



A HEALTHY WORKPLACE

...works for everyone!



Healthy Workplace Toolkit for Principals/Managers/Supervisors

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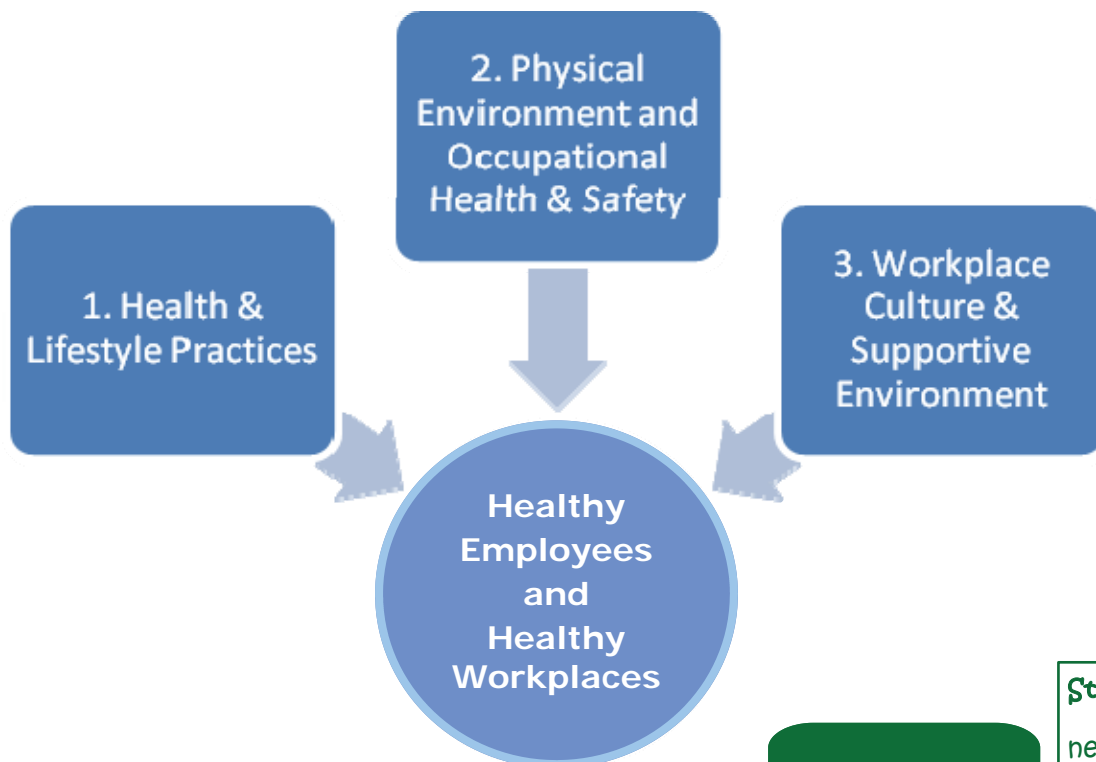
Note: click the titles or pictures to navigate to links

Hamilton-Wentworth District School Board

Introduction

A Healthy Workplace

Healthy Workplace is an integrated and comprehensive approach to developing a systemic program to improve the health and wellness of employees and in turn the organization. The concept of a Healthy Workplace has evolved from its early beginnings, rooted in traditional occupational health and safety, to encompass a more holistic approach that considers health practices and workplace culture. Healthy Workplace is an organizations' acknowledgment of the influence the workplace plays in the health and well being of its employees and the greater community. Healthy Workplace has three key areas of focus which can be seen in the diagram below. This toolkit will focus on these three key areas.



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Visit the Healthy Workplace Website

<http://www.hwdsb.on.ca/healthyworkplace/healthyworkplaceweek.aspx>

Healthy Mind, Healthy Body, Healthy Work Challenge

At Work

Giving Back

At Play

With Friends

At Home

With Family



Feeling Great About Life!

Canada's Healthy Workplace Week
October 19 - 23

Participate and enter to win prizes

We want to be the City Champs!

