

National Guideline for Health Promoting Workplace Programme Sri Lanka 2024



**Health Promotion Bureau
Ministry of Health
Sri Lanka
2024**



National Guideline for Health Promoting Workplace Programme, Sri Lanka 2024

Health Promotion Bureau

Ministry of Health

2024

Table of contents

List of Abbreviations	ii
Foreword	iii
Introduction	1
The Guideline	5
References	14
Annexure I: Is our workplace health promoting?	15
Annexure II: Checklist for a health-promoting workplace	16
Annexure III: Guide to 'checklist for a health promoting workplace'	21
Annexure IV: Reference material	25
Annexure V: Template of the personal health record	26
Annexure VI: Template of the certificate designating a health promoting workplace	27
Annexure VII: Flowchart of the process "Making my workplace healthy"	28

List of abbreviations

BMI	Body Mass Index
CPD	Continuing professional development
FBS	Fasting Blood Sugar
HEO	Health Education Officer
HPB	Health Promotion Bureau
IEC	Information, education and communication
MOH	Medical Officers of Health
NCD	Non-Communicable Diseases
NGOs	Non-Governmental Organizations
PHI	Public Health Inspector
RDHS	Regional Director of Health Services
WHO	World Health Organization

FOREWORD

Health promoting settings play a very important role in facilitating the development and sustainment of healthy behaviours and lifestyles. Workplaces have been recognized to be a key health promoting setting by the World Health Organization.

In recognition of the key role that workplaces play in promoting health of individuals and communities, the Health Promotion Bureau has developed a National Guideline for Health Promoting Workplaces, inclusive of a checklist, to facilitate the successful implementation of this endeavour. This guideline is applicable to all workplaces in the country, be they government, non-government or private settings, inclusive of health and all other sectors. It is expected that all sectors will join hands to improve the health of their work forces and communities by being guided by this guideline and implementing it. The implementation of this guideline by all sectors will also aid the achievement of the Sustainable Development Goals.

Health Promotion Bureau will extend all possible support in guiding and implementing the development of sustainable health promoting workplaces throughout the country. Support of the provincial, regional and divisional health teams and sectors outside health is essential in empowering workplaces to be health promoting settings. Monitoring of the progress of the health promoting workplace begins at the workplace itself with the establishment of a committee which will meet monthly to develop and improve the health and wellbeing of all in their workplace. Thus, ownership of this programme is with the workplaces and local communities themselves, with facilitation and guidance by the local health authorities and Health Promotion Bureau. Recognition of workplaces with success stories in being health promoting settings and achieving remarkable health and wellbeing outcomes through this programme will be recognized and showcased at the national level.

The support of each and every workplace in the country is eagerly expected to convert them to health promotion settings. Sri Lanka as a nation needs to collaboratively embark on this journey to promote our nation's health and wellbeing through our workplaces.

Dr.Amanthi Bandusena
Consultant Community Physician
Head, Policy & Advocacy,
Risk Communication Units
Health Promotion Bureau

Dr. B.K.R.Batuwanthudawe
Director, Health Education and Publicity
Health Promotion Bureau
Ministry of Health
Sri Lanka

2024

Introduction

What is Health Promotion?

The process of enabling people to increase control over, and to improve, their health”(1). It moves beyond a focus on individual behaviour. It represents and captures a comprehensive approach to bringing about social change to improve health and wellbeing of the population.

Health promotion has 5 key action areas

Key action area	An Example (relevant to workplace)
▶ Building healthy public policy	Healthy canteen policy implemented in the workplace
▶ Creating supportive environments	Refreshments served at workplace in accordance with Non-Communicable Diseases (NCD) circular
▶ Strengthening community action	Empowering staff to measure their own BMI
▶ Developing personal skills	Staff empowered to prevent NCDs through adopting healthy lifestyles/ behaviours
▶ Reorienting the health services	NCD screening of workers

This guideline builds on these five key action areas to strengthen health promotion in the workplace through encouraging actions relevant to them through a holistic approach to health promotion in the workplace, with the support of a checklist.

Health promotion is achieved through the key strategies of
<ul style="list-style-type: none">▶ Advocating for health▶ Mediating between different interests in society▶ Enabling all people: inculcating knowledge, information and skills

A health promotion setting is

A place or social context in which people engage in daily activities in which environmental, organizational, and personal factors interact to affect health and wellbeing

What is work place health promotion?

- ▶ An ongoing, dynamic process for improving health through the workplace.
- ▶ A participatory approach, where all staff work together as a team to collectively improve their health and well-being.
- ▶ Both the employer and employee are involved in co-creation, strategizing and planning the health promotion process in their work place.
- ▶ Combined efforts of employers, employees and society to improve the health and well-being of people at work, which can be achieved through a combination of improving the work organization and working environment, promoting active participation and encouraging personal development (2)
- ▶ Emphasis is on improving the work organization and working environment, increasing workers' participation in shaping the working environment, and encouraging personal skills and professional development.
- ▶ Evaluation of employee satisfaction in both work front and health promotion functions must be an inbuilt, integral component in work place health promotion.
- ▶ Work place health promotion is holistic and goes beyond occupational health and safety, which is already regulated and monitored by relevant authorities.

