

# What is the NC HealthSmart Worksite Wellness Toolkit?



**THE NC HEALTHSMART WORKSITE WELLNESS TOOLKIT** is an all-in-one resource for establishing a worksite wellness program for employees that promotes and supports eating healthy, increasing physical activity, quitting the use of tobacco and reducing stress.

It is designed for employees to create wellness committees that promote individual behavior change, as well as policy and environmental changes that support good health for all employees.

The toolkit is organized into five workbooks:

1. *Worksite Wellness Committee Workbook*
2. *Eat Smart*
3. *Move More*
4. *Quit Now*
5. *Manage Stress*

Each of the workbooks, described below, is a comprehensive collection of ready-to-use program materials for promoting worksite wellness.

## **WORKSITE WELLNESS COMMITTEE WORKBOOK**

The key to a successful worksite wellness program is the establishment of an organized and productive worksite wellness committee. This workbook outlines the step-by-step process for establishing and maintaining a wellness committee, defines committee responsibilities and provides ready-to-use meeting agendas, worksite surveys, action plan, program evaluation tools and other resources.

The remaining four (4) resource workbooks each include the following sections:

- *HealthStart* Activity—an activity that includes ready-to-use materials, such as announcements, posters, handouts, etc. This activity focuses on individual behavior change and can be used to “jumpstart” worksite wellness committees’ efforts and program activities that help achieve short-term success for your wellness program.
- Resources for Individuals and Groups
- Resources for Worksite Policies
- Resources for Worksite Environments
- Other Resources

A brief description of each resource workbook follows.



## **EAT SMART**

The food we eat directly and indirectly affects our physical and mental well-being. It is the fuel that keeps our bodies going. A healthy eating pattern can help to prevent several chronic diseases and conditions including heart disease, stroke, some cancers, diabetes, high blood pressure, arthritis, osteoporosis and depression. Furthermore, a balanced diet combined with adequate physical activity helps to achieve energy balance and is the most important factor in maintaining a desirable body weight.

The Eat Smart workbook offers a wide range of resources for individual/group activities, as well as policy and environmental changes that encourage all employees to eat healthy. The appendices provide ready-to-use sample policies, posters, signs, letters, one-page handouts, healthy foods lists, recipes, etc.

## **MOVE MORE**

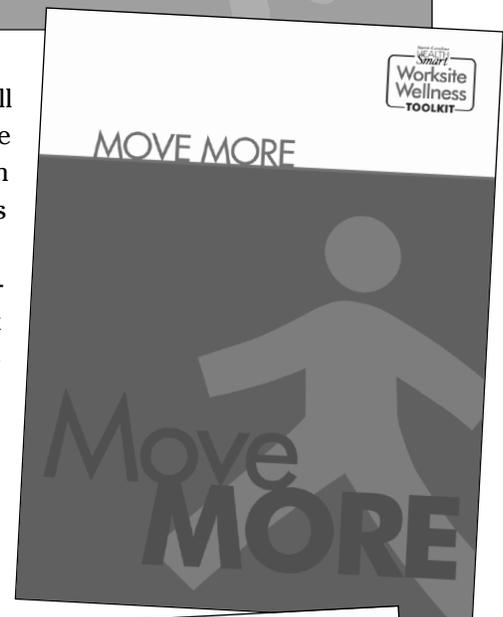
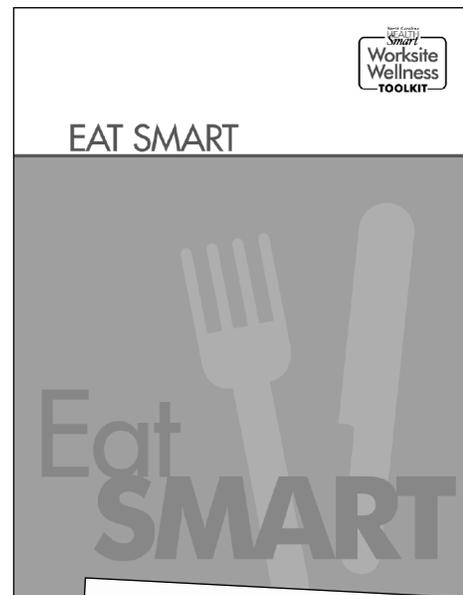
Physical activity helps to enhance the quality of life for people of all ages and abilities. Sedentary individuals can substantially reduce the risk of developing heart disease, diabetes, osteoporosis and colon cancer just by becoming moderately physically active on most days of the week.