See _____ to pick up your tracking card
(name of Challenge Coordinator)

Return completed forms to _____ by _____
(name and/or location) (date)

Brought to you by The Hamilton Task Force for Canada's Healthy Workplace Month 2009


















Every year, the HWDSB celebrates Healthy Workplace Week as part of Canada's Healthy Workplace Month. This page includes examples of promotion materials.

Healthy Mind, Healthy Body, Healthy Work Challenge

What you need to do:

1. Appoint a Site Challenge Representative
2. Post the Challenge poster and information in a conspicuous area (staff room).
3. Explain the challenge via email or during a staff meeting.



I would like to take a few moments to speak about Healthy Workplace Week 2009, which runs from October 19th –23rd. Once again the Hamilton Wentworth District School board will be participating in the City of Hamilton's challenge to employers. This year's challenge is "Healthy Mind, Healthy Body, Healthy Work Challenge". The Challenge won't take much effort. Just participate in activities suggested below or something you enjoy, for at least 20 minutes per day:

- Walk around the block, up and down the stairs, to the corner store, around the mall
- Ride your bicycle
- Swim
- Do housework or garden
- Participate in an exercise class or team sport

Whatever you choose, make it a practice to record your time on your score card. "Healthy Mind, Healthy Body, Healthy Work Challenge" score cards will be available online at: www.hwdsb.on.ca/healthyworkplace, during the challenge.

At the end of the "Healthy Mind, Healthy Body, Healthy Work Challenge"

4. Complete the score card: Name: *Your Name* Dept: *School/facility*
5. Provide your completed score card to your Site Challenge Representatives.
6. Site Challenge Representatives must forward their school/facility score cards to their Systems Representative by October 30, 2009 (score cards received after this deadline will not be eligible for prizes).

School/Department winners will be announced on Friday, November 13th.

Your school/department could win a healthy & nutritious prize!

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Healthy Workplace Weeks for HWDSB

⇒ Fall—October 19 to 23, 2009

⇒ Spring—March 29 to April 1, 2010

The facilitator may take advantage of the tools which are available at the Canadian Healthy Workplace Month by clicking on the pictures below

Great-West Life Presents

he⁺althyworkplacemonth

Healthy Mind, Healthy Body, Healthy Work
...Feeling Great about Life!



Week 1
at Work

Week 2
with Family & Friends

Week 3
at Play

Week 4
Giving Back

This year we celebrate *taking action* to improve the health of our minds, bodies, and workplaces.

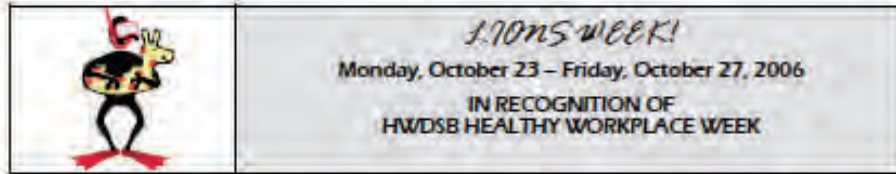
The four weekly themes focus on feeling Great about life – **at work, with family & friends, at play and giving back to communities.** Each week, we invite you to initiate an activity – or two, or more – that will improve the health of your mind, body and workplace. To get you started, we've provided a list of suggested activities for groups and individuals, and encourage you to come up with ideas of your own.

Register and keep track of completed activities at your workplace to earn points. Learn more about earning **points**.

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The facilitator may share information for the following:



On the left is an example of activities which took place at Lisgar Elementary School.

