

Waterloo Region's Healthy Workplace Awards

2017 Frequently Asked Questions

About the Awards Program

- 1. Can our workplace apply more than once?**

Yes. Workplaces are encouraged to apply annually for these awards as a way of maintaining or expanding your comprehensive workplace health promotion programs.
- 2. Is there a deadline for the application?**

Yes. The deadline is June 10, 2016. All applications received after that date will not be included in this year's award selection.
- 3. What is the reporting period for these awards?**

For this award, only workplace wellness activities that occur from June 1, 2015 – May 31, 2016 are eligible for the 2016 award program.
- 4. How are workplace applications reviewed?**

All applications will be reviewed by the Awards Selection Committee. If further clarification is required your workplace will be contacted. For more information see Q 12.
- 5. Who is on the Awards Selection Committee?**

The Awards Selection Committee is made up of Region of Waterloo Public Health Project Health staff.
- 6. Can there be more than one award recipient for each category?**

Yes. There is no limit to the number of workplaces who receive an award in any of the three categories: Bronze, Silver or Gold.



- 7. What is the Platinum Level Award?**

This award will be given to a workplace who has received a Gold Level standing for 3 consecutive years.
- 8. What is the Innovator Award?**

This award will be given to a workplace that demonstrates innovative and sustainable workplace wellness programming with a focus on supportive environments. The award recipient will be honoured by being the keynote speaker at the upcoming Awards Celebration (held each October).
- 9. Can we apply for both the Healthy Workplace Award and the Innovator Award in the same year?**

Yes. You can apply for both awards but each award has its own application form and application fee.
- 10. Is there more than one recipient for the Innovator Award?**

No. There is only one Innovator Award given out annually.
- 11. If our workplace qualifies for an award, when will we receive the award?**

Award recipients will receive their award at the annual Healthy Workplace Awards Celebration Event in October during Healthy Workplace Month.
- 12. What is involved in a site visit?**

A site visit may be requested when being considered for an award. This is an opportunity for members of the Awards Selection Committee to visit your company and meet with you face-to-face to hear all about your exciting wellness planning activities. It is an opportunity to learn more about your company and site facility.

The Application Process

- 13. How do we submit an application?**

All applications are to be submitted electronically. The link to the online application is available on at www.projecthealth.ca. In addition, a hardcopy "read only" version the application is available on the above website.
- 14. Who do we contact if we require help with filling out this application?**

Support is available. Please contact Project Health at phone: 519-575-4400; or email Project Health at projecthealth@regionofwaterloo.ca
- 15. What does the application fee cover?**

There is an application fee for both the Healthy Workplace Awards and the Innovator Award. This fee helps to cover this program's related costs such as: screening and selection process, administration and event logistics.
- 16. Is the fee refundable if our workplace does not qualify for an award?**

No. In the event that you do not qualify for an award, this fee will not be refunded.
- 17. How do we pay the application fee?**

A confirmation email from Project Health will be sent to all workplaces that have submitted an application online with a link to make payment via Eventbrite.
- 18. What if our workplace does not qualify for an award?**

If you do not qualify for one of the awards you applied for, we encourage you to contact us to discuss next steps in achieving an award next year!

Waterloo Region's Healthy Workplace Awards

2017 Frequently Asked Questions

19. How many complimentary tickets do we receive with our application fee?

All workplaces that are receiving an award are entitled to two (2) complimentary tickets per application submitted. You will be sent an email from Project Health with details on how to register for your complimentary tickets via Eventbrite.

20. Can we focus on different health promotion topics than those listed?

Yes. The listing of topics listing on the application form is a sample to help get you started. If there is another topic that your workplace have addressed, include it under "Other Health Promotion Topic" section. The only requirement is that the topic relates to health promotion that you meet the minimum bronze, silver and/or gold criteria by selecting at least one of the following topics: physical activity, healthy eating or tobacco free living.

21. Do we add up the points for topic areas where we have not completed all four health promotion strategies?

Yes. The application form applies to all of your workplace wellness initiatives – not just the topic areas that you have focused on to meet award level criteria. The only requirement is that for all the topics you are choosing to qualify for one of the award levels must be covered comprehensively.

22. Why do you request photos?

These photos will be used to highlight some of your accomplishments at the celebration event (if your workplace is an award recipient). Try to ensure you have photos that also relate to the success story you submit.

