <p>____ # for men</p> <p>____ # for women</p> <p>____ # communal</p>

⁹ WBCSD (2013) sites existence of permanent light fixtures with nominal illumination level of 200 lumens per square meter (lux).

¹⁰ WBCSD (2013) indicates there should be one shower for every ten employees of each gender, or a numerical fraction thereof, who are required to shower during the same shift. Body soap or other appropriate agent should be provided convenient to showers.

3. Access to and use of improved WASH facilities in the work environment in consideration of all workers and MHM needs	Water	Sanitation	Hygiene
	<p>10. Workers are able to keep drinking water with them at their work stations/locations?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> <p>11. If relevant is drinking water available at canteens/kitchens?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> <p>11a. If Yes describe source (Q1) and if water is treated how (Q8)</p> <p>12. If relevant, is drinking water available at Health Care Facilities/ Clinics?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> <p>12a. If Yes describe source (Q1) and if water is treated how (Q8)</p> <p>13. If relevant, is drinking water available at crèches/day care facilities?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p> <p>13a. If Yes, describe source (Q1) and if water is treated how (Q8)</p>	<p>11. Are sanitary napkins/other supplies (culturally relevant) available at/ near the work site, or is a place is provided to store materials brought from home?*(check all that apply)</p> <p><input type="checkbox"/> Available for affordable purchase at the worksite <input type="checkbox"/> Available for free at the worksite <input type="checkbox"/> Available for affordable purchase near the worksite <input type="checkbox"/> Private hygienic space (e.g. locker) to store materials <input type="checkbox"/> No materials available/No place to store materials Comments: _____</p> <p>12. Female workers report MHM facilities are sufficient to enable them to work during menstruation?*</p> <p><input type="checkbox"/> Yes, workers report they are able to continue to work during menstruation due to MHM facilities <input type="checkbox"/> No, workers report they miss work due to the lack of MHM facilities at the workplace <input type="checkbox"/> Unknown <input type="checkbox"/> Other (describe):_____</p>	<p>9. Worker FGD: Questions above * should be explored in worker FGDs. Also explore whether or not adequate handwashing facilities are available near toilet facilities and to meal areas and the reliability of soap and water on most days. Explore their knowledge of handwashing at important times (Q5) and their practice at these important times at home and work. Explore their understanding of why HWWS is important. For behavior change messaging explore what messages would motivate them to wash their hands with soap more frequently and during critical times). If workers are exposed to hazardous materials or to dusty/dirty, hot or strenuous workplace facilities, or conditions, do they have access to hygiene facilities at work such as showers with adequate water, soap, clean towels, etc. to clean themselves after work?</p>

3. Access to and use of improved WASH facilities in the work environment in consideration of all workers and MHM needs	Water	Sanitation	Hygiene
	<p>14. Worker FGD: Explore with workers where they get their drinking water at work and whether it is free or not (sources Q1 – Q3). Do they have access to water anytime they need it, do they feel it is adequate? Are there any barriers to accessing/ having drinking water at work? What is their perception of the quality of the water they have access to? Can/ do workers take water home with them from work?</p>	<p>13. How frequently are the toilet facilities cleaned?*</p> <ul style="list-style-type: none"> <input type="checkbox"/> More than once a day <input type="checkbox"/> Once a day <input type="checkbox"/> Several times a week <input type="checkbox"/> Once a week <input type="checkbox"/> Less than once a week <input type="checkbox"/> No regular schedule <input type="checkbox"/> Unknown <input type="checkbox"/> N/A no facilities <p>14. In general, how clean were the toilet facilities on the day of observation?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean <input type="checkbox"/> Somewhat clean <input type="checkbox"/> Not clean <input type="checkbox"/> N/A no facilities <p>15. If relevant, are toilet facilities available at crèches at the worksite?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	

3. Access to and use of improved WASH facilities in the work environment in consideration of all workers and MHM needs	Water	Sanitation	Hygiene
		<p>16. Worker FGD: Questions above* should be explored in FGDs, with separate female-only FGDs held with women related to MHM. Explore whether they feel the current latrines and MHM facilities meet needs (are there sufficient # of toilets), are they reasonable to access. Do they have any recommendations to improve MHM facilities/materials at the workplace?</p> <p>17. Worker FGD: Are facilities available and if yes, do they use them? Explore with workers their level of satisfaction and any issues/ concerns with the workplace toilet facilities. Ask if open defecation is practiced at the workplace. If Yes, explore why they/others don't use the toilet facilities provided. If no toilet facilities are available where do they go? Probe if they have facilities at home. Explore the functionality of their work place latrine, cleanliness, etc. Are they able to access the toilet at any time during the work day?. Do they have any concerns about safety using the latrine (particularly of women)? Do they have any recommendations to improve access to or conditions of provided toilet facilities?</p>	

