

# **FIJI PUBLIC SERVICE WORKPLACE HEALTH PROMOTION POLICY FRAMEWORK**

## **PART A: POLICY FOR THE FIJI PUBLIC SERVICE**

### **Policy Statement**

Health in the Workplace is everyone's business. Many factors at home and at work can contribute to ill-health and we regard it as the duty of care of everyone including the Employer , employees and all stakeholders in the Public Service, to work in consultation with each other and act against the causes of preventable ill-health and to play a part in providing a supportive, safe and healthy work environment.

This policy provides direction to the Fiji Government's health promoting workplace initiatives and provides the framework for other Public Service policies, programs and activities that encompasses healthy workplace approach.

### **Policy Rationale**

The Health Promoting Workplace policy shall follow the given principles:

- i) Positive healthy working environment contributes to workplace success. Healthy employees are essential to achieving a productive workforce;
- ii) A person's health is influenced by various interrelated factors. So a healthy workplace approach addresses these factors;
- iii) Participation and involvement of employees at all levels is the key to creating a sustainable and on-going healthy workplace; and
- iv) A workplace culture that recognize employees as a competitive advantage and seeks to create a work environment which supports and promote health is what distinguishes service excellence from the average. Therefore a healthy workplace culture will respond to diverse and unique needs of individual employees;

## Definitions

- **Healthy Workplace Approach**

An effective healthy workplace approach should have three key elements:

- i) **Individual health and lifestyle practices**, such as mental health, physical activity, eating habits, smoking, alcohol, “yaqona” and drug control.
- ii) **Workplace culture and supportive environment**, such as work/life balance, work design and organization, positive and respectful relationships with co-workers, supervisors and clients, sense of fairness and control over one’s work, access to support mechanisms in times of crisis and so forth.
- iii) **Physical Environment and Health & Safety at Work**. This includes quality of physical work environment which affects the health and well-being of employees. For instance, the noise level, work pace, air quality and hosts of other health risk factors and Safety Guidelines. This involves working in partnership with existing Health & Safety At Work programs.

- **Healthy Workplace Committee**

The existing OHS Committee shall be the Healthy Workplace Committee for promoting health in the workplace and shall be responsible for all initiatives towards promoting healthy workplaces.

- **NCD Risk Factors**

Non-communicable disease risk factors include smoking, use of alcohol, yaqona and tobacco, physical inactivity, obesity, nutrition.

- **Non Communicable Conditions (NCC)**

NCC conditions include heart diseases, diabetes, cancer, respiratory conditions, stroke, hypertension.

- **Workplace Health Promotion Programs**

These are programs that promote health in workplace that help reduce health care needs by motivating employees to adopt better health habits and creating supportive work environment and culture.

## **Policy Objectives**

The national commitment to health promoting workplace program is reflected in these policy objectives:

- To encourage individual employee health practices that enhance the physical and mental well-being;
- To promote safe and healthy work environment for all employees; and
- To enhance and maintain a healthy and supportive work culture across the Public Service.

## **Policy Scope**

The respective CEOs and HODs in the Public Service may formulate their own policy on health promoting workplace but in compliance with the specified PSC policy framework as provided herein.

This policy outlines the guidelines and accountabilities of Chief Executive Officers, Heads of Departments, Managers/Supervisors and Employees in terms of Planning, Implementation, Monitoring, Evaluation and Development in the context of health promoting workplace initiatives.

## **Policy Application**

This policy is applicable to all stakeholders in the Public Service including, Chief Executive Officers (CEOs), Heads of Departments (HODs), Government Agencies and all Government employees both, civil servants and Government wage employees who shall respect and uphold the sanctioned policy towards the achievement of a service wide health promoting workplace.

## **Policy Directives**

- The Chief Executive Officers (CEOs) and Heads of Departments (HOD) shall support the Healthy Workplace Committee by identifying appropriate staff members to actively participate on the Committee in its role to promote, advise and report on performance in the development of corporate healthy workplace.
- Ministries & Departments through their CEOs and HODs shall demonstrate their support for healthy workplace programs supported by a Committee

that are responsive to the needs of their employees and consistent with the Public Service Healthy Workplace policy.

- Ministries and Departments through their Healthy Workplace Committee shall be required to report their progress on establishing healthy workplace initiatives and results and influence of those initiatives. Progress reports shall be submitted to the PSC on quarterly basis.
- The Healthy Workplace Committee shall work closely with the National Center for Health Promotion under the Ministry of Health in terms of conducting free annual medical check-ups and coordinating, collating and analyzing statistics of non-communicable diseases (NCD) risk factors, and organizing awareness programmes. This program will also be undertaken in consultation with the existing Health & Safety At Work Act under the jurisdiction of the Ministry of Labour, Industrial Relations & Productivity.

