

# Health at Work 4 All!

## Developing Healthy Workplace Policies

**Healthy workplace policies** address both the physical and cultural **work environment**. The development and implementation of **policies** that promote **healthy workplaces** optimizes the health of the **employees** and creates a **healthy workplace culture**.

### Fast facts:

- Within a workplace where **policies** support a **healthy environment, healthy choices** for **employees** become the easy choices.
- An **effective policy** allows employees to be clear about what is acceptable and what is not acceptable in the workplace. It provides a framework for prevention and gives direction if screening, intervention and/or treatment are required.

### What is a policy?

The *Canadian Oxford Dictionary (1998)* **defines policy** as “a course or principle of action adopted or proposed by a government, party, business, or individual.” A **policy** guides an **organization’s actions** regarding an issue by outlining the steps to be taken. It also implies the accepted **values or beliefs of the organization**.

**Policy development** can also be a part of a comprehensive approach to **health promotion**. **Policy** can serve one or more of the following purposes in **workplace health promotion**:

- **Policies give sustainability**
- **Policies can aid risk management**
- **“Make healthy choices easier**
- **Make unhealthy choices more difficult, and/or**
- **Provide equitable access to the key determinants of health”**

Developing Health Promotion Policies

Dated: January 6, 2009

[http://www.thcu.ca/resource\\_db/pubs/539372877.pdf](http://www.thcu.ca/resource_db/pubs/539372877.pdf)

### The Parts of a Policy

Each organization may use a slightly different format or framework for their **policies** but once a **framework** is chosen this is the format used for each **workplace policy**.

This framework includes:

- The purpose of the **policy**, goals and objectives
- A description of the regulations and sanctions

- Procedures for non-compliance
- A plan for **promoting and disseminating the policy**; and
- A plan for **monitoring and evaluating the policy**

### **Health At Work 4 All! Developing Healthy Workplace Policies**

All **policies** should clearly state the person or persons that have created the **policy** and who the **policy** is intended for. The **policy** must be signed and dated by the proper official(s) and reviewed annually.

#### **Creating and Implementing the Policy**

**Policy development** can be divided into steps to make the process easy for your team or committee to navigate:

- 1) Have a clear goal in mind for your **policy** and specific objectives that can be measured to assist with **evaluation of the policy**.
- 2) Identify champions in your organization that will help with communicating and **implementing the policy**.
- 3) For **health promotion policies**, a launch or information session is an excellent way to communicate the **policy to all employees**.
- 4) **Policies** need to be evaluated annually as situations change and organizations advance and grow. The Health Communications Unit has a two-page document that outlines the steps in **developing a healthy workplace health policy**.

Policy Development at a glance:

[http://www.thcu.ca/resource\\_db/pubs/489887946.pdf](http://www.thcu.ca/resource_db/pubs/489887946.pdf)

To assist you with **Workplace Wellness Programming** some **sample policies** are provided here:

1. **Breast Feeding in the Workplace**
2. **Emergency Preparedness**
3. **Fragrance Free Environment**
4. **Healthy Workplace Policy**
5. **Hours of Work and Associated Overtime**
6. **Infection Control**
7. **Mental Health Promotion**
8. **Personal Injury**
9. **Physical Activity at Work**
10. **Promoting Healthy Food Choices at Company Events and Meetings**
11. **Reproductive Health Policy**
12. **Sick Leave Policy**
13. **Substance Misuse Policy**
14. **No Smoking Policy**
15. **Smoke Free Environment (Health Care Facilities)**
16. **Smoke Free Workplace Policy**
17. **Smoking Cessation**
18. **Sun/UV Policy**
19. **Workplace Violence Prevention**

Your workplace may also consider creating **policies** in the following areas to support the **development** of your **healthy workplace**.

- Employee Immunization
- Preventing Workplace Harassment
- Motor Vehicle Safety
- Corporate Volunteering
- Green Workplace Policies

This is not an exhaustive list and **policies** should always be **customized** to your specific workplace.

### **General Policy Links:**

Canadian Mental Health Association

Ontario has developed a web-based mental health promotion in the workplace guide which has some sample policies affecting workplace mental health.

<http://wmhp.cmhaontario.ca/printable-resources>

Canadian Human Rights Commission

[http://www.chrc-ccdp.ca/research\\_program\\_recherche/esensitivites\\_legal\\_hypersensibilitee/page8-eng.aspx](http://www.chrc-ccdp.ca/research_program_recherche/esensitivites_legal_hypersensibilitee/page8-eng.aspx)

Workplace Implementation Guide – New Brunswick

<http://www.heartandstroke.nb.ca/atf/cf/%7Be9d7fd18-5e5f-4b5f-b6cf-4142e95dc0c8%7D/WORKPLACE%20WELLNESS%20IMPLEMENTATION%20GUIDE.PDF>

Government of Alberta – Healthy Workplace Policies

<http://www.healthyalberta.ca/948.htm>

THCU – The 8 Steps to Developing a Health Promotion Policy

[http://www.thcu.ca/resource\\_db/pubs/489887946.pdf](http://www.thcu.ca/resource_db/pubs/489887946.pdf)

THCU – Developing Health Promotion

Policies [http://www.thcu.ca/resource\\_db/pubs/539372877.pdf](http://www.thcu.ca/resource_db/pubs/539372877.pdf)

## Sample Workplace Policy Template

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Policy:  
Policy #:  
Approved by:  
Effective:  
Revised:

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**PREAMBLE:**

**POLICY:**

**SCOPE:**

**PROCEDURE:**

Adapted from

Insert Policy Number here

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## 1. Breast Feeding Friendly Workplace Policy (Sample)

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Policy: **Breast Feeding Friendly Workplace**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** Employees who wish to breastfeed upon returning to work after a parental leave will be ensured of an appropriate and supportive environment within the workplace to breast feed their infants and will be allowed time to do so.

