

Session 1

Introduction of the Participants

Let's get to know each other

1

**Find your
partner, know
your partner!!!**

2

**Introduce
participants to
everyone in
the room**



Learning Outcomes of the Training

Outcome 1

Able to better understand the socio-economic and occupational hazards faced in sanitation work as per job roles.

સેનિટેશન ની કામગીરી માં આવતા સામાજિક – આર્થિક અને વ્યવસાય લક્ષી જોખમો ને વધારે સારી રીતે સમજવા માટે થઈ.

Outcome 2

Equipped with technical knowledge on legal provisions on manual scavenging.

મેન્યુવલ સ્કેવેજિંગ ના કાયદાકીય માળખા ને વધારે સારી રીતે સમજવા અને જાણવા ના હેતુ થી.

Outcome 3

Able to build awareness of sanitation workers on their rights and entitlements.

સેનિટેશન કર્મચારી ને તેમના અધિકારો અને હક અંગે જાગૃતિ અને જાણકારી આપવા બાબતે.

Session 2

Decoding the condition of liquid and solid waste workers

Who are the workers in liquid waste management?



Community sanitation complex and institutional toilets cleaners



Desludgers - emptying of septic tanks/pits



Maintenance hole /sewer lines cleaners



Drain cleaners



Workers in Operation and Maintenance of Deep Row Entrenchments / Fecal Sludge Treatment Plants

Who are the workers in solid waste management?



Street Sweeping



Door-to-door waste collectors



Workers in collection and transportation of solid waste



Workers in sorting of dry waste at waste processing unit



Workers in sorting of wet waste at waste processing unit

Ground reality of liquid waste workers



“This is our regular day. we work 8–10 hours, anytime the contractor calls. we don’t get any fixed timings, and we have no leaves.”

“We have no washrooms or changing rooms where we can wash before we head back home.”

***“Every time, we open a manhole or a septic tank, we inhale many harmful gases.
Many of us die due to toxic gases or if the tank or drain caves in on us.
Most of us get inside a septic tank/sewer line, totally drunk. Its only then that we can bear the stench”***



Ground reality of solid waste workers

“Handling of solid waste without safety gears leads to cuts and bruises caused by sharp objects such as razors, syringes or broken glass.”

“ Handling of solid waste also leads to body pain due to long working hours in uncomfortable postures.”



Challenges of liquid and solid waste workers



Occupational hazards faced by workers

- **Workers operate in confined and hazardous spaces** exposing them to pathogens, toxic gases, and sharp objects that cause frequent injuries and illnesses.
- **The physical demands of manual labour** lead to musculoskeletal disorders, chronic pain, fatigue, and long-term respiratory or chemical health risks.
- **Protective measures are inadequate**, with lack of proper PPE, safety devices, and gender-sensitive equipment for women workers, increasing vulnerability.
- **Frequent exposure to hazardous solid and liquid waste** raises the risk of waterborne and vector-borne diseases.
- **Unsafe work practices, poor contractual mechanisms, and absence of standard operating procedures** heighten occupational vulnerability.
- **Limited access to regular health check-ups and preventive care** results in delayed treatment and worsening of work-related illnesses.



Financial challenges faced by workers

- **Workers are mostly engaged informally**, with no contractual mechanisms to protect their rights or ensure job security.
- **Income is low and unstable**, not reflecting the risks of the work, and sanitation is often excluded from minimum wage codes.
- **There are no paid leaves**, forcing workers to continue even during sickness or injury.
- **Lack of insurance, risk allowance, and medical support**, with weak linkages to welfare schemes.
- **Families face financial crises during accidents or deaths**, as there is no compensation or social security.
- **Limited opportunities** for skill development, restricting income growth and better job prospects.



Social challenges faced by workers

- **Workers face stigma and discrimination** due to their association with waste and fecal matter.
- **They lack recognition as a formal workforce**, leaving their contributions invisible in society.
- **Low dignity of labour and poor societal respect** further isolate them from mainstream communities.
- **Awareness and sensitivity towards their safety and rights are limited**, reinforcing exclusion and neglect.
- **Sanitation work continues across generations**, with children facing poor educational opportunities and limited alternate livelihoods.



Indian sanitation workers



Source: https://www.youtube.com/watch?v=GGWn8G1cipA&ab_channel=Dalberg

There is an urgent need to...

Clearly articulate roles, responsibilities, accountability and culpability of stakeholders at all levels to bring sustained improvements to:



Provide dignity to workers



Provide safe working environment to workers



Provide access to equity (capital) for sanitation enterprises



Thank You



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Session 3

What are the legal provisions to prohibit manual scavenging?

હાથથી મેલું ઉપાડવા પર પ્રતિબંધ મૂકવા માટે કાનૂની કચી કચી જોગવાઈઓ છે?

Presented by – Urban Management Centre

Manual Scavenging Banned in India

Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

“

Manual scavenging refers to the practice of manually cleaning, carrying, disposing or handling faecal sludge from dry latrines, sewers and septic tanks. It involves using basic tools such as buckets, brooms and baskets.

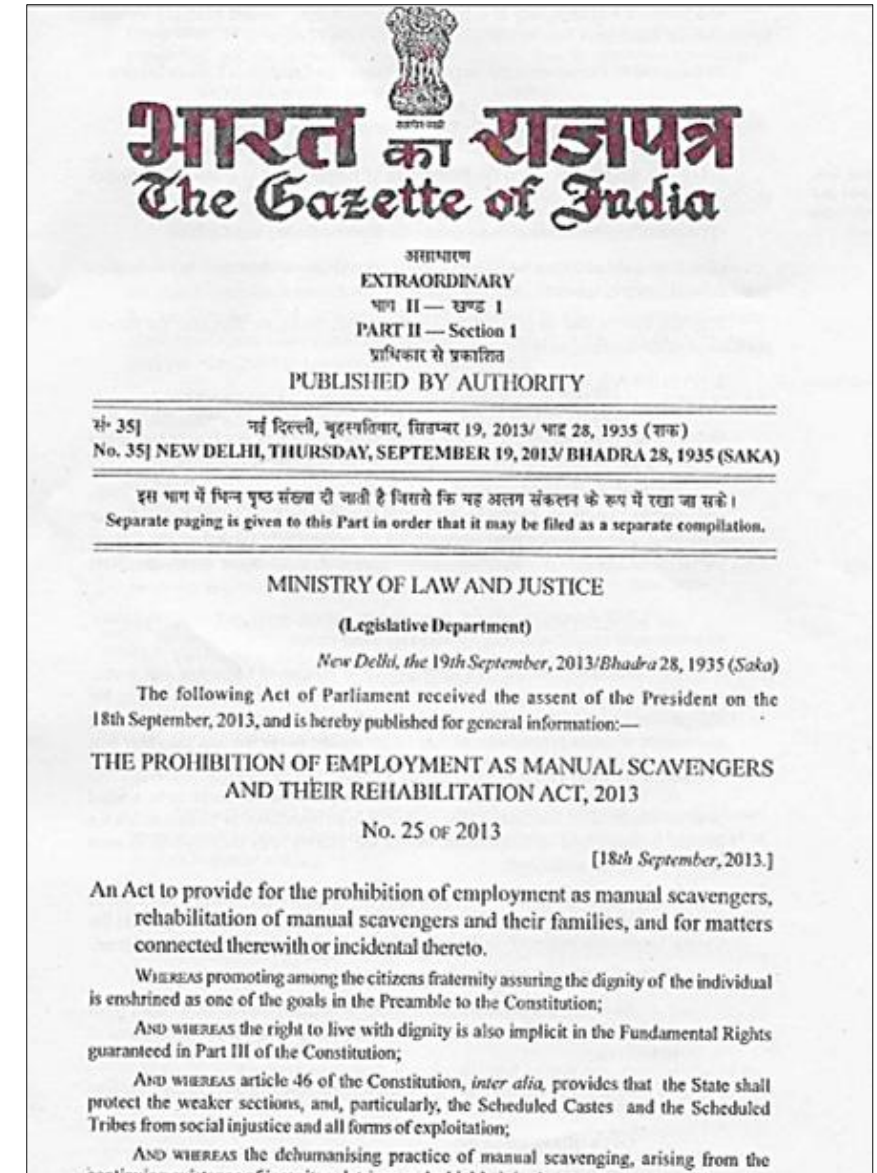
”



Manual Scavenging Banned in India

Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

- Mechanical cleaning is to be prioritized.
- The employer should provide all safety devices and protective gears
- No person is allowed to clean a sewer or septic tank without proper safety gear and permissions
- For rehabilitation of manual scavengers:
 - One-time grant of Rs. 40,000
 - Housing support
 - Scholarship to children
- The compensation for the families of deceased manual scavengers has been increased from Rs. 15 lakh to **Rs. 30 lakh**.



Punishment for Illegal Cleaning



- If anyone is found manually cleaning the maintenance holes/septic tanks, the person, local authority or agency employing them will be subjected to a penalty.
- **The sanitation worker will not be punished if they are forced to clean the sewer or septic tank manually.**

Type of Offense	Quantum of Fine	Term of imprisonment (Jail)	Penalty
First offense	Up to Rs 2 lakh	Up to 2 years	Fine or imprisonment or with both
Subsequent offense	Up to Rs 5 lakh	Up to 5 years	



Punishable Offence

Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

Section 3: No person shall be allowed to clean a sewer manually; without protective gear; and safety devices under these rules

(means that no sanitation worker should enter the sewer or septic tank to clean it manually)

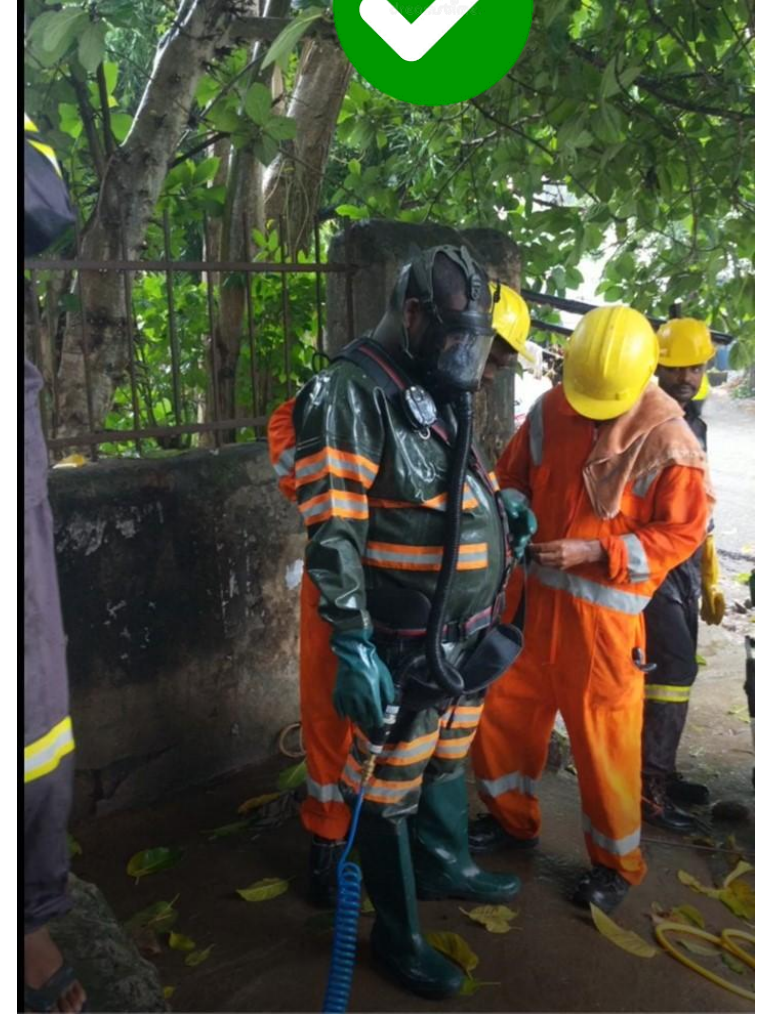
- **Manual sewer cleaning is banned unless absolutely necessary.**

If it must be done, then:

- **Only trained Sewer Entry Professionals** can enter
- **Health check-up** is a must
- **Written permission** by the Responsible Sanitation Authority (RSA) is needed
- **Protective gear and safety devices** must be used, no exceptions



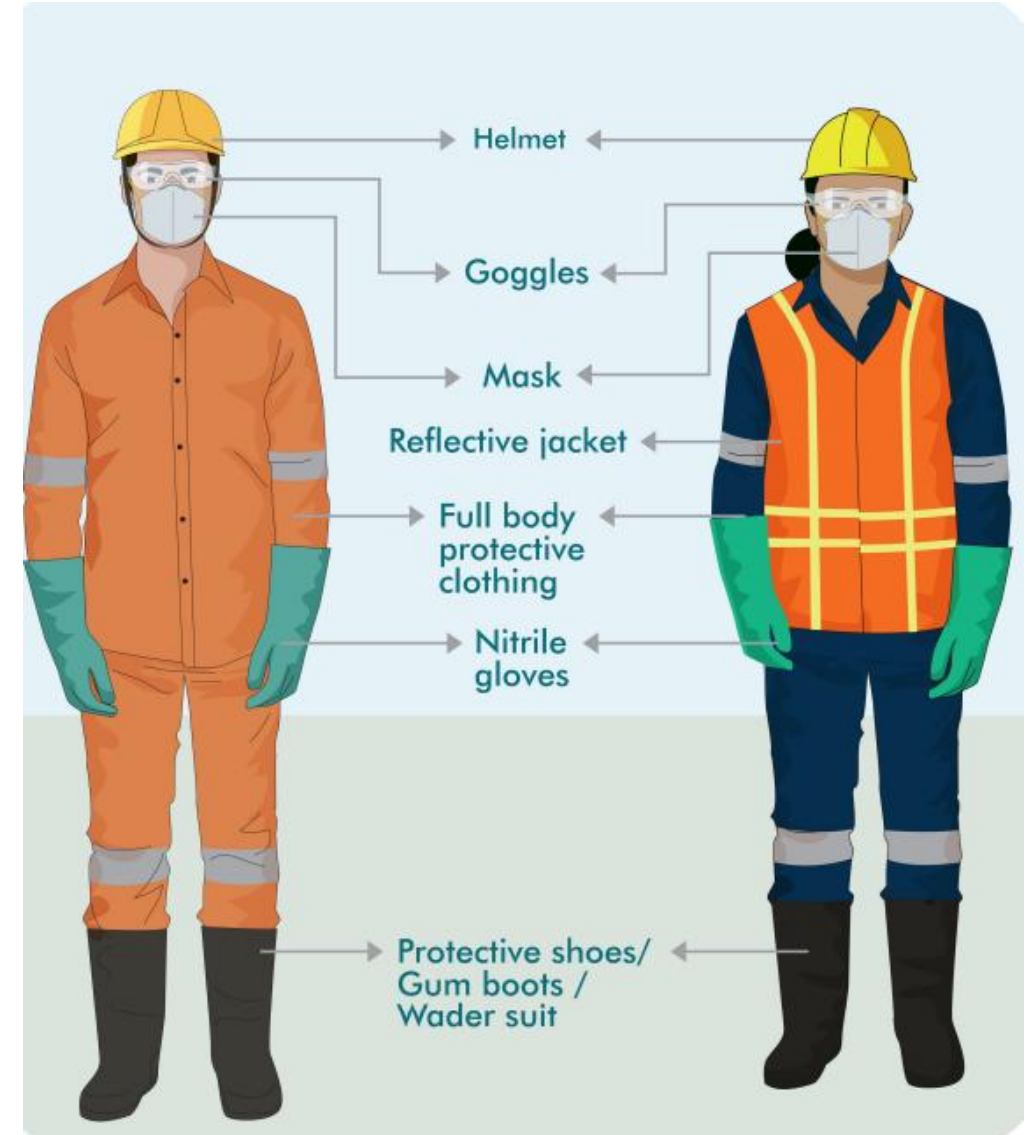
Which Practice is Correct Under PEMSAR Act?



Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

Section 4: Any person engaged to clean a sewer, or a septic tank shall be provided protective gear and safety devices by his employer.

(All sanitation workers should wear PPE and use tools for performing their work)



Can you identify which PPE is missing in this situation?



Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

Section 5: The concerned local authority shall ensure that the cleaning devices are used by persons engaged in cleaning sewer or septic tank.

- Local authorities should ensure the provision of cleaning devices and machines for sanitation work.
- Sanitation workers should wear PPE even when using machines for cleaning the drains, sewer lines or septic tanks.



Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

Section 6:

- All protective gear and safety devices under the rules shall be **checked every six months and necessary repair or replacements shall be made** by the employer who engages a person for cleaning a sewer or a septic tank.
- Comfortable bodysuits shall be made available to the worker who has to enter sewers or septic tanks for their cleaning.
- The employer shall provide full body suits to workers entering manholes of depth more than five feet and alternatively, partial fishing wader body suits to those entering manholes of depth less than five feet.



Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

Section 7: The employer shall ensure the safety precautions at the time when the person is engaged in the cleaning of a sewer or a septic tank. These are required when manual entry is required for confined space entry.

Essential Safety Measures:

- Carry portable fans/air blowers with battery backup for ventilation; install a vent at the manhole mouth.
- Carry flashlights and two-way radios.
- Keep rescue equipment on-site: tripod with harness or similar system, and a basket stretcher.
- Ensure first aid kits and trained personnel are available.
- An ambulance must be accessible.
- Workers must have life insurance of at least ₹10 lakh, with the employer covering the premium.



Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013

Section 8: The employer shall ensure the post-cleaning safety precautions after a person engaged in the cleaning of a sewer or septic tank comes out.

Post-Cleaning Safety Measures:

- Provide clean clothes and facilities for washing and changing.
- Supply water, soap, sanitizer, and approved skin cream.
- Immediately treat any skin injuries or respiratory issues caused during cleaning.



Thank You



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Session 4

Do's and Don'ts Across Job Roles in Solid & Liquid Waste Management

Presented by – Urban Management Centre

Cleaning of drains

Cleaning of drains

Type of drains

Open drain



Partially covered drain



Covered (Box) Drain



Covered Drain



Cleaning of drains

Your responsibilities as a drain cleaner are



Remove silt, solid waste and clear clogs from open, partially open,



Keep record of your work done in a month.



Do not handle waste with bare hands.



Wear proper PPEs while cleaning to avoid contact of faecal matter.



Clean PPEs with soap and water after each use and store in a safe place.



Change your PPEs at least once every six months or if they are torn or damaged, ask



Ensure that there is perform work under the observation of supervisor. a team of



Ensure use of machine (grabbers and scoopers) for cleaning drains, which

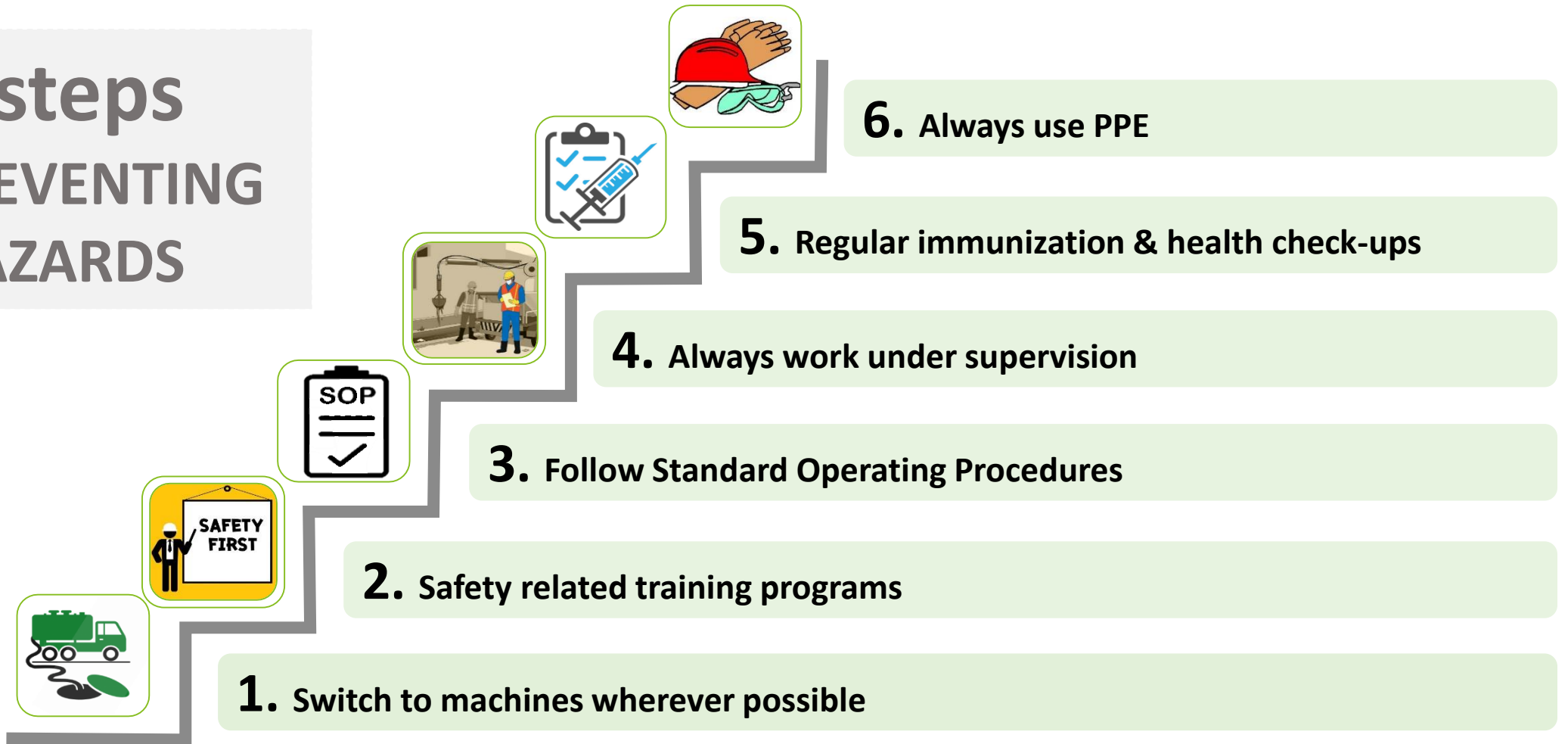


Thoroughly wash all contaminated parts of the body with soap and water, after the

Cleaning of drains

How to prevent hazards at work?

6 steps of PREVENTING HAZARDS



Cleaning of drains

Mechanical cleaning of drains

Why is **MECHANIZATION** required?

To eliminate the need of human contact with faecal matter and reduce occupational hazards at workplace.



Image source: UMC



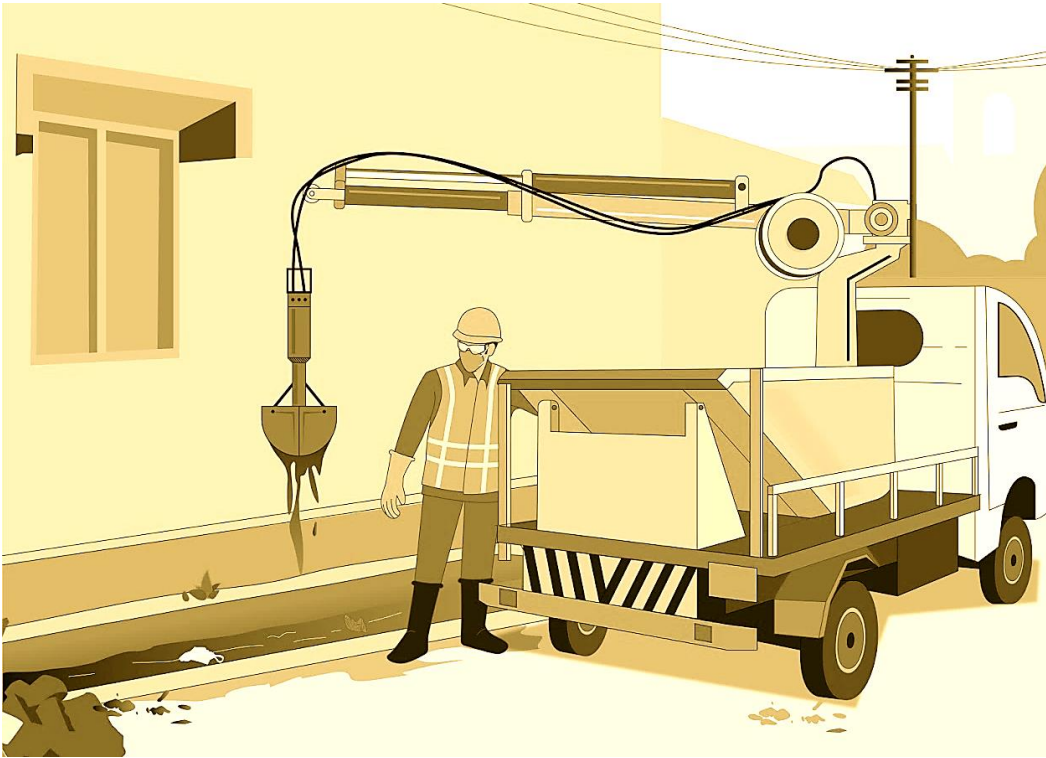
Before starting work, employer should **ensure that the workers are trained** for using machines.

