

Health Links: Healthy Workplace Assessment

Application

Employer Demographics

Business/Organization Name

Mailing Address

Website

Name of Primary Contact

Position

Phone

Email

Secondary Contact

Secondary Contact Position

Email

Health Links History

How have you worked with Health Links in the past? (Check all that apply.)

- This is our first time
- We've been recognized as a Certified or Kick-Start business before
- We've attended a Health Links training
- We've worked with a Health Links Advisor
- If so, name of the advisor?

- Other

Industry: What industry does your organization identify with?

- Agriculture, Forestry, Fishing and Hunting
- Mining, Oil and Gas Extraction
- Information
- Construction
- Educational Services
- Retail/Wholesale Trade
- Accommodation & Food Service
- Manufacturing
- Administration & Support & Waste Management & Remediation Services
- Transportation, Warehousing & Utilities
- Arts, Entertainment and Recreation
- Health Care & Social Assistance
- Real Estate & Rental & Leasing
- Finance and Insurance
- Public Administration
- Other

Number of Employees

- Total Number including full time, part time and contractors.
- Full time (more than 50% time)
- Part time (less than 50% time)
- Contingent Workers (e.g. Contracted, Temporary, Seasonal, Freelance, Consultants)
- Men
- Women

List the number of employees in each age range (including full time and part time employees).

- < 21 years of age
- 21-29 years of age
- 30-49 years of age
- 50-65 years of age
- > 65 years of age

Do you purchase workers' compensation coverage from Pinnacol Assurance?

- Yes
- No, we provide coverage through:

These are general industry categories, not specific. Please choose the industry that most closely describes the one in which your business or organization works.

Your insurance policies are meant to protect both your organization and your employees.

Don't know

What type of group health insurance coverage do you provide?

UC Health

Kaiser Permanente

Aetna

UnitedHealthcare

Anthem BCBS

Bright Health

Humana

Self-insured

None, don't currently provide coverage

Other

Motivation for organizational commitment to health and safety.

Please select the primary reasons for prioritizing workplace health, safety and well-being.

To improve the health of our employees and their families

To improve employee morale

To enhance productivity

To contain costs

To decrease absenteeism

To increase employee retention

Other

Organizational Supports

Organizational support is a critical component of sustainable culture for employee health and safety. To evaluate leadership commitment, benefits, and dedication of resources please answer the following questions:

Leadership Support.

Our leader's support is demonstrated through (check all that apply)

Leaders consistently communicates the importance of health promotion and safety activities

Leaders are role models for prioritizing health, safety and work-life balance. For example, they do not send emails on vacation, they take breaks during the day. (They walk the talk!)

Leaders recognize employees for healthy and safe decisions

Leaders provide resources (in the form of time, money, etc.) to support health and safety

Top management holds managers and supervisors accountable for supporting health, safety, and well-being

A leader (other than a owner or CEO) has authority to take action to achieve the organization's health and safety goals

None of the above

The Champions.

Who are your workplace health promotion champion(s)?

Senior Executive (CEO, CFO, COO)

Managers and supervisors

Safety Manager

Employee(s)

Do not currently have a champion

In the last 12 months, what resources have you dedicated to workplace health and safety efforts? (Check all that apply)

Dedicated staff time to program plan and coordinate health and safety

Time for staff to participate in activities

Physical space for holding health and safety activities

Employee training

Budget

Health consultants

Safety consultants

Vendor Services

Health Screenings & Services

No additional resources

Benefits

Does your organization offer health insurance coverage to its employees?

Yes, fully insured

Yes, self-insured

No, not currently

No, but planning to offer next year

Do you offer Paid Time Off (PTO) for days or hours due to illness or vacation for employees (full-time, non-exempt)?

Yes

No

Does your organization have workers' compensation insurance?

Yes

No

No, but we provide other types of insurance to employees injured on the job (such as wage replacement, medical benefits)

Does your organization offer paid parental leave, separate from any accrued sick leave, annual leave, or vacation time?

Yes

No

This is one or multiple people at your organization who actively promote programs to improve worksite health and safety culture.

This includes informal policies for "unlimited leave or vacation".

Health & Safety Team:

A healthy workplace engages multiple members of the organization to facilitate programs, policies, and activities.

Does your organization give staff time to coordinate your health and safety efforts for all related activities?

- Yes
- No

Do you currently have a designated health and safety committee?

- Yes
- No

How many employees are on your workplace health promotion committee?

How many employees are on your safety committee?

Is your organization's health promotion activities integrated with your worksite safety activities in any of the following ways?

