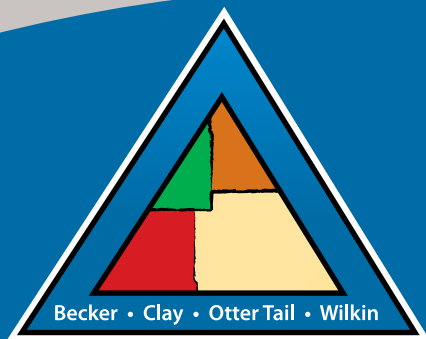




Worksite Wellness Toolkit

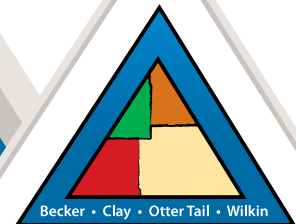


PartnerSHIP 4 Health
Charting a course for good health

Making Wellness Worth Your While

Greetings,

You've chosen the perfect time to begin a worksite wellness program. It's estimated that modifiable lifestyle choices cost Minnesotans more than \$3.785 billion annually in medical expenditures, tobacco, physical inactivity and obesity. Add in costs to your organization, like lost productivity and health insurance increases, and the numbers are even more staggering.



PartnerSHIP 4 Health

Charting a course for good health

www.partnership4health.org

Employees health is at risk

The current human and economic cost of poor health is devastating. Employees with modifiable risks account for 25% of medical expenditures. An example of the health status of Minnesota adults is shown in the table below. In fact, many of us fall within more than one risk category.

- 22% were told by a physician they have hypertension
- 20% are current smokers
- 49% do not exercise at least 30 minutes per day
- 16% have no leisure-time physical activity
- 38% report a Body Mass Index (BMI) classified as overweight
- 25% report a BMI classified as obese with heart disease
- 76% do not eat at least 5 servings of fruits and vegetables per day

Our state's future workforce could follow a similar pattern based on statistics from several youth health surveys.

If the statistics above are troubling, don't dismay, there is good news. Many of these conditions are preventable with lifestyle changes. And since employees spend so many waking hours at work, employers are in an ideal position to influence healthful decisions through a worksite wellness program. Studies show doing so can:

- Decrease absenteeism, employee turnover and health care costs
- Improve productivity
- Help employees better manage their time and stress
- Assist in employee recruitment and retention
- Bolster employees' morale and commitment to the company by showing management cares about their well-being
- Help enhance your company's image and make you an employer of choice



On the following pages, you will learn how to plan, develop, implement and evaluate a comprehensive worksite wellness initiative. We've also included information on topics of concern in Minnesota: physical activity, nutrition, alcohol, tobacco, mental wellness and stress management.

This toolkit is sponsored by PartnerSHIP 4 Health, the Minnesota SHIP (State Health Improvement Program) program of Becker, Clay, Otter Tail, and Wilkin Counties. Its purpose is to give you the tools to foster healthy behaviors as part of the culture of organization's work environment.

PartnerSHIP 4 Health wants to especially acknowledge The Healthy North Dakota Initiative as much of this document was adapted from the "Taking Wellness to Work in North Dakota-project toolkit."

Stay well,

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For an electronic version of the toolkit and other worksite wellness resources, go to www.partnership4health.org under the worksite wellness tab.

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Policy, System and Environment

The engine behind sustainable behavioral change

For years public health initiatives have focused on individual behavioral change. But there is a better way and science proves it. Research is clear that to have the most profound impact on individual health behavior is to make the healthy choice the default or easy choice in all environments. The focus of the Minnesota Statewide Health Improvement Program (SHIP) is on policy, system or environmental (PSE) change. These strategies contain the real influence behind long-term sustainable behavioral change.

Here are just a few examples:

Policy Change: Adopting a tobacco free grounds policy greatly influences tobacco users to make a quit attempt. More profoundly it decreases youth initiation as tobacco use becomes increasingly less of the social norm.

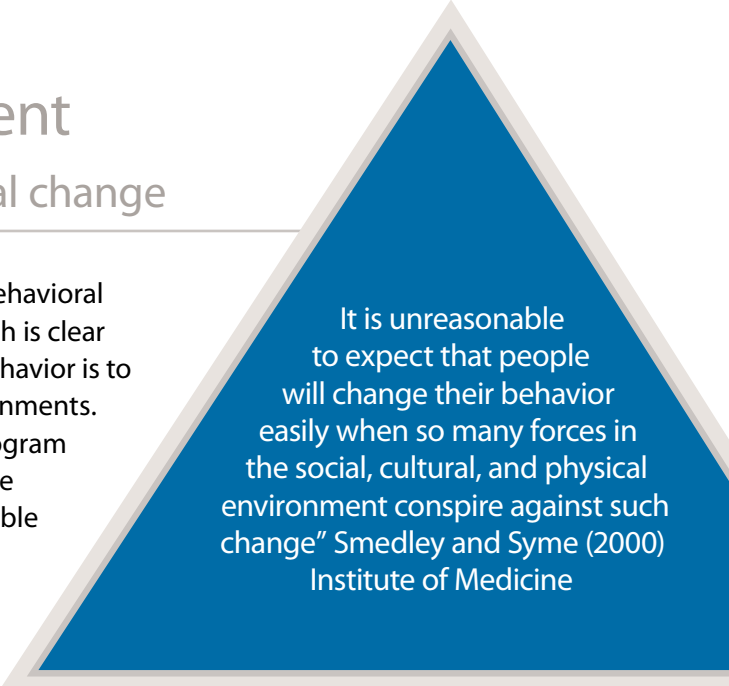
Systems Change: Employer begins to offer annual health risk assessment to its employees. This allows for employees to get a baseline on their personal health and reaffirm or make healthy lifestyle changes. Aggregate health data becomes available so that an effective health promotion initiative can be designed with specific employee needs in mind.

Environmental Change: Employer making available refrigeration so that fruits & vegetables can be properly stored and easily accessible to employees or include healthy choices in vending machines that meet certain nutritional standards. This allows for increased support and opportunities for improved nutrition in the workplace.

Programs that focus on individual behavior are often difficult and costly to continue over time. Whereas implementing strategies that support making the healthy choice the easy choice will result in greater impact and sustainability.

Certainly individual responsibility serves an important role in one's health status. However, equally important is how our community supports or does not support healthy decisions by individuals. For example: an employee can choose to ride their bike to work each day but does the environment itself provide for a safe way to do that? Are there bike lanes or bike paths that are adequately marked and connected to key points in the community?

This manual will guide you by recommending only best practice strategies. You can be confident that if your organization makes a commitment to maintaining a robust worksite wellness initiative. Your organization may soon be on their way to increasing employee productivity; reducing absenteeism, workers compensation, disability claims, and containing health care premiums.



