

## Workplace Resource Library

The following resources are available through the Workplace Workgroup of Healthy Living Hamilton. Simply click on the “Bookmarks” tab on the left of your screen and then click on the topic you are interested in from list provided to find related resources.

Please note:

- Resources are available one at a time for one month.
- Resources are only available for individuals that work in Hamilton.
- **To borrow a resource, send an e-mail to [workplace@hamilton.ca](mailto:workplace@hamilton.ca) or call 905-546-2424 ext. 7218 or 3065.**
- Workplace resource library listings can be found at [www.doitwell.ca](http://www.doitwell.ca)

### Air Quality



#### **Indoor Air Quality Health & Safety Guide (2<sup>nd</sup> Edition)**

This guide will help you to:

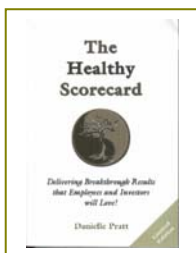
- Identify signs of indoor air quality (IAQ) problems
- Identify possible causes
- Plan remedial actions to eliminate or control IAQ problems
- Understand your rights and responsibilities as given in the occupational health and safety legislation
- Find sources of health and safety information

### Business Case



#### **A Four Step Guide to Building the Business Case for a Healthy Workplace**

This booklet outlines the steps to developing a healthy workplace business case. The four steps in this guide can assist you in gaining leadership commitment to begin, or to provide resources to continue, your organization’s healthy workplace journey.



#### **The Healthy Scorecard**

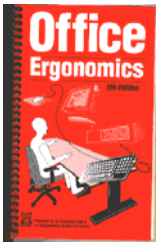
This book uncovers a massive new frontier for the Balanced Scorecard; the linkage between great managers, superior organizational performance, and outstanding employee health outcomes. Good health is good leadership is great business ... and now, thanks to The Healthy Scorecard, you can prove it!



### **Investing in Comprehensive Workplace Health Promotion**

By the time you have finished reading this resource we hope you will be ready to give Comprehensive Workplace Health Promotion (CWHP) a chance to prove itself through changes you can implement in your workplace or practice. Whatever your role: CEO, Wellness Coordinator, EFAP coordinator, member of workplace wellness committee, there is something you can do - by word or deed - to advance CWHP.

## **Ergonomics**

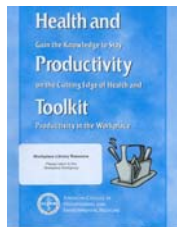


### **Office Ergonomics (5<sup>th</sup> Edition)**

This guide will enable you to:

- Develop an understanding of the basic elements of office ergonomics
- Identify tasks that can potentially cause work-related musculoskeletal disorders and other injuries to the muscles and joints
- Develop an ergonomics program and set goals for your workplace
- Focus on problem solving through employee and management involvement

## **Evaluation/Productivity Measurement**



### **Health and Productivity Tool Kit, American College of Occupation and Environmental Medicine**

This toolkit was assembled to provide physicians, benefits managers, health and safety personnel and HR professionals the tools they need to jumpstart the development of integrated health and wellness programs.

The contents of the toolkit provide information on:

- Basic understanding of health and productivity management
- Basis for developing measures to benchmark your current program
- Strategy for building a business case

## **Health & Safety Committees**

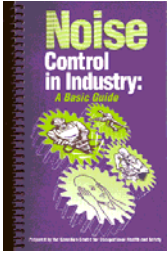


### **Health and Safety Committees (2<sup>nd</sup> Edition)**

This guide will help health and safety committee members to:

1. understand their roles and responsibilities under occupational health and safety legislation
2. form an effective committee
3. conduct effective and efficient committee meetings
4. carry out committee activities as set out in the occupational health and safety legislation
5. recognize workplace hazards and recommend control measures
6. respond to workplace concerns
7. assist the employer in resolving health and safety issues
8. contact health and safety resources to find information

## Noise



### **Noise Control in Industry: A Basic Guide**

This guide will enable you to:

- Develop an understanding of recognition and control methods for occupational noise exposure
- Identify jobs that can potentially pose a risk of harmful noise exposure
- Plan workplace noise surveys and personal noise exposure measurements
- Understand noise survey data and identify needs for further action
- Develop and implement a hearing conservation program

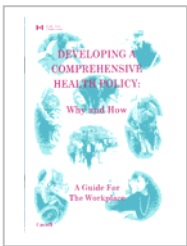
## Nutrition



### **Guide to Nutrition Promotion in the Workplace**

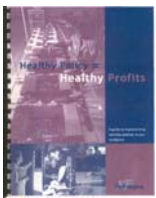
This guide can be used to plan and carry out nutrition programs on their own, as part of a multiple risk factor workplace program, or with other established workplace initiatives. With step-by-step guidelines, this guide is intended to be a "how to" resource. Sample resources, such as workplace nutrition assessment tools, sample policies and program logic models, are also included.

