

Northwestern Health Unit



Series 1 – Workplace Health Promotion

Part B: 8 Key Steps to a Healthy Workplace

Canada's Healthy Workplace Week 2006



Introductions

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Audio and PPT

This presentation is Part B of a workplace health series by the Northwestern Health Unit.

Should you choose, an audio presentation accompanies these slides. Please follow along.

Getting started...

The 8 Key Steps:

1. Commitment to the program
2. Develop wellness group/committee
3. Administer needs assessment
4. Develop a 3-5 yr plan
5. Design programs/policies and evaluation methods
6. Promote program (if necessary)
7. Implement programs/policies
8. On-going evaluation



1. Build commitment

- ◆ Owners/Managers are essential to the process. They need to be involved and enthusiastic.
- ◆ If they can't be actively involved, a champion needs to be selected.
- ◆ Include workplace health as part of the organization's mission
- ◆ Promote the benefits of a healthy workplace by staging an event, talking about it, or posting info.

2. Develop a Wellness Committee

- ◆ Provide direction & leadership.
- ◆ Promote communication between employees & management.
- ◆ Recruit staff volunteers.
- ◆ Build support for initiatives
- ◆ Identify needs & concerns.
- ◆ Oversee planning, implementation, & evaluation

2. Cont...Develop a Wellness Committee

- ◆ Include people who have a personal commitment to health and who have the ability to get things done
- ◆ Get representation from a broad cross-section of the workplace
- ◆ Participation should be voluntary
- ◆ It's important to have a committed person identified as the leader
- ◆ Be specific about what being part of the team will require

3. Needs assessment

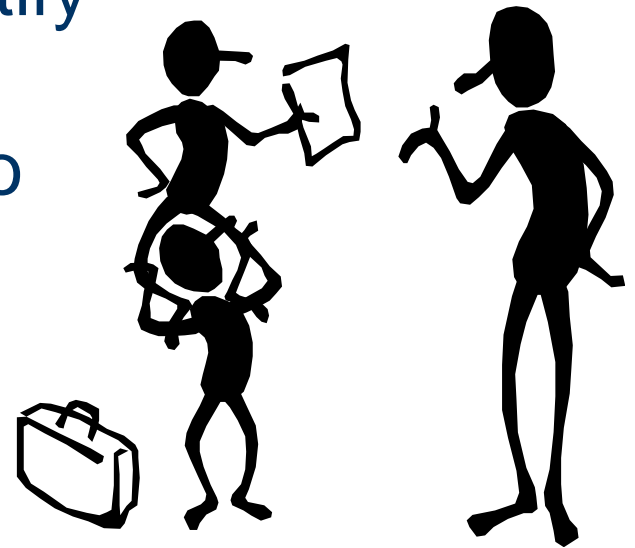
Methods:

- ◆ Have an informal discussion
- ◆ Put up a suggestion box
- ◆ Host an employee meeting/focus group
- ◆ Conduct a survey

Be sure to identify strengths and resources that already exist – they will be the starting point.

4. Develop a plan

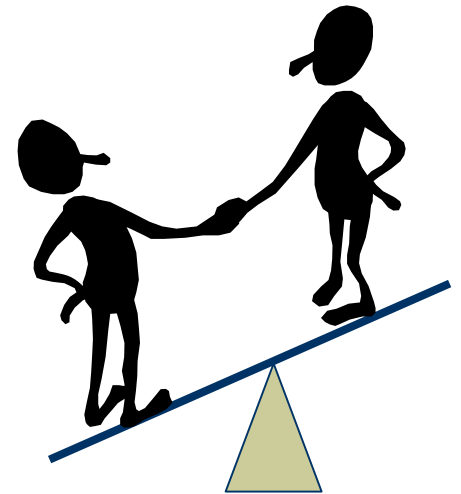
- ◆ Review your needs assessment results and identify common themes
- ◆ Rate the themes according to importance or priority
- ◆ Create an action plan
- ◆ Implement and market your plan
- ◆ Revisit the plan regularly



4. Cont...Develop a plan

Your plan should:

- ◆ Meet the needs of all employees
- ◆ Balance between what the employee and employer can do
- ◆ Address employee concerns in all areas (occupational health & safety, culture, and health practices)



