



# health promotion REP NETWORK

*how-to handbook*



[cafconnection.ca/Halifax/HP](http://cafconnection.ca/Halifax/HP)

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A network diagram consisting of several circular nodes, each containing a white silhouette of a person. The nodes are interconnected by thin grey lines, forming a web-like structure. The nodes vary in size, with some being significantly larger than others. The overall background is light grey.

# *general health promotion*

## CREATE A PLEDGE

A pledge is a promise made to oneself or others. Pledges are often used to encourage a desired behaviour or action to be followed. Create a pledge within your formation by choosing a realistic but challenging health goal you wish everyone to achieve. The goal should be specific, attainable by everyone, and be subject to a timeframe. Tailor your pledge to be health topic specific. For example, goal topics may be to avoid the elevator and take the stairs every day or going for a 15-minute walk during one break per work day. Have a discussion with your comrades as to the type of pledge they would like to participate in!

Create a blank table document with space for members to date, print names, and sign names. Make sure that everyone is clear about what the pledge entails. Ask others to hold each other accountable so that everybody fulfills their pledge throughout the timeframe designated.

■ Contact the CFB Halifax Health Promotion Office at 902-722-4956 or HFXHealthPromotion@forces.gc.ca if you would like additional support for your pledge.

## DISTRIBUTE HELPING PROFESSIONALS KEY CONTACT INFORMATION CARDS

Helping Professionals Key Contact Information Cards should be carried by every member of the CAF. The cards contain first point of contact phone numbers for all available CAF services available including assistance programs, emergency contacts, and health services

■ Contact the CFB Halifax Health Promotion Office at 902-722-4956 or HFXHealthPromotion@forces.gc.ca to request Helping Professionals Key Contact Information Cards, and have them delivered or ready for pick-up. The card can also be found online: [https://www.cafconnection.ca/getmedia/e552d961-1d6f-404a-978b-5dfcf9ee6c82/HP\\_Helping\\_Professionals.aspx](https://www.cafconnection.ca/getmedia/e552d961-1d6f-404a-978b-5dfcf9ee6c82/HP_Helping_Professionals.aspx)

## PLAY A VIDEO

Videos can be a useful way to present important information in a visually appealing fashion and a short amount of time. There are a multitude of great videos on the internet that can teach about how physical activity can be easily implemented into anyone's life, as well as what you can do to prevent potential injuries from occurring.

For starters, visit [Canada.lifespeak.com](http://Canada.lifespeak.com), password: canada, for a variety of health-related videos endorsed by CF Health Promotion!

Unable to play many videos due to work computer restrictions? CFB Halifax Health Promotion Services can help! There are a number of laptop computers available that can be used at brought to your location. Health Promotion Services can also find an appropriate video that will suit your needs. Ensure that you have an appropriate space to play the video, and that the space has the capability to project.

■ Contact the CFB Halifax Health Promotion Office at 902-722-4956 or HFXHealthPromotion@forces.gc.ca to inquire.

## TEACH A 15-MINUTE HEALTH PROMOTION BRIEF

Feel comfortable talking in front of your comrades, or know someone who is? Take a look at the condensed presentations we have provided for you on our website, including Safe Lifting for Back Injury Prevention, Mental Health Stigma, Low-Risk Drinking Guidelines, or Top 5 Tips for Healthy Eating! Ensure that you have an appropriate space for hosting your brief, and that the space has the capability to project the presentation.<sup>1</sup>

■ Visit [www.cafconnection.ca/halifax/hp/reportal](http://www.cafconnection.ca/halifax/hp/reportal) to access the health promotion briefs!

## SCHEDULE A HEALTH PROMOTION PROFESSIONAL DEVELOPMENT DAY OR PARTICIPATE IN A PROGRAM

Health Promotion Services delivers a variety of programs aimed at providing CAF personnel with the knowledge and skills required to encourage active living and prevent injuries. Programs include:

### **Better Health Plus**

Held over eight weeks, 3 hours per session, this exciting program fuses nutrition education with physical activity in an effort to help you be the healthiest you. We have incorporated the use of new Fitbit technology with basic nutrition and exercise to track your healthy lifestyle improvements. Better Health is also available in a condensed, education only version.