### **POLICY:**

(Company name) promotes breastfeeding and in accordance with the World Health Organization (WHO)<sub>1</sub> and the Ontario Human Rights Code<sub>2</sub>, and is committed to providing a working environment that is conducive to breastfeeding.

**SCOPE:** all employees who choose to breastfeed upon their return to work

### **PROCEDURE:**

Employees wishing to breastfeed upon return to work from parental leave will inform their Director/Manager who will ensure appropriate facilities are available.

The manager will ensure that the employee has access to a private room in order to breastfeed or express milk.

Employees who choose to have their babies brought to work by the caregiver at break and/or lunch time to be breastfed will be accommodated to do so.

Refrigeration facilities will be provided in order to store expressed breast milk.

### **References**

1. World Health Organization. *Evidence For the Ten Steps to Successful Breastfeeding* (pp. 6-13).
2. Ontario Human Rights Commission. *Policy on Pregnancy and Breastfeeding*, September 11, 1996

Insert Policy Number here  
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**Additional Sample Healthy Workplace Policies:**

Carleton University

<http://www2.carleton.ca/healthy-workplace/ccms/wp-content/ccms-files/CU-Healthy-Workplace-Policy.pdf>

Northern Ireland Civil Service

[http://www.nicsohs.gov.uk/workplace\\_policy.pdf](http://www.nicsohs.gov.uk/workplace_policy.pdf)

University of Western Ontario

[http://www.usc.uwo.ca/government/documents/policies\\_procedures/HumanResources/Workplace%20Wellness%20Policy.pdf](http://www.usc.uwo.ca/government/documents/policies_procedures/HumanResources/Workplace%20Wellness%20Policy.pdf)

Government of Nova Scotia

<http://www.gov.ns.ca/treasuryboard/manuals/PDF/500/50606.pdf>

Insert Policy Number here  
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## 2. Emergency Preparedness (at work) Policy (Sample)

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Policy: **Emergency Preparedness (at work)**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** To ensure that all staff are aware of (company name) role in and response to emergencies and disasters occurring within the \_\_\_\_\_ community

**POLICY:**

The (company name) Emergency Response Manual and Procedures will be reviewed annually by the Emergency Planning Manager with all employees. (Company name) will ensure that all staff have access to a copy of the current (company name) Emergency Response Manual, which shall be kept in easily identifiable, accessible and well recorded locations.

**SCOPE:** The policy applies to **all** (company name) employees

**PROCEDURE:**

In the event of an emergency, staff will follow the protocols and fan-out communication practices as outlined in the (company name) Emergency Response Manual.

Three copies of the Emergency Response Manual will be distributed to each Director and Manager: One copy for the office, one at home and one for their vehicle.

Emergency response expectations will be reviewed bi-annually with all staff at (company name)

Insert Policy Number here  
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### 3. Fragrance Free Environment (Sample)

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Policy: **Fragrance Free Environment**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** Some people have become very sensitive to certain chemicals as a result of past exposures. They can suffer a wide range of health effects such as rashes, severe headaches, nausea, dizziness and fatigue, whenever they are exposed to very low levels of chemicals in scented products.

Most people on a daily basis use soap, shampoo, deodorant, laundry products, hair spray, lotions, cosmetics and fragrances. The potential impact of chemicals in scented products on human health is magnified because people spend much of their time indoors. Many products such as flowers, air deodorizer and latex balloons may be brought into the workplace.

Section 25 (2) (h) of the Occupational Health and Safety Act imposes an employer requirement to take every precaution reasonable in the circumstances for the protection of the worker. This requires the employer to limit the exposure of workers to chemical substances.

Several scented products are respiratory irritants and are known triggers for asthma, allergies and migraines. Even people that do not have pre-existing health problems can have an irritation to their upper airways, eye symptoms and general malaise. For people who report *multiple chemical sensitivity or environmental illnesses*, their ability to function depends on having air free of chemicals. Even low levels of the stimuli may trigger reactions in people reporting these conditions.

A worker who experiences these adverse health effects when exposed to scented products has a legal right to refuse to work in a situation that is likely to endanger himself or herself. This right is outlined in Section 43 (3) (b) of the Occupational Health and Safety Act. Therefore, (company name) must take action to limit these exposures.

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**POLICY:** (company name) supports the creation of a fragrance free environment so that chemical barriers will not prevent access to [insert workplace name] for people having chemical sensitivities.

**SCOPE:** All staff and visitors are asked to refrain from using, wearing, and bringing scented products and materials into (company name) properties and buildings.

