

WORKPLACE ASSESSMENT

ADMINISTRATIVE SUPPORT related to employee wellness at the workplace:

1. The work site has a health-promotion budget that covers the cost of offering employees opportunities for physical activity and healthy eating and/or receives dedicated funding for health promotion programs.

Covers all/most costs (81%-100%)

Covers some costs (21%-40%)

Usually covers costs (61%-80%)

Rarely/never covers costs (0%-20%)

Covers half the costs (41%-60%)

2. The work site's mission statement includes commitment to employee health and well-being.

Yes In Development No

3. The work site has organizational and performance objectives pertaining to employee health and well-being.

Yes In Development No

4. The work site has a wellness committee/wellness coordinator and/or wellness champion(s) whose efforts focus on enhancing well-being at the workplace.

Yes In Development No

5. The work site offers employees a health insurance plan that covers preventive services, such as annual physical exams and age-appropriate health screenings (e.g., blood cholesterol testing, pap smear, mammography, colonoscopy).

Yes In Development No

6. The work site (or its health insurance plan) rewards employees for participating in preventive health and wellness activities (e.g., smoking cessation program, weight management program, physical activity program).

Yes In Development No

7. Conduct an employee needs and interests assessment for planning health promotion activities? Answer "yes" if, for example, your organization administers focus groups or employee satisfaction surveys to assess your employee health promotion program(s). Answer "no" if your organization administers general surveys that do not assess your employee health promotion program(s).

Yes In Development No

8. Conduct employee health risk appraisals/assessments through vendors, on-site staff, or health plans and provide individual feedback plus health education? Answer "yes" if, for example, your organization provides individual feedback through written reports, letters, or one-on-one counseling.

Yes In Development No

9. Demonstrate organizational commitment and support of worksite health promotion at all levels of management?

Always/almost always (81%-100%)

Sometimes (21%-40%)

Usually (61%-80%)

Rarely/never (0%-20%)

About half (41%-60%)

10. Promote and market health promotion programs to employees?

Yes In Development No

11. Use examples of employees role modeling appropriate health behaviors or employee health-related "success stories" in the marketing materials?

Yes In Development No

12. Conduct ongoing evaluations of health promotion programming that use multiple data sources? Answer "yes" if, for example, your organization collects data on employee health risks, medical claims, employee satisfaction, or organizational climate surveys.

Yes In Development No

13. Make any health promotion programs available to family members?

Yes, Free Yes, Fee-based No

14. Engage in other health initiatives throughout the community and support employee participation and volunteer efforts? Answer "yes" if, for example, your organization supports participation in community events and school-based efforts, such as corporate walks, collaborate with state and local advocacy groups, health and regulatory organizations, and coalitions.

Yes In Development No

PHYSICAL WELL-BEING at the workplace:

1. Provide an on-site exercise facility and/or fitness equipment?

Yes In Development No

2. Discount or subsidize the cost of on-site or off-site exercise facilities?

Yes In Development No

3. Provide environmental supports for recreation or physical activity? Answer "yes" if, for example, your worksite provides trails or a track for walking/jogging, maps of suitable walking routes, bicycle racks, a basketball court, open space designated for recreation or exercise, a shower and changing facility.

Yes In Development No

4. Post signs at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs?

Yes In Development No

5. The work site provides programs or incentives to promote non-motorized/ active commutes to work (e.g., walking, biking, or use of public transportation).

Yes In Development No

6. The work site supports physical activity during meetings (e.g., fun, physically active group work is incorporated in the meeting, and the dress code enables physical activity).

Always/almost always (81%-100%)

Sometimes (21%-40%)

Usually (61%-80%)

Rarely/never (0%-20%)

About half (41%-60%)

7. The work site schedules regular breaks for physical activity (e.g., 5 minutes of each hour, 10 minutes of every two hours, or 15 minutes of every three hours) during meetings and events.

Always/almost always (81%-100%)

Sometimes (21%-40%)

Usually (61%-80%)

Rarely/never (0%-20%)

About half (41%-60%)

8. The work site allows flexible work/break time to engage in physical activity?

Always/almost always (81%-100%)

Sometimes (21%-40%)

Usually (61%-80%)

Rarely/never (0%-20%)

About half (41%-60%)

9. Provide organized individual or group physical activity programs for employees (other than the use of an exercise facility)? Answer "yes" if, for example, your worksite provides walking or stretching programs, group exercise, or weight training.

Yes In Development No

10. Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of physical activity? Answer "yes" if these health promotion materials address the benefits of physical activity as a single health topic or if the benefits of physical activity are included with other health topics.

Yes In Development No

11. Provide a series of educational seminars, workshops, or classes on physical activity? Answer "yes" if these sessions address physical activity as a single health topic or if physical activity is included with other health topics. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.

Yes In Development No

12. Provide or subsidize physical fitness assessments, follow-up counseling, and physical activity recommendations either on-site or through a community exercise facility?

Yes In Development No

13. Provide free or subsidized self-management programs for physical activity? Answer "yes" if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community group, or other practitioners.

Yes In Development No

HEALTHY EATING OPPORTUNITIES at the workplace:

1. Provide places to purchase food and beverages? Answer "yes" if, for example, your worksite provides vending machines, cafeterias, snack bars, or other purchase points.

Yes In Development No

2. Have a written policy or formal communication that makes healthier food and beverage choices available in cafeterias or snack bars? Answer "yes" if, for example, the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items and trans fat-free or low-sodium snacks available in cafeterias or snack bars.

