
Healthy Workplace Setting Implementation Guideline



Ministry of Health and Medical Services, Solomon Islands

May 2021

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Abbreviation

AHC	Area Health Centre
CBO	Community-Based Organisation
CSO	Civil Society Organisation
FBO	Faith-Based Organisation
MHMS	Ministry of Health and Medical Services
MOFT	Ministry of Finance and Treasury
NHPD	National Health Promotion Department
NGO	Non-Governmental Organisation
NCD	Non-Communicable disease
NHSP	National Health Strategic Plan
NHVC	National Healthy Village Committee
PHPD	Provincial Health Promotion Department
RDP	Role Delineation Policy
RHC	Rural Health Centre
VHC	Village Health Committee

Introduction

The Healthy Workplace Setting ensures that all persons have the right to a safe and healthy working environment. It applies to all employers, employees, self-employed and any organisations involved in economic activity and service delivery in the Solomon Islands. And it enhances continuous dialogue, consultation, co-ordination and co-operation among employers, employees and other stakeholders on all occupational health and safety (OHS) related matters.

This implementation guideline is a tool to materialise the Healthy Workplace Component in the National Healthy Settings Policy. It explains mechanisms and processes designed to implement, manage and sustain the healthy workplace program at the national, provincial and substation levels. So that, workplaces can mitigate all forms of accidents, injuries and occupational diseases, as well as disturbances such as harassment and discrimination. This guideline will facilitate creation of a supportive environment at the workplace by understanding the whole program and its coordination structure, fulfilling the legal requirement and accessing to key resource persons and knowledge.

1. Implementation framework

The Healthy Workplace Setting is implemented by the Health Promotion Department and the Environmental Health Department of the Ministry of Health and Medical Services in close collaboration with the Ministry of Public Services and the Ministry of Commerce, Industry, Labour and Immigration. Other relevant sectors will be involved in the design, implementation and monitoring of the policy. These sectors include Ministry of Infrastructure and Development (MID), Ministry of Women, Children, Youth and Family Affairs (MWCYFA), private sector, Community Based Organisations (CBOs), Faith Based Organisations (FBOs), Social Welfare, Trade and Employment, Small Business Enterprises and Non-Governmental Organisations (NGOs).

1.1 Organisational structure

The Health Promotion Department and the Environmental Health Department in the Ministry of Health and Medical Services are mandated through the National Healthy Settings Policy to effectively coordinate and collaborate with relevant stakeholders to implement Healthy Workplace programs at all levels.

Mechanisms will be developed and strengthened to ensure that Healthy Workplace Programs are coordinated and managed effectively at different levels. The line of command will be clearly demarcated with specific roles and responsibilities to ensure efficiency and effectiveness in the Healthy Workplace System.

1) National level

- National Healthy Settings Coordinating Committee (NHSCC) is the overarching Settings Committee which consisted of key government Ministries, stakeholders, donors, faith-based organisations (FBOs) and NGOs. It coordinates settings activities through other national settings subcommittees.
- The National Health Promotion Department and Environmental Health Department in the Ministry of Health and Medical Services and other relevant stakeholders will coordinate the implementation of all healthy workplace programs and establish appropriate mechanisms.
- National Healthy Workplace Committee (NHWC) will be established with representatives from the Ministry of Health and Medical Services, Ministry of Public Service, Ministry of Provincial Government and Institutional Strengthening, Ministry of Women, Youth, Children and Family Affairs, Ministry of Commerce, Industry, Labour and Immigration,

Ministry of Infrastructure and Development, Honiara City Council, private sector, Chamber of Commerce and other relevant stakeholders and agencies.

- The National Healthy Workplace Committee (NHWC) is a sub-committee of the National Healthy Settings Coordinating Committee (NHSCC) and it connects with the Provincial Healthy Workplace Committee (PHWC), and the Provincial Healthy Settings Coordinating Committee (PHSCC) at the provincial level (Annex 1).
- Terms of reference (TOR) for this committee is to advise on the Healthy Workplace Settings, provide advocacy for Healthy Workplace, coordinate activities, disseminate information, liaise with relevant organisation for workers claims and counselling and monitor program implementation.

