



**WORKPLACE POLICY
ON
HIV & AIDS MANAGEMENT
&
PREVENTION**



Forward

Development of this workplace policy on HIV & AIDS is based on the concept of taking ownership at the Leadership and Management level and throughout all locations of the company to support the Government's coordinated response to take up the fight against HIV & AIDS in Papua New Guinea.

Human Immunodeficiency Virus (HIV) has the potential to erode private business skilled workers at all levels and consequently affect the social and economic growth prospects therefore the initiatives taken to include activities related to minimise the spread of the Human Immunodeficiency Virus within Nawae Construction is a commitment by the Management and all employees.

Workers are part of community, and through their own education and awareness training on HIV will consequently affect their behaviour and furthermore share this knowledge with their families and community.

Provision of a safe work environment, gender consideration and appropriate support and care are areas of importance which will be included in this policy.

Manager

Abbreviations

AIDS	Acquired Immune Deficiency Syndrome
ARV	Antiretroviral drugs
ART	Antiretroviral Therapy
BCC	Behavioural Change Communications
HAMP	PNG HIV and AIDS Management & Prevention Act 2003
HIV	Human Immunodeficiency Virus
ILO	International Labour Organisation
PEP	Post Exposure Prophylaxis
STD	Sexually Transmitted Disease
STI	Sexually Transmitted Infection
TB	Tuberculosis
VCCT	Voluntary Confidential Counseling and Testing
DOTS	Direct Observed Treatment Short Course

Glossary

WORD

AIDS

Antiretrovirals (ARV)

Antiretroviral Therapy (ART)

Best Practice

Discrimination

DOTS

Employee

Epidemic

HIV

Company

STI

Stigmatise

Universal Precautions

Vilification

DEFINITION

Acquired Immune Deficiency Syndrome, a cluster of medical conditions, often referred to as opportunistic infections and cancers and for which, to date, there is no cure.

Drugs used to kill or inhibit the multiplication of retroviruses such as HIV.

ART is a program of comprehensive care and support. Including ARVs as part of HIV clinical care makes HIV infection a more manageable chronic illness. On ART people living with HIV benefit by having restored health, economic productivity and social functioning. Providing access to ART demonstrates respect for people living with HIV, and has the potential to decrease stigma and boost prevention efforts.

Means of systematically building effective approaches to any given issue by examining existing experiences and processes that work and applying lessons learned in the context of different social, economic and cultural settings

To treat someone infected or affected with HIV & AIDS differently or unfairly.

Directly Observed Treatment, Short-course as treatment strategy for TB

An individual staff (male or female) employed by and working for Nawae Construction Limited
Widespread occurrence of an infectious disease in a community or region. Preferred usage when referring to country or regional level.

Human Immunodeficiency Virus, a virus that weakens the body's immune system, ultimately causing AIDS

An employer or a registered company that provides jobs to people (employees) to run its business activities

Sexually Transmitted Infection, which includes, among others, syphilis, donovanosis, chlamydia, gonorrhoea. It also includes conditions commonly known as sexually transmitted diseases (STDs)
HIV & AIDS is a form of STIs.

To do or say something in public to cause or encourage people to hate or ridicule or fear people affected or infected by HIV & AIDS

A simple standard of infection control practice to be used to minimise the risk of exposure to and transmission of blood-borne pathogens including HIV.

To criticize or say something to hurt people affected or infected by HIV & AIDS

Content

Glossary	iv
Content.....	v
1. INTRODUCTION AND KEY PRINCIPLES	1
2. PURPOSE.....	1
3. SCOPE.....	2
4. EMPLOYMENT CONDITIONS AND RIGHTS	2
4.1 NO HIV DISCRIMINATION	2
4.2 NO GENDER DISCRIMINATION	2
4.3 CONFIDENTIALITY.....	2
4.4 THE PROMOTION OF STAFF MEMBERS' WELL - BEING	2
5. TREATMENT AND CARE	3
5.1 ACCESS TO TESTING AND TREATMENTS	3
5.2 CARE AND SUPPORT.....	3
6. EDUCATION/PREVENTION	3
6.1 SHARED RESPONSIBILITY.....	3
6.1.1 Individual Employee's Responsibilities	4
6.2 EDUCATION PROGRAMS	4
6.3 PARTNERSHIP & COOPERATION	5
6.4 SPECIFIC RISK FACTORS	5
6.5 SAFER SEX.....	6
6.6 CONDOMS.....	6
6.7 INJECTABLE MEDICATION AND VACCINATION	6
6.8 OCCUPATIONAL HEALTH AND SAFETY.....	6
6.9 UNIVERSAL PRECAUTIONS	6
6.10 POST EXPOSURE PROPHYLAXIS (PEP) TREATMENT	6
7. IMPLEMENTATION AND MONITORING	7
7.1 HIV & AIDS COMMITTEE	7
7.2 HIV & AIDS COORDINATOR.....	7
7.3 COMMUNICATION OF POLICY	7
7.4 REVIEW	7
Appendix I: Condom procurement and distribution for Nawae Construction Limited .	1
Appendix III – Universal precautions and checklist.....	2
Appendix II – TB Tuberculosis	3
Appendix V Procedure for Post Exposure HIV Prophylaxis (PEP) for use on Nawae Construction Limited notice boards.....	5
Nawae Construction Limited	5
Procedure for PEP- Post Exposure HIV Prophylaxis	5
Example: Nawae Constructions Limited	6
EXAMPLE HIV Post Exposure Policy	6
References.....	9
Implementation plan	1

1. INTRODUCTION AND KEY PRINCIPLES

Nawae Construction Limited recognises the seriousness of the HIV epidemic and its significant impact on the workplace. **Nawae Construction Limited** supports the national efforts to reduce the spread of infection and minimize the impact of the disease.

