

# Workplace Health Promotion



## An HPC Resource List

The Health Promotion Clearinghouse would like to extend a very special thank you to the many reviewers who took the time to make suggestions and additions to the draft versions of these lists.

This resource list is a work in progress. Please help us keep it up-to-date by contacting us with suggestions and/or additions.

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The information contained within this resource list is intended for education and information purposes only. The information is not a substitute for professional advice. Although care has been taken in preparing the information contained in this resource list, the Health Promotion Clearinghouse (HPC) does not and cannot guarantee the accuracy thereof. All resources selected have met our quality assurance criteria; however the HPC does not endorse any of the resources listed within. Anyone using the information does so at their own risk and shall be deemed to indemnify the HPC from any and all injury or damage arising from such use. For information on our quality assurance criteria please contact HPC.



# Workplace Health Promotion

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## Overview

### What is Workplace Health and Why is it Important?<sup>1</sup>

Workplace health is a comprehensive and integrated approach focusing on the general population at a workplace as well as the organization as a whole. Workplace health addresses a broad range of health issues including physical and psychosocial, environment, health practices, personal resources, etc. through programs, policies and practices. The three main areas targeted by workplace health are: Occupational Health and Safety, Organizational Health, and Healthy Choices. The benefits of implementing workplace health strategies to create a workplace supportive of well-being are: Less turnover and absenteeism, increased ability to cope with stress and change, improved morale, increased productivity and job satisfaction, a reduction in workplace injuries, increased retention and recruitment, and improved company culture.

### What You Will Find In This Document:

Within the “Workplace Health Promotion” resource list, you will find a variety of information from provincial, national and international sources on the topic of promoting a healthy working environment. This resource list is organized into four sections: *Overview*, *Documents*, *Organizational Links*, and *Other Tools and Resources*. A brief description of each section is included below:

- *Overview* provides a general description of the topics represented in this resource list.
- *Documents* is made up of toolkits and reports that are available online.
- *Organizational Links* lists relevant provincial, national and international groups affiliated with promoting workplace health.
- *Other Tools and Resources* includes key websites, databases, and portals related to healthy workplaces.

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<sup>1</sup> Adapted from the Canadian Centre for Occupational Health and Safety website (2007): [www.ccohs.ca/](http://www.ccohs.ca/)

# Documents



## **Best Advice on Stress Risk Management in the Workplace Part 1 and Part 2**

**Author:** Shain, M.

**Date:** 2000

**Source:** Health Canada

**Description:** The primary purpose of this publication is to raise awareness and inspire action concerning the very real risks to health and safety posed by certain kinds of toxic stress in the workplace. As such, the materials can be used as a presentation and can also be used on a self-instructional basis. They can also be used to assist in the development of workplace surveys and the understanding of results from these surveys. Included in the materials are numbered overheads that can be copied onto acetates for use in an overhead presentation.

**URL:** <http://www.mentalhealthpromotion.net/?i=promenpol.en.toolkit.124>  
and  
<http://www.mentalhealthpromotion.net/resources/stress-part-2-eng.pdf>



## **Building a Healthy Workplace – Blueprint for Success**

**Author:** Middlesex-London Health Unit

**Date:** 2004

**Source:** Middlesex-London Health Unit

**Description:** This step-by-step guide can assist organizations in creating healthier workplaces. Here you will find 15 different topic areas with practical ideas on how you can raise awareness and build skills among employees, create a supportive workplace environment, and develop healthy policies.

**URL:** <http://www.ccohs.ca/healthyworkplaces/topics/activeliving.html>



## **The Case for Comprehensive Workplace Health Promotion: Making “Cents” of a Good Idea**

**Author:** The Health Communication Unit

**Date:** 2004 (updated)

**Source:** The Health Communication Unit

**Description:** This easy to read document outlines the benefit and rationale for creating a comprehensive workplace health promotion plan.

