

# Saving Dollars

and

# Making Sense

A Comprehensive Guide  
to Workforce Health Promotion

Inside front cover

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to Workforce Health Promotion**

# Prevention Makes Sense

**A**s the cost of health care continues to rise, private businesses are seeing their profits consumed by higher insurance premiums and individual claims costs. Business leaders are searching for solutions.

Many are turning to workforce health promotion programs to help employees develop healthy behaviors and lower their risk of developing a chronic disease. According to the Wellness Councils of America, more than 81% of businesses with 50 or more employees have some form of health promotion program. And, there is evidence that many wellness programs work. A review of 73 published studies of worksite health promotion programs showed an average \$3.50 to \$1 savings-to-cost ratio in reduced absenteeism and health care costs.<sup>1</sup>

Having a healthier workforce will lower direct costs like insurance premiums and worker's compensation claims. It will also positively impact many indirect costs such as absenteeism and low worker productivity. However, not all wellness programs can deliver the needed impact and show only a marginal return on investment. To sufficiently improve the health of their employees, businesses need to change the environment and culture in which their employees work by implementing a comprehensive workforce health promotion program.

Healthy People 2010, a national framework for health promotion developed by the U.S. Department of Health and Human Services, defines a comprehensive workforce health promotion program as containing the following elements:

- 1. Individual health education that focuses on skill development and lifestyle behavior change**
- 2. Supportive social and physical work environments, including established norms for healthy behavior and policies that promote health and reduce the risk of disease**
- 3. Integration of the worksite program into the organization's administrative structure**
- 4. Related programs, such as employee assistance programs**
- 5. Screening programs, preferably linked to medical care service delivery to ensure follow-up and appropriate treatment as necessary and to encourage adherence**

*Saving Dollars and Making Sense* is a step-by-step guide that will help your business implement a comprehensive workforce health promotion program and will ultimately help keep your health care costs under control. This guide will help you give your employees the knowledge and skills they need to adopt healthy behaviors and take an active role in managing their health care. It will also provide you with tools to create a work environment that supports those who choose to live a healthy lifestyle.

*Saving Dollars and Making Sense* has three components: the Management Guide, the Committee Guide, and the Prevention and Disease Management Toolkits. The Management Guide takes you through the initial steps of setting up your program. It will help your management team understand its role in employee wellness, as well as the role of each employee in managing his/her own health. The Committee Guide is for an employee wellness committee and it provides the basics on committee development and planning. It includes ready-made resources such as meeting agendas, action plan templates and employee interest surveys. The Prevention and Disease Management Toolkits provide ready-made programs, ideas for creating a healthier work environment, sample policies, and additional resources available from organizations across North Carolina and nationwide. These toolkits contain information and programs that will be useful to the management team and a worksite wellness committee. The *Saving Dollars and Making Sense* Management Guide, the Committee Guide, and the Prevention and Disease Management Toolkits are available online at [www.EatSmartMoveMoreNC.com](http://www.EatSmartMoveMoreNC.com).

## Still Not Convinced?

A meta-review of 42 published studies of workforce health promotion programs showed:<sup>2</sup>

- Average 28% reduction in sick leave absenteeism.
- Average 26% reduction in health costs.
- Average 30% reduction in workers' compensation and disability management claims costs.

*To sufficiently improve the health of employees, businesses need to change the work environment and culture through a comprehensive workforce health promotion program.*

# Getting Started with Workforce Health

1. **Create a 2-3 person workgroup made up of the management to do the initial organization of the program.**
2. **Assess the current status of any programs or policies already in place at your worksite (Appendix A).**
3. **Use the assessment results to develop an action plan for the implementation of your program and develop a budget (Appendix B).**
4. **Create a worksite wellness committee to:**
  - **market the plan and program to employees**
  - **monitor progress and make necessary changes**

## Role of the Management Team:

- Create a supportive work environment and implement policies that make adopting healthy behaviors the easy choice for your employees.
- Participate in wellness activities.
- Provide the wellness committee with the resources needed to develop and implement effective programs.
- Ensure that employees have access to health care.

