

The way to Wellness...



# **Workplace Wellness Champion Award Program**

## **Application Kit 2018**



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The Workplace Wellness Champion Award recognizes workplaces and their staff for their commitment to workplace health by promoting and supporting healthy lifestyles. Workplace wellness programs can benefit any size business—small or large.

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*Adapted with permission from the Sudbury & District Health Unit's Workplace Wellness team and the Heart Healthy Workplace Advisory Committee*

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## ***Do It For Your Business!*** **Workplace Wellness Champion Award Program**

How healthy people feel affects how they perform at work, at home and in the community. The opposite is also true; how people work can significantly affect their health. Considerable research on workplace health has been done to determine the negative effects of poor working conditions. There is now ample evidence showing the links between certain working conditions and illness and incidents or injuries. As a result, workplace health promotion programs have often focused on safety issues rather than lifestyle issues. More recently, programs have been designed to address issues that affect employee health such as worker satisfaction and the way work is organized.

Source: Health Canada: Developing a Comprehensive Health Policy: Why and How?

### **The Workplace Wellness Champion Award Program**

The Workplace Wellness Champion Award Program is based on a comprehensive set of strategies and components that will encourage all workers and their families to take steps to improve their health and wellness. In addition, the goal of the program is to develop a comprehensive workplace wellness recognition program. The Workplace Champion Award Program covers various lifestyle topics including physical activity, coping with stress, tobacco-free living, healthy eating, alcohol and substance misuse, breastfeeding, reproductive health, sexual health, sun safety, shiftwork, early detection of cancer, and others (e.g. scent-vigilant environment).

In order to receive a bronze, silver, or gold award, a workplace must implement the four [health promotion strategies](#) of:

- 1) Awareness raising,
- 2) Education/skill building,
- 3) Supportive environments and
- 4) Policy development

in one, two, or three [lifestyle topics](#), respectively.

Local workplaces, both large and small, are encouraged to participate in this workplace wellness program, which will promote different aspects of wellness within their organization. The Workplace Wellness Champion Award recognizes achievements made by local workplaces to incorporate comprehensive wellness programs that benefit workplaces and their employees.

## **Let's Get Started!**

### **Workplace Wellness Champion Award Program**

The Workplace Wellness Champion Award Program is comprised of various lifestyle topics. Workplaces are encouraged to establish a wellness committee and to seek employee input, by conducting a situational assessment or interest survey, to obtain an idea of the specific topics of interest expressed by employees.

**Your workplace can achieve a Bronze, Silver, or Gold Award using the criteria below as your guide:**

**BRONZE** Choose one lifestyle topic and complete at least one activity for each of the four Health Promotion Strategies

**SILVER** Choose two lifestyle topics and complete at least one activity for each of the four Health Promotion Strategies

**GOLD** Choose three lifestyle topics and complete at least one activity for each of the four Health Promotion Strategies

#### **Lifestyle topics:**

Healthy Eating	Physical Activity	Alcohol and Substance Misuse
Tobacco-Free Living	Coping with Stress	Breastfeeding/Reproductive Health
Sun Safety	Early Detection of Cancer	Sexual Health
Shiftwork	Other: i.e. Scent-Vigilant Environment	

#### **Health Promotion Strategies:**

##### **1. Awareness Raising**

Provide information about the benefits of making healthy choices.  
(ie. Posters, displays, pamphlets/brochures, e-bulletins, newsletters, bulletin boards, health fairs, table tents, paycheck stuffers & videos, etc.)

##### **2. Education and Skill Building**

Provide educational opportunities on healthy living behaviours.  
(ie. Guest speakers, lunch & learn sessions, workshops, conferences, demonstrations, etc.)

##### **3. Supportive Environments**

Provide opportunities for employees to practice healthy living behaviours.  
(ie. Wellness committee, employee assistance program (EAP), employee questionnaire, alternative/flexible work arrangements, pedometer lending/walking programs, stop-smoking programs, installation of bike racks, walking trails, healthy food choices during meetings, etc.)