**URL:** [http://www.thcu.ca/infoandresources/resource\\_display.cfm?searchString\\_keyword=making+good+cents&advanced=yes&translateto=english](http://www.thcu.ca/infoandresources/resource_display.cfm?searchString_keyword=making+good+cents&advanced=yes&translateto=english)



## **Comprehensive Workplace Health Promotion: Recommended and Promising Practices for Situational Assessment Tools**

**Author:** The Health Communication Unit

**Date:** 2006

**Source:** The Health Communication Unit

**Description:** This resource is designed to help workplace health promotion intermediaries in Ontario select and implement situational assessment tools in their workplace, and replicate and/or adapt the best practice process and methodology used to generate the tools. It contains 29 recommended and promising tools in six categories: needs assessments, health risk appraisals, workplace environmental audits, employee interest surveys, current practice surveys, and organizational culture surveys.

**URL:** [www.thcu.ca/Workplace/sat/pubs/sat\\_v102.pdf](http://www.thcu.ca/Workplace/sat/pubs/sat_v102.pdf)



### **Creating Healthy Workplaces**

**Author:** Burton, J.

**Date:** 2006

**Source:** Industrial Accident Prevention Association

**Description:** This document shows that there are excellent legal and economic reasons to strive for a healthy workplace, and it doesn't have to be difficult or expensive. It does take some awareness, commitment and persistence on the part of employers and employees, but the outcomes in terms of worker health, job satisfaction, employee morale, and the company's productivity and bottom line, make it well worth the effort for all workplace parties.

**URL:** [www.iapa.ca/pdf/2004\\_HWP\\_Healthy\\_Workplace\\_FINAL.pdf](http://www.iapa.ca/pdf/2004_HWP_Healthy_Workplace_FINAL.pdf)

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### **Ending Canada's Invisible Epidemic: A Strategy for Injury Prevention**

**Author:** Smart Risk

**Date:** 2005

**Source:** Smart Risk

**Description:** This document outlines the need for a pan-Canadian injury prevention strategy, current foundations, and recommendations.

**URL:** <http://www.ohpe.ca/node/6950/print?PHPSESSID=ffc0538f1f57fd8d508d3f1260659e52>

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### **Evaluating Comprehensive Workplace Health Promotion**

**Author:** THCU Comprehensive Workplace Health Promotion Project Team

**Date:** 2005

**Source:** The Health Communication Unit

**Description:** This Info-pack focuses on key aspects of evaluation within the CWHP framework. It is designed for busy practitioners who support the development of CWHP initiatives in their community and would like to access practical, 'how-to' information about program evaluation.

**URL:** [www.thcu.ca/workplace/documents/EvaluationInfoPackFinalWeb.pdf](http://www.thcu.ca/workplace/documents/EvaluationInfoPackFinalWeb.pdf)

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### **First Nations Occupational Health and Safety: A Discussion Paper**

**Author:** First Nations Centre

**Date:** 2006

**Source:** First Nations Centre

**Description:** The First Nations population has been growing more quickly than other groups in Canada, and this trend has accelerated in the past 10 years. The proportion of the population of First Nations communities that is under 20 year of age is almost double that of the Canadian population as a whole. With a growing and comparatively young population, it is evident that there will be many more First Nations people entering the workforce in the years to come. This paper will identify and discuss occupational health and safety issues which may be of particular relevance to First Nations people, and recommendations for future research will be suggested.

**URL:** [http://www.naho.ca/documents/fnc/english/FNC\\_OccupationalHealthandSafety.pdf](http://www.naho.ca/documents/fnc/english/FNC_OccupationalHealthandSafety.pdf)

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### **Guide to Nutrition Promotion in the Workplace**

**Author:** Nutrition Resource Centre

**Date:** 2002

**Source:** Nutrition Resource Centre

**Description:** This “how to” guide is designed to help practitioners promote, implement and support nutrition programs in the workplace. Sample resources included are: workplace nutrition assessment tools, sample policies and program logic models. This Guide is primarily intended for use by public and community health practitioners who are interested and ready to implement nutrition programs in the workplace. With the support and assistance of public health departments and/or community health centres, the Guide may also be a useful resource for occupational health staff, workplace health and safety representatives, human resource professionals, workplace wellness teams and other professionals involved in workplace health promotion programs.