2) Provincial level

- Provincial Healthy Settings Coordinating Committee (PHSCC) is established to coordinate Healthy Settings activities with other Settings subcommittees or taskforces in the Province. It consisted of key governmental ministries, stakeholders, faith-based organisations (FBOs) and NGOs.
- The Health Promotion Department in collaboration with the Environmental Health Department in the Provincial Health Office will establish a Provincial Healthy Workplace Committee (PHWC).
- Representatives to the (PHWC) will come from the key Health Programs, Provincial Government, Ministry of Infrastructure and Development, Town and Country Planning Board, Ministry of Women, Youth, Children and Family Affairs, Business Houses, private sector and other relevant stakeholders and agencies.
- The provincial Healthy Workplace Committee is a subcommittee of the Provincial Healthy Setting Coordinating Committee (PHSCC).
- Terms of reference (TOR) for the PHWCC will cover advocating for Healthy Workplace programs, coordinate activities, disseminate and monitor healthy workplace program implementation.

3) Substation level

- Provincial Healthy Workplace Coordinator in the Provincial Health Office with the Health Promotion and Environmental Health staff at the Area Health Centre (AHC) will facilitate the establishment of the Healthy Workplace Committee (HWC) at the provincial substations.

- The Chairperson of the Healthy Workplace Committee will be appointed during the Committee's first meeting.
- Representatives on the Healthy Workplace Committee will consist of a Health Promotion staff and Environmental Health staff, an Area Health Centre Nurse Supervisor, a Zone Manager, an Administration Officer, a School Teacher, a Fisheries Officer and other relevant stakeholders such as FBOs and community leaders.
- Healthy Workplace Committee will link to the Provincial Healthy Workplace Committee and the Provincial Healthy Settings Coordinating Committee.
- Terms of reference (TOR) for the Healthy Workplace Committee at the substations will cover advocating for healthy workplace, developing healthy workplace regulations or rules, liaise with relevant organisation for workers claims and counselling, identifying resources, developing, implementing, monitoring and evaluation of action plans.

1.2 Processes, Roles and Responsibilities

Key processes from the WHO Healthy Settings framework will be adopted for the implementation of the Healthy Workplace programs. The processes used to establish elemental and contextual settings are as follows:

- Advocacy and orientation for employers and employees in the government, private and business sector on the Healthy Workplace concept for their support.
- Formation of the Healthy Workplace Committee with clear terms of reference (TOR).
- Training for the Workplace Committee members.
- Workplace profiling and prioritisation of key issues.
- Development of the Healthy Workplace Action Plan.
- Implementation, Monitoring and Evaluation

Focal points for the implementation of the Healthy Workplace program will have specific and important roles and responsibilities for the national, provincial and substation or community level. These varying roles and responsibilities complement each other to ensure that the delivery of the healthy workplace programs is effectively coordinated and implemented

1) National level

National Healthy Workplace Coordinator at the NHPD/MHMS

- Collaborate with the National Healthy Settings Coordinating Committee (NHSCC) in policy planning, coordination and organisation at national level.

- Liaise with the National Healthy Settings Coordinator (NHSC) to plan and budget for Healthy Workplace programs.
- Perform secretariat role for the National Healthy Workplace Committee (NHWC).
- Coordinate and identify budget and resources for the Healthy Workplace programs.
- Coordinate with the Provincial Healthy Workplace Coordinators in the Provincial Health Promotion Department and Honiara City Council (HCC).
- Provide training materials and guidelines for the training of employers and employees in the government, non-government and the private sectors on the Healthy Workplace.
- Facilitate Information, Education and Communication (IEC) materials for provincial and community healthy workplace health awareness programs.
- Collaborate with the NHSCC to conduct trainings and advocate on the Healthy Workplace Setting to employers, employees and families and the surrounding communities.
- Monitor, supervise and feedback the Healthy Workplace program at national and provincial levels.
- Document and present healthy workplace program best practises to stakeholders during stakeholder's meetings, seminars and conferences.

