# Workplace Health Resource Toolkit

October 2012 • Version 1

**Alberta Health Services**

**WORKPLACE** HEALTH IMPROVEMENT PROJECT

# Acknowledgements

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- AHS – Active Living
- AHS – Addictions Prevention
- AHS – Environmental Carcinogens Program
- AHS – Mental Health Promotion
- AHS – Nutrition Services
- AHS – Screening Programs
- AHS – Tobacco Reduction
- AHS – Workplace Health Improvement Program

For more information about this Resource Toolkit or about the Alberta Health Services Workplace Health Improvement Program, please contact:

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# Introduction

## Purpose of the *Workplace Health Resource Toolkit*

The Alberta Health Services (AHS) Workplace Health Program aims to improve the health of employees in Alberta with a focus on chronic disease prevention. As workers spend a large amount of their day in the workplace, the program is designed to help companies of all sizes develop workplace policies, programs and activities that promote and enhance health. The Workplace Health Program supports organizations in systematically assessing their current workplace health promotion activities and provides consultation to enhance and improve those activities.

The *Workplace Health Resource Toolkit* is intended to provide Alberta workplaces with guidance and support to develop and implement workplace health policies, programs and activities that are comprehensive and based on best practices. The toolkit provides information on chronic disease risk factors that are modifiable - such as tobacco use, inactivity and unhealthy food choices. These risk factors can be influenced by workplace policy and programming.  Topics include the following:

- Addictions
- Healthy Eating/Nutrition
- Healthy Weights/Weight Management
- Mental Health
- Physical Activity/Active Living
- Screening
- Shift Work
- Tobacco
- Ultraviolet Exposure

Every effort is made to keep the information in the Resource Toolkit up-to-date and accurate.  If you have any feedback on the content and usability of this toolkit, please complete the evaluation form at the back of the toolkit and send it to the Alberta Health Services Workplace Health Program.  The program aims to update this resource toolkit regularly.

If you require more AHS resources or referral to programs and services, please contact Health Link Alberta at 1-866-408-5465 (LINK).

## Disclaimer

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# ADDICTIONS

# Addictions (alcohol, substance abuse, gambling)

## Legislation

Canadian Human Rights Commission Policy on Alcohol and Drug Testing

- The Policy outlines the limitations and requirements for alcohol and drug testing in the workplace in order for workplace testing to comply with the Canadian Human Rights Act.
    - http://www.chrc-ccdp.ca/pdf/poldrgalceng.pdf

Substance Abuse Issues and Public Policy in Canada: Canada's Federal Drug Strategy

- The Federal Drug Strategy seeks to prevent, reduce and control drug use in Canada. The policy pays special attention to the role of communities, workplaces and government in the control and reduction of drug use.
    - http://www.parl.gc.ca/Content/LOP/ResearchPublications/prb0615-e.pdf

## Examples of best practices and policies

☑ Considerations when developing a comprehensive policy:

- Do not serve alcohol at workplace functions.[i]
- No use, possession, distribution, offering or sale of illicit drug paraphernalia or unprescribed drugs, for which a prescription is legally required in Canada, on a workplace property.
- No presence in the body of illicit drugs or unprescribed drugs that may cause impairment while on workplace property.
- No use, possession, distribution, offering for sale of alcoholic beverages on premises.
- No one shall report unfit for work due to the after effects of alcohol, illicit drugs, unprescribed drugs or misuse of prescribed medications.
- No alcoholic consumption during working hours, whether on or off workplace property.
- Expect employees, volunteers and contractors to be "fit for work."
- Do not let employees suspected of being impaired at work operate any machinery or equipment.
- Outline how to report a co-worker who is showing warning signs or obvious indicators of substance abuse.
- Develop and implement an incident report.[ii]

Workplace Health Resource Toolkit

☑Guidelines for creating a supportive environment include:

- Offer employee education in the workplace that addresses substance abuse. Include general information on substance abuse, and information on prevention and impact of substance abuse.
- Hold information sessions or use posters to remind employees that they are in a drug-free workplace, that supports are available, and what they should do if they encounter or suspect drug/alcohol use in the workplace among co-workers.
- Train supervisors to ensure they understand how to explain the policy to employees. Additionally, supervisors need to be able to explain the importance of confidentiality, and have the ability to recognize the signs and symptoms of potential problematic substance use, to handle crisis situations, to refer to the appropriate programs/supports, and to reintegrate employees back to work.

## Alberta Health Services resources, services and programs

Addictions and Mental Health Services

- This service offers information, prevention and treatment services through a province-wide network of offices, facilities and funded programs. Services include a toll-free helpline, prevention and education, detoxification, outpatient counselling, opioid dependency programs and residential treatment.
  - o http://www.albertahealthservices.ca/2672.asp

Addictions and Substance Abuse Services

- This website includes a list of services available to Albertans that are aimed at addictions and substance abuse, including information on treatment, prevention, and counselling.
  - o http://www.albertahealthservices.ca/services.asp?pid=stype&type=1

Addiction HelpLine

- This 24-hour helpline is for individuals who are concerned about alcohol, tobacco, other drug and/or gambling problems.
  - o 1-866-332-2322

Addiction Programs and Services

- This website includes information on counselling, day-treatment programs, residential programs, and detoxification programs.
  - o http://www.albertahealthservices.ca/services.asp?pid=stype&type=1

Alcohol and Drug Policy Development and Employee Testing

- This website explores policy development for workplaces seeking to implement employee testing in the workplace. It covers important points including the following: developing the company policy, publicizing the company policy, applying the company policy, and testing for alcohol or other drugs.
  - http://www.albertahealthservices.ca/AddictionsSubstanceAbuse/if-wrk-its-our-bus-policy-dev-employee-drug-testing.pdf

An addiction in the family: what it means for the workplace

- This website provides information on the effects of alcohol, other drugs, and gambling on families and workplaces.
  - http://www.albertahealthservices.ca/AddictionsSubstanceAbuse/if-wrk-its-our-bus-addiction-in-the-family.pdf

Business and Industry Clinic

- This clinic provides information and help for those looking to reintegrate employees with addictions back into the workplace.
  - http://www.albertahealthservices.ca/services.asp?pid=service&rid=1039204
  - Phone: 780-538-6316

Fitness for work

- This program outlines ways employers can support fitness at work in order to deal with concerns relating to alcohol, other drugs, and gambling.
  - http://www.albertahealthservices.ca/AddictionsSubstanceAbuse/if-wrk-support-employee-fitness-for-work.pdf
- This section of the website defines "fitness for work" and explains how gambling and use of alcohol and other drugs can affect workplace performance.
  - http://www.albertahealthservices.ca/AddictionsSubstanceAbuse/if-wrk-its-our-bus-fitness-for-work.pdf

General Information

- Information for Workplaces
  - This website gives general information about the costs of alcohol, tobacco, and other drug use on the Alberta economy and the risks of untreated substance use in the workplace.  It includes links to additional workplace resources.
  - http://www.albertahealthservices.ca/2672.asp
- It's Our Business: Workplace information series
  - This series offers basic information related to substance use and gambling in the workplace.
  - http://www.albertahealthservices.ca/2673.asp

- The Basics: Alcohol, Other Drugs and Gambling
  - This website answers basic questions about addictions in the workplace, including what substance/gambling abuse is, how to identify a problem, what a workplace can do to manage an alcohol/drug/gambling problem, and what to do if you are concerned about your own or someone else's use of alcohol, other drugs or gambling.
  - http://www.albertahealthservices.ca/AddictionsSubstanceAbuse/if-wrk-its-our-bus-the-basics.pdf
- It's Our Business: Is drinking, using drugs or gambling affecting my work?
  - This website answers questions regarding addictions in the workplace, with special focus on addressing the questions of workers concerned with their own use of alcohol, drugs, or gambling.
  - http://www.albertahealthservices.ca/AddictionsSubstanceAbuse/if-wrk-its-our-bus-affecting-my-work.pdf

List of Hospitals and Facilities for the Treatment of Mental Health and Addiction

- This website provides an alphabetical list of facilities throughout Alberta that have programs for the treatment of addiction.
  - http://www.albertahealthservices.ca/facilities.asp?pid=ftype&type=7

Tools and Strategies for Dealing with a Troubled Employee

- This website offers tools and strategies for identifying and addressing issues with a troubled employee.
  - http://www.albertahealthservices.ca/AddictionsSubstanceAbuse/if-wrk-its-our-bus-dealing-with-troubled-employee.pdf

Workplace health and wellness – Preventing Substance Abuse in the Workplace

- This website includes general information on the development of workplace policies that address addiction through health promotion, with special focus on prevention.
  - http://www.albertahealthservices.ca/AddictionsSubstanceAbuse/if-wrk-its-our-bus-workplace-health-and-wellness.pdf

Workplace Peer Support

- This website defines workplace peer support and examines how employers can promote a culture of peer support.
  - http://www.albertahealthservices.ca/AddictionsSubstanceAbuse/if-wrk-its-our-bus-workplace-peer-support.pdf

- This website explores solutions for co-workers who identify colleagues who may have problems with alcohol, drugs, and gambling in the workplace.
  - http://www.albertahealthservices.ca/AddictionsSubstanceAbuse/if-wrk-its-our-bus-someone-at-work.pdf


## Other provincial resources, services and programs

Alcoholics Anonymous (AA)

- This organization helps individuals to achieve sobriety. AA is based on a twelve step program of recovery practiced in conjunction with regular AA meeting attendance.
  - http://www.aa.org/
- Is there an alcoholic in the workplace?
  - http://www.aa.org/pdf/products/p-54_isthereanaaintheworkplace.pdf
- Calgary
  - Central Service Office of A.A.
  - Main: 403-777-1212
  - Website: www.calgaryaa.org
- Edmonton
  - A.A. Central Office
  - Main: 780-424-5900
  - Website: www.edmontonaa.org
- Red Deer
  - Red Deer Area 78 -24 Hour Answering Service
  - 24 Hr Answering Service: 403-347-8650
  - Website: www.area78.org
- Grand Prairie
  - Grande Prairie Intergroup
  - Telephone: 780-532-1772
- Lethbridge
  - South Alberta Intergroup
  - Telephone: 403-327-8049
- Lloydminster
  - Lloydminster AA Answering Service- Area 78 Dist 11
  - 24 Hr Answering Service: 780-875-3571
- Medicine Hat
  - Intergroup Medicine Hat
  - Telephone: 403-527-2065

Narcotics Anonymous (NA)

- This organization follows the twelve steps of Alcoholics Anonymous to help people address drug abuse in their lives. Much like AA, NA is a meeting-based program whose primary focus is to help people achieve complete abstinence from all mood altering substances.
  - http://www.na.org
- Canada
  - Canadian Assembly Website: http://www.canaacna.org/
- Alberta
  - Phone: 877-463-3537
- Medicine Hat
  - Phone: 403-979-2440
  - Website: http://www.chinookna.org/
- Calgary
  - Phone: 403-991-3427
  - Website: http://www.chinookna.org/
- Fort McMurray
  - Phone: 780-714-5911
- Edmonton
  - Phone: 780-421-4429
  - Website: http://www.eana.ca/

Gamblers Anonymous (GA)

- This twelve step program is for people struggling with gambling problems. GA is modeled after AA and is a self-supporting organization based on regular meeting attendance and adherence to the twelve steps. The goal of GA is to help individuals stop gambling.
  - http://www.gamblersanonymous.org/ga/
- Calgary
  - Hotline: 1-888-GA-HELPS (1-888-424-3577)
- Edmonton
  - Hotline: 780-463-0892
- Southern Alberta
  - Hotline 403-329-7467

Royal Canadian Mounted Police – The Winning Solution

- The Winning Solution program seeks to decrease drug use in the workplace. It includes information, display material, a presentation and additional resources to help workplaces approach the topic of illicit substance use in the workplace.
  - http://www.rcmp-grc.gc.ca/ns/prog_services/community-policing-police-communautaire/drug-awareness-sensibilisation-drogues/index-eng.htm#DA5

## National resources, services and programs

Addictions Foundation of Manitoba (AFM)

- The AFM is an agency that contributes to the health and well-being of Manitobans by addressing the consequences of addictions through education, prevention, treatment and program evaluation. The website outlines specific programs and services, as well as educational resources on prevention. The AFM offers workplace services including policy development, consultations, awareness sessions, workshops, drug testing, and professional substance abuse assessments.
    - o Website: http://www.afm.mb.ca/
    - o Information on Addictions in the Workplace:
      http://www.afm.mb.ca/Learn%20More/workplace.htm

Addiction Services – Nova Scotia

- Offices are located across Nova Scotia and offer services to help individuals, families and communities confronted with the misuse of alcohol, other drugs, and gambling. Addiction Services offers detoxification, residential and day treatment programs, methadone services, nicotine treatment, and problem gambling services.
    - o http://www.addictionservices.ns.ca
    - o Toll Free: 1-866-340-6700

Alcohol Policy Network

- This support network for organizations throughout Ontario collects and disseminates information on alcohol policy. It includes information on workplace policy and legislation.
    - o http://www.apolnet.ca/Index.html

BC Council on Substance Abuse – Building Better Workplaces

- This non-profit organization works with businesses to ensure a safe work environment free from substance abuse. They offer assistance in development of company policy, employee training and employee assistance programs.
    - o http://www.workdrugfreebc.com/index.html

Canadian Cancer Society – Alcohol

- This society provides information on how alcohol increases the risks of developing many types of cancer. It advocates a reduction in the amount of alcohol that individuals consume. The website includes facts about serving sizes of alcoholic beverages along with tips on cutting down consumption.
    - o http://www.cancer.ca/Alberta-NWT/Prevention/Alcohol.aspx?sc_lang=en

Canadian Centre for Occupational Health and Safety (CCOHS)

- The CCOHS promotes the well-being of employees by providing information, training, education, management systems and solutions that support health, safety and wellness programs.
  - http://www.ccohs.ca/
- Information on Substance Abuse in the Workplace:
  - http://www.ccohs.ca/oshanswers/psychosocial/substance.html