**URL:** [action.web.ca/home/nutritio/attach/Nut%20Promo%20Guide.pdf](http://action.web.ca/home/nutritio/attach/Nut%20Promo%20Guide.pdf)

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### **Influencing the Organizational Environment to Create Healthy Workplaces Info-pack**

**Author:** THCU Comprehensive Workplace Health Promotion Project Team

**Date:** 2004

**Source:** The Health Communication Unit

**Description:** This Info-pack focuses on one element of the CWHP approach – the organizational environment. It is designed for practitioners who support the development of healthy workplaces in their community and would like to increase their understanding of the ways in which the organizational environment affects workplace health.

**URL:** [www.thcu.ca/workplace/documents/influencing\\_org\\_envir\\_infopackv\\_1.1.FINAL.pdf](http://www.thcu.ca/workplace/documents/influencing_org_envir_infopackv_1.1.FINAL.pdf)

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### **Introduction to Comprehensive Workplace Health Promotion Info-pack**

**Author:** THCU Comprehensive Workplace Health Promotion Project Team

**Date:** 2004

**Source:** The Health Communication Unit

**Description:** This Info-pack is designed for health promotion practitioners who are relatively new to the area of workplace health promotion or are looking for a refresher on current theory and practice. It provides an overview of comprehensive workplace health promotion, examines steps for helping workplaces take effective action, shares practical ideas and strategies to consider, and outlines available resources.

**URL:** [www.thcu.ca/workplace/documents/intro\\_to\\_workplace\\_health\\_promotion\\_v1.1.FINAL.pdf](http://www.thcu.ca/workplace/documents/intro_to_workplace_health_promotion_v1.1.FINAL.pdf)

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### **National Study on Balancing Work, Family and Lifestyle / l'Étude nationale sur l'équilibre entre le travail, la famille et le style de vie**

**Author:** Duxbury, L. and Higgins, C.

**Date:** 2002-2005

**Source:** Public Health Agency of Canada

**Description:** This website contains links to the following four reports: The 2001 National Work-Life Conflict Study (2002), Work-Life Conflict in Canada in the New Millennium A Status Report (2003), Exploring the Link Between Work-Life Conflict and Demands on Canada's Health Care System (2004) and Who Is at Risk? Predictors of Work-Life Conflict (2005)

**URL/** [www.phac-aspc.gc.ca/publicat/work-travail/index.html](http://www.phac-aspc.gc.ca/publicat/work-travail/index.html)

**L'URL:** [www.phac-aspc.gc.ca/publicat/work-travail/index-fra.php](http://www.phac-aspc.gc.ca/publicat/work-travail/index-fra.php)

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**Time Escapes Me: Workaholics and Time Perception / Les bourreaux de travail et leur perception du temps**

**Author:** Keown, L.A.

**Date:** Unknown

**Source:** Statistics Canada

**Description:** Using data from 2005 General Social Survey on time use, this article examines those people who identify themselves as workaholics. This report asks if this self-identification affects their quality of life as measured by the balance between work and family time, time pressure and general life satisfaction.

**URL/** [www.statcan.ca/english/freepub/11-008-XIE/2007001/pdf/11-008-XIE20070019629.pdf](http://www.statcan.ca/english/freepub/11-008-XIE/2007001/pdf/11-008-XIE20070019629.pdf)

**L'URL:** [www.statcan.gc.ca/pub/11-008-x/2007001/pdf/9629-fra.pdf](http://www.statcan.gc.ca/pub/11-008-x/2007001/pdf/9629-fra.pdf)

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**Voices of Canadians: Seeking Work-Life Balance / Témoignages canadiens : À la recherche de la conciliation travail-vie personnelle**

**Author:** Duxbury, L., Higgins, C., and Coghill, D.

**Date:** 2003

**Source:** Human Resources Development Canada

**Description:** By documenting people's responses in their own words, this report illustrates very clearly how people are experiencing often extreme levels of stress due to the conflict between work and home. This report is therefore a valuable record that provides first-hand insights into a burgeoning problem for individuals and organizations.