It is unreasonable to expect that people will change their behavior easily when so many forces in the social, cultural, and physical environment conspire against such change" Smedley and Syme (2000) Institute of Medicine

Statewide Health Improvement Program local success story

Wilkin County "W.O.W." Working on Wellness

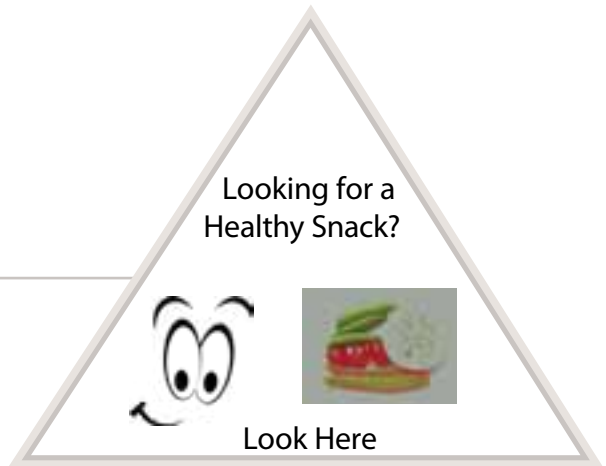
In 2010 the worksite wellness committee of Wilkin County "W.O.W." (Working on Wellness), whose membership was made up of representatives from each department became an official organizational committee.

W.O.W began meeting monthly and developed their Vision, Mission and set goals to encourage a healthy lifestyle and health-friendly work environment for all employees. The goals support healthy eating, physical activity, tobacco cessation, and stress management. This was taken to the Wilkin County Commission who approved their plan.

One of the first strategies was to conduct an employee survey. On the survey employees requested improved access to nutrition at the worksite. The committee then established the "healthy snack refrigerator". Staff developed a system to purchase fresh fruit and vegetables and have them available on the honor system. On average 50 to 100 healthy snacks are served per week to 30 employees.







OSPTI Breckenridge Minnesota provided Wilkin County with an innovative strategy to support physical activity called 5 and 5 feel 100% which was integrated into the workday. The 5 and 5 feel 100% consisted of 5 corrective stretches and a stretch band. The stretches were made available to staff through onsite training and on the Wilkin County website. Staff are encouraged to do the 5 stretches 5 times a day.

Wilkin County has been provided access to annual onsite health screenings, but now have access to weight loss support teams, nutrition tracking, monthly wellness education, walking routes, bike racks and whiteboard wellness message boards. "W.O.W." has made an impact!



Overview

Worksite wellness is all about promoting an environment that supports healthy lifestyles for employees and their families through systems and environmental changes. Here are seven steps to a successful program developed by the Wellness Council of America (WELCOA), a national leader in worksite health promotion. Each step is essential in building a sustainable program.

-  **1 Get management support** This step is critical to the success of your program. Getting management actively involved in the program will help to model healthy behavior to all employees. You're on your way to creating a culture of wellness.
-  **2 Create a team** To create a culture of wellness, you will need help from throughout the organization. Gather a diverse group of employees to become your wellness "champions," including those appointed by management. Having a team will show your organization's commitment to wellness. Let the creativity flow.
-  **3 Collect data** This is crucial. It will help you justify a program, evaluate changes in productivity and health status, determine what employees want from the worksite wellness program and monitor wellness participation. If you do it right, it helps ensure the sustainability of your wellness program.
-  **4 Create an operating plan** The operating plan is the foundation of the program. Be sure to address timelines, budgets, work assignments, marketing, evaluation and the overall mission of the program. Clearly stated and measurable goals will keep your program on track.
-  **5 Choose strategies** It's important to build a program around your specific circumstances, your employees, type of business, employee demographics and interests, and worksite wellness budget. Strategies for change could include weight management, tobacco cessation programs, blood pressure screenings and more. Steps 3 and 4 will help you determine which strategies are relevant.
-  **6 Create a supportive environment** This is the time to start working on policies to create a work environment that supports policy, system & environmental change. These PSE changes should focus on data from step 3. They could include tobacco-free workplace, increasing physical activity, improving nutrition and stress management.
-  **7 Evaluate** After you've implemented your wellness program, it's time to check participation, satisfaction levels, behavior changes, biometric changes, productivity and return on investment. A well-documented evaluation can help you identify areas for improvement or justify a budget increase. You'll find sample tools and evaluations in this section.

Step 1: Get top management support

Get your program off to a good start by helping management realize the benefits of worksite wellness and asking them to vocalize their support. An owner or manager should also be appointed to serve on the wellness team alongside other employees so there's ownership at every level of the organization.

Top management support:

- Helps you obtain support for your worksite wellness initiative.
- Helps communicate the importance of worksite wellness.
- Sets an example. Your top manager doesn't need to run a marathon, but he or she should embrace a healthful lifestyle by completing an annual health risk assessment, receiving an annual physical, participating in wellness events offered by the company and taking part in community wellness events.

Why it's important

Support from the top tells employees that worksite wellness is a priority at your organization.

Studies show your program has a better opportunity to contain costs and improve employees' health with the support of your top management.

Additional Resources

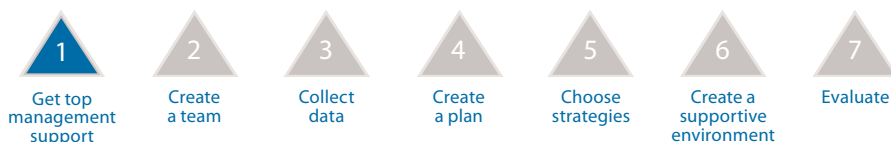
[Capturing CEO Support](#)

[Leading By Example](#)

[Wellness Leadership Survey](#)

[Examine Strategies For Gaining Leadership Support](#)

[CDC's Healthier Worksite Initiative](#)



Step 2: Create a team

Form a strong worksite wellness team and keep team involvement fresh and fun. Make it official by creating a team name, motto and logo. Consider having an annual team retreat or team in-service. You can add to members already delegated by your management, and continue to bring new members onto the team as well as consider term limits.

These tips from WELCOA will ensure a successful team:

- Have worksite wellness written into team members' job descriptions. This will ensure worksite wellness is a defined duty in their workload.
- Promote the wellness team throughout the organization. Doing so helps employees see worksite wellness is a priority and that the team is there to help them with their wellness goals. It also inspires participation and team involvement.
- Develop a team with strong leadership. Your team will need vision, energy, altruism, a spirit of inclusiveness and a genuine desire to help others. Your team leader should be someone who can create agendas, handle conflict, set priorities, motivate others, meet goals and deadlines and communicate throughout the organization.
- Add diversity to your team. Try to include representation from all different functional areas, experience levels, ages and fitness levels. A larger organization could have a team of 14-20 people. A small organization may do well with four to seven people.
- Meet regularly. Face-to-face meetings once or twice a month are best.
- Distribute agendas before the meeting to keep members informed and meetings on task.
- Assign someone to take minutes and distribute them.
- Communicate often. Educate the organization on your priorities and let others know how to get involved; it helps employees embrace the wellness program.
- Participate in continuing education about wellness.



Why it's important

Helps employees see worksite wellness is a company priority.

Gives a broad range of talents and views.

Additional Resources

[Creating a Cohesive Wellness Team](#)

[Sample Wellness Team Work Plan](#)

Training and events

[WELCOA](#)

[Alliance for a Healthier Minnesota](#)

[Prevention Minnesota](#)

Step 3: Collect data

You will be tempted to skip this step. Don't. This is the step that helps your program address specific needs in your organization. Collect information about employees' health status, their perceived needs and the culture of your worksite.

As the old adage goes, you can't change what you can't measure. Once you have a snapshot of the current state of your company's health, you'll have a springboard from which you can build an impactful, sustainable wellness program.

Gather data about health status

Health risk assessment

A health risk assessment (HRA) gives you specifics on what health issues employees face. HRAs may require a small investment from your company, but they provide useful information to help:

- Identify risk factors for individuals and group reporting.
- Provide personalized feedback.
- Connect employees with at least one strategy to promote health, sustain function, and/or prevent disease.
- Help measure risk factors and biometric changes annually.