### **Injury Reduction Strategies**

Been to physiotherapy more than you have been to the gym? Then this is the program for you! This injury reduction workshop focuses on the latest scientific findings for injury prevention (what works and doesn't work), and also helps increase motivation and confidence in applying injury prevention strategies for unit fitness training and sports.

### **Alcohol, other Drugs, Gambling, and Gaming Awareness: Supervisor's Training (MITE code)**

As a manager or supervisor, it is important to have the skills and abilities needed to help your staff and others. This program is designed to help you, help someone who might be struggling with an alcohol, drug, or gambling/gaming addiction.

### **Quit it! (CAF Members Only)**

This is a pharmacist-led tobacco, marijuana, and vaping cessation initiative. CF Health Services in partnership with Health Promotion Services is excited to offer an email support program as well as free cessation aids. Simply contact your CDU clerk to book an appointment with a pharmacist. Quitting has never been easier!

### **Top Fuel for Top Performance**

Overwhelmed with all the nutrition information and facts you see on the internet? Nutritional supplements, fad diets, counting carbs, the list goes on... Well, we have the perfect program for you! Sign up today to learn more about where to find credible health information, how to eat for your lifestyle, and the ingredients required to be at your peak performance.

<sup>1</sup> World Health Organization [http://www.who.int/occupational\\_health/topics/workplace/en/index1.html](http://www.who.int/occupational_health/topics/workplace/en/index1.html)

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### **Mental Fitness and Suicide Awareness**

Just like your body needs physical fitness, your mind needs to be fit too. The goal of this course is to not only help you stay mentally fit, but to learn the skills and techniques needed to help others. The course includes suicide awareness, stigma reduction, the mental health continuum model, as well as self-care.

### **Stress.Calm**

We all deal with stress differently and have our go-to approaches; too much screen time, over indulging, avoidance, etc. This course is designed to help you develop positive coping skills so you can handle all that life throws your way. We hope you'll walk away from this course feeling a lot less stressed about how to deal with your stress.

### **Managing Angry Moments**

What makes you frustrated or mad? Bad drivers? Long lineups? Slow wifi? Or more persistent issues – we can help! We are pleased to offer this program to help you learn how to deal with life's inevitable annoyances in the healthiest way.

### **Respect in the CAF (CAF Members Only)**

We all have a role to play in taking a stand against harmful and inappropriate sexual behavior to help build a respectful climate. This one day interactive workshop is designed to promote respect in the CAF through awareness and empowerment of CAF members, so sign up to do your part today.

### **Inter-Comm (Interpersonal Communication)**

Communication is a vital part of our daily lives and something we can all improve on. This course allows you to reflect on your own personal communication style and build new skills to ensure you're being heard.

### **Family Violence Awareness: Supervisors' Training**

This course provides you with the ability to help others navigate a complicated system when they might not know what to do or where to start. These sessions are designed to encourage and support early intervention and ensure that the necessary steps are being taken to address incidents and allegations of family violence and abuse.

■ Visit [www.cafconnection.ca/halifax/hp](http://www.cafconnection.ca/halifax/hp) for immediate information, including an updated program schedule and PD requests. Contact the CFB Halifax Health Promotion Office at 902-722-4956 or [HFXHealthPromotion@forces.gc.ca](mailto:HFXHealthPromotion@forces.gc.ca) to inquire about our program schedule, or ask about scheduling a program especially for your unit/ship/squadron!

A network diagram consisting of several grey circular nodes, each containing a white silhouette of a person. These nodes are interconnected by thin grey lines, forming a web-like structure. The nodes are scattered across the page, with some larger than others. The text 'active living and injury prevention' is overlaid on this network.

*active living and  
injury prevention*

## GROUP FITNESS

Group fitness is a great way to build comradery while improving personnel's overall health and fitness. Exercise, of course, has been shown to improve mood and cognition. Group fitness adds a social element that will help strengthen personal relationships in the workplace.

