

Smart Living

for a healthy workplace

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R-E-S-P-E-C-T at Work!

A respectful workplace does benefit everyone. A respectful workplace has a workplace culture where all employees are treated with civility, decency, respect, and dignity. Often management has a verbal and written Code of Conduct and policy (ies) that ensures management's obligation to protect and ensure all employees' mental, emotional, and physical health, plus prevent violence at work.

A respectful workplace fosters congeniality, friendships, and teamwork which increases workplace productivity, creativity, initiatives, eases recruitment and retention of employees, decreases sick time and benefits costs, plus promotes the company's reputation as an "employer of choice."

How do people show respect at work?

- ✓ All people are treated with courtesy, politeness, and kindness.
- ✓ All people's opinions, concerns, and ideas are listened to fully.
- ✓ People are praised more than criticized.
- ✓ All people have equal opportunities for training.
- ✓ No bullying, harassment, nor defamation to anyone is allowed.

Workplace policies with clear workplace guidelines and procedures can effectively deal with any workplace complaints, infringements, bullying, defamation, or harassment, and protect the health and safety of its employees.

For more information on Healthy Workplaces and RESPECT, please go to:

- http://humanresources.about.com/od/workrelationships/a/demo/_respect.htm
- www.ohrc.on.ca

Healthy Lunches & Snacks Can Be Affordable

According to the Canadian Community Health Survey, most adults are not getting the recommended servings of vegetables and fruit, and are eating a lot of processed foods high in saturated fat, salt, and sugar. People often rely on prepackaged, processed, and fast foods for lunches and snacks which can be expensive. With today's difficult economic times, eating healthy does not have to be. Many healthy food choices are less expensive than prepackaged or fast foods.



Tips for Eating Healthy on a Budget!

- **Plan ahead:** Look for sale items and coupons in flyers. Plan your meals for a week and make a grocery list.
- **Consider no-name brands:** These are often similar to brand names, and cost less. Compare the Nutrition Facts label and ingredient lists.
- **Eat less convenience foods:** Prepackaged and processed foods can be expensive. If you shred your own cheese, cut your own vegetables, or bring leftovers for lunch, it can help you save money.

For **free resources** on healthy meals, snacks, and shopping on a budget, please call the Health Action Line at 1-800-660-5853, or visit: www.healthunit.org/nutrition

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If you would like to receive the **Smart Living** workplace newsletter either in hard copy or by email, please contact Lynda Earl at 1-613-345-5685 ext. 2215 or email: lynda.earl@healthunit.org





Picnicking: Food Safety Tips

With the change in the seasons comes an increase in outdoor activities. Picnicking and outdoor food preparation are enjoyable activities. However, safe food handling is very important in order to prevent foodborne illness. Follow these simple steps to ensure you have a safe picnic:

- Bring non-perishable foods (nuts, fruits, vegetables, pickles and preserves, canned meat and fish).
- **Keep hot foods Hot** - above 60°C, and **cold foods Cold** - below 4°C. Pack foods into a cooler stocked with ice packs.
- Cool or freeze prepared foods completely before packing your cooler.
- Place cooler in coldest part of car during transport (backseat).
- Keep the cooler out of the sun.
- Put drinks in a separate cooler, as this cooler will be opened and closed more frequently.
- Separate raw meat from ready-to-eat foods. It is recommended that meats be cooked thoroughly beforehand, cooled completely, and then reheated on site.
- Wash hands after touching raw foods, and before eating. If running water is not available, use a hand sanitizer or moist wipe.
- Discard all uneaten hazardous foods.

For more information on Food Safety, please visit the following websites:

<http://www.healthunit.org/foodsafety/default.htm>

<http://www.inspection.gc.ca/english/fssa/concen/tipcon/picnice.shtml>

"Shop Safe" Tips

There are many wonderful places to shop for your food in the tri-county area such as supermarkets, farmer's markets, specialty food stores, food festivals, and at the farm gate. We encourage you to shop locally for fresh products.

Protect your family by being an informed shopper as *all foods are not regulated or inspected*. When choosing your food products, observe how food is handled and stored, and don't hesitate to ask if products have been produced at an inspected facility. Once you purchase your food, do your part to handle it safely.