**URL/** <http://publications.gc.ca/collections/Collection/RH54-12-2003E.pdf>

**L'URL:** <http://publications.gc.ca/collections/Collection/RH54-12-2003F.pdf>

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**Work Stress and Health / Le stress au travail et al santé**

**Author:** Wilkins K., and Beaudet, M.

**Date:** 1998

**Source:** Statistics Canada

**Description:** This article describes work stress experienced by the employed population. It examines associations between job strain, job insecurity, physical demands, low co-worker support and low supervisor support, and four health outcomes: migraine, work injury, high blood pressure and psychological distress.

**URL/** [www.statcan.ca/english/studies/82-003/archive/1998/hrar1998010003s0a04.pdf](http://www.statcan.ca/english/studies/82-003/archive/1998/hrar1998010003s0a04.pdf)

**L'URL:** [www.statcan.gc.ca/studies-etudes/82-003/archive/1998/4140-fra.pdf](http://www.statcan.gc.ca/studies-etudes/82-003/archive/1998/4140-fra.pdf)

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**Work Time and the Future of Work in Canada: A Nova Scotia GPI Case Study**

**Author:** Pannozzo, L. and Colman, R.

**Date:** 2004

**Source:** GPI Atlantic

**Description:** In this three-part report, paid work is examined not only for its contribution to income and growth, as in most standard economic analyses, but from a broader perspective of "genuine progress" and human wellbeing. Part 1 investigates the quantitative trends in paid work hours over the last several decades, particularly in Nova Scotia. Part 2 examines costs associated with these trends in work that are invisible in our current system of accounting. Part 3 presents the perceived benefits of shorter work time, as well as obstacles to shorter work time from the perspective of employees, employers, and unions. Policy recommendations that flow from the evidence are discussed, as well as the areas where more data are required.

**URL:** [www.gpiatlantic.org/pdf/workhours/workhours.pdf](http://www.gpiatlantic.org/pdf/workhours/workhours.pdf)

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## Your Rights, Responsibilities and the Occupational Health and Safety Act

**Author:** Nova Scotia Department of Environment and Labour  
**Date:** 2005  
**Source:** Nova Scotia Department of Labour and Workforce Development  
**Description:** This document outlines Nova Scotian's rights and responsibilities when on the job, along with the Nova Scotian governments Occupational Health and Safety Act.  
**URL:** [www.gov.ns.ca/lwd/healthandsafety/docs/YourRightsandResp-en.pdf](http://www.gov.ns.ca/lwd/healthandsafety/docs/YourRightsandResp-en.pdf)

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# Organizational Links



## Canadian Centre for Occupational Health and Safety

**Contact:** Address: 135 Hunter Street East, Hamilton ON Canada L8N 1M5  
Telephone: (905) 572-2981  
Fax: (905) 572-2206  
E-mail: [clientservices@ccohs.ca](mailto:clientservices@ccohs.ca)  
Website: [www.ccohs.ca/](http://www.ccohs.ca/)

**Description:** The Canadian Centre for Occupational Health and Safety provides resources and information about the strong connection between the health and well-being of people and their work environments. The Health Communication Unit at the Centre for Health Promotion at the University of Toronto leads a workplace health promotion project.

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## Canadian Occupational Health Nurses Association

Address: 206 Locke Street South, Floor 1, Hamilton, ON L8P 4P4  
E-mail: [info@cohna-aciist.ca](mailto:info@cohna-aciist.ca)  
Website: [www.cohna-aciist.ca](http://www.cohna-aciist.ca)

**Description:** Occupational Health Nurses from across Canada have been meeting informally since 1980. The formal association was founded in 1984 and incorporated in 1994. The COHNA/ACIIST continues to evolve and be the voice of Occupational Health Nurses in Canada.

