

Waterloo Region's Healthy Workplace Awards

2017 Application Form



Application Online Form

All applications are to be submitted using our online application form which can be found on the Project Health website www.projecthealth.ca.

This is a copy only available for you to review but not to use to submit an application.

See [2017 Application Guide](#) re application process for additional information.

Please note: the order of the questions and layout style in this document may differ compared to the online application. The reporting period for your wellness programming is from June 1, 2016 to May 31, 2017.

NOTE: **Online Application Deadline is June 9, 2017**



Project Health

Supporting Healthy Workplaces

www.projecthealth.ca

Waterloo Region's Healthy Workplace Awards 2017 Application Form

Contact Information

Company Name

Company Head with position and email (e.g., John Smith, CEO john.smith@mycompany.ca)

Name:

Position:

Email:

* Note: The email address is used solely for notification of award level.

Company Address (street, city, postal code)

Sector

Size (# of employees) In Waterloo Region

Nationally (if applicable)

Person(s) to Contact for Application Questions and/or Clarification

	Primary Contact	Back-Up Contact
Full Name		
Position		
Email Address		
Phone Number		

Additional Comments

Date of Submission

Company Description:

Tell us about your workplace (limit 250 words)

Description should include the nature of your business (not your wellness program), number of employees, workplace sector and what you produce what services you provide etc. **Note:** (1) Your success story must align with PH messaging eg. No weight loss submissions (2) any company that is affiliated with the tobacco industry will not be eligible for an award.

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Foundational Points (max.100)

The success of your wellness activities is often dependent on the steps taken to plan and evaluate wellness programming. Your workplace will be awarded Foundational Points for having in place essential components of a comprehensive workplace health program. Thirty (30) Foundation Points are required to be eligible for Waterloo Region's Healthy Workplace Award Program.

Check all that apply

Q1	Have you made the business case to obtain management support for your wellness programming?	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No
Q2	Do you have a designated committee that is responsible for workplace wellness?	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No
	If yes, is management represented on your committee?	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No
Q3	Do you have a current wellness plan that drives your initiatives?	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No
	If yes, provide the details:	Must include details	
Q4	Have you surveyed employees about their needs/interests related to health and wellness within the past three years?	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No
	If yes, provide the date of last survey:	Must include details	
Q5	Do you regularly evaluate your wellness activities after they take place?	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No
	If yes, details must be provided:	Must include details	
Q6	Do you have a designated wellness/health professional on site?	<input type="checkbox"/> Yes (10 points)*	<input type="checkbox"/> No
	If yes, provide name and designation:	Must include details	
Q7	Do you have an Employee Assistance Plan? (EAP)	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No
Q8	Does your company support at least one community charitable event per year?	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No
	If yes, provide the name of the organizations supported:		
Q9	Were you a recipient of another health/wellness related award) in the past year? (e.g., Canada's Top 10 Employers)	<input type="checkbox"/> Yes (10 points)	<input type="checkbox"/> No
	Note: Do not include Project Health's Healthy Workplace Awards	Must include details	
	If yes, please list award:		
	Date received:		

TOTAL FOUNDATIONAL POINTS:

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Topic Areas

1. Our primary health promotion topic required for the Bronze Award level is:
 - Physical Activity
 - Healthy Eating
 - Tobacco-Free Living
 - All four health promotion strategies were applied to the above topic Please complete the checklist for this topic area*

2. Our 2nd health promotion topic required for the Silver Award level is: (must insert topic)
 - All four health promotion strategies were applied to the above topic (Please complete the checklist for this topic area*

3. Our 3rd health promotion topic required for the Gold Award level is: (must insert topic)
 - All four health promotion strategies were applied to the above topic Please complete the checklist for this topic area*

- 6., Based on our TOTAL number of Foundational points, Health Promotion Points **and** Topics covered in our entire application, we are applying for the following award level:
 - Bronze level** award, we have at least 30 Foundational points, 50 Health Promotion points, 1 topic area covered (includes at least one of the following topics: Physical Activity, Healthy Eating, or Tobacco)
 - Silver level** award, we have at least 50 Foundational points, 75 Health Promotion points, and 2 topic areas covered (including at least one of the following topics - Physical Activity, Healthy Eating, or Tobacco)
 - Gold level** award, we have at least 70 Foundational points, 150 Health Promotion points, and 3 topic areas covered ((including at least one of the following topics - Physical Activity, Healthy Eating, or Tobacco)

See the [2017 Application Guide](#) for detailed instructions on how to fill out this Application Form. For a copy of the Guide visit www.projecthealth.ca.

