

Waterloo Region's Healthy Workplace Awards

2017 Application Guide



Reporting Period:

June 1, 2016 – May 31, 2017

Application Deadline:

Friday June 9, 2017



Project Health

Supporting Healthy Workplaces

www.projecthealth.ca

Waterloo Region's Healthy Workplace Awards 2017 Application Guide

Purpose of the Awards Program

The purpose of the Waterloo Region's Healthy Workplace Awards Program is to recognize and celebrate workplaces in Waterloo Region who demonstrate a strong commitment to improved health for their employees.

Workplaces who receive an award demonstrate a comprehensive workplace health promotion programming approach (see page 2) to enhance the health of their employees and work environment.

Waterloo Region's Healthy Workplace Award Program honours the hard work of those in our community that focus on workplace wellness. This application also attributes to planning and programming in the workplace. We encourage workplaces to use the health promotion strategy checklists as a planning tool to gather ideas for new workplace health initiatives. If you require assistance with your planning or programming, please feel free to contact Project Health with your inquiries.

Who We Are

Region of Waterloo Public Health works to build healthy and supportive communities by promotion and protecting health and preventing disease. Public Health works in partnership with the community to enhance health, with opportunities for all to reach their highest level of health.

The Waterloo Region's Healthy Workplace Awards is a program offered by Region of Waterloo Public Health to compliment the services and resources they currently offer through our workplace wellness initiative, Project Health.

As a Public Health program, Project Health and the Waterloo Region's Healthy Workplace Awards Program honour the commitment to meet and support Public Health values and standards. Due to this commitment, any organization affiliated with the tobacco industry will not be eligible for an award.

In addition, you will notice that these values are reflected in the declarations we require to be completed in each application.

Benefits to Your Workplace

Providing workplace wellness programming for your company has benefits to both the employer and employees. Workplaces that have comprehensive wellness programs find that their employees' morale improves, energy increases, stress and injuries are reduced, and health is improved overall.¹ Employers also report reduced absenteeism and turnover of employees, increased productivity, and enhanced corporate image. The benefits of supporting the health and wellbeing of employees far outweigh the costs in terms of employee health and productivity.

Why Focus on a Comprehensive Workplace Health Promotion Approach?

A comprehensive workplace health promotion strategy can help to create a healthy organization. The most effective workplace health programs use a variety of initiatives from all four health promotion strategies (e.g., awareness-raising, skill-building, supportive environments, and policy development).² By making an effort to develop a comprehensive workplace health promotion approach, workplaces can attempt to maximize health benefits for employees long-term. Although activity in each type of strategy is beneficial, Project Health recognizes that the most sustainable behavioural change occurs when environmental supports and policy development strategies are core components of your wellness plans, hence the greater point value of these strategies. Creating a supportive environment for organizational health and developing workplace health policies enables and empowers employees to make healthier choices that can benefit both the employee and the workplace as a whole.

¹ Gunderson & Morley. (2002). Rethinking Productivity from a Workplace Perspective. CPRN Discussion Paper no w/17.

² The Health Communication Unit. An introduction to comprehensive workplace health promotion [Internet]. Toronto (ON): The Health Communication Unit; 2004 Jul 9, p.4 [cited 2012 Nov 2]. Available from: http://www.thcu.ca/workplace/documents/intro_to_workplace_health_promotion_v1.1.FINAL.pdf

Waterloo Region's Healthy Workplace Awards 2017 Application Guide

Health Promotion Strategies

You will notice that in the application, each topic is accompanied by check boxes categorized within four health promotion strategies. In order to make the greatest impact on the wellness of your employees and company, all four of the following approaches need to be considered in your wellness planning efforts.

