



Healthy Workplace Awards 2022

Gord Smith Healthy Workplace Awards Toolkit

PRESENTED BY:





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Why Invest in a Comprehensive Workplace Wellness Program?

Healthy workplaces lead to healthier employees which, ultimately, results in a healthier organization!

It makes good business sense to have a comprehensive workplace wellness program. Workplace wellness programs play a key role in improving the physical and mental health of employees and can actually save companies money. Employers with wellness programs may be seen as an employer of choice with a greater ability to attract and retain talent (Pronk, 2014). When best practices are applied, comprehensive workplace wellness programs have the potential to increase employee engagement and job satisfaction, and to reduce absenteeism, employee turnover, and rates of accidents (Pronk, 2014; Jacobs, Yaquian, Burke, Rouse & Zarie, 2017).

The Gord Smith Healthy Workplace Awards Program

The *Working Toward Wellness (WTW)* Workplace Wellness Committee is pleased to present the Gord Smith Healthy Workplace Awards Program for 2022...

Gord Smith is a pioneer in Workplace Wellness promotion in Windsor-Essex County. He has worked and volunteered tirelessly to advocate and support the inclusion of comprehensive workplace wellness programs for Windsor-Essex County employees. As Chairperson of 'Heart Health Action Windsor-Essex', and 'Go For Health' Gord demonstrated leadership in initiating the Windsor-Essex County Healthy Workplace Awards.

The purpose of the awards program is to recognize local employers that provide comprehensive workplace wellness programs for the benefit of their employees. The program is available to all workplaces in Windsor-Essex County, regardless of the size of the organization or how established the workplace wellness program may be. Award recipients must demonstrate a strong commitment towards improving health by promoting and supporting a comprehensive approach to wellness programming for employees, and ideally, for family members and retirees.

Award-winning employers will receive an awards plaque that can be displayed at their workplace, a customized decal for e-mail signatures, and community recognition at the annual awards ceremony on **November 16, 2022**.



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For more information about the Gord Smith Healthy Workplace Awards, please visit the WTW Committee website: <https://windsoressex.cmha.ca/working-toward-wellness/>

Email: WTW@cmha-wecb.on.ca

References:

Jacobs, J. C., Yaquian, E., Burke, S. M., Rouse, M., & Zaric, G. (2017). The economic impact of workplace wellness programmes in Canada. *Occupational Medicine*, 67(6), 429–434. <https://doi.org/10.1093/occmed/kqx075>

Pronk, N. P. (2014). Placing Workplace Wellness in Proper Context: Value Beyond Money. *Preventing Chronic Disease*, 11. <https://doi.org/10.5888/pcd11.140128>

What's New in 2022

The *Gord Smith Healthy Workplace Awards* program has been updated to better align with today's expectations of a Comprehensive Workplace Wellness Program – emerging from the pandemic and reflective of new realities for many of our workplaces. See the Award Criteria section of this toolkit for an updated list of requirements.

The **RISING STAR** award is back this year for employers who are in the beginning phase of their workplace wellness efforts. Employers will be eligible to apply for this award level for *up to two years*, after which, they will be only eligible to apply at a higher level. Applicants for this award will be required to provide evidence of the following for ONE (1) Topic (see the list of topics below):

- Promotion/Awareness Raising
- Education/Skill-Building Activity
- Environmental/Administrative Supports

All award applicants will be required to provide a statement of your employer's commitment to employee wellness; this could be a short paragraph to highlight notable achievements, outcomes, or challenges.

The **LONG SERVICE RECOGNITION** is back again this year and is intended to acknowledge workplaces that have received the Gord Smith Healthy Workplace Award for periods of more than 5 years. These employers will have this long service denoted on their award plaque.

Award Levels and Criteria Overview

Award Level >>>	PLATINUM	GOLD	SILVER	BRONZE	RISING STAR
Criteria					
Promotion/Awareness Raising	5 Topics	4 Topics	3 Topics	2 Topics	1 Topic
Education and/or Skill Building	5 Topics	4 Topics	3 Topics	2 Topics	1 Topic
Environmental and Administrative Supports	5 Topics	4 Topics	3 Topics	2 Topics	1 Topic
Evaluation	4 Topics	3 Topics	2 Topics	1 Topic	N/A
Policies (Formal)	3 Topics	2 Topics	1 Topic	N/A	N/A
Policies (Informal)	1 Topic	1 Topic	1 Topic	1 Topic	N/A
Comprehensive Wellness Program	Required	Required	N/A	N/A	N/A
Wellness Statement	Required	Required	Required	Required	Required

Award Levels and Criteria Checklists:

RISING STAR:

➤ Choose **ONE (1)** wellness topic and provide evidence of:

- Promotion/Awareness Raising activity
- Education and/or Skill-Building activity
- Environmental/Administrative Support activity
- Statement of your employer’s commitment to employee wellness

(Note: Workplaces may only apply for this award level for up to two years.)



