**Wellness at Work Website Scavenger Hunt**

Take part in the below Wellness at Work Website Scavenger Hunt to help familiarize yourself and navigate the revamped [Wellness at Work website](https://hr.ontariotechu.ca/wellness-accessibility/index.php), previously known as ‘Healthy Workplace’ and ‘Wellness and Accessibility’.

Enter the Draw: Once you’ve completed the scavenger hunt, visit this [Google Form Link](https://forms.gle/wqp6E5ELpasR5LtD7) to enter your name into the random draw to win a wellness prize pack. Note: You are not required to submit the answers to the scavenger hunt.

Timelines:

* Contest closes on Friday, February 17, 2023.
* Winners will be announced on Tuesday, February 21, 2023.

Scavenger Hunt Questions:

1. What is the phone number to reach Ontario Tech University’s Employee & Family Assistance Program (EFAP) provider, LifeWorks, which provides free, immediate, and confidential assistance for any work, health, or life concern. LifeWorks is available 24/7/365 to employees and their dependents.  
   Tip: Add this number to your cell phone as a Contact for quick access.
2. As an employee you are in a key position to see warning signs that may indicate a colleague needs assistance. Let’s support one another by using the revised REACH Guidelines for Employees. Where can you find the revised guidelines on the website?

Tip: There are also [REACH guidelines for Faculty & Staff to support their student’s mental health](https://shared.ontariotechu.ca/shared/department/student-life/student-mental-health-services/employeementalhealthguide).

1. What is the date of the first employee session of *The Working Mind* training?

Note: There are also *The Working Mind* for manager sessions – registration for both offerings is open now – register today!

1. How long does it take to become Mindsight certified?  
   Hint: You could do it today!
2. Health practices stem from various wellness dimensions. Proactively embedding health practices into our daily routines bolsters our resiliency. What are the seven dimensions of wellness?  
   Tip: Visit the Well-being resources webpage to access ideas and resources to support your self-care and well-being.
3. Did you know that an effective health and safety management system relies on hazard identification and reporting as part of normal work practices? The Hazard Reporting Form should be used to report and record a hazardous work condition or practice on campus property or within any campus building. How many sections are in the Hazard Reporting Form?  
   Note: All completed hazard report forms will be reviewed by the Health and Safety Office to identify corrective actions, improvements or proactive initiatives required to address and correct the hazard or safety concern.
4. True or False: The Accident Injury Form is to be used to report all accidents and injuries (regardless if they have been reported to or involved security) which involve full or part time faculty and staff, students, visitors, or contractors and according to the [Accident Reporting Procedure](https://hr.ontariotechu.ca/health-and-safety/forms/accident-injury-form.php).  
   Did you know? All reportable incidents must be reported within 24 hours using the online Accident/Injury Form.

**Thank you for completing the Wellness at Work Website Scavenger Hunt!   
  
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