## Policy



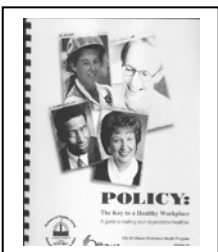
### **Developing a Comprehensive Health Policy. Why and How: A Guide for the Workplace**

This guide will show you why a comprehensive health policy would benefit an organization and how to develop it. A comprehensive health policy is an employer's statement of intention to protect and promote the health of all their employees by providing as healthy an environment as possible. Guide includes a sample policy outlining the roles of managers and supervisors, unions, the Wellness Committee, and employees.



### **Healthy Policies = Healthy Profits**

This manual can help you develop and implement policies on specific health-related issues of relevance to your workplace such as supporting a healthy lifestyle, ensuring safety in the workplace, and improving work and family life. Sample policies are included along with ideas and further sources of information.



### **Policy: The Key to a Healthy Workplace- A Guide to Making Your Organization Healthier**

This guide can help you develop and implement policies on specific health-related issues to enable you to employ a more global approach to target specific problems in your workplace. Considerations, ideas and further sources of information and assistance are identified. Samples of existing or model policies are included.

## Stress

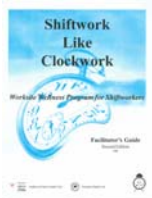


### **A Survival Guide To The Stress of Organizational Change**

This handbook tells you how to handle today's accelerating rate of change in ways that keep work stress at a minimum. This resource explains:

- How you can avoid the 15 basic mistakes that create major job stress
- Ways to cope with even faster rate of change that's coming in the years ahead
- Why "surrendering" to change may be the only way to win
- How to treat stress when your efforts at prevention fail
- Why a low-stress work environment can be dangerous for your career
- How to put yourself in charge of stress reduction, rather than waiting for someone else to bring relief

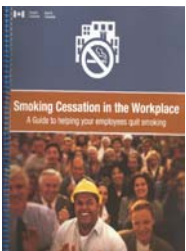
## Shiftwork



### **Shiftwork Like Clockwork Worksite Wellness Program Facilitator's Guide**

The Shiftwork Like Clockwork facilitator's guide contains background notes, practical tools and ideas to offer up to 22 "Reach and Teach Modules". Each module addresses individual health issues and takes approximately 15-20 minutes to deliver. You can deliver one module in a series of 15-20 minute Health and Safety meetings or you can combine them to any desired length.

## Tobacco



### **Smoking Cessation in the Workplace: A Guide to Helping Your Employees Quit Smoking**

This guide is for employers and others who promote health in the workplace. This resource:

- Outlines the reasons why workplaces should get involved and support employees' efforts to cut down or quit smoking
- Provides practical, relevant material on smoking cessation
- Explains the kinds of smoking cessation activities that can be offered and outlines the necessary steps
- Includes handouts, tools, and a list of further resources and references
- Is relevant for ALL types of workplaces

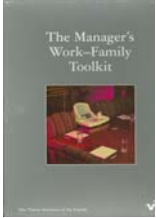


### **Towards a Healthier Workplace: A Guidebook on Tobacco Control Policies**

This guidebook is designed to help employees and employers who are preparing to create or strengthen tobacco control policies in their workplaces. Contents of the guidebook include:

- Effective policies and programs for workplace tobacco control
- Tools and handouts
- Six case stories
- Presentation materials

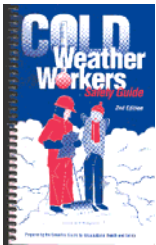
## Work-Life Balance



### **The Manager's Work-Family Toolkit**

This toolkit gives managers, business owners, front-line supervisors, labour unions, and work-life committees the tools they need to create a more supportive work environment.

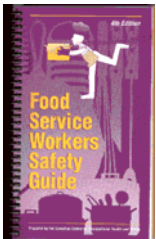
## Workers Safety



### **Cold Weather Workers Safety Guide (2<sup>nd</sup> Edition)**

This is your guide to working safely outdoors in winter. It will enable you to:

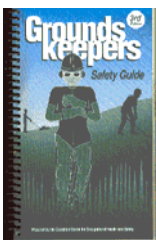
- Recognize workplace hazards
- Prevent accident and injury by safe work practice and use of personal protective equipment
- Deal with accidents and emergencies
- Understand your duties and rights as given in occupational health and safety legislation
- Contact government departments to find health and safety information.