■ Visit [www.cafconnection.ca/halifax/hp](http://www.cafconnection.ca/halifax/hp) and view Fitness, Sports, and Recreation Centres for further details about fitness class schedules, yoga, pool and gym hours of operation, or for contact information to find out more. Speak with a Fitness and Sports Coordinator about the types of programming that can be offered to your formation!

## PEDOMETER CHALLENGE

Explore wearing a pedometer for a day and you may be surprised at how little you actually move during a typical day. For health and fitness maintenance, it is recommended that you aim for a minimum of 10,000 steps/day. Some people can achieve 10,000 steps/day without ever going to the gym. Walking to work, taking the stairs, walking the dog, and biking to work all add up.<sup>2</sup>

Create a competition within your own workplace, or challenge a fellow formation! A pedometer challenge can be individual or consist of teams. Set a realistic timeline for when the competition will begin and end. Collect the names of every member who is participating and print a spreadsheet to record daily steps

■ Contact the CFB Halifax Health Promotion Office at 902-722-4956 or [HFXHealthPromotion@forces.gc.ca](mailto:HFXHealthPromotion@forces.gc.ca) to borrow pedometers for your challenge, and learn about possible prizes that are available!

## STAIRWAY CHALLENGE

Opting to take the steps at work instead of the elevator may seem like just an inconvenience, but doing so actually improves cardiovascular and respiratory health, increases heart rate, and reduces the risk of obesity, type II diabetes, cancer, stroke, and stress.<sup>3</sup>

Debrief your comrades about how the challenge will operate and how long it will be conducted. Print a tracking sheet that includes the name of every member participating. Place the tracking sheet near either the bottom or top of the stairwell – use your discretion as to what place will work best. For every trip someone takes either up or down the stairs, they are to initial by their name. Based on the number of participants in the challenge, determine how many winners there will be (i.e. three people who achieved the most amount of stairwell trips during the challenge).

■ Contact the CFB Health Health Promotion Office at 902-722-4956 or [HFXHealthPromotion@forces.gc.ca](mailto:HFXHealthPromotion@forces.gc.ca) if you would like additional support implementing your challenge, as well as learn about available prizes!

## EVENTS

Encourage your workplace to participate in a PSP fitness event within the CFB Halifax area. Discuss with your

<sup>2</sup> <https://www.ncbi.nlm.nih.gov/pubmed/24265734>

<sup>3</sup> <https://www.ncbi.nlm.nih.gov/pubmed/?term=stairs+challenge+workplace>

CoC ways for senior leadership to support your health initiative. Events held every year include the Navy 10K Run, Craig Blake Fitness Challenge, and Sports Day!

■ Visit [www.cafconnection.ca/halifax/hp](http://www.cafconnection.ca/halifax/hp) for contact information for the Fitness, Sports, and Recreation Centres.

## WALK AND TALK MEETINGS

Who says section commanders have to meet with their subordinates while sitting at a desk? Speak with your CoC about taking a clipboard and increasing your steps outdoors while having discussions with your comrades.<sup>4</sup>

## TEAM-BASED ACTIVITIES

Have some fun with this easy-to-implement activity that will evoke some friendly competition.<sup>5</sup>

Label sets of items with team names (team 1/team 2, red team/blue team, etc.). These could be clipboards, for example. Have each member hide their item throughout your formation (designate appropriate areas and restrictions). Divide into teams (names should reflect how you labeled the items). Give each team a time limit to find as many of their competitors items as possible. The team that gets the most items wins! If both teams get all items, the team to return the quickest is the winner.

## TAKE PART IN YOUR COMMUNITY

Take advantage of the many community resources available here in Halifax, free of charge!

- Schedule a time for when everyone in your workplace can visit the Emera Oval located on the Halifax North Common at the corner of North Park Street and Cogswell Street. Borrow roller blades and bikes during the warmer months, and pick up a pair of skates during the winter. The Emera Oval is open all year to the public, free of charge.<sup>6</sup>

■ Visit <https://www.halifax.ca/recreation/facilities-fields/emera-oval> for facility and schedule information.