From Monday, October 23 until Friday, October 27, 2006, a variety of activities have been planned for STAFF in recognition of HWDSB Healthy Workplace Week. Please plan to join us for one (or all) of the activities listed below. *Enjoy your week!*

	<p>MONDAY, OCTOBER 23 10:35 am – 11:15 am</p> <p>GYM</p>	<p>STAFF VOLLEYBALL GAME</p> <p>Come one, come all! Relax, have some fun and join us in the gym during first nutrition break for a quick game of volleyball. No experience needed. Just come and have some fun!</p>
	<p>TUESDAY, OCTOBER 24 Both Nutrition breaks</p> <p>STAFF ROOM</p>	<p>RELAX WITH SOME SOME MUSIC</p> <p>During both nutrition breaks, come and experience relaxing and soothing music while enjoying a few nutritious snacks.</p>
	<p>TUESDAY, OCTOBER 25 10:35 am – 11:05 pm</p> <p>GYM</p>	<p>"FREE" KICKBOXING CLASS!</p> <p>Come one, come all (beginners to experts). Please send Sajah Stiller an email or note if you would like to attend.</p>
	<p>WEDNESDAY, OCTOBER 26 Both nutrition breaks</p> <p>Staff Room</p>	<p>WALK-ABOUT</p> <p>Go for a walk with your colleagues and get some fresh air. Meet in the front foyer, weather permitting.</p>
	<p>THURSDAY, OCTOBER 26 Both Nutrition Breaks</p> <p>STAFF ROOM</p>	<p>PUMPKIN CARVING CONTEST</p> <p>COME OUT AND CARVE A PUMPKIN IN OUR FIRST STAFF PUMPKIN CARVING CONTEST! IF INTERESTED PLEASE SEE ELAINE P-S. THERE WILL BE PRIZES FOR THE MOST ORIGINAL SCARIEST AND UGLIEST!</p>
	<p>FRIDAY, OCTOBER 27 1:05 am – 1:30 pm</p> <p>GYM</p>	<p>"FREE" PILATES CLASS!</p> <p>Breathe. Tone. Stretch... Top off a great week with PILATES! 2nd Nutrition Break Come one, come all (beginners to experts). Don't miss it! Please send Sajah Stiller an email or pop a note in her box if you would like to attend.</p>

PLEASE join us for a Staff Luncheon scheduled for Friday, October 27 in the Staff Room at 12:30 on to help "wrap" up the week with friendship and fun!


Draws for prizes will be held for all those who participated in the challenge this week!

Please submit your ballots only to Elaine by Friday at 4pm to be eligible for the prizes!








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The facilitator may share information for the following:



WILDCAT WEEK!
Monday, October 22 – Friday, October 26, 2007
IN RECOGNITION OF
HWDSB HEALTHY WORKPLACE WEEK

From Monday, October 22 until Friday, October 26, 2007, a variety of activities have been planned for all STAFF in recognition of HWDSB Healthy Workplace Week. Please plan to join us for one (or all) of the activities listed below. Enjoy your week!

