



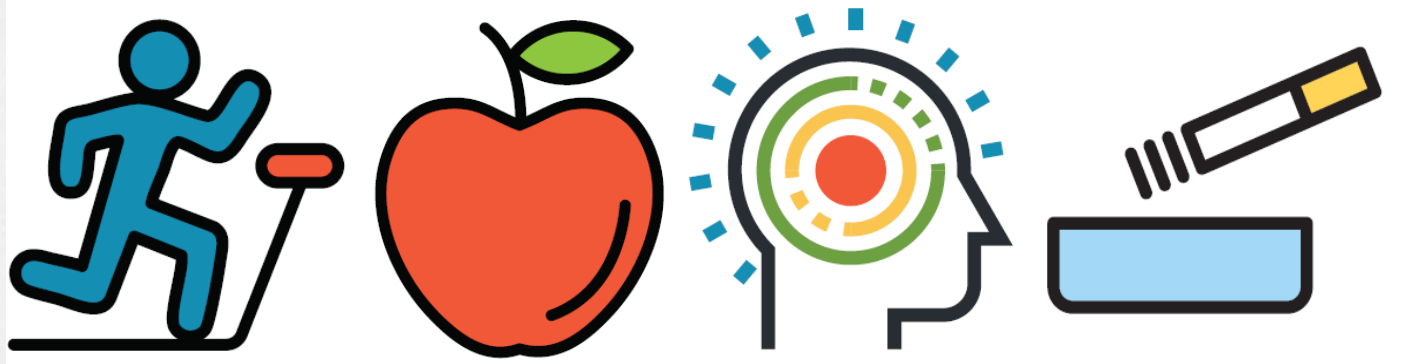
Investing in Employee Health

Karla Voss

MO Department of Health and Senior Services



What is Worksite Wellness?



Step 1: Purpose

Step 2: Getting Started

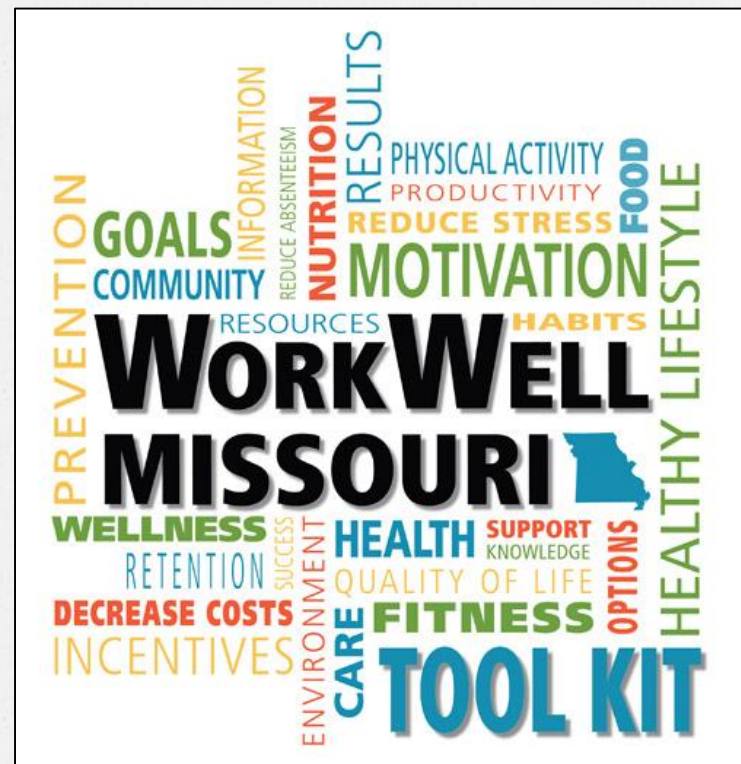
Step 3: Assessing

Step 4: Planning

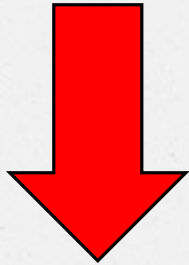
Step 5: Implementing

Step 6: Evaluating

Appendix: Checklists, Samples and Resources



Step 1: Purpose



- Health care costs
- Absent/presentee-ism
- Employee turnover



- Productivity
- Morale
- Safety

Step 2: Getting Started

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Appendix A –
Wellness Coordinator Checklist