The following tips may help you make informed choices:

- Purchase foods that come from inspected sources. All meat products must be slaughtered and processed in a provincially or federally licensed plant, and must bear a stamp indicating the plant number where they were processed.
- Only pasteurized milk is legal to sell in Ontario. Pasteurized milk is always the safest choice for you and your family.
- Eggs must be graded. Avoid purchasing unclean eggs or cracked eggs.
- Ensure that canned products such as preserves have labels that indicate the ingredients and the name and address of the producer. Attractive labels are not a guarantee that the product was produced in a safe manner. Public Health Inspectors do not inspect private home kitchens where many of these products may be produced.
- Ensure ready to eat foods are properly packaged to prevent contamination.
- Ensure foods that need to be kept refrigerated or frozen are cold or frozen. Bring a cooler with ice packs to transport food safely.
- Package raw meats separately so that blood and juices do not contaminate other foods.
- Choose produce that is not cracked or damaged. Dirt and germs from the outside of damaged produce may enter the inside where it cannot be washed away.
- Do not snack while you shop, items such as fruits and vegetables on display are not ready to eat without washing.
- Clean re-useable grocery bags and containers between uses, and designate one for raw meat.
- Wash your hands after your shopping excursion, especially before you eat.



Enjoy the freshness our area has to offer! For more information on Food Safety, visit the Health Unit website at: www.healthunit.org

National Immunization Awareness Week: April 24 to May 1, 2010

Vaccination is very effective in preventing disease. Since most children in Canada are immunized, many diseases have almost disappeared. However, diseases can and do come back. Experience from other countries has demonstrated that diseases return quickly when fewer people are vaccinated. **It is essential to maintain high immunization rates.**

Routine immunizations protect against 14 serious diseases:

- diphtheria
- pertussis (whooping cough)
- tetanus
- polio
- haemophilis b type influenza type b (Hib)
- measles
- mumps
- rubella (German measles)
- hepatitis
- influenza
- chicken pox
- meningococcal disease
- pneumococcal disease
- human papillomavirus disease

Recommended routine immunizations begin at two months of age and continue through childhood, adolescence, and adulthood. *See below for the complete schedule.*

Other vaccines are recommended for individuals traveling to countries with diseases that are not common in Canada.

During National Immunization Awareness Week, please review each family member's immunization record to confirm that everyone is up to date with immunizations. If you need immunization, please call your health care provider to make an appointment. If you do not have a health care provider, please call the Health Unit at 613-345-5685 or the Health Action Line at 1-800-660-5853.

Remember to keep your personal immunization record (yellow card) in a safe place, and take it with you each time you are immunized so it can be updated. Please notify the Health Unit when you receive immunization.

| AGE | Diphtheria | Tetanus | Pertussis | Polio | Hib | Pneumo conjugate | Measles | Mumps | Rubella | Meningococcal vaccine | Varicella | Hepatitis B | HPV (females) | Influenza |
|--------------------------|------------|---------|-----------|-------|-----|------------------|---------|-------|---------|-----------------------|-----------|-------------|---------------|-----------|
| 2 mo. | ○ | ○ | ○ | ○ | ○ | ○ | | | | | | | | |
| 4 mo. | ○ | ○ | ○ | ○ | ○ | ○ | | | | | | | | |
| 6 mo. | ○ | ○ | ○ | ○ | ○ | ○ | | | | | | | | |
| 12 mo. | | | | | | | ○ | ○ | ○ | ○ | | | | |
| 15 mo. | | | | | | ○ | | | | | ○ | | | |
| 18 mo. | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | | | | | |
| 4-6 yr. | ○ | ○ | ○ | ○ | | | | | | | | | | |
| 12 yr. | | | | | | | | | | ○ | | ○ | | |
| 13-14 yr. | | | | | | | | | | | | | ○ | |
| 14-16 yr. | ○ | ○ | ○ | | | | | | | | | | | |
| Every 10 yrs. thereafter | ○ | ○ | | | | | | | | | | | | |
| Every autumn | | | | | | | | | | | | | | ○ |

Heat Stroke and Heat Exhaustion

The beautiful days of summer have almost arrived. The dangers of heat exhaustion and heat stroke are far from our minds after a long Canadian winter. Enjoying the sunshine is first on our list of things to do, but can be potentially unsafe if the right precautions aren't taken.