Why is promoting health in work places important? (3–5)

- ▶ The workplace has been established as one of the priority settings for health promotion in the 21st century (2)
- ▶ The workplace directly influences the physical, mental, economic and social well-being of workers and in turn the health of their families, communities and society.
- ▶ Ideal setting to support the promotion of health of a large audience.
- ▶ Increasingly clear that **major diseases need workplace programmes as part of the disease control and prevention strategy.**
- ▶ Many people spend more than one third of their day at workplaces or work.
- ▶ 13.9% of accidents nationally occur at work places, as estimated by researchers (6).

- ▶ Physically active employees have lower health care costs, less sick leave & are more productive at work.
- ▶ **Main focus is on primary prevention.**
- ▶ Hazards associated with the **combined effects of lifestyle factors and occupational exposures** are identified and minimized.
- ▶ Benefits all staff (both Management and employees).
- ▶ Workplace health programmes can lead to positive health changes at all levels - individual, organization & community as there is a spill over effect to families and communities from workplaces.
- ▶ **Win-win situation for all**

Benefits to Management

Potential for impact;

- ▶ Reduced health care costs
- ▶ Reduced absenteeism
- ▶ Increased productivity
- ▶ Increased recruitment/retention
- ▶ Good work Culture
- ▶ Good employee morale

Benefits to other staff

- ▶ Improved health and wellbeing through a supportive, enabling environment
- ▶ Improved relations and co-operation with co-workers
- ▶ Good team spirit with pride in being a team member
- ▶ Reduced mental stress
- ▶ Improved levels of happiness, contentment and work satisfaction which positively spills over to their families
- ▶ Readily accessible support system for improving health and wellbeing

Health Promoting Workplaces and Sustainable Development Goals

Workplaces being health promoting sites do assist in the achievement of Sustainable Development Goals (SDG). Health promoting workplaces contribute to SDGs in the following ways;

- ▶ At national level the development of Health Promoting Workplaces will be a pre-requisite for sustainable social and economic development.
- ▶ Healthy workers are productive and raise healthy families; this is a key strategy for overcoming poverty.
- ▶ Processes of protecting workers, surrounding communities and the environment for future generations have important common elements, such as pollution control and exposure reduction and is influenced by occupational health and safety measures.

National Guideline for Health Promoting Workplace Programme, Sri Lanka

2024

Target audience of this guideline

All staff (management, employers, employees) of workplaces in Sri Lanka, inclusive of health, non-health, government and private sectors, inclusive of staff and members of supportive services within the premises (cleaning, security).

Goal

A workforce empowered to achieve optimal health and wellbeing through an enabling and supportive work environment with maximal support for healthy living

Objectives

- ▶ To promote a healthy work environment in all workplaces, thereby improving health, productivity and work-life balance of all workers
- ▶ To have every work setting in Sri Lanka being a health promoting workplace
- ▶ To have an inbuilt monitoring mechanism to assess workplace health promotion

Six (6) Key areas addressed in health promoting workplaces through this guideline

- ▶ Policy
- ▶ Organizational environment
- ▶ Physical work environment – safety, protection from harm, ergonomics
- ▶ Psychosocial work environment – psychological & social
- ▶ Personal health resources at the workplace – physical activity, healthy food choices, health screening, access to health information
- ▶ Enterprise community involvement – partnerships, work with community, health care packages.

Following elements can be considered under key areas mentioned above;

- ▶ NCD prevention
- ▶ Screening and treatment for NCDs
- ▶ Healthy eating
- ▶ Physical activity enhancement
- ▶ Communicable disease prevention
- ▶ Tobacco use cessation
- ▶ Substance abuse prevention
- ▶ Happy living- free of substance use (illicit drugs and alcohol dependence)
- ▶ Good mental health and stress management
- ▶ Occupational safety and health
- ▶ Breast feeding support
- ▶ Work-life balance
- ▶ Environment friendly initiatives
- ▶ Healthy living rewards or incentives
- ▶ Multisectoral partnerships
- ▶ Monitoring and evaluation
- ▶ Community volunteerism
- ▶ Workplace satisfaction and wellbeing

Health issues for prioritization through workplaces

Of the key areas and elements mentioned above, health and wellbeing issues of a particular workplace can be prioritized as suggested bellow:

- ▶ Healthy living
- ▶ Physical fitness
- ▶ Good mental health
- ▶ Freedom from substance abuse
- ▶ NCD prevention and control

Role of management in creating and sustaining health promoting workplaces

- ▶ Written policies with support from owners/employers/management taking leadership to encourage health promotion in the workplace
- ▶ Encouraging owners/employers to support workplace wellness, so that there are no barriers to implementation of workplace health promotion.
- ▶ Support from managers & peers who also engage in healthy behaviours- role models, rewards or incentives given for healthy behaviours
- ▶ Employees need to see leaders participate and through modelling be active supporters of programmes
- ▶ Target multiple factors (from key areas and elements) to help maximize success
- ▶ Inbuilt campaigns which use messages delivered through multiple channels, such as IEC materials, announcements at meetings, emails, newsletters, etc.
- ▶ Provision of enabling environment – availability of healthy food/snacks, fitness facilities, counselling at or through the workplace.
- ▶ Creation of a supportive environment – written “Workplace health promotion policy”, healthy food served at meetings as refreshments.
- ▶ Provision of facilities in line with circulars and guidelines issued by the Health Ministry: Eg – breastfeeding spaces, healthy foods at meetings, etc. (Annexure: IV).
- ▶ Compliance with Sri Lanka labour laws.
- ▶ Environment free of stigmatisation of workers with disease conditions and disabilities.
- ▶ Appropriate clothing and fitness apps, where possible, may provide the extra push that less active employees need, while giving active employees peer support.

