



## CREATING PHYSICAL ACTIVITY IN THE WORKPLACE

*Health*  
at Work 4 All!



## Acknowledgements



For more information on Creating a Healthy Workplace  
contact the Healthy Communities & Injury Prevention Team at  
519-663-5317 ext. 2220



Information is for general informational purposes and is subject to change. Although our goal is to provide current and accurate information, the Middlesex-London Health Unit is not responsible for any damages resulting from incorrect or out-of-date information. (Revised 2016)

## Introduction

### Physical Activity and the Workplace

Employees who are more active benefit the workplace! A workplace that supports physical activity will help employees achieve optimal health and success at work! It also makes good business sense because a healthier workforce is associated with<sup>1</sup>:

- Improved productivity with energized employees
- Reduced health care costs
- Decreased rate of turnover
- Lower injury rates
- Lower employee absenteeism due to illness



### Physical Inactivity:

- Is a recognized public health issue in Canada and globally
- Has been identified as the fourth leading risk factor for global mortality causing an estimated 3.2 million deaths globally<sup>2</sup>
- Is a major contributor to chronic disease and health care spending in Canada. Specifically, 15% to 39% of the seven chronic diseases examined were attributable to physical inactivity. (coronary artery disease (CAD), stroke, hypertension, colon cancer, breast cancer (women only), type 2 diabetes and osteoporosis)<sup>3</sup>

**The bottom line: Physical Activity is essential to good health!**

Making positive changes and supporting **physical activity** in the workplace can lead to improved employee health and well-being. This leads to improved employee satisfaction and commitment, and contributes to a more productive workforce.

## ‘Creating Physical Activity in the Workplace’

provides:

- ❖ Physical Activity recommendations for adults, 18-64 years
- ❖ Suggested activities to assist employers to support active workplaces
- ❖ Resources for both the employer and employee

## Policy

Commitment to physical activity is best demonstrated to employees by establishing a physical activity policy. For support with modifying an existing workplace policy to include physical activity or to create a new physical activity policy contact the Middlesex-London Health Unit, Healthy Communities & Injury Prevention team at 519-663-5317 ext. 2220.



For other workplace wellness resources, visit <http://www.healthunit.com/workplace-health>

For information on the [Canadian Physical Activity Guideline Scientific Statement for Adults-18-64 Years](http://www.csep.ca/CMFiles/Guidelines/CanadianPhysicalActivityGuidelinesStatements_E%203.pdf) including the definition of “apparently healthy adult” visit [http://www.csep.ca/CMFiles/Guidelines/CanadianPhysicalActivityGuidelinesStatements\\_E%203.pdf](http://www.csep.ca/CMFiles/Guidelines/CanadianPhysicalActivityGuidelinesStatements_E%203.pdf)

For information that supports the **Business Case** visit:

[Alberta Centre for Active Living- Physical Activity @ Work @](http://www.ualberta.ca/~active/workplace/beforestart/benefits-bottom-line.html)  
<http://www.ualberta.ca/~active/workplace/beforestart/benefits-bottom-line.html>

[Public Health Agency of Canada-Healthy Living Unit @](http://www.phac-aspc.gc.ca/hp-ps/hl-mvs/hlu-umvs/index-eng.php)  
<http://www.phac-aspc.gc.ca/hp-ps/hl-mvs/hlu-umvs/index-eng.php>



# Facts

## Physical Activity

**Any bodily movement produced by skeletal muscles that requires energy expenditure increasing heart rate and breathing<sup>4</sup>  
{Canadian Society for Exercise Physiology (CSEP)}**

**Being physically active has so many benefits...**

- Better health
- Improved endurance/aerobic ability
- Stronger muscles and bones
- Improves energy levels
- Improves mental health
- Maintain mobility
- Improves ability to be independent as one ages
- Improves mood and self-esteem
- Helps to cope with stress
- Helps maintain a healthy body weight
- And provides enjoyment

**According to the Canadian Physical Activity Guidelines, regular physical activity can improve health by lowering the risk of developing...**

- Heart disease
- Stroke
- High blood pressure
- Certain types of cancer (such as breast cancer, colon cancer)
- Type 2 Diabetes
- Osteoporosis



## Physical Inactivity:

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- According to the World Health Organization, physical inactivity has been identified as the fourth leading risk factor for global mortality causing an estimated 3.2 million deaths globally<sup>2</sup>
- Is a major contributor to chronic disease and health care spending in Canada. Specifically, 15% to 39% of the seven chronic diseases examined were attributable to physical inactivity. (coronary artery disease (CAD), stroke, hypertension, colon cancer, breast cancer (women only) , type 2 diabetes and osteoporosis)<sup>3</sup>
- Obesity is costing Ontario \$4.5 billion a year or about \$313 per person each year<sup>5</sup>
- According to the Canadian Health Measures Survey, about 1 in 5 adults achieve the recommended levels of 150 minutes of moderate –to-vigorous activity (MVPA) ( in 10 minute bouts) as set out by the Canadian Physical Activity Guidelines<sup>6</sup>

## Resources

For more information and/or copies of the [Canadian Physical Activity Guidelines](#), visit <http://www.csep.ca/home>

The [Health at Work 4 All!](#) manual provides a model and framework, and outlines the process for employers to create and implement their own workplace wellness program.

Health at Work 4 All! <http://www.healthunit.com/workplace-health>

# How much Physical Activity is Enough?

Physical Activity is important throughout the lifespan. The [Canadian Society for Exercise Physiology \(CSEP\)](#) has developed guidelines for the early years (0-4 years), children and youth (5-17 years), adults (18-64 years) and the older adults (65 years & older). These guidelines are relevant to all apparently healthy individuals.

Copies for your employees and members of their family, can be downloaded for free from the [Canadian Society for Exercise Physiology](#) website.



## Physical Activity Guidelines for Adults (18-64 years)

The [Canadian Physical Activity Guidelines for Adults - 18 to 64 Years](#) identifies the amount, intensity and types of physical activity for health benefits<sup>4</sup>.

- To achieve health benefits, adults 18-64 years should accumulate at least 150 minutes of moderate to vigorous intensity aerobic physical activity per week in bouts of 10 minutes or more.
- It is also beneficial to add muscle and bone strengthening activities using major muscle groups, at least 2 days per week.
- More daily physical activity provides greater health benefits.

**NOTE:** It is recommended that everyone consult a health professional prior to starting any physical activity program. If you have never been active or have been inactive for a while, complete a [Physical Activity Readiness Questionnaire](#).

**Any amount of physical activity is considered better than no physical activity at all!**

## Resources

- Copies of the [Canadian Physical Activity Guidelines and the Sedentary Behaviour Guidelines](http://www.csep.ca/view.asp?x) can be found at the Canadian Society for Exercise Physiology at <http://www.csep.ca/view.asp?x>
- The [Physical Activity Resource Centre](http://parc.ophea.net/resource/adult-physical-activity-guidelines-poster) has developed an Adult Physical Activity Guideline poster that can be downloaded and used in your workplace. <http://parc.ophea.net/resource/adult-physical-activity-guidelines-poster>
- The Canadian Society of Exercise Physiology (CSEP) has [Physical Activity Readiness Questionnaires](http://www.csep.ca/view.asp?ccid=517) available (such as the PAR-Q & You) <http://www.csep.ca/view.asp?ccid=517>
- [Pregnancy and Physical Activity Resources](http://www.healthunit.com/physical-activity-pregnancy) are available on the Middlesex -London Health Unit website at <http://www.healthunit.com/physical-activity-pregnancy>

For information about the Canadian Physical Activity Guidelines and the 24-Hour Movement Guidelines For Children and Youth visit [Canadian Society for Exercise Physiology](http://www.csep.ca)

Pregnancy and Physical Activity resources are available at the [Middlesex-London Health Unit](http://www.healthunit.com/physical-activity-pregnancy) website at <http://www.healthunit.com/physical-activity-pregnancy>

For more information on Physical Activity and tips/community resources visit

1. [Middlesex-London Health Unit](http://www.healthunit.com/) website @ <http://www.healthunit.com/>
2. [In motion](http://www.inmotion4life.ca) website @ [www.inmotion4life.ca](http://www.inmotion4life.ca)

# Canadian Physical Activity Guidelines

**FOR ADULTS - 18 – 64 YEARS**

## Guidelines



To achieve health benefits, adults aged 18-64 years should accumulate at least 150 minutes of moderate- to vigorous-intensity aerobic physical activity per week, in bouts of 10 minutes or more.