### **Policy Guidelines**

- The principles of this policy and the influences on workplace health should be considered by all Government Ministries, Departments and Agencies in their management decision-making, human resource practices and daily operations.
- Government Ministries, Departments and Agencies should conduct an assessment on an annual basis that addresses all three elements of a comprehensive healthy workplace approach. Survey and focus group sessions are example of approaches to conducting a needs assessment
- In implementing healthy workplace initiatives, Government Ministries, Departments and Agencies should seek advice and guidance from the Public Service Commission, as well as the Center for Health Promotion of Ministry of Health and their Healthy Workplace Committees.
- Financial needs will be sourced from within the Government Ministry, Department or Agency budget allocation. Likewise, other resources and staffing needs will be derived from existing allocation.
- A Healthy Workplace program should be comprised of a variety of elements designed according to the needs of its employees. These elements could include, for instance Health and Safety At Work Committee and Healthy Workplace Committee, Recognition programs, Information sessions on subjects such as physical fitness, healthy eating, stress

management, NCD risk factors eg. smoking, yaqona drinking, alcohol and drug abuse.

## **Accountability**

### **Public Service Commission**

The Public Service Commission (PSC) is responsible for providing guidance to Government Ministries, Departments and Agencies on Healthy Workplace programs. The PSC will also be responsible for coordinating quarterly progress or status reports in the Public Service and will make recommendations on Public Service Healthy workplace programs after consulting Government Ministries, Departments and Agencies.

### **Healthy Workplace Committee**

The Healthy Workplace Committee is responsible to the Chief Executive Officers or Heads of Departments for promoting, guiding and informing the PSC on status or progress on healthy workplace initiatives. The Committee provides support to Government Ministries, Departments or Agencies as they implement healthy workplace programs. It will also monitor the progress of such programs and makes recommendation to the PSC on the maintenance and improvement of a healthy workplace culture and environment.

### **Chief Executive Officers(CEOs) and Heads of Departments (HODs)**

CEOs and HODs in all Government Ministries, Departments and Agencies are responsible for integrating the guiding principles of this policy within their operations and ensure the compliance of the policy directives in their workplaces.

### **Managers and Supervisors**

Managers and Supervisors are to lead by example in terms of upholding and practicing the guiding principles of this policy and ensure implementation of healthy workplace programs within their own work units.

### **Employees**

Employees are responsible for taking due care and precaution to protect their health and safety and that of others in their workplace and contribute to a supportive work environment . Employees should actively participate in available and sanctioned healthy workplace programs.

## **Monitoring**

The Public Service Commission shall work in partnership with the National Center for Health Promotion in Ministry of Health and the OHS Division in Ministry of Labour, Industrial Relations & Productivity, and the respective Healthy Workplace Committees who will be jointly responsible for monitoring the effectiveness and consistent application of this policy, and conduct periodic audits of Ministry/Department/Agency practices.

## **References**

Fiji Non-Communicable Diseases (NCD) Steps Survey 2002. compiled by Dr Cornelius (Ministry of Health), Dr Decourten (WHO), Dr Pryor (FSM), Dr Saketa (Ministry of Health), Dr Waqanivalu (Ministry of Health), etc.

Health Promotion Policy for Fiji, Ministry of Health, April 2006.

Health & Safety at Work Act 1996, Fiji Islands.

Ministry of Health, Fiji National Non-Communicable Diseases Strategic Plan 2004-2008.

Northern Ireland Civil Service Healthy Workplace Program, November 1996

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PSC Corporate Plan 2005-2007

The Government of Fiji Strategic Development Plan 2005-2007

Workplace Health Promotion Information Pack , Center for Health Promotion, University of Toronto, Ontario, July 2004

Workplace Health Promotion, UCI Health Promotion Center, University of California, Irvine,

## **Enquiries**

For any enquiries, contact Director Employee Relations, Public Service Commission on telephone number 3314588 ext. 408.

## **PART B: SPECIFIC POLICY ACTION AREAS**

### **1.0 SMOKE-FREE WORKPLACE**

- (1) Smoking is prohibited in all Government workplaces including vehicles, vessels at all times.
- (2) This policy applies to everyone including visitors. Posters and signs are placed within the workplace premises that can be viewed by everyone.
- (3) Anyone caught in violation of this policy will be taken to task and employees shall be liable for disciplinary action.
- (4) Information on the ill-effects of smoking to be widely circulated and put-up in Notice Boards in the workplace.
- (5) Awareness programs to be available to all employees.

### **2.0 PROHIBITION OF YAQONA, LIQUOR AND ILLEGAL DRUG CONSUMPTION**

- (1) Yaqona and liquor drinking shall only be granted for special ceremonies and occasions in the workplace subject to approval of the CEOs or HODs.
- (2) With the exception of para (1) above, all other yaqona and liquor consumption in the workplace are prohibited.
- (3) Anyone caught in violation of this policy will be taken to task and employees shall be liable for disciplinary action.
- (4) Information on the consequences of drinking yaqona and liquor, and illegal drug use to be widely circulated and put-up in Notice Boards in the workplace.
- (5) Awareness program to be available to all employees

