

Healthy Arizona Worksites Assessment

Introduction & Overview:

The Healthy Arizona Worksites Assessment was developed to help worksites assess their environment to find out how it supports healthy eating, physical activity and a healthy lifestyle. The assessment consists of five sections, each representing an important aspect of a healthy worksite environment. The assessment is the first step to improving your worksite's support of physical activity, nutrition, and other healthy lifestyles of employees. The results will assist you in identifying the existing environmental and policy supports at your worksite that encourage healthy lifestyles. The final report of the on-line version will also recommend ways in which your worksite can more effectively support employee health and wellness activities via policy and/or environmental changes.

All five sections follow a similar format which includes questions for the worksite team to answer and a score card that shows how many points your worksite receives out of the total possible points for each section and overall.

The best and easiest way to complete the assessment is to use the online version. The online version automatically scores your assessment each time you save your work. Because worksite teams usually need to collect data prior to completing the online assessment and because worksite wellness teams meet in locations where there is no access to the Internet, we have provided a print version that looks very similar to the online version. While this version won't allow for the automated scoring and other advantages offered online, it will make it easier for teams to transfer their answers quickly to the online assessment. The print version also offers worksites that might be interested in completing the assessment a chance to preview the tool prior to registering to complete Healthy Arizona Worksites assessment online.

Other useful items available on the Healthy Arizona Worksites website are:

- **How to Use:** Provides helpful tips on completing the assessment.
- **Frequently Asked Questions:** Answers to common questions, such as how long will it take to complete assessment and the benefits of completing the assessment.
- **Healthy Arizona Worksites Resource Guide:** Provides information and resources to support you in designing a worksite wellness program based on actions you identify from the assessment.
- **Program Design:** Provides a quick guide of the steps needed to start or enhance a worksite wellness program.

How to Get Started

1. Obtain management's support for employee wellness and completing the assessment.
2. Enlist the support of others at your worksite in completing the assessment. It is easiest to complete as a team effort.
3. Register for the online Healthy Arizona Worksites assessment.
4. Read through the assessment prior to completing it and determine team member assignments.
5. Walk through your worksite. Talk with employees in different departments and in a variety of jobs. Ask questions. Make note of environmental conditions that support or prohibit employees being healthy.
6. Answer each item to the best of your knowledge, being as precise as possible. Make sure all team members agree on the answers.

Section 1: Organizational Support (Total Points: 12)

To ensure the success of a worksite wellness program, it is important to involve employees in the program planning and that company management demonstrates support and involvement in the program. The section below addresses these areas.

1.1 Does your worksite have an existing wellness or health promotion program?

- Yes (1pt)
- No (0pts) ([Skip to 1.8](#))

1.2 Does your worksite have an established worksite wellness committee?

- Yes (1pt)
- No (0pts) ([Skip to 1.6](#))

1.3 Is your worksite wellness committee representative* of your work force?

- Representative (2 pts)
- Somewhat representative (1 pt)
- Not representative (0 pts)

*Representative means that the wellness committee is comprised of at least one member from each type of employee group in your worksite, such as management, professional, clerical, union/non-union, first shift, second shift, and so on.

1.4 How often does your worksite wellness committee meet per year?

- At least 4 times annually (2 pts)
- 2 to 3 times annually (1 pt)
- Once or fewer times annually (0 pts)

1.5 Does your wellness committee set annual goals and objectives for the wellness program?

- Yes (1pt)
- No (0 pts)

1.6 Did your worksite evaluate health promotion efforts during the previous 12 months?

- Yes (1 pt)
- No (0 pts)

1.7 Does your worksite have a health promotion budget?

- Yes (1 pt)
- No (0 pts)

1.8 Are employees at your worksite surveyed to determine interest in their health and wellness needs?

- Yes (1 pt)
- No (0 pts)

1.9 In the past year, has the president/CEO/owner of your worksite communicated his/her support of wellness programs and employee health to employees?