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BRONZE:

- Choose **TWO (2)** wellness topics and provide evidence of:
 - Promotion/Awareness Raising activity
 - Education and/or Skill-Building activity
 - Environmental/Administrative Support activity
 - Evaluation of any of the above activities (ONE topic only)
 - Informal Supportive Policy (ONE topic only)
 - Statement of your employer’s commitment to employee wellness

SILVER:

- Choose **THREE (3)** wellness topics and provide evidence of:
 - Promotion/Awareness Raising activity
 - Education and/or Skill-Building activity
 - Environmental/Administrative Support activity
 - Evaluation of any of the above activities (TWO topics only)
 - Formal Supportive Policy (ONE topic only)
 - Informal Supportive Policy (ONE topic only)
 - Statement of your employer’s commitment to employee wellness

GOLD:

- Choose **FOUR (4)** wellness topics and provide evidence of:
 - Promotion/Awareness Raising activity
 - Education and/or Skill-Building activity
 - Environmental/Administrative Support activity
 - Evaluation of any of the above activities (THREE topics only)
 - Formal Supportive Policy (TWO topics only)
 - Informal Supportive Policy (ONE topic only)
 - Comprehensive Wellness Program (including formal policy)
 - Statement of your employer’s commitment to employee wellness



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PLATINUM:

- Choose **FIVE (5)** wellness topics and provide evidence of:
 - Promotion/Awareness Raising activity
 - Education and/or Skill-Building activity
 - Environmental/Administrative Support activity
 - Evaluation of any of the above activities (FOUR topics only)
 - Formal Supportive Policy (THREE topics only)
 - Informal Supportive Policy (ONE topic only)
 - Comprehensive Wellness Program (including formal policy)
 - Statement of your employer's commitment to employee wellness



Application Process/Key Dates:

Key Dates

August 5, 2022 – Online Application Portal available

August 29, 2022 – Registration/Intention to Apply (email to: WTW@cmha-wecb.on.ca)

October 7, 2022 – Deadline for Submission of Applications

November 16, 2022 – Awards Ceremony

Online Application Instructions

Once you have indicated your *Intention to Apply*, you will receive information to access the online portal, and instructions on how to upload your application and evidence.

If you are unsure of which level to apply for, or require further information/assistance with any aspect of the application, please email WTW@cmha-wecb.on.ca and someone will gladly assist you!

Important Notes

- The activities described in your application should have taken place within the last 12 months
- *Activities* may be repeated for up to two (2) topics/requirements only
- *Policies* may be used for multiple topics/requirements
- Please do not submit any private or identifying information such as photos or names of employees who participated in activities, without proof of their consent (it may therefore be necessary to redact some of the information contained in evidence)

Please Note: *Members of the WTW Committee who will be responsible for reviewing applications will maintain appropriate confidentiality with respect to any information submitted by applicants.*



Workplace Wellness Topics

These topics are only a few of the many wellness topics that can be implemented in your workplace wellness program. Your wellness activities should address topics that are relevant for your employees. Examples of health topics include (see also 'Appendix A'):

- **Mental Health Promotion and Support** (including for family members; initiatives should align with Public Health Standards)
- **Infection (Pandemic) Prevention and Control**
- **Injury Prevention**
- **Social/Community Responsibility**
- **Bike Friendly Workplace/Physical Fitness**
- **Healthy Lifestyles** (i.e. Eating and Nutrition, Addiction/Harm Reduction, Sleep, Screen Time Management, Work-Life Balance)
- **Financial Fitness**

Healthy Workplace Awards Criteria Descriptions

A primary objective for the Healthy Workplace Awards program is that employers implement a cross-section of activities for various wellness topics using several health promotion strategies (i.e., awareness raising, education, skill-building, environmental supports and supportive policies). Sample activities for common wellness topics can be found in [Appendix A](#).

To improve and monitor your wellness program, we recommend that you evaluate your wellness activities. A description of the criteria requirements is below. Refer to the Award Levels and Criteria (above) to determine the number activities in these categories that are required for the various award levels.

- 1. Awareness Raising Activities** raise awareness about important health issues by choosing effective communication strategies that reach most/all of your employees, such as sharing health information through posters, pamphlets or newsletters on bulletin boards, e-mail blasts, social media posts, information on paystubs, or through posting on an internal workplace website.
- 2. Education and Skill-Building Activities** help employees to develop the knowledge and skills necessary to support healthy living, such as through 'lunch and learn' presentations, visual

demonstrations, hands-on learning, webinars, health fairs, workplace challenges, or workplace contests.

3. **Environmental/Administrative Supports** create a physical, social, and cultural workplace environment that can encourage and support employees in making healthier choices. Supportive environments help make the ‘healthier choice the easier choice’ in the workplace and beyond.
4. **Supportive Policies** can go a long way to ensuring that awareness raising, education and skill building, and environmental support components are in place now and into the future. These three types of policies are acceptable:
 - **Workplace Wellness Policies:** These are stand-alone policies specific to a wellness topic (i.e., ‘Healthy Vending Machine Policy’ specific to healthy nutrition).
 - **Policy statements within other policies:** These are not full policies on a wellness topic, but may be included as a statement in another broader policy (i.e., fitness membership reimbursement in a general human resources policy for the physical activity wellness topic). This may include organizational policies or union contract language.
 - **Position statements:** These are official organizational positions that are dated and signed by an organizational leader. This may include organizational or work sector standards or human resources guidelines. Letters, emails, posted bulletins, or memos from senior management or unofficial documents would only qualify as an ‘informal’ policy.
5. **Comprehensive Workplace Wellness Policy** specifies your employer’s commitment to organizational practices that promote and support the health and well-being of employees and their families; outlines senior management and employee roles and responsibilities regarding wellness; and defines how the wellness program is communicated and offered to employees and their families. This type of overarching policy may cover most, if not all, of your policy requirements, and may be used for multiple topics.
6. **Evaluation** of your wellness activities is important for assessing their effectiveness and improving them to better align with your employees’ interests and wellness needs. To see some examples of evaluation tools, refer to [Appendix B](#).



