



Republic of Rwanda
Ministry of Education



RTB | RWANDA
TVET BOARD

CCMHE101

MAINTAINING SHE AT WORKPLACE /KWIRINDA,
KUBUNGABUNGA UBUZIMA N'IBIDUKIKIJE

Maintain SHE at workplace/KWIRINDA,
KUBUNGABUNGA UBUZIMA N'IBIDUKIKIJE

Competence /Ubushobozi

RQF Level/ Icyiciro: 1

Learning Hours/Amasaha yateganijwe



30

Credits/Indengo: 3

Sector:ishami All/Yose

Trade:agashami All/Twose

Module Type/Icyiciro cy'imbumbanyigisho: Complementary /Impuzamashami

Curriculum:Imfashanyigisho:All TVET Certificate 1/Abiga bose ku cyiciro cya 1.

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Purpose statement/ kigamijwe	This module describes the knowledge, skills and attitudes required to apply hygiene, sanitation at the workplace. This module will also focus on safety hazard control, personal health as well as protecting surrounding environment. At the end of this module the learners will be able to work alone or with others in safe manner under the supervisor's instruction/lyi mbumbanyigisho irasobanura neza ubumenyi ,ubushobozi n'imyitwarire bicyenewe ku kugira isuku yawe naho ukorera . Iyi mbumbanyigisho izibanda kukwirinda Ibiza no kwita kubuzima ndetse n'ibidukikije. Uzarangiza kwiga iyi mbumbanyigisho azaba ashoboye gukora neza wenyine cyangwa gukorana n'abandi agendeye kumabwiriza yahawe.				
Delivery modality /uburyo bw'imyigisho hirize	Training delivery /Uburyo bwo kwigisha	100 %	Assessment /Isuzumabushobozi	Total/Igiteran yo 100%	
	Theoretical content/Ubumenyi	70%	Formative assessment/Isuzumambonezan yigisho	70%	
	Practical works:/Imikorongiro	30%		30%	100%
	✓ Group project and presentation/ibikorwa mu itsinda no kubibwira abandi				
✓ Individual project /Work/Ibikorwa bwite	20%				

Elements of Competency and Performance Criteria/ Ingingo z'ubushobozi n'Ibipimo by'ubushobozi

Elements of competency/Ingingo z'ubushobozi	Performance criteria/ Ibipimo by'ubushobozi
1. Ensure hygiene and sanitation/ Kwita ku isuku n'isukura	1.1 Personal hygiene is well maintained in accordance to its main requirements/Isuku yagezweho neza hashingiwe ku bisabwa.
	1.2 Food hygiene is effectively maintained referring to the preparation and storing guidelines/ Isuku y'ibyo kurya yagezweho hashingiwe ku mirongo ngenderwaho yo kubitegura no kubibika.
	1.3 Public area is well cleaned according to sanitation practice guidelines/Ahantu hahurirwa hari isuku hagendewe ku bipimo ngenderwaho by'isuku rusange
2. Maintain personal health/Gusigasira ubuzima bwite	2.1 Personal health is clearly described regarding to the reproductive system/ Ubuzima bw'umuntu bwaganiriweho hibandwa ku buzima bw'imyororokere

	<p>2.2 Violence preventions procedures are well explained in accordance with violence types and effects /uburyo bwo kurwanya ihohotera kwasobanuwe neza ugendeye ku bwoko bw'ihohotera n'ingaruka zaryo</p> <p>2.3 Means of disease preventions are well discussed in accordance with disease transmission ways/Uburyo bwo kwirinda indwara bwaganiriweho neza hashingiwe kuburyo zandura.</p> <p>2.4 Drugs prevention means are well discussed based on drugs types / Kurwanya ibiyobyabwenge byaganiriweho neza hashingiwe ku bwoko bwabyo</p>
3. Control hazard/kugenzura ibibangamira ubuzima	<p>3.1 Hazard control measures are well applied in line with types of hazard /Uburyo bwo kurwanya ibibangamira ubuzima bwakozwe neza hakurikijwe ubwoko bwabyo.</p> <p>3.2 Incident and injury are properly prevented on the workplace regarding to emergencies response procedures guidelines/Impanuka n'ibikomere byo mu kazi byirinzwe hagendewe ku mirongo ngenderwaho yo gutanga ibisubizo byihuse mu kubikumira</p> <p>3.3 Workplace is effectively prepared in line with signpost direction/Aho dukorera hateguwe neza hagendewe ku bimenyetso biranga ibyerekezo</p>
4. Protect surrounding environment/kubungabunga ibidukikije	<p>4.1 Surrounding places are adequately maintained in line with environment protection guidelines/Ibidukikije byabungabunzwe neza hagendewe ku mabwiriza agenga ibidukikije.</p> <p>4.2 Environmental cleanliness is properly maintained based on different procedures of waste management/Ahantu hasasukuye neza hagendewe kubisabwa mu gutunganya imyanda</p> <p>4.3 Human activities are well controlled according to the climate change conditions/ Ibikorwa bya muntu byakozwe neza hakurikijwe ihindagurika ry'ibihe.</p>