## WORKPLACE SAFETY AUDIT

Every CAF/DND workplace is required to have a safety committee or at least one safety representative. Encourage safety to be everybody's responsibility. Discuss a partnership that will incorporate every member of your workplace while assisting in the responsibilities of the safety committee.<sup>7</sup>

Provide your comrades either individually or in teams with an inspection checklist from the Canadian Centre for Occupational Health and Safety or a DND approved checklist provided by your safety representative. Conduct an environmental scan of your workplace while completing the inspection checklist. Discuss with your CoC the suggestions you have to improve safety.

■ Sample inspection checklist: [http://www.ccohs.ca/oshanswers/hsprograms/list\\_off.html](http://www.ccohs.ca/oshanswers/hsprograms/list_off.html)

<sup>4</sup> <https://www.ncbi.nlm.nih.gov/pubmed/25490857>

<sup>5</sup> <https://www.ncbi.nlm.nih.gov/pubmed/27112715>

<sup>6</sup> <https://www.ncbi.nlm.nih.gov/pubmed/27112715>

<sup>7</sup> Canadian Centre for Occupational Health and Safety [http://www.ccohs.ca/oshanswers/hsprograms/list\\_off.html](http://www.ccohs.ca/oshanswers/hsprograms/list_off.html)



*addiction-free living*

## FATAL VISION (DRUNK GOGGLES) ACTIVITY

After consuming alcohol, many people have a difficult time determining their level of impairment, which can unfortunately lead to making regrettable decisions.<sup>8</sup>

■ Contact Health Promotion Services at 902-722-4956 or HFXHealthPromotion@forces.gc.ca to arrange borrowing the Fatal Vision goggles (3 available). Take a trip to your nearest Fitness, Sports, and Recreation Centre's basketball court or create your own setup using garbage cans and balls. At varying distances, have your comrades try to make a basket while wearing the Fatal Vision goggles. A common response is that the Fatal Vision goggles do not create a fair representation of intoxication, when in fact they have been scientifically designed to do just that!

## AVAILABLE RESOURCE AWARENESS

It is important to identify and address a problem early to avoid potential long-term health, financial, and legal consequences. Seek an opportunity to speak to your unit about the number of resources available to them if they or someone they know is seeking support for substance abuse or addiction.

Ensure that everyone is aware of Nova Scotia's impaired driving rules, laws associated, consequences, and additional information you can share:

<https://novascotia.ca/tran/roadsafety/newimpaireddrivingQ&A.asp>

<https://novascotia.ca/sns/rmv/safe/alcohol.asp>

<http://www.forces.gc.ca/en/caf-community-health-services-wellness-addiction/alcohol-use.page#enabling>

Would you like to see fewer of your comrades using tobacco? Even providing simple advice over a 5-10 minute period has been shown to encourage smoking cessation<sup>9</sup>. The province of Nova Scotia offers a number of resources to people including motivational text messages, online discussion with counsellors, online forums, and more! Visit <https://tobaccofree.novascotia.ca/> for more information.

Are you concerned that a comrade may be struggling with substance use or addiction? Has a comrade reached out to you about their substance use for support? Consider directing them to...

- Atlantic CAF Health Services Centre, Addictions Services: 902-721-8600
- Nova Scotia Health Authority's Addiction Support directory for all available programs: [http://www.nshealth.ca/services?field\\_service\\_directory\\_type\\_value=Addictions](http://www.nshealth.ca/services?field_service_directory_type_value=Addictions)
- Member Assistance Program (CAF members and families): 1-800-268-7708

<sup>8</sup> <https://www.ncbi.nlm.nih.gov/pubmed/27260944>

<sup>9</sup> <https://www.peelregion.ca/health/library/pdf/Workplace-Interventions-for-Smoking-Cessation.pdf>



*nutritional wellness*

## HEALTHY EATING CHALLENGE

Interested in launching a healthy eating challenge within your formation? Alberta Health Services has created a step-by-step toolkit including everything you need to run a challenge, including promotional posters, information packages, participant log sheets, and motivational tips. Topics include painting your plate with fruits and vegetables, fill up on fibre, rethink your drink, and hold the salt.<sup>10</sup>

■ Visit <http://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-he-challenge-toolkit.pdf> for all the materials you need to launch a healthy eating challenge! Contact the CFB Halifax Health Promotion Office at 902-722-4956 or HFXHealthPromotion@forces.gc.ca to find out more about available prizes and nutritional wellness materials.