Canadian Centre on Substance Abuse (CCSA)

- The CCSA provides information on substance abuse to mobilize collaborative efforts with the federal government to reduce alcohol- and other drug-related harm. Their website provides information and resources regarding substance abuse.
  - http://www.ccsa.ca
  - Information on Addictions in the Workplace: http://www.ccsa.ca/Eng/Topics/Populations/Workplace/Pages/default.aspx

Centre for Addiction and Mental Health

- Mental Health & Addiction Information
  - This website offers information on alcohol and other drug use, including specific information on a variety of substances, how to find treatment, and additional resources.
  - http://www.camh.ca/en/hospital/health_information/Pages/default.aspx

Health Canada

- Healthy Living - Responsible Drinking
  - This website includes information and resources on the short-term and long-term effects of alcohol on the body, and on the health risks of too much alcohol.
  - http://www.hc-sc.gc.ca/hl-vs/iyh-vsv/life-vie/drink-boire-eng.php
- Health Concerns – Alcohol & Drug Prevention Publications
  - This website provides links to publications on topics ranging from alcohol and drug abuse prevention, to specific information on treatment and rehabilitation.
  - http://www.hc-sc.gc.ca/hc-ps/pubs/adp-apd/index-eng.php

Problem Gambling

- This website provides resources on how to get help for a gambling problem. It includes printable resources on how to change your gambling behaviour.
  - http://problemgambling.ca

The Alcohol Cost Calculator

- This tool allows you to assess the cost of alcohol problems in the workplace.
  - http://www.alcoholcostcalculator.org/

Substance Abuse and Mental Health Services Administration (SAMHSA) - US

- SAMHSA seeks to reduce the impact of substance abuse and mental illness on America's communities. Their website includes resources on the prevention of substance abuse in the workplace.
  - http://www.samhsa.gov/
- Resources for Employers:
  - http://csat.samhsa.gov/IDBSE/employee/ResourcesforEmployers-wpb11.pdf
- Workplace Publications:
  - http://workplace.samhsa.gov/
  - http://ncadistore.samhsa.gov/catalog/results.aspx?topic=12&h
- Workplace Programs:
  - http://www.drugfreeworkplace.gov/
  - http://workplace.samhsa.gov/WPWorkit/index.html
- The National Registry of Evidence-based Programs and Practices (NREPP):
  - http://nrepp.samhsa.gov/find.asp

[1] Atlantic Canada Council on Addiction, "Problematic Substance Use That Impacts the Workplace: A Step-by-Step Guide & Toolkit to Addressing it in Your Business/Organization," (29)

[1] Atlantic Canada Council on Addiction, "Problematic Substance Use That Impacts the Workplace: A Step-by-Step Guide & Toolkit to Addressing it in Your Business/Organization,"

# HEALTHY EATING

# Healthy Eating/Nutrition

## Legislation

No legislation exists in this area.

## Examples of best practices and policies

☑ Develop a workplace policy to promote nutrition and healthy eating

- Examples include healthy food choices at all venues; healthy food and drinks at catered meetings, events and conferences; vegetables and fruit at workplace meetings, events and conferences.

☑ Cultivate support from Leadership and Employees

- Build a team to work together on implementing changes. Consider current policy and then consider changes that could support healthy eating in the workplace.
- Develop an action plan for making the changes. Include an evaluation component for initiatives that promote nutrition and healthy eating to employees.
- Have managers lead by example by choosing healthy foods and drinks, and taking meal breaks.
- Encourage employees to be a champion. Support employees with time to help lead the changes.
- Ask for feedback and suggestions from employees about changes.
- Schedule meetings outside of mealtimes to allow for meal breaks.
- Create healthy food zones in common areas where healthy foods can be shared.

☑ Allow access to healthy food and drinks choices in all venues

- Ensure employees have access to nutritious, healthy meal and snack options for purchase at worksite food service outlets, such as cafeteria and vending machines.
- Arrange or request healthy catering at meetings, events and conferences.
- Ensure healthy foods and drinks are offered in easy to access locations.
- Increase the availability and variety of healthy foods and drinks options in cafeterias, vending machines, or supplied in meetings and at work functions.
- Price healthy food options competitively in workplace food service outlets.
- Ensure water fountains, tap water or water coolers are available and in easy to access locations.

- Offer food and drinks in appropriate portion sizes such as small muffins or half sandwich options.
- Use ingredients that are low in fat, trans fat, saturated fat, sodium and added sugars.
- Modify cafeteria recipes and serve appropriate portion sizes. Use recipes with healthier ingredients that follow Eating Well with Canada's Food Guide and the Alberta Nutrition Guidelines for Adults nutrient criteria.
- Offer only small portions of less healthy options such as regular chips, candy, chocolate and high fat baked goods.
- Consider eliminating less healthy foods and substitute with attractive healthy food options which are low in fat and salt.
- Consider offering foods and drinks only when necessary, such as at meal times. Offer plain water at meetings throughout the day.
- Consider using the facility's outdoor space for edible gardens.

☑ Develop an infrastructure that supports healthy eating

- Ensure eating areas have tables, seats, refrigerator, microwave and sink.
- Add an outdoor eating area, such as picnic tables or benches, for use during warmer months.
- Ensure there are bins for garbage and recycling near eating areas.

☑ Educate and increase awareness

- Conduct a baseline assessment of the current eating habits, behaviour and knowledge of employees. Repeat the assessment at a later time to see how it has changed.
- Use the baseline assessment results to help identify what actions to take to support healthy eating in the workplace.
- Provide nutrition information (printed materials, intranet, email and information sessions about nutrition to all employees based on the findings from the above assessment).
- Send tailored nutrition messages to employees by email.
- Arrange to have Registered Dietitians on site.
- Use point of purchase labeling on foods, including calories and fat content.
- Place foods strategically in food outlets – stock healthy foods at eye level and less healthy food choices in less visible places.
- Provide education opportunities so employees can learn about making healthy choices for themselves, such as information and education about choosing and preparing healthy foods and portion sizes.

- Provide healthy recipes from Alberta Health Services' Apple magazine that have been assessed by Registered Dietitians.
- Use displays on shelves and vending machines that support healthy eating messages.
- Highlight healthy choices at catered events using table signage.

☑Celebrate and recognize employee support

- Celebrate successes towards healthy eating in the workplace.
- Share success stories and ideas with each other and other workplaces.
- Use non-food rewards and recognitions, such as e-cards, bulletin boards with photos, flowers, gift cards, fitness or movie passes.
- Ask employees what types of rewards motivate them.
- Give recognition to each employee who achieves a goal and/or participates in the program.
- Encourage participation by not awarding the "best" and "most" as this can discourage participation by those who are likely to get the most benefit from joining.
- Organize employee appreciation events with healthy catering or potluck with healthy foods and drinks.
- Include healthy foods at birthday and retirement events. For example, if cake is served, offer smaller portions and include fresh fruit on the side.
- Offer financial support for employees who are working to improve their diets and nutrition behaviours, including a consultation with a Registered Dietitian.
- Offer financial incentives, subsidies or support (e.g., scheduled work time) for employees to attend healthy eating programs and groups.

## Alberta Health Services resources, services and programs

The Alberta Healthy Living Program

- The Alberta Healthy Living Program can help you improve your health and well-being. It is designed for individuals who have an ongoing health condition such as diabetes, high blood pressure, lung disease, chronic pain, heart disease, depression or obesity (too much body fat that affects health). The program has many classes and workshops for individuals and families. These include education classes, supervised exercise classes, and the Better Choices, Better HealthTM self-management workshop.

- o Please look on the Alberta Health Services website to find out more information about the Alberta Healthy Living Program nearest you.
- o http://www.albertahealthservices.ca

## Apple Magazine – Healthy Recipes

- Healthy recipes are featured in each issue and on the Apple magazine website. All recipes have been assessed by Registered Dietitians and meet the nutrient criteria in Alberta Nutrition Guidelines for Adults.
  - o http://www.albertahealthservices.ca/apple/2970.asp

## Food and Nutrition Programs & Services

- This website includes links to AHS nutrition and food resources. Links include information on eating disorder programs, diabetes education, and nutrition counselling and classes.
  - o http://www.albertahealthservices.ca/services.asp?pid=stype&type=15

## Handouts on Healthy Eating

- Choose Healthy Food Portions - Learn to choose healthy food portions using common objects such as a baseball, tennis ball or golf ball. This handout shows you what Canada's Food Guide considers a serving, and how to build a healthy plate.
  - o http://www.albertahealthservices.ca/SchoolsTeachers/if-sch-nfs-what-is-a-healthy-portion-size.pdf
- Eat More Vegetables and Fruit - Increase your vegetables and fruit intake using the ideas found in this handout.
  - o http://www.albertahealthservices.ca/SchoolsTeachers/if-sch-nfs-boost-your-vegetable.pdf
- Healthy Snacking – This handout gives ideas and tips for making healthy snack choices.
  - o http://www.albertahealthservices.ca/SchoolsTeachers/if-sch-nfs-healthy-snacking.pdf
- Quick and Easy Meals – This handout will show you how to plan, purchase, prepare and pack healthy meals. It also includes a weekly menu planner.
  - o http://www.albertahealthservices.ca/SchoolsTeachers/if-sch-nfs-quick-and-easy-meals.pdf
- Single Serving Packaged Food List – This list of single serving packaged foods highlights foods available in the marketplace that meet the Choose Most Often and Choose Sometimes criteria as listed in the Alberta Nutrition Guidelines for Children and Youth. The list has been created to assist various centres in implementing the Alberta Nutrition Guidelines for Children and Youth but could be considered for workplaces.

- o http://www.albertahealthservices.ca/SchoolsTeachers/if-sch-nfs-single-serving-pkg-food.pdf
- Wake Up to Breakfast Everyday – This handout offers tips for making healthy breakfast choices.
  - o http://www.albertahealthservices.ca/SchoolsTeachers/if-sch-nfs-wake-up-to-breakfast.pdf
- What's for Lunch? – This handout gives ideas and tips for making healthy lunches.
  - o http://www.albertahealthservices.ca/SchoolsTeachers/if-sch-nfs-whats-for-lunch.pdf

*Please contact AHS Nutrition Services Education Resources for more information on how to obtain these resources at:* Nutrition_Resources@albertahealthservices.ca

## Healthy Eating Environment

- This website includes resources and tools for creating an environment that supports healthy eating in the workplace – including information and guidelines for food providers on helping individuals achieve healthy eating in retail food services outlets, vending, catering and fundraising. Templates for creating an action plan and evaluation tools are also available.
  - o http://www.albertahealthservices.ca/5234.asp

## Healthy Eating Starts Here – Steps to a Healthier You

- Nutrition Services developed the "Healthy Eating Starts Here: Steps to a Healthier You" campaign to help Albertans understand how to eat healthy and how to make personal changes in their eating habits.
  - o http://www.albertahealthservices.ca/5615.asp

## Other provincial resources, services and programs

## A Fresh Look at Healthy Workplaces

- This resource, for employees, addresses healthy choices, workplace wellness and more.
  - o http://www.healthyalberta.com/Documents/EmployeeGuideWEB.pdf

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Alberta Farm Fresh

- This website provides information on how Albertans can access food grown and produced locally.
  - o http://www.albertafarmfresh.com

Alberta Nutrition Guidelines for Adults

- The Alberta Nutrition Guidelines for Adults were developed by Alberta Health to help adults make healthier food and drink choices. Healthier choices can create healthier eating environments in homes, workplaces and in public settings. The Guidelines include a food rating system and tips about reading nutrition labels. There is practical information about meal and snack planning for home and work.
  - o http://www.health.alberta.ca/documents/Nutrition-Guidelines-Adults-AB-2011.pdf

Eat Smart, Meet Smart

- Eat Smart, Meet Smart will help you plan meetings, events and conferences that are healthy for participants – and foster a healthier organization. A booklet, checklists, and order sheets are available.
  - o http://www.healthyalberta.com/HealthyEating/EatSmartMeetSmart.htm

Food Smart: Your Guide to Eating Well

- This guide explains how to shop, cook and prepare healthy foods. The booklet teaches healthy meal planning, including portions sizes.
  - o http://www.healthyalberta.com/Documents/revisedfoodsmart.pdf

Healthy Places

- This website provides access to current, evidence-based information about healthy eating, active living choices and factors that affect health. This website includes health information and encourages a healthier lifestyle.
  - o http://www.healthyalberta.com/187.htm

Healthy U

- This website includes current, evidence-based information about healthy eating, active living choices and factors that affect health. The website includes health information and encourages a healthier lifestyle.
  - o http://www.healthyalberta.com/default.htm

Healthy U Recipes Collection

- Alberta Health and Wellness' Healthy U website provides quick and nutritious recipes for breakfast, lunch, dinner or snacks. The recipes include Nutrition Facts about each recipe.
  - http://www.healthyalberta.com/HealthyEating/344.htm

Moving Toward a Healthier U: Your Personal Logbook

- This website has healthy eating information and other useful health tools.
  - http://www.healthyalberta.com/Documents/Choosewell-Logbook-2011.pdf

MyHealth.Alberta.ca – Healthy Eating

- This website details the importance of healthy eating for the purpose of weight management. It stresses lifestyle changes over dieting and includes links to a variety of resources.
  - https://myhealth.alberta.ca/Health/healthy-living/Pages/conditions.aspx?hwid=aa122915&#aa126381

**National resources, services and programs**

Health Canada / Government of Canada

- Eating Well with Canada's Food Guide
  Download or order a copy of Canada's Food Guide (available in 10 different languages). The food guide provides information on portion size and nutritious foods. There are also links to Food Guide Servings Tracker to help track current eating habits.
  - http://www.healthcanada.gc.ca/foodguide
- My Food Guide
  Employees can make a personal Food Guide with this interactive tool. Individuals can enter personal details; including age and sex, then select various food group items and types of physical activities, to create a personalized food guide.
  - http://www.healthcanada.gc.ca/myfoodguide
- Food and Nutrition
  This website includes information on nutrition and healthy eating, nutrition labeling, food consumption and nutrient intake.
  - http://www.hc-sc.gc.ca/fn-an/index-eng.php

