Sample Healthy Workplace Policy

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In accordance with its philosophy of caring for the individual, and as part of its responsibility to the community in which it resides, the [*organization*] strives to enhance employee physical and psychological health, safety and the quality of their lives. [*The organization*] strives to achieve its goal of "a healthy, sustainable work environment".

[*The organization*] also believes that healthy employees help to create a healthy organization. Greater health, safety and wellness lead to improved satisfaction and morale, which contribute to a more effective organization. In this competitive business environment, [*the organization*] feels it is important to attract and hold on to the best people. This means offering a healthy, safe and supportive work environment.

Creating a healthy, safe and supportive work environment requires a comprehensive effort that includes the following key elements of a healthy workplace:

(1)   Physical Environment
Physical environment refers to health and safety factors of a workplace, such as noise levels, toxic substances, infection control practices, air quality, light levels, equipment, and design of work. This element influences fatalities and workplace disabilities and needs constant attention as organizations introduce new technologies, make production changes, increase productivity, and try to contain costs.

(2)   Healthy Lifestyles
Healthy lifestyles refers to the personal resources and lifestyle practices that affect health such as physical activity, eating habits, sleeping habits, smoking, alcohol, drug, and substance use. It also includes the means by which individuals cope with stress, the sense of control they have over their work and health, and the perception that there is support in times of distress or unhappiness. This element includes how well an organization helps employees to:

- develop and maintain healthy lifestyle practices
- drop unhealthy and risky habits
- make optimal use of the health care system

(3)   Mental Health and Workplace Culture
A supportive workplace culture is the bedrock of a healthy workplace. It supports and enables the other three elements. Culture is created, reinforced, and sustained by ongoing patterns of relationships and communications that are known to have an important influence on psychological and physical health and safety. You will find an organization's values reflected in its culture – such values as trust, fairness, respect, diversity, and teamwork. This element refers to psychosocial factors of a workplace that affect employee psychological health and safety such as reasonableness of deadlines, organization and design of work, opportunities to influence how tasks are done, relationship with supervisors and co-workers, quality of communications, adequacy of training and development, and the interplay of home and work responsibilities

(4) Corporate Social Responsibility

All workplaces exist in a community and the interrelationship between the community, the workplace, and the employee influences employee health and well-being and the health (and performance) of the organization. Corporate social responsibility speaks to ways organizations can be involved in the community and how this can improve the health and well-being of employees, their families, and other members of the community. Corporate social responsibility activities are often seen as voluntary and going above and beyond what is legislated or required, as well as those activities that address workplace aspects such as occupational health and safety, human rights, community development, environmental protection, and emergency response.

To develop and sustain a workplace where employees feel physically and psychologically healthy and safe, the following principles will be adhered to:

1. Leadership through involvement – i.e., the commitment and support of senior management to reinforce and allow changes necessary for improvement while engaging managers at all levels in reinforcing a healthy workplace.
2. Development of a physical and psychological health and safety workplace policy.
3. Address the needs of all employees, regardless of their current level of health, and to accommodate different needs, preferences, and attitudes.
4. Recognize that an employee's lifestyle consists of an interdependent set of health habits; and, that comprehensive workplace health promotion includes improvements in the physical and occupational health and safety environment, the workplace culture and supportive environment, and personal health and lifestyle practices. These areas interact synergistically to meet employee needs thus influencing their health and well-being.
5. Adapt to the special features of each workplace environment.

The purpose of this Healthy Workplace Policy is to coordinate and integrate efforts to enhance employee health, safety and well-being, taking into consideration all of the key elements of a healthy workplace noted above, so as to ensure that they are consistent, that they are complementary, that they follow the principles listed above, and that there are no gaps. In essence, this Policy provides a direction for, and a map of, the Healthy Workplace Strategy and planning at [*the organization*].

Participation

Employees participate in developing, implementing and reviewing policies, programs, and actions related to the health of the workplace at [*the organization*]. The following describes how we share the responsibility to implement the Healthy Workplace policy and drive the healthy workplace initiative:

Senior management will:

- Support and encourage the reassessment of the practices and policies for [*the organization*], whether they are directly health-related or indirectly associate with physical and mental health and safety, so as to make them more health supportive
- Visibly encourage participation, by communicating their support of all programs to employees, and by taking part in the activity when possible
- Provide adequate resources to continuously improve and sustain a healthy workplace environment
- Take into consideration work-life balance and staff competency of employees when distributing workload.

Managers will:

- Receive relevant training and development, such as the participative approach to decision-making
- Promote and practice the participative approach and consideration for the health impact of decisions as much as possible, in day-to-day business
- Respond to the specific health and safety requirements in their position description
- Be invited to contribute their ideas, opinions, and expertise in all aspects of the work at *(the organization)*

Employees will be:

- Encouraged to contribute their ideas, opinions & skills to their work and the (*the organization*) workplace
- Encouraged to take advantage of health programs, activities and resources.