Strategies	Purpose
Awareness-raising	Provides information to employees about the benefits of making healthy choices. (e.g., bulletin boards, health fairs, newsletters, wellness intranet information)
Skill-building	Helps to educate employees and develop the necessary skills to support a healthy choice. (e.g., campaigns, Lunch and Learns, programs that span several weeks)
Supportive Environments	Strengthen and enhance employees' healthy practices. These activities will make it easier for employees to make healthy choices. (e.g., group programs, bike racks, EAP services, and healthy food choices in vending machines)
Policy Development	Further enhances and sustains healthy practices by implementing healthy workplace policies. Helps clarify roles and expectations between employers and employees. (e.g., healthy food choices at meetings/events, smoke-free entrances, flexible work schedules to incorporate physical activity)

Sample Health Promotion Topics

In the application, workplace wellness activities are categorized into the following health promotion topics.

- Physical Activity
- Healthy Eating
- Tobacco-Free Living
- Substance Misuse Prevention
- Sun Protection
- Breast Cancer Screening
- Cervical Cancer Screening
- Colorectal Screening
- Immunization
- Healthy Pregnancy and Transition to Parenthood
- Breastfeeding Support
- Road Safety
- Active Transportation
- Work Stress
- Work-Life Balance

**This is not an exhaustive list; feel free to add your own health promotion topics to the "Other Health Promotion Topic" sections on page 10 of the Application Form.*

Award Criteria

Bronze Award

- Choose one of the following health promotion topics: physical activity, healthy eating, or tobacco-free living
- The above chosen topic must include all four health promotion strategies (e.g., awareness-raising, skill-building, supportive environments, and policy development)
- Have at least 50 Health Promotion Strategy Points (see page 5)
- Have at least 30 Foundational Points (see page 3)

Silver Award

- Must meet Bronze Award criteria above
- Select an additional health promotion topic that includes all four health promotion strategies
- Have at least 75 Health Promotion Strategy Points
- Have at least 50 Foundational Points

Gold Award

- Must meet Silver Award criteria above
- Select an additional health promotion topic that includes all four health promotion strategies
- Have at least 150 Health Promotion Strategy Points
- Have at least 70 Foundational Points

Platinum Award

- Have achieved Gold-level award for last three consecutive years

Innovator Award

- I will also be applying for the 2015 Innovator Award. I understand that a separate application form and fee are required and that the success story must be different from this application's submission.

Note: The reporting period for all your wellness activities is from June 1, 2016 to May 31, 2017.

Waterloo Region's Healthy Workplace Awards 2017 Application Guide

Healthy Workplace Awards Points System

Health Promotion Strategy Points (max. 200)

For each Health Promotion Strategy utilized in this application, points are earned to a maximum allowable limit.

Awareness-raising

1 point each (max. of 20 points)

Skill-building

2 points each (max. of 30 points)

Environmental Support

5 points each (max. of 50 points)

Policy Development

10 points each (max. of 100 points)

Notes:

- If you promote 10 topic areas each month, you can only claim a maximum of 20 points under awareness-raising strategy.
- A supportive environment or policy development strategy that covers more than one topic area only counts once (e.g., flexible work schedule policy which can be covered under Physical Activity, Cancer Screening, and Healthy Pregnancy, etc. is only awarded 10 points once).

Remember you can collect health promotion strategy points for all the topics you have checked off in your application form (it is not topic areas you focused on to meet award level criteria).

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) Foundational Points are required to be eligible for Waterloo Region's Healthy Workplace Award Program. The following questions will be asked on the application form and are worth 10 points each, up to a maximum of 100 Foundational Points.

- Q1** Have you made the business case to obtain management support for your wellness programming?
- Q2** Do you have a designated committee that is responsible for workplace wellness?
If yes, is management represented on your committee?
- Q3** Do you have a current wellness plan that drives your initiatives? Specify details of your plan _____
- Q4** Have you surveyed employees about their needs related to health and wellness within the past three years?
Date of last survey: _____
- Q5** Do you regularly evaluate your wellness activities after they take place? Specify details of your plan _____
- Q6** Do you have a designated wellness/health professional on site?
Name and position of staff: _____
- Q7** Do you have an Employee Assistance Plan (EAP)?
- Q8** Does your company support at least one community charitable event per year?
Name of event sponsored: _____
- Q9** Were you a recipient of another health/wellness related award in the past year (not including Project Health's Healthy Workplace Awards)? Specify:
Award title: _____
Date awarded: _____

Waterloo Region's Healthy Workplace Awards 2016 Application Guide

Steps to Apply: Applying for an Award is Easy!