- Safety and injury prevention are elements of the health promotion goals and objectives
- Health promotion elements, such as physical activity, nutrition, or stress management, are included in our safety programming
- Workplace safety data is combined with employee health promotion data for identifying, reporting, and performing analytics
- None of the above
- We do not have a safety program

Workplace Assessment

Workplace assessments address two main areas: the needs and interests of your organization and your employees. Frequent assessments provide information about what hazards exists, what employees value, and why they're motivated.

How have you determined the health and safety needs of your employees? (Check all that apply)

For Health For Safety

- Employee Survey
- Health Risk Assessment
- Physical Worksite Assessment
- Health Screening
- Causes of Job Absence
- Disability Claims
- Healthcare Claims & Costs

This could be a single individual or multiple individuals. Answer "yes" if your committee exists and is involved in planning and coordinating programs.

- Causes of Injuries and Accidents
- Workers' Compensation Claims & Costs
- Other (please specify):
- We have not currently done anything.

Health Programs and Policies

It is important that an organization takes a comprehensive view of health and considers a range of health and wellness topics to meet the unique needs of all employees.

Workplace Health Promotion Plan.

Does your organization set annual objectives for workplace health promotion?

- Yes
- No

Check yes if your organization sets measurable goals for employee health and wellness.

Health Policies and Programs.

How do you support the health and well-being of your employees? (check all main categories and subcategories below for each option)

Make sure to select how you are addressing each area in the dropdown checklist.

- Tobacco and/or Nicotine Control
 - Written policy that bans tobacco and nicotine use on company property
 - Written policy that bans tobacco and nicotine use on company time
 - Provide tobacco and nicotine cessation educational materials
 - Refer employees to quit lines and other resources
 - Other
- Nutrition
 - Provide places to purchase food and beverage
 - Make healthier food and beverage choices available in cafeterias, snack bars, and vending machines, and company meetings
 - Provide educational series, workshops, employee training on nutrition
 - Provide nutritional information (beyond standard nutrition information on labels) following AHA or USDA guidelines on sodium, calories, trans fats, or saturated fats for food and beverages sold or offered onsite
 - Have a written or formal policy for ordering healthier food and beverages choices for meetings
 - Other
- Mental Health
 - Provide access to an employee assistance program (EAP)
 - Provide free or subsidized clinical screening for depression, substance abuse, or other mental health concerns

- Provide access to online or paper self-assessment depression screening tools
- Provide brochures, educational materials, online information that addresses mental health
- Provide free or subsidized individual or group counseling
- Other

- Family-Friendly
 - Offer and encourage paid parental leave
 - Provide breastfeeding accommodations for new mothers (a private space and flexible paid or unpaid break times to allow mothers to breast pump)
 - Have a written policy on breastfeeding for new mothers
 - Other

- Physical Activity
 - Provide flextime to encourage employees to participate in physical activities
 - Encourage active forms of transportation for commuting to, from and during work (biking, walking, public transport)
 - Provide organized physical activity programs (yoga, group fitness, zumba)
 - Promote walking meetings
 - Provide subsidized or discounted access to onsite or offsite exercise facility
 - Other

- Stress Management
 - Provide and encourage flextime for employees to promote work-life balance
 - Provide stress relief therapies onsite (yoga, massage, counseling)
 - Provide financial advising for employees
 - Provide family counseling
 - Provide stress management education and training
 - Other

- Disease Prevention
 - Provide communication and education that addresses the high risk of chronic disease (including prediabetes, heart disease, stroke)
 - Provide free or subsidized health screenings (blood pressure, cholesterol, BMI)
 - Provide free, subsidized or referral to chronic disease self-management program (lifestyle modification, medication adherence, blood pressure monitoring)
 - Other

Safety Programs and Policies

Worker well-being includes both health and safety. As part of this application, tell us about how your organization addresses the safety of employees.

Does your organization work to keep employees safe?

Yes

You've considered the safety hazards of your organization and in some way begun to address them.

No

What efforts has your organization taken to control and prevent physical injury? (Select all that apply)

- Eliminated hazardous materials from workplace
- Replaced hazardous materials with safer ones
- Changed the way we do our work to reduce the risk of injuries
- Engineering controls (Examples: exhaust ventilation, fire detection system)
- Administrative controls (Examples: Adjusted work tasks or schedules to reduce risk of injury or hazardous exposure)
- Provided Personal Protective Equipment to employees (Examples: Respirators, hard hats, safety glasses)
- Created an written accident prevention plan
- Other (specify)

We have not currently done any of these.

Do you have a written safety policy?

Yes

No

Ex. "Safety and health in our company must be a part of every operation. Without question, it is every employee's responsibility at all levels."