Table 1. What is Appropriate Evidence?

This table provides examples of appropriate descriptions and evidence to include in your application. Applicants are not required to submit all of the examples listed. Please include the examples that are relevant to the activities that you completed.

	Examples of Appropriate Descriptions and Evidence	Examples of Inappropriate Descriptions and Evidence
Awareness Raising Activities	<p>Submit a copy of the poster or pamphlet that was distributed to employees.</p> <p>Submit a copy of the communication used to share wellness information with employees (e.g., email to employees, a picture of the poster on notice board, a screen shot of the poster on the intranet).</p> <p>Preferably, include the approximate date or time period that the wellness information was communicated to employees.</p>	<p>Do not submit only a copy of the poster or pamphlet without a description or evidence of how this wellness information was communicated to employees.</p>
Education and Skill-Building Activities	<p>Submit a copy of the communication sent to employees notifying them about the event (e.g., email, poster or intranet posting).</p> <p>Submit a biography or description of the qualifications of the individual who provided the session.</p> <p>Submit a copy of the communication used to identify the winner of a challenge or contest (with any names removed/redacted to maintain privacy).</p> <p>Please include the date the event occurred and the approximate number of employees that participated.</p> <p>Other relevant proof that the event occurred and employees participated.</p>	
Environmental /Administrative Supports	<p>Submit a photo of the supportive environment (without any employees to maintain privacy) (e.g., a vending machine with healthy food</p>	<p>Do not submit only a copy of a policy that describes how your workplace implements a supportive environment (e.g., Healthy Vending Machine Policy) without evidence that the</p>



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	Examples of Appropriate Descriptions and Evidence	Examples of Inappropriate Descriptions and Evidence
	<p>options inside, a company ping-pong table, or a drinking water station).</p> <p>Submit a copy of the communication used to encourage employees to use the supportive environment (e.g., a copy of an email encouraging use of a dedicated space for relaxation, communication promoting the use of EAP services or a poster about an on-site flu clinic).</p>	<p>supportive environment is currently available and being communicated to employees.</p>
Supportive or Comprehensive Workplace Wellness Policy	<p>Submit an electronic copy of the actual policy document.</p> <p>All policies must display the company name and/or logo.</p> <p>Formal policies must include a date of approval and should be reviewed/revised at intervals appropriate to reflect evolving changes in practice, innovation, and culture.</p> <p>Formal policies must be official organizational policies, include relevant union contract language, organizational standards, and/or human resources guidelines.</p> <p>Informal policies may include letters, emails, posted bulletins, or memos from senior management or unofficial documents</p>	<p>Do not submit a policy that does not have your workplace name or logo or does not have a date of implementation.</p> <p>Policies that are in draft form, letters or memos from senior management or unofficial documents would qualify only as ‘informal’</p>
Evaluation	<p>Submit a copy of a blank survey, interview or focus group questions that were asked of employees to gather feedback.</p> <p>Submit a description or copy of the communication that invited employees to complete the survey, participate in an interview/ focus group or provide feedback.</p>	<p>Do not submit copies of completed surveys with employees’ names or other identifying information (to maintain privacy).</p>



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	Examples of Appropriate Descriptions and Evidence	Examples of Inappropriate Descriptions and Evidence
	Preferably, include a short summary of the evaluation results. Other relevant proof (i.e. observation records, audits, etc.) that the evaluation occurred.	

Appendix A. Examples of Health Promotion Activities (Sample Topics)

Mental Health Promotion and Support			
Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>Distribute credible information on your workplace wellness bulletin boards, by e-mail or on your intranet such as:</p> <p>Pamphlets from the Canadian Mental Health Association</p> <p>Posters, fact sheets, or articles from the Canadian Centre of Occupational Health and Safety: Healthy Minds</p> <p>Posters, postcards, web banners, infographics and other communications from Not Myself Today</p> <p>Posters, newsletters or social media images from the Bell Let's Talk campaign</p> <p>Working Through It videos from the Workplace Strategies for Mental Health</p>	<p>Host a Lunch & Learn or an education session led by:</p> <p>Canadian Mental Health Association (CMHA) – Windsor Essex County Branch</p> <p>Family Services Windsor-Essex</p> <p>Contact cdip@wechu.org call 519-258-2146 ext. 3200 for a list of possible speakers</p> <p>Have a Take Your Break workplace challenge.</p> <p>Host a stress reduction or relaxation workshop.</p> <p>Host an archived webinar from the Canadian Centre of Occupational Health and Safety: Healthy Minds.</p> <p>Host an archived Healthy at Work webinar from the Windsor-Essex-County Health Unit:</p> <p>Healthy Holidays: A Last Minute Survival Guide</p> <p>Mental Health: You Are Not Alone</p>	<p>Provide employees training on:</p> <p>Mental health illnesses to help reduce stigma and discrimination</p> <p>Roles and responsibilities regarding workplace harassment or</p> <p>Conflict resolution</p> <p>Provide management training to recognize and act upon signs of distress in employees such as:</p> <p>Mental Health First Aid</p> <p>Applied Suicide Intervention Training (ASIST)</p> <p>Offer counseling through an Employee & Family Assistance Program (EFAP) provider.</p> <p>Implement changes based on the Questionnaire for Workplace Psychological Health and Safety.</p> <p>Create a quiet relaxation room for employees.</p> <p>Encourage flexible work arrangements, (e.g.,</p>	<p>Baby Friendly Workplace Policy</p> <p>Compressed Work Week Policy</p> <p>Employee Assistance Program (EAP) Policy</p> <p>Employee Recognition Policy</p> <p>Family Leave Policy</p> <p>Job Sharing Policy</p> <p>Mental Health Stigma Reduction Policy</p> <p>Psychological Safety in the Workplace Policy</p> <p>Reimbursement for Stress Reducing Programs/Activities Policy</p> <p>Telework Policy</p> <p>Violence in the Workplace Policy</p> <p>Workplace Harassment Policy</p> <p>Offer benefits to all employees (e.g., vacation time, sick leave, health benefits).</p>

