

Healthy Workplace Committee Internal Resource List

Individual Health and Lifestyle Practices

<u>Topic</u>	<u>Information Provided</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Website</u>
Healthy eating	Healthy eating habits, healthy meals and snack options.	Laura Barbour (Interim Contact) (Health Promotion and Protection)	424-6947 BARBOULA@gov.ns.ca	http://www.gov.ns.ca/hpp/healthyEating.html
	Healthy Eating in the Workplace Guide	Marriam Nauman (Public Service Commission)	424-7238	http://www.gov.ns.ca/psc/v2/employeeCentre/healthyWorkplace/healthyEating/
Physical activity, sport and recreation	Increasing physical activity and outdoor recreation.	Laura Barbour (Interim Contact) (Health Promotion and Protection)	424-6947 BARBOULA@gov.ns.ca	http://www.gov.ns.ca/hpp/physicalActivity/index.asp
	Heart & Stroke <i>Move More</i> ® Program	Joan Parks-Hubley/ Marriam Nauman (Public Service Commission)	424-7575 PARKSJM@gov.ns.ca 424-7238 naumanm@gov.ns.ca	http://www.halifax.ca/Recreation/MoveMore.html
Health risk assessments	What health risk assessments involve and who provides them.	Joan Parks-Hubley (Public Service Commission)	424-7575 PARKSJM@gov.ns.ca	
Tobacco control	Strategies for smoking cessation.	Laura Barbour (Interim Contact) (Health Promotion and Protection)	424-6947 BARBOULA@gov.ns.ca	http://www.gov.ns.ca/hpp/tobaccocontrol.html
	Individual referrals	EAP:	Local: 424-7948 Toll Free: 800-777-5888 EAP@gov.ns.ca	www.gov.ns.ca/psc/eap
Alcohol/drug addiction and alcohol strategy	Addiction prevention.	Laura Barbour (Interim Contact) (Health Promotion and Protection)	424-6947 BARBOULA@gov.ns.ca	http://www.gov.ns.ca/hpp/addictionprevention.html
	Individual referrals	EAP:	Local: 424-7948 Toll Free: 800-777-5888 EAP@gov.ns.ca	www.gov.ns.ca/psc/eap

Sexual health	Healthy sexuality. Individual referrals	Laura Barbour (Interim Contact) (Health Promotion and Protection) EAP:	424-6947 BARBOULA@gov.ns.ca Local: 424-7948 Toll Free: 800-777-5888 EAP@gov.ns.ca	http://www.gov.ns.ca/hpp/addictionprevention.html www.gov.ns.ca/psc/eap
Shift work (sleep deprivation and healthy sleep)	Natural methods to induce healthy sleep. Individual referrals	EAP:	Local: 424-7948 Toll Free: 800-777-5888 EAP@gov.ns.ca	www.gov.ns.ca/psc/eap
Mental health	Mental health/mental illness, depression, stress, anxiety, male and female differences. Individual referrals	Tony Prime (Department of Health) EAP:	424-7235 Cell: 499-9564 PRIMETS@gov.ns.ca Local: 424-7948 Toll Free: 800-777-5888 EAP@gov.ns.ca	www.gov.ns.ca/health/mhs www.gov.ns.ca/psc/eap
Women's health	Research and policy issues related to women's health, caregiving and other gender issues. Individual referrals	Brigitte Neumann (NS Advisory Council on the Status of Women) EAP:	424-7548 NEUMANNB@gov.ns.ca Local: 424-7948 Toll Free: 800-777-5888 EAP@gov.ns.ca	http://www.gov.ns.ca/staw/ www.gov.ns.ca/psc/eap
Stress management	Employee Assistance Program (EAP) partners with Health Canada to do critical incident stress management. Individual referrals	EAP:	Local: 424-7948 Toll Free: 800-777-5888 EAP@gov.ns.ca	www.gov.ns.ca/psc/eap
Gambling addiction	What is gambling, gambling addiction, services for gamblers and their families.	Laura Barbour (Interim Contact) (Health Promotion and Protection)	424-6947 BARBOULA@gov.ns.ca	http://www.gov.ns.ca/hpp/gambling/
Injury prevention	Self-inflicted injuries and injury prevention for the province of Nova Scotia.	Laura Barbour (Interim Contact) (Health Promotion and Protection)	424-6947 BARBOULA@gov.ns.ca	http://www.gov.ns.ca/hpp/injuryprevention.html

