

Wellness@Work Assessment Tool

Found electronically at www.wellnessatworkoregon.org

Developed by the Oregon Health Authority, Public Health Division (2011)

Assessment Questions: Be Tobacco Free

Does your worksite:

1. ...prohibit smoking in the workplace?
2. ...prohibit the use of smokeless tobacco inside the workplace?
3. ...prohibit smoking and the use of smokeless tobacco at any time outside on your campus?
4. ...limit outdoor smoking to designated areas?
5. ...have a smokefree zone farther than the 10-foot minimum required by law?
6. ...have a written policy that creates a 100 percent tobacco-free campus?
7. ...have a written policy reinforcing Oregon's Indoor Clean Air Act?
8. ...communicate the requirements of Oregon's Indoor Clean Air Act to employees and the public?
9. ...provide insurance coverage or services to help people quit tobacco?
- 10....promote the benefits or services you offer to help employees quit tobacco?
- 11....refer employees who use tobacco to programs or resources to help them quit?
- 12....ban the onsite sale of tobacco products
- 13....ban the advertisement of tobacco products?

Assessment Questions: Move More

Does your worksite:

1. ...provide an onsite gym, fitness center, physical activity class(es)?
2. ...have a safe outdoor area where employees can walk or be physically active?
3. ...designate a walking path on or near building property?
4. ...provide a changing room or locker room with showers?
5. ...support clubs or groups to encourage employee physical activity?
6. ...provide a subsidized membership to a local fitness facility?
7. ...have stairs that employees can use for exercise or physical activity?
8. ...promote stairwell use to encourage physical activity?
9. ...implement activity breaks for meetings that are longer than one hour?
- 10....provide flexible work arrangements for employees to engage in physical activity?
- 11....provide incentives to employees who take public transit to and from work?
- 12....provide bicycle parking for employees?
- 13....make it easy to walk or bike to public transportation within one mile?

Assessment Questions: Eat Well

Does your worksite:

1. ...make clean drinking water available for employees?
2. ...provide refrigerator access for employees?
3. ...provide microwave access for employees?
4. ...offer healthy options if food or beverages are served at staff meetings?

5. ...offer healthy food and beverages at company-sponsored meetings and events?
6. ...offer onsite purchase of food and beverages for employees?
7. ...offer healthy food and beverage options in vending machines?
8. ...offer healthy food and beverage options in cafeterias?
9. ...offer healthy food and beverage options in other onsite food venues?
- 10....provide appropriate portion sizes in onsite cafeteria and food venues?
- 11....provide nutritional information on cafeteria or food service menus?
- 12....require that onsite food venues use healthy food preparation and cooking methods?
- 13....lower the price of healthy food and beverage options or increase the price of less healthy options?
- 14....offer increased access to locally grown fruits, vegetables and produce?
- 15....promote the healthy food and beverages available for employee purchase?
- 16....have written policies to increase the availability of healthy food and beverages for employees?
17. ...offer and accept only healthy foods when food is used for fundraising?

Assessment Questions: Take Charge of Your Health

Does your worksite:

1. ...offer annual health risk appraisals for employees?
2. ...cover screenings for chronic disease in employee health benefits?
3. ...offer onsite screening to help identify chronic diseases and risk factors?
4. ...refer employees with known chronic diseases for free or discounted evidencebased disease self-management classes?
5. ...promote screenings for chronic disease and risk factors?
6. ...provide health coaching and education to employees to help address chronic diseases and related risk factors?
7. ...provide insurance coverage or services to help people quit tobacco?
8. ...provide employee insurance coverage or other financial support for an evidencebased weight loss program?
9. ...provide vaccination clinics?
- 10....offer paid time off or allow use of flex-time or sick leave so employees can attend health promotion or self-management programs or classes?
- 11....promote the benefits and services you offer to prevent and manage chronic disease?
- 12....provide a clean, private place where employees can check their blood sugar or monitor their blood pressure?
- 13....have a written plan for emergency response to medical events?
- 14....train employees to recognize the signs and symptoms of heart attacks and strokes?
- 15....train employees on the importance of immediately calling 9-1-1 when someone is having a heart attack or stroke?
- 16....provide emergency training in CPR and/or automatic external defibrillators?
- 17....post signs within your workplace to describe the signs and symptoms of heart attack and stroke and the importance of dialing 9-1-1?

- 18....provide access to one or more automatic external defibrillator?
- 19....have a policy to reduce exposure to substances that trigger asthma or cause allergic reactions?

Assessment Questions: Build a Culture of Health

Does your organization:

1. ...have visible top leadership support for creating a culture of wellness?
2. ...include in its mission a commitment to employee health and well-being?
3. ...have an overall written wellness policy and plan?
4. ...have performance objectives on employee health and wellness?
5. ...have a wellness or safety committee?
6. ...provide incentives to employees who participate in wellness activities, including completing health risk assessments?
7. ...collect data to plan a worksite wellness program?
8. ...have a worksite wellness program?
9. ...have staff dedicated to coordinate your worksite wellness program?
- 10....dedicate financial resources to support worksite wellness program implementation?
- 11....ask employees for feedback about your worksite wellness programs?
- 12....evaluate your worksite wellness programs?
- 13....monitor whether your worksite wellness efforts affect outcomes?
- 14....share success stories of your worksite wellness program to inspire others?
- 15....work with other employers or associations to promote health and wellness for the broader community?
- 16....advocate for public policies that promote community wellness?
- 17....directly support community-wide physical activity opportunities?
- 18....provide employees with a health insurance plan?
- 19....provide dental benefits?
- 20....provide vision benefits?
- 21....provide behavioral health benefits?
- 22....provide behavioral health benefits?

Assessment Questions: Breastfeeding Friendly Workplace

Does your organization:

1. ...provide time and private space for nursing mothers to express breast milk, according to Oregon's Rest Periods for Expression of Milk Law?
2. ...communicate the requirements of the law to your employees?
3. ...have a written policy reinforcing Oregon's Rest Periods for Expression of Milk Law?
4. ...provide access to safe storage for breast milk?
5. ...provide flexible work arrangements for employees to continue breastfeeding?
6. ...provide other accommodations for breastfeeding employees?
7. ...provide insurance coverage or services to access a lactation specialist?
8. ...refer breastfeeding employees to resources to help them continue breastfeeding?
9. ...promote the benefits and services you offer to help mothers continue breastfeeding?

10...offer paid time off, use of flex time, or leave so employees can attend breastfeeding programs or classes?