

**Health and Well-being Programs and Services
Executive Summary
University Affairs Board**

November 15, 2005

Mandate of Office

Health and Well-being Programs and Services was established in 2003 by the Vice-President, Human Resources and Equity to address issues of workplace health, injury, illness and accommodation. Recognizing the relationship of workplace culture to employee health and well-being, Health and Well-being Programs and Services provides leadership through innovative healthy workplace practices that support employees in optimizing their contribution to the University's mission.

The unit functions as a centralized resource for all employees of the University of Toronto interested in or in need of information on occupational health, sick leave, long term disability, workplace injuries or accommodation for employees with disabilities.

Our staff works collaboratively with Human Resources, Labour Relations, Environmental Health and Safety, departments and unions to return employees to the workplace in a timely and successful manner following injury or illness.

The University recognizes the importance and benefits of a healthy and engaged workforce and is committed to working with employees to create a workplace that is safe, healthy and accommodating to difference and diversity.

Key accomplishments in 2005

- **Completion of the Take Back the Lunch Break campaign**
Health and Well-being Programs and Services distributed a series of postcards and posters throughout the University promoting the benefits of taking a lunch break during the working day. Suggestions and related articles and information were added to the office website. The campaign was not only successful at U of T but has been adapted by the City of London, England and the Government of Nova Scotia.
- **Launch of annual Healthy U day on all three campuses**
A series of educational workshops and information sessions were held during a one-day event on each of the UTM, UTSC and St. George campuses. U of T faculty and staff participated in a wide range of activities focused on creating, maintaining and encouraging healthy workplaces here at University of Toronto.
- **Revision of U of T guidelines on Accommodation for Employees with Disabilities**
Health and Well-being Programs and Services coordinated the review and revision of the U of T guidelines on Accommodation for Employees with Disabilities. The guidelines will provide Human Resource generalists, managers and academic administrators and employees with an understanding of the University's duty to accommodate, procedures in determining reasonable accommodation and the process of accommodation at University of Toronto.

Challenges in 2006

- Training and communication on the Accommodation Guidelines to University managers and academic administrators. Training on the guidelines is scheduled for late November, early December for all HR staff. An HR/LR/HWB committee is developing a training/communication strategy for managers and academic administrators to be carried out during 2006.
- Full implementation of Medgate Occupational Health and Safety and Disability Management software for tracking, case management, reporting and correspondence of all Health and Well-being activities. Installation and training will be complete by January 15, 2006. Detailed and multi-variable reporting will enhance the University's understanding of trends and patterns related to non/occupational injury and illness, measuring impact of interventions as well as setting annual priorities.
- Plan and implement a public education campaign promoting healthy workplace and/or the integration of people with disabilities into the workplace.

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