



## Working Toward Wellness Committee Terms of Reference

### BACKGROUND

The Working Toward Wellness (WTW) Committee was developed to promote and support workplace wellness efforts in Windsor-Essex County. The committee is comprised of members of the Windsor-Essex County Health Unit (WECHU), who provide administrative and professional support to the committee, as well as representatives from other organizations and the community at large. In order to be a member, you must have an interest in promoting and supporting the health and wellbeing of Windsor-Essex County residents through comprehensive approaches to Workplace Wellness. Each member provides a unique perspective and contribution. The WTW Committee provides input into the planning, development, implementation and evaluation of workplace wellness programs in Windsor-Essex County.

### DEFINITIONS

**Comprehensive Workplace Wellness Program (CWW):** A CWW program is “a series of strategies and related activities, initiatives and policies developed by the employer, in consultation with employees, to continually improve or maintain the quality of working life, health, and the well-being of the workforce. These activities are developed as part of a continual improvement process to improve the work environment (i.e., physical, psychosocial, organizational, economic), and to increase personal empowerment and personal growth.” - Canadian Centre for Occupational Health and Safety

### PURPOSE

The purpose of the Working Toward Wellness Committee is to promote health and wellness through workplaces in Windsor and Essex County. The Working Toward Wellness Committee will accomplish this through:

- Assisting in program development; setting goals and objectives; selecting priority interventions; identifying resource supports; promoting programs, activities, and services; and evaluating outputs and outcomes.
- Regular communication to employers on key and timely workplace wellness issues.
- Monitoring the workplace program on an ongoing basis, to ensure its quality, effectiveness and relevance. The workplace program services will be adjusted based on these findings.
- Examples of workplace program initiatives currently promoted and supported include, but are not limited to the following:
  - Healthy at Work Webinar Series
  - Gord Smith Healthy Workplace Awards/Bike Friendly Workplace Awards
  - Luncheon Series
  - Living Wage Program



## OBJECTIVES

1. To maintain the Working Toward Wellness Committee.
2. To facilitate the integration of a workplace wellness culture by using comprehensive health promotion strategies that include
  - **Awareness Raising:** Information about the many benefits of making healthy lifestyle choices.
  - **Education / Skill Building:** Help employees develop the knowledge and skills to support healthy living.
  - **Environmental Support:** Create a physical and cultural workplace environment that encourages and supports employees in making healthier choices. Supportive environments help make the healthier choice the easier choice in the workplace and beyond.
  - **Supportive Policies:** Ensure policies are in place to help create a culture that embraces and models wellness promotion and supports healthy practices.
3. To provide a forum for dialogue on health and wellness issues affecting the health and well-being of employees, their families and possibly the community as a whole.
4. To encourage employers to work toward striving for an organizational culture that encourages and supports employees and their families with their personal health goals.

## FREQUENCY OF MEETINGS

Monthly meetings will be scheduled.

## ROLES & RESPONSIBILITIES

The Chairperson will ensure that the following are completed:

- Attend and chair all meetings.
- Meetings are scheduled and members are invited.
- Meeting agenda and previous meeting minutes are distributed to members prior to each meeting
- Speak on behalf of the Committee in consultation with its members
- Other duties as identified and agreed to by the chairperson and the committee

Committee members will:

- Make their best effort to attend all meetings.
- Represent their colleagues through contributions to the agenda and active participation in meetings and committee activities.



- Provide on-going feedback to the Chair on items relating to the group and future capacity building opportunities

#### **TERM OF MEMBERSHIP**

- Minimum of two years.

**The Terms of Reference will be reviewed annually and updated as necessary.**

**Last updated and reviewed:** September 24, 2020