### **3.0 WORKPLACE HEALTHY & SAFETY PRACTICES**

- (1) It is important to design work, work environment and culture that is conducive to promoting health and safety.
- (2) A convenient time to be allocated at least once a week for physical exercises for employees at the worksites.
- (3) Sports competition and/or activities to be organized on a regular basis for employees.
- (4) Provide healthy nutritious refreshments and/or food during meetings, official ceremonies and parties.
- (5) Food vendors and cafeteria in the workplace to sell healthy nutritious food and snacks
- (6) Provide employees with access to a health & safety resource library
- (7) Sponsor "Quit and Win" contests to encourage employees to adopt healthy and safety supportive behavior
- (8) Awareness program to be available to all employees

### **4.0 HEALTHY & SAFE WORKPLACE ENVIRONMENT**

- (1) Management with the assistance of Healthy Workplace Committees to ensure that all workplace environment do not pose any health or injury risks
- (2) Management must ensure that adequate ventilation, lighting, work space, reasonable noise level and comfortable workplace are provided to employees
- (3) There should be sanitary facilities and equipment for males, females and disabled works
- (4) All workplaces must have adequate clean water supply for drinking and washing

- (5) Adequate parking to be provided to staff vehicles with appropriate signage
- (6) Management to work with employees and provide adequate rest and recreational facilities
- (7) Management through consultation with employees, ensure fair and reasonable workload and work pace provided in the workplace.
- (8) Management may grant flexible work hours subject to approval of the CEO or HOD, in order to allow the employees to balance work and personal commitment, attend to physical fitness activities and so forth.
- (10) Maintain Health & Safety at Work Bulletin Board.
- (12) Establish safety guidelines on fire evacuation; natural disaster preparedness, etc.
- (11) Awareness program to be available to all employees

## **5.0 SOCIAL RESPONSIBILITY**

- (1) Community outreach programs to be developed to improve the relationship with the community and create awareness and appreciation of work undertaken by the Government Ministry/Department/Agency.
- (2) Support and Implement social policies such as pollution prevention, reduction of waste and energy consumption, gender-friendly programs, violence and crime prevention, national health promotion programs.
- (3) Awareness program to be available to all employees

## **PART C : POLICY STRATEGIES AND SUGGESTIONS**

<b>STRATEGIES</b>	<b>SUGGESTIONS</b>
<p><b>Individual Level</b></p> <ul style="list-style-type: none"> <li>▪ Awareness Building</li> <li>▪ Education</li> <li>▪ Incentives</li> <li>▪ Health Lifestyle Promotion</li> </ul>	<ul style="list-style-type: none"> <li>• Provide employees with access to a health resource library</li> <li>• Provide health risk assessments with feedback on how to improve health status</li> <li>• Sponsor “quit and win” contests to encourage employees to stop smoking, yaqona and alcohol drinking and drug use.</li> <li>• Provide preventative immunization injections</li> <li>• Ensure nutritious food selections sold by hawkers, in vending machines, cafeterias, meetings and workplace parties</li> <li>• Provide flexible working hours to accommodate for use of fitness facilities</li> <li>• Encourage physical &amp; recreational activities such as departmental sports and competition</li> <li>• Develop an innovative programs such as setting aside 2 hours of a week day for cleaning office, a day ban from using the elevators , etc.</li> <li>• Offer discounts to Health &amp; Sports clubs, Fitness facilities</li> <li>• Provide health &amp; safety promotion training for example, proper lifting techniques, emergency escape routes, disaster preparedness, first aid.</li> <li>• Provide self care information eg Flyers, Leaflets, Brochures, Posters, e-mail to enable employees to treat minor health problems, thus reduce doctor vists.</li> <li>• Encourage workstation stretching technique</li> </ul>
<p><b>Environmental Level</b></p> <ul style="list-style-type: none"> <li>▪ Employee Empowerment</li> <li>▪ Person-environment fit</li> <li>▪ Social Cohesion</li> </ul>	<ul style="list-style-type: none"> <li>• Improve management systems to reduce workplace accidents and injuries</li> <li>• Implement workplace policies such as Sexual Harassment and Equal Employment Opportunities and Safety Guidelines for Disaster/Crisis Management</li> <li>• Establish Work Improvement Teams</li> <li>• Improve Workplace Indoor Air Quality</li> <li>• Control Level of Noise in Workplace</li> <li>• Display Signs to encourage safe lifting, seat belt use, use of personal protective equipment</li> <li>• Designate a room for relaxation and meditation</li> <li>• Develop and maintain Health bulletin Board</li> </ul>
<p><b>Social Responsibility</b></p> <ul style="list-style-type: none"> <li>▪ Comprehensive Health policy</li> <li>▪ Corporate Culture/ Shared Value System</li> </ul>	<ul style="list-style-type: none"> <li>• Implement pollution prevention policies to reduce waste and energy use</li> <li>• Offer alternative and flexible work arrangements</li> <li>• Support violence and crime prevention programs in the community</li> <li>• Support gender friendly programs in the community</li> </ul> <p>Donate to community activities that promote healthy environment &amp; culture</p>