It is also beneficial to add muscle and bone strengthening activities using major muscle groups, at least 2 days per week.



More physical activity provides greater health benefits.

### Let's Talk Intensity!

Moderate-intensity physical activities will cause adults to sweat a little and to breathe harder. Activities like:

- Brisk walking
- Bike riding

Vigorous-intensity physical activities will cause adults to sweat and be 'out of breath'. Activities like:

- Jogging
- Cross-country skiing

### Being active for at least **150 minutes per week** can help reduce the risk of:

- Premature death
- Heart disease
- Stroke
- High blood pressure
- Certain types of cancer
- Type 2 diabetes
- Osteoporosis
- Overweight and obesity

And can lead to improved:

- Fitness
- Strength
- Mental health (morale and self-esteem)

### Pick a time. Pick a place. Make a plan and move more!

- ☑ Join a weekday community running or walking group.
- ☑ Go for a brisk walk around the block after dinner.
- ☑ Take a dance class after work.
- ☑ Bike or walk to work every day.
- ☑ Rake the lawn, and then offer to do the same for a neighbour.
- ☑ Train for and participate in a run or walk for charity!
- ☑ Take up a favourite sport again or try a new sport.
- ☑ Be active with the family on the weekend!

**Now is the time. Walk, run,  
or wheel, and embrace life.**





# Now is the time to get up and get moving!



## Canadian Physical Activity Guidelines For Adults – 18 - 64 Years



To achieve health benefits, adults aged 18-64 years should accumulate at least 150 minutes of moderate – to vigorous – intensity aerobic physical activity per week, in bouts of 10 minutes or more.



It is also beneficial to add muscle and bone strengthening activities using major muscle groups, at least 2 days per week.



More physical activity provides greater health benefits.

# PAR-Q & YOU

(A Questionnaire for People Aged 15 to 69)

Regular physical activity is fun and healthy, and increasingly more people are starting to become more active every day. Being more active is very safe for most people. However, some people should check with their doctor before they start becoming much more physically active.

If you are planning to become much more physically active than you are now, start by answering the seven questions in the box below. If you are between the ages of 15 and 69, the PAR-Q will tell you if you should check with your doctor before you start. If you are over 69 years of age, and you are not used to being very active, check with your doctor.

Common sense is your best guide when you answer these questions. Please read the questions carefully and answer each one honestly: check YES or NO.

| YES                      | NO                       |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. <b>Has your doctor ever said that you have a heart condition <u>and</u> that you should only do physical activity recommended by a doctor?</b> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. <b>Do you feel pain in your chest when you do physical activity?</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. <b>In the past month, have you had chest pain when you were not doing physical activity?</b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. <b>Do you lose your balance because of dizziness or do you ever lose consciousness?</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. <b>Do you have a bone or joint problem (for example, back, knee or hip) that could be made worse by a change in your physical activity?</b>    |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. <b>Is your doctor currently prescribing drugs (for example, water pills) for your blood pressure or heart condition?</b>                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. <b>Do you know of <u>any other reason</u> why you should not do physical activity?</b>   |

If  
you  
answered

## YES to one or more questions

Talk with your doctor by phone or in person BEFORE you start becoming much more physically active or BEFORE you have a fitness appraisal. Tell your doctor about the PAR-Q and which questions you answered YES.

- You may be able to do any activity you want — as long as you start slowly and build up gradually. Or, you may need to restrict your activities to those which are safe for you. Talk with your doctor about the kinds of activities you wish to participate in and follow his/her advice.
- Find out which community programs are safe and helpful for you.

## NO to all questions

If you answered NO honestly to all PAR-Q questions, you can be reasonably sure that you can:

- start becoming much more physically active — begin slowly and build up gradually. This is the safest and easiest way to go.
- take part in a fitness appraisal — this is an excellent way to determine your basic fitness so that you can plan the best way for you to live actively. It is also highly recommended that you have your blood pressure evaluated. If your reading is over 144/94, talk with your doctor before you start becoming much more physically active.

### DELAY BECOMING MUCH MORE ACTIVE:

- if you are not feeling well because of a temporary illness such as a cold or a fever — wait until you feel better; or
- if you are or may be pregnant — talk to your doctor before you start becoming more active.

**PLEASE NOTE:** If your health changes so that you then answer YES to any of the above questions, tell your fitness or health professional. Ask whether you should change your physical activity plan.

**Informed Use of the PAR-Q:** The Canadian Society for Exercise Physiology, Health Canada, and their agents assume no liability for persons who undertake physical activity, and if in doubt after completing this questionnaire, consult your doctor prior to physical activity.

**No changes permitted. You are encouraged to photocopy the PAR-Q but only if you use the entire form.**

NOTE: If the PAR-Q is being given to a person before he or she participates in a physical activity program or a fitness appraisal, this section may be used for legal or administrative purposes.

"I have read, understood and completed this questionnaire. Any questions I had were answered to my full satisfaction."

NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF PARENT \_\_\_\_\_  
or GUARDIAN (for participants under the age of majority)

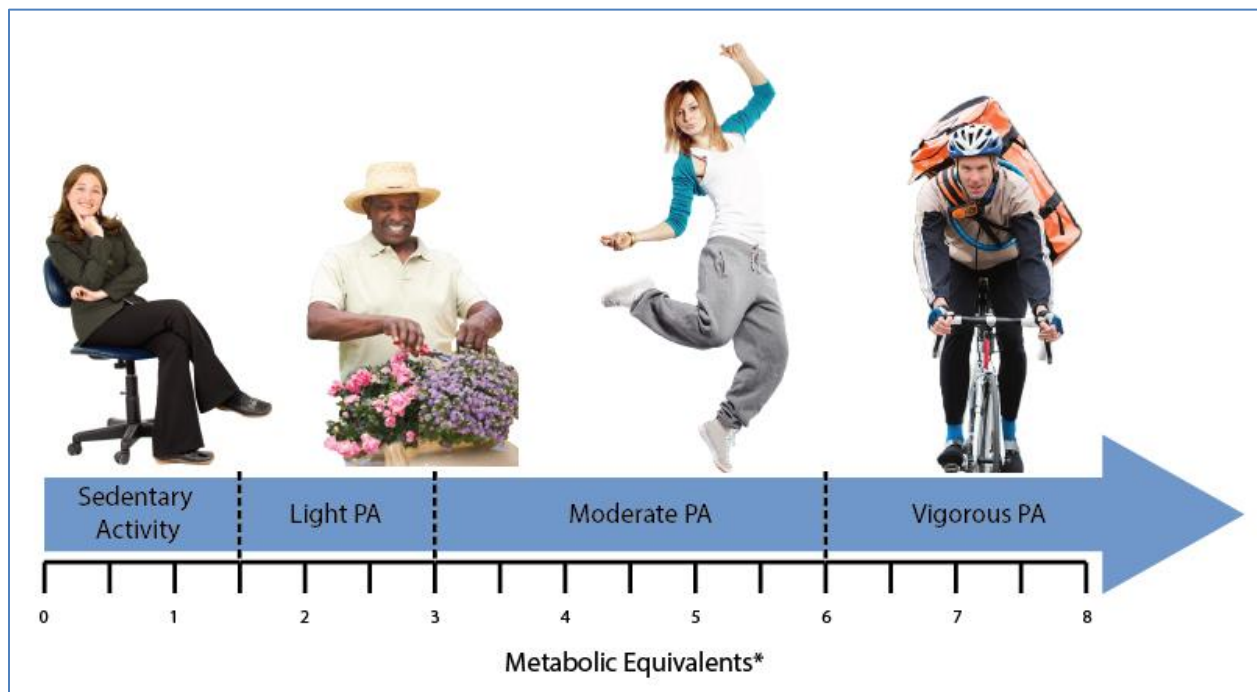
WITNESS \_\_\_\_\_

**Note: This physical activity clearance is valid for a maximum of 12 months from the date it is completed and becomes invalid if your condition changes so that you would answer YES to any of the seven questions.**