On-site relaxation programs	<p>Massage therapy, tai chi, yoga</p> <p>Individual referrals</p>	EAP:	<p>Local: 424-7948</p> <p>Toll Free: 800-777-5888</p> <p>EAP@gov.ns.ca</p>	www.gov.ns.ca/psc/eap
Ovarian cancer awareness and prevention	Overview, benefits, types, symptoms, risk factors, tests, and prevention	Joan Parks-Hubley (Public Service Commission)	<p>424-7575</p> <p>PARKSJM@gov.ns.ca</p>	
Becoming an Outdoors Woman (BOW)	What the Becoming an Outdoors-Woman program is, how and why it began, the focus of the program and who is involved in offering the program. Also, who the participants are, the reasons why they come to BOW workshops, and the health benefits and social aspects of Becoming an Outdoors-Woman.	Pam Grace (Natural Resources)	<p>424-5832</p> <p>BOWNS @gov.ns.ca</p>	www.gov.ns.ca/natr/outdoor

Workplace Culture and Supportive Environment

<u>Topic</u>	<u>Information Provided</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Website</u>
Respectful workplace	What a respectful workplace is about.	Viki Samuels (Public Service Commission)	424-2741 SAMUELVJ@gov.ns.ca	
Generic presentation on flexible work options	Overview of flexible workplace options.	Jane Allt (Public Service Commission)	424-4145 ALLTJ@gov.ns.ca	
Work/life balance	Balancing home and work responsibilities (flexible hours, telecommuting, job sharing). Individual referrals	Joan Parks-Hubley (Public Service Commission). EAP:	424-7575 PARKSJM@gov.ns.ca Local: 424-7948 Toll Free: 800-777-5888 EAP@gov.ns.ca	www.gov.ns.ca/psc/eap
Family caregiving and the workplace	Caring for aging parents and other family members while working. Presentation for managers To arrange the two day <i>Family caregiving and the workplace</i> course	Joan Parks-Hubley (Public Service Commission) Carrie Forbes	424-7575 PARKSJM@gov.ns.ca 424-2968 FORBESCA@gov.ns.ca	http://www.gov.ns.ca/psc/v2/employeeCentre/healthyWorkplace/events.asp
Diversity	Affirmative Action policy and initiatives in this area. Diversity Progress Report Employment Equity Community of Practice	Charlie MacDonald (Public Service Commission) Mana Chinichian (Public Service Commission) Charlie MacDonald (Public Service Commission)	424-6916 MACDONC@gov.ns.ca 722-1311 CHINICM@gov.ns.ca 424-6916 MACDONC@gov.ns.ca	http://www.gov.ns.ca/psc/default.asp?mn=1.162.295
Employee recognition	Employee recognition (Recognition policy, guidelines and toolkit).	Maria Tendencia (Public Service Commission)	424-4459 TENDENMR@gov.ns.ca	www.gov.ns.ca/psc/recognition

Becoming a learning organization.	Overview of corporate training.	Nadine Rogers (Public Service Commission)	424-3177 ROGERSNA@gov.ns.ca	
Employee feedback, growth and participation	Succession management, career development and HR planning.	Kenda MacFadyen (Public Service Commission)	424-2706 MACFADK@gov.ns.ca	
	Performance management.	Karen Meins (Public Service Commission)	424-4271 MEINSKD@gov.ns.ca	
Managing a Healthy Workplace	<i>Be the Manager You'd Love to Have</i> Assessment tools for managers Best Practices and Resources	Joan Parks-Hubley (Public Service Commission)	424-7575 PARKSJM@gov.ns.ca	http://www.gov.ns.ca/psc/v2/employeeCentre/healthyWorkplace/managers.asp

Organizational climate or culture	<p>Assessments of sources of organizational stress and ways to reduce or eliminate those sources.</p> <p>Organizational climate survey (Hay Group).</p> <p>Competency Resource Development Guide (leadership competencies).</p>	Karen Meins (Public Service Commission)	424-4271 MEINSKD@gov.ns.ca	
Attraction and Retention	<p>The connections between a healthy workplace and attraction and retention.</p> <p>The impact of healthy workplaces on attraction, retention, and engagement.</p> <p>The attraction and retention framework for government.</p> <p>How government is becoming a preferred employer.</p> <p>What attracts people to work for the Government of Nova Scotia.</p>	Maria Tendencia (Public Service Commission)	424-4459 TENDENMR@gov.ns.ca	www.gov.ns.ca/careers/ www.gov.ns.ca/psc/
Training in conflict resolution	<p>Information and training in conflict resolution.</p> <p>Individual referrals.</p> <p>Mediation</p>	<p>Corporate: Karen Meins (Public Service Commission)</p> <p>Individual HR CSU have development consultants</p> <p>EAP:</p> <p>Viki Samuels (Public Service Commission)</p>	<p>424-4271 MEINSKD@gov.ns.ca</p> <p>Local: 424-7948 Toll Free: 800-777-5888 EAP@gov.ns.ca</p> <p>424-2741 SAMUEL VJ@gov.ns.ca</p>	www.gov.ns.ca/psc/eap