Group assessments should be purchased from a reputable HRA vendor and you'll want to reassure employees their responses are anonymous and individual health information is not being viewed by anyone else in the company.

Why it's important

Helps you build a program that meets real needs.

Gives you a starting point from which you can document progress.

Helps inform management.

Keeps your team accountable and your program transparent.

Additional Resources

[Employee Interest Survey](#)

[Worksite Assessment Survey](#)

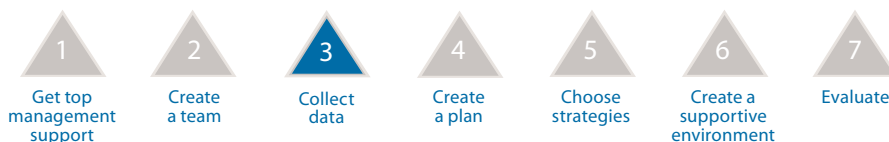
[Online Stree Symptoms Input Form](#)

BCBSMN Tools

- [Physical Activity Checklist and Sample Policy](#)

- [Healthy Eating in Workplace Checklist](#)

www.prevent.org/Publications-and-Resources.aspx



Health screening

Many local partners (public health units or clinics/hospitals) can assist you with health screenings. Typical health screenings cost from \$30 to \$50 per employee. They provide medical numbers everyone should know, such as cholesterol levels, blood pressure, blood glucose and body composition.

Medical claims analysis

If your company is large enough, you may be able to request medical claims analysis from your health insurance carrier.

Although this data may be more difficult to obtain, it includes great information on health care claims, workers' compensation, disability claims and pharmaceutical costs. Confidentiality is paramount when using this data, and data should only be reported in aggregate form.

Contact your health insurance provider to see what reports are available for your organization. Keep in mind that health care data can only tell what conditions are being treated—not why those conditions exist.

If your business is unable to collect HRA data, you can use the following data. A typical worksite of 25 Minnesota employees you will find:

- 16 are overweight or obese
 - 13 have two or more risk factors for developing heart disease
 - 12 are age 50+ and never had a colonoscopy or sigmoidoscopy
 - 10 don't regularly wear a seatbelt
 - 7 have high cholesterol
 - 6 binge-drink
 - 6 have not seen a dentist in the past year
 - 6 are women 40+ and haven't had a mammogram in the past two years
 - 3 have had a heart attack or stroke or have been told they had heart disease
 - 3 are women who haven't had a Pap smear in the past three years
 - 2 have asthma
 - 1 drinks heavily
 - 1 has diabetes
- 5 smoke
- 4 have high blood pressure
- 4 get no leisure time
- Gather data about perceived needs
After collecting data about your



employees' health needs, find out how employees and managers see the health picture of your organization by:

1. Conducting a manager interest survey
2. Conducting an employee interest survey
3. Reviewing employee absenteeism records

Assess worksite environment

Create a wellness program that fits your company by first collecting data on your company's physical environment, policies and culture.

Begin with a company health culture audit to measure health norms and values in your organization.

Next, evaluate your organization by doing a health culture audit (see additional resources)

Ask questions such as:

- Are your workstations set up with proper ergonomics to avoid workplace strain or injury?
- Is your facility using adequate heating, cooling, ventilation, lighting and safety protocols?
- Do vending machines offer healthful choices? If you have an on-site cafeteria, does it offer healthful selections? Do you typically have doughnuts or fruit at committee meetings?
- Do you have walking paths or other opportunities nearby for physical activity?



Recommended Resources

[Free HRA Assessments](#)

[Health Risk Appraisals](#)

[Information on the Role of HRAs and How to Best Use the Results](#)

[Choosing an HRA Vendor](#)

HRA resources

[Lakes Country Service Cooperative](#)

[Get Well](#)

[Mayo Clinic](#)

[Well Source](#)

[Health & Productivity](#)

[In-depth Tool to Measure Employee Productivity, Engagement, Morale](#)

[Health Culture Audit](#)

[Cost Calculator](#)

[Statistics on the Cost of Poor Health and Impact on Wellness Programs](#)

Step 4: Create an operating plan

If you do it right, this stage should take longer than any other stage. Planning forces you to sort through the details in advance. It may take up to three to four months to work on the wellness plan.

Incentives can help you motivate employees to participate. Health behavior can be extremely difficult to change and incentives can help encourage people to initiate and maintain health-related behaviors. Unless employees in your worksite can identify real incentives or reasons to change their current health behaviors, they are not likely to change. Check out the resource listing in this section for more incentive ideas.

What to include in your operating plan

1. Vision/mission statement. It can be as short as one to two sentences. For example, one large health care system chose “Health From Hire To Retire.” See example on page 15.
2. Goals and objectives. Goal statements describe in broad terms what is to be accomplished. Objectives are precise statements that describe the changes necessary to reach a goal. When writing goals, use measurable language such as “increase” or “decrease.” Make your objectives SMART—Specific, Measurable, Achievable, Realistic and Time sensitive. For example, by December 2011, 75 percent of all vending machine options will be nutritious options.

Examples of goals and objectives together:

Goal 1: Our employees will have access to nutritious food choices at the workplace.

- Objective 1: By December 2011, 75 percent of all vending machine options will be healthful options.
- Objective 2: By March 2012, 100 percent of our workplace meetings that offer food will include nutritious options.

Goal 2: Our workplace will be infant-friendly.

- Objective 1: By July 2011, at least one private section of the workplace will be identified for moms to express breast milk.
- Objective 2: By September 2012, a written policy outlining the accommodations and benefits available to employees who are breastfeeding their babies exists in the HR manual.

Why it's important

Allows you to understand the “what, why and when” of your program.

Empowers you to move forward and get things done.

Helps inform management.

Keeps everyone focused on the goal.

Additional Resources

[A Guide on Crafting Your Plan](#)

[Tips on Planning](#)

[Sample Wellness Policy](#)

[Incentive ideas](#)

[July 05](#)

[August 05](#)

[Sample Health Improvement Plan
WELCOA](#)

[Sample Outline for Wellness Policy, Texas](#)



-
3. Timelines. Drive what needs to be accomplished and when it needs to be done. Don't make your timeline so aggressive that you feel overwhelmed, but don't make it so easy that people lose interest.
 4. Roles and responsibilities. Use the strengths and talents of your team. Decide who are the "people" people, the "task" people and the "thinker/analyzer" people. Be sure to assign jobs that work with people's natural strengths. Don't give a "thinker" jobs that require relating to people.
 5. Itemized budget. Decide what to include and what must be left out. Include the cost of everything: staff time, time for employees to be allowed to participate, team strategic planning meeting, health risk appraisals, brochures, incentives and so on. WELCOA estimates you may need to spend \$100-\$150 per employee each year to get a return on investment of \$300-\$450.
 6. Approval from management. Helps ensure your goals and objectives align with those of the organization.
 7. Marketing and communications strategies. Mix of written, oral and electronic messages to inform employees.
 8. Evaluation. Outline how to measure and evaluate the results from your program. Include participation, participant satisfaction, changes in knowledge, attitudes and behaviors, and changes in environment and culture. Be sure to link your evaluation methods directly to your program's goals and objectives.