# Sedentary Behavior

Sedentary Behaviour describes any low intensity activity that you do while you are awake such as sitting or lying down. Low intensity activity has an energy expenditure of  $\leq 1.5$  metabolic equivalents.<sup>7</sup>

Sedentary behaviour at work includes: sitting at a desk, sitting during meetings, standing in the same spot for long periods of time, commuting in a vehicle to and from work or while on the job.



Reproduced with permission of Alberta Centre for Active Living

|   |   |   |
|---|---|---|
| The diagram above demonstrates the differences between being sedentary, light physical activity, moderate physical activity and vigorous physical activity. <sup>1,4,7,</sup> |   |   |
| <b>Sedentary Behavior</b>   | prolonged seating                           | spending less than 1.5 metabolic equivalents      |
| <b>Light Physical Activity</b>  | croquet, light gardening or watering plants | expending between 1.5 – 3.0 metabolic equivalents |
| <b>Moderate Physical Activity</b>   | dancing, walking briskly                    | expending between 3-6 metabolic equivalents       |
| <b>Vigorous Physical Activity</b>   | bicycling, running                          | expending between 6- 8 metabolic equivalents      |
| (PA- physical activity) (Metabolic equivalents- are units of energy expenditure)  |   |   |

**It is important to keep moving throughout the day!**



## **Promote Activities in your Workplace That Reduce Sedentary Time:**

- Stand-up stretches or take stand-up breaks
- Walk a longer route to do routine activities (e.g. going to the photo copy machine, lunch room, delivering a message to a colleague)
- Encourage quick, short, walks during breaks
- Encourage using stairs
- Stand up while talking on the phone
- Park at the far end of the parking lot to get some extra walking time
- Active transportation - walk, run, or cycle to work
- Take the bus, getting off several stops earlier and walk the rest of the way to work
- Co-ordinate workplace fun activities and challenges
- Hand-deliver a message to a colleague instead of using email or the phone



### **Something to keep in mind...**

**Physical Inactivity** is different than **Sedentary Behaviour**. Physical inactivity means not meeting the recommendations of the Canadian Physical Activity Guidelines for Adults.

The benefits of physical activity come from being physically active. To reduce the risk of being sedentary, you need to move more and sit less.

## Resources

For more tips visit [ParticipACTION](https://www.participaction.com/en-ca/peptalk/workplace-wellness) at <https://www.participaction.com/en-ca/peptalk/workplace-wellness>

For more information on sitting, visit [Canadian Centre for Occupational Health and Safety](http://www.ccohs.ca/oshanswers/ergonomics/sitting/sitting_overview.html) at [http://www.ccohs.ca/oshanswers/ergonomics/sitting/sitting\\_overview.html](http://www.ccohs.ca/oshanswers/ergonomics/sitting/sitting_overview.html)

For more information on Active Transportation, visit <http://www.healthunit.com/active-commuting-workplaces>



# Easy Ways to Stretch It Out!

Here are some supports to disseminate to employees to decrease sedentary activity. These can be performed at the employees work area or as an activity break during a meeting.

## A. On-Line Video-Resources for Stretching and Fitness at Work

### 1. [Alberta Centre for Active Living](#)

- [Exercising your Hands and Wrists @ Your Desk](#)
- [Stretching @ Your Desk - Stage 1a: Introducing the Exercises](#)
- [Stretching @ Your Desk - Stage 1b: Introducing the Exercises](#)
- [Stretching @ Your Desk - Stage 2a: Stretching in Your Office](#)
- [Stretching @ Your Desk - Stage 2b: Stretching in Your Office](#)
- [Stretching @ Your Desk - Stage 2c: Stretching in Your Office](#)
- [Yoga @ Your Desk - Part 1: Introducing the Exercises](#)
- [Yoga @ Your Desk - Part 3a: Varying the Exercises](#)
- [Yoga @ Your Desk - Part 3b: Varying the Exercises](#)



<http://www.ualberta.ca/~active/workplace/trr/tools/stretch-at-desk.html>

2. [A-B-E for Fitness](#) is an evidence –based program that offers 3-8 minute videos for office, work or waiting area. They are short videos that provide activity bursts that you can fit into your workday to break up sedentary behavior.

<http://abeforfitness.com/index.html>



## B. The Stretch Station

No matter how well a workstation is designed, problems may arise if attention is not paid to ergonomics and taking stretch breaks. Working at a computer or on the assembly line often involves very few changes in body position over a period of time. This lack of movement can lead to muscle pain and strain.

To relieve stress, refresh the mind and increase productivity, a short break is often the answer. But, sometimes employees cannot leave the office or plant to go for a walk. Creating a Stretch Station may be the answer.

Materials:

- Yoga mats, basic equipment i.e., stretch bands, light weights etc.
- Stretching guides /posters<sup>8</sup> (refer to the Canadian Centre for Occupational Health and Safety (CCOHS) web-site @ [https://www.ccohs.ca/Stretching- At the Workstation factsheet](https://www.ccohs.ca/Stretching-At-the-Workstation-factsheet) @ <http://www.ccohs.ca/oshanswers/ergonomics/office/stretching.html>
- Tension Relief: it's a stretch poster @ <http://www.ccohs.ca/products/posters/stretching.html>
- Room dividers for privacy

Provide employees with:

- a corner where they can distress and stretch
- stretching guides/posters to provide direction
- yoga mats and elastic bands for stretching

Use room dividers if your stretch station is not enclosed by walls to ensure privacy. Please note, some employees may feel comfortable doing stretches at their own workstation and not require privacy.

[Criteria for an effective stretching program](#) (PDF 425 KB)



# The Stretch Station

## Criteria for an effective stretching program:

- Warm-up before stretching
- Exercises should be tailored to commonly performed job duties (e.g. for those who work at the office, focus on stretches that involve the neck, shoulder and upper extremities)
- Stretch regularly
- Perform stretches correctly:
  - Hold each stretch for about 15-30 seconds
  - Try to do each stretch 2 or more times
  - Stretch bilaterally, emphasize tight muscles
  - Intensity should be to a gentle pull on muscles, it should not hurt
- Trained instructors could provide a baseline instruction session with employees to teach proper use of the equipment
- Compliance and use of the stretch station should be monitored
- Stretch at appropriate work times throughout the day



## Stress and Physical Activity

**According to the Middlesex - London Community Health Status Resource, 25.7% of people age 20 to 64 reported that most days at work were quite or extremely stressful in 2013/14.<sup>9</sup>**

Being physically active at work is a strategy for reducing the effects of stress. Being physically active for at least 150 minutes per week can lead to improved mental health (morale and self-esteem).

