

CANCER

PREVENTION & SCREENING

in the Workplace



A Toolkit to assist workplaces in the promotion of cancer prevention and screening



projecthealth.ca
Supporting Healthy Workplaces

519-883-2287, TTY 519-883-2427 or visit www.projecthealth.ca

Background - Why Promote Cancer in Your Workplace?

It has been estimated that over 2,380,000 workers in Canada will be diagnosed with cancer within the next 30 years.¹ Everyone should be aware of the free cancer screening programs available to them. Screening is the early detection of cancer by testing or checking for disease when you have no symptoms. Early detection through regular screening means that you can find cancer at an early stage. Screening tests can detect cancer at its earliest, most treatable stages. Some screening tests like the Pap test can help detect precancerous conditions which can be treated before cancer develops.

It is estimated that one in nine women will develop breast cancer during their lifetime. Most of these women will be over 50 and will have had no risk factors. Although the incidence of breast cancer has increased, the number of deaths has declined in recent years due to early detection and treatment. However, a significant number of women who are eligible for screening through mammograms are not taking advantage of this.

Each week in Ontario, approximately ten women are diagnosed with cervical cancer and approximately three women die from the disease. Regular screening through yearly Pap tests can prevent almost all cases of invasive cervical cancer. However, a significant number of women are not having regular Pap tests.

Colorectal cancer is one of the most common cancers. This form of cancer is often referred to as bowel and rectum cancer. It occurs almost equally in both men and women. Screening tests for colorectal cancer such as Fecal Occult Blood Testing (FOBT) exist but are not well known. In Ontario, only 20 per cent of men and women ages 50-74 received a FOBT test in the last three years.²

Prevention

There are many factors we can control to reduce our risk of developing cancer. Making healthy lifestyle choices such as eating a healthy diet, being physically active, living smoke free, maintaining a healthy weight, limiting alcohol use and reducing your exposure to ultraviolet rays are just some of the things you can control. Being aware of these health benefits and putting them into practice is how you can begin to take charge of our health.

¹Rogers Media Incorporated Healthcare and Financial Services Group. (2006). *Cancer in the workplace*. Toronto: Author.

²Cancer Care Ontario (2008). *Cancer System Quality Index*.



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How To Use This Toolkit

Contained within this TOOLKIT are a series of activities and strategies that you can implement within your workplace to promote breast, cervical and colorectal cancer health. The workplace is a perfect setting to promote these cancer screening messages as well as healthy living messages and practices to reduce employees' risk of cancer.

Tips:

- Select the activities that are most suitable to your workplace
- Try combining several of these suggested activities
- Try something new

TOOL	ACTIVITY	PAGE
WORKPLACE WELLNESS PLANNING	Steps on how to get a workplace health initiative started in your workplace.	3-4
FACTSHEETS: BREAST, CERVICAL, COLORECTAL	Distribute these factsheets anytime or when you are displaying the cancer screening posters. Use them individually or at the same time. Insert the factsheets as a short newsletter article.	5-7
POSTERS: BREAST, CERVICAL, COLORECTAL, HEALTHY CHOICES	Display the poster in a visible, high traffic area such as the lunchroom, locker rooms or restrooms. If you are promoting an event, for example a lunch and learn session, attach a sticker or a flyer with the event details onto the poster.	8-11
QUIZZES	Raise awareness by challenging your workplace to a fun and informative quiz contest. Quizzes can be distributed manually and electronically.	12-20
JEOPARDY GAME INSTRUCTIONS	An easy to use game (CD) complete with instructions. Play at your team meetings as an ice breaker; use it at a health fair; develop your own game using the questions provided.	21-22
PHONE MESSAGES	Record these short messages to be played when staff members are on hold.	23
PREVENTION TOOLS: MAKING THE LINK	Various tools and ideas to promote healthy living messages and practices for cancer prevention within your workplace.	24
FACTSHEETS: ALCOHOL, NUTRITION, PHYSICAL ACTIVITY, SMOKING	These separate prevention factsheets can be distributed to employees manually or electronically. Use them when you are promoting an event, displaying the cancer screening posters or display, at health fairs or inserted into a newsletter as an article.	25-28
PROJECT HEALTH SERVICES	A list of all of the Project Health services available to you.	29-31
ADDITIONAL RESOURCES	Websites of interest to visit for information and pamphlets.	32
SUPPORTIVE ENVIRONMENT AND POLICY	Have you considered flexible hours to accommodate employees' medical appointments? Here you will find ideas to assist you in building a supportive environment or developing policy in your workplace.	33
TAKE ACTION	A planning tool to assist you in thinking about what activities you will implement.	34-35

Want To Do More?

Contact Project Health for further ideas and assistance in implementing cancer prevention tools 519-883-2287 or visit the website at www.projecthealth.ca



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Workplace Wellness Planning

Having Trouble Getting Started?

Research has shown that a comprehensive workplace health strategy (including creating a plan, creating a supportive environment) is most effective in changing employees' behaviours.

Below are some steps or considerations to consult for direction on how to get a health initiative started in your workplace. Build the tools contained within this TOOLKIT into your overall wellness plan.

➔ REMEMBER...

- This is a long-term strategy (perhaps over a number of years) that will work to change employees' behaviour
- Project Health is available to support you through this process

Contact Project Health at 519-883-2287 or at www.projecthealth.ca after reading this toolkit to obtain support in planning wellness activities utilizing a variety of health promotion strategies.

