WORLD HEALTH
ORGANIZATION

REGIONAL OFFICE FOR THE
EASTERN MEDITERRANEAN

ORGANISATION MONDIALE
DE LA SANTÉ

BUREAU RÉGIONAL DE LA
MÉDITERRANÉE ORIENTALE

SHORT COURSE ON SOLID WASTES
COLLECTION AND DISPOSAL

Damascus, 20 - 30 May 1968

EMRO 0134

Lecture No.25

Staffing and Training

A. Sound personnel administration essential

   1. Recruiting

   I   Reasonable compensation for work done

   II   Examination to assure good physical condition

   a.   Simple tests of lifting

   b.   Medical examination

   2. Reasonable hours of work

   3. Employee facilities

   4. Accident prevention

   I   Safety committee

   II   Protective equipment or clothing where essential

   III Simple Safety Manuals can be helpful

   IV   Safe driving awards (emblems)

   5. Uniforms (uniform type of clothing)

   I   Use of shoulder or pocket insignia

   II   Laundering?

   6. Manual of duties

   I   Simple printed instructions and requirements

   7. Progressive wage scale for satisfactory performance

   8. Promotion policy

   9. Organization of employees

B. Training programmes

    1. Maintenance of equipment

        I   Manuals important but should be easy to understand and to follow

        II   Where possible, keep equipment clean and painted

        III Insist of regular lubrication and care of equipment

    2. Pre-entry training

    3. On-the-job instruction

        I   Personnel department should help provide direction

        II   Programmes can bring information concerning the organization of the municipal government, particularly of those departments that have some cross-relationships, such as parks, streets, water and sewer, etc.

        III Generally during working hours

    4. Availability of course presented by schools and colleges which may offer opportunities for self-improvement

    5. Toward better citizenship

    6. Supervisory training on broader level

        I   Supervisors will provide much of pre-entry and on-the-job training

        II   They should have written instructions (even **though simple**) to get to their men

    7. Help each employee to feel that he is part of the larger organization