**PROCEDURE:**

**A. To limit exposure staff are encouraged to:**

1. Use non-scented body products (e.g. perfume, cologne, lotions, scented hair products, etc...)
2. Refrain from the use of optional items that give off scents (i.e. any type of air fresheners, potpourri and flowers).
3. Air-out recently dry-cleaned clothing before wearing to work.
4. Use the least toxic cleaning products, disinfectants and paints that are commercially available and store these products in tightly closed, ventilated areas away from staff and visitors.

**B. Notifications**

1. Ensure that signage informing staff and visitors of these guidelines are posted at the entrance to the building and in common congregation areas, such as waiting rooms and washrooms.

The signage shall state – *Scented products can cause allergic reactions and respiratory distress. Staff and visitors are encouraged not to wear or use any scented products while working at (company name).*

2. Where appropriate, include the following statement on flyers advertising events to be held at (company name) "*Scented products can cause allergic reactions and respiratory distress. Staff and visitors are encouraged not to wear or use any scented products while at (company name)*

- 3 In reaction to an exposure, staff are requested to:
  - Remove yourself from the exposure and,
  - Report to your immediate supervisor as soon as possible

Adapted from an existing Fragrance Free Policy – July 2001

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## **Additional Scent-Free Policies**

Canadian Centre for Occupational Health and Safety

[http://www.ccohs.ca/oshanswers/hsprograms/scent\\_free.html](http://www.ccohs.ca/oshanswers/hsprograms/scent_free.html)

Policy for Developing a Scent-free Workplace – The Lung Association

[http://www.lung.ca/\\_resources/DevelopingaScentfreePolicyforaWorkplace.pdf](http://www.lung.ca/_resources/DevelopingaScentfreePolicyforaWorkplace.pdf)

Insert Policy Number here  
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#### 4. Healthy Workplace Policy (Sample)

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Policy: **Healthy Workplace Policy**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** (Company name) believes that our employees are our most valued assets. We are committed to maintaining a safe and healthy work environment and this is a shared responsibility of all employees at (company name).

We recognize that the individual health practices of our employees' impacts our organization just as our organization impacts their health. Therefore, we seek to enhance the health of our employees, create a positive work environment and enable all employees to develop to their fullest potential. This fosters a healthy workplace culture with improved morale, increased productivity and enhanced work-life-family balance for all.

**POLICY:**

This policy ensures the provision of a safe and healthy work environment within a culture where all employees feel secure and are supported in making healthy lifestyle choices that result in personal, intellectual and professional growth.

**SCOPE:** This policy applies to all employees and volunteers of (company name).

**PROCEDURE:**

A Healthy Workplace committee will be developed and will include representation from management, union, each department, and Human Resources.

The committee will assess our employee wellness needs by surveying employees.

The committee will develop a plan for wellness initiatives to address the needs of the employees revealed through the survey.

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The committee will use various methods to communicate wellness initiatives that enhance employee well-being.

The committee will implement and evaluate initiatives

The committee will revise plans as needed to ensure a sustainable program

Insert Policy Number here  
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## 5. Hours of Work and Associated Overtime Policy (Sample)

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Policy: **Hours of Work and Associated Overtime**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** The regular scheduled hours of work at (company name) are between 8:30 am and 5:30 pm, for a total of 40 hours from Monday to Friday but may include Saturday. Overtime at (company name) is defined as any hours worked by an employee outside of the normally expected 40 hours of work between Monday and Saturday in any given week.

### **POLICY:**

Recognizing that shift work may: impact employees work productivity; affect their general health and; may increase stress in their personal life, fair and equitable remuneration (money or time back) will be provided to employees of (company name) to recognize the sacrifices made to accommodate these expectations.

**SCOPE:** all non-management employees of (company name) will be covered by this policy

### **PROCEDURE:**

- Employees may be required to work reasonable overtime which must be agreed to, and approved by, the immediate manager prior to being worked.
- Flexing the normal hours of a work-day or week is encouraged rather than the employee working overtime hours.
- Overtime will not be applicable if hours are worked on Saturday as it is part of a normal work week. However, Sunday is not part of a normal work week and employees will be paid overtime at one and a half times the normal rate of pay when work on Sunday is required.
- Employees may, by mutual agreement with their manager, be granted the equivalent time off in lieu of paid overtime. (i.e. 4 hours worked = 6 hours off) Time off in lieu must be taken within 2 (two) weeks of working such time or it will be forfeited.
- Payment or time-off in lieu of overtime worked will be determined in accordance with the contract and the employees' preference.

Insert Policy Number here

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## 6. Infection Control Policy (Sample)

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Policy: **Infection Control**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** To ensure all (company name) employees are: 1) aware of, and use routine infection control precautions and; 2) are aware of recommended immunizations for adults that help to prevent the transmission of infections amongst employees.

**POLICY:**

All staff will adhere to routine infection control precautions and will keep immunization status up to date in accordance with Ministry of Health recommendations and company policies.

**SCOPE:** all employees of (company name)

**PROCEDURE:**

Directors/Managers will ensure that appropriate Infection Control Procedures and Policies are reviewed at least annually with staff.