Example Mission Statement

PURPOSE

The wellness initiative encourages all staff to pursue a healthy lifestyle. It is designed to promote the physical, social, emotional, and mental health of employees, thus promoting better overall health, improved morale, and a greater personal commitment to the _____ coordinated health program. Personal commitment is likely to transfer into greater commitment to the health of employees and positive role modeling. Aside from saving on health care costs, a wellness initiative could be seen as a way to improve daily attendance and staff morale, earn the loyalty of workers, and promote employees' general health and well-being.

The worksite wellness policy provides the foundation for _____ entities to develop activities and modify work environments to support health and well-being of employees. In addition to the benefits for employees, positive benefits are likely to accrue to families of employees, resulting in better health for families and the community.

POLICY

A Wellness Committee is a team of employees who represent a cross section of the employee population. The committee should meet formally and have identified aims, goals and implementation strategies to encourage healthy behaviors at the workplace and create a health-friendly work environment.

The wellness committee shall address the primary components of a healthy lifestyle including healthy eating, physical activity, tobacco use cessation and stress management.

Mission Statement

The mission of the _____ Employee Wellness Initiative is to enhance organizational health by fostering interest and encouraging employees to initiate or expand healthier lifestyles, provide diverse wellness programs to meet a wide range of personal health needs, recognize employees for participating in healthier lifestyles activities, decrease absenteeism due to illness and stress, and develop a positive work culture that is focused on celebrating and improving the quality of life for all employees.

VISION

The vision of the _____ Employee Wellness Initiative is to become a resource for _____ Employees in achieving healthier lifestyles.

Step 5: Choose strategies

Choosing the right strategies for your workplace is critical to your success. Whether you focus on tobacco cessation, mental wellness, healthy eating, physical activity or other issues, you'll want to pick the topics that most affect your employees.

Choose strategies that meet company needs:

- Align your choices with data from step 3. If you skipped this step, go back and gather data on what employees want and what your organization needs.
- Review information from your culture audit, interest survey and medical claims analysis (or information from a typical Minnesota company).
- Decide how many employees you want to target in your initiative. Set a participation goal and let people know so you are accountable.

Once you've chosen your strategies, make them successful:

- Decide how to promote your strategies. Communicate early and often and use a variety of tools, such as posters, meetings, e-mails, bulletin boards, text messages, intranet and internet.
- Be transparent about the necessary commitment. How long will it take and what's involved for the employee?
- Include those working at other locations or on other shifts.
- Keep your focus. It's easy to let your plan become larger or more extensive than you originally planned. Communicate and stick to your plan.
- Be conscious of your budget. Don't exhaust funding before your wellness initiative is complete.
- Consider legal issues. Have your legal counsel review the plan or prepare waivers to keep you free of legal liability.
- Evaluate your plan. Will you need to document changes in knowledge, behaviors or biometric measures? Will you need to present a return on investment?
- Be prepared for the unexpected. Keep a list of team member contact information in case something urgent arises.



Why it's important

Allows you to personalize your wellness initiative to your company's specific health issues and employees' interests.

Additional Resources

[Choosing Appropriate Strategies](#)

[Questions to Consider When Choosing Your Strategies](#)

[Power of Planning](#)

Step 6: Create a supportive environment

This is the time to start working on strategies that create a healthy and supportive work environment. Building change into work culture is critical for sustaining your efforts. The focus should be on policies, system, and environmental (PSE) changes that address data from Step 3. The best place to start is by addressing tobacco use & exposure, increasing physical activity, and improving nutrition.

Areas to look at:

- Physical activity. Is your work environment conducive to employees getting physical activity throughout the day? If you can't find space for an on-site fitness facility, you could map walking routes outside of your workplace. Or reimburse for health club membership.
- Tobacco use. What can you do to encourage tobacco-free lifestyles?
- Nutrition. Are there healthful food options in the vending machines, cafeteria or at committee meetings?
- Workstation/ergonomics. Whether workers are at computers or in a factory, proper ergonomics are a must. An assessment can help determine if employees are at risk.
- Alcohol and drugs. Sometimes having a policy in place is not enough. Some employers do random drug testing.
- Mental wellness. Do employees have clear expectations of what is required of them? Do they have the proper tools to do their jobs? Is the environment stressful? Is there an employee assistance program (EAP) to help employees work through problems?
- Seatbelt safety. Traffic-related accidents are one of the leading causes of death at the worksite. A seatbelt policy shows the organization cares about employee safety.
- Safety and emergency procedures. Many organizations have a heightened sense of the need for security, safety and emergency procedures. Is your organization prepared to address issues such as,

Why it's important

Reinforces the direction your company is taking toward wellness.

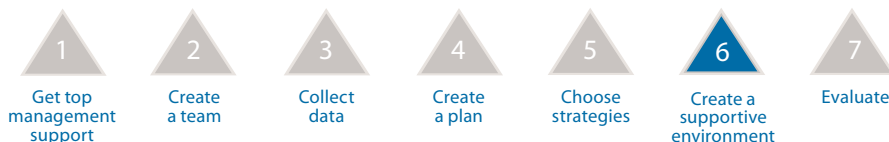
Helps retain employees.

Additional Resources

[Integrating Wellness Into Your Work Environment](#)

[Culture of Wellness Assessment Tool](#)

[Leveraging Your Efforts for Maximum Results](#)



bomb threats, natural disasters, information system failures, employee or customer violence, and outbreaks such as the H1N1 flu?

- Employee benefits. Review the employee benefits plan to see if certain benefits could be added to support wellness, such as:
 - Health insurance
 - Disability protection
 - Life insurance
 - Sick leave/well days off
 - Leave of absence
 - Compensatory time off
 - Vacation
 - Flex time
- Job sharing
- Work at home/telecommuting
- Maternal/paternal leave
- Family leave
- Child care
- Dependent care flexible spending accounts
- Health promotion program
- Prepayment or reimbursement
- Retirement/investment plan
- Employee assistance program (EAP)



Step 7: Evaluate

Some experts say if you don't evaluate, there is no point in doing an initiative. In order to do so, you first must have written, measurable objectives.

Here are the top 8 elements to measure:

1. Participation. Some organizations measure participation by counting any participants in the past year. Others count only those who regularly participate.
2. Participant satisfaction. Ask employees to complete a simple survey annually or after each event. This tells you if employees feel good about the initiative and the messages you are communicating.
3. Improvements in knowledge, attitudes and behaviors. Survey employees to see if there has been a change.
4. Biometric measures. Test items such as cholesterol levels, blood pressures, blood glucose and body composition.
5. Risk factors. Knowing the risk factors affecting your workforce can help you identify the percentage of employees at high, medium and low health risks. The goal is:
 - To help high-risk employees (four or more risk factors) manage, maintain or improve their current health status.
 - To help medium-risk employees (one to three risk factors) reduce current risks and keep them from moving to a high-risk category.
 - To prevent low-risk employees (no more than one risk factor), from becoming high-risk employees.
6. Physical environment and corporate culture. Measure your progress in these areas.
7. Productivity. Review absenteeism, turnover and morale statistics.
8. Return on investment. You may need outside assistance to complete this type of evaluation. It can include changes in health care costs, workers' compensation, disability claims, absenteeism, productivity and other measures important to your organization.



Why it's important

It's key to your program's success.

Helps you find out if your plans meet the needs of the organization.

Provides you with data to demonstrate successes and make future changes.