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- Healthy Canadians – Healthy Eating
  This website explores how to make healthy food choices at home, at the grocery store and when eating out. The website includes a wide range of up-to-date information and practical tips for healthy eating.
  - http://www.healthycanadians.gc.ca/init/eat-manger/index-eng.php
- Nutrition Labelling
  This website makes learning to read nutrition labels easy and fun with the interactive tools and resources available.
  - http://hc-sc.gc.ca/fn-an/label-etiquet/nutrition/index-eng.php

Dietitians of Canada

- eaTracker
  Use the eaTracker tool from Dietitians of Canada to check food and activity choices, analyze recipes and plan meals. Sign up to set goals and track individual progress.
  - www.eatracker.ca
- Your Health
  This website includes educational resources, self-assessment tools, as well as, recipes, shopping and cooking tips from Dietitians of Canada. These resources help foster nutritious choices for a healthy lifestyle.
  - http://www.dietitians.ca/Your-Health.aspx
- Mix It Up!
  The Fruits and Veggies Mix it Up! Campaign is a social marketing initiative aimed at helping Canadians of all ages eat more vegetables and fruit and vegetables as part of a healthy diet and active lifestyle. The website offers a meal planner, information on different vegetables and fruits and a daily serving guide.
  - http://www.fruitsandveggies.ca

Canadian Cancer Society – Nutrition and Fitness

- The Nutrition and Fitness section of the Canadian Cancer Society's website provides information on eating well for a healthy body weight. The website offers tips for getting started with healthy eating along with links to more information on nutrition labels, Canada's Food Guide, processed food and tips for cancer prevention.
  - http://www.cancer.ca/Alberta-NWT/Prevention/Nutrition%20and%20fitness /Eating%20well.aspx?sc_lang=en&r=1

## International resources

American Cancer Society – Meeting Well

- Meeting Well is a planning tool that helps companies organize meetings and events with healthy food options. It includes general tips for catering meeting with healthy meals and snacks.
  - o http://www.acsworkplacesolutions.com/meetingwell.asp

## Samples/examples of programs

### Eat Smart! Program

This workplace program supports healthy environments by qualifying workplaces for award levels based on a set of five standards: nutrition, food safety, 100% smoke-free environment, supportive environment and healthy eating policy. This program is implemented by public health units and their community partners in Ontario. The website provides suggestions in each of the five standards to help improve workplace environments.

o http://www.eatsmartontario.ca/workplace

### Toolkit: Rethinking Healthy Eating in the Workplace: A Toolkit for Employers

This Project Health toolkit provides helpful information, strategies and tools to promote healthy eating in the workplace. It also highlights the importance of creating supportive environments and developing healthy eating policy in the workplace.

• Part I: The Cost of Doing Nothing: The Business Case

• Part II: Examining the Evidence: Addressing the Limitations of Current Interventions

• Part III: Making the Shift: Comprehensive Strategies to Promote Healthy Eating

o http://projecthealth.ca/project-health-resources/healthy-eating-toolkit-workplaces
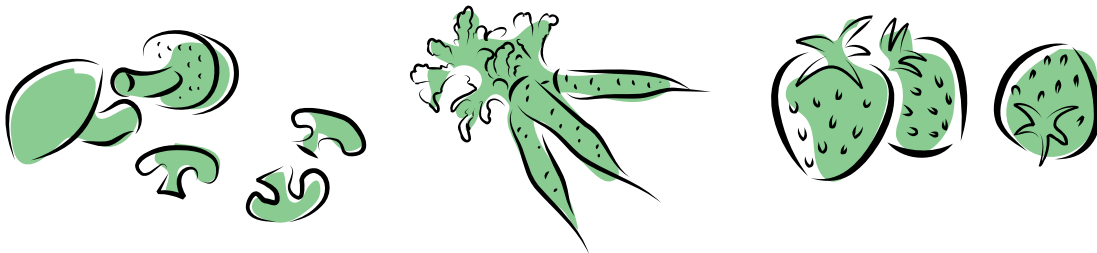
# HEALTHY WEIGHTS

# Healthy Weights/Weight Management

## Legislation

No legislation exists in this area.

## Examples of best practices and policies

☑ Follow the Nutrition Recommendations for Adult Weight Management

- Individualized calorie recommendations and dietary plans for weight management should be made by a qualified and experienced health care professional, such as a Registered Dietitian.
- A healthy eating plan for weight management reduces calories but provides at least 1200 calories per day for women and 1500 calories per day for men to meet nutrition requirements.[i]
- Practice eating an appropriate portion size at meals and snacks can help reduce calorie intake.[ii]
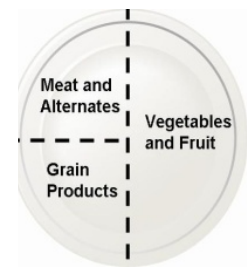
☑ Use practical strategies

- Choose servings from all four food groups from Canada's Food Guide[iii]
- Choose 4 to 5 well-balanced meals/snacks a day, including breakfast [iv]
- Use the healthy plate model to make a well-balanced meal:
  - ¼ plate Meat and Alternatives
  - ¼ plate Grain Products
  - ½ plate Vegetables and/or Fruit
- Choose healthy drinks:
  - Choose water or low-fat milk (skim or 1%MF)
  - Avoid drinks with added sugar and extra calories such as pop, iced tea, fruit-flavoured drinks, slushes, alcoholic drinks, and specialty coffees made with sugar or syrups
  - Limit fruit juice to 125 mL (1/2 cup) per day; choose fruit instead of juice to provide more fullness with fewer calories
- Choose and prepare healthy foods at home and limit eating out to 0-2 times per week
- Plan your meals and snacks a couple days ahead

- Go to the grocery store with a list and stick to it; shop with your goals in mind as the foods and drinks you bring home are what you will be eating
- Choose foods that are grilled, broiled, barbequed or baked rather than fried
- Ask for lower fat dressings and sauces on the side
- Try sharing a menu item or eat half of it and take the rest home for another day

☑ Use Physical Activity Recommendations for Adult Weight Management

- Canadian Guidelines for Physical Activity from the Canadian Society of Exercise Physiology are intended for healthy people for health promotion and disease prevention; for weight loss and prevention of weight gain, more activity is required.
- The American College of Sports Medicine (ACSM) Position Stand, provides guidelines for the level of activity that is supported by research to produce certain weight outcomes; the targets listed below may not be realistic or appropriate for some people as a starting point or attainable as an end goal (see Table 1).[v]
- Assessment by a physician is recommended prior to starting or becoming more physically active; individualized physical activity recommendations should be made by an exercise professional, such as a certified exercise physiologist or physiotherapist.

**Table 1.** ACSM Appropriate Physical Activity Intervention Strategies for Weight Loss and Prevention of Weight Regain in Adults.

| Goal or Outcome | Moderate Intensity Activity (minutes per week) |
|---|---|
| Prevention of Weight Gain | 150 to 250 |
| Weight Loss    Minimal weight loss<br>Modest weight loss<br>Improved weight loss | Under 150<br>150-225<br>225-420 |
| Weight maintenance after weight loss | 250-300 |

☑ Use practical strategies
- Encourage regular, enjoyable physical activity that is suited to the individual's lifestyle and physical condition.
- Encourage pedometer use for employees to self monitor their activity levels; this can be used to monitor activity levels over time.

- Encourage employees to start slowly (e.g., 10 minute session) and gradually increase the time per session and the number of session per week.
- Use the Talk Test as a guide for the intensity of activity. A person should be able to speak comfortably during activity (e.g., can walk and talk).[vi]
- Aim to increase movement and activity, and reduce sedentary behavior in your workplace.
    - Offer flexible hours to accommodate time for activity
    - Provide on-site shower facilities
    - Offer a fitness facility or discounted access passes for community facilities
    - Encourage use of the stairs by making stairwells brightly lit and stairwell locations identified with posters
    - Encourage walking by
        - parking farther away from the door or using public transportation
        - holding walking meetings
        - starting a lunchtime walking group
    - Provide lock-up area for bikes
    - Provide standing desk stations as options to help decrease sitting time

☑Use Workplace Weight Loss Challenges

- Workplace weight loss challenges have been increasing in popularity.  Although these challenges may start with good intentions, there are potential negative outcomes that should be carefully considered.  Please see the table below for some "pros" and "cons" of workplace weight loss challenges (see Table 2).
- Any healthy weight program should help to create a collaborative and supportive environment to foster personal growth and improvement (win/win) instead of a competitive environment with winners and losers.

Workplace Health Resource Toolkit

**Table 2.** The potential pros and cons of workplace weight loss challenges.

| Pros | Cons |
|---|---|
| The group can provide peer support. | Employees who are overweight or obese may be unfairly targeted |
| The group can work towards a common goal. | Challenges focus on weight loss which is not an appropriate or achievable goal for everyone. "Success" is only defined by pounds lost, not a focus on health or behaviours. |
| Provides incentive to achieve goals. | Rewards or celebrates the person who loses the most weight. This may reinforce and reward negative behaviours used to achieve this outcome that may be unhealthy or unsustainable. Health may be negatively impacted with weight regain. |
| Build camaraderie during the challenge that can have positive effects in the workplace. | The competitive nature of the challenge may create tension and contribute to a sense of failure and shame. There can be negative impact on individuals who could not meet their goals, creating division and impacting team morale. |
| Potential to provide positive peer pressure to support behavior change. | Potential to reinforce negative stereotypes or contribute to weight bias and discrimination. |
|  | Lack of privacy of personal information related to weight or progress (public weigh-ins or posting of results in public areas). Some employees want their health and lifestyle choices to be private and personal and separated from their work. |

☑Create a healthy eating environment to make it easier for employees to manage their health and weight

☑Promote education and awareness
- Approaches should emphasise healthy lifestyles and should not support personal blame or negative attitudes towards people with overweight/obesity.[vii]

☑Recognize that weight management may not be a priority for everyone, or appropriate, regardless of weight[viii]
- Before choosing to start any new diet or physical activity program, employees should be encouraged to consult their physician. Weight loss is not recommended for everyone, especially people with certain health conditions (e.g., cancer or pregnancy[ix]).

☑Connect employees to appropriate programs and health professionals
- Encourage employees to connect with their family physician to get more information on appropriate treatment options, and for referral to other health professionals, like a dietician or a mental health professional as needed.
- Provide employees with information on programs and services available to them within their area (please refer to the list of resources below for more information).
- Consider connecting employees to services available through their employee assistance program.

**Alberta Health Services resources, services and programs**

Alberta Health Services Weight and Weight Management Services for Adults

- This website includes a list of AHS weight management services and programs available to Albertans, including counselling by a Registered Dietitian.
  - http://www.albertahealthservices.ca/services.asp?pid=stype&type=37

The Alberta Healthy Living Program

- The Alberta Healthy Living Program was created to help employees improve their health and well-being.  It is designed for individuals who have an ongoing health condition such as diabetes, high blood pressure, lung disease, chronic pain, heart disease, depression or obesity.  The program offers many classes and workshops. These include education classes, supervised exercise classes, and the Better Choices, Better Health™ self-management workshop.
  - Please look on the Alberta Health Services website to find more information about the Alberta Healthy Living Program nearest you.
  - http://www.albertahealthservices.ca

Healthy Eating Starts Here – Steps to a Healthier You

- Nutrition Services provides the "Healthy Eating Starts Here: Steps to a Healthier You" campaign. The campaign helps Albertans understand what it means to eat healthy and how to make personal changes in their eating habits.
  - http://www.albertahealthservices.ca/5615.asp

**Other provincial resources, services and programs**

Alberta Centre for Active Living

- Physical Activity Backgrounder for Decision Makers provides information on the cost of inactivity and support for organizations in creating healthy activity policy.
  - http://www.centre4activeliving.ca/publications/quickfacts/backgrounder-decision-makers.pdf

Be Fit for Life – Workplace Programs

- Including support from certified fitness practitioners, the Be Fit for Life program helps to develop a workplace fitness program through educational resources, sessions, and instruction.
  - http://provincialfitnessunit.ca/bffl-work/

Healthy U - Moving Toward a Healthier U: Your Personal Logbook

- This logbook allows employees to set goals and track their progress while becoming more active and eating healthier.
    - http://www.healthyalberta.com/Documents/Choosewell-Logbook-2011.pdf

MyHealth.Alberta.ca – Weight Management

- The Government of Alberta, in partnership with Alberta Health Services and Alberta Health and Wellness provides health information for Albertans.
    - https://myhealth.alberta.ca
- The Weight Management section of this website provides an overview of healthy weight with links to tools and additional information on achieving and maintaining your healthy weight.
    - https://myhealth.alberta.ca/Health/healthy-living/Pages/conditions.aspx?hwid=aa122915&#aa122918

Provincial Fitness Unit

- This Alberta-based not-for-profit health and fitness organization operates according to nationally endorsed standards. They offer outreach programs across Alberta that promote active living.
    - http://provincialfitnessunit.ca/

## National resources, services and programs

Canadian Society for Exercise Physiology

- This website lists a number of resources that contain background information on the development of the Canadian Physical Activity Guidelines and the Canadian Sedentary Behaviour Guidelines. To download or order the guidelines themselves, please visit the website listed below.
    - www.csep.ca/guidelines
        - Canadian Physical Activity Guidelines (18 to 64 years)
        - Canadian Physical Activity Guidelines (65 years and older)

Dairy Farmers of Canada – Your Healthy Weight

- This website provides information on healthy weights, healthy recipes, and nutrition information from the Registered Dietitians at Dairy Farmers of Canada.
    - http://www.yourhealthyweight.ca/home.aspx

Dietitians of Canada- "Your Health"