Routine precautions information appropriate to the job position held will be reviewed annually and adhered to by employees. This will include information regarding but not limited to:

- Hand hygiene -Waterless hand wash solutions will be provided where appropriate
- Information about recommended and mandatory (required by company name) immunizations will be provided.
- Sick/illness leave policies and procedures for not coming to work ill and reporting illness to manager

When reviewing these infection control policies with employees consider:

- The individual responsibility of each employee to prevent the spread of infections.
- Following correct reporting procedures
- Including information in employee orientation and annually thereafter through ongoing education opportunities
- Providing Medical first aid training for core group of employees
- Providing First Aid equipment and supplies in strategic places throughout (company name) facilities

Insert Policy Number here

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## 7. Mental Health Promotion Policy (Sample)

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Policy: **Mental Health Promotion**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** (Company name) is committed to protecting the health, safety and welfare of our employees. We acknowledge that identifying and reducing workplace stressors is a health and safety issue that we can affect.

**POLICY:**

(Company name) will identify possible workplace stressors through risk assessments and will eliminate or reduce them where possible. Managers at (company name) will receive training in good management practices to identify and lessen workplace stress. Employees can access confidential, free stress counseling through company EAP benefits.

**SCOPE:** This policy applies to all employees of (company name)

**PROCEDURE:**

Managers:

- Ensure good communication especially in times of change
- Ensure staff are fully trained to do their jobs and are provided professional development opportunities as needed and available
- Monitor workloads, overtime requirements and vacation allotments
- Attend training to recognize and deal with harassment and bullying
- Support staff experiencing stress in their personal lives (i.e. bereavement, divorce, illness etc)
- Support employees who have been on sick leave and help to facilitate their return to work
- Monitor and review the effectiveness of measures to relieve stress

Employees:

- Bring issues of concern to health and safety representatives, occupational health representatives and/or managers
- Access EAP benefits as needed

(Adapted from [www.hse.gov.uk/stress/pdfs/examplepolicy.pdf](http://www.hse.gov.uk/stress/pdfs/examplepolicy.pdf) Nov 2010)

Insert Policy Number here  
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## 8. Personal Injury Policy (Sample)

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Policy: **Personal Injury Prevention**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** (Company name) will support and promote personal injury prevention safety practices of employees.

**POLICY:**

Staff must discuss potential/perceived risk situations with their director/manager prior to engaging in work-related situations where their physical safety is threatened.

Employees must leave situations where they feel their physical safety is threatened.

All instances where employees are assaulted or threatened by verbal or physical gestures must be reported to their director, manager and the police and then documented appropriately.

**SCOPE:** All employees of (company name) are covered by this policy

**PROCEDURE:**

Employees must:

- Comply with all health and safety policies of (company name).
- Report all potential or actual threats to the employees' personal safety liaison.
- Participate in the development and implementation of a personal safety plan.

Managers must:

- Discuss the risks with the employee and determine together whether or not to proceed with the interaction or situation.
- Develop a safety or emergency plan with the employee.
- Document all reported concerns or incidents.

Direct threats to an employee's personal physical safety should be reported to the local police service for the appropriate documentation and follow-up.

Insert Policy Number here

## 9. Physical Activity at Work Policy (Sample)

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Policy: **Physical Activity at Work**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** Regular physical activity is known to have positive impacts on health. A minimum of 150 minutes of physical activity weekly will reduce the risk of heart disease by 50 per cent along with a decreased risk of diabetes, stress, osteoporosis and lower back pain (Benchmarks Study, 1997, CFLRI).

**POLICY:**

(Company Name) is committed to creating a work environment that promotes employee health, physical activity and contributes to the health of our community.

(Company name) will support Employee Wellness Committee driven opportunities that:

- Increase employee awareness of the health benefits of being physically active.
- Support and encourage physical activity for employees while at work

**SCOPE:** all employees of (company name)

**PROCEDURE:** All employees will have access to;

- Onsite facilities (i.e. showers, change rooms, bike racks) and fitness equipment free of charge or, cost sharing, or reimbursement of offsite fitness centre fees up to a maximum of \$200 per year, with submission of receipts.
- Office and plant area stretch breaks.
- Flextime to accommodate participation in physical activity programs/activities of the employees choice or as offered on work-time
- Regular educational sessions/programs and resources offered on physical activity, as well as regular reminders of the importance of eating healthy and physical activity while at work.
- A minimum of two social events for employees and their families that have a physical activity component that will be planned each year.
- A simple survey tracking their physical activity success.
- Rewards through an incentive program.

Insert Policy Number here

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## **10. Promoting Healthy Food Choices at Company Events and Meetings Policy (Sample)**

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Policy: **Promoting Healthy Food Choices at Company Events and Meetings**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** (Company name) is committed to supporting the provision of healthy eating food choices at meetings, workshops, educational sessions, and other planned events hosted by (company name) staff.

(Company name) wishes to be supportive to employees and others attending functions here, in their healthy eating practices and to provide guidelines for staff who are involved in planning and organizing functions (internal and external) where food will be served.

### **POLICY:**

When ordering or providing meals or refreshments for (company name) functions, staff will select healthy food choices that are consistent with the four food groups of Canada's Food Guide (see appendix A for list of recommended healthy food suggestions).