STEPS/CONSIDERATIONS WHEN PLANNING

1. Assemble Key Players

- Get senior management commitment

➔ USE THE BACKGROUNDER found on page one to build your case to management

- For more helpful tips on Building the Case to Management or Engaging Employees visit www.projecthealth.ca

- Find a champion/program leader
 - Consider recruiting someone who has experienced cancer in their family or personally.
 - A champion keeps the workplace on track ensuring that goals are met and that employees are motivated. They are an ambassador for the cause

- Establish a "cancer prevention team"/wellness committee

2. Establish a Baseline/Conduct a Situational Assessment

- Measure current health practices
- Determine staff support
- Identify opportunities



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Workplace Wellness Planning

- ➔ There are a variety of different methods that can be used (small group discussions, a suggestion box, surveys), alone or in combination to collect information from employees
- For situational assessment tools visit www.thcu.ca Recommended and Promising Practices for Situational Assessments

3. Set specific attainable goals (create an action plan)

- Using this Cancer Prevention and Screening TOOLKIT, choose the areas/tools that you feel will have the most impact in your workplace and are the most realistic

- ➔ In your action plan to include how you plan on implementing the tools - How you will engage employees
- To help you start thinking about your action plan use the TAKE ACTION planning tool on page 34 of this TOOLKIT

Effective workplans include:

- Description of key issues
- Goals and objectives which are specific, measurable, acceptable, realistic and timely (SMART)
- Key strategies of how you will make the workplan happen
- Partners roles and involvement
- Resources required
- Responsibility
- Expected timelines
- Indicators of success

- For more helpful tips on building a workplace wellness plan visit www.projecthealth.ca

Engaging Employees

1. Choose a program that addresses topics which people are interested in
2. Involve employees in the decision making process
3. Consider what will make it easiest for employees to participate
4. Effective marketing
5. Use incentives, competitions; use social support

For more information on engaging employees visit www.healthaction.ca and click on "Getting Started"

4. Implement and evaluate

Have You Thought About...

- Establishing a workplace wellness committee?
- Writing a wellness plan?

Contact Project Health for more information and assistance:

519-883-2287

www.projecthealth.ca



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Breast Cancer Factsheet

Breast Cancer Facts:

- Breast cancer is the most common type of cancer for women in Ontario
- At least 80 per cent of women diagnosed with breast cancer have no family history of breast cancer and are over the age of 50
- One per cent of persons diagnosed with breast cancer are men
- If breast cancer is found early, when it is very small, there is a good chance of a cure
- Mammograms can find small breast cancers two to three years before they can be felt

What Can I Do To Reduce My Risk?

Making healthy choices can improve your health and may reduce your risk of developing breast cancer.

- Be a non-smoker and avoid second-hand smoke
- Eat seven to ten servings of vegetables and fruit a day - choose foods that are low in saturated fat and high in fibre more often
- Know what a healthy body weight is for you - and work towards it
- Limit your alcohol consumption - having one or more alcoholic drinks a day is associated with an increase in breast cancer risk
- Be physically active on a regular basis - work towards 30 to 60 minutes of moderately vigorous activity each day
- Know what looks and feels normal for your breasts and report any changes to your health care professional
- Follow the Ontario Breast Screening Program guidelines from Cancer Care Ontario

AT AGE	ONTARIO BREAST SCREENING PROGRAM GUIDELINES
All women	<ul style="list-style-type: none">• Be aware of any changes in your breasts, if you find changes go to a doctor or nurse practitioner• Yearly breast exam by a doctor or nurse practitioner
Women aged 40-49 and over age 74	<ul style="list-style-type: none">• Discuss need for mammogram with a doctor or nurse practitioner
Women aged 50-74	<ul style="list-style-type: none">• Book a mammogram every two years at the Ontario Breast Screening Centre or as often as recommended

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Cervical Cancer Factsheet

Cervical Cancer Facts:

- Each week in Ontario, approximately ten women are diagnosed with cervical cancer and approximately three women will die from the disease
- Cancer of the cervix is 90 per cent preventable by having regular Pap tests, yet many women who have cancer of the cervix have never had a Pap test
- The most important risk factor for developing cervical cancer is thought to be infection of the cervix with Human Papillomavirus (HPV)

What Can I Do To Reduce My Risk?

Making healthy choices can improve your health and may reduce your risk of developing cervical cancer.

- Talk to a health professional about HPV. There are often no symptoms and most women don't know they have HPV. Persistent HPV infection causes cell changes on the cervix that may lead to cancer. These cell changes will be found on the Pap test and can be treated
- Protect yourself. As with other sexually transmitted infections (STI), the risk of HPV increases with every new sexual partner. Always use condoms to prevent other STI. Condoms likely do not prevent HPV transmission as the virus may be present on skin in the genital area that is not covered by a condom
- Be a non-smoker and avoid second-hand smoke. Smoking and second-hand smoke can cause mild cell changes on your cervix which may progress to cancer
- Ask a doctor if the HPV vaccine is right for you
- Follow the cervical cancer screening guidelines from Cancer Care Ontario

AT AGE	ONTARIO CERVICAL SCREENING PROGRAM GUIDELINES
All women until at least age 70	<ul style="list-style-type: none">• All women who are, or have ever been sexually active should be screened through Pap testing• If you have normal test results three years in a row, you will need a Pap test every two to three years• If you have not been screened for more than five years you will still need an annual Pap test until there are three consecutive normal tests• Screening may be stopped at age 70 if there is adequate normal screening history in the previous ten years

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Colorectal Cancer Factsheet

Colorectal Cancer Facts:

- Colorectal cancer, often referred to as bowel cancer, includes cancer of the large intestine and rectum
- Colorectal cancer is the second deadliest form of cancer and yet it is curable 90 per cent of the time if detected in its early stages
- Ontario has one of the highest rates of colorectal cancer in the world
- The risk of colorectal cancer increases dramatically after the age of 50 for both men and women

What Can I Do To Reduce My Risk?

Adopting a healthy lifestyle over the long term may lower your risk of developing colorectal cancer.

- Follow Canada's Food Guide to Healthy Eating and include seven to ten servings of vegetables and fruits a day
- Eating a diet rich in whole grains and legumes will give you the fibre you need to help lower risk of developing colorectal cancer
- People who eat a diet that is low in saturated and animal fats have a lower risk of developing colorectal cancer
- Being active on a regular basis and keeping a healthy body weight also reduces your risk of colorectal cancer - work towards 30 to 60 minutes of moderate physical activity each day
- If you smoke - get help to quit, if you don't smoke – don't start and avoid second-hand smoke
- Avoid excess alcohol - follow the low-risk drinking guidelines
- Follow the Colon Cancer Check guidelines from Cancer Care Ontario

AT AGE	COLON CANCER CHECK GUIDELINES
Men and Women over the age of 50	Have a Fecal Occult Blood Test (FOBT) at least every two years
If you have a family history of colorectal cancer	Talk to your doctor - you may need an individualized plan for screening

If you don't have a family doctor, visit www.ColonCancerCheck.ca or call INFOLine at 1-866-410-5853 for information on how you can be screened for colorectal cancer.

