



KINGDOM OF BAHRAIN  
Ministry of Health



# HEALTHY WORK PLACES

تعزيز  
الصحة  
Health Promotion

May 2023

## Introduction:

Employee health is one of the most important worldwide issues that could affect world economic and societal status.

It is estimated that the number of fatal occupational accidents is 2 million deaths per year globally whereas non-fatal occupational accidents accounts for 268 million cases per year globally. This led to approximate absenteeism of at least 3 days per employee annually. In addition, 160 million new occupation related illnesses are reported annually. About 8% of depression cases are attributed to occupational problems.

The World Health Organization (WHO) defines a healthy workplace as a workplace where workers and managers collaborate to use a continual improvement process to protect and promote the health, safety and wellbeing of all workers and the sustainability of their workplace.

Therefore, it was necessary to apply preventive and curative measures in cooperation with the public and private sectors to improve the health status of employees in the Kingdom of Bahrain.

The "Healthy Workplaces" Program is one of the initiatives of the Health Promotion Directorate in the Ministry of Health that aims to provide a supportive environment for healthy life which sustains the health of the population, ensure the health and safety of the employees at their workplaces and raise the health awareness of the companies and individuals through partnerships with workplaces. This program is provided free of charge to the participating entities, provided that the entity is responsible for the workplace's costs to implement the standards of the project.

The program helps in achieving the sustainable development goals (SDGs) 2030 and is one of the initiatives of the Bahrainouna National Plan to Promote the Spirit of Belonging to the Nation and Reinforce the Values of Nationalism.

The program standards are implemented by the workplace and the follow-up of implementation is supervised by a team from the Health Promotion Directorate through periodic evaluation visits to monitor the implementation of the required standards. Upon completion of the implementation of the standards, a final assessment visit is conducted, and the workplace is granted accreditation according to the standards of the level that has been met.

## Program Goals:

1. Encourage policies that address the health of employees in the governmental and private sectors.
2. Maintaining the health of the population through health promotion and prevention of chronic non-communicable diseases.
3. Promote healthy lifestyles in the workplace.
4. Improve dietary habits and encourage physical activity.
5. Provide a healthy work environment for employees.
6. Encourage community partnership in the field of health between different sectors.

## Target group:

Workplaces in governmental and private sectors.

## Cost of participation in the project:

Participation in the project with the Ministry of Health is free of charge while the participating entity covers the costs of implementing the required standards of the project.

## Steps to participate in the project:

- Contact the Health Promotion Directorate on 17282221 – 17282303 or via e-mail [healthpromotion@health.gov.bh](mailto:healthpromotion@health.gov.bh) .
- A representative from the Health Promotion Directorate will contact the concerned entity and send the project standards and the participation form.
- An introductory meeting will be scheduled to present the project to the concerned management of the workplace.

## Project Implementation Phases:

### Introducing the project to the workplace

- The Health Promotion Directorate team provides an introductory session on the project to the senior management of the entity who is willing to participate in the project.
- Once the approval for the implementation of the project is obtained from the senior management, the participation form is signed specifying the level to be implemented.

### Initial assessment

- Conduct an initial assessment visit to assess the current situation.
- Send the results of the initial visit with the recommended changes and recommendations to the project coordinator in the participating entity.

### Implementation

- A pre-implementation assessment questionnaire regarding the health behaviors of the employees is made before starting the implementation of the project.
- The participating entity is required to work on a profile for the implementation of the project within the workplace by documenting all the activities and initiatives that took place for each criterion and the additional initiatives carried out by the entity.
- The participating workplace works in cooperation with the Health Promotion Directorate to implement the standards and requirements of the project.
- Periodic visits are made to follow up the implementation of the project.
- The project must be completed within a period not exceeding two years from the date of signing the participation form.

### Evaluation

- A post-implementation assessment questionnaire regarding the health behaviors of the employees is carried out after the completion of the project.
- A questionnaire is conducted to measure the satisfaction of the management of the participating entity to implement the healthy workplaces project.
- The final evaluation visit to the participating workplace is carried out by a team from the Ministry of Health where the workplace will be classified into the silver, gold, or diamond level according to the implemented standards of the project.
- It is required to fulfill at least 80% of all requirement standards whereas no section is left out.
- The final evaluation is carried out through:
  - Presentation by the work team of the participating entity of the standards that have been made.
  - Field Visit
  - Short face to face interviews conducted by the evaluation team with a group of employees to ensure the extent to which they benefited from the project.
  - View the workplace profile file.