Step 1: Initiative Purpose	Tips	Coordinator Notes/ Associated Files	Date Completed
Define the purpose of the initiative.			
Assess financial and personnel resources.	If resources are limited, implementing some no-cost components of worksite wellness may be beneficial.		
Assess feasibility of no-cost components of worksite wellness.			
Step 2: Getting Started			
Gain commitment from stakeholders.			
Discuss well-being initiatives with stakeholders.			
Develop wellness program areas of focus.			
Establish and implement the program.			
Work with stakeholders to ensure success.			

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Appendix G –
Samples for Worksite Wellness Committee

Worksite Wellness Committee
Sample Purpose, Function and Structure

Purpose
The purpose of the Worksite Wellness Committee (WWC) is to implement a worksite health promotion initiative that will assist employees to:

1. Increase their health awareness and knowledge.
2. Adopt and maintain healthier lifestyles and
3. Enhance morale.

Committee functions

1. Periodically survey the interests of employees related to worksite health promotion initiatives.
2. Coordinate employee health promotion initiatives and events.
3. Evaluate initiative interventions and outcomes.
4. Make policy recommendations regarding employee health issues and concerns.
5. Coordinate interventions with other employee wellness initiatives, when possible.
6. Establish annual plan to include goals, objectives, strategies and evaluation.

Committee membership
Committee membership is broadly representative of employees. It is recommended that a minimum of one representative and one alternate from each section/office/center or grouping of such serve on the committee.

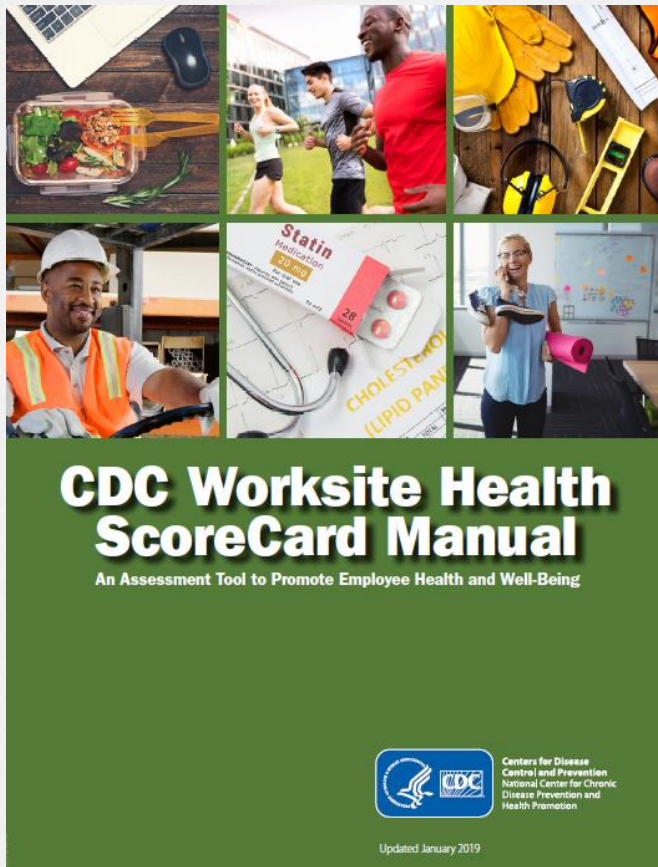
Employee representatives should be appointed by the section/office/center manager to serve a two-year term. At the end of the term, committee members may be reappointed or be replaced by another representative at the request of the employee. If, for some reason a committee member must resign from the committee, the section/office/center manager will appoint a replacement to complete the term of office.

