# 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**
- **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

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

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:

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

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

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

- Yes
- No
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 programing
☐ 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
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.

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Workplace Health Promotion Plan.

Does your organization set annual objectives for workplace health promotion?

☐ Yes
☐ No

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)

- ☐ 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

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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.
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

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

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

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.

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."

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

- Yes
- No

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

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

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

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

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

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

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

- 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

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.

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<th>High Impact</th>
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<th>Low Impact</th>
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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