	<p>MONDAY, OCTOBER 22 11:35 am – 12:25 pm</p> <p>MAIN GYM</p> <p>GYM C</p>	<p>STAFF vs. STUDENT VOLLEYBALL GAME</p> <p>Don't forget your sneakers today as we play a Staff versus Wildcat Senior Boys Volleyball Game. Drop into the gym at lunch and get in on the action. No experience necessary. Come and have some fun!</p> <p>OR...Join us for a YOGA CLASS!</p> <p>Let us provide you a "zen" moment during our yoga class hosted in the small gym starting at 11:35 am. Come one, come all (beginners to experts). SIGN UP IN THE STAFF ROOM!</p>
	<p>TUESDAY, OCTOBER 23 11:35 am – 12:25 pm</p> <p>LIBRARY</p> <p>3:20 – 4:00 PM PARKING LOT DOORS</p>	<p>LEARNING COMMUNITY DAY 2 (PERIOD 3 & 4) HEALTHY LUNCH PROVIDED</p> <p>HEALTHY SNACKS & DESSERTS will be provided by the Grade 9 & 10 Foods and Nutrition Classes for today's session. THANK YOU Tammy, and Sue!</p> <p>WALKING CLUB AFTER SCHOOL Meet at the teachers' parking lot doors (outside room 117) at 3:20 for a spirited walk/ light jog. SIGN UP IN THE STAFF ROOM!</p>
	<p>WEDNESDAY, OCTOBER 24 11:35 am – 12:25 pm</p> <p>SMALL GYM</p> <p>STAFF ROOM</p>	<p>FAT BURNING & CORE TRAINING SESSION</p> <p>Come and work with professional trainers John and Dora dePass to discover the secrets of fat burning and building a strong core. Discussion and powerpoint presentation along with exercise instruction in the small gym.</p> <p>SIGN UP IN THE STAFF ROOM!</p> <p>OR...Join us for a JAM SESSION</p> <p>Have you ever wanted to learn how to play the guitar? Come and join Mr. Logan and Mr. Vallance in the Staff Room at lunch for a personal Jam Session. It will be music to your ears!</p>
	<p>THURSDAY, OCTOBER 25 11:35 am – 12:25 pm</p> <p>LARGE GYM</p> <p>SMALL GYM</p>	<p>SELF-DEFENSE CLASS with Paul Guagliano.</p> <p>Come and join Paul as he introduces you to various self-defense strategies.</p> <p>OR...Join us for a PILATES CLASS!</p> <p>Breathe, Tone, Stretch... Top off your week with PILATES! Come one, come all (beginners to experts). Don't miss it! SIGN UP IN THE STAFF ROOM.</p>
	<p>FRIDAY, OCTOBER 26 11:35 am – 12:25 pm</p> <p>SMALL GYM</p> <p>HALLOWEEN DANCE TONIGHT!</p>	<p>BOOT CAMP</p> <p>Join Renee Moor, a Certified Personal Trainer for a 15-20 minute boot camp style workout, and then discuss healthy food choices in the small gym! SIGN UP IN THE STAFF ROOM.</p>

PLEASE join us for desserts on Wednesday, October 31 in the Staff Room at lunch (hosted by the Westmount Staff Association). Of course...Don't forget your costume!

On the left is an example of activities which took place at Westmount Secondary School.

Below is an example of the Poker Walk held at the Education Centre

Sponsored by: The Healthy Workplace Committee



**3rd Annual
POKER WALK**

**Friday
October 23rd, 2009**

Location:
Education Centre
Main Lobby Department
12:00 p.m. – 1:00 p.m.

RULES

- Each walker completes individually for the top poker hand. Prizes given for the top hand.
- Each walker completes the course, picking a card from the deck at 5 each of 5 checkpoint locations on the map. All participants must return to the Education Centre no later than 1:15.
- Upon completion of the course, the walker returns to the foyer of the Education Centre, presents his/her poker hand to the attendant.
- In the event of a tie for the top hand, we will draw cards. The highest card will win.



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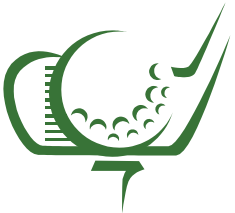



Event Title

Dates of Event

In Recognition of

HWDSB Healthy Workplace Week

From Monday October 19th until Friday October 23rd, 2009,

	Monday, October 19th Time Place	ACTIVITY
		
		
		
		



Please join us.....

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Step  2

Starting Points

- ⇒ During one of your first meetings of the year, each Principal, Manager or Supervisor will present, or will request an individual staff member to come forward and present information on Healthy Workplace.
- ⇒ As a facilitator, you will lead and assist participants with tools to promote a Healthy Workplace during Professional Activity Days, Learning Community Sessions and Staff Meetings.
- ⇒ Encourage HW activities to take place pre or post PA/LA activities to provide information, resources and creative activities to staff promoting a Healthy Workplace.
- ⇒ Depending on the activity, advise participants about shoes and clothing prior to the meeting day.
- ⇒ At each meeting, draw from the tools in Step 4 or create your own activities.