Take a stress break; include these physical activities into the day:

- Take regular stretch breaks
- Take a short brisk walk
- Do a physical activity with a colleague or friend at lunch

The [Canadian Mental Health Association](http://www.cmha.ca/) provides a [Stress Index](#) that employees can do to find out what their stress level is at the present time. This resource can also raise awareness about healthy lifestyle habits.

<http://www.cmha.ca/>

The [Take Your Break](https://workplacestrategiesformentalhealth.com/) section of the website [Workplace Strategies for Mental Health](https://workplacestrategiesformentalhealth.com/) provides healthy break activities. Using breaks to improve mental health can have a positive effect on wellness and productivity. [Take Your Break](https://workplacestrategiesformentalhealth.com/) provides a new idea each week. Activities can be done individually or as part of a team.

<https://workplacestrategiesformentalhealth.com/>



## Section 2 - Workplace Activities

Since it is important to decrease sedentary behaviour and to include some form of physical activity throughout the day, this section will provide simple, different examples of activities that can be encouraged in the workplace. Information and instructions for implementing activities in the workplace are provided.

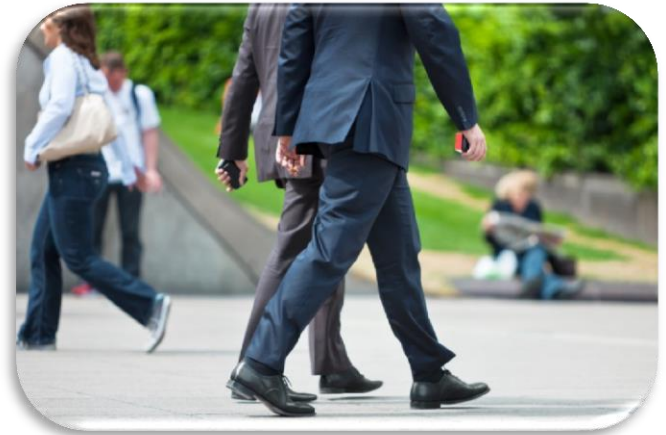
### I. Walking

**Walking** is a great way to be less sedentary and get more active. To get the required 150 minutes of moderate to vigorous intensity aerobic physical activity per week, include bouts of walking for 10 minutes or more. Walking is a great way to reach this goal!

### Strategies to incorporate Walking into the Workday

Encourage employees to:

- Bring and leave supportive footwear (i.e. sneakers) at work
- Walk during breaks and lunch time
- Park at the far end of the parking lot
- Take the stairs
- Start a walking group: promote a 10-15 minute brisk walk with colleagues, map out a safe route and increase the time gradually. Challenge each other and/or other departments to keep everyone motivated
- Have walking meetings



### Resources available for Workplaces

- The [Physical Activity Resource Centre](http://parc.ophea.net/walkthisway) (PARC) has **Walk This Way Kits** that can be ordered for free to assist with a walking program at your workplace. [Walk this Way](http://parc.ophea.net/walkthisway) is a free resource to promote walking and to support healthy walking habits. The kit includes a calendar to record your minutes and information on how to get started, tips and stretching.  
<http://parc.ophea.net/walkthisway>
- [City of London Bike and Walk Map](#) can be downloaded to identify walking paths near the workplace
- [Middlesex County Trails Guide](#) lists trails around the county





- [Canadian Centre for Occupational Health and Safety](#) has a Fact Sheet – Walking – Still Our Best Medicine
- [ParticipACTION](#) has an [8 week walking program](#) for beginners

## Sample E-mails

To inform and raise awareness of the importance of including some physical activity throughout the work day; here are a few sample e-mails that can be used.

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### *Fitting Physical Activity into your Work Day!*

**Did you know?** According to the [Canadian Physical Activity Guidelines](#), adults aged 18-64 years should accumulate at least **150** minutes of moderate to vigorous –intensity physical activity per week, in bouts of 10 minutes or more.

Here are some **physical activity tips** to help you get active during your work day

- Take the stairs
- Go for a brisk walk with colleagues during your lunch or coffee break
- Deliver messages in person to colleagues-take a walk to their desk
- Promote active breaks during meetings

By fitting physical activity into your daily life; you will feel better, increase your energy level, and improve your self-esteem.

For more information on physical activity visit the [Middlesex-London Health Unit](#)

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### *Time to Get Active!*

**Did you know?** Yes, you have time...Make **Physical Activity** part of your day! Add 10 minutes of physical activity here, and 10 minutes of physical activity there. It can begin to add up to 30 minutes or more a day and you will be on your way to leading a more active lifestyle that will benefit your health.

By fitting physical activity into your daily life, you will feel better, increase your energy level, and improve your self-esteem.

For more information on the Canadian Physical Activity Guidelines visit the [Canadian Society for Exercise Physiology](#)

For more information on physical activity visit the [Middlesex-London Health Unit](#)

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## II. Physical Activity Challenge

A **Workplace Physical Activity Challenge** is a great way to support employees to be more physically active. Employees track their physical activity minutes over a 30 day period (or whatever time frame your workplace establishes) and then submit their minutes for prizes. Prizes offer great incentive and make it fun! Participation can be as an individual or in teams. Physical activity minutes are tracked during and/or after work hours. Encourage employees to ideally work towards at least 150 minutes per week as per the [Canadian Physical Activity Guidelines](#) to achieve health benefits.

When starting a **Workplace Physical Activity Challenge**, consider the following:

- Striking a committee to run the Challenge
- Promotion (communications, posters, pay stubs, workplace newsletter, e-mail)
- Employee registration
- Method to tracking minutes electronically or on paper
- Prizes and incentives
- Strategies to keep everyone motivated during the entire Challenge
- Evaluation/learning about successes for next time!

A **Workplace Physical Activity Challenge** can motivate employees to increase their personal level of regular, daily physical activity. It will also enhance the workplace culture with the achievement of mutually achieved goals.



**Something to consider...**

# PHYSICAL ACTIVITY CHALLENGE LOG SHEET

**Write your weekly goal:**

[illegible]

## ***in motion***<sup>TM</sup> Community Challenge

The ***in motion***<sup>TM</sup> **Community Challenge** is a 31-day physical activity challenge held every **October** in London and Middlesex County. All you need to do is track your physical activity minutes for the month of October to help make **London and Middlesex County “Canada’s Healthiest Community”**.

It’s easy to join the **Challenge**:

1. Set a physical activity goal. Ask others to join or make a team.
2. Dance, run, swim, walk...
3. Track your minutes: ***in motion***<sup>TM</sup> Challenge App • Team Tracker • Tracking Calendar\*
4. Paper Trackers – total your minutes and drop-off at any library by November 7.

\*Tracking Calendars are available at all library information desks to pick-up and drop-off.

Celebrate **Healthy Workplace Month** in October with the ***in motion***<sup>TM</sup> Community Challenge. Workplaces can promote the Challenge as a team building activity using the new Team Tracker. It’s fun, easy, and social way to encourage employees to:

- Be physically active
- Create team spirit
- Contribute to shared community success

Visit [www.inmotion4life.ca](http://www.inmotion4life.ca) for more information and to download posters, the ***in motion***<sup>TM</sup> Challenge App, the Team Tracker, Tracking Calendars and other resources.



**www.inmotion4life.ca**



/inmotion4life



@inmotion4life

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Middlesex-London ***in motion***<sup>TM</sup> is a community-based initiative to promote healthy and active living. Physical activity and healthy eating have long been recognized as strategies to achieve a healthy body weight, reduce stress and prevent a number of chronic diseases including cardiovascular disease, diabetes and cancer.





# PHYSICAL ACTIVITY AND THE WORKPLACE

Employees who are more active benefit the workplace!

