

# MODULE 4

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HOW TO FIND AND USE HEALTH INFORMATION

ACCOMPANIES THE 'MANAGING HEALTH AT THE WORKPLACE' GUIDEBOOK

# MODULE 4: How to Find & Use Health Information

You should have handouts and other educational materials available to workers, particularly when your health staff is promoting good health with workers.

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Health materials are tools. They re-inforce the work of your nurses and doctors and occupational health staff who share knowledge and promote good health practices. They can help increase the knowledge of your health staff.

But you may find it hard to find or receive good health materials for your factory from external organizations. This Tool shows you:

1. **How to ensure that nurses have access to the online materials** and factory printers.
2. **Where to find health education materials online** that can be printed nicely on your factory printers in black and white or limited color.
3. **How to use the materials** in educational activities the health staff.

It is not necessary to have very glossy materials for workers. These are costly – and the supply is often limited.

You have resources at the factory that can enable your nurses to hand out or post health information as needed.

## 1. HOW TO ENSURE THAT NURSES ACCESS TO THE ONLINE MATERIALS AND PRINTERS

You should encourage your health staff to find information and materials online as part of improving their knowledge and skills.

And you should enable nurses and the staff to give workers handouts during educational activities.

Here are some good practices to ensure access and use:

- **Put a nurse in charge of health education materials.** This nurse should be able to download online materials and print them. You should give the nurse responsibility for supplying the clinic with educational materials – as needed – and place mini-posters on the wall in appropriate places.

You should also put the task of managing health materials in the nurse's job description and performance review. This nurse should also be responsible for (1) getting the materials to the health staff than needs them and (2) ensuring that these materials are used in the ways suggested in Part 3 below.

- **Ensure the nurse has access to a computer, printer and copier.** The nurse must be able to make copies of the materials. You should work out an arrangement with the Human Resources or a different Business office so that nurses can download materials and print them out.

You should assign a staff person in this office to be ready to help the nurse in using the equipment and scheduling times when computers, printers and copiers can be used.

- **Get formal approval of senior management** so all staff know the designated health staff have authority to use the computer, printer or copier.
- **Create clear guidelines for how and when the equipment can be used.** The factory

needs to use computers and printers for business purposes. There will be times the nurse will not have access to them because of other pressing business needs.

Your guidelines can make sure that the nurse has a process to follow. This includes defining:

- How far in advance to schedule use of the equipment and under what circumstances. (Printing 10 copies is a different request than printing 1,000. Some times of the day or the year may be busier than others.)
  - Which computers, printers and copiers to use.
  
  - Who may have access to the equipment and when. (Some equipment may be more available than others.)
- **Create a budget for health materials.** It costs money to print health materials. You should have a budget for health materials. The budget will estimate how many copies will be printed and the cost incurred by doing so.
  
  - **Build the nurses capacity to use online resources.** More and more health information is available online and in local languages. You should encourage nurses to use these resources to improve their knowledge and produce health materials to give to workers.

## 2. WHERE TO FIND HEALTH EDUCATION MATERIALS

You can find many high quality, educational materials *online*. These can be downloaded and used easily. Many materials can also be seen on mobile phones and tablets.

It is also becoming much easier to print onsite your own handouts or posters then search for materials offsite.

Three online resources are particularly recommended:

- **Ready-Made Online Health Promotion Materials**
- **Tool for Self-Made Health Promotion Materials**
- **Learning Resources for Health Staff**

The first one gives you materials ready for printing. The second one allows you create online your own materials. The third one has resources – manuals, handouts, videos – for building the skills and knowledge of your health staff.

### Ready-Made Online Health Promotion Materials

You can find online health promotion materials that are design specifically for factory workers and factory printers.

These materials have been designed to print on factory desktop printers so that they (1) look

#### LINK TO EDUCATIONAL HANDOUTS

On the website link below you will find three types of one-page materials:

- Mini-posters meant to be posted in public areas and be easily readable from a short distance.
- Handouts that have a little more detailed information for workers to take home with them.
- Supplemental materials for some topics (for example, a quiz that can reinforce learning).

<http://evidenceproject.popcouncil.org/resource/health-education-materials-for-the-workplace/>

nice and sharp and (2) use less ink than many glossy, colorful materials.

You can print them in black and white or in a simple color.

