

# APPENDIX B - WORKSITE ASSESSMENT CHECKLIST

## Worksite Wellness Assessment Checklist

#	Wellness Component	Yes	In Process	No	Potential Priority	Comments
<b>INFRASTRUCTURE</b>						
1	Do you have a commitment from key stakeholders such as senior management, human resource managers, safety officers, staff members, etc.?					
2	Does the worksite have a representative committee that meets at least quarterly to oversee worksite wellness programs?					
3	Does the worksite have a worksite wellness plan in place that addresses the purpose, nature, duration, resources required, participants involved, and expected results of a worksite wellness program?					
4	Does the worksite have a mission statement, clearly defined goals and an action plan to implement the program?					
5	Does the worksite have at least part-time dedicated staff time to implement a wellness program?					
6	Is there a worksite budget for employee health promotion that includes some funds for programming?					
<b>Infrastructure area totals (# of Yes, In Process and No items)</b>						
<b>PROGRAM COMPONENTS</b>						
7	Does the worksite offer educational programs for health areas such as physical activity, nutrition, breastfeeding, stress management and tobacco cessation?					
8	Does the worksite promote and encourage employee participation in its physical activity/fitness, nutrition education/weight management and stress management					

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	programs? Examples of ways to “promote and encourage employee participation” include: <ul style="list-style-type: none"> <li>❖ Information at new employee orientation</li> <li>❖ Information on programs provided within paychecks or email</li> <li>❖ Flyers on the wall, bulletin boards or resource tables</li> <li>❖ Letters mailed directly to employees</li> <li>❖ Announcements at employee meetings</li> <li>❖ Employee newsletter articles</li> <li>❖ Incentive/reward programs</li> <li>❖ Public recognition</li> <li>❖ Health insurance discounts</li> <li>❖ Sponsor employee sports teams</li> </ul>					
9	Does the worksite provide or arrange for health counseling, employee assistance programs or other support mechanisms to modify behavior?					
10	Does the worksite provide incentives to encourage participation in worksite wellness activities? Examples would include: <ul style="list-style-type: none"> <li>❖ Small merchandise (i.e. water bottles, pedometers)</li> <li>❖ Gift certificates</li> <li>❖ Monetary awards</li> <li>❖ Health insurance rebates or discounts</li> </ul>					
11	Does the worksite offer or provide healthcare coverage for employees and their families for screening, prevention of and rehabilitation of chronic disease?					
12	Does the worksite offer wellness programming to family members of employees?					
13	Does the worksite provide on-site childcare to facilitate participation in wellness programs and activities?					
<b>Component area totals (# of Yes, In Process and No items)</b>						

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<b>HEALTH SCREENING AND MANAGEMENT</b>						
14	Does the worksite offer health risk appraisals on a regular basis (at least every other year)?					
15	Does the worksite offer or provide easy access to free or reasonably priced health screenings (height and weight measurements, blood pressure checks, cholesterol screening, diabetes/blood sugar screening, stress or anxiety/depression screening, etc.?)					
16	Does the worksite use health risk appraisals and other screenings as a tool for planning their wellness program?					
<b>Screening area totals (# of Yes, In Process and No items)</b>						
<b>PHYSICAL ACTIVITY</b>						
17	Does the worksite support physical activity during duty time (flex-time)?					
18	Are employees provided with breaks during working hours and are employees encouraged to be active during break time?					
19	Does the worksite allow for “walk & talk” meetings instead of conference room meetings to encourage smaller amounts of activity?					
20	Can all employees use the worksite’s indoor/outdoor physical activity facilities outside of work hours?					
21	Does the worksite provide free, discounted, or employer subsidized memberships to fitness centers?					
22	Does the worksite map out on-site trails or nearby walking routes or encourage employees to map their own biking or walking route to and from work?					
23	Does the worksite provide bike racks in safe and convenient locations?					
24	Does the worksite provide prompts to promote physical activity near each stairwell or elevator and other key locations?					

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25	Does the worksite provide outdoor exercise areas, playing fields, or walking trails for employee use?					
26	Does the worksite provide showers and/or changing facilities?					
27	Does the worksite provide an on-site exercise facility?					
28	Does the worksite provide or contract for fitness assessments such as cardiovascular fitness, % body fat, strength tests, etc.?					
29	Does the worksite offer company sponsored fitness oriented programs or clubs for employees other than at an exercise facility?					
30	Does the worksite provide on-site physical activity classes such as aerobics, kick-boxing, dancing, yoga, etc.?					
31	Does the worksite hold long-term (several weeks) physical activity campaigns?					
	<b>Activity area totals (# of Yes, In Process and No items)</b>					
<b>NUTRITION</b>						
32	Does the worksite promote healthy choices by modifying vending contracts to : ❖ Increase the percent of healthy options that are available ❖ Use competitive pricing to make healthier choices more economical					
33	Does the worksite on-site cafeteria follow nutritional standards that align with Dietary Guidelines for Americans and follow healthy cooking practices?					
34	Does the worksite provide protected time and dedicated space away from the work area for breaks and lunch?					
35	Does the worksite advertise or mark healthy options so that they stand out and limit advertising of less nutrition foods?					

