



# COMMITTEE WORKBOOK

Committee  
Workbook



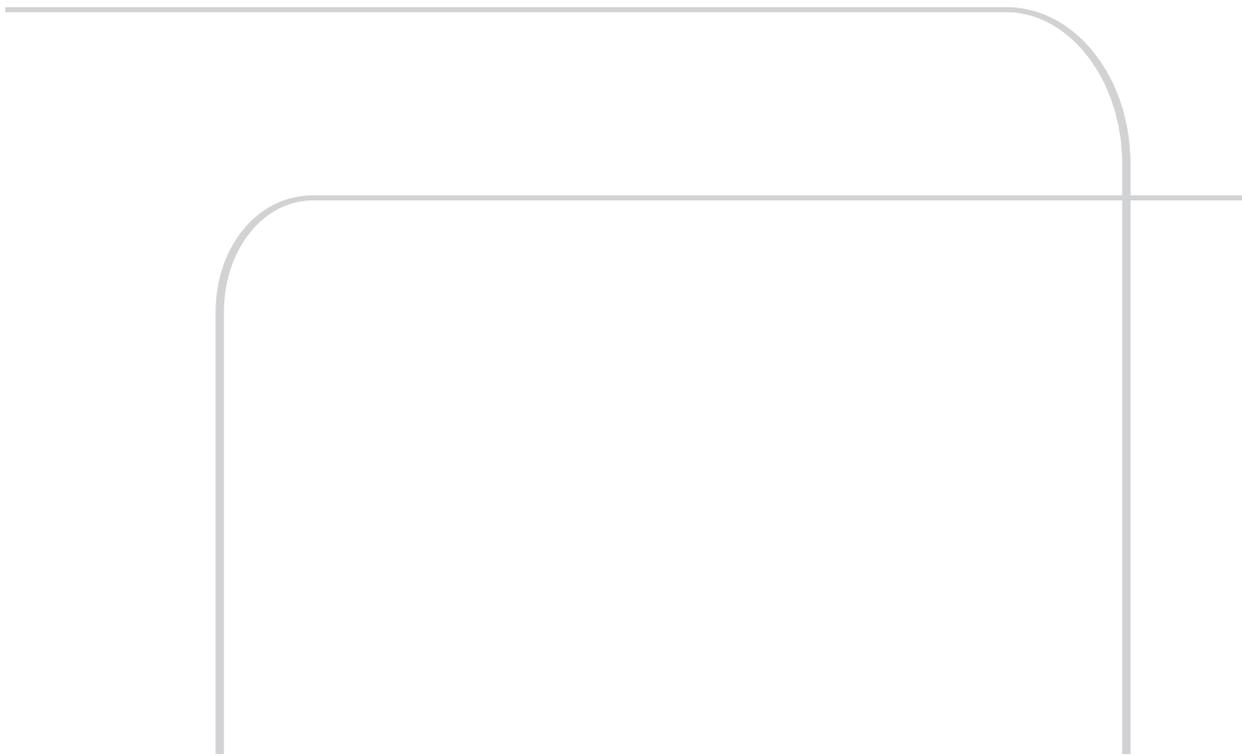
# TABLE OF CONTENTS

---

|   |    |
|---|----|
| <b>I. What Is a Worksite Wellness Program?</b> .....                        | 1  |
| <b>II. What Is a Worksite Wellness Committee?</b> .....                     | 3  |
| <b>III. What Is the NC HealthSmart Worksite Wellness Toolkit?</b> ..        | 5  |
| <b>IV. Establishing and Maintaining a Worksite Wellness Committee</b> ..... | 9  |
| Step 1. Identifying Committee Members .....                                 | 12 |
| Step 2. Getting Started .....   | 13 |
| Step 3. First Meeting—Establishing the Committee .....                      | 14 |
| Step 4. Second Meeting—Obtaining Employee Opinions .....                    | 18 |
| Step 5. Third Meeting—Developing an Action Plan .....                       | 22 |
| Step 6. Fourth Meeting—Updating Program Progress .....                      | 25 |
| Step 7. Fifth Meeting—Updating and Evaluating Program Progress .....        | 26 |
| Step 8. Year End Meeting—Evaluating Overall Program .....                   | 28 |
| <b>V. Appendices</b> .....  | 31 |
| Appendix A: Multi-Level Approach to Changing Behavior .....                 | 32 |
| Appendix B: NC HealthSmart Worksite Wellness Program Model .....            | 33 |
| Appendix C: Worksite Wellness Committee Action Plan Template .....          | 34 |
| Appendix D: Worksite Wellness Committee Action Plan Sample .....            | 37 |
| Appendix E: Sample Letter of Invitation to Serve .....                      | 42 |
| on the Worksite Wellness Committee  |    |
| Appendix F: Worksite Wellness Committee Member Invitation Poster ..         | 43 |
| Appendix G: Worksite Wellness Committee Member List .....                   | 44 |
| Appendix H: First Meeting—Sample Agenda .....                               | 45 |
| Appendix I: Employee Interest Survey .....                                  | 46 |
| Appendix J: Policy and Environment Survey .....                             | 48 |
| Appendix K: Meeting Icebreakers .....                                       | 50 |
| Appendix L: NC HealthSmart Workbook Overviews .....                         | 52 |
| Appendix M: Sample Mission Statements .....                                 | 55 |
| Appendix N: Committee Members and Role Sharing Ideas .....                  | 56 |

## TABLE OF CONTENTS, CONTINUED

|  |    |
|--|----|
| Appendix O: Worksite Wellness Committee Announcement Poster . . . . .      | 57 |
| Appendix P: Cover Letter for Employee Interest Survey . . . . .            | 58 |
| Appendix Q: Employee Interest Survey Distribution and Collection . . . . . | 59 |
| Suggestions  |    |
| Appendix R: Second Meeting—Sample Agenda . . . . .                         | 60 |
| Appendix S: Score Sheet for Employee Interest Survey . . . . .             | 61 |
| Appendix T: Score Sheet for Policy and Environment Survey . . . . .        | 63 |
| Appendix U: Employee Evaluation of a Worksite Activity . . . . .           | 64 |
| Appendix V: Employee Satisfaction with Worksite Wellness Program . . .     | 65 |
| Appendix W: Employee Satisfaction Survey Results Form . . . . .            | 66 |
| Appendix X: Evaluation of Wellness Committee . . . . .                     | 67 |
| by Committee Members   |    |
| Appendix Y: NC HealthSmart Workbook Wellness Toolkit . . . . .             | 68 |
| Evaluation Form  |    |



# SECTION I

## **What Is a Worksite Wellness Program?**

# Committee Workbook

# What Is a Worksite Wellness Program?



A **WORKSITE WELLNESS PROGRAM** is an organized program for employees (and indirectly, their families) designed to enrich their physical, mental, emotional, occupational and spiritual well-being.

A major goal of the program is to make the work environment more supportive of positive health behaviors of employees and thereby reduce their risk of developing chronic diseases. The concept of wellness, however, goes beyond reducing disease and includes promoting and supporting improved well-being for all employees.

Even healthy employees will welcome the opportunity to work in an environment that sup-

ports their healthy lifestyle goals. Worksite Wellness activities can help all employees increase their energy and reduce stress.

**The NC HealthSmart Worksite Wellness Toolkit** provides the resources and tools to conduct worksite wellness programs and activities. These resources and tools have been designed utilizing a multi-level approach to health promotion that affects individuals' decisions and abilities to practice positive behaviors or to make needed lifestyle changes. (Share **Appendix A** and **Appendix B** with committee members.)

## THE NC HEALTHSMART TOOLKIT FOCUSES ON THE FIRST THREE LEVELS OF CHANGE:



**Individual**—Motivating change in individual employee behavior by increasing knowledge, influencing attitudes or challenging beliefs.

Examples: Employees take the steps instead of the elevator, quit smoking, and bring a healthy lunch three times a week instead of eating out.



**Interpersonal (Groups)**—Recognizing that groups at the worksite can provide social identity and support, interpersonal activities target groups.

Examples: Work-based weight loss program, walk-a-thon participation, support group for smoking cessation, and monthly social activities for stress relief.



**Organizational**—Ensuring that the policies, practices, and physical work environment support behavior change.

Examples: Tobacco-free worksite, healthy vending machine policies, policy setting aside time for physical activity during the workday.

### KEY ITEM TO REMEMBER:

As employees' behaviors change and their health improves, it is critical that the policies, practices and physical environment of the worksite also change to support the individual health improvements. **One cannot achieve success and sustainability without the other.**

## SECTION II

### **What Is a Worksite Wellness Committee?**

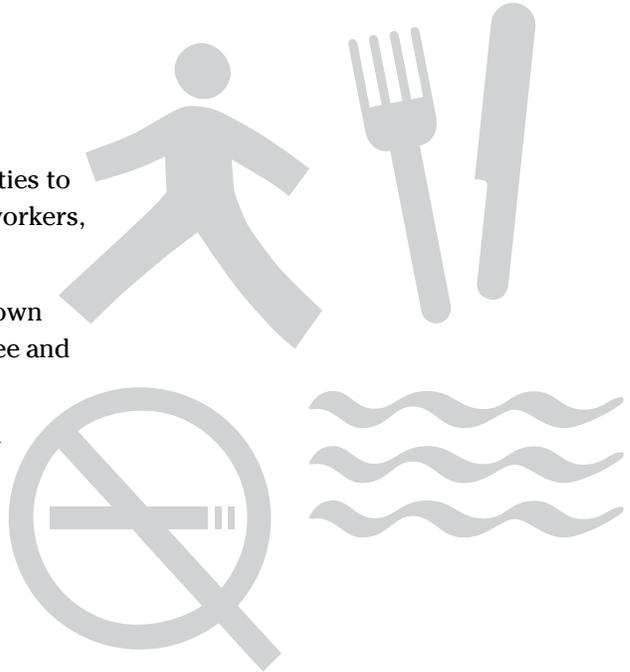
# Committee Workbook

# What Is a Worksite Wellness Committee?

## THE WORKSITE WELLNESS COMMITTEE

- is a team of employees who formally meet and plan activities to promote good health for themselves and for their fellow workers,
- represents employees from all organizational levels,
- communicates to employees information about known health risks and the value of a worksite wellness committee and wellness initiatives,
- creates and maintains open lines of communication between wellness committees and employees,
- promotes participation in both individual and group activities,
- advocates for worksite policies and environments that support improved health,
- coordinates the monitoring and evaluation of the wellness activities/programs offered to employees, and
- serves as the leader/champion for wellness activities at their worksite.

The NC HealthSmart Toolkit provides the resources and tools for worksite wellness committees to establish, maintain and sustain a successful worksite wellness program.



## WORKSITE WELLNESS— COMMITMENT AND SUPPORT

Establishing, supporting and maintaining a worksite wellness committee provides opportunities for all employees (both management and support) to:

- create a healthy worksite;
- foster collaboration and partnerships; and
- establish healthy lines of communication between support staff, line supervisors, middle and top management.

## SECTION III

**What Is the  
NC Health*Smart*  
Worksite Wellness  
Toolkit?**

Committee  
Workbook

# 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, 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**

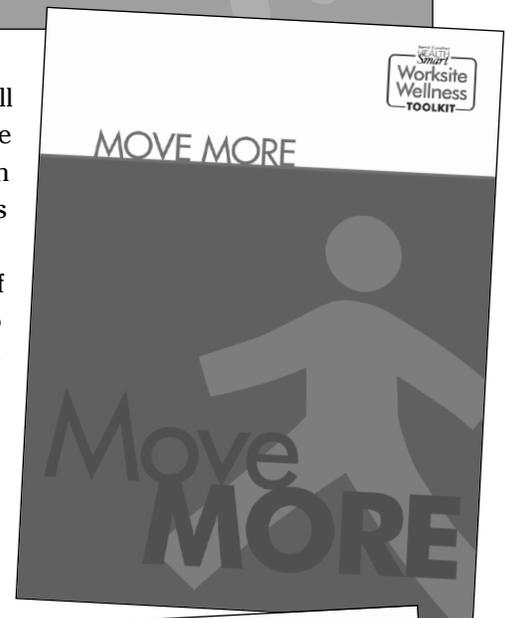
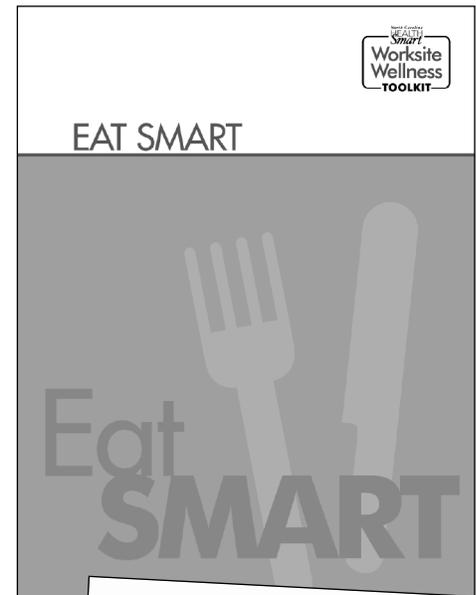
Physical activity helps to enhance the quality of life for people of all ages and abilities. Sedentary individuals can substantially reduce the risk of developing heart disease, diabetes, osteoporosis and colon cancer just by becoming moderately physically active on most days of the week.

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, aiding in reducing depression and anxiety, enhancing the response of the immune system and reducing falls among older adults. Physical activity 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.

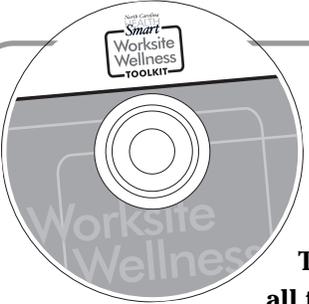


Some of the proven health consequences of tobacco use include premature death, disability and disease including heart disease, stroke, several cancers, chronic bronchitis and emphysema. Tobacco use is also a cause

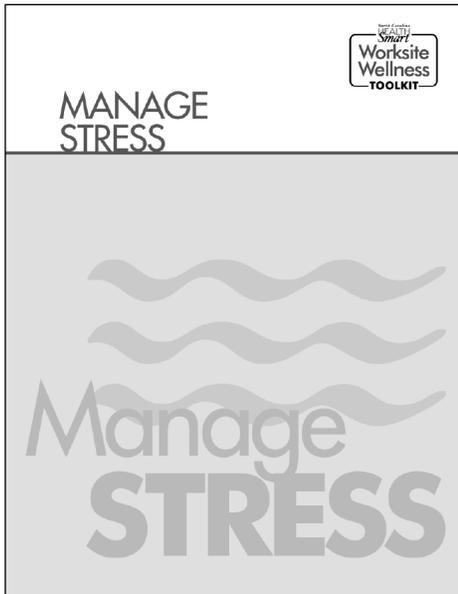
of intrauterine growth retardation leading to low birth weight babies and a probable cause of unsuccessful pregnancies.

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.