Step 1

Complete an online [application form](#) to describe your wellness programming efforts. If you have any issues with accessing or filling out the online form, call the Project Health at 519-575-4400, or email Project Health at projecthealth@regionofwaterloo.ca

There is a non-refundable application fee of \$100.00 that is to be paid by June 30, 2015. Once you submit your online application, you will be sent a link from Project Health to make payment via Eventbrite.

Step 2

Once you submit your application, a copy of the application will be sent to the primary contact email address listed on the application form. Please email the required 12-15 photos to projecthealth@regionofwaterloo.ca by **June 9, 2017**. In the subject line please label as "2017 HWA Application Photos - Name of Company" eg. 2017 HWA Application Photos – Company ABC

Step 3

Upon receipt of your photos, you will be sent a confirmation email by Project Health that your photos have been received along with a link to Eventbrite to pay the application(s) fees and register for your complimentary tickets

Application fees must be paid in full by June 30, 2017.

Note: Separate fees are required for both the 2017 Healthy Workplace Award and the 2017 Innovator Award submissions.

Step 4

Your application will be reviewed and evaluated by an Awards Selection Committee. If further clarification is required, a member of the Committee will contact you for more information. A site visit to showcase your wellness programming may be requested.

Step 5

You will be notified by letter by August 31st of your application outcome and award level.

Step 6

Successful applicants will receive their award at the annual Healthy Workplace Awards Celebration Event held each October during Healthy Workplace Month. Information about this event will be provided at a later date.

Submission Notes:

The information you will be reporting on in the application are the activities that you completed from **June 1, 2016 – May 31, 2017**.

This application is **due by Friday June 9, 2017**.



Waterloo Region's Healthy Workplace Awards 2017 Application Guide

Award Application Check List

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
2. Our second health promotion topic required for the **Silver Award** level is:
(must insert topic) _____
 - All four health promotion strategies were applied to the above topic
3. Our third health promotion topic required for the **Gold Award** level is:
(must insert topic) _____
 - All four health promotion strategies were applied to the above topic
4. We have achieved the minimum required Health Promotion Strategy Points
 - Bronze – 50 points
 - Silver – 75 points
 - Gold – 150 points
5. We have achieved the minimum required total Foundational Points
 - Bronze – 30 points
 - Silver – 50 points
 - Gold – 70 points
6. We have achieved the Gold award for the last three consecutive years in order to be considered for the Platinum award:
 - Yes No
7. The workplace wellness activities reported on occurred between June 1, 2016 and May 31, 2017
 - Yes No
8. For every policy development strategy checked, we have included the name of the policy and the date it was implemented/revised/reviewed
9. All required contact information is provided in the application
 - Yes No
10. We have included a company description of 250 words or less Yes No
11. We have included a Success Story of 250-400 words Yes No
Please check all that apply:
 - I give permission for our Success Story to be shared verbally at the annual Awards Celebration Event
 - I give permission to share our workplace Success Story on the projecthealth.ca website (Note; include only a success story that you are prepared to share on our website)
 - I give permission for our submitted photos to be used at the Awards Celebration Event
12. **Wellness Programming Photos**
We require 12-15 high resolution photos of your wellness programming activities for the Awards Celebration Event presentation.
 - I have included 10-15 photo files (jpeg format) of our wellness activities that can be used at the Awards Celebration Event
**Refer to Frequently Asked Questions handout for ideas and more information.*
 - I have included a high resolution copy of our company logo for the above presentation
13. **Application Fee**
 - I agree to pay the non-refundable application fee of \$100.00 prior to June 30, 2017. I will be sent a link from Project Health to make payment via Eventbrite.
14. **Declaration (required field):**
 - 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
 - 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 closed or (ii) has not received a charge or (iii) does not have an existing pending charge
 - Not applicable to our workplace as we do not have a cafeteria and/or café

**Refer to Frequently Asked Question in Guide for more information, visit www.projecthealth.ca*