

Annex I: Self-Assessment tool

The Self-Assessment Tool for Lactation Station in a Workplace

ESTABLISHMENT / HEALTH FACILITY data sheet:

Company/Facility _____ Name _____:

Address: _____

Brief description of the Company / Industry: (please check as appropriate)

Textile

Manufacturing

Teaching

Electronics

Service

Public sector

Garments

Commercial

others

(please indicate)

Health facility

The company / health facility is:

Small – less than 10 employees _____

Total No. Of employees _____

Medium – 10 to 199 employees _____

No of female _____

Large – 200 and more employees _____

No. of male _____

Number of women of reproductive age: (15 – 49 yrs) _____

Number of pregnant women as of today : _____

Number of women with infants below 6 months : _____

Number of women with infants 7 months and below 12 months : _____

Number of women with children 12 to 23 months: _____

Is there a clinic? : _____ If Yes, who is managing it? : _____

Please list down the services being offered by the clinic:

- | | |
|----------|-----------|
| 1) _____ | 6) _____ |
| 2) _____ | 7) _____ |
| 3) _____ | 8) _____ |
| 4) _____ | 9) _____ |
| 5) _____ | 10) _____ |

What programs do you have for women and their children? Who are the sponsors? Please list them.

- 1.
- 2.
- 3.

Name and title of administrator:

Telephone / Fax Number: _____

E-mail address: _____

Name and title of the clinic head (if applicable):

Telephone / Fax Number: _____

E-mail address: _____

ASSESSMENT CHECKLIST (Place a check where appropriate)

| | COMPLIANT | Non- COMPLIANT |
|---|-----------|----------------|
| 1. Does the Company Policy include the following: | | |
| a. Provision of Lactation Station for Nursing/ Lactating employees. | | |
| b. All employees are oriented / re-oriented on breastfeeding and RA 10028 at least on a yearly basis as part of their HRD activity. | | |
| c. Mothers are encouraged to breastfeed exclusively for 6 months and beyond | | |
| d. Workplace prohibit the promotion of breastmilk substitute, teats and pacifiers in their area. | | |
| e. No promotional, marketing or sales materials shall be seen nor posted within the lactation station. | | |
| f. Nursing / lactating employees are allowed lactation break not less than 40 minutes in the 8 hour period divided into 2-3 milk expression (exclusive of meal break) | | |
| g. Guidelines on the use of the Lactation station shall be posted at the entrance of the said station. | | |
| h. For the 2 nd year : shall have breastfeeding support system from within or from the community who can assist their needs. | | |

| | | |
|---|--|--|
| 2. Does the orientation on breastfeeding include the ff: | | |
| a. The importance of exclusive breastfeeding for at least 6 months | | |
| b. Benefits of breastfeeding to the baby, mother and community as well | | |
| c. Inform women on the RISK of artificial feeding | | |
| d. Teach them on proper positioning and proper attachment | | |
| e. Management of common concerns | | |
| f. how to manually express breastmilk, collection, handling, storage and cup feeding. | | |
| | | |
| 3. Provision of Lactation Station | | |
| a. Corner area with provision for privacy (i.e. curtain) | | |
| b. Located away from a toilet facility | | |
| c. Have lavatory with soap and water for hand-washing. | | |
| d. Station may be near a lavatory but not in a toilet | | |
| e. Clean, well ventilated, well lighted and free from contaminants and hazardous substances | | |

| | | |
|---|--|--|
| f. Have table, comfortable seat, electrical outlet for possible electronic breast pump. | | |
| g. Breastfeeding policy posted | | |
| h. Provision for personnel to assist / counsel mothers (for medium to big establishments) | | |
| i. Presence of other suitable facilities or services (lactation massage, soothing music – optional) | | |
| | | |
| 4. Shall provide provision for breastmilk storage | | |
| a. Refrigerator should be exclusively for storage of expressed breastmilk | | |
| b. Cooling facilities for small establishments | | |
| | | |
| 5. No posters on artificial milk promotion seen | | |
| 6. Lactation Breaks being practised; | | |
| 7. Has support System (peer counsellor - for big company) | | |