**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.**



## **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.

# SECTION IV

## **Establishing and Maintaining a Worksite Wellness Committee**

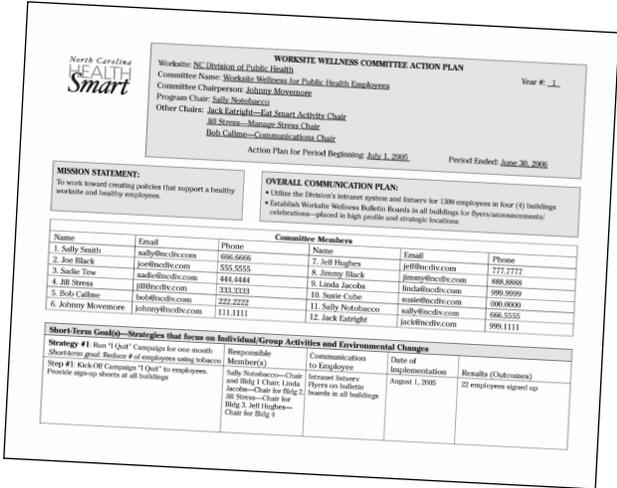
# Committee Workbook

# Step-by-Step Instructions

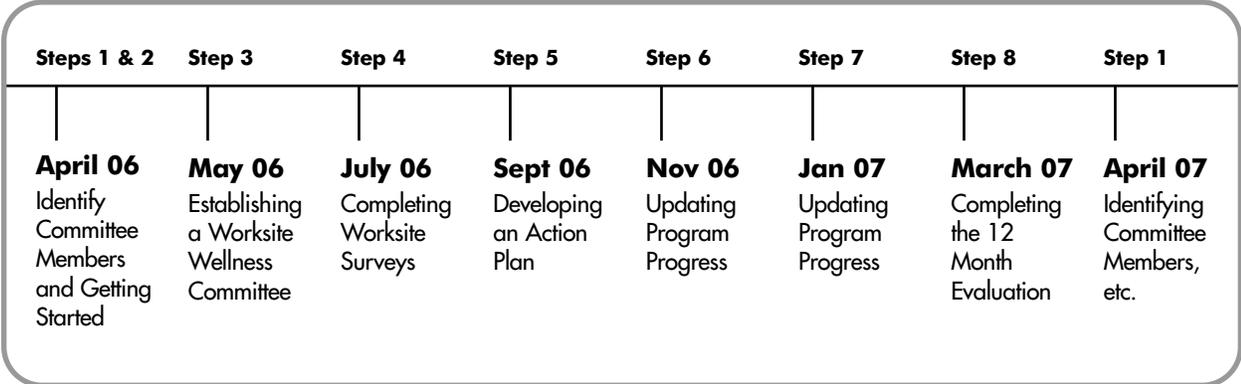
THE NC HEALTHSMART WORKSITE WELLNESS TOOLKIT recommends the following steps to establish a successful worksite wellness committee and to support healthy lifestyle behaviors among the worksite employees.

### THE STEPS:

1. Identifying Committee Members
2. Getting Started
3. First Meeting—Establishing the Committee
4. Second Meeting—Obtaining Employee Opinions
5. Third Meeting—Developing an Action Plan
6. Fourth Meeting—Updating Program Progress
7. Fifth Meeting—Updating Program Progress
8. Year End Meeting—Evaluating Committee Activities



## A Year in the Life of a Worksite Wellness Committee



## **WORKSITE WELLNESS COMMITTEE—Key Items to Remember**

- In order to establish an effective worksite wellness committee, the committee members should plan to complete the steps in the Worksite Wellness Committee Workbook over a twelve-month period. The proposed steps are flexible and can be altered to accommodate the needs of your worksite wellness committee.
- There are a minimum of six recommended meetings that should be held within this time period. This timeline may need to be expanded, for example, to include at least one meeting per month lasting at least one hour in duration. The number of meetings may depend on survey results and findings by the worksite wellness committee.
- The Worksite Wellness Committee Action Plan (**Appendix C** and **Appendix D**) is critical to the guidance and success of program activities, the evaluation of those activities and reporting results to management.
- After the wellness committee has completed the first year, the committee can continue to use the workbook as a guide for years two, three and so on.
- The committee workbook has been created so that committee members can rotate off and new employees can rotate onto wellness committees. The committee workbook is an easy to follow guide for new committee members and helps to ensure sustainability of the worksite wellness program.
- Worksites that have an established wellness committee can utilize this workbook as a resource to review their current committee work and are encouraged to use these tools to enhance their committee work.
- All committees—new or established—can utilize the agendas, surveys, resources and ideas provided in the toolkit.



**MANAGEMENT CAN INITIALLY IDENTIFY** committee members, although the NC HealthSmart Worksite Toolkit is designed so that any employee can initiate the process of establishing a Worksite Wellness Committee at their worksite.

**In most cases the person completing Step 1 and Step 2 would be the person who attended the Worksite Wellness Toolkit Training session.**

If the toolkit has been used previously and this is a second or third implementation, the worksite wellness committee members have the option to stay on the committee or rotate off their responsibility to new members.

Identifying committee members can be accomplished in two ways—by invitation and/or soliciting volunteers.

The supervisor, manager or employee who attended the *Worksite Wellness Toolkit Training* and received the toolkit can:

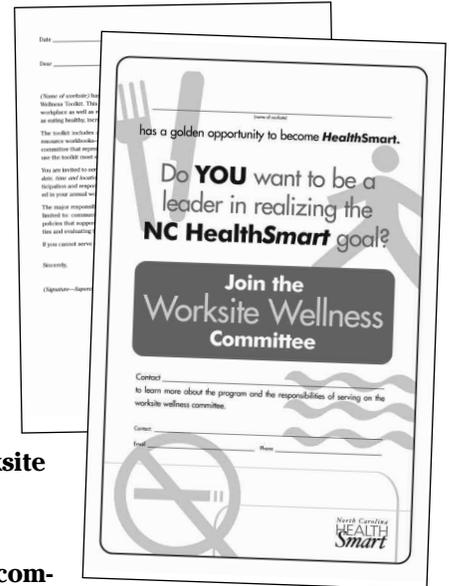
1. Identify employees to serve on the worksite wellness committee. These employees should be asked, in person or by letter, about their willingness and interest to serve. See **Appendix E** for a *sample invitation letter*.

**and/or**

2. Solicit volunteers by placing announcements in high traffic locations, through employee newsletters, email, etc. Committee members who volunteer can become program “champions” encouraging success for the entire worksite. Volunteer employees have the potential to bring increased energy

to the committee. See **Appendix F** for a *sample committee member invitation announcement*.

**Once committee members have been identified, be sure to complete the Worksite Wellness Committee Members’ form (Appendix G) listing committee members’ names and their supervisor’s approval.**



## IDENTIFYING COMMITTEE MEMBERS— Key Items to Remember

- **Number of Committee Members**—It is suggested that you have at least four (4) to twelve (12) committee members, although the maximum number of members may depend on the size of your worksite and the level of employee interest.
- **Suggested Committee Members**—Be sure to include committee members from human resources, information systems, all levels of management, administrative and support staff.
- **Existing Committees**—Be sure to check and see if you have any existing committees, such as a safety committee, and target those members for invitation.
- **Supervisor Approval**—All committee members need to have their immediate supervisor’s support for the time and work they dedicate to the wellness committee.
- **Work Plan Revision**—Employees will need to revise their annual work plan to reflect the new duties of serving on the wellness committee.



**AS A MEMBER OF MANAGEMENT AND/OR AN EMPLOYEE** who has completed Step 1 for your worksite, Step 2 may seem relatively simple in nature, but it is the **MOST CRITICAL** step you will take in the promotion of good health to all employees where you work.

#### **Scheduling Meeting 1**

- Be sure to select a time, date and place that is convenient for all committee members. Allow two hours for this initial meeting, and as you will see in Step Three, this amount of time is essential in establishing an effective and organized worksite wellness committee.

- The person who attended the *Worksite Wellness Toolkit Training* session may serve as the convening person for **Meeting 1**.
- Step 3 provides the detailed purpose for this meeting along with a sample agenda that can be followed.

#### **GETTING STARTED— Key Items to Remember**

A CD-ROM is located in the front cover of the NC HealthSmart Toolkit. The CD includes all the information in each workbook in the toolkit. This CD can be copied and distributed to committee members during the first committee meeting. All files are available in PDF format for downloading and printing. All agendas, letters, posters, as well as all the resources are available for easy use.

# Step 3: First Meeting— Establishing the Committee

AS A MEMBER OF MANAGEMENT AND/OR EMPLOYEE who has been selected to convene the first meeting of the worksite wellness committee, you should provide an overview/orientation to other committee members about the organization and utilization of the worksite wellness toolkit. This task should be accomplished in the first committee meeting.

The objectives and detailed points of discussion for the first meeting are provided below. A *sample agenda* for the meeting is also provided in **Appendix H**. It can be printed from the toolkit CD for distribution during the committee meeting. You can also modify the objectives and the agenda to better suit the needs and organization of your particular worksite.

## Meeting Objectives

- Overview and orientation of worksite wellness program and toolkit
- Identify worksite wellness committee chairperson and program coordinator
- Select a name for the committee and write a mission statement (**Appendix M**)
- Develop a communication plan to announce the program/activities to employees
- Introduce the Worksite Wellness Committee Action Plan (**Appendices C and D**)
- Introduce Employee Interest Survey (**Appendix I**)
- Introduce and distribute Policy & Environmental Survey to committee members (**Appendix J**)

## Agenda Items

### 1. Call meeting to order (5 minutes)

The employee convening the meeting should ask for a volunteer to record the minutes of the meeting.

### 2. Introductions—Committee Members (10 minutes)

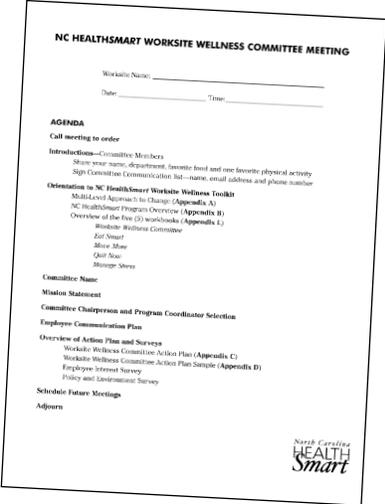
Each employee introduces himself or herself and shares one favorite food and one favorite physical activity. (See **Appendix K** for additional physical activity breaks.)

**Committee Communication:** Pass around a sheet of paper for everyone to sign that lists their email address and phone number.

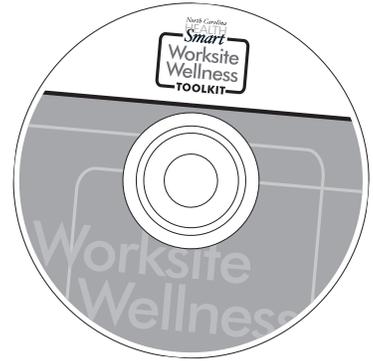
### 3. Orientation to the NC HealthSmart Worksite Wellness Toolkit (20 minutes)

Introduce the NC HealthSmart Worksite Wellness Toolkit to committee members.

- Multi-level Approach to Change (**Appendix A**)
- NC HealthSmart Program Overview (**Appendix B**)



- Overview of the five (5) workbooks (**Appendix L**):
  - Worksite Wellness Committee*
  - Eat Smart*                      —*Move More*
  - Quit Now*                        —*Manage Stress*



At this point, you may also distribute copies of the CD-ROM provided with the toolkit, if you decide to do so. This would give the committee members the option of reviewing the toolkit contents at their convenience.

#### 4. Committee Name (10 minutes)

Select a name for the worksite wellness committee.

Name \_\_\_\_\_

#### 5. Mission Statement (15 minutes)

The mission statement should be a global expression of what the Worksite Wellness Committee wants to accomplish using the NC HealthSmart Toolkit. The mission statement may include a description of the value of the program to the worksite and to its employees. You may decide on a mission statement that reflects the work the committee wants to accomplish. Some examples of mission statements are given on the right and in **Appendix M**. You may choose to select one from these or create your own.

#### Mission Statement Examples

- *“The mission of the (name of worksite) Worksite Wellness Committee is to establish and maintain a worksite that encourages environmental and social support for a healthy lifestyle.”*
- *“To encourage employees’ personal and professional productivity, and physical and mental well-being, the mission of the (name of worksite) Worksite Wellness Committee shall be to promote a worksite culture that supports employees’ desire to make healthy lifestyle choices.”*
- *“Because employees spend 40 hours a week at work, it is important that the worksite be a healthy place to work and support healthy choices for employees. It is the mission of the (name of worksite) Worksite Wellness Committee to work toward implementing policies that support a healthy worksite and healthy employees.”*
- *“The worksite wellness committee will work to provide opportunities for employees to develop healthier lifestyles by supporting the adoption of habits and attitudes that contribute to their positive well-being.”*

#### 6. Selection of Committee Chairperson (10 minutes)

Select the Worksite Wellness Committee Chairperson. The chairperson is responsible for conducting the meeting(s) and handling any administrative paperwork and reporting for the committee.

Committee Chairperson:

\_\_\_\_\_

This person will:

- not need a background in health—the toolkit resources are self-directing,
- send committee meeting reminders, meeting minutes and other details documenting the wellness committee’s work,
- distribute, collect and score the Policy and Environmental Survey (this survey is completed by committee members only—**Appendix J**),
- coordinate employee program activities, with the help of the program coordinator (see page 16) and,
- submit documents to management for program evaluation such as notes or minutes from meetings, simple email messages, etc.

**7. Selection of the Worksite Wellness Program Coordinator.** (10 minutes)

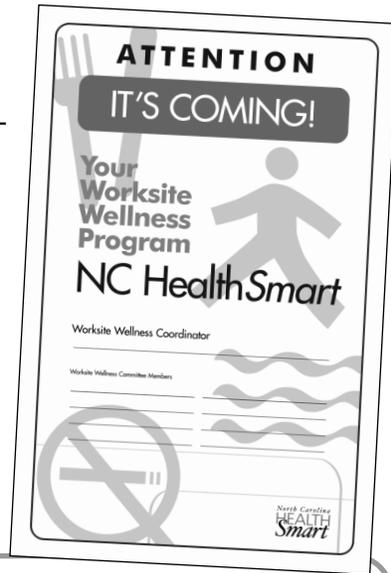
The program coordinator (one or more persons for large worksites—see **Appendix N** for role sharing ideas) will serve as the overall coordinator for the program activities.

Program Coordinator(s):

---

This person will:

- not need a background in health—the toolkit resources are self-directing,
- devote time in his or her regular work schedule to address coordination responsibilities,
- distribute, collect and score the Employee Interest Survey (**Appendix I**) which will be distributed to all employees at the worksite (**Appendix Q** for methods of distribution, collection and scoring of surveys), and
- coordinate employee program activities, with the help of the committee chairperson and/or other program chairs as assigned.



**8. Employee Communication Plan**

(10 minutes)

Establish a plan for communicating with employees that

- announces the formation (or continuation) of the wellness committee (**Appendix O**),
- provides information to employees about upcoming programs and events, and
- provides employees with periodic updates about the worksite wellness program.

**9. Action Plan Template and Sample**

(5 minutes)

Provide a copy of the Worksite Wellness Committee Action Plan Template (**Appendix C**) and Action Plan Sample (**Appendix D**) for committee members to review for the next meeting.

**10. Employee Interest Survey** (10 minutes)

Provide a copy of the Employee Interest Survey (**Appendix I**) and the accompanying cover letter (**Appendix P**) to all committee members to review before the next meeting.

The results of this survey will help the committee determine the short-term goals (or strategies) for the Worksite Wellness Committee Action Plan.

Ask that committee members review the survey and think about how this survey should be distributed to employees at your worksite. This may be done personally, through email, mailboxes or some other practical means depending upon the size of your worksite and the number of employees. (See **Appendix Q** for suggested survey distribution and collection suggestions.)