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## Institute for Work and Health

**Contact:** Address: 481 University Avenue, Suite 800, Toronto, ON M5G 2E9  
Telephone: (416) 927-2027  
Fax: (416) 927-4167  
E-mail: [info@iwh.on.ca](mailto:info@iwh.on.ca)  
Website: [www.iwh.on.ca/](http://www.iwh.on.ca/)

**Description:** The Institute for Work & Health is an independent, not-for-profit organization whose mission is to conduct and share research with workers, labour, employers, clinicians and policy-makers to promote, protect and improve the health of working people.

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## National Quality Institute

**Contact:** Address: 2275 Lake Shore Blvd. West, Suite 307 Toronto, ON M8V 3Y3  
Telephone: (416) 251-7600  
Toll Free: 1-800-263-9648  
Fax: (416) 251-9131  
Website: [www.nqi.ca](http://www.nqi.ca)

**Description:** Assists Canadian organizations, both public and private, in the development of quality and healthy workplace practices. Offers management tools, training, networking, promotion, access to best practices, independent and peer assessments, and certification programs.

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## **Nova Scotia Department of Labour and Workforce Development – Occupational Health and Safety Division**

**Contact:** Address: PO Box 697, 5151 Terminal Road, Halifax, NS B3J 2T8  
Telephone: (902) 424-5300  
Fax: (902) 424-0503  
Website: [www.gov.ns.ca/lwd/ohs/](http://www.gov.ns.ca/lwd/ohs/)

**Description:** The Occupational Health & Safety Division (OH&S) concentrates its efforts on safe and healthy workplaces, and work practices, and safety standards protecting the general public. The Division seeks to continuously improve the provision of its services. The OH&S Division focuses on the promotion of the internal responsibility system. The system acknowledges the responsibility of employers and employees for workplace health and safety.

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## **Worker's Compensation Board of Nova Scotia**

**Contact:** Address: 5668 South Street, Halifax, NS  
Telephone: (902) 491-8999  
Toll Free: 1-800-870-3331  
Website: <http://www.wcb.ns.ca>

**Description:** The WCB is committed to keeping Nova Scotians safe and secure from workplace injury. It provides workplace injury insurance for more than 18,000 employers, representing about 300,000 workers across the province. The WCB sets the standard for workplace injury insurance by informing and inspiring Nova Scotians in the prevention of workplace injury.

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## Other Tools and Resources

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### Active Living At Work / La vie active au travail

**Author:** Public Health Agency of Canada

**Date:** Last updated 2004

**Source:** Public Health Agency of Canada

**Description:** Active Living is a key determinant of health and well-being. As such, it is an important component of Health Canada's population health and disease prevention strategies. Increasing physical activity levels in Canada will not only improve the health and well-being of Canadians, but also has the potential to produce large health-care cost savings. The *Business Case for Active Living at Work* is the third major initiative undertaken by Health Canada to improve the physical activity levels of Canadians since 1998.

**URL/** [www.phac-aspc.gc.ca/pau-uap/fitness/work/](http://www.phac-aspc.gc.ca/pau-uap/fitness/work/)

**L'URL:** [www.phac-aspc.gc.ca/pau-uap/condition-physique/au\\_travail/index.html](http://www.phac-aspc.gc.ca/pau-uap/condition-physique/au_travail/index.html)

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### Bullying in the Workplace

**Author:** Canada Safety Council

**Date:** Last updated 2000

**Source:** Canada Safety Council

**Description:** This website offers information on psychological violence, workplace policies, perpetrators and targets, profile of a bully, the burden of bullying, prevention information and links to other sources providing a peaceful and bully free work environment.

**URL:** <http://canadasafetycouncil.org/workplace-safety/bullying-workplace>

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### The Canadian Best Practices Portal for Health Promotion and Chronic Disease Prevention / Le Portail canadien des pratiques exemplaires en matière de promotion de la santé et de la prévention des maladies chroniques

**Author:** Various

**Date:** Last updated 2009

**Source:** Public Health Agency of Canada

**Description:** This portal allows you to search for best practices tools and resources. Simply type in search words related to workplace health.

