



**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.	<ul style="list-style-type: none"><li><input type="checkbox"/> Tell your employees about important physical activity information through email, newsletters, pay cheque inserts, or through other means of communication available at your workplace</li><li><input type="checkbox"/> Share Move Yourself to Better Health resources with employees</li><li><input type="checkbox"/> Use the Physical Activity Key Messages sheet</li></ul>
Notes and Ideas:	
Create a supportive physical environment at work.	<ul style="list-style-type: none"><li><input type="checkbox"/> Complete the Workplace Physical Activity Assessment</li><li><input type="checkbox"/> Provide space for physical activity – this could be a meeting room set aside at lunch/break time for being active</li><li><input type="checkbox"/> Promote stair use at work instead of elevators when possible</li></ul>
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.	<ul style="list-style-type: none"><li><input type="checkbox"/> 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)</li><li><input type="checkbox"/> Organize a workplace walking group:<ul style="list-style-type: none"><li><input type="checkbox"/> set dates and times (e.g. every Monday, Wednesday, Friday at lunch)</li><li><input type="checkbox"/> promote the group</li></ul></li><li><input type="checkbox"/> Organize other recreational opportunities for employees to join, such as after work fun leagues/activities</li><li><input type="checkbox"/> Send email or communication reminders to employees to encourage them to walk at break or lunch, or join activities that are organized</li><li><input type="checkbox"/> Organize an in-service to teach employees more about physical activity from a local agency (e.g. Zumba demonstration)</li></ul>
Notes and Ideas:	

<p>Organize a workplace physical activity challenge.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create your own fun physical activity workplace challenge to get employees motivated and active</li> <li><input type="checkbox"/> Set up and run the Workplace Physical Activity Challenge</li> </ul>
<p>Notes and Ideas:</p>	
<p>Help employees to set physical activity goals, make a plan to meet those goals and track their physical activity.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Organize a Physical Activity Workshop for employees <ul style="list-style-type: none"> <li><input type="checkbox"/> This workshop can be used to teach employees about goal setting, planning and tracking physical activity</li> </ul> </li> <li><input type="checkbox"/> Order resources to help employees set goals, plan and track their activity</li> </ul>
<p>Notes and Ideas:</p>	
<p>Encourage employees to reduce their sitting throughout the day.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Share the benefits of reducing sedentary time with employees</li> <li><input type="checkbox"/> Share sedentary resources with employees</li> <li><input type="checkbox"/> Encourage stretch breaks throughout the day and in meetings every 30 minutes</li> <li><input type="checkbox"/> Try walking meetings</li> <li><input type="checkbox"/> Encourage standing at meetings</li> <li><input type="checkbox"/> Provide standing desks or the option to stand at work</li> </ul>
<p>Notes and Ideas:</p>	
<p>Promote local physical activity opportunities that already exist in the community.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Share the Durham Trails Map so employees can explore local trails</li> <li><input type="checkbox"/> Promote local parks, leagues or other recreation opportunities</li> <li><input type="checkbox"/> See your local recreation centre for more information about what is available in your community or ask your public health nurse for a referral</li> </ul>
<p>Notes and Ideas:</p>	

<p>Promote and support active transportation.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Become a Smart Commute workplace- <a href="http://www.smartcommute.ca/en/home">http://www.smartcommute.ca/en/home</a></li> <li><input type="checkbox"/> Promote Bike to Work Week (a Smart Commute initiative)</li> <li><input type="checkbox"/> Provide bike racks</li> </ul>
<p>Notes and Ideas:</p>	
<p>Offer incentives related to physical activity.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Connect with a local gym or recreation centre to provide a subsidized recreation membership, discount, or special package</li> <li><input type="checkbox"/> Consult with your public health nurse for ideas</li> </ul>
<p>Notes and Ideas:</p>	
<p>Refer employees to a qualified professional to have an individual physical activity assessment.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Consult with your public health nurse for ideas</li> </ul>
<p>Notes and Ideas:</p>	
<p>Develop a workplace guideline or policy to help employees be more active at work.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Consult with your public health nurse for ideas and help to develop a physical activity workplace guideline or policy at your workplace</li> <li><input type="checkbox"/> It can be as simple as allowing stretch breaks at meetings or incorporating a physical activity opportunity at company events</li> </ul>
<p>Notes and Ideas:</p>	



 **MOVE** yourself to  
**better health**



HEALTH  
DEPARTMENT

**Durham Health Connection Line**  
**1-800-841-2729 or 905-666-6241**  
**[durham.ca/physicalactivity](http://durham.ca/physicalactivity)**

Information available in accessible formats.

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