**Examples of ways to communicate with employees include:**

- Kick-off events
- Announcements through agency “intranet” service
- Posters on bulletin boards, entrance doors and restroom doors
- Newsletter articles
- Email announcements
- Employee letters
- Payroll stuffers
- Intercom announcements
- Staff meetings
- Employee celebrations



## 11. Policy & Environmental Survey (10 minutes)

Distribute a copy of the Policy and Environmental Survey to the committee members. The committee members need to complete this survey and return to the committee chair by a specified date (before the next meeting so the chair will have time to compile the results for discussion at that meeting).

The results of this survey will help the committee determine the long-term goals (or strategies) for the Worksite Wellness Committee Action Plan.

## 12. Schedule Future Meetings (10 minutes)

It is recommended that the committee members schedule the future five committee meetings at this point. The second meeting should be scheduled within one month of the first meeting. The following timeline is suggested over a twelve-month period:

- Second meeting—month 2 (allow 60-90 min)

---

- Third meeting—month 3

---

- Fourth meeting—month 6

---

- Fifth meeting—month 9

---

- Year-end meeting—month 12

---

## 13. Adjourn

**Reminder:** Chairperson needs to send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.

The image shows a survey form titled "NC HEALTHSMART WORKSITE WELLNESS Policy & Environment Survey". It includes a "Directions" section and 14 numbered questions with "Yes", "No", and "Not Sure" response options. The questions cover topics like written policies, ergonomics, safety, and physical activity. A "Continued" label is at the bottom.

### As a reminder:

A CD-ROM is located in the front cover of the NC HealthSmart Toolkit. The CD includes all the information in each workbook in the toolkit. This CD can be copied and distributed to committee members during the first committee meeting. All files are available in PDF format for downloading and printing. All agendas, letters, posters, as well as all the resources, are available for easy use.



## **OBTAINING EMPLOYEE OPINIONS—Key Items to Remember**

This meeting will accomplish several major tasks for the committee:

1. **The Employee Interest Survey** will be discussed and distributed to all employees at your worksite after this meeting. As a committee chairperson and/or member, it is critical that you support the work of your committee and encourage your fellow employees to complete the survey.

This is the key document for engaging employees in the wellness activities selected for their worksite, and finding out their interests and needs will contribute to the overall success of the committee's work and the worksite wellness program. The results of this survey will guide the committee's short-term goals for your action plan and the selection of the *HealthStart* initial activities that will be introduced at the worksite.

2. **The Policy & Environmental Survey** results will be reviewed to help the group develop long-term goals for the action plan regarding policy/environment changes. The results of the survey may very well show that there are several issues that need to be addressed; however, it is good to strive for one change at a time. As policy/environment changes are adopted (either formally or informally), new action plans can be created to address other issues.
3. **Incentives and Work Time Considerations for Activities** may be discussed. This will vary from worksite to worksite and is one of the tasks that will involve management's input. As a reminder, the toolkit is equipped with all the resources you need to start wellness activities at your worksite. Incentives and resources are an added bonus to your program, should they be available.

**THE OBJECTIVES** and detailed points of discussion for the second meeting are provided below. A *sample agenda* for the meeting is also provided in **Appendix R**. It can be printed from the toolkit CD for distribution during the committee meeting. You can also modify the objectives and the agenda to better suit the needs and organization of your particular worksite.

## **Meeting Objectives**

- Outline plan to distribute and collect the Employee Interest Survey
- Review results from the Policy & Environmental Survey
- Identify funds for incentives and materials
- Discuss current and potential worksite policy for wellness activities

# Agenda Items

## 1. Call meeting to order—Chairperson (5 minutes)

It is suggested that the committee chairperson ask for a volunteer to record the minutes of the meeting.

## 2. Old Business—Chairperson (5–10 minutes)

List any unfinished tasks from the previous meeting as indicated in the minutes.

---



---



---

## 3. Employee Interest Survey—Program Coordinator (10 minutes)

- Decide how to distribute the survey to employees at your worksite. This may be done personally, through e-mail, mailboxes or some other practical means depending upon the size of the facility and number of employees. (Review **Appendix Q** for information about survey distribution and collection suggestions.)
- Decide the dates that the surveys will be distributed and when they should be completed and returned. Allow at least one week for employees to complete and return the survey to the specified person. Also, the return date should be such that it gives a reasonable amount of time for the Program Coordinator to compile the results for the next committee meeting. Be sure to include this date on the survey in the space provided before sending them out to the employees.
- The program coordinator distributes, collects and scores the survey and reports the results at the next meeting. The score sheet for the Employee Interest Survey is provided in **Appendix S**.
- The results of the Employee Interest Survey will be reviewed at the next meeting and will be used by the committee to determine the short-term goals (strategies) for the Action Plan.

(See survey table on page 27.)

## 4. Worksite Policy & Environmental Survey Report—Chairperson (20 minutes)

The committee chairperson should have received the completed worksite Policy and Environmental Survey from all the committee members before this meeting. Also, using the survey score sheet (provided in **Appendix T**), the chairperson should have arrived at the results for the survey. Discuss these results with the committee members.

**Employee Interest Survey Score Sheet** North Carolina HEALTH Smart

Name of Worksite: \_\_\_\_\_  
 Total Number of Surveys Distributed: \_\_\_\_\_  
 Total Number of Surveys Returned: \_\_\_\_\_

**Directions**  
 1. Collect all completed Employee Interest Surveys.  
 2. For each question, add the response number that has been circled on all surveys. This will give you the total score for each one of the questions from 1 to 22.  
 3. For example, if you collect 3 completed surveys and the responses for Question 1 on these surveys are: 5, 3 and 4, then the score for Question 1 is 12 (5+3+4).

**EAT SMART**

|   |  |
|---|--|
| 1. I am interested in learning more about healthy food choices.                           |  |
| 2. I am interested in learning about fruits and vegetables that are healthy choices.      |  |
| 3. I am interested in using healthier food choices and portions to help manage my weight. |  |
| 4. I am interested in participating in "tasting" events to sample healthy foods.          |  |
| 5. I am interested in having healthy snacks available for purchase at work.               |  |

**MOVE MORE**

|  |  |
|--|--|
| 6. I am interested in learning more about the benefits of physical activity. |  |
| 7. I am interested in increasing my physical activity level.                 |  |
| 8. I am interested in walking to increase physical activity.                 |  |
| 9. I am interested in participating in team activities.                      |  |

**MANAGE STRESS**

|   |  |
|---|--|
| 10. I am interested in learning ways to cope with feelings of stress.   |  |
| 11. I am interested in time management skills.  |  |
| 12. I am interested in improving my communication skills.   |  |
| 13. I am interested in learning skills to cope with change.   |  |
| 14. I am interested in organized social events with my coworkers. (Kudos might be helpful only as a reward or cheer.) |  |

**WHEN EMPLOYEES WOULD MOST LIKELY PARTICIPATE IN PROGRAMS**

|  |  |
|--|--|
| 15. I am interested in participating in wellness activities within my regular work activities. |  |
| 16. I am interested in participating in wellness activities before work.                       |  |
| 17. I am interested in participating in wellness activities after work.                        |  |

**Score Sheet for Policy and Environment Survey** North Carolina HEALTH Smart

Name of Worksite: \_\_\_\_\_  
 Number of Completed Surveys: \_\_\_\_\_

|  |                           |
|--|---------------------------|
| Count the total number of "NOP" answers for questions 1-9 for all surveys completed by the committee members.<br>This is the <b>EAT SMART</b> score.       | Out of possible score = 9 |
| Count the total number of "NOP" answers for questions 10-13 for all surveys completed by the committee members.<br>This is the <b>MOVE MORE</b> score.     | Out of possible score = 6 |
| Count the total number of "NOP" answers for questions 14-16 for all surveys completed by the committee members.<br>This is the <b>MANAGE STRESS</b> score. | Out of possible score = 4 |
| Count the total number of "NOP" answers for questions 17-21 for all surveys completed by the committee members.<br>This is the <b>QUIT NOW</b> score.      | Out of possible score = 5 |

Look at the scores for all the four policy/environmental areas. High numbers indicate areas where policy and environmental changes are needed the most to make your workplace a healthier one. Suggestions and ready-to-use resources for website, policy and environmental changes, in each of the four areas are provided in the respective workbooks of the toolkit.

- Report the total score for each of the following from the survey score sheet

*Eat Smart* \_\_\_\_\_

*Move More* \_\_\_\_\_

*Manage Stress* \_\_\_\_\_

*Quit Now* \_\_\_\_\_

*Note: The four focus areas are listed on the score sheets in the same order as the survey questions. In both the Employee Interest Survey and the Policy and Environmental Survey the tobacco use questions were listed last as not all employees use tobacco.*

- A high score in any of the sections indicates that the committee needs to consider selecting long-term goal(s) (listed as strategies on the Worksite Wellness Committee Action Plan) for promoting policy and/or environmental changes at the worksite. Refer to the Sample Action Plan (**Appendix D**) for examples.

Next, select activities from the four (4) resource workbooks—*Eat Smart*, *Move More*, *Quit Now* and *Manage Stress*—that correspond to the committee’s long-term goal(s). Refer to the Sample Action Plan (**Appendix D**) to see how the strategies and steps will be reported on your action plan.

Make a list of the strategies and steps that your worksite wellness committee plans to implement.

**Strategy 1** (Long-term goal that addresses policy and/or environmental change)

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

\_\_\_\_\_

Step 1 (see resources from workbooks):

\_\_\_\_\_

Step 2 (see resources from workbooks):

\_\_\_\_\_

Step 3 (see resources from workbooks):

\_\_\_\_\_

**Strategy 2** (Long-term goal that addresses policy and/or environmental change)

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

\_\_\_\_\_

Step 1 (see resources from workbooks):

\_\_\_\_\_

Step 2 (see resources from workbooks):

\_\_\_\_\_

Step 3 (see resources from workbooks):

\_\_\_\_\_

Once the committee has determined the long-term goals for your worksite, record the strategies on your action plan that will be completed at the next meeting.

**5. Management Issues**—Chairperson (30 minutes)

The chairperson may need to assign one or two members of the committee to follow up on the questions below and others that might arise during discussion for reporting at the next meeting.

**Funding for incentives and materials**—Chairperson (15 minutes)

1. Is funding available from management?

---

---

2. Is there any funding available from outside sources?

---

---

**Worksite policy for wellness activities**—Chairperson (15 minutes)

1. Who has authority to approve time considerations for activities during regular work hours?

---

---

2. What might be the restrictions regarding wellness activities at the worksite?

---

---

3. How much time is allowed for wellness activities—if any? Examples: 30 minutes per employee 3 times a week; 15 minutes per employee daily paired with established break time; 1 hour all employees once a month for group activity.

---

---

**6. Next meeting date(s)**—Program Coordinator (10 minutes)

The committee may have already decided the dates for the upcoming meetings during the first meeting. However, it would be beneficial to review these dates once again, both as a reminder and to provide an opportunity for any changes.

Third meeting: \_\_\_\_\_

Fourth meeting: \_\_\_\_\_

Fifth meeting: \_\_\_\_\_

Year-end meeting: \_\_\_\_\_

**7. Adjourn**

**Reminder:** Chairperson needs to send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.



## Meeting Objectives

- Review results from the Employee Interest Survey
- Identify short-term goals (based on Employee Interest Survey)
- Review long-term goals (based on Policy and Environmental Survey)
- Create an Action Plan for your worksite wellness program
- Schedule follow-up meeting to check progress

## Agenda Items

**1. Call meeting to order**—Chairperson (5 minutes)  
It is suggested that the committee chairperson ask for a volunteer to record the minutes of the meeting.

**2. Old Business**—Chairperson (5-10 minutes)  
List any unfinished tasks from the previous meeting as indicated in the minutes.

---



---



---

**3. Employee Interest Survey Report**—Program Coordinator (20 minutes)  
The Program Coordinator should have received all the completed Employee Interest Surveys from the employees at the worksite before this meeting. Also, using the survey score sheet (**Appendix S**), the Program Coordinator should have arrived at the results for the survey.

(Note: The Coordinator may have asked for help from one or two other committee members to ana-

lyze the results of this survey, depending upon the size of the worksite and the response rate for the survey. See **Appendix Q** for additional suggestions.)

Discuss these results with other committee members.

- Total # of Surveys Distributed \_\_\_\_\_
- Total # of Surveys Returned \_\_\_\_\_

The score for each of the questions in the Employee Interest Survey reflects the level of employee interest in that particular area. High numbers indicate higher level of interest. As a team look at the scores and identify the areas that your worksite wellness committee would like to address first.

Report the total score for each of the following from the survey score sheet

*Eat Smart* \_\_\_\_\_  
*Move More* \_\_\_\_\_  
*Manage Stress* \_\_\_\_\_  
*Quit Now* \_\_\_\_\_

*Note: The four focus areas are listed on the score sheets in the same order as the survey questions. In both the Employee Interest Survey and the Policy and Environmental Survey the tobacco use questions were listed last as not all employee use tobacco.*

A high score in any of the sections indicates that the committee needs to consider selecting short-term goal(s) [or identified as strategies on the action plan] for promoting individual behavior

change of employees. Refer to the Sample Action Plan (**Appendix D**) for examples.

Next, select activities that correspond to the committee’s short-term goal(s) from the HealthStart activities that appear in the front of each of the resource workbooks—*Eat Smart, Move More, Quit Now* and/or *Manage Stress*. The HealthStart activities are provided to allow a “jumpstart” on implementing committee activities. The committee can also utilize any of the activities found throughout all the resource workbooks.

Refer to the Sample Action Plan (**Appendix D**) to see how the strategies and steps will need to be reported on your action plan.

Make a list of the strategies and steps that your worksite wellness committee plans to implement.

**Strategy 1** (Short-term goal that addresses policy and/or environmental change)

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

Step 1 (see resources from workbooks):  
\_\_\_\_\_

Step 2 (see resources from workbooks):  
\_\_\_\_\_

Step 3 (see resources from workbooks):  
\_\_\_\_\_

**Strategy 2** (Short-term goal that addresses policy and/or environmental change)

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

Step 1 (see resources from workbooks):  
\_\_\_\_\_

Step 2 (see resources from workbooks):  
\_\_\_\_\_

Step 3 (see resources from workbooks):  
\_\_\_\_\_

Once the committee has determined the short-term goals for your worksite, the strategies and steps are ready to be recorded on your action plan.

**4. Developing the Action Plan**—Chairperson (20 minutes)

Record the following information on Worksite Wellness Committee Action Plan (**Appendix C**):

- Worksite
- Committee Name
- Committee Chairperson
- Program Chair
- Other Chairs
- Mission Statement
- Communication Plan
- Committee Members
- Short-Term Goals—Strategies and Steps
  - Determine committee members responsible for each strategy
  - Decide date of implementation
  - Results (Outcomes)—to be completed after each activity
- Long-Term Goals—Strategies and Steps
  - Determine committee members responsible for each strategy
  - Decide date of implementation
  - Results (Outcomes)—to be completed after each activity
- Year-End Evaluation Summary—to be completed at the last meeting
- Recommendations from the Committee—to be completed at the last meeting

***Adopt and begin implementation of your Worksite Wellness Committee Action Plan.***

**5. Evaluate Employee Program Activities**

Be sure to think about ways to get feedback from employees on the individual and/or group activities that you implement at your worksite. One way is to have employees sign up for activities and provide their email addresses so that once the activity is completed, you can email them a few short questions about the activity.