Mental Health Promotion and Support

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
	<p>Reduce Your Holiday Stress</p> <p>Curb Your Stress, Eat Well</p> <p>Show a Have That Talk video and facilitate a discussion on 1 of the 13 factors in the National Standard for Psychological Health and Safety in the Workplace.</p> <p>Have management complete the Questionnaire for Workplace Psychological Health and Safety.</p> <p>Encourage employees to complete the online training from the Canadian Centre for Occupational Health and Safety such as:</p> <p>Assembling the Pieces Toolkit on implementing the National Standards of Canada for Psychological Health and Safety in the Workplace</p> <p>Being a Mindful Employee: An Orientation to Psychological Health and Safety in the Workplace</p> <p>Mental Health: Awareness or the other 5 courses on Mental Health</p> <p>Bullying in the Workplace</p>	<p>compressed work week or working from home).</p> <p>Conduct a Stress Audit and make necessary changes.</p> <p>Encourage employees to take breaks.</p> <p>Create a process to acknowledge employee achievements in a timely manner or to seek employee input to make workloads manageable.</p> <p>Implement a mentorship program that connects inexperienced and experienced employees.</p> <p>Provide child care or eldercare services to help with work-life balance.</p> <p>Offer professional development opportunities.</p>	<p>Implement effective and accessible grievance procedures.</p>

Mental Health Promotion and Support

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
	<p>Dealing with Difficult or Hospital Customers</p> <p>Domestic Violence in the Workplace</p> <p>Stress in the Workplace</p> <p>Violence in the Workplace: Awareness or the other two courses on Violence in the Workplace</p>		

Healthy Eating/Nutrition

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>Distribute credible information on your workplace wellness bulletin boards, by e-mail or on your intranet such as:</p> <p>Recipes, menu planners, videos, quizzes and other printable information sheets from Unlock Food</p> <p>Posters, factsheets, recipes, social media content for Nutrition Month in March or other resources from the Dietitians of Canada</p>	<p>Host a Lunch & Learn, education session or food skills demonstration led by a dietitian. Contact cdip@wechu.org call 519-258-2146 ext. 3200 for a list of possible speakers.</p> <p>Host an archived Healthy at Work webinar from the Windsor-Essex County Health Unit:</p> <p>Take the Fight Out of Food</p> <p>Eating Well for a Healthy Gut</p>	<p>Offer a variety of healthy food choices in the cafeteria, vending machines, at meetings, and at special events.</p> <p>Provide a refrigerator and microwave in break areas so employees can bring healthy lunches from home.</p> <p>Provide credible nutrition information in the employee eating area.</p> <p>Reduce the sale of sugary drinks and sweets in the</p>	<p>Healthy Meetings/ Meet Smart Policy</p> <p>Healthy Vending Machine Policy</p> <p>Healthy Eating at Work Policy</p> <p>Add Dietitian coverage to the list of health service providers covered by your benefit plan.</p>

Healthy Eating/Nutrition

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>Recipes, tips, posters, videos, and resources from Canada's Food Guide</p> <p>Factsheets from the Canadian Cancer Society</p>	<p>Curb Your Stress, Eat Well</p>	<p>cafeteria and vending machines.</p> <p>Make water available by placing pitchers around the table at meetings or special events.</p> <p>When planning a fundraiser, consider ways to fundraise without food, such as donating to participate in dress-down days. If food is sold, offer a variety of healthy choices.</p>	

Bike Friendly Workplace

Visit/Contact "[Bike Windsor Essex](#)" for ideas!

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>The workplace promotes cycling as part of its organizational culture (e.g., commuting to work, cycling for healthy environments as a benefit, etc.).</p> <p>Pamphlets or brochures that are distributed or made available to staff from various sources (e.g., 'Cycling and The Law')</p> <p>Posters on bulletin boards</p> <p>Information attached to pay cheques</p>	<p>The workplace provides educational opportunities (e.g. lunch & learns or team building sessions) focused on bike/road safety and to encourage active travel to work for their employees.</p> <p>Offer employees [paid] opportunities to take a 'third party' course on safe cycling or basic bike maintenance</p> <p>'The Bike Kitchen' and other community programs</p>	<p>The workplace provides facilities to support employees in riding their bicycles to work.</p> <p>Maps of cycling routes to the workplace</p> <p>Designated secure parking areas, bike lockers or bike racks</p> <p>Lockers, showers, change rooms</p>	<p>The workplace supports using the bicycle as a form of active transportation through various policies.</p> <p>Bike Friendly Workplace Policy</p> <p>Maintenance or Security of Bicycles Policy</p> <p>Work Travel Policy (e.g., loaner vehicle to drive home if it rains, use of bike to travel on business where practical)</p>