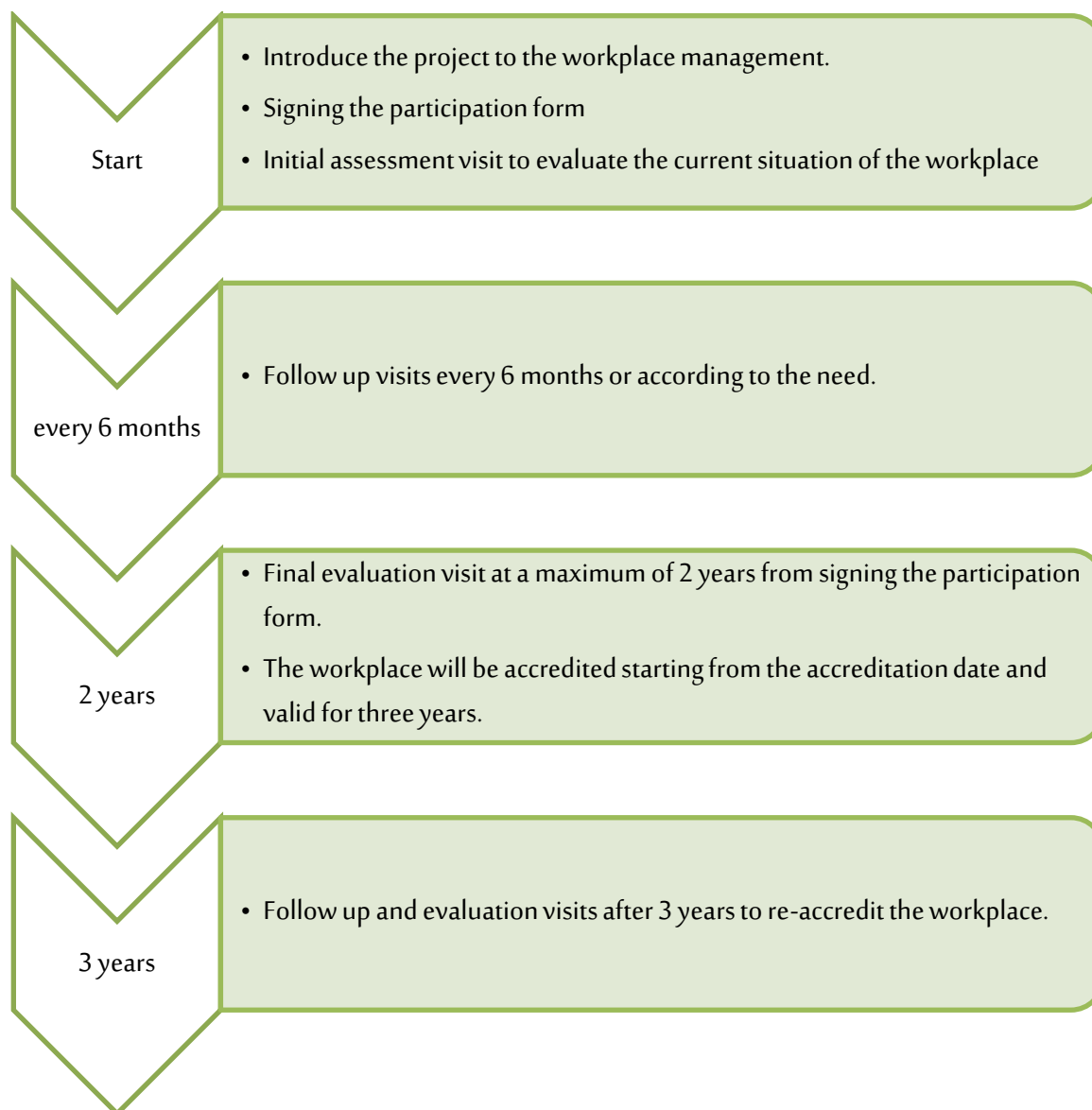
### Accreditation:

The entity is accredited according to the standards met to the silver, gold, or diamond level for a period of 3 years from the date of accreditation.

### Re-accreditation:

The entity is re-evaluated after the end of the accreditation period through a follow-up visit and a final evaluation visit to ensure the continuity of the application of the standards.

### Timeline for the implementation of the project:



## Healthy Workplaces standards



### Silver Level

#### Healthy nutrition section

Hosting one lecture or event about healthy nutrition per year

Provide educational materials and posters about healthy nutrition

Provide a refrigerator for employee's food storage

Provide healthy food options in the cafeteria or vending machines

#### Physical activity section

Encourage employees to use stairs

Provide awareness material about physical activity

Ensure the safety and lighting of the stairs area

Organizing two sports activities for employees yearly

#### Tobacco control section

Forbid Smoking inside the company building

Provide awareness materials regarding quit smoking and the smoking cessation hotline

Organizing a lecture or workshop on tobacco cessation

#### Psychological health section

A well-known raise and bonus system for employees

The employee must attend at least a training course or lecture to improve his work