Along with **desludging**, there have been numerous innovations like **Sewer croc, Jetting machines, Bandicoot** for cleaning of public conveniences to reduce direct contact of workers with faecal matter

Cleaning of drains

Mechanical cleaning of drains

Cleaning Mechanical



- Grabbers and scoopers are used for cleaning of open drain cleaning.
- These can be mounted on auto/jeep/tractor.
- Loans to procure machines are available under Swachhta Udyami Yojana by NSKFDC – at 4% interest rate.



Cleaning of drains

Responsibilities of the Sanitation Worker handling waste

- Do not handle waste with bare hands



- Do not leave any waste at the work site



- Ensure you know the waste disposal site before starting work



- Do not dump waste in any location; always dispose it at the designated site



Image source: UMC

Cleaning of drains

Introducing Standard Operating Procedure



3 stages of SOP

Before starting work

1. Collect all PPE & Equipment
2. Carry emergency first aid kit
3. Inspect site
4. Barricade site
5. Wear PPE

During work

1. Always priorities the use of tools and equipment
2. Work under supervision
3. Maintain records of work done

After completion of work

1. Clean all equipment & PPE used and site area
2. Remove barricades
3. Transport waste to designated site

Cleaning of drains

Follow safety practices - Before starting work



- 1. Safety reflective jacket –**
Wear highly visible apparel while working at site



- 2. Inspect the site –**
Look for branches, poles, over hanging that may fall



- 3. Barricade the site –**
During operation if road is open to traffic, use traffic control devices such as cones, caution tape, pavement markings etc.



Image source: UMC

Icon source: pixabay.com, 123rf.com

Cleaning of drains

Follow safety practices - Before starting work

4. Emergency first aid kit -

Make sure an updated first aid kit, emergency contact information are available at the site of work

Components of First Aid



Bandages



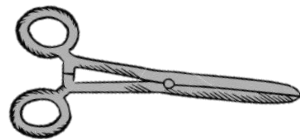
Cotton balls



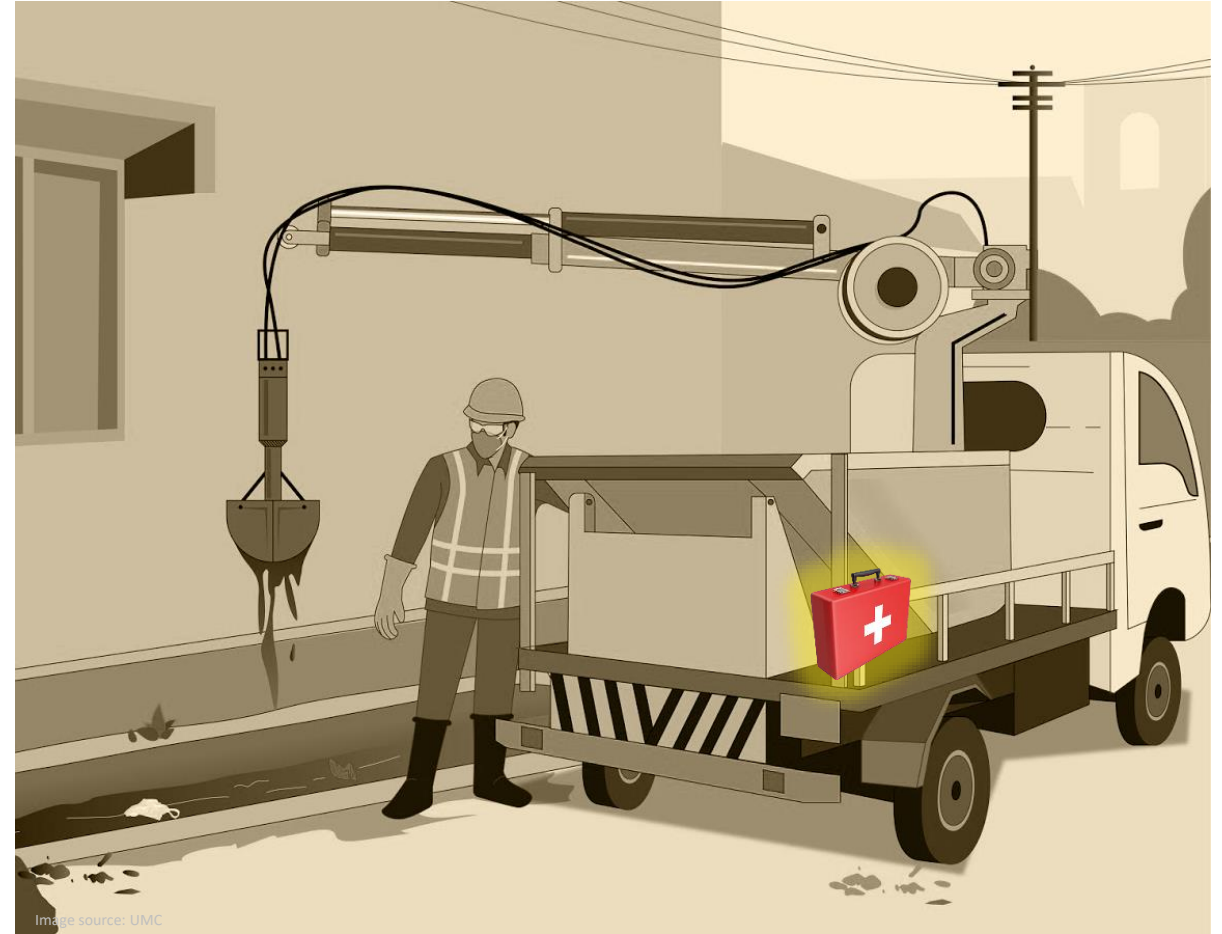
Antiseptic / Tincture



Antiseptic Cream



Scissors



Icons source: vectorstock.com, dreamstime.com, 123rf.com

Cleaning of drains

Follow safety practices - Before starting work

5. Decide place to dispose waste beforehand

- Identify where to dispose off removed sediments and wastes prior to cleaning the drains.



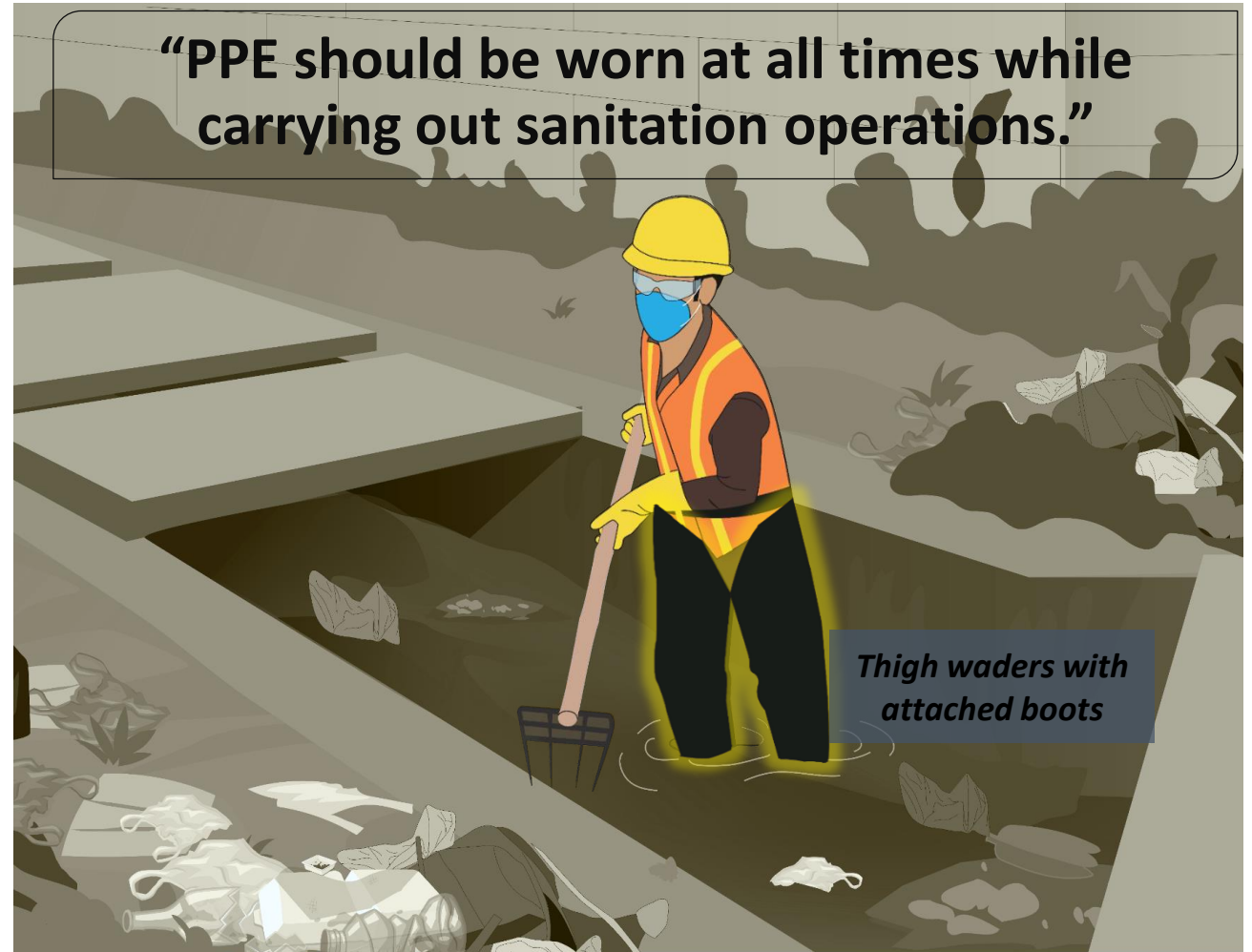
Cleaning of drains

Follow safety practices - At work

1. Wear all PPE –

- Check **thigh waders, gloves, mask, uniform** – It **should not be torn**
- Check the **helmet, safety goggles** – It **should not be broken**

1



Icons source: cleanpng.com

Cleaning of drains

Follow safety practices - At work

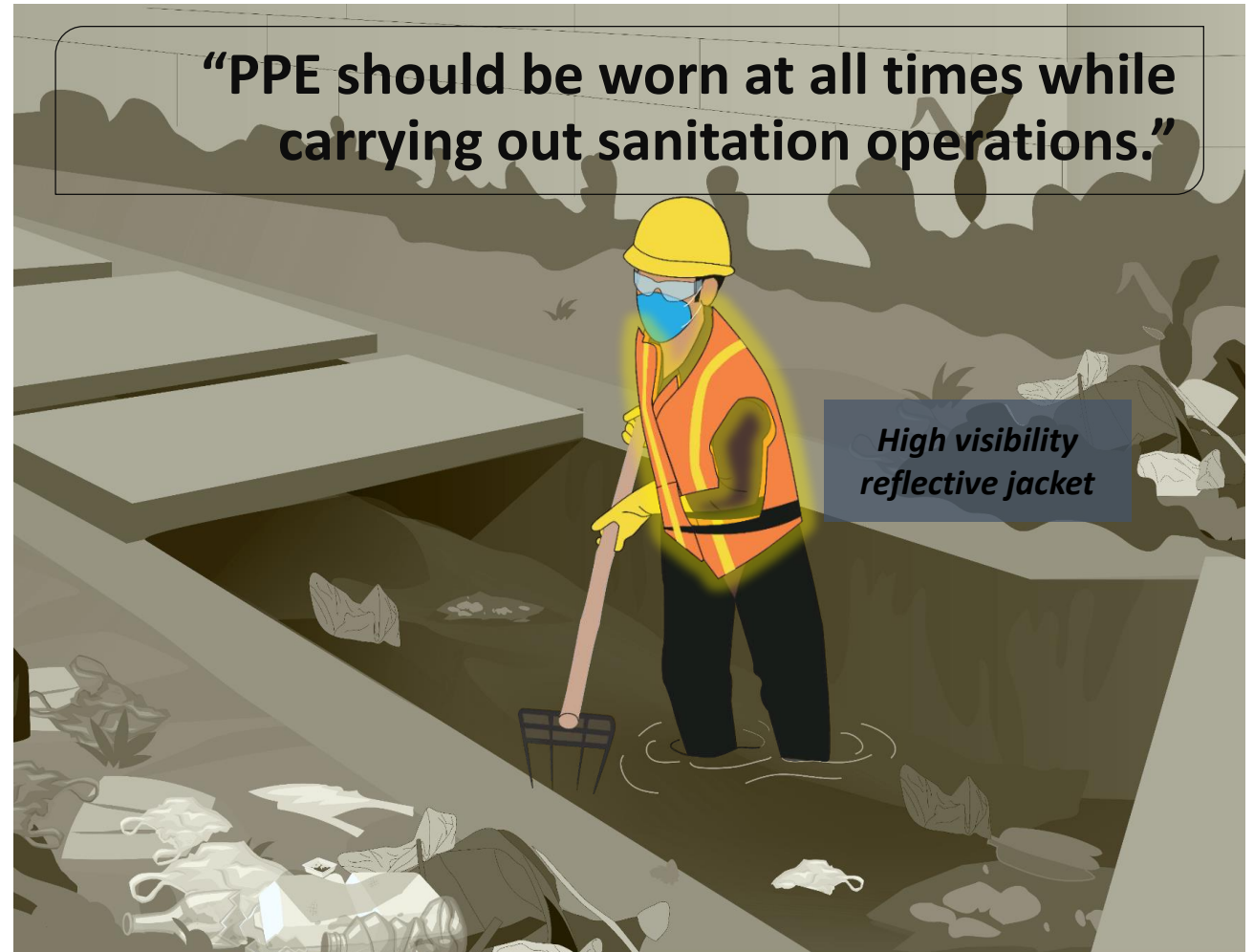
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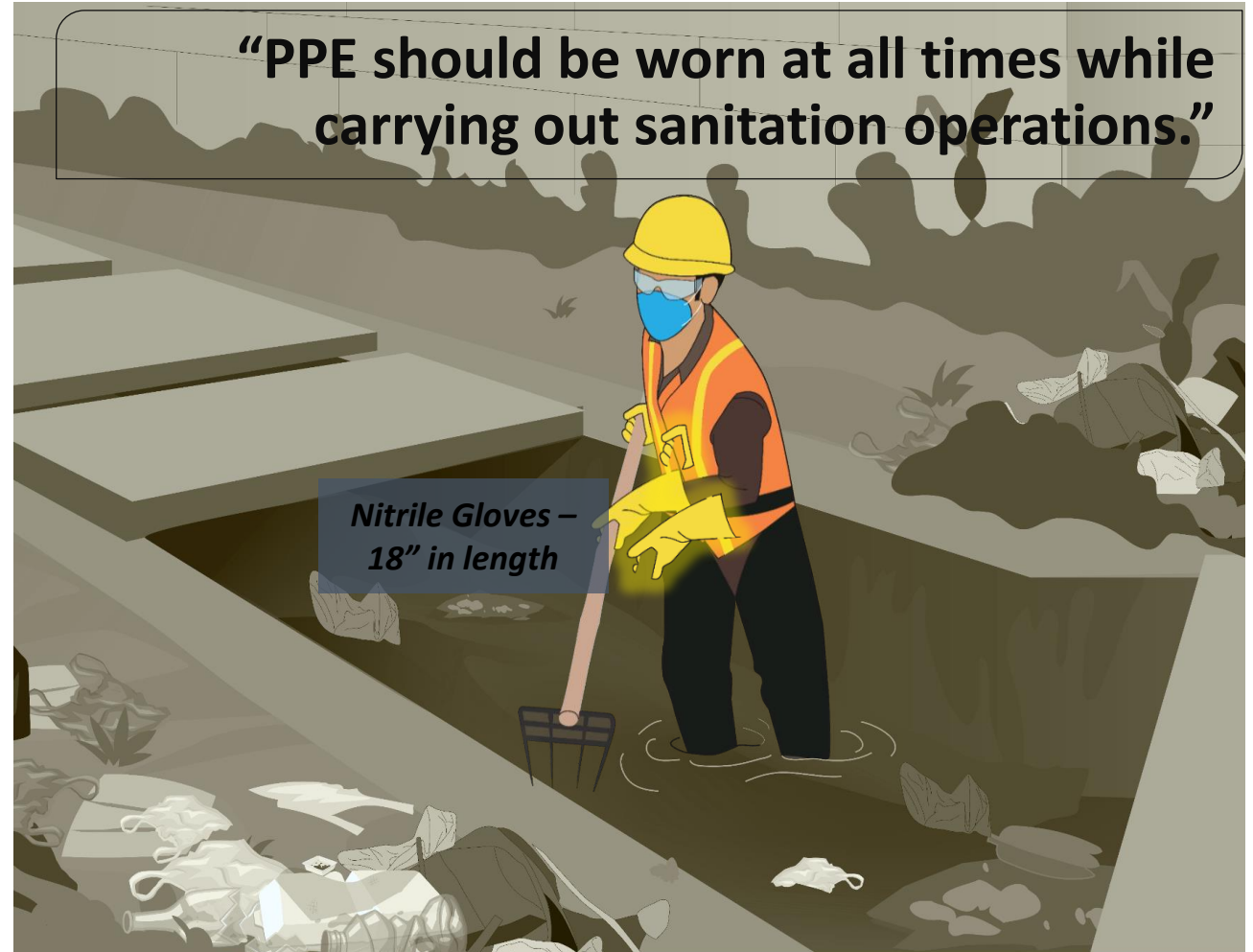
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Cleaning of drains

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Icons source: cleanpng.com

Cleaning of drains

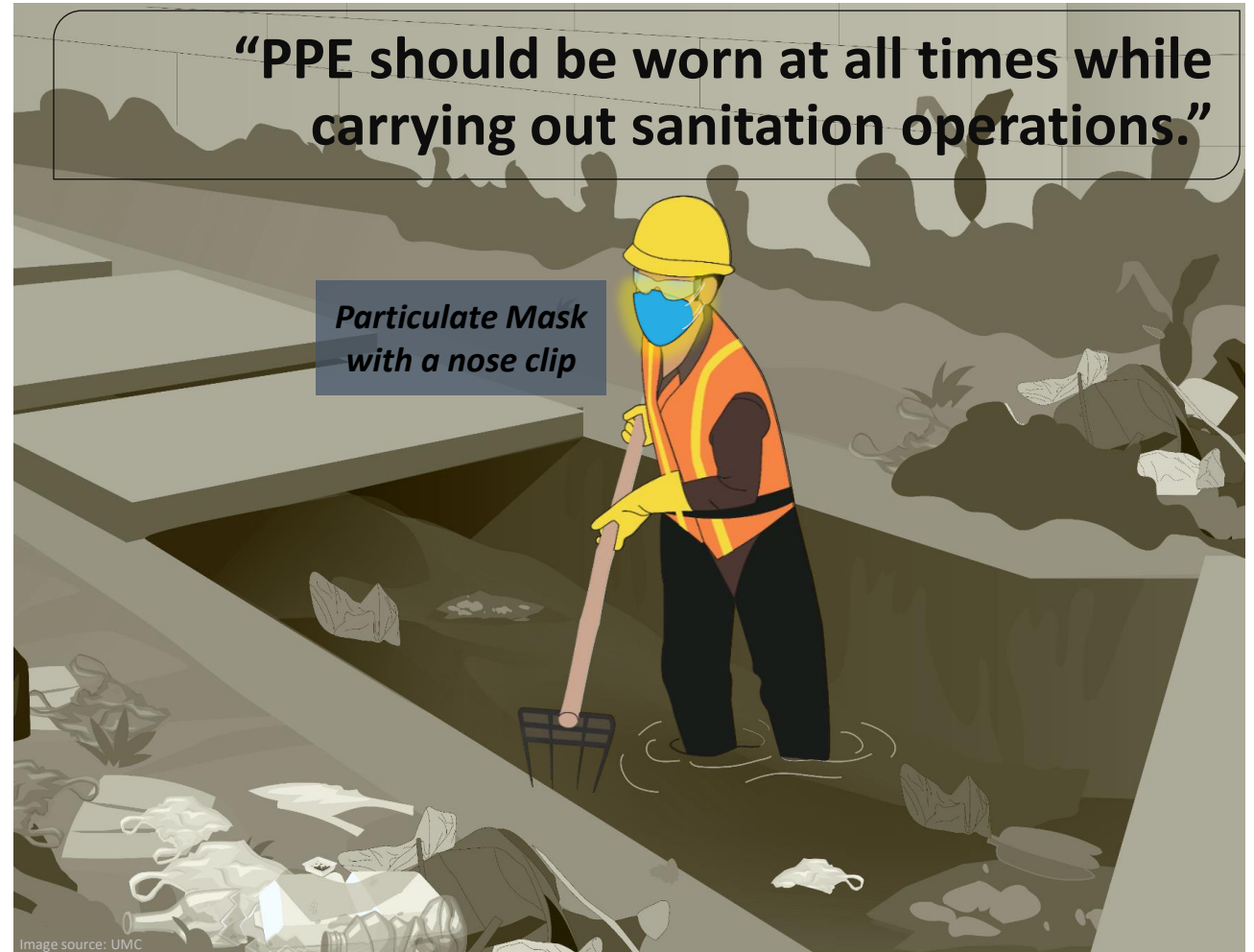
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Icons source: cleanpng.com



Cleaning of drains

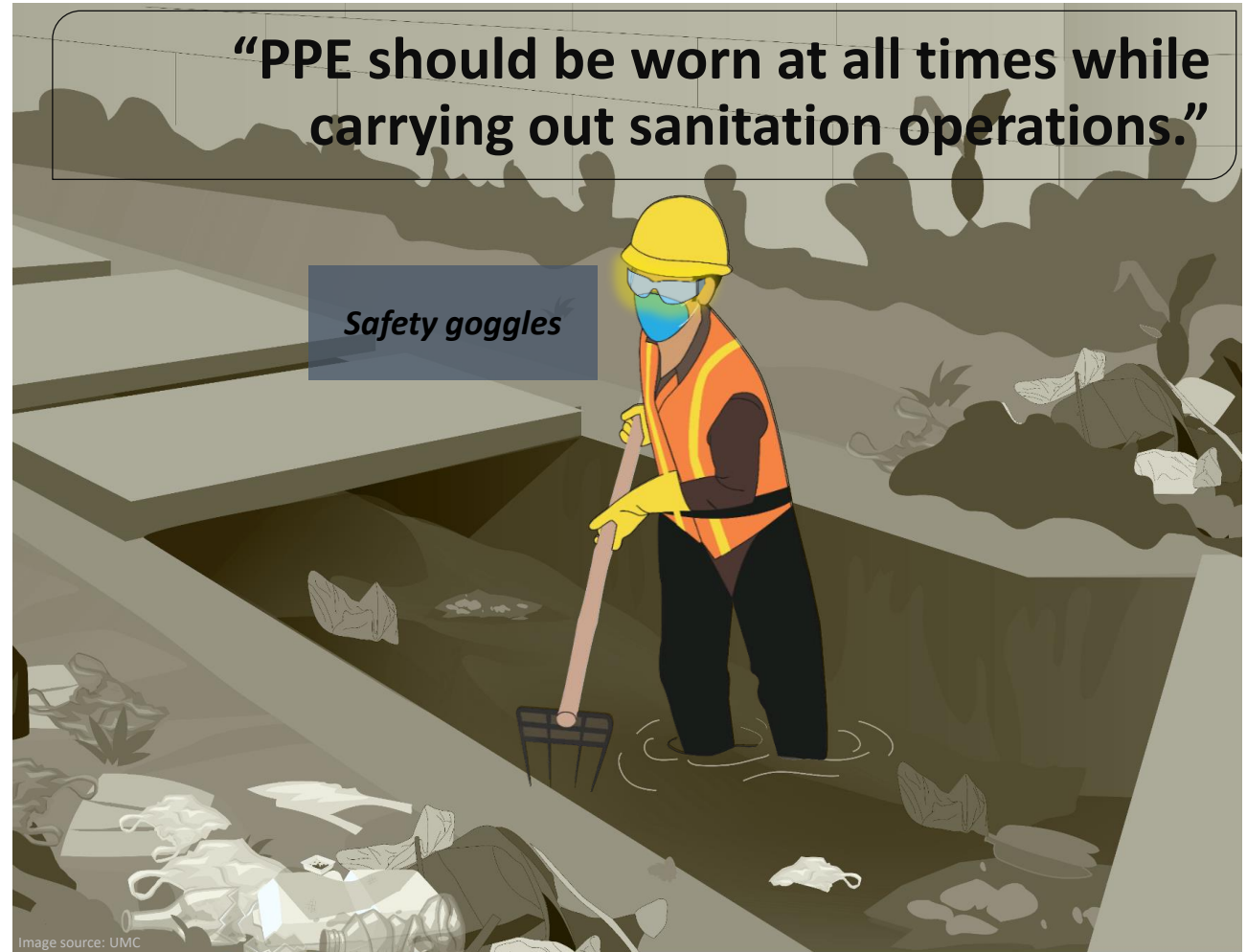
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Icons source: cleanpng.com