Nawae Construction Limited acknowledges that people who are HIV positive can remain capable of normal work for many years. It is therefore critical that **Nawae Construction Limited** adopt and implement a HIV and AIDS workplace policy compliant to national and international law and agreements.

Nawae Construction Limited will maintain its membership of the Papua New Guinea Business Coalition Against HIV & AIDS.

2. PURPOSE

The purpose of this policy is to ensure a consistent and equitable approach to the prevention of HIV & AIDS among **Nawae Construction Limited** employees, its subsidiaries and their employees, their immediate families; and the management of the consequences of HIV & AIDS, including the care and support for employees and their immediate families living with HIV. **Nawae Construction Limited** workplace policy will be implemented in consultation with employees at all levels in all the company locations.

Nawae Construction Limited workplace policy complies with the PNG law and international principles including:

- ✘ HIV & AIDS Management and Prevention Act 2003
- ✘ The 12 Principles of the Workplace Policy for HIV & AIDS, PNG National AIDS Council (NAC, 2004)
- ✘ The UN's HIV & AIDS and Human Rights; International Guidelines (1996)
- ✘ ILO Code of Practice on HIV & AIDS and the world of work (2001)

Nawae Construction Limited recognizes the strong relationship between HIV infection and TB cases in PNG and will address TB prevention, care and treatment management in this policy.

Nawae Construction Limited recognizes that there is a high degree of gender discrimination in PNG society, which means women and girls, will be more negatively affected by HIV & AIDS.

Nawae Construction Limited is committed not to discriminate or tolerate discrimination against its employees or as job applicants nor on any grounds, including HIV & AIDS.

Nawae Construction Limited policy rests on the principle that HIV is treated like any other serious condition or illness that may affect the employees. It takes into account the fact that people with HIV may live full and active lives for many years. **Nawae Construction Limited** is committed to maintaining a safe and healthy work environment for all employees, recognizing that HIV is not transmitted by casual contact such as hugging, shaking hands, sharing food or drink or working along side with someone who is infected by the virus.

3. SCOPE

This policy applies to all **Nawae Construction Limited** employees, their respective families and dependents. It will apply the policy to other parties that are in contact with its employees such as company sponsored sporting teams, contractor engagements and joint ventures.

4. EMPLOYMENT CONDITIONS AND RIGHTS

4.1 NO HIV DISCRIMINATION

Nawae Construction Limited will not discriminate against people with HIV & AIDS in any aspect of employment and will not tolerate stigmatisation, vilification, victimisation or harassment on the basis of that a person is infected or affected by HIV & AIDS.

4.2 NO GENDER DISCRIMINATION

Recognising the gender dimensions of HIV & AIDS, **Nawae Construction Limited** will endeavour to create more equal gender relations in a non-discriminatory work environment. Thus, **Nawae Construction Limited** discourages workplace physical and sexual harassment including all forms of violence such as sexual assault, domestic violence, including child abuse. **Nawae Construction Limited** will assess workplace risks that are particular to creating vulnerability to HIV infection and violence for women at the workplace and will address these issues accordingly.

4.3 CONFIDENTIALITY

An employee with HIV & AIDS has no obligation to inform **Nawae Construction Limited** or other employees of his/her status. Where an employee chooses to inform another staff member that he/she has HIV, this information is not disclosed to any other person, including human resources managers and medical personnel with out a written consent of the person who has given the information.

Nawae Construction Limited recognizes its obligation to maintain absolute confidentiality about all aspects of a staff member's health. Breach of confidentiality in relation to HIV will be considered a serious disciplinary offence. However, in line with **Nawae Construction Limited's** philosophy of openness, **Nawae Construction Limited** will provide support to employees who choose to be open about their HIV status.

4.4 THE PROMOTION OF STAFF MEMBERS' WELL - BEING

Nawae Construction Limited will treat employees and their families that are infected or affected by HIV & AIDS with sympathy and care. Consequently, **Nawae Construction Limited** will provide all reasonable assistance, which

may include counselling, time off, sick leave and information regarding the virus, opportunistic infections such as TB and the potential impact of the virus on an employee's health and well-being.

5. TREATMENT AND CARE

5.1 ACCESS TO TESTING AND TREATMENTS

Nawae Construction Limited recognizes that HIV & AIDS services such as voluntary confidential, counselling and testing (VCCT) for HIV can be accessed for employees via the established services of NGOs, Churches and the private and public health services throughout PNG. Similarly, diagnosis and treatment for sexually transmitted infections (STIs) and opportunistic infections such as TB can be accessed at public and private health services. TB does not cause HIV & AIDS however, people living with the virus are more likely to develop or contract TB, as their body immune systems are impaired. See Appendix III for detailed information on TB

Nawae Construction Limited will assist employees' access available services and support management of treatment regimes to ensure employees regain their health to resume work.

The HIV & AIDS Committee will work in partnership with other HIV & AIDS support service organisations to support and encourage testing for employees including providing information on how to access ART (HIV) and DOTS (TB) services to its employees and their immediate family members and promote regular VCT.