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Step  3

Great-West Life Personal Health Assessment

“This confidential online tool will help you assess the current state of your health and create an action plan for making improvements” - It is confidential, free and takes only about 15 minutes—click on the link below

- ⇒ the facilitator should advise participants to complete the assessment before the next meeting
- ⇒ each employee will need to set up a Group Net Account prior to taking the assessment



Available on *GroupNet™* for Plan Members.
Log on today at www.greatwestlife.com

THE
Great-West Life
ASSURANCE  COMPANY

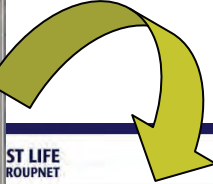
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Navigating
instructions
follow on the
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Step **3**

Great-West Life Personal Health Assessment

click the here!



register or log in



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Wish List

- ⇒ the facilitator provides paper to each participant and asks that they create their “Personal Wish List”
- ⇒ participants are instructed to spend 5 minutes recording all their goals for improved health
- ⇒ goals need to be specific and achievable

Examples of personal goals:

- ⇒ *lose 5 pounds*
- ⇒ *fit into pre-pregnancy clothes*
- ⇒ *eat 5 servings of fruit and vegetables per day*
- ⇒ *reduce one belt or dress size*
- ⇒ *do weight training for 20 minutes twice per week*
- ⇒ *walk 20 minutes three times per week*



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- ⇒ the facilitator will advise participants to follow the exercise instructions
- ⇒ the facilitator will advise participants to stop during physical activity if they experience pain
- ⇒ online tools are also provided for variety

The tools we have provided are listed below

List of Instruction Meeting Tools:

1. Body Scanning (Pg.%)
2. Exercises for Sedentary Jobs (Pg.%)
3. Morning Exercise Segment 1 (Pg. 1)
4. Morning Exercise Segment 2 (Pg. 1*)
5. Morning Exercise Segment 3 (Pg. 1+)
6. Deep Breathing and Relaxation (Pg. 1, , 1-)



Click each category to access pages

List of Online Tools:

1. Healthy Eating (Pg. &\$)
2. Lets Make Meal—menu planning (Pg. &\$)
3. Eat Tracker—food diary (Pg. &\$)
4. Nutrition Quiz (Pg. &\$)
5. Job Stress Quiz and Tips (Pg. &%)
6. Heart and Stroke Risk Assessment (Pg. &%)
7. Healthy Workplace Month (Pg. ()
8. Yoga @ Your Desk (Pg. &&)

Body Scanning

Participants settle back into a comfortable position, with legs uncrossed and arms resting comfortably at their sides.

The facilitator asks participants to close their eyes and take five deep slow breaths. After allowing at least one minute for participants to quiet themselves and settle in, the facilitator slowly directs the group through the body scanning, giving them instructions similar to these:

1. I'm going to take you on an imaginary trip through your body. On this journey through your own insides you will search for tension. Please make careful note of any tension you detect and its specific location.
2. When you discover a tense area you may want to exaggerate it slightly so you can become even more aware of the tension. Say to yourself, "I'm tensing my neck muscles" etc. Again, notice the tension you're holding and then let go, allowing the tension to drain away.
3. Take your time as you focus on each body part. Periodically ask yourself, "Where am I tense?"
4. Please prepare yourself to come back into this room. But before you return, quickly scan your body once more and recall exactly where and in what form you found tension.



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Exercises for Sedentary Jobs

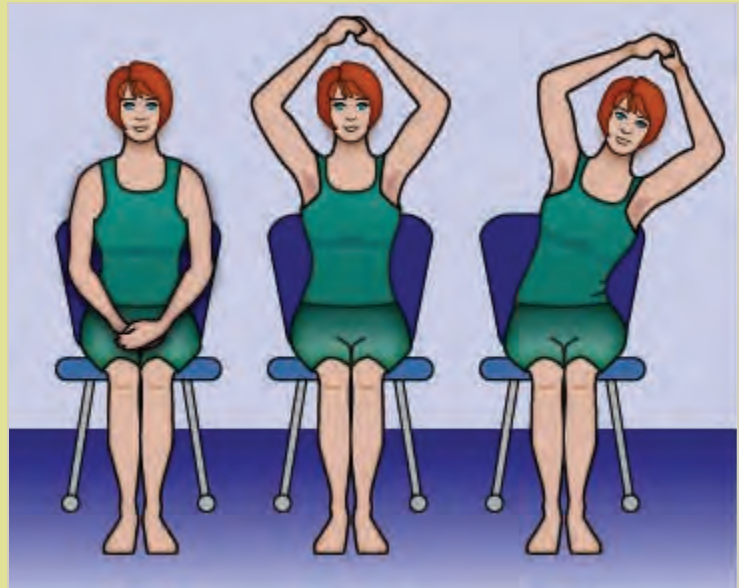
This energizer provides a series of stretches that can be done while seated.