Committee meetings
The committee meets at least quarterly, depending on need. If for some reason a committee member is unable to attend a scheduled meeting, he or she is responsible for notifying the alternate and for informing the committee chairperson who will represent the section/office/center. Subcommittees may meet separately from the main committee and may meet more frequently as needed. Committee meetings are generally scheduled for 1 to 2 hours.

Subcommittees
The WWC has subcommittees to assist in implementation of the annual plan. Subcommittees include...



Step 3: Assessing



Appendix B –

Worksite Wellness Employee Interest Survey

Example:

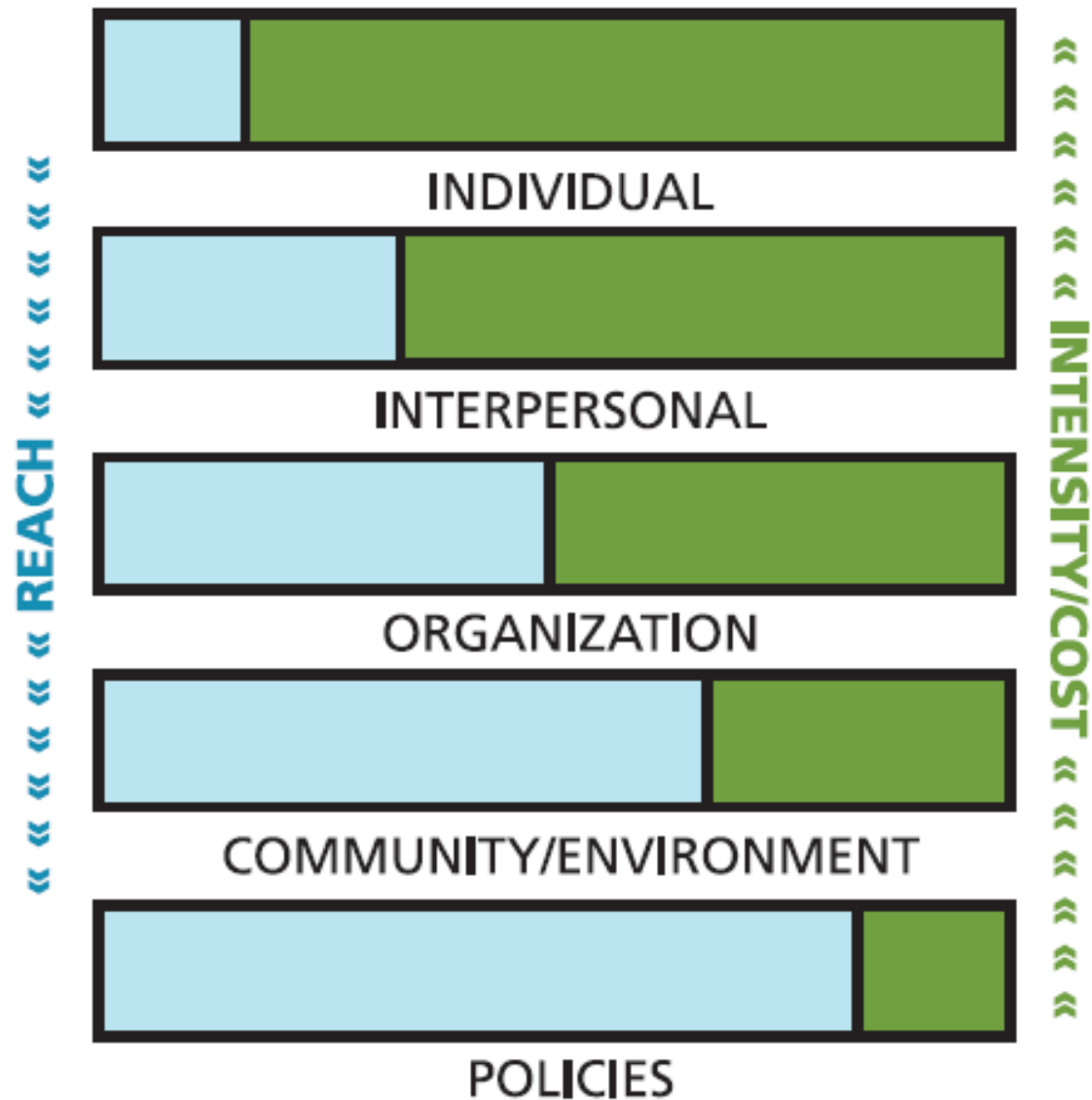
Wellness questions		
1.	Current physical activity level	<input type="checkbox"/> I don't exercise or walk regularly now, and I don't plan to start in the near future.
		<input type="checkbox"/> I don't exercise or walk regularly, but I've been thinking about starting.
		<input type="checkbox"/> I'm doing moderate or vigorous physical activities for at least 30 minutes on some days, but fewer than five days a week.
		<input type="checkbox"/> I've been doing moderate or vigorous physical activities for at least 30 minutes a day on five or more days a week and have been doing it for the last one to six months.
		<input type="checkbox"/> I've been doing moderate or vigorous physical activities for at least 30 minutes a day on five or more days a week and have been doing it for seven months or longer.
2.	When do you get most of your physical activity each day?	<input type="checkbox"/> I am physically active before work.
		<input type="checkbox"/> I am physically active during work hours — at break and lunch times.

