

**The Health Communication Unit (THCU)
Supporting Comprehensive Workplace Health Promotion in Ontario**

Client Needs Assessment Survey

To ensure that the Health Communication Unit (THCU) offers relevant products and services to guide the development of effective workplace health promotion programming in Ontario, we'd like to ask some questions about your organization's information and training needs.

If you'd like to complete this survey on-line, please click [here](#). Or if you'd prefer to download a hard copy of the survey and fax/mail a completed version to us, please click [here](#).

Please note that this needs assessment is confidential, so we will not be responding to any questions or comments you write on the form. If you do have any questions about the Supporting Comprehensive Workplace Health Promotion in Ontario project, please contact Berkeley Butler, Workplace Health Promotion Consultant, at (905) 892-3765 or b.butler@cogeco.ca

Name: _____

Organization: _____

Address: _____

1. Which of the following best describes your organization?

- Public health unit
- Heart health coalition
- FOCUS community
- Community health centre
- Non-governmental organization (e.g., Heart and Stroke Foundation)
- Joint health and safety committee
- Association related to occupational health and safety
- Employee assistance program
- Occupational health nurses association
- Human resource association
- Other (please specify): _____

2. **Which workplace health network do you belong to?**

— **Central East** (Muskoka-Parry Sound, Simcoe, Barrie, Peterborough, Haliburton-Kawartha-Pine Ridge, Port Hope)

— **South Central** (Hamilton, Brantford, Niagara, Haldimand-Norfolk, Wellington-Dufferin-Guelph, Fergus, Waterloo)

— **South West** (London-Middlesex, Oxford, Woodstock, Elgin-St. Thomas, Lambton, Sarnia, Windsor-Essex, Perth, Stratford, Grey-Bruce-Owen Sound, Chatham-Kent, Huron, Clinton, Wingham)

— **East** (Ottawa, Kingston-Frontenac-Lennox-Addington, Hastings-Prince Edward, Belleville, Leeds-Grenville, Brockville, Almonte, Smith Falls, Gananoque, Hawkesbury, Cornwall, Renfrew, Pembroke, Arnprior, Deep River)

— **North** (Sudbury, North Bay, Algoma, Sault-Ste Marie, Wawa, New Liskeard, Kirkland Lake, Thunder Bay, Timmins, Northwestern, Kenora, Fort Frances)

— **Greater Toronto Area** (Toronto, Halton, Oakville, Burlington, Peel, Mississauga, Durham, Pickering, Whitby, Oshawa, Ajax, York, Newmarket, Unionville, Richmond Hill)

3. One of the objectives of the project is to offer a series of workshops (in different regions across the province) on various aspects of workplace health promotion. For each of the following possible workshop topics, please assign the number that best describes your interest in/need for a training event on this topic.

- 1 =** I have never had a need for information on this topic, and am not interested in attending a workshop on this topic.
- 2 =** I have a need for information on this topic, but do not anticipate attending a workshop on this topic.
- 3 =** I have an ongoing need for information on this topic, and would be interested in attending a workshop on this topic
- 4 =** I require as much information as possible on this topic, and would be very interested in attending a workshop on this topic in the very near future.

A) Getting Ready

- ___ understanding the definition of, and evidence for, comprehensive workplace health promotion (CWHP), including the skills and capacities required to implement CWHP
- ___ understanding the legislation regulating health and safety in the workplace
- ___ addressing issues related to organizational culture in CWHP
- ___ the keys to successful CWHP
- ___ gaining ‘buy in’/support from your organization’s stakeholders and decision makers
- ___ linking with, and otherwise accessing, key resources and stakeholders

B) Assessing Workplaces

- collecting the information needed to plan CWHP (e.g., workplace needs assessments, health risk appraisals, environmental scans, interest surveys)

C) Marketing CWHP

- creating and presenting a business case for CWHP
- marketing/promoting CWHP to various audiences

D) Developing an Overall Strategy for CWHP

- developing CWHP program goals and objectives
- selecting CWHP programs and activities (awareness raising, education, skill building, environmental supports)
- selecting CWHP programs and activities addressing risk factors for chronic disease (e.g., smoking, nutrition, physical activity)
- selecting CWHP programs and activities addressing organizational culture
- selecting CWHP programs and activities addressing occupational health and safety

E) Ongoing Implementation of CWHP

- establishing a CWHP committee
- facilitating and consulting with CWHP committees
- developing and executing a communications plan
- accessing materials for CWHP programs and activities
- supporting the development of workplace health promotion policies

F) Evaluating CWHP

- evaluating workplace health promotion programs

G) Sustaining CWHP

sustaining workplace health promotion programs

H) Special Topics/Settings of Interest

working to develop/implement CWHP in your own organization

working with small businesses

working with employers and other key stakeholders in rural areas

working with employers and other key stakeholders in northern locations

4. Which of the following options for workshop length is most feasible for you/your organization?

half-day session (brief overview of topic/issue, including relevant resources)

one-day session (comprehensive overview of topic/issue, including hands-on group exercises)

two-day session (in-depth exploration of topic/issue, including hands-on group exercises)

5. Which of the following options for workshop location is most feasible for you/your organization?

in-house (at your organization)

an event in your region of the province

a central event in Toronto

6. Which of the following options for workshop composition is preferable for you/your organization?

- attending an event limited to members of your organization
- attending an event limited to participants from your type of organization (e.g. public health units) with an interest in workplace health promotion
- attending an event open to participants from a variety of organizations with an interest in workplace health promotion

7. Have you ever attended a training event on some aspect of workplace health promotion?

- yes
- no

8. If 'yes', please describe the nature of the event and your overall impressions (e.g., what you liked/disliked, what you found useful, what could be improved).

9. In addition to training events, the project will also be offering a range of resources and services to support the development of CWHP. For each of the following, please assign the number that best describes your interest in/need for this service/resource.

1 = I have never had a need for this service/resource, and would not be interested in using it.

2 = I do not anticipate a need for this service/resource, but would be interested in receiving more information if/when it becomes available.

3 = I have an ongoing need for this service/resource, and would be interested in using it if/when it becomes available.

4 = I have a high need for this service/resource, and would be very interested in using it if/when it becomes available.

___ workplace health needs assessment instruments

___ workplace health risk appraisal instruments

___ ‘how-to’ manuals/workbooks on various aspects of CWHP programming (e.g., policy development, evaluation)

___ a business case kit for CWHP that could be tailored to specific workplaces/audiences

___ documented ‘best practices’ examples of effective CWHP

___ annotated bibliographies of key CWHP resources

___ access to experienced consultants offering advice/support around the planning and implementation of CWHP

___ access to experienced consultants offering advice/support around the evaluation of CWHP

___ a list of Web sites addressing CWHP

___ a new Web site offering access to information and resources on CWHP

___ a listing/registry of speakers/presenters

___ a listing/registry and description of organizations supporting CWHP

___ a CWHP list serve

___ other (please specify)

10. Do you have any other comments you'd like to share with us?

Thank you for taking the time to complete this survey. Your feedback is important to us.

If you are faxing or mailing the survey, please send it to

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