The facilitator comments on the myth that people who 'sit' all day are 'relaxed' and 'comfortable'. Sedentary jobs are stressful on the body! Muscles thrive on being stretched and used; long periods of sitting in the same position leads to tight muscles.

The facilitator leads the group through a series of revitalizing stretches that participants can do while remaining seated. Remind the group that these exercises can really be done anywhere.

Stretches:

1. Rotate ankles and feet.
2. Lift one knee and pull it to chest.
3. Simulate rowing motion by reaching forward and pulling back.
4. Stretch arm above head.
5. Rotate hands and wrists.
6. Turn head left to right.
7. Tighten buttocks to raise self 2-3 inches.
8. Lift both arms above head, clasp, and lean side to side.



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Good Morning World ①

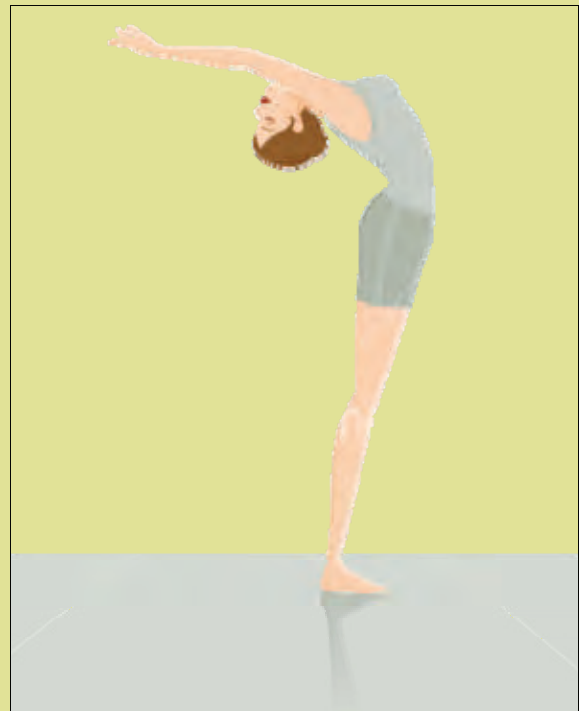
This sequence of gentle yoga stretches and rhythmic breathing is guaranteed to energize your group of participants.

The facilitator gives the instructions and demonstrates the breathing and stretching routine as outlined below, paying particular attention to coordinating the breathing with the movement. Note: the facilitator may want to teach in three 8-step segments, practice each, and then have the participants put the routine together.

Participants follow along as the facilitator goes through the steps again. Once everyone has learned the sequence, participants are encouraged to continue the stretch for several minutes, moving at their individual pace and in rhythm with their breathing.

Segment One

1. Breathe In: Stand with arms at side.
2. Breathe Out: Palms together in front of chest, elbows bent (prayer).
3. Breathe In: Link thumbs, raise arms above head, arch back.
4. Breathe Out: Thumbs linked, bend forward at waist, reach towards the floor.
5. Breath In: Stand, repeat number 3.
6. Breath Out: Return to prayer pose.
7. Breathe In: Return to centre.
8. Rest.



Good Morning World ②

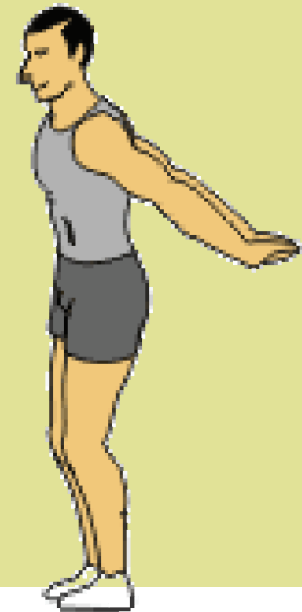
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Participants follow along as the facilitator goes through the steps again. Once everyone has learned the sequence, participants are encouraged to continue the stretch for several minutes, moving at their individual pace and in rhythm with their breathing.

