

HEART CARING CHARTER



Promoting Heart Caring – Action Checklist

Organisations may refer to the checklist below when promoting heart caring and the prevention of cardiovascular and cerebrovascular diseases in their workplace.



Basic Actions

Signatories of the Charter are required to implement one or more actions in each area under **(A) Heart-caring Actions, (B) Healthy Lifestyle, and (C) Mental and Psychological Health**. For details, please refer to the action examples below.

(A) Heart-caring Actions – Prevention of Cardiovascular and Cerebrovascular Diseases

Promote the prevention of cardiovascular and cerebrovascular diseases in the workplace, encourage staff to manage their health properly, and achieve three "early" outcomes: "early screening", "early prevention", and "early management" of cardiovascular- and cerebrovascular-related health issues.

Area	Actions (implement <u>1 or more</u> actions in each area)
(1) "Prevention of Cardiovascular and Cerebrovascular Diseases" Promotion Programme	(1.1) Disseminate among staff information on the prevention of cardiovascular and cerebrovascular diseases (e.g., through posters/brochures, internal memos, emails, bulletin boards, and WhatsApp, etc.), and relay relevant health information released by the Council from time to time. (1.2) Hold seminars/workshops that promote the prevention of cardiovascular and cerebrovascular diseases. (1.3) Encourage staff to participate in activities in relation to cardiovascular and cerebrovascular diseases at District Health Centres. (1.4) Encourage staff to undergo regular medical check-ups.
(2) Creating a work environment conducive to the prevention of cardiovascular and cerebrovascular diseases	(2.1) Provide health check-up equipment (e.g., blood pressure monitors, scales, soft tape measures, and other practical apparatus) (or purchase the kits subsidized by the Council) for staff to measure their blood pressure, body mass index, waist circumference, etc. during break time, encouraging them to regularly monitor their physical conditions. (2.2) Provide staff with training so that they can recognise symptoms of cardiovascular and cerebrovascular diseases and have basic knowledge on how to handle them. (2.3) Provide automated external defibrillators (AEDs) in the workplace and provide training to staff to enhance their knowledge of cardiac arrest, cardiopulmonary resuscitation (CPR), and the use of AEDs.

B Healthy Lifestyle

Join hands in advocating and promoting healthy lifestyle habits, promoting healthy eating and physical activity in the workplace, and implementing administrative measures on an ongoing basis to improve the health of their staff.

Area	Actions (implement 1 or more actions in each area)
(1) Promotion of healthy lifestyle habits	(1.1) Regularly disseminate among staff information on healthy eating/healthy lifestyle habits/physical activity, e.g., health tips, recipes, and information on sports facilities in the vicinity of the workplace, etc., through posters, emails, WhatsApp, bulletin boards, etc. (1.2) Provide or participate in seminars/workshops that promote healthy eating and physical activity. (1.3) If the workplace is not situated in a statutory no-smoking area¹, no-smoking areas should be widely instituted in the workplace, where no-smoking signs, harmful effects of smoking, and methods for quitting smoking are prominently displayed. (1.4) Use sugar-free/low-sugar and non-alcoholic instead of alcoholic beverages at the company's festive parties or other social events. (1.5) Encourage staff to quit smoking and avoid alcohol, e.g., by providing information on ways to quit smoking or drinking, and by encouraging or rewarding staff members who have succeeded in quitting. (1.6) Make proper shift work arrangements so that staff can have 7 to 8 hours of continuous sleep each day; remind staff of the importance of getting adequate sleep and encourage them to develop good sleeping habits as well as regular work and rest time schedule.



¹Statutory no-smoking area

Area	Actions (implement 1 <u>or more</u> actions in each area)
(2) Promotion of healthy eating	(2.1) Provide drinking water at multiple spots in the workplace and remind staff to drink water through posters/signs to facilitate and encourage them to do so. (2.2) Provide healthier drinks, such as water and sugar-free drinks, at meetings, events and gatherings. (2.3) Encourage staff to bring their own healthy lunchboxes, provide a refrigerator for storage of self-prepared lunches, and appliances such as a microwave oven for reheating, as well as cleaning utensils. (2.4) Provide healthier foods(e.g., fruits, plain biscuits, dried fruits without added sugar, unsalted nuts) and beverages through vending machines and at canteens, in the pantry, at tuckshops or other points of sale, and avoid foods and beverages high in fat, sugar and salt. (2.5) Provide staff with information on healthy restaurants in the vicinity of the workplace or healthy lunchbox tips. (2.6) Institute regular (e.g., weekly) fruit day/vegetable day/vegetarian day to help staff develop healthy eating habits.
(3) Promotion of physical activity	(3.1) Provide information and arrange appropriate time in the workplace to encourage staff to do more stretching exercise. (3.2) Allow staff to wear clothes and shoes that meet the needs of business but are also convenient for exercise and comfortable for walking. (3.3) Open rooms/spaces for staff to do physical activities before and after work or during breaks each day. (3.4) Encourage staff to walk more while coming to work, after lunch break, and while going home after work (e.g., get off bus one stop earlier and walk to work) by promoting walking routes in the vicinity of the workplace. (e.g., by drawing maps of suitable walking routes) (3.5) Extend the lunch break. (e.g., 10 minutes extra to encourage staff to walk more after lunch) (3.6) Encourage staff to be more physically active and participate in walking/sports competitions or activities.

