

WORKSITE WELLNESS TOOLKIT

Promoting Healthy Lifestyles to Employees and their Families



WHAT IS WORKSITE WELLNESS?

Worksite wellness refers to the education and activities that a worksite may do to promote healthy lifestyles to employees and their families. Examples of wellness programming include health education classes, subsidized use of fitness facilities, internal policies that promote healthy behaviors, and any other activities, policies or environmental changes that enhance the health of employees.



What works?

Many chronic diseases have common risk factors of poor nutrition, lack of physical activity and tobacco use. Addressing any one of these can improve your employees' health.

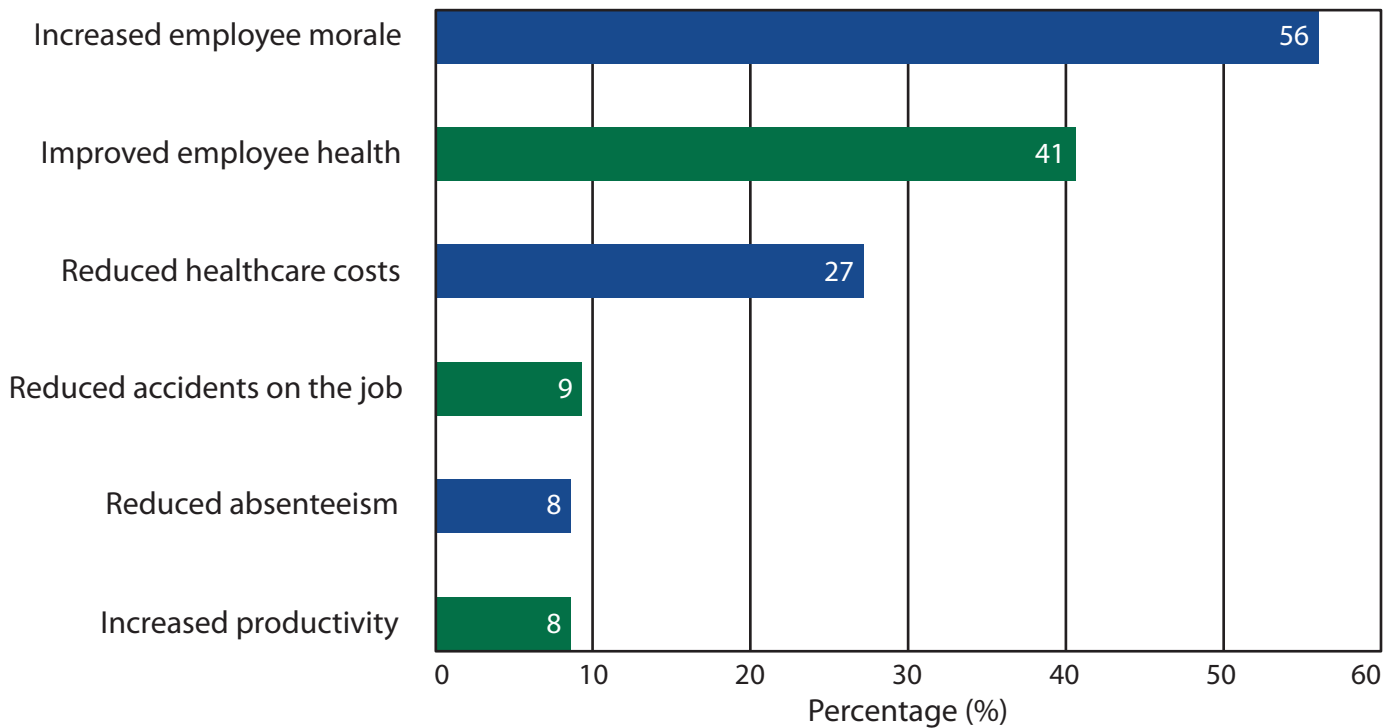
Some best practices for worksites:

- » Promote physical activity breaks, stair usage, and walking groups.
- » Become a tobacco-free worksite.
- » Allow flexible work schedules to give employees time to exercise.
- » Provide tobacco cessation benefits to your employees.
- » Offer fitness classes and equipment on-site.
- » Offer healthy foods and beverages at meetings, in cafeterias, and in vending machines.
- » Promote free and low-cost recreation activities.
- » Promote farmers markets and community-supported agriculture (CSA) programs.
- » Provide private rooms and flexible scheduling for breast feeding, milk pumping, and on-site refrigerated storage.
- » Promote the Washington State Tobacco Quit Line: 1-800-QUIT-NOW or online at www.quitline.com



Companies receive many benefits after implementing a worksite wellness program in addition to reducing costs. They include increases in employee morale, improved employee health, reduction in workers compensation claims, reductions in absenteeism, and increases in productivity. These benefits all result in strong returns for investments made – see additional information on the Worksite Wellness – Return on Investment insert.

BENEFITS OF WORKSITE WELLNESS PROGRAMS



Adopted with permission from American Institute for Preventive Medicine (www.HealthyLife.com)

WORKSITE WELLNESS RETURN ON INVESTMENT



Worksites produce a significant return on investment when they implement policies and environments that support healthier employees. Some of the key benefits that support return on investment for worksite wellness programs include:

- » Decreased health care costs
- » Reduced absenteeism
- » Increased productivity
- » Decreased workers' compensation and disability claims
- » Improved morale and retention of valued staff

Wellness programs reduce preventable chronic diseases and report a 26% reduction in health care costs.¹

Companies that support wellness also have a greater percentage of employees at work every day. The cost savings of a wellness program can be measured against reduced overtime to cover absent employees. On average, businesses with worksite wellness programs show a 28% reduction in sick leave absenteeism.²

Productivity losses related to personal and family health problems cost employers \$1,685 per employee per year, or \$225.8 billion annually in the United States.³

Employees are more productive and miss less work in worksites that have wellness programs.

Companies who invest in worksite wellness programs are viewed as caring about their employees' health and are often seen as a better place to work. These companies save money by retaining existing employees and attracting new employees who appreciate the benefit of a worksite wellness program.

On average, businesses with worksite wellness programs show a 30% reduction in workers' compensation and disability claim costs.⁴

The return on investment for worksite wellness programs ranges from \$2.05 to \$19.41, with an average \$5.81 benefit received per \$1 invested.⁵

Research on worksite wellness programs demonstrates a significant return on investment for businesses and improves the health of their employees.

1. Chapman, LS, Meta-evaluation of worksite health promotion economic return studies, *Art of Health Promotion*, 2003, (6)6:1-16.
2. Chapman, LS, Meta-evaluation of worksite health promotion economic return studies, *Art of Health Promotion*, 2003, 6(6):1-16.
3. Stewart WF, Ricci JA, Chee E, Morganstein D. Lost productive work time costs from health conditions in the United States: results from the American productivity audit. *J Occup Environ Med*. 2003;45(12):1234-1246.
4. Chapman, LS, Meta-evaluation of worksite health promotion economic return studies, *Art of Health Promotion*, 2003, 6(6):1-16.
5. Aldana, SG. Financial impact of health promotion programs: a comprehensive review of the literature, *American Journal of Health Promotion* 2001; 15(5): 296-320.

WORKSITE WELLNESS MEALS & REFRESHMENTS SAMPLE POLICY

This is a sample policy that we implemented at the Tacoma-Pierce County Health Department. This template can be modified to meet the needs of your organization.

Agency Policy #530.001: Meals and Refreshments Served at Agency Sponsored or Funded Events

Category: Community Safety and Prevention

Purpose: Sets forth expectations when food or beverages are purchased for Tacoma-Pierce County Health Department (Department) sponsored meetings and events, using departmental funds.

Applies to: All Health Department employees, volunteers, and contractors

See Also:

- » Tacoma-Pierce County Health Department Procedure for Meals and Refreshments Served at Agency Sponsored or Funded Events
- » Tacoma-Pierce County Health Department Guidelines for Healthy Food and Beverages
- » Sample Menus for Ordering from Licensed Pierce County Caterers

Policy Statement:

The following policy has been developed for foods and beverages purchased for Department sponsored meetings and events, using departmental funds. The intent of this policy is to support employee health by reducing risks for chronic diseases such as diabetes, heart disease, stroke and hypertension. The Department promotes healthy lifestyles including healthy eating and regular physical activity to the citizens of Pierce County.