## INITIAL WORKGROUP AND ASSESSMENT

Making your wellness program an integral part of the company culture will ensure the investment you make today lasts for years to come. Appoint two to three people from your management team to initiate and develop the structure of the program. Try to pull managers from different sections of the company. The human resources manager will be valuable to have on this team. The people in this workgroup do not have to be health professionals, or even know a lot about wellness. They do need to be enthusiastic about helping their fellow employees.

This initial workgroup will set the framework for the program. They should first assess the resources, policies, and benefits already available for the employees, and determine if there are gaps. Appendix A will help the workgroup conduct this assessment, and Appendix B will help them organize the results. The workgroup will need at least a month to complete the survey and analyze the information.

Once the group has the results, they can prioritize the steps needed and develop an action plan for the program implementation. Be sure to include a budget in the action plan for the first year.

There are a few strategies that, when implemented, will go a long way to ensure the success of the program: creation of a wellness committee, development of a plan to market the program to your employees, and establishment of a system to monitor and update the program. Think of these strategies as a foundation upon which you will build your entire wellness program. Take the time to create a strong framework.

## WORKSITE WELLNESS COMMITTEE

Creating a wellness committee will bring the health promotion program closer to the employees and distribute the workload. Recruit 6-12 people, depending on the size of your business, to be on your wellness committee. At least one of the original workgroup members should stay on the wellness committee. The committee should be diverse, including administrative assistants, custodial staff, production employees and managers. Your employees have a diverse range of needs and these needs will be best met when there is a voice for them on the wellness committee. The Committee Guide has all of the resources they will need to get started. Make this one of the first items on the action plan.

## MARKETING THE HEALTH PROMOTION PROGRAM

No program is going to be successful if the employees do not utilize it. The program needs a name, something catchy and fun, and a mission. Try to tie it in with your company's mission. Promote the health promotion program through the communication methods normally used by the company. Encourage the wellness committee to plan a kickoff event. Whatever you do, make sure to communicate the company's strong commitment to the program and the health of all employees.

## MONITORING PROGRESS

The action plans developed by the initial workgroup and the wellness committee will form the basic framework for evaluation. Set up an evaluation plan early to monitor the progress of your program. This will keep it strong and effective throughout the years. The first year will likely be challenging as you put your program together, so be willing to make changes and ask for help when you need it. The action plan is there to guide you, but will always be a document in progress. Change it when needed. The additional resources in each of the Prevention and Disease Management Toolkits and in the Committee Guide provide direction for additional health promotion program planning.

The success of the program will depend on everyone doing their part. It starts with the management team, but ultimately each individual employee will make the choice to live a healthier life.

### Role of the Wellness Committee:

- Develop and implement group and individual activities to support employees who want to adopt healthy behaviors.
- Gain support for the wellness program from their co-workers and encourage participation.
- Promote programs, policies and environments that support healthy living.

### Role of the Employees:

- Attend wellness activities.
- Adopt healthier behaviors.
- Encourage and support co-workers.
- Let the management team and the wellness committee know what is needed to support healthy behaviors.

# Prevention Strategies for Employee Health

## BEST POLICIES AND PRACTICES FOR

### Eating Smart in the Workplace

The food we eat affects our physical and mental well-being. The role of good nutrition in the prevention of chronic disease has been thoroughly studied and shown to be significant. Healthy eating can help to prevent several chronic diseases and conditions including heart disease, stroke, some cancers, diabetes, high blood pressure, arthritis, osteoporosis and depression.

Healthy eating can reduce employees' risk of heart disease, some cancers, diabetes and osteoporosis. Foods high in nutrients and low in calories can help employees to manage weight and work toward a healthy weight to reduce the risk of type II diabetes. Healthy food choices can help manage blood pressure and reduce the risks associated with high blood pressure, such as stroke and kidney disease.

