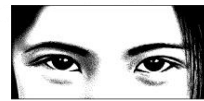




© Tdh / Sandra Calligaro



Terre des hommes
Helping children worldwide.

Policy Staff Health

201811_Pol_Staff_Health_v2_En



Table of contents

Table of contents	2
Preamble	3
Context	4
Goals	4
Reference framework	4
Scope	4
Guiding principles	5
Health Risks for all staff.....	5
Specific health risks to expatriates.....	5
Levels of prevention	6
Primary prevention.....	6
Secondary prevention.....	6
Tertiary prevention.....	7
Responsibilities	8
Staff Health Coordinator	8
Tdh Supervisory Board	8
General Direction	8
The Human Resources Department	8
Human Resources representatives in the field	8
The Risk Management Division.....	9
The Staff Commission	9
Supervisors.....	9
Staff	9
Preparation, validation and implementation procedure	10
Annex 1: Legal framework governing occupational health	11
Annex 2: Main definitions	12

Preamble

The Terre des hommes Foundation – Child aid (hereinafter referred to as “Tdh”) is convinced of the importance of a system to manage occupational health, due to the positive impact this can have on its staff. With this policy, Tdh acknowledges its responsibility given the many risks to staff health and well-being in the course of their work.

As such, Tdh will:

- 1. Reduce the risk of health problems emerging: primary prevention. The means used to achieve this goal include:**
 - Identifying and assessing staff health risks;
 - Informing and training staff in order to prevent health risks;
 - Covering prevention measures (such as vaccines and drug prophylaxis) required;
 - Ensuring the state of health of staff is compatible with their mission before sending them into the field;
 - Ensuring local staff have health coverage under the prevailing rules in the country of work. In the absence of such coverage, Tdh will take out health coverage for local staff, based on local circumstances.
- 2. Support early screening and addressing the first symptoms: secondary prevention. The means used to achieve these goals include:**
 - Establishing proportional procedures to manage the occurrence of staff health risks and ensuring they are used;
 - Offering support and advice to staff in the event of health problems and ensuring they receive the best treatment;
 - Establishing compulsory medical examinations upon recruitment, after field missions and at the end of employment;
 - Taking the necessary steps in the event of health issues.
- 3. Take all necessary steps to reduce chronic incapacity or reoccurrences: tertiary prevention. The means used to achieve these goals include:**
 - Establishing support measures in the event of absence from work for health reasons;
 - Promoting the return to work by adjusting the position if necessary and organizationally feasible.
- 4. Create an Occupational Health Committee aimed at improving health and safety at work.¹**
- 5. Guarantee the confidentiality of staff health data.**

¹ Committee of occupational health doctors and other occupational safety specialists (“MSST Committee”).

Context

Goals

This policy sets out Tdh's commitments with regard to staff, in order to ensure working conditions that protect their physical and mental health. The goal of occupational health is to promote and maintain the highest level of physical, mental and social well-being for staff in all professions.

Tdh is convinced that its staff should have the resources and conditions needed for their well-being, so that they in turn can offer the best assistance to beneficiaries without endangering their own physical and mental integrity. Tdh therefore wishes to offer its staff the highest possible health standards.

Tdh encourages open dialogue about health and safety risks, as well as the active participation of all stakeholders in preventing them.

Reference framework

This policy is based on the obligation to protect the personality rights of employees, to which Tdh is subject under Swiss law (Article 328 of the Code of Obligations). It also draws on the international framework and best practices on the duty of care, as well as Tdh's General Duty of Care policy. In this respect, the duty of care is the legal obligation of individuals and companies to act with prudence and vigilance with regard to others and particularly their employees, in order to avoid any risk of predictable damage² (legal duty of care). This includes the obligation to ensure their health, well-being and safety.

Scope

The health policy applies to all staff at the head office, as well as expatriate and local staff and volunteers and interns, without distinction as to status, part-time hours or rank.

This policy should serve as a basis for adaptation to the local context and legislation of the various delegations where Tdh is present.

