





## Healthy business



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People who feel good about themselves benefit not only privately but also at work, as demonstrated by a wide range of studies. They are less easily stressed, have more energy, feel like working and are less likely to call in sick. Vital employees are sustainably employable and hence particularly valuable to you as an employer. Important, because you badly need your employees in this tight labor market.

The good news is that you can help your employees with this. However, many employers find this difficult, because health and lifestyle are private, are they not?

#### **This is what you can do**

It is true that lifestyle is the employee's choice. Under privacy legislation, health data is 'special personal data' which you, as an employer, are not allowed to access. But you can certainly do something. Put safe working, health and sustainable employability on the map within your company. In this way, you set a good example and your employees realise that they can also positively influence their health.

This does not just mean paying attention to personal protective equipment or healthy food. Personal and career development, for example, are also important for sustainable employability. Because employees who experience sufficient

freedom, support and room for development experience enjoy their work more and are more productive. And if you invest in vitality, you can retain valuable employees in your company for longer.

#### **This is how you go about it in practice**

The basis for a safe and healthy company, where employees are sustainably employable, can be found in the Working Conditions Act. For example, you have an up-to-date Risk Assessment and Evaluation (RAE) with an associated Action Plan. This gives you insight into the occupational risks in your company, so you know what you can do to tackle them. And you periodically offer your employees a Preventive Medical Examination (PME) based on the RAE.