- Yes (1 pt)
- No (0 pts)

1.10 Does your organization's mission statement include the support of employee health?

- Yes (1 pt)
- No (0 pts)
- Not applicable - worksite does not have a mission statement (0 pts)

Your Score _____ / 12

Section 2: Worksite Health Promotion and Education (Total Points: 50)

Most worksites that have policies and environments that support employee health have one thing in common: health promotion is an integral part of the corporate mission, philosophy, culture, and structure. This section helps you assess the ways in which your worksite supports healthy lifestyle behaviors by incorporating health promotion into all venues throughout your organization.

2.1 Which of the following health assessments/screenings, disease prevention or follow up services have been offered to your employees within the past 12 months?

	Offered?		If offered, is it on-site?	If offered, is it free to employees?	If offered, is it available to family members/dependents?	
	Yes (1 pt)	No (0 pts)	Yes (1pt)	Yes (1 pt)	Yes (1 pt)	
Health risk appraisals (HRA)*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Health Risk Appraisals assess how lifestyle behaviors affect health. Generally, HRAs offer an individualized report with recommendations for maintaining or improving health.
Health screenings* (diabetes, cholesterol, blood pressure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Health screenings involve a relatively quick and simple biologic measure of physiologic status. The results give an indication of further follow up (rather than being definitively diagnostic) for a variety of conditions where early detection can increase the chances of successful treatment.
Follow-up services* for employees identified as being at high risk for chronic disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*Follow up services includes referrals to resources or for further diagnostic testing for individuals who are identified as being high-risk for chronic disease(s). A follow-up contact should be done to find out if the referral was successful.

2.2 Do you ensure that all personal health information of employees collected in your health promotion programs and/or by your health service contractors is kept private and confidential?

- Yes (1 pt)
 No (0 pts)

2.3 Which of the following classes or programs have been offered to your employees within the past 12 months?

	Offered?		If offered, is it on-site?	If offered, is it free to employees?	If offered, is it available to family members/dependents?
	Yes (1 pt)	No (0 pts)	Yes (1 pt)	Yes (1 pt)	Yes (1 pt)
Nutrition or healthy eating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical activity programs or classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weight management classes or programs (Example: Weight Watchers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress Management (Examples: time management, breathing techniques, conflict management)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoking cessation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flu Shots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.4 Does your worksite have a policy that allows employees to attend worksite-sponsored health promotion programs/classes that are scheduled during work hours?

- Yes (1 pt)
- No (0 pts)

2.5 Does your company’s culture discourage sedentary behavior, such as TV viewing on breaks and sitting for long periods of time?

- Yes (1pt)
- No (0 pts)

2.6 Does your worksite inform new employees during employment orientation about health promotion programs or classes offered?

- Yes (1 pt)
- No (0 pts)
- Not applicable – no employee orientation conducted (0 pts)

2.7 In the past 12 months, has your worksite provided self-care* information or resources to employees through the use of posters, brochures, videos, paycheck stuffers, flyers, newsletter articles, e-mail, or a website that serves employees, etc?

- Yes (1 pt)
- No (0 pts)

*Self-care topics may include managing chronic conditions such as back pain, diabetes, migraines, etc or common health ailments such as colds, flu, and fatigue. Self-care may also include messages on the importance of preventive screenings and working with a physician to receive appropriate care.

2.8 In which of the following ways does your worksite support new mothers? (Check all that apply –1 pt per checked box)

- A written policy supporting new mothers (for example: policies related to flex time, lactation breaks, or other lactation support)
- A lactation room* at your worksite, accessible to all employees who are new mothers/lactating (breast feeding)
- Flex time (Flexible break times)
- None of these (0 pts)

*A lactation room provides a private place – not a bathroom - where employees can go to nurse their babies or pump their breast milk to take home for later use.

2.9 Does your worksite designate specific and private areas to support employees with sensitive health issues, such as people with diabetes?

- Yes (1pt)
- No (0 pts)

2.10 Do employees at your worksite have access to an Employee Assistance Program (EAP)*?

- Yes (1 pt)
- No (0 pts)

*EAPs furnish professional counselors, who provide confidential assessment and short-term counseling to employees and their families in order to assist in dealing with issues that affect employees (e.g., marriage and family problems, stress related problems, financial and legal difficulties, and workplace conflicts).

