

Put Health on the Agenda - Make a difference in your workplace

Below you will find the content that is included on a healthy workplace tool that was developed by government's healthy workplace coordinator for all departments. The tool was developed in the shape of a triangle to demonstrate the three aspects of a healthy workplace – a positive supportive environment or culture, the individual employees' health and wellbeing and a healthy and safe physical environment and OH&S.

The information contained in the tool will help your team promote healthier meetings in the workplace by focusing on all three sides of the healthy workplace triangle.

For more details or to obtain a copy of the 'table-topper' for your boardroom, visit www.gov.ns.ca/psc/healthyworkplace.

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

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 yoghurt or low fat sour cream
- ★ lower fat muffins and granola bars
- ★ cheese, crackers and yoghurt
- ★ 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 yoghurt or angel food cake as one of the dessert choices

- ★ inquire in advance regarding allergies, sensitivities and special needs

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.

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