Role of HPB in developing Health Promoting Workplaces

- ▶ Development of national guideline for health promoting workplaces inclusive of checklist and dissemination to all MOOH and Central level institutions.
- ▶ Provision of technical support to district and MOH teams to facilitate development of health promoting workplaces.
- ▶ Developing necessary advocacy and awareness material to facilitate health promoting workplace development and sustainability.
- ▶ Conducting periodic national and provincial reviews of health promoting workplace progress.
- ▶ Showcasing and disseminating success stories of health promoting workplace initiative through diverse platforms.
- ▶ Revision of guideline and checklist after 2026 in accordance with progress made, inputs received, successes shared and lessons learned.

Role of provincial level team in developing health promoting workplaces

- ▶ PDHS team to provide policy directions and directives to support and facilitate establishment of health promotion workplace programme.
- ▶ Advocacy at provincial level to institutionalize health promoting workplaces program in the province.
- ▶ Facilitating healthy and sustainable workplaces by providing necessary financial and logistics support.
- ▶ Facilitating partnerships with other relevant sectors and organizations (eg- agriculture, police department, NGOs etc) in networking to achieve mutual goals.

Role of district level team in developing health promoting workplaces

- ▶ RDHS team to actively promote, support and facilitate this programme.
- ▶ Advocacy at district level to develop health promoting workplaces.
- ▶ Facilitating healthy and sustainable workplaces by providing necessary resources – technical support, financial and logistic support.
- ▶ Facilitating partnerships with other relevant sectors and organizations (eg- agriculture, police department, NGOs etc) in networking to achieve mutual goals.

Role of MOH team in developing health promoting workplaces

- ▶ Advocacy at divisional level to develop health promoting workplaces.
- ▶ Provision of technical support to workplaces to facilitate them to be health promoting settings.
- ▶ Site visits to ascertain progress of health promoting workplaces, especially when requested or informed by an institute that they have fulfilled criteria to be a health promoting workplace.
- ▶ Certification of workplaces within the division as health promoting/ progress toward being health promoting (with support of relevant documents – records and attendance of health promoting events/ programmes conducted etc, together with site inspection)- a certificate will be issued (Annexure: VI)
- ▶ Developing at least one model health promoting workplace within the division.
- ▶ Re-validation of each workplace certified to be health promoting at least once every two years.

Develop partnerships and social support

- ▶ Take advantage of all available community resources (e.g., public spaces, parks) & partnerships
- ▶ Examples of support programmes – walking clubs, group exercise activities in the workplace
- ▶ Use existing resources – work with local government to enhance opportunity for physical activity around workplace; ensure continuity and connectivity of pavements, improve safety (speed bumps, etc), landscaping, encourage development of green spaces within walking distance of workplace

Research has shown that implementing such enhancements results in noteworthy improvement in physical activity levels and can also reduce stress

WORKPLACE HEALTH MODEL

1 ASSESSMENT

- INDIVIDUAL**
(e.g. demographics, health risks, use of services)
- ORGANIZATIONAL**
(e.g. current practices, work environment, infrastructure)
- COMMUNITY**
(e.g. transportation, food and retail, parks and recreation)

4 EVALUATION

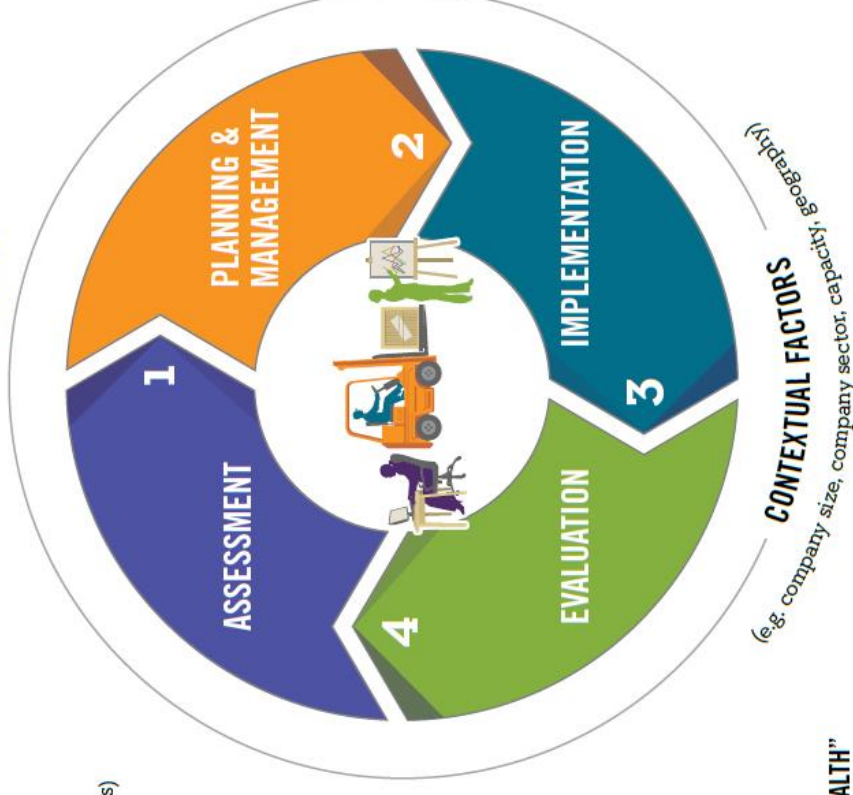
- WORKER PRODUCTIVITY**
(e.g. absenteeism, presenteeism)
- HEALTHCARE COSTS**
(e.g. quality of care, performance standards)
- IMPROVED HEALTH OUTCOMES**
(e.g. reduced disease and disability)
- ORGANIZATIONAL CHANGE, "CULTURE OF HEALTH"**
(e.g. morale, recruitment/retention, alignment of health and business objectives)

