



**STEAMSHIPS TRADING COMPANY LIMITED**

# **Steamships Trading Company Limited**

## **HIV Workplace Policy**

**This policy covers Steamships Trading Company Limited and the following subsidiaries:**

**Steamships Limited  
Windward Apartments Limited  
Kavieng Port Services Limited  
Lae Port Services Limited  
Laga Industries Ltd  
Laurabada Shipping Services Limited  
Laurabada Property Limited  
Madang Port Services Limited  
Port Services PNG Limited**

**Prepared as a policy on 15<sup>th</sup> June 2009**



**PAPUA NEW GUINEA  
BUSINESS COALITION AGAINST  
HIV & AIDS**

## Contents

Contents .....	2
Introduction.....	2
The Business Coalition Against HIV & AIDS (BAHA) .....	2
Steamships Trading Company Limited HIV Policy .....	3
Policy areas .....	3
1. Employment Conditions and Rights .....	3
2. Treatment and Support.....	3
3. Education .....	3
4. Prevention .....	3
5. Implementation and Monitoring .....	4
Appendix I – TB Tuberculosis.....	5
Appendix II – Universal precautions and checklist .....	6
Appendix III Steamships Trading Company Limited Procedure for PEP- Post Exposure HIV Prophylaxis .....	7

## Introduction

Steamships Trading Company Limited is a well established, diverse trading conglomerate, operating in Papua New Guinea for over 90 years. The company has interests in Shipping, Road Transport, Product Manufacture, Property, Hotels and Information Technology. Employing over 2500 citizens and non-citizens.

Steamships Trading Company Limited acknowledges that HIV is a serious issue with potential to impact the success of the company and the livelihoods of its employees their families and surrounding communities.

Steamships Trading Company Limited will work as a member of BAHA in the private sector response to HIV in PNG.

## The Business Coalition Against HIV & AIDS (BAHA)

The Papua New Guinea Business Coalition against HIV & AIDS (BAHA) is the organisation representing the PNG private sector response to the HIV epidemic in PNG.

BAHA within the National Aids Council's Strategic Plan and alongside other HIV related service organisations to minimise the human, social and economic impacts of the HIV and AIDS in Papua New Guinea.

## **Steamships Trading Company Limited HIV Policy**

This policy applies to all Steamships Trading Company Limited employees, its subsidiaries and their employees, their respective families and dependents

The purpose of this policy is to ensure an access to a consistent and equitable HIV program (see draft program, appendix IV) of prevention, care and support activities to all Steamships Trading Company Limited employees, its subsidiaries and their employees and their immediate families.

### **Policy areas**

#### **1. Employment Conditions and Rights**

Steamships Trading Company Limited will comply with all relevant legislation and strive to meet or exceed community expectations related to:

- 🚫 Respect for human rights and equal opportunity
- 🚫 Discrimination on the basis of HIV status
- 🚫 HIV Testing
- 🚫 Confidentiality (employment, medical and insurance)
- 🚫 Reasonable accommodation

#### **2. Treatment and Support**

The Steamships Trading Company will promote information and access to testing, treatment and support for:

- 🚫 HIV (VCCT) testing and PEP (see appendix III)
- 🚫 TB (DOTS) (appendix 1)
- 🚫 Sexually transmitted infections (STIs)
- 🚫 Opportunistic infections (OIs) related to HIV

Voluntary Confidential Counselling & Testing (VCCT), Antiviral Therapy (ART) and Tuberculosis (TB) treatments may be provided free in PNG. Steamships Trading Company Limited will give reasonable assistance to its HIV positive employees to access available HIV & AIDS support services to assist employees regain or maintain their health in order to return to work.

#### **3. Education**

- 🚫 With support from BAHA Steamships Trading Company Limited, will develop and maintain a comprehensive in-house awareness and education program which incorporates HIV related issues such as gender based violence, TB, Local HIV risks.