##### **4. Guidelines or Policies**

Provide written guidelines or policies to declare the intent to protect and promote the health of employees. (ie. Written guidelines or policies that support healthy lifestyles, annual review and update of corporate health plan, etc.)

To view Algoma Public Health's Workplace Wellness resources, visit:  
<http://www.algomapublichealth.com/Default.aspx?l=,1,10,379>

## ***How to Apply*** **Workplace Wellness Champion Award Program**

### **Step One**

Survey employees to find out what lifestyle topics interest them. Register your workplace by completing the Workplace Wellness Champion Award Program [application form](#). Email or fax (705-942-1688) to Algoma Public Health. Once we receive your application form, we will notify you by phone or email.

### **Step Two**

Establish goals and develop a plan. Record completed activities on the Bronze, Silver or Gold Workplace Wellness Champion Award Program [Tracking Form](#) for the award that you are applying for. Use the [sample tracking form](#) as a guide. Compile photos, posters and/or other supportive materials of these events or activities in a binder or envelope for submission.

### **Step Three**

Submit your completed Tracking Form(s) and supportive materials to Algoma Public Health by mail or drop off at Algoma Public Health (294 Willow Avenue, Sault Ste. Marie ON P6B 09A).

### **Step Four**

Upon fulfillment of the award criteria, as determined by a review panel, your workplace will receive the Bronze, Silver or Gold Workplace Wellness Champion Award. Award winners will be notified and presented with their Workplace Wellness Champion Award.

### **Note**

Participants may apply for the Workplace Wellness Champion Award annually as a way of maintaining or expanding your comprehensive worksite health promotion program.

## **Benefits**

According to Health Canada (2006), research has shown that money invested in the health of workers pays off. The benefits of doing health promotion are much greater than the costs, in terms of productivity and the health of workers (Health Canada, 2007). Supportive workplaces that offer wellness programs find that employees experience improved morale, increased energy, reduced stress and injury and improved overall health. Employers report reduced employee turnover and absenteeism and increased productivity, and improved corporate image.

Algoma Public Health is available to help you identify the wants, needs and assets of your workplace and to provide you with the tools to create a healthy organization.

## **Application Form**

### **Workplace Wellness Champion Award Program**

To register for the Workplace Wellness Champion Award, complete this form and return to Algoma Public Health.

Fax: 705-942-1688 (Attention: Community Wellness Program) or

Email: [Workplacewellness@algomapublichealth.com](mailto:Workplacewellness@algomapublichealth.com)

Workplace Name:

Contact Name:

Address:

Phone Number:

Fax Number:

Email Address:

Signature:

Date:

Please check the Workplace Wellness Champion Award level that your workplace has chosen to work toward and identify which workplace health topic(s) you have selected:

BRONZE

Workplace Lifestyle Topic: 1. \_\_\_\_\_

SILVER

Workplace Lifestyle Topics: 1. \_\_\_\_\_

2. \_\_\_\_\_

GOLD

Workplace Lifestyle Topics: 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please feel free to contact us with questions or for assistance with the Workplace Wellness Champion Award Program.

You will receive notice of your application.

## Tracking Form

### BRONZE Workplace Wellness Champion Award

## BRONZE (1 of 1)

Workplace Name:

Contact Name:

Date:

Phone:

Email:

Please fill out the tracking form describing the one lifestyle topic and the activities you implemented for each of the four health promotion strategies. Attach additional information such as photos of displays, copies of flyers and posters, etc. Additional information provides the Review Committee with insight on what your worksite accomplished for the selected strategies. Submit this tracking form and supportive materials to: Algoma Public Health, 294 Willow Avenue, Sault Ste. Marie, ON P6B 0A9.