C Mental and Psychological Health

Stress has a negative impact on physical health. So, we encourage Heart Caring Company to promote mental and psychological health in the workplace to improve the mental and psychological well-being of staff.

Area	Actions (implement 1 <u>or more</u> actions in each area)
(1) Promotion of mental and psychological health	(1.1) Regularly disseminate among staff information on mental and psychological health. (e.g., provide mental health tips through posters, emails, WhatsApp, bulletin boards, etc.) (1.2) Encourage staff to attend seminars/workshops on mental and psychological health. (1.3) Encourage staff to participate in mindfulness exercises. (1.4) Organise activities for colleagues to listen to each other and share their experiences and skills in managing mental and psychological well-being at work, and to promote positive thinking in the face of stress. (1.5) Provide regular opportunities to meet and exchange ideas/knowledge with staff, e.g., team meetings and individual interviews, to provide opportunities for in-depth communication and promote team spirit. (1.6) Integrate the element of 'enjoying life' into the workplace, e.g., by organising social activities for staff, e.g., Christmas parties, birthday parties, Friday tea parties, and hobby classes, etc., to encourage them to learn new skills they are interested in or to develop their strengths. (1.7) Form sports teams, e.g., hiking groups or football teams, to encourage staff to use exercise to relieve stress at work. (1.8) Encourage staff to spend more time with their families, e.g., by organising fun activities for them to join together. (1.9) Provide information on mental and psychological health support services (e.g., hotlines, counsellors, employee assistance programmes) and encourage them to seek help.

Advanced Actions

It is recommended that organizations include promoting the prevention of cardiovascular and cerebrovascular diseases in their annual policies or objectives, and allocate resources to implement the policies. Organizations that implement both basic and advanced actions may enter for the Heart Caring Organization Award jointly organised by the Council and the Labour Department. Organisations meeting the requirements can be upgraded to the accreditation of "Heart Caring Plus Company" and receive recognition certificates/awards. The details will be announced in due time.

A Management Support and Participation

Actions (implement 1 or more actions in each area)

- (1) Develop a written "Healthy Workplace Policy", which includes the promotion of the prevention of cardiovascular and cerebrovascular diseases as an area for actions.
- (2) Set aside an annual budget for the "Prevention of Cardiovascular and Cerebrovascular Diseases" promotion programme in the workplace.
- (3) Set up a committee to be responsible for actively organising activities in the workplace under the "Prevention of Cardiovascular and Cerebrovascular Diseases" promotion programme, conduct regular evaluation of the effectiveness of the programme, e.g., by analysing records, indicators and statistics, including staff participation rates (and trends), and by collecting staff comments (e.g., changes in lifestyle), feedback and satisfaction levels, absenteeism, sick leave, etc., through questionnaires/comment boxes, and adjust the health promotion programme based on the results of the evaluation.

B Heart Caring Actions – Prevention of Cardiovascular and Cerebrovascular Diseases

Actions (implement 2 or more actions in each area)

- (1) Subsidise staff for regular medical check-ups: e.g., choose medical insurance that covers physical check-ups.
- (2) Provide paid leave for staff to undergo medical check-ups.
- (3) Integrate 'healthy eating', 'mental health' and 'physical activity' elements into the workplace: e.g., by organising a variety of training and activities for staff.
- (4) Institute a recognition scheme/staff nomination scheme with awards/incentives to encourage good performance by means of gifts/prizes/recognition/public praise.
- (5) Other measures (please specify): _____

C Healthy Lifestyle Habits

Actions (implement 2 or more actions in each area)

- (1) Choose “More Fruit and Vegetables” dishes and “3 Less” dishes when arranging staff meals or organising gatherings or staff celebrations, and give priority to starred EatSmart restaurants² when eating out.
- (2) Where appropriate, give gifts that help promote physical activity. For example, give a lucky draw gift that is a physical activity-related product (e.g., sportswear, sports accessories, sports shop vouchers)
- (3) Provide substantive support for staff to participate in physical activities, e.g., organising football teams or holding sports games, or subsidising staff to participate in such events as running, fitness exercise, etc., or providing equipment such as steppers, yoga mats and dumbbells for staff to exercise before and after work or during breaks
- (4) Institute a recognition scheme/staff nomination scheme with awards/incentives to encourage good performance in developing healthy eating habits by means of gifts/prizes/recognition/public praise
- (5) Other measures that require resources to promote healthy lifestyle (please specify): e.g., Free Fruit Day; providing a steamer to make it convenient for staff to bring their lunchboxes or cook low-fat foods; distributing sports wristbands and hold walking competitions, etc. _____