² Comprehensive Duty of Care Policy

Guiding principles³

Health Risks for all staff

The mission of Tdh is to support vulnerable populations in environments often representing health and/or security risks, such as conflict zones and fragile states. The health policy does not aim to eradicate the risks relating to the organization's activities, which appears impossible. It does however seek, through analysis and establishing and monitoring processes, to reduce exposure to risks and ensure that the most appropriate response is implemented as quickly as possible in the event of problems.

The main health risks seen in humanitarian organizations are:

- **Psychosocial risks** linked to the environment and generated by overload, including stress and burnout, the effects of monotonous tasks and violations of personal integrity (such as mobbing and sexual harassment);⁴
- **Infectious disease risks**, particularly tropical infections related to the climate, hygiene conditions and medical circumstances specific to certain delegations; pandemic risks (such as influenza) or epidemic risks (such as Ebola);
- **Risks linked to dependence** (such as alcohol);
- **Risks linked to safety incidents**, including road accidents that can cause injuries and/or post-traumatic stress;
- **Risks linked to inappropriate medical treatment;**
- **Risks linked to the ergonomics** of work stations.

This policy will be supplemented over time with more detailed annexes on specific health issues such as stress and burnout. Guidelines and procedures will be designed based on this policy for its implementation. Staff are expected to ensure that they have copies of and comply with the annexes, guidelines and procedures when they come into effect. The documents will be provided by Tdh.

Moreover, protecting the health of staff involves:

- Ensuring the working environment is safe;
- Providing training on working methods;
- Enforcing contractual working hours;
- Protecting employees from bullying and physical harassment;
- Establishing means for employees to report concerns and give feedback without fear of reprisals;
- Guaranteeing the confidentiality of all data collected, in respect of privacy.

Specific health risks to expatriates

Requirements derived from the “duty of care” include the obligation to deploy staff who are in good health, to provide them with support during their mission, and to manage medical evacuations to the

³ Please note: Where certain points apply to a specific category of staff, the differences are set out in text boxes.

⁴ <https://www.seco.admin.ch/seco/fr/home/Arbeit/Arbeitsbedingungen/gesundheitschutz-am-arbeitsplatz/Psychosoziale-Risiken-am-Arbeitsplatz.html> (French)

country of residence professionally, if necessary. The employer must also ensure the mission is completed successfully and that staff return home safe and sound.

Levels of prevention

The World Health Organization (WHO) has defined three levels of prevention: primary prevention, secondary prevention and tertiary prevention.

Primary prevention

Primary prevention includes all actions aimed at reducing the risk of health problems occurring. Tdh will:

- **Work to identify and assess risks** to staff member health, both at the head office and in the field;
- **Raise awareness and train** staff to prevent health risks and establish prevention and health promotion activities.

For head office staff deployed in the field and for expatriate staff, Tdh will:

1. Pay special attention to informing them of potential health risks and prevention measures, depending on the destination country;
2. Cover the preventive measures required (including vaccines and drug prophylaxis) and ensure the state of health of staff is compatible with the mission entrusted to them before sending them into the field.

For local staff:

Tdh will comply with local legal obligations for health coverage. If these are inexistent or failing, Tdh will seek an insurance system suited to local conditions.

Secondary prevention

Secondary prevention includes early screening and addressing the first symptoms. Tdh will:

- **Establish proportional procedures to manage the occurrence of staff health risks and guarantee they are implemented** with all due diligence, taking into account the environment in which the Foundation's teams work;
- **Offer support and advice** for its staff in the event of physical or mental health problems via the Staff Health Coordinator, and **ensure the best treatment of its staff.**

For head office and expatriate staff travelling professionally, Tdh will:

1. **Establish a compulsory medical examination at recruitment.** The arrangements for medical examinations and criteria for exclusion will be clearly defined.
2. Determine the frequency at which these examinations must be repeated (periodical examinations) depending on the nature of the work, age, the duration of the mission, the frequency of travel and destination countries.
3. Check the health of staff before, during and after the mission. **A compulsory medical examination at the end of the mission and at the end of employment will be established.**
4. Tdh will take the necessary steps in the event of damage to health.