5.2 CARE AND SUPPORT

Nawae Construction Limited will develop links and provide support for local health services, NGOs or church organisations providing care and support including psycho-emotional counselling for persons affected by HIV & AIDS and will refer affected workers to those organisations where appropriate. Information on the location of these support services and the kind of service available at these locations will be made available for employees to seek the service they require. **Note: Free drugs & access to VCT Sites.**

Nawae Construction Limited is obligated to provide health care for its employees and their immediate families. The Company will select a Health Insurance Cover that will include health cover for HIV related treatments including anti-retroviral treatment drugs plus treatment for opportunistic infections and other pre-existing or chronic conditions. Health Insurance Cover will also include inpatient and outpatient treatments for HIV & AIDS related conditions, nutrition advice and related monitoring tests.

6. EDUCATION/PREVENTION of HIV Infection

6.1 SHARED RESPONSIBILITY

HIV & AIDS prevention is the responsibility of all employees, their immediate family members and including senior management and supervisors of **Nawae Construction Limited**.

Nawae Construction Limited recognises the importance of involving employees and their representatives in the planning and implementation of

awareness, education and counselling programs such as peer educators, counsellors and home based carers.

Nawae Construction Limited also recognises that each individual employee has a responsibility to themselves, his or her workplace, families and communities to acknowledge the magnitude of the impact of HIV and respond in a manner that will prevent further spread of the virus.

6.1.1 Individual Employee's Responsibilities

a) Individual employee must understand;

- ✂ the benefits of knowing their HIV status, and be encouraged to take Voluntary Confidential Counselling and Testing (VCCT) early before AIDS illnesses starts.
- ✂ that early intervention is the key to prophylactic treatment of opportunistic infections like Pneumocystis Carinii Pneumonia (PCP) and Pulmonary TB (PTB), and successful treatment of HIV and AIDS with Antiretroviral (ARV) drugs.
- ✂ the important link between other sexuality transmitted infections (STIs) and HIV and AIDS, and as such always use condoms when having sexual intercourse and seek immediate treatment for STIs

b) Individual employee must understand that condom use;

- ✂ does not only prevent the spread of HIV and AIDS, but also re-infection of already HIV positive individuals
- ✂ help prevent STI's and HIV, but also to prevent unwanted pregnancy.

c) Individual employee must understand that

- ✂ being faithful and having only one honest sexual partner and knowing their HIV status is the key to preventing STIs, HIV and AIDS.
- ✂ practicing Universal Control of Infection at all times is the key to preventing HIV, HBV, HCV and other infections

d) Individual employee must understand the Occupational Health and Safety standards and procedures and adhere to them in order to minimise risky work behaviour, thus preventing the spread of HIV and other blood borne viruses.

6.2 EDUCATION PROGRAMS

Nawae Construction Limited through its HIV & AIDS Committee will coordinate and or facilitate awareness and education programs to inform staff about HIV & AIDS, other sexually transmitted infections, TB, malaria, broad health and related issues so they can help to protect themselves and others against the infection and also to maintain their individual health and well being.

Nawae Construction Limited awareness and education programs will take into account the different needs of male and female staff members, different languages, cultures and where appropriate, will also be provided to family members and surrounding communities.

Nawae Construction Limited will include the importance of personal hygiene, safe drinking water, environment and sanitation including availability of first aid kits in their homes as part of the awareness and educations and an extension to maintaining occupational health and safety and universal precautions.

Information to new staff during induction programs must include HIV education and prevention. All employees will be given the opportunity to participate during working time planned HIV & AIDS programs that addresses their concerns with regard to risk, including education and prevention programs. These programs will include:

- ✂ Providing factual and current information on HIV transmission and prevention.
- ✂ Risk assessment and understanding means of prevention and universal precautions
- ✂ Providing guidance on behaviour change communication strategies
- ✂ Assisting staff to maintain productive, non-discriminatory and stigma-free staff
- ✂ Informing employees on rights and benefits and providing information on where to access care, treatment and support services provided by community service providers within the local community; information to include STI and TB testing and treatment; and
- ✂ Annual review of the companies HIV activities

6.3 PARTNERSHIP & COOPERATION

Where possible **Nawae Construction Limited** will coordinate awareness and education programs with cooperation, support and or draw resources from local NGOs, church organisations, private sector, health division and or other public sector organisations with expertise in HIV & AIDS and other related topics.

6.4 SPECIFIC RISK FACTORS

Awareness and education programs should inform the employees and their immediate family members about specific risk factors which may be related to their employment with **Nawae Construction Limited** such as:

- ✂ Lengthy periods away from home
- ✂ Shift work
- ✂ Less inhibition and restriction in a new province or a new country
- ✂ Influence of alcohol, substance abuse and peer pressure
- ✂ Frequent travel or mobile jobs
- ✂ Shared Housing and accommodation

6.5 SAFER SEX

Nawae Construction Limited employees and their families are encouraged to practice safer sex. Safer sex includes not having sex or delaying age at first sexual intercourse, fidelity between uninfected and infected partners, reducing number of sexual partners and using a condom consistently and correctly during sexual activity, knowing your own and your sexual partners HIV status.

6.6 CONDOMS

For sexually active employees, correct and consistent use of condoms is the only effective means of prevention of HIV transmission. Male and female condoms including lubricants will be available and accessible to all employees of **Nawae Construction Limited** at no cost.

Nawae Construction Limited will establish a condom procurement and distribution system. See appendix II

Condom education is a part of the overall HIV education and prevention programs for the company. Condoms education will include:

- ✂ Why use condom - condoms, family planning and STI prevention
- ✂ What, who, when, where and how of condom use

6.7 INJECTABLE MEDICATION AND VACCINATION

Employees of **Nawae Construction Limited** with their families should not be given any injection with non – disposable needles and or syringes.