When selecting healthy foods, staff should choose local foods over imported foods whenever possible.

**SCOPE:** Applies to all employees responsible for planning, purchasing and preparing food for (company name) sponsored functions.

**PROCEDURE:** Ensure selections purchased or requested from a caterer meet the following list of recommendations (see appendix A Healthy Eating Practical Suggestions Checklist).

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## **Appendix A: Promoting Healthy Food Choices at Company Events and Meetings Policy (Sample)**

### **Healthy Eating Practical Suggestions Checklist**

#### **Planning Refreshments Options:**

- Make the healthiest choices possible when selecting food and beverages.
- Include vegetable and fruit options, whenever possible.
- Try new foods as an effort to increase variety. Variety promotes an adequate intake of essential nutrients and incorporates foods enjoyed by different cultural groups.

#### **Beverages:**

- Ensure that an ample amount of fresh water is available.
- Offer 100% pure fruit or vegetable juice rather than cocktail, punch, "ade" or nectar.
- Offer 2%, 1%, skim milk, or fortified beverages (e.g. soy drink).
- Provide milk in addition to cream for coffee and tea.
- Provide sweeteners for coffee and tea as well as sugar.
- If soft drinks are offered, ensure 50% of the choices offered are diet or calorie reduced.

#### **Breakfast:**

- Be selective. Offer foods such as fresh fruit; whole grain breads, toast, flat breads (spreads, margarine, and butter on the side) or a variety of lower-fat muffins; hot or cold whole grain cereal; lower-fat cheeses or yogurt.
- Consider lower-fat cooking methods for meat and alternatives e.g. poached, scrambled or boiled eggs or baked beans.

#### **Sandwiches:**

- Ask for sandwiches on an assortment of whole grain breads, pita, roti, tortillas, and rolls.
- Have a variety of lower-fat sandwich fillings such as tuna, salmon, refried beans, cooked lentils, grilled vegetables, lean roast beef, turkey, chicken, ham, pastrami, or lower-fat cheese. Include vegetarian fillings e.g. tofu, hummus, and shredded vegetables.
- Ask for sandwiches to include vegetable fillings such as lettuce, cucumber, tomato, grated red cabbage, peppers, or grated vegetables.
- Ask for sandwiches made with little or no mayonnaise, butter or margarine. Offer mayonnaise, butter or margarine on the side. Offer mustard, chutney, relish and hummus as alternatives.

Insert Policy Number here

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## **Appendix A: Promoting Healthy Food Choices at Company Events and Meetings Policy (Sample)**

### **Healthy Eating Practical Suggestions Checklist**

#### **Main Dishes:**

- Look for meatless dishes such as pasta with tomato sauce, vegetarian lasagna, stir-fried vegetables, chickpeas, kidney beans, lentils, soy products, or a rice casserole.
- Choose meat, fish, lentils, beans or poultry and vegetable dishes that are broiled, roasted or steamed instead of fried.
- Offer pasta dishes with a low fat sauce like tomato sauce rather than cream or meat sauces.
- Try to limit the size of main course items, e.g. 3 ounce portions of meat or one cup of pasta.

#### **Salads:**

- Have vegetable and fruit salads available.
- Emphasize Ontario seasonal vegetables for salads.
- Ask for dips made with plain yogurt or light sour cream.
- Choose lower-fat salad dressings or have salad dressings served on the side.
- Include hot (e.g. steamed vegetables) and cold salads (e.g. bean salad, green leafy salads).

#### **Desserts:**

- Offer fresh fruit or a fruit salad. Emphasize Ontario seasonal fruits.
- Choose lower-fat yogurt
- Have whole grain cookies available.
- If serving cake for a celebration, offer fruit along with it.

#### **Nutrition Breaks:**

- Ask for a variety of lower-fat muffins or bagels with lower-fat cheese or lower fat spreads (e.g. hummus, light cream cheese, jam).
- Order a basket of Ontario grown fruits, e.g. apples, peaches, strawberries, etc., depending on the season of the event. Ensure the fruit is thoroughly washed.
- Offer lower-fat cereal bars and/or yogurt (2% MF or less).
- Offer vegetables with lower fat dips.
- If higher fat/calorie desserts are ordered, specify small portion sizes e.g. two bite portions.

Insert Policy Number here  
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## **Appendix A: Promoting Healthy Food Choices at Company Events and Meetings Policy (Sample)**

### **Healthy Eating Practical Suggestions Checklist**

#### **Special Dietary Needs:**

- Ask participants if they have special dietary needs due to food allergies, intolerance, dietary restrictions, or cultural/religious reasons.
- Ensure that your menu includes adequate choices for those with special dietary needs.
- To consult with a Registered Dietitian, check Middlesex-London Health Unit web-site [www.healthunit.ca](http://www.healthunit.ca)
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#### **Preparation and Cleanup:**

- Clean all surfaces for food service, or cover with a clean tablecloth.
- Provide recycling bins for cans and bottles and enough bags for the other garbage.
- After service, clean all tables and work surfaces.

Insert Policy Number here  
Page 4 of 4

## 11. Reproductive Health Policy (Sample)

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Policy: **Reproductive Health Policy**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** (Company Name) is committed to providing a work environment which helps prospective parents have a healthy pregnancy and baby, continue their work responsibilities and resume work after their baby is born.