If you have any questions you can email projecthealth@regionofwaterloo.ca or call 519-575-4400.

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Success Story:

Tell us about a workplace wellness achievement/success that you are most proud of this year! (350-500 words)

Please focus your success story on either of these two areas:

1) Health Promotion Strategies

- Choose one or two topics that you focused on in your application and tell us how you took a comprehensive approach to these topics and share the various strategies you planned and implemented (including supportive environment and policy strategies)
- Focuses on what supports you have built into your programming to help employees with positive behaviour change.

Your success story must include information about how you use all four health promotion strategies in your selected topic area.

OR

- 2) **Foundational aspects** of your wellness programming – refer to Foundational Points questions on page 2 of this application form and tell us about the successes you have achieved this past application year.

NOTES:

- If you have applied in previous years, your success story **must be different** than your previous submitted success stories (e.g., if you previously wrote about your annual health fair, please include a different achievement).
- **12 to 15 photos must be included with your application.** Please ensure that a minimum of 5 photos provided relate directly to your success story.
- For ideas about types of photos to include in your application, see the [2017 Frequently Asked Question](#) section in your Application Guide or visit www.projecthealth.ca
- Please **submit your photos by email** to projecthealth@regionofwaterloo.ca

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Reporting Period: June 1, 2016 - May 31, 2017 Application Deadline: June 9, 2017

Health Promotion Strategies				
Topic	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environment (5 points each)	Policy Development (10 points each)
Physical Activity (PA)	<input type="checkbox"/> Bulletin boards/posters <input type="checkbox"/> Displays <input type="checkbox"/> Emails/newsletters/other employee communications <input type="checkbox"/> Health fairs <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/pamphlets <input type="checkbox"/> Presentations/ Lunch and Learns (information only) <input type="checkbox"/> Health screening/ Health Risk Assessments (e.g., fitness testing, BMI, waist circumference, etc.) <input type="checkbox"/> Mobile health technology (e.g., smartphone apps, text messaging, etc.) <input type="checkbox"/> Point-of-Decision Information (e.g., stairway promotion at elevators, etc.) <input type="checkbox"/> Promotion of local PA opportunities & existing events (e.g., fundraising walks/runs, municipal programs, etc.) <input type="checkbox"/> Other:	<input type="checkbox"/> "Active" fundraising <input type="checkbox"/> Challenges/contests/ events (e.g., pedometer challenge) <input type="checkbox"/> Exercise/stretch breaks <input type="checkbox"/> Free trial period for fitness facilities/classes/activities <input type="checkbox"/> Individual goal-setting included in health risk screening <input type="checkbox"/> Presentations/ Lunch and Learns (with skill building component) <input type="checkbox"/> Self-monitoring tools <input type="checkbox"/> Training programs (e.g., 12-week couch to 5km program) <input type="checkbox"/> Workstation activities (e.g., stretching, "Deskercise") <input type="checkbox"/> Other:	<input type="checkbox"/> Active work breaks <input type="checkbox"/> Access to change rooms, lockers, showers, bike racks and/or helmet/gear storage <input type="checkbox"/> On-site fitness areas (e.g., class space, treadmills, etc.) <input type="checkbox"/> Mapped walking/cycling routes (indoor or outdoor) <input type="checkbox"/> Stairwells are easily accessible and inviting <input type="checkbox"/> Access to off-site facilities (e.g., community classes, walking tracks, trails, etc.) <input type="checkbox"/> Space planning to encourage movement (e.g., filing cabinets/printers located away from desks, casual meeting spaces for standing, etc.) <input type="checkbox"/> Standing/adjustable height desks and/or meeting tables <input type="checkbox"/> Social support (e.g., ongoing walking/running groups, etc.) <input type="checkbox"/> Professional guidance for ongoing support (e.g., fitness consultant, etc.) <input type="checkbox"/> Recreational events (e.g., golf tournaments, ski trips, sports teams, etc.) <input type="checkbox"/> Reimbursement/subsidization for PA-related expenses (e.g., gym memberships, bike repairs, running shoes, etc.) <input type="checkbox"/> Inclusion of all employees in activities, facilities, etc. (e.g., full/part-time, contract, retirees) <input type="checkbox"/> Rewards, incentives, or other recognition for PA <input type="checkbox"/> Travel time using active means to offsite meetings (if not counted under the Active Transportation topic area of this application) <input type="checkbox"/> Other:	<u>Allow time for PA</u> (Policy must specifically mention physical activity) <input type="checkbox"/> Telework (e.g., work at or closer to home) <input type="checkbox"/> Flexible work schedules <input type="checkbox"/> Job-sharing <input type="checkbox"/> Extended lunch breaks <input type="checkbox"/> Participation in special PA events during work <u>Recognize PA participation</u> <input type="checkbox"/> Reimbursement/subsidization for PA expenses (e.g., Corporate gym membership (contract)) <input type="checkbox"/> On-site fitness facility usage <input type="checkbox"/> Corporate sponsorship in fundraising events (e.g., Terry Fox Run) <u>Direct who will provide PA strategies/programs</u> <input type="checkbox"/> Fitness trainer/instructor qualifications <input type="checkbox"/> Peer walking leader training <u>Create a culture supportive of PA</u> <input type="checkbox"/> Limitations on sitting time <input type="checkbox"/> Business casual dress code that mentions physical activity <input type="checkbox"/> Healthy meetings that include physical activity <input type="checkbox"/> Other: <input type="checkbox"/> Active Transportation policy (if not counted under the Active Transportation topic area of this application)
Page Total				