- The section called "Your Health" of this website provides information on weight management, including guidelines for choosing a weight loss program, healthy eating tips and information on portion sizes.
    - http://www.dietitians.ca/Your-Health/Nutrition-A-Z/Weight-Management.aspx
- eaTracker
Use the eaTracker tool from Dietitians of Canada to check food and activity choices, analyze recipes and plan meals. Employees can sign up to set goals and track their progress. This website also has a Body Mass Index (BMI) calculator you can use to calculate your BMI.
    - www.eatracker.ca

Heart & Stroke Foundation of Canada– My Healthy Weight Action Plan

- The My Healthy Weight Action Plan is a free program to help individuals reach and maintain a healthy weight. The online program allows users to set goals, plan meals and track their progress. It also includes a resource library with articles, videos and recipes.
    - https://ehealth.heartandstroke.ca/heartstroke/HWAP2/index.asp

ParticipACTION

- This website includes information on how to fit activity into your day.
    - http://www.participaction.com/en-us/Home.aspx

Public Health Agency of Canada – Physical Activity: Tips to Get Active

- This website includes tips and information to help build physical activity into a healthy lifestyle.
    - http://www.phac-aspc.gc.ca/hp-ps/hl-mvs/pa-ap/04paap-eng.php

**International resources**

Centers for Disease Control and Prevention (CDC) – Lean Works! – A Workplace Obesity Prevention Program

- The CDC's Lean Works! program is a free web-based resource that offers resources and tools to help workplaces develop a successful obesity prevention and control program. The Lean Works! website allows businesses to calculate the cost of obesity, plan a successful program and assess the results.
    - http://www.cdc.gov/leanworks/

**WORKPLACE**
HEALTH IMPROVEMENT PROJECT

**Alberta Health**
**Services**

**Samples/examples of programs**

### Ideas for activities to decrease chronic disease risks

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*Workplace Interventions to Reduce Obesity and Cardiometabolic Risk*[x]

This article provides information on interventions that reduce the risk of obesity, cardiovascular disease and diabetes. Included are examples of workplace interventions targeted for the individual (e.g., health risk assessments.) Other interventions focus on changing the work environment, such as changing vending machine options and/or improving access to gyms or walking paths.  This article also offers information on the effectiveness of such programs.

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### Check out this example

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*Worksite Cholesterol and Nutrition: An Intervention Project in Colorado*[xi]

This worksite intervention, focused on cholesterol and nutrition, including health screening, counselling and education with an emphasis on skill building.  The Colorado based program looked at risk factors, nutrition issues (fat, fibre, sodium, dietary/nutrition guidelines), blood cholesterol, and also provided information on smoking cessation, increasing exercise, and reducing blood pressure. Employees were given a choice of having an individual program or group education sessions. The intervention results (within 12 months) included positive change in employees' attitudes, decreased weight, reduced smoking incidence, and increase in exercise frequency.

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### Here's a Canadian example

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*The Healthy Enterprise Standard*[xii]

The Healthy Enterprise Standard is a component of the Government of Quebec's action plan to promote healthy lifestyles and reduce weight-related problems.  It will be implemented between 2006 and 2012.  The Healthy Enterprise Standard component will "promote favourable social standards and healthy habits."  Ultimately, the purpose of the Healthy Enterprise is to improve the health of employees by

• Fostering management practices that integrate the value of employee health

• Developing favourable conditions that encourage employees to take responsibility for their health

• Encouraging employees to acquire good habits and maintain a healthy working environment

The two objectives of the Healthy Enterprise Standard are

• to specify a set of actions that significantly contribute to the health of employees

• to certify companies whose efforts strive to improve employee health

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The Standard leads companies to adopt changes in four different areas of activity. These areas are recognized as having a significant impact on the health of employees:

1) Employee habits: this includes providing advice on nutrition, increasing awareness of physical activity programs, training for employees in stress management, and educational activities on various diseases (e.g. diabetes).

2) Work-personal balance: this may include developing policies that fosters work-life balance, allowing flexible hours, or providing daycare at work, days off for family reasons, and gradual return to work after absences for health reasons.

3) Working environment: this may include healthy choices in vending machines, providing secure parking for bicycles, offering support programs for employees with physical disorders, or creating relaxation areas.

4) Management practices: this may include activities to foster team spirit, professional development plans tailored to individuals, employee consulting mechanisms, or manager training in effective communication and ways to recognize employee contribution.

Companies can participate in one of two commitment levels. The Healthy Enterprise level requires that a company demonstrate a commitment to the health and well-being of its employees. This commitment should include a structured healthy policy plan based on the needs and health issues of employees. This plan should be developed after collecting information from employees, and based on company priorities. The second level, the Healthy Enterprise – Elite level, requires that the company demonstrate that increased health-related actions have been taken. Further these activities should include more areas of activity. Companies at this level develop health and well-being policies that are integrated into the corporate culture and reflected in management practices.

*As specified in the Standard, certification is used to recognize companies that have integrated actions promoting the health of their employees into management practices.*

[i]Committee to Develop Criteria for Evaluating the Outcomes of Approaches to Prevent and Treat Obesity, Institute of Medicine. Weighing the options: criteria for evaluating weight-management programs [Online]. 1995 [cited 2012 Aug 7]; Available from: URL:http://www.nap.edu/catalog.php?record_id=4756#toc.

[ii]National Institutes of Health. National Heart, Lung, and Blood Institute and National Institute of Diabetes and Digestive and Kidney Diseases. Clinical guidelines on the identification, evaluation, and treatment of overweight and obesity in adults: the evidence report [Online]. 1998 Sept [cited 2012 Aug 7]; Available from: URL:http://www.nhlbi.nih.gov/guidelines/obesity/ob_gdlns.htm.

[iii]Health Canada. Eating Well with Canada's Food Guide [Online]. 2007 [cited 2012 Aug 7]; Available from: URL:http://www.hc-sc.gc.ca/fn-an/food-guide-aliment/index_e.html.

[iv]Nutrition Services. Nutrition Practice Guidelines for Primary Care: Practice Guideline 5.5.1.: Weight Management in Adults. Alberta Health Services 2009; 5.5.1.1-5.5.1.17.

[v]American College of Sports Medicine. Appropriate Physical Activity Intervention Strategies for Weight Loss and Prevention of Weight Regain for Adults. Medicine & Science in Sports & Exercise 2009; 41(2):99-106.

[vi]Foster C, Porcare JP, Anderson J, Paulson M, Smaczny D, Webber H, Doberstein ST, Udermann B. The talk test as a marker of exercise training. J Cardio Rehab Prev 2008; 28:24-30.

[vii]Puhl RM, Heuer CA. The Stigma of Obesity: A review and update. Obesity 2009; 17(5):941-964.

[viii]American Dietetic Association. Position of the American Dietetic Association: Weight Management. JADA 2009; 109(2):330-46.

[ix]Health Canada. Nutrition for a healthy pregnancy: national guidelines for the childbearing years. Ottawa: Minister of Public Works and Government Services 1999.

[x]Thorndike, A. Workplace interventions to reduce obesity and cardiometabolic risk. Curr Cardiovasc Risk Rep 2011; 5(1):79-85.

[xi]Anderson J, Dusenbury L. Worksite cholesterol and nutrition: an intervention project in Colorado. AAOHN J 1999; 47(3):99-106.

[xii]Bureau de Normalisation du Quebec [BNQ] (2008). The "Healthy Enterprise" Standard BNQ 9700-800 [Online]. 2008 Feb [cited 2012 Aug 7]; Available from: http://www.bnq.qc.ca/documents/9700-800_description_norme_en.pdf.

# MENTAL HEALTH

# Mental Health (stress and burnout, depression, anxiety)

## Legislation

No legislation exists in this area.

## Examples of best practices and policies

Steps Toward Policy Development

☑ **Step 1:** Analyzing the Mental Health Issues
- A champion within the organization may need to make the case for developing a mental health policy in the workplace. The employer is more likely to support the development of a policy if its potential cost impact can be demonstrated (i.e., reduced productivity and increased costs may be presented). Similarly, the policy can align with the organization's current internal strategies, policies and goals. A coordinating body, such as a steering committee or working group, can be established. This group can guide the assessment of the workforce, facilitate consultation with the various stakeholders and coordinate the development of the workplace mental health policy. Leadership buy-in is fundamental to the development of a successful mental health policy.

☑ **Step 2:** Developing the Mental Health Policy
- A Workplace mental health policy is usually comprised of a vision statement – a statement of the values and principles on which the policy will be based, and a set of objectives. The policy should be developed only after comprehensive consultations with employees. A committee or working group may also be made responsible for developing the policy. Key stakeholders may be identified early and involved in the analysis and assessment of the mental health needs in the workplace. Consultations can continue throughout the process of developing the policy.

☑ **Step 3:** Develop strategies to implement the Mental Health Policy
- This step has three key tasks: reviewing the options for strategies; finding resources to implement the strategies; and developing an implementation plan. The specific strategies adopted will depend on the needs of the business and its employees and the resources available. The implementation plan should outline the objectives, specific strategies to be used, targets to be achieved, and activities to be carried out. The time frame, responsible people, expected outputs and potential obstacles also need to be clearly identified.

☑ **Step 4:** Implementing and evaluating the Mental Health Policy

- The main actions in implementing and evaluating a mental health policy include the following: generating support and collaboration; coordinating implementation; training; establishing demonstration projects; and evaluating the outcomes (World Health Organization [WHO], 2005).i

Examples of Best Practices that Address Psychosocial Risk Factors at Work[ii]

☑ Develop an Organizational Culture Supportive of Mental Health

- Create a department or team mission statement that incorporates values of the organization – then display it where everyone can see it.
- Create standardized orientation sessions for new employees with nformation about the department's mission, values and standards or employee behaviour.
- Create a "Matter of Respect" team policy to foster an environment that respects diversity and ensures a safe workplace where employees feel comfortable to be themselves.
- Ensure management is approachable and readily available to employees by implementing an open door policy and by being visible around the office.
- Cultivate a work culture that values the quality of work done, not the quantity of work (e.g., hours worked).
- Ensure widespread awareness of health benefits and programs that employees can access to address and support their mental health.
- Have a zero tolerance policy for workplace violence and harassment.

☑ Have Clear Leadership and Expectations

- Create a support system for new employees by pairing them with a mentor and a peer during their orientation.
- Hold all members of the department or team accountable for their actions and ensure that managers and leaders are held to the same or higher standards.
- Encourage managers to be approachable and have an open door policy for employee communication.

☑ Adopt a Policy of Civility and Respect

- Avoid workplace gossip, and maintain principles of confidentiality that build trust.
- Adopt non-discriminatory language in all communications.

☑Psychological Job Fit

- Hire managers and leaders able to demonstrate an understanding and commitment to leadership capabilities and supportive management practices rather than just technical skills.
- Where appropriate, consider a process allowing employees to explore internal positions that may better match their skills and style (e.g., job- shadowing or career development discussions).
- Encourage employees to seek job counselling from their Employee and Family Assistance Program (EFAP) if they are struggling in their positions.

☑Growth and Development

- Regular performance reviews for all staff (including management) can be conducted that include collaborative feedback.
- Create a mentor program that links new employees to experienced employees to create social and professional support. Create a less formal support group to discuss skill development and share knowledge.
- Advertise an internal training and development syllabus that lets employees know about all available opportunities in the organization.
- Provide seminars, workshops, lunch and learns, conferences and educational activities for employees that focus on both individual and department needs.
- Both employees and managers should be clear on what training is considered mandatory for work and is paid for, and what is not.

☑Recognition and Reward

- Encourage managers to provide reinforcement and praise for employees/colleagues who demonstrate interpersonal and emotional competencies, and/or job skills. This lets employees know that they are doing a good job, and doesn't leave them worrying or guessing.
- Formally recognize individuals based on individual contribution and exemplary effort.
- Provide a non-monetary prize for all team members who provide exceptional service, support organizational programs or foster teamwork. One example of a prize could be a gift certificate to the cafeteria.
- Celebrate employee dedication by recognizing their 5, 10, 15 and 20 year employment anniversaries in a newsletter, email or other announcement.
- Provide employees with constructive, informal rewards such as trying a new role and/or taking on additional responsibilities.

- Encourage employees to publicly acknowledge and thank their peers for exceptional effort, doing an outstanding job, enhancing the work environment, showing tremendous passion for the job or for providing leadership. This can be done by
  - o Starting all major team meetings with praise for a coworker or employee from at least one other team member.
  - o Allowing managers and employees to nominate their coworkers for an outstanding work or contribution award. This can include a certificate of recognition or recognition at a staff meeting.

☑ Involvement and Influence

- Develop a schedule of one-to-one "check-ins" with employees and managers to address issues of concern.
- Employees feel valued and important when they are asked for their input – and it's taken seriously.
- Allow employees to express their thoughts and concerns with senior executives (e.g., email, online, drop box or breakfast/lunch meetings).
- Involve employees in the interviewing and screening for job candidates to ensure that existing team members are comfortable with hiring decisions.
- Encourage employee participation and involvement during times of organizational change, providing support throughout.
- Give employees more responsibility and accountability where possible. This allows them to gain more control over their work, which makes them more engaged.
- When work plans are being created for the year, involve employees in the decisions.
- Conduct an annual satisfaction survey where employees can evaluate and provide feedback on their manager's performance in the areas of communication, leadership, conflict management and innovation.

☑ Workload Management

- Both employees and managers should ensure that job descriptions are current, clear and specific.
- Support employees and managers to work together to develop clear, realistic project goals and work plans. Goals should be based on mutually agreeable productivity expectations.
- Managers can inform and prepare staff for anticipated periods of increased work (e.g., seasonal demands, peak shift hours) and acknowledge and appreciate employees' efforts during times of high work demand.