2) Provincial level

Provincial Healthy Workplace Coordinator at the PHPD/Province

- Plan, coordinate and organise Healthy Workplace programs.
- Perform secretariat role for the Provincial Healthy Workplace Committee (PHWC).
- Assist the PHSCC to conduct Healthy Workplace Orientation meetings with employers, employees, workers unions, business sector, Labour sector, NGOs, FBOs and surrounding communities.
- Liaise with the Provincial Environmental Health Officer and Labour Officer to select model workplaces for the program.
- Conduct Healthy Workplace concept trainings for Healthy Workplace committee members.
- Coordinate Healthy Workplace concept trainings for employers and employees and their families.

- Conduct a wide consultation and establish new Healthy Workplace settings.
- Coordinate resources to implement the Healthy Workplace Action Plan.
- Monitor, supervise and provide feedback to the Healthy Workplace programs in place.
- Communicate regularly with the Healthy Workplace Committee chairperson.
- Present Healthy Workplace's best practises to stakeholders in meetings, seminars and conferences.

3) Substation level

Chairperson in Healthy Workplace Committee

- Coordinate with the Provincial Healthy Workplace Coordinator for support from Provincial Healthy Workplace Committee, key government Ministry offices and other stakeholders.
- Set up the Community Healthy Workplace Committee.
- Conduct the Committee meetings every 2 months.
- Conduct meetings with key community leaders to identify local resources for the Action Plan.
- Meet periodically with the employers, employees and families to educate and promote Healthy Workplace.
- Liaise with the Member of Provincial Assembly (MPA) and Ward Development Committee (WDC) chairperson for program support.
- Develop proposal to support priority activities in the Healthy Workplace Action Plan to donors.
- Liaise with the provincial healthy workplace coordinator for resources to support the program.
- Prepare and submit monthly reporting to the Provincial Healthy Workplace coordinator.
- Monitor and supervise Healthy Workplace program activities on a regular basis.

2. Implementation management

The processes used in the implementation of Healthy Workplace program include ensuring of effective management support, establishment of a coordinating body, conducting of needs assessment, prioritisation of needs, development of action plans, implementation of the plans, evaluation of the process and outcome, and revision and updating of the program.

2.1 Preparatory phase

To develop a healthy workplace programme that is sustainable and effective in meeting the needs of workers and the employer, it is important to take a systematic approach (not random or irregular approach). It will allow continual improvement of the workplace, empowerment of the team, knowledge creation and knowledge transfer (action research components). The following are some essential points to consider in this phase.

1) Establishing a team

A team should be formed with experienced, committed and motivated people, to collectively share ideas on the Healthy Workplace and ensure that activities are planned and implemented successfully. Characteristics of such team include effective coordination, transparency, frequent communication, flexibility and adequate representation.

The team will be responsible to conduct wider consultation with the employers, self-employed, employees, their family, surrounding community and relevant stakeholders. They are to map out the Healthy Workplace Plan (HWP) for the implementation of the Healthy Workplace program at the national, provincial and substation level. A multisectoral team should consist of representatives from the MHMS, Ministry of Public Services, Labour Department in the Ministry of Commerce, Industry, Labour and Immigration, Ministry of Provincial Government and Institutional Strengthening, Ministry of Infrastructure and Development, Ministry of Women, Youth, Children and Family Affairs, Workers Union, Municipal and Provincial Authorities, Trade and Employment sector, Workers Union, NGOs, FBOs, the private sector and others.

2) Selecting a workplace setting

Selection of a model workplace for the Healthy Workplace program will be jointly organised by the National Health Promotion Department and Environmental Health Department in the MHMS at the national and provincial level. The following criteria will be used to select the healthy workplace:

- Workplace with high incidence and prevalence of diseases (communicable and non-communicable diseases), injuries and accidents, illnesses, complaints and social problems.
- Workplace with large number of workers and their families having health problems and concerns.
- Workplace with the management who pledges willingness to have a Healthy Workplace program in their workplace.

3) Writing a Healthy Workplace Plan

A preliminary assessment or profiling of the Workplace is essential to collect the necessary planning data for the Healthy Workplace program. Results from the data analysis will form the basis for the development of the plan. The plan would include purposes, SMART (Specific, Measurable, Achievable, Relevant and Time-bound) objectives, time schedule, indicators by which progress can be monitored and evaluated. The plan should address environmental and behavioural risk factors and certain obligations for all employers/self-employed and employees in the workplace as well as political, social and cultural values.