6.8 OCCUPATIONAL HEALTH AND SAFETY

Nawae Construction Limited will carry out hazard identification and risk assessment in consultation with employees and their representatives and will implement risk control measures to prevent exposure to HIV and other blood – borne viruses in the work place. These processes will be reviewed annually.

6.9 UNIVERSAL PRECAUTIONS

Nawae Construction Limited health care and office facilities will at all times have adequate quantities of the necessary equipment to follow universal infection control protocols (e.g. disposable gloves, masks, gowns, protective goggles, sharps disposal containers, cleaning agents etc). First aid kits will also be made available and will at all times contain disposable gloves. The kits and protective equipment will be maintained regularly. The Universal precautions and Checklist is attached as Appendix II.

6.10 POST EXPOSURE PROPHYLAXIS (PEP) TREATMENT

Where possible **Nawae Construction Limited** will make PEP treatment available to its employees. Those in need of PEP may include:

- ✂ Employees who have accidentally become exposed to HIV in the course of their duties (e.g. by needle stick) or exposed to HIV through other accidents
- ✂ Those who have been sexually assaulted or exposed through other forms of violence.

- ⌘ Nawae realises that referred to PEP services require urgent response to Alotau hospital.

Nawae Construction Limited will not provide such services to individuals who have engaged in voluntary activities involving potential HIV transmission.

7. IMPLEMENTATION AND MONITORING

7.1 HIV & AIDS COMMITTEE

Nawae Construction Limited will establish an HIV & AIDS committee to coordinate and implement the HIV & AIDS policy and program. The committee will consist of employees representing different constituencies within **Nawae Construction Limited** workplace and including senior management, supervisors, workers from different areas, union representatives, human resources, family and community representative. **Nawae Construction Limited** will ensure that there is a balance of women and men represented in the committee. It will also include people living with HIV & AIDS, if they have identified themselves and if they are willing. The committee will report regularly to the Managing Director.

7.2 HIV & AIDS COORDINATOR

Nawae Construction Limited will appoint an HIV & AIDS coordinator to facilitate, implement and follow up on the work of the HIV & AIDS committee.

Nawae Construction Limited HIV & AIDS coordinator will forward quarterly and annual report to BAHA office.

7.3 COMMUNICATION OF POLICY

This policy and related information on HIV & AIDS will be included in orientation materials and communicated to all staff, associated organisations and businesses, and the wider public, using the full range of communication methods available to **Nawae Construction Limited** and its network of contacts.

7.4 REVIEW

Nawae Construction Limited will review and revise this policy annually and or when necessary in the light of changing conditions.

Appendix I: Condom procurement and distribution for NAWAE CONSTRUCTION LIMITED

Procurement / Distribution

- ⌘ Source of condoms to be established, through communication with BAHA and Provincial Aids 'authority' or local chemist.
- ⌘ Key distribution areas nominated (1 - workshop / 2 - navaid's stores / 3 - vessel masters / 4 - office secretary) and an individual nominated for each distribution point.
- ⌘ Stock of condoms at each point to be checked monthly by the individual and reported to HIV coordinator.

Appendix III – Universal precautions and checklist

A. Universal blood and body fluid precautions

Universal blood and body-fluid precautions (known as “Universal Precautions” or “Standard Precautions”) were originally devised by the United States Centres for Disease Control and Prevention (CDC) in 1985, largely due to the HIV and AIDS epidemic and an urgent need for new strategies to protect hospital personnel from blood-borne infections. The new approach placed emphasis for the first time on applying blood and body fluid precautions universally to all persons regardless of their presumed infectious status. Universal Precautions are a simple standard of infection control practice to be used in the care of all patients at all times to minimize the risk of blood-borne pathogens.

Universal Precautions consist of:

- ✘ careful handling and disposal of sharps (needles or other sharp objects);
- ✘ hand-washing before and after a procedure;
- ✘ use of protective barriers – such as gloves, gowns, masks – for direct contact with blood and other body fluids;
- ✘ safe disposal of waste contaminated with body fluids and blood;
- ✘ proper disinfection of instruments and other contaminated equipment; and
- ✘ proper handling of soiled linen.

Additional checklist of precautions to prevent HIV transmission

1. First Aid Kits

- ✘ Store first aid kits in selected rooms in the education institution.
- ✘ Ensure that the first aid kits contain at least 4 disposable single use latex - gloves, gauze, scissors, and materials to help heal the wound.
- ✘ Check the contents of first aid kits every week.
- ✘ Ensure that the responsible persons know where the first aid kits are stored.

2. How to Manage Injuries Involving Blood

- ✘ Put on gloves.
- ✘ Cover any abrasions or cuts on your arms with a waterproof dressing.
- ✘ Clean the wound.
- ✘ Remove the gloves and place in a re-sealable bag.
- ✘ Do not touch your eyes before washing up.
- ✘ Wash hands immediately after touching blood, body fluids, and contaminated items, whether or not gloves had been worn.
- ✘ Wash hands with soap and water for at least 15-20 seconds.
- ✘ Change any bloodstained clothes as quickly as possible.
- ✘ Immediately discard contaminated sharps and materials in re-sealable bags.

3. Disinfecting

Prior to disinfecting, ensure that adherent blood is scraped from surfaces and objects.

HIV does not survive in the environment. None the less, potentially contaminated spills should be disinfected by using household bleach, 1 part bleach to 10 parts water. Pour the solution around the periphery of the spill. Ensure that mops, buckets and other cleaning equipment are disinfected with fresh bleach solution.