Skip 2.11 and 2.12 if your organization does not offer health insurance to employees

2.11 Which of the following counseling services are included as member benefit in your health insurance contract? (Check all that apply)

- Weight maintenance/management (1 pt)
- Nutrition (1 pt)
- Physical activity (1 pt)
- None of the above (0 pts)

2.12 Does your worksite/health insurance provider provide information to employees and on how to effectively and efficiently use their health benefits?

- Yes (1 pt)
- No (0 pts)

If you offer health insurance to employees

Your Score _____ / 50

If you do not offer health insurance to employees

Your Score _____ / 46

Section 3: Tobacco (Total Points: 29)

Smoking is the leading cause of preventable death, yet 19% of Arizona adults continue to smoke. Smokers, on average, miss 6.16 days of work per year due to sickness compared to 3.86 sick days for nonsmokers. Worksites can make it easier for employees to live a tobacco-free lifestyle by implementing policies, offering resources, and creating a tobacco-free environment. This section helps you assess how your worksite supports employees that are, and/or want to be, tobacco-free.

3.1 Does your worksite have a written policy regulating smoking?

- Yes (5 pts)
- No (0 pts) ([Skip to 3.4](#))

3.2 Does the policy provide for a 100% smoke-free work environment?

- Yes (10 pts)
- No (0 pts)

3.3 Do all employees adhere to the policy?

- Yes (5 pts)
- No (0 pts)

3.4 Are *No Smoking* signs posted at your worksite?

- Yes (1 pt)
- No (0 pts)

3.5 Are people only smoking in designated areas in your worksite?

- Our worksite is smoke-free so there are no such areas (1 pt)
- Yes, only in designated areas (1 pt)
- No, there are no designated areas (0 pts)
- No, there are designated areas but one or more employees smoke outside those areas (0 pts)
- Does not apply-all employees are nonsmokers (1 pt)

3.6 Does your worksite provide any incentives* for being a non-smoker or quitting smoking?

- Yes (5 pts)
- No (0 pts)

*Incentives may include: improved benefits allowances (discounted health insurance, increased disability payments, additional life insurance); added vacation "well days" off; direct cash payments or bonuses; material prizes or awards.

3.7 In the past 12 months, has your worksite promoted smoking cessation/tobacco-free lifestyles* to employees?

- Yes – promoted 4 or more times in the past 12 months (2 pts)
- Yes – promoted 1 to 3 times in the past 12 months (1 pt)
- Not promoted in the last 12 months (0 pts)
- Does not apply-all employees are nonsmokers (2 pts)

*Examples of promoting smoking cessation/tobacco-free lifestyles to employees include use of posters, brochures, videos, paycheck stuffers, flyers, newsletter articles, information on a website that serves employees, providing on-site cessation classes, providing insurance that covers cessation services and nicotine replacement therapy, publicity about local stop-smoking resources or events.

Your Score _____ / 29

Section 4: Physical Activity (Total Points 36)

Physical inactivity cost Americans \$76.6 billion in lost productivity, medical claims, and workers compensation. Worksites can make it easier for employees to be physically active at work by implementing policies, offering resources, and creating an activity-friendly environment. The questions in this section help you determine the ways in which your worksite supports employees in being physically active.

4.1 Does your worksite have a written policy* supporting employee physical activity?

- Yes (5 pts)
 No (0 pts)

*Policies may include allowances for flexible work schedules to allow employees to exercise; walk breaks; pre-work stretching.

4.2 Which of the following worksite-sponsored physical activity opportunities have been offered to your employees in the last 12 months?