Worker/Community Household Survey Indicators	Water	Sanitation	Hygiene
<p>Business provides housing for workers, which includes access to adequate and improved WASH facilities, and/or business is interested in WASH conditions in workers households or surrounding communities</p> <p>Guidance: Some businesses provide worker housing or may have a desire to increase their understanding of their workers WASH conditions where they live, particularly in housing that is not provided by the business. These questions provide some basic indicators to explore with workers. They are primarily taken from the MICS and most Recent JMP Questions (note these are currently under review) – see resource links to these specific survey resources. Along with basic demographic questions surveyors are encouraged to also collect information on the type of housing workers are living in and number of people living in that housing such as the following:</p>	<p>1. What is the main source of drinking water for you/members of your household?</p> <p>Piped Water</p> <ul style="list-style-type: none"> <input type="checkbox"/> Piped into dwelling <input type="checkbox"/> Piped into compound, yard or plot <input type="checkbox"/> Piped to neighbor <input type="checkbox"/> Public tap/standpipe <p>Dug well</p> <ul style="list-style-type: none"> <input type="checkbox"/> Protected well <input type="checkbox"/> Unprotected well <p>Water from spring</p> <ul style="list-style-type: none"> <input type="checkbox"/> Protected spring <input type="checkbox"/> Unprotected spring <input type="checkbox"/> Rainwater collection <input type="checkbox"/> Tanker Truck <input type="checkbox"/> Cart w/ small tank/drum <input type="checkbox"/> Water kiosk <input type="checkbox"/> Surface water (river/stream, dam/lake/pond, canal, irrigation channel) <p>Packaged Water</p> <ul style="list-style-type: none"> <input type="checkbox"/> Water bottled <input type="checkbox"/> Sachet <ul style="list-style-type: none"> <input type="checkbox"/> Other _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No water source available (see Q2) 	<p>1. What kind of toilet facility do you/ members of your household usually use?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flush/pour flush to: <ul style="list-style-type: none"> <input type="checkbox"/> Piped sewer system <input type="checkbox"/> Septic tank <input type="checkbox"/> Pit latrine <input type="checkbox"/> Open drain <input type="checkbox"/> Don't know where <input type="checkbox"/> Pit Latrine <ul style="list-style-type: none"> <input type="checkbox"/> Pit latrine with slab <input type="checkbox"/> Pit latrine without slab/open pit <input type="checkbox"/> Composting toilet <input type="checkbox"/> Twin Pit with Slab <input type="checkbox"/> Twin Pit without Slab <input type="checkbox"/> Bucket <input type="checkbox"/> Hanging toilet/hanging latrine <input type="checkbox"/> No facility, bush, field or stream <input type="checkbox"/> Other (specify): _____ <p>2. Where is this facility located?</p> <ul style="list-style-type: none"> <input type="checkbox"/> In own dwelling/home <input type="checkbox"/> In own plot/yard <input type="checkbox"/> Elsewhere <p>3. Do you share this facility with others who are not members of your household?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	<p>1. (See Questions 5 and 6 under worker survey)</p> <p>2. Do you have handwashing facilities at your dwelling/home (check all that apply)?</p> <ul style="list-style-type: none"> <input type="checkbox"/> At/near the toilet <input type="checkbox"/> In the kitchen/place where you prepare food/eat <input type="checkbox"/> Located elsewhere (specify): _____ <input type="checkbox"/> Mobile (bucket/jug/kettle) used <input type="checkbox"/> I/We have no handwashing facilities <p>3. How often do you have soap or detergent available at your handwashing facilities?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Always available <input type="checkbox"/> Mostly available <input type="checkbox"/> Rarely available <input type="checkbox"/> Never available <input type="checkbox"/> N/A we don't have handwashing facilities