23. What types of photos are you looking for?

Each application must be accompanied by a **minimum of 12 to 15 photos**. At least 5 of these photos must visually highlight the success story you have submitted. If a phone camera is used **send "actual size" jpg** to ensure they are of high resolution. Poor quality photos eg, blurry or pixelated **will not be accepted**. Consider taking photos of your activities, posters, events, wellness committee, and building/facilities etc. Remember to get consent from employees who are in the photos. Start taking photos early!



24. What is the difference between a food premise "infraction" versus a "charge"?

An **infraction** occurs when a Public Health Inspector observes a violation of the Ontario Food Premises Regulation during his/her inspection. Repeat non compliance with the Food Premises Regulation can lead to charges.

25. How do we check if our company has a record of food inspection compliance?

For information about the Food Premises Inspection Results visit our [Check It! We Inspect It](#) website. Click on the "Search" tab. Enter your company name (by premise name) and click "Go" to view the results.

A **charge** (ticket with a set fine amount or a summons) is usually issued if violations/ infractions are observed repeatedly and the owner/operator does not comply with Ontario Food Premises Regulation. A **closure** involves a Public Health Inspector issuing a closure order under the Health Protection and Promotion Act when there are reasonable and probable grounds that a health hazard exists.

26. Do we need to state in our award application if we have had previous "infractions"?

No. The only information you need to provide in this application is whether in the last two years your food premise has not been ordered closed or (ii) has not received a charge or (iii) does not have an existing pending charge.

Supportive Environments

27. Is having a policy the same as creating a supportive environment?

Supportive environments create an environment that fosters good health. Within a supportive environment, employees feel that the organization they work for provides them with encouragement, opportunities, and rewards for developing or maintaining a healthy lifestyle. Sometimes supportive environments are created in the absence of policy, and sometimes a policy may exist without a supportive environment (see examples below).

28. Can one supportive environment strategy that covers many health topics count for each topic area?

No. If you have developed a supportive environment activity that potentially covers several topic areas it can only be counted once for a total maximum of 5 points (e.g., bike racks, walking groups).

Waterloo Region's Healthy Workplace Awards

2017 Frequently Asked Questions

Policy Development

29. What does 'policy' refer to in this award program?

One way to influence health behaviour is through workplace health policies and procedures. A policy is a formal written statement that helps clarify roles and expectations between employers and employees. A policy typically includes an objective, definitions, and expectations of employee behaviour. In addition, a policy is generally: required, equitable, sustainable, incentive-based (punitive or positive), and enforceable (where there is meaningful consequences for unsafe, unhealthy, and/or prohibited behaviour)

30. Are guidelines the same as policies?

No. Sometimes guidelines are confused with policies. For example, a guideline exists when employees are provided with information that they may choose to utilize to help them make healthier lifestyle choices, yet there is no explicit expectation that the employee will follow the guidelines.

A policy is different than a guideline in that the behaviour outlined in the policy is expected and/or required of all employees, and that it is not up to the employees' discretion as to whether or not they will follow the policy.

A policy is NOT a guideline or recommendation.

31. Can one policy that covers many health topics count for each topic area?

No. If you have developed a policy that covers many topic areas, it only counts once for a total maximum of 10 points (e.g., *Flex Time Policy*).

Example 1: Supportive environment in absence of a workplace policy

Workplace ABC cafeteria provider decides that it will offer a healthy entrée option every day. Although this is a positive health promotion activity, there is no formal expectation that it will continue. In this case, the cafeteria may decide that if the healthy entrée does not sell well, they would discontinue the item. Similarly, the cafeteria may consider a food item healthy; however, the workplace may disagree on the criterion that was used to determine if the item was healthy or not. If the workplace had a policy regarding healthy food items in the cafeteria, healthy/unhealthy food items would be clearly defined, and it would not be up to the discretion of the cafeteria to decide whether or not to sell a healthy entrée, or what types of foods are defined as healthy.

Example 2: Workplace policy in absence of a supportive environment

Workplace ABC has a smoke-free workplace policy. Although they require that smoking does not occur on workplace premises (including workplace entrances and grounds) no other efforts are made to support employees with their smoking cessation efforts. A supportive environment that supports the workplace policy may include cessation support groups, benefits coverage for smoking cessation options, or other cessation incentive programs.