4. Cleaning Staff

Inform all cleaning staff about the universal precautions for handling bodily fluids.

Appendix II – TB Tuberculosis

TB workplace training contacts:

Contact BAHA for contacts for TB DOTS workplace training or arrange directly with National Stop TB Unit

What is TB

TB is a disease caused by a germ. It is spread through the air when someone who has TB coughs or sneezes. TB can affect any part of the body. However, in most cases it usually affects the lungs.

What are the symptoms?

- ✂ A bad cough that lasts 3 weeks or longer
- ✂ Pain in the chest
- ✂ Coughing up blood or sputum
- ✂ Weakness or fatigue
- ✂ Weight loss
- ✂ No appetite
- ✂ Fever
- ✂ Night sweats

How Is TB Spread?

TB is spread through the air from one person to another. UNTREATED TB in the lungs or throat can be infectious. This means that the bacteria can be spread to other people

TB bacteria get into the air when a person with TB disease of the lungs or throat coughs or sneezes. People nearby may breathe in these bacteria and become infected.

When a person breathes in TB bacteria, the bacteria can settle in the lungs and begin to grow.

People with TB are most likely to spread it to people they spend time with every day. This includes family members, friends, and co-workers.

Who is at risk?

Everyone in PNG is at risk. Particularly those who live or work alongside people with TB and those who have HIV.

Do you think you have TB?

- ✂ TB is curable
- ✂ Get to a clinic
- ✂ Have an x-ray
- ✂ Have a sputum test
- ✂ Return for your results

Diagnosed with TB?

- ✂ Register as a TB patient
- ✂ Inquire about treatment support- DOTS
- ✂ Complete 6-months treatment
- ✂ Have a check up to check you are cured

If NO DOTS is available

- ✂ Your organisation can be trained in DOTS – call BAHA or the STOP TB Unit

DOTS

The recommended treatment strategy for detection and cure of TB is "Directly Observed Treatment, Short-course" (DOTS). Once patients with infectious TB have been identified, using microscopy services, health and community workers or trained volunteers at the workplace can be trained to observe and record patients swallowing the full course of the correct dosage of anti-TB

medicines (treatment lasts six to eight months). Family members cannot provide DOTS.

TB is preventable

- ✂ Always cover your mouth when coughing or sneezing
- ✂ Do not spit
- ✂ Ensure good ventilation at home and in the workplace
- ✂ Immunise your child for TB

Reducing TB in PNG

Seek testing and if required seek treatment for your family and co-workers at any private and public health service in PNG.

Appendix V Procedure for Post Exposure HIV Prophylaxis (PEP) for use on Nawaie Construction Limited notice boards



Nawaie Construction Limited

Procedure for PEP- Post Exposure HIV Prophylaxis

Minimize risk of infection immediately after a known or suspected HIV exposure to HIV through **accidents, sharps injury, rape, sexual or physical assault or other accidental exposure to blood e.g. traditional tattooing.**

- Make the area safe. Any room where glass or sharps are used will have an appropriate sharps container and the infected sharps must be disposed of correctly.
- Bleed the site, wash and provide basic first aid.
- Inform the person who is on duty or in charge of the clinic, either manager or supervisor.
- Fill in an **Nawaie Construction Limited** accident report form, which will be available from your [INSERT COMPANY NAME eg. HR manager, nurse ?] and find out PEP availability on site.
- **Immediately** contact PEP service on site [your PEP contact on site]

OR

- **Contact Heduru Clinic POMGH, or nearest Clinic immediately to seek Post Exposure HIV Prophylaxis. THIS MUST BE DONE WITHIN 24 HOURS**

This will include:

- An HIV test
- Antiretroviral drugs
- Follow up blood tests over the next 3 – 6 months to confirm your HIV status.
- Treatment for other possible infections

Heduru Clinic, Port Moresby.

Contact	Address	Phone	Fax	mobile
Officer in charge local hospital	?	324 8115	324 8253	690 5861
Dr. Goa Tau		324 8461		
Dr. Samuel		324 8115		688 8911

Tender			
Dr. Tau Nauna	324 8115		
Dr. David Jimbanau	324 8115		
HEO Kapana Gairo	324 8115		682 5724 – on study leave 2008
Dr.Nano Gideon	324 8115		686 6472

LOCAL HIV/PEP/ARV contacts for NAWAE CONSTRUCTION LIMITED

Contact	Address	Phone	Fax	mobile
Dr. P. Dakulala	Alotau G Hospital	641 1265		

Example Nawae Constructions Limited

Accident Report Form

- Ⓢ Project – relevant forms to be used when on project work.
- Ⓢ Section – relevant forms to be used for all headquarter activities

EXAMPLE HIV Post Exposure Policy

Date of Policy:	June 2008
Date Ratified by Company Board:	
Date for Review:	June 2009

Contents

Introduction- Context and Key Principles

Treatment

Risk Management

Initial First Aid

Confidentiality

Work Performance, Duties and Allowances

Review

This guideline on PEP is to reduce the risk of is to set a framework for consistency of practices in Nawae Construction. It will guide managers and supervisor's on how to best help those with accidental exposure to HIV, and informs employees about assistance and support provided by the *private sectors*. This policy will be in line with the National HIV/AIDS Management Act (HAMP Act, 2003), and the National AIDS Council VCT manual and national training package.

This guide covers all employees, salaried and contractual. This includes any person conducting an activity under the auspice of **Nawae Construction Limited** such as supervised on the job-training practical sessions, short term volunteer work and any external help with catering, educating etc.