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Breast Screening

Help find cancer early



All women:

- Know how your breasts normally look and feel. If you notice any changes, see your doctor or nurse practitioner.
- Ask for a clinical breast exam as part of your regular check-up.

Women aged 40-49:

- Talk to a doctor or nurse practitioner about having a mammogram.

Women aged 50 and over:

- Call for a mammogram at the Ontario Breast Screening Program. There is no cost.

For more information visit the following websites:

www.cancercare.on.ca

www.cancer.ca or call 1-888-939-3333

www.cancer-prevention.ca



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Cervical Screening

Ask a doctor for a Pap test as part of your regular check-up



All women who are or have ever been sexually active:

Need to have regular Pap tests:

- After you have the HPV (Human Papillomavirus) vaccine
- Even if you have reached menopause
- Even if you no longer have sex
- Until at least the age of 70

For more information visit the following websites:

www.cancer.ca or call 1-888-939-3333

www.cancer-prevention.ca

www.cancercare.on.ca



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Colorectal Screening

Help find cancer early



All men and women aged 50 and older:

Ask your doctor which screening test is best for you:

- No family history - get a take-home Fecal Occult Blood Test (FOBT) kit.
- With a family history - talk to your doctor or nurse practitioner about having a colonoscopy.

For more information visit the following websites:

www.coloncancercheck.ca or call 1-866-410-5853
www.cancer-prevention.ca
www.cancercare.on.ca
www.cancer.ca



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Healthy Choices

Reduce cancer risk



Everyone should.....

- Be screened
- Be sun safe
- Do not use tanning beds
- Eat healthy
- Get active
- Limit alcohol
- Live smoke-free
- Maintain a healthy weight
- Practice safer sex

For more information call the Project Health phone line at 519-883-2287 or visit the following websites:

www.projecthealth.ca
www.cancercare.on.ca
www.coloncancercheck.ca



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Cancer Quiz

Cancer quiz for workplaces: Contest instructions

You will need: one grand prize (for the winner), one incentive draw prize, four quizzes (included), pre-written emails (also provided), and a way to recruit participants. The quiz contest has been divided into six separate days; however, you can complete it in as many or as few days as you see fit for your workplace. Simply insert the appropriate dates into the e-mails and feel free to modify any of these suggestions to suit your workplace. *Good luck and have fun!*

Day 1

Early detection of cancer saves lives: Cancer prevention quiz

Text: You are invited to complete a series of quizzes that will be e-mailed to you over the next few days. We hope they will help you increase your awareness about the importance of cancer prevention and screening. Please complete and submit your answer for today's quiz by (insert date). All submissions will be entered in a prize draw.

Attachment: Cancer prevention quiz and answers

Day 2

Early detection of cancer saves lives: Breast health quiz

Text: Please complete and submit your answer for the quizzes by (insert date).

Attachment: Breast health quiz and answers

Day 3

Early detection of cancer saves lives: Cervical health quiz

Text: Please complete and submit your answer for the quizzes by (insert date).

Attachment: Cervical health quiz and answers

Day 4

Early detection of cancer saves lives: Colorectal health quiz

Text: Please complete and submit your answer for the quizzes by (insert date).

Attachment: Colorectal health quiz and answers

Day 5

Cancer resources

Text: Thank you for submitting your responses to the four cancer awareness quizzes.

Day 6

The winner....

Text: Thank you for participating in the Cancer prevention quiz contest.

Congratulations!!! The winner is....



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Cancer Prevention Quiz

Cancer Prevention Quiz

This is a quiz for you to find out how much you know about the prevention of cancer and to learn more about the steps to take for cancer prevention. Please place a "✓" in the appropriate box (true or false).

	TRUE	FALSE
1. Smoking kills 45,000 Canadians each year, more than alcohol, traffic crashes, AIDS, illicit drugs and murder combined.		
2. Having a healthy diet and maintaining a healthy body weight can lower your risk of developing cancer.		
3. Regular physical activity does not reduce your risk for cancer.		
4. Direct exposure to the sun is most harmful between 11 a.m. and 4 p.m.		
5. I don't need to participate in cancer screening programs because I have a healthy lifestyle.		
6. You must be examined by a health care professional in order to detect the early warning signs of cancer.		
7. You must follow safety instructions when handling hazardous materials at work and at home.		

Adapted from: Seven Steps to Health. Canadian Cancer Society

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Cancer Prevention Quiz

Answers

1. True

Smoking is a risk factor for both heart disease and cancer. Smoking causes about 30 per cent of all cancer deaths in Canada. Smoking increases the risk of developing cancers of the lungs, mouth, throat, larynx, cervix, pancreas, esophagus, colon, rectum, kidney and bladder. If you are a smoker, quit. If you are a non-smoker, stay away from second-hand smoke.

2. True

Combining a healthy diet, a healthy body weight and regular physical activity can prevent about 30-40 per cent of all cancers (Canadian Cancer Society, 2001). Research also indicates 20 per cent of all cancers can be related to diet alone (CCS, 2000). To lower your risk of cancer, follow Canada's Food Guide, emphasize fruits, vegetables and whole grain products, cut down on fat and limit salt, alcohol and caffeine intake.

3. False

Regular physical activity is important to our health. Studies show exercise reduces the risk of developing colon cancer and possibly breast and lung cancers. Regular physical activity means accumulation of periods of ten minutes of physical activity to a total of 30 to 60 minutes, for most days of the week--- every minute counts!

4. True

One bad sunburn in childhood can double a child's risk of developing skin cancer up to 20-40 years later. The sun's rays are most intense between

11 a.m. and 4 p.m. Even on days that are not bright and sunny, 80 per cent of ultra violet (UV) rays will pass through haze, light cloud and fog. Remember to put on clothing to cover your arms and legs, wear a wide-brimmed hat and sunglasses and put on sunscreen and lip balm with an SPF of 15 or higher. Outdoor workers should use sunscreen and lip balm with an SPF of 30 according to the Canadian Dermatology Association.