Financial planning sessions	<p>Personal financial planning and retirement services.</p> <p>Courses on Learnnet: 1. Making the most of your money (planning for the future) 2. Pre-retirement courses</p> <p>Individual referrals for debt</p>	<p>Learnnet</p> <p>EAP:</p>	<p>http://www.learnnet.gov.ca</p> <p>Local: 424-7948 Toll Free: 800-777-5888 EAP@gov.ns.ca</p>	<p>http://www.gov.ns.ca/psc/pdf/Training/2006-07Calendar.pdf</p> <p>www.gov.ns.ca/psc/eap</p>
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Physical Environment and Occupational Health and Safety

<u>Topic</u>	<u>Information Provided</u>	<u>Contact Person</u>	<u>Phone Number</u>	<u>Website</u>
Ergonomics	<p>Chair height, lighting, noise level, and computer set-up.</p> <p>Contact information for assessments (Standing Offer with Ergonomists to do assessments).</p>	<p>Local OH&S Professional (see attached list)</p> <p>Darren Schives (Public Service Commission)</p> <p>Department of Labour and Workforce Development</p>	<p>424-8037 SCHIVEJD@gov.ns.ca</p>	<p>http://www.gov.ns.ca/enla/healthandsafety/ergonomics/</p> <p>http://www.gov.ns.ca/snsmr/paal/ndxlwd.asp</p>
Effective Workplace Safety Committees	<p>What makes an effective Workplace Safety Committee.</p> <p>Tools for evaluating the effectiveness of Workplace Safety Committees.</p> <p>Recommend appropriate training.</p>	<p>Local OH&S Professional (see attached list)</p> <p>General information: Darren Schives (Public Service Commission)</p>	<p>424-8037 SCHIVEJD@gov.ns.ca</p>	<p>http://iweb.psc.gov.ns.ca/default.asp?mn=1.465.741</p>

Accommodating the special needs of employees with disabilities	Wheelchair accessibility, return to work programs. Diversity Accommodation Fund	Specific: Local HR Consultant Darren Schives (Public Service Commission) Charlie MacDonald (Public Service Commission)	424-8037 SCHIVEJD@gov.ns.ca 424-6916 MACDONC@gov.ns.ca	
Employee understanding of emergency situations	Emergency situations, emergency evacuation plans (each department has one).	Local OH&S Professional (see attached list)		
Orientation of workers to work environment (includes hazards)	Workplace hazards (WHMIS) and workers' rights and responsibilities in the workplace.	Local JOHS Committee representative General information and orientation to the corporate program: Darren Schives (Public Service Commission)	424-8037 SCHIVEJD@gov.ns.ca	
Workplace violence	Workplace assessments and the potential for violence Prepare Training	Specific: Local OH&S Professional (see attached list) Local union representative General: Darren Schives (Public Service Commission) Carrie Forbes (Public Service Commission)	424-8037 SCHIVEJD@gov.ns.ca 424-2968 FORBESCA@gov.ns.ca	http://www.gov.ns.ca/enla/healthandsafety/violenceguide.asp

Ensuring the accessibility and use of protective equipment	How to obtain and properly use protective equipment in the workplace.	Department of Labour and Workforce Development Specific: Local OH&S Professional (see attached list) Local JOHS Committee		http://www.gov.ns.ca/snsmr/paal/ndxlwd.asp
Aspects of the physical environment	Air quality, temperature, scent reduction.	Local OH&S professional (see attached list) Local JOHS Committee		
Becoming a “green” workplace	Information on recycling, etc. Rethink Program- Greener choices at work	Solveig F. Madsen (Environment and Labour) Nadine E. MacKay	424-2173 MADSENSF@gov.ns.ca 424-7267 MACKAYNE@gov.ns.ca	More information will soon be available on http://www.conservens.ca/
Emergency Management Office’s Business Continuity Management	Staff orientation presentation.	Jim Coe (Emergency Management Office)	424-8813 COEJM@gov.ns.ca	http://iweb.emo.gov.ns.ca/Default-BCP.htm
Emergency Management Office	Basic concept of Emergency Preparedness.	Brian Barr (Emergency Management Office)	424-7474 BARRBS@gov.ns.ca	http://www.gov.ns.ca/EMO/AbsPage.aspx?siteid=1&lang=1&id=1