The evaluation information collected through employee feedback will need to be summarized in the Results/Outcomes section of the action plan. (See **Appendix U** for an example of a program/activity evaluation form.)

**Reminder:** Chairperson needs to send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.

**6. Next meeting date(s)**—Program Coordinator (5 minutes)

Remind the committee members of the dates for future meetings to check the progress of the action plan. It will also provide an opportunity to make any changes to the scheduled dates, if needed.

Fourth meeting: \_\_\_\_\_

Fifth meeting: \_\_\_\_\_

Year-end meeting: \_\_\_\_\_

**7. Adjourn**

**SIMPLE GUIDELINES FOR PROGRAMS/ACTIVITIES**

Be sure to document all the events associated with any of the programs/activities that you implement at your work-site. For example:

- Write a short summary of the program activity.
- Keep a list of all those who participate.
- Take pictures at your event. This is a great way to advertise and promote future events.
- As soon as the activity is completed, have employees complete **Appendix U**—Employee Program and/or Activity Evaluation survey.
- Review the evaluations and prepare a short summary of the successes and/or lessons learned.
- Record the information on the committee’s action plan.



### Meeting Objectives:

- Assess progress in the adopted action plan
- Change or revise action plan if needed
- Determine if new or additional strategies and steps should be initiated

### Agenda Items

**1. Call meeting to order**—Chairperson (5 minutes)

It is suggested that the committee chairperson ask for a volunteer to record the minutes of the meeting.

**2. Old Business**—Chairperson (5-10 minutes)

List any unfinished tasks from the previous meeting as indicated in the minutes.

---



---



---

**3. Action Plan Progress Update**—Program Coordinator (40 minutes)

- As a team review the implementation of the action plan that was completed during the last meeting. The committee members may want to discuss whether the strategies and steps were started and/or completed on the specified dates and whether the employees are motivated to participate in wellness program activities.
- Also at this point discuss any obstacles or problems encountered in the implementation of the action plan. This meeting should serve as an opportunity for the worksite wellness committee

to revise or update the action plan to better suit the needs of their worksite and employees. The committee should discuss the need for any changes to current strategies or addition of new strategies that would help to improve the effectiveness of the worksite wellness program. The action plan should be updated to reflect any changes or additions.

---



---



---



---

**4. Next meeting date(s)**—Program Coordinator (5 minutes)

Remind the committee members of the dates for upcoming meetings to check the further progress of the action plan. It will also provide an opportunity to make any changes to the scheduled dates, if needed.

Fifth meeting: \_\_\_\_\_

Year-end meeting: \_\_\_\_\_

**5. Adjourn**

**Reminder:** Chairperson needs to send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.



## Meeting Objectives

- Assess progress in the adopted action plan
- Change or revise action plan if needed
- Determine if new or additional strategies and steps should be initiated
- Decide on the overall worksite wellness program evaluation plan

## Agenda Items

**1. Call meeting to order**—Chairperson (5 minutes)  
It is suggested that the committee chairperson ask for a volunteer to record the minutes of the meeting.

**2. Old Business**—Chairperson (5-10 minutes)  
List any unfinished tasks from the previous meeting as indicated in the minutes.

---



---



---

**3. Action Plan Progress Update**—Program Coordinator (25 minutes)

- As a team review the implementation and progress of the action plan. The committee members may want to discuss whether the strategies and steps were completed on the specified dates and whether it is being accepted by the employees at their worksite.
- Also at this point discuss any obstacles or problems encountered in the implementation of the action plan. This meeting should serve as an

opportunity for the worksite wellness committee to revise or update the program action plan to better suit the needs of their worksite and employees. The committee should discuss the need for any changes to current activities or addition of new activities that would help to improve the effectiveness of the worksite wellness program. The action plan should be updated to reflect any changes or additions.

---



---



---



---

**4. Overall Evaluation Plan**—Chairperson (15 minutes)  
The worksite wellness committee should decide on a plan to evaluate the results of the overall wellness program conducted at the worksite. The committee can obtain information about the effectiveness of the activities completed at their worksite by:

- repeating the Policy and Environment Survey by committee members (**Appendix J**), and
- conducting the Employee Satisfaction Survey (**Appendix V**).

Since the next committee meeting will be the last one for the current program year, these surveys should be conducted before then. This will allow the committee members time to discuss the results of the surveys and have program evaluation information to share during the last meeting.

Decide on the dates that these surveys will be distributed, collected and analyzed and the person(s) responsible.

| Survey                                 | Distribution Date/<br>Responsible Member | Collection Date/<br>Responsible Member | Analysis Date/<br>Responsible Member |
|--|--|--|--------------------------------------|
| <b>Policy &amp; Environment Survey</b> | _____<br>_____                           | _____<br>_____                         | _____<br>_____                       |
| <b>Employee Satisfaction Survey</b>    | _____<br>_____                           | _____<br>_____                         | _____<br>_____                       |

**5. Next meeting date(s)—**

Program Coordinator  
(5 minutes)

Remind the committee members of the date for the next meeting to evaluate the impact and results of the intervention(s) done to promote worksite wellness. It will also provide an opportunity to make any change to the scheduled date, if needed.

Year-end meeting:

\_\_\_\_\_

**6. Adjourn**

**Reminder:** Chairperson needs to send a meeting reminder notice to all committee members at least one week prior to the next meeting. Minutes from this meeting can be included with that reminder.

**NOTES FOR CREATING THE PROGRAM EVALUATION PLAN**

- The Policy and Environment Survey should be completed by worksite wellness committee members only. The Employee Satisfaction Survey (**Appendix V**) should be distributed to all employees at the worksite. (See **Appendix Q** for distribution and collection suggestions.)
- Select the distribution dates about one month before the scheduled date for the year-end meeting.
- Also, the date by which the committee members/employees return the completed surveys should be at least two weeks prior to the last meeting. This would give enough time to the committee member(s) responsible for analyzing the surveys.
- The completed Policy and Environment Surveys can be scored using the score sheet provided in **Appendix T**. Ideally, the results should show improved scores in the wellness topic that was targeted for intervention.
- Before distributing the Employee Satisfaction Survey to employees, clearly specify the return date and name of the person responsible for collecting the surveys.
- Depending upon the number of employees at your worksite, the analysis of completed Employee Satisfaction Surveys may need time input from more than one committee member.
- The results of the completed Employee Satisfaction Surveys can be reported using the outline provided in **Appendix W**. This will help simplify the evaluation of wellness program/activities during the year-end committee meeting.



**THE PROCESS OF PROGRAM EVALUATION** serves several purposes. It:

- Helps the committee stay focused on short- and long-term goals
- Provides information for decision making on all aspects of the program
- Identifies areas where the design and delivery of activities may need improvement or change
- Increases the application of learning by participants
- Allows for program accountability
- Provides data on the major accomplishments of the program
- Identifies way to improve future programs

Caffarella, R. S. *Planning Programs for Adult Learners*. San Francisco: Josse-Bass, 1994.

## Meeting Objectives

- Complete Year-End Evaluation Summary
  - Evaluate the Worksite Wellness Program using the
    - Action Plan Results/Outcomes
    - Employee Satisfaction Survey
    - Policy and Environment Survey (Repeat)
  - Provide recommendations from the Committee for the next year
- Complete NC HealthSmart Worksite Wellness Toolkit Evaluation Form
- Schedule the Worksite Wellness Committee first committee meeting for the upcoming year.

## Agenda Items

### 1. Call meeting to order—Chairperson (5 minutes)

It is suggested that the committee chairperson ask for a volunteer to record the minutes of the meeting.

### 2. Year-End Evaluation Summary of Worksite Wellness Program—Chairperson (20 minutes)

- The program chair should report from the action plan the results/outcomes of all activities and/or programs initiated.
- The committee member(s) responsible for collection and analysis of the Employee Satisfaction Survey and the repeat Policy and Environment Survey should present those results to the committee.

Employee Satisfaction Survey results may be reported using the outline provided in **Appendix W**. The committee as a group should discuss and summarize the results as recommendations for the next year’s worksite wellness program.

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

\_\_\_\_\_

\_\_\_\_\_

Barriers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The repeated Policy and Environment Survey should have been analyzed using the survey score sheet provided in **Appendix T**. Ideally, the results should show improved scores in the wellness topic that was targeted for intervention.

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

Barriers: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The committee chairperson should ask for any other recommendations to carry forward to the next year's committee program of work.
- The committee chairperson should complete the action plan by recording the year-end evaluation summary information provided above. A copy of the completed action plan should be sent to worksite management.

### 3. NC HealthSmart Worksite Wellness Toolkit (20 minutes)

**Evaluation**—Program Coordinator (20 minutes)

The worksite wellness committee members must also complete the NC HealthSmart Worksite Wellness Toolkit Evaluation Survey (**Appendix X**).

Only one toolkit evaluation form should be completed per worksite. The responses should be reported keeping in mind the overall usefulness and effectiveness of the entire toolkit during the implementation period. The responses to the questions in the evaluation form will help to improve the contents and effectiveness of the toolkit for future implementation.

These evaluations should be sent to:

**State Health Plan**  
**Attn: Worksite Wellness**  
**4509 Creedmoor Rd., Ste. 201**  
**Raleigh, NC 27612-3813**

### 4. Next Year Implementation of the NC HealthSmart Toolkit—Chairperson (15 minutes)

The year-end meeting should also serve as an opportunity for the worksite wellness committee members to realize that it is not the end of the worksite wellness program but a time to continue to build upon enhancing the health of employees at their worksite.

The committee members may wish to review the roles and responsibilities that they fulfilled during the entire implementation period. Committee members may wish to continue to serve on the committee or may choose to step down to open space for new members. The committee members should collectively decide on the date when the NC HealthSmart Worksite Wellness Toolkit will be implemented for the next year starting from step one as outlined in this workbook.

It is suggested that the committee compile minutes, copies of surveys, survey reports, completed action plan and any other documents pertinent to the committee. These files can be recorded to CD as well as hard copies in a three-ring binder.

Step # 1 Begins (Date) \_\_\_\_\_  
Member Responsible \_\_\_\_\_

### 5. Adjourn



# APPENDICES

# Committee Workbook

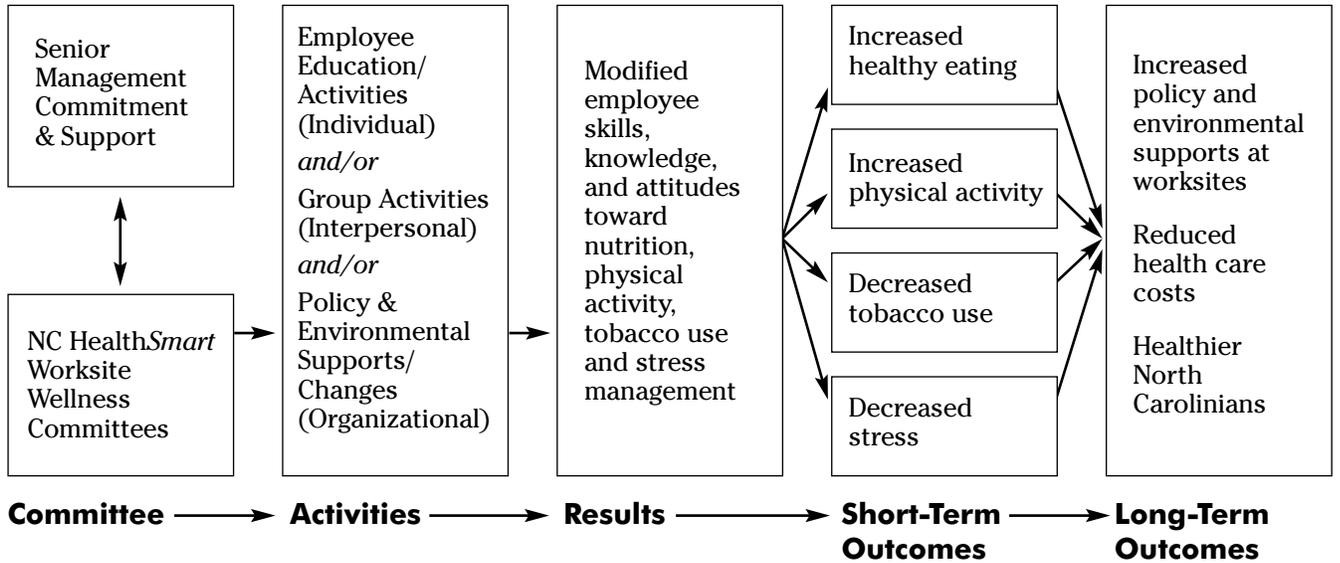
# Multi-Level Approach to Changing Behaviors

|   | LEVEL  | APPLICATION   |
|---|--|---|
| Policy & Environmental Strategies<br>(Systems-Level Change) | <b>Society</b><br>          | <p>Developing and enforcing state policies and laws that can increase beneficial health behaviors. Developing media campaigns that promote awareness of the health needs and advocacy for change.</p> <p><b>Examples:</b> Partnering with NC Department of Agriculture to increase facilities (Farmer’s Market programs) for increasing availability of fruits and vegetables; passing legislative laws that all public buildings and restaurants are smoke-free.</p> |
|   | <b>Community</b><br>        | <p>Coordinating the efforts of all members of a community (organizations, community leaders, and citizens) to bring about change. Developing and enforcing local policies and ordinances that support beneficial health behaviors.</p> <p><b>Examples:</b> Forming a community coalition to assess physical activity facilities; developing a media advocacy strategy promoting the need for environments that support healthy eating.</p>                            |
|   | <b>Organizational</b><br> | <p>Changing the policies, practices and physical environment of an organization (e.g., a worksite, a health care setting, a school/child care, a faith organization, or another type of community organization) to support behavior change.</p> <p><b>Examples:</b> Designating time for employees to work out; setting a policy about healthy foods in worksite vending venues; establishing a tobacco-free policy at the worksite.</p>                              |
| Individual/Interpersonal Strategies                         | <b>Interpersonal</b><br>  | <p>Recognizing that groups provide social identity and support, interpersonal interventions target groups, such as family members, peers or fellow employees.</p> <p><b>Examples:</b> Developing buddy systems and support groups at work that promote weight management, walking clubs and quitting tobacco use.</p>   |
|   | <b>Individual</b><br>     | <p>Motivating change in individual behavior by increasing knowledge, and influencing attitudes or challenging beliefs.</p> <p><b>Examples:</b> Offering cooking classes, one-on-one counseling, and incentives; promoting health coaching, interactive website, and health education through displays.</p>  |

(Reference: Adapted from McLeroy, et.al (1988))



# Worksite Wellness Program Model





**WORKSITE WELLNESS COMMITTEE ACTION PLAN**

Worksite: \_\_\_\_\_ Year #: \_\_\_\_\_

Committee Name: \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

**MISSION STATEMENT:**

**OVERALL COMMUNICATION PLAN:**

| Committee Members |       |       |       |
|-------------------|-------|-------|-------|
| Name              | Email | Phone | Phone |
| 1.                |       |       | 7.    |
| 2.                |       |       | 8.    |
| 3.                |       |       | 9.    |
| 4.                |       |       | 10.   |
| 5.                |       |       | 11.   |
| 6.                |       |       | 12.   |

| Short-Term Goal(s)—Strategies that focus on Individual/Group Activities and Environmental Changes |                       |                           |                        |
|---|-----------------------|---------------------------|------------------------|
| Strategy #1<br>Short-term goal:   | Responsible Member(s) | Communication to Employee | Date of Implementation |
| Step #1   |                       |                           | Results (Outcomes)     |
| Step #2   |                       |                           |                        |
| Step #3   |                       |                           |                        |