Course content/ Ibyigwa

Learning outcomes/ Umusaruro w'inyigisho	<p>At the end of the module the learner will be able to/ Nyuma y'iyi mbumbanyigisho, uwiga azaba ashobora :</p> <ol style="list-style-type: none"> 1. Ensure hygiene and sanitation/ Kwita ku isuku n'isukura 2. Maintain personal health/ Gusigasira ubuzima bwite 3. Control hazard / Kugenzura ibibangamira ubuzima
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	4. Protect surrounding environment/ Kubungabunga ibidukikije
1. Learning outcome/ umusaruro w'inyigisho 1: Ensure hygiene and sanitation /Kwita ku isuku n'isukura	Learning hours/Amasaha : 8
Indicative content/ Ibyigwa	
<ul style="list-style-type: none"> • Identification of personal hygiene requirements/ Kugaragaza ibikenewe ku isuku <ul style="list-style-type: none"> ✓ Entire body washing/ Gusukura umubiri wose <ul style="list-style-type: none"> ✚ Hand washing/ Gusukura intoki ✚ Teeth brushing/ Koza amenyo ✚ Body washing/ Gusukura umubiri ✚ Washing various clothes/ Kumesa imyenda ✓ Tools and equipments/ Ibikoresho bito n'ibinini • Maintaining food hygiene/ Kubungabunga isuku y'ibiryo <ul style="list-style-type: none"> ✓ Preparation of food / Gutegura ibyo kurya <ul style="list-style-type: none"> ✚ Cleaning/Gusukura ✓ Storing of food/Kubika ibyo kurya <ul style="list-style-type: none"> ✚ Methods of storing/Uburyo bwo kubika ibyo kurya ✓ Preventing food contamination/Kwirinda kwanduza ibyo kurya ✓ Water sanitation/Gusukura amazi • Application of sanitation practices/ Uburyo bwo gusukura amazi <ul style="list-style-type: none"> ✓ Introduction to sanitation/ Inshoza kubijyanye n'isukura ✓ Importance of sanitation/Akamaro k'isukura ✓ Methods of sanitation/Uburyo bw'isukura rusange ✓ Public places/ Ahantu hahurirwa 	
Resources required for the learning outcome/Ibikenewe mu kwigisha	
Equipment / Ibikoresho binini bidashira	<ul style="list-style-type: none"> - Flipcharts stand / Sitandi y'impapuro nini - Computer/Mudasobwa - Projector/ Porojegiteri - Black board/ Ikibaho
Materials / Ibikoresho bishira	<ul style="list-style-type: none"> - Reference books / Ibitabo - Visual aids/ Kwifashisha amashusho - Internet/ Murandasi - Module manuals/ silabisi - Store/ Ububiko - Chalks/ Amacaki
Tools / Ibikoresho bito bidashira	<ul style="list-style-type: none"> - Basin/ Ibasi - Soap/ Isabune

	<ul style="list-style-type: none"> - Hand Sanitiser/ Umuti usukura intoki - Dishes/Amadishe
Facilitation techniques / Imbonezamasomo	<ul style="list-style-type: none"> • Demonstration and simulation/ Kwerekana no gusanisha • Individual and group work/Umukoro w'umuntu kugi cye no mumatsinda • Practical exercise /Imikorongi • Individualized /Kwiga kugiti cye • Group discussion /Ibiganiri mumatsinda
Formative assessment /Isuzuma mbonezanyigisho	<ul style="list-style-type: none"> • Written assessment /Isuzuma ryanditse • Oral assessment /Isuzuma mubiganiri • Performance assessment /Isuzuma mikorere

