Internal Wellness Program Plan

Goals:

1. A more energetic and vibrant workplace culture
2. Provide resources and incentive for Employees to improve their health
3. Foster an environment for personal growth and challenge
4. Reduce Health Claims
5. Target Current Health Risk Factors-identified by group data analysis

Step 1:

- Analysis of Current Wellness Initiatives & Workplace Culture (Policy & Environment Survey)
- Employee Wellness Program Interest Survey
    - Learn what wellness issues are of interest (Nutrition, Stress Management, Physical Activity, Smoking Cessation, Financial Stress, Work/Life Balance)
    - Gauge interest in wellness committee
    - Gauge interest in various wellness initiatives
- Health Risk Assessment completed by each Employee
    - Results will show what risk factors are among employees
    - Helps form basis of what program should target
- Analyze claims data, sick days, turnover
    - Data provides more detail of risk factors

Step 2:

- Employee Wellness Program Interest Survey will provide interest in wellness committee
- Create Wellness Committee
- Discuss findings of Step 1.

Step 3:

- Develop program that enhances current culture strengths
- Develop program that targets weaknesses revealed by Step 1
- Programs should include:
    - Budget
    - Timeline
    - Evaluation Plan Participation
    - Evaluation Plan of Target Goals including ROI

Policy and Environment Survey

Assessment of current environment and opportunities within environment (Controllable factor)

Part 1: Food Equipment/Options

- Analysis of Kitchen Facilities: Are employees able to prepare healthy options?
- Have employees had an opportunity to be exposed to Nutrition/Dietician info sessions?
- Has communication been provided on healthy eating, as well as healthy eating plans that are better for certain health conditions?

Part 2: Physical Activity

- Is there a policy encouraging physical activity during the day?
- Does the worksite have a safe place for walking or other exercise on-site or nearby?
- Does the worksite sponsor any physical activities, teams or clubs?
- Has information on physical activity been provided to employees in the past year?
- Does the worksite have any place for employees to reduce physical and mental stress for the workday?
- Has any activity been provided for dealing with significant changes in the worksite in the past two years? Significant changes include, management change, high turnover/loss, changes in work conditions.
- Has any program or material for managing stress been provided at your worksite in the past year? Class for supervisors, relaxation techniques, communication skills, time management.

Part 3: Smoking

- Are smoking cessation support programs available?
- Has any information been provided on the health effects of smoking in the past year?

Part 4: Workplace Safety

- Are there written policies pertaining to workplace safety?
- Are annual/regular safety training sessions held?
- First Aid Kits –verified on a timely basis
- First Aid trained personnel
- Is there a system in place to report and correct safety concerns?

Part 5: Work Life Balance

- Are there written policies pertaining to work/life balance?

Part 6: Workplace Communication

- What methods of communication are used? Newsletter, Email, Bulletin Boards, Direct Communication, Other.
- Is there adequate communication strategy in place for wellness initiatives, and business changes?