2 PLANNING & MANAGEMENT

- LEADERSHIP SUPPORT**
(e.g. role models and champions)
- MANAGEMENT**
(e.g. workplace health coordinator, committee)
- WORKPLACE HEALTH IMPROVEMENT PLAN**
(e.g. goals and strategies)
- DEDICATED RESOURCES**
(e.g. costs, partners/vendors, staffing)
- COMMUNICATIONS**
(e.g. marketing, messages, systems)

3 IMPLEMENTATION

- PROGRAMS**
(e.g. education and counseling)
- POLICIES**
(e.g. organizational rules)
- BENEFITS**
(e.g. insurance, incentives)
- ENVIRONMENTAL SUPPORT**
(e.g. access points, opportunities, physical/social)



Implementation, monitoring and evaluation

The following are recommended to optimize implementation, monitoring and evaluation;

- ▶ The health promoting workplace initiative to be developed and sustained in all sectors (health, non-health, government, non-government, private, etc). The technical support of the local Medical Officer of Health (MOH) and HPB could be obtained, to facilitate this.
- ▶ The MOH team to raise awareness and monitoring on developing workplaces to be health promoting settings within their division.
- ▶ **A team of 5-7 from each workplace to comprise the working committee to facilitate the development and sustainability of the work place as a health promoting work place.** This team should be **representative of all levels of staff** and **gender equality is encouraged** in the team.
- ▶ The working committee of each workplace to monitor and evaluate it, to develop and maintain it as a health promoting workplace, in accordance with the checklist for a health promoting work place (Annexure: II)
- ▶ Initiatives and approaches beyond the checklist are welcome and encouraged. The checklist is a guide to basic requirements to designate a workplace as health promoting
- ▶ WPHP related activities cannot be conducted instantly, it is a process.
- ▶ All the activities conducted should be **documented for easy monitoring and evaluation.**
- ▶ There is always space for improvement, even in model workplaces.

Way forward

- ▶ Collaboration with relevant personnel from diverse sectors, community and HPB for optimal success.
- ▶ A mix of health promoting workplaces representing government, non-government and private workplaces spanning across rural, urban and estate sectors established and sustained in each district.
- ▶ Regular internal monitoring and evaluation by each workplace itself, to further develop and maintain the workplace as a health promotion setting (it is important that workplaces are assessed internally at least once in two years, to ensure they still fulfil criteria to be designated health promoting, even after designation as a health promoting workplace as this is a dynamic process which can change without continuous effort and monitoring).
- ▶ Regular monitoring of progress of workplace setting development with evaluation at set intervals at district level.

- ▶ Monitoring and evaluation of randomly selected workplaces designated to be health promoting workplaces, at national level, in collaboration with district/ MOH team.
- ▶ Showcasing and recognition of district level model workplace settings at national level.
- ▶ Updating and revision of guideline after 2026 – in accordance with experiences shared following implementation, results of monitoring and evaluation and workplace health reviews, to further improve the existing guideline.

Targets
<ul style="list-style-type: none"> ▶ At least one health promoting workplace established in each MOH division by end of 2024* ▶ At least two health promoting workplaces established and functional in each MOH division by end 2025 ▶ At least one model health promoting workplace in each MOH by end 2025**

* Health promoting workplace: with check list score $\geq 75\%$ (37.5/50 or above)

**Model health promoting workplace: with check list score $\geq 85\%$ (42.5 or above)

Is our workplace a health promoting workplace? (Annexure I)

Using the attached criteria for designating workplaces as health promoting, we can see how health promoting our own place of work is and how we can further improve.

