



*Nutrition Education and Obesity Prevention Branch—Worksite Program*

## Check for Health

Workplace  
Environmental  
Assessment



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**A** company's most important asset is its people.<sup>1</sup> A happy, healthier workforce produces better results. How healthy is your workforce? Are you doing all you can to help workers perform at their best? You can create a culture of wellness at your worksite. The *Check for Health* can help you.

**THE CHECK FOR HEALTH IS MADE UP OF TWO PARTS:**

- The *Worksite Program Information Sheet*—when completed, it provides an overview of the work environment.
  - The *Check for Health Scorecard*—when completed, it shines a light on some specific areas of wellness. It helps you to see where you may want to focus your efforts.
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<sup>1</sup> Baicker, Katherine, David Cutler, and Zirui Song. 2010. Workplace wellness programs can generate savings. *Health Affairs* 29(2): 304-311.  
<http://content.healthaffairs.org/content/29/2/304.full.pdf+html>, accessed 2/24/2014.

## WORKSITE PROGRAM INFORMATION SHEET

Company Name:	
Main Contact Person:	Title:
Email:	Phone:

### *Describe your workplace (check all that apply)*

\_\_\_\_\_ Full time employees

\_\_\_\_\_ Part time employees

#### **Industry**

- |   |  |
|---|--|
| <input type="checkbox"/> Retail                         | <input type="checkbox"/> Health Care/Social Services     |
| <input type="checkbox"/> Agriculture, Forestry, Fishing | <input type="checkbox"/> Arts, Entertainment, Recreation |
| <input type="checkbox"/> Accommodation/Foodservice      | <input type="checkbox"/> Education                       |
| <input type="checkbox"/> Manufacturing                  | <input type="checkbox"/> Other, please specify:          |
| <input type="checkbox"/> Construction                   | _____  |

#### **What are the work schedules?** (Check all that apply.)

- |  |  |
|--|--|
| <input type="checkbox"/> Regular daytime shift | <input type="checkbox"/> Overnight shift |
| <input type="checkbox"/> Swing shift           |  |

#### **What is the percentage of employees that are physically active as part of their job duties?**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> less than 25% | <input type="checkbox"/> 50% – 74%   |
| <input type="checkbox"/> 25% – 49%     | <input type="checkbox"/> 75% or more |

### *Describe lunch and breaks*

#### **For lunch, where are employees getting their food?** (Check all that apply.)

- |  |   |
|--|---|
| <input type="checkbox"/> Bring from home         | <input type="checkbox"/> Go offsite to buy from a local fast food restaurant or convenience store |
| <input type="checkbox"/> Eat at onsite cafeteria | <input type="checkbox"/> Other, please specify:   |
| <input type="checkbox"/> Buy from a food truck   | _____   |

#### **During breaks, about what percentage of employees are engaged in healthy behaviors (for example: walking and/or stretching)?**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> less than 25% | <input type="checkbox"/> 50% – 74%   |
| <input type="checkbox"/> 25% – 49%     | <input type="checkbox"/> 75% or more |

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**What percentage of employees drink mostly water for hydration, rather than sugary drinks?**

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> less than 25% | <input type="checkbox"/> 50% – 74%   |
| <input type="checkbox"/> 25% – 49%     | <input type="checkbox"/> 75% or more |

**Describe team meetings**

**How often are employees together for meetings?**

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> More than once a day | <input type="checkbox"/> Once a week  |
| <input type="checkbox"/> Once a day           | <input type="checkbox"/> Once a month |
| <input type="checkbox"/> 2-3 times/week       |                                       |

**On average, how long do the meetings last?**

- |   |  |
|---|--|
| <input type="checkbox"/> less than 15 minutes | <input type="checkbox"/> 30 minutes – 1 hour |
| <input type="checkbox"/> 15-30 minutes        | <input type="checkbox"/> more than 1 hour    |

**Who conducts the meetings?**

- ☐ Crew/shift leader  
☐ Manager  
☐ Upper management

**At team meetings, are meals, snacks, or beverages served?** (Check all that apply.)

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> Meals     | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> Snacks    | _____   |
| <input type="checkbox"/> Beverages |   |

**Why Worksite Wellness?**

**What are your main reasons/motivations for using the worksite wellness tools in the California Fit Business Kit?** Please put them in rank order, with 1 being the most important and 5 being the least important.

- |   |                                     |
|---|-------------------------------------|
| ___ Creating a healthier and happier work environment | ___ Reducing accidents and injuries |
| ___ Enhancing employee benefits                       | ___ Other (specify or describe)     |
| ___ Reducing health care insurance costs              | _____                               |

**What are your main concerns for your employees?** Please put them in rank order, with 1 being the most important and 6 being the least important.

