

## WORK ORGANIZATION

Simple work organization changes often produce amazing results, such as drastic cut of the distance materials are carried. Working time is another important area for good work organization. Working with frequent short breaks is more productive and safer than long continuous work. Regular weekly holidays facilitate recovery from fatigue and pleasant family life. Community cooperation is the key to the successful work organization changes. The ties between people will be strengthened to make their work easier and more pleasant.

### **CHECKPOINT 38**

***Organize a better work layout to reduce the distance for carrying materials.***

#### **BENEFITS FOR FARMERS**

- Carrying materials from one place to another does not add any value. Farmers have to consume much time and energy for carrying materials over long distances on the farm. Better work layout to shorten the distance of carrying materials will decrease your workload and increase safety.

- It is important to look at your work layout carefully. Eliminate unnecessary tasks and effort by improving the layout. For example, if you could handle your work items at the same working height, you would decrease unnecessary bending postures. This would prevent farmers from low-back pains and fatigue.

#### **HOW TO IMPROVE**

1.) Look at your farm and observe how you reach the farm from your home. Are there any possibilities to reduce the distance by making a short-cut, or improving paths.

2.) Clear and expand the path leading to farms from houses. Remove all unnecessary materials and obstacles on the paths. Provide bridges for small canals and ramps for height gaps. These solutions will make the use of push-carts easier and reduce extra effort.

3.) Use rivers and canals as much

as possible for easy transporting. Use boats to carry farm products from the farm to houses.

4.) Apply the same principles to the workstations to sort and pack farm products. Improve the flow of your work to eliminate extra tasks. Adjust the working height of work tables and pushing carts to the same level.

#### **WAY TO PROMOTE COOPERATION**

Discuss with your family members and neighbours practical ways to shorten the distance for carrying farm products or materials. Neighbourhood cooperation will be helpful for developing new paths or canals. Try one simple solution first, assess the results and improve it step by step.

#### **SOME MORE HINTS**

In the course of the work layout improvement, combine varied tasks to be done by one farmer. It would make the work more interesting, and the farmer would acquire wider job skills.

#### **POINTS TO REMEMBER**

*Shortening the transport route by better work layout does not add cost. It reduces farmers' fatigue and improves work time and productivity.*



*Figure 144: Clear and expand the paths leading to farms. This solution will make the use of push-carts easier and reduce extra efforts.*



*Figure 145 - Move your work items at the same working height. Adjust the working height of work tables and push carts to the same level to minimize the lifting of materials.*

### **CHECKPOINT 39**

#### ***Insert frequent short breaks.***

#### ***BENEFITS FOR FARMERS***

- Inserting short breaks during work are very important to recover from fatigue and refresh yourself. Breaks can be short (for around 15 to 20 minutes) but need to be frequent depending on the workloads. Effective breaks lead to accident prevention. After a break, work can be done efficiently.

- Working continuously without breaks is dangerous, even if farmers take longer breaks after completing their jobs. Long continuous work increases feelings of fatigue and consequently the risk of accidents. Fatigue also decreases the quality of work.

-Developing comfortable environments for short breaks is equally important. For farm work, a shady place is needed to increase the effectiveness of breaks. Provision of safe drinking water is essential.

#### ***HOW TO IMPROVE***

1.) On the farm, select a resting place near the workplace. Farmers are allowed to take short breaks frequently without losing time. This is especially helpful for farmers whose houses are far from the farm.

2.) Each short break can last for around 15 - 20 minutes depending on the workloads. Take longer breaks for lunch.

3.) If possible build a simple resting house. Using locally available low-cost materials near the working area. Install hammocks, mats or simple beds for lying down after lunch. Get together with your neighbours in the resting place to chat and refresh.

#### ***WAY TO PROMOTE COOPERATION***

Neighbours can cooperate to build and implement a habit of short breaks in their community. It is ideal if some people can build a resting corner together for community use. Diligent farmers might feel reluctant to take frequent breaks. Learn from the good experiences of neighbours who have established the habit of good breaks. They must enjoy efficiency in their work. It consolidates neighbourhood cooperation.

#### ***SOME MORE HINTS***

Use local and low-cost materials to build the resting house. Some farmers may prefer to build a stronger resting house which can be used for storing agricultural tools on the farm.

#### ***POINTS TO REMEMBER***

*Frequent short breaks help farmers to recover from fatigue and to work safely and efficiently.*



F. 146

*Figure 146: Take short breaks Regularly.*



F. 147



F. 148

*Figure 147, 148: Shady resting corners under a tree.*

### **CHECKPOINT 40**

#### ***Take regular weekly holidays.***

#### ***BENEFITS FOR FARMERS***

- Because of busy work in the rice field and the farm, farmers often don't take holidays on the weekend. Even on rainy days, or in the interval periods between two crops, many farmers are still growing vegetables, feeding animals, and catching fish. Without regular weekly holidays, the time for family-get-togethers in a relaxed and friendly atmosphere will be missing. Farmers will have less chance for leisure or access to useful information from the mass media.

- Weekly holidays are helpful for farmers recovering from accumulated fatigue caused by their farm activities. After holidays, farmers will be able to work refreshed. It is important to promote a better quality of life as well as the quality of work. The habit of regular holidays should be built among villagers.

#### ***HOW TO IMPROVE***

1.) Provide regular holidays every week for the whole family. You family members will use that holiday time for rest and fun. They may spend the time for their hobbies such as taking care of ornamental trees, reading, listening to music, playing musical instruments etc.

2.) Besides regular weekly holidays, plan to have a longer vacation every year. Sightseeing outside your district would be a wonderful experience for

your family, especially children. Plan and prepare the budget well in advance. Exchange information with neighbours to plan an inexpensive holiday time with your family.

