

*This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.*

**[insert company info here]**

## **WORKPLACE HEALTH PROMOTION**

<b>Date of Issue:</b>	
<b>Written by:</b>	<b>Date:</b>
<b>Reviewed by:</b>	<b>Date:</b>
<b>Approved by:</b>	<b>Date:</b>

<b>PURPOSE</b>
<p>(<b>Company name</b>) is committed to providing employees with a safe, healthy and supportive environment in which to work. We recognize that the health and wellbeing of our employees is important. (<b>Company name</b>) will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged.</p>
<b>SCOPE</b>
<p>This procedure covers all employees of (Company name).</p>
<b>RELATED DOCUMENTATION</b>
<p><b>Internal</b></p> <ul style="list-style-type: none"><li>• Wellness Situational Assessment</li><li>• Wellness Program implementation Action Plan</li><li>• Wellness Program Evaluation</li><li>• Review Health &amp; Safety Trends Report</li></ul>

## ROLES & RESPONSIBILITIES

### Senior Management is responsible for:

- Addressing the issues identified by employees
- Support the development of a workplace health strategy: this may be in the form of a creation of a wellness committee (where applicable) or an appointed member within the organization to co-ordinate this initiative
- Provide adequate resources (time, human capital, materials and budget to implement the program)

### Wellness committee member/designated co-ordinator is responsible for:

- Assessing and analyzing organizational and employee needs, gaps and opportunities
- Developing workplace action plans with defined long/short term goals and objectives
- Negotiating required resources
- Providing workplace health leadership and direction
- Recruiting volunteers and building support for initiatives
- Overseeing the implementation and evaluation of the workplace action plan
- Communicating with key stakeholders throughout the process
- Encouraging employee participation in the workplace process

## PROCEDURE

- **Obtain organizational commitment**
- **Conduct a situational assessment.** This involves gathering and analyzing information which will give your workplace wellness committee or leader:
  - the current health status of the workplace and health issues that matter to employees
  - identified strengths and areas in the workplace that need improvement (you can use EAP statistics, employee surveys to obtain this information)
- **Create an action plan** (any workplace wellness program needs to be custom made to fit each workplace)

- **Once the plan has been approved by senior management, put the plan into action**
  - advertise activities to ensure participation (intranet, flyers, posters, brochures, emails, newsletters and paycheque inserts
  - encourage, don't require employees to participate in workplace health activities

**Types of Workplace health and wellness initiatives that can be implemented depending on the organization size/location:**

- Healthy Eating
- Active Living (Bike to work program), 10,000 steps challenge
- Supporting smoking cessation program
- Information/guest speakers (work-life balance, time management)
- Flexible work hours
- Financial assistance (e.g. recreational activities, employee assistance programs (EAPs), health screening tests,
- Flu shot clinics on site

**Evaluation**

**Effectiveness of this policy will be assessed through:**

- Feedback from employees, Wellness committee (if applicable) or program co-ordinator
- Review of the policy by management and JHSC/Wellness committee to determine if objectives have been met
- Other examples of administrative data that could be used are:
  - Rate of absenteeism
  - cost of absenteeism
  - Rate of turnover
  - exit interview
  - cost of group insurance (prescription drugs, dental)
  - number of events held/number of attendees

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name & Title (please print)

\_\_\_\_\_  
Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer

**BE CAREFUL OF ALL DATES:**

**DO NOT USE OLD INCORRECTLY DATED DOCUMENTS**

**ALL DATES MUST BE IN CHRONOLOGICAL ORDER: policy, communicate, train, evaluate, act**

## WSIB GUIDELINE:

# Workplace health promotion

**Prerequisite(s):** All level 1 topics

### Summary:

Workplace health promotion (also known as health and wellness) is the combined efforts of your business, employees and community to improve the health and well-being of people, both at work and at home. It may include things like improving the way work is organized, encouraging personal and professional development, promoting a strong health and safety culture and the promotion of general wellbeing.

Your workplace health promotion program could include initiatives such as:

- Employee assistance program
- Wellness initiatives
- Mental health promotion
- Psychological first aid
- Vehicle safety
- Personal health and safety
- Health and safety at home
- Off-the-job health and safety

### Requirements:

Your business will establish, implement, monitor and maintain a workplace health promotion program that promotes healthy and safe lifestyles both on and off the job.

