

## **Raising Awareness - Health, Safety & Well-Being**



### **Employee & Family Assistance Program (EFAP)**

From time to time employees and their immediate family members (spouse and/or dependent children living at home) may find themselves in need of confidential professional counselling for personal, family, relationship and wellness issues. Counselling for eligible employees is available 24 hrs/day, seven days a week through the University's EFAP provider, [Homewood Health](#) [1] at 519-821-9258 (or toll free at 1-800-663-1142). Assistance can also be arranged through Occupational Health and Wellness (OHW) at extension 52133. Hardcopy pamphlets are available through OHW or your HR representative. Please refer to [HR Policy 515 Employee and Family Assistance Program, All Staff](#) [2].

### **Wellness@Work**

For all faculty and staff, the [Wellness@Work](#) [3] initiative is a comprehensive, integrated evidence-informed workplace health promotion strategy. All employees are encouraged to participate in the Wellness@Work programming and initiatives.

### **Healthy Campus**

The University has launched a new Healthy Campus initiative that aims to review, align, coordinate and enhance health promotion activities for UOG students, faculty and staff.

### **Workplace Violence Prevention Policy & Program**

The University is committed to providing a learning and work environment that is safe, respectful and violence and harassment free. The University has instituted policies and programs on workplace Violence and Harassment

Prevention to support this commitment.

The [Workplace Violence Prevention Policy and Program](#) [4] establishes the University's commitment to a safe and violence free environment. It also includes information on the policy, program, reporting procedures etc. Hardcopy pamphlets are also available through OHW, Environmental Health and Safety (EHS) or HR/FASR Representative. The University is also committed to providing assistance and supports to employees who are experiencing domestic violence.

## Workplace Harassment Prevention Policy & Program

The University has instituted a [Workplace Harassment Policy and Program](#) [5] to support its commitment to a respectful and harassment free environment. It also includes information on the policy, program, reporting procedures etc. Hardcopy pamphlets are also available through EHS, OHW or your HR/FASR Representative.

## Learning and Development

[Learning and Development](#) [6] (L&D) provides a variety of individual and organization development opportunities to the University community that promote personal/professional growth, effective relationships and overall wellbeing. Services include: workshops, training sessions, custom learning, program/team development, conflict resolution, coaching and consulting services.

## Processes to Resolve Concerns in the Workplace

The University has a number of resources and mechanisms in place to resolve concerns in the workplace. These include workplace conflicts, workload issues, employee grievances, etc. Employees experiencing challenges are encouraged to first raise their concerns with their immediate supervisor. You may also consult with your Human Resources (HR) or Faculty and Academic Staff Relations (FASR) representatives and/or Union or Employee Group Representative.

## Process to Request Workplace Accommodation or Leave

The University offers several leave provisions to assist its employees. These leaves include, illness/short term disability leave, personal leave, paid parental leave, family medical leave, etc. Illness/short-term disability leaves and accommodations (physical and mental health related) can be accessed by providing Occupational Health & Wellness (OHW) with supporting medical documentation that can be forwarded by email to [ohw@uoguelph.ca](mailto:ohw@uoguelph.ca) [7] or fax at 519-780-1796.

## Additional University Resources

- [Occupational Health & Wellness \(OHW\)](#) [8]:
  - 519-824-4120 extension 52647 or [ohw@uoguelph.ca](mailto:ohw@uoguelph.ca) [7]
  - Fax: 519-780-1796
- [Environmental Health and Safety \(EHS\)](#) [9]:
  - 519-824-4120 extension 53282 or [ehs@uoguelph.ca](mailto:ehs@uoguelph.ca) [10]
- [Human Resources \(HR\) Consultants](#) [11]
- [Faculty and Academic Staff Relations \(FASR\)](#) [12]: For all faculty, sessional lecturers and teaching assistants: UGFA and CUPE 3913 (unit 1 & unit 2) members only
  - 519-824-4120 extension 54337
- [Campus Safety Office](#) [13]:
  - Emergency: 519-824-4120 extension 52000

- Non-Emergency: 519-824-4120 extension 52245
- [Diversity and Human Rights Office \(DHR\)](#) [14]: DHR serves as the focal point and primary resources to all members of the University community on matters involving human rights issues.
  - 519-824-4120 extension 53000
- [Union & Employee Group Contact Information](#) [15]

A copy of the [brochure](#) [16] with this information is available online or by requesting a hardcopy via email to [ehs@uoguelph.ca](mailto:ehs@uoguelph.ca) [10]

To raise the awareness of the above resources, policies and programs that are available at the University, the Central Joint Health and Safety Committee (CJHSC) has developed a [Raising Awareness-Health, Safety and Well-Being Checklist](#) [17] that may be included as part of workplace inspections. These questions are **not** mandatory and may be asked at the discretion of the worker conducting the workplace inspection.

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### Source

URL:<https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/joint-health-and-safety-committees/raising-awareness-health>

### Links

[1] <https://homewoodhealth.com/corporate/services/stay-at-work/efap> [2] <https://www.uoguelph.ca/hr/node/4141/> [3] <http://www.uoguelph.ca/wellnessatwork/> [4] <https://www.uoguelph.ca/hr/hr-services/environmental-health-safety-ehs/workplace-violence-prevention-policy-and-program> [5] <https://www.uoguelph.ca/hr/hr-services/environmental-health-safety-ehs/workplace-harassment-prevention-policy-and-program> [6] <https://www.uoguelph.ca/hr/hr-services/learning-development> [7] <mailto:ohw@uoguelph.ca> [8] <https://www.uoguelph.ca/hr/hr-services/occupational-health-wellness> [9] <https://www.uoguelph.ca/hr/hr-services/welcome-environmental-health-safety> [10] <mailto:ehs@uoguelph.ca> [11] <https://www.uoguelph.ca/hr/hr-services-staff-relations/staff-relations-team> [12] <http://www.uoguelph.ca/facultyrelations/> [13] <http://cso.uoguelph.ca> [14] <http://www.uoguelph.ca/diversity-human-rights/> [15] <https://www.uoguelph.ca/hr/hr-services-staff-relations/employee-group-contact-information> [16] <https://www.uoguelph.ca/hr/user/login?destination=raising-awareness-health-safety-and-wellbeing-brochure> [17] [https://www.uoguelph.ca/hr/system/files/CJHSC%20Final%20Questions%20Workplace%20Inspections-March%2011%202020\\_0.pdf](https://www.uoguelph.ca/hr/system/files/CJHSC%20Final%20Questions%20Workplace%20Inspections-March%2011%202020_0.pdf)