



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES EMPLOYEE HEALTH AND WELLNESS

The board develops and maintains policies, practices and programs that contribute to a physically and psychologically safe and healthy workplace, including physical environment, occupational health and safety, workplace culture, and supportive environment. These procedural guidelines recognize that physical, psychological, and spiritual health and well-being is a shared responsibility between the board and its employees.

#### **Guiding Principles**

The following principles will be followed in order to develop and sustain a workplace where employees feel physically and psychologically healthy and safe:

- 1) Both the board and the employee play key roles in promoting and maintaining a physically and psychologically safe and healthy workplace.
- 2) All individuals are accountable for creating the environment and culture in which they work.
- 3) A culture of respect, trust, honesty, and fairness underpins a physically and psychologically safe and healthy workplace.
- 4) Leadership will take steps to engage employees in reinforcing a healthy workplace.
- 5) All factors that contribute to the wellness of employees, regardless of their current level of health, will be considered.
- 6) An employee's lifestyle consists of an interdependent set of health habits. Comprehensive workplace health promotion includes improvements in the physical and occupational health and safety environment, the workplace culture and supportive environment, and personal health and lifestyle practices. These areas interact synergistically to meet employee needs, thus influencing their health and well-being.
- 7) Workplace health and well-being initiatives are based on best practices and are regularly reviewed and evaluated in order to sustain a supportive culture and relevant programming.

#### **Key Elements of a Healthy Workplace**

The board believes that healthy employees help to create a healthy workplace. Greater health, safety and wellness lead to improved satisfaction and morale, which contribute to a more effective organization. Creating a healthy, safe, and supportive work environment requires a comprehensive effort that includes the following key elements:

### **1. Physical Environment**

Physical environment refers to health and safety factors of a workplace, such as noise levels, toxic substances, infection control practices, air quality, light levels, equipment, and design of work. This element influences workplace disabilities and requires constant attention as the board introduces new technologies, makes process changes, and increases productivity by looking for workplace efficiencies.

### **2. Healthy Lifestyles**

Healthy lifestyles refers to the personal resources and lifestyle practices that affect employees' health, such as physical activity; eating habits; sleeping habits; smoking; alcohol, drug, and substance use. It also includes the means by which individuals cope with stress, the sense of control they have over their work and health, and the perception that there is support in times of distress or unhappiness.

This element includes how well the board helps employees to:

- Develop and maintain healthy lifestyle practices.
- Drop unhealthy and risky habits.
- Make optimal use of the health care system.

### **3. Mental Health and Workplace Culture**

A supportive workplace culture is the bedrock of a healthy workplace. Culture is created, reinforced, and sustained by ongoing patterns of relationships and communications that are known to have an important influence on psychological and physical health and safety.

This element refers to psychosocial factors of a workplace that affect employee psychological health and safety, such as reasonableness of deadlines, organization and design of work, opportunities to influence how tasks are done, relationships with supervisors and co-workers, quality of communications, adequacy of training and development, and the interplay of home and work responsibilities.

## **Responsibilities**

Employees participate in developing, implementing and reviewing policies, programs, and actions related to the health of the workplace. A healthy and safe workplace is a shared responsibility.

Administrators and supervisors will:

- Factor the health and wellness of all employees when making decisions.
- Communicate their support of programs that support the health and wellness of employees, and, when possible, take part in the activity.
- Provide resources to continuously improve and sustain a healthy workplace environment.
- Take into consideration work-life balance and staff competency when distributing workload.
- Receive relevant training and development on health and wellness.
- Make their employees aware and/or remind them of the Employee Assistance Program (EAP).

Employees are responsible for:

- Contributing their ideas, opinions, and skills to better their work environment.
- Creating and contributing to the environment in which they work.
- Taking advantage of health and wellness programs, activities and resources.