**Read more in this guide about how the RAE, the PME and attention to vitality can benefit your company.**



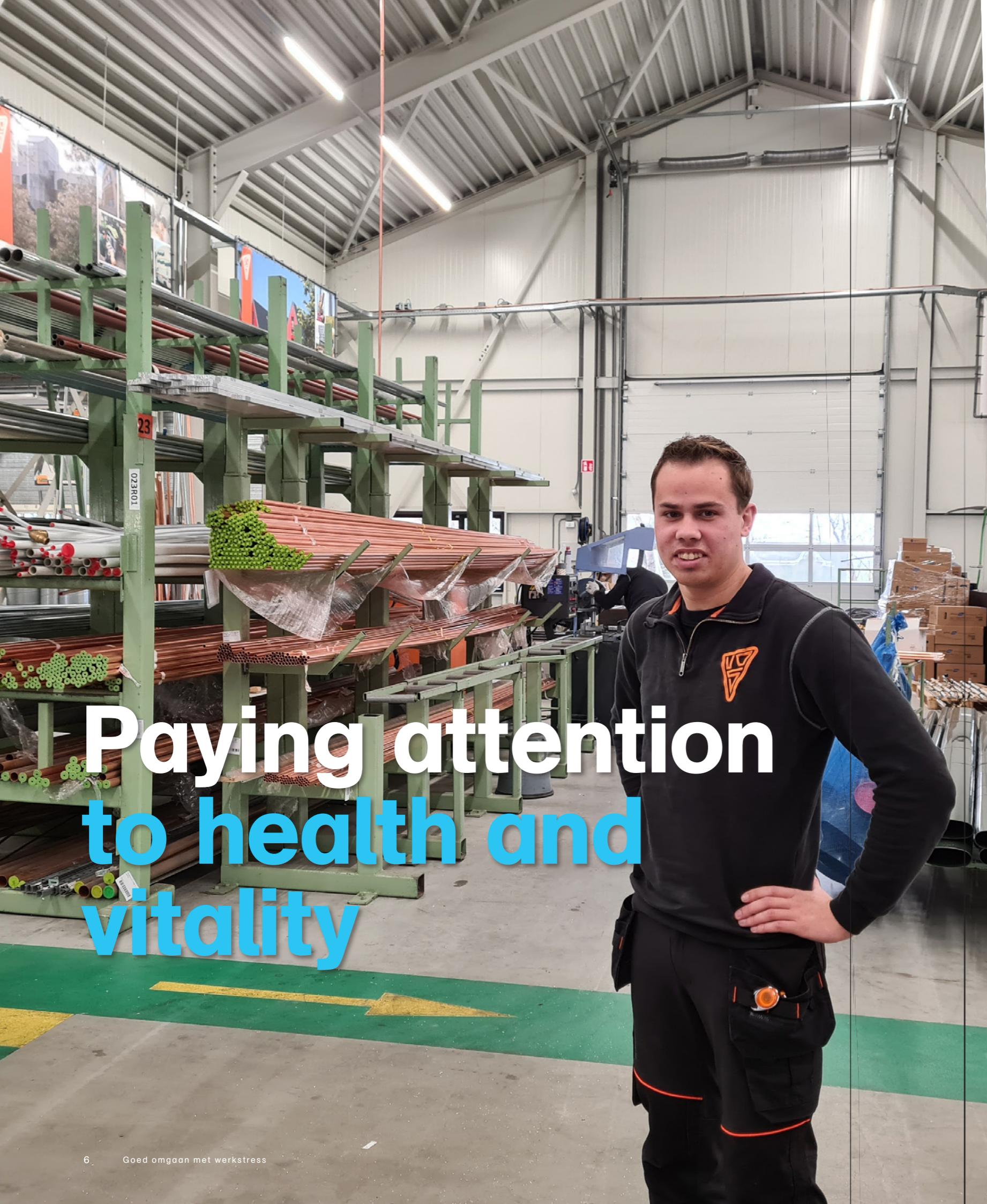
# A safe workplace

As an employer, you have a duty of care. This means that you must protect the safety and health of your employees. The starting point for mapping out whether you offer a healthy and safe workplace is the Risk Assessment and Evaluation (RAE). You can read more about it in the practical guide [Are your employees sure of a safe working environment](#).

An RAE maps out all occupational risks. Only when you know the risks can you address them. How you go about that is described in the Action Plan. In this way you can ensure a safe, healthy and vital workplace.

To make it easier for you, many sector organisations offer a sector RAE. This is a model RAE drawn up by employers and employees in a particular sector. The sector RAE is tailored to the common risks in that sector.

**Need help?**  
Want to draw up the RAE yourself? Or do you want practical support to help you on your way? With My Prevention Expert, you can call in expert help. Ask your regular contact for more information.



## From practice

Van der Sluis Technische Bedrijven operates in the installation, construction and agri industries for every integral and sustainable (building) process. Every three years, the company offers its employees a Preventive Medical Examination (PME).

'Paying attention to health and vitality is important for both the employer and the employee,' says managing director René van der Sluis. As an employer, he therefore facilitates as much as possible for employees to monitor and promote their health and vitality. Among other things, the company has sit-stand desks for the necessary variation in working posture, sponsors cycling clothing, offers fruit and encourages exercise. In addition, Van der Sluis offers its employees periodic PMOs carried out by ArboNed. At company level, the PMO provides an opportunity to see if improvements can be made in the working environment to boost health. At the individual level, it allows employees to monitor their health and take action when necessary.

Employees are positive about the PMO. Warehouse employee Richard says participation in the PMO has given him assurance and insight into his health. 'Health and well-being are just incredibly important. If those things are not in order, you can't do your job properly either,' he says. That is why he thinks it is good that his employer pays attention to this. The various examinations and checks in the PMO indicated that everything was fine with his health. He was also given tips on how to keep it that way. For instance about wearing hearing protection in noisy rooms.



## Health on the map

Once you have the Risk Assessment and Evaluation (RAE) in order, the Preventive Medical Examination (PME) is the next step. You are working on a healthy and vital company, and as an employer you show your appreciation for your employees. You show that you care about their health.

The ArboNed PME consists of an online questionnaire and any physical examinations. The content is geared to the occupational risks that emerge from the RAE.

The results of the PME give your employees insight into their mental and physical health.

If it is necessary to take action, your employee will receive a concrete recommendation. If more than fifteen employees take part in the PME, you as an employer will gain insight into opportunities and challenges at an organisational level.

# The right questions for a successful PME

Prior to the PME, ask yourself these 3 questions:

## 1 Why a PME?

The number one question: Why do I want a PME for my company? Just because it is a legal requirement? To reduce absence within my organisation? To demonstrate good employership? It is important that the board and/or the management team are involved in formulating the objectives for the PME. And that it is clear how they want to propagate them in the company, also in the long term.

If the reason and the ultimate goals are clear to everyone, it is easier to get everyone on the same page. This gives you the best chance of enthusiastic participants and a successful result.

