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Introduction to Policies in Action

Introduction to Policies in Action

There have been many documents created to guide communities through the process of policy development. However, there are few “collections of policies” to serve as a template for communities during the writing stage. This document is the **beginning** of this collection.

About *Policies in Action*

The purpose of *Policies in Action* is to provide community health practitioners with a sampling of international, national and local tobacco use prevention, healthy eating and physical activity policies as a means of enhancing practitioner's knowledge and skills with respect to healthy policy development and implementation.

The policies contained in this document are not an exhaustive representation of policies in the areas of tobacco, active living, and healthy eating. They are a broad sampling of policies to guide you through the writing stage of policy development in your community. We have tried to include policies that will be useful, practical, easy to interpret, and applicable at the community level.

Who should use *Policies in Action*?

Policies in Action is intended primarily for public and community health practitioners to use as a resource in your work with community, worksite, and school decision makers.

Document Snapshot

The document is organized into four sections:

1. policies to reduce ETS exposure;
2. policies to encourage healthy eating;
3. policies to encourage active living; and
4. policies to encourage multiple behaviour changes.

All of the sections (except the section encouraging multiple behaviour changes) contain an overview of existing legislation (there was no legislation that addressed multiple behaviour changes to summarize). Each of the four sections contains literature resources, web resources, and examples of policies. The literature resources and policy examples are organized by the setting that they address (i.e., public places, worksite, and school). Those policies that are from Canada have a Canadian Flag symbol beside them and are at the beginning of the policy sample sections for each setting.

There are a variety of different types of policies, or “courses of action” included in this document. Examples of policies include by-laws that municipal governments have passed, policies that a workplace has implemented, position statements that a school board has passed in support of an issue, and “ways of working”.

Policies in Action contains a combination of sample policies and actual policies. Sample policies are those policies that have been created specifically for use as a template for places trying to develop their own policy. Actual policies are policies that a community, workplace or school

Policy

pol-i-cy
[pólCssee]
(plural **pol-i-cies**)
noun

course of action: a program of actions adopted by an individual, group, or government, or the set of principles on which they are based

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are currently implementing. Sample policies and actual policies are distinguished from one another with the following icons:



The policies are also organized into a table to provide a quick snapshot. A table summarizing all of the examples begins on the next page. Summary tables for each behaviour change are included in each of their corresponding sections.

Trying to put the policies into action...

To make it easier to put the policies into action, the source of each of the Canadian policies was contacted and asked for two more pieces of information: the answers to some questions that you might have; and contact information.

Most of the Canadian contacts completed a survey for additional information about their policy. Contacts were asked to provide information about: challenges that they experienced with the policy; the current status of the policy; and recommendations or “words of wisdom”. This information is included at the end of the policy example.

Anticipating that it might be helpful to talk to the policy source directly, most of the Canadian policy examples also include contact information. In one example, the name of the organization and any distinguishing characteristics has been removed to protect the wish of the organization to remain anonymous.

All of the actual policies from Canada included in this document are

currently being implemented by the source. Likewise, all of the sample policies from Canada continue to be used as a template by the source.

In Action?

This is just the beginning of the collection for *Policies in Action*. The Ontario Heart Health and Nutrition Resource Centres are planning to add additional policies on an annual basis. We know that there are many other great policy examples out there that you will not find in this document. If your community has a policy to share, please send it electronically to Angella Kallou, HHRC Project Assistant at heart@opha.on.ca.

Put policy into action!

- Adapt the examples included in this document for use in your community; and
- Share policies from your community so that the number of samples compiled can be expanded.

Summary of Policy Examples

Behaviour Change Promoted	Ex. No.	Setting	Policy Title	Description	Source	Comments
Reducing ETS Exposure	1	Public Places & Worksite	Chapter 709 Smoking	Actual bylaw	Toronto Public Health, Toronto, Ontario 	Additional information included at the end of the policy. Contact information provided.
Reducing ETS Exposure	2	Public Places	City of Ottawa Public Places By-law: A by-law of the City of Ottawa respecting smoking in public places	Actual bylaw	City of Ottawa Public Health and Long Term Care, Ottawa, Ontario 	Additional information available from www.smokefree.Ottawa.com Contact information provided.
Reducing ETS Exposure	3	Worksite	By-Law No. 2001-149: A by-law of the City of Ottawa respecting smoking in the workplace	Actual bylaw	City of Ottawa Public Health and Long Term Care, Ottawa, Ontario 	Additional information available from www.smokefree.Ottawa.com Contact information provided.
Reducing ETS Exposure	4	Worksite	Perth District Health Unit – Board of Health Manual Policy	Actual policy modeled after the <i>Tobacco Control Act</i> .	Perth District Health Unit, Stratford, Ontario 	Additional information included at the end of the policy. Contact information provided.
Reducing ETS Exposure	5	Worksite	Smoke Free Policy – Large Workplace Ontario	Actual policy to ban ETS inside the company’s buildings and on the company’s property.	Large Workplace Ontario 	Additional information included at the end of the policy.
Reducing ETS Exposure	6	Worksite	Smoke-Free Workplace Policy – York Region	Actual policy to ban ETS inside the company’s buildings and vehicles	Region of York, New Market, Ontario 	Additional information included at the end of the policy. Contact information provided.

