



HALDIMAND-NORFOLK HEALTH UNIT

WORKPLACE HEALTH

Making a difference: Going GREEN in the workplace

Many Canadians have already begun to make changes at home to reduce their impact on the environment. Industry has also been making significant changes, but there is more to be done in the workplace. Whether you work for a small company or a large organization, there are many things that you can do to "green" your office.



Use less paper

- Set a default on your printer to print double-sided documents.
- E-mail, circulate or post memos rather than copying for everyone.
- Produce single-spaced documents with narrow margins.
- Edit documents on screen rather than printing unnecessary drafts.
- Update mailing and circulation lists regularly to avoid unnecessary mailing.

Conserve energy and water

- Shut off all taps tightly and report any dripping taps to maintenance personnel.
- Turn off the lights when you leave a room.
- Turn off office equipment overnight and on weekends.
- Consider energy efficiency when purchasing new equipment.

Recycle and compost

- Establish recycling programs for materials such as paper, glass, metals and plastics.
- Recycle paper to save trees, reduce pollution and greenhouse gas effect.
- Collect organic materials for composting.
- Recycle photocopier and laser printer toner cartridges, and printer ribbons.



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ANNOUNCEMENTS

October

- Breast Cancer awareness month.
- World Record Walk, Oct. 3.
- Networking Breakfast, Oct. 17.
- Healthy Workplace Week, Oct. 22-28.

November

- Diabetes Awareness Month.
- National Addiction Awareness Week, Nov. 18-24.
- Workplace Conference (Going Green in the Workplace), Nov. 9.

December

- MADD red ribbon campaign.
- Happy Holidays!

Choose re-useable

- Bring your lunch in reusable containers.
- Use reusable mugs, plates and cutlery in your lunch room.
- Re-use file folders and envelopes (by placing a label over the old address).
- Buy re-usable coffee filters and purchase coffee, cream and sugar in bulk.

Green attitudes

- Set up a “re-use” area in your workplace for office supplies you no longer need.
- Support green initiatives in your office.
- Create, read, and post environmental notices on the office bulletin board.

Hosting a Meeting? Make it Green.

Consider the following suggestions when planning a meeting at your workplace:



Make green choices

- Serve beverages in recyclable or reusable containers.
- Serve cream/milk in bulk containers (pitchers or cartons).
- Use metal spoons or wooden stir sticks.
- Request unpackaged/fresh snacks.
- Use plates, bowls or cutlery that is reusable.
- Provide separate containers for recyclables, organics and waste.

Reduce paper usage

- Send notices out by email.
- Print all meeting, workshop or conference materials on both sides.
- Offer phone or email registration.
- Use dry-erase boards instead of flipcharts.
- Use overheads or slides instead of hand-outs.
- Use reusable name tags.
- Arrange for well-marked and conveniently located recycling bins for paper.

Travel tips

- Use conference calls for meetings.
- Car pool to training courses, meetings and information sessions.



LOCAL PRODUCE: *What's in it for you?*

Local produce

Buying local is good for you and the environment. Why? Trucks carrying fruits and vegetables travel shorter distances, thereby releasing less toxic gases. This protects our environment by:

- Reducing greenhouse gases.
- Producing less air pollution.
- Reducing global warming.
- Reducing risk of health problems.

- Supporting your local economy.
- Promoting freshness.
- Providing a great way to meet and interact with others in your community.

Supporting local farmers

Norfolk County has launched a buy local agriculture campaign complete with signs labelled, “Direct from Norfolk County.” Local fresh fruits and vegetables are easy to find at farmers’ markets, roadside stands, pick-your-own sites and at your local grocery stores throughout Haldimand and Norfolk counties.

Tips on how to clean fresh fruits and vegetables:

- Wash produce thoroughly with cool, running water (even those with a peel or skin).
- Remove the outer leaves on leafy vegetables.
- Use a brush to clean vegetables such as broccoli and potatoes.
- Wash hands for at least 20 seconds before preparing fresh produce.
- Use different utensils for preparing produce and other foods items.
- Wash cutting board with warm, soapy water after each use.



Want more information?

- www.foodsafetynetwork.ca
- www.inspection.gc.ca
- www.norfolktourism.ca/contribute/adventures/adventures.aspx

Active Transportation

What is it?

Active transportation means human-powered transportation. It means leaving the car at home for short distances and combining modes of transportation such as walking and taking public transit.

Active transportation can take you to work, school, shopping, to visit friends and to run errands. Choose a form that works for you in your community: walk, bicycle, wheelchair, inline skate or ice skate.

What's it good for?

