

# Healthy Workplace Assessment



Our quick Assessment is the first step toward becoming a Certified Healthy Workplace™ and promoting Total Worker Health® throughout your organization. The Assessment helps you measure your organization's progress based on six benchmarks:

- **Organizational Supports:** How well do your leaders support team members' health and safety and what resources are dedicated to promoting health and safety?
- **Workplace Assessment:** What types of activities does your organization complete to understand team members' needs and interests in terms of health and safety?
- **Health Programs and Policies:** What types of programs and policies does your organization have in place to support and encourage health and well-being?
- **Safety Programs and Policies:** What types of programs and policies does your organization have in place to promote workplace safety?
- **Engagement:** To what degree are team members aware of and engaged in health and safety practices at your organization?
- **Evaluation:** What steps does your organization take to measure the impact of health and safety initiatives?



## Employer Demographics

### Location

Organization Name

Website

Phone Number

Address 1

Address 2

City

State

Zip Code

### Contacts

Primary Contact Name

Secondary Contact Name

Primary Contact Position

Secondary Contact Position

Primary Contact Phone

Secondary Contact Phone

Primary Contact Email

Secondary Contact Email

### Number of Employees

Total including full time, part time, & contractors

Part time (less than 50% time)



Full time (more than 50% time)

Contingent Workers (e.g. Contracted, Temporary, Seasonal, Freelance, Consultants)

### Number of Employees by Gender

Female

Nonbinary

Male

### Number of Employees by Age

<21 years of age

50-65 years of age

21-29 years of age

>65 years of age

30-49 years of age

### Description

What industry does your organization identify with?

- |  |   |
|--|---|
| <input type="radio"/> Accommodation and food service     | <input type="radio"/> Health care   |
| <input type="radio"/> Administration and support         | <input type="radio"/> Information technology                                |
| <input type="radio"/> Agriculture                        | <input type="radio"/> Manufacturing   |
| <input type="radio"/> Art, entertainment, and recreation | <input type="radio"/> Outdoor industry (private company/brand)              |
| <input type="radio"/> Construction                       | <input type="radio"/> Outdoor industry (non-profit, conservation, advocacy) |
| <input type="radio"/> Education                          | <input type="radio"/> Retail and wholesale                                  |
| <input type="radio"/> Government                         | <input type="radio"/> Transportation  |



Is your business at least 51% owned, controlled, and actively managed by any of the following?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Minority Person(s) | <input type="checkbox"/> Woman/Women        | <input type="checkbox"/> LGBTQ(s)          |
| <input type="checkbox"/> Veteran(s)         | <input type="checkbox"/> Disabled Person(s) | <input type="checkbox"/> None of the Above |

### Motivation for organizational commitment to health and safety.

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

- |  |   |
|--|---|
| <input type="checkbox"/> To improve the health of our employees and their families | <input type="checkbox"/> To decrease absenteeism        |
| <input type="checkbox"/> To improve employee morale                                | <input type="checkbox"/> To increase employee retention |
| <input type="checkbox"/> To enhance productivity                                   | <input type="checkbox"/> Other:                         |
| <input type="checkbox"/> To contain costs  | <input type="text"/>                                    |

## 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 communicate 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, etc. (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 an 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 champions(s)?

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

- 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?

This includes informal policies for “unlimited leave or vacation.”

- Yes, fully insured
- No, not currently
- Yes, self-insured
- 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 offer paid parental leave, separate from any accrued sick leave, annual leave, or vacation time?

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



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.

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

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 exist, 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

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Employee Survey                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Health Risk Assessment                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Physical Worksite Assessment                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Health Screening                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Causes of Job Absence                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Disability Claims                               |
| <input type="checkbox"/> | <input type="checkbox"/> | Healthcare Claims & Costs                       |
| <input type="checkbox"/> | <input type="checkbox"/> | Causes of Injuries and Accidents                |
| <input type="checkbox"/> | <input type="checkbox"/> | Workers' Compensation Claims & Costs            |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (please specify):<br><input type="text"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | 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?

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

- Yes  
 No



## Health Policies and Programs

How do you support the health and well-being of your employees? (Check all main categories and subcategories 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, 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 beverage 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 use, 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?

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

- Yes
- 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 a written accident prevention plan
- Other:
- We have not currently done any of these

Do you have a written safety policy?

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."

- 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?

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.

- 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?

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.

- Yes
- No

## 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

Do your policies and activities include employees who work offsite? (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, select "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?

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.

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?

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

- 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?

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

- 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

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"/>



Health Links is a mentoring program that champions health and safety at work. We offer evidence-based Healthy Workplace Certification and advising services to help organizations and their team members achieve Total Worker Health<sup>®</sup>.

As a program based in the Center for Health, Work & Environment at the Colorado School of Public Health, our deep experience as researchers and industry trailblazers informs everything we do for you.

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