Lifestyle Topic 1: _____		
Health Promotion Strategy	Description of Activities	Supporting Materials
#1  Awareness Raising		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#2  Education and Skill Building		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#3  Supportive Environments		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#4  Guidelines or Policies		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other

## Tracking Form Example

### Workplace Wellness Champion Award

Workplace Name: *Name of Business*

Contact Name: *Your Name*

Date: *September 30, 2010*

Phone: *705-522-9200 ext. 290*

<b>Lifestyle Topic: <i>Tobacco-Free Living</i></b>		
<b>Health Promotion Strategy</b>	<b>Description of Activities</b>	<b>Supporting Materials</b>
#1  Awareness Raising	<i>The company put up flyers in various areas of the building to inform staff on the importance of living a smoke-free life and made resources available for a worker interested in receiving help to quit.</i>	<input type="checkbox"/> Photos <input checked="" type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#2  Education and Skill Building	<i>A guest speaker was brought in on March 18, 2009 to discuss the risk factors associated with smoking and the health benefits associated with quitting.</i>	<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input checked="" type="checkbox"/> Other <i>Presentation &amp; Display</i>
#3  Supportive Environments	<i>A lunch group was set up to allow workers to get support from other people who are trying to quit smoking. A tobacco specialist was brought in once a month to discuss their progress in quitting.</i>	<input checked="" type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#4  Guidelines or Policies	<i>The company worked with public health to advocate for a change to employee benefits to increase coverage for the cost of nicotine replacement therapy. Employees were made aware of the change.</i>	<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input checked="" type="checkbox"/> Other <i>Policy attached</i>



## Tracking Form

### SILVER Workplace Wellness Champion Award

## SILVER (1 of 2)

Workplace Name:  
 Contact Name:  
 Date:  
 Phone:  
 Email:

Please fill out the tracking forms describing the two lifestyle topics and the activities you implemented for each of the four health promotion strategies. Attach additional information such as pictures of displays, copies of flyers and posters, etc. Additional information provides the Review Committee with insight on what your worksite did for the selected strategies. Submit this tracking form and supportive materials to: Algoma Public Health, 294 Willow Avenue, Sault Ste. Marie, ON P6B 0A9.

Lifestyle Topic 1: _____		
Health Promotion Strategy	Description of Activities	Supporting Materials
#1  Awareness Raising		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#2  Education and Skill Building		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#3  Supportive Environments		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#4  Guidelines or Policies		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other

**Tracking Form**  
**SILVER Workplace Wellness Champion Award**

**SILVER (2 of 2)**

Workplace Name:  
 Contact Name:  
 Date:  
 Phone:  
 Email:

Lifestyle Topic 2: _____		
Health Promotion Strategy	Description of Activities	Supporting Materials
#1  Awareness Raising		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#2  Education and Skill Building		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#3  Supportive Environments		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#4  Guidelines or Policies		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other

## Tracking Form

### GOLD Workplace Wellness Champion Award

## GOLD (1 of 3)

Workplace Name:  
 Contact Name:  
 Date:  
 Phone:  
 Email:

Please fill out the tracking forms describing the three lifestyle topics and the activities you implemented for each of the four health promotion strategies. Attach additional information such as pictures of displays, copies of flyers and posters, etc. Additional information provides the Review Committee with insight on what your worksite did for the selected strategies. Submit this tracking form and supportive materials to: Algoma Public Health, 294 Willow Avenue, Sault Ste. Marie, ON P6B 0A9.

Lifestyle Topic 1: _____		
Health Promotion Strategy	Description of Activities	Supporting Materials
#1  Awareness Raising		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#2  Education and Skill Building		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#3  Supportive Environments		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#4  Guidelines or Policies		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other

**Tracking Form**  
**GOLD Workplace Wellness Champion Award**

**GOLD (2 of 3)**

Workplace Name:  
 Contact Name:  
 Date:  
 Phone:  
 Email:

Lifestyle Topic 2: _____		
Health Promotion Strategy	Description of Activities	Supporting Materials
#1  Awareness Raising		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#2  Education and Skill Building		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#3  Supportive Environments		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#4  Guidelines or Policies		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other

**Tracking Form**  
**GOLD Workplace Wellness Champion Award**

**GOLD (3 of 3)**

Workplace Name:

Contact Name:

Date:

Phone:

Lifestyle Topic 3: _____		
Health Promotion Strategy	Description of Activities	Supporting Materials
#1  Awareness Raising		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#2  Education and Skill Building		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#3  Supportive Environments		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other
#4  Guidelines or Policies		<input type="checkbox"/> Photos <input type="checkbox"/> Flyers, posters, etc. <input type="checkbox"/> Other

## **Helpful Tips**

### **Workplace Wellness Champion Award Program**

The following are some suggestions for a wellness committee or designated staff to implement the workplace wellness strategies.