## 2 Who is the PME for?

You probably invite everyone and hope for the highest possible turnout. But perhaps it is mainly those employees who already have a healthy lifestyle high on their agenda who sign up. If you want to involve precisely those employees who would benefit from a medical examination, it would be wise to tailor your communication to them.

If you have a clear picture of who your employees are, what drives them and who you want to participate, you can communicate in a more targeted way and encourage your people to participate. ArboNed helps inform and motivate your employees, for example via an (online) kick-off, a video by our vitality and health expert, intranet texts and/or flyers.

## 3 How do I ensure that a PME attracts attention?

If you want to get the right people on board, make sure that your employees know how they benefit from a PME. Involve your employees in the content of the project as well. What is important to them?

The goal is for your employees not to see the PME as an obligation, but rather as a token of appreciation from their employer. After all, you want to be a good employer for your employees; their health is your top priority.

“If you are offering your employee a PME for the first time, you will have a good baseline measurement. How are your employees and hence your company doing? ‘Baseline measurement’ does not necessarily mean that you start from scratch. I always check with clients what the company has already organised in terms of health and vitality. What do we already know and what is already being done? We can then make the objectives of the PME even more specific. What overlooked issues are left, what insights can the PME offer? Of course, your vitality and health expert in your area will be happy to brainstorm with you.”

**Annerie Eekelder, vitality and health expert**



# 6 tips for a more vital company

1

## Start simple

For example, by offering free fruit to your employees or making arrangements with a local gym. You can combine the Friday afternoon drink or the work outing with healthy options.

2

## Create support

Are you planning to work on the vitality of your employees? Then create awareness around usefulness and necessity. Why is it necessary to work on employee vitality? What will happen if you do nothing? With the answers to these questions, if necessary, you can create support within the company for investing in employee health and vitality.

3

## Keep it positive

Do not ban smoking straight away and do not immediately skip unhealthy snacks and alcoholic drinks during get-togethers. Allow employees to think about the right approach and then implement the measures in consultation and step by step. For everything you take away: give something in return.

4

## Set a good example

As an employer, you have an exemplary role and a good example leads the way. Take a lunch walk and invite your employees to join you. And do not send any work-related emails or texts outside working hours.

5

## Remain in dialogue

Discuss subjects related to vitality during work meetings and performance reviews. Ask your employees questions such as: 'How are things going at work and at home, do you still enjoy your work, how do you want to develop further, what bottlenecks are there and what is needed to solve them?'

6

## Include everyone

Involve your employees in drawing up your vitality policy. Ask them for their input and test the policy as it is drafted. Or set up a vitality working group of employees from different departments, who will work on the vitality policy under the guidance of the HR or prevention officer. Are new employees starting? Inform them how health and safety matters are arranged within your company.



## Working towards healthier employees and less absence

## From practice

'The Preventive Medical Examination (PME) is, of course, a statutory obligation, but it is above all an important tool to gain insight into the mental and physical health of our employees', says Gordon Boon (HR Advisor at Hukseflux, a market leader in thermal sensors for measuring heat current and solar radiation).

'Hukseflux already pays close attention to prevention and vitality. For example, working hours are flexible, all staff have an electric height adjustable desk with two monitors and all homeworkers are compensated to organise a healthy workplace. A healthy lunch is served everyday and fresh fruit is provided twice a week.'

For Hukseflux, the PME followed logically from these preventive measures. Boon says, 'A PME is not designed to keep an eye on staff. It is there to provide insight into their own health. The sooner you spot pitfalls, the sooner you can tackle them. For example, a number of staff were advised to see their General Practitioner or a specialist.'

Prompt detection is conducive to a healthy staff complement, less sickness absence and greater long-term employability.'



Gordon Boon (HR Advisor at Hukseflux)

# Buckle down for long-term success

If you have offered your employees a Preventive Medical Examination (PME), that is of course a very good step. The PME offers your company valuable insights into the health and vitality on the work floor and gives your employees personal advice. But then the real work starts. Make sure you really benefit from the PME by tackling the root of the problem and achieve success in the long term. Our tips are there for you to help you.