#### ***WAY TO PROMOTE COOPERATION***

It would be nice if the whole community could promote taking regular weekly holidays. Create the change gradually and build a habit of all members in the family taking regular holidays together. At the first step, some families may still be engaged in light jobs at home. Increase the time for resting and decrease the time for working. Exchange experiences with your neighbours and share the steps to have no work on holidays.

#### ***SOME MORE HINTS***

Visiting shopping areas and outings nearby could also be interesting if you go with your family on holidays. Secure sufficient time with your family and enjoy together.

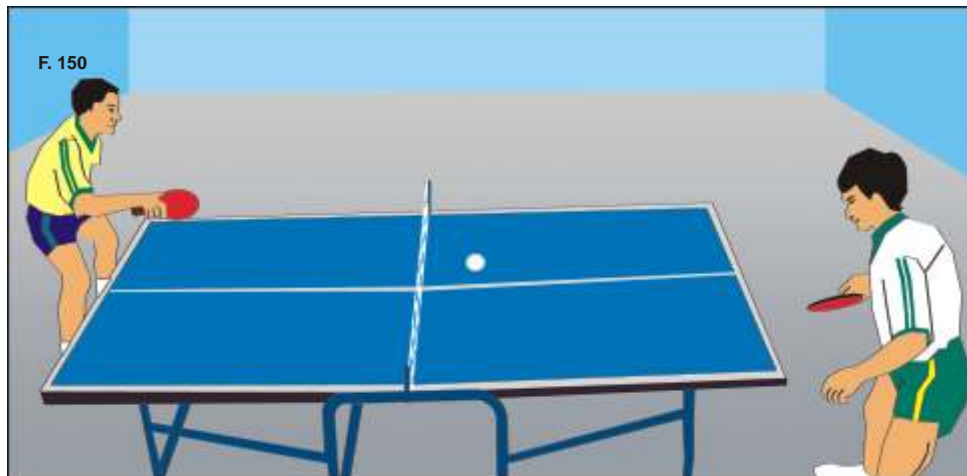
#### ***POINTS TO REMEMBER***

*Regular weekly holidays can strengthen your family ties as well as facilitate recovery from fatigue.*

*Figure 149, 150:*  
Take regular weekly holidays to recover from fatigue, or for leisure.



F. 149



F. 150



F. 151



F. 152

*Figure 151:* Sightseeing tour with family.

*Figure 152 :* Shopping at the weekend.

**CHECKPOINT 41**

***Perform community jobs together.***

**BENEFITS FOR FARMERS**

- In the community, there are a variety of strenuous jobs which need the cooperation of many people. They are, for example, building roads, bridges, and houses, digging wells and canals, harvesting in the rice fields and farms, or the movement of heavy machines. These are opportunities to strengthen neighbourhood development in the community.

- Community work often requires special skills and safety precautions. Good community cooperation make these jobs safe and productive.

**HOW TO IMPROVE**

1.) Help each other to perform community jobs which need skills and cooperation. Plan and prepare a joint work plan for easy participation.

2.) Ensure safety and health measures are put in place for the community work which can often include strenuous and dangerous aspects such as working at heights, carrying heavy materials, or the use of dangerous machines. Experienced, senior persons should ensure the provision of safety and health measures such as safety devices, push carts or machine guards, and guide the participating people to work without accidents.

**WAY TO PROMOTE COOPERATION**

Create a group of voluntary farmers to assist the community in carrying out strenuous jobs. They have to investigate the needs and priorities of the community and prepare work plans carefully. The ways to ensure safety and health of the participating community people need to be discussed and established.

**SOME MORE HINTS**

Community cooperation can be extended to a variety of agricultural jobs. Sharing seeds and new methods for growing crops, or saving money to purchase or hire costly agro-machines, etc. Always pay attention to ensuring safety and health of the community people participating in the work.

**POINTS TO REMEMBER**

Many community jobs need good cooperation. Plan and prepare jointly. Safety and health measures should be ensured.



*Figure 153: Cooperatively perform strenuous jobs with the help of experienced leaders.*



*Figure 154: Repair the village road together.*



*Figure 155: Community jobs require the cooperation of many people.*

**CHECKPOINT 42**

***Share family responsibilities to avoid overburdening a particular family member.***

**BENEFITS FOR FARMERS**

- All the farm and household work can be done better if every family member shares proper responsibilities depending on their physical capacities. Both men and women can share household work and family responsibilities. Cooperation between women and men as well as at the community level is essential.

- The best ways to share family roles and responsibilities are for every family member to know and participate in various family jobs such as cooking, washing, child care, and cleaning, etc. Participation would provide new insights and fun. Family members can learn from each other and consolidate their ties.

**HOW TO IMPROVE**

1.) Discuss with your family members whether any of them shoulders too much responsibility and gets tired. It is useful to talk about how to share roles and responsibilities.

2.) Let family members play a variety of roles depending on their physical capacities rather than fix each one's role. Continue discussions in the family about role sharing and flexibly change roles when opportunities come.

**WAY TO PROMOTE COOPERATION**

Whole communities can promote discussions on how to share family responsibilities for happy family life. There must be a variety of good examples that avoid overburdening of a particular family member. Exchange such good experiences. Always promote the viewpoints of equal work and sharing family responsibility between men and women.

**SOME MORE HINTS**

Family and household jobs are continuous from morning until night and it is often difficult to insert sufficient breaks. The work continues even on holidays. It is essential to help each other and share responsibilities.

**POINTS TO REMEMBER**

*Sharing family responsibilities enriches your family and working life.*



*Figure 156 : Cook foods together.*



*Figure 157 : Family members can share the farm work.*