- |  |                                 |
|--|---------------------------------|
| ___ Health & safety                                  | ___ Productivity                |
| ___ Obesity and/or the prevention of chronic disease | ___ Improving employee morale   |
| ___ Energy and feeling good throughout the day       | ___ Other (specify or describe) |
|  | _____                           |

# Check for Health

A worksite assessment to help you identify ways  
to create a healthier worksite



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## INSTRUCTIONS FOR COMPLETING THE *CHECK FOR HEALTH SCORECARD*

1. Answer “yes,” “in process,” or “no” for each question. Add a checkmark if this is something you’re considering as a “potential priority.” Add comments if you like.
  2. Once you’ve finished answering the questions, add up the tally marks for each Wellness Component.
  3. Each section of each Wellness Component recommends tools from the *California Fit Business Kit* you can use to raise your “yes” score.
  4. Share this scorecard with your Wellness Committee. Ask them to review the scorecard and to develop two priority areas. They can then use the completed *Check for Health* to develop an action plan.
  - 5 Complete the *Check for Health* annually to see the progress your worksite is making.
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## Wellness Component

GENERAL	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
<b>Management support:</b>					
Do you have a commitment to worksite wellness from key stakeholders such as senior management, human resource managers, or safety officers?					
Does the worksite have a worksite wellness plan or policy in place?					
Does your worksite have a wellness committee?					
<b>Incentives for healthy behaviors:</b>					
Incentives may include: raffle gifts, company-sponsored lunches, paid time off, reductions in health care premiums, gift cards, etc.					
Does your worksite provide any type of incentives for healthy eating?					
Does your worksite provide any type of incentives for maintaining an ideal weight?					
Does your worksite provide any type of incentives for being physically active?					
<b>Promotional messages for healthy behaviors or health promotion programs at your worksite:</b>					
Does your worksite provide healthy eating messages to the general employee population, such as posters or brochures?					
Does your worksite provide physical activity or exercise messages to the general employee population, such as posters or brochures?					

## Wellness Component

HEALTH PROMOTION PROGRAMS AND SERVICES	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
<i>Health promotion programs, services, or classes:</i>					
Is it company policy that health promotion programs are provided during company time?					
Does the worksite offer information about food assistance programs like CalFresh and WIC to its employees?					
Does your worksite offer programs, services, or classes in any of the following?					
Healthy eating/nutrition					
Weight management					
Chronic disease self-management (diabetes classes, cholesterol education, arthritis education, etc.)					
Fitness assessments					
Group physical activity					
Health risk appraisals					
Smoking cessation					
Stress management					
Occupational safety & health					

## Wellness Component

FOOD ENVIRONMENT	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
<i>Meetings:</i>					
Healthy foods include fruits and vegetables, tofu, whole grains, beans, nuts and seeds, non-fat and lowfat milk products, and lean meat, poultry, and fish. Healthy foods include minimal or no added fat, sugars, or sweeteners. Unsweetened tea or black coffee is included.					
Are healthy snack items available at most meetings on a regular basis?					
Are healthy beverage items available at most meetings on a regular basis?					
Is there a written policy in your worksite to provide healthy food and beverage options at company meetings and/or events?					

## Wellness Component

FOOD ENVIRONMENT-CONTINUED	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
<b>Cafeteria:</b>					
If your worksite offers a cafeteria, snack bar, or food service for employees...					
Is menu nutrition information provided, or are healthy food and beverage choices clearly identified on the menu?					
Does your worksite have written policies that require healthy food choices in the cafeteria?					
Are healthy items placed first in the cafeteria line?					
Are there any pricing adjustments to encourage the purchase of healthy foods or discourage the purchase of less healthy foods?					
Are there any policies to reduce large portion sizes of less healthy foods?					
<b>Vending Machines:</b>					
If your worksite has vending machines...					
Are healthy snacks available?					
Are healthy beverages available?					
Does your worksite have written policies that require healthy food choices in the vending machines?					
Is nutrition information visible, or are healthy snacks and beverages clearly identified?					
Are healthy snacks items placed in the top third of the vending machine so that they are visible at eye level?					

## Wellness Component

FOOD ENVIRONMENT—CONTINUED	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
<b>Restaurants, Mobile Food Trucks, and Farmers' Markets:</b>					
Do the majority of your employees go out to eat for lunch or purchase food from a mobile food cart/food truck?					
Are there healthy restaurants—like smoothie, salad, or sandwich shops—within 4 blocks of your worksite?					
If a mobile food cart or food truck comes onsite, are healthy options available?					
Is there a farmers' market, fruit and vegetable stand, or mobile grocer within 4 blocks of your worksite?					
<b>Snacks &amp; Treats:</b>					
If employees bring high-calorie foods (baked goods, donuts, candy) to share with co-workers, are healthy treats available the majority of the time as well?					
<b>Beverages:</b>					
Is drinking water available free to employees throughout the day?					
Is water presented as an appealing choice (cold, easily accessible, low-cost/free) to employees?					
Do most employees choose water as their beverage of choice?					