**Want More Information?** [www.EatSmartMoveMoreNC.com](http://www.EatSmartMoveMoreNC.com)

## BEST POLICIES AND PRACTICES FOR

### Moving More in the Workplace

Historically, physical activity occurred as a part of daily living through household chores and recreational pursuits. However, our lifestyles have changed over the past decades. Labor-saving devices, such as the automobile and remote control, have replaced a more active way of living. Modern conveniences have contributed to a sedentary lifestyle and a concurrent increase in chronic disease. Creating or enhancing access to places for physical activity, combined with informational outreach, is effective in increasing levels of physical activity. In addition to increasing fitness and helping employees maintain a healthy weight, increasing physical activity can reduce medical costs for your organization.<sup>3</sup> According to the Centers for Disease Control and Prevention (CDC), adults should engage in moderate-intensity physical activity for 30 minutes a day, most days of the week.

**Want More Information?** [www.EatSmartMoveMoreNC.com](http://www.EatSmartMoveMoreNC.com)

#### Employers Can:

- Offer local fruits and vegetables at the worksite (i.e. worksite farmers' market or community-supported agriculture drop-off point).
- Provide protected time and dedicated space away from the work area for breaks and lunch.
- Make kitchen equipment (i.e. refrigerator, microwave, stove) available to employees.

#### Employers Can:

- Offer flexible work hours to allow for physical activity during the day.
- Support physical activity breaks during the workday, such as stretching or walking.
- Host walk-and-talk meetings.
- Allow maximum access to recreation facilities, or offer on-site fitness opportunities.
- Offer and encourage participation in after work recreation or sports leagues.
- Provide cash incentives or reduced insurance costs for participation in physical activity.
- Provide shower and/or changing facilities onsite.
- Provide outdoor exercise areas such as field and trails for employee use.
- Provide bicycle racks in safe, convenient, and accessible locations.
- Use the Move More Walking Map Guide to create a safe route on or around the worksite, found at [www.eatsmartmovemorenc.com](http://www.eatsmartmovemorenc.com).

## BEST POLICIES AND PRACTICES FOR Quitting Tobacco in the Workplace

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Increased adoption, communication and enforcement of tobacco-free policies by worksites can help to protect the health of employees and also provide a supportive environment for employees who want to quit. There is no known safe level of secondhand smoke exposure, and evidence suggests that even short-term exposure may increase the risk of experiencing a heart attack among non-smokers at risk for heart disease.

### Why Should Your Workplace Go Tobacco-Free?

#### INCREASE PRODUCTIVITY

A tobacco-free workplace enhances productivity by reducing the health effects of secondhand smoke on nonsmokers. It also encourages tobacco users to quit using tobacco.

#### REDUCE MEDICAL COSTS

A smoker who quits could save his or her employer an estimated \$1,429 in excess illness costs each year. People who quit smoking before age 65 are estimated to save from 45% to 67% of the lifetime excess medical costs of people who continue to smoke.<sup>4</sup>

**Want More Information?** [www.quitnownc.org/businesses.asp](http://www.quitnownc.org/businesses.asp)

*According to Quit Now NC, the number one reason people quit the use of tobacco is because their worksite goes tobacco-free. As an employer, you have the power to establish and enforce a policy to make your buildings, campus, and parking lots tobacco-free.*

## BEST POLICIES IN Supporting Breastfeeding

### Employers benefit from supporting breastfeeding

New mothers who wish to breastfeed need support in order to be successful. A major benefit for you, as an employer, is that babies who are breastfed are generally healthier babies, and healthier babies result in mothers missing less time from work.