## SHORT HEALTHY EATING VIDEOS

Eat Right Ontario has developed short videos meant to promote nutrition and healthy eating. Video topics include nutrition labelling, nutrient facts, and % daily value information<sup>11</sup>. Request through your CoC to play a video of your choosing prior to a formation brief or meeting. Ensure that you have an appropriate space for hosting your brief, and that the space has the capability to project the presentation.

■ Visit <http://www.healthatworkpeterborough.ca/?p=3839> for a list of healthy eating videos available! Unable to play many videos due to work computer restrictions? CFB Halifax Health Promotion Services can help! There are a number of laptop computers available that can be used at brought to your location. Health Promotion Services can also find an appropriate video that will suit your needs. Contact the CFB Halifax Health Promotion Office at 902-722-4956 or HFXHealthPromotion@forces.gc.ca to inquire.

## COMRADE COOKING CHALLENGE

Organize a healthy potluck for lunch at your formation. This is a great way for people to try different types of food as well as promote healthy lunch options that can be brought to work. Encourage your comrades to contribute a nutritious dish and to share with others the pre-determined date of when the potluck will happen. Remember to include a list of ingredients to account for any allergies or intolerances.

On the day of the potluck, ask those who are participating to name their dish. Create a log that includes the name of everyone participating and the name of the dish they contributed. Ensure that you have some scrap paper and pens with you. At the end of the potluck, ask those who participated to vote anonymously for the dish they enjoyed the most.

■ Contact the CFB Halifax Health Promotion Office at 902-722-4956 or HFXHealthPromotion@forces.gc.ca to find out more about available prizes and how we can facilitate your challenge!

<sup>10</sup> <http://www.albertahealthservices.ca/assets/info/nutrition/if-nfs-he-challenge-toolkit.pdf>

<sup>11</sup> <http://www.healthatworkpeterborough.ca/?p=3839>

## DISTRIBUTE CANADA'S FOOD GUIDE

Waiting for the microwave? Brainstorming about meal options while on break? Encourage your peers to take a look at Canada's Food Guide from time to time. Refresh what you know about oils and fats, serving sizes, and recommended daily intake of different foods... or learn something new! Mess areas or shared kitchens are places where food guides will most likely be referenced.

■ Contact the CFB Halifax Health Promotion Office at 902-722-4956 or [HFXHealthPromotion@forces.gc.ca](mailto:HFXHealthPromotion@forces.gc.ca) so we can send you copies of Canada's Food Guide!



*social and*

*mental wellbeing*

## TEAM-BASED ACTIVITIES

### Superlatives

Divide your group into teams of five to ten people. The goal of this game is for players to reorder themselves as quickly as possible. Divide into teams. The first team to do so wins. You can use your own category or one of the following:

- From shortest to longest, how many letters are in your first name
- From farthest away to closest, birthplace
- From least to most, how many brothers and sisters you have
- Shortest to tallest, height
- Beginning to end of year, birthdates

### Whose story is it?

1. Pass out paper and pens and have everyone take a few minutes to write a personal experience, the stranger the better.
2. Fold the papers and put them into a bag, basket, or box.
3. Have three people at a time sit in front of the group. The leader randomly picks a slip of paper, and hands it to the three people.
4. Each member of the trio reads the paper aloud and then adds some details to the story.
5. The group guesses if the story really belongs to one of the three and, if so, to which one.

This continues until all the slips of paper are used. At that point, each person tells his or her own story with additional details.

### Group personality tests

Although not to be interpreted too seriously, taking individual personality tests as a group is a great way to learn more about another person's traits, behaviour, strengths, and weaknesses. Make sure to ask your group if everyone is comfortable taking a personality test together. There are a number of easy to use and free websites that can be accessed using a computer, tablet, or smartphone, including:

- 16Personalities <https://www.16personalities.com/free-personality-test>
- 123Test <https://www.123test.com/personality-test/>

When everyone has received their results, have a discussion with your group and ask about their general thoughts of the test as well as how the questions and/or results relate to the functions of their jobs.