For local staff, Tdh will:

1. Comply with local regulations on the organization of medical examinations.
2. Where they are not required, Tdh will establish equivalent measures.

Tertiary prevention

Tertiary prevention includes all actions aimed at reducing chronic incapacity or reoccurrences. Tdh will:

- Establish support measures in the event of absence from work for health reasons;
- Promote the return to work by adjusting the position if necessary and organizationally feasible.

Responsibilities

In this chapter, it is important to recall that anyone handling health data (“sensitive” data) must respect its confidentiality in order to protect the personality rights and fundamental rights of individuals. No sensitive data (particularly information on the health of a staff member) may be communicated without the consent of the individual concerned.⁵

Staff Health Coordinator

The Staff Health Coordinator will:

- Identify and assess the various risks to staff member health and establish proportional procedures to manage their occurrence;
- Create tools and training to prevent or limit the occurrence of the health risks identified;
- Make sure the procedures and training created are deployed rapidly at the head office and in delegations;
- Put in place appropriate indicators to assess occupational health, monitor them and determine measures to improve occupational health before validating them with the Human Resources Department. The Coordinator is responsible for ensuring these measures are taken;
- Support and advise staff concerning all situations relating to health and well-being, in the event of critical incidents and if evacuation is requested;
- Ensure coordination is maintained with the various partners (including insurers, doctors and psychologists);
- Comply with medical privacy and confidentiality rules.

Tdh Supervisory Board

Will ensure this policy is implemented and request any adjustments required. It is responsible for ensuring that the rules contained herein and the means established to prevent and handle incidents are compliant with current legislation and respected.

General Direction

Will ensure that the guidelines, procedures and annexes relating to this policy are applied adequately. It will actively promote this policy and the best practices and procedures derived from it.

The Human Resources Department

Is, among other functions, responsible for training in health risk prevention, management of absences, measures concerning the return to work, and the creation of an Occupational Health Committee (“MSST Committee”).

Human Resources representatives in the field

Are responsible for adapting this policy to their delegations in accordance with prevailing local legal frameworks and implementing necessary health measures.

⁵ Federal Act on Data Protection, General Regulation on Data Protection (GDPR).

The Risk Management Division

Is responsible for offering support to the Staff Health Coordinator for health risk prevention and analysis, proposing protection measures, referring employees with health problems to the Staff Health Coordinator and informing the latter of any critical incidents that have affected a staff member.

The Staff Commission

Will refer collective issues to general management and also discuss individual situations in the event of problems relating to the organization of work and the workplace. It is also responsible for referring staff to the Staff Health Coordinator in the event of health problems.

Supervisors

Are responsible for ensuring that staff are informed of the provisions applicable to staff health, for assisting in health risk prevention, for taking appropriate steps in the event of health issues and keeping track of staff with health problems, and, where they are aware of any health problems, for reporting them to the Human Resources Department and to the Staff Health Coordinator.

Staff

Are required to comply with the standards issued by Tdh relating to employee health, to preserve their health, reduce the risks linked to their work and take part in training and prevention programmes relating to health. They are also strongly encouraged to report any health issues to the Staff Health Coordinator to ensure appropriate treatment.

Preparation, validation and implementation procedure

This policy has been drawn up by the Staff Health Coordinator and was approved by the Tdh Supervisory Board on 29 November 2018. It will be reviewed at least every two years.

Annex 1: Legal framework governing occupational health

Global level

At global level, the International Labour Organization (ILO) has established occupational health and safety standards.⁶ These provide States, employers and workers with the essential means of developing such methods and ensuring optimal occupational safety. The ILO has adopted more than 40 conventions and recommendations.

