

Worksite Sector CHANGE Tool Worksheet

Best Practice Physical Activity	Policy Comments/ score	Environment Comments/ score	Follow-up needed? Action Plan Item?
1. Provide <u>flexible work arrangements</u> or break times for employees to engage in physical activity?			
2. Provide paid time off to attend health promotion programs or classes?			
3. Encourage non-motorized commutes (e.g., active transportation such as walk or bike)?			
4. Enhance access to public transportation (e.g., bus stops or transit stations) within <u>reasonable walking distances</u> ?			
5. Promote stairwell use (e.g., make stairs appealing, post signs to promote stair use for exercise)?			
6. Implement or support sports teams, walking clubs, or events to encourage physical activity among employees?			
7. Provide safe area outside to walk or exercise (e.g., paths, trails or sidewalks, lighting)?			
8. Designate a walking path on or near building property?			

<p>9. Provide access to onsite fitness center, gymnasium, or physical activity classes?</p>			
<p>10. Provide a changing room or locker room with showers?</p>			
<p>11. Provide access to offsite workout facility or <u>subsidized membership</u> to local fitness facility?</p>			
<p>12. Provide bicycle parking for employees (e.g., bike racks, shelter)?</p>			
<p>13. Implement activity breaks for meetings that are longer than one hour?</p>			
<p>14. Provide direct material support (e.g., money, land, a pavilion, donated advertising) for supporting community-wide physical activity opportunities (e.g., physical activity friendly facilities, recreation teams)?</p>			

<p>Best Practice Nutrition</p>	<p>Policy Comments/ score</p>	<p>Environment Comments/ score</p>	<p>Follow-up needed? Action Plan Item?</p>
<p>1. Institute healthy food and beverage options at company-sponsored meetings or events?</p>			
<p>2. Institute healthy food and beverage options in vending machines?</p>			

<p>3. Institute healthy food and beverage options in cafeteria or onsite food venues?</p>			
<p>4. Institute healthy food purchasing practices (e.g., to reduce the fat content of food offered) for cafeteria, onsite food venues or vending machines?</p>			
<p>5. Institute healthy food preparation practices (e.g., steaming, low fat, low salt, limiting frying) in cafeteria or onsite food venues?</p>			
<p>6. Ban marketing of unhealthy food onsite, including through vending machines, posters, or other print materials?</p>			
<p>7. Provide smaller portion size options in cafeteria or onsite food venues?</p>			
<p>8. Provide water to drink (e.g., have bottled water, clean sources of tap water, or working water fountains)?</p>			
<p>9. Institute labels (e.g., 'low fat,' 'light,' 'heart healthy,' or 'no trans fat') at the worksite's cafeteria, snack bar, or onsite food service?</p>			
<p>10. Encourage food vendors or cafeteria managers to provide affordable, healthy food options?</p>			

11. Provide refrigerator access for employees?			
12. Provide microwave access for employees?			
13. Provide a sink with water faucet access for employees?			
14. Provide direct material support (e.g., money, land, a pavilion, donated advertising) for community-wide nutrition opportunities (e.g., farmers' markets or <u>community garden initiatives</u>)?			
15. Provide a comfortable, private space for employees to nurse or pump to support employees' ability to breastfeed at work?			

Best Practice Tobacco Use	Policy Comments/ score	Environment Comments/ score	Follow-up needed? Action Plan Item?
1. Institute a <u>tobacco free policy 24/7?</u>			
2. Ban tobacco vending machines onsite?			
3. Provide access to smoking cessation resources or programs?			

<p>4. Provide insurance coverage for <u>tobacco cessation services</u> ?</p>			
<p>5. Provide insurance coverage for <u>tobacco cessation products</u> (e.g., <u>pharmacological quitting aids</u>)?</p>			
<p>6. Implement a referral system to help employees access community-based cessation resources or services, such as quitlines (i.e., 1-800-QUIT-NOW)?</p>			

<p>Best Practice Chronic Disease Mgmt</p>	<p>Policy Comments/ score</p>	<p>Environment Comments/ score</p>	<p>Follow-up needed? Action Plan Item?</p>
<p>1. Provide access to an onsite occupational health nurse?</p>			
<p>2. Provide an onsite medical clinic to monitor and address chronic disease risk factors (e.g., high blood pressure, high cholesterol, blood glucose)?</p>			
<p>3. Provide routine screening, follow-up counseling and education to employees to help prevent and control chronic disease risk factors (e.g., poor nutrition, physical inactivity, hypertension, elevated blood sugar levels, tobacco use)?</p>			
<p>4. Provide employee insurance coverage for preventive services and quality medical care?</p>			

<p>5. Provide access to free or low cost employee <u>health risk appraisals</u> or health screenings?</p>			
<p>6. Provide access to chronic disease self-management programs (e.g., diabetes, obesity – such as Weight Watchers)?</p>			
<p>7. Adopt curricula or training to raise awareness of the signs and symptoms of heart attacks and strokes?</p>			
<p>8. Adopt curricula or training to raise awareness of the importance of calling 9-1-1 immediately when someone is having a heart attack or stroke?</p>			
<p>9. Promote chronic disease prevention to employees (e.g., post signs reminding employees to get blood pressure checked, quit smoking, avoid secondhand smoke)?</p>			
<p>10. Adopt an emergency response plan (e.g., appropriate equipment such as Automatic External Defibrillator [AED] or instructions for employee action)?</p>			

<p>Best Practice Leadership</p>	<p>Policy Comments/ score</p>	<p>Environment Comments/ score</p>	<p>Follow-up needed? Action Plan Item?</p>
<p>1. Have a wellness coordinator?</p>			
<p>2. Have a wellness committee?</p>			

<p>3. Have a health promotion budget?</p>			
<p>4. Have a mission statement (or a written policy statement) that includes the support of or commitment to employee health and well-being?</p>			
<p>5. Adopt organizational or performance objectives pertaining to employee health and well-being?</p>			
<p>6. Provide employees with a health insurance plan?</p>			
<p>7. Provide office-based <u>incentives</u> (e.g., discounted insurance premium or gift certificates) to employees participating in health risk assessments, initiatives, or support groups that promote chronic disease prevention measures (e.g., quit smoking, log miles walked, blood pressure or cholesterol screening)?</p>			
<p>8. Reimburse employees for preventive health or wellness activities?</p>			
<p>9. Implement a needs assessment when planning a health promotion program?</p>			
<p>10. Evaluate company-sponsored health promotion programs?</p>			