Segment Two

1. Breathe In: Stand with hands clasped behind seat (centre).
2. Breathe Out: Arch back, hands clasped stretch toward floor.
3. Breathe In: Return to centre.
4. Breathe Out: Bend over at waist, stretching arms with back up toward ceiling, hands still clasped.
5. Breathe In: Stand, repeating step 2.
6. Breathe Out: Return to centre.
7. Breathe In: Rest with arms at side.
8. Breathe Out: Rest.



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Good Morning World ③

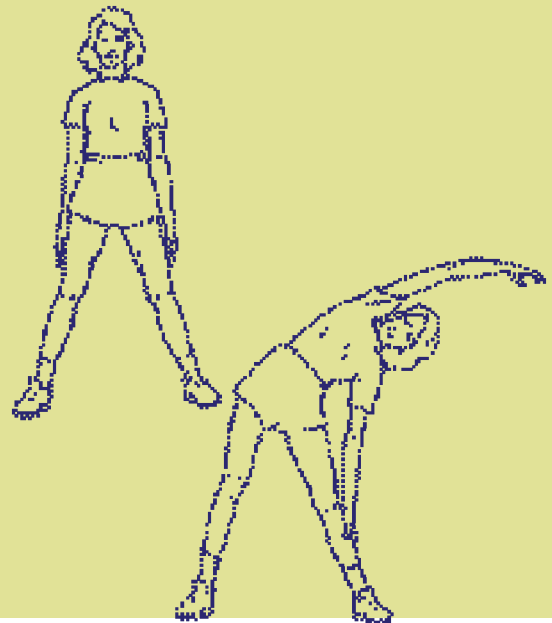
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Participants follow along as the facilitator goes through the steps again. Once everyone has learned the sequence, participants are encouraged to continue the stretch for several minutes, moving at their individual pace and in rhythm with their breathing

Segment Three

1. Breathe In: Stand and raise arms to sides with right palm and left palm down.
2. Breathe Out: Bend to the left.
3. Breathe In: Return to centre and reverse palms.
4. Breathe Out: Bend to the right.
5. Breathe In: Return to centre.
6. Breathe Out: Lower arms.
7. Breathe In: Rest with arms at side.
8. Breathe Out: Rest.



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Take a Deep Breath and Relax

This deceptively simple exercise teaches a five minute relaxation routine that anyone can master

The facilitator introduces the exercise, saying that many people complain about not knowing how to relax, or are not willing to 'waste' time relaxing.

Tip: you may choose to play soft, soothing music or sounds

The facilitator guides the deep breathing exercise in a soft, calm voice; using instructions similar to the script below:

1. First, I'd like you to close your eyes and get as comfortable as possible.
2. Put one hand flat on your chest and one hand flat on your abdomen, between your navel and breastbone - take a deep breath, noticing the movement of your hands as you inhale and exhale.
3. This time I'd like you to breathe in slowly and deeply through your nose, bringing your breath all the way down into your belly, so that it pushes up your hand as much as feels comfortable - your chest should move only slightly and only as your belly rises.
4. Continue this slow deep breathing in through your nose and down into your belly, then gently letting your breath go out again at a pace that is comfortable for you.
5. Let your mouth, tongue, jaw and throat relax as you continue to take long slow breaths in through your nose, deep into your belly and let them out through your mouth with a soft whooshing sound.
6. Focus on the sound and feeling of your breathing as your belly rises and lowers and you become more and more relaxed.



Note: Pause here for 3 or 4 minutes and perhaps repeat the last two phrases

Continued Deep Breath and Relaxation

The facilitator encourages participants to take a deep breath more often and relates the following advice.