**URL/** [cbpp-pcpe.phac-aspc.gc.ca/](http://cbpp-pcpe.phac-aspc.gc.ca/)

**L'URL:** [cbpp-pcpe.phac-aspc.gc.ca/index-fra.html](http://cbpp-pcpe.phac-aspc.gc.ca/index-fra.html)

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### Corporate Health Model / Modèle de promotion de la santé dans l'entreprise

**Author:** Health Canada

**Date:** Unknown

**Source:** Health Canada

**Description:** The Corporate Health Model (developed by Health Canada) provides large and medium-sized corporations with a proven, step-by-step approach for determining the *real* needs of employees for health programming. This model then shows how a worksite committee of managers and labour representatives can develop a long-term plan to prioritize and address these health-related needs. Also see Corporate Health Model - A Guide To Developing And Implementing The Workplace Health System In Medium And Large Businesses

**URL/** <http://www.mentalhealthworks.ca/employers/free-resources/workplace-health-system/corporate-health-model>

**L'URL:** <http://www.mentalhealthworks.ca/fr/workplace-health-system/modele-de-promotion-de-la-sante-dans-lentreprise>

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### **Physical Activity @ Work: Bringing Physical Activity into the Workday**

**Author:** Alberta Centre for Active Living  
**Date:** Last updated 2007  
**Source:** Alberta Centre for Active Living  
**Description:** This user-friendly website helps employers, employees, workplace wellness coordinators and human resources advisors encourage physical activity at work.  
**URL:** [www.centre4activeliving.ca/workplace/](http://www.centre4activeliving.ca/workplace/)

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### **Work / Life Balance in Canadian Workplaces / Conciliation travail-vie dans les milieux de travail**

**Author:** Public Health Agency of Canada  
**Date:** Last updated 2007  
**Source:** Public Health Agency of Canada  
**Description:** This website has been created to help organizations design and implement supportive programs and policies facilitating work-life balance. By reducing work-life struggles, individuals can enjoy a healthier lifestyle while improving productivity at work. The first section allows employers, unions, managers and human resources practitioners to access the latest information and examples of best practices that enhance work-life balance for their employees. The second section highlights the issues of an aging workforce.  
**URL/** <http://www.ccohs.ca/healthyworkplaces/topics/worklifebalance.html>  
**L'URL:** <http://www.cchst.ca/healthyworkplaces/topics/worklifebalance.html>

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### **Work Safe. For Life**

**Author:** Worker's Compensation Board of Nova Scotia  
**Date:** Last updated 2006  
**Source:** Worker's Compensation Board of Nova Scotia  
**Description:** This website and social marketing campaign offers information on preventing injury, returning to work, and a media campaign on the effects of workplace injury.  
**URL:** [www.worksafeforlife.ca/](http://www.worksafeforlife.ca/)

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### **Workplace Health Promotion Resource Search**

**Author:** Canadian Centre for Occupational Health and Safety  
**Date:** Unknown  
**Source:** Government of Canada  
**Description:** This database provides comprehensive coverage of workplace health information and includes references to reports, articles, organizations, conference proceedings, and consumer health materials.  
**URL:** <http://ccinfoweb.ccohs.ca/workplacehealth/search.html>

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### **Workplace Health System - The Small Business Health Model / Système de promotion de la santé en milieu de travail - Modèle pour les petites entreprises**

**Author:** Health Canada  
**Date:** Unknown  
**Source:** Health Canada  
**Description:** The Small Business Health Model is an approach to health promotion developed by Health Canada and coordinated through provincial ministries and agencies. This overview describes the steps and answers the most common questions about the Small Business Health Model. Also see [The Small Business Health Model - A Guide to Developing and Implementing the Workplace Health System in Small Business](#)