The workplace stakeholders' participation and ownership from the initial planning are crucial to harness full participation and support in the implementation, monitoring and sustainability of any Healthy Workplace Program. Coordination mechanisms should be established from the Provincial Health Offices through the Health Promotion Department to the substation healthy workplace setting in the community. The Health Promotion Department will provide assistance to the provincial and substation healthy workplaces with potential partners and donors to implement the action plans.

4) Strategy Development for the Healthy Workplace Settings

The five Actions Areas of Health Promotion will be utilised to develop strategies for the Healthy Workplace Settings:

- Build Healthy Public Policy:
Develop the Workplace's own health policy (a simple guideline or rules).
- Create Supportive Environment:
Create clean, safe and health promoting workplace environment.
- Strengthen Community Action:
Develop and implement the Workplace's own action plan.

- Develop personal skills:
Empower the community with necessary skills and information on safety, hazards, disposal, hygiene and health.
- Reorient Health Services:
Move in a health promotion and protection direction beyond clinical and curative services.

2.2 Implementation phase

The National Healthy Workplace Committee (NHWC) and the Provincial Healthy Workplace Committees (PHWC) with clear terms of reference (TOR) should enable the Healthy Workplace program to progress effectively at national and provincial levels. The Provincial Health Promotion Department and the Environmental Health Department in the Provincial Health Office, supported by the Provincial Government and Ministry of Commerce, Industry, Labour and Immigration will coordinate and monitor Healthy Workplace programs. The Provincial Healthy Workplace Committee (PHWC) and the Healthy Workplace Committee (HWC) at the substations, will ensure that the Healthy Workplace Settings are adequately resourced, coordinated, implemented and monitored in all provinces.

1) Program implementation approach

The healthy workplace program will be implemented along the 6Ds healthy settings approach. The 6Ds in principle consist of “see, plan and do” components.

See

- [1] Discover know the state of your workplace by mapping and profiling
- [2] Dream Set a vision of healthy workplace with all desirable aspects

Plan

- [3] Direct Prioritise and set SMART objectives
- [4] Design Development of a healthy workplace action plan

Do

- [5] Deliver Implement the healthy workplace action plan
- [6] Drive: Monitor, evaluate and update the action plan

It is vital to ensure participatory process at every stage of program implementation.

Action areas to be addressed in the Healthy Workplace implementation are as follows: -

- Occupational safety:
 - Safe work environments
 - Risk management systems
 - Training programs
 - Protective equipment and materials
 - Control of hazardous plants, equipment and substances
- Hygiene and health:
 - Clean water and sanitation
 - Clean work space, furniture and equipment
 - Designated areas for smoking, betel nuts chewing
 - Guidelines for healthy food and physical exercise
 - Free from discrimination, harassment, bullying, violence

Employers are to address safety and health risks from machinery and equipment, provision of information and adequate protective equipment, dealing with emergencies and accidents, training and information on hazards, safe disposal of hazardous materials and use of workplace for health promotion and protection. On the other hand, employees are to cooperate with employers in the field of health and safety; participation in appropriate training on health and safety in workplace concept, enquiring into aspects of health and safety with their work, right to refuse work in situations of danger to health and life and training on safe handling and disposal of hazardous materials at the workplace. Cooperation between the employer and the employee will be harnessed in the workplace environment.

Members of the Healthy Workplace Committee will be trained by the Healthy Workplace Coordinators, Health Inspectors, Labour Department Inspectors on the Healthy Workplace concept. All those involved in the training of employers, employees and families, government officials and the private sector will receive initial training in the Healthy Workplace concept, including above mentioned strategy development and implementation approach, before they participate in the roll out of the Healthy Workplace program in their setting.

2) Indicators and reporting mechanisms

Healthy Workplace indicators identified from the preliminary assessment or workplace profiling will be included in the Healthy Workplace action plan to be monitored during the healthy workplace program implementation. These indicators will be inscribed into the monthly

reporting template which will be completed by the Chairman of the Healthy Workplace Committee.

Health indicators enlisted in the Healthy Workplace action plan will be monitored by the Provincial Healthy Workplace Coordinator and team at the Provincial Health Offices. Provincial Healthy Workplace Coordinators, Health Inspectors and Labour Department Trade Inspectors will monitor and inspect the workplace environment to assess occupational health and safety standards.

