

# Healthy Workplace Assessment

## RBC Insurance Wellness Toolkit



How healthy is your workplace? Completing this short assessment will help you answer this question and identify a few things you could do to create a workplace culture that supports the health of your employees. And when completed and scored annually, this assessment can also help you track improvements over time. Answered “no” to some questions? We have provided some suggestions to consider.

WORKPLACE POLICIES & PROCEDURES	Yes = 1 No = 0	If you responded “no” consider the suggestions provided	Your Action Plan
1. Do you have a formal workplace policy/position that states you support the health and well-being of your employees (in addition to any Occupational Health & Safety policies required by law)?		<ul style="list-style-type: none"> <li>- Consider creating a Healthy Workplace Policy that you can complete and share with your employees.</li> </ul> <p><b>Coming soon:</b> Sample Healthy Workplace Policy template.</p>	
2. Do organizational and departmental values include treating employees fairly, and with respect and dignity?		<p>Top down behavior and decision making is key to setting the tone for a respectful, inclusive work environment which is critical to employee wellbeing. Consider the following:</p> <ul style="list-style-type: none"> <li>- If your company has a values statement, include verbiage about the value of employees and inclusivity.</li> <li>- Visit the <a href="#">RBC Insurance® HR Support Centre</a> for a <a href="#">Respect in the Workplace Policy</a> template that you can customize for your organization.</li> <li>- Login to the Work-Life Employee Assistance Program (WLEAP) site and select: “Work &gt; For Managers” to access an on-line library of resources to build your knowledge of diversity, leadership and communicating effectively with employees. Share relevant resources with other leaders in your organization. If gaps are identified, create an action plan to correct.</li> <li>- If budget permits, consider providing managers with e-learning or instructor led training on topics such as “Respect in the Workplace”, communication skills and/or leadership to support a culture of respect and inclusivity. Visit the <a href="#">LifeWorks Workplace Learning Catalogue</a> for further information.</li> </ul>	

**Note:** This assessment is not meant to replace the guidance provided by overarching Occupational Health & Safety legislation or the expert advice provided by Human Resources professionals.

3. Are employees given the flexibility they need to manage their work and personal responsibilities?		<ul style="list-style-type: none"> <li>- Visit the WLEAP Program site for managers as per above to access resources about supporting employee work-life balance such as <a href="#">this one</a>.</li> <li>- Determine if company policy changes can/should be implemented to support employees, such as flexible schedules, work from home etc.</li> <li>- If you are interested in providing tele-commuting as an option visit the <a href="#">RBC Insurance® HR Support Centre</a> for a <a href="#">Telecommuting Policy template</a> that you can customize for your organization</li> </ul>	
<b>PHYSICAL ENVIRONMENT</b>			
4. Are there accessible stairwells, walking paths, or exercise areas to encourage employees to be physically active throughout the day?		<ul style="list-style-type: none"> <li>- Ask for a volunteer to map out a walking route and organize a lunchtime walking group. If stairwells are available at your premises, a stair climbing group is another option.</li> <li>- Set a schedule/ reminders for employees to do desk stretches or to stand up and walk around the floor.</li> <li>- Determine if there is interest/space for on-site exercise classes.</li> </ul>	
5. Do you have healthy food options in vending machines or the cafeteria?		<ul style="list-style-type: none"> <li>- Talk to service providers about including healthy options that meet Canada Food Guide Standards with labels identifying these options.</li> <li>- Ask for a volunteer to manage a healthy food tuck shop for employees that provides healthy snacks at cost: Fruit, yogurt, hummus, veggies, whole grain crackers, nuts etc.</li> </ul>	
6. Are there multi-purpose rooms available where employees can relax, have a conversation with colleagues, stretch, meditate, etc....?		<ul style="list-style-type: none"> <li>- Determine if a space can be allocated for employees</li> <li>- If so, equip it with some low cost items such as playing cards, board games etc.</li> <li>- If budget and space permit consider adding some other activities such as air hockey, ping pong etc.</li> </ul>	
<b>EMPLOYEE AWARENESS</b>			
7. Do you provide a means for employees to identify their personal health risks (i.e. health risk assessment, onsite biometric screening)?		<ul style="list-style-type: none"> <li>- Leverage the <a href="#">RBC Insurance Wellness Program</a> to promote the embedded “Total Wellness Assessment” tool. Refer to the <a href="#">Wellness Program Plan Administrator Guide</a> for further information.</li> <li>- If budget permits consider hosting an on-site biometric screen event (measure blood pressure, cholesterol levels, body mass index etc.) to help employees with understanding their current health risk status.</li> </ul>	

**Note:** This assessment is not meant to replace the guidance provided by overarching Occupational Health & Safety legislation or the expert advice provided by Human Resources professionals.