A physically active lifestyle can help to reduce the risk of developing heart disease, diabetes and certain cancers. It also reduces heart disease risk factors such as high cholesterol, hypertension and overweight as well as protect against stroke. It helps to build a healthier body by strengthening bones, muscles and joints; aids in reducing depression and anxiety, enhances the response of the immune system, reduces falls among older adults and is associated with fewer hospitalizations, physician visits, and medications. Moreover, physical activity need not be strenuous to be beneficial; people of all ages can benefit from participating in regular, moderate-intensity physical activity, such as 30 minutes of brisk walking on most days of the week.

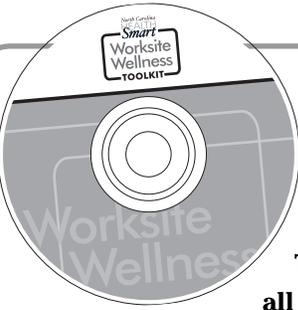
The workbook offers a wide range of resources for individual/group activities, as well as policy and environmental changes that encourage all employees to Move More. The appendices provide ready-to-use sample policies, posters, signs, letters, one-page handouts, questionnaires, sign-in sheets, pledge card, walking log, etc.

## **QUIT NOW**

Tobacco use is the number one preventable cause of death in the United States. Tobacco use in any form is not only harmful for the person using the product but also for non-smokers and other people in the environment.



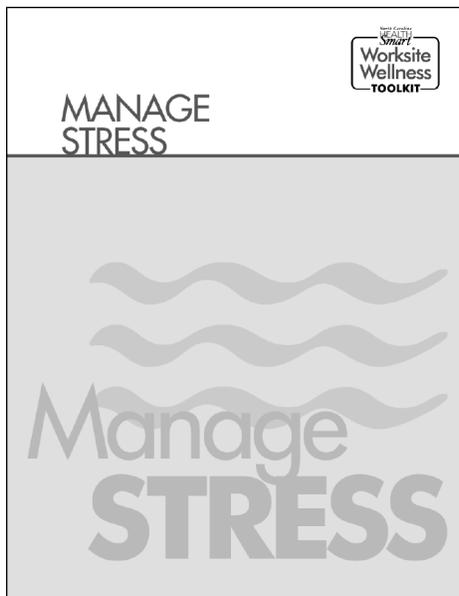
Some of the proven health consequences of tobacco use include premature death, disability and disease including heart disease, stroke, several cancers, chronic bronchitis and emphysema. Tobacco use is also a cause of intrauterine growth retardation leading to low birth weight babies and a probable cause of unsuccessful pregnancies.



**The entire contents of the NC HealthSmart Worksite Wellness Toolkit including all the workbooks and appendices are included in the CD provided with the Toolkit. Please feel free to make copies of this CD and share among the worksite wellness committee members.**

In view of the above mentioned health hazards, and that tobacco use can lead to nicotine addiction, it makes common sense to quit tobacco use. However, it is also true that once addicted to nicotine it is not easy to quit tobacco use. Since employees spend a lot of time at their work, worksites can help interested employees to quit tobacco use by taking steps to make the worksite tobacco free. A tobacco free policy/environment at the worksite can be a huge incentive to help employees quit.

The workbook offers a wide range of resources for individual/group activities, as well as policy and environmental changes that encourage all employees to Quit Now. The appendices provide ready-to-use sample policies, posters, signs, letters, one-page handouts, worksite surveys, success stories, pledge card, listing of free resources, etc.



**MANAGE STRESS**

Smart Worksite Wellness Toolkit

Manage STRESS

## **MANAGE STRESS**

The worksite wellness committee can initiate programs and activities to help employees manage their stress and gain skills to manage the demands of the work environment. Stress is a naturally occurring reaction of your body to psychological or physical demands of the environment. Stress reaction increases blood pressure, heart rate and respiration as well as other changes to major body systems. These reactions prepare the body for “fight or flight” from physically dangerous or psychologically threatening situations. The causes of stress reaction in the workplace include task demands, time demands, physical demands, role demands and interpersonal demands.

The workbook offers a wide range of resources for individual/group activities, as well as policy and environmental changes that support employees’ efforts to manage stress. The appendices provide ready-to-use Manage Stress group activities, sample posters, signs, one-page handouts, listing of free resources, etc.