Additional benefits of breastfeeding support that may positively impact your business's bottom line include:<sup>5</sup>

- Higher job productivity, employee satisfaction and morale
- Lower health care costs associated with healthier breastfed infants
- Reduced staff turnover rate and loss of skilled workers after the birth of a child

#### Want More Information?

[www.usbreastfeeding.org/Issue-Papers/Workplace.pdf](http://www.usbreastfeeding.org/Issue-Papers/Workplace.pdf)

[www.nutritionnc.com/breastfeeding/PDFS/bf-stateplanFINAL.pdf](http://www.nutritionnc.com/breastfeeding/PDFS/bf-stateplanFINAL.pdf)

## BEST POLICIES AND PRACTICES FOR Managing Stress in the Workplace

### What are the consequences of negative stress?

Stress can cause the following reactions:

- **Behavioral**—may include alcohol or drug abuse, accidents, violence, and eating disorders.
- **Psychological**—may include family problems, sleep disturbance, depression, burnout syndrome.
- **Medical**—may include heart disease, stroke, headache, cancer.

#### Want More Information?

[www.ccohs.ca/oshanswers/psychosocial/stress.html](http://www.ccohs.ca/oshanswers/psychosocial/stress.html)

#### Employers Can:

- Allow breaks, flexible work hours, and part-time work or job sharing.
- Offer a private place that is comfortable and clean so that mothers can express their milk during work hours.
- Provide a small refrigerator for safe storage of milk.

#### Employers Can:

- Allow breaks and flexible work hours for employees to engage in physical activity, such as walking breaks.
- Identify a break area at the worksite where employees can “de-stress.”
- Encourage recreational/ social gatherings to improve employee morale.

#### The long-term effects of negative stress are:

- Exhaustion
- Weakened immune system
- Poor work performance and absenteeism

# Disease Management

## Arthritis

One in four (27%) adults in North Carolina has been diagnosed with arthritis. Even more (38%) experience arthritis symptoms, such as pain, aching and stiffness in or around a joint.<sup>6</sup> A disease that affects a quarter of the population is likely to be seen in any given workplace. There is no cure for arthritis, but there are many strategies to help manage it. An employer who knows these strategies will be better equipped to support employees who have arthritis.

### Want More Information?

North Carolina Arthritis Program  
[www.ncarthritis.com](http://www.ncarthritis.com)

### Employers Can:

- Implement policies to improve communication related to arthritis and its impact on employee health.
- Offer physical workspace improvements to employees.
- Inform employees of the process by which they may request assistive devices and equipment to improve physical workstation environment (lumbar supports, wrist rests, etc.).

## Asthma

Occupational asthma—asthma triggered by exposure to allergens or toxins at work—is a common condition with long-term financial and quality-of-life costs. Asthma affects more than 10 million Americans and is a leading cause of lost productivity at work. It accounts for 3 million lost workdays each year and over \$1 billion in health care costs.<sup>7</sup>

Early detection, treatment and prevention of asthma are important for the health of your employees. According to the American Academy of Allergy Asthma and Immunology, “Many workers with persistent asthma symptoms caused by substances in the workplace are incorrectly diagnosed as having bronchitis. If occupational asthma is not correctly diagnosed early, and the worker protected or removed from the exposure, permanent lung changes may occur and asthma symptoms may persist even without exposure.”

### Want More Information?

[www.osha-slc.gov/SLTC/occupationalasthma/index.html](http://www.osha-slc.gov/SLTC/occupationalasthma/index.html)

### Employers Can:

- Provide masks and appropriate clothing to protect employees from chemicals or other irritants.
- Regularly test the work environment for harmful irritants.