**POLICY:**

Pregnancy is a pivotal point in the personal life of our employees and every effort will be made to accommodate a safe and healthy work environment during the pregnancy and a smooth return to work for both parents.

**SCOPE:** all employees of (company name)

**PROCEDURE:**

Pregnant employees can be assured of a smoke free workplace.

Pregnant employees will be assigned to light duty work assignments, if necessary.

Pregnant employees are permitted to explore flexible, part-time and job sharing options if necessary.

An employee and family assistance program (EAP) is available to all staff. Employees on pregnancy leave will receive wage top-up until end of one year parental leave.

Employees on maternity leave can apply to extend their paternity leave up to 6 extra months if necessary.

Paid parental leave is available to either parent in whatever time frame is acceptable to the couple. (i.e. the couple may decide to split the parental leave between the parents) and this will be accommodated for employees of (company name) who are the non-childbearing parent.

Insert Policy Number here  
Page 1 of 1

## 12. Sick Leave Policy (Sample)

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Policy: **Sick Leave Policy**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** This policy will ensure employees are aware of their sick leave benefits and the process for documenting absenteeism.

**POLICY:**

Sick leave is to be used by employees who are ill. Sick leave accumulates at \_\_\_ days per month as per the collective agreement. Employees will receive a statement showing their accumulated sick leave credits annually.

**SCOPE:** This policy covers all union, non-union and management positions within (company name).

**PROCEDURE:**

- Notification of sick leave: Employees must notify immediate supervisor of inability to work using manager specified procedure on each work team.
- Return to work from sick leave: Employees must notify manager when reporting to work following a sick leave. Employee must provide a medical practitioner signed proof of illness notification for absences longer than 3 working days.
- Family health days: Each employee will be allowed a maximum of 10 days from their sick leave credits for tending to family illness concerns. Family is defined as, employees parent, step-parent, child, brother or sister.
- Medical appointments: Time off to attend personal medical appointments is allowed.
- Upon return to work the employee must complete a signed employee absence record and submit it to their immediate manager.

Insert Policy Number here

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### 13. Substance Misuse Policy (Sample)

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Policy: **Substance Misuse Policy (including suspicion of Drug and Alcohol use in the Workplace)**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** On and off the job involvement with alcohol or drugs can have adverse effects upon an individual employees health, the workplace, the integrity of the work products, the safety of other team members, the well being of our team member's families, and the ability to accomplish the goal of an alcohol and drug free work environment.

**POLICY:**

(Company name) will enforce zero tolerance for team members who arrive at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs on company property or during work time.

**SCOPE:** This policy applies at the workplace, to all team members of (company name) and also includes volunteers, visitors and subcontractors inside and outside of normal scheduled working hours.

**PROCEDURE:**

It is the responsibility of all supervisors to identify a situation in which they have concerns about an individual's ability to perform their job, and take appropriate steps.

Where necessary, they will remove any team member who is suspected of violating the provisions of this policy from (company name) premises, pending investigation and a decision on appropriate consequences including potential disciplinary action.

***NOTE:** Roles and responsibilities for supervisors and coworkers to follow when they suspect or know a fellow employees is using, or is under the influence of drugs or alcohol, at work, should be **clearly** stated in a workplace policy*

Insert Policy Number here  
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## 14. No Smoking Policy (Sample)

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Policy: **No Smoking Policy**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** To comply with the Smoke-Free Ontario Act (SFOA), which prohibits smoking in enclosed public places and enclosed workplaces in order to protect employees and the public from the hazards of second hand smoke.

### **POLICY:**

It is the policy of (company name) that there will be no smoking in all interior areas of the workplace, including workplace vehicles and jobsite trailers. (List any other areas that may apply to your workplace).

**SCOPE:** This policy applies to all employees at (company name), whether they are acting in their course of employment or not. This policy also applies to visitors.

### **PROCEDURE:**

- 1.** Smoking is prohibited in all interior areas of the workplace, including company vehicles and vehicles that are used for work purposes (list any other areas that may apply).
- 2.** Ashtrays and any object that serves as one should be removed from the workplace.
- 3.** Smoking is prohibited at all times, with the exception of during specified breaks, at which time the employee must smoke in designated outdoor areas.
- 4.** No Smoking signs must be posted at all entrances and exits, washrooms, and in workplace vehicles.
- 5.** If an employee does not comply with this policy, the issue will be dealt with according to the established procedures of the workplace.
- 6.** Employees who are interested in quitting smoking, or who have any questions or concerns with the policy may contact [*name of contact and position*].

Resource: Smoke-Free Ontario Act - Fact Sheet

[http://www.mhp.gov.on.ca/english/health/smoke\\_free/fact\\_sheets/employer\\_sandemployees.pdf](http://www.mhp.gov.on.ca/english/health/smoke_free/fact_sheets/employer_sandemployees.pdf)

Insert Policy Number here

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## 15. **Smoke-Free Environment** (Sample # 2 - for Health Care Facilities)

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Policy: **No Smoking Policy**

Policy #:

Approved by:

Effective:

Revised:

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**Purpose:** (Company name) is committed to providing a safe and healthy environment for employees, patients, volunteers, students, visitors, physicians and contractors. This keeps the focus of health care as much on prevention of illness as it is on the treatment of disease. Therefore, (company name) will maintain a smoke-free environment.