Cleaning of drains

Follow safety practices - At work

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Icons source: cleanpng.com

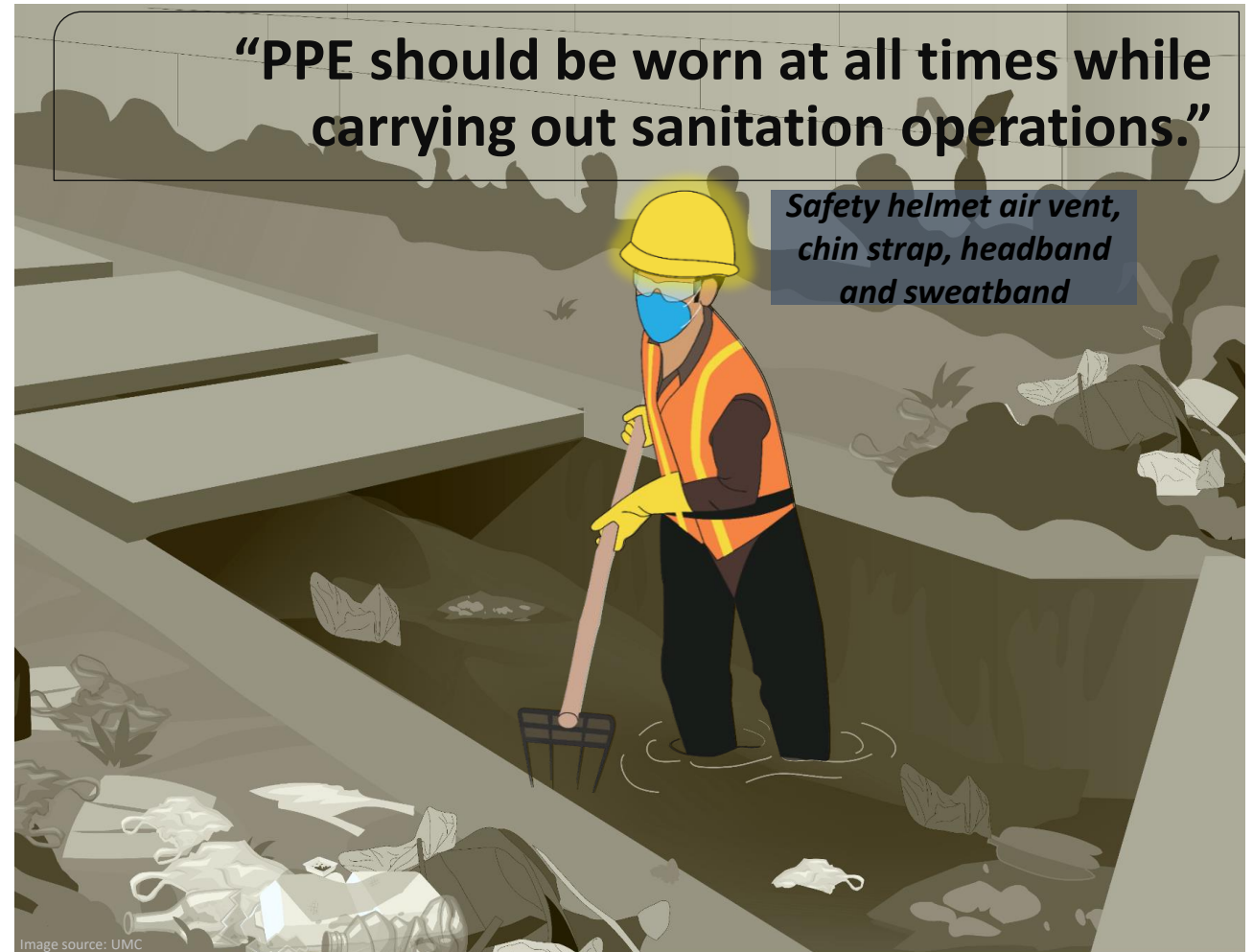


Image source: UMC

Cleaning of drains

Activity - Spot the error, are these workers protected while drain cleaning?



Cleaning of drains

Activity - Spot the error, are these workers protected while drain cleaning?



Wrong
glove size



Right glove size



Cloth
Mask



Particulate masks
with a nose clip



Gumboots



Thigh wader
boots

Cleaning of drains

Activity - Spot the error, are these workers protected while drain cleaning?



Cleaning of drains

Activity - Spot the error, are these workers protected while drain cleaning?



Mask not covering nose



Covered nose & mouth



Gum boots



Thigh wader boots

Cleaning of drains

Activity - Spot the error, are these workers protected while drain cleaning?



Cleaning of drains

Activity - Spot the error, are these workers protected while drain cleaning?



Cleaning of drains

Follow Safety Practice - At work

2. Always prioritize the use of equipment –

- Use shovels, trowels or high suction vacuum to remove wastes and sediments.
- Be thoroughly familiar with equipment to be used.



Cleaning of drains

Follow Safety Practice - At work

2. Always prioritize the use of equipment –

- Grabber machine to remove the sediments
- High suction vacuum machine to remove water, if required during maintenance of drains
- Rake, spade, and others to remove wastes and sediments.



Grabber machine



Suction machine



Rake, Spade, Shovel, Trowel

Cleaning of drains

Follow Safety Practice - At work

Supervisor at work is must...



Cleaning of drains

Follow Safety Practice - After completion of work

1. Cleaning of equipment and site area –

- Properly clean all the equipment/ machineries along with the protective gears and safety devices that had any direct contact with contaminated water and waste.
- Clean the spillage of sediments from the area and dispose collected waste properly.



Cleaning of drains

Follow Safety Practice - After completion of work

2. Removing equipment

- Carefully remove all the equipment.



Cleaning of drains

Follow Safety Practice - After completion of work

3. Cleaning of equipment and site area

- Properly clean all the equipment/ machineries along with the protective gears and safety devices that had any direct contact with contaminated water and waste.
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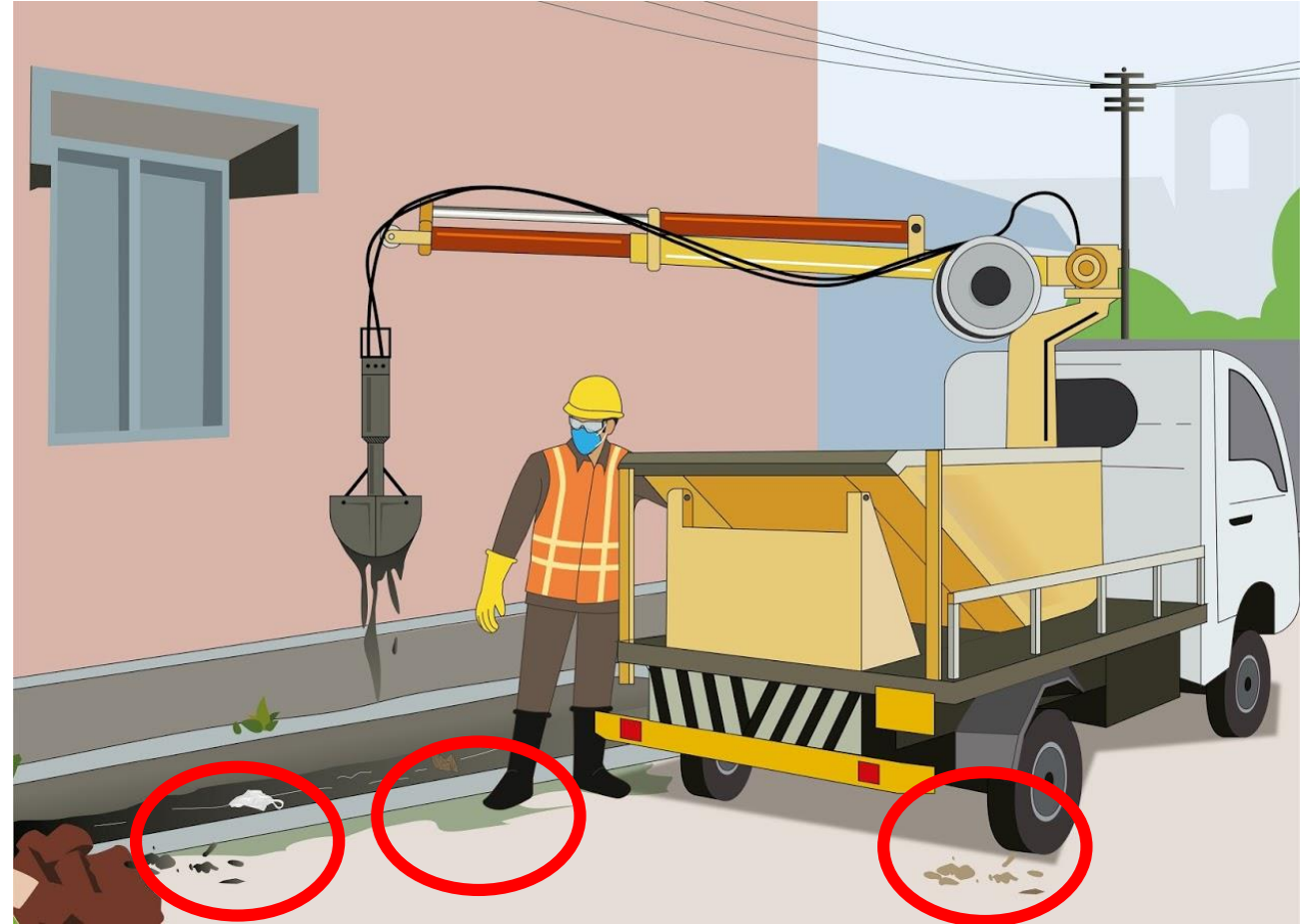


Cleaning of drains

Follow Safety Practice - After completion of work

3. Cleaning of equipment and site area

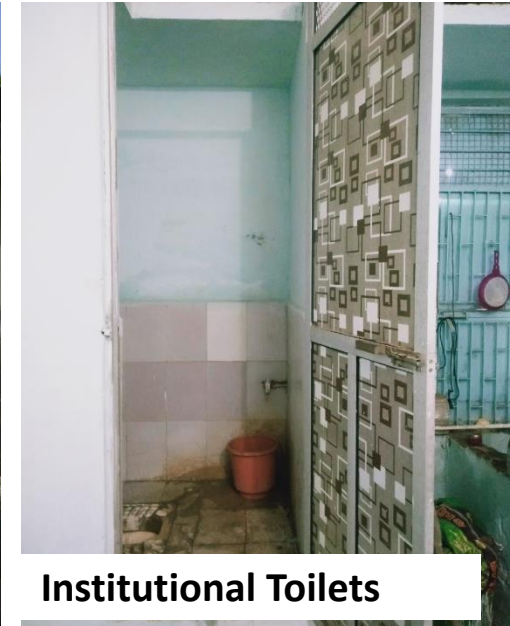
- Properly clean all the equipment/ machineries along with the protective gears and safety devices that had any direct contact with contaminated water and waste.
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Cleaning of community sanitation complex and institutional toilets

Cleaning of community sanitation complex and institutional toilets

Community sanitation complex (CSC) and institutional toilets

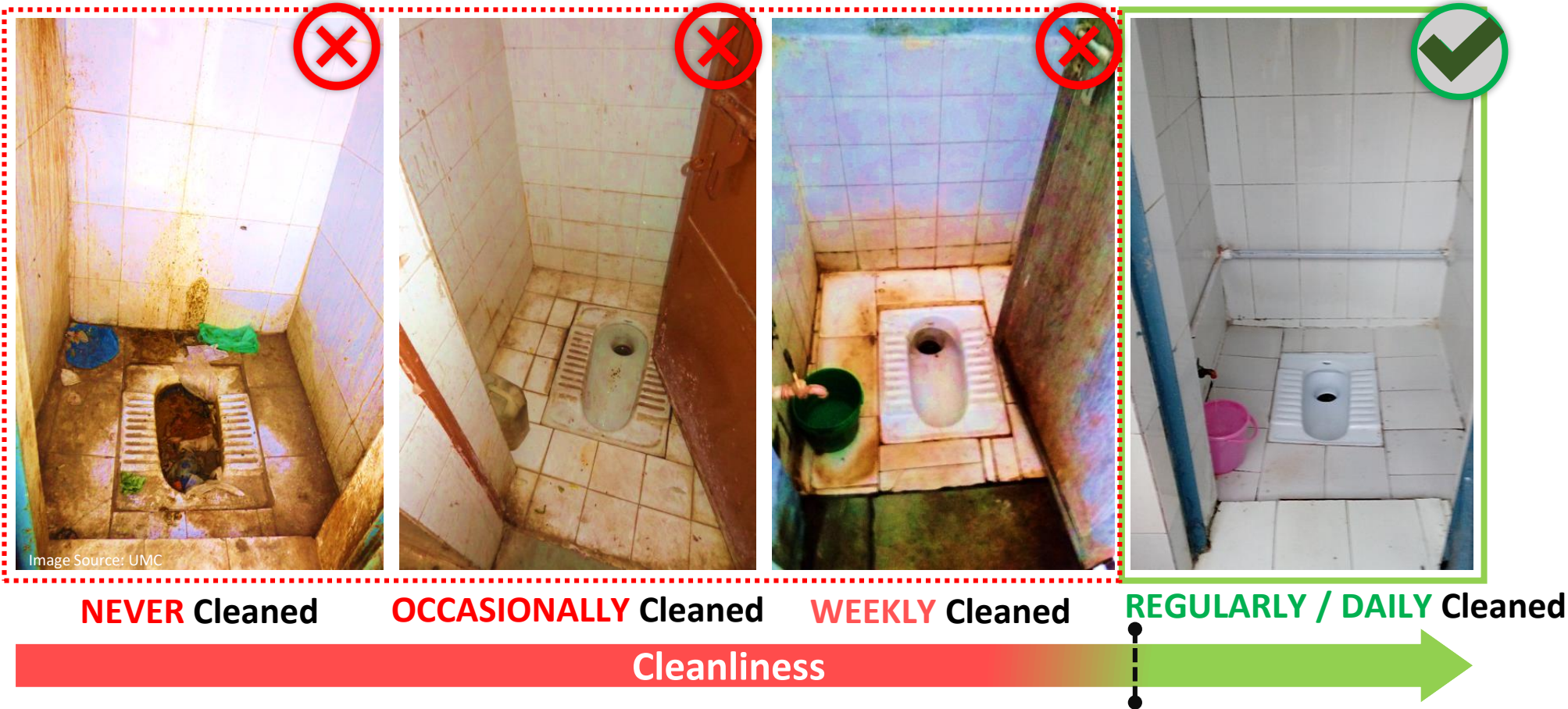


Various kind of sanitation infrastructure in the Gram Panchayat's (GP) jurisdiction:

- Community Toilets- Toilets for households that lack individual toilets and toilets for floating/migrant population
- Public Toilets- Toilets that are provided for the public in public areas with considerable footfall
- Institutional toilet1- Toilets in anganwadis, schools, GP Offices, PHCs, Dairies, Banks and Religious places

Cleaning of community sanitation complex and institutional toilets

Cleanliness to the toilet



Cleaning of community sanitation complex and institutional toilets

Cleaning of common areas in the toilet



Cleaning of community sanitation complex and institutional toilets

Cleaning of toilet cubicle/ block



Cleaning of community sanitation complex and institutional toilets

Cleaning of toilet cubicle/ block



Image Source: UMC

Image Source: UMC

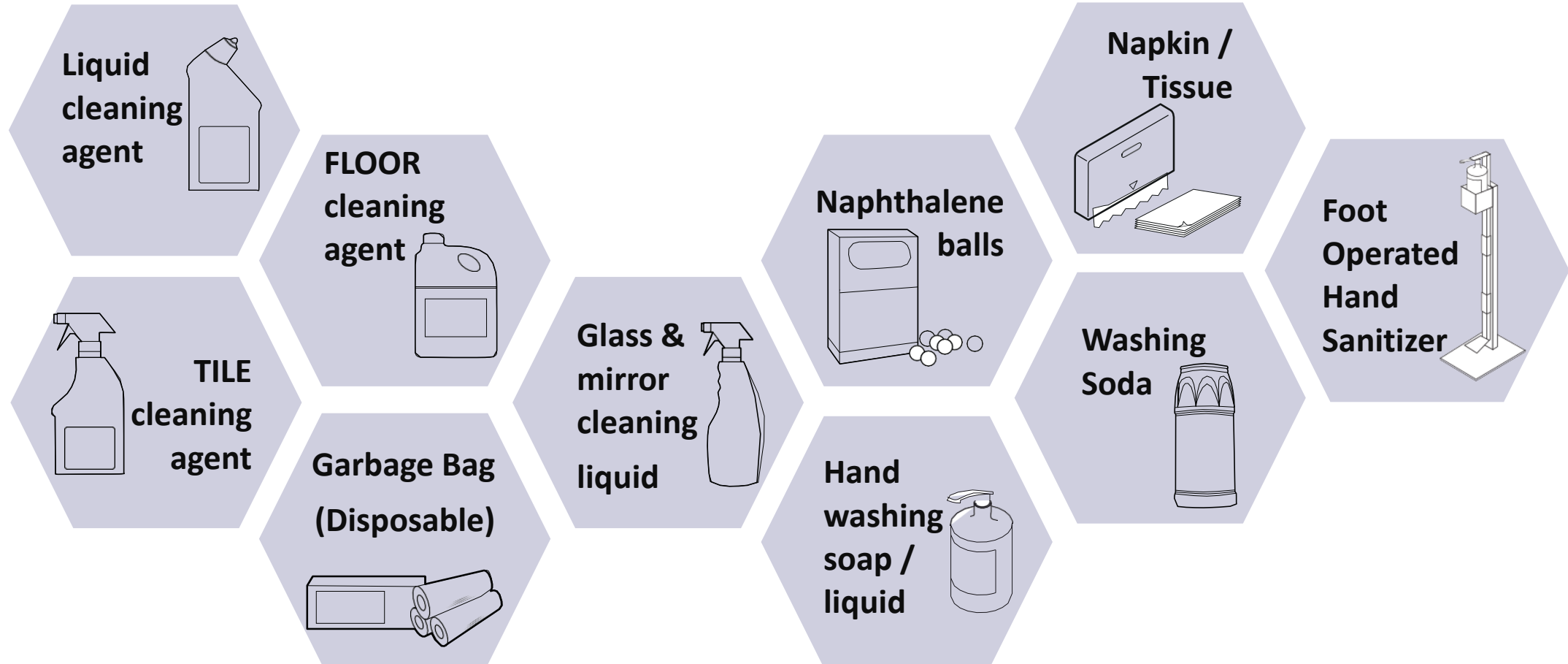


Image Source: UMC

Correct method of cleaning toilet seats to avoid the possibility of contact with faecal matter

Cleaning of community sanitation complex and institutional toilets

Cleaning supplies and consumables



Cleaning of community sanitation complex and institutional toilets

Cleaning Equipment



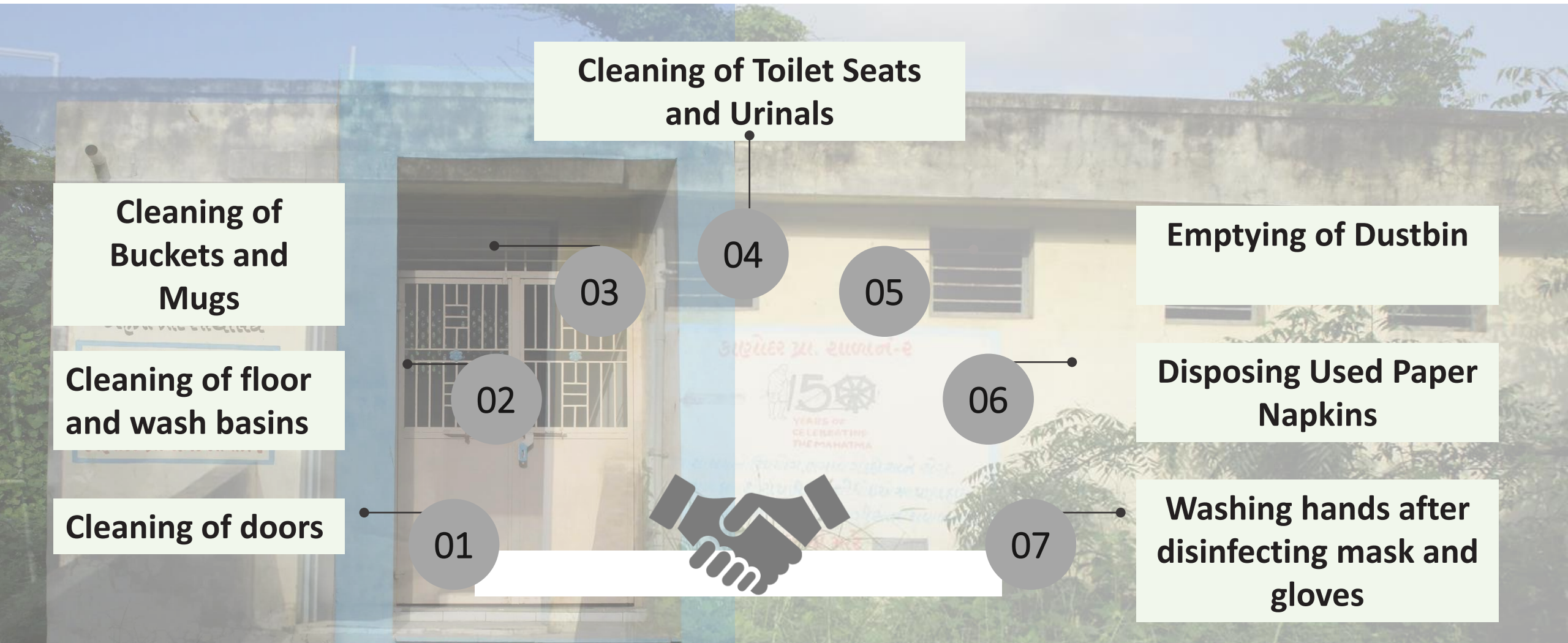
Image Source: UMC

Cleaning of community sanitation complex and institutional toilets

Storing consumables



Cleaning of community sanitation complex and institutional toilets



Cleaning of community sanitation complex and institutional toilets

Cleaning of doors



- **Clean** the doors with soap powder/ detergent and rinse it with water.
- **Wipe** these surfaces with 1% sodium hypochlorite 70% alcohol-based liquid and a clean dry cloth.
- Once the doors are cleaned, wipe the excess water from the floor.