Learning outcome umusaruro w'inyigisho 2: Maintain personal health / Gusigasira ubuzima bwite	Learning hours/Amasaha yigwa: 10
Indicative content/Ibyigwa	
<ul style="list-style-type: none"> • Description of the reproductive system/Gusobanura kubuzima bw'imyororokere <ul style="list-style-type: none"> ✓ Reproductive tips/Ibyibandwaho m'ubuzima bwimyororokere ✓ Reproductive organ/Imyanya myibarukiro ✓ Family planning/Kuboneza urubyaro • Identification of violence/Gusobanura ihohotera <ul style="list-style-type: none"> ✓ Introduction to violence/Inshoza y'ihohotera ✓ Type of violence/Ubwoko bw'ihohotera <ul style="list-style-type: none"> ✚ Harassment/Gutoteza ✚ Intimidation/Gutera ubwoba ✚ Discrimination/Amacakubiri ✚ Raping/Gufata kungufu ✓ Prevention of violence/Gukumira ihohotera • Identifying the ways of disease prevention/Kugaragaza uburyo bwo kurwanya ibyorezo. <ul style="list-style-type: none"> ✓ Sexual transmissible infectious /Indwara zandurira mumibonano muzabitsina ✓ Covid-19 ✓ Non communicable diseases/Indwara zitandura • Identifying drug prevention measure/Gugaragaza uburyo bwo kurwanya ibiyobyabwenge <ul style="list-style-type: none"> ✓ Introduction to drug abuse/Inshoza ku ibiyobyabwenge ✓ Types of drugs/Ubwoko bw'ibiyobyabwenge ✓ Drug Prevention/Kurinda ibiyobyabwenge 	

Resources required for the indicative content/Ibikoresho nkenerwa ku musaruro w'inyigisho

Equipment/Ibikoresh binini bidashira	<ul style="list-style-type: none"> - Reference books/ Ibitabo - Communication devices/phones - Safety sign/Ibimenyetso by'ubwirinzi - Computer /Mudasobwa - Projector /Porojegiteri - Blackboard / Ikibaho
Materials/Ibikoresho bishira	<ul style="list-style-type: none"> - Flipcharts/Impapuro nini - Markers/ Marikeri - Chalks/ Amacaki - Papers/ Impapuro - Pens/ Amakaramu
Tools/ Ibikoresho bito bidashira	<ul style="list-style-type: none"> - Condom/Agakingirizo - CPR test(COVID-19)/igipimo cya COVID - Rapid test(HIV)/Igipimo cya SIDA
Facilitation techniques/ Imbonezamasomo	<ul style="list-style-type: none"> • Field study demonstration and simulation / kwerekana no gusanisha • Individual and group work/ Umukoro bwite no mu matsinda • Field study / Urugendoshuli • Practical exercise/ Umukoro ngiro • Individualized/ Kwiyigisha • Group discussion / Ibiganire mu matsinda
Formative assessment/ Isuzumambonezanyigisho	<ul style="list-style-type: none"> • Written assessment/Isuzuma ryanditse • Oral assessment / Isuzuma mu biganire • Performance assessment /Isuzuma mikorere

Learning outcome Umusaruro w'inyigisho 3: Control hazard / kugenzura ibibangamira ubuzima	Learning hours/Amasaha yigwa: 7
Indicative content/Ibyigwa	
<ul style="list-style-type: none"> • Propose hazard control measures/Uburyo bwo kurinda ibibangamira ubuzima <ul style="list-style-type: none"> ✓ Definition of hazards/Ububanza bw'ibintu bibangamira ubuzima ✓ Types of hazards at the workplace/Ubwoko bw'ibibangamira ubuzima aho ukorera ✓ Personal protective equipment(PPE)/Ibikoresho by'ubwirinzi ✓ Hazard control measures/Ingamba zo kwirinda 	

- **Describe emergencies response at the work place/Kugena uburyo bwo kubona ibisubizo kubibazo bitunguranye aho ukorera**
 - ✓ Introduction to emergency /Inshoza kubibazo bitunguranye
 - ✚ Accident/Impanuka
 - ✚ Incident/Ibitera impanuka
 - ✚ Emergency/Ibitunguranye
 - ✚ Injury/Igikomere
 - ✓ Firefighting procedures /Kwirinda inkongi y’umuriro
 - ✚ Tools and equipment/Ibikoresho
 - ✚ Methods of firefighting /Uburyo bwo kurwanya inkongi y’umuriro
 - ✓ Proper ways of responding to emergencies /Uburyo nyabwo bwo gucyemura ibitunguranye
- **Interpretation of signpost/Gusobanura ibiranga icyerecyezo**
 - ✓ Introduction of sign post/Inshoza kundanga byerekezo
 - ✓ Types of sign post/Ubwoko ndanga cyerekezo