National level

As Tdh is a Foundation under Swiss law, obligations regarding the protection and respect of health and well-being at work derive in large part from the Swiss labour law framework, including the Code of Obligations which stipulates in Article 328 that:

- “1. *Within the employment relationship, the employer must acknowledge and safeguard the employee’s personality rights, have due regard for his/her health and ensure that proper moral standards are maintained. In particular, the employer must ensure that employees are not sexually harassed and that any victim of sexual harassment suffers no further adverse consequences.*¹
2. *In order to safeguard the personal safety, health and integrity of employees, the employer must take all measures that are shown by experience to be necessary, that are feasible using the latest technology and that are appropriate to the particular circumstances of the workplace or the household, provided such measures may equitably be expected of him/her in the light of each specific employment relationship and the nature of the work.”*

In addition to the Code of Obligations, occupational health and well-being requirements also derive from the following legal instruments:

- Federal Act on Employment in Business, Trade and Industry;
- Ordinance 1 to the Employment Act;
- Ordinance 3 to the Employment Act (Health Protection);
- Federal Accident Insurance Act;
- Ordinance on the Prevention of Accidents and Occupational Diseases;
- Maternity Health and Safety Ordinance;
- Instruction on the use of occupational health doctors and other occupational safety specialists (“MSST Instruction”).

⁶ <http://www.ilo.org/global/standards/subjects-covered-by-international-labour-standards/occupational-safety-and-health/lang-en/index.htm>

Annex 2: Main definitions

Occupational accident (Article 7, Accident Insurance Act)

1. Accidents are deemed to be occupational (Article 4, Act on General Aspects of Social Security Law) as understood in the Accident Insurance Act where the insured person is a victim in the following cases:

- Where he or she carries out work under the orders or in the interests of his or her employer;
- During a work break, or before or after work, when he or she is appropriately present in the workplace or in the zone of danger in relation to his or her occupational activity.

2. Accidents occurring on the journey the insured person must make to go to the workplace or to return from it are also deemed occupational accidents for part-time workers whose working time does not reach a minimum that will be fixed by the Federal Council.

Non-occupational accidents (Article 8, Accident Insurance Act)

All accidents that are not occupational accidents are deemed to be non-occupational accidents (Article 4 of the Federal Act on General Aspects of Social Security Law).

Occupational diseases (Article 9, Accident Insurance Act)


1. Occupational diseases are those which are caused in the course of occupational activity solely or principally by harmful substances or certain types of work (Article 3, Act on General Aspects of Social Security Law). The Federal Council will publish the list of these substances and types of work, as well as the harm they cause.⁷

2. Other diseases are considered occupational diseases if proven to be solely or principally caused by occupational activity.

3. Unless otherwise stipulated, occupational diseases are treated as occupational accidents from the date they appear. An occupational disease is considered to have appeared as soon as the person affected has to submit for the first time to medical treatment or is incapable of working (Article 6, Act on General Aspects of Social Security Law). The ILO has also published a List of Occupational Diseases.⁸

⁷ Annex 1 – Article 14, Accident Insurance Ordinance

⁸ http://www.ilo.org/safework/info/publications/WCMS_125137/lang--en/index.htm



Every child in the world
has the right to a childhood.
It's that simple.

Staff Health Policy

Author: Staff Health Coordinator

Version: 2.0

Saved as: 201811_Pol_Staff_Health_v2_En

Internal review board: Risk Management Division,
Geographies Division, Health Programme Division,
Burkina Faso Delegation Head, Institutional Partnerships
Director, Humanitarian Aid Director

Approved by: Supervisory Board

Date of approval: 29 November 2018

Start date: immediately

Review date: 2021

Information to: All Staff, volunteers, interns and
consultants

Distribution: KIT | Email | SharePoint

Responsibility for updates: Staff Health Coordinator

Responsibility for implementation: Human Resources
Department

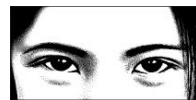
Other related documents:

*Safety and Security Policy, Duty of Care Policy, Staff
regulations*



Siège | Hauptsitz | Sede | Headquarters
Av. de Montchoisi 15, CH-1006 Lausanne
T + 41 58 611 06 66, F +41 58 611 06 77
E-mail : info@tdh.ch, CCP : 10-11504-8

 www.tdh.ch
 www.facebook.com/tdh.ch
 www.twitter.com/tdh_ch
 www.instagram.com/tdh_ch



Terre des hommes
Helping children worldwide.