<p>Information shared by e-mail, social media, intranet</p> <p>Support or promote a cycling group or specific event (e.g. a monthly “social ride”)</p> <p>24-Hour Movement & Activity Guidelines</p> <p>City of Windsor Parks, Trails, and Recreation Maps</p>	<p>Proper fitting of a bicycle helmet</p> <p>Contests or challenges, such as ‘Bike to Work Day/Month’ or a ‘Park and Ride’ program or event so that employees who cannot bike the entire commute to work can park their vehicle and bike the rest of the route with colleagues.</p> <p>Bike Windsor Essex</p> <p>Getting Started on Your Personal Exercise Journey</p> <p>Cycling For Fun Health & Profit</p>		<p>Bicycle safety (e.g., helmets, lights, bicycle inspection if commuting or traveling during work time)</p>
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Other Physical Activity

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>Distribute credible information on your workplace wellness bulletin boards, by e-mail or on your intranet such as:</p> <p>24-Hour Movement & Activity Guidelines</p> <p>Canadian Sedentary Behavior Guidelines</p> <p>City of Windsor Parks, Trails, and Recreation Maps</p>	<p>Host a Lunch & Learn or an education session led by:</p> <p>Bike Windsor Essex</p> <p>Coordinate active events for employees such as:</p> <p>Walking breaks or an active break workplace challenge</p> <p>The UpnGo.ca Program to help deskbound employees be more active</p>	<p>Introduce walking meetings.</p> <p>Invest in showers and change rooms to support physical activity and active transportation.</p> <p>Provide corporate or reduced rate memberships to onsite, private, or local fitness or recreation facilities.</p> <p>Have physical activity equipment available to sign out for use during breaks.</p>	<p>Walking Meetings Policy</p> <p>Physical Activity Policy</p> <p>Work-Time Allowance for Physical Activity Policy</p> <p>Gym/Sports Discounts Policy</p> <p>Active Living Subsidy Policy</p> <p>Bike Friendly Workplace Policy</p>

Other Physical Activity

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>County Wide Active Transportation Route Maps</p> <p>Factsheet on stretching at the workstation from the Canadian Centre for Occupational Health and Safety</p> <p>Handbook on exercise at your workstation from the Occupational Health Clinics for Ontario Workers Inc.</p> <p>Municipal Activity Guides or local physical activity or recreation programs</p> <p>Motivational posters encouraging employees to make active choices (e.g., taking the stairs instead of the elevator)</p>	<p>Employee sports teams or activity groups</p> <p>An employee team for the Big Bike for Heart and Stroke</p> <p>Windsor-Essex County Health Unit's Online Physical Activity Challenge in April to June</p> <p>A Bike to Work event for Bike Month in June</p> <p>Employee attendance at the County of Essex's County Wide Active Transportation System Celebrations Event in June</p> <p>Employee noon hour walks for In-Motion Week during the first week of October</p> <p>Host an archived Healthy at Work webinar from the Windsor-Essex County Health Unit:</p> <p>Getting Started on Your Personal Exercise Journey</p> <p>Cycling For Fun Health & Profit</p>	<p>Have designated areas available that are safe for physical activity (e.g., basketball courts or greenspace)</p> <p>Host on-site fitness or yoga classes.</p> <p>Have safe bicycle storage, such as bicycle racks or bicycle lockers.</p> <ul style="list-style-type: none"> • 	

Injury Prevention

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>Distribute credible information on your workplace wellness bulletin boards, e-blasts or intranet such as</p> <p>Various injury prevention posters and brochures from Workplace Safety & Prevention Services</p> <p>Musculoskeletal Disorder Prevention posters from MDSprevention.com</p> <p>Office Ergonomics handbook, apps, videos, and factsheets from the Occupational Health Clinics for Ontario Workers Inc.</p> <p>Fall Prevention posters, brochures and factsheets from Finding Balance Ontario</p> <p>Slips, Trips and Falls posters or information sheets from Workplace Safety & Prevention Services</p> <p>Working in Cold Environments information from the Canadian Centre for Occupational Health and Safety or Workplace Safety & Prevention Services</p>	<p>Host a Lunch & Learn or an education session.</p> <p>Host an archived Healthy at Work webinar from the Windsor-Essex County Health Unit:</p> <p>To Sit or Not to Sit? That is the Question</p> <p>How Technology Hurts</p> <p>Have employees complete an Office Workstation Checklist from Workplace Safety & Prevention Services and implement appropriate changes.</p>	<p>Provide adjustable work stations to prevent poor posture and strain.</p> <p>Rotate workers through several jobs with different physical demands to reduce stress on the body.</p> <p>Provide funds for employees to purchase appropriate and supportive footwear.</p> <p>Use of signs, warnings, barricades, non-slip mats, or non-slip strips or surfaces when a risk has been identified.</p> <p>For outdoor workers, provide broad brimmed hats, long sleeve shirts, long pants, UV protective eyewear and sunscreen.</p> <p>When possible, adjust work schedules to limit time in the sun between 11 a.m. to 3 p.m.</p>	<p>Ergonomics Assessment Policy</p> <p>Distracted Driving Policy from Road Safety at Work</p> <p>Sun Protection Policy from Sun Safety at Work.ca</p> <p>Slips, Trips and Falls Policy</p>