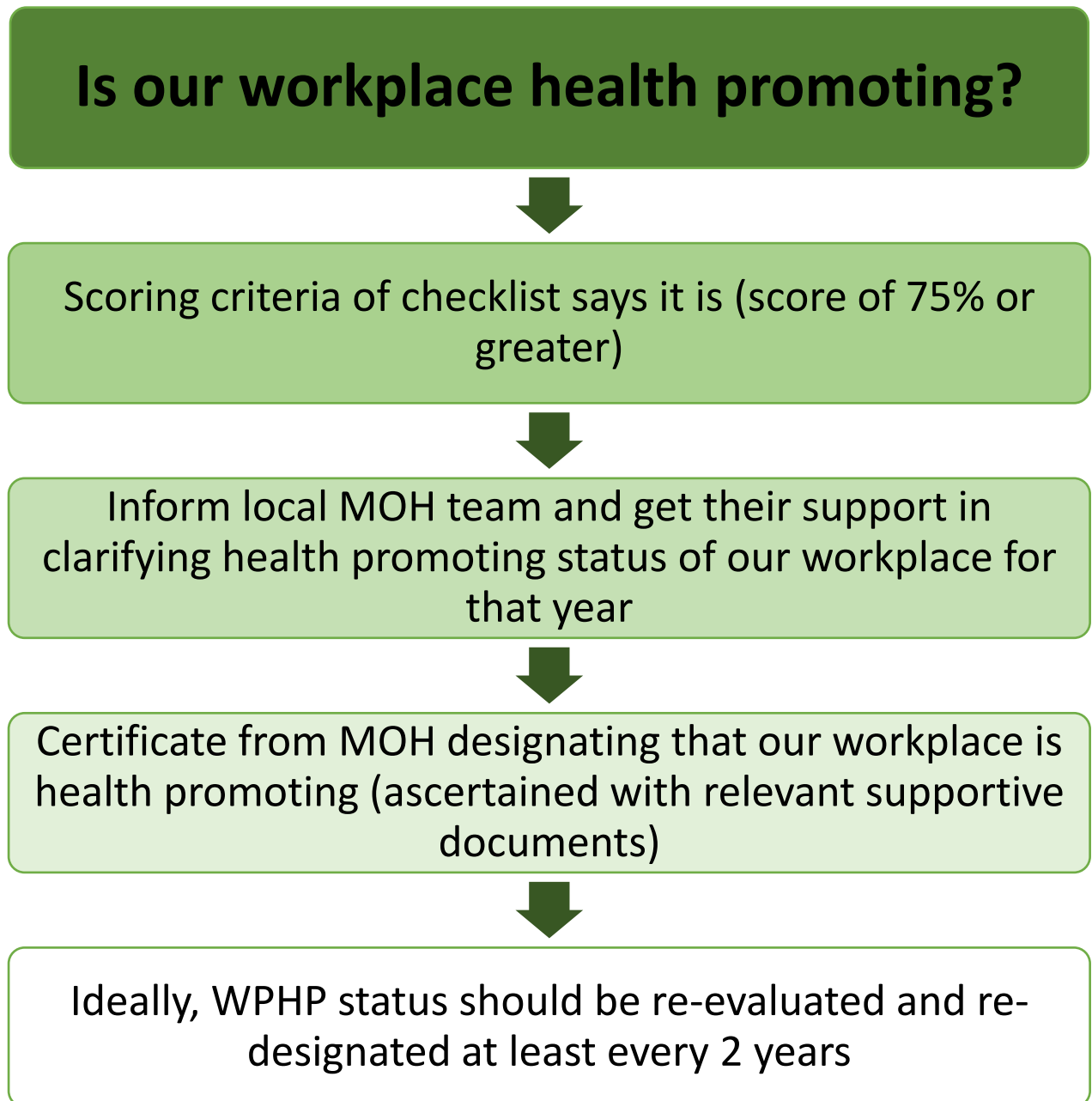
Checklist for health promoting workplaces (Annexure II)

- ▶ Includes all 6 key elements - Workplace Policies, Organizational environment, Physical environment, Psycho-social environment (inclusive of personal development skills & Health skills), Availability of health resources, Community engagement activities
- ▶ Total number of items on checklist – 45
- ▶ Full score – 50 (not all items have a score of 1)

References

1. World Health Organization. Ottawa Charter for Health Promotion. In 1986.
2. European Network For Workplace Health Promotion. Luxembourg Declaration on Workplace Health Promotion in the European Union. 2007.
3. Song Z, Baicker K. Effect of a Workplace Wellness Program on Employee Health and Economic Outcomes: A Randomized Clinical Trial. *JAMA - Journal of the American Medical Association*. 2019;321(15):1491–501.
4. Vargas-Martínez AM, Romero-Saldaña M, De Diego-Cordero R. Economic evaluation of workplace health promotion interventions focused on Lifestyle: Systematic review and meta-analysis. *J Adv Nurs*. 2021;77(9):3657–91.
5. Proper KI, Van Oostrom SH. The effectiveness of workplace health promotion interventions on physical and mental health outcomes – A systematic review of reviews. *Scand J Work Environ Health*. 2019;45(6):546–59.
6. Hämmäläinen P, Takala J, Saarela KL. Global estimates of occupational accidents. *Saf Sci*. 2006 Feb;44(2):137–56.

Annexure I: Is our workplace health promoting?



Annexure II: Checklist for a health-promoting workplace

This is how we can see whether our workplace is health-promoting.

Key Elements

- Workplace Policies
- Organizational environment
- Physical environment
- Psycho-social environment (inclusive of personal development skills & Health skills)
- Availability of health resources
- Community engagement activities

The checklist provides the example of criteria which guide the facilitator or the supervising committee in the work place to help to promote health promoting work setting for worker health and well-being.

It is expected that activities to qualify workplaces as health promoting in accordance with this checklist will **commence from January 2024 and assessment is expected of all workplaces in accordance with this checklist in 2024.**