D Mental and Psychological Health

Actions (implement 1 or more actions in each area)

- (1) Provide opportunities and facilities for employees to relax, e.g., magazines, music, suitable rest rooms
- (2) Implement measures that enhance work-life balance: e.g., special leave for staff's personal development/hobbies/family needs
- (3) Institute a recognition scheme/staff nomination scheme with awards/incentives to encourage good performance by means of gifts/prizes/recognition/public praise
- (4) Provide regular, free/low cost relaxation activities for staff, e.g., weekly Tai Chi classes/mindfulness classes, etc.
- (5) Other measures (please specify): _____



²The Department of Health's “EatSmart Restaurant Star+” Campaign and list of starred restaurants

Useful Information

Organisations can refer to the following information for examples of how to promote healthy lifestyle habits and prevent cardiovascular and cerebrovascular diseases in the workplace.

A. Prevention of Cardiovascular and Cerebrovascular Diseases:



Know more about the prevention of cardiovascular and cerebrovascular diseases (Chinese version)
bit.ly/38gek4i



Reduce Salt/Sodium Intake to Prevent High Blood Pressure
bit.ly/3aTI08L

B. Developing Healthy Eating Habits:



Healthy Workplace Guide - Healthy Eating
bit.ly/3mwdeFw



Obesity Prevention and Dietary Advice
bit.ly/3xBXQ00



Healthy Chinese Banquet? Good choices make all the difference
bit.ly/3NGctFO



Less Salt for Better Health
bit.ly/3LcS3mH

C. Physical Activity:



Healthy Workplace Guide - Physical Activity
bit.ly/3Qc46mY



Zero Time Exercise Tips (Chinese version)
bit.ly/3KecLku



Step Up!
bit.ly/3Mu6IPO



Embark on a Journey of Exercise (Chinese version)
bit.ly/3xULW2t

D. Mental and Psychological Health:



Healthy Workplace Guide - Mental Health
bit.ly/39eLMsU



Mental Health Handbook for the Workplace
bit.ly/3xC1lyw



Mindfulness Exercise - S.T.O.P. Exercise (Chinese version)
bit.ly/3vJDwrS



Talk Friday for the Workplace (Chinese version)
bit.ly/3k4KWAK



Workplace Mental Health - Stress Management in the Workplace (Chinese version)
bit.ly/3vKgAch



Ways to Communicate for Interpersonal Relations (Chinese version)
bit.ly/3OC7wic



Sample Action Checklist

Organisations are required to submit their action checklists when applying for renewal, to demonstrate the efforts they have made to fulfil the basic and, where applicable, advanced requirements for the implementation of the Healthy Workplace Policy, and to submit relevant documentation for verification purposes. Such documentation may include, but is not limited to, internal memos, photographs, emails, receipts, organisational publications, posters, etc. The completed list can be delivered to the OSHC or emailed to heartcaring@oshc.org.hk



Implementation of Basic Actions

A Heart Caring Actions – Prevention of Cardiovascular and Cerebrovascular Diseases

Area	Actions (must include relevant documentation for verification purposes and implement <u>1 or more</u> actions in each area)	Serial No.
Example (1) “Prevention of Cardiovascular and Cerebrovascular Diseases” Promotion Programme	Put up posters on prevention of cardiovascular and cerebrovascular diseases in the workplace 	1.1
(2) Creating a work environment conducive to the prevention of cardiovascular and cerebrovascular diseases		

B Healthy Lifestyle

Area	Actions (must include relevant documentation for verification purposes and implement <u>1 or more</u> actions in each area)	Serial No.
(1) Promotion of healthy living habits		
(2) Promotion of healthy eating		
(3) Promotion of physical activity		

C Mental and Psychological Health

Area	Actions (must include relevant documentation for verification purposes and implement 1 <u>or more</u> actions in each area)	Serial No.
(1) Promotion of mental and psychological health		

Implementation of Advanced Actions (if applicable)

A Management Support and Participation

Actions (must include relevant documentation for verification purposes and implement 1 <u>or more</u> actions in each area)	Serial No.

B Heart Caring Actions – Prevention of Cardiovascular and Cerebrovascular Diseases

Actions (must include relevant documentation for verification purposes and implement 2 <u>or more</u> actions in each area)	Serial No.

C Healthy Lifestyle Habits

Actions (must include relevant documentation for verification purposes and implement 2 <u>or more</u> actions in each area)	Serial No.

D Mental and Psychological Health

Actions (must include relevant documentation for verification purposes and implement 1 <u>or more</u> actions in each area)	Serial No.

Name of Organisation (must be the same as in the application form): _____

Contact name: _____

Telephone: _____ E-mail: _____



職業安全健康局
OCCUPATIONAL SAFETY & HEALTH COUNCIL



勞工處
Labour Department