- Identify ways of reducing workloads. Special attention needs to be given to reducing the workloads of overtasked managers and professionals in all areas. Employees should be asked for suggestions as they are often in the best position to identify ways of streamlining work.
- Try to reduce job-related travel time for employees.
- Give employees the opportunity to say "no" when asked to work overtime. Saying "no" should not be a career-limiting move.
- Promote use of the company's Employee and Family Assistance Program (EFAP/EAP) to help in finding childcare or eldercare.

☑ Provide a Balanced Workplace
- Relaxation technique classes and other stress reduction strategies (e.g., massage, meditation, etc).
- Designate one meeting room in your office to be the quiet meditation/relaxation room. Have a sign-up sheet where staff can sign up for 10-15 minute intervals.
- Inspire managers to be flexible with schedules to accommodate staff needs and to model good practices.

☑ Provide Psychological Protection for Employees
- Provide education on resiliency, stress management and burnout (e.g., on signs and effects of stress and strategies for self-care).
- All employees (including management) should receive the appropriate education or training to enhance mental health awareness.
- Allow managers to seek out training and mentoring to enhance their interpersonal and people management skills in order to better address employees' mental health concerns.
- Host emotional wellness seminars to teach employees new skills and strategies for staying "psychologically fit" in an emotionally demanding job environment.
- Offer training for managers and aspiring managers that builds skills around assertive and non-violent communication, leadership and ethics.
- Provide retraining and gradual return to work for employees who have been away for an extended leave.
- Offer employees the option to turn off fluorescent lights in their offices and bring in floor or table lamps as fluorescent lights can cause anxiety for some people.[iii]

☑Examples of Activities to Promote Mental Health in the Workplace:

- Plan an educational session on a topic that your team would like more information about.
- Sign up for a personal development workshop with some of your colleagues in order to enhance emotional and interpersonal competencies.
- Conduct a team check-up on how the team communicates and interacts with each other. Team leaders and members could complete checklists, and come up with a team strategy for improvement in communication and collaboration.[iv]
- Send e-thank-you cards to employees or colleagues who have exerted a high effort in their work, or who have helped you with your work.[v]
- Establish a rule with your team of no work email use outside of normal business hours.
- Within your organizational guidelines, celebrate employees'/colleagues' personal milestones or accomplishments. For example, use a coffee break to have birthday cake.
- Practice saying "no" at home and at work without excuses or guilty feelings.[vi]

## Alberta Health Services resources, services and programs

Access Mental Health – Calgary and Area

- This resource for Calgary and area offers mental health information, options for mental health support, connection to local community resources, connection to specialized mental health services. The website also includes information about internal and external services including wait times, location and service fees.
  - 403-943-1500 Ext. 2 (Adult and Senior Services)

Mental Health Helpline (Province of Alberta)

- In conjunction with HealthLink Alberta, the Mental Health Helpline provides crisis intervention; information on Mental Health programs and services; and referrals to other agencies. It is a confidential service that operates 24 hours a day.
  - 1-877-303-2642

Mental Health & Wellness

- Alberta Health Services, on the Mental Health and Wellness website, offers links to programs and services; information regarding mental health and wellness; current research on mental health and wellness; and access to the Mental Health Helpline, including the Crisis/Distress Line.
  - http://www.albertahealthservices.ca/mentalhealth.asp
  - Mental Health Helpline: 1-877-303-2642
  - Crisis/Distress Line:
    - Edmonton: 780-482-4357 and 780-342-7777
    - Calgary: 403-266-1605

Mental Health in the Workplace

- This website includes videos of live presentations recorded at Minding the Workplace symposiums that cover topics ranging from organizational support of mental well-being to dealing with emotional intelligence in the workplace. All four videos can be accessed at http://www.albertahealthservices.ca/4753.asp
  - How Healthy Organizations Support Well Being and Performance – Dr. Graham Lowe
  - Psychological Health & Safety in the Workplace: Evidence Informed, Practical Employer Approaches & Resources – Dr. Joti Samra
  - In the Psychologically Safe Workplace: Risks & Opportunities – Dr. Martin Shain
  - Managing Emotions: Emotional Intelligence in the Workplace – Dr. Joti Samra

Minding the Workplace: Employees and Managers can collaborate to Improve Mental Health in the Workplace

- This resource provides information and tips on promoting mental health at work and is aimed at departments and teams within organizations.
  - http://insite.albertahealthservices.ca/Files/hr-whs-mhw-minding-the-workplace-tips-for-employees-and-managers.pdf

Minding the Workplace - Fostering Mental Health at Work

- Fostering Mental Health at Work provides information and tips on mental health for individual employees and includes a list of available resources.
  - http://insite.albertahealthservices.ca/Files/hr-whs-mhw-minding-the-workplace-tips-for-individual-employees.pdf

**Other provincial resources, services and programs**

MyMentalHealth.ca

- In conjunction with the Canadian Mental Health Association, MyMentalHealth.ca seeks to raise awareness about mental health. The website includes information about mental health as well as links to resources throughout Alberta.
    - http://www.mymentalhealth.ca/Home/tabid/829/Default.aspx

**National resources, services and programs**

Antidepressant Skills at Work: Dealing with Mood Problems in the Workplace

- This resource was developed by a range of stakeholders with the goal of improving employee and organizational health. It describes depression and identifies strategies for dealing with depression in the workplace, both as an employer and as an employee.
    - http://www.comh.ca/antidepressant-skills/work/

Canadian Mental Health Association

- The Canadian Mental Health Association promotes mental health and supports the recovery of those experiencing mental illness through advocacy, education, research and service. The website has resources for understanding mental health and mental illness, and offers links to services and resources.
    - http://www.cmha.ca/

Canadian Mental Health Association and The Health Communication Unit

- This website provides a number of different tools available to the public as a way to help workplaces mobilize mental health initiatives. There are links to a number of other programs and tools.
    - http://wmhp.cmhaontario.ca/tools

Great West Life - Workplace Strategies for Mental Health

- This website seeks to empower employers to adopt a mental health policy in the workplace. The website provides strategies, tools and support for improving workplace mental health.
    - http://www.gwlcentreformentalhealth.com/

## Guarding Minds @ Work

- Guarding Minds @ Work is a free, evidence-based strategy that helps employers protect and promote psychological safety and health in their workplace. The website includes extensive resources including information on psychological safety and the psychological risks that are prevalent in workplaces.
  - http://www.guardingmindsatwork.ca/info

## Health Canada – Healthy Living – Mental Health

- This website includes information on topics such as Coping with Stress, Depression, and Mental Illness. Each subheading includes general information, causes, symptoms and treatment of the mental health issue, as well as links to additional resources.
  - Stress: http://www.hc-sc.gc.ca/hl-vs/iyh-vsv/life-vie/stress-eng.php
  - Depression: http://www.hc-sc.gc.ca/hl-vs/iyh-vsv/diseases-maladies/depression-eng.php
  - Mental Illness: http://www.hc-sc.gc.ca/hl-vs/iyh-vsv/diseases-maladies/mental-eng.php

## Mental Health Commission of Canada (MHCC)

- The MHCC is funded by Health Canada and is mandated to promote mental health strategy. Their website includes resources on Mental Health First Aid, which refers to the help provided to a person who is developing a mental health problem or experiencing a mental health crisis.
  - http://www.mentalhealthcommission.ca/English/Pages/default.aspx
  - http://www.mentalhealthcommission.ca/English/Pages/MentalHealthFirstAid.aspx

## Mental Health Works

- An initiative of the Canadian Mental Health Association, Mental Health Works helps employers learn ways to accommodate their employees experiencing mental illness. Several types of learning modalities are offered: speaker events, consultations, training, workshops, online learning and information toolkits.
  - http://www.mentalhealthworks.ca/employers/index.asp
- Working It Out: A Manager's Guide to Mental Health and Accommodation in the Workplace is an interactive web-based course that trains employers on how to manage mental health problems in the workplace. Interactive exercises and scenarios demonstrate approaches to mental illness at work which help employers understand how to help employees remain productive.
  - http://www.mentalhealthworks.ca/elearning/index.asp

National Quality Institute

- A confidential tool employers can supply to employees who wish to survey their own mental health. This tool helps with early diagnosis and management of mental health. The website provides printable diagnostic risk and care maps for common mental health disorders.
  - o http://www.nqi.ca/nqistore/product_details.aspx?ID=184

Neighbour @ Work Centre

- Based on principles of fairness, civility and respect, the Neighbour @ Work Centre offers tools to assist workplaces in the development of mental health programs and policies.
  - o http://www.neighbouratwork.com/

Prevention Kit for Work-related Mental Health Problems

- This set of resources  outlines mental health problems, causes and solutions in the workplace.
  - o http://www.cgsst.com/eng/publications-sante-psychologique-travail/trousse-la-sante-psychologique-au-travail.asp

Public Health Agency of Canada – Mental Health Promotion

- This website provides convenient access to a range of online materials related to the promotion of mental health including information on the planning, delivery, cost and evaluation of mental health programs.
  - o http://www.phac-aspc.gc.ca/mh-sm/index-eng.php

Public Health Agency of Canada – Mental Illness

- This website defines "Mental Illness" in the context of Chronic Diseases. The website provides basic information on the risk factors associated with mental illness, methods to minimize the risks, and basic information on how to manage mental illness.
  - o http://www.phac-aspc.gc.ca/cd-mc/mi-mm/index-eng.php

Work Engagement – Civility, Respect & Engagement @ Work (CREW)

- The CREW program improves work relationships by cultivating civility, respect and engagement throughout the workplace.
  - o http://www.workengagement.com/crew

## Workplace Mental Health Promotion – A How-To Guide

- A guide to workplace mental health promotion that defines mental health and mental illness; outlines strategies for workplace mental health promotion; examines psychosocial risk factors; and provides an overview of the issues in the workplace that affect employee mental health. The website also includes printable resources and webcasts.
  - http://wmhp.cmhaontario.ca/

## Workplace Strategies for Mental Health

- An initiative of Great West Life Centre for Mental Health in the Workplace, Workplace Strategies for Mental Health provides free public resources including strategies, tools and support.
  - http://www.wmhp.cmhaontario.ca

## International resources

### Global Business and Economic Roundtable on Addiction and Mental Health

- The Roundtable is a resource that examines the linkage between business, the economy, mental health and work. It promotes early detection of mental health issues as a means to prevent productivity losses and to communicate business practices which promote mental well-being. This website offers resources for businesses seeking to adopt a workplace policy on mental health.
  - http://www.mentalhealthroundtable.ca/index.html

## Samples/examples of programs

### Five Ways to Well-Being (U.K.)

This program developed by the new economics foundation (nef) includes five steps to well-being: Connect, Be Active, Take Notice, Keep Learning, and Give. The Five Ways to Well-Being website offers information on the five evidence-based steps to well-being and examples of policy interventions that enable them.

http://neweconomics.org/projects/five-ways-well-being

[i] Alberta Health Services (2010). Workplace Health Improvement Project (WHIP): Review of standards and best practices for workplace health programming. Calgary, Alberta: Alberta Health Services. (37-38)

[ii] Guarding Minds @ Work, "The 12 Psychosocial Risk Factors in GM@W"
http://www.guardingmindsatwork.ca/info/risk_factors

[iii] Alberta Health Services, "Minding the Workplace: Tips for Employees and Managers Together," 1-11.

[iv] Alberta Health Services, "Minding the Workplace: Tips for Employees and Managers Together", 6

[v] Ibid., 7.

[vi] Ibid., 9.

# PHYSICAL ACTIVITY

# Physical Activity/Active Living

## Legislation

No legislation exists in this area.

## Examples of best practices and policies

☑ *Create supportive workplace policies to encourage physical activity*

- Have your workplace/organization provide employees with financial incentives to improve their physical fitness. This could be through purchasing or subsidising the following: gym memberships, sport club memberships, exercise equipment or physical activity programming.
- Encourage employees to participate in physical activity by allowing flexible work hours to accommodate for lunch hour activities and activities before or after work, including commuting.
- Consider providing paid time for employees to exercise or participate in physical activity.
- Dedicate employee time and funding to support physical activity programs and initiatives. Include this type of support in policies/procedures and as part of the overall business plan.
- Implement policies that encourage employees to walk, bike or to take transit to work− this could be in the form of flex time, financial incentives or subsidies for those who bike to work.
- Casual dress policies may help employees feel more comfortable being physically active at work.

☑ *Create supportive workplace environments that encourage physical activity*

- Ensure employees have access to onsite exercise facilities that are financially subsidized and maintained by the organization/workplace.
- Organize exercise and physical activities for employees throughout the day, which may include during work hours, lunch break or additional activities organized for employees before and after work time. Organizing on site activities is preferable.
- Build physical activity into the work day, including stretch breaks during meetings and walking meetings, or by encouraging employees to use the stairs over the elevator or escalator.

- Ensure the workplace's stairs are accessible, safe and pleasant to use. Consider using signs to encourage employees to take the stairs instead of the elevator.
- Provide storage and change facilities (i.e., showers, lockers) for interested individuals who may walk or bike to work or are physically active during their lunch hour.
- Provide safe bike storage for those who commute.