**APPENDIX C: Worksite Wellness Committee Action Plan Template, page 2**

| Strategy #2<br>Short-term goal:   | Responsible Member(s) | Communication to Employee | Date of Implementation | Results (Outcomes) |
|---|-----------------------|---------------------------|------------------------|--------------------|
| Step #1   |                       |                           |                        |                    |
| Step #2   |                       |                           |                        |                    |
| Step #3   |                       |                           |                        |                    |
| <b>Strategy #3</b><br>Short-term goal:  | Responsible Member(s) | Communication to Employee | Date of Implementation | Results (Outcomes) |
| Step #1   |                       |                           |                        |                    |
| Step #2   |                       |                           |                        |                    |
| Step #3   |                       |                           |                        |                    |
| <b>Long-Term Goal(s)—Strategies that focus on Policy and/or Environmental Changes</b> |                       |                           |                        |                    |
| <b>Strategy #1</b><br>Long-term goal:   | Responsible Member(s) | Communication to Employee | Date of Implementation | Results (Outcomes) |
| Step #1   |                       |                           |                        |                    |
| Step #2   |                       |                           |                        |                    |
| Step #3   |                       |                           |                        |                    |
| <b>Strategy #2</b><br>Long-term goal:   | Responsible Member(s) | Communication to Employee | Date of Implementation | Results (Outcomes) |
| Step #1   |                       |                           |                        |                    |
| Step #2   |                       |                           |                        |                    |
| Step #3   |                       |                           |                        |                    |

**APPENDIX C: Worksite Wellness Committee Action Plan Template, page 3**

| Strategy #3<br>Long-term goal: | Responsible Member(s) | Communication to Employee | Date of Implementation | Results (Outcomes) |
|--------------------------------|-----------------------|---------------------------|------------------------|--------------------|
| Step #1                        |                       |                           |                        |                    |
| Step #2                        |                       |                           |                        |                    |
| Step #3                        |                       |                           |                        |                    |

**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:



**WORKSITE WELLNESS COMMITTEE ACTION PLAN**

Worksite: NC Division of Public Health Year #: 1  
 Committee Name: Worksite Wellness for Public Health Employees  
 Committee Chairperson: Johnny Movemore  
 Program Coordinator: Sally Notobacco  
 Other Chairs: Jack Eatright—Eat Smart Activity Chair  
Jill Stress—Manage Stress Chair  
Bob Callme—Communications Chair

Action Plan for Period Beginning: July 1, 2005 Period Ended: June 30, 2006

**MISSION STATEMENT:**  
 To work toward creating policies that support a healthy worksite and healthy employees.

**OVERALL COMMUNICATION PLAN:**

- Utilize the Division's intranet system and listserv for 1300 employees in four (4) buildings
- Establish Worksite Wellness Bulletin Boards in all buildings for flyers/announcements/celebrations—placed in high profile and strategic locations

| <b>Committee Members</b> |                  |          |                     |                 |          |
|--------------------------|------------------|----------|---------------------|-----------------|----------|
| Name                     | Email            | Phone    | Name                | Email           | Phone    |
| 1. Sally Smith           | sally@ncdiv.com  | 666.6666 | 7. Jeff Hughes      | jeff@ncdiv.com  | 777.7777 |
| 2. Joe Black             | joe@ncdiv.com    | 555.5555 | 8. Jimmy Black      | jimmy@ncdiv.com | 888.8888 |
| 3. Sadie Tew             | sadie@ncdiv.com  | 444.4444 | 9. Linda Jacobs     | linda@ncdiv.com | 999.9999 |
| 4. Jill Stress           | jill@ncdiv.com   | 333.3333 | 10. Susie Cube      | susie@ncdiv.com | 000.0000 |
| 5. Bob Callme            | bob@ncdiv.com    | 222.2222 | 11. Sally Notobacco | sally@ncdiv.com | 666.5555 |
| 6. Johnny Movemore       | johnny@ncdiv.com | 111.1111 | 12. Jack Eatright   | jack@ncdiv.com  | 999.1111 |

| <b>Short-Term Goal(s)—Strategies that focus on Individual/Group Activities and Environmental Changes</b>               |   |  |                        |                        |
|--|---|--|------------------------|------------------------|
| Strategic Goal   | Responsible Member(s)   | Communication to Employee                                    | Date of Implementation | Results (Outcomes)     |
| <b>Strategy #1:</b> Run "I Quit" Campaign for one month<br><i>Short-term goal:</i> Reduce # of employees using tobacco | Sally Notobacco—Chair and Bldg 1 Chair, Linda Jacobs—Chair for Bldg 2, Jill Stress—Chair for Bldg 3, Jeff Hughes—Chair for Bldg 4 | Intranet listserv Flyers on bulletin boards in all buildings | August 1, 2005         | 22 employees signed up |
| <b>Step #1:</b> Kick-Off Campaign "I Quit" to employees. Provide sign-up sheets at all buildings                       |   |  |                        |                        |

## APPENDIX D: Worksite Wellness Committee Action Plan Sample, page 2

|   |  |   |                               |  |
|---|--|---|-------------------------------|--|
| Step #2—Schedule weekly meetings at lunch for 10 minutes in building #1 for those participating to share information/handouts and provide encouragement. Invite employees who have successfully quit the use of tobacco to share experiences. | Same as above                              | Email to participants and flyers on bulletin boards         | 8/8/05<br>8/15/05<br>8/22/05  | 8/8/05—20 employees attended<br>8/15/05—15 employees attended<br>8/22/05—7 employees attended  |
| Step #3—Final Meeting—Pass out certificates to those who met the challenge. Anticipate offering the “I Quit” challenge monthly for the remainder of the year.   | Same as above                              | Same as above   | 8/29/05                       | 3 employees met the challenge!<br>Those employees volunteered to participate in the next challenge to provide support for others and to keep them motivated.   |
| Updates to Strategy #1  |  |   |                               | Provided “I Quit” challenges every month. A total of 32 employees met the challenge. By 8/01/06—22 of the employees were still tobacco free!   |
| <b>Strategy #2:</b> Initiate a “Smart Steps” 30 day campaign<br><i>Short-term goal:</i> Encourage employees to include physical activity during the workday.  | <b>Responsible Member(s)</b>               | <b>Communication to Employee</b>                            | <b>Date of Implementation</b> | <b>Results (Outcomes)</b>  |
| Step #1—Create a “Smart Steps” challenge; have employees sign up; provide pledge cards; have a kick-off event 09/01/05  | Johnny Movemore;<br>Sadie Tew; Jill Stress | Intranet listserv and flyers                                | 09/01/05                      | Kick-off event was held during lunch. Had everyone bring a healthy lunch (provided ideas for brown bagging).<br>157 employees signed up.   |
| Step #2—Print posters from toolkit; place @ elevators, stairwells; have a mid-point meeting for participants  | Sadie Tew                                  | Sent email about mystery posters located in all 4 buildings | 9/15/05                       | Checked with our graphic design unit for the division; they were able to print posters in color; purchased simple black frames (funds for purchasing frames provided by division office); local fitness stores donated 25 pedometers; gave those as prizes to the first 25 employees who identified all 32 posters; all 25 pedometers were given away. |
| Step #3—Plan recognition meeting and give out certificates  | Julie Stress                               | Sent email to those employees participating                 | 10/15/05                      | Had another healthy lunch brown bag day for employees to log in their progress;<br>92 employees attended   |
|   |  | Sent email to participants                                  | 11/15/05                      | Healthy lunch brown bag event;<br>110 employees attended; All voted to continue program;<br>Selected a name for their “Smart Steps” group: “PH Smart Steps”;<br>Membership requirement: take the steps at least once a day!  |

**APPENDIX D: Worksite Wellness Committee Action Plan Sample, page 3**

| <b>Long-Term Goal(s)—Strategies that focus on Policy and/or Environmental Changes</b>  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>Long-Term Goal(s)</b>   | <b>Responsible Member(s)</b>   | <b>Communication to Employee</b>   | <b>Date of Implementation</b>                | <b>Results (Outcomes)</b>  |  |
| <p><b>Strategy #1:</b> Initiate poster campaign for three months that emphasize the benefits of a tobacco-free worksite.<br/> <i>Long-term goal:</i> The use of tobacco and/or smoking are not allowed anywhere inside the building at all four worksites.</p> | Jeff Hughes, Chair; Jack Eatright; Jimmy Black; Sadie Tew; Jill Stress | N/A  | 08/01/05                                     | Funding not available to print color posters or buy frames due to expenses already incurred with the stairwell posters; committee voted to print black/white posters and display on bulletin boards in each building   |  |
| Step #1—Identify best locations for poster placement; print and frame posters  | Sadie Tew<br>Jimmy Black   | N/A  | 10/01/05<br>01/01/06<br>03/01/06<br>05/01/06 | Switch out posters   |  |
| Step #2—30 and 60 day intervals; switch posters  | Jeff Hughes<br>Jack Eatright   | Surveyed employees through intranet email                                  | 05/01/06                                     | 46% of the 652 employees that returned survey supported a tobacco-free policy for the four buildings   |  |
| <p><b>Strategy #2:</b> Paint and place artwork in stairwells.<br/> <i>Long-term goal:</i> Improve appearance of stairwells so that employees will be motivated to take the stairs and increase their physical activity during the work day.</p>                | Responsible Member(s)  | Communication to Employee  | Date of Implementation                       | Results (Outcomes)   |  |
| Step #1—Design plan for stairwell paint colors and artwork placement   | Joe Black, Chair;<br>Bob Callme and Susie Cube                         | Email employees with survey about suggestions for artwork, donations, etc. | 08/01/05                                     | Checked with building owners and received okay to paint stairwells and hang artwork; Susie Cube sent email to employees asking for donations of artwork; received numerous responses and suggestions; committee voted to display children's artwork of employees; budget for paint and framing established; painting budget was \$8000 and framing was \$2000. |  |

**APPENDIX D: Worksite Wellness Committee Action Plan Sample, page 4**

|   |                                   |     |                          |   |
|---|-----------------------------------|-----|--------------------------|---|
| Step #2—Meet with management to discuss plan                                      | Joe Black                         | N/A | 10/01/05                 | Chair met with mgt. team; no funds available for paint and framing because dollars had already been given for Smart Steps initiative posters.   |
| Step #3—Prepare implementation plan for painting and completing stairwell design. | Joe Black, Bob Callme, Susie Cube |     | 01/01/06<br><br>05/01/06 | At the regular committee meeting, the committee voted to work on a roll-out plan for painting and framing artwork; the new implementation plan will seek alternative funding sources; a new plan will be shared at the May 06 committee meeting.<br>Committee members reported that the new implementation plan will include using volunteers for painting, donation of paint from area paint stores; donation of paint from employees; several employees have donated time to building the frames needed for the artwork. A strategic plan will be recommended for year 2 and the timeframe for completing the project will be extended over a period of one year. |

**Year-End Evaluation Summary:**

Employee Satisfaction Survey: Of the 588 employees that responded—38% of the employees were aware of the worksite wellness program and 62% were aware of the worksite wellness committee; 18% had participated in one or more of the programs offered; 75% of those that participated reported lifestyle changes as a result; and 65% of the 588 employees reported that they would participate in future programs.

Policy & Environmental Survey (committee only): The committee focused on moving the four worksites within the division towards a tobacco-free policy for the inside of the buildings. Currently, the buildings are not tobacco free. This was the first priority for the committee in regards to policy change.

**Recommendations from the Committee for Year # 1 :**

Successes:

- 1) 46% of the 688 employees that returned the survey concerning tobacco-free buildings is a strong indication that the committee is on the right track to pursue policy in this area. This success is combined with the “I Quit” campaigns that we held throughout the year and combined with the poster campaign throughout the buildings that raised awareness. The committee for year two is better equipped to pursue policy change, as well as seek and bring in other cessation programs. We found that those individuals that had recently quit the use of tobacco were our greatest champions and encouragers!
- 2) The “Smart Steps” initiative showed some success and appeared to be a nice fit with the healthy lunch meetings. There were numerous opportunities during these meetings to share handouts and talk about healthy eating, as well as ways to increase physical activity. The most successful activity was the mystery poster contest! It appears that the “scavenger hunt” mentality is a good tool and it actually forced employees to take steps to find the posters!

**Lessons Learned and/or Barriers:**

- 1) Our greatest challenge was finding the funds to do the numerous activities. Initially, we began with the Smart Steps posters and management was able to fund those. But, lesson learned was that we need to better evaluate our overall program, determine how much funding is available (if any) and which program will provide the most benefit and bang for the buck! We also realized that we may have to depend on our employees to contribute, not necessarily monetarily, but to be willing to help us find other avenues of support.
- 2) Another example of the above was the design plan for painting and placing artwork in the stairwells of all four buildings. The expense was huge, so it forced the committee back to the drawing table to look for other alternatives.
- 3) Obviously, from the results of the Employee Survey at the end of the year, we need to do a better job of communicating that we have a wellness program and that the wellness committee is responsible for making the wellness program happen. We recommend that future committees work closely with human resources or someone in the division that is in contact with ALL the employees in our division. The committee needs to be sure that they are reaching all the employees and the intranet may not be the best way.

**Programs/Activities to continue:**

Year Two programming should continue the “I Quit” campaign and pursuing policy change for tobacco-free buildings. It is suggested the committee pursue help from some of the agencies listed in the Quit Now toolkit. Although our success rate was not high—we did have employees become and stay tobacco-free during the year.

Also, continue with the Smart Steps campaign. Small groups have already formed and challenges between buildings can be designed to continue interest in this program. It is suggested that the committee establish a “healthy eating” committee that can better organize the healthy lunch meetings. These had great employee turnout so we need to use those opportunities to incorporate some of the Eat Smart materials from the toolkit.

The committee also recommends that in year two, we pursue something related to employee stress. It was evident from our initial Employee Interest Survey that the stress area ranked pretty high along with the tobacco and physical activity scores. The committee opted to focus on physical activity since we believed it involves stress release but want to be sure that future committees incorporate some short-term activity with this focus.

**Programs/Activities to discontinue:**

This is not really a recommendation to discontinue but the stairwell painting and artwork is a very huge and complex undertaking. It would be our suggestion to keep this as a long-term goal but to spend a little more time researching how other companies and organizations have achieved success with this— particularly with limited funding.

## APPENDIX E: Sample Letter of Invitation to Serve on the Worksite Wellness Committee

Date \_\_\_\_\_

Dear \_\_\_\_\_,



Brought to you by  
the State Health Plan

*(Name of worksite)* has received training on how to use the North Carolina HealthSmart Worksite Wellness Toolkit. This toolkit has resources to help us improve the health of employees at our workplace as well as resources that individuals can use to make healthier lifestyle choices, such as eating healthy, increasing physical activity, quitting the use of tobacco and reducing stress.

The toolkit developed by the NC State Health Plan and the NC Division of Public Health, includes a workbook for establishing a Worksite Wellness Committee and four (4) resource workbooks—*Eat Smart, Move More, Quit Now* and *Manage Stress*. Our goal is to have a committee that represents our unique worksite and establishes an action plan for how we might use the toolkit most effectively.

You are invited to serve on the Worksite Wellness Committee. The committee will meet on *(insert date, time and location)*. Please check with your immediate supervisor to confirm that your participation and responsibility to the Worksite Wellness Committee is approved and will be reflected in your annual work plan. I am available to explain to your supervisor the nature of the committee and general time commitments.

