

Overview of Your Results
Sample Workplace

Recognized on: MM/DD/YYYY



Visual Scoring Matrix		
	<p>Organizational Supports Leadership commitment, benefits, resources, teams</p>	
	<p>Workplace Assessment Employee surveys, healthcare and workers' compensation claims data, health risk factors</p>	
	<p>Health Programs and Policies Tobacco, nutrition, mental health, physical activity, disease prevention, stress management, family friendly, biometric information</p>	
	<p>Safety Programs and Policies Written policy, hazard control, ergonomics, violence prevention, emergency preparedness</p>	
	<p>Engagement Communication, inclusion, incentives, community</p>	
	<p>Evaluation Tracking and measurement</p>	
	<p>Total Score:</p>	

What Your Score Means:

Congratulations Sample Workplace! You have met the qualifications to be recognized as a Health Links™ Certified Healthy Workplace Leader.



Organizational Supports

Organizational supports assesses how well your leaders support team members' health and safety and what resources are dedicated to promoting health and safety. These supports show employees that workplace health and safety are important for individual and organizational performance goals.

Impact Questions:

- Leaders provide resources in the form of time, money and space to support employee health and safety.
- Leaders consistently communicates the importance of health promotion and safety activities
- There are champions and leaders at all employee levels
- Employees have access to additional trainings, vendor services, health and safety consultants, screenings, etc.
- Health and safety programs, policies and activities are successfully integrated



Workplace Assessment

Conducting frequent workplace assessments, such as employee needs and interests surveys, is critical for developing activities, policies and programs that best fit your organization's needs.

Impact Questions:

- Has your organization utilized the following to determine the interests and needs of employees?
 - employee surveys,
 - health risk assessments and screenings,
 - physical workplace assessments,
 - healthcare claims and costs, worker's compensation claims and costs



Health Programs and Policies

Health programs and policies that align with the needs and interests of employees and the organization as a whole drive participation and engagement. These programs and policies can be both formal and informal to fit the culture of your organization and your workforce.

Impact Questions:

- Has your organization considered addressing the comprehensive health needs of employees in the areas of:
 - physical activity
 - nutrition
 - tobacco cessation
 - mental/behavioral health
 - stress management
 - family-friendly practices
 - disease prevention
- Does your organization comply with federal laws regarding nursing mothers in the workplace?



Safety Programs and Policies

Prioritizing safety programs and policies helps promote a healthy work culture. It ensures you are taking the right steps to reducing occupational illness and injury. Frequently training all employees on safety practices reinforces the importance and adoption of a comprehensive safety program. Leaders address safety across hazard assessments, violence prevention programs, and emergency preparedness.

Impact Questions:

- Has your organization made extensive efforts to ensure the safety of employees by addressing:
 - Eliminating hazardous materials
 - Creating an accident prevention plan
 - Employing a safety manager or dedicating staff to a safety committee
 - Implementing a Return-To-Work modified duty policy
 - Conducting ergonomic assessments



Engagement

Engagement in the form of consistent communication, inclusiveness, and program reach is essential. It ensures employees have the information and accessibility they need to successfully participate in a workplace health and safety program. This includes addressing the diversity of your workforce when you design and implement health and safety.

Impact Questions:

- Does your organization communicate the importance of health and safety to employees through a variety of channels including:
 - Company/employee meetings
 - Via email, newsletters, posters, flyers or social media platforms
 - Regular company status reports
 - Does your organization offer incentives to promote employee participation?



Evaluation

Evaluation allows organizations to determine the success of specific policies, programs and activities, while also measuring the impact of the workplace health and safety program as a whole. This allows organizations to determine what is working, what is not, and what new goals can be created for the future.

Impact Questions:

- Is your organization using multiple channels to evaluate the success of your workplace health and safety program such as:
 - Satisfaction and participation data
 - Employee health risk data
 - Employee morale and engagement data
 - Quality of life data
 - Healthcare utilization and cost data
- Is your organization using these measures to effectively improve your workplace health and safety program from year to year?

General requirements your workplace has met as a Certified Healthy Workplace Leader:

- Leaders are role models for prioritizing health, safety and work-life balance
- Leaders hold managers and supervisors accountable for supporting health, safety, and well-being
- Your organization offers comprehensive benefits including health insurance, workers' compensation, and paid time off (PTO) for days or hours due to illness or vacation.
- Your organization is using employee surveys to determine needs for health and safety
- Your organization is integrating health promotion and safety
- Your organization has a policy that bans tobacco or nicotine use on company property
- Your organization is addressing mental and behavioral health
- Your organization is addressing stress management
- Your organization is addressing the needs of working families
- Your organization has a violence and harassment prevention training and/or policy
- Your organization has taken steps to prevent chronic injuries and musculoskeletal disorders
- Your organization has developed a plan for disaster and emergency preparedness
- Your organization communicates with employees about health and safety through trainings and/or employee evaluations (E.g. During on-boarding, Performance reviews, etc.)
- Your organization includes off-site workers in health and safety programs, policies and activities, if applicable
- Your organization offers health and safety benefits to domestic partners, spouses, dependents, part-time and seasonal workers
- Your organization is addressing inclusion and diversity including cultural and language
- Your organization engages and/or invests in health and safety initiatives in your community

The Health Links Resource Center ([/resource-center](#)) can guide you to programs that can further advance your program and ensure that you meet all requirements for certification.