Cleaning of community sanitation complex and institutional toilets

Cleaning of wash basins, taps and door latches



- Wet the washbasin by sprinkling water and apply cleaning agent/ liquid
- Apply liquid/powdered plumbing fixtures cleaning agent on taps, soap stand/soap dispenser and towel hanger, latches and scrub using plastic scrubber/sponge. Then, scrub the wash basin using plastic scrubber/brush.
- Rinse the plumbing fixtures, latches and wash basin with water. Use baking soda and a scrubber/ sponge cloth for removing stubborn marks.
- Once the fixtures and washbasin is cleaned, wipe the excess water from the floor.

Cleaning of community sanitation complex and institutional toilets

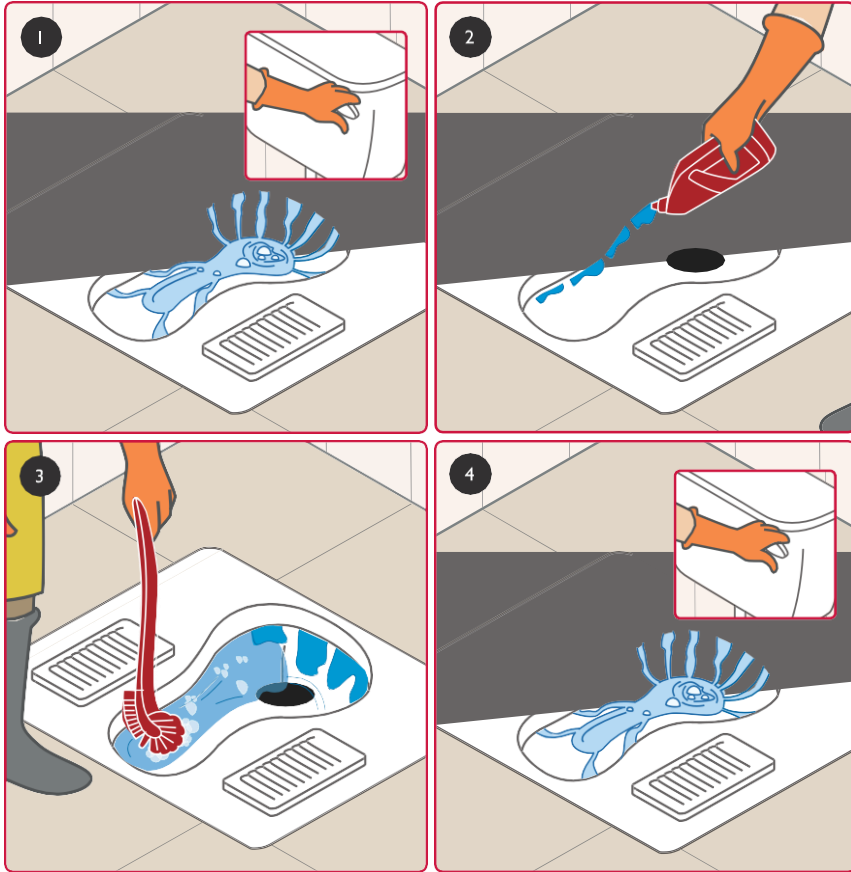
Cleaning of buckets and mugs



- **Disinfect buckets and mugs by cleaning them in soap water.**
- **Then wash it with clean water.**

Cleaning of community sanitation complex and institutional toilets

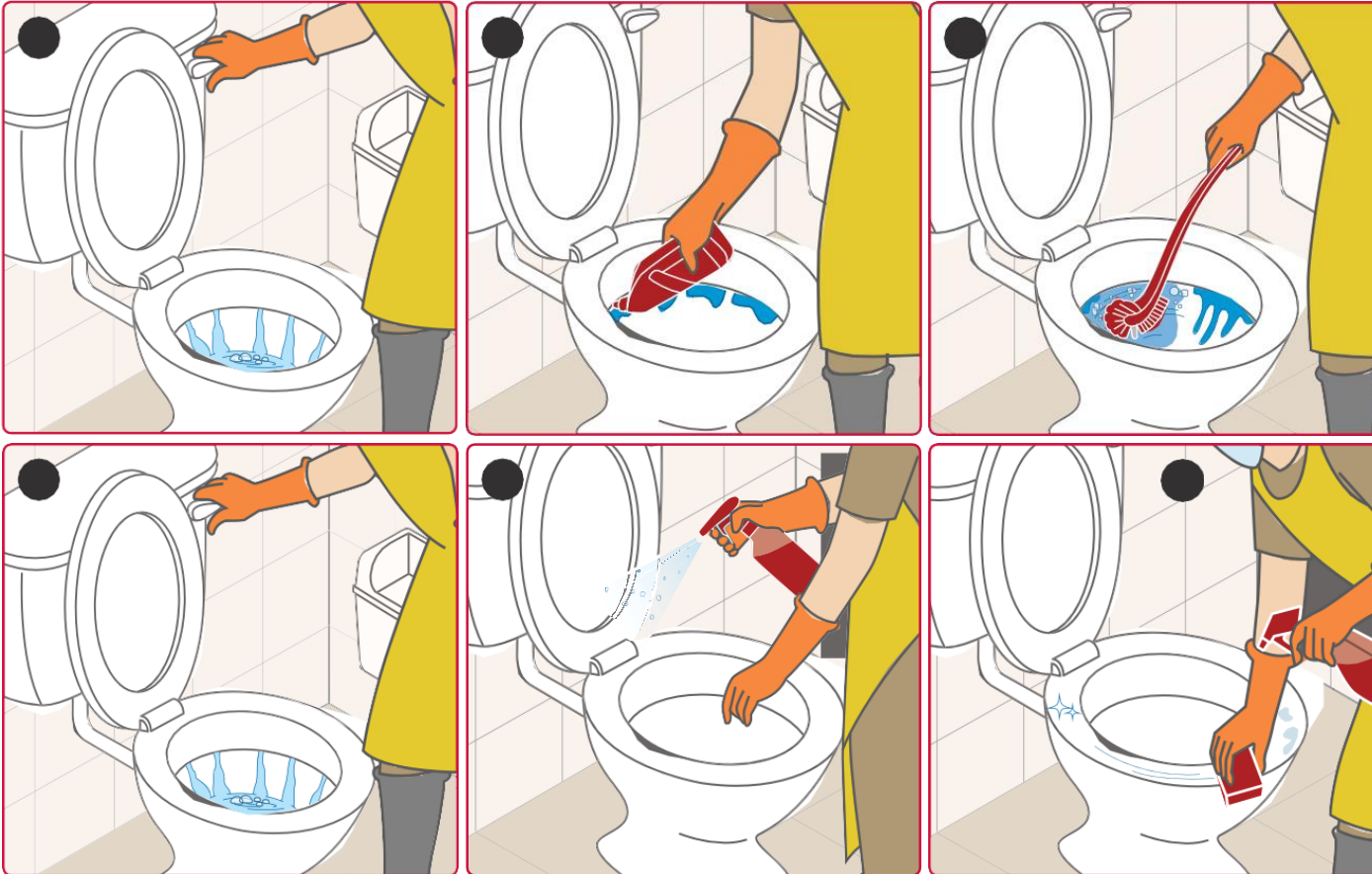
Cleaning of toilet seats - Indian



- **Wet the areas which are to be cleaned** by sprinkling water before applying cleaning agent/ liquid.
- **Apply toilet cleaning liquid agent** or Sodium hypochlorite 1%/ soap powder/ detergent inside the Indian toilet seats and leave it for at least 20 minutes or as suggested in the instructions of using sanitary ware cleaning agent for cleaning toilet seats.
- **Scrub** the toilet seat using brush
- Flush or pour water to **rinse** the seat

Cleaning of community sanitation complex and institutional toilets

Cleaning of toilet seats - Western WC



- **Wet the areas which are to be cleaned.**
- Apply soap/cleaning liquid/powder on the seat rim, seat cover and cistern and clean it using sponge/cloth. **Apply toilet cleaning liquid** agent inside the WC bowl.
- **Scrub** inside of the WC bowl/seat
- **Pour water** over the rim and the cover and wipe it using a dry cloth. Flush or pour water to rinse the inside of the WC bowl/seat.

Cleaning of community sanitation complex and institutional toilets

Cleaning the floor around toilet seat - Western EC



- **Wet the areas which are to be cleaned** by sprinkling water.
- **Apply liquid/powdered tiles cleaning agent** on the floor of the toilet.
- Use a brush/wet broom to **scrub floor and rinse** floor with water.
- Remove waste from the floor drain.
- **Drain excess water** from the floor using a wiper and mop the floor using a clean dry cloth.

Cleaning of community sanitation complex and institutional toilets

Cleaning of urinals



Clean the urinal pots at least twice a day

- **Wet the areas which are to be cleaned**
- **Apply toilet cleaning liquid agent** inside the Indian toilet seats and leave it for at least 20 minutes or as suggested in the instructions of using sanitary ware cleaning agent for cleaning toilet seats.
- Clean the inside of the urinal using a brush ensuring all stains are removed. Flush or pour water to rinse the inside of the urinal.
- Check and place naphthalene balls in urinal pots if required.

Cleaning of community sanitation complex and institutional toilets

Cleaning of bathing area cubicle



- **Remove dirt** from the floor drain and **wet the areas which are to be cleaned** by sprinkling water.
- **Apply liquid/powdered cleaning agent** on the floor, fixtures and doors of the cubical. Use a brush/wet broom to scrub the floor and scrubber/sponge to scrub the fixtures.
- **Wipe** all doors, latches and handles with a damp cloth.
- **Sweep all ventilators** with a long handle broom or using cloth/scrubber.
- **Rinse** the floor, tap, fixtures, doors with water. Drain excess water.

Cleaning of community sanitation complex and institutional toilets

Disposing waste



- Ask users to dispose the waste inside the dustbin.
- If dust, dirt and/or waste is seen on the floor, the caretaker/attendant should dispose it in the dustbin with the help of dust collecting pan and dry broom, wearing mask and gloves.

Cleaning of community sanitation complex and institutional toilets

Preparing dustbin



- Remove garbage bags from all dustbins and place the dustbin outside the common area.
- Place fresh disposable garbage bags in the dustbins and place them back in the common areas.
- Replace the dustbin if it is damaged or broken.

Cleaning of community sanitation complex and institutional toilets

Replacing dustbin



- Replace all the existing dustbins in the toilet facilities with foot operated dustbin with proper lid.
- In case solid waste (other than human faecal matter) is present on the floor of the cubicle, it should be collected and discarded in the dustbin.

Cleaning of community sanitation complex and institutional toilets

Steps to wash hands



- Wash the hands thoroughly with soap and water for minimum 20 seconds after disinfecting mask and gloves.
- Operate the tap with elbow or paper napkin.
- If sensor-based tap or foot operated tap is not available, the cleaner should clean the knob or spout of the existing tap with soap and then close it.

Cleaning of community sanitation complex and institutional toilets

Steps to wash hands



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- If sensor-based tap or foot operated tap is not available, the cleaner should clean the knob or spout of the existing tap with soap and then close it.

Cleaning of community sanitation complex and institutional toilets

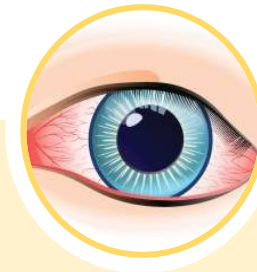
Potential health hazard



Use of cleaning products may cause **harm (respiratory diseases) and damage to the skin, eyes, lungs and other internal organs** if inhaled or get in contact with bare hands.



**Skin
infections**



Eye infection



**Uneasiness in
Breathing**

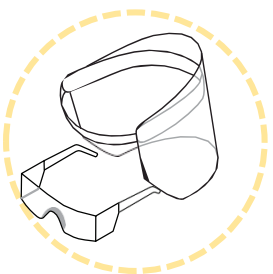
Source: <https://www.globalgiving.org/projects/toilets-water-for-school-children-rural-india/reports/?subid=58045>

Cleaning of community sanitation complex and institutional toilets

Personal Protective Equipment (PPE)

- Use PPE while cleaning the toilets.
- Maintain personal hygiene.
- Wash your hands and legs with soap after the cleaning activity.
- Wear the uniform daily as instructed.

PERSONAL PROTECTIVE EQUIPMENT



Face shield /
safety goggles



Gloves



Mask



Gum Boots



Reflective
Jacket



Cleaning of community sanitation complex and institutional toilets

Do's & Don'ts



Don'ts

- ✗ Neither involve in manual cleaning of toilet nor allow anyone for the same
- ✗ Do not take out any sanitary supplies and uniform out of toilet facility
- ✗ Do not throw or dispose garbage in toilet seats, septic tank, open drains and in open outside the toilet facility
- ✗ Do not enter inside female/male section when it is being used by female/male users
- ✗ Do not cause any damage to toilet facility
- ✗ Do not waste consumables or and not use outside the premises

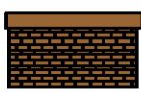
Do's

- ✓ Always use PPE while cleaning and ensure to wear Clean PPEs.
- ✓ Make sure to clean and wash and dry it in sunlight after every use
- ✓ Demand the PPEs frequently, as those gets torn off or wear off easily.
- ✓ Be properly dressed in uniform during operational hours
- ✓ Do thorough cleaning of toilet facility every day, as per cleaning guidelines by making use of the equipment & supplies
- ✓ Store the cleaning material in an organized manner
- ✓ Maintain inventory record and timely inform about the shortage of the cleaning material to the agency
- ✓ Maintain record of cleaning schedule

Cleaning of community sanitation complex and institutional toilets

Maintaining record of daily cleaning schedule

Example 1

												
Date	Toilet Seat	Urinal	Wash Basin	Floor	Wall	Mirror	Dust Bin	Liquid Soap	Toilet Roll	Toilet Freshner	Cleaning Time	Checked by
1												
2												
3												
4												
5												

Example 2

Date	Cleaning tasks							Refill				Empty	
	Toilet Seat	Urinal	Wash basin	Bathing area	Floor and walls	Plumbing fixtures	Sanitary napkin vending machine	Soap	Paper napkin	Cleaning agents	Sanitary napkins	Dustbin	Sanitary napkin incinerator

Waste handling and Street sweeping

कचरा घर में या दिमाग में



कूड़े वाला या सफाई वाला

Waste Generators

Household

Vegetable markets

Grocery shop and Tea Stalls

Marriage / Community hall (BWG)

Village restaurant and eateries (BWG)

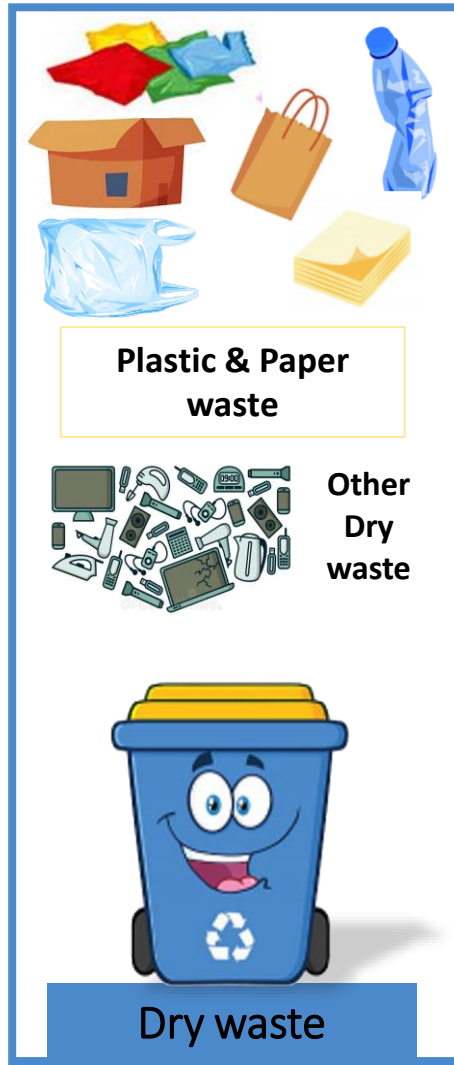
Religious Institutions

Schools and Offices

Mutton, chicken and fish market



Types of waste



- Each waste generator should give **segregated waste, separately as wet, dry and hazardous (domestic) waste** in the green, blue and red bins respectively.
- Segregated waste/bins are kept in relevant compartments of the waste collection vehicle.

Type of vehicles used for waste collection



**3 Wheel
Mini
Tipper**



**4 Wheel
Mini
Tipper**



**6 Bin
Tricycle**



6 Bin Cart

Sweeping in Gram Panchayats/Villages

- Sweeping of roads is essential to ensure cleanliness in and around the surrounding areas of Gram Panchayat
- It can be done on a daily, alternate or weekly basis.
- Key activity in which the sanitation workers are engaged



Image sources: UMC, 2021

Street sweeping



Street sweeping with brooms & bins



Collection of waste using container



Sweeping of open grounds using broom sticks



Roadside cleaning using broom sticks and 6 bin carts

Equipment's used for street sweeping

Broom



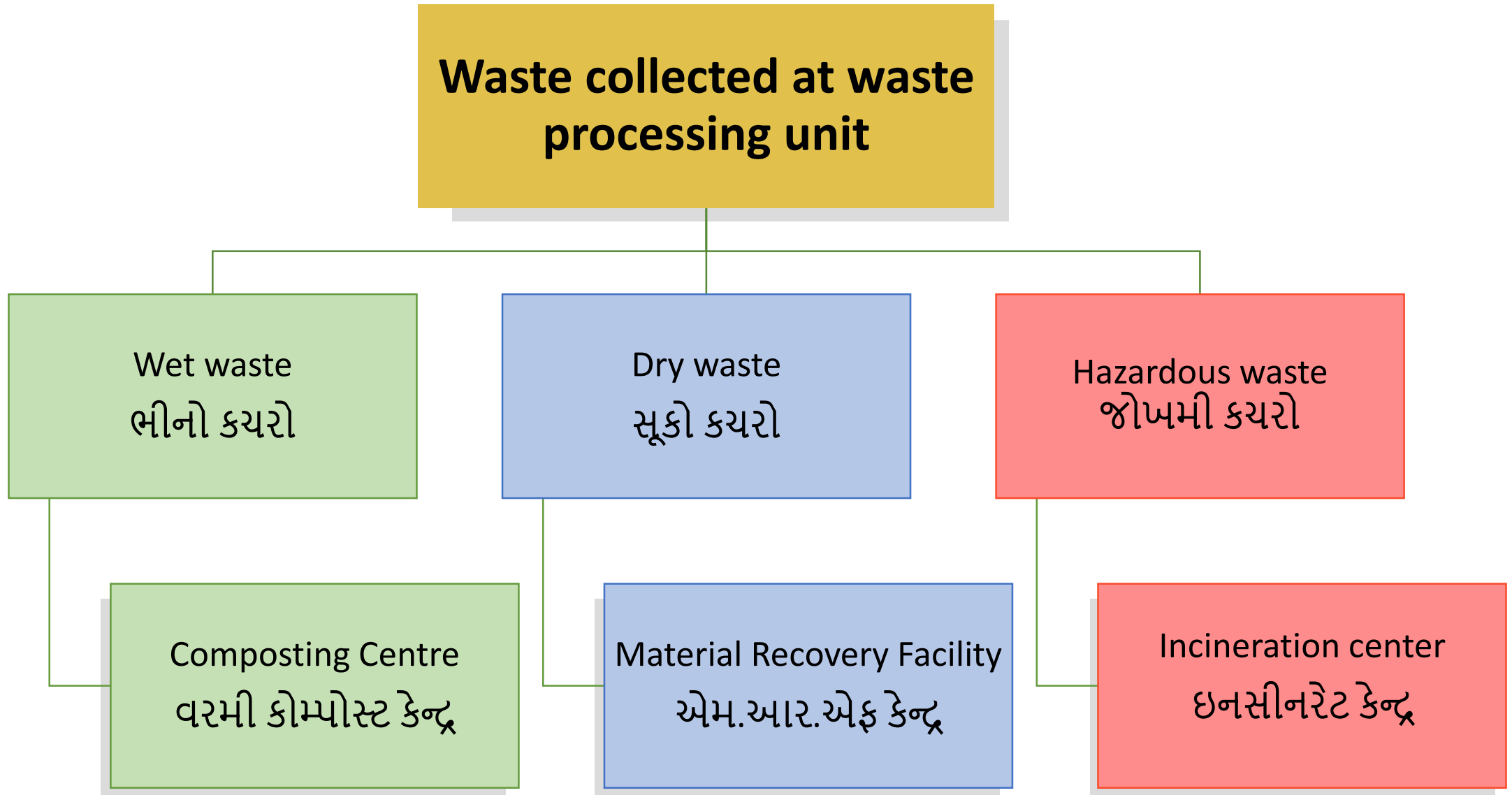
Container



6-Bin hand Cart



Processing of waste



What is Composting Centre? કહેવાય?