A workplace that supports employees to be more physically active makes good business sense.

- Improved productivity with energized employees
- Reduced health care costs
- Improved recruitment and retention
- Lower injury rates
- Less absenteeism and illness



## The bottom line: Physical Activity is essential to good health and your business success!

Making positive changes and supporting physical activity in the workplace can lead to improved employee health and well-being. This leads to improved employee satisfaction and commitment, and contributes to a more productive workforce.

### JOIN THE CHALLENGE THIS OCTOBER

- 1 Set your goals. Ask others to join or make a team.
- 2 Dance, run, swim, walk...
- 3 Track and send us your physical activity one of two ways:



Use the FREE **in motion**™ Community Challenge App (available at [inmotion4life.ca](http://inmotion4life.ca) or the App Store).



Use the paper tracking tool (available at local locations or for download at [inmotion4life.ca](http://inmotion4life.ca)). See website for pick-up and drop-off locations.

- 4 Submit your form by the **first week of November**.

Visit [www.inmotion4life.ca](http://www.inmotion4life.ca) for more information



**MIDDLESEX - LONDON**  
Building Canada's  
Healthiest Community

[www.inmotion4life.ca](http://www.inmotion4life.ca)



/inmotion4life



@inmotion4life

## Sample E-mails

To assist in motivating employees and raising awareness of the **Workplace Physical Activity Challenge**, here are a few sample emails that can be used:

---

### Did you know?

We will be starting our **Workplace Physical Activity Challenge** the month of \_\_\_\_\_. It is simple and fun.

Track your daily physical activity minutes (during and/or after work). Enter your daily minutes for the 30 days of the **Workplace Physical Activity Challenge** and you will have the opportunity to win a great prize.

Activities can include: Brisk walking, bike riding, dance class, taking the stairs, participating in a sport, raking the lawn,

For more information or questions on the **Workplace Physical Activity Challenge**, connect with \_\_\_\_\_ (name of person in charge of this activity at your workplace; possibly a member of the Health and Wellness Committee/Workplace Coordinator)

---

### Good Morning Everyone

#### Did you know?

Being active during the workday can be easy and fun! Remember to track your minutes as part of the **Workplace Physical Activity Challenge**;

- **Walk or Bike to Work**
- **Take Active Breaks** (go for a short, brisk walk, do some stretches, move around in the meeting room)
- **Take the stairs**
- **Go for a walk on your lunch** (take a colleague and you'll both collect minutes)

Remember, according to the Canadian Society for Exercise Physiology, to achieve health benefits, adults aged 18-64 years should accumulate at least 150 minutes of moderate –to vigorous –intensity aerobic activity per week, in bouts of 10 minutes or more”.

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# Physical Activity in the Workplace @ Work Kit

This **Physical Activity in the Workplace @Work Kit** is designed to **promote** physical activity in your workplace. The Kit is available for your use. Please contact the **Healthy Communities and Injury Prevention Team** at the Middlesex-London Health Unit at **519-663-5317 ext. 2220**

## The Kit contains:

- The Creating Physical Activity in the Workplace Booklet
- Display board and 7 panels:
  1. Centre panel: Creating Physical Activity in the Workplace
  2. Being Physically Active has so many benefits
  3. Tips to keep you active during your work day
  4. Canadian Physical Activity Guidelines for Adults
  5. Canadian Physical Activity Guidelines for Older Adults
  6. Middlesex-London *in motion*™
  7. Middlesex-London *in motion*™ Physical Activity and the Workplace



### III. Active Commuting – It's Good for Business!

An active lifestyle is good for health and healthy employees are good for business! However, it can be difficult to fit physical activity into daily life. Using active transportation (AT) may be part of the solution. AT is any form of human powered transportation, such as walking, cycling or using public transit, that gets you to and from places such as work, school, the store, or visiting friends<sup>10</sup>. Active commuting (AC) is the term used when employees use AT to get to and from work. AC can be a means for employees to not only achieve personal health benefits but economic, social and environmental benefits as well. Walking and cycling are the most popular forms of AT and they can both be combined with public transit. Generally, trips of 5 km or less are walkable, 10 km or less are bikeable, and when trips are greater than 10km, public transit is preferred. Public transit is an excellent option because every trip begins and ends with either a walk or a bike ride. All City of London buses are equipped with bike racks, which make it easy to combine cycling and public transit.

#### What Can Workplaces do to Support Daily, Weekly or Monthly Active Commuting (AC)?<sup>11</sup>

- Find one or more champions within your workplace to promote AC
- Provide walking and cycling information [resources](#) to employees
- Provide walking and cycling workshops or clinics for employees
- Offer secure bicycle storage, lockers and shower facilities
- Organize a Bicycle Users Group (BUG)
- Allow more flexible dress codes
- Organize workplace challenges, employee recognition programs, or support community events to increase awareness about AC
- Support alternative work arrangements
- Participate in the City of London Business Travel Wise Program and map out safe and efficient routes to work and to address infrastructure or safety issues: PH: 519-661-2500 ext 5389, EM [es@london.ca](mailto:es@london.ca)



For employees who cannot actively commute, carpooling is another great option. Employees can save money, make new friends and help improve air quality. Check out the Regional Rideshare program link on the City of London website [here](https://www.london.ca/residents/Roads-Transportation/Transportation-Choices/Pages/Carpooling.aspx) at <https://www.london.ca/residents/Roads-Transportation/Transportation-Choices/Pages/Carpooling.aspx>

## Resources to help employees get started with Active Commuting:

Check out the Middlesex-London Health Unit site:

Active Transportation: <http://www.healthunit.com/active-transportation>

Active Commuting: <http://www.healthunit.com/active-commuting>

### Walking - if the distance is less than 5 km

- [City of London Bike and Walk Map](#)
- [City of London Transportation Choices](#)
- [Middlesex County Trails Guide](#)
- [Smart Commute - Walk](#)
- [Walk Score®](#)



### Cycling - if the distance is less than 10 km

- [Bike Safety for Cyclists](#)
- [CAN-BIKE](#)
- [City of London Bike and Walk Map](#)
- [Cycling Skills - Ontario's Guide to Safe Cycling](#)
- [LondON Bikes](#)
- [Smart Commute - Cycling](#)
- [City of London Transportation Choices](#)

### Public Transit - if the distance is greater than 10 km

- [London Transit](#)
- [City of London Transportation Choices](#)

### General Resources

- [Active Transportation](#)
- [City of London Transportation Choices](#)
- [CAN-BIKE London](#)
- [Car pool](#)
- [LondON Bikes](#)
- [Middlesex County Trails Guide](#)
- [Middlesex Centre Trails \(PDF\)](#)
- [Shift \(London's new transit initiative\)](#)
- [Smart Commute](#)

Download this rack card to promote Active Transportation to your employees

**GIVE ACTIVE TRANSPORTATION A GO!**

Active Transportation (AT) is any form of human powered transportation - like walking and cycling. Combine these with public transportation to get to and from work, school or errands.

Choose your mode of travel:

| GIVE ACTIVE | GO! | GO!  | GO! |
|-------------|-----|------|-----|
|             | GO! | GO!  | GO! |
| kms         | <5  | 5-10 | 10+ |

**BENEFITS**

- Reduces the risk of chronic disease
- Improves overall fitness
- Connects you to your community
- Improves productivity at school and work
- Saves you money
- Improves air quality
- Reduces stress

Make **ACTIVE** Transportation Part Of Your Lifestyle.

Walk. Bike. Ride.  
#GiveATaGO!

[www.healthunit.com/active-transportation](http://www.healthunit.com/active-transportation)

London CANADA

BUREAU DE SANTÉ DE LONDON HEALTH UNIT  
[www.healthunit.com](http://www.healthunit.com)

Let's Get **GO'ing!**  
#GiveATaGO!

