

WORKSITE WELLNESS TOOLKIT



A work environment that fosters wellness of the mind, body, and spirit is a key factor in the health of the workforce. **A healthier workforce can lower insurance costs, workers compensation claims, absenteeism, and increase productivity.** Employers with worksite wellness programs can also benefit from enhanced employee recruitment and retention.

The Be Healthy Berrien Worksite Wellness Toolkit is an easy 4-step guide to creating a worksite wellness program for worksites of **any size**. Great worksite wellness programs can be implemented at no cost, and you don't need to be a wellness expert to get started! Follow the step-by-step instructions below and find great tips and helpful resources to create a worksite wellness program that works! Find an interactive toolkit online at http://www.behealthyberrien.org/worksite_wellness_toolkit/.

How to Use this Toolkit

Follow the simple 4-step system. The steps are broken down into tasks, so you can customize a program that's just right for your worksite.



- ✓ **Step One** **Commit to Worksite Wellness**
- ✓ **Step Two** **Collect Information**
- ✓ **Step Three** **Create and Implement Your Plan**
- ✓ **Step Four** **Carefully Evaluate**

<p>One Star Tasks</p> <p>★</p>	<p>Tasks that should be completed by every organization. These are the “must-do” basic building blocks of a wellness program.</p>
<p>Two Star Tasks</p> <p>★ ★</p>	<p>Enhanced activities for wellness that may require dedicated staff and some financial resources.</p>
<p>Three Star Tasks</p> <p>★ ★ ★</p>	<p>Suggested items that require more significant time or financial resources to implement and are value-added activities.</p>

Commit to Worksite Wellness



The primary goal of an effective worksite wellness program is to create a supportive work environment that encourages healthy behaviors from employees. Employees will be healthier, happier, and more productive in a workplace that supports wellness.

Get Leadership Support

Management support is critical for implementing a successful worksite wellness program. In order to implement activities and create new policies, management must be on board to give approval. If you are not the senior leader in your worksite, communicate with management about the impact of worksite wellness programs on employee health, productivity, absenteeism, and cost savings.

Tips

- ⇒ Get leaders to not only talk about the importance of wellness, but visibly participate in worksite wellness programming
- ⇒ Identify leaders in your organization who you know may have an interest in wellness

Helpful Links

<https://www.welcoa.org/wp/wp-content/uploads/2014/06/aaceosupport.pdf>

<http://www.dol.gov/ebsa/pdf/fswellnessprogram.pdf>

Identify a Wellness Coordinator

The Wellness Coordinator will be the organizer of the worksite wellness program and lead worksite wellness efforts. This person should be committed to promoting healthy choices and the value of good health, and interested in talking with others about wellness to build interest and participation in the program.

Tips

- ⇒ Seek out people who believe in the program and may have a personal story of how focusing on wellness has worked for them in their personal and professional life
- ⇒ Coordinators should have an enthusiastic, positive attitude toward wellness that they are willing to share
- ⇒ Have worksite wellness duties woven into their job responsibilities

Helpful Links

<http://www.mihealthtools.org/work/documents/CoordinatorPDEExample.pdf>

Create a Worksite Wellness Committee

Developing a wellness team establishes employee ownership of the program. Establishing a wellness team with membership representative of different organizational levels, genders, race/ethnicities, etc. will help assure the program is responsive to the needs of all potential participants and will increase the likelihood of participation.

Tips

- ⇒ Include members from management and staff from all organizational levels
- ⇒ Make sure that committee members have their immediate supervisor's support for the time and work they dedicate to the wellness committee

Helpful Links

<https://www.cdc.gov/workplacehealthpromotion/planning/structure.html>

A needs assessment can provide key data to support and plan a worksite wellness program. Before a worksite wellness program is implemented, an assessment must be done to assess the worksite's strengths and areas needing improvement as well as employees' interests in programs. The Michigan Department of Health and Human Service's online Designing Healthy Environments for Work tool and the Healthy School Action Tool has everything you need to assess your worksite and employee wellness.



Assess Your Worksite

The FREE, online Designing Healthy Environments at Work (DHEW) and the Healthy School Action Tool (HSAT) Assessments are the main tools for assessing worksite environments, policies, and practices for supporting employee health and wellness. The DHEW assessment is used for all non-school worksites. The HSAT assessment is used for K-12 worksites, and provides additional assessments for more school health topics.

Tips

- ⇒ Use the online Designing Healthy Environments at Work (DHEW) Assessment or Healthy Schools Action Tools (HSAT) to assess your worksite policies & environments
- ⇒ Conduct the DHEW/HSAT survey during the same month each year to monitor progress

Helpful Links

<http://www.mihealthtools.org/work>

<http://www.mihealthtools.org/hsat>



Learn What Employees Want

Employee interest and needs surveys can stimulate awareness of and interest in worksite wellness as well as give employees a sense of ownership. An Employee Interest Survey assists in finding out: what employees are interested in right now, what healthy lifestyle choices employees are making now, what programs and events employees would participate in, how employee interests and choices change over time based on their exposure to health programs and other worksite wellness initiatives.