HEALTH ... Six out of 10 Canadians do not get enough physical activity. Walking short distances to the places you have to go anyway can add activity to your day. Daily physical activity reduces stress and your risk of heart disease, some cancers, osteoporosis and type 2 diabetes.

ENVIRONMENT ... Active transportation keeps our air clean by improving air quality and reducing greenhouse gas emissions.

SAFETY ... More people walking means more eyes on the streets and this helps to cut crime. Active transportation means fewer people are driving, which cuts down traffic congestion and reduces the number of car crashes.

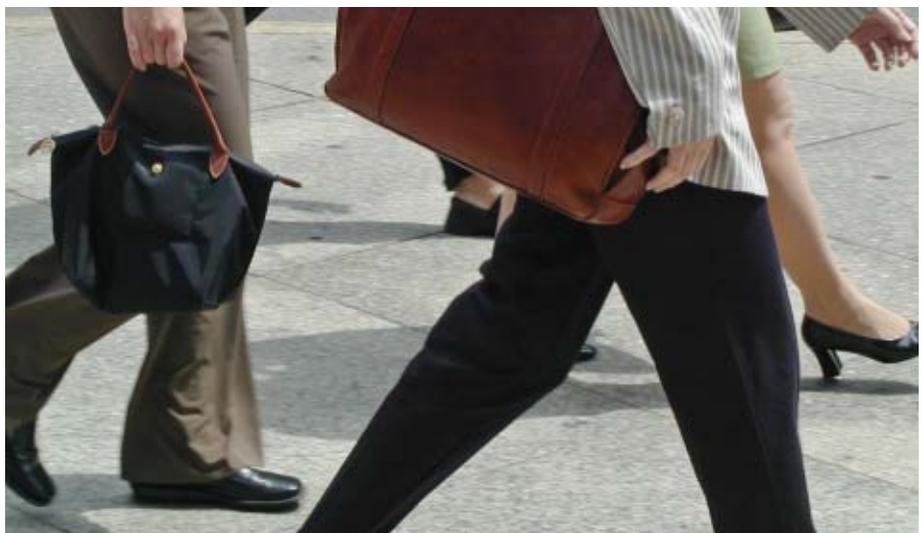
What can workplaces do?

Workplaces can:

- Provide a safe place for bicycle storage.
- Provide shower and change room facilities.
- Post signs to prompt employees to take the stairs instead of the elevator.
- Offer safety courses for employees choosing active transportation.

Want more information?

- Go for Green – The Active Living and Environment Program www.goforgreen.ca
- Walkinginfo.org – Pedestrian and Bicycling Information Centre www.walkinginfo.org
- walkON – A Central West Ontario project supporting walkable communities www.walkon.ca





Has your workplace joined the “Walkolution?”

The **Ontario WORLD RECORD WALK 2007** is aiming to break the existing Guinness World Record for the largest number of people walking one kilometre simultaneously (current record held by Western Australia with 100,915 participants). The walk will take place at 12:30 EDT on Oct. 3, 2007.

With the World Record Walk taking a mere 20 minutes to complete, this would be a great opportunity for an employee event. Businesses large and small are encouraged to register their walking event and show their support for healthy employees and a healthy environment.

For more information or to register, please visit www.worldrecordwalk.ca.

healthyworkplaceweek.ca

October 22-28, 2007 Home of Canada's Healthy Workplace week



Healthy Workplace Week is a specific week that is set aside each year to increase awareness about the importance of workplace health to personal and organizational performance. A healthy workplace is one that focuses on healthy lifestyles, occupational health and safety, and organizational culture. It is also a place where individuals and the organization both thrive and take responsibility for improving their own health, as well as creating a healthy workplace environment.

The theme for Canada's Healthy Workplace Week 2007 is, **It's All about Valuing People**. Many of the situations in which people feel undervalued in the workplace are unintentional. Most of us do value our colleagues and appreciate their contributions to organizational success. However, sometimes stress and the pace of work erode relationships. It undermines the way in which we relate to one another and creates perceptions that some people are not valued as much as they should be.

Canada's Healthy Workplace Week is about celebrating success and accomplishment rather than focusing on failure. It's important for organizations that have found ways to adequately and consistently value their people to share their lessons, so that we can all benefit.

There are many activities in which you and your organization can participate during Canada's Healthy Workplace Week. They are separated into three categories:

- Activities to enhance your personal well-being.
- Activities to support managers.
- Activities for organizations to implement.

“A word of encouragement during a failure is worth more than an hour of praise after success.” ~ Anonymous

Visit www.healthyworkplaceweek.ca for activities and information.

Making a difference:
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Workplace Conference 2007 | Friday, November 9th, 2007
The Greens at Renton | Lunch & refreshments provided



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