This guide also concerns members of the public, who come to **Nawae Construction Limited** for information, purchasing goods, advises, and trainings for HIV exposure such as injuries, rape, sexual assault or other blood exposure. This policy outlines the procedure for all appropriate employees to offer first aid in HIV exposure and PEP.

Care and Treatment

Risk Management

With employees dealing with glasses and sharps, there is always a risk of injury. All employees using these must have training and knowledge to minimise the risk and understand both universal blood precautions and standard procedures for handling glasses and sharps. Appropriate tools must be in place such as sharps containers, good lighting and supervision to make sure that **Nawae Construction Limited** is a safe place to work.

If an injury or potential blood exposure does occur, immediate action is required to reduce the risk of exposure to HIV.

Initial First Aid

Each site will have a set of guidelines for delivering first aid to any person immediately after potential exposure to HIV. These guidelines will be developed by the management of **Nawae Construction Limited** in collaboration with qualified healthcare and counselling officers. All sites will be working with the BAHA and the Department of Health (NDOH) to ensure national standards are met and this may mean submitting the PEP guidelines and policy to supervising and supporting agencies such as a WHO or regional support sites.

The PEP procedure guidelines will be printed and readily available for all employees working in workshop and working with potential HIV infection hazards such as sharps. Each staff member must know how to follow these guidelines in the case of exposure to HIV. The managers or supervisors of **Nawae Construction Limited** must ensure all the teams are aware and capable of these guidelines and include them in the orientation programme for all new staff.

Confidentiality

As stated in the workplace policy, any medical information including HIV related information must be kept confidential about all employees. All people tested at the clinic have a right to privacy and confidentiality and this applies to all employees.

Follow up

As per the guidelines for PEP, an accident form must be filled out. This form goes to the Operations Manager and the General Manager of the enterprise. The General Manager should inform the Managing Director or Chief Executive officer and the Directors of the Board about any workplace incidents which might lead to HIV infection. The Operations Manager will follow up with any employees involved in the incident or accident to make sure all medical attention and follow-ups have been completed.

Work Performance, Duties and Allowances

Nawae Construction Limited undertakes to maintain a professional indemnity insurance policy for all employees.

HIV/AIDS is not a barrier to employment. All people employed by **Nawae Construction Limited** will be able to continue to work regardless of their HIV status.

Review

The guidelines should be updated annually, particularly the contact details, and also to revisit any treatment partner arrangements and make sure they are still appropriate. This would include calling the numbers and discussing referral pathways with a service providing ART. The Operations Manager is responsible for overseeing this is occurring and offering support if needed.

The accident form needs to be filled out following any incident or accident and these needs to be reviewed by the Operations Manager and General Manager. This review must be also include Occupational Health and Safety aspects to ensure that the organisation has a safe set up and that best practices are being followed by all employees.

This policy will be reviewed every 2 years by the Operations Manager and support team made up of employees from **Nawae Construction Limited** to identify any gaps and any changes that are needed, or any other problems arising with the implementation of this policy. Changes to how we work or new activities and services mean we need to keep our policy up to date by annual reviews.

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PNG National AIDS Council (2002), *Lukautim yu yet long AIDS*, NACS, Waigani

PNG National AIDS Council (2003), *Living with HIV & AIDS: The facts*, NACS, Waigani

The 2007 Estimation Report on the HIV Epidemic in PNG

World Health Organization's *Universal Precautions*

Implementation plan

Nawae Constructions Limited has identified four (4) focus areas which are in line with the seven (7) focus areas of the National Strategic Plan on HIV & AIDS 2006 – 2010 and developed guidelines for the focus areas. These framework of strategic direction which will guide the company to address the impact of HIV & AIDS amongst its employees and plan its annual HIV & AIDS Workplace activity plans and budget for implementation in order to effectively and efficiently contribute to address the impact of HIV & AIDS epidemic at workplace and subsequently in Papua New Guinea.

The Focus areas are:

1. Employment Conditions and Rights
2. Treatment, Care and Support,
3. Awareness and Prevention,
4. Implementing and Monitoring.
5. Review

Policy Focus Area 1 Employment Conditions and Rights.	Action	Action Officer	Timeframe	BUDGET
<p>1.1 No Discrimination: HIV & AIDS and Gender. Nawae Constructions Limited as a responsible organisation has an obligation to make sure that the company and its employees do not discriminate against, harass or stigmatise an employee or other people on the grounds that they are infected or are affected by HIV & AIDS as stipulated in the Papua New Guinea HIV & AIDS Management and Prevention Act 2003.</p> <p>Gender – Recognising gender dimension of HIV & AIDS, Nawae Constructions Limited will create a more equal gender relation in a non discriminatory work environment in order to ensure that gender based HIV & AIDS discrimination, harassment, and stigmatisation is not practiced by the company and its employees.</p> <p>The company will not discriminate against persons with HIV in job applications, and also will not discriminate against employees in promotions, training, and in having access to sick and retirement benefits etc.</p>	<p>Revise all relevant personnel policies and practices, including recruitment, grievance, disciplinary procedures etc</p> <p>Training/discussion among all staff.</p>	<p>HQ: HR Manager</p> <p>Projects: Project & Construction Managers</p>		