The reporting line for the Healthy Workplace program will be from the substation Healthy Workplace level to the provincial level and subsequently to the national level. The Chairman of the Healthy Workplace Committee at the Substation submits quarterly reports on healthy workplace activities to the Provincial Healthy Workplace Coordinators in the Health Promotion Department at the Provincial Health Offices. The Provincial Healthy Workplace Coordinator compiles the reports and send them to the Provincial Healthy Settings Coordinator, who forward them to the National Healthy Workplace Coordinator and the National Healthy Settings Coordinator in the MHMS headquarters.

The National Healthy Settings Coordinator (NHSC) will brief the National Healthy Settings Coordinating Committee (NHSCC), whilst the National Healthy Workplace Coordinator briefs the National Healthy Workplace Committee (NHWC). The Provincial Healthy Settings Coordinator will also brief the Provincial Healthy Settings Committee (PHSC) and the Provincial Healthy Workplace Coordinators briefs the Provincial Healthy Workplace Committee. Feedback on the report will be delivered through the same channel to the Healthy Workplace Committee at the substation level.

3) Monitoring, evaluation and learning

One of the most important lessons learned from various healthy settings initiatives is the need to monitor and evaluate progress of all settings programs. Healthy Workplace programs must therefore be closely followed up in particular for their completion of principle objective; that is to prevent all forms of accidents, injuries and occupational diseases and promote Health, Safety and welfare of all workers.

The monitoring mechanism for healthy workplaces will be developed collaboratively with the Healthy Workplace Coordinators from the Health Promotion Department, Health Inspectors from the Environmental Health Department and Labour Inspectors from the Labour Department.

- The National Healthy Workplace Coordinator with support of the National Healthy Workplace Committee is responsible for compiling information on progress of the Healthy Workplace programs of all provinces.
- The Provincial Healthy Workplace Coordinators, Health Inspectors and Trade Inspectors will be responsible to conduct regular monitoring and supervision of all the Healthy Workplace programs at the provincial level
- The Health Promotion Officers, Health Inspectors and Nurse at the Area Health Centre will assist the Healthy Workplace Committee chairperson to monitor program activities implemented at the substation healthy workplaces.
- The Provincial Healthy Workplace Coordinators and the Health Inspectors will provide capacity building of Healthy Workplace Committees so that the committee(s) can effectively be responsible for monitoring implementation of their Healthy Workplace programs.
- Monitoring tools developed and used by the Healthy Workplace Committee should be simple and user friendly (Annex 2).
- It is recommended to use the Most Significant Change Technique and other Monitoring and Evaluation (M&E) tools to enhance documentation of stories from selected or sentinel settings.

4) Resource mobilisation and management

Resources needed to support the Healthy Workplace action plan can be obtained from within the Workplace setting. The line Government Ministries, Business Houses, private sector, NGOs and other stakeholders should provide the necessary budgetary support to meet priority activities in the Healthy Workplace action plan which address prominent health and safety issues of the employers, employees and families. In addition, the MHMS through the Health Promotion Department and Environmental Health Department should advocate the Healthy Workplace programs and provide budgetary support for them from the Annual Operation Plans.

The Healthy Workplace Committees can facilitate financial assistance from reliable donor agencies to support Healthy Workplace programs at the national and provincial level. Furthermore, the Healthy Workplace Committees may liaise with the employers and mobilise the healthy workplace employees and their families to conduct fund raising for implement the Healthy workplace action plan.

For the Healthy Workplaces at the provincial substations, the Healthy Workplace Committee Chairman with the support of the Healthy Workplace Coordinators at the Area Health Centre

will write request letters for assistance to donors at provincial and national level through appropriate Health Programs and stakeholders. The Provincial Environmental Health Department can facilitate requests for health and safety related issues to the Ministry of Commerce, Industry, Labour and Immigration (MCILI) for possible assistance. The National Environmental Health Department in the MHMS will provide assistance for the Rural Water, Sanitation and Hygiene (RWASH) related issues. The Provincial Health Promotion Department through the National Healthy Settings Coordinator can facilitate resources in the form of tools and IEC materials for health promotion related activities in the healthy workplace.

