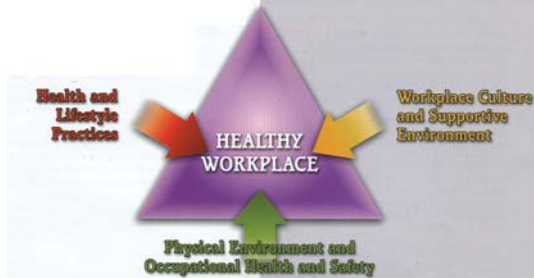


# what is a healthy workplace?



Nova Scotia's provincial government has adopted the National Quality Institute's model of healthy workplace.

**Workplace Culture and Supportive Environment** – work/life balance, the organization of work, a sense of control over one's work, respectful relationships with co-workers, supervisors and clients, adequate training, a sense of fairness and fun at work, and access to support during difficult times.

**Physical Environment and Occupational Health and Safety** – the quality of the physical work environment, including things like noise control, air quality, ergonomics, and working in partnership with occupational health and safety programs.

**Health and Lifestyle Practices** – mental health, physical activity, eating habits, sleep habits, smoking, alcohol and drug abuse.

## HEALTHYWORKPLACE

**Create a  
healthy  
workplace...**

For more information  
[www.gov.ns.ca/psc/healthyworkplace](http://www.gov.ns.ca/psc/healthyworkplace)

Visit the healthy workplace website for department committee contacts, the corporate Healthy Workplace Policy, and to read about other ways to create a healthy workplace.

Or, call the Public Service Commission at  
**902.424.6158**

  
NOVA SCOTIA

  
success through  
people

**and watch the ripple effect**

# You can make a difference in **your workplace.**

Nova Scotia's provincial government is committed to providing employees with a healthy, safe, and supportive workplace.

As public service employees, you work in a variety of workplaces – on our highways, in clients' homes, in correctional facilities, in offices, on farms and in forests, just to name a few.

No matter where you are, a workplace that makes health, wellness, and safety a part of everyday work-life is a workplace where you can feel inspired to do your best.

A healthy workplace can benefit employees, the organization, and the people around them. Here are some examples:

- improved personal health
- improved morale
- less turnover and absenteeism
- improved ability to cope with stress and change
- fewer injuries
- increased job satisfaction
- improved client service
- positive 'ripple' effect on families and communities

Small changes in the workplace can have a positive impact. Everyone needs to be involved. Here are some ways you can make a difference.

## Employees

- show respect for and take an interest in your colleagues
- focus on the positive aspects of your workplace
- share the workload
- celebrate team accomplishments
- make sure your actions and behaviours contribute to a healthy workplace
- take responsibility for your own physical and mental health
- work and play safely
- recognize colleagues' contributions and successes
- bring forward issues and concerns
- take time to relax, refocus, re-energize and refresh
- participate in healthy workplace programs that meet your needs and interests
- make your workplace 'green'



## Healthy Workplace Committees

- talk to your colleagues about their needs and interests
- develop healthy workplace activities and plans
- encourage employee participation in healthy workplace initiatives
- communicate and build enthusiasm
- work in partnership with OH&S, recognition, and employee survey committees

## Managers

- model the guiding principles of the Healthy Workplace Policy
- incorporate healthy work practices in your own units
- create opportunities for employee participation and input
- regularly assess the environment in your workplace and take steps to address any problems
- enforce safe work practices
- ensure your staff know how to contact EAP
- inform employees about initiatives and resources to support workplace health
- support employees in balancing work and life
- include workplace health in your business plan
- adopt a healthy catering policy or guideline