Tips

- ⇒ The Designing Healthy Environments at Work tool provides an online Employees Needs and Interest Survey
- ⇒ Conduct an employees interest survey during the same month each year

Helpful Links

http://www.mihealthtools.org/work/documents/EIS_PrintVersion.pdf

<https://www.welcoa.org/resources/employee-needs-interest-survey/>



Use a Health Risk Appraisal

Employee Health Risk Appraisals (HRA) are an assessment of each individual employees' personal health risk factors that may be used in combination with biomedical measurements, like cholesterol levels, blood pressure, or BMI. If an HRA is used, feedback should be provided to the employee combined with appropriate health education.

Tips

- ⇒ Many health insurance providers offer HRAs (in person or online) to their members. See you plan provider for details.

Helpful Links

<http://www.eatsmartmovemorenc.com/Worksites/AdditionalToolkits/Texts/HRA-Toolkit.pdf>

Once you have assessed your worksite, it is time to choose the interventions that will make up your wellness program. But it is important to start by creating goals and objectives for your program. Remember to start simple and leave room for the program to grow. Successful worksite wellness programs combine polices that enhance health along with programs or activities that encourage employees to make healthy choices. Good communication will help promote the program, build interest, and increase participation.

Set Worksite Wellness Goals

Based on the results of the assessments, define what constitutes success. Consider quantitative measures such as participation and reduced absenteeism, and qualitative measures such as improved satisfaction and knowledge. It's important for program goals to be specific and quantifiable so an effective post-evaluation can be done.

Tips

- ⇒ Use the results from your policy/environmental assessment and employee needs and interests survey to inform your goals
- ⇒ Goals should be S.M.A.R.T. (Specific, Measureable, Attainable, Realistic, Timely) to ensure that you can measure change over time

Helpful Links

<http://www.wikihow.com/Set-SMART-Goals>

http://www.cdc.gov/phcommunities/resourcekit/evaluate/smart_objectives.html

Determine a Wellness Budget

Many worksite wellness programs can be implemented with no cost. However, a budget for incentives, program materials, or equipment can be helpful. Budgets help prioritize wellness activities and provide leaders with an accounting of how dollars are spent.

Although you do not have to use incentives, they can be a powerful motivator to build or maintain interest and participation in your wellness program. While financial incentives can boost participation in some events, there is little evidence that they're effective for long-term behavior change.

Tips

- ⇒ Changes to policies that support healthy choices, like flexible work hours or healthy meeting standards, can be made at no cost while having the largest impact
- ⇒ Environmental changes, like installing a bicycle rack or creating a walking path, can often be accomplished through grants, donations, and volunteers. Check with local foundations and service organizations as potential resources
- ⇒ Participation in programs, like walking challenges and classes, can often be increased with incentives

Helpful Links

<http://www.mihealthtools.org/work/documents/BudgetTemplate.pdf>

Communicate Your Program

Effective communication and program branding is vital to the success of a worksite wellness program. Consistent, frequent and multi-channel communication is key to creating well informed employees and can lead to better engagement.

Tips

- ⇒ Communicate using different methods to reach employees at all organizational levels

Helpful Links

http://mihealthtools.org/work/documents/simply_put.pdf

<https://www.cdc.gov/workplacehealthpromotion/planning/communications.html>



Create and Implement Your Action Plan

Based on the objectives you created to meet the needs and interests of your staff, select actions and programs to implement. Use the Action Plan tool on the Designing Healthy Environments at Work website to select your action items and monitor your progress online.

Physical Activity Examples

Walking Meeting Policies

Encourage walking meetings when it is appropriate. A walking meeting is a healthy option when sharing ideas or catching up with a colleague. It can serve as a substitute for an email, a phone call, or a lunch meeting.

Physical Activity Environments

Encourage physical activity at work by providing an environment that supports physical activity, including safe walking paths on the company property; bicycle racks to encourage bicycle commuting; maps of local walking/cycling routes; open spaces for recreation on company campus; exercise videos for a range of expertise levels; onsite shower and changing facilities; well lit, safe and attractive stairwell.

Subsidized Fitness Center Memberships

Contribute a fixed dollar amount each year for fitness center membership fees for employees and their household family members.

Stress & Mental Health Examples

Quiet Room Policies/Environments

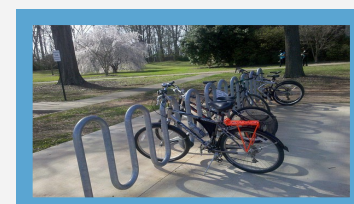
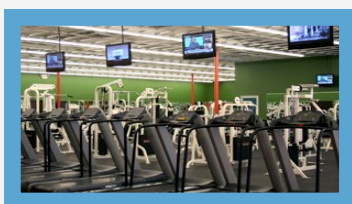
Create a quiet room/meditation space and encourage staff to utilize breaks and lunch periods for quiet time or meditation.

Stress Reduction activities, workshops, lunch-and-learn opportunities, or classes

Provide free or subsidized seminars, workshops or classes. These can be offered either onsite or through collaboration with an outside organization, including online programs.