5. Design program

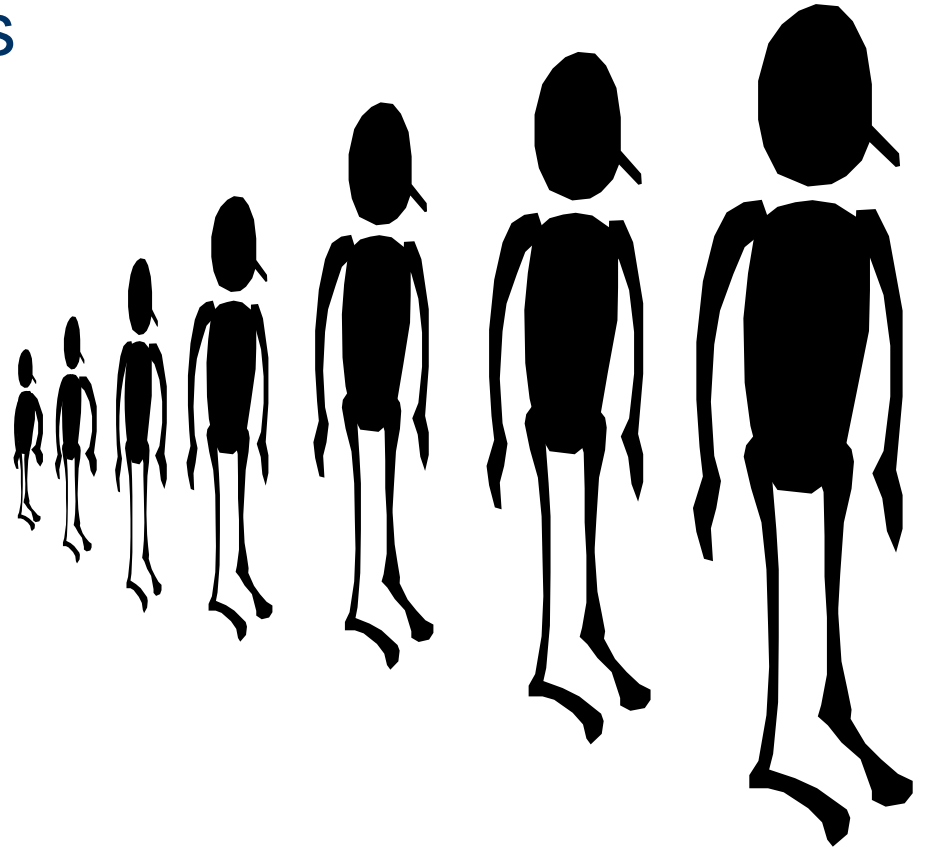
Every organization is perfectly designed to achieve the results that it gets

Dr. W.E. Deming



5. Cont...Design program

- ◆ Awareness Activities
- ◆ Skill-building activities
- ◆ Supportive Work environments



6. Promote the program

- ◆ Posters
- ◆ Email
- ◆ Notice in pay envelopes
- ◆ Bulletin Boards
- ◆ Example: Launch activities
 - Have a logo and slogan contest for the program
 - Provide employees with a promotional package that includes upcoming opportunities.



7. Implement programs/policies

- ◆ Design programs for all employees
- ◆ Programs should be multi-component
- ◆ Programs must be adapted to the special features of the workplace
- ◆ Programs must be part of a comprehensive approach.
- ◆ Programs must have senior level support

7. Cont....Example:

Stress

- Offer workshops on stress and time management
- Define roles and responsibilities clearly
- Provide safe physical work environments by improving air quality and improving lighting



Individual health practices



Organizational Culture

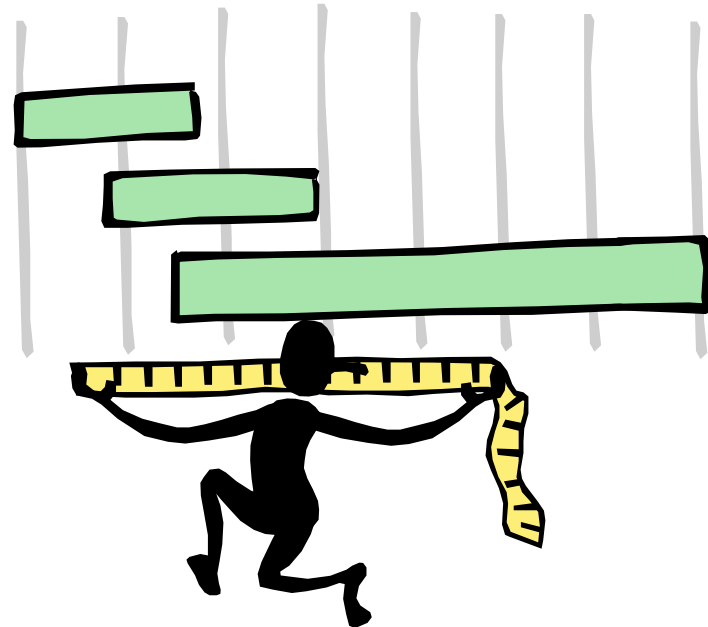


Occupational health and safety



8. On-going evaluation

1. Set goals in advance
2. Collect the information
3. Analyze the information
4. Recommend improvements





It takes time!

- ◆ Within the first few months you may see positive changes in your workplace – such as employees engaging in healthy activities during work hours.
- ◆ Within one year you may see evidence of increased job satisfaction, commitment to work and improved productivity.
- ◆ It will be **at least** 3 years before you see any quantitative improvements in health-related costs.

Win, win, win

Employees

- ◆ Improved health
- ◆ Increased job satisfaction



Employers

- ◆ Decreased costs
- ◆ Improved productivity
- ◆ Increased customer satisfaction
- ◆ Improved business

Society

- Reduction in the use of the health care system
- Improved health and quality of lives within communities

References

Sources used to complete this presentation include:

- Brant County Health Unit: A Guide for Building A Healthy Workplace
- Joan Burton, Forum North Presentation, 2003.
- Health Canada. The Workplace Health System - A Six Step Guide. 1994.
- Investing in Comprehensive Workplace Health Promotion by M. Shain and H. Suurvali
- The Health Communication Unit. Comprehensive Workplace Health Promotion Info Packs & Presentation. 2004.
- Treasury Board of Canada (May 2002)