

EMPLOYER'S KIT

**CREATING A HEALTHIER,  
SAFER AND MORE PRODUCTIVE  
WORKFORCE FOR YOUR BUSINESS**

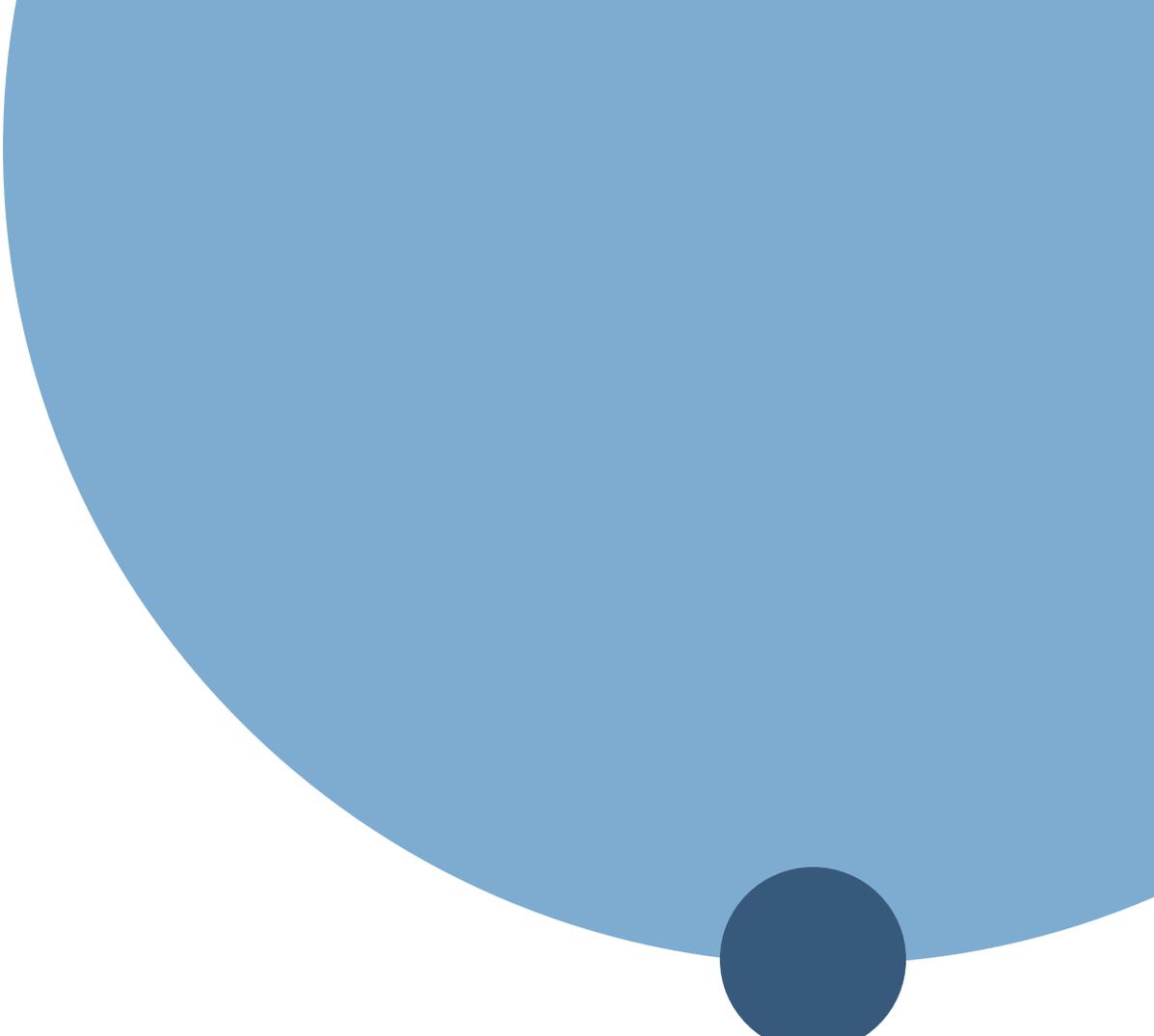


**WSHCOUNCIL**

Tripartite Alliance for  
Workplace Safety and Health

# | INTRODUCTION |





## Create a Healthier, Safer & More Productive Workforce For Your Business

Your workforce is the human capital that drives and sustains your business. The success of your business, among many factors, also depends on your employees' state of health and their ability to prevent accidents and injuries in your workplace—especially now in our challenging times of COVID-19.

# 3

## Ways To Create a Healthy Workforce



The key to running a successful workplace or business is keeping your employees healthy, happy and safe. Discover the ways to a healthier workforce right here:



**Stay Active  
& Eat Right**



**Rest & Recover**



**Manage  
Your Health**

# | STAY ACTIVE & EAT RIGHT |



## Stay Active & Eat Right

The total economic costs of diabetes for the entire working-age population in Singapore is anticipated to increase from US\$787 million in 2010 to US\$1,867 million in 2050<sup>1</sup>, which may cause your productivity loss to be significantly high.