### **Food Service Workers Safety Guide (4<sup>th</sup> Edition)**

This is your guide to working safely in food preparation and food service workplaces. It will help you to:

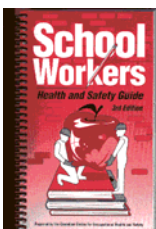
- Recognize workplace hazards
- Prevent accident and injury through safe work practice and use of personal equipment
- Deal with accidents and emergencies
- Understand your duties and rights as given in occupational health and safety legislation
- Contact government departments to find health and safety information.



### **Grounds Keepers Safety Guide (3<sup>rd</sup> Edition)**

This is your guide to safe groundskeeping and landscaping work. It will help you to:

- Recognize workplace hazards
- Prevent accident and injury
- Follow safe work practices
- Select and use proper personal protective equipment
- Understand your duties and rights as given in the occupational health and safety legislation
- Contact government departments to find health and safety related information



### **School Workers Health and Safety Guide (3<sup>rd</sup> Edition)**

This is your guide to working safely in schools and other educational institutions. It will enable you to:

- Recognize workplace hazards
- Prevent accident and injury by utilizing safe work practices and use of personal protective equipment
- Deal with accidents and emergencies
- Understand your duties and rights as given in occupational health and safety legislation
- Contact government departments to find additional health and safety information



### **Warehouse Workers Safety Guide (2<sup>nd</sup> Edition)**

This is your guide to working safely in a warehouse. It will help you to:

- Recognize workplace hazards
- Prevent accident and injury
- Follow safe work practices
- Select and use proper personal protective equipment
- Understand your duties and rights as given in the occupational health and safety legislation
- Contact government departments to find health and safety related information



### **Welders Health & Safety Guide**

This guide outlines the health and safety aspects of welding work, and presents safe welding procedures.

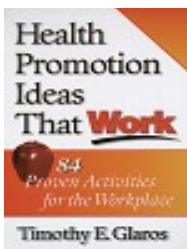
## **Workplace Wellness**



### **Framework for the Development of a Healthy Workplace**

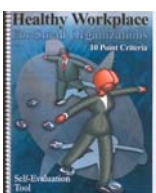
This Self Study CD-ROM provides you with an understanding of the fundamentals of the Canadian Healthy Workplace Criteria to learn at your own pace and convenience, and is a useful prerequisite for the 2-day 'NQI PEP: Healthy Workplace Implementation workshop. **NOTE: CD-ROM is for information purposes only; you are unable to register for course certificate with this CD-ROM. If you want to complete the self study course, you will need purchase your own CD. For more information on the course, go to:**

[http://www.nqi.ca/nqistore/product\\_details.aspx?ID=70](http://www.nqi.ca/nqistore/product_details.aspx?ID=70)



### **Health Promotion Ideas that Work**

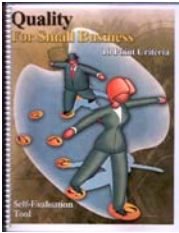
This book provides 84 fresh, inexpensive, and easy-to-implement ideas that are sure to boost participation and get results.



### **Healthy Workplace for Small Organizations: 10 Point Criteria and Self Evaluation Tool**

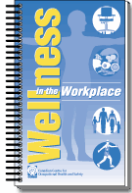
This guide is designed for organizations with fewer than 100 employees. It will help you:

- Assess where you are in terms of a healthy workplace environment
- Understand what you need to do to promote strategies for sustaining a healthy workplace
- Gauge your strengths and identify opportunities for improvement.



### **Quality for Small Business: 10 Point Criteria and Self Evaluation Tool**

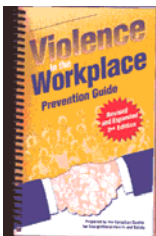
This guide is designed for businesses with fewer than 100 employees. It will help you identify where your business is and what it needs to work on with regard to the promotion of strategies for quality improvement. It lets you gauge your organizations' strengths and seize opportunities for improvement.



### **Wellness in the Workplace**

This guide will assist in the development and implementation of workplace health and wellness programs. It is a practical guide with information designed both for the program leader and the workforce in general.

## **Violence**



### **Violence in the Workplace Prevention Guide (2<sup>nd</sup> Edition)**

This is your guide to developing a workplace violence prevention program. Using the advice booklet, you will be able to:

- Identify risk factors
- Develop a prevention policy
- Conduct a risk assessment
- Develop a comprehensive prevention program
- Develop procedures for reporting and investigating incidents
- Develop a critical incident management plan
- Develop victim support services
- Follow-up on and learn from incidents
- Develop a training program
- Identify relevant legislation