It is essential for the Department to model this commitment by supporting a healthy work environment. The strong relationship between diet and health and the increasing rates of overweight and obesity make supporting healthy food choices at work a priority. If foods and/or beverages are provided at a Department sponsored meeting or event, they will be healthy as defined under the Procedures for Meals and Refreshments Served at Agency Sponsored or Funded Events.

Responsibilities:

Employees - Individuals with purchasing authority for food and beverages shall be responsible for complying with the provisions of this policy.

Managers and Supervisors -

Responsible for ensuring compliance with this policy. An employee violating any provision of this policy may be subject to corrective or disciplinary actions.

Definitions:

Contractors - Individuals, community organizations, non-profit or governmental agencies or commercial businesses that receive Health Department funding to provide a particular service.

Healthy Food and Beverages -

Please refer to the Definitions section of the Tacoma-Pierce County Health Department Procedure for Meals and Refreshments Served at Agency Sponsored or Funded Events.

Agency Procedure #530.001a:
Providing Meals and Refreshments
at Agency Sponsored or Funded
Events

Category: Community Safety and
Prevention

Purpose: To support the Meals and
Refreshments Served at Agency
Sponsored or Funded Events

Position: All Staff

Action:

1. Determine if it is necessary to provide food at meetings, presentations, and seminars, especially during mid-morning and mid-afternoon times.
2. Minimize waste. Provide reusable plates, cups, and utensils and avoid individually packaged servings and food when possible.
3. Work with your Program Representative to choose healthy options. For guidance, refer to the definitions of Healthy Foods and Beverages in the DEFINITIONS section below.

Position: Program Representatives

Action:

1. Work with Purchasing to order food from caterers, and create purchase orders for food vendors.

Definitions:

Healthy Foods and Beverages -

Protein Sources. Provide low-fat protein sources (including a 25% minimum of meat free options). Appropriate selections include: lean meats (skinless turkey, skinless chicken, lean cuts of pork, and beef), beans (black, pinto, baked), hummus, and tofu.



Grains. 50% of all grains provided should be whole grains. Appropriate selections include: whole wheat or whole grain breads and rolls, brown and wild rice, whole wheat couscous, barley, oatmeal, and other whole grain cereals.

Vegetables. A minimum of one vegetable per person should be provided. Vegetables should not be cooked in high-fat sauces such as butter and cream.

Appropriate selections include fresh and raw vegetables (carrots, cucumbers, broccoli, cauliflower, etc.), lightly steamed vegetables, and vegetable salads.

Fruits. A minimum of one raw fruit or a fruit salad per person should be provided.

Sauces. Sauces should be optional for attendees and served on the side. For example, condiments, salad dressings, and sauces for

meats, vegetables, or sides should be provided on the side for participants to use at their discretion. Low-fat, low-sodium versions (e.g. low-fat mayonnaise and salad dressings) should be provided as an option.

Sides (optional). Low-fat, low-sodium side dishes should be provided. If sides are provided, low-fat, low-sodium versions should be selected. For example, pasta or potato salad should be made with low-fat mayonnaise and chips should be baked.

Desserts (optional). Desserts less than 2 oz are appropriate, such as a small cookie.

Beverages. Provide tap water, coffee and/or tea. Soda pop and diet sodas will not be allowed. Beverages that contain more than 15 grams of sugar will not be allowed (except for 100% fruit juices).

WORKSITE WELLNESS

A TOBACCO-FREE CAMPUS SAMPLE POLICY

This is a sample policy that we implemented at the Tacoma-Pierce County Health Department. This template can be modified to meet the needs of your organization.

Purpose

To protect the health, safety, and comfort of clients, employees, customers, and visitors, and also to respect the right of individuals who do not wish to be exposed to adverse health effects of tobacco products.

Scope

This policy applies to all clients, visitors, customers, volunteers, students, interns and/or residents, physicians, employees, temporary or agency staffing, independent contractors, vendors, sales representatives, and other company representatives.