Injury Prevention

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>Sun Safety posters and tip sheets from the Canadian Dermatology Association Sun Safety and Heat Stress posters, fact sheets, videos, and presentations from Sun Safety at Work</p> <p>Sun Awareness Week (early June) or Melanoma Awareness Month (May) social media and posters from the Save Your Skin Foundation</p> <p>Safe Winter Driving brochures and videos from the Ontario Ministry of Transportation</p> <p>National Teen Driver Safety Week (late October) social media messages or infographics from Parachute Canada</p> <p>Concussion information from the Ontario Ministry of Health and Long-Term Care</p> <p>Brain Injury Awareness Month (June) brochure and social media from Brain Injury Canada</p>			

Infection (Pandemic) Prevention and Control

(would include any ongoing COVID prevention activities/measures)

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>Distribute credible information on your workplace wellness bulletin boards, e-blasts or intranet such as:</p> <p>Information about adult immunizations against tetanus, diphtheria, shingles, and pneumococcal disease from the Ontario Ministry of Health and Long-Term Care</p> <p>Posters and videos on hand hygiene from Infection Prevention and Control Canada</p> <p>Posters, factsheets, videos on the flu from the Government of Canada</p> <p>Posters on cold and flu from the Public Services Health & Safety Association</p> <p>Tips to avoid getting sick from the Windsor-Essex County Health Unit</p> <p>Resources to promote:</p> <p>Sexual and Reproductive Health Awareness Week (Feb 11-15)</p>	<p>Host a Lunch & Learn, education session, or training on:</p> <p>Hand hygiene and respiratory etiquette. A “Germ Glow” kit can be purchased for demonstration on how easily germs are passed from person to person.</p> <p>Use of personal protective equipment</p> <p>Safe food handling</p> <p>Preventing diseases relevant to the workplace (i.e., Lyme Disease and West Nile Virus for outdoor workers, or cholera and hepatitis A and B for workers travelling to endemic countries)</p> <p>Diseases prevented by immunizations</p> <p>Host an archived Healthy at Work webinar from the Windsor-Essex County Health Unit:</p> <p>Infection Prevention and Control at Workplaces</p> <p>Conduct hand hygiene audits.</p>	<p>Host an onsite flu clinic in the fall. Contact cdip@wechu.org call 519-258-2146 ext. 3200 for a list of possible flu clinic providers.</p> <p>Offer paid personal time for employees to receive their flu vaccine at a local pharmacy or clinic.</p> <p>Offer paid sick leave to reduce the spread of illness.</p> <p>Encourage employees to take sick leave if exhibiting the following symptoms: fever, cough, diarrhea, and vomiting.</p> <p>Eliminate the need for employees to supply employers with a doctor’s note after taking sick time</p> <p>Place hand-washing stations and signs throughout your workplace.</p> <p>Supply alcohol-based hand sanitizer at workstations.</p> <p>Supply hand lotion to employees to help maintain skin integrity.</p> <p>Supply disinfectant wipes throughout workplace to allow employees to clean</p>	<p>Influenza Immunization Policy</p> <p>Immunization Policy to determine what immunizations are recommended as a condition of employment for new employees.</p> <p>Employee TB Screening Policy</p> <p>Post-Exposure to Blood and Bodily Fluids Policy</p> <p>Needle Safety Policy</p> <p>Workplace Environmental Cleaning Policy</p> <p>Infection Prevention and Control Policy to assign an individual or team to identify and respond concerns.</p>

Infection (Pandemic) Prevention and Control

(would include any ongoing COVID prevention activities/measures)

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>World Tuberculosis Day (March 24th)</p> <p>World Hand Hygiene Day (May 6th)</p> <p>World Hepatitis Day (July 28th)</p> <p>Infection Control Week from Infection Prevention and Control Canada (3rd week in October)</p>		<p>surfaces as they become contaminated.</p> <p>Ensure adequate environmental cleaning products are used for high touch surfaces.</p> <p>Provide sharps containers for safe needle disposal.</p> <p>Provide open topped waste bins to allow for the discarding of waste without touching the bin.</p> <p>Provide a refrigerator specifically for employee lunches and snacks.</p> <p>Provide personal protective equipment as appropriate, especially in First Aid Kits.</p> <p>Provide disposable gloves as appropriate, especially for those who handle food.</p> <p>Refer workers to community resources for immunizations if travel is required for work.</p>	

Addiction/Harm Reduction (tobacco, alcohol, cannabis and other drugs)