5. False

Cancer can develop in people with healthy lifestyles. Early detection can save lives. The best way to detect cancer in its earliest stage is to participate in regular screening tests. Discuss with your health care professional what screening tests are appropriate for you.

6. False

You know your body better than anyone else. Your health is your responsibility. Be aware of your body and report any changes to your doctor as soon as possible. Health care professionals are trained to spot the early warning signs of cancer and other diseases. Detecting and treating cancer early could save your life.

7. True

Health Canada and Environment Canada have guidelines for handling cancer-causing substances. These guidelines are printed on the packaging and posted in workplaces. By following these guidelines at home or at work, you can protect yourself against the risk posed by these materials. At home and at work, take care to follow safety instructions when using, storing and disposing of household pesticides or any other chemicals.

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Breast Health Quiz

Breast Health Quiz

This is a quiz for you to find out how much you know about breast cancer and to learn more about how to prevent it. Please respond to the following statements by placing a "✓" in the appropriate box (true or false).

	TRUE	FALSE
1. Breast Cancer is the most common cancer among Canadian women.		
2. In Canada, one in nine women will develop breast cancer in their lifetime.		
3. Only women with a family history of breast cancer develop the disease.		
4. Now that I'm older, I don't have to worry about checking my breasts and getting cancer.		
5. A person with a breast lump has breast cancer.		
6. Breastfeeding can help reduce a woman's risk for developing breast cancer.		
7. The number of deaths due to breast cancer has gone down in recent years.		
8. A mammogram can detect a lump where no lump can be felt.		
9. If my mammogram is negative, then I won't ever need to have another one.		
10. The risk of getting breast cancer from the radiation produced by a mammogram is extremely high.		

Adapted from: Canadian Cancer Society and the Ontario Breast Screening Program

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Breast Health Quiz - Answers

1. True

Breast cancer continues to be the most commonly diagnosed cancer in women. In Ontario in 2008 an estimated 5,000 women will be diagnosed with breast cancer and 2,000 will die from it.

2. True

One in nine women is expected to develop breast cancer during her lifetime.

3. False

Although women with a family history of breast cancer are at a slightly increased risk, all women, as they age, are at increased risk. Up to 80 per cent of breast cancers occur in women with no risk factors other than being a woman.

4. False

A woman's risk for developing breast cancer increases with age, with the majority of breast cancer occurring after age 50.

5. False

Most breast lumps are not cancerous. The only way to know whether a lump or any other change in your breast is not cancer is to see a doctor for an examination.

6. True

Some studies have shown that the longer a woman breastfeeds her child, and the more children she has breastfed, the less likely she is to develop breast cancer.

7. True

Although the number of new cases of breast cancer continues to be high, Canadian Cancer Society statistics show breast cancer deaths have declined among women in every age group since at least the mid 1990's. The decline in the number of deaths is likely due to the benefits of breast screening programs and improved treatment.

8. True

A mammogram can detect cancer in the breast when it is the size of a pinhead - two to three years before a lump can be felt. It is in this early stage of cancer that there is an excellent cure rate.

9. False

Women should have regular mammograms. A mammogram does not protect a woman from developing breast cancer in the future. It is important to have a yearly clinical examination of the breasts and a mammogram every two years after the age of 50 or as often as your doctor recommends.

10. False

Mammograms use a low amount of radiation. The benefits of finding breast cancer early far outweigh the small amount of radiation emitted during a mammogram.

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Cervical Health Quiz

This is a quiz for you to find out how much you know about cancer of the cervix and to learn more about how to prevent it. Please respond to the following statements by placing a "✓" in the appropriate box (true or false).

	TRUE	FALSE
1. Cancer of the cervix is preventable.		
2. One risk factor for cervical cancer is becoming sexually active at a young age.		
3. Using condoms will prevent you from being exposed to the Human Papillomavirus (HPV) which causes most cervical cancer.		
4. The risk for cervical cancer increases if a woman has had several sexual partners.		
5. A Pap test does not check for uterine and ovarian cancer.		
6. Women don't need to have a Pap test unless the doctor orders it.		
7. Women should start having Pap tests as soon as they are sexually active.		
8. Any woman who has ever been exposed to the Human Papillomavirus (HPV) will develop cancer of the cervix.		
9. If my first Pap test is "normal" I won't need another Pap test for three years.		
10. If I have had the HPV vaccine, I won't need Pap tests anymore.		

Adapted from: Ontario Cervical Screening Program

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Cervical Health Quiz - Answers

1. True

The Pap test can find abnormal cells in the cervix before they become cancerous. Early treatment will prevent cervical cancer from developing.

2. True

Exposure to Human Papillomavirus (HPV) through sexual contact at a young age seems to increase the risk of cancer of the cervix.

3. False

Condoms offer some protection, but do not likely prevent HPV transmission as HPV may be present on skin that is not covered. Always use condoms to prevent other sexually transmitted infections. HPV is spread by sexual contact, not just by sexual intercourse.

4. True

Having several sexual partners throughout your lifetime increases your risk for cervical cancer. Your risk also increases when your partner has had several partners as you have a greater chance of being in contact with HPV.

5. True

A Pap test is a screening test that detects early cell changes in the cervix. The Pap test does not test cells from the uterus, ovaries or other organs.

6. False

All women who are sexually active need regular Pap tests. Take responsibility for your own health and ask a health professional about the Pap test.

7. True

The Pap test is for all women who are, or have ever been sexually active as they may have been exposed to the HPV that can cause cervical cancer. The Pap test is recommended until 70 years of age.

8. False

Most women who have been exposed to HPV do not develop cancer of the cervix. Strong body defenses (immune system) can fight off most viruses, including HPV. The HPV infection usually goes away by itself. A few HPV types can cause cell changes in the cervix (infections) that may slowly lead to cancer if they are not found and treated. Regular Pap tests can detect these changes early when they can be treated.