Resources required for the learning outcome/Ibikenewe mu kwigisha

Equipment/ Ibikoresho binini bidashira	<ul style="list-style-type: none"> - Internet/ Murandasi - Projector/ Porojegiteri - Blackboard / Ikibaho - Computer/Mudasobwa - Fire extinguisher /Kizimyamoto
Materials/Ibikoresho bishira	<ul style="list-style-type: none"> - Flipcharts/Impapuro nini - Markers/ Marikeri - Chalks/ Amacaki - Papers/ Impapuro - Pens/ Amakaramu - Incident report/Raporo y’ibishobora guteza impanuka
Tools/ Ibikoresho bito bidashira	-
Facilitation techniques/Imbonezamasomo	<ul style="list-style-type: none"> • Group discussion/Ibiganiro mu matsinda • Demonstration and simulation / Kwerekana no gusanisha • Individual and group work/ Umukoro bwite no mu matsinda • Field study / Urugendoshuli • Practical exercise/ Umukoro ngiro • Individualized/ Kwiyigisha • Group discussion / Ibiganiro mu matsinda
Formative assessment/	<ul style="list-style-type: none"> • Written assessment/Isuzuma ryanditse

Isuzumambonezanyigisho	<ul style="list-style-type: none"> • Oral assessment / Isuzuma mu biganiro • Performance assessment /Isuzuma mikorere
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Learning outcome 4: Protect surrounding environment	Learning hours: 5
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Indicative content /Ibyigwa

- **Explanation of environment guidelines at the workplace/ Gusobanura amabwiriza agenga ibidukikije**
 - ✓ Deforestation / Kwangiza amashyamba
 - ✓ Erosion control/ Kurwanya isuri
 - ✓ Types of pollution Ubwoko bw'ibihumanya ibidukikije
- **Identification of different ways for waste management/ Kugaragaza uburyo bunyuranye bwo gutunganya imyanda**
 - ✓ Description of waste materials/ Kugaragaza imyanda
 - ✓ Types of waste/ Amoko y'imyanda
 - ✓ Best practices of managing waste/Uburyo bwiza bwo gufata neza imyanda
- **Adaptation to the climate change/ Kugendana n'ihindagurika ry'ikirere**
 - ✓ Cause of climatic change / Impamvu z'ihindagurika ry'ikirere
 - ✓ Mitigation measures /Uburyo bwo kubungabunga ihindagurika ry'ikirere

Resources required for the learning outcome/Ibikenewe mu kwigisha

Equipment/Ibikoresho binini bidashira	<ul style="list-style-type: none"> - Internet/ Murandasi - Projector/ Porojegiteri - Board/ Ikibaho - Computer/Mudasobwa - Flipchart stand/ Sitandi y'impapuro nini
Materials/Ibikoresho bishira	<ul style="list-style-type: none"> - Flipcharts/Impapuro nini - Markers/ Marikeri - Chalks/ Amacaki - Papers/ Impapuro - Pens/ Amakaramu
Tools/ Ibikoresho bito bidashira	<ul style="list-style-type: none"> - N/A(Ntibikenewe)
Facilitation techniques/Imbonezamasomo	<ul style="list-style-type: none"> • Demonstration and simulation / kwerekana no gusanisha • Individual and group work/ Umukoro bwite no mu matsinda • Field study / Urugendoshuli • Practical exercise/ Umukoro ngiro • Individualized/ Kwiwigisha

	<ul style="list-style-type: none"> • Group discussion / Ibiganiri mu matsinda
<ul style="list-style-type: none"> • Formative assessment/Isumamambonezanyigi sho 	<ul style="list-style-type: none"> • Written assessment/Isuzuma ryanditse • Oral assessment / Isuzuma mu biganiri • Performance assessment/ Isuzuma mu mikorere

Reference:

1. Work Readiness Training Programme-Trainer's Manual, Akazi Kanoze-Youth Livelihoods Project.
2. Work Readiness Training Programme -Participant's Manual, Akazi Kanoze-Youth Livelihoods Project.
3. PHARE: Prevention of HIV and AIDS in Rwanda through education, Irish Aid and VSO.