કોમ્પોસ્ટ કેન્દ્ર કોન

A Composting Centre is a facility where wet waste is processed to compost

Wet waste is received
ભીનો કચરો મેળવવો



It is processed and
converted into compost
કોમ્પોસ્ટ પીટ માં પ્રોસેસ
કરવું



Prepared compost is packed
and sold
કોમ્પોસ્ટ ને પેક કરી વેચવું



Image sources: UMC, 2021

Processing of wet waste at waste processing unit

1



Preparing Effective Microorganism (EM) solution

2



Preparing composting pits

3



Preparing wet waste For composting

4



Composting process

5



Compost Quality check and Testing

6



Packaging and Sale of compost

Dry Waste Management at Material Recovery Facility

A Material Recovery Facility is a facility where dry waste is sorted into different categories and sold to bulk waste buyers/ Scrap dealers/ Recyclers

Dry waste is received



Dry waste is sorted into different categories and stored



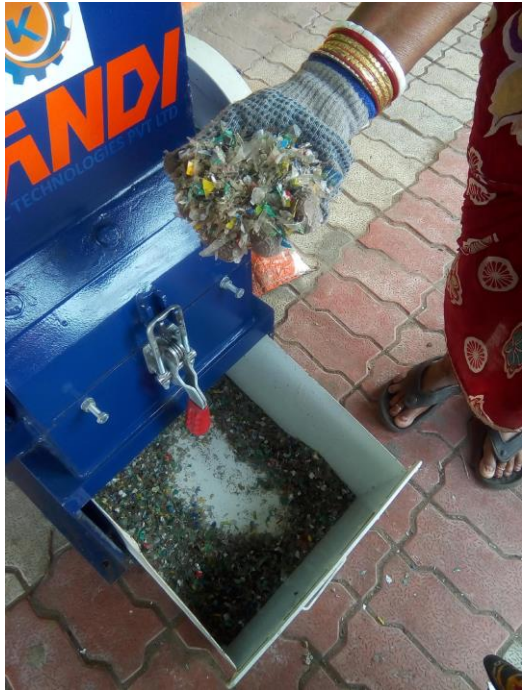
Sold to recyclers



Image sources: UMC, 2021



Shredding / bailing / bundling of sorted waste



Shredding



Bailing and bundling



Weighing of sorted waste

- Use shredding machine to shred the plastic waste to get higher price from recycler
- Bale and pack the sorted waste in large bags or bundle it for easy storage and reduce space consumption
- Weigh the sorted dry waste as per the categories and record it daily

Image sources: UMC, 2021

Recyclable dry waste at Material Recovery Facility



- Further sort the dry waste into various categories
- Remove the bio-degradable waste, if any



Image source: Urban Management Centre, 2021

Recyclable dry waste at material recovery facility

Plastic waste

PET



Bottles



Medicine jars

HDPE



HDPE buckets



Plastic cans

PVC



PVC pipes



Bags

LDPE



Cling wraps



Shopping bags

PP



Disposable cups



Bottle caps

PS



Plastic cutlery



Food boxes

MLP



Snacks packaging



Tetra packs

Image source: istockphoto.com, indiamart.com, Tradeindia.com, Depositphotos.com, Aliexpress.com, Unsplash.com, Free3d.com, Stocklib.com as on 10.12.2021

Recyclable dry waste at material recovery facility

Other Dry wastes

Paper



News Papers



Carboard Boxes

Metal



Aluminum bins



Tin cans

Wood



Firewood



Furniture waste

Glass



Glass bottles



Bulbs & Tube lights

Leather, Rags and Rubber



Rubber



Clothes

Thermocol



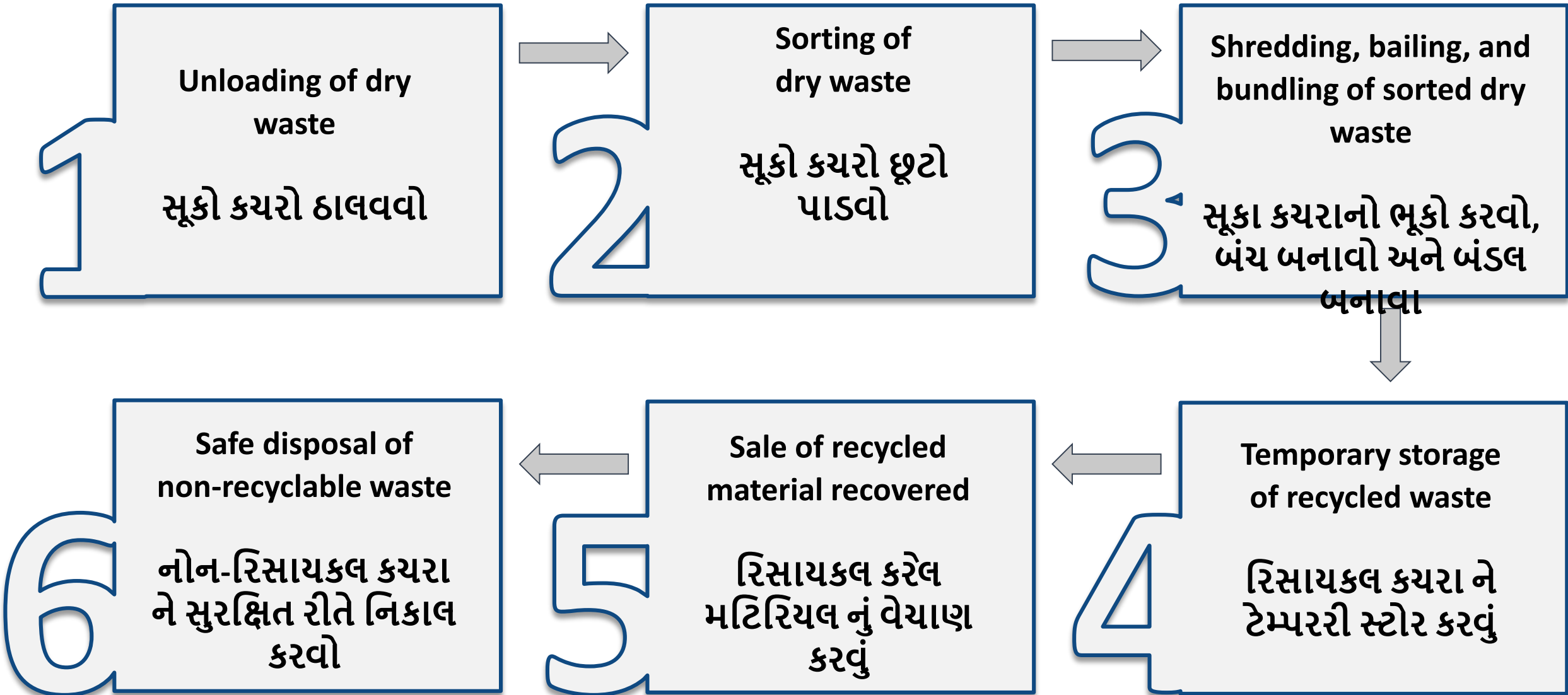
Thermocol sheets



Styrofoam plates/ cutlery

Image sources: istockphoto.com, indiamart.com, Tradeindia.com, Depositphotos.com, Aliexpress.com, Unsplash.com, Free3d.com, Stocklib.com, <https://www.globalwoodmarketsinfo.com/wp-content/uploads/2017/09/Blog-Underground-Furniture1.png>, <https://i.ytimg.com/vi/78uuDFikFcM/maxresdefault.jpg>, https://miro.medium.com/max/876/1*j9BnLsdm0LWdsDAcGU5tRA.jpeg, <https://www.orwakcompactors.com.au/uploads/2019/4-reasons-why-we-should-recycle-aluminium-cans.jpg>

Dry Waste Processing at Material Recovery Facility



Waste handlers prone to risk and hazards



PPE for street sweepers



PPEs give protection from dust, smoke from vehicles, burning of waste, etc.

Ensure usage of Personal Protective Equipment (PPE)

Waste Processing Unit in-charge should ensure that all sanitation workers are wearing all PPEs during work.

વેસ્ટ પ્રોસેસ કેન્દ્ર ના in-charge, એ ખાતરી પૂર્વક ધ્યાન રાખવું, કે બધાજ સેનિટેશન કામદારો PPE કીટ પહેરેલ હોય.

Service Provider is responsible for providing and replacing PPE.

સર્વિસ આપવા વાળા ની જવાબદારી છે, કે PPE કીટ પૂરતી કરે અને તેની બદલી કરી આપે



Mask



Gloves



Florescent vest



Shoes



Specific equipment used



...to handle the different type of waste to avoid injury and direct contact of the waste



Shovel



Pooper Scooper



Reacher - Grabber

First Aid

- Waste Processing Unit **in-charge** ensure that the **first aid kit is updated and contains the minimum basic requirement** of the kit
- The most basic constituents include:
 - Band-aids
 - Bandages
 - Antiseptic liquid
 - Medical cotton
- **Every person working in the WPC should know how to use first aid in case of health emergency.**



EMERGENCY PHONE NUMBERS



FIRE BRIGADE



POLICE



AMBULANCE



Dos at waste processing unit



Don'ts at Waste Processing Unit



Do not wear loose clothing around equipment



Do not keep hands near moving parts of equipment



Do not allow pregnant women to operate equipment and carry load



No gender discrimination



Do not allow animals inside premise



Do not waste water and electricity



Do not engage children below age of 14 years



Do not use inflammable objects

Desludging / Emptying of Septic tanks / Pits

Manual cleaning of the septic tank



Manual Practise of
cleaning septic tank

**Now, this
practise is
COMPLETELY
BANNED in
India**

Mechanical cleaning of the septic tank

Adopting a mechanical process for cleaning septic tanks is the only way to eliminate manual scavenging.



Desludging Equipment



**Ensure Availability of
Machines**



Gully emptier (Suction machine)



Cesspool vehicle



Tractor with sludge tank



Truck with sludge tank

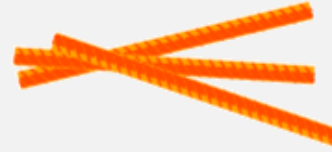
Desludging Equipment



Water pipe/hose



L – Shovel, Straight shovel



Rod



Wheel chokes



Personal Protective Equipment



First aid box



Pumps



Lime

Before reaching the Site



1. Check hoses for cracks and wear



2. Check PPE

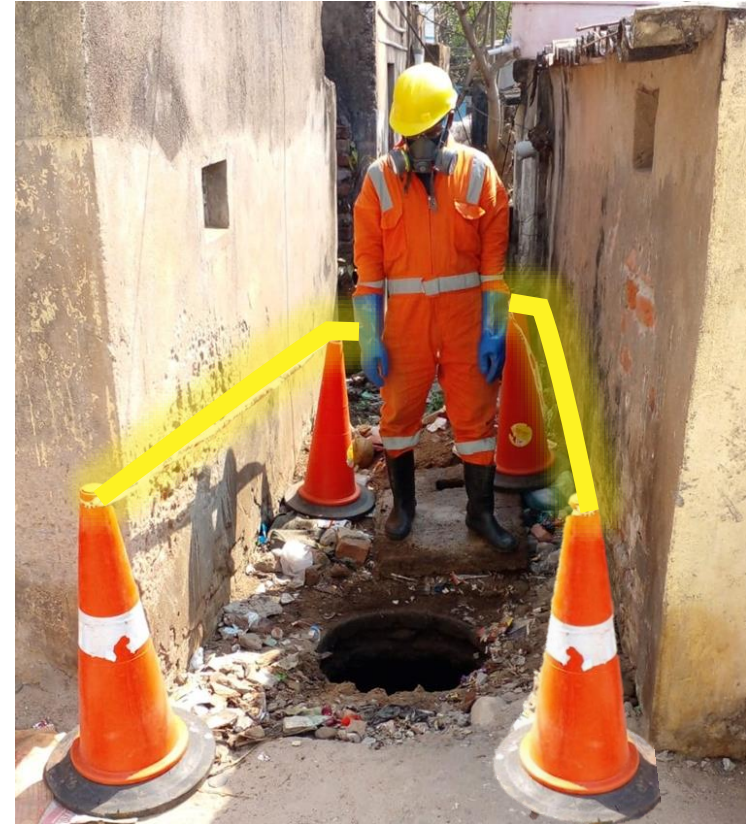


3. Check spill control equipment

Emptying of Septic Tank - Identification and Isolation of Area



- The **wheel locks** to be placed for stability of the vehicle



- **Barricade the site** to ensure safety of the workers as well as the general public in the area
- The lid of the septic tank should be kept open for **30 mins to ventilate**

Emptying of Septic Tank



Step 1: Install hose in septic tank



Step 2: Add chlorine in the septic tank

Emptying of Septic Tank



Step 3: Check the consistency of sludge



Step 4: Connect hose pipe to the truck

Emptying of Septic Tank



Step 5: Check level of sludge in tank while emptying



Step 6: After the vacuum tank is full, close the valve

Emptying of Septic Tank



Step 7: Add lime on hose after emptying



Step 8: Departing from site

Emptying of Septic Tank



Do's- Cleaning Septic Tank

1

Carry First Aid box



2

Close the access cover before departure from site



3

Park vacuum truck at an appropriate distance



4

Check water fixtures for any leakages in pipeline regularly



5

Clean the area near manhole after cleaning activities



6

Keep record of customers



Don'ts- Cleaning Septic Tank

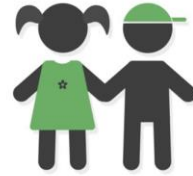
1

Don't drive fast or over the speed limit



2

Don't allow children near septic tank



3

Don't smoke while carrying out Desludging activities



4

Don't allow plastic to enter septic tank



5

Do not let animals ransack the waste collection bucket



Sewer Line Cleaning

Methods of Cleaning Sewers

Using Tools

- Sectional Sewer Rods
- Scraper

IF MANUAL ENTRY NEEDS TO BE DONE
FOLLOW ERSU GUIDELINES FOR CONFINED SPACE ENTRY

Mechanized

- Sewer cleaning bucket machine
- Rodding machine with flexible sewer rod
- Hydraulically propelled devices
- Velocity cleaners (jetting machine)
- Dredger (clamp-shell)
- Gully emptier and others.

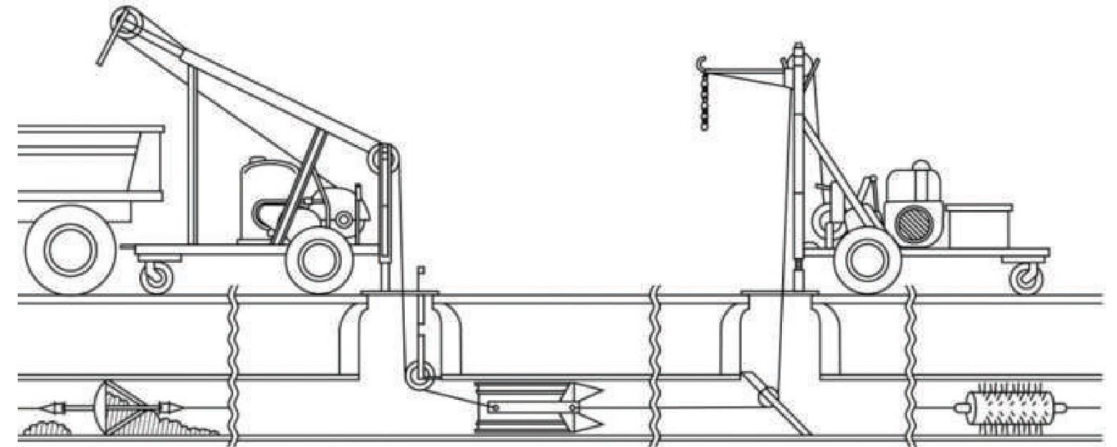


Image Source: SOP for Cleaning of Sewers and Septic Tanks, CPHEEO

Mechanical Cleaning – Machines

Grab bucket machine



Video (02:50): <https://bit.ly/3MoVsPN>
Use of Grab bucket machine

Sewer Cleaning Robot



Video (01:48): <https://bit.ly/3yKqfCs>
Use of sewer cleaning robot

Jetting, grabbing, rodding machine (combination)



Sewer cleaning bucket machine



Sewer Inspection Robot



Image sources:
<https://www.maniars.in/products/d-siltman-15>
<http://www.kamavida.com/products/kamjet-gr-on-lcv>
<https://www.exportersindia.com/product-detail/sewer-cleaning-machine-5010826.htm>

Mechanical Cleaning – Machines

Gully emptier (Suction machine)



Video (04:00): <https://bit.ly/3wup47A>
Use of Gully emptier (Suction machine)

Hydro Jetting Machine



Video (03:10): <https://bit.ly/380iLR6>
Use of hydro jetting machine

Rodding Machine with Flexible Sewer Rods



Video (06:45): <https://bit.ly/3FV4IbP>
Use of rodding machine

Note: Picture shown here is for illustration purpose only and do not endorse any specific brand or a product.

Essential Devices for mechanical cleaning



Gas Detector

To test the atmosphere for noxious gases and levels of oxygen



Barricade and caution tape

For securing the site and managing the traffic



Axial Fan Blowers

For quick exit of toxic gases

Provision of PPE, Safety Equipment & Devices



3. Ensure provision of PPE, safety equipment & devices



Safety Helmet



Coverall



Barricades



Nitrile Gloves



Safety Shoes



Gas-Monitor



Safety goggles



Mask



Axial Fan Blowers

icon source: vectorstock.com, nounproject.com

Cleaning of Sewer – Step 1 Reaching the Site

- Supervisor, machinery, and staff should arrive at the site during low sewage flow.

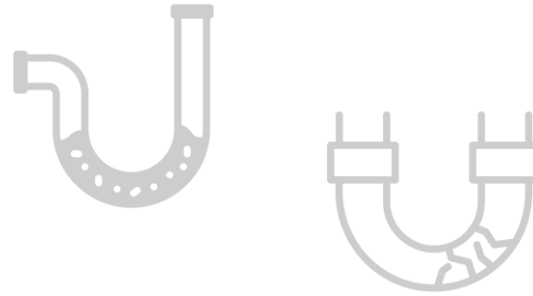


Assess the type of Cleaning required

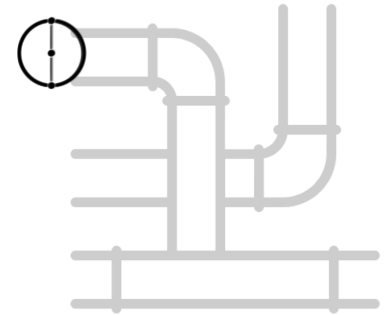
1 Type of Blockage



2 Location and Accessibility



3 Size and Diameter of Pipes



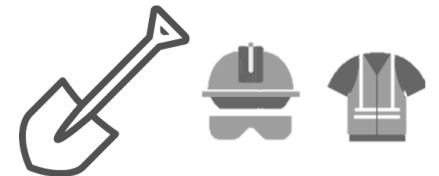
4 Severity of Choking and Hydraulic conditions



5 Potential Hazards



6 Available Equipment



Cleaning of Sewer – Step 2 Site Preparation

- Identify the section to clean and its manholes.
- Barricade the cleaning area.
- Ventilate the sewer line by opening 2-3 manholes on both sides of the working stretch for 1 hour



Procedure for Site Preparation

1 Risk Assessment and Planning



2 Gather Equipment and Supplies



Procedure for Site Preparation

3 Barricade the area

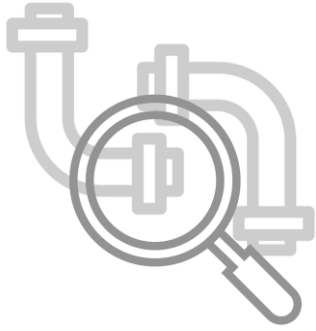


4 Install Ventilation Systems and Monitor Air Quality in sewer

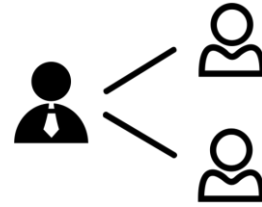


Stopping Water Flow in nearby Machine Holes

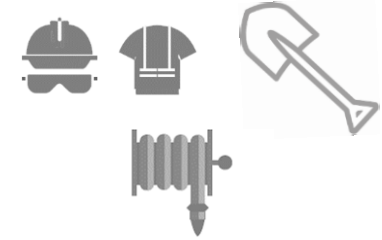
1 Obtain Necessary Information



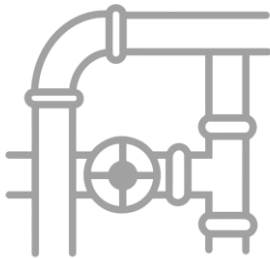
2 Communicate and Co-ordinate



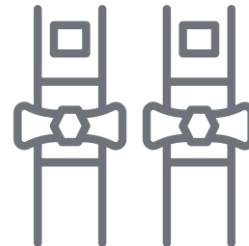
3 Gather Required Equipment



4 Identify and Locate Valves/Gates



5 Close Valves/Gates



6 Verify Water Flow Stoppage



ICON SOURCE: www.thenounproject.com

Stopping Water Flow in nearby Machine Holes

7

Secure the Closed Valves/
Gates



8

Communicate the Water Flow
Stoppage



9

Begin Sewer Cleaning
Activities



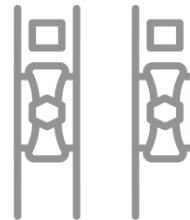
10

Monitor and Supervise



11

Reopen Water Flow
After Cleaning



12

Safety Precautions



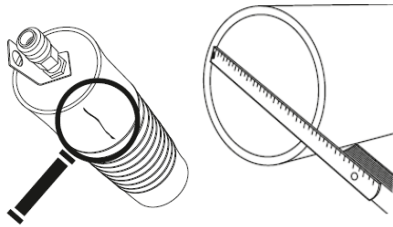
ICON SOURCE: www.thenounproject.com

Stopping Water Flow in nearby Machine Holes- Inflatable Plugs



Inflatable Pipe Plugs

- 1** Check plugs and size of plug before use



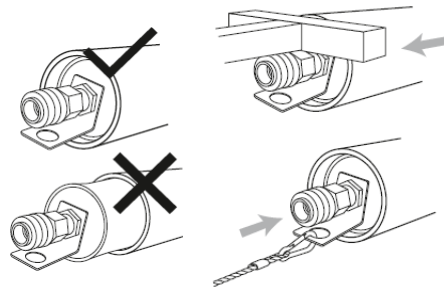
- 2** Wear PPE



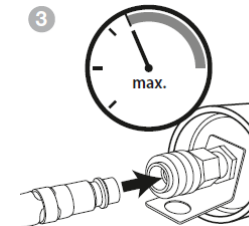
- 3** Clean pipe



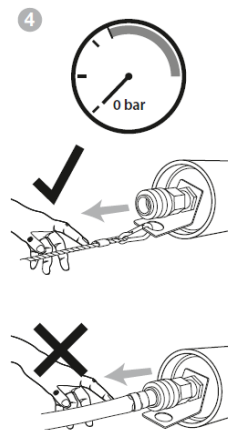
- 4** Insert Plug and Seal plug



- 5** Operate within permissible pressure



- 6** Empty and remove the pipe plugs



SOURCE: Inflatable pipe plugs and bypass pipe plugs, RV type / RVD type- Operating Instructions, EHLE

Cleaning of Sewer – Step 3 Removing Silt/Wax

- Use proper machines to remove debris.
- Follow machine operating procedures.



IMAGE SOURCE: UMC

Cleaning of Sewer Line– Step 4 Departing From The Site

- Remove equipment, gear, and barricades from the area.
- Clean PPEs Properly
- Close machine hole cover tightly after cleaning
- Supervisor monitors and documents the entire operation



Cleaning of any Spillage



It is the responsibility of Mechanized Sewer Cleaner to remove the spillage from the site.



Try to recover the spilt sludge using a shovel.



If recovery is impossible, pour sand over the spilled sludge and cover it with lime.



In case of uncontrolled spilt, inform Health Dept of ULB.



Wear PPE while attending spilt sludge.

Cleaning of PPE



Protective Clothing

- Remove and wash contaminated clothing immediately.
- Launder them separately using the appropriate cleaning agents and following the recommended washing procedures.



Rubber Boots

- If wearing rubber boots, remove them while gloves still on your hands.
- Place the boots in a container with disinfectant.



Helmet, goggles or face shield

- Wipe the outer surfaces with a damp cloth or disinfectant.
- Allow them to air dry or use a clean cloth or as per the manufacturer's instructions.



Gloves

Dispose of disposable gloves properly. For reusable gloves, wash them thoroughly with soap and water, rinse them, and allow them to air dry before storage.

Cleaning of Tools



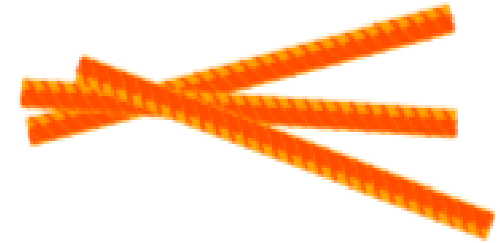
Shovels, Rakes, and Picks:

- Remove visible debris manually and rinse the tools with water to remove remaining contaminants.
- Scrub with a brush and mild detergent if needed. Rinse thoroughly, dry, and store in a clean, dry area.



Hoses and Nozzles:

- Flush hoses and nozzles with clean water to remove any remaining debris.
- Hang them to dry and ensure they are completely drained before storage.



Other Hand Tools:

- Wipe down the tools with a damp cloth to remove debris and contaminants.
- If needed, use a mild detergent and scrub with a brush. Rinse, dry, and store appropriately.

Cleaning of Machinery



Vacuum Trucks and Sewer Cleaning Machines:

- **Empty and clean out the debris collection tanks** according to the manufacturer's instructions.
- **Flush the system with clean water** to remove residual waste. **Clean the exterior surfaces** using a hose or pressure washer.
- Ensure all **components are dry before storage**.

Pumps and Hoses:

- Flush pumps and hoses with clean water to remove debris and prevent clogs.
- Disconnect hoses and drain them completely. Store hoses in a dry, coiled position to prevent kinks or damage.

Control Panels and Electrical Components:

- Use a **damp cloth to wipe down** control panels and electrical components.
- Ensure they are **dry before restoring power**.

Cleaning of Sewer – Step 5 Safe Disposal at Designated Disposal Site

- Notify the operator on duty at the downstream STP before clearing large septic stoppage
- Properly handle and dispose of any debris, sediment, or waste materials that were removed from the sewer system.
- Follow proper disposal guidelines
- Maintain record



Thank You



Urban
Management
Centre

www.umcasia.org



Follow Us

Head Office:
A202, GCP Business Centre,
Opp. Navrangpura Fire Station,
Navrangpura, Ahmedabad-380009

Session 5

Usage of Personal Protective Equipment (PPE)

Presented by – Urban Management Centre

Why Personal Protective Equipment (PPE)?

- PPEs are a crucial barrier between you and disease-causing agents at the work site
- PPEs if not used properly, can cause accidents instead of preventing them.
- Working while wearing PPE may take some getting used to, but it will protect you from injuries and diseases.
- PPE guidelines for sanitation workers include critical things that need to be taken care of while using PPEs.
- Provision of PPE to sanitation workers by employer.



Responsibilities of the Sanitation Worker

1

Sanitation workers must familiarize themselves with the SOP and follow the procedures to ensure the personal safety and the safety of others.



2

Ask the supervisor if you have any doubts in,

- Operating procedures of cleaning equipment
- Operation protocols during work
- Emergency procedures



3

Sanitation workers should wear all the necessary safety gears and cleaning devices while working.



4

Sanitation workers should work under supervision while cleaning sewers, maintenance holes, drains, and septic tanks.