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>Distribute credible information on your workplace wellness bulletin boards, e-blasts or intranet such as:</p> <p>Smokers Helpline</p> <p>The Smoking Treatment for Ontario Patients (STOP) Program at the Windsor-Essex County Health Unit</p> <p>Infographic on Cannabis and Impairment in the workplace from the Canadian Centre for Occupational Health and Safety</p> <p>Factsheet about Cannabis for Parent/ Guardians from the School Mental Health-Assist</p> <p>Resources from the Canadian Centre on Substance Use and Addiction</p> <p>Cannabis resources from the Government of Canada</p>	<p>Host a Lunch & Learn, education session, or training:</p> <p>Quit smoking options and resources, led by a TEACH (Training Enhancement in Applied Cessation Counselling and Health)-trained pharmacist or professional</p> <p>Medication use, storage and destruction, led by a pharmacist</p> <p>Cannabis in the workplace</p>	<p>Provide pharmacist supported smoking cessation program including quit medications.</p> <p>If the employer offers a benefit package, ensure nicotine replacement therapy is covered.</p> <p>Implement an incentive program offering a rebate to those who participate in a smoking cessation program/quit smoking and continue to be smoke-free for at least six months.</p> <p>Allow flexible work schedules for employees to attend medical or counselling appointments related to smoking cessation.</p> <p>Ensure work-related social events (e.g., holiday parties) are alcohol free.</p> <p>Provide management training to recognize impairment in the workplace, i.e., the online course Impairment and Cannabis in the Workplace.</p> <p>Offer counselling through an Employee Assistance Program (EAP) provider.</p>	<p>Alcohol-Free Events Policy</p> <p>Alcohol-Free Workplace Policy</p> <p>Cannabis Policy</p> <p>Employee Assistance Program (EAP) Policy</p> <p>Smoke-Free Workplace Policy</p> <p>Substance Use Policy</p>

To request a Smoke-Free Workplace Package from the Windsor-Essex County Health Unit, contact cdip@wechu.org call 519-258-2146 ext. 3200. It includes information about the Smoke-Free Ontario Act, facts about the cost of smoking in the workplace, sample pay stub awareness raising inserts to inform employees of smoke-free policies, and information about Smokers Helpline and examples of smoke-free workplace policies.

Social/Community Responsibility

Example Awareness Raising Activities	Example Education & Skill-Building Activities	Example Workplace Environmental Supports	Example Supportive Workplace Wellness Policies
<p>Demonstrate your employer’s commitment to improving the health and well-being of the community in addition to their own employees. They not only build a better public image, but also raise awareness about important health and wellness issues, and boost employee engagement.</p> <p>Canadian Centre for Occupational Health and Safety</p> <p>School Mental Health-Assist</p> <p>Canadian Centre on Substance Use and Addiction</p>	<p>Examples include sponsoring local children’s sports teams, participating in fundraising for health research or health issues (e.g., dress down days, BBQs, or golf tournaments), participating in community physical activity challenges (e.g., walks, runs, bikes, or obstacle courses), neighborhood clean-up, donation drives (e.g. blood, clothing, or toys) or volunteering hours in the community (e.g., food bank or community build projects).</p>	<p>Submit a photo of the supportive environment (without any employees to maintain privacy)</p> <p>Submit a copy of the communication used to encourage employees to participate.</p>	<p>Any document that describes the organization’s commitment to an initiative or event that benefits the community</p>

Appendix B. Example Evaluation Tools

This section provides examples of information you could collect to evaluate your workplace wellness activities. It is not necessary to collect all of this evaluation data. You may choose to distribute a survey by email or paper or to collect evaluation data through recording employee’s verbal feedback in interviews or a focus group and writing a short summary. A template of questions to collect some of this information from employees is provided. Feel free to adapt the questions to suit your wellness activities.

Awareness Raising Activities – Example Evaluation Data to Collect

- The number of employees who were sent and/or reported seeing the wellness information.
- The percentage who learned new information to improve their health and the things that they learned.
- The percentage who reported being motivated to make changes to improve their health and the things that they were motivated to do.
- The recommendations of different ways to share similar wellness information with their employees.

Awareness Raising Activities – Example Employee Feedback Questions

Our workplace is committed to the health and well-being of our employees. We are seeking your input to evaluate our recent awareness raising communications about (insert wellness topic). Your participation is voluntary. Your responses will be kept confidential and anonymous.

1. Did you see the workplace wellness posters/ brochures/ emails about (insert wellness topic)?
 Yes
 No (Thank you, you can skip to question #5)
2. Where did you see the wellness posters/ brochures/ emails about (insert wellness topic)?
3. Did the posters/ brochures/ emails about (insert wellness topic) teach you new or useful information to improve your health?
 Yes, what: _____
 No
4. Did the posters/ brochures/ emails about (insert wellness topic) motivate you to make any changes to improve your health (i.e., join a recreation program, get the flu shot, etc.)?
 Yes, how: _____
 No
5. Do you have any recommendations of better ways to share this type of wellness information with employees in the future?
6. What other wellness topics would you like to be the focus of future workplace wellness initiatives?

Thank you for your feedback.

Education and Skill-Building Activities – Example Evaluation Data to Collect

Remember, these are only examples of information you could collect to provide evidence of evaluating your workplace wellness activities. It is not necessary to collect all of this evaluation data. A template of questions to collect some of this information from employees is provided but feel free to adapt to suit your activities.

- The number of employees who were sent and/or reported seeing the invitation to attend the education activity.
- The ways employees heard about the education or skill-building activity.
- The number of employees who registered and attended the education or skill-building activity.
- The percentage who were satisfied or very satisfied with the education or skill-building activity.
- The things employees liked and did not like about the education or skill-building activity.
- The percentage who would participate in a similar education or skill-building activity again.
- The changes or incentives that could motivate employees to participate in a similar wellness activity in the future.
- The factors that made it challenging to participate in the wellness activity.
- The percentage who reported learning new information to improve their health and the things that they learned.
- The percentage who reported being motivated to make changes to improve their health and the things that they were motivated to do.
- The recommendations of different ways to share similar wellness information to employees in the future.
- Change in employee motivation or in the workplace culture as a result of the education or skill-building activity.