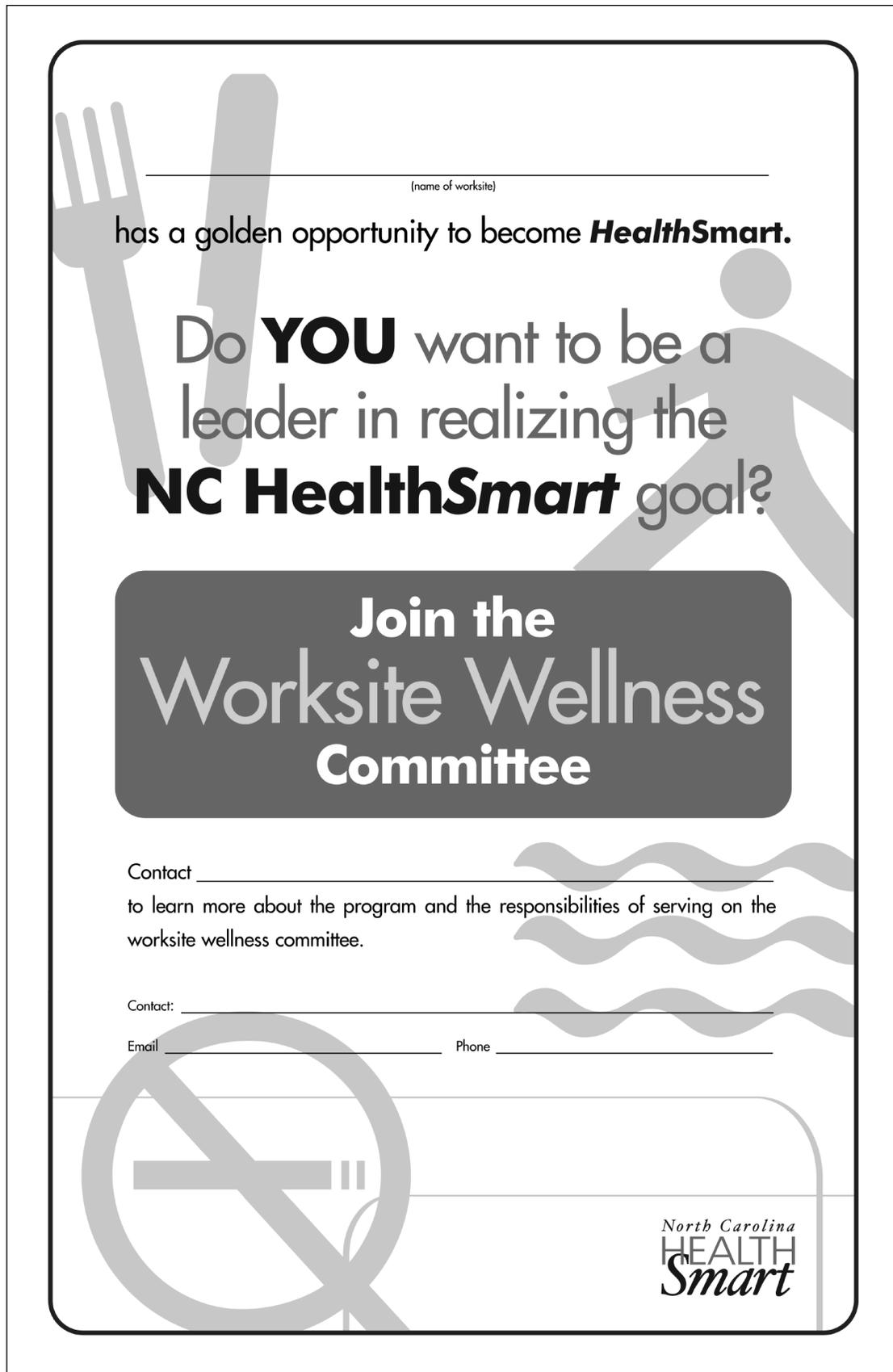
The major responsibilities of the Worksite Wellness Committee would include but would not be limited to: communicating the wellness program to employees at our worksite, advocating for policies that support health, promoting participation in wellness activities, managing the activities and evaluating the impact of the wellness program.

If you cannot serve on the Committee at this time, please notify me as soon as possible.

Sincerely,

*(Signature—Supervisor/Manager)*

**APPENDIX F: Worksite Wellness Committee Invitation Poster**



The poster features a large, faint background illustration of a hand holding a fork and knife on the left, and a person walking on the right. The text is centered and reads: "(name of worksite) has a golden opportunity to become **HealthSmart**. Do **YOU** want to be a leader in realizing the **NC HealthSmart** goal?" Below this is a dark grey rounded rectangle with the text "Join the Worksite Wellness Committee" in white. At the bottom, there are contact fields: "Contact \_\_\_\_\_ to learn more about the program and the responsibilities of serving on the worksite wellness committee.", "Contact: \_\_\_\_\_", "Email \_\_\_\_\_ Phone \_\_\_\_\_", and a "No Smoking" sign on the left. The "North Carolina HEALTH Smart" logo is in the bottom right corner.

(name of worksite)

has a golden opportunity to become **HealthSmart**.

Do **YOU** want to be a leader in realizing the **NC HealthSmart** goal?

**Join the  
Worksite Wellness  
Committee**

Contact \_\_\_\_\_  
to learn more about the program and the responsibilities of serving on the  
worksite wellness committee.

Contact: \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**North Carolina  
HEALTH  
Smart**

CWCommitteePoster.pdf

## APPENDIX G: Worksite Wellness Committee Members

### WORKSITE WELLNESS COMMITTEE MEMBERS

Name of Worksite \_\_\_\_\_

| Member Name | Supervisor Approval | Workplan Revision |
|-------------|---------------------|-------------------|
| 1.          |                     |                   |
| 2.          |                     |                   |
| 3.          |                     |                   |
| 4.          |                     |                   |
| 5.          |                     |                   |
| 6.          |                     |                   |
| 7.          |                     |                   |
| 8.          |                     |                   |
| 9.          |                     |                   |
| 10.         |                     |                   |
| 11.         |                     |                   |
| 12.         |                     |                   |



## APPENDIX H: First Meeting—Sample Agenda

### NC HEALTHSMART WORKSITE WELLNESS COMMITTEE MEETING

Worksite Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### AGENDA

##### Call meeting to order

##### Introductions—Committee Members

Share your name, department, favorite food and one favorite physical activity  
Sign Committee Communication list—name, email address and phone number

##### Orientation to NC HealthSmart Worksite Wellness Toolkit

Multi-Level Approach to Change (**Appendix A**)  
NC HealthSmart Program Overview (**Appendix B**)  
Overview of the five (5) workbooks (**Appendix L**)

*Worksite Wellness Committee*

*Eat Smart*

*Move More*

*Quit Now*

*Manage Stress*

##### Committee Name

##### Mission Statement

##### Committee Chairperson and Program Coordinator Selection

##### Employee Communication Plan

##### Overview of Action Plan and Surveys

Worksite Wellness Committee Action Plan (**Appendix C**)  
Worksite Wellness Committee Action Plan Sample (**Appendix D**)  
Employee Interest Survey (**Appendix I**)  
Policy and Environment Survey (**Appendix J**)

##### Schedule Future Meetings

##### Adjourn

North Carolina  
HEALTH  
Smart



# NC HEALTHSMART WORKSITE WELLNESS Employee Interest Survey

**Directions:** Indicate your interest for each of the following by circling:

**1: little or no interest      2: some interest      3: very interested**

**I am interested in:**

|  |   |   |   |
|--|---|---|---|
| 1. learning more about healthy food choices.   | 1 | 2 | 3 |
| 2. learning how to incorporate fruits and vegetables into my diet.                                 | 1 | 2 | 3 |
| 3. learning about healthier food choices and portions to help manage my weight.                    | 1 | 2 | 3 |
| 4. participating in “tasting” events to sample healthy foods.                                      | 1 | 2 | 3 |
| 5. having healthy snacks available for purchase at work.   | 1 | 2 | 3 |
| 6. learning more about the benefits of physical activity and how it can influence my health.       | 1 | 2 | 3 |
| 7. increasing my physical activity level.  | 1 | 2 | 3 |
| 8. walking to increase physical activity.  | 1 | 2 | 3 |
| 9. participating in team activities.   | 1 | 2 | 3 |
| 10. learning ways to cope with feelings of stress.   | 1 | 2 | 3 |
| 11. time management skills.  | 1 | 2 | 3 |
| 12. improving my communication skills.   | 1 | 2 | 3 |
| 13. learning skills to cope with change.   | 1 | 2 | 3 |
| 14. organized social events with my co-workers.<br>Events might be holiday party or summer picnic. | 1 | 2 | 3 |
| 15. participating in wellness activities within my regular work schedule.                          | 1 | 2 | 3 |
| 16. participating in wellness activities before work   | 1 | 2 | 3 |
| 17. participating in wellness activities after work.   | 1 | 2 | 3 |
| 18. 10-15 minute activities that I can do two to three times a day.                                | 1 | 2 | 3 |
| 19. activities that last 30–60 minutes.  | 1 | 2 | 3 |
| 20. health information that I can read, listen to, or watch on my own.                             | 1 | 2 | 3 |
| 21. participating with a group to learn more about wellness.                                       | 1 | 2 | 3 |

**Continued**

## APPENDIX I: Employee Interest Survey, page 2

**Directions:** Indicate your interest for each of the following by circling:

**1: little or no interest**

**2: some interest**

**3: very interested**

**I am interested in:**

|  |   |   |   |
|--|---|---|---|
| 22. working in a tobacco-free environment. | 1 | 2 | 3 |
|--|---|---|---|

|  |   |   |   |
|--|---|---|---|
| 23. working with others to reduce second-hand smoke in my workplace. | 1 | 2 | 3 |
|--|---|---|---|

**Please complete questions 24–27 only if you currently use tobacco.**

|   |   |   |   |
|---|---|---|---|
| 24. getting information about quitting tobacco use. | 1 | 2 | 3 |
|---|---|---|---|

|   |   |   |   |
|---|---|---|---|
| 25. attending information sessions or classes about quitting tobacco use. | 1 | 2 | 3 |
|---|---|---|---|

|  |   |   |   |
|--|---|---|---|
| 26. using my meal break time to learn about quitting the use of tobacco. | 1 | 2 | 3 |
|--|---|---|---|

|   |   |   |   |
|---|---|---|---|
| 27. using time before or after work to learn about quitting the use of tobacco. | 1 | 2 | 3 |
|---|---|---|---|

Please return this survey to: \_\_\_\_\_

By this date: \_\_\_\_\_

North Carolina  
**HEALTH**  
*Smart*



# NC HEALTHSMART WORKSITE WELLNESS Policy & Environment Survey

- Directions:**
- This survey is completed by the worksite wellness committee members only.
  - Please circle your answer to each of the questions.
  - Choose N/A on any question that does not apply to your worksite.

|  |     |    |          |     |
|--|-----|----|----------|-----|
| 1. Does your worksite have any written policy or policies recommending the use of healthier foods for holiday celebrations or staff meetings?        | Yes | No | Not Sure | N/A |
| 2. If Yes, are employees told about the healthy foods policy or policies during orientation?   | Yes | No | Not Sure | N/A |
| 3. Does your worksite have a refrigerator designated for food for employees to use?  | Yes | No | Not Sure | N/A |
| 4. Does your worksite have any equipment and sink access available for employees to use to prepare and eat meals?                                    | Yes | No | Not Sure | N/A |
| 5. Does your worksite have any vending machines?   | Yes | No | Not Sure | N/A |
| 6. If Yes, do the vending machine(s) offer at least 5 healthy choices? Healthy choices include fresh fruits, whole grain chips, or baked chips, etc. | Yes | No | Not Sure | N/A |
| 7. Does your worksite have a cafeteria?  | Yes | No | Not Sure | N/A |
| 8. If Yes, Does your cafeteria offer at least 5 healthy choices like 100% juice products, fresh fruits, or whole grain products?                     | Yes | No | Not Sure | N/A |
| 9. Has information on healthy food choices been provided to employees in the past year?<br>How? _____  | Yes | No | Not Sure | N/A |
| 10. Does your worksite have any written policy or policies encouraging physical activity during the workday?   | Yes | No | Not Sure | N/A |
| 11. Does your worksite have stairs?  | Yes | No | Not Sure | N/A |
| 12. If yes, are the stairs safe, clean and well-lit?   | Yes | No | Not Sure | N/A |
| 13. Does your worksite have a safe place for walking or other activities on-site or near-by?<br>Name of near-by facility _____                       | Yes | No | Not Sure | N/A |
| 14. Does your worksite sponsor any physical activities, teams or clubs?<br>Name of activity: _____   | Yes | No | Not Sure | N/A |
| 15. Does your worksite sponsor any community-based activities, teams or clubs?<br>Name of activity: _____  | Yes | No | Not Sure | N/A |

**Continued**

**APPENDIX J: Policy and Environment Survey, page 2**

|  |     |    |          |     |
|--|-----|----|----------|-----|
| 16. Has information on physical activity been provided to employees in the past year?<br>How provided? _____   | Yes | No | Not Sure | N/A |
| 17. Does your worksite have any written policy or policies supporting and encouraging communication that is open, two-way and respectful of employee diversity?  | Yes | No | Not Sure | N/A |
| 18. Does your worksite have any place for employees to reduce the physical and mental stress of the workday?   | Yes | No | Not Sure | N/A |
| 19. Has any activity or activities been provided for dealing with significant changes in the worksite in the past 2 years? A significant change may be a change in management, high staff turnover or loss, or changes in work conditions?<br>What was done? _____ | Yes | No | Not Sure | N/A |
| 20. Has any program(s) or material(s) for managing stress been provided at your worksite in the past year? This might be a class for supervisors, relaxation, communication, or time management.<br>What was provided? _____                                       | Yes | No | Not Sure | N/A |
| 21. Does your worksite have any written policy or policies that prohibit or restrict smoking at the worksite?  | Yes | No | Not Sure | N/A |
| 21a. If Yes, is smoking permitted outside on worksite grounds?   | Yes | No | Not Sure | N/A |
| 21b. If Yes, is smoking permitted anywhere in worksite buildings?  | Yes | No | Not Sure | N/A |
| 22. If Yes to 21 a or b, are signs posted for smoking or non-smoking areas?  | Yes | No | Not Sure | N/A |
| 23. Are tobacco vending machines or vendors restricted or prohibited at the worksite?  | Yes | No | Not Sure | N/A |
| 24. Has any information on health effects of tobacco been provided to employees in the past year?<br>How? _____  | Yes | No | Not Sure | N/A |
| 25. Have smoking or tobacco cessation programs been offered on-site during the last year?<br>What? _____   | Yes | No | Not Sure | N/A |

Please return this survey to: \_\_\_\_\_

By this date: \_\_\_\_\_



## **Ideas for Physical Activity Breaks in Meetings**

*Benjamin Franklin once said,  
" You don't stop playing because you grow old, you grow old because you stop playing."*

The following are sample ideas for physical activity breaks. Some of them are taken directly from improvisational theater exercises and others were made up on the spot. Activities are limited only by your own creativity (and safety concerns). Mix and match motions with movement ideas or come up with your own. There is no right or wrong way to have physical activity breaks; however, you should be aware of the needs of persons with disabilities. For example, you can ask folks to "stand up or roll back" to begin an activity. Share your ideas, be willing to pretend like you are visiting a kindergarten class, and have fun!