To enhance sustainability of the Healthy Workplace program, the Health Promotion Department and Environmental Health Department in the Ministry of Health and Medical Services, will advocate for support from key government Ministries including the Ministry of Public Services, Ministry of Commerce, Industry, Labour and Immigration, Ministry of Infrastructure and Development, Ministry of Provincial Government, Workers Union, Business Houses , private sector and other stakeholders to provide budgetary support for the operations of the Healthy Workplace programs.

It is also important to build the capacity of certain members of the Healthy Workplace Committees to manage incoming resources. Members of the Provincial and Community Healthy Workplace Committees will be identified and trained to manage finances and other resources allocated for the Healthy Workplace activities. It is vital to establish regulations for management of resources including budgets, staff, materials and information. For example, an inventory book of items obtained from health programs, donors and stakeholders must be updated from time to time. They must have a borrowing template to keep track of resources at the workplace settings. Stock-take of all items and tools should be conducted on a regular basis.

2.3 Maintenance phase

To ensure sustainability of health workplace program, the following to be considered:

- Develop Healthy workplace specific policies, practices and structures which embed the fundamentals of the Healthy Workplace concept.
- Understand that the concept of the Healthy Workplace setting is a way of working towards set goals to achieve activities in the action plan.
- Conduct regular monitoring and evaluation of the Healthy Workplace program in all participating healthy workplaces in all provinces.

- Share knowledge and experiences between employers, employees, partner organisations, Provincial Government offices, and key Government Ministries.
- Establish clear roles and responsibilities to allow all partners to be fully aware of their input and impact on the healthy workplace program as a whole.
- Assess health and safety issues in the healthy workplace on an annual basis to understand what has been achieved and what needs to be improved.

1) Incentive

Incentive for the Healthy Workplace Committee (HWC) members who are volunteers is a concern for sustainability of the Healthy Workplace program. For the Substation or Community Healthy Workplace Committee, the substation Administration Officer (AO) and various Provincial Government programs may assist in obtaining opportunities for financial contribution, trainings and in-kind, by advocating for support from the Provincial Government, private sectors, non-state actors and aid donors.

2) Further training and support

Continuous capacity building is vital in the Healthy Workplace program. Training materials and guidelines will be provided and used to train employers, employees, key governmental ministries and the private sector on the Healthy Workplace concept. Refresher and continuous knowledge and skill upgrading training on the Healthy workplace concept will be conducted to refresh all those involved in the Healthy Workplace program. This will include the training and retraining of the Healthy Workplace Committee (HWC) members.

3) Best practice documentation and sharing

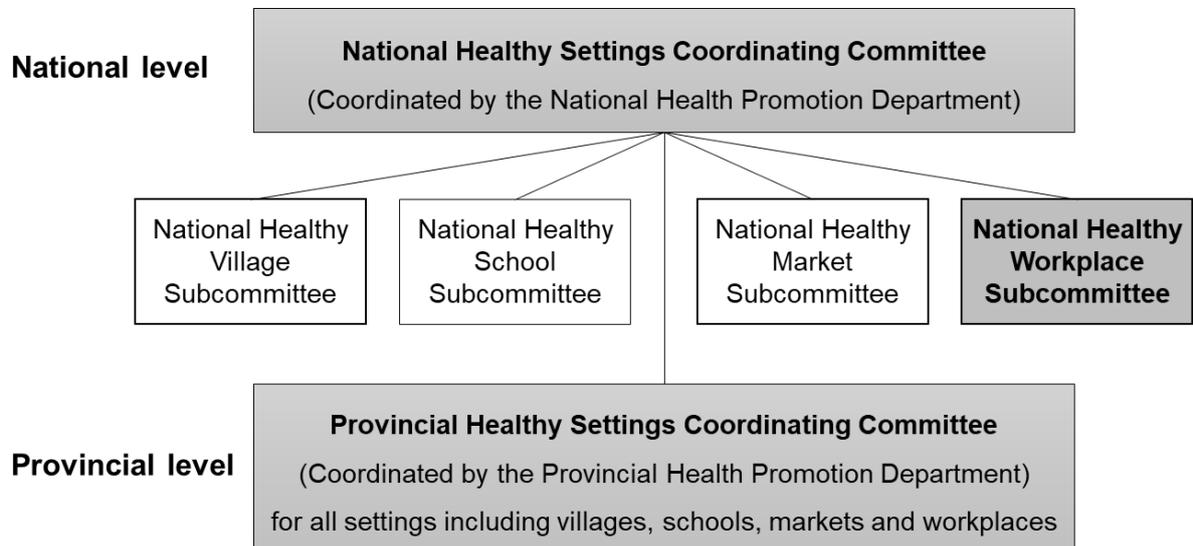
Regular supervision by the National Healthy Workplace Coordinator and National Healthy Settings Coordinator to the provinces is crucial to review, support and strengthen the Healthy Workplace strategy. The Provincial Healthy Workplace Coordinators must visit the model Healthy Workplaces in the provincial substation more frequently. Preferably the National Healthy Workplace Coordinator should visit the provinces once a year and the Provincial Healthy Workplace Coordinator to visit the remote substation healthy workplaces quarterly. Essentially these visitations are aimed to provide support and collect vital information and reports to document best practices from the Healthy Workplace programs which can be shared with stakeholders and donors during local and regional seminars and conferences.