The PME also offers your staff personal advice, and as an employer you can opt for a group report with recommendations. Moreover, My Vitality Expert can help you translate the insights gained from the PME into concrete steps. Alternatively, you can start with these tips.

## What you can do at the organisational level

### Vitality Plan

Based on the results of the PME and in collaboration with your employees, you draw up a vitality plan.

- You describe your organisation's mission and vision with regard to vitality.
- You list the issues you will work on, with priorities, actions and intended interventions.
- You evaluate and adjust the vitality plan regularly, preferably together with your employees.

### Organisational structure

If an action or intervention from the vitality plan proves to be effective, embed it in your company. For example, by incorporating a lifestyle theme into the company outing or by making a Sustainable Employability Interview part of the assessment cycle.

### Adjust the environment

If the environment remains the same, employees may lapse into their old behaviour. For example, if you want

your employees to eat healthy, make sure you offer healthy food in your company.

## How you can support employees

### Show exemplary conduct

Show that you, as management, support the vitality plan and set a good example. Check out our [6 tips](#) on page 10.

### Involve your employees

Do your employees feel involved in the PME and the actions afterwards? Then they are more motivated to get started with their lifestyle.

### Find ambassadors

Find employees who want to be ambassadors for healthy behaviour in the workplace. This is how you make vitality and health part of the work culture.

### Reward positive behaviour

You can reward your employees if they succeed in changing their lifestyle. Research has shown, for example, that it is easier to stop smoking if someone receives a reward from their employer for their effort.

### Give your employees time

It may happen that employees relapse into their old behaviour. This is human and often part of the behaviour change process. Have a conversation to find out why and see how you can coach them.

## What about the mental health of your employees?

A healthy company is about more than the physical health of your employees. Mental health and social environment also play a role. And as an employer, you can work on that too. Besides health and vitality, it pays to think about the points below:

### Culture and leadership

How would you describe the company culture and how does it influence the (mental) wellbeing of your employees? Is it, for example, an open culture? How do you view sustainable employability? How do you deal with work pressure and how important is vitality to you? What style of leadership does your organisation use and how do leaders propagate the company culture?

### Motivation and commitment

Ask yourself how you ensure that your employees are motivated and involved. Do you talk to them about this? And what do you expect from your employees in this area?

### Expertise and skill

Do you offer your employees opportunities to keep their professional knowledge and skills up to date? What ways do your employees have to develop? How important is this issue to your company?

### Career and mobility

How do you ensure that your employees are and remain (flexibly) employable? Do you discuss this with them and do you offer training, for example?

Could you use coaching and concrete advice in this area? Simply call in an experienced occupational health and safety expert: My organisation expert. Ask your regular point of contact for more information.





## Working on lifestyle and personal development

### From practice

ETC is an innovative company that provides its customers with safe, competitive and sustainable enrichment technology and advanced high-tech solutions. They periodically offer their employees a PME, which is conducted by ArboNed.

The physical examinations carried out during the last PME showed that the employees' lifestyle left something to be desired. Concerns included high BMI, lack of exercise and smoking. The online questionnaire showed that employees missed development opportunities in their jobs. ETC started working on it immediately. Remco van Ham, Manager Human Resources & Administration:

"From ETC, we offer a stop-smoking program, bike buddies, fitness and swim allowance and boot camps. The staff association also organises all kinds of activities. From walking together during lunch to cooking workshops. It is difficult to express

the results in exact figures, but besides the fact that it helps with a healthy lifestyle, it also contributes greatly to the team spirit within the company. You can sense it. That's a real rush.

If there is a vacancy, we offer all our colleagues the opportunity to apply. This is how we keep our people broadly employable and offer them opportunities for development. Employees also think about their own development, which is a healthy starting point."

# If you are stuck, we are here for you



If you apply the tips in this guide, you will have a healthy business and meet your legal obligations. If you need help with this, we are always there for you.

Our Vitality and health experts work all over the country, so there is always an expert near you. Someone who understands you. Someone who understands how things work in your sector, who knows what is going on around you and who speaks

your language. Someone who takes care of things for you. Things that sometimes seem small, but can have a big impact. Things that keep your business healthy. So that you can continue to do what you do best: business.

More info: [arboned.nl/en](http://arboned.nl/en)