[www.healthunit.com/active-transportation](http://www.healthunit.com/active-transportation)





Make **ACTIVE**  
Transportation  
Part Of Your  
Lifestyle.

**Walk. Bike. Ride.**  
**#GiveATaGO!**

[www.healthunit.com/active-transportation](http://www.healthunit.com/active-transportation)



**Active Transportation (AT)** is any form  
of human powered transportation  
- like walking and cycling.

Combine these with public transportation  
to get to and from work, school or errands.

**Choose your mode of travel:**

| GIVE ACTIVE<br>TRANSPORTATION A<br><b>GO!</b><br>kms |    |      |                 |
|--|----|------|-----------------|
|  | <5 | 5-10 | 10 <sup>+</sup> |

## BENEFITS

- Reduces the risk of chronic disease
- Improves overall fitness
- Connects you to your community
- Improves productivity at school and work
- Saves you money
- Improves air quality
- Reduces stress



**BUREAU DE SANTÉ DE  
MIDDLESEX-LONDON  
HEALTH UNIT**  
[www.healthunit.com](http://www.healthunit.com)

**Let's Get GO'ing!**  
**#GiveATaGO!**

[www.healthunit.com/active-transportation](http://www.healthunit.com/active-transportation)



## IV. The Incredible Chase

A fun, physical activity initiative that involves staff forming teams, solving clues to secret locations and completing a physical activity before moving to the next secret location!

### How to Organize “The Incredible Chase!”

The idea is to have teams of individuals solve location clues correctly, leading them to “secret locations”. Teams must successfully complete a site activity before moving to the next site and returning to the finish line.

#### Pre – Incredible Chase Planning

- Form a committee to organize the event
- Decide if the event will be over the lunch hour or after work
- Decide on the number of ‘secret locations’ (if choosing the lunch hour, a maximum of 4 secret locations is recommended to stay within the hour)
- Recruit community businesses/agencies as the secret locations. Consider approaching hotels, theatres, public places such as libraries, etc.
- Choose locations that allow space for physical activity
- Plan activities at each location that are achievable in a reasonable amount of time, and flexible enough to accommodate all team members
- Work with the contacts at the secret locations to develop clever clues that will lead the *Teams* to their location
- Add the clues to the [Incredible Chase Passport](#) (PDF 412 KB)
- Promote one-month prior to the event with a [poster](#) (PDF 295 KB)
- Set a deadline for *Teams* to register and select a starting time. Set start times in 10 minute intervals to avoid congestion at the secret locations
- Provide a [set of rules](#) (PDF 183 KB) to each team either at registration, at the start of the Chase or post them on line
- One week prior to the Incredible Chase, do a run-through at all locations to iron out any problems and ensure that the event can be completed in a reasonable amount of time

## Day of “The Incredible Chase”

- Post a flag (a bright coloured “flag” with wellness committee/organization logo and colours) at each secret location so that it is visible to participants
- Establish a “Chase” check-in/starting location (also use as the finish line) at the workplace with one or two staff assigned
- Distribute passports with clues to all team members as they arrive to check-in
- Provide teams with verbal reminders regarding specific rules/safety reminders/time limits, etc.
- Two identifiable “location leads” are recommended at each site. Consider having all “location leads” wearing the same brightly coloured t-shirt
- “Location leads” distribute the site activity once the entire *Team* arrives
- Each member of the *Teams* must successfully complete the activity (if only 3 members, one member must do activity twice)
- Once activity is completed obtain the signature of a “location lead” on the passport prior to moving to the next location.

## Other Suggestions

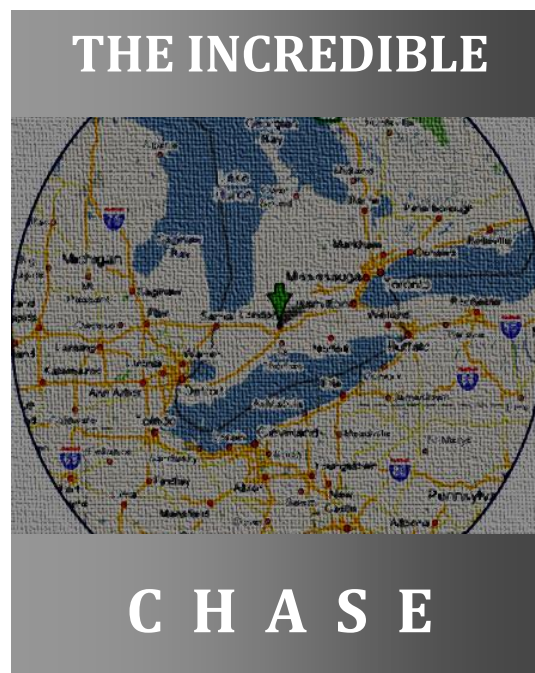
- If the work facility is large enough consider having an internal “Incredible Chase” where the secret locations are spread out throughout the facility and include the outdoor property if possible
- Have Teams dress in costume, have a name and/or theme
- Offer prizes based on
  - fastest time
  - best spirit
  - best costumes
  - or other great ideas!

## Some things to consider...

- Have water and snacks available to employees at the start/stop location
- Don't forget to thank "secret location" hosts afterwards, preferably with a card or letter
- Have each "location lead" bring along a digital camera to capture the *Teams* in action. Upload these onto your workplace intranet or newsletter for all to see
- Ask each participant to complete a simple evaluation after the event

## Questions

Give the Middlesex-London Health Unit Healthy Communities & Injury Prevention Team at 519-663-5317 ext.2220



# Incredible Chase – Rules

SAMPLE

## General Guidelines:

- Teams will be made up of 4 members maximum. (3 members are acceptable but one member will need to repeat location activities to ensure fairness. Groups of 2 will be paired up with another group of 2).
- Teams are encouraged to come up with an official team name and can decide if they would like to dress up. Make it fun and creative!
- Be safe! (Obey traffic rules, know your physical limits, wear appropriate clothing and comfortable shoes, etc.)

## Process for the event:

1. Teams will meet (LOCATION) any time between (Time Frame) on (Date)
2. The Wellness committee representative will review the rules, give teams their “clue sheet” and record their start time.
3. Team members will determine the locations they have to go to by solving the clues they are given. You can start with any of the locations in any order that you choose.
4. The locations will be marked with an identifier and a Wellness Committee member will be at each location to inform you of the activity that you must complete.
5. Your clue sheet must be initialed by the Wellness Committee member once your team completes the task at each location. (All team members must go to each location together and each member must complete the task.)
6. Once all locations have been visited and all tasks have been completed, the team must quickly return to the courtyard and stand on the blue mat to have their end time recorded.
7. All tasks should be completed within an hour or less.
8. Prizes will be rewarded to teams with the best spirit, fastest time, runners up as well as 4 individual draws at the end of the race.
9. Bring your water bottle! In order to help save the environment, the Wellness committee will be providing jugs of waters, so bring your water bottle to fill up.