# Cancer

Cancer is the second leading cause of death in America, exceeded only by heart disease.<sup>8</sup>

## LUNG CANCER

- Lung cancer is the leading cancer to cause death in both men and women and is often the most preventable.<sup>9</sup>
- Smoking is the leading cause of lung cancer in the United States. It is estimated that 90% of lung cancer cases are caused by smoking. Other causes include radon, asbestos and air pollution.<sup>9</sup>

## BREAST CANCER

- Breast cancer is the second leading cause of cancer death in women, exceeded only by lung cancer.<sup>8</sup>

## COLORECTAL CANCER

- Colorectal cancer is the third most common cancer among both men and women.<sup>8</sup>

## CERVICAL CANCER

- Half of all women who are newly diagnosed are under the age of 47.<sup>10</sup>

## Financial Costs of Cancer

- One year of colorectal cancer treatment costs about \$34,989 per individual compared to \$600 for a colonoscopy.<sup>11</sup>
- One year of breast cancer treatment costs on average \$33,000 per individual compared to a mammogram that generally costs between \$50-150.<sup>10</sup>
- One year of cervical cancer treatment costs about \$33,000 per individual compared to the cost of screening that costs between \$120-\$140.<sup>10</sup>

### Want More Information?

American Cancer Society  
1-800-ACS-2345  
[www.cancer.org](http://www.cancer.org)

### Employers Can:

- Include annual check-ups and annual screenings in health coverage.
- Provide a smoke-free environment at the workplace.
- Have on-site mobile mammography screenings.

*Breast, colorectal and cervical cancers accounted for nearly a fifth of all U.S. cancer deaths in 2001.<sup>8</sup> Screening for colorectal, breast and cervical cancers can reduce illness and death through early detection of cancers and pre-cancers.*

# Diabetes

Many people are at increased risk for developing type II diabetes because of risk factors such as age, weight, and sedentary lifestyle. People with diabetes are two to four times more likely to develop heart disease or have a stroke. Nationally, estimated total medical expenditures in 2002 incurred by persons with type I or type II diabetes were \$13,243 per capita per year, versus \$2,560 for persons without diabetes.<sup>12</sup>

## Want More Information?

Supervisor's Guide to Diabetes

[www.alliancehealthcoop.com/diabetes/Environment.htm](http://www.alliancehealthcoop.com/diabetes/Environment.htm)

Diabetes At Work Program

[www.DiabetesAtWork.org](http://www.DiabetesAtWork.org)

## Insurance Plans: The Asheville Project

Significant reductions in blood pressure have been gained among employees receiving medication therapy management counseling from pharmacists. *The Asheville Project* utilizes the expertise and counseling experience of licensed pharmacists to help individuals set personal goals to improve their health behaviors. The pharmacists also help the patients better understand their medications and the need for compliance.

*The Asheville Project* is a prime example of how a worksite can positively impact the bottom line while improving employees' health. Ten years of data shows that this model program saves the worksite an average of \$1600-\$3200/person/year. The data also show a 50% reduction in sick days and zero workers compensation claims for municipal employees.

## Employers Can:

- Offer benefits through health insurance coverage that will cover medications to treat diabetes.
- Provide health screening to identify risks for diabetes
  1. Provide blood pressure screening (annually).
  2. Provide vision screening and foot check (annually).
  3. Provide glucose screening (annually).
  4. Provide Hemoglobin A1c screening (quarterly).
- Offer free or reduced prescription drugs and pharmaceutical counseling. (See *The Asheville Project*)

## Heart Disease and Stroke

Heart disease and stroke have an enormous economic impact on direct and indirect costs of a corporation. Lost productivity due to morbidity and mortality is often more than the direct medical costs. Stroke is a leading cause of death, premature death, and morbidity in North Carolina. Fourteen percent of people who die of stroke are less than 65 years of age. Stroke is also a major cause of hospitalizations; \$27,092 in 2004. Total hospital charges rose from \$290 million in 1999 to nearly \$445 million in 2004 and average charges per stay for the same period rose from \$10,820 to \$16,419.<sup>13</sup>

Stroke and the associated risk factors for stroke such as hypertension, diabetes and high cholesterol decrease worker productivity and increase sick leave. In particular, workers need to focus on controlling their blood pressure and cholesterol. Examples of effective primary prevention strategies include exercise, healthy eating and tobacco cessation.