### Two Truths and a Lie

Players tell two truths and one lie. The object of the game is to determine which statement is the false one. Ask all players to arrange themselves in a circle. Instruct each player to think of three statements about themselves (in any order) to the group. The goal of the icebreaker game is to determine which statement is false. The group votes on which one they feel is a lie, and at the end of each round, the person reveals which one was the lie.

## WRITE THANK-YOU'S

Ask personnel to think about their experiences while in garrison or their day-to-day functions in their workplace. Think of someone who deserves a written thank you. This could be addressed to someone who

assisted them in their duties, makes them laugh, may be underappreciated, or has an attitude that makes life easier for everyone around them. Schedule time for the letters to be written and delivered to the recipients.

## CHECK UP FROM THE NECK UP

In any given year, 1 in 5 Canadians experience a mental health problem that affect their mood, thinking and behavior.<sup>12</sup> Check Up from the Neck Up is a simple, online, private, mental health check-up can identify some symptoms of common mood disorders so you can get help if you need it. You can also learn more about mood disorders on this site and find resources to help yourself, your family members, or friends.

Encourage all members of your unit/ship/squadron to visit <http://checkupfromtheneckup.ca/about/> to complete the quiz!!

## MENTAL HEALTH FIRST AID TRAINING

Mental Health First Aid (MHFA) is the help provided to a person developing a mental health problem or experiencing a mental health crisis. Just as physical first aid is administered to an injured person before medical treatment can be obtained, MHFA is given until appropriate treatment is found or until the crisis is resolved. The MHFA Canada program aims to improve mental health literacy, and provide the skills and knowledge to help people better manage potential or developing mental health problems in themselves, a family member, a friend or a colleague.<sup>13</sup>

■ MHFA is most often held over two consecutive days. Request permission through your CoC for your formation to receive MHFA as a PD day. Contact MHFA directly at [mhfa@mentalhealthcommission.ca](mailto:mhfa@mentalhealthcommission.ca) or 1-866-989-3985 to discuss your options. Alternatively, contact the CFB Halifax Health Promotion Office at 902-722-4956 or [HFXHealthPromotion@forces.gc.ca](mailto:HFXHealthPromotion@forces.gc.ca) if you would like assistance.

## WORK SMART LIVE SMART STRESS QUIZ

Is stress putting you or others in your formation at risk? The Work Smart Live Smart Quiz indicates your positive coping skills and gives you clues as to what you can improve upon in order to deal with your stress or to decrease your stress load. All your comrades need is access to a computer, tablet, or smartphone and to visit the following link to complete the quiz: <https://worksmartlivesmart.com/vulnerability-to-stress-test/>

## SEND A RELAX FAX OR EMAIL

Send engaging and useful faxes or e-mails that focus on stress management and promoting mental health.<sup>14</sup> Send the faxes or emails during less busy times of the day. In order to avoid becoming a nuisance, make sure that you send only one stress-related newsletter per week. Seek feedback from other employees regarding the newsletter content and additional stress-management ideas.

■ Contact the CFB Halifax Health Promotion Office at 902-722-4956 or [HFXHealthPromotion@forces.gc.ca](mailto:HFXHealthPromotion@forces.gc.ca) and request for us to send you pre-developed stress management and mental health promotion key messages for you to use!

<sup>12</sup> [http://www.camh.ca/en/hospital/about\\_camh/newsroom/for\\_reporters/Pages/addictionmentalhealthstatistics.aspx](http://www.camh.ca/en/hospital/about_camh/newsroom/for_reporters/Pages/addictionmentalhealthstatistics.aspx)

<sup>13</sup> <http://cbpp-pcpe.phac-aspc.gc.ca/pppractice/mental-health-first-aid-canada/>

<sup>14</sup> <https://bmcpyschology.biomedcentral.com/articles/10.1186/s40359-016-0125-4>