

How can we become an active workplace?

Set up a physical activity program at your workplace

It's easy! This booklet gives you activities and ideas you can do to set up a quality physical activity program your employees can be excited about.

Choose from the ideas in the checklist.

The Health Department has many resources, ideas and referrals to help.

It's quick and easy for you to do with the help of a public health nurse.

Why set up a physical activity program at work?

The following are some key benefits to employees and organizations:

- Reduced job-related injuries and illnesses
- Reduced risk of chronic diseases, such as heart disease and diabetes
- Reduced stress
- Improved productivity
- Reduced absenteeism
- Improved job satisfaction

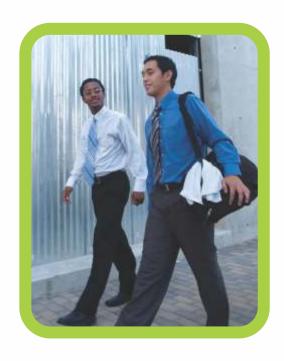


How to set up a physical activity program at work:
Use the checklist and make notes of which activities you choose and how you want to do those activities in the sections provided. Ask your public health nurse if you need assistance.

What can I do?	How can I do it?
Share physical activity information throughout the year with employees.	 □ Tell your employees about important physical activity information through email, newsletters, pay cheque inserts, or through other means of communication available at your workplace □ Share Move Yourself to Better Health resources with employees □ Use the Physical Activity Key Messages sheet
Notes and Ideas:	
Create a supportive physical environment at work.	 ☐ Complete the Workplace Physical Activity Assessment ☐ Provide space for physical activity – this could be a meeting room set aside at lunch/break time for being active ☐ Promote stair use at work instead of elevators when possible
Notes and Ideas:	
Promote opportunities for employees to be active during the work day. Activity can be built in throughout the day on breaks and during lunch time.	 Map out some walking routes around your workplace and promote them to employees to use during breaks/lunch time (e.g. post a map of a 10-15 minute walking route around your workplace) □ Organize a workplace walking group: □ set dates and times (e.g. every Monday, Wednesday, Friday at lunch) □ promote the group □ Organize other recreational opportunities for employees to join, such as after work fun leagues/activities □ Send email or communication reminders to employees to encourage them to walk at break or lunch, or join activities that are organized □ Organize an in-service to teach employees more about physical activity from a local agency (e.g. Zumba demonstration)
Notes and Ideas:	

Organize a workplace physical activity challenge.	 □ Create your own fun physical activity workplace challenge to get employees motivated and active □ Set up and run the Workplace Physical Activity Challenge
Notes and Ideas:	
Help employees to set physical activity goals, make a plan to meet those goals and track their physical activity.	 □ Organize a Physical Activity Workshop for employees □ This workshop can be used to teach employees about goal setting, planning and tracking physical activity □ Order resources to help employees set goals, plan and track their activity
Notes and Ideas:	
Encourage employees to reduce their sitting throughout the day.	 ☐ Share the benefits of reducing sedentary time with employees ☐ Share sedentary resources with employees ☐ Encourage stretch breaks throughout the day and in meetings every 30 minutes ☐ Try walking meetings ☐ Encourage standing at meetings ☐ Provide standing desks or the option to stand at work
Notes and Ideas:	
Promote local physical activity opportunities that already exist in the community.	 ☐ Share the Durham Trails Map so employees can explore local trails ☐ Promote local parks, leagues or other recreation opportunities ☐ See your local recreation centre for more information about what is available in your community or ask your public health nurse for a referral
Notes and Ideas:	

Promote and support active transportation.	 □ Become a Smart Commute workplace-http://www.smartcommute.ca/en/home □ Promote Bike to Work Week (a Smart Commute initiative) □ Provide bike racks 	
Notes and Ideas:		
Offer incentives related to physical activity.	 □ Connect with a local gym or recreation centre to provide a subsidized recreation membership, discount, or special package □ Consult with your public health nurse for ideas 	
Notes and Ideas:		
Refer employees to a qualified professional to have an individual physical activity assessment.	 □ Connect with a recreation centre for a listing of local professionals (e.g. Personal Fitness and Lifestyle Consultant) and make employees aware this service exists □ Consult with your public health nurse for ideas 	
Notes and Ideas:		
Develop a workplace guideline or policy to help employees be more active at work.	 □ Consult with your public health nurse for ideas and help to develop a physical activity workplace guideline or policy at your workplace □ It can be as simple as allowing stretch breaks at meetings or incorporating a physical activity opportunity at company events 	
Notes and Ideas:		



MOVE yourself to better health



Durham Health Connection Line 1-800-841-2729 or 905-666-6241 durham.ca/physicalactivity

Information available in accessible formats.