### **Potential Motions**

|         |       |          |           |         |         |        |
|---------|-------|----------|-----------|---------|---------|--------|
| balance | chew  | go       | pinch     | rotate  | skip    | tap    |
| bend    | clap  | hit      | pirouette | ride    | slide   | throw  |
| blow    | climb | hop      | poke      | run     | slip    | turn   |
| bounce  | clog  | jump     | pop       | sashay  | slither | walk   |
| brush   | cycle | kick     | press     | serve   | spin    | wave   |
| build   | dance | levitate | pull      | shuffle | swagger | wiggle |
| bump    | float | lift     | push      | skate   | swim    | wipe   |
| catch   | fix   | paint    | roll      | ski     | swing   | write  |

### **Movement Ideas:**

Can you:

- |  |  |
|--|--|
| ... pounce like a tiger                  | Can you stretch like you're a giraffe      |
| ... balance on a high wire               | Can you pretend you're an elephant         |
| ... climb a rope                         | ... a cat                                  |
| ... swagger like a cowboy                | ... a snake                                |
| ... swim the butterfly                   | ... a bull frog                            |
| ... clog like you're on stage            | Can you be                                 |
| ... paint the fence                      | ... a lumberjack                           |
| ... wax the car                          | ... a fireman                              |
| ... shuffle like you just got out of bed | Can you pretend you are                    |
| ... float in the waves at the beach      | ... a ball                                 |
| ... balance a ball like a seal           | ... a flower                               |
| ... wiggle like an inch worm             | Can you give 4 people high five            |
| ... push the donkey up the hill          | Can you giggle like it's your birthday     |
|  | Can you sit down like it's time for school |



**Group Activities**

*Writing Your Name:*

Raise your right hand. Pretend you have a pencil in your hand. Print your first name. Using your left foot, write your name in cursive. Pretend you have a pencil sticking out of your belly button. Print or cursive, write your first name. No abbreviations! Don't forget to cross the 't's' and dot the 'i's'. Every activity, even one as simple as writing your name or conducting a meeting, can be made fun.

*Beach Volleyball:*

Pass out several invisible beach balls. Pass (carefully hit) them around the room. Play along. You may want to make a show of bringing the invisible balls into the room. "Hand" them out to folks to get them started. You can also use real balls and name them with the issues you are addressing. You have to keep all of the "issues" up at the same time. Invisible balls get more people active because people wait for the real one to come to them rather than pretend its already there.

*Mr. Ed's School of Counting:*

Each hand clap counts as 1. Each foot stomp (or knee slap) counts as 10. Can you count to 4? Can you count to 32? What is  $5 \times 7$  ? What is  $144 \div 12$  ? Great job, give yourself 4!

*Lead With Your Body*

Walk around the room while leading with a particular body part of your choosing. It could be a foot, shoulder, knee, hip, ear, whatever! Lead as if that part would hit the wall first if you walked into it. Freeze! Lead with a new body part. Freeze! Now come up with a unique sound to go along with your new walk.

*Story Time*

Make up or find a short story (3-6 paragraphs) with lots of action words. As you read it out loud, the participants can act out every action.

**Rx:** Each person should get 15 laughs / day; 2 of them must be "belly laughs". (Share with the audience a demonstration)

---

Need more ideas? Check out Whole Person Associates Inc. for the following books: *Instant Icebreakers* by Sandy Christian and Nancy Loving; *Mind-Body Magic* by Martha Belknap; and *Playing Along* by Izzy Gesell.

---

## 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.

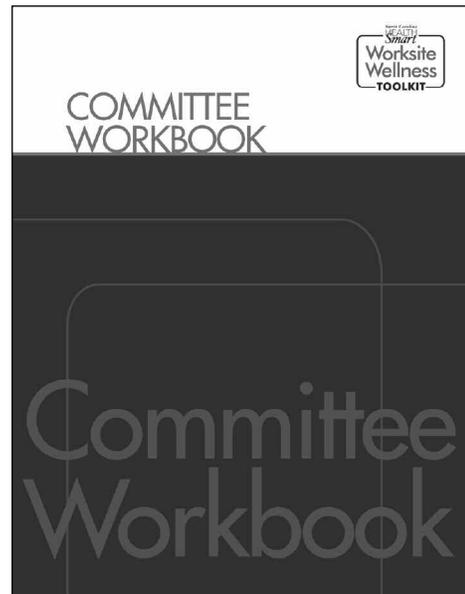
### **WORKSITE WELLNESS COMMITTEE WORKBOOK**

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**

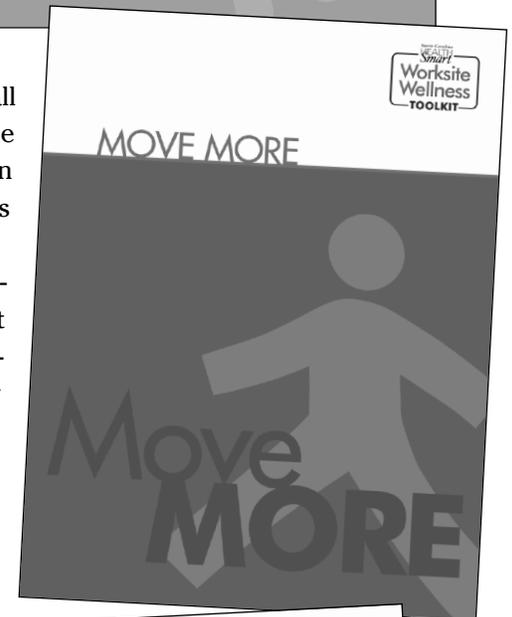
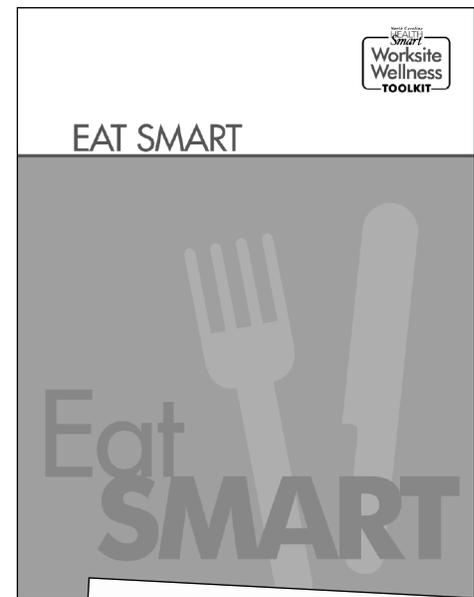
Physical activity helps to enhance the quality of life for people of all ages and abilities. Sedentary individuals can substantially reduce the risk of developing heart disease, diabetes, osteoporosis and colon cancer just by becoming moderately physically active on most days of the week.

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**

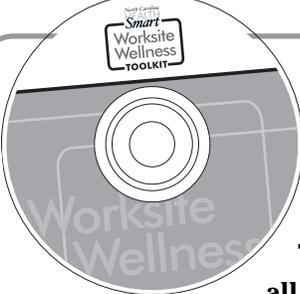
Tobacco use is the number one preventable cause of death in the United States. Tobacco use in any form is not only harmful for the person using the product but also for non-smokers and other people in the environment.



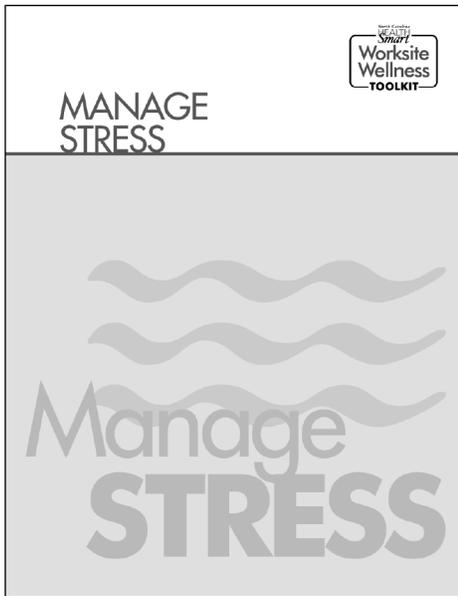
Some of the proven health consequences of tobacco use include premature death, disability and disease including heart disease, stroke, several cancers, chronic bronchitis and emphysema. Tobacco use is also a cause of intrauterine growth retardation leading to low birth weight babies and a probable cause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

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.



**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.**



## **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.

## APPENDIX M: Sample Mission Statements

### Sample Mission Statements

The mission statement should be a global expression of what the Worksite Wellness Committee wants to accomplish using the NC HealthSmart Worksite Wellness Toolkit. The mission statement may include a description of the value of the program to the worksite and to its employees. You may decide on a mission statement that reflects the work the committee wants to accomplish. You may choose to select one from these or create your own.

#### Examples:

*“The mission of the (name of worksite) Worksite Wellness Committee is to establish and maintain a worksite that encourages environmental and social support for a healthy lifestyle.”*

*“To encourage employees’ personal and professional productivity, and physical and mental well-being, the mission of the (name of worksite) Worksite Wellness Committee shall be to promote a worksite culture that supports employees’ desire to make healthy lifestyle choices.”*

*“Because employees spend 40 hours a week at work, it is important that the worksite be a healthy place to work and support healthy choices for employees. It is the mission of the (name of worksite) Worksite Wellness Committee to work toward implementing policies that support a healthy worksite and healthy employees.”*

*“The worksite wellness committee will work to provide opportunities for employees to develop healthier lifestyles by supporting the adoption of habits and attitudes that contribute to their positive well-being.”*

## **Committee Members and Role Sharing**

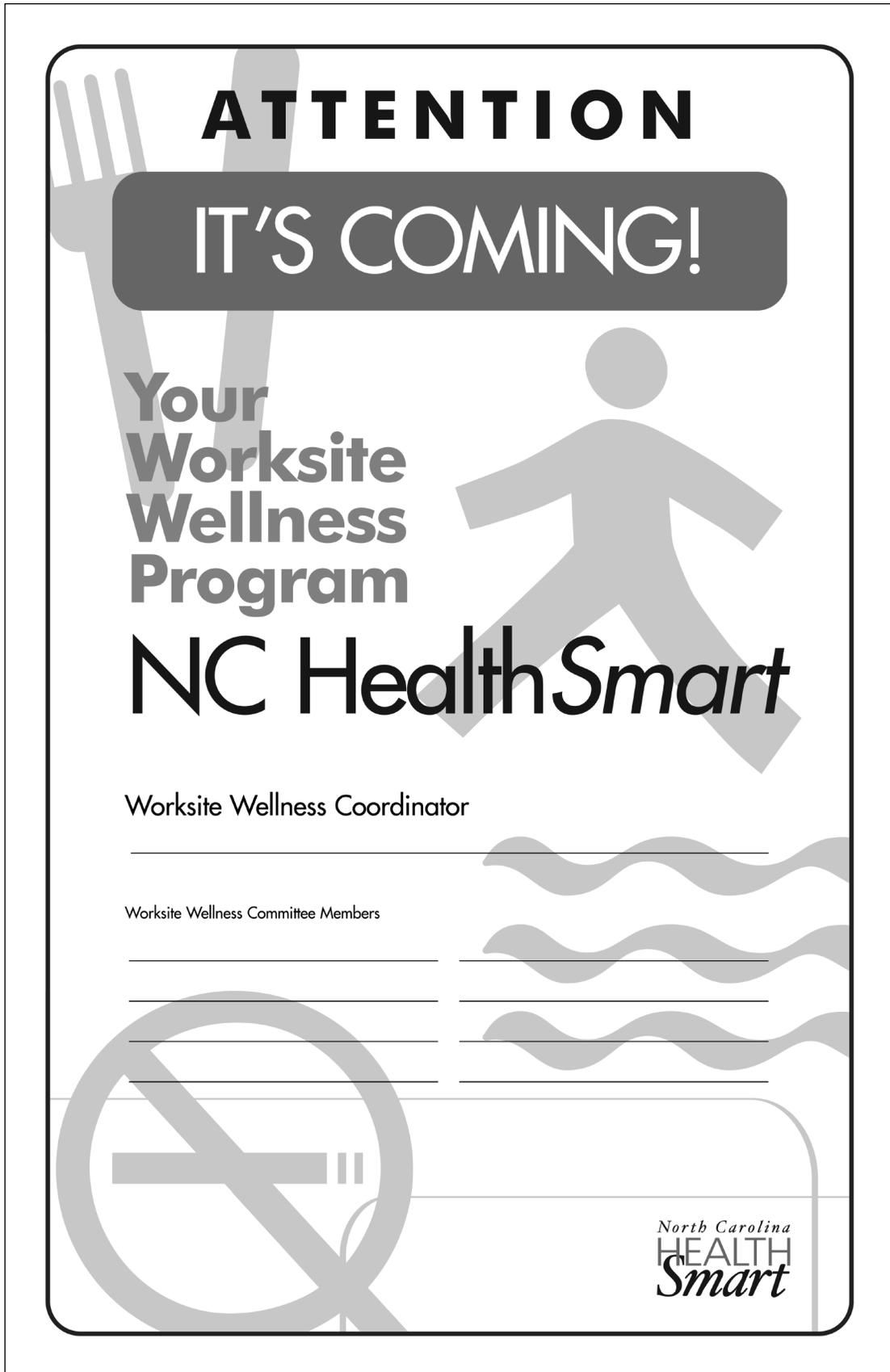
Worksite Wellness Committees can operate efficiently and avoid burn-out if members of the committee share responsibilities. Some of the roles that can be shared on a worksite wellness committee include:

**Committee Chairperson:** This position can be shared by two employees as co-chairpersons. The duties and responsibilities for one may be to handle the administration and communication needs of the committee. The other co-chair might be responsible for the overall program activities of the committee.

**Program Coordinator(s):** The number of program coordinators that the committee has is usually dictated by the number of programs and/or activities that are outlined in the action plan. By assigning a program coordinator to each activity that you implement at your worksite, you do not place the burden of all programs on one employee.

The important thing to remember is to share the responsibility among committee members and recruit employees who are not on the committee as well to serve on sub-committees. Other chairpersons that can be assigned and shared include:

- Communications Chair**
- Employee Interest Survey Chair**
- Event Planner Chair**
- Management Liaison Chair**
- Action Plan Chair**



CWComAnnouncePoster.pdf

## APPENDIX P: Cover Letter for Employee Interest Survey



Brought to you by  
the State Health Plan

Dear Co-Workers,

In today's fast paced world where most of our lifestyle choices are influenced by convenience and technology, chronic health conditions/diseases have begun to rise at an alarming rate.

Also, most of the focus and expense of the healthcare industry has been for the treatment of chronic diseases. By focusing on prevention, several chronic diseases can be prevented or made less serious. Our employers can play a crucial role in helping us make healthier lifestyle choices that can lead to a more enjoyable life for all of us.

As some of us are aware, our worksite has received the NC HealthSmart Worksite Wellness Toolkit. A worksite wellness committee has also been established to make our worksite a healthier workplace and promote the health of our employees. The toolkit will provide resources and materials to help the worksite wellness committee achieve its goals.

However, before the wellness committee can put the toolkit resources to effective use and initiate wellness activities/programs at the worksite, it is imperative to learn about the interests of our employees. The success of any worksite wellness initiative will ultimately depend on what the employees want and will participate in. Attached is a short Employee Interest Survey that we request you to complete and return to the committee member specified below.

**Please complete the attached survey.** You do not have to sign your name.

Return your completed survey to \_\_\_\_\_ by \_\_\_\_\_.