<p>12 Testing: Nawae Constructions Limited will not demand HIV testing as a prerequisite for recruitment, access to training, or promotion. It will also not include HIV test in its pre-employment medical examination program or in any other medical tests required for employment purposes.</p> <p>The company will vigorously promote awareness of, encourage, and support its employees to take up the opportunity to do Voluntary Counselling and Testing (VCT) for their own benefit.</p>	.	<p>HQ: HR Manager</p> <p>Projects: Project & Construction Managers & Section Supervisors</p>		
<p>1.3 Confidentiality and Privacy: Nawae Constructions Limited will observe its employees' right to privacy as stipulated in the Papua New Guinea HIV & AIDS Management and Prevention Act 2003. A HIV infected employee has no obligation to inform the company or other fellow employee or person of his/her status. Where he/she chooses to inform the company or other fellow employee or person of his/her status, he/she does so in confidence hence the information is not to be disclosed to other employees including Human Resource Manager and to other Supervisors without consent. Breach of confidentiality in this matter is an offence and is subject to disciplinary or legal action.</p> <p>Nawae Constructions Limited embraces the philosophy of openness; hence it will give all necessary support to its employees who choose to be open and inform the company of their HIV status. The company will ensure to maintain absolute confidentiality about all aspects of the affected employee's health, e.g. The affected employee's medical and insurance information files will be kept in a secured office and will be accessible only by authorized staff.</p>	<p>Revise HR policy Training for HR staff and Managers on confidentiality</p> <p>Integrate HIV Training in induction training for both headquarters and projects</p> <p>communicate policy & implementation plan to all company employees & their families</p>	<p>General Manager & Section Supervisors</p>		
<p>1.4 Work Performance and Reasonable Accommodation: Nawae Constructions Limited will ensure to respond to the changing health status of its staff by making reasonable accommodation. The company will allow the HIV infected employee to continue working as long as he/she is able to perform his/her duties safely and in accordance with performance standards. In situation where the infected employee's ability to perform in accordance with performance standards is affected, the Supervisor will resolve the issue according to the Human Resource Policy Procedure on medical incapacity.</p>	<p>Revise HR policy</p> <p>Training for all managers and supervisors on reasonable accommodation.</p>	<p>HIV committee and health clinic staff in liaison with Project / Construction Managers & section supervisors</p>		

<p>1.5 Termination of Employment: Nawae Constructions Limited will not terminate, retrench or demote an employee on the basis of his/her HIV and AIDS status.</p>	<p>Revise personnel policy Training for all supervisors and key personnel</p>	<p>HQ: HR Manager</p> <p>Projects: Project & Construction Managers & Section Supervisors</p>	
<p>1.6 The Promotion of Employees Wellbeing: Nawae Constructions Limited will treat employees infected or affected by HIV&AIDS with empathy and care. It will provide all reasonable assistance, which will include referrals to access counselling, time off, sick leave, and information on HIV&AIDS.</p>	<p>Revise HR policy re: sick leave</p> <p>Identify referral agencies, community counselling and care service providers</p>	<p>HQ: HR Manager</p> <p>Projects: Project & Construction Managers & Section Supervisors</p>	

Policy Focus Area 2. Treatment, Care and Support	Action	Action Officer	Timeframe
<p>2.1 Access to Treatment: Nawae Constructions Limited will promote and recommend its employees to utilise the opportunities available for Voluntary Counseling & Testing (VCT) at the designated company GPs and in the selected clinics in the National Capital District and across the country where available as this process ensures access to treatment if the employee is tested positive with HIV infection.</p> <p>The company will ensure that its employees who are infected by HIV have access to treatment.</p>	<p>Ensure all staff are informed about available and affordable services. discuss with BAHA/NDoH or NACS for Country Services Listing</p>	<p>HIV & AIDS committee</p>	
<p>2.2 Care and Support: Nawae Constructions Limited will identify government and non-government organisations including church organisations that provide care and support for persons living with HIV and care and support for persons affected by HIV&AIDS. The company will then establish links with the selected organisation for referrals for care and support for the affected employees.</p> <p>Nawae Constructions Limited will ensure to give the necessary support required for providing better care, support, and psycho-emotional counselling to the selected organisation in order to cater for the referred employees and their immediate families.</p>	<p>Revise personnel policy</p> <p>Identify referral agencies, community counselling and care service providers</p>	<p>Referred service providers</p> <p>HIV & AIDS committee</p>	

<p>Nawae Constructions Limited will monitor and assist to manage TB treatment for employees who have been diagnosed with TB</p>	<p>DOTS Training/Fixed Dose Combination KIT Training</p>		
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<p>Policy Focus Area 3 Awareness and Prevention</p>	<p>Action</p>	<p>Action Officer</p>	<p>Timeframe</p>
<p>3.1 Shared responsibility: Nawae Constructions Limited recognises that HIV & AIDS prevention is the responsibility of all employees, including senior management and supervisors. It recognises the importance of involving staff members in planning and implementing awareness and education programs. Therefore, it committed to drive the cause of HIV&AIDS prevention at workplace from the management perspective.</p> <p>The company has established its Workplace HIV&AIDS Committee to take charge of planning and implementing programs at workplace. This committee reports directly to the CEO and his executive team.</p>	<p>Develop awareness program for 1 – Headquarters 2- Projects 3- Community Awareness Programs</p>		
<p>3.2 Awareness Programs: Nawae Constructions Limited will ensure that annual Workplace HIV&AIDS Awareness Program is developed, budgeted for and implemented by its HIV&AIDS Committee. This will be done with assistance from BAHA.</p> <p>The program will aim to create knowledge and awareness of the risks and prevention of HIV, and empower employees to make informed choices and decisions regarding their sexual behaviours as well as their behaviours towards people infected or affected by HIV & AIDS.</p> <p>The program will include providing relevant up to date information on HIV & AIDS, and information on other sexually transmitted infections (STIs) and on other infections and diseases like Tuberculosis (TB) etc.</p> <p>The program will also promote positive behaviours on the use of condoms and ensure the distribution of condoms and lubricants is effective at workplace in order for employees to have easy access for their use.</p>	<p>Develop awareness program for 1 – Headquarters 2- Projects 3- Community Awareness Programs</p>	<p>HIV & AIDS committee & HIV committee</p>	
<p>3.3 Risk Factors: Nawae Constructions Limited will inform employees and their immediate families about the specific risk factors which may be related to their employment with the company as well as other related risk factors which may effect contraction of HIV. The risk factors are: shift work, influence of peer and alcohol, promiscuity, gender issues such as workplace physical & sexual harassment,</p>	<p>Develop awareness program for 1 – Headquarters 2- Projects 3- Community Awareness</p>	<p>HR, Health Worker and HIV committee</p>	