## Alberta Health Services resources, services and programs

MyHealth.Alberta.ca – Fitness and Exercise

- The Fitness and Exercise section of the MyHealth.Alberta.ca website links to tools and information about physical activity.
  - https://myhealth.alberta.ca/Health/healthy-living/Pages/Conditions.aspx?hwid=center1016
  - Fitness: Getting and Staying Active
    - https://myhealth.alberta.ca/Health/healthy-living/Pages/conditions.aspx?hwid=ftpln&#hw155909
  - Quick Tips: Fitting Physical Activity Into Your Day
    - https://myhealth.alberta.ca/Health/healthy-living/Pages/conditions.aspx?hwid=zx3485&#zx3486
  - Fitness: Walking for Wellness
    - https://myhealth.alberta.ca/Health/healthy-living/Pages/conditions.aspx?hwid=tp23026&#tp23027
  - Fitness: Increasing Core Stability
    - https://myhealth.alberta.ca/Health/healthy-living/Pages/conditions.aspx?hwid=zt1226&#zt1227
  - Fitness: Adding More Activity to Your Life
    - https://myhealth.alberta.ca/Health/healthy-living/Pages/conditions.aspx?hwid=zx3160&#zx3161

MyHealth.Alberta.ca – Healthy Activity

- This website explores the importance of activity for the purpose of weight management. It includes links to a variety of resources to help with the development of a healthy activity strategy.
  - https://myhealth.alberta.ca/Health/healthy-living/Pages/conditions.aspx?hwid=aa122915&#aa126397

## Other provincial resources, services and programs

Alberta Centre for Active Living – Physical Activity @ Work

- This website provides evidence based steps to start promoting physical activity in the workplace.  The content was developed based on the Workplace Physical Activity Framework.
  - http://www.centre4activeliving.ca/workplace/index.html
- Workplace Physical Activity Framework and Audit Tool
  - The Framework is an evidence based approach to promoting physical activity in the workplace. The audit tool, allows you to evaluate your workplace before, during and after you implement change.
  - http://www.centre4activeliving.ca/publications/research-reports/2003-work-place/Framework.htm
- Being Active at your Desk.
  - Employees can access these videos, such as yoga at your desk, stretching at your desk, and moving your hands and wrists at your desk.
  - http://centre4activeliving.ca/workplace/trr/tools.html

Be Fit for Life Network

- Be Fit For Life Centres are located on nine college and university campuses across Alberta. They provide services, education and resources to encourage Albertans to be physically active. At school, work, home or in the community, the Centres will help support a program or initiative to be able to fit individual needs and resources.
  - http://www.provincialfitnessunit.ca/about-bffl/

Healthy U

- Healthy U is a website created by the Government of Alberta to promote healthy eating and active living.  The website functions as a tool for Albertans to access current information and resources regarding healthy eating and active living. The website encourages people to live a healthier lifestyle.
  - http://www.healthyalberta.com/default.htm

Provincial Fitness Unit- Online directory

- The Provincial Fitness Unit helps to certify exercise professionals (CSEP-CPT and CEPS) and fitness leaders.
  - http://www.provincialfitnessunit.ca/members/

Healthy Families BC – At Work

- ActNow BC provides tools, resources, links and information for employers to use in creating workplace healthy living promotions.
  - o http://www.healthyfamiliesbc.ca/work

Canadian Cancer Society – Nutrition and Fitness

- The Nutrition and Fitness section of the Canadian Cancer Society's webpage has information on physical activity and the importance of being active. The website offers tips for expanding the definition of physical activity, along with a specific link for physical activity guidelines.
  - o http://www.cancer.ca/Alberta-NWT/Prevention/Nutrition%20and%20fitness/Physical%20activity.aspx?sc_lang=en

The Canadian Council for Health and Active Living at Work (CCHALW)

- The CCHALW provides resources, tools and expertise to active living professionals in Canadian workplaces. The website includes resources, tips and information about improving employee health and wellness through active living in the workplace.
  - o http://www.cchalw.ca/english/

Health Canada – Physical Activity

- This website provides basic information and resources outlining the importance of daily physical activity, along with information on daily physical activity guidelines.
  - o http://www.hc-sc.gc.ca/hl-vs/physactiv/index-eng.php

Public Health Agency of Canada – Business Case for Active Living at Work

- This agency provides information on health promotion and disease prevention in the workplace.
  - o http://www.phac-aspc.gc.ca/alw-vat/why-pourquoi/index-eng.php

Public Health Agency of Canada – Physical Activity

- This website provides visitors with resources on the benefits of physical activity, physical activity guidelines, and tips on how to get active.
  - o http://www.phac-aspc.gc.ca/hp-ps/hl-mvs/pa-ap/index-eng.php

## Public Health Agency of Canada – Stairway to Health

- Stairway to Health is a partnership between the Public Health Agency of Canada and the Canadian Council for Health and Active Living at Work. The website has resources to help workplaces adopt a physical activity program. Stairway to Health promotes activity in the workplace to encourage employees to take the stairs. The website includes interactive tools, printable posters and brochures, and calorie counters all free of charge.
  - http://www.phac-aspc.gc.ca/sth-evs/english/index-eng.php

## Canadian Fitness and Lifestyle Research Institute (CFLRI)

- 2007 Workplace Capacity Study: This study uses data from 2007-08 and explores Canadian employers' perceptions of workplace opportunities for increasing physical activity among their employees. Topics include supportive policies, environment and programming. The website also includes information on increasing awareness barriers to participation, demand for resources, and operation of physical activity opportunities at work.
  - http://72.10.49.94/pub_page/132
- 2006 Physical Activity Monitor- workplaces: Results from this study are based on data collected in 2006 and explore various factors that influence participation in physical activity in the workplace. Topics include a health profile of workers; perceived work-related benefits of and barriers to physical activity; encouragement of physical activity at work; and fitness opportunities at or near work.
  - http://72.10.49.94/pub_page/111

## Canadian Physical Activity Guidelines

- These guidelines, defined by the Canadian Society for Exercise Physiology, outline the recommended daily activity guidelines for individuals based on age.
  - http://www.csep.ca/english/view.asp?x=804

## Inmotion Energizers

- This website includes a series of videos developed for workplaces as a way to incorporate activity breaks into the work day.
  - http://www.winnipeginmotion.ca/resources/in_motion_energizers/

## International resources

Centre for Disease Control and Prevention (CDC): Lean Works

- The CDC leads workplaces to healthier choices through interactive tools and evidence based resources for obesity prevention. Resources include sections on how to plan, build, promote and assess programs.
    - http://www.cdc.gov/leanworks
- Workplace Health, Physical Activity
    - This online resource for workplace physical activity policy implementation includes links to resources and examples of workplace health programs.
      http://www.cdc.gov/workplacehealthpromotion/implementation/topics/physical-activity.html

## Samples/examples of programs

### Economical idea to increase physical activity in the workplace

**Ten week pedometer walking program** − this low cost intervention, aimed at increasing physical activity, involved participants being given a pedometer, creating a buddy system and using e-technology. The e-technology component included motivational emails and a website with motivational messages and information. This information included a weekly steps-taken log, a calendar of events, a monthly newsletter, maps of walking routes, and healthy living seminars. The intervention recorded a significant reduction in participants' blood pressure and a significant increase in the amount of physical activity reported by participants.[i]

### Check out this example

**Lift off!** – this was a workplace health program intervention in a Los Angeles health and social service agency. The program targeted a largely unmotivated, captive audience and involved 10 minute exercise breaks in meetings, events, and other functions that were longer than an hour. The exercise breaks were composed of a series of simple aerobic/dance movements with catchy names (e.g., the "hulk", the "Hallelujah", the "knee high"); the dance movements were designed by physical activity promotion experts. These experts intentionally designed the movements to be appropriate for overweight, sedentary individuals wearing ordinary clothes (i.e., not exercise clothing). The **Lift off!** program had the following characteristics:

- Materials were tailored to different groups through the use of different music (e.g., Latino music, African American music).

- Senior management participated in the exercise breaks.

- Lift off! Included social support. This type of support is required to integrate physical activity into group settings. This approach mirrored cultural norms for ethnic minority communities, in which social participation in spontaneous group physical activity is more common than in other settings.

- The intervention achieved 90 percent participation, indicating considerable organization and individual support for the program.[ii]

[i] Nina Russell, "Workplace Wellness: A Literature Review for NZWell@Work," February 2009. (72-73)
[ii] Ibid., (74-75)

# Screening (breast cancer/cervical cancer/colorectal cancer screening, blood pressure, cholesterol, glucose/diabetes)

## Legislation

No legislation exists in this area.

## Examples of best practices and policies

☑ Partner with local health systems and nongovernmental organizations for screenings[i]

- Examples include partnering with pharmacists [ii]

☑ Use resources from the Toward Optimized Practice (TOP) website

- The TOP website offers evidence-based clinical practice guidelines (CPGs). These guidelines are intended to help health care providers make decisions for specific clinical situations. CPGs for breast, cervical, colorectal and prostate cancer screening can be found on their website.
  - http://www.topalbertadoctors.org/cpgs.php?sid=2

## Alberta Health Services resources, services and programs

Alberta Breast Cancer Screening Program (ABCSP)

- The Alberta Breast Cancer Screening Program is an organized province-wide breast cancer screening program. It is coordinated by Alberta Health Services – Cancer Screening Programs in partnership with the Alberta Society of Radiologists. The program is dedicated to increasing the number of women aged 50 to 69 who have regular screening mammograms. Women aged 40 to 49 are welcome to participate with a referral.
  - General information: http://www.albertahealthservices.ca/services.asp?pid=service&rid=1024851
  - Specific information through the Screening For Life website: http://screeningforlife.ca/index.php/en/breastcancer

Alberta Cervical Cancer Screening Program (ACCSP)

- The Alberta Cervical Cancer Screening Program is an organized province-wide cervical cancer screening program. It is coordinated by Alberta Health Services – Cancer Screening Programs in partnership with health care providers. The program is dedicated to increasing the number of women aged 21 to 69 who have regular Pap tests.
  - General information:
    http://www.albertahealthservices.ca/services.asp?pid=service&rid=1016155
  - Specific information through the Screening For Life website:
    http://www.screeningforlife.ca/index.php/en/cervical

Alberta Colorectal Cancer Screening Program (ACRCSP)

- The Alberta Colorectal Cancer Screening Program is an organized province-wide colorectal cancer screening program. It is coordinated by Alberta Health Services – Cancer Screening Programs in partnership with health care providers. The program is dedicated to increasing the number of men and women aged 50 to 74 who have regular colorectal cancer screening.
  - General information:
    http://www.albertahealthservices.ca/services.asp?pid=service&rid=1026405
  - Specific information through the Screening For Life website:
    http://www.screeningforlife.ca/index.php/en/cervical

Screening For Life.Ca

- This AHS website includes resources and program information on cancer screening programs for breast, cervical, and colorectal cancer. Also featured on the website is a *risk assessment tool* to help Albertans determine if they should be screened for cancer, as well as a *clinic locator* tool to find out where to get screened. Information on the risks and benefits of screening is provided. Screening For Life.Ca features resources for Aboriginal people. Resources are available in translation including the following languages: Arabic, Chinese (simplified), Chinese (traditional), French, Punjabi, and Spanish.
  - http://screeningforlife.ca

Screen Test: Alberta Breast Cancer Screening Program

- This program operates in conjunction with the Alberta Breast Cancer Screening Program. Screen Test offers mobile breast cancer screening for women aged 50 to 69 in both Calgary and Edmonton. Screening is also available at fixed locations in both cities.
  - Holy Cross Centre – 2202 2nd Street SW Calgary

- 403-355-3232
- 1-800-667-0604
- Kingsway Garden Mall – Suite 311, 109 Street & Princess Elizabeth Ave Edmonton
    - 780-643-4677
    - 1-800-667-0604

## Other provincial resources, services and programs

College of Physicians and Surgeons of Alberta (CPSA)

- Albertans should speak to their family physicians or other primary care provider about their eligibility for cancer screening. The Physician Search tool on the CPSA website is particularly helpful for locating family physicians who are accepting new patients.
    - http://www.cpsa.ab.ca/Homepage.aspx

MyHealth.Alberta.ca – Early Disease Detection

- The Early Disease Detection section of the MyHealth.Alberta.ca website gives an overview of early disease detection. The website covers information on screening for disease at all stages of life and includes links to additional resources. The website includes information on screening for high blood pressure, osteoporosis, high cholesterol, and coronary artery disease.
    - https://myhealth.alberta.ca/health/Pages/conditions.aspx?hwid= tc4037&#tc4038

## National resources, services and programs

Canadian Cancer Society – Getting Checked

- The Canadian Cancer Society's Getting Checked website offers information on screening tests for breast, cervical, colorectal, and prostate cancers. It outlines national screening guidelines as well as offers a summary of the benefits and risks of screenings. This website also provides information for individuals who think they might be at higher than normal risk for some cancers due to family history.
    - http://www.cancer.ca/Canada-wide/Prevention/Getting%20 checked.aspx?sc_lang=en

Canadian Partnership Against Cancer (CPAC)

- The Partnership is the only Canadian cancer organization with a national focus on the full spectrum of cancer care – from prevention through to palliative care. This website offers resources and publications on a number of cancer-related topics, including cervical cancer control and colorectal cancer screening.
    - http://www.partnershipagainstcancer.ca/resources-publications/

Cancer View. Ca

- This website brings together resources from the many partner organizations across Canada and internationally. Information is provided from those working together in cancer prevention, screening, treatment, and supportive, palliative and end-of-life care. This portal connects Canadians to online services, information and resources for the spectrum of cancer care and is supported by the Canadian Partnership Against Cancer (CPAC). The Canadian Cancer Society and  CPAC have partnered to answer Canadians' cancer questions and maintain a toll-free telephone number at 1-888-939-9999.
    - http://www.cancerview.ca/cv/portal/Home?_afrLoop=928426716784000&_afrWindowMode=0&_adf.ctrl-state=jeyjwch4p_4

## Samples/examples of programs

### Check out this example

> ***Promoting weight loss and blood pressure control at work: Impact of an education and intervention program***
>
> An education and screening program was provided in a workplace setting for over fifteen thousand employees. Baseline blood pressure levels were taken with follow-up readings at 3 month intervals. At the start of the program, educational materials about blood pressure reduction were provided to the employees. Reductions in blood pressure were recorded throughout the employee group.[iii]

[i]Russell, N. (2009). Workplace Wellness: A Literature Review for NZWell@Work. New Zealand: Ministry of Health. (56)

[ii]Simon, R. (2012). Screening for diabetes, dyslipidemia, and Hypertension: A review of organized chronic disease screening programs. Calgary, Alberta: Alberta Health Services. (4).

[iii]Ibid., 12.