#### **4. Prevention**

- 🚫 Steamships Trading Company Limited will make condoms available in all its workplaces

- ⓧ Steamships Trading Company Limited will review local HIV risk identification from time to time and manage changes in risk of exposure to HIV accordingly.
- ⓧ Maintain First Aid program and equipment
- ⓧ Provide current information on access to Post Exposure Prophylaxis (PEP) and Universal Precautions.

## **5. Implementation and Monitoring**

- ⓧ Nominate an “HIV Champion” who reports to management to develop, maintain and evaluate the HIV program within Steamships Trading Company Limited and each of its subsidiaries and worksites.
- ⓧ The Management will encourage the development of an HIV Committee to manage and decide on matters relating to HIV & AIDS in the work place.
- ⓧ Introductory HIV and awareness about this policy will be incorporated into the induction Program for all new staff.
- ⓧ An Implementation Plan will be developed and incorporated into the Annual Work Program of the office of Human Resources & Administration.
- ⓧ This policy will be reviewed annually in line with latest developments in prevention, treatment and support and in consultation with BAHA

## Appendix I – TB Tuberculosis

### TB workplace training contacts:

Contact BAHA for contacts for TB Directly Observed Treatment Short-course (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 is 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.

### What are the symptoms of TB?

- ✘ A bad cough that lasts 3 weeks or longer
- ✘ Pain in the chest
- ✘ Coughing up blood or sputum
- ✘ Weakness or fatigue
- ✘ Weight loss and No appetite
- ✘ Fever and 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 germ 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**

### 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: Get tested and seek treatment for all family members and co-workers**

## **Appendix II – 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 III Steamships Trading Company 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 Steamships Trading Company Limited accident report form, which will be available from your Steamships Trading Company Limited eg. HR manager, nurse? and find out if PEP available on site.
- **Immediately** contact PEP service on site [check your local PEP contacts] **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 monitor your HIV status.
  - Treatment for other possible infections

#### Heduru Clinic, Port Moresby.

Contact	Address	Phone		mobile
Officer in charge		324 8115	324 8253	690 5861
Dr. Goa Tau		324 8461		
Dr. Tenda		324 8115		688 8911
HEO Gairo		324 8115		682 5724 study leave 2008
Dr.Nano Gideon		324 8115		686 6472

#### LOCAL HIV/PEP/ARV contacts for various locations.

Province/ Hospital	Phone Contact	Resident HIV doctor	ART Prescribes doctor
<b>SOUTHERN REGION</b>			
Milne Bay/ Alotau	641 1200	Dr Alex Maha	Dr Albert Anthony
NCD/ POM General	324 8200	Heduru Clinic	
Western/Daru	645 9166 645 9017	Dir. Medical Services	
Gulf/ Kerema	648 1273 648 1190	Dir. Medical Services	
Oro/ Popondetta	329 7066	Dr Lincoln Menda	Dr Lincoln Menda
<b>HIGHLANDS REGION</b>			
EHP/ Goroka	731 2100 731 2130	Dr. Dalamawe	Dr. Dalamawe Dr Miriam Boga
Simbu/ Kundiawa	735 1066	Dr Wandi	
SHP/ Mendi	549 1166 549 1177	Dr Nolpitawang	
WHP/ Mt Hagen	542 1166	Dr Kaima	
Enga/ Wabag	547 1233 547 1645	Dir. Medical Services	

<b>MOMASE REGION</b>			
Morobe/ Lae Angau	473 2240 473 2146	Dr Ryan	
Madang/ Modilon	852 2022	Dr Bernard Belari	
East Sepik/ Wewak Boram	856 2166	Dr Krishna	
Sandaun/ Vanimo	857 1093	Sr Josepha Sakin	
<b>ISLANDS REGION</b>			
Manus/ Lorengau	470 9055	Dir. Medical Services	Director Medical Services
New Ireland/ Kavieng	984 2040 984 2127	Dr Wanganapi	Nil
West New Britain/ Kimbe	983 5129 983 5294	Dr Angugo	
East New Britain/ Nonga	982 7333	Jack Melki	
North Solomon/ Buka	973 9709 973 9771	Dr Barnabas Matanu	Dr Barnabas Matanu