Key Element	Checkpoints	Yes	No	Score
Workplace policies	Vision mission board for organization available	1	0	1
	The organization has a policy of being/ working toward being a health-promoting workplace	2	0	2
	All staff are made aware of circulars and guidelines related to health promotion issued by the Ministry of Health, as they are issued (eg- COVID Appropriate Behaviours)	1	0	1
	All staff are given necessary support to adhere to circulars and guidelines relevant to health promotion issued by the Ministry of Health (eg- availability of hand washing facilities)	1	0	1
Organizational environment	There is a coordinating working committee to develop/maintain the organization as a health promoting work place (team of 5 -7 members, but can be less or more depending on workforce numbers)	1	0	1
	The coordinating working committee is comprised of representatives from all levels in the organization (administrators, technical officers, supportive staff, etc)	1	0	1
	The coordinating working committee meets at least once a month to discuss and review progress to develop and sustain the organization as a health promoting work place (functioning health promoting workplace is determined by this criterion)	1	0	1
	All staff have been trained on the concepts of health promoting work settings (a basic presentation on this will be shared by the HPB)	1	0	1
Physical environment	Basic safety precautions are in place to prevent accidents and physical injuries (no obvious dangers such as unprotected wells, dangerous/sharp unprotected equipment lying around, mosquito breeding sites)	1	0	1
	Availability of clean toilets with basic sanitary facilities (water, soap, sanitary waste disposal bin/ basket, etc	1	0	1
	Safe drinking water is available	1	0	1
	Proper garbage disposal system in place (segregation, management, removal)	1	0	1
	Availability of home garden/green spaces within the workplace	0.5	0	0.5
	3R concept (Reduce, Re-use, Recycle) is practiced	1	0	1

	Functioning fire safety measures in place (eg- fire extinguisher, fire escape where relevant, notices to not use elevator in case of fire, etc.)	1	0	0.5
	All staff trained in basic fire safety measures	0.5	0	0.5
	Satisfactory PHI site inspection report	0.5	0	0.5
	Availability of breastfeeding room	1	0	1
	Staff has been given basic training on ergonomics (eg – sitting, lifting, relevant work postures, etc.)	1	0	1
Psycho-social Environment	A programme to promote wellbeing occurs at least quarterly for all staff categories	1	0	1
	At least 70% of staff attend the wellbeing programme/s conducted	1	0	1
	Welfare society in place, which meets regularly	1	0	1
	At least 50% of all staff attend CPD/relevant training activity annually	1	0	1
	Accommodates special needs of staff with disabilities (eg - accommodation at ground floor, wheelchair accessibility)	2	0	2
	Counseling services available at/ through organization	2	0	2
	Creative expressions encouraged through a creative corner/ space given on the notice board	1	0	1
	Designated area available for sick room/ personal space/ prayer, etc.	1	0	1
	Organization of at least one recreational event a year (sports/ National festival /spiritual events)	1	0	1
Availability of health resources	Availability of Wellness corner/Wellness area in the work place	1	0	1
	Annual health screening programme occurs at/ through workplace for all workers	2	0	2
	Low Sugar, Salt, Fat diet concepts promoted through work place	1	0	1
	Fitness education and access to physical fitness through at least a single mechanism such as exercise at regular intervals with piped music while at work station/ exercise classes or sessions/Yoga, Zumba /Gym facilities, etc. are accessible to all staff categories at/ through the work place	1	0	1
	Stress management programmes are available at/through the work place	1	0	1
	Each worker has a personal health record which is updated at least annually	1	0	1
	Information on the prevention of communicable & non-communicable diseases is made available to staff	1	0	1

	Regular monitoring of BMI occurs (at least quarterly)	1	0	1
	Improvement of at least one anthropometric measurement in at least 50% of all staff categories requiring improvement to reach recommended range, is seen on quarterly assessment**	2	0	2
	Improvement in health measures is seen among staff (at least 50% of all staff requiring improvement, show improvement in at least 1 health measure) on annual assessment ***	2	0	2
	Training on first aid given to all staff categories (> 70 % trained on first aid)	1	0	1
	Healthy and nutritious food is accessible (canteen available/ available within 1 km/ delivery facilitated through workplace)	2	0	2
	IEC materials on healthy behaviors are displayed in appropriate places	1	0	1
Community engagement activities	Coordinates and liaises with relevant institutions in the area for partnership in health promotion	2	0	2
	The organization supports health promotion events in the community (resource assistance given where ever possible etc.)	1	0	1
	Where appropriate, families and the community are invited to participate in health education and training activities conducted by the organization	1	0	1
				50

****Anthropometric measures**

- Weight, height, BMI, waist circumference, waist/height ratio > 0.5 (cardiovascular disease risk)

*****Health measures**

- Blood pressure
- Anthropometry
- Basic blood Investigations (FBS, Serum Cholesterol)

Scoring criteria to designate a workplace as health-promoting

- $\geq 85\%$ of checklist – model health promoting work place (42.5 or above)
- **$\geq 75\%$ of checklist - health promoting work place (37.5/50 or above)**
- $\geq 50\%$ of checklist - progressing steadily toward being a health promoting workplace (25/50 or above)
- $< 50\%$ of checklist – needs very focused work to be a health promoting work place (24/50 or below)
- Each workplace should **aim annually to further improve on their previous score or maintain their score where it is 100%**, with new innovative measures being further introduced to be an exemplary health promoting work setting (these innovative measures can be then showcased at district and national level)
- **If any component in the checklist is irrelevant to the workplace full marks for that component should be allocated** (eg- absolutely no space for a home garden/ green space as determined by MOH team, 100% male staff with thereby no requirement for a breastfeeding room)
- **Even if the total score indicates a health-promoting workplace, if there is an obvious hazard/ risk/ threat (as determined by the MOH team) the certification should be delayed until the reason is corrected** (eg- hazardous, unprotected equipment lying around, an unprotected well, etc.).

Annexure III: Guide to “checklist for a health-promoting workplace”

Within the 6 key areas, activities can be conducted depending on the environment and employees of the particular workplace. This guideline provides a basic guide and activities should not be restricted to this in evaluation.