Step 4: Planning



- Importance
- Time
- Cost
- Commitment
- Reach

Levels of change and scope of impact:
The goal is behavior change





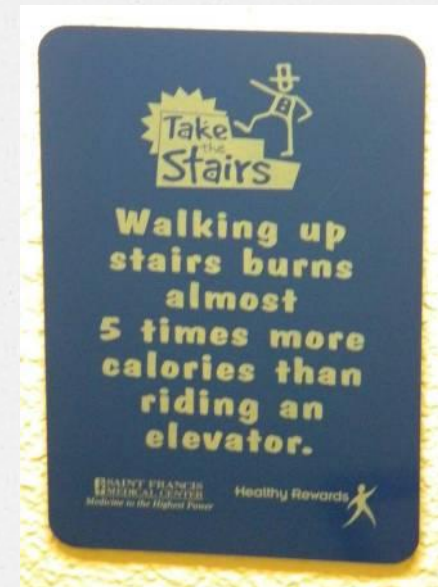
Mental health conditions are the second leading cause of absenteeism.

Mental health					
Table Key: I = Individual Level E/O = Environment/Organizational Level P = Policy Level					
List of strategies by the level of resources needed (low, medium, high)			Box indicates at what level change takes place.		
Low resources			I	E/O	P
1.	Provide mental health and mental illness materials and messages through various means (e.g., brochures, paycheck stuffers, intranet, health fairs, posters, signs, or facts sheets like these from the American Psychiatric Association). ³²		✓	✓	
2.	Offer confidential screenings for depression, anxiety, post-traumatic stress disorder and substance abuse. ³³		✓	✓	
3.	Encourage the use of telephone helplines (800 numbers), such as the National Suicide Prevention Hotline. ³⁴		✓	✓	
4.	Offer stress reduction presentations on varied topics: conflict resolution, managing multiple priorities, project planning, personal finance planning, etc.		✓	✓	
5.	Provide flexible scheduling during work for training, yoga, meditation, physical activity, etc.			✓	✓
6.	Provide a quiet room or stress reduction room at the worksite.		✓	✓	

Step 5: Implementing

Communication is Key!