<p>sexual abuse to gain favour, and all forms of violence e.g. rape, domestic violence, assault, child abuse etc, blood transfusion with blood or blood products that have not been screen for HIV by reliable source must not be allowed except in life or death emergency, injection with non-disposal needles and syringes must not be allowed.</p>	<p>Programs</p>		
<p>3.4 Safe Sex: Nawae Constructions Limited will encourage its employees to practice safe sex at all times. Safe sex includes not having sex, fidelity between uninfected partners, non-penetrative sex and sex using condom correctly and using one every time of having sexual intercourse. The company will ensure that condoms and lubricants are made available at workplace.</p>	<p>Develop awareness program & ensure condom availability and accessibility</p>		
<p>3.5 Occupational Health and Safety: Nawae Constructions Limited will ensure that Human Resource Department carryout hazard identification and risk assessment in consultation with employees and implement risk control measures to prevent exposure to HIV and other blood borne viruses in workplace.</p> <p>It will ensure that the company's "Occupational Health and Safety (OHS) Procedures" and other universal precautions are strictly observed by employees at all times during working hours to avoid accidental transmission of HIV., The company will make sure that training in infection control is conducted as part of OHS program in the workplace. This will include First Aid training and supply of First Aid Kits at workplace.</p>	<p>Revise HR policy re risk management & First Aid Kits.</p>	<p>HIV / AIDS committee</p>	
<p>3.6 Post Exposure Prevention (PEP) Treatment: Nawae Constructions Limited will refer employees affected by HIV&AIDS for Post Exposure Prevention (PEP) Treatment in circumstances where: a) The employee is accidentally exposed to HIV in the course of his/her work, or b) The employee is exposed to HIV due to being sexually assaulted at workplace or outside workplace.</p>	<p>Draft PEP emergency protocol and re-asses the protocols used for implementation of Universal Precautions</p>	<p>HIV & AIDS Committee & health worker</p>	
<p>3.7 Personal Responsibility: Nawae Constructions Limited will encourage each employee to be responsible and take on the moral and legal obligation to protect him/herself and also protect other persons from contracting HIV. Intentional transmission of HIV to another person is a criminal offence.</p> <p>All Managers are encouraged to personally take on the responsibility to lead and support the implementation of the Workplace HIV & AIDS Policy programs and activities.</p>	<p>Develop awareness program for 1 – Headquarters 2- Projects 3- Community Awareness Programs</p>	<p>HIV & AIDS Committee</p>	

Policy Focus Area 4 Implementation and Monitoring	Action	Action Officer	Timeframe
<p>4.1 Workplace HIV & AIDS Prevention Coordination: Nawae Constructions Limited Management has established its Workplace HIV & AIDS Committee to coordinate development of workplace HIV & AIDS Policy and coordinate planning and implementation of the HIV&AIDS program activities. The committee will report directly to the CEO on quarterly basis.</p>	Set and monitor Workplace HIV & AIDS Committee	HIV / AIDS Committee	
<p>4.2 Annual Activity Plan and Budget: Nawae Constructions Limited will ensure that its Workplace HIV & AIDS Committee develops annual activity budget plan in line with this Policy and Action Plan 2008 - 2010, facilitate, and monitor its implementation.</p> <p>The company will encourage quarterly progress reports to the General Manger and his Executive team.</p>	Develop annual budget plans.	Special Projects Coordinator & GM	
<p>4.3 Implementation and Communication of this Policy: Nawae Constructions Limited will ensure that this policy is implemented as specific Workplace HIV & AIDS policy. Where a HIV & AIDS policy statement contradicts the HR Policy statement, the HIV & AIDS Policy statement will override HR Policy statement but where the HIV & AIDS Policy statement is similar to the HR Policy statement, the HR Policy statement will override the HIV & AIDS Policy statement.</p> <p>The company will ensure that this policy is disseminated to all employees and to all stakeholders for the benefit of the company, its employees and stakeholders.</p>	Disseminate Policy copy	Special Projects Coordinator // HIV & AIDS Committee // Project & Construction Managers // Section Supervisors	
<p>4.4 Condom Availability and Accessibility Activity: Nawae Constructions Limited will ensure that condom education is conducted for its employees and that condoms are made readily available and accessible for employees at place of work.</p>	Ensure constant supply and distribution of condom	HIV & AIDS Committee	

Policy Focus Area 5 Review	Action	Action Officer	Timeframe
<p>5.1 Review: This policy will be reviewed only in the light of changing conditions of:</p> <ul style="list-style-type: none"> • HIV & AIDS Management & Prevention Act 2003, and • PNG National Strategic Plan on HIV & AIDS 2006 – 2010 	Review accordingly	Management & HIV & AIDS Committee	