Key Element	Checkpoints	Guide
Workplace policies	Vision mission board for organization available	If there is a notice board with/ a documented vision/ mission statement for the organization, 1 mark can be allocated
	The organization has a policy of being/ working toward being a health-promoting workplace	Written policy – 2 marks (notice board/ written official statement of the organization)
	All staff are made aware of circulars and guidelines related to health promotion issued by the Ministry of Health, as they are issued	eg- COVID Appropriate Behaviours
	All staff are given necessary support to adhere to circulars and guidelines relevant to health promotion issued by the Ministry of Health	eg- availability of hand washing facilities
Organizational environment	There is a coordinating working committee to develop/maintain the organization as a health promoting work place (team of 5 -7 members, but can be less or more depending on workforce numbers)	Documentation
	The coordinating working committee is comprised of representatives from all levels in the organization (administrators, technical officers, supportive staff, etc)	Documentation of working committee (names and designations)
	The coordinating working committee meets at least once a month to discuss and review progress to develop and sustain the organization as a health promoting work place	Monthly meetings must be documented
	All staff have been trained on the concepts of health promoting work settings	A basic presentation on this will be shared by HPB (Annexure IV)
Physical environment	Basic safety precautions are in place to prevent accidents and physical injuries	No obvious dangers such as unprotected wells, dangerous/sharp unprotected equipment lying

		around, mosquito breeding sites on-site inspection
	Availability of clean toilets with basic sanitary facilities (water, soap, sanitary waste disposal bin/ basket, etc	A subjective measure, on-site inspection
	Safe drinking water is available	A subjective measure, on-site inspection
	Proper garbage disposal system in place (segregation, management, removal)	A subjective measure, on-site inspection
	Availability of home garden/green spaces within the workplace	Site inspection
	3R concept (Reduce, Re-use, Recycle) is practiced	Site inspection
	Functioning fire safety measures in place	eg- fire extinguisher, fire escape where relevant, notices to not use elevator in case of fire where there is an elevator, etc
	All staff trained in basic fire safety measures	Should be documented
	Satisfactory PHI site inspection report	Report has to be available
	Availability of breastfeeding room	Site inspection
	Staff has been given basic training on ergonomics (eg – sitting, lifting, relevant work postures, etc.)	Documentation/ observation
Psycho-social Environment	A programme to promote wellbeing occurs at least quarterly for all staff categories	Wellbeing means quality of life and the ability of people and societies to contribute to the world with a sense of meaning and purpose. eg: Awareness programmes/ activities promoting physical health, mental health, spiritual, socio-economic (any area under wellbeing is acceptable)
	At least 70% of staff attend the wellbeing programme/s conducted	Attendance documentation
	Welfare society in place, which meets regularly	Documentation
	At least 50% of all staff attend CPD/relevant training activity annually	Documentation
	Accommodates special needs of staff with disabilities	e.g., an employee with a musculoskeletal deformity

		accommodated in ground floor/ wheelchair accessibility (ramp)
	Counseling services available at/ through organization	Professional counselling services available on site or facilitated by the organization when it is required (eg -through referral to service/clinic)
	Creative expressions encouraged through a creative corner/ space given on the notice board	Site inspection
	Designated area available for sick room/ personal space/ prayer, etc.	Even single designated space is enough – site inspection
	Organization of at least one recreational event a year (sports/ National festival /spiritual events)	recreational event simply means entertaining, relaxing or fun activity - documentation
Availability of health resources	Availability of Wellness corner/Wellness area in the work place	Site inspection for wellness corner. An area facilitating conduct of physical exercise/ yoga/ Zumba etc. is also acceptable.
	Annual health screening programme occurs at/ through workplace for all workers	May be organized on site or maybe facilitated through the workplace
	Low Sugar, Salt, Fat diet concepts promoted through work place	e.g., Provision of diet according to the guideline provided by the NCD unit, MoH at meetings, implementation of canteen guideline, IEC material displayed (Documentation/ site observation)
	Fitness education and access to physical fitness through at least a single mechanism such as exercise at regular intervals with piped music while at work station/ exercise classes or sessions/Yoga, Zumba /Gym facilities, etc. are accessible to all staff categories at/ through the work place	Site observation/ documentation
	Stress management programmes are available at/through the work place	Documentation/ Site observation
	Each worker has a personal health record which is updated at least annually	A template of a personal health record is given in Annexure V
	Information on the prevention of communicable & non- communicable diseases is made available to staff	Site observation (IEC material displayed / wellness corner with NCD prevention communication etc.)/ documentation

	Regular monitoring of BMI occurs (at least quarterly)	Calculation of BMI; BMI= weight (kg)/ height ² (m ²) Documentation
	Improvement of at least one anthropometric measurement in at least 50% of all staff categories requiring improvement to reach recommended range, is seen on quarterly assessment**	**Anthropometric measures <ul style="list-style-type: none"> Weight, height, BMI, waist circumference, waist/height ratio > 0.5 (cardiovascular disease risk) Documentation (baseline assessment and improvement)
	Improvement in health measures is seen among staff (at least 50% of all staff requiring improvement, show improvement in at least 1 health measure) on annual assessment ***	***Health measures <ul style="list-style-type: none"> Blood pressure Anthropometry Basic blood Investigations (FBS, Serum Cholesterol) Documentation (baseline assessment and improvement)
	Training on first aid given to all staff categories (>70 % trained on first aid)	Documentation
	Healthy and nutritious food is accessible (canteen available/ available within 1 km/ delivery facilitated through workplace)	Site observation/ informally asking random workers about accessibility
	IEC materials on healthy behaviors are displayed in appropriate places	Site observation
Community engagement activities	Coordinates and liaises with relevant institutions in the area for partnership in health promotion	e.g., area MOH office Minutes/ documentation of activities done in liaison with other institutions
	The organization supports health promotion events in the community (resource assistance given where ever possible etc.)	Documentation
	Where appropriate, families and the community are invited to participate in health education and training activities conducted by the organization	Documentation of attendance