9. False

It is important to have a Pap test every year, until you have three "normal" Pap tests in a row. If you have normal test results three years in a row, you will need a Pap test every two to three years.

10. False

HPV vaccine does NOT replace Pap tests, but is a new and important option to prevent cancer of the cervix. It is very important to keep having Pap tests after receiving the vaccine.

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Colorectal Health Quiz

Colorectal Health Quiz

This is a quiz for you to find out how much you know about colorectal cancer and to learn more about how to prevent it. Please respond to the following statements by placing a "✓" in the appropriate box (true or false).

	TRUE	FALSE
1. Eating a diet high in fibre and low in fat helps reduce your risk of colorectal cancer.		
2. Colorectal cancer involves cancers of the large intestines and rectum.		
3. Regular physical activity, a healthy diet, limiting alcohol, being smoke-free and maintaining a healthy weight may reduce your risk of colorectal cancer.		
4. Regular screening tests for colorectal cancer are not necessary.		
5. A family history of colorectal cancer does not put you at greater risk for the disease.		
6. Colorectal cancer affects men and women equally.		
7. Smoking lowers your risk of colorectal cancer.		
8. Your risk of colorectal cancer decreases with age.		
9. If you experience changes in your bowel habits, it means you have colorectal cancer.		
10. Polyps are always cancerous growths.		

Adapted from: Canadian Cancer Society and Cancer Care Ontario

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Colorectal Health Quiz - Answers

1. True

A diet high in fibre from vegetables, fruits, whole grains and legumes (beans, lentils and nuts) and low in fat has been shown to reduce the risk of colorectal cancer.

2. True

Colorectal cancer involves cancers of the large intestine (colon), rectum, appendix and some anal cancers. It is commonly called bowel cancer.

3. True

To reduce cancer risk, it is recommended that Ontario adults eat seven to ten servings of vegetables and fruit every day as part of a healthy diet, limit alcohol consumption and be smoke-free. Maintaining a healthy body weight and engaging in 30 to 45 minutes of moderate to vigorous physical activity on most days is also recommended. More than one-third of cancers (including colorectal cancer) are attributable to food, obesity and physical inactivity.

4. False

A person with colorectal cancer has no symptoms at first, so screening is the best way to detect cancer early. There is a 90 per cent chance of curing colorectal cancer if it is detected early. The chance of curing colorectal cancer is only ten per cent if it is detected at an advanced stage.

5. False

A family history of colorectal cancer is a significant

risk factor for the disease. Within some families, more people are diagnosed with colorectal cancer than can be expected by chance. When one person in a family develops polyps or colorectal cancer, his or her close relatives may have an increased chance of developing this type of cancer. Discuss your family history with a doctor or nurse practitioner.

6. True

Colorectal cancer affects men and women nearly equally. Your lifetime risk of developing the disease is about one in 15 for men and one in 16 for women.

7. False

Smoking and exposure to second-hand smoke have both been linked to colorectal cancer.

8. False

As age increases, your risk of colorectal cancer also increases. Colorectal cancer is rare before age 35 and occurs more than 90 per cent of the time in people over age 50.

9. False

There are many reasons for changes in your bowel habits or other symptoms. It is important you report symptoms to your doctor and have an assessment done to determine the reasons for your condition. Not all changes indicate cancer.

10. False

Polyps are small growths on the lining of the intestine. Most polyps are NOT cancerous. People with a history of polyps are at a higher risk of developing colorectal cancer. Polyps can be seen and removed during a colonoscopy.

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Jeopardy Game Instructions

The Cancer Screening and Prevention Jeopardy game is designed to deliver important cancer prevention messages and screening information for Breast, Cervical and Colorectal cancer in a fun and non-threatening way. It is provided in a CD and can be used on a lap top for a smaller group or projected to a screen for a larger group.

For those of you not familiar with the TV game show, Jeopardy reverses the “question and answer” format we use every day. The “answer” is provided and the respondents provide the “question”. In the game show, the response must be provided as a question in order to be correct. Wrong answers result in loss of the amount named; applying a penalty is left to your decision.

Before You Start:

Print out the game/presentation notes pages for your own use. The notes will provide supplementary information. You are not expected to be the expert; the notes will provide the correct cancer information.

Game Time

Divide the participants into two or three groups. You will need a sound maker for each contestant or group of contestants. It needs to make a very distinctive sound so it is possible to recognize which sound was “first”. It also helps to have a “spotter” (apart from the person working the Power Point) to identify this person/ group. A practice run with a verbal question you’ve made up serves many purposes. It provides a trial of the noise-makers, illustrates how the game operates, and can be used to select who goes first. Note that you will have to keep score manually; it may be helpful to assign this task to an “assistant”. You will also need paper and a marker for work groups to write down their Final Jeopardy response. Depending upon depth of the discussion of the “notes”, allow between 30- 45 minutes to complete the game.

Short Cut to Ending Game

At any point, clicking on a hidden button on the upper left corner will produce Final Jeopardy. This dollar value perhaps should be considered a point system. Prizes are always appreciated.

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Jeopardy Game Instructions

Operating Instructions

1. Open the Jeopardy game in Microsoft Office Power Point.
2. From the "View" pull-down menu, select "Slide Show" or press F5. (A voice says: This is the Jeopardy! The Jeopardy logo appears and the Jeopardy jingles begin to play. The music will play for approximately 30 seconds and can be stopped at any time by moving the cursor to the bottom left corner and clicking on the far right arrow. These are the navigational arrows you will use to operate the game/slides).
3. Another click on the same arrow on the right brings up the dollar value chart and "First round, the Jeopardy round" is heard.
4. Click the arrow on the right to reveal the category headings. (four times-once for each category).
5. Click once more and the amounts are underlined.
6. The participant chooses the category and the amount.
7. Click on that, and the answer "appears".
8. Once the participant answers (in the format of a question), click on the right-hand arrow again to reveal the "question".
9. Click once more to return to the main screen. The "dollar value" previously chosen will have disappeared/changed colours.
10. Continue until all category amounts have been asked/answered.
11. A group selecting the Daily Double question can submit a "wager" of no more than the amount they currently have earned.
12. Click on the right-hand arrow to make the "Category" appear.
13. The group is asked to write down their "wager".
14. Click again to make the final jeopardy "answer" appear.
15. "You have one minute to consult" appears. Participants write down their response. At the end of the minute, the participants are expected to reveal their response.
16. After 30 seconds, "You have 30 seconds to consult" appears.
17. Fifteen seconds later, "You have 15 seconds to consult" appears.
18. Fifteen seconds after that, "Time is up" appears.
19. Click the arrow once more to provide the Final Jeopardy answer.
20. Review each group's answers and wagers.
21. After tabulating the points, the winner is revealed.
22. Click again to produce "Thank you for playing Cancer Screening and Prevention Jeopardy".
23. One final click will end the program.

