

“WORKPLACES HEALTH PROMOTION” LOMBARDY WHP NETWORK PROGRAM

Prevention Good practice
Workplace
Transferability
Equity Evaluation
Governance
Sustainability
Health Promotion
Empowerment and Participation
Nutrition and physical activity
Alcohol and tobacco



Tutti per la salute



Regione
Lombardia

DG Welfare
UO Prevenzione
Struttura Promozione della Salute e Screening

Workplace Health Promotion – Lombardy WHP Network Program

Short description - July 2018

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KEY CONCEPTS

HEALTH

«A state of complete physical, social and mental well-being and not merely the absence of disease or infirmity. Within the context of health promotion, health has been considered less as an abstract state and more as a means to an end which can be expressed in functional terms as a resource which permits people to lead an individually, socially and economically productive life. Health is a resource for everyday life, not the object of living. It is a positive concept emphasizing social and personal resources as well as physical capabilities. (...))»

HEALTH PROMOTION

«Health promotion is the process of enabling people to increase control over the determinants of health and thereby improve their health. (Ref. Ottawa Charter for Health Promotion. WHO, Geneva, 1986). Health promotion represents a comprehensive social and political process, it not only embraces actions directed at strengthening the skills and capabilities of individuals, but also action directed towards changing social, environmental and economic conditions so as to alleviate their impact on public and individual health. Participation is essential to sustain health promotion action. (...))»

(Health Promotion Glossary ©World Health Organization 1998)

BEST PRACTICES IN HEALTH PROMOTION

"...are those sets of processes and activities that are consistent with values/goals/beliefs, evidence of their efficiency and understanding of the environment, and that are most likely to achieve the best possible results in a given situation."

(Kahan B., M. Goodstadt, Health Promotion Practice, 2001, Vol. 2, No. 1)

HEALTH PROMOTION IN THE WORKPLACE

(...) a healthy workplace is one in which workers and managers collaborate to use a continual improvement process to protect and promote the health, safety and well-being of all workers and the sustainability of the workplace by considering the following, based on identified needs:

- health and safety concerns in the physical work environment that may have a negative impact on workers' health and safety;
- health, safety and well-being concerns in the psychosocial work environment, including the organization of work and workplace culture that may have a negative impact on workers' health;
- personal health resources in the workplace aimed at improving health of the workers (including the promotion of a healthy lifestyle by the employer); and ways of transferring to the families of the workers, and therefore to the community, positive health improving measures and experiences.

The five key strategical areas for developing health promotion in the workplace:

- 1 Commitment and engagement of management
- 2 Engagement of workers and their representatives
- 3 Work ethics and legal requirements
- 4 Sustainability and integration
- 5 Use of a global and systematic procedure to ensure efficiency and ongoing improvement

(Healthy workplaces: a model for action: for employers, workers, policymakers and practitioners © WHO 2010)

AIMS OF THE PROGRAM

The program “Workplace Health Promotion – WHP Lombardy Network” is included in the programming of the Regional Prevention Plan of the Lombardy Region 2014 – 2019. It contributes to promoting health in the workplace, in particular, to monitoring the prevention of behavioural risk factors of chronic and degenerative conditions (NCDs). Its main aim, on the basis of the most efficient and proven practices, is to promote organizational changes in the workplace in order to produce working environments which foster educated and aware healthy lifestyle choices in the workers.

PREREQUISITES FOR PROGRAM REGISTRATION

Businesses that wish to register on the program must:

- Ensure compliance with all fiscal and social security contributions
- Ensure compliance with health and safety regulations in the workplace as provided by D.Lgs. 81/081
- Ensure compliance with environmental measures (D.Lgs. 152/062 and subsequent integrations).
- Not have any definitive rulings concerning the application of D.Lgs. 231-/20013(art 25 - septies - manslaughter or serious or very serious injury or committed in violation of the health and safety regulations in the workplace or art 25- undecies – environmental offences).

¹ National law on the protection of health and safety in the workplace.

² National law on environmental protection

³ National law on the administrative responsibility of legal entities

ROLE OF THE HEALTH PROTECTION LOCAL AGENCIES (ATS)

The ATS (Health Protection Local Agencies) operators have an important informative role within the scope of the Program providing:

- Methodological support to the company's work group;
- Methodological support to the company during its journey towards improvement right from the initial analyses and selection of the existing factors within the company that may be coherent with the aims of the Program according to their efficiency;
- Information on accessing the facilities of the Regional National Health Service locally available (Anti-smoking centres, Nutritionists, Anti-addiction centres, Cancer screening centres, etc.)