Working together,  
Our employees can have better  
HEALTH and be **Smart**.

Thank you!

Worksite Wellness Committee

\_\_\_\_\_  
(name of worksite)

## APPENDIX Q: Employee Interest Survey Distribution and Collection Suggestions

### Ideas for Distributing Employee Interest Surveys

| Distribution Method                      | Pros   | Cons  | Additional Information  |
|--|--|---|---|
| <b>Personal Distribution</b>             | Low cost. Personal contact with employees might increase the number of survey responses. Personal interaction will allow wellness members to talk about the importance of completing the Employee Interest Survey.         | Could involve a significant time involvement for large worksites. In facilities with different shifts of employee work-time, committee members would need to cover all shifts to ensure distribution to all employees. Home-based employees might not receive surveys. Employees might be disbursed throughout several worksites. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices. | Personal distribution could be combined with mailbox, paycheck stuffers, or email distribution to include employees at all shifts and locations (this would involve significant committee involvement in identifying employees who are home-based or work night-time shifts). In smaller offices, surveys could be distributed and completed in staff meetings, ensuring high levels of survey responses. |
| <b>Mailbox stuffers</b>                  | Low cost. Surveys can be distributed with relative ease.   | Some employees might not check their mailboxes. Could involve making high numbers of copies in large offices. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices.   | Be sure to specify a specific survey collection spot for employees to drop surveys.   |
| <b>Paycheck stuffers, Memo addendums</b> | Low cost. Surveys can be distributed with relative ease. Most employees will receive (and open) paychecks and employee memos.  | Could involve making high numbers of copies in large offices. Method does not include temporary staff. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices.  | Be sure to specify a specific survey collection spot for employees to drop surveys.   |
| <b>Email distribution</b>                | No cost. Surveys can be distributed very easily.   | Employees might not respond to email. Method does not include employees without email. Could involve a high level of committee involvement in counting and monitoring survey responses in large offices.  | Email distribution could be combined with mailbox stuffers or paycheck stuffers to include temporary and non-email staff (this would involve significant committee involvement in identifying employees without computers).   |
| <b>Online Surveys</b>                    | Surveys could be easily distributed via email. Low level of committee involvement needed in tabulating survey results—the survey website will collect and score data. Very easy to monitor the number of survey responses. | Significant cost involved. Method does not include employees without internet access. Committee involvement needed in setting up survey online.   | Email notification of online survey site could be combined with mailbox stuffers or paycheck stuffers to include employees without access to the internet (this would involve significant committee involvement in identifying employees without computers). The following websites offer online surveys:<br>www.zommerang.com<br>www.surveymonkey.com  |

\*\*Some things to keep in mind while distributing surveys:

1. Your wellness committee should consider setting a target date for receiving survey responses. Having a set date to return surveys will make some employees more likely to complete them.
2. Consider having a drawing or incentives for employees who complete their surveys. These incentives or drawings do not have to cost money! For example, your committee could: offer relief from shared office tasks (like cleaning common areas or contributing to the coffee fund) to the first 5 employees who finish their surveys; find a local business to donate a gift card to give to drawing winners; post a "thank you" note to employees who complete their surveys in a visible notice board. (This could be done a week or a few days before the final collection date to remind others to complete their surveys.)
3. Think about posting fliers or sending out reminder emails to keep employees informed about the importance of the Employee Interest Survey. Remember: a few well placed fliers and a small number of emails will keep people's attention. Try not to flood employees' mailboxes with too many emails or they will begin to delete them.
4. Remind Wellness Committee members to talk up the surveys! Committee members are your greatest assets and biggest champions. Members can make short presentations in management or office staff meetings about the importance of the survey and the final collection date. Also, ask them to talk about the importance of the Employee Interest Survey to their friends and co-workers. News will spread, generating greater survey participation.

## **APPENDIX R: Second Meeting—Sample Agenda**

### **NC HEALTHSMART WORKSITE WELLNESS COMMITTEE MEETING**

Worksite Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### **AGENDA**

**Call meeting to order**

**Old Business**

**Employee Interest Survey**

Establish plan for distribution and collection of surveys

**Worksite Policy and Environment Survey Report**

Report the results of the survey

Establish long-term goals (strategies and steps) for policy and/or environmental changes at the worksite

Select resources from the four (4) workbooks

**Management Issues**

Funding for incentives and materials

Worksite policies regarding wellness activities

**Strategies for Communicating with Management**

**Review Schedule of Future Meetings**

**Adjourn**



# Employee Interest Survey Score Sheet



Name of Worksite \_\_\_\_\_

Total Number of Surveys Distributed \_\_\_\_\_

Total Number of Surveys Returned \_\_\_\_\_

**Directions**

1. Collect all completed Employee Interest Surveys.
2. For each question, add the response number that has been circled on all surveys. This will give you the final score for each one of the questions from 1 to 27.
3. For example, if you collect 3 completed surveys and the responses for Question 1 on these surveys are: 3, 2 and 3, then the score for Question 1 is 3+2+3 = 8.

| <b>EAT SMART</b>  |  |
|---|--|
| 1. I am interested in learning more about healthy food choices.   |  |
| 2. I am interested in learning how to incorporate fruits and vegetables into my diet.                                 |  |
| 3. I am interested in learning about healthier food choices and portions to help manage my weight.                    |  |
| 4. I am interested in participating in “tasting” events to sample healthy foods.                                      |  |
| 5. I am interested in having healthy snacks available for purchase at work.   |  |
| <b>MOVE MORE</b>  |  |
| 6. I am interested in learning more about the benefits of physical activity.  |  |
| 7. I am interested in increasing my physical activity level.  |  |
| 8. I am interested in walking to increase physical activity.  |  |
| 9. I am interested in participating in team activities.   |  |
| <b>MANAGE STRESS</b>  |  |
| 10. I am interested in learning ways to cope with feelings of stress.   |  |
| 11. I am interested in time management skills.  |  |
| 12. I am interested in improving my communication skills.   |  |
| 13. I am interested in learning skills to cope with change.   |  |
| 14. I am interested in organized social events with my co-workers.<br>Events might be holiday party or summer picnic. |  |
| <b>WHEN EMPLOYEES WOULD MOST LIKELY PARTICIPATE IN PROGRAMS</b>   |  |
| 15. I am interested in participating in wellness activities within my regular work schedule.                          |  |
| 16. I am interested in participating in wellness activities before work.  |  |
| 17. I am interested in participating in wellness activities after work.   |  |

**APPENDIX S: Score Sheet for Employee Interest Survey, page 2**

| <b>HOW LONG EMPLOYEES WANT PROGRAMS TO LAST.</b>  |  |
|---|--|
| 18. I am interested in 10-15 minute activities that I can do two to three times a day.                  |  |
| 19. I am interested in activities that last 30-60 minutes.  |  |
| <b>INDIVIDUAL OR GROUP ACTIVITIES</b>   |  |
| 20. I am interested in health information that I can read, listen to, or watch on my own.               |  |
| 21. I am interested in participating with a group to learn more about wellness.                         |  |
| <b>SMOKEFREE WORKPLACE</b>  |  |
| 22. I am interested in working in a tobacco-free environment.   |  |
| 23. I am interested in working with others to reduce second-hand smoke in my workplace.                 |  |
| <b>QUIT NOW</b>   |  |
| <b>Tobacco Users. How many surveys had these questions completed?</b>                                   |  |
| 24. I am interested in getting information about quitting tobacco use.                                  |  |
| 25. I am interested in attending information sessions or classes about quitting tobacco use.            |  |
| 26. I am interested in using my meal break time to learn about quitting the use of tobacco.             |  |
| 27. I am interested in using time before work or after work to learn about quitting the use of tobacco. |  |

High scores indicate higher employee interest in that particular area. Suggestions and ready-to-use resources for individual and group activities in each of the four areas are provided in the respective workbooks of the toolkit.



## APPENDIX T: Score Sheet for Policy & Environment Survey

# Score Sheet for Policy and Environment Survey



Name of Worksite \_\_\_\_\_

Number of Completed Surveys \_\_\_\_\_

|  |   |
|--|---|
| <p>Count the total number of “NO” answers for questions <b>1–9</b> for all surveys completed by the committee members.</p> <p>This is the <b>EAT SMART</b> score</p>       | <p><b>Out of possible score = 9</b></p> |
| <p>Count the total number of “NO” answers for questions <b>10–15</b> for all surveys completed by the committee members.</p> <p>This is the <b>MOVE MORE</b> score</p>     | <p><b>Out of possible score = 6</b></p> |
| <p>Count the total number of “NO” answers for questions <b>16–19</b> for all surveys completed by the committee members.</p> <p>This is the <b>MANAGE STRESS</b> score</p> | <p><b>Out of possible score = 4</b></p> |
| <p>Count the total number of “NO” answers for questions <b>20–24</b> for all surveys completed by the committee members.</p> <p>This is the <b>QUIT NOW</b> score</p>      | <p><b>Out of possible score = 5</b></p> |

Look at the scores for all the four policy/environmental areas. High numbers indicate areas where policy and environmental changes are needed the most to make your workplace a healthier one.

Suggestions and ready-to-use resources for worksite policy and environmental changes in each of the four areas are provided in the respective workbooks of the toolkit.

## APPENDIX U: Employee Evaluation of a Worksite Activity

# Employee Evaluation of a Worksite Activity



You recently participated in \_\_\_\_\_, a Worksite Wellness Program activity provided by the Wellness Committee at your worksite.

Please complete this evaluation form in order to help the Wellness Committee create the best possible wellness programs/activities at our worksite. Thank You!

**Please indicate your level of agreement using this scale:**

1=Strongly disagree      2= Disagree      3=Agree      4=Strongly agree      NS=not sure

- |  |   |   |   |   |    |
|--|---|---|---|---|----|
| <b>1. This activity has influenced me to make healthier lifestyle choices.</b> | 1 | 2 | 3 | 4 | NS |
| <b>2. I would like to participate in similar activities in the future.</b>     | 1 | 2 | 3 | 4 | NS |
| <b>3. I would recommend this activity to my co-workers.</b>                    | 1 | 2 | 3 | 4 | NS |

The best/most helpful part of this activity was \_\_\_\_\_  
\_\_\_\_\_

This activity could be improved by: \_\_\_\_\_  
\_\_\_\_\_

**4. Please check any areas that you would like for wellness programs to be provided:**

Healthy Eating

Quit Tobacco Use

Physical Activity

Stress Management

Please return this form to:

\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX V: Employee Satisfaction with Worksite Wellness Program**

**Employee Satisfaction  
with Worksite Wellness Program**



Name of Worksite: \_\_\_\_\_ Date: \_\_\_\_\_

- 
1. Are you aware of the Worksite Wellness Program that has been established at your worksite? Yes    No
- 
2. Are you interested in receiving additional information concerning the Worksite Wellness Program? Yes    No
- 
3. Have you participated in any wellness activity(ies) conducted at your worksite? Yes    No
- 
- 4a. Have you made healthier lifestyle choices since the Worksite Wellness Program was established at your worksite? Yes    No
- 
- 4b. If Yes, check areas where you have made healthier lifestyle choices (check all that apply).
- Eating healthier  Quit tobacco use
- Increased physical activity  Reduced stress level
- 
5. Would you like to participate in future wellness activities at your worksite? Yes    No
- 
6. What improvements to the Worksite Wellness Program would you like to see?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Your input helps us make improvements to your Worksite Wellness Program. By completing this survey, you help us to provide the best wellness programming and activities at our worksite. Thank you!

**Please return to** (contact person for Worksite Wellness Program):

\_\_\_\_\_

\_\_\_\_\_

**Return by** (date): \_\_\_\_\_

If you would like information from the Wellness Committee at your worksite, either contact the person named above, or enter your name and contact information below.

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX W: Employee Satisfaction Survey Results Form**

**Employee Satisfaction Survey  
Results Form**



Name of Worksite: \_\_\_\_\_

Report Prepared by: \_\_\_\_\_

Number of Surveys distributed: \_\_\_\_\_

Number of Surveys returned: \_\_\_\_\_

Percent (%) of employees aware of the worksite wellness program \_\_\_\_\_

Percent (%) of employees aware of the worksite wellness committee \_\_\_\_\_

Percent (%) of employees who participated in worksite wellness activities \_\_\_\_\_

Percent (%) of employees who reported lifestyle changes occurred due to worksite wellness program activities \_\_\_\_\_

Percent (%) of employees who would like to participate in future worksite wellness program activities \_\_\_\_\_

## **Evaluation of Wellness Committee by Committee Members**



This questionnaire is designed to help your committee assess your Worksite Wellness Program and the committee's strengths and weaknesses. **It is for your use only to guide your discussions of how well the committee functions and how the wellness program could be improved.** Feel free to add other questions that you think would help this effort.

1. Are all areas of your worksite represented on your committee? Yes No

1a. How could representation be improved?

---

---

2. Is management represented on your committee? Yes No

3a. In what ways has management been supportive of your efforts?

---

---

3b. In what ways would you like management to be more supportive?

---

---

4. Has the committee completed a written action plan? Yes No

4a. Does the action plan include at least one short-term and one long-term objective? Yes No

4b. Have you implemented any activities from your action plan? Yes No

4c. Which behavior(s) does your action plan focus on?

- |  |  |
|--|--|
| <input type="checkbox"/> Healthy Eating    | <input type="checkbox"/> Quit Tobacco Use  |
| <input type="checkbox"/> Physical Activity | <input type="checkbox"/> Stress Management |

5. What would help your committee do a better job of working together?

---

---

6. In what ways is the wellness program helping employees?

---

---

7. What could the committee do to make the program more effective?

---

---

**APPENDIX Y: NC HealthSmart Worksite Wellness Toolkit Evaluation Form**

**NC HealthSmart Worksite Wellness Toolkit Evaluation Form**



Please rate the usefulness of the toolkit using the following scale:

**1 = Strongly Disagree      2= Somewhat Disagree      3= Agree      4= Strongly Agree**

|  |   |   |   |   |
|--|---|---|---|---|
| 1. The overall worksite wellness program objectives were clearly explained and were incorporated throughout the toolkit. | 1 | 2 | 3 | 4 |
| 2. The committee workbook was a helpful guide for establishing a worksite wellness committee.                            | 1 | 2 | 3 | 4 |

Please rate the helpfulness of the workbooks using the following scale:

**1 = Strongly Disagree    2= Somewhat Disagree    3= Agree    4= Strongly Agree    NA=Not used**

|  |   |   |   |   |    |
|--|---|---|---|---|----|
| 3a. The <i>Eat Smart</i> workbook was a helpful resource | 1 | 2 | 3 | 4 | NA |
| 3b. The <i>Move More</i> workbook was a helpful resource | 1 | 2 | 3 | 4 | NA |
| 3c. The <i>Quit Now</i> workbook was a helpful resource  | 1 | 2 | 3 | 4 | NA |
| 3d. The <i>Eat Smart</i> workbook was a helpful resource | 1 | 2 | 3 | 4 | NA |

3e. What would make the workbook(s) you rated more helpful?

---



---



---

4a. To what extent do you think the overall Worksite Wellness Toolkit provides guidance for establishing and maintaining a worksite wellness committee?

1—Not well at all       2—Somewhat       3—Very well

4b. What changes would make the Worksite Wellness Toolkit more useful?

---



---



---

Please return this survey to:  
**State Health Plan**  
**Attn: Worksite Wellness**  
**4509 Creedmoor Road, Suite 201**  
**Raleigh, NC 27612-3813**