Smoking has many proven health risks for both the smoker and non-smoker exposed to second hand smoke. Smoking prior to surgery increases the risk of infection and postoperative complications<sup>1</sup>. The most frequently diagnosed cancer in Ontario is lung cancer and it is the most preventable<sup>2</sup>.

### **Policy**

The (Company name) is a 100% smoke-free health care facility.

1. All persons on company property including the parking lots and grounds are prohibited from smoking. Smoking is allowed on public property such as City maintained sidewalks or beyond the tree line should there be no sidewalk.
2. Smoking while in a vehicle that is parked on company property is prohibited.
3. It is the responsibility of all managers, employees and physicians of (company name) to communicate, promote and support this policy.

### **ENFORCEMENT:**

- All staff, physicians, volunteers, students, visitors, patients and contractors are expected to comply with the Smoke-Free Environment Policy. Prior to reporting anyone who is found violating the policy, all staff, physicians, volunteers, students, visitors, patients and contractors of (company name) should direct the individual(s) who is smoking to the nearest public property if they wish to continue smoking.

Insert Policy Number here

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<sup>1</sup> Ontario Anesthesiologist, "Stop Smoking for Safer Surgery", letter to Mr. Paul Collins dated June 30, 2009

<sup>2</sup> Canadian Tobacco Use Monitoring Survey 2005-Canadian Cancer Society website  
[http://www.cancer.ca/Ontario/Prevention/Quit%20smoking/OD-Ontario%20tobacco%20stats.aspx?sc\\_lang=en](http://www.cancer.ca/Ontario/Prevention/Quit%20smoking/OD-Ontario%20tobacco%20stats.aspx?sc_lang=en).

- Violations are to be reported to any Manager or to Security.
- Employee infractions will be addressed through progressive discipline up to and including termination as outlined in the Employee Corrective Action Policy.
- Visitors who are observed to be non-compliant with the Smoke-Free Environment Policy should be reminded that there is no smoking on the property. If they continue to be non-compliant, call Security at which point they will be directed to leave the property by security and/or individual in charge of the area. In the event that a person refuses to comply with leaving property, the person may be charged under the Trespass to Property Act.
- Upon registration, patients will be informed of the Smoke-Free Environment Policy. When they are identified as a smoker through the nursing evaluation, the "Smoking Information Sheet" will be provided and discussed with the patient outlining the policy as well as offering nicotine replacement therapy (NRT).

**Signage:**

No smoking signs will be prominently displayed at all entrances and other appropriate locations.

**Departments Affected**

All departments

**References**

Ontario Anesthesiologist, "Stop Smoking for Safer Surgery", letter to Mr. Paul Collins dated June 30, 2009

Canadian Tobacco Use Monitoring Survey 2005-Canadian Cancer Society website

[http://www.cancer.ca/Ontario/Prevention/Quit%20smoking/OD-Ontario%20tobacco%20stats.aspx?sc\\_lang=en](http://www.cancer.ca/Ontario/Prevention/Quit%20smoking/OD-Ontario%20tobacco%20stats.aspx?sc_lang=en)

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## **Additional Smoke-Free Policies and Resources**

Smoke- Free Ontario

<http://www.mhp.gov.on.ca/en/smoke-free/>

Smoke-Free Ontario Act

[http://www.health.gov.on.ca/english/public/updates/archives/hu\\_04/hu\\_tobacco\\_leg.html](http://www.health.gov.on.ca/english/public/updates/archives/hu_04/hu_tobacco_leg.html)

Canadian centre for Occupational Health and Safety

[http://www.ccohs.ca/oshanswers/psychosocial/ets\\_resolutions.html](http://www.ccohs.ca/oshanswers/psychosocial/ets_resolutions.html)

Sample Workplace Smoke-Free Policy

[http://www.ccohs.ca/oshanswers/psychosocial/ets\\_resolutions.html#\\_1\\_14](http://www.ccohs.ca/oshanswers/psychosocial/ets_resolutions.html#_1_14)

Resources on Smokefree Workplace Policies

<http://www.globalsmokefree.com/gsp/ficheiro/116%2B.pdf>

Insert Policy Number here  
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## 16. Smoke Free Workplace Policy (Sample)

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Policy: **Smoke Free Workplace**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** A smoke free workplace will benefit the health of all (company name) employees.

**POLICY:**

All company facilities, including company vehicles must be smoke free.

No person will smoke within 9 meters (30 feet) of any entrance or building.

No ashtray receptacles will be within 9 meters (30 feet) of any entrance or building.

**SCOPE:** This policy applies to all employees of (company name)

**PROCEDURE:**

- Bilingual no smoking signs will be posted at each entrance to (company name)
- Bilingual no smoking signs will be visible in all company vehicles.
- Employees will be advised of the Smoking Cessation Incentive Policy effective (date) open to all smoking employees of (company name)

## 17. Smoking Cessation Policy (Sample)

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Policy: **Smoking Cessation**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** To optimize the health of (company name) employees and their spouse/partner by supporting non-smoking behaviour and smoking cessation.