#### **1. Build From the Top Down**

- When establishing a wellness committee, get management involved in order to get direction and approvals.
- Ensure that management is supportive of the programs.
- Have a representative from as many different departments as possible.
- Ensure that everyone is informed about what the program is, its purpose, and its goals.
- Develop a plan of action and include evaluation as part of the program.
- Strive to get as many people as possible involved and participating. Having a few key people who are motivated can help other employees remain committed to making the change.

#### **2. Getting Information Out There**

- It is important to have information delivered in a way that is accessible to all employees. Posters, flyers, brochures, emails, newsletters, and paycheque inserts are all great ideas to get information out to your employees.
- A great way to get employees motivated is to have them involved in the planning and organization. Send out an interest survey to get feedback on ideas to implement. If employees have a say in what is being offered, they are more likely to participate.
- Provide various levels of activities. Do not expect everyone to be on the same level in all of the healthy lifestyle topics discussed in the program. People may have a lot of knowledge or very little knowledge on the subject matter.
- Share information throughout the year. Do not overload your employees with a great deal of change in the initial start-up period. Implement programs that allow you to work on the goals over the course of a year. If employees have too much change and information at one time, they may become overwhelmed and lose interest.
- Ensure that all staff involved have the resources they need for the activities. The workplace wellness committee is encouraged to be open to all staff wishing to share ideas and/or concerns about wellness activities.
- Algoma Public Health is available to help with questions or concerns.

### 3. Incentives

It is great to have everything in place, however sometimes people need some motivation and a reward to get going and keep interested.

- Launching the program with a barbeque for the employees and their families is a great way to kick off a new program or to acknowledge the great work they are doing with the existing one. Ensure that you have healthy food choices and activities to do for everyone who attends.
- Incentives, such as pedometers, are a great way to attract people to participate in walking programs. Setting up challenges either between individual employees or departments is another great way to get people motivated.
- Providing flexible work hours can also help to get people involved. When employees are able to flex their hours of work, it is easier to fit in physical activity.
- Recognizing the employee's achievements is also a great motivator!

### 4. Putting It All Together

Start by developing a wellness binder for the workplace. You can include any of the items used throughout the year such as photos, pamphlets, surveys, etc. It would also be beneficial to include information regarding each of the activities your workplace did during the year. How successful it was? Did everyone enjoy themselves? Were the activities planned relevant to the topic? This information can be useful in planning the following year's activities and increase the success level.

Other information you could include:

- A list of the people who were involved.
- Improvements in your workplace's health statistics.
- The pros and cons of offering certain programs.
- Resources used throughout the year and information supporting your wellness activities. This will help improve your program from one year to the next.

When using the tracking form for the Workplace Wellness Champion Award it is important that the Workplace Wellness Committee remembers the following:

- A criteria review committee at Algoma Public Health will be responsible for reviewing all submissions and granting awards. Ensure that you provide lists or samples of the supportive materials relevant to your workplace wellness activities, e.g. copies of policies
- Include the flyers, posters, emails, etc. that were used to promote your activities.
- Take digital photos throughout the year of the employees participating in healthy lifestyle activities.
- Include employee feedback about the activities that were held throughout the year.

**According to the National Quality Institute (2008), comprehensive workplace health promotion can be defined as “an approach to protecting and enhancing the health of employees that relies and builds upon the efforts of employers to create a supportive management under and upon the efforts of employees to care for their own well-being”.**