Things to ensure

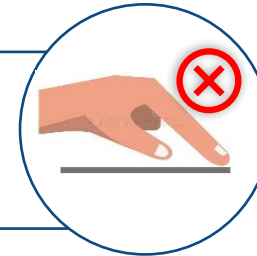
1 Keep gloved hands away from face



2 Avoid touching or adjusting other PPE while working



3 Unnecessary do not touch any surface.



4 Keep the PPEs out of reach of children and do not let children play with the PPEs.



Personal Protective Equipment



PPE for street sweepers & 'door-to-door' waste collectors



Mechanical Resistant Protective gloves

Protect hand from mechanical injury. Provide good grip



Reflective Jackets

Used while working during dusk and dawn



N95 Face Mask

Protection from Non oil based particles & Odour protection



Safety Shoe with Steel toe

Feet & toes protection from mechanical injury



Safety Goggles

Protect eye from coming in direct contact with dust particle



PPE for workers at composting and recycling facilities



Mechanical Resistant Protective gloves

Protect hand from mechanical injury. Provide good grip



Reflective Jackets

Used while working during dusk and dawn



N95 Face Mask

Protection from Non oil based particles & Odour protection



Safety Shoe with Steel toe

Feet & toes protection from mechanical injury



Safety Helmet

Head protection



PPE for workers involved in mechanical septic tank and pit emptying



Body Suit

Overall body protection while emptying septic tank



Safety Eyewear (Splash google)

Protection to the eyes from contaminated water and dust/smoke



Helmet with Air vent

Head protection in spaces where there is a risk of being injured with the provision of light for better visibility



N95 Face Mask

To filter the air



Mechanical Resistant Protective gloves

Protect hand from mechanical injury.

Provide good grip



Gum Boot

Protects the feet from coming in contact with contaminated surfaces and water



PPE for drain cleaners



Chest Wader with Boots

Used in wet areas such as drains to avoid contact with contaminated water/chemicals.



N95 Face Mask

To filter the air contaminated with viruses, dust and foul smell



Safety Helmet

Head protection



Safety Eyewear (Splash goggles)

Protect eye from coming in direct contact with contaminated water



Heavy-duty Nitrile gloves

Protection of hands against germs, bacteria, chemical agents etc., while cleaning



Reflective Jacket / Safety Jacket

To signal the person's existence in places and situations

PPE for cleaners of community sanitary complex



N95 Face Mask

Protection from Non-oil based particles & Odour protection



Safety Shoe with Steel toe

Keep legs & feet safe, dry and prevent slip, trip, fall, etc.



Safety Eyewear

Protect eye from coming in direct contact with contaminated water



Nitrile gloves

Protection of hands against contamination



Body protective PVC Apron

Protection from contaminated water as well as cleaning acid & agents



Order of wearing PPEs before starting work



Please ensure that your PPEs are clean before wearing them.

Do's and Don'ts - Apron

While wearing



Wash your hands before putting apron



Pull the apron over your head and fasten the strap at the back of your waist



While working

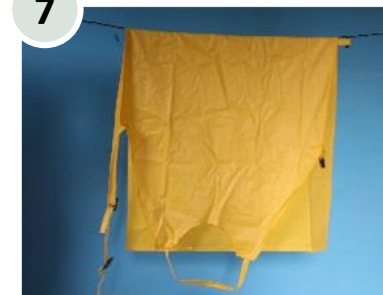


Do not touch the apron while handling the waste

While and after removing



Remove the apron with gloved hands



**Wash the apron with soap / detergent after completion of the work.
Dry it in shade and Do not store wet apron**

Do's and Don'ts - Mask



Wash your hands before putting mask



Hold the mask, find the top side where metal piece or stiff edge is.



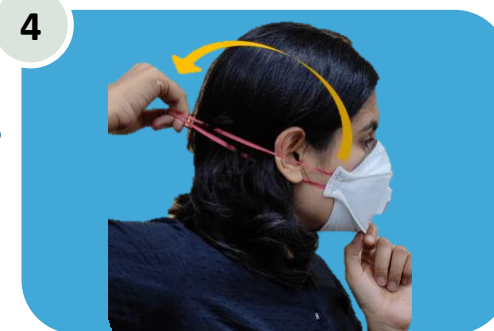
Stretch the elastic loops to open up the mask



If there is a metallic or wire piece, press it to fit the shape of your nose



Cover your nose and mouth fully and minimize the amount of gaps



Secure the loops, ties or elastic behind your ears or around your head

Remember:



Remember to remove the gloves & clean hands to remove the mask



Put the mask in direct sunlight after use

Do's and Don'ts – Face Shield

While wearing

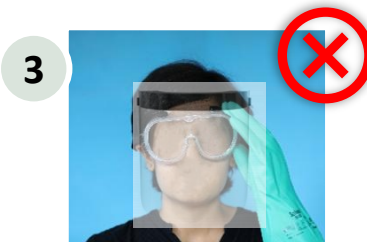


Wash your hands before putting face shield



Place over face and eyes and adjust to fit

While working



Do not touch face shield with dirty hands



Flush eyes with water for at least 15 minutes if waste is splashed into your eyes



Always report any eye injury, no matter how minor

While and after removing



Remove your gloves before removing the face shield. Ensure that your hands are clean while removing the face shield



Store safety face shield in a cover or a clean and dry place to avoid scratching, falling or being stepped on

Do's and Don'ts – Gloves

While wearing

1



Wash your hands before putting the gloves on.

2



Dry hands before putting on gloves

3



Put the gloves on and ensure it fits you well

While removing

4



Grasp the outside of one glove at the wrist.

5



Remove the second glove by putting your fingers inside

6



Continue pulling the glove down bringing the inside-out

Remember:



Do not use gloves if they are damaged



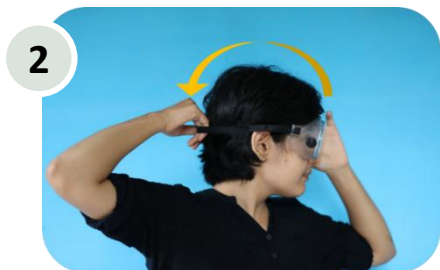
Wash your gloves after work with soap/detergent and dry them

Do's and Don'ts – Safety Goggles

While wearing



Wash your hands before putting on the goggles



Stretch the elastic loop to the back of your head



Place over face and eyes and adjust to fit

While removing



**Remove your gloves before removing your goggles.
Ensure that your hands are clean while removing them.**

Taking care of it:



Wipe the goggles with soft cloth



Store in a cover or a clean and dry place

Do's and Don'ts – Wader suit

While wearing



Clean your feet before wearing the wader suit

While working



Do not touch unclean waders with bare hands

While and after removing



After work, remove the wader suit with gloved hands

Taking care of it:



Do not use brushes or abrasive cloths to clean the inside of your waders



Rinse your waders off with clean water after use



Hang the waders either upside-down or lay them flat to dry. Do not store your wet waders

Do's and Don'ts – Gumboots

While wearing



Clean your feet before wearing wearing the gumboots

While working



Do not touch unclean gumboots with bare hands

While and after removing



After work, remove the gumboots with gloved hands

Taking care of it:



Do not use brushes or abrasive cloths to clean the inside of your gumboots



Rinse your gumboots with clean water after use



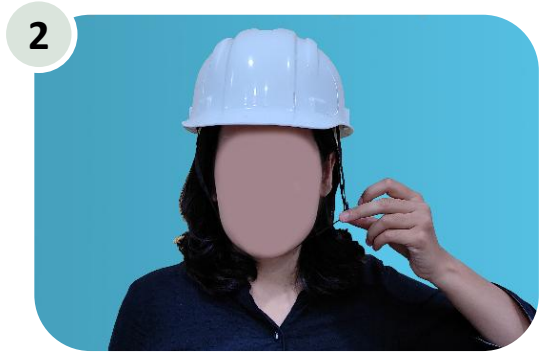
Hang the gumboots either upside-down or lay them flat to dry.
Do not store your wet gumboots

Do's and Don'ts – Helmet

While wearing



Put on a helmet



Tighten the chinstrap to prevent it from falling



Wear the helmet right way round. Tighten the headband

Taking care of it:



Regularly clean with a wet cloth. Rinse with water & use soap, if required.



Check regularly for any signs of damage.



Do not wear the helmet in direct sloping up or down manner.



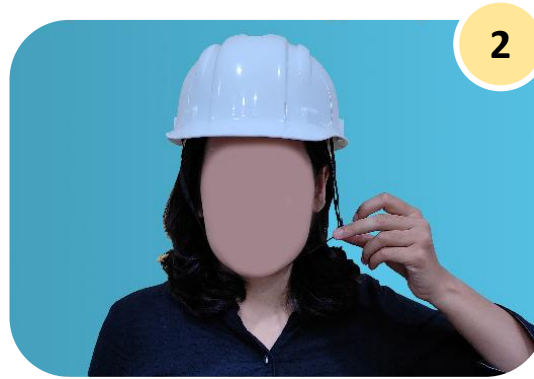
Do not store the helmet in direct sunlight or near hot surfaces.

Order of wearing PPEs before starting work: Helmet

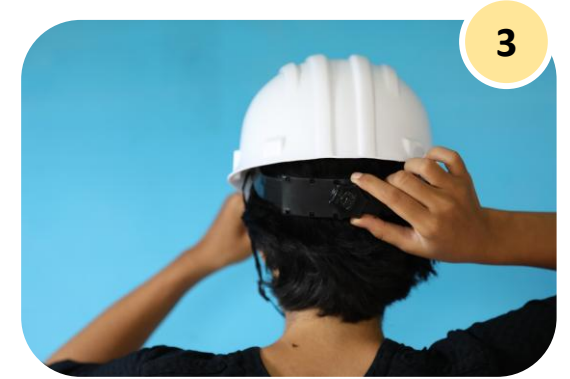
Wearing it:



Put on a helmet



Tighten the chinstrap to prevent it from falling



Wear the helmet right way round. Tighten the headband

Taking care of it:



Regularly clean with a wet cloth. Rinse with water & use soap, if required.

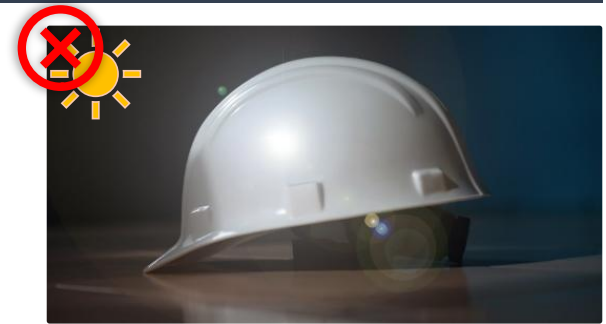


Check regularly for any signs of damage

Remember:



Do not wear the helmet in direct sloping up or down manner



Do not store the helmet in direct sunlight or near hot surfaces.

Order of removing PPEs after completing work



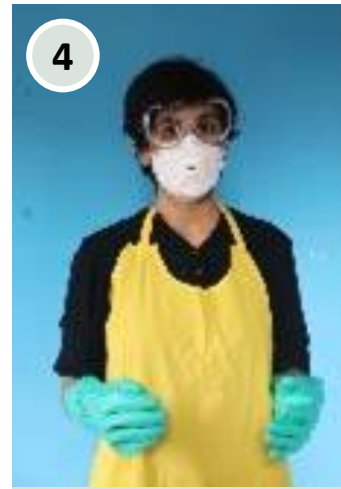
1
Remove boots
with gloved
hands



2
Remove helmet



3
Remove apron



4
Remove gloves



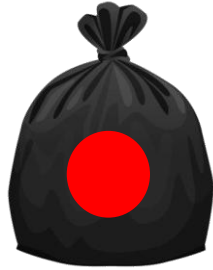
5
Remove Goggles



6
Remove mask

Please clean your PPEs after work and ensure they are dry before storing them.

Disposing PPEs



Please wrap your used PPE properly in a bag, mark it with red colour and throw it in a dustbin.



Always throw discarded PPEs in bio-medical bins (yellow colored bins)



Please wash your hands after disposing the PPE.

Zindagi bula rahi hai.....



Source: [https://www.youtube.com/watch?v=z4EMqbfcDmE&ab_channel=UrbanManagementCentre, UMC](https://www.youtube.com/watch?v=z4EMqbfcDmE&ab_channel=UrbanManagementCentre,UMC)

General Precautions against infection

- Use **Personal Protective Equipment** while working.
- Maintain **personal hygiene**.
- **Wash your hands and legs with soap** after the cleaning activity.
- **Daily- take a bath and brush your teeth.**
- Keep your fingernails, ears and nose clean and frequently wash your hair.
- Wear the uniform daily as per the instruction.



Thank You



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Centre

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Head Office:
A202, GCP Business Centre,
Opp. Navrangpura Fire Station,
Navrangpura, Ahmedabad-380009

Session 6

Essential (soft) Skills

Presented by – Urban Management Centre

What are SOFT SKILLS?

To enhance the qualities, abilities, and skills related to personality, attitude, and behavior of a person



- Image Source: UMC

Soft skills are not formal or technical knowledge

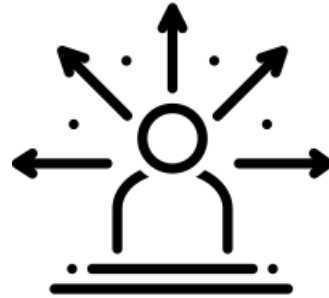
Why are SOFT SKILLS IMPORTANT?



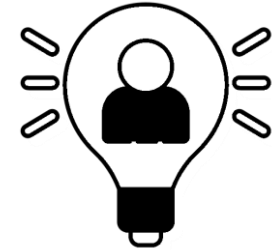
To handle interpersonal relations



To communicate effectively



To take better decisions



For professional development

What are the most IMPORTANT SKILLS ?

1

Communication skills



2

Team working skills



3

Leadership skills



4

Expression of issues to seniors



5

Problem solving skills



Communication skills

What is a good communication?

1

Information

Who needs to know what

2

Confirmation

Make sure the right person have received information they need

3

Timeliness

A message delivered too early or too late may add to confusion

4

Accuracy

A wrong message may be worse than none at all

5

Coordination

Keep others informed with what they need to know

Communication is the KEY

Everyone has to effectively communication with others

Let's have a Group exercise!

Team working skills

1 People of either gender, various age groups, qualification, status & skills work as a team with a common objective of accomplishing the task

2 Good team players are perceptive, as well as receptive to the needs and responsibilities of others

3 Working in a team towards a common goal requires a person to know when to be a leader and when to be a listener

Digital Literacy

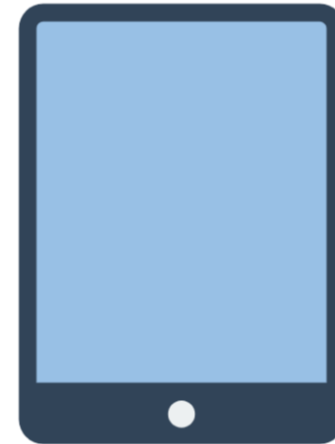
Following are the types of electronic devices:



Smartphone



Computer



Tablet



Laptop

Benefits of using digital devices

**Information at
your finger tips**

**Accessibility from
anywhere**

**Quick and direct
access**

**Saves time and
money**

**Immediate
acknowledgement**

Digital copy

**Direct
communication**

Digital Finance

**Making Payments
Using Mobile**



**Using ATM for
Cash Withdrawal**



**Using Internet
Banking**



**Making Payments
Using POS Machine**



**Simplify Banking
with
New Technology**

Using ATM for cash withdrawal

ATM card issued by a bank to the account holders.
Using ATM card, one can transact through various ATMs at multiple locations.

1

The card has to be inserted into an ATM. It reads the information which is mentioned on the Electromagnetic chip on the card.

2

The user then selects the amount to be withdrawn and if there is sufficient balance in the bank account of the user.

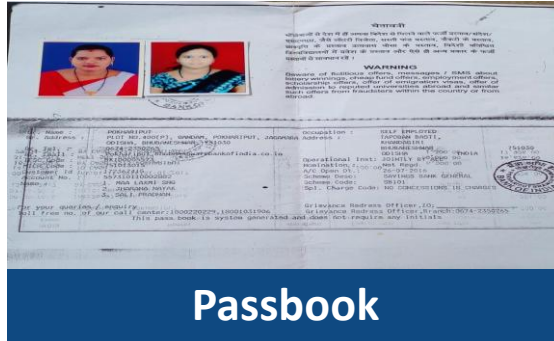
3

Then the machine dispenses money that is requested after correct PIN is entered into the machine.



Mode of transactions

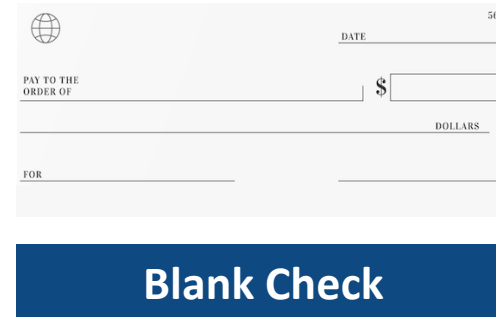
Deposit



Withdraw



Payments



How to read a cheque

Name of the Payee

Amount in words

Account Number

Cheque number

MICR Code

Bank branch address

Date

Amount in number

Signature

How to read a passbook

Name

Address

IFSC Code

Account Number

Bank address

Name of nominee

Br. Name :	PURI	Occupation :	PVT EMPLOYEE
Br. Address :	OLD SADAR THANA ROAD,, DUTTA TOTA	Address :	D/O-SAMBHU NAIK,
	ODISHA, PURI, 752001		GHODABAZAR, PURI.
Br. Tel. :	06752-224055/222365		PURI 752001
Br. Email :	Puri.Bhubaneswar@bankofindia.co.in		ODISHA INDIA
IFSC Code :	BKID0005552	Operational Inst:	SELF
MICR Code :	752013002	Nomination :	Not Regd.
Customer Id :	110938203	A/C Open Dt.:	23-09-2010
Account No. :	555210110002958	Scheme Desc:	SAVINGS BANK GENERAL
Name :	1. LAXMI DEI. W/O-SWADESH.	Scheme Code:	SB101
		Spl. Charge Code:	
For your queries / enquiry		Grievance Redress Officer,ZO:_____	
Toll free no. of our call center:1800220229,18001031906		Grievance Redress Officer,Branch:06752-224055/222365	
This pass book is system generated and does not require any initials			

Image Source: UMC

Physical v/s various digital payment platforms



Physical (visit Bank)

- Time consuming
- Fixed service hours
- Requires visit



Bank's web-portal

- Saves time
- Service available 24*7
- Accessed from anywhere using web
- Requires adding beneficiaries
- Service charges may apply



Mobile app/ UPI

- Saves time (Fastest for transection)
- Service available 24*7
- Accessed from anywhere using internet on mobiles
- Instant payment without adding beneficiaries
- Completely free of cost

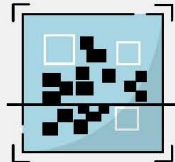
Digital payment platforms



Send Money



Scan and Pay



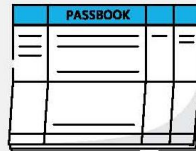
Request Money



Profile



Bank Account

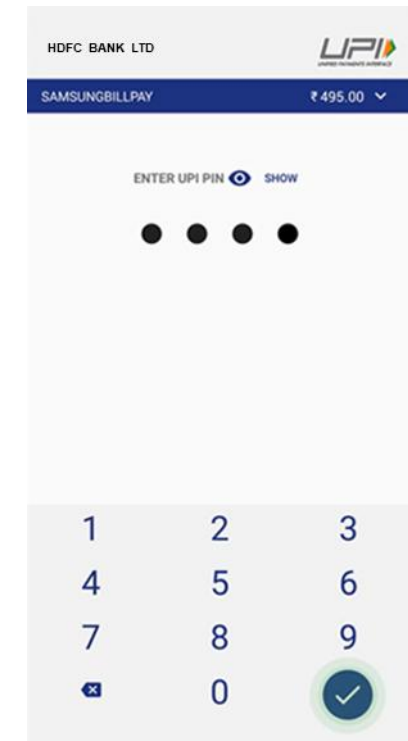
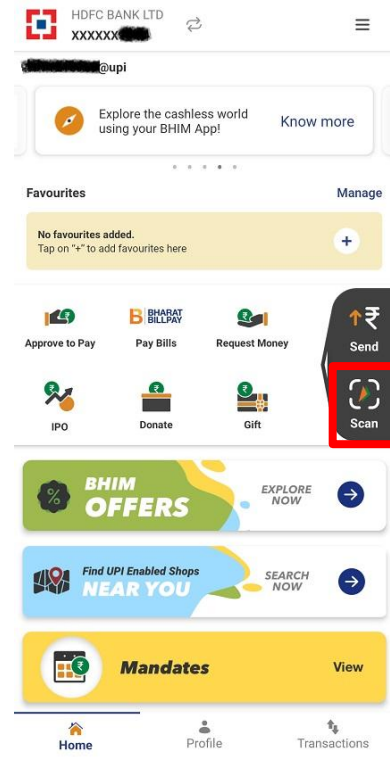
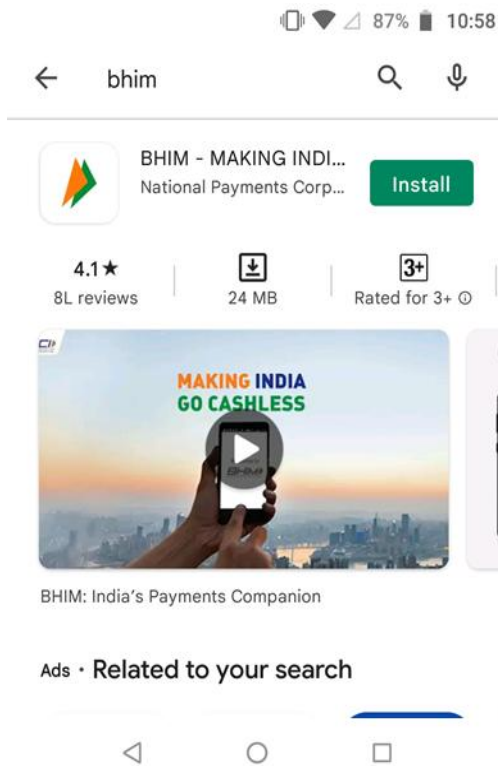


Internet Security



Simplify Banking with New Technology

How to use BHIM UPI?



1. Install BHIM app and register through mobile number and set UPI PIN

2. Open BHIM app

3. Scan QR code for payment

4. Enter UPI PIN.

How to use BHIM UPI offline?

Dial *99# from your mobile number registered with bank

Select your bank name and bank account number

Enter the last 6 digits of your debit card number and expiry date of debit card

Enter and confirm the UPI PIN

All set up for sending and receiving money



Maintain personal records



Pan Card



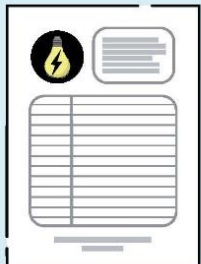
Aadhar Card



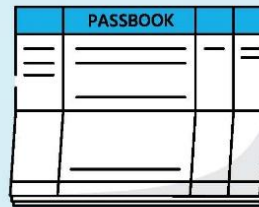
Tax Return



Property Documents



Electricity Bill



Pass Book

**Maintain
personal record
for your
safety, security
and benefits**

Financial skills

Why should one save money?

Saving money steadily through the years is so important, it will help improve your financial situation over time.

Inculcating the habit of saving leads to a vast number of benefits. Saving helps you:

Become financially independent

Pay for emergencies

Afford large purchases

Be prepared for surprise expenses

Get out of debt

Invest in yourself through education

Types of bank account

Savings Account

- For saving by individual
- Helps earn interest on amount saved.