Worker/Community Household Survey Indicators	Water	Sanitation	Hygiene
<p>HH Demographic Questions:</p> <p><input type="checkbox"/> What is your current housing situation?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Renting your home (single family dwelling) <input type="checkbox"/> Renting apartment (in complex) <input type="checkbox"/> Renting room in a complex/ house <input type="checkbox"/> Living in home you are buying/ own <input type="checkbox"/> Living in company provided housing (single family dwelling) <input type="checkbox"/> Living in company provided housing/room (apartment complex) <input type="checkbox"/> Other (specify) _____ <p><input type="checkbox"/> Where is the place you are currently living located? (Note this may need to be coded for your particular needs based on community, neighborhood, etc. _____)</p> <p><input type="checkbox"/> How many family members live with you?</p> <ul style="list-style-type: none"> <input type="checkbox"/> None – live by yourself <input type="checkbox"/> __ # Adults <input type="checkbox"/> __ # Children age 5 and < 5 <input type="checkbox"/> __ # Children > age 5 <input type="checkbox"/> __ Total in household not including worker (Please check math) 	<p>2. Is the above the main source of your water for other household purposes such as cooking and handwashing?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>2a. If No, what is the main source for these purposes from the above list: _____</p> <p>3. Where is your main water source located?</p> <ul style="list-style-type: none"> <input type="checkbox"/> In own dwelling/home <input type="checkbox"/> In own yard/plot/ complex <input type="checkbox"/> Elsewhere <p>4. Do you pay for your household's water?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>4a. If Yes, approximately how much do you pay each month for water (use local currency) _____</p> <p>5. Do you share this water source with other families?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>5a. If Yes, approximately how many families? _____</p>	<p>3a. If Yes</p> <ul style="list-style-type: none"> <input type="checkbox"/> # of HHs (If less than 10): _____ <input type="checkbox"/> 10 or more HHs <input type="checkbox"/> Don't know <p>3b. Shared with</p> <ul style="list-style-type: none"> <input type="checkbox"/> Other households known to you (not public) <input type="checkbox"/> General public (anyone can use) <p>4. Has the facility you use _____ (from Q1 above as relevant) ever been emptied?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> N/A connected to sewer system not relevant <p>4a. If Yes, the last time that it was emptied, where was the waste that was removed emptied?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Removed by service provider and: <ul style="list-style-type: none"> <input type="checkbox"/> Taken to a treatment facility <input type="checkbox"/> Buried in a covered pit <input type="checkbox"/> Taken to uncovered pit, open ground, water body or elsewhere <input type="checkbox"/> Don't know where <input type="checkbox"/> Removed by household and: <ul style="list-style-type: none"> <input type="checkbox"/> Buried in a covered pit <input type="checkbox"/> Taken to uncovered pit, open ground, water body or elsewhere <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Don't know 	<p>4. Has your household received any health or hygiene education where you live now/in your community on how to prevent diseases associated with water, sanitation or hygiene?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <p>4a. If yes, what information did you receive? Do you recall how long ago this was (in last year or longer)?</p> <p>4b. Did the information you receive change your behavior in any way? If yes, how?</p> <p>5. Open Ended. Explore with workers how they would rate the hygiene/ environmental conditions of their home and general community/ neighborhood – Do they have any concerns? If they have concerns do they know who they can express those concerns to? Have they expressed any concerns in the past, if yes what? If they could make any hygiene/ environmental improvements to their home/community what changes would they propose?</p>

Worker/Community Household Survey Indicators	Water	Sanitation	Hygiene
	<p>6. How long does it take to go to your water source, get water and come back?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Household members do not collect <input type="checkbox"/> No. of minutes _____ <input type="checkbox"/> Don't know <p>7. Do you do anything to your water to make it safe to drink?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <p>7a. If Yes, what do you do to treat it? (select all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Boil <input type="checkbox"/> Add bleach/chlorine <input type="checkbox"/> Strain through a cloth <input type="checkbox"/> Use a filter (ceramic, composite, etc.) <input type="checkbox"/> Solar disinfection <input type="checkbox"/> Let it stand and settle <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Don't know <p>8. In the last month how sufficient was your access to water to meet your/household drinking needs:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I/We had sufficient water to meet our needs <input type="checkbox"/> Sometimes we lacked sufficient water to meet our needs* <input type="checkbox"/> We rarely had sufficient water to meet our needs* <input type="checkbox"/> We never had sufficient water to meet our household* 	<p>5. Open ended question to explore how satisfied the worker is with their household sanitation facilities, quality, affordability and overall access to facilities. Probe questions that are of particular interest to the area/country, e.g. if FSM is an issue how to they manage when toilets become full, outbreaks such as cholera, practice of open defecation, etc.</p>	