Physical Activity continues on next page >>>

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Physical Activity Topic

Note: Remember you can only use a particular Supportive Environment or Policy strategy **once** in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.).

Physical Activity POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Business Casual Dress Policy, June 2017.).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

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Topic	Health Promotion Strategies			
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environment (5 points each)	Policy Development (10 points each)
Healthy Eating	<input type="checkbox"/> Bulletin boards/posters <input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/ Lunch and Learns (information only) <input type="checkbox"/> Promoting EatRight Ontario <input type="checkbox"/> Emails/newsletters/ other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/ pamphlets <input type="checkbox"/> Health risk screening (e.g., cholesterol, testing, blood glucose) <input type="checkbox"/> Promotion of mobile health technology (e.g., text reminder, nutrition information) <input type="checkbox"/> Promotion of Nutrition Month or promotion of food outlets that promote locally produced food (i.e., grown in Ontario) <input type="checkbox"/> Point-of-Decision Information (e.g., table tents, posters, food labels) <input type="checkbox"/> Videos/DVDs <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/ Lunch and Learns (with skill building component) <input type="checkbox"/> Smartphone applications (e.g., self monitoring) <input type="checkbox"/> Workshops <input type="checkbox"/> Training programs <input type="checkbox"/> Challenges or contests* <input type="checkbox"/> Healthy cooking demos <input type="checkbox"/> Health promotion programs <input type="checkbox"/> Other:	<input type="checkbox"/> Access to fridge, microwave, toaster, etc. <input type="checkbox"/> Healthy food choices in cafeteria** <input type="checkbox"/> Healthy food choices in vending machines** <input type="checkbox"/> Preferential pricing of healthy food and beverages <input type="checkbox"/> Healthy food choices at meetings** <input type="checkbox"/> Healthy food choices at special events or celebrations** <input type="checkbox"/> Vegetable/fruit access at work areas <input type="checkbox"/> Workplace garden (vegetables or fruit) <input type="checkbox"/> Availability of Registered Dietitian services though EAP, on-site or through extended health benefits <input type="checkbox"/> Limiting fundraising to non-food related items or food and beverages that meet the criteria for "Maximum Nutritional Value"*** <input type="checkbox"/> Limiting rewards/incentives to non-food items or food and beverages that meet the criteria for "Maximum Nutritional Value"*** <input type="checkbox"/> Increased access to vegetables and fruit through community shared agriculture program, onsite farmers market or direct purchasing from farmers <input type="checkbox"/> Take-away dinner programs <input type="checkbox"/> Other:	<input type="checkbox"/> Healthy food choices at meetings** <input type="checkbox"/> Healthy food choices at special events or celebrations** <input type="checkbox"/> Healthy food choices in vending machines** <input type="checkbox"/> Healthy food choices in cafeteria** <input type="checkbox"/> Limit fundraising to non-food items or food and beverages that meet the criteria for "Maximum Nutritional Value"*** <input type="checkbox"/> A policy statement that clearly states employees are not rewarded with food and beverages that meet the criteria for "Not Recommended"*** or "Sell/Offer Less"***. <input type="checkbox"/> A policy statement that clearly states food and beverages that meet the criteria for "Not Recommended"*** or "Sell/Offer Less"*** are not used as an incentive. <input type="checkbox"/> Other:
Page Total				

* Weight loss contests/programs are not part of a recommended health promotion strategy

** please refer to the Nutrition Standards for Workplaces® (See [Creating a Healthy Workplace Nutrition Environment Toolkit](http://www.projecthealth.ca) – under Toolkits www.projecthealth.ca)

Note: Remember you can only use a particular Supportive Environment or Policy strategy **once** in your **entire** application for points (e.g., healthy food choices in vending machine, etc.).