Current Account

- Used by enterprises
- Unlimited transaction
- No interest

Steps to open individual bank account

1. Go to the bank personally with original and copy of required documents

2. . Fill up the Bank Account Opening Form, attach a photocopy of the documents and submit

3. Give references to a person who knows you, and he/she has an account in the same bank

4. Deposit the initial amount in a newly opened bank account

Documents required for opening individual bank account

1.KYC Form (Know your Customer)

2.Proof of Identity

- (i) Voter ID card
- (ii) PAN Card
- (iii) Govt.ID card
- (iv) Passport.
- (v) ID cards of reputed employers
- (vi) Driving License

3.Proof of Address

- (i) Ration Card
- (ii) Salary slip
- (iii) Income/Wealth Tax Assessment Order
- (iv) Electricity Bill
- (v) Telephone Bill
- (vi) Bank account statement
- (vii) Letter from reputed employer
- (viii) Letter from any recognized public authority
- (ix) Credit Card Statement

4.Photograph

5.Signature

Things to be careful about

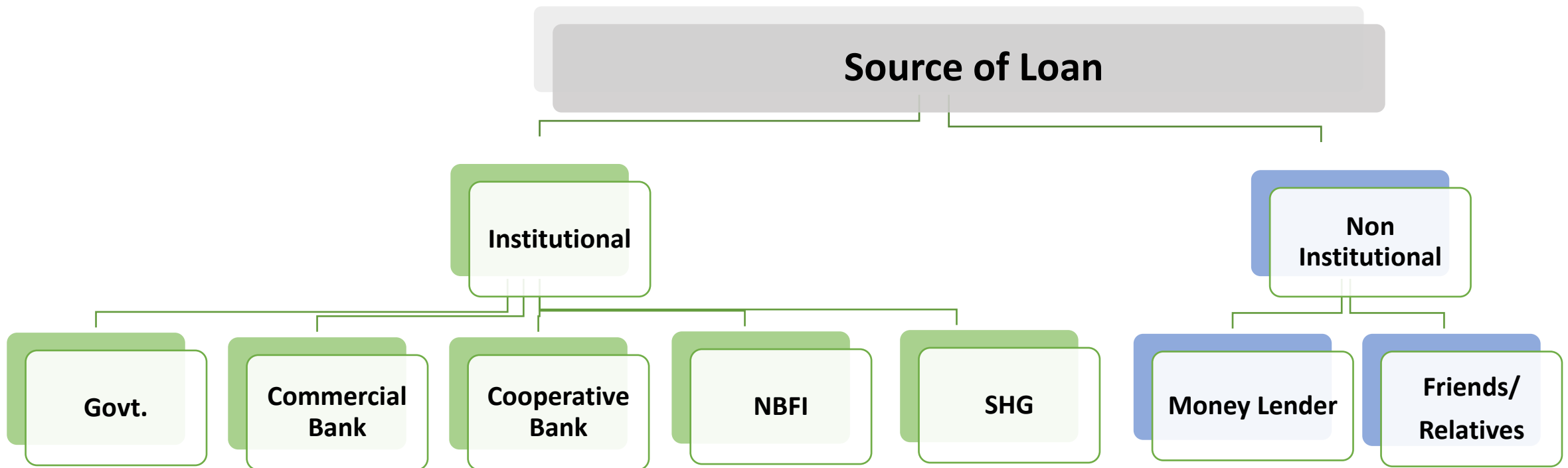
We should never share-

- ATM PIN and never write the PIN on your ATM card.
- OTP received through a message in mobile phone for online transaction
- CVV number mentioned on the backside of the debit card

- If the ATM card lost, it is necessary to block the card immediately by calling on Toll-free Number of the Bank
- Bank never calls to check customers' details (ATM Card number, bank account number, CVV, OTP, email, phone number, Pan card number, etc.)
- Do not respond to fraud calls or any social media fraud.

Why loan is required for enterprise

To meet investment requirement for plant and machinery and working capital



Understanding the language of money



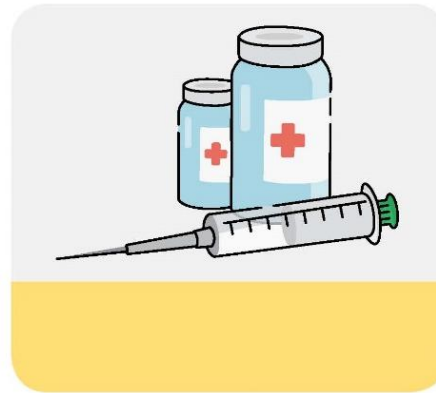
Marriage



Child Birth



Education



Medicine

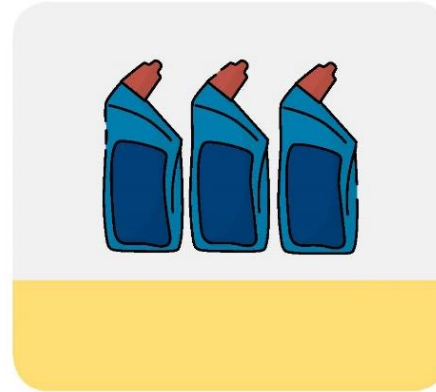


Clothing



Festivals

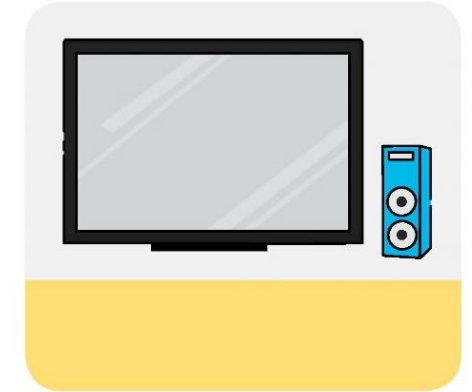
Understanding the language of money



Business Investment



Buying a House



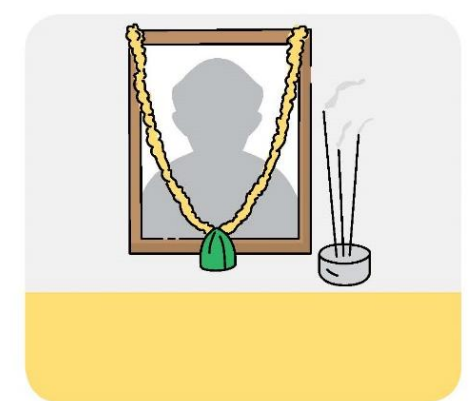
Asset



Old Age

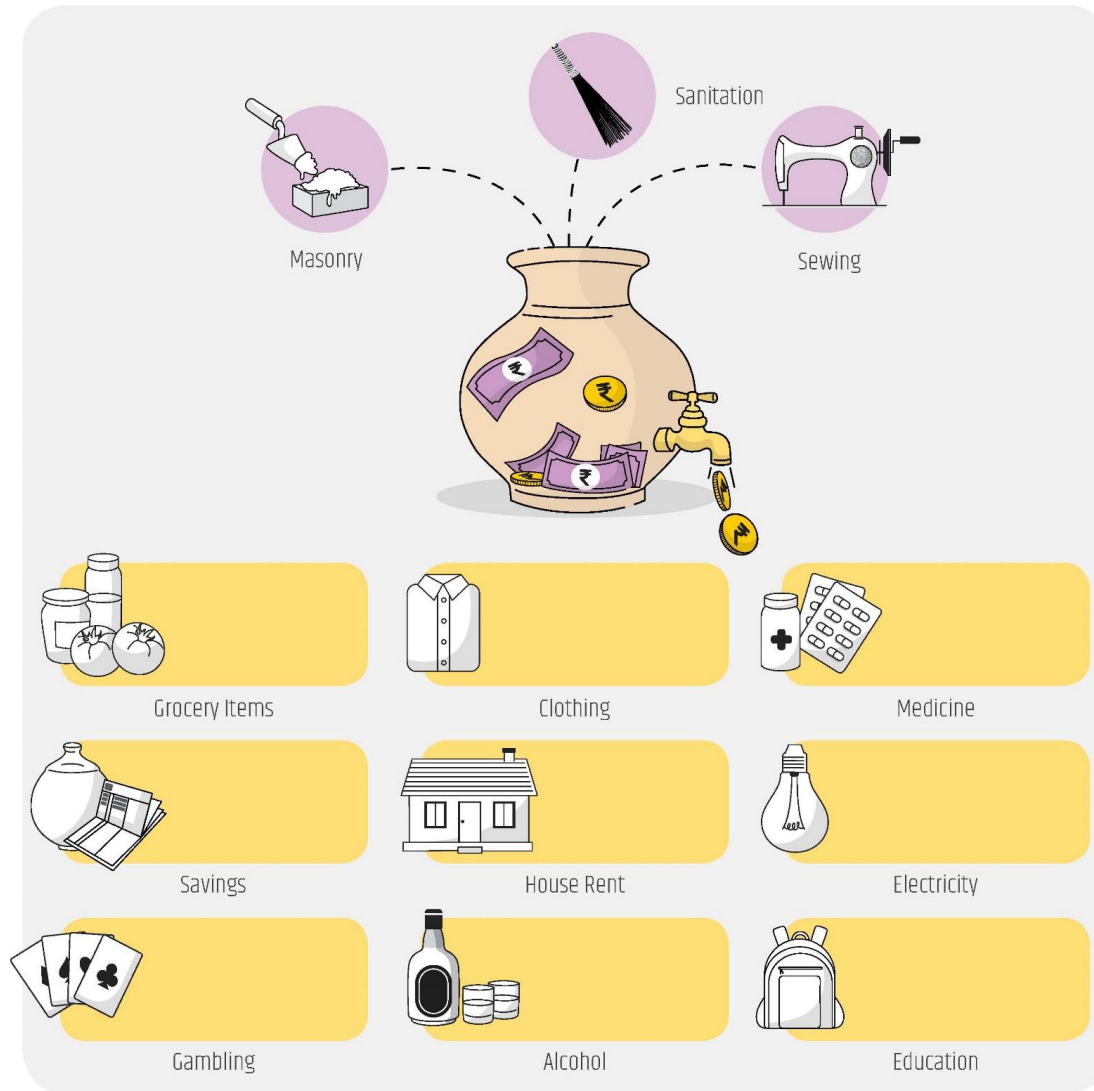


House Repair



Death

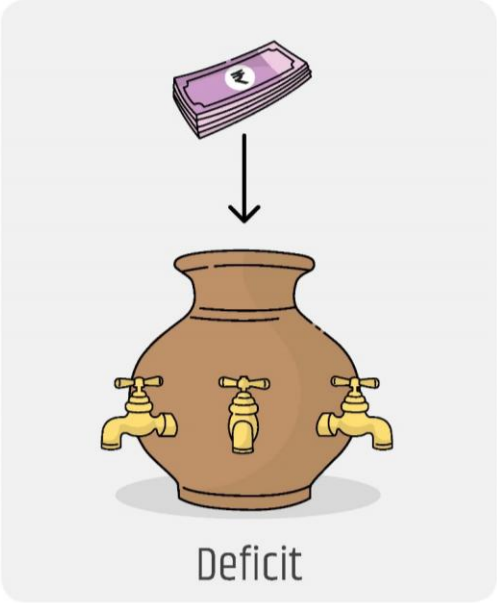
Cash Flow



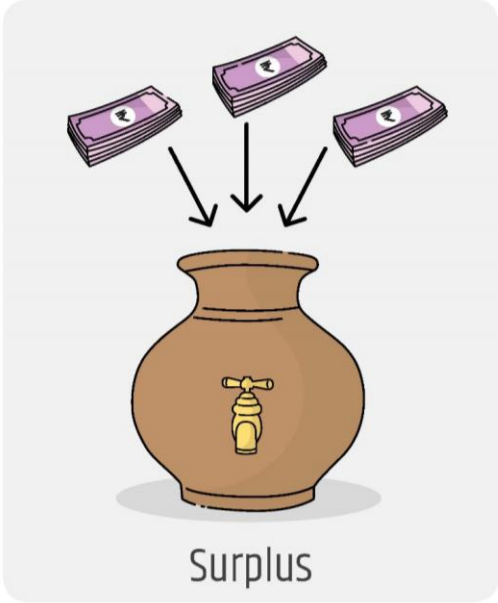
Do we Earn
More or Less
than we spend ?

Amdani, Athani, Kharcha Rupiya!

Less Income More Expenses



More Income Less Expenses



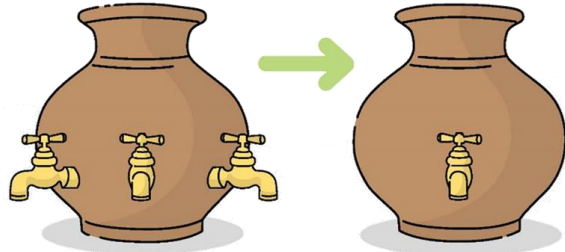
Selling Jewellery to Meet Expenses



Buying a New Motorcycle from Savings

We Should
Live Within
our Means

Reduce Expenses



Repay High
Interest Debts First

Cut Unnecessary and
Avoidable Expenses



40%

Money Lender



Alcohol & Tobacco



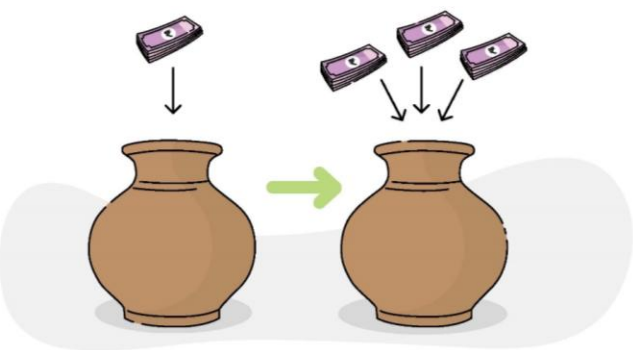
Gambling



Social Functions

Avoid Unnecessary Expenses

Increase Income



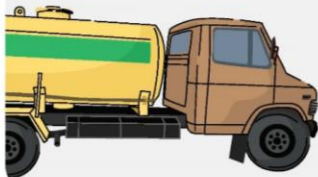
Upgrade Existing Professional Skills



Trained and Certified Sanitation Worker

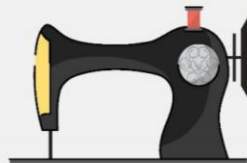


Mechanised Cleaning

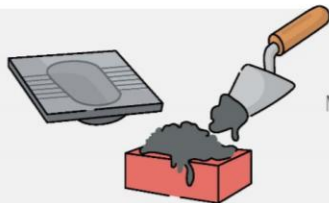


Vacuum Truck Operator

Learn New Skills in Other Profession



Sewing



Masonry



Mobile Repair

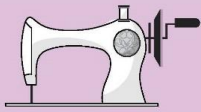
Learn and Earn

How to reach financial goals

INCOME



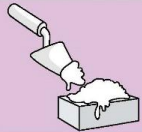
Sanitation Work



Sewing



Mobile Repair



Masonry



Vacuum Truck Operator

EXPENSES



Grocery Items



Alcohol



Electricity



Savings



Education

**Maintain
Financial Diary**

INCOME

-

EXPENSES

=

SURPLUS

Invest your savings



₹ 10 per day

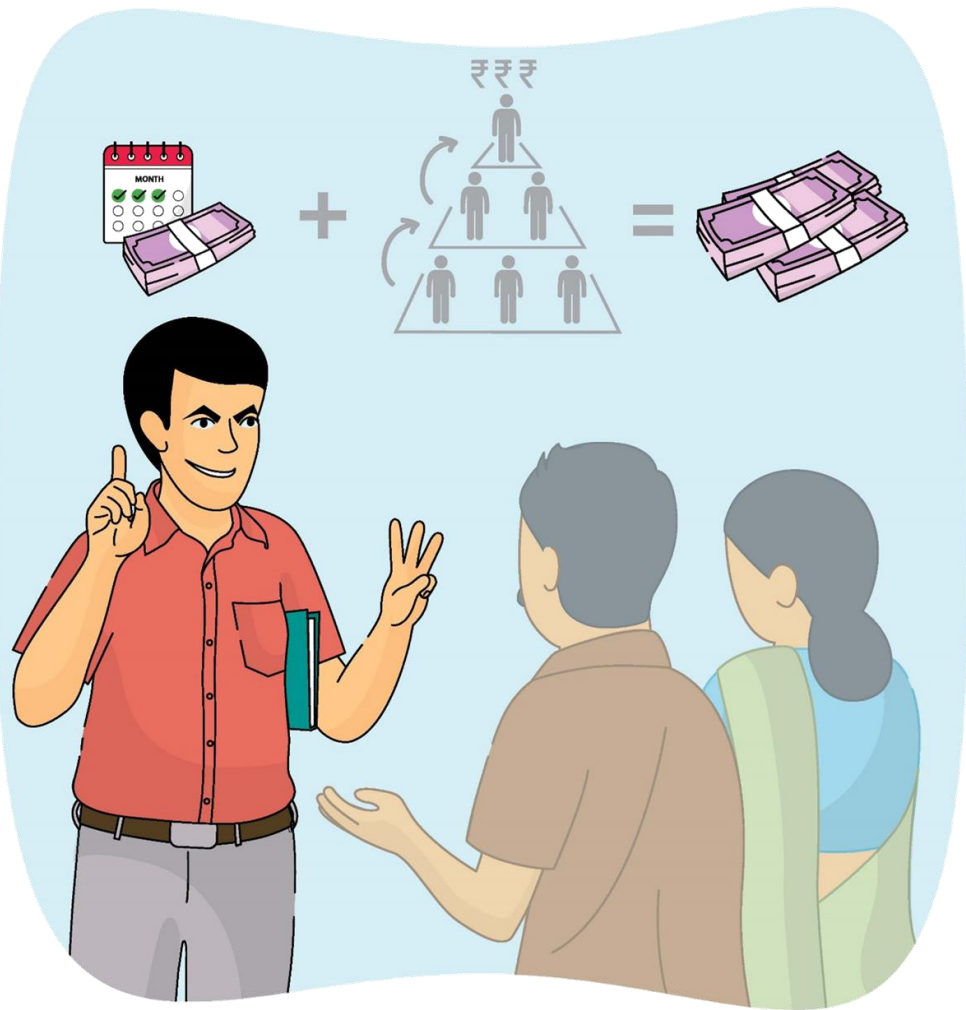
SAVE
₹ 3000 per year

SAVE

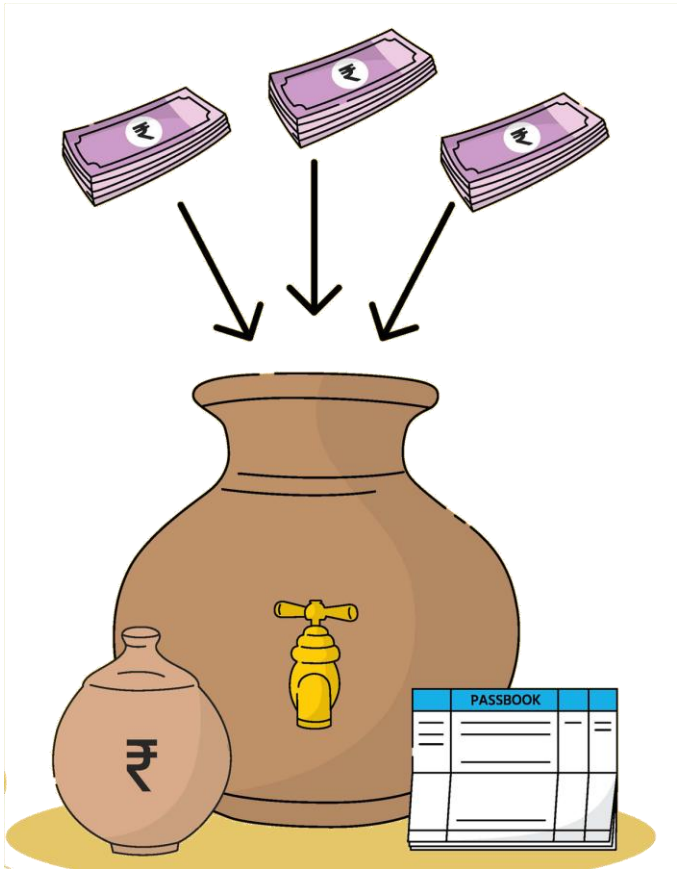
INVEST	
6.5%	
1 year	5 years
₹ 3,195	₹ 18,191

INVEST	

Invest in Safe Deposits



Tips for Financial Well-Being



01

Avoid Unnecessary Expenses

02

Maintain a Financial Diary

03

Save Regularly

04

Grow Your Money

05

Beware of Ponzi Schemes

06

Learn and Earn

07

Join a SHG and follow Panchsutra

08

Borrow at Lower Rates of Interest

09

Maintain Good Credit Record

10

Reap the Benefits of Government Entitlements



Time for Post-Assessment!

Thank You



**Urban
Management
Centre**

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Head Office:
A202, GCP Business Centre,
Opp. Navrangpura Fire Station,
Navrangpura, Ahmedabad-380009

Session 7

Rights and entitlements of sanitation workers

Presented by – Urban Management Centre

Mere Rights Kya Hai?

The basic rights of an individual

Food

Water

Housing

Health

Sanitation

Education



The most vulnerable and marginalised populations are deprived of their fundamental rights and forced to risk their lives in search of hope and dignity.

Social Security, Rights, and Entitlements



**Government welfare schemes
and entitlements for
sanitation workers**

Exercise: Challenges | Solution

Challenges	Solution	Schemes
Low and unstable income	Affordable house	Pradhan Mantri Awaas Yojana
Time spend on collecting firewood (fuel wood for cooking), due to the smoke they are prone to respiratory health hazard	LPG connections (smoke-less chullah)	Pradhan Mantri Ujjwala Yojana
Life risk involved in handling of hazardous waste	Take life insurance; insured amount to the family member of the insurer Take accidental insurance; insured amount to the family member of the insurer	Pradhan Mantri Jeevan Jyoti Bima Yojana Pradhan Mantri Suraksha Bima Yojana
No bank account, challenge to receive Direct Benefit Transfer (TBD)	Saving account (zero balance)	Pradhan Mantri Jan Dhan Yojana
Lack of money for treatment during illness/health issues	Free treatment in govt. hospitals	Pradhan Mantri Jan Arogya Yojana

Exercise: Challenges | Solution

Challenges	Solution	Schemes
Due to lack of paid leaves, during pregnancy women go to work	Financial support needed during pregnancy	Pradhan Mantri Matru Vandana Yojana
After a certain age, one's body does not allow to perform physical work, and due to that there is risk of getting work and income	To get a monthly stable income (working/without working)	Atal Pension Yojana
Lack of resources and support for taking risk to start own enterprise	Get financial assistance to start an enterprise	Pradhan Mantri Employment Generation Programme and National Safai Karamcharis Finance & Development Corporation (NSKFDC)

NATIONAL SCHEMES

Social welfare schemes



Pradhan Mantri Awaas Yojana

Housing support to eligible rural families.



Pradhan Mantri Ujjwala Yojana

LPG connections in the name of women in BPL households.



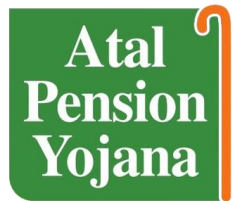
Saubhagya Scheme

Electricity connections to all remaining unelectrified households



Pradhan Mantri Jeevan Jyoti Bima Yojana

One-year life insurance scheme



Atal Pension Yojana

Monthly pension to subscribers; open to all bank account holder



E-shram card

Supports in availing social security benefits of different govt. welfare schemes



Pradhan Mantri Jan Dhan Yojana

Access to financial services



Pradhan Mantri Jan Arogya Yojana

Health insurance

Social security/protection, rights, and entitlements



Pradhan Mantri Matru Vandana Yojana

Conditional cash transfer for pregnant & lactating women

Pradhan Mantri Suraksha Bima Yojana

Pradhan Mantri Suraksha Bima Yojana
Accidental insurance cover

प्रधानमंत्री श्रम योगी मानधन

Pradhan Mantri Shram Yogi Manadhan Yojana
Assured monthly pension of ₹3,000



एक कदम स्वच्छता की ओर

Swachh Bharat Abhiyan

Construction of individual household latrines



Mission Indradhanush
Immunization coverage for all children & pregnant women



Samagra Siksha
Every child (6-14 years of age) to school

E-Shram Card



Creation of a centralized database of all unorganized workers (UWs) to be seeded with Aadhaar.