HOW TO REGISTER ON THE PROGRAM

1. Registration

To register on the Program, contact the reference person at the Health Protection Local Agency (ATS) nearest to the place of work where the program is to be implemented or fill out the company data sheet online.

2. Active participation in the procedure

In order to plan the procedure, organize activities and source existing local schemes that may be connected to the program, all corporate roles must get involved, working together and promoting action from corporate administrators (Managers or assistant managers with decision-making power, Health and Safety Officers (RSPP), Corporate Medical Professionals, Workers' Health and Safety Representatives (RLS), Trade Union Representatives, HR managers) as well as other sectors within the company that may take on a role during the development of activities. The involvement of the Corporate Medical Professional is fundamental to guarantee both the sustainability of the program, by analysing individual risk factors and providing short-term motivational counselling, and to ensure its long-term application and results through health monitoring schemes. All workers must be informed of and involved in the company's registration on the Program.

3. Gathering useful data for planning and evaluating the procedure

In order to plan the most suitable activities for the company and to evaluate the improvements achieved, it is important to monitor the existing situation "at the start". To this end, a "health and equity profile" format is available online, to gather information that enables the company to observe and describe their current situation in order to plan the improvement procedure in the most suitable and efficient way. Although not mandatory for registration on the Program, the filling out of an "anonymous questionnaire" by the workers is also recommended and helps involve them in the Program.

4. Planning and reporting



According to what emerges from the analyses of the company background, the corporate work group subsequently plans improvement actions by referring to the suggested practices for each "subject area" indicated below, or by suggesting other practices that, in order to take part in the Program, must be validated by the ATS (to facilitate this stage but not mandatory for registration on the Program, a "planning" format is available online) Companies that wish to take part in the Program must:

- ✓ During the 1st year, implement Good Practices in at least 2 of the six subject areas;
- ✓ During the 2nd year, implement Good Practices in another 2 of the subject areas while maintaining the Good Practices of the 1st year;
- ✓ During the 3rd year, implement Good Practices in the remaining 2 subject areas while maintaining the Good Practices of the previous years.
- ✓ From the 4th year on, the maintenance of each year's practices is proof of a real and structural change in the working environment, therefore, in order to be accredited from the fourth year onwards, the active implementation of Good Practices in at least the first 4 subject areas, must be reported annually.

By November of each calendar year, the participating Company must declare the Good Practices that are actively implemented by filling out the "reporting" form on line.

5. Acknowledgements

The "Workplace Health Promotion" acknowledgement is awarded at the end of each year to those businesses which have carried out the procedure as indicated in the Program. It consists of a certificate issued by an ATS according to its territorial area of competence. This acknowledgement is awarded annually with the aim of fostering the organizational sustainability of activities and of sustaining a process of continuing improvement.

Operators of the ATS who are not involved in supervising, may carry out spot checks on the Companies to ascertain data declared in the "reporting" form. The spot checks shall not, in any case, give rise to sanctions, as participation on the Program is voluntary.

GOOD PRACTICES



1. Nutritional area

Good practice 1.1: Canteen

- Supplier that promotes a healthy menu (with low-salt bread)
- Training of canteen staff and workers regarding "correct portion size"

Good practice 1.2: Vending machines

- Vending machines with at least 30% healthy food

Good practice 1.3: Eating Quarters

- Make fruit and/or fresh seasonal vegetables available at least 3 days a week
- Install free water dispensing machines and equip the area with a microwave/fridge

Good practice 1.4: Activities of the occupational medical professional

- Training of the occupational medical professional on minimal advice service and/or brief motivational counselling
- Awareness of healthy "lifestyles" of workers examined
- Minimal advice service and/or counselling of overweight/obese workers

Good practice 1.5: Informative-communicative activities in order to support one or more practices

2. Physical activity area

Good practice 2.1: incentivizing use of stairs (ONLY if lifts are present in the workplace)

- Stairs to health Program ⁴

Good practice 2.2: Promoting use of bikes to cycle to the workplace

- Provide a covered bike parking rack/area
- Provide bikes for workers' use
- Stipulate agreements in order to offer discounts on the purchase of bikes and/or bike related equipment
- Take part in projects that promote cycling from home to work (for example "bike to work" promoted by FIAB) and/or carry out promotional programs and/or provide rewards as incentives