The website has materials for these health topics important to factory workers:

- Nutrition
- Handwashing
- Menstrual Hygiene
- Healthy Timing and Spacing of Pregnancies
- Family Planning Methods
- Engaged Fathers and Health

*Why should you use these materials?* You do not need keep a big stock pile of health materials in the health clinic. Instead, you just print out the number of materials you need when you need it.

Also, you can print out a new poster if one gets ripped or starts looking old.

### **Tool for Self-Made Health Promotion Materials**

You can make your own health promotion materials online that is tailored to the health needs of your factory. This is a good skills for your nurses to develop.

The HERproject website (in English) will give you a toolbuilder for creating:

- Posters (or handout)
- Flip chart (for trainings)

The toolbuilder gives you a set of images to put into your poster or flipchart. Then you can type in the information you want with the images and print them onsite. The printed materials will include the HERproject logo.

This is a great tool. But you may need to train your nurse on how to use the tool if he or she does not have much experience with computers.

It is very helpful if you cannot find the health topics you need or in your language. The toolbuilder allows you to take or translate high quality information and put it into your own poster.

### **LINK TO TOOLBUILDER**

The toolbuilder is free, but you must register on the HERproject website before downloading your work. You can try it out without registering.

<https://herproject.org/toolbuilder>

### **Online Learning Resources for Your Health Staff**

You can find more and more, good health information and training materials for your health staff. One good site is ORB, which is an online learning platform that offers high quality training materials for frontline health workers and other health staff.

The ORB training materials are available in a number of different languages.

They are also designed to be **viewed on mobile phones**.

You can use ORB with your health staff to improve clinical knowledge and build skills.

### **LINK TO TRAINING MATERIALS**

The website has materials for these health topics important for your health staff:

- Nutrition
- Family planning
- Labor and delivery
- Newborn care
- Child health
- Antenatal care

<http://health-orb.org/>

Your health staff can also use the information and materials on the website to promote health with workers or use in the toolbuilder mentioned above.

### 3. HOW TO USE THE HEALTH MATERIALS

You should encourage your health staff to use health education materials in their work. There are three ways to use these materials:

#### During Health Clinic Services

You should discuss with factory doctors, nurses, and other health staff who see workers for all sorts of health issues about using their patient visits as opportunities to promote good health.

If the health team is caring for workers with stomach pains, they should discuss handwashing and hygiene and provide them a handout. If a worker complains of menstrual pain, she should learn about menstrual hygiene, pain relievers and proper nutrition – and receive handouts.

Educational materials can be especially helpful if your nurses have been trained to discuss sensitive issues, like family planning or reproductive health, with women (and men) workers. Handouts help reinforce what a patient has been told.

#### During Health Education Activities

The materials should also be used whenever your health staff does general health outreach to workers or organizes educational sessions on health and safety. You may have existing health programs to address general or specific health needs as well as to ensure occupational safety and health including:

- **Health promotion campaigns** (for example, monthly workplace education on a specific issue, health fairs, or health days onsite with external health providers.)
- **Health information sessions onsite** (for example, lunchtime or workday health information sessions, pregnancy or maternity groups.)
- **Worker trainings** (such as peer education programs, health and safety sessions, and professional advancement programs.)

Your nurses, company health and safety officers, or welfare officers may lead these activities. They should also use health education materials as tools for learning.

#### In Public or Visible Workplace Spaces

Health posters do two things: provide information and encourage workers to seek care or information. Your health staff should make sure to put up health posters in the health clinic. But they should also place them in other sites: bathroom, workplace bulletin boards or other locations that are appropriate.

#### For Other Factory Functions

You can also use health education material for other common business functions as a way to reach employees with health information and promote good health practices.

These include:

- **Health and Safety Committees** (or worker-management committees). The role of worker representatives is to enhance communication between workers and management. They should be familiar with these materials so that they can ensure their peers have access to them.
- **New Employee Orientation:** Health and safety is typically a part of the orientation and, in the best cases, an infirmity nurse or health provider also is part of the orientation. Orientation is an important time to inform workers of

available health services as well as health information.

- **Day Care Centers/Crèches:** Women who have recently given birth are most in need of reproductive and maternal health information and services. If your factory has a working crèches, you should provide that new working mothers receive critical information on family planning, nutrition, and hygiene

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