Additional Resources

[Carefully Evaluating Outcomes](#)

[Suggestions for Effectively Communicating Your Wellness Results](#)

[More Than Just Numbers](#)

[Top 10 Reasons Why People Don't Evaluate and How to Overcome](#)

Moving forward

Imagine your worksite truly embracing a culture of wellness. Employees would come to work well-rested, having eaten a nutritious breakfast. They would find a worksite that encouraged them to exercise and eat fruits and vegetables for breaks: a worksite that is tobacco, alcohol and drug free. After work, they would buckle up as they traveled home. Once there, they would enjoy nutritious meals with their families and enjoy physical activity together. Does this sound like Utopia? Your worksite can be such a place.

What's next?

Now that you've completed steps 1-7, you've identified which wellness areas your plan needs to address. We have collected resources to address the state's top health concerns: tobacco use & exposure, physical activity, nutrition, alcohol use, mental wellness.

The following sections will provide your Wellness Committee a framework to start making positive changes.



Tobacco

The negative health effects of tobacco use are well-known. Smoking is the leading cause of preventable U.S. deaths each year and the associated diseases and health care costs are significant. Smokers incur more medical costs, see physicians more often and are admitted to hospitals for longer periods than nonsmokers.

In addition to direct health effects to tobacco users, other employees are impacted by secondhand smoke. Committing to a tobacco free workplace/grounds and promoting cessation will positively impact all employees.

Resources and strategies:

The policy example and graph provided on the following pages can be used as your best practices framework for developing sustainable changes regarding issues related to tobacco:

1. What policy changes would need to be changed or added?
2. What system changes need to be addressed?
3. What issues within your work environment needs to be added or revised?
4. What are the steps to accomplish the PSE change?
5. What is the timeline and who is responsible for following through?

After answering these critical questions discuss as a committee if you have any remaining ideas that personalizes the strategy to fit your own work place.

Benefits

The business case for covering tobacco cessation is clear.

Tobacco cessation programs can have a significant return on investment in as little as two years.

Many affordable options are available, including creating tobacco-free workplaces, providing tobacco cessation counseling and helping employees quit.



Clearway Minnesota, Blue Cross and Blue Shield of Minnesota, and the Minnesota Department of Health
Creating a healthier Minnesota: Progress in reducing tobacco use. September 2008

Additional Resources

Tobacco Cessation
www.quitplan.com
Phone: 1.888.354.PLAN

Online Cessation Resources

[Minnesota's Tobacco-Free Workplace Toolkit](#)

Model tobacco-free worksite policy

Revised from "Making your Workplace Smoke-free: A Decision Maker's Guide"
Centers for Disease Control and Prevention

Policy

Due to the acknowledged hazards of tobacco use, it shall be the policy of _____ to provide a tobacco-free environment for all employees and visitors. This policy covers all tobacco products and applies to both employees and non-employee visitors of _____.

Definition

There will be no use of tobacco products within the facilities at any time.

There will be no use of tobacco products on the property of _____ at any time. Property is defined as any location owned, leased or maintained by _____.

There will be no tobacco use in any rented, owned or leased _____ vehicle.

There will be no tobacco use in personal vehicles while on the campus or when transporting persons on _____-authorized business.

Those who use tobacco products shall ensure they do not smell like tobacco when on _____ property.

Procedure

1. Employees will be informed of this policy through signs posted in _____ facilities and vehicles, the policy manual, and orientation and training provided by their supervisors.
2. Visitors will be informed of this policy through signs, and it will be explained by their host.
3. The _____ will assist employees who wish to quit tobacco use by facilitating access to recommended tobacco cessation programs and materials.
4. Any violations of this policy will be handled through the company's standard disciplinary procedure which can be found _____.

Tobacco: best practice worksheet

Use the following graph to organize your plan to address tobacco in the workplace. Use the columns to assess your organization's current PSE.

Best Practice Strategy	System Change	Environment Change	Steps	Timeline	Responsible Party	Notes
Policy prohibiting tobacco use anywhere on property						
Provide prompts/posters to support a no tobacco use policy						
Provide counseling through an individual, group, or telephone program on-site						
Policy supporting participation in tobacco cessation activities during (flex) time						
Provide counseling through a health plan-sponsored individual, group, or telephone counseling program example Quitplan						
Provide cessation medications through health insurance						

Physical activity

When the healthy choice is an easier choice, people are more likely to follow through on their commitment to health. When you make available opportunities for physical activity, employees are more likely to actively participate. Consequently they'll be happier and more productive.

Your company may save money through reduced use of costly health benefits and compensation plans as well as reduced employee absenteeism.

Physical activity is a great way to stay healthy. Regular physical activity is defined as:

- Moderate physical activity
 - 30+ minutes per day
 - 5 or more days per week
 - Does not cause a person to sweat or breathe hard
- Vigorous activity
 - 20+ minutes per day
 - 3 or more days per week
 - Causes a person to sweat and breathe hard

Resources and strategies:

The policy example and graph provided on the following pages can be used as your best practices framework for developing sustainable changes regarding issues related to physical activity:

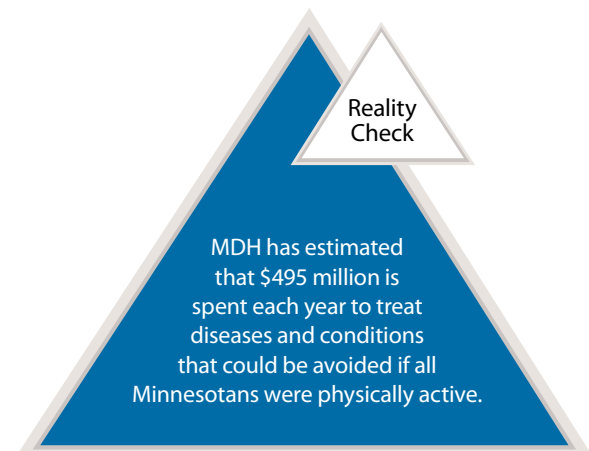
1. What policy changes would need to be changed or added?
2. What system changes need to be addressed?
3. What issues within your work environment needs to be added or revised?
4. What are the steps to accomplish the PSE change?
5. What is the timeline and who is responsible for following through?

After answering these critical questions discuss as a committee if you have any remaining ideas that personalizes the strategy to fit your own work place.

Benefits

Regular physical activity can help:

- Control weight
- Strengthen bones and muscles
- Enhance mental wellness, stress management, and mood
- Result in more productive employees by reducing absenteeism
- Increase your chances of living longer
- Reduce risk of cardiovascular disease, Type 2 diabetes, some cancers and others
- Assist in managing chronic disease



Additional Resources

[Physical Activity Checklist & Sample](#)

[Policies That Encourage Physical Activity](#)
[Physical Activity Business Strategies](#)

[Guide to Writing Physical Activity Policy in the Workplace](#)

[National Physical Activity Plan](#)
[Workplace Health Promotion](#)

[Office Stretches](#)

Physical activity sample policy

Sample Physical Activity Policy #1

“Beginning September 1, 2011 all employees are required to receive an additional 15 minutes of paid break time each day to participate in physical activity. This time may be combined with the current lunch time (of 40 minutes) to accumulate 55 minutes of total break time. The additional 15 minutes of break time is designated for the purpose of participating in physical activity only. Employees who do not wish to use the extra time for physical activity are not eligible to take the extra break time.

Our organization supports the effective use of walking meetings. Walking meetings are most effective when there are three or fewer individuals involved and the topic doesn't require handouts or extensive note taking.