Documenting and sharing best practices of the Healthy Workplace program will encourage collective learning and progress, and also motivate the stakeholders.

- Provincial Healthy Workplace Coordinator and the Provincial Healthy Settings Coordinator should document practices and share them with the Provincial Healthy Workplace Committee, Substation Healthy Workplace Committee members and other stakeholders and present in occasions such as Provincial Government meetings, the National Healthy Settings Conference and press conferences.
- The National Healthy Workplace Coordinator and the National Healthy Settings Coordinator are responsible for compiling and documenting best practices from all provinces of the country and presenting them in meetings such as the National Health Promotion Conference.

Annex

Annex 1. Organisational Structure



Annex 2. Progress Monitoring Framework

No.	Components	Minimum criteria	Baseline	Year 20 ____	Year 20 ____
1	Healthy workplace committee	Male and female members Coordinate with all other groups Committee with a clear TOR			
2	Regulations and policies to promote health	Exist in written form (include benefit and eligibility of employees, sick leave, maternity leave, interpersonal health, communication)			
3	Infrastructure: physical structure, equipment	Clean, hygienic, with ventilation, spacious, strong, emergency exit, breastfeeding room/space			
4	Occupational Health and Safety Training and capacity building	Staff development plan			
5	Wear personal protective equipment and use mechanical aids	Work areas and equipment are safe for workers health and safety			
6	Time management	Clock in, attendance record			
7	Drinking water supply	Safe and clean water			
8	Proper toilet and shower facilities	Separate toilets for males and females			
9	Rubbish disposal/Chemicals and Hazards Management	Rubbish bins, segregation, collection & dumping systems			
10	Landscaping	Look nice outside workplace, go green, beatification			
11	Healthy kaikai	Control of catering and vendors			
12	Physical exercise	Schedule/program of physical activities			
13	Emergency preparedness	Evacuation plan, committee, drills, fire extinguishers			

Step 1	Step 2	Step 3	Step 4
Committee formed and oriented	Regular meetings conducted	An action plan developed based on assessment	Assessment results and plans updated and actions taken
Identify Policies	Orientation on policies	Practise by some	Practise by all
25%	50%	75%	100%
Identify training plan	Orientation of workers	Practised by some	Practised by all
Regulated and everyone oriented	50% compliance	75% compliance	100% compliance
Establish attendance register	50% compliance	75% compliance	100% compliance
Occasionally accessible or supplied	Sometimes accessible or supplied	Water dispenser for some workers	Water dispenser for all workers
1 toilet per > 49 workers	1 toilet per 33-48 workers	1 toilet per 17-32 workers	1 toilet per ≤ 16 workers
Regulated. Everyone orientated	Procure and distribute rubbish bins	Practice	Maintain Behaviour
25% of WP surrounding	50% of WP surrounding	75% of WP surrounding	100% of WP surrounding
Rules and guidelines	Orientation and training	Some selling healthy food	All selling healthy food
Program drafted	Implement physical activity	Some involve in physical activity	All involved in physical activity
Plan drafted	Orientation of workers	Periodic drills	Prepared and ready



Health Promoting Village Project
Japan International Cooperation Agency