**Workplace Wellness Committee**  
(Slogan or logo)

# Date and Time

## THE INCREDIBLE

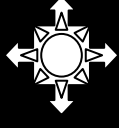


# C H A S E

WORKPLACE WELLNESS  
COMMITTEE

Slogan or logo

Destination  
Passport



Team Name here

BROUGHT TO YOU BY

WORKPLACE WELLNESS COMMITTEE

# INCREDIBLE CHASE

Process for the event:

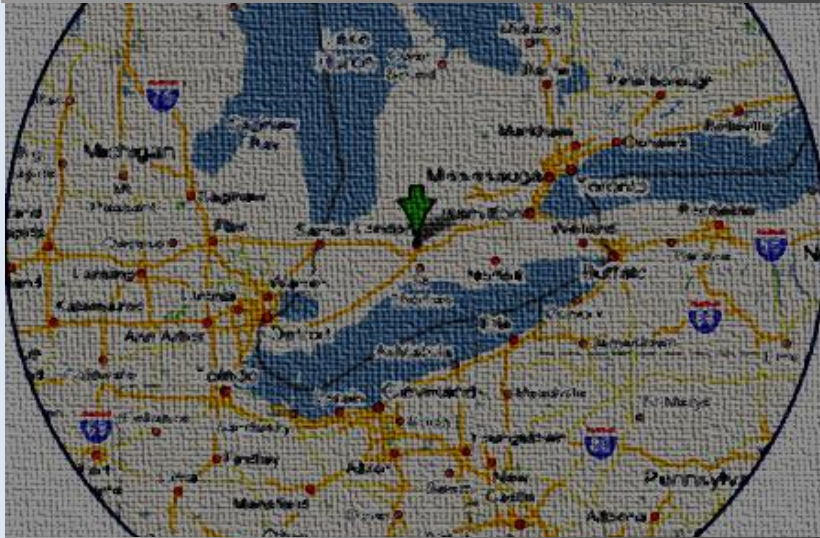
1. Teams will meet in \_\_\_\_\_ any time between \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_.
2. The Wellness committee representative will review the rules, give teams their “clue sheet” and record their start time.
3. Team members will determine the locations they have to go to by solving the clues they are given. (You can start with any of the locations, in any order that you choose).
4. The locations will be marked with an identifier and a Wellness Committee member will be at each location to inform you of the activity that you must complete.
5. Your clue sheet must be initialed by the Wellness Committee member once your entire team completes the task at each location.
6. Once all 4 locations have been visited and all tasks have been completed, the team must quickly return to \_\_\_\_\_ and stand on the blue mat to have their end time recorded.
7. All tasks should be completed within an hour or less. Prizes will be rewarded to teams with the best spirit, fastest time, best costume as well as 4 individual draws at the end of the race.

Remember to be safe and have fun! Obey traffic rules, know your physical limits, and dress appropriately...

| Destination Clue | Completion of Task (signature required) |
|------------------|---|
|                  |   |
|                  |   |
|                  |   |
|                  |   |



# THE INCREDIBLE



# CHASE

## COME AND JOIN THE FUN!

- Make a team of 3-4 colleagues
- Lots of prizes including:
  - Fastest time
  - Best spirit,
  - Best costumes and much more!

For more information and registration, contact your Wellness Committee Representative\_\_\_\_\_

## Another Great Way to Promote Physical Activity

### V. Point-of-Decision Prompts - Take the Stairs

Research has demonstrated that when signs are posted near elevators prompting employees to take the stairs, employees consider this option and **do it**<sup>12</sup>! Taking the stairs is an easy way to get physical activity during the day without even knowing it.



Every step counts!

### Benefits of the Stairs

- It makes you feel good
- Improves your heart and lung health
- You can add it into your physical activity minutes for the day/week
- It becomes part of your everyday routine and gets easier the more you do it
- You can make it part of a Physical Activity Workplace Challenge

### Something to consider:

Employers can consider making the stairs more appealing by ensuring that the stairwells are clean, well-lit and accessible to employees. Consider doing a stairwell makeover to make it a more appealing place to promote physical activity. A fresh coat of bright coloured paint, wall murals, motivational posters and even music have been used in workplaces to encourage the use of stairs.

**Download these signs to post at elevators or use them to develop workplace specific signs. Make it fun and attractive!**



(PDF 661 KB)



(PDF 17.6 MB)

## Section 3 - Policy

Policy development is an important part of any Comprehensive Workplace Health Program.

Commitment to physical activity is best demonstrated to employees by establishing a Physical Activity Policy. Establishing a policy reflects a long term commitment to employees and can boost the workplace culture!

Sample policies can be found in the attached pages. Use these to start integrating physical activity into the workplace and create a positive, active culture!

### Suggestions:

- Flexible working hours
- Active living facility subsidy program
- Promotion of active breaks
- Installing shower facilities
- Promotion active transportation to work
- Fitness space and equipment
- Active living education sessions or library resources

**Download these samples to assist with policy development for physical activity in the workplace.**

**Policy Sample**

Policy: Physical Activity at Work  
Approved by: \_\_\_\_\_  
Effective: day/month/year

Policy #  
Revised: \_\_\_\_\_

**PREAMBLE:**  
Regular physical activity is known to have positive impacts on health. In 2012, the [Canadian Society for Exercise Physiology](#) developed the [Canadian Physical Activity Guidelines](#) for adults (18-64 years). Making positive change and supporting physical activity can lead to improved employee health and well-being. This leads to improved employee satisfaction and commitment, and contributes to a more productive workforce.

**POLICY:**  
(Company Name) is committed to creating a work environment that promotes and supports employee efforts to be physically active during their working and in 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 (choose all those that are appropriate, can be accomplished and are sustainable for your organization):  
• create facilities (i.e. showers, change rooms, bike racks) and fitness equipment to be used free of charge  
• cost sharing, or reimbursement of offsite fitness centre fees up to a maximum of \$200 (or whatever amount company decides) per year, with submission of receipts  
• encourage breaks to reduce prolonged sitting; stretch breaks, walking/break-taking meetings  
• flex time 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 topics related to physical activity, as well as regular reminders of the importance of eating healthy and physical activity while at work  
• rewards through an incentive program

PDF (133 KB)

**Policy Sample**

Policy: Increasing Physical Activity  
Approved by: \_\_\_\_\_  
Effective: day/month/year

Policy #  
Revised: \_\_\_\_\_

**PREAMBLE:**  
Regular physical activity is known to have positive impacts on health. In 2012, the [Canadian Society for Exercise Physiology](#) developed the [Canadian Physical Activity Guidelines](#) for adults (18-64 years). Making positive change and supporting physical activity can lead to improved employee health and well-being. This leads to improved employee satisfaction and commitment, and contributes to a more productive workforce.

**POLICY:**  
(Company Name) is committed to creating a work environment that promotes and supports employee efforts to be physically active during their working and in 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:** This (name of workplace) will support opportunities to increase Physical Activity as follows:  
• Provide opportunities for physical activity breaks during meetings (e.g. adding physical activity breaks to agendas)  
• Support flexible schedules to encourage time for physical activity prior to, during and/or after work  
• Encourage breaks to reduce prolonged sitting; stretch breaks, walking/break-taking meetings (provide access to stretch rooms, provide walking maps)  
• Provide leadership in promoting physical activities (i.e. Physical Activity Challenges, Incentive Challenges) and being a role model.

PDF (121 KB)

**For support with developing a comprehensive workplace program, modifying an existing workplace policy or to create a new physical activity policy contact the Middlesex-London Health Unit, Healthy Communities & Injury Prevention Team at 519-663-5317 ext. 2220**

## Resources

For more information on Workplace Health-Policy Development including samples of policies, visit [Workplace Health –Policy Development](#)

<http://www.healthunit.com/workplace-policy-development>

The Physical Activity Resource Centre (PARC) has created a Policy Workbook called the [Workbook for Influencing Physical Activity Policy](#) and follows The Health Communication Unit's (THCU) eight-step policy development model.

<http://parc.ophea.net/resource/policy-workbook>

The [Alberta Centre for Active Living- Physical Activity @ Work](#) provides information on how policies can support an active workplace and can help keep everyone active.