## Benefits of Staying Active & Eating Right

When your employees are active and making healthier eating choices, you'll start to see that productivity will improve with:



**Reduced  
absenteeism  
and sick days**



**Lower rate  
of accidents  
and injury**



**Faster recovery  
from injuries,  
treatment and  
sickness**

<sup>1</sup>BMC Public Health. (2016) Current and Future Economic Burden of Diabetes among Working-age Adults in Asia: Conservative Estimates for Singapore from 2010–2050.

## What Employers Can Do

You can start with some healthy initiatives for your employees:

- Incentivise them to maintain their BMI in healthy or low risk range
- Encourage them to use the stairs instead of the lift at work
- Put in place smoking cessation programmes
- Introduce healthier food options in the workplace
- Provide easy access to drinking water
- Provide zero or low-sugar drink options in the vending machines
- Offer earlier official release for them to engage in physical activities

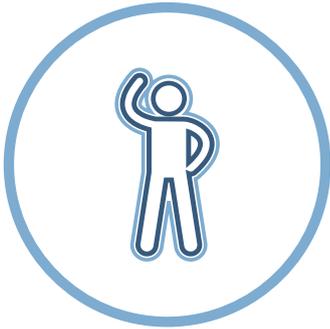
# | REST & RECOVER |

By ensuring that your employees have enough rest and breaks during working hours, you can expect your workforce to stay alert, make the right decisions and avoid mishaps and accidents. A well-rested workforce can help reduce overall healthcare cost to your company.



## Benefits of having Rested & Healthier Employees

When your employees have enough rest and breaks, they will have:



**Stronger immune systems and are less likely to suffer from illnesses**



**Better focus at work to boost their productivity**



**Fewer lapses in concentration also help to prevent work accidents**

## What Employers Can Do

Introduce a healthy culture and work environment with these actions:

- Schedule regular breaks for workers to prevent physical fatigue and help them to stay alert
- Provide workers with a proper rest area
- Offer easy access to clean hot/cold drinking water
- Train supervisors to educate workers on symptoms of dehydration during interactions with other workers, and observe social distancing in the current COVID-19 situation
- Empower supervisors to reassign work should the worker show signs of inadequate sleep or lack of alertness
- Educate workers (e.g. through teleconference talks and e-posters) on the impact and benefits of sufficient sleep



Learn about Fatigue Management here:

[https://www.wshc.sg/files/wshc/upload/cms/file/2014/Fatigue\\_Management.pdf](https://www.wshc.sg/files/wshc/upload/cms/file/2014/Fatigue_Management.pdf)

Learn about Heat Stress Management here:

[https://www.wshc.sg/files/wshc/upload/cms/file/2014/Heat\\_stress\\_guidelines\\_first\\_revision\\_2012.pdf](https://www.wshc.sg/files/wshc/upload/cms/file/2014/Heat_stress_guidelines_first_revision_2012.pdf)

Learn about Sleep here:

<https://www.sleepfoundation.org/press-release/national-sleep-foundation-recommends-new-sleep-times>

# | MANAGE YOUR HEALTH |

It will help to know about your employees' state of health, if they have an existing medical condition or if they have had regular check-ups.



## Benefits of Managing your Employees' Health

7.4x

more likely to be satisfied with current job<sup>2</sup>

4.4x

more likely to be proud to work for company<sup>3</sup>

1.7x

more likely to report work-life balance<sup>4</sup>

## What Employers Can Do

Create a healthy workforce by putting these suggestions into action:

- Offer subsidised or complimentary health screenings or advise your employees to run a quick self-check and get basic advice on screening recommendations here: [https://www.healthhub.sg/programmes/61/Screen\\_for\\_Life](https://www.healthhub.sg/programmes/61/Screen_for_Life)
- Offer online health coaching to employees so that they are aware about their health results and can take steps to improve their dietary and lifestyle habits



<sup>2</sup><sup>1</sup><sup>3</sup><sup>4</sup>Chia, S. E., Lim Wah, J., Judy, K. S. G., Yoong, J., Lim, R. B. T., & Chia, K. S. (2015). A Study on the Comprehensive and Integrated Workplace Safety and Health Services in Singapore. *Journal of Occupational and Environmental Medicine*, 57(9), 958–964.