Policy

No tobacco product use will be allowed at any time on our campus or on any premise owned or leased by the Department. This policy is effective January 1, 2006.

"Premises" means Department facilities "curb to curb," including offices, grounds, adjacent sidewalks, parking lots/ramps, company owned vehicles, and employee vehicles parked on owned and leased property.

Employees working at Department facilities other than the main campus should consult with their

Procedure

1. Signs will be posted or updated at strategic locations around the facility to notify staff, visitors, and clients of this policy.

2. Any client or visitor observed using tobacco on owned or leased premises will be asked to discontinue in a tactful manner. Compliance with this policy will be the responsibility of all Department supervisors and security personnel. Employees are encouraged to assist supervisory and security personnel with their enforcement efforts.

3. Clients will be informed of the tobacco free campus policy on arrival or as soon thereafter as appropriate.

4. Employees are prohibited from using tobacco products on Department premises. Employees will not be allowed to use tobacco products during their paid work time and paid breaks. They are also strongly encouraged not to use tobacco products during their off-duty time.

Offensive odors will be addressed in accordance with Department policy. (Cross reference: Collective Bargaining Agreement.)

5. If employees use tobacco products off of premises during off-duty time, they are expected to be respectful of residents neighboring Department premises by not loitering in front of homes or discarding tobacco products in such a way that negatively reflects on the organization.



Employees / Staff Affected

All Tacoma-Pierce County Health Department (Department) employees and contractors are required to comply with the provisions of this policy. This includes all appointive, regular, project, and temporary employees; and, all volunteers.

supervisors regarding the area governed by this policy.

Using tobacco products within the visual periphery of Department buildings (smoke-free zones) by employees is strongly discouraged.

WORKSITE WELLNESS CHECKLIST

This checklist can be used to assess your current staff wellness environment and offer ideas for improvement.

GENERAL WORKFORCE HEALTH PROMOTION PROGRAMS			
Policy Support	Yes	No	Comments
Does your company have a position dedicated to workforce health promotion?			
Environmental Support	Yes	No	Comments
Does your company have an active worksite wellness committee?			
Does your company provide funding and other resources for wellness/health related activities for the employees?			

HEALTHY EATING			
Policy Support	Yes	No	Comments
Is there a policy regarding serving healthy foods and beverages at meetings?			
Is there a policy regarding healthy foods and beverages that are available in company vending machines?			
Do on-site cafeterias operate under a policy requiring them to adopt healthy cooking practices and serve healthy options according to the Dietary Guidelines for Americans?			
Environmental Support	Yes	No	Comments
Are there healthy food and beverage options available in the vending machines?			
Are there healthy food and beverage options available in on-site cafeterias?			
Are there healthy food and beverage options available when food is offered at meetings?			
Are there food shares from local farmers available for employees to purchase?			
Is there kitchen equipment (i.e. refrigerator, microwave, stove) available to employees?			

MOVING MORE			
Policy Support	Yes	No	Comments
Is there a policy that offers flexible work hours to allow for physical activity during the day?			

(Adapted from "Saving Dollars and Making Sense, A Comprehensive Guide to Workforce Health Promotion" with permission from Eat Smart Move More North Carolina (www.EatSmartMoveMoreNC.com))

Environmental Support	Yes	No	Comments
Does the company offer memberships or discounts at local health clubs, recreation centers, or YMCAs?			
Does the company provide an on-site exercise facility?			
Does the company have bicycle racks in safe, convenient, and accessible locations?			
Is there a commute trip reduction program at your workplace?			
Are the stairwells at the worksite clean, attractive, well lit, and safe?			

TOBACCO USE CESSATION			
Policy Support	Yes	No	Comments
Is there an established and enforced policy making your buildings, campus, and parking lots tobacco-free?			
Does your insurance plan provide coverage for tobacco cessation counseling, tobacco cessation prescription medication and nicotine replacement therapy?			
Environmental Support	Yes	No	Comments
Does the company provide support for tobacco cessation programs in the workplace?			