Worker/Community Household Survey Indicators	Water	Sanitation	Hygiene
	<p>8a. If not sufficient* what was the main reason you were not able to access sufficient quantities when needed?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Water was not available from the source <input type="checkbox"/> Water too expensive <input type="checkbox"/> Source not accessible <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Don't know <p>9. Open ended question to explore how satisfied the worker is with their drinking water, quality, affordability and overall access to water for household use. Probe questions that are of particular interest to the area/ country, e.g. arsenic in drinking water (if they are aware of the problem and how are they managing), outbreaks such as cholera, etc.</p>		

TABLE 4: AWARENESS OF BUSINESS ENVIRONMENTAL IMPACT

4. Water consumption, waste water management, and other water-related environmental impacts on business, workers and/or the community	Water consumption	Waste water management	Environmental impact
<p>Business has taken steps to be aware of and/or worked to reduce their water consumption and their environmental impact linked to their business activities.</p> <p>(If there are multiple worksite locations assess for each working environment for *Questions)</p>	<p>1. Has the business taken any measures to assess the impact of their water consumption, its impact on the environment (e.g. water aquifers) and its surrounding communities?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1a. If Yes, describe the assessments conducted:</p> <p>1b. If Yes, did the assessments result in the business taking any measures to reduce consumption?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes (Describe):</p> <hr/>	<p>1. The business has a mechanism to properly dispose of or treat waste from the facility/worksite locations?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1a. If Yes, describe system (e.g. methods, frequency, documentation of dates of removal, etc.)*</p> <p>2. There is a mechanism at the worksite(s) to properly manage or dispose fecal sludge from latrines, if relevant?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not relevant (toilets not available)</p> <p>2a. If Yes, describe system used (e.g. methods, frequency of emptying, documentation of dates of removal, etc.)*</p> <p><input type="checkbox"/> Offsite <input type="checkbox"/> Mixed <input type="checkbox"/> Onsite Comments:</p>	<p>1. Has the business taken any measures to assess the environmental impact of their work place industrial/agriculture, etc. practices?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>1a. If Yes, describe the assessments conducted: _____</p> <p>1b. If Yes, did the assessments result in the business taking any measures to reduce its impact on the environment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If Yes (Describe): _____</p> <p>2. The business has knowledge of the potential risks from chemicals used and/or hazardous waste from its production or use in agriculture settings on worker/environmental health?</p> <p><input type="checkbox"/> Yes on workers <input type="checkbox"/> No on workers <input type="checkbox"/> Yes on environment <input type="checkbox"/> No on environment <input type="checkbox"/> N/A no chemical/hazardous waste</p>

4. Water consumption, waste water management, and other water-related environmental impacts on business, workers and/or the community	Water consumption	Waste water management	Environmental impact
		<p>3. The facility has a mechanism to properly dispose of MHM materials?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3a. If Yes, describe system (e.g. methods, frequency, documentation of dates of removal as relevant, etc.)*</p> <p>4. The facility has mechanism to collect and properly dispose of broken glass and medical waste that pose health hazards for workers and for emergencies e.g. needles, blood, other bodily secretions, such as sharps containers and red bags specifically marked and made to hold contaminated medical waste considered a bio-hazard and from accidents?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5. Do facilities that use water have adequate drainage to prevent standing water/vector breeding?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>2a. If yes to above, have any measures been taken to protect worker/public health or the environment</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, describe: _____</p> <p>3. Fecal Sludge Management (FSM) chain is known and followed to prevent exposure risk to community/ environment, e.g. through proper disposal of worksite waste at certified locations?*</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A no latrines or public piped sewer system</p> <p>Comments: _____</p> <p>3a. If Yes, describe processes used and collect any associated documentation of process.</p>

4. Water consumption, waste water management, and other water-related environmental impacts on business, workers and/or the community	Water consumption	Waste water management	Environmental impact
			<p>4. Workplaces promote the Occupational Safety and Health (OSH) hierarchy of controls to prevent and reduce occupational injuries, illnesses and fatalities to workers and are working at the higher stages of of the hierarchy to reduce workplace risks. (See https://www.cdc.gov/niosh/topics/hierarchy/default.html for an overview of the Hierarchy of controls)</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown </p> <p>Comments: _____</p> <p>5. Workers are provided appropriate PPE and associated cleaning facilities to retain used workplace chemicals/pesticides and contaminated clothing at the work site to prevent exposure to worker's families/communities and the environment*</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Not applicable. No use of chemicals or other hazardous materials </p> <p>5a. If Yes, was this observed?</p> <p> <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe equipment provided and cleaning facilities: _____ </p> <p>6. Worker FGD: Explore knowledge of what chemicals workers are exposed to at work, if any, as well as the hazardous waste management practices; what methods are used to prevent exposure /degree methods are adhered to. Experienced any health effects perceived to be as a result of exposure at work (if yes perceived cause/effect and how managed.). Explore trainings they've received on exposure risks, any concerns and/or recommendations they have for making improvements.*</p>