ENJOY!

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Phone Messages - Phone messages for staff on-hold/in-queue

March (20 seconds)

Colorectal cancer is the second leading cause of cancer deaths in Canada. The good news is that 90 per cent of cases could be prevented or successfully treated if detected early. Men and women should be screened for colorectal cancer starting at the age of 50 or earlier depending on personal risk factors. Talk with your doctor about which colorectal cancer screening plan is best for you.



April (20 seconds)

April is Daffodil month at the Canadian Cancer Society.

Did you know you can lower your risk of developing cancer by adopting healthy lifestyle behaviors? Eat seven to ten servings of vegetables and fruit and be physically active for at least 30 minutes every day. Limit alcohol intake and don't smoke. Last but not least, be informed and follow cancer screening guidelines.

October (25 seconds)

October is Breast Health Awareness Month. Are you a woman? Do you follow breast screening guidelines? Screening can find breast cancer early and treatment can have a better chance of success. All women should be aware of and report any changes in their breasts, and have an annual physical breast exam by a health care professional. If you are between the ages of 50 and 74 it is recommended to have a mammogram at least every two years.

October (to run during Cervical Cancer Awareness Week) (20 seconds)

This week is Cervical Health Awareness Week. The incidence of cervical cancer has decreased over the years thanks to the Pap test. If you are a woman and have ever been sexually active, make sure you are getting your Pap test regularly until the age of 70. With regular Pap testing, up to 90 per cent of cervical cancer can be prevented. Don't let cervical screening fade into the background; make sure to ask for a Pap test as part of your regular health check up!



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Prevention Tools: Making The Link

Consider Promoting Cancer Prevention In Your Workplace

The workplace is a perfect setting to promote healthy living messages and practices to employees to help them quit smoking, decrease their alcohol consumption, increase physical activity and make healthy food choices in ultimately reducing their risk of cancer.

Key Cancer Prevention/Healthy Living Messages:

- Limit your alcohol consumption
- Eat a diet rich in vegetables and fruit, high in fibre and low in fat
- Be physically active every day
- Be a non-smoker and avoid tobacco smoke

Make the Link Between Cancer and Healthy Living:

- Connect your screening messages with prevention messages
- Any time you are promoting healthy living make the connection to cancer
- Use the one page fact sheets on the following pages to distribute to employees or to increase your knowledge for your own wellness planning

Some Examples of How to Make the Link In Your Workplace:

- ➔ Consult the Project Health Handbook for Additional Ideas:

Alcohol: Limit Consumption

- Have employees evaluate their drinking (www.alcoholhelpcentre.net)
- Host a virtual vacation party for employees where alcohol free drinks (mocktails) are served and the connection between alcohol and cancer is discussed

- Virtual vacation toolkit will be available through Project Health Fall 2009.

Nutrition: Eat Healthy

- Offer lunch and learn sessions about healthy eating and cancer
- Offer healthy foods in workplace cafeterias, vending machines and at workplace functions

Physical Activity: Get Active

- Encourage employees to take the stairs (Stairway to Health Program: www.phac-aspc.gc.ca)
- Have pedometers available for employees to track their walking progress or contact Project Health staff to implement the “Walk this Way” program in your workplace

Smoking: Live Smoke-Free

- Try the driven to quit challenge in your work place; employees can win a new car (www.driventoquit.ca)
- If your benefit plan covers medications which can help with quitting smoking, promote this information to employees

Implementation Ideas

Why not make cancer prevention a year round topic highlighting screening as well as making the link between cancer and nutrition, physical activity, alcohol, and tobacco. Plan to highlight a different topic for two months at a time.



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Making The Link...Limit Alcohol

Making the link...

- Research shows that drinking alcohol increases your risk of developing several types of cancer including breast and colorectal cancer
- The more alcohol you drink...the more you increase your risk

If you don't already drink...don't start for health reasons

If you do drink:

Follow the Low-Risk Drinking Guidelines

0	ZERO drinks -this carries the lowest risk of alcohol related problems
2	No more than two standard drinks on any day
9	Women: up to nine standard drinks per week
14	Men: up to fourteen standard drinks per week

Know what a standard drink looks like:

- 1-350ml (12 oz) bottle of beer (5 per cent alcohol)
- 1-145ml (5 oz) glass of wine (12 per cent alcohol)
- 1-45ml (1.5 oz) glass of spirits (40 per cent alcohol)

Some healthful suggestions:

- Always have a glass of water with your drink
- Have something to eat
- Make a fruit spritzer by mixing your favorite fruit juice with soda water
- Serve mocktails (alcohol-free drinks)- Caesars, daiquiris and smoothies taste just as good without alcohol!

For some delicious mocktail recipes: www.lcbo.com/socialresponsibility/content_mocktails.shtml

Try a Smart-ini by: the Martini Club

- 2 oz pineapple juice
- 2 tsp lime juice
- 2oz cranberry juice

In a cocktail shaker filled with ice, add all ingredients. Shake and strain into a martini glass. Garnish with a pineapple and cranberry skewer.

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Making The Link...Eat Healthy

Making the link...