## Wellness Component

PHYSICAL ACTIVITY	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
Does your worksite have a written policy statement supporting employee physical activity on breaks? (For example: policies that allow workers to take walking breaks or take additional time off during lunch to exercise?)					
Does your worksite have a written policy statement supporting pre-shift or post-shift stretching and strengthening?					
Is physical activity (stretching, strengthening, walking) a regular part of meetings?					
Are there recreational physical activity opportunities onsite? (for example: group fitness classes, gym equipment, walking trails, etc.)					
If your worksite has stairwells, are they easily accessible, clean, and well lit? Are employees encouraged to use the stairwells via signage or other promotional efforts?					
Are workers encouraged to join recreational teams?					
Are there incentives for employees who walk, bike, or take mass transit to work?					

## Wellness Component

BREASTFEEDING	YES	IN PROCESS	NO	POTENTIAL PRIORITY	COMMENTS
Does your worksite have a written policy that states your company's support of a woman's choice to breastfeed her infant and describes the worksite accommodation and/or benefits available to her?					
Does the worksite provide a private area for nursing or expressing milk? (It should be quiet, clean, and have enough room for a comfortable chair.)					
Does your worksite provide a place for storing expressed milk such as a small cooler or a small refrigerator?					

## CHECK FOR HEALTH SCORECARD

For each category, add up the marks and write the total in your scorecard. The number in parentheses ( ) is the total possible for each category.

<i>Wellness Components</i>	YES	IN PROCESS	NO	<i>Suggested California Fit Business Tools</i>
General—Management Support (3)				<ul style="list-style-type: none"> <li>• <i>Check for Health</i></li> <li>• <i>Starting a Wellness Committee</i></li> </ul>
General—Incentives for Healthy Behaviors (3)				<ul style="list-style-type: none"> <li>• <i>Take Action!</i></li> </ul>
General—Promotional Messages (2)				<ul style="list-style-type: none"> <li>• <i>Take Action!</i></li> <li>• <i>Physical Activity Integration</i></li> </ul>
Health Promotion Programs and Services (11)				<ul style="list-style-type: none"> <li>• <i>Starting a Wellness Committee</i></li> <li>• <i>Physical Activity Integration</i></li> </ul>
Food Environment—Meetings (3)				<ul style="list-style-type: none"> <li>• <i>Healthy Meetings</i></li> <li>• <i>Go for H<sub>2</sub>O</i></li> </ul>
Food Environment—Cafeteria (5)				<ul style="list-style-type: none"> <li>• <i>Healthy Dining Menu Guidelines</i></li> </ul>
Food Environment—Vending Machines (5)				<ul style="list-style-type: none"> <li>• <i>Healthy Vending Machines</i></li> </ul>
Food Environment—Restaurants, Mobile Food Trucks, and Farmers' Markets (4)				<ul style="list-style-type: none"> <li>• <i>Farm Fresh Produce Delivery</i></li> <li>• <i>Starting a Farmers' Market</i></li> </ul>
Food Environment—Snacks & Treats (1)				<ul style="list-style-type: none"> <li>• <i>Healthy Meetings</i></li> <li>• <i>Take Action!</i></li> </ul>
Food Environment—Beverages (3)				<ul style="list-style-type: none"> <li>• <i>Go for H<sub>2</sub>O</i></li> <li>• <i>Healthy Vending Machines</i></li> </ul>
Physical Activity (7)				<ul style="list-style-type: none"> <li>• <i>Improving Worksite Stairwells</i></li> <li>• <i>Physical Activity Clubs</i></li> <li>• <i>Physical Activity Integration</i></li> <li>• <i>Healthy Meetings</i></li> </ul>
Breastfeeding (3)				<ul style="list-style-type: none"> <li>• <i>Creating a Breastfeeding-Friendly Worksite</i></li> </ul>
<b>WORKSITE TOTALS (50)</b>				

Using your Check for Health scorecard and looking at the available tools in the *California Fit Business Kit*, what are two priority areas for your worksite?

1) \_\_\_\_\_

2) \_\_\_\_\_



This material was produced by the California Department of Public Health's Nutrition Education and Obesity Prevention Branch with funding from USDA SNAP-Ed, known in California as CalFresh. These institutions are equal opportunity providers and employers. CalFresh provides assistance to low-income households and can help buy nutritious food for better health. For CalFresh information, call 1-877-847-3663. For important nutrition information, visit [www.CaChampionsForChange.net](http://www.CaChampionsForChange.net).