- Practice deep breathing 5 minutes twice a day for a week.
- Once the technique is mastered, you can use belly breathing on demand - the key is to focus on the movement of your belly; the feeling of air flowing in and out and the comfortable sense of relaxation that accompanies deep breathing.
- Use your deep breathing whenever you feel yourself getting tense—it only takes a minute or two to relax.
- Compare the tension you feel now with the tension you experienced at the beginning of the exercises, sessions and when you feel ready, open your eyes slowly and bring your attention back to this room.



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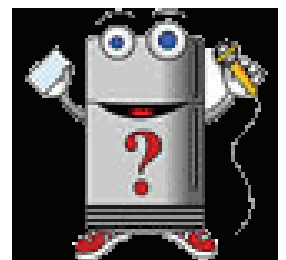
Healthy Eating

“My Food Guide” is an interactive tool that will help you personalize the information found in Canada’s Food Guide



By entering personal information, such as age and sex; selecting various items from the four food groups and choosing different types of physical activities, you can create a nutritional program that is customized just for you.

Here are more links for interactive online tools



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Job Stress Quiz and Tips

Take this job stress quiz to determine the approximate level of stress you experience at your workplace

The facilitator instructs participants to access the online tool as shown on the left. Once you complete the Risk Assessment, you will be provided with a personalized summary report and receive a recommendation on what you can do to improve your health

Follow the picture link below for the Job Stress Quiz



Follow the picture link below for the Heart and Stroke Risk Assessment



Heart and Stroke Risk Management

Taking this Assessment will provide you with your personalized Blood Pressure Action Plan—the questions range from family health history, to your eating habits and to your stress levels.

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The facilitator may share information for the following:

City of Hamilton Walking Program



Yoga @ Your Desk Video



People who work at their desks all day tend to stay in one position for a long time. The exercises in these videos are designed to counter the effects of sitting at your desk.

We suggest that you start with Part 1 below and then move on to Parts 2 and 3. Each video is about the length of your coffee break.



When: Sundays - year round

Time: Walkers leave at 8:30 am - usually meet up to chat 10 - 15 minutes prior, weather permitting

Location: Hutch's - Van Wagners Beach - meet in the parking lot to the east of restaurant (Stoney Creek side)

Start/End: Walk to Burlington Lower Bridge and back - 10k on the round. Beginners are encouraged to walk at their own pace and for their own comfort length until they build up to 10k. The path is marked in 1k measures.

Duration: 10k is approximately 2 hours

Cost: \$50.00 per year or 2 join for \$80.00; includes Dashing Diva subscription to website and welcome gift.

Note: Location *may* change within Hamilton, notice will be posted on Events section of website, available to members only

If you are interested in starting your own walking group in another location, contact Dashing Divas: <http://www.dashingdivas.ca/contactUs.php>

- ONE ON ONE NUTRITION AND LIFESTYLE COACHING
- A PROGRAM CUSTOMIZED TO HELP YOU ACHIEVE MAXIMUM FAT LOSS WHATEVER YOUR STARTING POINT
- SMALL GROUP SEMINARS
- TOPICS INCLUDE:
 - Eat...Move....Breathe....Believe!
- MOTIVATIONAL KEYNOTE ADDRESS
- CUSTOMIZED FOR YOUR GROUP OR ORGANIZATION
- WOMEN'S WALKING GROUP WEEKLY SESSIONS IN THE HAMILTON AREA

The facilitator may share information for the following:

More links to tools:

<http://www.prevention.com/cda/healthtracker.do>

<http://www.revolutionhealth.com/trackers>

<http://www.mayoclinic.com/>

<http://www.healthlinkbc.ca/healthtools.stm>

http://www.betterhealth.vic.gov.au/bhcv2/bhcsite.nsf/pages/health_tools?opendocument

<http://health.discovery.com/tools/center/center.html>

<http://www.healthyontario.com/HealthTools.aspx>

<http://www.thedailyplate.com/>

<http://www.phac-aspc.gc.ca/pau-uap/paguide/index.html>

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