### Want More Information?

Start With Your Heart

[www.startwithyourheart.com](http://www.startwithyourheart.com)

Tri-State Stroke Network

[www.tristatestrokenetwork.org](http://www.tristatestrokenetwork.org)

### Employers Can:

- Have a defibrillator on-site and provide training for an employee on how to use it.
- Provide incentives for employees to control their blood pressure and cholesterol.

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## APPENDIX A. WORKFORCE HEALTH PROMOTION CHECKLIST

General Workforce Health Promotion Programs			
Policy Support	Yes	No	Comments
Does your company have a position dedicated to workforce health promotion?			
Is workforce health promotion included in any employee work plan?			
Is employee health and wellness considered a high priority in the company's business plan?			
Is the management team supportive of individual employee initiatives to adopt healthy behaviors?			
Environmental Support	Yes	No	Comments
Does your company have an active worksite wellness committee?			
Does your company provide resources for wellness/health related activities for the employees?			
Does your company work with members of the community including the health department, schools, volunteer organizations and health care organizations to develop wellness activities and opportunities for the employees?			
Health Insurance and Screenings			
Policy Support	Yes	No	Comments
Do employees have access to adequate and affordable health care?			
Is there a policy in place that ensures all employees have equal access to health insurance and screenings offered by or through the company?			
Is there a policy in place that ensures that employees do not face discrimination in the workplace because of health conditions or behaviors?			
Environmental Support	Yes	No	Comments
Are health screenings offered at the workplace?			
Is there onsite health behavioral counseling or preventive health care services available to employees?			
Does the company work with local health care providers to ensure access to adequate health care for all employees?			

<b>Eating Smart</b>			
<b>Policy Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is there a policy regarding serving healthy foods and beverages at meetings?			
Is there a policy regarding healthy foods and beverages that are available in company vending machines?			
Do on-site cafeterias operate under a policy requiring them to adopt healthy cooking practices and serve healthy options according to the Dietary Guidelines for Americans?			
<b>Environmental Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Are there healthy food and beverage options available in the vending machines?			
Are there healthy food and beverage options available in on-site cafeterias?			
Are there healthy food and beverage options available when food is offered at meetings?			
Is there an on-site farmer's market?			
Are all employees ensured a 30-minute meal break?			
Is there clean useable kitchen equipment (i.e. refrigerator, microwave, stove) available to employees?			
<b>Moving More</b>			
<b>Policy Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is there a policy that offers flexible work hours to allow for physical activity during the day?			
<b>Environmental Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the company offer memberships or discounts at local health clubs, recreation centers, or YMCAs?			
Does the company provide an on-site exercise facility?			
Does the company have bicycle racks in safe, convenient, and accessible locations?			
Does the company offer and provide financial support for after work recreation or leagues for all employees?			
Are the stairwells at the worksite clean, attractive, well lit and safe?			

<b>Tobacco Use Cessation</b>			
<b>Policy Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is there an established and enforced policy making your buildings, campus, and parking lots tobacco-free?			
Does your insurance plan provide coverage for tobacco cessation counseling, tobacco cessation prescription medication and nicotine replacement therapy?			
<b>Environmental Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the company provide support for tobacco cessation programs in the workplace?			
<b>Managing Stress</b>			
<b>Policy Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Are all employees aware of the proper channels to express concern about issues in the workplace?			
Does the company insurance plan provide coverage for counseling?			
<b>Environmental Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does your company have a break area at the worksite where employees can take a break from their assigned duty station to de-stress?			
<b>Well Family and Breastfeeding</b>			
<b>Policy Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the company have a policy that allows breaks, flexible work hours, and part-time work or job sharing to accommodate the needs of breastfeeding mothers?			
<b>Environmental Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the company offer a private place that is comfortable, clean and equipped with a small refrigerator so that mothers can express and store their milk during work hours?			
<b>Arthritis</b>			
<b>Policy Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Do all employees know the process by which they may request assistive devices and equipment to improve physical workstation environment?			
<b>Environmental Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Are assistive devices and equipment to improve physical workstation environment available to all employees?			