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Healthy Eating Topic

Healthy Eating POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Healthy Eating Policy, June 2017.).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

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Topic		Health Promotion Strategies		
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environment (5 points each)	Policy Development (10 points each)
Tobacco-Free Living	<input type="checkbox"/> Bulletin boards/posters <input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/ Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/ other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/ pamphlets/fact sheets <input type="checkbox"/> Self-help resources <input type="checkbox"/> Promote smartphone applications/community telephone and online counseling services <input type="checkbox"/> Promotion of National Non-smoking Week <input type="checkbox"/> Promotion of World No Tobacco Day <input type="checkbox"/> Promotion of STOP on the Road cessation treatment study <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/ Lunch and Learns (with skill building component) <input type="checkbox"/> Motivational talks <input type="checkbox"/> Training programs <input type="checkbox"/> Smartphone applications (e.g., self monitoring) <input type="checkbox"/> Goal setting/self monitoring tools/quit plans <input type="checkbox"/> Health risk screening (e.g., CO level) <input type="checkbox"/> Challenges/ contests/events <input type="checkbox"/> Offer cessation group programs <input type="checkbox"/> Refer employees to community agencies who provide individual or group sessions for smoking cessation <input type="checkbox"/> Other:	<input type="checkbox"/> Provide private phone/computer area for personal use to access supports <input type="checkbox"/> Offer cessation support groups (ongoing) <input type="checkbox"/> Offer cessation incentives and recognition to employees who quit smoking <input type="checkbox"/> Offer on-site cessation courses/counselling <input type="checkbox"/> Provide EAP counselling for individual cessation counselling <input type="checkbox"/> Employee benefits program includes support for smoking cessation (e.g., partial or full coverage of NRT, pharmacotherapy, and/or counselling) <input type="checkbox"/> Provide web and computer based smoking cessation support programs <input type="checkbox"/> Reimburse employees for cost of smoking cessation supports used (e.g., NRT, pharmacotherapy, counselling) <input type="checkbox"/> Other:	<input type="checkbox"/> Smoke-free entrances/designated areas OR (choose only 1) <input type="checkbox"/> Smoke-free workplace grounds <input type="checkbox"/> Other:
Page Total				

Note: Remember you can only use a particular Supportive Environment or Policy strategy **once** in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.).

POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Smoke-free Grounds Policy, June 2017.).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

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Topic	Health Promotion Strategies			
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environment (5 points each)	Policy Development (10 points each)
Substance Misuse Prevention	<input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/ Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/ other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/ pamphlets/fact sheets <input type="checkbox"/> Promotion of National Addictions Awareness Week <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/ Lunch and Learns (with skill building component) <input type="checkbox"/> Self-help programs <input type="checkbox"/> Workshops <input type="checkbox"/> Training (e.g., identifying potential substance misuse) <input type="checkbox"/> Peer support team <input type="checkbox"/> Other:	<input type="checkbox"/> Private phone and Internet access for supports <input type="checkbox"/> Provide EAP counselling <input type="checkbox"/> Screening, brief intervention and referral to treatment Other:	<input type="checkbox"/> Business meeting alcohol consumption policy <input type="checkbox"/> Alcohol consumption policy for company sponsored events <input type="checkbox"/> General alcohol/drug policies with consequences <input type="checkbox"/> Other:
Page Total				

Note: Remember you can only use a particular Supportive Environment or Policy strategy **once** in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.).

POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Business Meeting Alcohol Consumption Policy, June 2017.).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

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Topic	Health Promotion Strategies			
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environment (5 points each)	Policy Development (10 points each)
Sun Protection	<input type="checkbox"/> Bulletin boards/posters <input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/ Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/ other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/ pamphlets/fact sheets <input type="checkbox"/> Promotion of National Sun Awareness Week <input type="checkbox"/> Incentives distributed are related to sun protection practices (e.g. wide-brimmed hat, sunglasses) <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/ Lunch and Learns (with skill building component) <input type="checkbox"/> Training for seasonal staff on sun protection <input type="checkbox"/> Training for new outdoor staff on sun protection <input type="checkbox"/> Training for support staff for events held outdoors (e.g. IT and coordinator staff) on sun protection <input type="checkbox"/> Training for transport drivers, courier staff on sun protection <input type="checkbox"/> Challenges/ contests/ events <input type="checkbox"/> Managers and supervisors of outdoor workers attend sun protection training <input type="checkbox"/> Distribute risk assessment surveys to outdoor workers to determine level of exposure, use of avoidance and protective behaviours <input type="checkbox"/> Other:	<p><u>Notifying of UV Index</u></p> <input type="checkbox"/> Outdoor workers are notified of high UV Index days <input type="checkbox"/> Bulletin boards/posters display UV Index table with sun protection precautions	<input type="checkbox"/> Sun protection policy for outdoor workers <input type="checkbox"/> Sun protection policy for drivers <input type="checkbox"/> Sun protection policy for outdoor events <input type="checkbox"/> Heat stress policy <input type="checkbox"/> Flexible work schedules <input type="checkbox"/> Other:
Page Total				