Yes In Development No

3. Have a written policy or formal communication that makes healthier food and beverage choices available in vending machines? Answer "yes" if, for example, the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items and trans fat-free/low-sodium snacks available in vending machines.

Yes In Development No

4. Make food and beverage choices available in vending machines, cafeterias, snack bars, or other purchase points be healthier food items? Healthy foods are items such as skim milk, 1% milk, water, unsweetened flavored water, diet drinks, 100% fruit juice, low-fat and low-sodium snacks, or fresh fruit.

Always/almost always (81%-100%)

Sometimes (21%-40%)

Usually (61%-80%)

Rarely/never (0%-20%)

About half (41%-60%)

5. Provide nutritional information (beyond standard nutrition information on labels) on sodium, calories, trans fats, or saturated fats for foods and beverages sold in worksite cafeterias, snack bars, or other purchase points?

Always/almost always (81%-100%)

Sometimes (21%-40%)

Usually (61%-80%)

Rarely/never (0%-20%)

About half (41%-60%)

6. Identify healthier food and beverage choices with signs or symbols? Answer "yes" if, for example, your worksite puts a heart next to a healthy item near vending machines, cafeterias, snack bars, or other purchase points.

Yes In Development No

7. Subsidize or provide discounts on healthier foods and beverages offered in vending machines, cafeterias, snack bars, or other purchase points?

Always/almost always (81%-100%)

Sometimes (21%-40%)

Usually (61%-80%)

Rarely/never (0%-20%)

About half (41%-60%)

8. Have a written policy or formal communication which makes healthier food and beverage choices available during meetings when food is served? Answer "yes" if, for example, the policy or formal communication makes vegetables, fruits, 100% fruit juices, whole grain items or trans fat-free/low-sodium snacks available during meetings.

Yes In Development No

9. Provide employees with food preparation and storage facilities? Answer "yes" if your worksite provides a microwave oven, sink, refrigerator and/or kitchen.

Yes In Development No

10. Offer or promote an on-site or nearby farmers' market where fresh fruits and vegetables are sold?

Yes In Development No

11. Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of healthy eating? Answer "yes" if these health promotion materials address the benefits of healthy eating as a single health topic or if the benefits of healthy eating are included with other health topics.

Yes In Development No

12. Provide a series of educational seminars, workshops, or classes on nutrition? Answer "yes" if these sessions address nutrition as a single health topic or if nutrition is included with other health topics. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.

Yes In Development No

13. Provide free or subsidized self-management programs for healthy eating? Answer "yes" if these programs are provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans and programs, community groups, or other practitioners.

Yes In Development No

TOBACCO CONTROL at the workplace:

1. Have a written policy banning tobacco use at your worksite? Answer "yes" if your worksite adheres to a statewide, countywide, or citywide policy banning tobacco use in the workplace.

Yes In Development No

2. Refer tobacco users to a state or other tobacco cessation telephone quit line? Answer "yes" if, for example, your worksite refers tobacco users to 1-800-QUIT NOW or smokefree.gov.

Yes In Development No

3. Provide or promote free or subsidized tobacco cessation counseling? Answer "yes" if these programs are provided on- or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.

Yes In Development No

4. Provide health insurance coverage with no or low out-of-pocket costs for prescription tobacco cessation medications including nicotine replacement? Answer "yes" if, for example, your organization provides coverage for inhalers, nasal sprays, bupropion (e.g., Zyban) and varenicline (e.g., Chantix).

Yes In Development No

5. Provide health insurance coverage with no or low out-of-pocket costs for FDA-approved over-the-counter nicotine replacement products? Answer "yes" if, for example, your organization provides coverage for nicotine replacement gum, patches, or lozenges.

Yes In Development No

6. Provide incentives for being a current nonuser of tobacco and for current tobacco users that are currently involved in a cessation class or actively quitting? Answer "yes" if, for example, your organization provides discounts on health insurance, or other benefits for non-smokers and tobacco users who are actively trying to quit.

Yes In Development No

ADDITIONAL WELL-BEING OPPORTUNITIES at the workplace:

1. Provide stress management programs? Answer "yes" if these programs address stress management as a single health topic or if stress management is included with other health topics.

Yes In Development No

2. Provide work-life balance/ life-skills programs? Answer "yes" if, for example, your worksite provides elder care, child care, referrals, tuition reimbursement, or other programs that are offered through vendors, on-site staff, or employee assistance programs.

Yes In Development No

3. Provide training for managers on identifying and reducing workplace stress-related issues? Answer "yes" if, for example, your worksite provides training on performance reviews, communication, personnel management, assertiveness, time management, or conflict resolution.

Yes In Development No

4. Provide opportunities for employee participation in organizational decisions regarding workplace issues that affect job stress? Answer "yes" if, for example, your worksite provides opportunities for employees to participate in decisions about work processes and environment, work schedules, participative problem-solving, and management of work demands.

Yes In Development No

5. Sponsor or organize social events throughout the year? Answer "yes" if, for example, your worksite sponsors or organizes team building events, company picnics, holiday parties, or employee sports teams.

Yes In Development No

6. Provide financial education programs to employees? Answer "yes" if, for example, your worksite offered an unbiased financial education class, free of any conflicts of interest, with no sale of financial products, services or management of assets.

Yes In Development No