BREASTFEEDING			
Policy Support	Yes	No	Comments
Does the company have a policy that accommodates the needs of breastfeeding mothers (having maternity care practices, including providing a comfortable, private space for employees to nurse or pump)?			
Environmental Support	Yes	No	Comments
Does the company offer a private place that is comfortable, clean and equipped with a small refrigerator so that mothers can express and store their milk during work hours?			

CHRONIC DISEASE PREVENTION			
Policy Support	Yes	No	Comments
Does your company provide health screenings to identify risks from diabetes?			
Environmental Support	Yes	No	Comments
Does the company promote awareness of diabetes, heart disease, stroke, cancer, and asthma through educational posters and articles etc.?			

HEART DISEASE & STROKE			
Policy Support	Yes	No	Comments
Does the company provide incentives for employees to control their blood pressure and cholesterol?			
Environmental Support	Yes	No	Comments
Is there a heart defibrillator on-site, and is training provided to at least three employees on its use?			

WORKSITE WELLNESS RESOURCES

Many employers are turning to worksite wellness programs to help employees adopt healthier lifestyles and lower their risk of developing chronic disease. The goal of a worksite wellness program at your company is to improve workers' overall health, reduce employee absenteeism, and increase job satisfaction. Below are some helpful resources for employers.



American Cancer Society

Smoke-free workplace solutions.
www.cancer.org/downloads/gahc/hp_strategies_for_promoting_and_implementing_smokefree_workplace.pdf

American Diabetes Association

A comprehensive online diabetes resource for the business community.
www.diabetesatwork.org

American Heart Association

Resources to promote walking.
www.startwalkingnow.org

Centers for Disease Control and Prevention (CDC)

Workplaces should not only protect the safety and wellbeing of employees but also provide them opportunities for better long-term health and enhanced quality of life.

www.cdc.gov/workplacehealthpromotion

Worksite Wellness Resource Guide

www.doh.wa.gov/cfh/NutritionPA/our_work_sites/worksite_data/Worksite_wellness_toolkit.htm

Eat Smart/Move More – North Carolina

A statewide movement in North Carolina that promotes increased opportunities for healthy eating and physical activity wherever people live, learn, earn, play, and pray.

www.eatsmartmovemorenc.com/Worksites.html

Washington State Department of Health

Energize Your Meetings.
www.here.doh.wa.gov/materials/energize-your-meetings/13_EnergzMtg_E11L.pdf

Wellness Councils of America (WELCOA)

WELCOA offers a step-by-step blueprint to help employers design and implement worksite wellness programs, and also recognizes excellence in worksite health promotions via its prestigious awards program.

www.welcoa.org

Centers for Disease Control and Prevention (CDC)

Protection, promotion, and support of breastfeeding needs. www.cdc.gov/breastfeeding/pdf/breastfeeding_interventions.pdf

Centers for Disease Control and Prevention (CDC)

The CDC Guide to Fruit & Vegetables - Strategies to Increase Access, Availability, and Consumption – A guide to reducing the barriers that employee may have in accessing healthy fruits and vegetables.

www.cdph.ca.gov/SiteCollectionDocuments/StratstoIncreaseFruitVegConsumption.pdf

Centers for Disease Control and Prevention (CDC)

CDC's LEAN Works!

Leading Employees to Activity and Nutrition.

www.cdc.gov/leanworks/index.html

Centers for Disease Control and Prevention (CDC)

A website for state and federal health promotion program planners as well as non-government workplaces.

www.cdc.gov/nccdphp/dnpa/hwi

Tacoma-Pierce County Health Department

A local resource for physical activity, nutrition, and tobacco prevention information.

www.tpchd.org

Network for Healthy California

Vending Machine Food Standards.

www.cdph.ca.gov/programs/cpns/Documents/Network-FV-WP-VendingMachineStandards.pdf

Partnership for Prevention

Two useful publications for employers, "Leading by Example: The Value of Worksite Health Promotion to Small-and Medium-Sized Employers," and "Leading by Example: Creating Healthy Communities through Corporate Engagement.

www.prevent.org/Initiatives/Leading-by-Example.aspx

Community Prevention Services

The Community Guide – A guide to community prevention services. Worksite policies and programs that may help employees reduce health risks and improve their quality of life.

www.thecommunityguide.org/worksite/index.html



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