Staff must follow the current human resources dress code policy. However, employees are encouraged to keep a pair of walking shoes at their desks to allow for a walk break or walking meeting.

Senior leadership at our organization will provide information regarding physical activity opportunities at least quarterly to all employees.”

Sample Physical Activity Policy #2

“Beginning September 1, 2011, facilities at School District <#> are available for employees to use before and after work. This includes the fitness center, weight room, running track, gyms, locker and shower facilities, and pool. In addition, the school hallways are available for walking before school beginning at 7 a.m. and after school until 5 p.m.

Sports teams that use facilities for practices will be given first priority, however, where it is feasible to share facilities, we will make every attempt to open facilities to employees during those instances. Signs will be clearly posted notifying staff of first priority usage.

In each school office, the school district has also made available maps that identify outdoor walking routes, including identification of paved community walking trails.

Senior leadership within our organization will provide information regarding physical activity opportunities at least quarterly to all employees.”

Physical activity: best practice worksheet

Use the following graph to organize your plan to address physical activity in the workplace. Use the columns to assess your organization's current PSE.

Best Strategies Strategy	System Change	Environment Change	Steps	Timeline	Responsible Party	Notes
Offer breaks and flexible work hours to allow for physical activity during the day						
Start a walking incentive at your worksite						
Post motivational signs near elevators and stairwells						
Map out trails or walking routes						
Have employees map their own biking or walking routes						
Provide bicycle racks in safe, convenient, and accessible areas						
Start employee activity clubs						
Provide shower and/or changing facilities						
Provide outdoor exercise areas such as fields and trails						
Provide an on-site exercise facility						
Allow for use of facilities outside of normal work hours						
Provide on-site child care so parents can exercise at the worksite						
Provide on-site gardening						
Provide incentives for participation in nutrition and/or weight management/maintenance activities						
Include employees' family members in a campaign promoting fruit and vegetable consumption						
Employer provided bike share initiative						
Adopt a flexible employee dress code to allow employees to feel comfortable to walk or bike during breaks						

Nutrition

Healthy eating is delicious and is better when shared with family, friends and coworkers.

Most of us receive signals or cues throughout the day that encourage us to overeat and consume junk food that does not contribute to our health. Worksites can play a role in supporting employees in making nutritious food choices.

Resources and strategies:

The policy example and graph provided on the following pages can be used as your best practices framework for developing sustainable changes regarding issues related to nutrition:

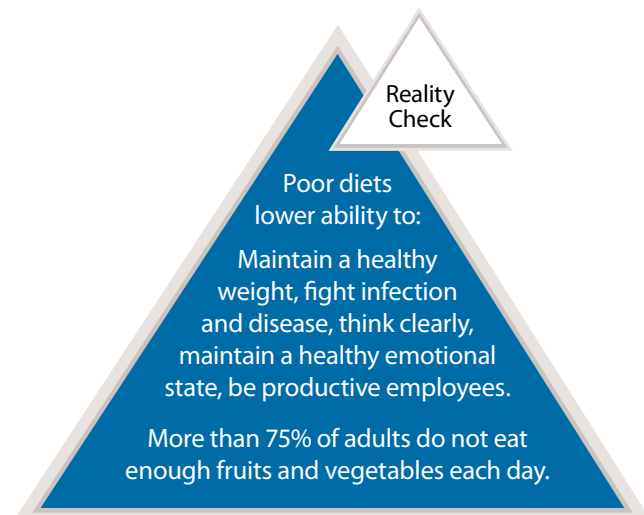
1. What policy changes would need to be changed or added?
2. What system changes need to be addressed?
3. What issues within your work environment needs to be added or revised?
4. What are the steps to accomplish the PSE change?
5. What is the timeline and who is responsible for following through?

After answering these critical questions discuss as a committee if you have any remaining ideas that personalizes the strategy to fit your own work place.

Benefits

Nutritious eating and being physically active can help:

- Prevent and manage overweight and obesity.
- Prevent and manage chronic diseases such as heart disease, diabetes and cancer.



Additional Resources

[USDA Choose My Plate](#)

[Healthy Snack List](#)

[Fruits & Vegetables More Matters](#)

[Healthy Food Options at Meetings](#)

[Eat Well Work Well](#)

[Healthy Food Guidelines for Meetings, Concessions and Other Events](#)

[Creating Policies That Promote Healthy Eating](#)

[MyPlate.gov](#)

[Create a Healthy Food Environment](#)

[Healthy Snack Survey](#)

Healthy food environment sample policy provided by (BCBSMN)

Purpose

[Employer] is committed to providing a healthy food environment for all employees, contractors and visitors.

The purpose of this policy is to outline [employer's] guidelines for providing a healthy food environment to encourage and support healthy eating by employees and contractors.

The food environment includes cafeterias, onsite stores, vending machines and break rooms as well as meetings, events and celebrations where food and beverages are served.

Healthy Food Environment Policy

This policy will go into effect on [month/day/year] and will be reviewed on a [yearly/other] basis. It will be included within [employer's] complete set of corporate policies and will be integrated into [employer's] established corporate policy training cycle.

Employees and food service vendors are responsible for knowing and understanding the healthy food environment policy for their location and should contact their supervisor if they have questions.

This policy addresses the availability, identification and appeal of healthy foods and beverages.*

Availability

[Employer] is committed to providing healthy foods and beverages at the work site and will guarantee:

- [Percentage] of the foods and beverages served in the employee cafeteria will meet the [minimum or preferred] guideline for healthy choices.
- [Percentage] of the foods and beverages served through vending services will meet the [minimum or preferred] guideline for healthy choices.
- [Percentage] of the foods and beverages offered at meetings, at catered events and in break rooms will meet the [minimum or preferred] guideline for healthy choices.

Healthy food environment sample policy cont'd

Identification

[Employer] is committed to improving employees' ability to identify healthy foods and beverages at the work site through:

- Implementing and maintaining a point-of-purchase labeling program in [the cafeteria, the vending machines and other work site areas] by [date]
- Placing healthy foods and beverages in high-traffic areas in the cafeteria by [date]
- Placing healthy foods and beverages at eye-level or in high-sales coils in the vending machines by [date]
- Placing healthy foods and beverages in high-visibility areas on catering menus, buffet tables and at work-sponsored events by [date]
- Promoting healthy foods and beverages [as much as or more than] competing foods and beverages in company [newsletters, e-mails, intranet sites, cafeteria promotions and communications about vending machines and catering services]
- [Prohibiting or discouraging] the promotion of foods and beverages that do not meet healthy guidelines

Appeal

[Employer] will encourage healthy eating by maximizing the appeal—taste, appearance and price—of healthy foods and beverages through:

- Measuring and monitoring employee satisfaction with the taste and appearance of the healthy food and beverage offerings in the [cafeteria and vending machines and at company-sponsored meetings and events]
- Pricing healthy foods and beverages [less than or the same as] foods and beverages not meeting healthy guidelines [in the cafeteria, vending machines and on the catering menus]

Policy Review

[Name of employee or committee] will be responsible for ensuring the policy is met by:

- Conducting [quarterly/semiannual/annual] quality assurance checks on the commitments in this policy
- Providing results of [quarterly/semiannual/annual] quality assurance checks to appropriate employees or vendors
- Ensuring that changes are made to meet policy guidelines
- Including healthy food environment policy language in food service contracts and requests for proposal

Nutrition: best practice worksheet

Use the following graph to organize your plan to address nutrition in the workplace. Use the columns to assess your organization's current PSE.