Good practice 2.3: Promoting opportunities to do physical exercise

- Organize walking groups among workers and train Walking Leaders
- Organize sports "tournaments/games" for the workers (e.g. table football, volleyball, ping-pong, etc.)
- Provide suitable spaces for doing physical exercise in the workplace that are accessible to all workers (playing fields, gyms etc.)
- Stipulate agreements in order to offer discounts on gym subscriptions, swimming pools or sports centres
- Stipulate agreements in order to offer discounts on the purchase of sportswear and sports equipment
- Distribute pedometers to workers

⁴ "Stairwell to better Health": <https://www.cdc.gov/physicalactivity/worksites-pa/toolkits/stairwell/index.htm>

Good practice 2.4: Activities of the occupational medical professional

- Training of the occupational medical professional on minimal advice service and/or brief motivational counselling
- Awareness of healthy "lifestyles" of workers examined
- Minimal advice service and/or counselling of sedentary workers

Good practice 2.5: Informative and communicative activities in order to support one or more practices

3. Tobacco smoking area

Good practice 3.1: Smoke free corporate policy

- Define the policy by following a suitable idea exchanging procedure involving the participation of corporate policy makers (management, trade unions, etc.)
- Implement measures to publicize and promote policy to all workers
- Monitor the implementation of the policy

Good practice 3.2: Promoting general measures to incentivize quitting smoking

- Promote use of free services to workers (aiming at least 10% of workers who smoke) such as "How much do you smoke?" (Quanto fumi?) of the National Health Ministry, or other services that may be implemented by the local ATS
- Other measures evaluated by the ATS aimed at workers who smoke

Good practice 3.3: Activities of the occupational medical professional

- Training of the occupational medical professional on minimal advice service and/or brief motivational counselling
- Awareness of healthy "lifestyles" of workers examined
- Minimal advice service and/or counselling of workers who are overweight or obese

Good practice 3.4: Informative-communicative activities in order to support one or more practices

4. Anti-addictive behaviour area (alcohol, drugs, gambling)

Good practice 4.1: Corporate policy

- Define the policy by following a suitable idea exchanging procedure involving the participation of corporate policy makers (management, trade unions, etc.)
- Implement measures to publicize and promote policy to all workers
- Monitor the implementation of the policy

Good practice 4.2: Training

- Training measures to increase awareness of risks connected to use/abuse, strengthen resilience, improve understanding of company policy and gain familiarity with the procedures for obtaining support

Good practice 4.3: Training for managers and other key figures of the system

- Training measures for managers, key figures of the system (employers, Health and Safety Officers, supervisors, workers' health and safety representative, person in charge or first aid), professional figures who act as intermediaries (e.g. head of departments, team leaders, shift managers, project leaders, team coordinators), aimed at anti-addictive behaviour area.

Good practice 4.4: Activities of the occupational medical professional

- Training of the occupational medical professional on minimal advice service and/or brief motivational counselling Measures to raise awareness of workers with addiction issues
- Minimal advice and/or brief motivational counselling when needed during workers' check-ups

Good practice 4.5: Informative – communicative activities in order to support one or more practices

5. Work – life balance, welfare and social responsibility area

Good practice 5.1: Work-life balance networks

- Participation in the local Work-life balance program/network promoted by Lombardy Region and coordinated by the ATS

Good practice 5.2: Cancer screening programs

- Measures devised in collaboration with the ATS to promote participation in cancer screening (colon-rectal cancer, breast cancer and cervical-uterus cancer) of workers of the target ages

Good practice 5.3: Other projects

- Measures to avoid food waste
- Measures to "give new value" to surplus food

Good practice 5.4: Other projects

- Work organization measures, Company benefits, Time Saving facilities, Facilities connected to childcare, assistance for elderly people and/or those with special needs, Study support measures, Measures to support foreign workers, Measures to promote the well-being of the company and of individuals, Collective measures for organizing corporate social events and voluntary work

Good practice 5.5: Informative – communicative activities in order to support one or more practices

6. Safety and sustainable mobility area



Good practice 6.1

- Safe driving course for drivers, truck drivers, workers
- Updating of company “car pool” towards ecological vehicles
- Creation of the role of mobility manager (although not compulsory)
- Incentives for reducing use of privately owned cars
- Participating in restructuring projects to improve safety of roads and promoting pedestrian areas-cycle lanes near the company

Good Practice 6.2 Informative – communicative activities in order to support one or more practices

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