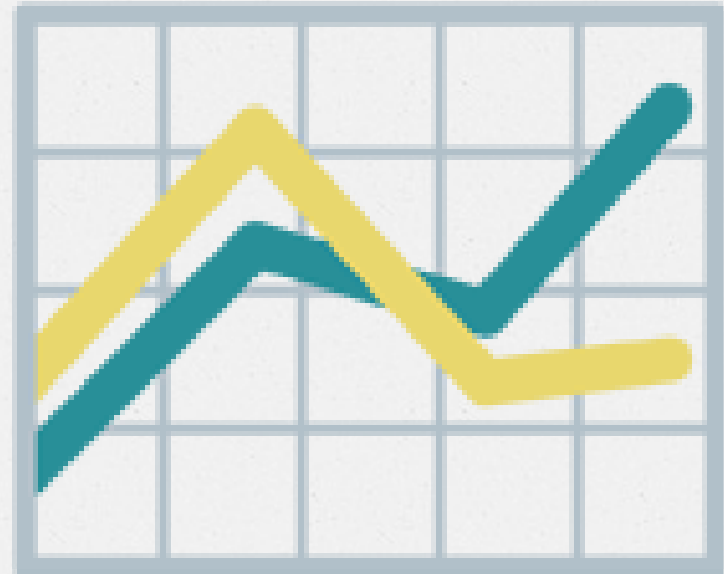
Creating Interest and Motivation



Step 6: Evaluating

BOTTOM LINE

- Attendance
- Sick leave usage
- Employee turnover
- Morale
- Productivity



Appendices

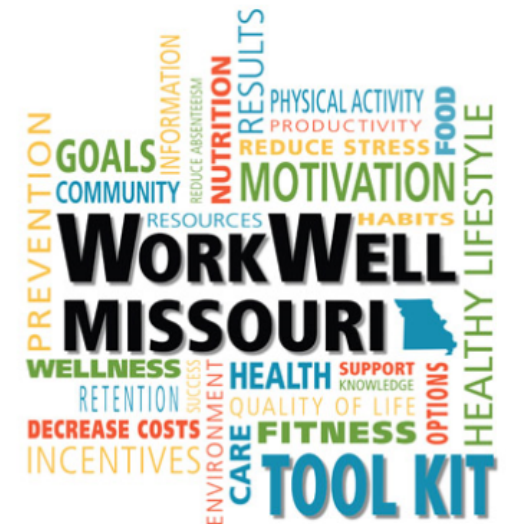
- [Appendix A:](#) Wellness Coordinator Checklist
- [Appendix B:](#) Worksite Wellness Employee Interest Survey
- [Appendix C:](#) Recommendation Table
- [Appendix D:](#) Action Plan Worksheet
- [Appendix E:](#) Family Involvement
- [Appendix F:](#) Sample Policies
- [Appendix G:](#) Samples for Worksite Wellness Committee

Workplace Wellness

WorkWell Missouri Toolkit

Developed to assist businesses in starting, adding to or maintaining a wellness program for their staff.

[ORDER OR DOWNLOAD TOOLKIT >](#)



Workplace Wellness

[About Workplace Wellness](#)

[Missouri Workplace Wellness Award](#)

Adult Americans spend a significant amount of the day at the workplace, so it is a logical place to find new ways to encourage and promote physical activity and other factors that promote health. Workplace wellness programs are designed by companies to support employees in their health decisions. These programs focus on areas such as nutrition, stress reduction, tobacco cessation, breastfeeding, health screening, weight loss and physical activity.

The return-on-investment for establishing wellness programs in the workplace can be significant. Workplace wellness programs can help lower employers' direct costs, such as health care expenditures and workers' compensation claims. They can also positively impact many indirect costs, such as absenteeism and employee productivity.

<https://extension2.missouri.edu/programs/workplace-wellness/missouri-workplace-wellness-award>