Best Practices Strategy	System Change	Environment Change	Steps	Timeline	Responsible Party	Notes
Provide protected time and dedicated space away from the work area for breaks/lunch						
Post motivational signs to promote fruits and vegetables						
Increase the percentage of appealing, healthful food options in vending machines						
Use competitive pricing to make healthier choices economical						
Advertise nutritious options						
Provide nutritious food options in meetings						
Establish a nutritious snack bowl program						
Businesses with cafeterias - plan nutritious menus						
Ensure that water is available throughout the day for all employees						
Offer kitchen equipment (fridges, microwaves, stoves)						
Offer local fruits/vegetables at the worksite						
Provide on-site gardening, fruit orchards or farmers market						
Provide interactive food opportunities such as taste testing, food preparation skills, and peer-to-peer modeling						
Provide incentives for participation in nutrition and/or weight management/maintenance activities						
Include employees' family members in a campaign promoting fruit and vegetable consumption						

Nutrition—breastfeeding

Many Minnesota mothers work outside the home. By supporting breastfeeding in the workplace, you are showing you support a mother's decision to breast feed and help ensure healthy babies, children and mothers.

Benefits

- Breast milk is healthy for both moms and babies; it protects children against asthma, allergies, diabetes and being overweight or obese.
- Mothers who breast feed are less likely to develop breast cancer, ovarian cancer, uterine cancer and osteoporosis.
- Employers who support breastfeeding mothers experience:
 - Reduced staff turnover
 - Reduced sick time
 - Lower insurance and health care costs
 - Higher job productivity, employee satisfaction and morale
 - Added recruitment incentive for women

Resources and strategies:

The policy example and graph provided on the following pages can be used as your best practices framework for developing sustainable changes regarding issues related to breastfeeding:

1. What policy changes would need to be changed or added?
2. What system changes need to be addressed?
3. What issues within your work environment needs to be added or revised?
4. What are the steps to accomplish the PSE change?
5. What is the timeline and who is responsible for following through?

After answering these critical questions discuss as a committee if you have any remaining ideas that personalizes the strategy to fit your own work place.

Reality
Check

Did You Know?

Federal and state laws give a breastfeeding woman the right to the time and space she needs to express her milk for her baby.

Additional Resources

[Minnesota Breastfeeding Coalition](#)

[The Business Case for Breastfeeding Resource Guide](#)

[Golden Start Breastfeeding Initiative](#)

[American Academy of Pediatrics](#)

[Kelly Mom](#)

[US Dept of Health and Human Services/ Office on Women's Health](#)

[Healthy Mothers/Healthy Babies Coalition](#)

[breastfeeding.com](#)

[Business Support Letter for Breastfeeding](#)

Policy for supporting breastfeeding employees

In recognition of the well documented health advantages of breastfeeding for infants and mothers, [name of company] provides a supportive environment to enable breastfeeding employees to express their milk during work hours. This includes a company-wide lactation support program administered by [name of department].

[Name of company] subscribes to the following worksite support policy. This policy shall be communicated to all current employees and included in new employee orientation training.

Company Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

- Milk Expression Breaks

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

- A Place to Express Milk

A private room (not a toilet stall or restroom) shall be available for employees to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private office, or in other comfortable locations agreed upon in consultation with the employee's supervisor. Expressed milk can be stored [in general company refrigerators/in designated refrigerators provided in the lactation room or other location/in employee's personal cooler].

- Breastfeeding Equipment

[Name of company] [provides/subsidizes/rents] electric breast pumps to assist breastfeeding employees with milk expression during work hours. The company provides [hospital grade pump that can be used by more than one employee/or portable personal use electric breast pump that the employee retains] throughout the course of breastfeeding for the employee. [If using a standard hospital-grade pump, indicate whether the company provides/subsidizes personal attachment kit or where the employee can purchase the kit.] [Indicate whether breast pumps are also available for partners of male employees.]

- Education

Prenatal and postpartum breastfeeding classes and informational materials are available for all mothers and fathers, as well as their partners.

Policy for supporting employees who breastfeed

- Staff Support

Supervisors are responsible for alerting pregnant and breastfeeding employees about the company's worksite lactation support program, and for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

[List other components specific to your company's program]

Employee Responsibilities

- Communication with Supervisors

Employees who wish to express milk during the work period shall keep supervisors informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the company.

- Maintenance of Milk Expression Areas

Breastfeeding employees are responsible for keeping milk expression areas clean, using anti-microbial wipes to clean the pump and area around it. Employees are also responsible for keeping the general lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

- Milk Storage

Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using [company provided refrigerator/personal storage coolers].

- Use of Break Times to Express Milk

When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

Breastfeeding: best practice worksheet

Use the following graph to organize your plan to address breastfeeding in the workplace. Use the columns to assess your organization's current PSE.

Best Practices Strategy	System Change	Environment Change	Steps	Timeline	Responsible Party	Notes
Establish workplace policies that support breastfeeding						
Allow flexible scheduling for breastfeeding or pumping milk						
Allow adequate breaks for breastfeeding or pumping milk						
Provide an appropriate space for breastfeeding or pumping milk						
Provide an electric breast pump for use at work and a small refrigerator for safe storage of breast milk						
Provide breastfeeding education programs						
Provide breastfeeding consultants, either as a member benefit of insurance or paid by the employer						
Establish an infant-at-work policy to support working moms and dads						

Alcohol

Studies show that, compared with non-substance abusers, substance abusing employees, including those who use alcohol, are more likely to:

- Change jobs frequently
- Be late to or absent from work
- Be less productive employees
- Be involved in a workplace accident
- File a workers' compensation claim

A successful workplace program includes 6 components:

- A written policy
- Employee and supervisor education
- Additional training for working parents
- Alcohol testing
- An employee assistance program
- An ongoing alcohol prevention program

Resources and strategies

The policy example and graph provided on the following pages can be used as your best practices framework for developing sustainable changes regarding issues related to alcohol:

1. What policy changes would need to be changed or added?
2. What system changes need to be addressed?
3. What issues within your work environment needs to be added or revised?
4. What are the steps to accomplish the PSE change?
5. What is the timeline and who is responsible for following through?

After answering these critical questions discuss as a committee if you have any remaining ideas that personalizes the strategy to fit your own work place.

Benefits

Employers with successful drug-free/alcohol-free workplace programs report improvement in morale and productivity and decreases in absenteeism, accidents, downtime, turnover and theft. Additionally, employers with longstanding programs report healthier employees and decreased medical utilization by employees and family members.



Additional Resources

[Minnesota Substance Abuse Prevention](#)

[Substance Abuse and Mental Health Services Administration](#)

[Drug-Free Workplace Kit](#)

[Regional Prevention Coordinators](#)

[Community Anti Drug Coalition of America](#)

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after agency or school hours, at any agency location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other agency personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any agency location.
- C. The agency will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, employee, or member of the public who violates this policy.

DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "Agency location" includes any agency-owned building or on any agency premises; in any agency-owned vehicle or in any other agency-approved vehicle used to transport employees or students to and from the agency, the agency operated school or school activities; off agency property at any agency-sponsored or agency-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the agency; or during any period of time such employee is supervising students on behalf of the agency or otherwise engaged in agency business.