<p>8. Do you conduct periodic information sessions (in-person meeting, webinar, or conference call) to ensure that employees are knowledgeable about their Group Benefits coverage, including wellness supports such as WLEAP, Best Doctors, and the Wellness Program?</p>		<ul style="list-style-type: none"> <li>- Contact your RBC Insurance Client Relationship Specialist (CRS) to book an employee information session.</li> </ul>	
<p>9. Do managers/leaders speak openly about mental health and encourage employees who may be experiencing mental health issues to seek help?</p>		<ul style="list-style-type: none"> <li>- <b>Support for management:</b> <ul style="list-style-type: none"> <li>o Ensure management staff are aware of the <a href="#">mental health support resources</a> available through RBC Insurance Group Benefits.</li> <li>o Visit the WLEAP webpage for managers to access resources about how to recognize when an employee may be struggling with a mental health issue and how to appropriately refer employees to the Employee Assistance Program for professional support.</li> <li>o Share RBC Insurance communications about upcoming mental health education webinars with management staff.</li> <li>o If you are interested in offering more extensive mental health training for managers and budget permits, visit the <a href="#">LifeWorks Workplace Learning Catalogue</a> for more information.</li> </ul> </li> <li>- <b>Support for employees:</b> <ul style="list-style-type: none"> <li>o Promote employee awareness of <a href="#">mental health support resources</a> available through RBC Insurance Group Benefits including: <ul style="list-style-type: none"> <li>o Short term counselling services available through WLEAP and longer term support available through CarePlus.</li> <li>o Self-serve digital mental health support available through CareNow or therapist-assisted on-line cognitive behaviour therapy through AbilitiCBT.</li> <li>o The WLEAP website provides a library of on-line mental health resources. Remind employees that they have this resource and how to access the site.</li> </ul> </li> </ul> </li> </ul>	
<p><b>PROGRAMS TO ENCOURAGE HEALTHY LIVING</b></p>			

**Note:** This assessment is not meant to replace the guidance provided by overarching Occupational Health & Safety legislation or the expert advice provided by Human Resources professionals.

10. Do you regularly organize or facilitate onsite healthy living initiatives for your employees (i.e., run/walk groups, lunch 'n learns, healthy eating challenges, etc....)?		<ul style="list-style-type: none"> <li>- Refer to the Workplace Wellness Checklist to identify workplace wellness goals for your organization and refer to the Activity Suggestion List to plan activities that align to your goals</li> <li>-</li> </ul>	
11. Do you provide a smoking cessation program?		<ul style="list-style-type: none"> <li>o Promote the self-paced Tobacco Cessation program available through CareNow</li> </ul>	
<b>REWARDS &amp; INCENTIVES</b>			
12. Do you encourage participation in healthy living initiatives with non-monetary prizes or gifts?		<ul style="list-style-type: none"> <li>- Promote the <a href="#">RBC Insurance Wellness Program</a> which offers progress based incentives at no cost to you</li> <li>- Consider whether you can offer additional non-monetary incentives such as an afternoon off work for achieving a specific wellness goal, a premium parking spot etc.</li> </ul>	
13. Do you provide any monetary incentives or rewards for participation in healthy living initiatives?		<ul style="list-style-type: none"> <li>- If budget permits, consider offering rewards for completion of specific wellness activities such as a smart watch/fitness tracker, fitness membership or other reward that your employees would value.</li> <li>- The RBCI Wellness Program provides the ability for employers to fund additional monetary rewards for completion of specific wellness activities within the wellness program (e.g. challenges, wellness assessment). Speak to your RBC Insurance Client Relationship Specialist for more information.</li> </ul>	
<b>TOTAL SCORE</b>	___ / 13		

How did your workplace score? Complete this assessment annually at a minimum to track progress over time and adjust action plans as required.

Note: This assessment is not meant to replace the guidance provided by overarching Occupational Health & Safety legislation or the expert advice provided by Human Resources professionals.