This sample procedure should be customized to fit the needs of your company. It should be integrated into other procedures and processes, such as internal audits, and H&S objectives. This procedure is not meant to be used as-is.

**Workplace Health Promotion**

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| **Date of Issue:** choose issue date | **Review Date:** choose date for review |
| **Written by:** person(s) who wrote document | **Date:** insert date written |
| **Reviewed by:** person(s) who reviewed | **Date:** insert date written |
| **Approved by:** person responsible for process | **Date:** insert date written |

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| **PURPOSE** |
| (**Company name**) is committed to providing employees with a safe, healthy and supportive environment in which to work. We recognize that the health and wellbeing of our employees is important. (**Company name**) will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged. |
| **SCOPE** |
| This procedure covers all employees of (Company name). |
| **RELATED DOCUMENTATION** |
| **Internal**   * Wellness Situational Assessment * Wellness Program implementation Action Plan * Wellness Program Evaluation * Review Health & Safety Trends Report |

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| **ROLES & RESPONSIBILITIES** |
| **Senior Management is responsible for:**   * Addressing the issues identified by employees * Support the development of a workplace health strategy: this may be in the form of a creation of a wellness committee (where applicable) or an appointed member within the organization to co-ordinate this initiative * Provide adequate resources (time, human capital, materials and budget to implement the program)   **Wellness committee member/designated co-ordinator is responsible for:**   * Assessing and analyzing organizational and employee needs, gaps and opportunities * Developing workplace action plans with defined long/short term goals and objectives * Negotiating required resources * Providing workplace health leadership and direction * Recruiting volunteers and building support for initiatives * Overseeing the implementation and evaluation of the workplace action plan * Communicating with key stakeholders throughout the process * Encouraging employee participation in the workplace process |
| **PROCEDURE** |
| * **Obtain organizational commitment** * **Conduct a situational assessment**. This involves gathering and analyzing information which will give your workplace wellness committee or leader:   -the current health status of the workplace and health issues that matter to employees  -identified strengths and areas in the workplace that need improvement (you can use EAP statistics, employee surveys to obtain this information   * **Create an action plan** (any workplace wellness program needs to be custom made to fit each workplace) * **Once the plan has been approved by senior management, put the plan into action**   -advertise activities to ensure participation (intranet, flyers, posters, brochures, emails, newsletters and paycheque inserts  -encourage, don’t require employees to participate in workplace health activities    **Types of Workplace health and wellness initiatives that can be implemented depending on the organization size/location**:   * Healthy Eating * Active Living (Bike to work program), 10,000 steps challenge * Supporting smoking cessation program * Information/guest speakers (work-life balance, time management) * Flexible work hours * Financial assistance (e.g. recreational activities, employee assistance programs (EAPs), health screening tests, * Flu shot clinics on site |
| **Evaluation**  **Effectiveness of this policy will be assessed through:**   * Feedback from employees, Wellness committee (if applicable) or program co-ordinator * Review of the policy by management and JHSC/Wellness committee to determine if objectives have been met * Other examples of administrative data that could be used are:   -Rate of absenteeism  -cost of absenteeism  -Rate of turnover  -exit interview  -cost of group insurance (prescription drugs, dental)  -number of events held/number of attendees |

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| **CHANGES TRACKING** | |
| **DETAILS OF CHANGES** | **DATE CHANGED** |
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