WASH4WORK STANDARDS/INDICATOR RESOURCES

ILO (2016) WASH@Work a Self-Training Handbook https://wateractionhub.org/static/docs/wash4work/wash_at_work_web.pdf

Plan International (date not indicated) Suggested Indicators for MHM programming http://www.communityledtotalsanitation.org/sites/communityledtotalsanitation.org/files/Plan_MHM_Suggested_indicators_September2015.pdf

UNICEF and WHO (2016) Core questions and indicators for monitoring WASH in School in the Sustainable Development Goals <https://washdata.org/sites/default/files/documents/reports/2017-07/JMP-2016-core-questions-and-indicators-for-monitoring-WinS.pdf>

World Business Council for Sustainable Development (WBCSD) (2013), Pledge and Guiding Principles Water, Sanitation and Hygiene implementation at the workplace <https://www.wbcd.org/Clusters/Water/Resources/WASH-Pledge-Guiding-Principles-for-implementation>

WHO/UNICEF JMP Core questions and indicators for monitoring WASH Includes Links to latest MICS survey and Core questions for household surveys (in the process of being updated for the SDGs) and definitions of WASH facilities <https://washdata.org/monitoring/methods/core-questions>

WHO/UNICEF (2016) Monitoring WASH in Health Care Facilities <https://washstand/sites/default/files/documents/reports/2017-06/JMP-2016-core-questions-and-indicators-for-monitoring-WinHCF.pdf>

WWF (2017) Water Risk in Agricultural Supply Chains Progress Report – How well are sustainability standards covering water stewardship

OTHER RESOURCES

Bolander, J (2016) Infograph: Why Hydration is Essential for Your Employees, Retrieved <http://www.thedaily MBA.com/2016/12/21/infograph-why-hydration-is-essential-for-your-employees/>

IRC (2017) Menstrual Hygiene Management in Emergencies Tool Kit (Available in French and Arabic), <https://www.rescue.org/resource/menstrual-hygiene-management-mhm-emergencies-toolkit>

Jones, H and Wilbur, J (2014). Compendium of accessible WASH Technologies, WEDD, Water Aid and Share (Contains technical resources on developing accessible WASH facilities at the household level in rural areas of Sub-Saharan Africa that may be applicable to workplace settings). <https://washmatters.wateraid.org/publications/compendium-of-accessible-wash-technologies>

UNICEF (Date not indicated) Accessible Components for the built Environment: Technical Guidelines embracing Universal Designs (Contains information on methods for inclusion of accessible component in facilities, including toilet and water supply facilities) https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=5&ved=0ahUKEwiw6cHUvr3bAhUR-IQKHQXADqwQFghHMAQ&url=http%3A%2F%2Fwww.unicefinemergencies.com%2Fdownloads%2Feresource%2Fdocs%2FDisability%2Fannex12%2520technical%2520cards%2520for%2520accessible%2520construction.pdf&usq=AOvVaw1fb-cq1MrjIVgir9CS0m4_

Popkin, B.M, D'Anci K.E and Rosenberg, I.H. Water, Hydration and Health, Nutrition Review. 2010; 68 (8):439-458 retrieved <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2908954/>

Prüss-Ustün, A, Bartram, J, Clasen, T, et. al. Burden of disease from inadequate water, sanitation and hygiene in low- and middle-income settings: a retrospective analysis of data from 145 countries. Journal of Tropical Medicine & International Health. 2014; 19(8): 894-905 <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4255749/>

WEDC (2005) Water and sanitation for disabled people and other vulnerable groups: Designing services to improve accessibility <https://wedc-knowledge.lboro.ac.uk/details.html?id=16357>

Wenhold, Friede, & Faber, Mieke. (2009). Water in nutritional health of individuals and households: an overview. Water SA, 35(1), 61-71. Retrieved July 19, 2018, from http://www.scielo.org.za/scielo.php?script=sci_arttext&pid=S1816-79502009000100008&lng=en&tlng=en