Education and Skill-Building Activities – Example Employee Feedback Questions

Our workplace is committed to the health and well-being of our employees. We are seeking your input to evaluate our recent wellness education event (insert event title) on (insert date). Your participation is voluntary. Your responses will be kept confidential and anonymous.

1. Did you hear that our workplace hosted a wellness education or skill-building activity called (insert event title) on (insert date)?
 - Yes
 - No (Thank you, you can skip to question #11)
2. How did you hear about the wellness education or skill-building activity (insert event title)?

- Email
- Posters in the workplace
- Intranet posting
- (List other methods used to promote the event)

3. How satisfied were you with the (insert event title) event? (circle one)

Very satisfied Satisfied Neutral Unsatisfied Very unsatisfied

4. What did you like or not like about the (insert event title) event?

5. Would you participate in a similar wellness activity again?

- Yes
- Maybe with possible changes, such as _____
- No

6. What type of incentives would motivate you to participate in the future?
(Include relevant examples or leave it as an open response with no examples.)

- a. Being entered into a draw for a prize or gift card for participating
- b. Scheduling the event on work time
- c. Scheduling the event during break or lunch time
- d. Scheduling the event before/ after work or on the weekend
- e. Locating the event on-site
- f. No cost
- g. Cost subsidized by the employer

7. Where there factors about the (insert event title) event that made it challenging to participate?
(Include relevant examples or leave it as an open response with no examples.)

- h. Timing of the event
- i. Cost
- j. Other: _____

8. Did the (insert event title) event teach you new or useful information to improve your health?

- Yes, what: _____
- No

9. Did the (insert event title) event motivate you to consider making any changes to improve your health (list possible examples if appropriate)?

Yes, how: _____

No

10. Have you made any changes to improve your health as a result of attending the (insert event title) event? (Include this question only if you send the survey out at time-period after the event.)

Yes, how: _____

No

11. Do you have any recommendations of better ways to provide education or skill-building opportunities for employees on (insert wellness topic) in the future?

12. What other wellness topics would you like to be the focus of future workplace wellness initiatives?

Thank you for your feedback.

Supportive Environment Activities – Example Evaluation Data to Collect

Remember, these are only examples of information you could collect to provide evidence of evaluating your workplace wellness activities. Depending on your type of supportive environment, some of the education/skill-building evaluation questions may be more appropriate. It is not necessary to collect all of this evaluation data for environmental support activities. A template of questions to collect some of this information from employees is provided below.

- The number of employees who were aware of the supportive environment.
- The ways employees heard about the supportive environment in the workplace.
- The number of employees who registered and attended (i.e., flu clinic)/ regularly use the supportive environment (i.e., fridges for employee lunches).
- The percentage who were satisfied or very satisfied with the supportive environment.
- The things employees liked and did not like about the supportive environment.
- The changes or incentives that could motivate employees to use the supportive environment more.
- The factors that made it challenging to participate in the supportive environment.
- The percentage who reported learning new information to improve their health and the things that they learned.
- The percentage who reported being motivated to make changes to improve their health, what they were motivated to do and what they actually did to improve their health.
- The recommendations of different ways to share similar wellness information to employees in the future.
- The change in employee motivation or in the workplace culture as a result of the supportive environment.

- The change in employee sick day usage or employee turnover since the supportive environment was implemented.

Environmental Support Activities – Example Employee Feedback Questions

Our workplace is committed to the health and well-being of our employees. We are seeking your input to evaluate our wellness supportive environment (insert description). Your participation is voluntary. Your responses will be kept confidential and anonymous.

1. Are you aware that our workplace has (describe supportive environment) to support employee wellness?
 - Yes
 - No (Thank you, you can skip to question #11)

2. How did you hear that our workplace has (describe supportive environment) to support employee wellness?
 - Email
 - Posters in the workplace
 - Intranet posting
 - (List other methods used to promote the event)
3. Do you use the (describe supportive environment) regularly?
 - Yes
 - Maybe with possible changes, such as _____
 - No

4. How satisfied were you with the (describe supportive environment) to support employee wellness? (circle one)

		Neutral	Unsatisfied	Very unsatisfied
Very satisfied	Satisfied			

5. What did you like or not like about the (describe supportive environment)?

6. What type of incentives would motivate you to use the (describe supportive environment) more? (Include relevant examples or leave it as an open response with no examples.)

7. Where there factors about the (describe supportive environment) that make it challenging to use? (Include relevant examples or leave it as an open response with no examples.)

8. Does the (describe supportive environment) provide you with new information to improve your health?
- Yes, what: _____
- No
9. Does the (describe supportive environment) motivate you to consider making any changes to improve your health (list possible examples if appropriate)?
- Yes, how: _____
- No
10. Have you made any changes to improve your health as a result of the (describe supportive environment)? (Include this question only if you send the survey out at time-period after the event.)
- Yes, how: _____
- No
11. Do you have any recommendations of better ways to provide the (describe supportive environment) in the future?
12. What other wellness topics would you like to be the focus of future workplace wellness initiatives?

Thank you for your feedback.