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36	Does the worksite provide nutritional labeling of foods?					
37	Does the worksite provide appropriate portion sizes or options for smaller portion sizes?					
38	Does the worksite promote the consumption of healthy foods in catering/cafeteria policies through motivational signs, posters, etc.?					
39	Does the worksite make water available and promote drinking water throughout the day?					
40	Does the worksite offer healthful food alternatives at meetings, company functions and health events?					
41	Does the worksite provide on-site gardening?					
42	Does the worksite make kitchen equipment (refrigerators, microwaves, stoves, etc) available for employee food storage and cooking?					
43	Does the worksite offer local fruits and vegetables at the worksite (i.e. farmer's market or a community-supported agriculture drop-off point.)?					
44	Does the worksite offer appealing, low-cost, healthful food options, such as fruits and vegetables, juices, whole grains, lean meats and low-fat dairy products in vending machines and snack bars and break rooms?					
45	Does the worksite provide interactive food opportunities such as taste testing and food preparation?					
46	Does the worksite provide opportunities for peer-to-peer modeling of healthy eating?					
47	Does the worksite have activities or long term (several week) campaigns that focus on healthy eating and weight management?					
48	Does the worksite provide an appropriate place for breastfeeding/pumping (Mother's Room)?					
49	Does the worksite provide refrigerated space for breast milk storage?					

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50	Does the worksite provide flex time opportunities for breastfeeding employees to pump or breastfeed during the work day?					
51	Does the worksite insurance coverage include employee benefits that cover lactation visits and breast pumps?					
<b>Nutrition area totals (# of Yes, In Process and No items)</b>						
<b>MENTAL HEALTH / STRESS MANAGEMENT</b>						
52	Does the worksite provide flexible scheduling to attend or participate in mental health activities offered at work or to allow for medical appointments related to mental health?					
53	Does the worksite train supervisors to understand mental health issues and better assist employees?					
54	Does the worksite insurance coverage include mental health as part of the employee benefits?					
55	Does the worksite provide or contract for an Employee Assistance Program?					
56	Does the worksite provide stress reduction through “quiet rooms”, relaxation classes and proper lighting and sound reduction measures?					
<b>Mental Health area totals (# of Yes, In Process and No items)</b>						
<b>TOBACCO USE</b>						
57	Does the worksite policy prohibit tobacco use anywhere on the property?					
58	Does the worksite promote the Wisconsin Tobacco Quit Line (800-QUIT-NOW)?					
59	Does the worksite policy support participation in smoking cessation activities during duty time (flex-time)?					
60	Does the worksite provide cessation medications through health insurance?					
61	Does the worksite provide counseling through an individual, group, or telephone counseling program on-site?					

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	or through a health plan?					
<b>Tobacco area totals (# of Yes, In Process and No items)</b>						
<b>EMERGENCY MEDICAL RESPONSE PLAN</b>						
62	Does the worksite have a written plan for emergency response to medical events at their facility?					
63	Does the Worksite provide emergency training in Cardiopulmonary Resuscitation (CPR) and/or Automated External Defibrillators (AEDs) for response to cardiac events in the facility?					
64	Does the worksite have trained medical responders or equipment such as a defibrillator on-site?					
<b>Response area totals (# of Yes, In Process and No items)</b>						
<b>ASSESSMENT AND EVALUATION</b>						
65	Has your worksite completed an employee wellness interest survey within the past year?					
66	Has your worksite completed a worksite wellness assessment (such as this checklist) within the past year?					
67	Does your worksite have a formal evaluation process in place to evaluate its worksite wellness program? (Evaluation examples may range from participant counts for various campaigns to the return on investment of money spent on wellness vs. cost savings)					
68	Does your worksite do an annual wellness program review and report significant results to management?					
<b>Evaluation area totals (# of Yes, In Process and No items)</b>						

(See next page for results summary table)

## Worksite Assessment - Results Summary

Worksite Scorecard (Totals for all categories)	Yes	In Process	No	Potential Priority	<i>Comments</i>
Infrastructure (6)					
Program Components (6)					
Health Screening and Disease Prevention (3)					
Physical Activity (16)					
Nutrition (20)					
Mental Health (5)					
Tobacco Use (5)					
Emergency Medical Response Plan (3)					
Assessment and Evaluation (4)					
<b>Worksite Total (68)</b>					