# SHIFT WORK

# Shift Work

## Legislation

Province of Alberta – Employment Standards Code

- The Employment Standards Code outlines the minimum standards to which workplaces must adhere. The Code defines the hours of consecutive work allowed for each employee in one work day.
  - http://www.qp.alberta.ca/documents/Acts/E09.pdf

Province of Alberta – Employment Standards Regulation

- The Employment Standards Regulation outlines the exemptions and special provisions afforded to certain industries and occupations with regard to the Employment Standards Code.
  - http://www.qp.alberta.ca/documents/Regs/1997_014.pdf

## Examples of best practices and policies

☑Guidelines for creating a supportive environment

- When working shifts, it's better to progress from days to evenings to nights as this allows for a more fluid adjustment
- It is beneficial for employees to work shifts on a permanent basis as it helps maintain their circadian rhythm – the body's 24 hour sleep-wake cycle

☑Recommendations/information to provide to shift workers

- Get enough sleep
- Get more physical activity and eat right
- Try to exercise during breaks
- Avoid exercising at least three hours before sleeping[i]
- Talk with co-workers while working
- Try to work with a "buddy"
- Take short breaks throughout the shift to use the employee lounge, take a walk, shoot hoops in the parking lot or climb stairs

- Try to eat three normal meals per day. Eat healthy snacks, avoiding foods that may upset your stomach
- Consume caffeine (coffee, tea, soda, energy drinks, gum, mints) early in the shift, such as before 3 a.m. if you are a night worker
- Don't leave the most tedious or boring tasks to the end of the shift when you will probably feel the most sleepy
- Exchange ideas with colleagues on ways to cope with the problems of shift work.

## Alberta Health Services resources, services and programs

Healthy U – Shift Work: Getting Enough Sleep and Physical Activity

- A program that provides information and resources to help shift workers achieve a healthy, active lifestyle, supported by good sleep.
  - o http://www.healthyalberta.com/HealthyPlaces/685.htm

## Other provincial resources, services and programs

Shifting to Wellness

- This accredited program, executed in conjunction with Keyano College, supplies comprehensive shift work lifestyle training. The website includes general information on shiftwork, as well as an overview of the program.
  - o www.shiftingtowellness.ca

## National resources, services and programs

Canadian Centre for Occupational Health and Safety (CCOHS)

- The CCOHS offers information on shiftwork and its connection to the overall health of an individual. The website offers tips for coping with shiftwork as well as links to additional resources.
  - o http://www.ccohs.ca/oshanswers/ergonomics/shiftwrk.html#_1_14

Night Owl Network

- This network is dedicated to helping shift workers. Membership is free of charge and the website offers resources and presentations for the workplace.
  - o http://nightowlnet.com/

## International resources, services and programs

Alert @ Work

- This occupational health and safety company seeks to incorporate sleep and fatigue management into the health and wellness programs of companies throughout North America. Alert @ Work provides seminars, resources, employee assessments and sleep disorder screening.
    - o http://alertatwork.com/main/

National Sleep Foundation

- This organization offers information on the connection between shift work and sleep, along with tips on how to achieve the appropriate sleep/wake cycle.
    - o http://www.sleepfoundation.org/article/sleep-topics/shift-work-and-sleep

Working Nights

- This company specializes in shift work and the circadian rhythm issues faced by those working non-conventional hours. The website includes products to help spread information in the workplace about shift work.
    - o http://www.workingnights.com/

i http://www.healthyalberta.com/HealthyPlaces/685.htm

# TOBACCO

# Tobacco

## Legislation

Province of Alberta – Tobacco Reduction Act

- The act outlines the prohibited locations for the use of tobacco, including areas in the workplace and in work vehicles. A "workplace" is defined in the Act as "all or any part of a building, structure or other enclosed area in which employees perform the duties of their employment, whether or not members of the public have access to the building, structure or area as of right or by express or implied invitation, and includes reception areas, corridors, lobbies, stairwells, elevators, escalators, eating areas, washrooms, lounges, storage areas, laundry rooms, enclosed parking garages and work vehicles." [i]
    - http://www.qp.alberta.ca/documents/Acts/T03P8.pdf

Non-smokers' Health Act

- This federal act regulates tobacco, specifically in the workplace.
    - http://laws-lois.justice.gc.ca/eng/acts/N-23.6/page-1.html

## Examples of best practices and policies

☑ Steps Toward Policy Development

- Implement the Tobacco Reduction Act which prohibits tobacco use within five metres of a doorway, window that opens, or an air intake in a workplace. [ii]
- Consider going smoke-free in company vehicles and outdoor spaces.
- Consider limiting or eliminating the availability of tobacco products for purchase at the worksite.
- Consider offering benefit coverage for tobacco cessation support or resetting the benefit coverage when implementing a new policy

☑ Guidelines for creating a supportive environment include

- Use available financial resources to develop tobacco cessation initiatives for employees. For example, ensure employees who attempt to quit tobacco receive support from the organization in the form of financial incentives.

- Support employees who attempt to quit tobacco by providing time off regular work hours to attend classes and or tobacco counselling sessions.
- Provide information (e.g., via intranet, email, information sessions) on quitting tobacco to employees.
- Ensure that in the past year, an assessment of the tobacco use by employees has been conducted (e.g., number of employees who currently smoke or have smoked in the past).
- Evaluate the initiatives that address tobacco use by employees at least once per year.
- Offer initiatives to employees involving counselling: including the quit tobacco buddy system, group counselling where employees are the facilitators, and telephone counselling.
- Offer maintenance sessions. These sessions encourage continued cessation and emphasize self-control techniques. Include the distribution of self-help materials.[iii]
- Provide financial resources to employees to assist with tobacco cessation, for example, for counselling and physician (health plan) approved nicotine replacement.
- Offer a variety of program formats including in-person participation, online or teleconference.

## Alberta Health Services resources, services and programs

Addiction to Tobacco

- This Alberta Health Services website provides general information on tobacco addiction, including information on physical and psychosocial addiction. The website also includes related information on tobacco cessation with links to resources for tobacco cessation.
    o http://www.albertahealthservices.ca/2531.asp

Alberta Quits

- This free, interactive, online tobacco cessation tool is designed for those seeking tobacco cessation support.
    o http://www.albertaquits.ca

QuitCore

- This program offers free group tobacco cessation support across Alberta. Led by trained professionals, the program consists of six 90-minute sessions over a period of 10 to 14 weeks and incorporates common best practices to help tobacco users quit.
    o http://www.albertahealthservices.ca/services.asp?pid=service&rid=1022663

Substance Use Prevention and Education Services

- Alberta Health Services offers these prevention and educational programs on addiction issues to employers and the general public. The website lists a number of locations throughout Alberta.
  - http://www.albertahealthservices.ca/services.asp?pid=service&rid=1002820

## National resources, services and programs

Canadian Cancer Society – Smoking and Tobacco

- The Canadian Cancer Society is a national, community-based organization of volunteers whose mission is the eradication of cancer through research funding, education, advocacy, and support services. Their Smoking and Tobacco website offers information on cessation, second-hand smoke, Canadian tobacco statistics, as well as links to regional resources. A toll-free Smokers Helpline is available for those seeking support.
  - http://www.cancer.ca/Alberta-NWT/Prevention/Quit%20 tobacco.aspx?sc_lang=en
  - 1-888-939-3333

Health Canada

- Go Smoke Free!
  - This website includes information on tobacco use, the effects of tobacco on the body, resources on how to quit, as well as specific provincial resources.
  - http://www.hc-sc.gc.ca/hc-ps/tobac-tabac/index-eng.php
- On the Road to Quitting
  - The On the Road to Quitting program helps to build motivation and self-confidence to quit tobacco. This online self-help program offers tools and strategies to deal with quitting tobacco. The program is free and can be accessed online or in print.
  - http://www.hc-sc.gc.ca/hc-ps/tobac-tabac/quit-cesser/now-maintenant/road-voie/index-eng.php
- Smoking Cessation in the Workplace: A Guide to Helping Your Employees Quit Smoking
  - This guide helps employers lead and support tobacco cessation programs in the workplace.
    - http://www.hc-sc.gc.ca/hc-ps/pubs/tobac-tabac/cessation-renoncement/index-eng.php

Health Canada Tobacco Cessation and Policy Resources

- Employers can order, free of charge, resources from Health Canada that will assist in the development of tobacco cessation programs. Programs include "Towards a healthier workplace: A guidebook on Tobacco Control Policies"; "Smoke free public places: you can get there"; and "Tobacco Cessation in the workplace: A guide to helping your employees quit tobacco."
  - o http://www.hc-sc.gc.ca/hc-ps/pubs/tobac-tabac/index-eng.php#workplace

Smokers Help Line

- This free, confidential phone line helps smokers quit by referring them to programs within the community. The website includes tools to develop personal tobacco cessation plans.
  - o http://www.smokershelpline.ca

## International resources

American Cancer Society – Freshstart

- Freshstart is a group-based tobacco cessation program designed for the workplace. It provides important information on tobacco cessation along with group support in the form of a counselling program.
  - o http://www.acsworkplacesolutions.com/freshstart.asp

American Cancer Society – Quit for Life Programs

- This workplace tobacco cessation program gives employees access to personalized quit plans, a web-based social support system, nicotine replacement therapies and follow-up evaluations.
  - o http://www.acsworkplacesolutions.com/quitforlife.asp

American Cancer Society – Tobacco Policy Planner

- The Tobacco Policy Planner is an online assessment tool for employers which includes a company-specific survey. It provides workplaces with a detailed report, including specific resources that address the policy issues identified by the survey. The information can be used to help employers develop or enhance existing workplace tobacco policies.
  - o http://www.acsworkplacesolutions.com/tobaccopolicyplanner.asp

Centers for Disease Control and Prevention (CDC) – Tobacco and Tobacco Use

- The CDC offers Quit Tobacco resources with information on how to quit, basic information on tobacco use, and links to publications and statistics. The website also includes access to a toll-free number for tobacco cessation support.
  - http://www.cdc.gov/tobacco/quit_tobacco/index.htm
  - 1-800-QUIT-NOW (1-800-784-8669)

Global Smokefree Partnership (GSP)

- The GSP is a global partnership dedicated to promoting smoke-free policies worldwide. It unites the efforts of nongovernmental organizations, ministries of health, corporations, individuals and society at large to assist in the creation of smoke-free policies. Their website includes resources for employers seeking to develop smoke-free workplaces.
  - http://www.globalsmokefreepartnership.org/index.php

Professional Assisted Cessation Therapy in Collaboration with Centre for Tobacco Cessation

- This website includes a business case example detailing reasons to include tobacco cessation programs in the workplace. The website also provides a list of resources available to employers.
  - http://www.endtobacco.org/resources/employersguide/pdf/employersguide-2nd-edition.pdf

World Health Organization (WHO) – Tobacco Free Initiative (TFI)

- The WHO's Tobacco Free Initiative (TFI) is part of the Noncommunicable Diseases and Mental Health cluster. TFI focuses international attention, resources and action on the global tobacco use.  Their mission is to reduce the global burden of disease and death caused by tobacco. The website includes international resources and information on tobacco policies and cessation efforts.
  - http://www.who.int/tobacco/en/

WORKPLACE
HEALTH IMPROVEMENT PROJECT

Alberta Health
Services

## Samples/examples of programs

### Check Out this Program Example

*Quit Tobacco Program*

The Quit Tobacco Program (QSP) intervention had the objective of aiding working adults in tobacco cessation. The audience and setting of this study was adult workers at a university in Alabama. QSP consisted of two programs:

1. **Self-help:** Employees received the American Lung Association manual, *Freedom from smoking in 20 days.* This manual provided a structured, daily plan to cessation including behavioural contracts, self-monitoring, stress management, etc.
2. **Skill training/ Enhancement of social support:** This program used three behavioural approaches:

  a. Learning/improving cessation skills
  b. Enhancing commitment to cessation through a quit-smoking contract and defined activities
  c. Increasing social support by developing a Quit Smoking Buddy and reinforcing through Buddy education

These skill building sessions were taught during a one-on-one, 20-30 minute, structured counselling appointment. Time was allowed for participants to ask questions, give feedback and discussion, including the employee's self-efficacy to quit smoking. In addition, cessation methods in the manual that were specifically relevant to the employee were emphasized.

As mentioned above, a key component of intervention was the Quit Smoking Buddy that established a supportive relationship between the participant and a non-/ex-smoker friend. The Buddy receives a letter that described his/her position and suggestions on what he/she could say or do during the cessation and maintenance stages of the intervention. The employee also received this letter, and had the option of having a similar letter sent to a spouse. Additionally, the employee signed a contract indicating his/her quit date; that he/she would contact the Buddy twice per week prior to the quit date; and once per day for a week following the quit date, the specific dates the Buddy will be contacted; and an agreement to perform breathing exercises during urges to smoke.[iv]

[i]Province of Alberta, Tobacco Reduction Act pg 3-4
[ii]Alberta Health Services (2010). Review of Cancer and Chronic Disease Prevention in the Workplace: A situational analysis of cancer and chronic disease prevention for HP-DIP Workplace Wellness programming. Calgary, Alberta: Alberta Health Services. (30).
[iii]Alberta Health Services (2010). Workplace Health Improvement Project (WHIP): Review of standards and best practices for workplace health programming. Calgary, Alberta: Alberta Health Services. Pg 9.
[iv]Ibid., 64-65.