Annexure IV: Reference material

<https://shorturl.at/wzSZ5>



**This is a live reference stored in HPB Google Drive. This will be updated as and when new reference material is available.*

Annexure V: Template of the personal health record

Health Record

Quarterly assessment

Measure	Date				
Weight					
Height					
BMI					
Waist circumference					
Waist/ Height					

Annual assessment

Measure	Date				
Blood Pressure					
FBS					
Serum Cholesterol					

Annexure VI: Template of the certificate designating a health promoting workplace

Certificate of Achievement

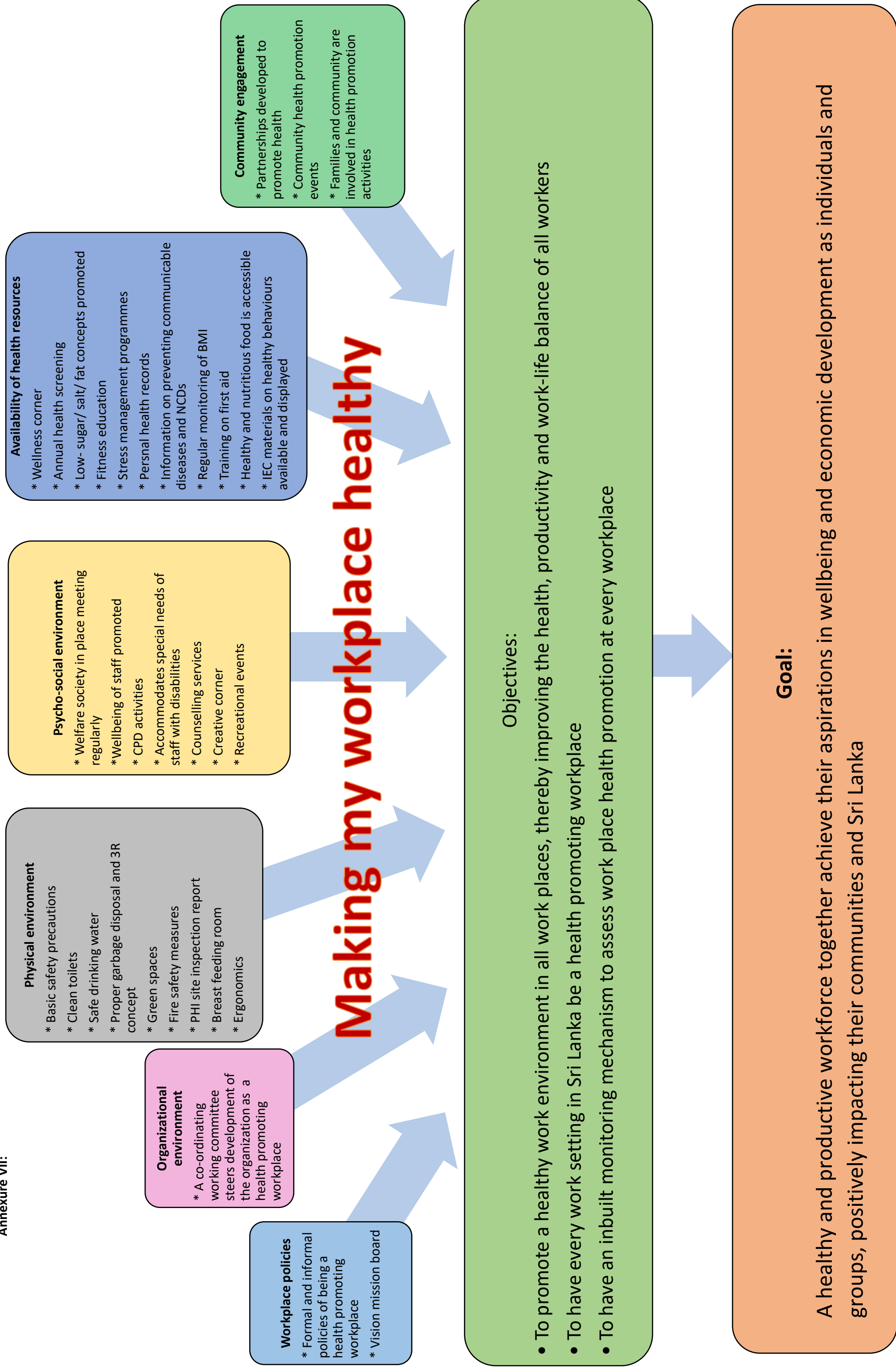
This is to certify thathas been designated as a health promoting workplace in year.....in accordance with the National Guideline for Health Promoting Workplace Programme, Sri Lanka.

.....

RDHS

.....

MOH





ISBN 978-624-6511-01-2



9 786246 511012