**POLICY:**

Recognizing the importance of individuals being supported in their efforts to quit smoking, this policy extends to the spouses or partners of (company name) employees.

(Company name) will support employees and/or their spouse or partner in efforts to quit smoking by contributing \$200 to each one who quits for one year (i.e. maximum \$400 per couple that includes at least one employee of (company name)).

**SCOPE:** All (company name) employees and their spouse/partners who smoke

**PROCEDURE:**

- The employee who intends to quit smoking chooses a non-smoking, cessation buddy from within the employee pool at (company name) and the buddy consents to, serve as the buddy and to provide written proof of the employees smoking cessation efforts.
- The employee (and spouse/partner if applicable) will notify the manager of his/her/their, intention to quit smoking, the method chosen for cessation, (a self help program, pharmacological aids etc). and the date they will actually quit smoking, who their non-smoking, cessation buddy from (company name) will be
- The employee and spouse/partner (if applicable) must provide a signed declaration from their smoking cessation buddy naming them as the "witness to the fact" that the employee has not smoked for 12 months
- An employee and their spouse/partner who has not smoked for 12 months after their quit date, can then submit the declaration form to the manager and then they will receive a cheque in the amount of \$200 (or \$400 per couple)

Employees and their spouse/partner are only eligible to participate **once** in this smoking cessation incentive program.

Insert Policy Number here

## 18. Sun/UV Safety Policy (Sample)

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Policy: **Sun/UV Safety**

Policy #:

Approved by:

Effective:

Revised:

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### **PREAMBLE:**

(Company Name) is committed to protecting our employees from the effects of exposure to solar ultraviolet radiation

### **POLICY:**

Significant health risks are associated with overexposure to UV radiation and (company name) will provide resources, information and products to mitigate the effects of sun exposure for employees who must work outside

### **SCOPE:**

This policy applies to every employee of (Company name) where outdoor work is required

### **PROCEDURE:**

Managers are encouraged to,

- monitor the daily UV index ([www.weathernetwork.com](http://www.weathernetwork.com))
- minimize outdoor work expectations during peak UV hours i.e. 11 am – 4 pm
- if work or times cannot be changed, consider rotation of workers
- provide personal protective equipment to the workers (sunscreen, long sleeved, light coloured, loose fitting clothing made of tightly woven fabric
- provide shade structures if shade is not readily available

Employees should,

- wear appropriate clothing that covers the skin (as above)
- wear sunglasses, hats that cover the nose, ears and back of neck and PABA free sunscreen and lip balm

(Company name) will provide for employees

- Sunscreen,
- wide brimmed hats
- information and awareness sessions annually

Insert Policy Number here

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## 19. Workplace Violence Prevention Policy (Sample)

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Policy: **Workplace Violence Prevention**

Policy #:

Approved by:

Effective:

Revised:

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**PREAMBLE:** Violence in the workplace or at work-related activities by an employee is unacceptable and will not be tolerated by any other employee at (company name).

**POLICY:**

(Company name) will strive to prevent the occurrence of workplace violence by assessing potential risk factors, increasing staff awareness and supporting and implementing the appropriate prevention and safety measures.

**SCOPE:** This policy applies to all employees of (company name).

**PROCEDURE:**

(Company name) will make every reasonable effort to identify potential sources of violence, and work collaboratively to eliminate or minimize these risks.

All reported concerns, threats, or incidents of violence within the workplace or at work-related activities will be followed up, as appropriate.

Upon employment, all staff will be oriented to the Workplace Violence Prevention Policy.

Employees are expected to:

- Identify potential risks and/or incidents of workplace violence
- Report all potential or actual incidents; and participate in the development and/or implementation of strategies to resolve identified safety issues or hazards.
- Know and follow the *Corporate Code of Conduct* (which emphasizes integrity, respect, responsibility, fairness, caring and citizenship in the workplace).

Directors/Managers will:

- Communicate this policy to all employees.
- Assess Potential Risk Factors.
- Ensure the provision of employee awareness and training.

Insert Policy Number here

If the employee's concern involves their own Director/Manager, the employee is advised to report to:

- Human Resources and/or Union representatives, the area Director or manager, a representative of the JOHSC, or another director or manager

All reported concerns will be treated confidentially, except when it is necessary to take steps to ensure the safety of others and/or prevent an incident from occurring. It may be necessary to contact the police

In the case of a threat or incident of workplace violence, where an employee of (company name) is the aggressor, a progressive disciplinary process will be initiated. (See Policy re: Progressive Discipline).

In the case of a threat or incident of workplace violence where a student or volunteer is the aggressor, this may result in the termination of their placement with (company name).

Each incident will be reviewed upon its resolution for lessons learned.

When appropriate, individuals involved in an incident may also be requested to participate in information debriefing, to ensure that the incident is appropriately documented, and to allow for the opportunity to make comments and voice concerns/issues.

As appropriate, Human Resources is to be consulted to ensure that the employee receives further counseling about their legal rights.

The Workplace Violence Prevention policies will be reviewed and evaluated at least every \_\_\_years. This will include a review and re-assessment of workplace risks. New jobs are created or job descriptions are substantially changed.

Insert Policy Number here  
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