- Researchers in diet and cancer have found that vegetables and fruit are the foods most likely to reduce your risk of developing cancer
- Eating well can help you to reach and/or maintain a healthy body weight
- People who are overweight are at a greater risk for developing certain cancers including breast cancer

Making simple, healthy changes to the way we eat is one of the best defenses against cancer. Eating a diet rich in vegetables and fruit, high in fibre and low in fat are some ways you can reduce your risk

Vegetables And Fruits

Choose seven to ten servings of vegetables and fruit each day

- Vegetables and fruit are an excellent source of vitamins, minerals and nutrients that protect against cancer
- Select a wide variety of colourful vegetables and fruit everyday
- Vegetables and fruit are low in fat and calories which helps you reach and maintain a healthy body weight

Choose Healthy Fats

- Eating too much fat can increase your risk for heart disease, stroke and some types of cancer such as breast and colorectal
- Everyone needs some fat as part of a healthy diet...we just need to choose healthy unsaturated fats more often and limit our intake of unhealthy saturated or trans fats

Choose Fibre Rich Foods Such As Whole Grains And Legumes

- Eating a diet rich in fibre may reduce your risk of developing colorectal cancer
- Eating a diet that includes plenty of fibre may help you achieve and/or maintain a healthy body weight which also reduces your risk of developing cancers such as breast cancer
- Choose six to eight servings of grain products each day. Choose foods made with whole grains over foods made with refined white flour

Red Meat And Your Cancer Risk

- Research has shown that eating a diet high in red and processed meat may increase your risk of developing colorectal cancer
- Red meat: refers to beef, pork, lamb or goat.
- Processed meats: refers to meats that have been preserved by smoking, curing or salting or by the addition of preservatives. Examples are: bacon, ham, salami, hotdogs or sausages

Take Action:

Visit Eating Well with Canada's Food Guide website and create your own food guide at: www.healthcanada.gc.ca/foodguide

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Making The Link...Get Active

Making the link...

- Research has proven that regular physical activity helps protect you against certain forms of cancer including colorectal and breast cancer
- Physical activity is one of the best ways to achieve and maintain a healthy body weight
People who are overweight are at a greater risk of developing some forms of cancer including breast cancer

To reduce your risk of cancer - Be moderately physically active such as brisk walking for at least 30 minutes every day

These Tips May Help:

- Choose activities that you enjoy and that fit your life
- Begin slowly and build from there
- Think of the physical activity as an appointment you can't miss
- Be a role model for physical activity for others everyday
- Enjoy the company of your family and friends – make them part of your physical activity plan
- Walk to work if you can
- Use the stairs more often than the elevator
- Make it fun and easy. It doesn't need to happen at an fitness club or gym

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Making The Link... Live Smoke-Free

Making the link...

- Tobacco use and second-hand smoke is linked to many forms of cancer including lung, breast, cervical and colorectal
- Second-hand smoke contains more than 4,000 chemicals. Sixty-nine of these chemicals are known to cause cancer

If you smoke:

- Try to quit - it is never too late to quit smoking
- It often takes many attempts to quit for good
- Make use of the many resources available within your community:
 - The Region of Waterloo Public Health Tobacco Information Line 519-883-2279
 - Smokers Helpline 1-877-513-5333

Second-hand smoke is dangerous:

- More than 1,000 non-smoking Canadians die from second-hand smoke each year
- No amount of second-hand smoke is safe
- Two thirds of the smoke from a cigarette is not inhaled by the smoker, but lingers in the air for smokers and non-smokers to breathe
- Opening a door or window does not clear the air. Second-hand smoke is diluted but is not eliminated from a room or car
- Even after a cigarette is put out, second-hand smoke remains in the environment for days and weeks on furniture, clothes and carpets etc. and can still be toxic

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Project Health Services

Consultation

- Cancer Prevention and Screening Toolkit:
 - * How you can make the most of the toolkit in your workplace.
- Creating supportive environment and policy in your workplace though Project Health topics
 - * *Healthy eating, * physical activity, *alcohol and * tobacco.*

Lunch and Learns

- Women's Health Presentation (breast, cervical, colorectal)
 - * Pick one topic (20 mins.) or all three topics (45-60 mins.)
- Cancer Prevention and Screening Presentation for men and women – (colorectal)
- Healthy Eating
 - * ask to have a cancer prevention focus

Displays

1. Breast Cancer

The following display shows women how important screening is in the early detection of cancer. It shows the different lump sizes that can be detected through a variety of breast screening methods.

- "50 or Over? Regular Mammograms Could Save Your Life"- Pop Up Floor Banner –lightweight
- "50 or Over? Regular Mammograms Could Save Your Life"- Shadow Box -this is a smaller version of Banner

Tips:

- * Provide the Breast Cancer Factsheet included in the toolkit
- * Provide the pamphlet Are you a woman 50 and over? Finding breast cancer early could save your life.

2. Alcohol

The following display shows the link between alcohol and cancer and chronic disease. More than one to two drinks per day increase your risk of stroke and cancer

- "A hangover is the least of your worries" - pop-up Floor Banner Display

Tips:

- * Provide the Alcohol Factsheet in the toolkit
- * Provide the pamphlet Hangover is the Least of Your Worries
- * Display Alcohol Kit - includes models of standard size drink and Low-Risk Drinking Guidelines pamphlet



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3. General Cancer Prevention and Screening displays

The following Cancer Prevention and Screening pop up floor and table top banners would be suited for you to use in the workplace or to book Public Health staff for a wellness fair.

- Waterloo Wellington Cancer Prevention and Early Detection Network Display
It includes individual pop-up table top banners on Breast Screening, Cervical Screening, Colorectal Screening plus individual pop-up floor banners on Prevention messages and Screening Messages.