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Sun Protection Topic

Note: Remember you can only use a particular Supportive Environment or Policy strategy **once** in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.).

Sun Protection POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Sun Protection Policy, June 2017.).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

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Topic	Health Promotion Strategies			
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environment (5 points each)	Policy Development (10 points each)
Cancer Screening & Prevention	<input type="checkbox"/> Bulletin boards/posters <input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/ Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/other employee communications <input type="checkbox"/> Quizzes/books/brochures/pamphlets/fact sheets <input type="checkbox"/> Promotion of Breast Cancer Month, Colorectal Cancer Month, or Cervical Cancer Week <input type="checkbox"/> Health risk screening (e.g., BMI and waist circumference) <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/ Lunch and Learns (with skill building component) <input type="checkbox"/> Challenges/ contests/ events <input type="checkbox"/> Other:	<input type="checkbox"/> Connect with OBSP centre to arrange screening times for employees <input type="checkbox"/> Other:	<input type="checkbox"/> Flexible work schedules <input type="checkbox"/> Other: <i>*Refer to policy strategies for Healthy Eating, Physical Activity, Tobacco-Free Living and Substance Misuse</i>
Page Total				

Note: Remember you can only use a particular Supportive Environment or Policy strategy **once** in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.).

Cancer Screening and Prevention Topic

POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Flexible Work Schedule to Accommodate Medical Appointments Policy, June 2017.).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

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Topic	Health Promotion Strategies			
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environment (5 points each)	Policy Development (10 points each)
Healthy Pregnancy and Transition to Parenthood	<input type="checkbox"/> Bulletin boards/posters <input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/ Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/ other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/ pamphlets/fact sheets <input type="checkbox"/> Promoting website links to resources (e.g., prenatal/parenting classes, library resources) <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/ Lunch and Learns (with skill building component) (e.g., preconception health, prenatal health) <input type="checkbox"/> Group programs (e.g., pregnancy-focused physical activity classes, prenatal/parenting, parenting classes) <input type="checkbox"/> Workshop/ training on issues related health, pregnancy, parenting, work-life balance, etc.) <input type="checkbox"/> Other:	<input type="checkbox"/> Quiet and private areas to rest <input type="checkbox"/> Healthy food choices include those high in folic acid (e.g., dark green vegetables, corn, dried peas, lentils), calcium (milk and alternatives), and iron (e.g., meat and alternatives, grains) <input type="checkbox"/> Social support (e.g., taking breaks, groups for healthy weights, physical activity, smoking cessation) <input type="checkbox"/> Incentives for attending pregnancy-focused physical activity program, smoking cessation, prenatal/parenting classes <input type="checkbox"/> Provide EAP counselling <input type="checkbox"/> On-site childcare (see Work-life Balance section) <input type="checkbox"/> Employee benefits include subsidy for prenatal vitamins, smoking cessation, prenatal/parenting classes <input type="checkbox"/> Provide/subsidize uniforms and protective equipment to fit workers <input type="checkbox"/> Offer preferred parking spaces for pregnant workers (dependent on work environment and pregnancy needs) <input type="checkbox"/> Ergonomic assessment with provision of supportive devices <input type="checkbox"/> Provide/subsidize access to fitness consultant with awareness of modifications during pregnancy <input type="checkbox"/> On-site discussion/support group for planning/pregnant employees <input type="checkbox"/> Other:	<input type="checkbox"/> Job modifications re: length of shift, heavy lifting, standing, climbing, noise, vibrations and chemicals / fumes exposure (e.g., light duty) <input type="checkbox"/> Short-term sick leave <input type="checkbox"/> Flexible work schedules for pregnant employees and/or partners (e.g., attend medical appointments, return to work) <input type="checkbox"/> Maternity/parental leave policy <input type="checkbox"/> Enhanced maternity/parental leave (e.g., top up, extended parental leave) <input type="checkbox"/> Telework (e.g., work from home or closer to home) <input type="checkbox"/> Job sharing/part-time options <input type="checkbox"/> Violence in the workplace <input type="checkbox"/> Other:
Page Total				

POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Maternity/Paternity Leave Policy, June 2017.).

