

POLICY & PROCEDURE MANUAL

TITLE:	Workplace Wellness	DATE OF APPROVAL:	July 13, 2004
SECTION:	Administration	SUPERCEDES	New
MANUAL:	General Administration	APPROVED BY:	Senior Mgmt

POLICY:

The Interlake Regional Health Authority (IRHA) is committed to protect and promote the health of all employees by striving to create a working environment that supports and reinforces personal well-being.

The workplace wellness policy recognizes that many policies and procedures have some relevance to wellness. This policy provides an overview of the workplace wellness model in the IRHA and lists the policies that relate to workplace wellness.

The IRHA Model

We have an employee-driven workplace wellness model. Local worksite teams develop plans for their sites. Representatives from each worksite team attend a regional group to learn and gain support from other worksites as well as to plan regional initiatives. Management hosts workplace wellness discussions to further the achievement of workplace wellness.

PROCEDURE:

Regional Workplace Wellness Group

1. Comprised of representatives from local worksites as well as program representatives including, but not limited to, Human Resources, Health Promotion, Staff Education, and Senior Management.

2. Meets 5 times / year to share ideas, issues, resources and to plan from a regional perspective.

Local Leadership Teams

1. Workplace wellness leadership teams, with representatives from all areas/programs are encouraged in each worksite.
2. Leadership teams identify their workplace wellness needs and develop workplace wellness initiatives.
3. Leadership teams receive seed money to support their initiatives. The seed money available is based on the number of employees at a worksite and is reviewed each budget year. For example in 2004 / 2005:
 - A) Small worksite - <40 employees - \$200
 - B) Small/medium worksite 40 – 100 employees - \$300
 - C) Medium worksite - 100 - 200 employees - \$400
 - D) Medium/large worksite 200- 300 employees - \$500
 - E) Large worksite - 300 + employees - \$600
4. Single expenditures over \$200 are approved by VP Planning based on rationale.
5. Seed money is reimbursed based on leadership team members receipts on expense forms / attention VP Planning.

Management

1. Supports and participates on the local leadership teams and regional wellness group.
2. Hosts educational and planning sessions yearly to further advance workplace wellness in the organization.
3. Ensures a staff satisfaction survey process is regularly completed.
4. Ensures ongoing policy development includes workplace wellness as a high priority.

Current IRHA Policies and Procedures that contribute to Workplace Wellness:

Administration Policy Manual

GA-1-85 Fleet Vehicle Usage

GA-1-130 Property and Equipment Use

Communication

GA-2-10 Bulletin Boards
GA-2-20 Communication Equipment
GA-2-30 Guidelines for Agendas and Minutes
GA-2-40 Guidelines for Terms of Reference
GA-2-80 Public Relations
GA-2-90 Publications Internal / External

Environment

GA-4-10 Cleaning up Spills
GA-4-25 Fire Drills
GA-4-27 Infection Control
GA-4-40 Tobacco Use Smoke Free Environment
GA-4-50 Waste Disposal
GA-4-60 Workplace Safety and Health Committee Meetings
GA-4-70 Workplace Hazardous Material Information System

Human Resources

GA-6-10 Alcohol and Drug Abuse
GA-6-15 Banked Overtime
GA-6-30 Dress Code
GA-6-50 Employees Personnel Records
GA-6-60 Employee Relations
GA-6-62 Employee Interest Free Loans
GA-6-63 Employee Service, Retirement & General Recognition Program
GA-6-64 Exit Survey / Interview
GA-6-65 Grievance Handling
GA-6-68 HIV / AIDS Supplementary Payment Plan
GA-6-80 Job Descriptions
GA-6-90 Job Sharing
GA-6-100 Leave of Absence
GA-6-110 Loss of or Damage to Personal Effects
GA-6-120 Name Tags
GA-6-140 Orientation
GA-6-150 Overtime Pay
GA-6-155 Parking Policy
GA-6-160 Performance Appraisal System
GA-6-170 Performance Management Program
GA-6-210 Reimbursement of Travel Expenses
GA-6-230 Secondment
GA-6-255 Terms and Conditions of Employment for Non- Union Employees
GA-6-270 Transfers
GA-6-280 Volunteer / Civic Activities
GA-6-310 Workplace Safety and Health
GA-6-320 Overtime Meal Claims / Vouchers

Health Information

GA-7-11 Computer Use and Security

Security and Unusual Occurrences

GA-8-10 Building Security

GA-8-20 Abusive Aggressive Behaviour Towards Staff

GA-8-30 Incident s Reports Occurrence Reports

GA-8-40 Key Control

GA-8-60 Working Alone

Computers and Connectivity

GA-9-10 Computer Internet and E-Mail Use

Staff Education

GA-11-10 Application and Attendance at Educational Sessions

GA-11-20 Registrations Refund

GA-11-30 LOA for Educational Purposes

GA-11-60 Education Evaluation Session

GA-11-70 Learning Needs Analysis

GA-11-90 Regional Education Funds

GA-11-100 WHMIS Education

GA-11-110 Out-of Province Educational Session