

# Checklist for Healthy Business Certification

## Check Before You Apply

The Health Links criteria for certification are based on evidence-based guidelines and recommendations for worksite wellness and safety programs. These areas qualify businesses as being healthy and safe, making them eligible for becoming a Health Links Healthy certified business. Before you get started, take a moment to the checklist to see if your organization has the following for applying.

## Things you need to know about your organization before applying:

- Industry or sector of business
- Number of employees (by gender and age range)
- Number of employees that work full-time and part-time
- Estimated premiums paid for insurance in the last 12 months (healthcare and workers' compensation)
- Budget for worksite wellness program
- Employee participation numbers
- Employee leave numbers (days away due to disability, paid vacation and sick time)

## Benchmarks for becoming a Certified Healthy Business:

- Demonstrate organizational commitment to wellness
- Designate a Wellness Champion
- Conduct an employee needs assessment
- Develop wellness goals
- Offer wellness program(s) or activity that promotes healthy behaviors (Ex. Health screening, fitness classes)
- Think about safety (Ex. Written safety policy, emergency preparedness plan)
- Communicate to employees about wellness and safety
- Evaluate programs



## Benchmarks for becoming a Certified Healthy Business Partner:

- Satisfy all of the Certified qualifications
- Develop a wellness program
- Set policies in place for health and safety (Ex. Tobacco cessation)
- Use incentives to increase participation
- Demonstrate employees are engaged and actively participate in programs
- Tailor programs to reach all employees (Ex. Language, reading level, culture)
- Measure outcomes



## Benchmarks for becoming a Certified Health Business Leader:

- Satisfy all Certified and Partner qualifications
- Provide a comprehensive worksite wellness and safety program (screening, fitness classes)
- Monitor and track employee participation
- Offer wellness information and activities for family members
- Include all employees in program including satellite and remote locations
- Demonstrate innovation
- Collect and track health outcome data
- Actively promotes health, wellness and safety in the community as part of best business practice