Do you have a safety committee or safety coordinator?

Yes

No

Do you have a written "Return-to-Work" Modified Duty policy?

Yes

No

Do you have violence and harassment prevention training and/or policy?

Yes

No

The National Institute for Occupational Safety and Health (NIOSH), workplace violence is any physical assault, threatening behavior, or verbal abuse occurring in the work setting.

What steps has your organization taken to prevent chronic injuries and musculoskeletal disorders? (Select all that apply)

- Conducted ergonomic assessment
- Limited amount of time workers perform repetitive tasks
- Fatigue prevention and management
- Modified workstations or work tasks
- Other (specify)

We have not currently done any of these.

Have you developed a plan for disaster and emergency preparedness?

Yes

No

Businesses can do much to prepare for the impact of the many hazards they face in today's world including natural hazards like

floods, hurricanes, snowstorms, and widespread serious illness.

Engagement

Engagement is a dynamic benchmark that includes strategic communication, incentives, equity and program reach to all employees, their families and the community

Are you inclusive in delivering health and safety; do you consider ethnicity, language, reading levels, age, gender or diversity of your employees?

It's important to ensure health equity when designing, delivering, and communicating employee health and safety.

- Yes
- No

How do you communicate with your employees about health and safety? (*Check all that apply*)

- Frequent communication (at least monthly)
- Company and employee meetings
- Multiple communication channels (email, newsletter, direct mail)
- Written communications plan
- Branded communications with program logo, name, tagline
- Regular updates to inform stakeholders (board of directors, company shareholders, management teams)
- Trainings and employee evaluations (during on-boarding, performance reviews, etc.)
- Social Media (Facebook, Twitter, LinkedIn)
- We currently do not offer anything.

Do your policies and activities include employees who work offsite? (*Check all that apply*)

- Yes, we offer health and wellness to offsite employees
- Yes, we offer safety to offsite employees
- No, not currently
- We don't have any offsite workers

Please indicate whether the following populations have access to health and wellness activities. (*Check all that apply*)

If you do not have individuals in these population categories, select "Not Applicable".

- Part-time employees or seasonal
- Contracted
- Union employees
- Employees on disability leave
- Dependents including spouses, domestic partners and children
- Not applicable

Please indicate whether the following populations have access to safety services. (*Check all that apply*)

If you do not have individuals in these population categories, selected "Not Applicable".

- Part-time employees or seasonal
- Contracted
- Union employees
- Employees on disability leave
- Dependents including spouses, domestic partners and children
- Not applicable

In the past 12 months, did your organization engage and/or invest in health and safety initiatives in your community?

Yes, please explain how.

No

Altogether, how effective do you think your engagement strategies are in encouraging employees to participate in programs, monitor their health goals, or take action to improve health, safety, and well-being?

Very effective

Somewhat effective

Not very effective

Not at all effective

What types of incentives do you offer to encourage employee participation?

Recognition and/or awards

Cash and/or prizes

Discounted health insurance premiums

Contributions or discounts for health activities, gear or equipment (gym memberships, pro forms, ski passes)

Other

Businesses contribute to their communities' greater well-being through their policies, resources, and incentives. Answer yes if, for example, your organization and employees participate in community health or charity events and school-based efforts, such as corporate walks, collaborate with coalitions, or volunteer for non-profit work.

Such as participating in challenges, completing health assessments, achieving health outcomes.

Evaluation

Strategic evaluation should be linked back to health and safety goals. It measures policy adherence, workplace injuries and illness and employee engagement. It involves collecting and analyzing data.

In the past 12 months, what data have you collected and evaluated to measure the impact of your health and safety policies and programs?

Employee participation

Employee satisfaction

Employee health risk factors

Employee productivity

Employee morale and engagement

Organizational culture change

Quality of life

Health care claims and costs

Safety claims and costs (injuries, accidents, near misses)

Other

Check any box if you've collected data to analyze the impact of activities on health and safety outcomes.

How effectively are you using the data you collect and track to set goals and improve your programs?

- Very effective
- Somewhat effective
- Not very effective
- Not at all effective

Impact

Please indicate how improving the health and safety of your employees impacts the following costs of doing business.

	High Impact	Medium Impact	Low Impact	No Impact
Better productivity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lower absenteeism	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee job satisfaction	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee recruitment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee retention	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health insurance costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workers' compensation costs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Data Use Agreement

I understand that data collected through this assessment are used to provide feedback on my workplace and to develop resources that meet the needs of employers and their workforces. The data will not be provided to commercial third parties. Any use of these data by Health Links and the University of Colorado will be de-identified.

- Yes, I agree