

Checklist for Healthy Business Certification

Check Before You Apply

The Health Links Standard for Healthy Business Certification was created from evidence-based guidelines and recommendations for workplace health and safety. Organizations are assessed on six benchmarks to inform what level of Certification they meet. Please review the following checklist before applying to determine your organization's eligibility and the information you'll need to apply.

Organization Information

- Mailing address
- Primary and secondary contact information
- Industry or sector of business
- Number of employees (full-time, part-time, and contracted)
- Number of employees (by gender and age range)
- Insurance status for health care and workers' compensation

Benchmarks for becoming a Certified Healthy Business:

- Demonstrate leadership support
- Designate champions for workplace health and safety
- Dedicate resources such as time and space for staff to participate in activities
- Provide workers' compensation insurance (for businesses with five or more employees)
- Assess employee needs and interests
- Offer health and wellness policies and activities that promote healthy behaviors (Ex. Tobacco cessation, stress management, healthy vending)
- Think about safety (Ex. Written safety policy, emergency preparedness plan)
- Communicate to employees about health and safety
- Evaluate the impact of health and safety efforts



Benchmarks for becoming a Certified Healthy Business Partner:

- Meet all of the Certified Healthy Business qualifications
- Offer paid time off (PTO) to full-time employees
- Conduct an employee interest survey focused on health promotion
- Address the use of tobacco and nicotine products in the workplace
- Address mental health in the workplace (Ex. Employee assistance program, depression screening, reduce stigma)
- Be family friendly. Ensure a private space and break times for breastfeeding employees to pump
- Address stress management (Ex. Flex-time, leave benefits)
- Think about inclusion in delivering health promotion and safety (Ex. Language, reading levels, age, gender, or diversity of your employees)
- Evaluate impact including employee satisfaction and participation



Benchmarks for becoming a Certified Healthy Business Leader:

- Meet all of the Certified Healthy Business and Partner qualifications
- Display outstanding leadership support and commitment
- Offer health insurance benefits to employees
- Integrate safety and health
- Offer a violence and harassment prevention training and/or policy
- Prevent work-related chronic injuries and musculoskeletal disorders
- Have a plan for disaster and emergency preparedness
- Communicate about health and safety in a variety of ways
- Include employees who work off-site
- Extend health and wellness services to employee spouses, domestic partners, and dependents
- Offer health and safety to part-time or seasonal employees
- Actively promote health, safety, and well-being in your community as part of best business practice