Train supervisors to communicate via employee engagement sessions through teleconferencing or e-platforms on the following messages:

- If you don't feel well, stop work
- If you have any of the below symptoms, stop what you are doing in a safe manner and seek help immediately:
  - Sudden giddiness
  - Wanting to faint
  - Blurring of vision
  - Unexplained cold sweats
  - Sudden severe chest or abdominal pain
  - Unexplained breathlessness or difficulty in breathing

Educate workers who are carrying out safety-critical activities on the risk they may pose to those around them when they:



Faint or black out



Suffer a fit, asthma attack, heart attack or stroke



Are unable to see or hear



Encourage these workers to alert their supervisors if they have underlying health conditions that could compromise the safety of themselves or others, so that everyone can watch over one another to stay safe

Build trust with employees by:

- explaining what steps the company could take when such health conditions are declared e.g.:
  - get the worker to see a doctor for assessment of fitness to work in his/her current job,
  - make arrangements for workers to take on non-safety critical tasks initially (once the worker's medical condition is stabilised, he/she would be able to go back to his/her earlier work task), or
  - give workers time to take medication, and keep a lookout for them.
- ensuring and assuring confidentiality of the medical condition that the employer shared, so that trust between the employer and employee can be maintained

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Encourage employees to try out iWorkHealth survey, a web-based self-administered tool that helps identify workplace stressors:

- Employees will receive an individual report about their work stressors
- Assure employees that answers are confidential and only an aggregated anonymised report is available to the company

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Refer to recommendations to manage stressors within the company in the aggregated iWorkHealth report

Find out more about iWorkHealth here: [www.iworkhealth.sg](http://www.iworkhealth.sg)

You can also learn more about Health Promotion Board's mental health workplace programmes here:

<https://www.hpb.gov.sg/workplace/workplace-programmes/mental-health-workplace-programmes>

# 2

## Approaches To Managing Your Employees' Well-being:



**Disease  
Management**



**Lifestyle  
Management**

# | DISEASE MANAGEMENT |



When it comes to creating a healthier workforce, you need to start by addressing immediate health problems of your employees, through early detection of medical conditions with:



**Regular check-ups**



**Age-appropriate  
health screenings**



**Health  
coaching**

## Benefits of Disease Management

As an employer who participates in this disease management programme, you can:



**Generate savings** by reducing hospital admissions and costly treatment of complications



**Reduce impact** on productivity from less or reduced absenteeism



**Ensure a safer work environment** with employees whose medical conditions are in check

## What Employers Can Do

Do you have an understanding of how some chronic diseases, if not well controlled, may affect the safety of your workers?



### **Show concern for your employees' health**

by assuring them that it's okay to inform you or their supervisor if they have a medical condition, so that the company can better support them in managing their illness

### **Encourage your employees to let you know**

if they have any chronic diseases (like diabetes or heart disease), and should they require any medication or treatment

### **Include health screenings and health coaching**

as part of your company workplace safety and health management system

# | LIFESTYLE MANAGEMENT |



Do you want your employees to be happier and healthier in the long run? A big part of it is about getting them to stay fit and well by embracing a healthy lifestyle. Here are some examples of lifestyle management programmes where your employees can be encouraged to:



**Stop smoking**



**Eat right and stay active**



**Take mental breaks and rest enough**

## Lifestyle Management Benefits

When you introduce a healthier culture at your workplace, you will start to see:



**Increased savings** from reduced healthcare costs stretched over a longer period



**Absenteeism is substantially reduced** and your workforce is generally healthier



**Healthier employees** with reduced development of chronic illnesses



**Increased productivity** due to a generally healthier, happier workforce

## What Employers Can Do

To start seeing and reaping the benefits for a longer period from your workforce, you need to:



**Show concern for your employees' health**  
by offering healthy tips on staying active and eating right

**Include lifestyle programmes**  
and regular health checks as a key part of regular  
employee engagement practices

**Adjust working schedules and premises**  
to be conducive to workplace health so your employees  
don't suffer from mental stress or burnouts

When your employees are fit, healthy and safe, they bring energy, positivity and productiveness to the workplace. A healthy body and mind ensures that they can work both efficiently and effectively. Their well-being also ensures success for you and your business. So it's key that you encourage your employees to take time to take care of themselves.

Sources:

<sup>1</sup> BMC Public Health. (2016) Current and Future Economic Burden of Diabetes among Working-age Adults in Asia: Conservative Estimates for Singapore from 2010–2050. <https://bmcpublichealth.biomedcentral.com/articles/10.1186/s12889-016-2827-1>

<sup>2</sup><sup>13</sup><sup>14</sup> Chia, S. E., Lim Wah, J., Judy, K. S. G., Yoong, J., Lim, R. B. T., & Chia, K. S. (2015). A Study on the Comprehensive and Integrated Workplace Safety and Health Services in Singapore. *Journal of Occupational and Environmental Medicine*, 57(9), 958–964. <https://www.wshc.sg/studyonwshservices>



## Get Your Employees to Know Themselves Better

Encourage your employees to take part in the persona quiz to find out which aspects of their health they could be neglecting that can lead to injuries at work.

Simply scan the QR Code here or click on the link below to play this fun quiz:



You can make this quiz your company's in-house WSH Campaign activity. And encourage your employees to share their persona at the end of the quiz with their supervisors and co-workers. But most importantly, just have fun!

Want to hear more about improving your employees' health and safety at work? Visit the campaign website at [www.taketimetotakecare.sg](http://www.taketimetotakecare.sg) and leave your email with us to receive safety and health-related tips and information.



**TAKE TIME  
TO TAKE CARE**  
of your **SAFETY** and **HEALTH**

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[www.taketimetotakecare.sg](http://www.taketimetotakecare.sg)