Support Opportunities for Connecting to the Community

Volunteerism provides opportunities for social interaction and engagement and is often associated with enhanced mental well-being. Create a policy and encourage employees to participate in volunteer opportunities during the workday.



Healthy Eating Examples

Healthy Vending Policies

Require 75% of the food and beverages sold in vending machines meet defined nutrition standards.

Healthy Meetings Policies

Require healthy food options be available at meetings, events, and conferences where food is served.

On Site Garden

Create and maintain a garden on the property. Encourage employees to plant and care for a garden plot during the growing season.

Other Examples

Flexible Work Hours Policies

Create a policy and encourage employees to use flexible work hours to participate in wellness activities including physical activity, mental health care, stress management, and preventative healthcare appointments.

Tobacco Use Policies

Create a policy to have a 100% smoke free campus. Prohibit smoking within the facility, company vehicles and on the grounds, including parking lots and parking structures.

★ Overall/Outcome Evaluation

Conduct ongoing evaluation of your wellness activities using multiple data sources to obtain a complete picture. Suggested data sources include employee feedback and/or employee culture surveys; observation data on employee health behaviors during the work day (physical activity, healthy eating, tobacco use); participation data for programs and events; and tracking of changes in employee absences, medical claims, risk factors, or productivity.

Tips

- ⇒ Conduct the Designing Healthy Environments at Work (DHEW) Assessment annually to show policy and environmental changes
- ⇒ Conduct the Employee Interest Survey annually to see changes in behavior and interests
- ⇒ Consider monitoring other worksite wellness elements such as: Worksite Wellness website hits, video views, employee biometric screenings, program satisfaction, productivity, and absenteeism

Helpful Links

http://healthyeating.org/Portals/0/Documents/Health%20Wellness/Wellness%20Program%20Tools/Evaluating_your_Wellness_Program.pdf



★★ Wellness Activity Evaluation

The Designing Healthy Environments at Work tool includes an Employee Feedback Survey (EFS) to measure the impact of individual worksite wellness activities such as walking challenges or events. Evaluating each wellness activity can provide important information about satisfaction and evaluate the impact of worksite sponsored health programs, offerings and events among employees who participate.

Tips

Use the EFS to help you find out:

- ⇒ If the employees were satisfied with the activity
- ⇒ If the activity helped move employees in the direction of better health
- ⇒ If the activity is worth repeating and what activity should be offered next
- ⇒ If the activity can be improved to better meet employee needs

Helpful Links

www.mihealthtools.org/work

<https://www.cdc.gov/workplacehealthpromotion/model/evaluation/index.html>

<https://vimeo.com/120060114>

Resources



LOCAL RESOURCES

Be Active Berrien

Online database of places to be active in Berrien County
www.beactiveberrien.org

Benton Harbor-St. Joseph YMCA

Fitness Classes & Memberships
www.bhsjymca.org

Berrien County Health Department

Immunization Services
www.bchdmi.org

Eat Local Berrien

Online database of places to find healthy, fresh, and local food in Berrien County
www.eatlocalberrien.org

Lakeland Care

Worksite Health and Care Management Programs
www.lakelandcare.org

Lakeland Health

Community Health & Wellness Services
Disease Prevention Information
www.lakelandhealth.org

Michigan State University Extension

Education Services
<http://msue.anr.msu.edu/county/info/berrien>

Niles-Buchanan YMCA

Fitness Classes & Memberships
www.nb-ymca.org



STATE & NATIONAL RESOURCES

American Heart Association

Worksite Wellness Kit
www.heart.org

Centers For Disease Control and Prevention

Workplace Health Promotion Toolkit
<http://www.cdc.gov/workplacehealthpromotion/>

Health Plan Providers

Online wellness resources such as Health Risk Appraisals, online health improvement programs, tobacco cessation programs, and/or health coaching. Contact your Health Plan Provider for information.

Michigan Department of Health and Human Services

Michigan Health and Wellness 4x4 Plan
www.michigan.gov/healthymichigan/
Personal Plan tool
<http://mdhhs.michigan.gov/surGeneral/>
MI Healthier Tomorrow
www.michigan.gov/mihealthiertomorrow
Michigan Tobacco Quit Line
1-800-QUIT-NOW

POLICY LANGUAGE RESOURCES

Flextime/Physical Activity Opportunity Policies

<http://www.mihealthtools.org/work/documents/FlextimePolicy.pdf>

Healthy Foods Policies

http://www.exec.gov.nl.ca/exec/hrs/employee_health_and_safety/health_agenda.pdf

Tobacco Use Policies

<http://www.mihealthtools.org/work/documents/SmokefreePolicy.pdf>

<http://www.no-smoke.org/pdf/modelworkplacepolicy.pdf>

Point of Decision Prompts

<http://www.behealthyberrien.org/point-of-decision-prompts/>

Be Healthy Berrien



Be Healthy Berrien is a community-wide effort to reduce obesity by creating healthy places to live, work, learn, and play.

For more information, visit www.BeHealthyBerrien.org, like us on Facebook, and follow us on Twitter.

BeHealthyBerrien@gmail.com



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