<http://www.ualberta.ca/~active/workplace/ideas/policy.html>

# Policy Sample

Policy: **Physical Activity at Work**

Policy #

Approved by:

Effective: day/month/year

Revised:

---

## PREAMBLE:

Regular physical activity is known to have positive impacts on health. In 2011, the [Canadian Society for Exercise Physiology](#) developed the [Canadian Physical Activity Guidelines](#) for adults 18-64 years. Making positive change and supporting physical activity can lead to improved employee health and well-being. This leads to improved employee satisfaction and commitment, and contributes to a more productive workforce.

## POLICY:

(*Company Name*) is committed to creating a work environment that promotes and supports employee efforts to be physically active during their workday and in 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 (choose all those that are appropriate, can be accomplished and are sustainable for your organization);

- onsite facilities (i.e. showers, change rooms, bike racks) and fitness equipment to be used free of charge
- cost sharing, or reimbursement of offsite fitness centre fees up to a maximum of \$200 (or whatever amount company decides) per year, with submission of receipts
- encourage breaks to reduce prolonged sitting; stretch breaks, walking breaks/walking meetings
- flex time 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 topics related to physical activity, as well as regular reminders of the importance of eating healthy and physical activity while at work
- rewards through an incentive program

# Policy Sample

Policy: **Increasing Physical Activity**

Policy #

Approved by:

Effective: day/month/year

Revised:

---

## PREAMBLE:

Regular physical activity is known to have positive impacts on health. In 2011, the [Canadian Society for Exercise Physiology](#) developed the [Canadian Physical Activity Guidelines](#) for adults 18-64 years. Making positive change and supporting physical activity can lead to improved employee health and well-being. This leads to improved employee satisfaction and commitment, and contributes to a more productive workforce.

## POLICY:

(*Company Name*) is committed to creating a work environment that promotes and supports employee efforts to be physically active during their workday and in 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:** This (*name of workplace*) will support opportunities to increase **Physical Activity** as follows:

- Provide opportunities for physical activity breaks during meetings (e. g. adding physical activity breaks to agendas)
- Support flexible schedules to encourage time for physical activity prior to, during and/or after work
- Encourage breaks to reduce prolonged sitting; stretch breaks, walking breaks/walking meetings (provide access to stretch videos, provide walking maps)
- Provide leadership in promoting physical activities (i.e. Physical Activity Challenge, Incredible Chase) and being a role model



## Other Resources

Being physical active is part of living a healthy active life. Below is a list of some additional websites that provide information to support healthy living.

### Healthy Eating

#### **EatRight Ontario**

[EatRight Ontario](http://www.eatrightontario.ca/en/default.aspx) provides free nutrition advice from Registered Dietitians. You can search online by topic and e-mail or call a dietitian with your questions at 1-877-510-520-2 (toll free in Ontario). Translators are available for phone calls in over 100 languages. Some print resources are also available in other languages.

<http://www.eatrightontario.ca/en/default.aspx>

#### **Middlesex –London Health Unit**

The [Food and Healthy Eating](https://www.healthunit.com/food-and-healthy-eating) section of the website has lots of tips for healthy eating.

<https://www.healthunit.com/food-and-healthy-eating>

The [Workplaces and Healthy Eating](https://www.healthunit.com/workplaces-and-healthy-eating) section offers tips specific to workplaces including information on lunch packing, mindless eating at work, packing lunches, shift workers and how to encourage healthy eating in the workplace environment.

<https://www.healthunit.com/workplaces-and-healthy-eating>

### Alcohol and Other Drugs

#### **Canadian Centre on Substance Abuse**

The [Canadian Centre on Substance Abuse](http://www.ccsa.ca/Eng/topics/alcohol/drinking-guidelines/Pages/default.aspx) provides information on the Canadian Low Risk Drinking Guidelines. These guidelines were developed to help individuals moderate their alcohol consumption and reduce their immediate and long-term alcohol-related harm. They also provide information on other drugs.

<http://www.ccsa.ca/Eng/topics/alcohol/drinking-guidelines/Pages/default.aspx>

#### **Middlesex-London Health Unit**

The [Workplace Health and Alcohol and Other Drugs](http://www.healthunit.com/workplace-alcohol-and-other-drug) section of the website discusses the impact of alcohol and other drugs on the workplace and provides resources to address concerns. A video on [Understanding Canada's Low –Risk Drinking Guidelines](http://www.healthunit.com/workplace-alcohol-and-other-drug) can also be viewed by your workplace. Information and guidance is also provided on policy development.

<http://www.healthunit.com/workplace-alcohol-and-other-drug>

## Mental Health

### Canadian Mental Health Association

The [Canadian Mental Health Association](http://www.cmha.ca/mental-health/your-mental-health/stress) provides information and resources on stress, work/life balance, and resilience which can be helpful to an employer and employees. They also have a stress index to find out your current stress level.

<http://www.cmha.ca/mental-health/your-mental-health/stress>

### Workplace Strategies for Mental Health

The [Workplace Strategies for Mental Health](https://www.workplacestrategiesformentalhealth.com/Understanding-Mental-Health-Issues) website provides easy access to credible and evidence-based tools and resources to help with the prevention, support and management of workplace mental health issues.

The primary goal is to put information at your fingertips faster and more efficiently. All of the free tools and resources are organized into four main sections.

- **Psychological Health And Safety**  
Resources and information to help employers integrate psychological health and safety in their organizations.
- **Managing Workplace Issues**  
Strategies to help develop measurable solutions for workplace issues such as return to work, accommodation, performance and conflict, when mental health is a factor.
- **Job-Specific Strategies**  
The most commonly requested strategies and resources for specific job roles.
- **Free Training And Tools**  
Tools and resources employers can use free of charge to support management training and help build awareness for workplace mental health issues, as well as to assess and address psychological health and safety in the workplace.

Employers will also find a [convenient link](https://www.workplacestrategiesformentalhealth.com/Understanding-Mental-Health-Issues) to credible resources related to depression, anxiety and other mental illnesses.

(<https://www.workplacestrategiesformentalhealth.com/Understanding-Mental-Health-Issues>)

Use them to help make a difference in your workplace.

### Middlesex-London Health Unit

The [Workplace Health](http://www.healthunit.com/promoting-culture-wellness) section offers information and resources to employees on promoting a culture of wellness in the workplace. The Middlesex-London Health Unit's [Health at Work 4 All!](http://www.healthunit.com/promoting-culture-wellness) provides a variety of resources and presentations including an interactive presentation on stress and work-life-family balance which can be given at your workplace.

<http://www.healthunit.com/promoting-culture-wellness>

## Tobacco

### Health Canada

Health Canada's [Smoking Cessation in the Workplace: A Guide to Helping Your Employees Quit Smoking](#) outlines reasons why employers should get involved and support their employees to quit smoking. It provides information, tools and resources that employers can use to support their employees to quit smoking.

<http://www.hc-sc.gc.ca/hc-ps/pubs/tobac-tabac/cessation-renoncement/index-eng.php>

### Canadian Cancer Society

[Smoker's Helpline](#) is a free, confidential service operated by the Canadian Cancer Society offering support and information and information about quitting and tobacco use.

<http://www.smokershelpline.ca/>

### Middlesex-London Health Unit

The [Smoke Free Workplaces](#) section of [Workplace Health](#) provides information for both the employer and employees regarding tobacco, tools and resources which can support employers to help employees to quit smoking, tools to assist employees to quit smoking and second –hand smoke. There is also a section on [Workplaces and Public Places](#) and the [Smoke -Free Ontario Act](#). The [Tobacco Section](#) lists quit smoking workshops when they are available.

<https://www.healthunit.com/smoke-free-workplaces>

## References

- <sup>1</sup>Alberta Centre for Active Living. (2016). Physical Activity @ Work. Retrieved from <http://www.ualberta.ca/~active/workplace/beforestart/benefits-bottom-line.html>
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