

Wellness

in the Workplace

Revised



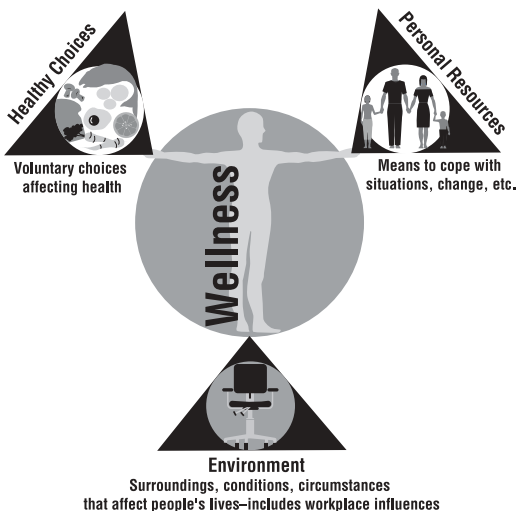
Canadian Centre for
Occupational Health and Safety

Summary

Most of us spend a lot of time at work. And, whether we like to admit it or not, work can have a great impact on our health and general well being – for better or for worse.

This book contains resources and information about balancing work and life, safety, ergonomics, healthy eating, active living, conflict resolution and other workplace health promotion and wellness programs.

A comprehensive approach to workplace health and wellness involves programs and policies that address the complete working environment. The influences on the health of employees are wide and varied – as are the options for helping maintain or improve the wellness of individuals or groups.



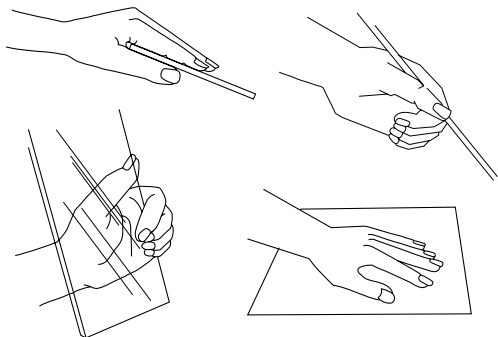
Adapted from: Health Canada, 2001 "Getting Started and Managing Active Living at Work Strategies"

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Different hand positions will require different amounts of force – in general pinching and pressing require more effort. In addition, the weight and shape of tools or objects will add to the amount of force needed.

Tools that do not allow the best position of the wrist, elbow and shoulder also substantially increase the force required.



Exerting force in various hand positions (pinch and press)

Pace of Work

Pace of work determines the amount of time available for rest and recovery of the body between cycles of a particular task. The faster the pace, the less time available for recovery and the higher risk for WMSD.

In addition, when the worker has no control over timing and speed of work (because of factors such as assembly line speed or quota systems), then stress levels also increase. With higher stress comes muscle tension causing additional fatigue and consequently increased risk of WMSD. Controlling the pace of work externally denies the workers the flexibility to determine their own work speed. It is a human trait to work at varying rates at different times of the day.

Tips for Starting a Smoking Cessation Program



UNDERSTAND that not every smoker wants to quit, while others are not ready to quit at the time you are offering your program. Quitting smoking is a very personal decision.

DEVELOP and implement your Workplace Smoke-free Policy first if you don't have one already. Inform employees of the policy's intentions and allow for adjustment period before the policy is enforceable.

DETERMINE what programs were offered in the past and what was their success.

DETERMINE if there is sincere interest in a cessation program. (Will people attend?)

FIND OUT what resources within the company and the community can help. Many major organizations such as the Canadian Cancer Society and the Heart and Stroke Foundation offer programs and materials to support people who wish to quit smoking.

OFFER a variety of programs for people to try. Some people will like group settings while others will like individual counselling.

OFFER other programs such as healthy eating, relaxation techniques, and active living at the same time.

OFFER appropriate incentives for milestones (one week, three months, six months, one year).

EMPHASIZE the health benefits of not smoking.



DO NOT SELL tobacco products at the workplace.

TIME NEEDED DEPENDS ON EFFORT

Very Light Effort	Light Effort	Moderate Effort	Vigorous Effort	Maximum Effort
	60 minutes a day (Can accumulate in 10 minute periods)	30-60 minutes (As you progress, you can cut down to 30 minutes, 4 days a week)	20-30 minutes	
Strolling Dusting	Light walking Volleyball Easy gardening Stretching	Brisk walking Biking Raking leaves Swimming Dancing Water aerobics	Aerobics Jogging Hockey Basketball Fast swimming Fast dancing	Sprinting Racing

How should I feel while exercising? How warm am I? What is my breathing like?

No change from when you are resting Normal breathing	Starting to feel warm Slight increase in breathing rate	Warmer Greater increase in breathing rate	Quite warm More out of breath	Very hot/perspiring heavily Completely out of breath
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From: Health Canada, 2000. *Handbook for Canada's Physical Activity Guide to Healthy Active Living.*

A1. Workplace Health & Wellness Survey

Sample

WORKPLACE HEALTH & WELLNESS SURVEY

ABC Company is thinking about offering workplace health and wellness programs. We are interested in learning more about your opinions and interests. Your answers will be used to help plan the program and to decide which types of programs to offer.

- Senior management has agreed to let everyone take a few minutes to complete this survey.
- Please do not put your name on the form because we would like to keep this survey confidential.
- Please return the forms by putting them in the sealed envelope (provided) and placing them in the inner-office mail.

1. Sex: Male Female

2. Age Group: under 21 21 – 30 31 – 40 41 – 50
 51 – 60 Over 60

3. Do you have any health concerns about yourself, your family, or something arising from the workplace?

4. Would you like ABC Company to help with these concerns?

Yes No Not sure

Explain your answer _____