EXCEPTIONS

- A. It shall not be a violation of this policy for a person to bring onto an agency location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in an agency location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

PROCEDURES

- A. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- B. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- C. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- D. Possession of alcohol on agency grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the board only. The applicant shall apply for permission in writing and shall follow the board procedures for placing an item on the agenda.

ENFORCEMENT

A. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the agency. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority and agency policies.

B. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References:

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)

Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)

Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)

Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)

20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)

21 U.S.C. § 812 (Schedules of Controlled Substances)

41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)

34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

Alcohol: best practice worksheet

Use the following graph to organize your plan to address alcohol in the workplace. Use the columns to assess your organization's current PSE.

Best Practices Strategy	System Change	Environment Change	Steps	Timeline	Responsible Party	Notes
Policy prohibiting alcohol use anywhere on property						
Provide prompts/posters to support a no alcohol use policy						
Post Alcoholics Anonymous or Al-Anon posters on property						
Policy supporting participation in alcohol counseling activities during duty (flex) time						
Provide training for supervisors to recognize symptoms of alcohol abuse						
Provide treatment program for employees dealing with alcohol issues						
Provide counseling through a health plan						
Provide employee assistance program (EAP)						

Mental wellness and stress management

Mental health refers to the comprehensive way people meet the demands of life. It's a key component in overall health and well-being. Mental health issues such as stress, anxiety and depression are common, and are routinely listed as top concerns in employee health surveys.

When the healthy choice is an easier choice, people are more likely to feel better. Worksites can play a role in supporting employees by making it easier for employees to seek and receive mental health assessment, referral and treatment.

Resources and strategies

The policy example and graph provided on the following pages can be used as your best practices framework for developing sustainable changes regarding issues related to mental health:

1. What policy changes would need to be changed or added?
2. What system changes need to be addressed?
3. What issues within your work environment needs to be added or revised?
4. What are the steps to accomplish the PSE change?
5. What is the timeline and who is responsible for following through?

After answering these critical questions discuss as a committee if you have any remaining ideas that personalizes the strategy to fit your own work place.

Reality Check

Mental health conditions are the second leading cause of absenteeism.
Untreated and mistreated mental illness costs the U.S. \$150 billion in lost productivity each year.
Businesses spend \$7,500 annually per employee due to stress and stress-related conditions.

Additional Resources

[Stress Management Guide](#)

[Tips for Handling Stress at Work](#)

[Mental Health Association of Minnesota](#)

[Mental Health Association](#)

[National Institute for Mental Health](#)

Mental wellness—family health

Families play an important role in the health of your employees. No matter their family make-up, you can help show support of family health.

Health experts agree that there are a few practices that can help all families be healthy, and most all of them are free. The benefits, however, are priceless.

Family health commitment opportunities include:

- Spend time together
- Eat meals together
- Be active together
- Practice positive parenting

Mental wellness—taking care of aging parents

Many Minnesotans are all too familiar with the term ‘sandwich generation’—caring for their children and at the same time assisting their aging parents. This type of stress-building situation can distract from task completion and result in reduced productivity at work.

Mental wellness—financial health

Help employees take charge of their financial health and in turn you’ll help them reduce stress and anxiety. Like many things in life, successful finances start with a plan.

Resources and strategies

Help employees begin their plans with these resources from the Financial Literacy and Education Commission:

www.Mymoney.gov

888-MyMoney—a toll-free hotline

Each offers financial tips on a range of topics and a toolkit that includes useful financial materials.

Reality Check

Only about 3 in 10 young people say they have rules about how much time they can spend watching TV, playing video games, or using the computer.

When parents set limits, children spend nearly 3 hours less time with media per day than those with no rules.

Kaiser Family Foundation

Additional Resources

[Child Transportation Safety](#)

[Financial Peace University](#)

[Thrive By Five: Teaching Your Preschooler About Spending and Saving](#)

[ND State Treasurer Offers Resources to Help Address Financial Challenges & Planning](#)

[Thrifty Ideas for Turbulent Times](#)

[Becoming Fiscally Fit](#)

MyMoney.gov

Mental wellness: best practice worksheet

Resources and strategies

The policy example and graph provided on the following pages can be used as your best practices framework for developing sustainable changes regarding issues related to mental wellness:

1. What policy changes would need to be changed or added?
2. What system changes need to be addressed?
3. What issues within your work environment needs to be added or revised?
4. What are the steps to accomplish the PSE change?
5. What is the timeline and who is responsible for following through?

After answering these critical questions discuss as a committee if you have any remaining ideas that personalizes the strategy to fit your own work place.

Use the following graph to organize your plan to address alcohol in the workplace. Use the columns to assess your organization’s current PSE.

Best Practices Strategy	System Change	Environment Change	Steps	Timeline	Responsible Party	Notes
Provide mental health and mental illness materials and messages through various means: brochures, fact sheets, paycheck stuffers and electronic communications						
Offer confidential screenings for depression, anxiety, post-traumatic stress disorder, substance abuse						
Encourage the use of telephone help lines						
Offer stress reduction presentations on varied topics: conflict resolution, managing multiple priorities, project planning, personal finance planning, etc						
Provide flexible scheduling during work for training, meditation, physical activity, etc						
Provide the Mental Health in the Workplace toolkit and other helpful information (including mental health fact sheets): www.liveyourlifewell.org/						
Support a mental health-friendly work environment that provides family/employee-friendly accommodations for medical appointments, etc						

Mental wellness: best practice worksheet

Use the following graph to organize your plan to address alcohol in the workplace. Use the columns to assess your organization's current PSE.

Best Practices Strategy	System Change	Environment Change	Steps	Timeline	Responsible Party	Notes
Sponsor presentations and trainings on mental health issues and suicide prevention awareness for supervisors, business leadership team or management						
Teach supervisors how to recognize, intervene, refer and supervise employees with mental health issues						
Review policies and practices concerning employee privacy, return to work and HIPPA, accommodation and ADA guidelines						
Offer the Mental Health@Work seminar, which focuses on practical information about the connection between health and work www.mhand.org/atWork						
Share resources on effective mental health approaches from the Partnership for Workplace Mental Health. www.workplacementalhealth.org						
Provide employee assistance program (EAP)						
Provide and maintain comprehensive health coverage, including mental health and substance abuse benefits						
Offer health insurance coverage with referral mechanisms to connect employees easily to mental health and substance abuse services						
Promote parenting classes or other community resources						

Conclusion

This Worksite Wellness Resource Toolkit was adapted from the framework provided by Healthy North Dakota Worksite Wellness Initiative.

Acknowledgements and resources:

[Healthy North Dakota and Partners](#)

[Work Well Minnesota Toolkit](#)

[Prevention Minnesota](#)

[State of Wisconsin Department of Health and Family Services](#)

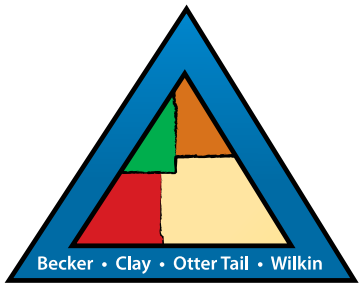
[State of Vermont Department of Health
A Tool for Creating a Healthier Workplace Environment](#)

[Centers for Disease Control and Prevention Health Worksite Initiative](#)

[Wellness Council of America](#)

[Dakota Medical Foundation](#)

[US Department of Health and Human Services, Health Resources and Services Administration, Maternal & Child Health Bureau](#)



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