Benefits

Accidental insurance up to ₹2,00,000 (free of cost for the first year under pmsby)

Supports in availing social security benefits of different government welfare schemes

Scheme eligibility

1. The applicant must be within the **age-group of 16-60 years**
2. **No premium** is required to pay to avail of the benefits

Documents required

These are some of the documents or details required to apply for the scheme:

1. **Aadhaar number**
2. **Bank account in the name of beneficiary**

Pradhan Mantri Awaas Yojana – Gramin (PMAY - G)



Government has launched a flagship program 'Pradhan Mantri Awas Yojana - Housing for All (Rural)' to meet the housing shortage among the rural poor.

Benefits

Housing support to eligible rural families.

Scheme eligibility

- **Selected on the basis of housing deprivation parameters** in the secc 2011 data and the list of beneficiaries is validated by the gram sabha.
- **Households that are houseless and living in 0,1,2 kutcha wall and kutcha roof houses.**

Documents required

1. **Aadhaar number**
2. **MGNREGA-registered beneficiary job card number**
3. **Bank account details**

Source: <https://bit.ly/3YXf2tg>, Training of open drain cleaner, Bhubaneswar, UMC

Pradhan Mantri Ujjwala Yojana (PMUY)



Is the Government's flagship program to provide free cooking gas (LPG) connections.

Benefits

LPG connections in the name of women in BPL households.

Scheme eligibility

1. The applicant should be a **woman above the age of 18 years**
2. The women applicant should belong to **bpl (below poverty line)**
3. The women applicant should have a **saving bank account in any nationalized bank across the country**
4. The applicant's household **should not already own a lpg connection in anyone's name**

Documents required

1. **BPL certificate** authorized by panchayat pradhan/ municipality chairman
2. **BPL ration card**
3. **One photo id** (aadhar card or voter id card)
4. One recent **passport size photograph**

Pradhan Mantri Sahaj Bijli Har Ghar Yojana –“Saubhagya” Scheme



This scheme, launched on September 25, 2017, is to provide energy access to all by last mile connectivity and electricity connections to all remaining un-electrified households in rural as well as urban areas

Benefits

Electricity connections to all remaining unelectrified households

Scheme eligibility

1. All **un-electrified households** in **rural areas** as well as poor un-electrified households in rural areas
2. Citizen will **not be eligible** to get new connection under saubhagya, if the **earlier connection was disconnected due to default in payment of electricity bill and dues are still outstanding or not paid till date**

Documents required

Any proof of identity like **voter id/ passport/ driving license/ ration card/ aadhaar card etc.** Is sufficient to apply for electricity connection

Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)



The scheme is a one-year cover Term Life Insurance Scheme, renewable from year to year, offering life insurance cover for death due to any cause. ₹2 lakhs is payable on a subscriber's death due to any cause.

Benefits

One-year life insurance scheme

Scheme eligibility

Anybody in the **age band of 18-70 years who has a savings account in a bank that offers this scheme.**

Premium: ₹436 per year

Documents required

Any bank where you have a savings account, you can take the pmjjby. **Direct debit of annual premium is done.**

Ensure that there is sufficient amount in the bank account when the premium is due (important to remember premium date).

Pradhan Mantri Suraksha Bima Yojana (PMSBY)

Accidental insurance cover

Benefits

Accidental death and disability cover of ₹2 lakhs.

Scheme eligibility

1. **Age group 18 – 70 and bank account holder**
2. **One account is eligible for insurance per individual**
3. Anybody with a savings account in the banks offering this scheme.
4. Direct debit of annual premium is done.

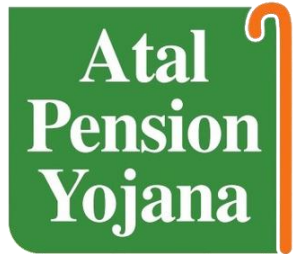
Premium: ₹ 20 per year

Documents required

1. **Aadhaar-linked,**
2. **Active savings bank account**

Ensure that there is sufficient amount in the bank account when the premium is due (important to remember premium date)

Atal Pension Yojana (APY)



Monthly pension to subscribers

Benefits

Pension between ₹1,000 and ₹5,000 a month

Scheme eligibility

All individuals between 18 and 40, who will have to contribute till they turn 60.

Important thing to be noted

1. Approach the bank branch where **individual's savings bank account is held**
2. Fill up the **APY registration form**
3. Provide **aadhaar/mobile number**
4. **Keep the required balance in the savings bank account** for the transfer of monthly contribution

Pradhan Mantri Jan Dhan Yojana (PMJDY)



Financial Inclusion to ensure access to financial services, namely, banking / savings & deposit accounts, remittance, credit, insurance and pension in an affordable manner.

Benefits

Access to financial services

Scheme eligibility

1. Minimum age requirement - **10 years old**
2. **Anyone belonging to the economically weaker sections of society.**

Zero balance account

Documents required

1. **Proof of identity**
2. **Proof of address**

Pradhan Mantri Jan Arogya Yojana (PM-JAY)



The government health insurance scheme provides insurance cover up to ₹5 lakhs per family, per year for secondary and tertiary hospitalization.

Benefits

Health insurance cover up to ₹5 lakhs per family

Scheme eligibility

1. Belongs to 10 occupational categories of rural worker
2. Name in SECC list
3. Covered under Rashtriya Swasthya Bima Yojana (RSBY) but are not part of SECC

Documents required

1. Proof of identity: Aadhaar
2. Proof of residence: Ration card (self)
3. Proof of illness and treatment: medical report

Source: <https://setu.pmjay.gov.in/setu/>, Training of open drain cleaner, Bhubaneswar, UMC

Pradhan Mantri Matru Vandana Yojana (PMMVY)



A cash incentive of ₹5000 is provided directly to the Bank / Post Office Account of Pregnant Women and Lactating Mothers (PW&LM) for first living child of the family subject to fulfilling specific conditions relating to Maternal and Child Health.

Benefits

Conditional cash transfer for pregnant & lactating women

Scheme eligibility

Pregnancy registered

1. Antenatal check- up done
2. Institutional birth
3. Not an employee of the central/ state government/ public sector undertaking
4. Not eligible for maternity benefit through the employer

Documents required

1. Pregnancy registration ID
2. Any identity proof
3. Bank account
4. Aadhaar ID
5. Birth registration certificate
6. Immunization card of the child

Swachh Bharat Abhiyan - Gramin



Construction of individual household latrines

Benefits

Construction of individual household latrines

Scheme eligibility

All Indian citizens are eligible for IHHL scheme

Documents required

1. Scanned copy of **applicant's photograph (mandatory)**
2. **Bank account details (mandatory)**
3. **Scanned copy of first page of bank passbook** showing account details (mandatory)
4. If applicant does not have **aadhaar no.** Then copy of aadhaar enrollment slip is required.

Pradhan Mantri Employment Generation Programme (PMEGP)



Provides loans for self-employment opportunity

Benefits

Generate employment opportunities through setting up of self-employment ventures

Scheme eligibility

- Any individual, above 18 years of age.
- The beneficiaries should have passed at least viii standard, for setting up of project costing above ₹10 lakhs in the manufacturing sector and above ₹5 lakhs in the business/service sector.

Documents required

1. Scanned copy of applicant's photograph (mandatory)
2. Bank account details (mandatory)
3. Aadhar card
4. PAN card
5. Project report
6. Rural area certificate
7. Education/ skill development training/ EDP certificate
8. Authorization letter

Source: <https://www.kviconline.gov.in/pmegp/pmegpweb/docs/pdf/PMEGPscheme.pdf>, Training of open drain cleaner, Bhubaneswar, UMC

Swachhta Udyami Yojana – “Swachhata Se Sampannta Ki Aur”



ISO 9001:2015

National Safai Karamcharis Finance
& Development Corporation

नेशनल सफाई कर्मचारी फाइनेंस एंड डेवलपमेंट कॉर्पोरेशन

(A Government of India undertaking under the Ministry of Social Justice & Empowerment)

Provides financial assistance for construction, operation & maintenance of Pay and Use toilets in PPP mode & procurement and operation of sanitation related vehicles.

Benefits

Providing livelihood to safai karamcharis and liberated manual scavengers

Scheme eligibility

- Individual beneficiaries and their dependants / self-help groups in collaboration with reputed organizations.
- Target group of Manual scavengers/ Safai Karamcharis and their dependants

Documents required

1. Scanned copy of **applicant's photograph (mandatory)**.
2. **Bank account details (mandatory)**.
3. Scanned copy of **first page of bank passbook** showing account details (mandatory).
4. If applicant does not have aadhaar no. Then copy of aadhaar enrollment slip is required

National Safai Karamcharis Finance & Development Corporation



ISO 9001:2015

National Safai Karamcharis Finance
& Development Corporation

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(A Government of India undertaking under the Ministry of Social Justice & Empowerment)

To uplift the Safai Karamcharis, Scavengers and their dependants socially and economically so as to enable them lead a dignified life and join the main stream of the society.

Benefits

Financial assistance to the target group for any **viable income-generating activities**

Scheme eligibility

- **The age of the applicant should be between 18-55.**
- **Scavenger or a safai karamchari** and their dependents identified through appropriate surveys.
- **Eligibility** for assistance is **occupation-based** and not caste-based.
- **No income limit is fixed for availing of financial assistance.**

Documents required

- **Certificate as safai karamchari** from the local revenue officer of the local office or any other officer not below the rank of gazetted officer.
- **Birth certificate/school leaving certificate.**
- 15 years residential certificate.
- **Copy of ration card.**
- **Passport size photographs (two).**
- **Other relevant documents as per the project.**

Pradhan Mantri Dakshta aur Kushalta Sampann Hitgrahi (DAKSH) Yojana



PM DAKSH

Provides financial assistance for construction, operation & maintenance of Pay and Use toilets in PPP mode & procurement and operation of sanitation related vehicles.

Benefits

Holistically improving the competency levels of various (caste) target group of sanitation workers.

Scheme eligibility

- SCs, OBCs, Senior citizens, victims of alcoholism and substances abuse, transgender persons, De-notified Tribes (DNTs), Economically Backward classes (EBCs), Safai Karamcharies, Waste Pickers and Manual Scavengers.
- **Candidates of the age group 18-45 years belonging** can apply for the training programme under PM-DAKSH

Documents required

1. **Caste certificate** issued by competent authority of state government.
2. **Income certificate below ₹1 - ₹3 lakhs p.A. Issued by the appropriate authority of the state government.**

Departments from where to avail the schemes

Name of the Scheme	Avail benefit- Online	Avail benefit- Offline
E-shram card	https://eshram.gov.in/	Labour Department
Pradhan Mantri Awaas Yojana - G	https://pmayg.nic.in/netiayHome/home.aspx	Any public sector/ private sector banks
Pradhan Mantri Ujjwala Yojana	https://www.pmuy.gov.in/ujjwala2.html	Any distributor
Pradhan Mantri Jeevan Jyoti Bima Yojana	https://www.jansuraksha.gov.in/files/pmjjby/English/applicationform.pdf	Bank
Pradhan Mantri Sahaj Bijli Har Ghar Yojana	https://saubhagya.gov.in/ http://bit.ly/3z63xUp	
Pradhan Mantri Suraksha Bima Yojana	http://www.jansuraksha.gov.in/Forms-PMSBY.aspx	Bank
Pradhan Mantri Jan Arogya Yojana	https://mera.pmjay.gov.in/search/login https://bit.ly/3FQURVS	
Pradhan Mantri Jan Dhan Yojana	https://pmjdy.gov.in/files/forms/account-opening/English.pdf	Any government or commercial banks
Pradhan Mantri Matru Vandana Yojana	https://pmmvy-cas.nic.in/backoffice/useraccount/login?ReturnUrl=%2Fbackoffice%2Fhome%2F	Anganwadi or any govt. public health centre
Swachhta Udyami Yojana	https://nskfdc.nic.in/en/node/add/loan-application	Regional Rural Bank or any Nationalized Bank

Documents required to avail benefits

Sr. No	Basic Documents	Suggested sources to avail the documents
1	Aadhar card	Book an online appointment through: https://uidai.gov.in/ and visit any other center authorized by Gol
2	Voter ID	Avail online through: https://voterportal.eci.gov.in/
3	PAN card	Avail online from https://www.onlineservices.nsdl.com/
4	Passport	Passport Office
5	Ration card	Block Office
6	Birth certificate	Birth & Death Registration Office at GP office
7	Death certificate	Birth & Death Registration Office at at GP office
8	Caste certificate	Block Office
10	Income certificate	Block Office
11	Marriage certificate	Block office
13	Disability certificate	SSEPD Department
14	Other backward classes	Block Office
15	Covid-19 vaccination certificate	Avail online from https://www.cowin.gov.in/

Strategies towards reaping the benefits of wise decisions in life

1

**Make yourself
aware of the
numerous
Govt. Schemes**

2

**Get Loans from
Government
Schemes at low
rate of Interest**

3

**Loans for Safai
Karamcharis at
Low Rates of
Interest**

4

**Reap the
benefits of
Government
Entitlements**

Thank You



Urban
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Session 8

Vaccination, health, hygiene and nutrition for sanitation workers and their family

Presented by – Urban Management Centre

Health safety of sanitation workers

All workers who work without safety gear are at increased risk of becoming ill, and thus, it is essential to understand that:

- Seek medical help if symptoms like vomiting, stomach pain, or diarrhoea occur.
- Attend training on hygiene, PPE use, waste management, and nutrition.



Modes of exposure for the various infections

- **By hand-to-mouth** contact during eating, drinking and smoking, or
- **By wiping the face** with contaminated hands or gloves
- **By skin contact**, through cuts, scratches, or penetrating wounds
- **By eyes, nose, and mouth** and
- **By breathing** them in as dust, aerosol, etc.

Vaccination recommendation for workers



Vaccination / Immunisation

Vaccination drives for sanitation workers and their families with support from local health authorities for Tetanus, polio, typhoid fever, COVID-19, Hepatitis A and Hepatitis B vaccinations.



General precautions against infection



Always cover wounds

- Cuts and grazes should be covered with waterproof plasters.



Maintain personal hygiene

- Keep fingernails short and well-trimmed.
- Wash hands with soap and water before taking food.
- Take a bath after work is completed and change clothes.



Immunization

- Vaccines for typhoid, cholera, tetanus, hepatitis A, hepatitis B, as per their regime.
- Take Deworming medicine, once every 6 months.



Always use PPE

- It helps to protect from infections, injuries, and related health problems and is crucial to safely perform job roles.

Maintain hand hygiene

Always wash hands with soap/apply sanitizer at these critical times:

- When you reach your workplace
- Before you start wearing PPEs, especially mask and gloves
- During breaks, especially before you are going to drink tea or water and have food
- After your break is over
- After you remove all PPEs, especially mask and gloves
- After changing work clothes
- After reaching home



Always carry a hand sanitiser bottle with you at your workplace

Steps to washing hands properly



PERSONAL HYGIENE

Wash hands with soap and water immediately

- After handling human waste or sewage,
- Before eating or drinking
- Before and after using the toilet

1 Wet hands with water	2 Apply enough soap to cover all hand surfaces	3 Rub hands palm to palm	4 Fingers interlaced, right palm over left, and vice versa	5 Palm to Palm with fingers interlaced
6 Back fingers to opposing palms with fingers interlocked	7 Rotational rubbing of left thumb clasped in right palm	8 Rotational rubbing backwards and forward with clasped fingers of right hand in left palm and vice versa	9 Rinse hand with water	10 Dry thoroughly with a towel

First Aid treatment



FIRST AID
TREATMENT

A First aid treatment

**Approx. cost of
First Aid Kit –
300/- Rs. to 350/- Rs.**

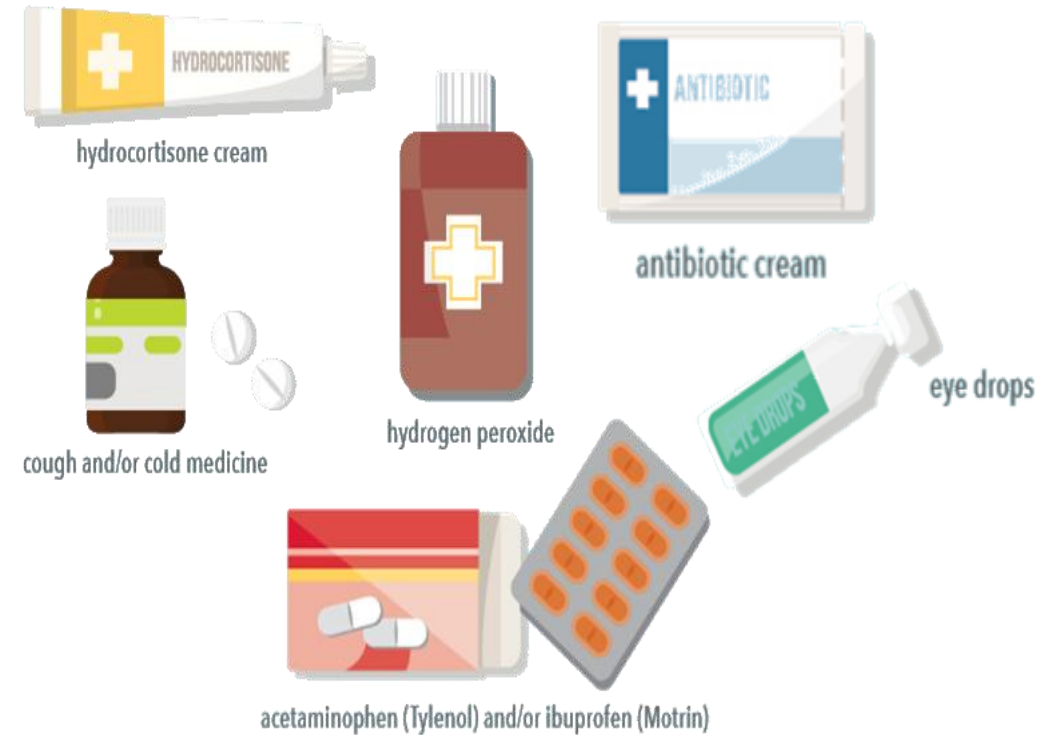
- Keep adequate first-aid supplies on hand, including clean water
- Clean, treat and report any cuts or punctures immediately
- Consider all wounds as potentially infected
- Keep a contact number of the nearest doctors/hospitals
- Emergency telephone numbers for emergency medical services like 1092/102/108
- Also, keep the first aid kit manual with instructions for using the kit

First aid kit and emergency numbers

Medical equipment's and supplies



Medications



	Police	100
	Fire Brigade	101
	Ambulance	108



First aid for Cuts and Wounds



Stop the bleeding by applying pressure on the wound with clean cloth.



Clean the wound using antiseptic liquid



Apply antiseptic cream



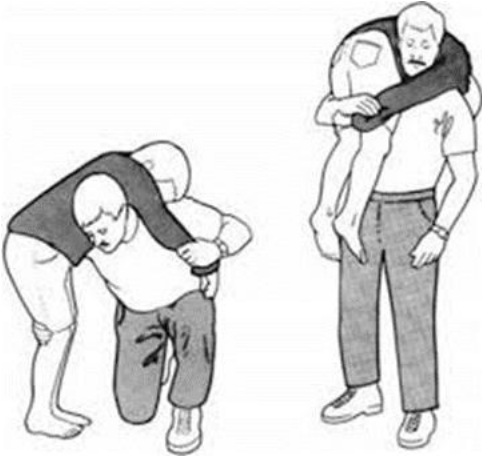
Cover the wound with sterile bandage/ band-aid



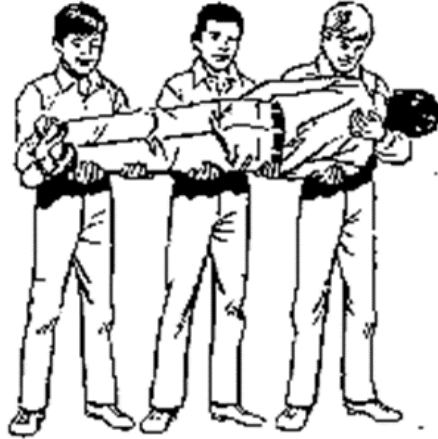
Seek for professional medical support if required

Lifts and Carries

Firefighter carry



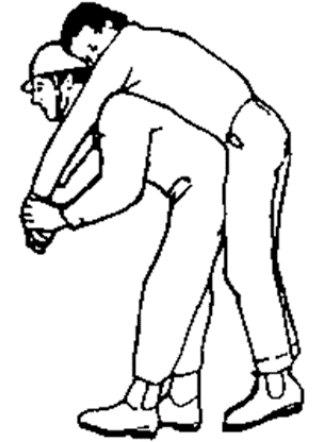
Stretcher Lift



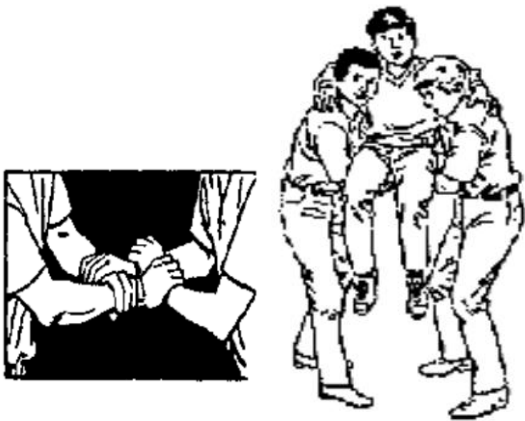
The Fore and Aft



Pack Strap Carry



Four Handed Sea



Shoulder Pull



Blanket Pull



Two Person Drag



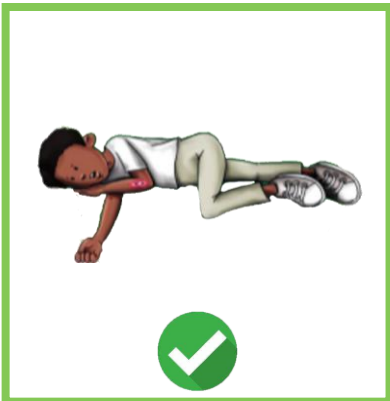
First aid: burning in the eyes and incase of snake bite

Burning in the eyes

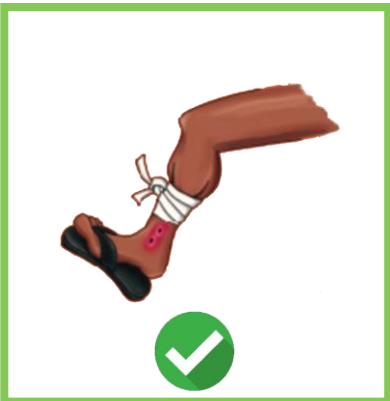


Immediately wash the eye with clean water until it feels alright.

Incase of Snake bite



Do not allow the person to run or walk.



Tie a piece of cloth tightly above the wound, if the bite is in the leg or hand.



Allow free bleeding.



Transport the patient in a lying down position to the hospital.



Never suck the blood from the wound.

First aid: Insect bite and Dog bite

Insect bite



**Pull out the sting
by sterile tweezers**



**Control
Bleeding**



**Clean wound with
soap and water**



**Apply antibiotic
cream**



**Cover with
band-aid**



**Watch for signs
of infection**

Dog bite



**Clean the
wound
immediately
with water,
followed by
antiseptic
soap**



**Do not try to
stop
bleeding**



**Do not
cover
the
wound**



**Send the
patient
to
hospital**

Nutritious meal



Proteins are needed for the growth and maintenance of muscle, bone, skin and organs.

Carbohydrates are the main source of energy in most diets.

Nutrition



Daily well-balanced meal should include local foods containing essential nutrients and meeting energy requirements.

Good nutrition is essential for health and well being.

It is essential to have an adequate amount of nutrients rich food.

“Sanitation workers perform physical work on regular basis are directly affected by what they eat”

Do's and Don'ts

Do's

- ✓ Daily intake of balanced diet food and eat 3 times a day and a minimum of 2.5-liter water daily.
- ✓ Maintain hygiene while preparing food. Wash vegetables/fruits thoroughly before cooking.
- ✓ Wash hands with soap and water before eating and cooking.
- ✓ While working on-site, eat away from waste and sewage-handling activities.
- ✓ Wash your used utensils properly after your meals.

Don'ts

- X Do not skip meals.
- X Do not eat stale foods.
- X Do not eat unbalanced diet food.
- X Do not smoke or chew tobacco, consume alcohol or any other such harmful products that affects health.

Thank You



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