<b>Asthma</b>			
<b>Policy Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
If your employees are exposed to irritants, such as heavy dusts and chemicals, do you have a policy that all employees must use protective equipment, such as masks?			
<b>Environmental Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Do you provide masks and appropriate clothing to protect your employees if they are exposed to heavy dust, chemicals or other irritants?			
Do you regularly test your work environment for harmful irritants?			
<b>Cancer</b>			
<b>Policy Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Are basic screenings for all types of cancer covered by the company insurance plan?			
Does the company provide extended leave coverage to all employees?			
<b>Environmental Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Are on-site mobile mammography screenings available to all employees?			
<b>Diabetes</b>			
<b>Policy Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does your company provide health screenings to identify risks for diabetes?			
<b>Environmental Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the company promote awareness of diabetes through educational posters and articles?			
<b>Heart Disease and Stroke</b>			
<b>Policy Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Does the company provide incentives for employees to control their blood pressure and cholesterol?			
<b>Environmental Support</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Is there a defibrillator on-site, and is training provided to at least three employees on its use?			

## APPENDIX B. ACTION PLAN

# Worksite Wellness Action Plan

Company Name: \_\_\_\_\_ Year: \_\_\_\_\_

Program Coordinator: \_\_\_\_\_

Other Chairs: \_\_\_\_\_

Action Plan for Period Beginning: \_\_\_\_\_ Period Ended: \_\_\_\_\_

**Mission Statement:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Goal: \_\_\_\_\_

Write one policy  
and one  
environmental  
strategy.

Strategy (policy):

Strategy (environmental):

What steps will you  
need to take to  
achieve your strategy?  
Think about WHO,  
WHEN and WHERE  
questions.

Steps (policy):

Steps (environmental):

How much money will your strategy need? What other resources will you need?

Resources (policy):

Resources (environmental):

How will you evaluate the program? Be sure to look at all of the surveys in the Committee Workbook.

Evaluation (policy):

Evaluation (environmental):

**YEAR-END EVALUATION SUMMARY:**

Employee Satisfaction Survey: \_\_\_\_\_  
\_\_\_\_\_

Policy & Environmental Survey (committee only): \_\_\_\_\_  
\_\_\_\_\_

**RECOMMENDATIONS FROM THE COMMITTEE FOR YEAR # \_\_\_\_\_:**

Successes: \_\_\_\_\_  
\_\_\_\_\_

Lessons Learned and/or Barriers: \_\_\_\_\_  
\_\_\_\_\_

Programs/Activities to continue: \_\_\_\_\_  
\_\_\_\_\_

Programs/Activities to discontinue: \_\_\_\_\_  
\_\_\_\_\_

## APPENDIX C. SCREENINGS FOR WOMEN

Screening Tests for Women	Ages 18-39	Ages 40-49	Ages 50-64	Ages 65 & Older
<b>General Health:</b>				
Full checkup	Yearly	Yearly	Yearly	Yearly
Thyroid test (TSH)	Start at age 35, then every 5 years	Every 5 years	Every 5 years	Every 5 years
<b>Heart Health:</b>				
Blood pressure test	At least every 2 years	At least every 2 years	At least every 2 years	At least every 2 years
Cholesterol Test	Start at age 20, discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.
<b>Diabetes:</b>				
Blood glucose test	Discuss with your doctor or nurse.	Start at age 45, then every 3 years	Every 3 years	Every 3 years
<b>Breast Health:</b>				
Mammogram (x-ray of breast)		Every 1-2 years. Discuss with your doctor or nurse.	Every 1-2 years. Discuss with your doctor or nurse.	Every 1-2 years. Discuss with your doctor or nurse.
<b>Reproductive Health:</b>				
Pap test & pelvic exam	Every 1-3 years if you have been sexually active or are older than 21	Every 1-3 years	Every 1-3 years	Discuss with your doctor or nurse.
<b>Colorectal Health:</b>				
Fecal occult blood test			Yearly	Yearly
Colonoscopy			Every 10 years	Every 10 years
<b>Eye and Ear Health:</b>				
Eye exam	At least one exam from ages 20-29 and at least two exams from ages 30-39.	Every 2-4 years	Every 2-4 years	Every 2-4 years
Hearing test	Starting at age 18, then every 10 years	Every 10 years	Every 3 years	Every 3 years
<b>Skin Health:</b>				
Mole exam	Monthly mole self-exam; by a doctor every 3 years, starting at age 20.	Monthly mole self-exam; by a doctor every year.	Monthly mole self-exam; by a doctor every year.	Monthly mole self-exam; by a doctor every year.
<b>Oral Health:</b>				
Dental exam	One to two times every year	One to two times every year	One to two times every year	One to two times every year
<b>Immunizations:</b>				
Influenza vaccine	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Yearly	Yearly
Pneumococcal vaccine				One time only
Tetanus-diphtheria booster vaccine	Every 10 years	Every 10 years	Every 10 years	Every 10 years
Meningococcal vaccine	Discuss with your doctor or nurse if attending college.			