Public Recognition



National Awards





Training Employers | Promoting Health | Maximizing Performance

Life's Simple⁷

From the American Heart Association



Learn more



CDC Worksite Health ScoreCard Manual

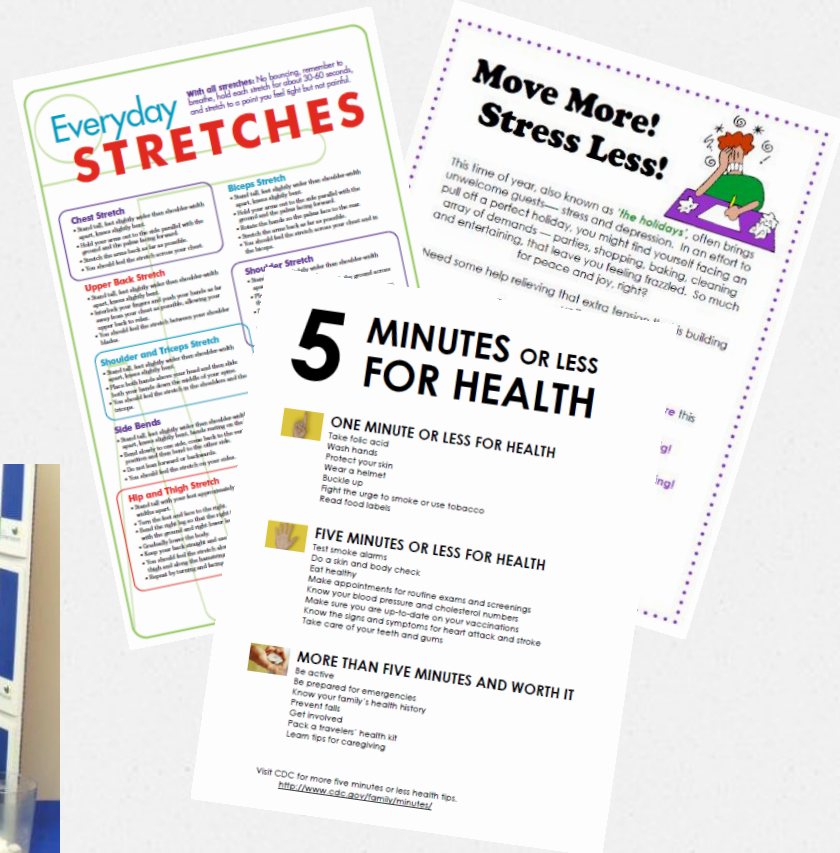
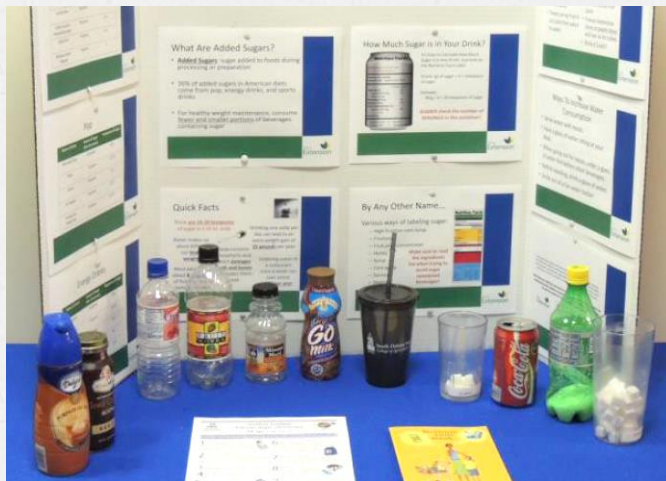
An Assessment Tool to Promote Employee Health and Well-Being



Updated January 2019



DHSS Resources



Promotionals



Home	About Us	Eat Smart	Move More	Be Tobacco Free	Get Screenings	Resources
<p>Nearly 7 out of 10 Missourians who die each year will die of a chronic disease. Cardiovascular disease, diabetes and cancer are among the most common and costly, yet most preventable, of all health problems.</p> <p>This Web site is designed to help you stay healthy and live life for all it's worth.</p>						



MOCAN

Missouri Council for Activity & Nutrition

2020 CONFERENCE:

BUILDING A HEALTHY &

PRODUCTIVE MISSOURI

July 16, 2020

8:30 am – 3:30pm

For More Info:

Karla Voss

MO Department of Health and Senior Services

(573) 522-2820

karla.voss@health.mo.gov

<https://extension2.missouri.edu/programs/workplace-wellness>