To avoid a heat related illness:

- Drink lots of fluids throughout the day.
- Avoid caffeinated or alcoholic beverages which can lead to dehydration and can speed up the effects of heat stroke.
- Try to do strenuous work or sports activities before or after intense sunlight hours which are from 11 a.m. to 4 p.m.
- Wear light coloured clothing, a wide brimmed hat, and sunglasses that protect against UVA and UVB rays.
- Don't forget to put on a broad spectrum sunscreen with an SPF 15 or greater.
- Pay special attention to small children and older individuals because they are at increased risk of developing a heat related illness.
- Check on neighbours who may be at increased risk.
- Remember to practice sun safety and take precautions when the UV index is 3 or higher.

Have a wonderful summer and enjoy the warm weather safely!

Healthy Sleep Habits!

Top 11 Tips

1. Stick to a sleep schedule. Go to bed and wake up at the same time each day.
2. Exercise 30 - 60 minutes during the day, but not five or six hours before bedtime.
3. Avoid caffeine and nicotine. Coffee takes 8 hours to wear off — no coffee after noon hour. Nicotine makes people sleep light and wake early due to withdrawal.
4. Avoid alcohol before bedtime. Alcohol robs you of deep sleep & restful REM sleep, and will wake you up when the effects of alcohol wear off.
5. Avoid large meals and beverages late at night. Limit snacks and fluids at bedtime.
6. Avoid medicines that delay or disrupt your sleep.
7. Regulate daily sleep rhythms by getting 30 minutes of natural sunlight daily.
8. Don't take naps after 3 pm.
9. Relax before bed by reading, listening to music, or having a hot bath.
10. If you can't sleep, get up! Anxiety about not sleeping can keep you awake.
11. Have a good sleeping environment:
 - Limited or no noise nor light.
 - Comfortable bed and pillow.
 - Slightly cool room temperature.
 - No television, computer, or telephone in the bedroom.

For more information on healthy sleep habits, go to: <http://sleepingwell.330soft.com/>



Making Time for Physical Activity at Work

Can't find time in your day to exercise? That is a common reason why people don't get the recommended amount of physical activity, as outlined in Canada's Physical Activity Guide for Healthy Living. According to the Public Health Agency of Canada, "16 million adult Canadians spend half of their waking hours at work"¹.

Since most people have to be at work all day, building physical activity into your day is one way to find the time. If you don't live far from work, you could walk or bike a few days a week. Take the stairs instead of the elevator, or create a walking or running group with some co-workers. On your coffee or lunch breaks, you could take a lap or two around your building. Do you have a buddy who shares a common sports interest? Go to the nearest park at lunch armed with a soccer/basket ball and play a game.

Having a physically active lifestyle has multiple health benefits including: having a lower risk of cardiovascular disease, Type 2 diabetes, colorectal and breast cancer, osteoporosis, and obesity. Not to mention, you will have more energy and sleep better. There are many ways to stay physically active at work. The most challenging part is changing your routine and taking the first step to a new healthy habit.

For more information and tips to become physically active at work, visit our website at: www.healthunit.org/physact/default.htm

¹ Public Health Agency of Canada. "Business Case for Active Living at Work." <http://www.phac-aspc.gc.ca/alw-vat/index-eng.php> (Feb. 19, 2010).

Helping a Co-Worker with Depression Works!

Depression hits about 1 in 20 workers of any age, social or economic group. Depression is more than feeling "blue." Depression lasts longer than a few weeks and interferes with a person's personal, social, and work life.

How can depression affect people? The person may become irritable or hostile, withdrawn from or dependent on others, feel helpless and in despair, have slower speech, be chronically fatigued and/or start to abuse alcohol or drugs. Other noticeable changes at work may include the person having difficulty making decisions, decreased concentration, productivity, dependability, and enthusiasm, while having an increase in errors, tardiness, injuries and sickness.

Happily, help can and does make the difference. Eighty per cent (80%) of all persons with depression recover when a person gets professional help.

So, if you know someone at work who has depression, you can help by respecting, valuing, and complimenting your co-worker. You can also help by encouraging them to seek help from an Occupational Health Nurse, family doctor, and/or an Employee Assistance Program (EAP) for appropriate confidential referral and treatment. Remember, four out of five people with depression recover!

So, be a friend to your co-worker. Encourage your friend to get professional help. This will be a life changing, if not, a life saving experience for everyone.

For more information, go to:

¹ http://www.cmha.ca/bins/content_page.asp?cid=3-86-87-91&lang=1
<http://www.cmha.on.ca>