# ULTRAVIOLET EXPOSURE

# Ultraviolet (UV) Exposure

## Legislation

Province of Alberta Occupational Health and Safety Act

- The act outlines the responsibilities of workplaces to ensure workers are protected against workplace hazards, including ultraviolet exposure.
  - http://www.qp.alberta.ca/documents/Acts/O02.pdf

## Examples of best practices and policies

☑Guidelines for creating a supportive environment

- Use educational approaches that incorporate social marketing strategies to change knowledge and behavior related to UV protection
- Organize one-on-one screening sessions with employees
- Train champions within the organization
- Supply sunscreen or protective clothing and hats[i]

## Alberta Health Services resources, services and programs

Alberta Health Services – Melanoma

- This AHS website provides general information on Melanoma including types of melanoma, how the disease spreads, risk factors, and detection and diagnosis.
  - http://www.albertahealthservices.ca/2273.asp

Alberta Health Services – Skin Cancer

- This AHS website provides general information on skin cancer including types of skin cancer, causes, risk factors, population statistics, prevention measures, and exposure methods.
  - http://www.albertahealthservices.ca/poph/hi-poph-surv-phids-snapshot-skin-cancer.pdf

Alberta Health Services – Indoor Tanning & Skin Cancer

- This AHS website provides general information on skin cancer including types of skin cancer, causes, risk factors, and prevention measures specifically related to indoor tanning bed use.
  - www.thebigburn.ca

## Other provincial resources, services and programs

Alberta Society of Melanoma

- This society offers general information on Melanoma including prevention, risk factors, detection,  diagnosis and treatment, as well as resources for living with melanoma.
  - http://www.melanoma.ca/index.htm

MyHealth.Alberta.ca – Skin Cancer, Melanoma

- This website provides general information on Melanoma, its causes, symptoms and prevention.  The website includes links to other organizations that provide additional information on melanoma.
  - https://myhealth.alberta.ca/health/Pages/conditions.aspx?hwid=hw 206547&#hw206550

## National resources, services and programs

Canadian Cancer Society

- This society provides an overview of melanoma, the risk factors that contribute to the disease and information on its diagnosis and treatment.
  - http://www.cancer.ca/AlbertaNWT/About%20cancer/Types%20of%20cancer/ What%20is%20melanoma.aspx?sc_lang=en&r=1
- This website provides general information on sun safety, with tips on how to prevent skin cancer.
  - http://www.cancer.ca/Alberta-NWT/Prevention/Sun%20and%20UV.aspx?sc_lang=en

Canadian Dermatology Association (CDA)

- The Canadian Dermatology Association represents Canadian dermatologists and seeks to advance the research of dermatology. The CDA offers information on skin cancer and sun safety.
  - http://www.dermatology.ca/

Canadian Skin Cancer Foundation

- The Canadian Skin Cancer Foundation provides information on many aspects of skin cancer including prevention. This foundation is geared toward UV education and awareness.
  - http://canadianskincancerfoundation.com/

Health Canada

- Health Canada provides information on skin cancer prevention, types, causes, and additional resources.
  - http://www.hc-sc.gc.ca/hl-vs/iyh-vsv/diseases-maladies/cancer-eng.php

## International resources

American Academy of Dermatology (AAD)

- The American Academy of Dermatology is a professional organization in the United States, representing over 17, 000 dermatologists. The AAD provides information for the public on a variety of skin conditions, including skin cancer. The website includes links to dermatologists throughout the United States.
  - http://www.aad.org/

American Melanoma Foundation (AMF)

- The AMF is a voluntary health agency that supports research in the field of melanoma and advocates for melanoma awareness programs in schools and communities. The AMF provides information on melanoma and skin cancer prevention.
  - http://www.melanomafoundation.org/index.html

Listen to your Skin

- Created by LEO Pharma, this website provides general information on the effects of sun damage on the skin. The website examines common misconceptions about sun exposure and provides information on how to protect the skin from damage.
  - https://www.listentoyourskin.org/

National Council on Skin Cancer Prevention

- With a mission to reduce skin cancer, the National Council on Skin Cancer Prevention shares prevention information and best practices. Their website offers resources for outdoor workers and Parks and Recreation staff.
  - http://www.skincancerprevention.org/

Skin Cancer Foundation

- this international organization offers resources on tanning and sun exposure. The website includes information on skin cancer and prevention.
  - http://www.skincancer.org/

## Samples/examples of programs

### Check out this awareness program

| *Indoor Tanning is Out* |
| --- |
| This indoor tanning danger awareness program is provided by the Canadian Dermatology Association.<br><br>http://www.dermatology.ca/programs-resources/programs/current-programs/indoor-tanning/ |

### Take a look here for more information

| *Tanning is Out* |
| --- |
| This sun safety awareness initiative is provided by the Canadian Cancer Society.<br><br>http://cancergameplan.ca/blog/2012/07/tanning-is-out-at-the-vancouver-internationalsoccer-festival/ |

### Here's an idea for a health activity!

| *Sun Awareness Week* |
| --- |
| Free skin cancer screenings across Canada are provided by members of the Canadian Dermatology Association.<br><br>http://www.dermatology.ca/programs-resources/resources/cda-calendar-of-events/ |

[i]Alberta Health Services – Cancer Prevention Program: Environment Unit (2009). *Snapshot of Skin Cancer Prevention Facts and Figures: A Resource to Guide Skin Cancer Prevention in Alberta.* Calgary: Alberta Health Services. (63).

# MONTHLY HEALTH EVENTS

| Month | Event | Website |
|---|---|---|
| January | • National Non-Smoking Week<br>• Weedless Wednesday | • http://nnsw.ca/welcome-bienvenue?set_language=en#.UEfJlrKPXh4<br>• http://nnsw.ca/events/weedless-wednesday?searchterm=weed#.UEfJlrKPXh4 |
| February | • Eating Disorder Awareness Week<br>• Heart Month<br>• World Cancer Day | • http://www.nedic.ca/whatsnew/nedic.shtml<br>• http://www.heartandstroke.com/site/c.iklQLcMWJtE/b.3835787/k.6C07/Volunteer_for_Heart_Month.htm<br>• http://www.who.int/mediacentre/events/annual/world_cancer_day/en/index.html |
| March | • Nutrition Month<br>• National Colorectal Cancer Awareness Month<br>• National Kidney Month | • http://www.dietitians.ca/Your-Health/Nutrition-Month/Nutrition-Month-2012/Promote-Nutrition-Month.aspx<br>• http://www.colorectal-cancer.ca/en/advocacy/national-month/<br>• http://www.kidney.ca/Page.aspx?pid=183 |
| April | • Daffodil Days: Cancer Awareness<br>• World Health Day | • http://www.fightback.ca/index.html<br>• http://www.who.int/mediacentre/events/annual/world_health_day/en/index.html |
| May | • National Mental Health Week<br>• National Physical Fitness and Sports Awareness Month<br>• World No Tobacco Day<br>• North American Occupational Health and Safety Week<br>• National Summer Safety Week | • http://www.cmha.ca/<br>• http://www.nypcancerprevention.com/issue/9/cal_con/may/national-physical-fitness.shtml<br>• http://www.who.int/mediacentre/events/annual/wntd/en/index.html<br>• http://www.naosh.org/english/<br>• http://www.hc-sc.gc.ca/hl-vs/securit/season-saison/summer-ete/index-eng.php |
| June | • International Day Against Drug Abuse and Illicit Trafficking<br>• National Sun Awareness Week<br>• National Cancer Survivors Day | • http://www.un.org/en/events/drugabuseday/<br>• http://www.cancer.ca/Canada-wide.aspx?sc_lang=en<br>• http://www.cancer.ca/Canada-wide.aspx?sc_lang=en |
| July & August | | |
| September | • Men's Cancer Awareness Month<br>• Ovarian Cancer Awareness Month | • http://www.cancer.ca/Canada-wide.aspx?sc_lang=en<br>• http://www.cancer.ca/Canada-wide/About%20cancer/Types%20of%20cancer/What%20is%20ovarian%20cancer.aspx?sc_lang=en |
| October | • Mental Illness Awareness Week<br>• World Mental Health Day<br>• Breast Cancer Awareness Month<br>• Healthy Workplace Month | • http://camimh.ca/mental-illness-awareness-week-english/about-miaw/<br>• http://www.who.int/mediacentre/events/annual/world_mental_health_day/en/index.html<br>• http://www.cancer.ca/Canada-wide/About%20cancer/Types%20of%20cancer/What%20is%20breast%20cancer.aspx<br>• http://healthyworkplacemonth.ca/en/ |
| November | • Diabetes Month<br>• Movember Canada: Prostate Cancer Awareness Month<br>• Lung Cancer Awareness Month | • http://www.diabetes.ca/<br>• http://ca.movember.com/<br>• http://www.cancer.ca/Canada-wide/About%20cancer/Types%20of%20cancer/What%20is%20lung%20cancer.aspx |
| December | • Lung Association's Christmas Seal Campaign | • http://www.lung.ca/involved-impliquez/christmas-noel_e.php |

# EVALUATION FORMS

# Evaluation Form

Thank-you for using the Workplace Health Program Resource Toolkit and for taking the time to provide your feedback and comments. This will help make future versions of this resource toolkit as useful as possible for Alberta workplaces.

If you require more space for your responses, please feel free to attach a separate sheet to this form. For an electronic version of this form, please contact the Workplace Health Program. All responses will be kept confidential and combined with the responses from other users.

Once the completed evaluation form is returned to the Workplace Health Program, and if you have provided your contact information (optional), you will be entered into a draw for one of our gift bags!

1) Do you have any feedback regarding the accuracy and completeness of the content in the resource toolkit? If so, please describe as specifically as possible.

_____
_____
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_____

2) Are there any other topics and content that you would suggest adding to this resource toolkit? If so, please describe.

_____
_____
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_____

3) Please rate the usefulness of the resource toolkit.

☐ Extremely Useful    ☐ Very Useful    ☐ Useful    ☐ Somewhat Useful    ☐ Not Useful

Please explain the reason for your rating.

_____
_____
_____
_____
_____

4. Do you have any other additional comments, questions or input for the resource toolkit?

_____
_____
_____
_____
_____

**Contact Information** *(optional)*

If you would like to be entered into a draw for one of our gift bags, please provide your contact information below.

Name: _____    Phone: _____

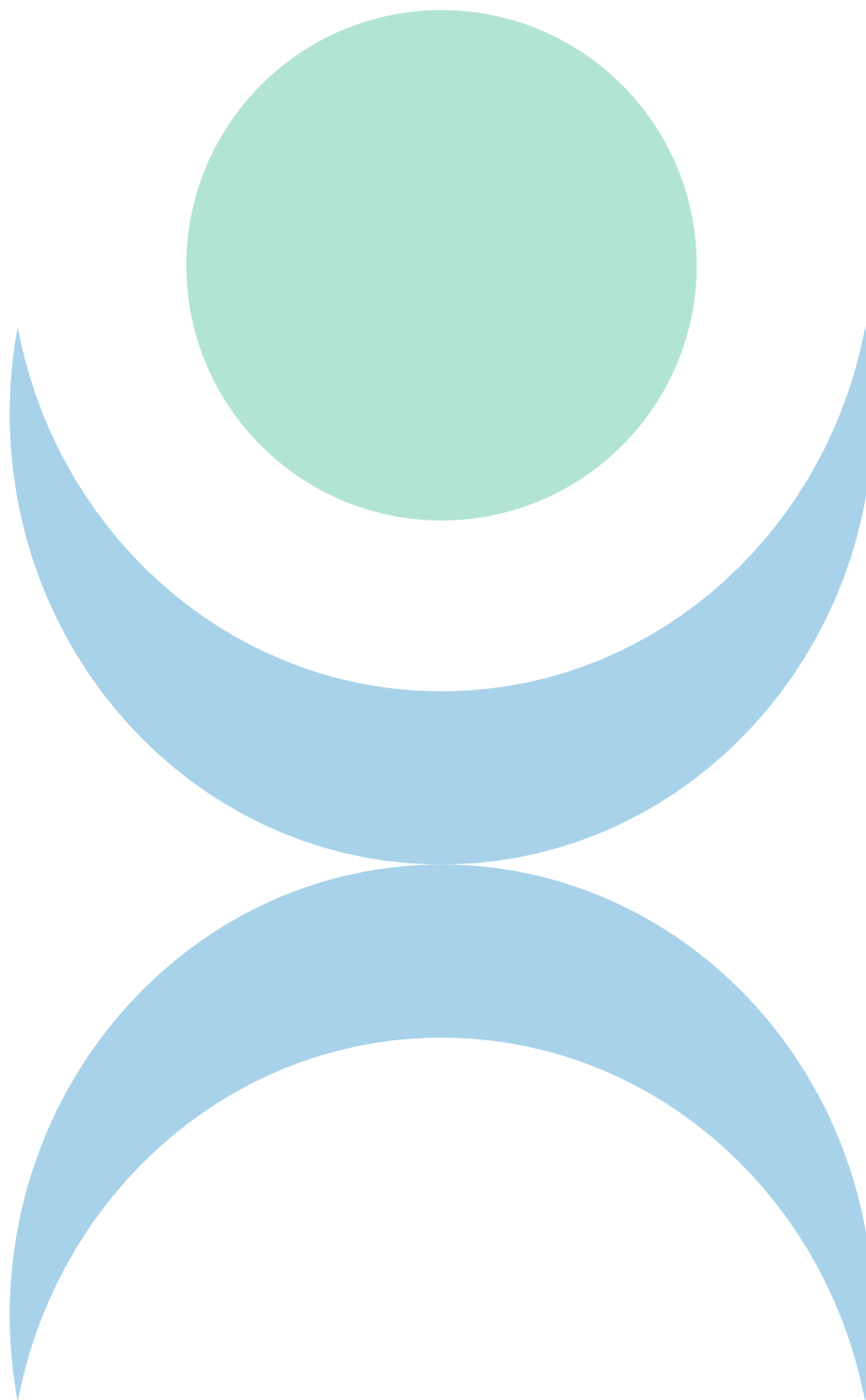Position: _____    Email: _____

Company: _____

**Thank you very much for completing this evaluation form.  Please send the completed form back to the Alberta Health Services - Workplace Health Program at:**

**Mail:**    **Workplace Health Program**
       **2210 2nd St SW**
       **Calgary, Alberta T2S 3C3**

**Phone: 403-355-3270**
**Fax: 403-355-3292**
**Email: workplacehealth@albertahealthservices.ca**

Workplace Health Resource Toolkit

**Alberta Health Services**

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