

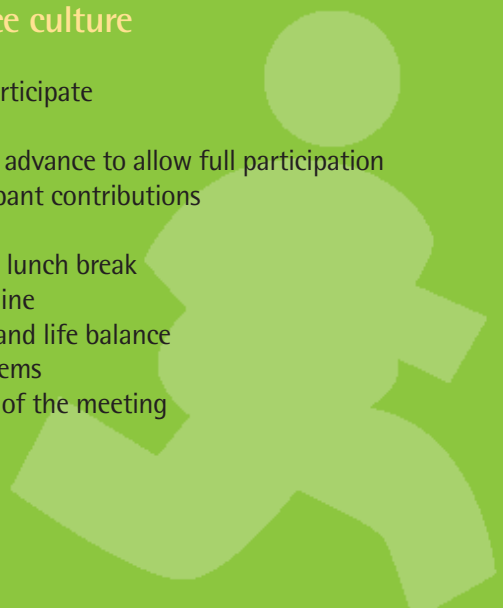
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Put health on the agenda

make a difference in your workplace

Contribute to a positive workplace culture

- provide opportunities for everyone to participate
- listen to and respect diverse perspectives
- accommodate participants' disabilities in advance to allow full participation
- show appreciation and recognize participant contributions
- celebrate team accomplishments
- encourage participants to take a healthy lunch break
- adopt a healthy catering policy or guideline
- be aware of participants' need for work and life balance
- be realistic about times set for agenda items
- consider how to lighten the atmosphere of the meeting



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Promote healthy living

Breaks

- lots of fresh water and 100% fruit and vegetable juices
- variety of whole grain breads
- fresh fruits and vegetables
- dips made with plain low fat yogurt or low fat sour cream
- lower fat muffins and granola bars
- cheese, crackers, and yogurt
- skim, 1%, or 2% milk

Meals

- whole grain breads and pasta made with little or no added fat
- broth-based soups — avoid soups made with cream
- salad dressings served on the side or lower fat dressings
- smaller portions of meat, fish, and poultry
- broiled, poached, steamed, or roasted main dishes instead of fried foods
- meatless dishes, such as a bean or legume casserole or a vegetarian lasagna
- fresh fruits, fruit salads or kabobs, baked fruit, fruit sherbert, frozen yogurt, or angel food cake as one of the dessert choices

Physical Activity

- try a walking meeting
- incorporate light activity breaks designed for all participants (consider participants' physical limitations, pre-existing injuries, and the very physically active)
- replace a coffee break with a walking or stair-climbing break
- provide walking routes and gym locations for out-of-town participants

Ask ahead about allergies, sensitivities and special needs.



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Provide a healthy and safe physical environment

- check the meeting room for potential hazards
- be ready for possible evacuation (have list of participants, explain emergency procedures, know who may need assistance)
- know location of nearest first aid kit and first aid attendant
- report any incidents according to OH&S procedures

Book rooms that

- are accessible and near washrooms
- have adjustable chairs
- have good ventilation and temperature control
- have a reduced or low scent environment

Be environmentally conscious:

- provide recycling and composting containers
- use double-sided materials, instead of single-sided
- use reusable name tags
- use regular dishes and flatware instead of disposable ones



HEALTHYWORKPLACE

www.gov.ns.ca/psc/healthyworkplace

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