Tips:

- * Provide the Cancer Fact Sheets provided in the toolkit
- * Provide the following pamphlets:
 - a) Are you a woman 50 and over? Finding breast cancer early could save your life
 - b) HPV and Screening for Cancer of the Cervix
 - c) ColonCancerCheck- If you were see through it would be easier to spot colon cancer

Posters

- 50 or Over?- Breast Screening Could Save Your Life
- Regular Pap Tests Can Prevent Cervical Cancer- Get a Pap Test
- Cancer Prevention and Screening poster- size 24 in x18 in
- Toolkit Poster (Breast, Cervical or Colorectal Screening) 11in x 8in that you can download

Tips:

- * Include the fact sheets in the toolkit on each of the cancer screening messages
- * Include also the following pamphlets:
 - a) Are you a woman 50 and over? Finding breast cancer early could save your life
 - b) HPV and Screening for Cancer of the Cervix
 - c) ColonCancerCheck If you were see-through it would be easier to spot colon cancer

The Handbook for Healthy Workplaces- in Waterloo Region

There are additional cancer prevention displays, kits and pamphlets that you can book through Project Health phone line 519-883-2287 or visit www.projecthealth.ca

Healthy Eating, Physical Activity, Substance Use/Abuse Prevention, Tobacco-Free Living

Some examples of resources:

- Workplace Wellness Pedometer Kits (resource book, two sets of pedometers, CD)
- Smoking cessation " So you want to quit Smoking" Display
- "A kitchen with heart" -Display



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The Public Health Resource Centre

For additional cancer prevention posters, kits and pamphlets check out the Resource Centre.

To order pamphlets: email phrc@region.waterloo.on.ca or call the automated order line at: 519-883-2374 or order online at [www.region.waterloo.on.ca/ph--Resources/Resource Centre/Pamphlets](http://www.region.waterloo.on.ca/ph--Resources/Resource%20Centre/Pamphlets)

Some examples of resources are:

- Eat Well, Be Active- Booklet
- Healthy Food Guidelines for Workplaces Brochure
- Getting active for life- Booklet
- Reduce Your Breast Cancer Risk - pamphlet



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Additional Resources

For more information and to order pamphlets please contact the following websites or phone numbers

- Canadian Cancer Society www.cancer.ca 1-888 939 3333
- Cancer Care Ontario www.cancercare.on.ca
- Colon Cancer Check www.coloncancercheck.ca public number 1-866-662-9233
- Colorectal Cancer Association of Canada www.ccac-acc.ca
- Cancer Prevention and Early Detection Network of Waterloo Region www.cancer-prevention.ca
- Canadian Breast Cancer Foundation www.cbcf.org
- Centre 4 Active Living www.centre4activeliving.ca
- Dietitians of Canada www.dietitians.ca
- Focus Resource Centre www.frcentre.net/asc.htm
- Grand River Regional Cancer Centre www.grrcc.ca
- Grand River Hospital www.grhosp.on.ca – see Ontario Breast Screening Staff Program
- Health Canada www.hc-sc.gc.ca/nutrition
- Human Papillomavirus Vaccine www.hpvontario info line 1-866 559 4598
- Human Papillomavirus Vaccine www.hpvinfo.ca
- Low-Risk Drinking Guidelines www.lrdg.net
- Project Health www.projecthealth.ca
- Region of Waterloo Public Health www.region.waterloo.on.ca



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Supportive Environment And Policy

Building A Supportive Environment

Have You Considered....

- Flexible work hours to accommodate medical appointments for cancer screening
- Including cancer screening and prevention education at your staff meetings (for example playing the jeopardy game)
- Offering healthy food choices at meetings and incorporating stretch breaks
- Providing time for employees to go to information sessions and health fairs
- Cafeteria or vending machines stocked with healthy food choices
- Space for an exercise group at lunch or starting a walking group
- Smoking cessation programs- educate employees about risk factors

Implementation Idea

Challenge your employees to "Walk Across Canada". Have employees team up and keep track of how far they walk. Hang a map of Canada in the lunch/break room to track their progress. The first team to walk "Across Canada" wins a prize.

Policy Development

Policy is a plan, course, or method of action that has been deliberately chosen and that guides or influences future decisions of organizations.²

Healthy workplace policy...

- Indicates the degree of an employer's commitment to a healthy workplace
- Guides action
- Makes healthy choices easier and unhealthy choices more difficult

Take the suggestions from the supportive environment section above and formalize them into policy.

Project Health staff are available to assist you. Call 519-883-2287 or visit www.projecthealth.ca

²Nutrition Resource Centre (2002) *Guide to nutrition promotion in the workplace.* (ISBN#0929129-42-3) Toronto: Author.



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Take Action

Now its time to create a plan!

- ➔ Use this tool below to jot down your ideas and next steps. An example is provided for you below. If you are having trouble getting started use the easy steps in WORKPLACE WELLNESS PLANNING on page 3 of this toolkit.

Which tools will you try?

EXAMPLE OF A SPECIFIC HEALTH PROMOTION GOAL

1. Example: Increase the number of employees being screened for breast, cervical and colorectal cancers

HEALTH PROMOTION APPROACH	ACTIVITY/STRATEGY
Awareness Raising	- distribute quizzes from TOOLKIT - distribute factsheets from the TOOLKIT
Skill Building	- host a lunch and learn session where screening details such as screening sites are given to employees *(see below for more detailed planning)
Supportive Environment	- connect with OBSP centre to arrange times for employees to attend screening appointments - provide bus tickets to employees to attend screening appointments - managers attend lunch and learn sessions and give employees time to attend these sessions
Policy Development	- develop a policy that gives staff time off to go to screening appointments

EXAMPLE OF A TOOL

Example: Lunch and Learn

30

- a. How will you implement?: determine topic; book speaker/ space; memo / invite to managers
- b. How will you promote?: posters from toolkit; circulate factsheets (send them by email and handout); announce at staff meeting
- c. How will you engage employees?: free healthy food; jeopardy game; incentives, prizes (door prizes); survey for future topics/activities distributed at end of session; follow-up email after session and article in newsletter
- d. What resources are needed?: money for food; space

Contact Project Health for assistance in planning your cancer screening/prevention programming at 519-883-2287 or www.projecthealth.ca



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Take Action

Now It's Your Turn To Create a Plan!

Tool / Specific Health Promotion Goal

PG#

2. _____

a. How will you implement?: _____ WHEN: _____

b. How will you promote?: _____ WHEN: _____

c. How will you engage employees?: _____

d. What resources are needed?: _____

a. How will you implement?: _____ WHEN: _____

b. How will you promote?: _____ WHEN: _____

c. How will you engage employees?: _____

d. What resources are needed?: _____

a. How will you implement?: _____ WHEN: _____

b. How will you promote?: _____ WHEN: _____

c. How will you engage employees?: _____

d. What resources are needed?: _____

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