## APPENDIX D. SCREENINGS FOR MEN

Screening Tests for Men	Ages 18-39	Ages 40-49	Ages 50-64	Ages 65 & Older
<b>General Health:</b>				
Full checkup	Yearly	Yearly	Yearly	Yearly
<b>Heart Health:</b>				
Blood pressure test	At least every 2 years	At least every 2 years	At least every 2 years	At least every 2 years
Cholesterol Test	Start at age 20, discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.
<b>Diabetes:</b>				
Blood glucose test	Discuss with your doctor or nurse.	Start at age 45, then every 3 years	Every 3 years	Every 3 years
<b>Prostate Health:</b>				
Digital Rectal Exam (DRE)		Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.
<b>Reproductive Health:</b>				
Testicular Exam	Monthly self-exam and during general check-up	Monthly self-exam and during general check-up	Monthly self-exam and during general check-up	Monthly self-exam and during general check-up
<b>Colorectal Health:</b>				
Fecal occult blood test			Yearly	Yearly
Colonoscopy			Every 10 years	Every 10 years
<b>Eye and Ear Health:</b>				
Eye exam	At least one exam from ages 20-29 and at least two exams from ages 30-39.	Every 2-4 years	Every 2-4 years	Every 2-4 years
Hearing test	Starting at age 18, then every 10 years	Every 10 years	Every 3 years	Every 3 years
<b>Skin Health:</b>				
Mole exam	Monthly mole self-exam; by a doctor every 3 years, starting at age 20.	Monthly mole self-exam; by a doctor every year.	Monthly mole self-exam; by a doctor every year.	Monthly mole self-exam; by a doctor every year.
<b>Oral Health:</b>				
Dental exam	One to two times every year	One to two times every year	One to two times every year	One to two times every year
<b>Immunizations:</b>				
Influenza vaccine	Discuss with your doctor or nurse.	Discuss with your doctor or nurse.	Yearly	Yearly
Pneumococcal vaccine				One time only
Tetanus-diphtheria booster vaccine	Every 10 years	Every 10 years	Every 10 years	Every 10 years
Meningococcal vaccine	Discuss with your doctor or nurse if attending college.			

These charts list recommended screenings and immunizations for women and men at average risk for most diseases. These are guidelines only. Your health care provider will personalize the timing of each test and immunization to best meet your health care needs. These guidelines are recommended by U.S. Department of Health and Human Services.

*Saving Dollars and Making Sense* is one of the many tools that support Eat Smart, Move More...North Carolina.

Eat Smart, Move More...North Carolina is a statewide movement that promotes increased opportunities for healthy eating and physical activity wherever people live, learn, earn, play and pray.

You can find out more and search resources at [www.EatSmartMoveMoreNC.com](http://www.EatSmartMoveMoreNC.com).