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Behaviour Change Promoted	Ex. No.	Setting	Policy Title	Description	Source	Comments
Reducing ETS Exposure	7	Worksite	Sample Policy: Smoke-free Campus	Sample policy to totally ban ETS inside buildings, vehicles and on the company's property.	Project ASSIST of South Carolina	No additional information available about the policy.
Reducing ETS Exposure	8	Worksite	Sample Policy: Smoke-free Buildings	Sample policy to an ETS inside the company's buildings and vehicles.	Project ASSIST of South Carolina	No additional information available about the policy.
Reducing ETS Exposure	9	School	Smoke Free Schools & Sites Policy	Actual policy	Windsor-Essex Catholic District School Board, Windsor, ON 	Additional information included at the end of the policy. Contact information provided.
Active Living	1	Public Places	Bicycle Use Master Plan (BUMP)	Wording introducing the 20-year Master Plan. The detailed plan is not included here. Implementation is currently in the early stages.	Traffic Engineering, Windsor, Ontario 	Additional information included at the end of the policy. Contact information provided.
Active Living	2	Public Places	Cycling Action Plan – National Cycling Strategy	A 15-year action plan to encourage cycling.	National Cycling Strategy, UK	No additional information available about the policy.
Active Living	3	Public Places	Bicycle Federation of Australia – Policy Guideline 1997.5	Policy guideline about adequate space for cyclists.	Bicycle Federation of Australia, Australia	No additional information available about the policy.
Active Living	4	Worksite	Physical Activity Policy Outline	Sample policy for workplaces to adapt.	Niagara Heart Health, St. Catharines, Ontario 	Additional information included at the end of the policy. Contact information provided.

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Behaviour Change Promoted	Ex. No.	Source	Policy Title	Description	Source	Comments
Active Living	5	Worksite	Budget Commitment to Support Subsidization of Fitness Memberships	Actual policy authorizing subsidization of employee fitness memberships. Policy is still being used.	Town of Richmond Hill, Richmond Hill, Ontario 	Additional information included at the end of the policy. Contact information provided.
Active Living	6	School	Policy Statement	QDPE policy statement	Canadian Medical Association 	Additional information included at the end of the policy. Contact information provided.
Active Living	7	School	Policy Statement – Canadian Association for Health, Physical Education, Recreation and Dance	QDPE policy statement	Canadian Association for Health, Physical Education, Recreation and Dance	Additional information included at the end of the policy. Contact information provided.
Active Living	8	School	Avon Maitland District School Board Position Statement	QDPE position statement	Avon Maitland District School Board, Seaforth, Ontario 	Additional information included at the end of the policy. Contact information provided.
Active Living	9	School	Thames Valley District School Board QDPA Memorandum	QDPA memorandum	Thames Valley District School Board, London, Ontario 	Additional information included at the end of the policy. Contact information provided.
Active Living	10	School	Policy Statement: Physical Fitness and Activity in Schools	QDPE policy statement	American Academy of Pediatrics	No additional information available about the policy.
Active Living	11	School	Sample Comprehensive Policies to Encourage Physical Activity	QDPE sample policy	National Association of State Boards of Education	No additional information available about the policy.



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Behaviour Change Promoted	Ex. No.	Setting	Policy Title	Description	Source	Comments
Healthy Eating	1	Worksite	Sample Nutrition Worksite Policy	Sample policy for workplaces to adapt.	Niagara Heart Health, St. Catharines, Ontario 	Additional information included at the end of the policy. Contact information provided.
Healthy Eating	2	Worksite	Sample Healthy Eating Policy	Sample policy for workplaces to adapt.	Health Services Department of the Regional Municipality of York, Newmarket, Ontario 	Additional information included at the end of the policy. Contact information provided.
Healthy Eating	3	Worksite	Healthy Eating & Food Handling Guidelines	Actual Health Unit policy. The Health Unit is still using this policy.	Perth District Health Unit, Stratford, Ontario 	Additional information included at the end of the policy. Contact information provided.
Healthy Eating	4	Worksite	Healthy Eating Guidelines for Corporate Business and Educational Functions	Actual policy followed by all of the municipal departments. This policy is still being used.	City of Hamilton Social and Public Health Services Department, Hamilton, Ontario 	Additional information included at the end of the policy. Contact information provided.
Healthy Eating	5	School	Sample Policy to Encourage Health Eating	Sample policy for schools to adapt.	National Association of State Boards of Education	No additional information available about the policy.
Healthy Eating	6	School	Position Statement on Nutrition Programs and Services in Schools	Position statement about school nutrition programs (including a preamble about the effect of nutrition on cognitive development and readiness to learn).	Massachusetts School Nutrition Task Force	No additional information available about the policy.

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Behaviour Change Promoted	Ex. No.	Setting	Policy Title	Description	Source	Comments
Healthy Eating	7	School	Food & Nutrition Standard Operating Procedure	Standard operating procedure This procedure is still being followed.	Avon Maitland District School Board, Seaforth, Ontario 	No additional information available about the policy. Contact information provided.
Healthy Eating	8	School	Policy Regarding Nutrition Foundation	Actual policy for the Board. This policy is still being used.	Toronto District School Board, Toronto, Ontario 	Additional information included at the end of the policy. Contact information provided.
Healthy Eating	9	School	School Canteen Policy	Actual policy for the food service providers to follow.	Westfield Park Primary School, Western Australia	No additional information available about the policy.
Multiple Behaviour Changes	1	Schools	Comprehensive School Health Policy	Sample comprehensive school health policy for schools to adapt.	National Association of State Boards of Education	No additional information available about the policy.
Multiple Behaviour Changes	2	Schools	School Health Policies, Parkerville Primary School	Actual school policy.	Parkerville Primary School, Parkerville, Western Australia	No additional information available about the policy.
Multiple Behaviour Changes	3	Schools	School Health Policy, Cannons Creek School	Actual school policy.	Cannon Creek School, New Zealand	No additional information available about the policy.