Policy Name: Date:

Comments:

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Topic	Health Promotion Strategies			
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environment (5 points each)	Policy Development (10 points each)
Breastfeeding Support	<input type="checkbox"/> Bulletin boards/posters <input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/ Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/ other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/ pamphlets/fact sheets <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/ Lunch and Learns (with skill building component) <input type="checkbox"/> Training programs <input type="checkbox"/> Educate about the benefits of breastfeeding <input type="checkbox"/> Other:	<input type="checkbox"/> Provide a clean, private room <input type="checkbox"/> Comfortable area to breastfeed or express milk <input type="checkbox"/> Provide a fridge/storage area for expressed milk <input type="checkbox"/> Access to nearby clean water source <input type="checkbox"/> Provide employees with information on how workplace supports breastfeeding mothers <input type="checkbox"/> Provide training to managers on accommodating needs of breastfeeding employees <input type="checkbox"/> Support access to breastfeeding professionals <input type="checkbox"/> Breastfeeding support groups <input type="checkbox"/> Baby-Friendly Initiative Accreditation (Health Care Services only) <input type="checkbox"/> Other:	<input type="checkbox"/> Mother-friendly/ breastfeeding policy <input type="checkbox"/> Flexible work schedules <input type="checkbox"/> Other:
Page Total				

Note: Remember you can only use a particular Supportive Environment or Policy strategy **once** in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.).

POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Mother-Friendly Breastfeeding Policy, June 2017.).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

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Topic				
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environments (5 points each)	Policy Development (10 points each)
Immunization	<input type="checkbox"/> Bulletin boards/posters <input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/ Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/ other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/ pamphlets/fact sheets <input type="checkbox"/> Promotion of National Immunization Week <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/ Lunch and Learns (with skill building component) <input type="checkbox"/> Training programs <input type="checkbox"/> Challenges/ contests/events <input type="checkbox"/> Other:	<input type="checkbox"/> Flu immunization clinics on-site <input type="checkbox"/> Hand washing stations and signs <input type="checkbox"/> Orientation to new employees <input type="checkbox"/> Workplace cleaning practices <input type="checkbox"/> Provide financial assistance for travel vaccines and counselling costs <input type="checkbox"/> Other:	<input type="checkbox"/> Short-term sick leave policy <input type="checkbox"/> Pandemic influenza policy <input type="checkbox"/> Other:
Page Total				

Note: Remember you can only use a particular Supportive Environment or Policy strategy once in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.).

POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Pandemic Influenza Policy, June 2017.).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

Waterloo Region's Healthy Workplace Awards 2017 Application Form

Reporting Period: June 1, 2016 - May 31, 2017 Application Deadline: June 9, 2017

Topic	Health Promotion Strategies			
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environments (5 points each)	Policy Development (10 points each)
Road Safety	<input type="checkbox"/> Bulletin boards/posters <input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/ Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/ other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/ pamphlets/fact sheets <input type="checkbox"/> Promotion of National Road Safety Week <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/ Lunch and Learns (with skill building component) <input type="checkbox"/> Instruction, training, and supervision for driving and/or cycling <input type="checkbox"/> Training for defensive driving <input type="checkbox"/> Other:	<input type="checkbox"/> Provision of vehicle safety equipment (e.g., emergency kits etc.) <input type="checkbox"/> Incentives for good driving record <input type="checkbox"/> Snow tires on company vehicles <input type="checkbox"/> Vehicles regularly maintained <input type="checkbox"/> Other:	<input type="checkbox"/> Cell phone use in vehicle <input type="checkbox"/> Speeding/ seatbelts <input type="checkbox"/> Distracted Driving <input type="checkbox"/> Drug and alcohol use <input type="checkbox"/> Driver fatigue <input type="checkbox"/> Inclement weather <input type="checkbox"/> Maximum # of hours driven without breaks <input type="checkbox"/> Other:
Page Total				

Note: Remember you can only use a particular Supportive Environment or Policy strategy once in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.).

POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Cell Phone Use in Vehicle Policy, June 2017).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

Waterloo Region's Healthy Workplace Awards 2017 Application Form

Reporting Period: June 1, 2016 - May 31, 2017 Application Deadline: June 9, 2017

Topic	Health Promotion Strategies			
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environments (5 points each)	Policy Development (10 points each)
<p>Active Transportation (AT)</p> <p>(includes walking, cycling, and taking transit and other self-propelled modes of transportation)</p>	<input type="checkbox"/> Bulletin boards/posters <input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/pamphlets/fact sheets <input type="checkbox"/> Promotion of Bike Month or other external AT event <input type="checkbox"/> Detail or advertise local public transit routes to work <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/Lunch and Learns (with skill building component) <input type="checkbox"/> Can-Bike training programs <input type="checkbox"/> Challenges/contests/events <input type="checkbox"/> easyGO transit trip planner demonstrations <input type="checkbox"/> Other:	<input type="checkbox"/> Access to change rooms, lockers, showers, bike racks and/or helmet/gear storage <input type="checkbox"/> Indoor bike parking <input type="checkbox"/> Mapped out cycle routes to work <input type="checkbox"/> Travel time to off-site meetings via transit and other sustainable modes, where possible <input type="checkbox"/> Access to a bike loan program for short trips to meetings (e.g., your own program or host a bike share station) <input type="checkbox"/> Workplace bicycle user group <input type="checkbox"/> Carpool (or walking) matching services <input type="checkbox"/> Preferential parking for carpoolers <input type="checkbox"/> Company car / car share program access for work purposes <input type="checkbox"/> Guaranteed Emergency Ride Home program <input type="checkbox"/> Other:	<input type="checkbox"/> Telework (e.g., work at or closer to home)* <input type="checkbox"/> Flexible work schedules* <input type="checkbox"/> Reimbursement for distances walked/biked for work related travel <input type="checkbox"/> Transit subsidy and corporate bus pass <input type="checkbox"/> Parking policy (e.g., staff-pay for parking or provide payout for not having parking spot, reduced charges for carpooling) <input type="checkbox"/> Corporate membership to a community Car Share <input type="checkbox"/> Corporate membership to TravelWise <input type="checkbox"/> Comprehensive Workplace Travel Plan <input type="checkbox"/> Other:
Page Total				

Note: Remember you can only use a particular Supportive Environment or Policy strategy **once** in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.).

POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Carpooling Supportive Policy, June 2017.).

Policy Name: Date:

Policy Name: Date:

Comments:

Waterloo Region's Healthy Workplace Awards 2017 Application Form

Reporting Period: June 1, 2016 - May 31, 2017 Application Deadline: June 9, 2017

Topic	Health Promotion Strategies			
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environments (5 points each)	Policy Development (10 points each)
Work Stress/Mental Health	<input type="checkbox"/> Bulletin boards/posters/displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/pamphlets/fact sheets <input type="checkbox"/> Self-screening tools <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/Lunch and Learns (with skill building component) <input type="checkbox"/> Self-help programs <input type="checkbox"/> Group programs <input type="checkbox"/> Workshops (e.g., career progress) <input type="checkbox"/> Training programs (e.g., time management) <input type="checkbox"/> Challenges/contests/events (e.g., Take Back the Lunch Break) <input type="checkbox"/> Self-help resources <input type="checkbox"/> Other:	<input type="checkbox"/> Provide EAP counselling <input type="checkbox"/> Employee recognition <input type="checkbox"/> Social opportunities <input type="checkbox"/> Offer programs (e.g., yoga, meditation, Pilates) <input type="checkbox"/> Wellness room or relaxation room <input type="checkbox"/> Meditation/relaxation group (ongoing) <input type="checkbox"/> Workload monitoring program <input type="checkbox"/> Other:	<input type="checkbox"/> Employee recognition policy <input type="checkbox"/> Compressed work week policy <input type="checkbox"/> Telework (e.g., work from home or closer to home) <input type="checkbox"/> Flexible work schedules <input type="checkbox"/> Stress management policy <input type="checkbox"/> Communication policy - focusing on management/employee relations, team-building, etc. <input type="checkbox"/> Other:
Page Total				

Note: Remember you can only use a particular Supportive Environment or Policy strategy **once** in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.).

POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Compressed Work Week Policy, June 2017.).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

Waterloo Region's Healthy Workplace Awards 2017 Application Form

Reporting Period: June 1, 2016 - May 31, 2017 Application Deadline: June 9, 2017

Topic	Health Promotion Strategies			
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environments (5 points each)	Policy Development (10 points each)
Work-Life Balance	<input type="checkbox"/> Bulletin boards/posters <input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/pamphlets/fact sheets <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/Lunch and Learns (with skill building component) <input type="checkbox"/> Self-help programs <input type="checkbox"/> Group programs <input type="checkbox"/> Workshops <input type="checkbox"/> Training programs <input type="checkbox"/> Challenges/contests/events <input type="checkbox"/> Self-help resources <input type="checkbox"/> Other:	<input type="checkbox"/> Provide EAP counselling <input type="checkbox"/> Work-life balance survey <input type="checkbox"/> Take home healthy cafeteria food option <input type="checkbox"/> Host family picnics <input type="checkbox"/> Suggestion box available to express concerns <input type="checkbox"/> Other:	<input type="checkbox"/> Daycare subsidization <input type="checkbox"/> Flexible work schedules <input type="checkbox"/> Phased-in retirement options <input type="checkbox"/> Employee recognition policy <input type="checkbox"/> Emergency childcare policy <input type="checkbox"/> Emergency elder care policy <input type="checkbox"/> Financial assistance for childcare expenses <input type="checkbox"/> Workplace childcare <input type="checkbox"/> Other:
Page Total				

Note: Remember you can only use a particular Supportive Environment or Policy strategy once in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.).

POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., Emergency Childcare Policy, June 2017.).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

Waterloo Region's Healthy Workplace Awards 2017 Application Form

Reporting Period: June 1, 2016 - May 31, 2017 Application Deadline: June 9, 2017

Topic	Health Promotion Strategies			
	Awareness-raising (1 point each)	Skill-building (2 points each)	Supportive Environments (5 points each)	Policy Development (10 points each)
Other Health Promotion Topic Topic Name:	<input type="checkbox"/> Bulletin boards/posters/ <input type="checkbox"/> Displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/pamphlets/fact sheets <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/Lunch and Learns (with skill building component) <input type="checkbox"/> Self-help programs <input type="checkbox"/> Group programs <input type="checkbox"/> Workshops <input type="checkbox"/> Training programs <input type="checkbox"/> Challenges/contests/events <input type="checkbox"/> Self-help resources <input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
Other Health Promotion Topic Topic Name:	<input type="checkbox"/> Bulletin boards/posters/displays <input type="checkbox"/> Health fairs <input type="checkbox"/> Presentations/Lunch and Learns (information only) <input type="checkbox"/> Emails/newsletters/other employee communications <input type="checkbox"/> Quizzes/self-assessment resources <input type="checkbox"/> Books/brochures/pamphlets/fact sheets <input type="checkbox"/> Other:	<input type="checkbox"/> Presentations/Lunch and Learns (with skill building component) <input type="checkbox"/> Self-help programs <input type="checkbox"/> Group programs <input type="checkbox"/> Workshops <input type="checkbox"/> Training programs <input type="checkbox"/> Challenges/contests/events <input type="checkbox"/> Self-help resources <input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
Page Total				

Note: Remember you can only use a particular Supportive Environment or Policy strategy only once in your **entire** application for points (e.g., flexible work schedules, provision of EAP, etc.)

POLICY Strategy information

For **EACH** policy listed in your application, provide 1) the name of the policy and 2) date the policy was developed and/or revised (**month and year**) (e.g., <Insert Name of Policy>, June 2017.).

Policy Name: Date:

Policy Name: Date:

Policy Name: Date:

Comments:

Waterloo Region's Healthy Workplace Awards 2017 Application Form

Declarations:

1. Do you have a cafeteria or food vendor locations at your workplace

Yes No

If yes, indicate the name and location of each vendor:

- 1.
- 2.
- 3.
- 4.

2. Our cafeteria or café has a record of compliance with the Ontario Food Premises Regulation. In the past two years our food premise: i) has not been ordered closed or (ii) has not received a charge or (iii) does not have an existing pending charge.

To **check the status** of your cafeteria compliance this website site: [Check It! We Inspect It.](#)

Yes No Not applicable as we do not have a cafeteria and/or café

3. Please confirm the following (required)

Our workplace does not have any direct or indirect association with the tobacco industry

Our workplace was in compliance with the Smoke Free Ontario Act or municipal smoking bylaws, for a minimum of 12 months prior to this application

I understand that the information gathered in this application will be kept on file at Region of Waterloo Public Health and will not be shared without my company's consent

The workplace wellness activities reported on occurred from June 1, 2016 to May 31, 2017

I give permission for our Success Story to be shared verbally at the Awards Celebration Event

I give permission for our Success Story to be shared on the projecthealth.ca website?

I give permission for our submitted photos to be used at the Awards Celebration Event