Implement a job satisfaction questionnaire and analyze it

<b>Occupational Health section</b>
<b>Provide the necessary safety equipment (glove, helmet, shoe, etc.)</b>
<b>Periodic equipment maintenance system</b>
<b>An effective ventilation system</b>
<b>Provide awareness material about occupational safety</b>
<b>Sufficient lighting to perform the required work</b>
<b>Office space accommodates the required number of employees adequately</b>
<b>Obstruction-free office floors</b>
<b>Files and other items are stored properly</b>
<b>The presence of awareness materials about the office work environment</b>
<b>The presence of a trained employee on first aid</b>
<b>Evacuation Course</b>
<b>Presence of Emergency exits</b>
<b>Fire drill course</b>
<b>The presence of fire extinguishers</b>
<b>Additional requirements for occupational health in places where laboratories or offices that conduct experiments</b>
<b>Store reagents properly</b>
<b>Equipping windows with curtains to prevent direct sunlight from damaging the reagents</b>
<b>Commitment to infection control policies and procedures (wearing safety equipment, changing gloves, waste disposal....)</b>
<b>A course in cleaning up spills</b>
<b>Entry is for authorized personnel only</b>
<b>Contactless access in places where samples are handled</b>
<b>Vaccinate all employees against infectious diseases</b>





## Gold Level

### Healthy nutrition section

Hosting two lectures or events about healthy nutrition per year

Provide educational materials and posters about healthy nutrition

Provide a refrigerator for employee's food storage

Provide healthy food options in the cafeteria or vending machines

Coordination of a weight loss contest for employees

Display Nutrition facts (information) on the cafeteria's food

Ensure foods safety standards

Providing discounts or offers by healthy meal providers

### Physical activity section

Encourage employees to use stairs

Provide awareness material about physical activity

Ensure the safety and lighting of the stairs area

Organizing two sports activities for employees yearly

Providing sports equipment / or providing discounts

Organize 6 events to promote sport yearly

Set time for office exercise

### Tobacco control section

Forbid Smoking inside the company building

Provide awareness materials regarding quit smoking and the smoking cessation hotline

Organizing a lecture or workshop on tobacco cessation

Conduct a questionnaire to measure smokers' behavior

Celebrating World Tobacco Day or supporting an event somewhere for the same purpose

<b>Psychological health section</b>
A well-known raise and bonus system for employee
The employee must attend at least a training course or lecture to improve his work
Implement a job satisfaction questionnaire and analyze it
Encourage employees to participate in voluntary work
Organizing leadership and management workshops for the higher management
Organize a social event for employees and their families
The presence of a breastfeeding room
Availability of parking spaces for pregnant employees and people with special needs
<b>Occupational Health section</b>
Provide the necessary safety equipment (glove, helmet, shoe, etc.)
Periodic equipment maintenance system
An effective ventilation system
Provide awareness material about occupational safety
Sufficient lighting to perform the required work
Office space accommodates the required number of employees adequately
Obstruction-free office floors
Files and other items are stored properly
The presence of awareness materials about the office work environment
<b>Evacuation Course</b>
Presence of Emergency exits
Fire drill course

<b>The presence of fire extinguishers</b>
<b>Host a training first aid course for a team of the employees</b>
<b>Availability of the first aid kit and announcing its place for everyone</b>
<b>The presence of a clinic and a nurse</b>
<b>Additional requirements for occupational health in places where laboratories or offices that conduct experiments</b>
<b>Store reagents properly</b>
<b>Equipping windows with curtains to prevent direct sunlight from damaging the reagents</b>
<b>Commitment to infection control policies and procedures (wearing safety equipment, changing gloves, waste disposal....)</b>
<b>A course in cleaning up spills</b>
<b>Entry is for authorized personnel only</b>
<b>Contactless access in places where samples are handled</b>
<b>Vaccinate all employees against infectious diseases</b>



## Diamond Level

(In addition to Gold level standards)

### Healthy nutrition section

Pre-implementation assessment

Develop and implement a plan to change the nutrition habits of employees

Post-implementation assessment

### Physical activity section

Pre-implementation assessment

Develop and implement a plan to motivate the employees to exercise

Post-implementation assessment

### Tobacco control section

Pre-implementation assessment

Develop and implement a plan to reduce the number of smokers in the company

Post-implementation assessment

### Psychological health section

Pre-implementation assessment

Develop and implement a plan to reduce the number of employees suffering from work-related stress

Post-implementation assessment

### Occupational Health section

Use of semi or fully automated processes to reduce work-related injuries in industries

The presence of a medical clinic in the facility adequately equipped with medical equipment and staffed by a qualified doctor and nurse as full or part time

Conducting basic life support (BLS) training courses for health and safety employees on a regular basis

Periodic medical examinations for the Employees