	Offered to employees?		Can family members participate?	
	Yes (1 pt)	No (0 pts)	Yes (1 pt)	No (or does not apply) (0 pts)
Onsite physical activity classes or programs (such as yoga, aerobics, strength training)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee sport teams (such as softball, volleyball, golf, bowling)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees participating in a community sponsored event (such as <i>Walk for Life, Race for the Cure, Walk America</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subsidized health club memberships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subsidized home fitness equipment	<input type="checkbox"/>	<input type="checkbox"/>		
Other physical activity events/programs <i>Please list the events in the space below:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples include employee walking clubs or programs and activity challenges

4.3 In which of the following ways does your worksite encourage non-motorized commutes* to work? Check all that apply.

- Provide bike racks and/or a safe place to park bikes (1 pt)
- Sponsoring walk or bike days (1 pt)
- Materials and programs to encourage employees to use non-motorized alternatives (1 pt)
- Other _____ (1 pt)
- None of the above (0pts)

4.4 Does your worksite's physical environment* support physical activity?

- Yes (4 pts)
- No (0 pts)

*A supportive physical environment may include safe and well-lit parking lots, safe walking routes, campuses/property and stairwells to encourage walking.

4.5 Does your worksite provide incentives* to promote physical activity?

- Yes (5 pts)
- No (0 pts)

*Incentives may include: improved benefits allowances (discounted health insurance, increased disability payments, additional life insurance); added vacation "well days" off; direct cash payments or bonuses; material prizes or awards; subsidies for health club memberships.

4.6 Does your worksite have a locker room with showers accessible to all employees?

- Yes (1 pt)
- No (0 pts)

4.7 In the past 12 months, has your worksite promoted physical activity to employees through the use of posters, brochures, videos, paycheck stuffers, flyers, newsletter articles, e-mail, or a website that serves employees, etc?

- Yes – promoted 4 or more times in the past 12 months (2 pts)
- Yes – promoted 1 to 3 times in the past 12 months (1 pt)
- Not promoted in the last 12 months (0 pts)

Skip 4.8 and 4.9 if your worksite does not have stairs

4.8 Does your worksite ensure that the stairwells are clean, safe, and aesthetically appealing?

- Yes (1 pt)
- No (0 pts)

4.9 Do you post signs* to promote their use?

- Yes (1 pt)
- No (0 pts)

4.10 Does your worksite have an on-site fitness room or exercise facility?

- Yes (1 pt)
- No (0 pts) (**IF NO, END SECTION**)

4.11 Is this area supervised or monitored?

- Yes (1 pt)
- No (0 pts)

4.12 Do employees sign waivers and assumption of risk forms?

- Yes (1 pt)
- No (0 pts)

If your worksite has stairs

Your Score _____ / 36

If your worksite does not have stairs

Your Score _____ / 34

Section 5: Healthy Eating (Total Points: 49)

Most adults spend a major portion of their waking hours at work, with lunch and snack breaks provided during the day. Worksites can make it easier for employees to eat healthy at work by implementing policies, offering resources, and creating healthy eating opportunities. This section helps you assess the ways in which your worksite environment supports healthy eating.

5.1 In the past 12 months, has your worksite promoted healthy eating* to employees?

- Yes – promoted 4 or more times in the past 12 months (2 pts)
- Yes – promoted 1 to 3 times in the past 12 months (1 pt)
- Not promoted in the last 12 months (0 pts)

* Examples of promoting healthy eating to employees include use of posters, brochures, videos, paycheck stuffers, flyers, newsletter articles, information on a website that serves employees, salad bar days, publicity about area farmers markets. .

5.2 Does your worksite have a policy for the provision of healthy food and beverage options* at employee meetings or conferences?

- Yes (1 pt)
- No (0 pts)
- Not applicable- no food/beverages served at meetings (1 pt)

* Examples of healthy food and beverage options include fruit; vegetables; salads, 100% fruit juices; bottled water; low-fat meats (such as turkey or chicken); foods prepared without fat (by grilling, baking or roasting rather than frying); bagels (rather than donuts); low-fat yogurt.

5.3 Does your company's culture discourage the consumption of low-nutrient foods and beverages such as cakes at parties, candy bowls, and sweets as rewards?

- Yes (1 pt)
- No (0 pts)

5.4 In which of the following ways does your worksite support employees that bring their lunch to work? Check all that apply.

- Refrigerator (1 pt)
- Sink to clean dishes/utensils (1 pt)
- Eating area with seating (1pt)
- Microwave/Toaster oven (1pt)
- None of the above (0 pts)

Skip 5.5 to 5.7 if your worksite does not have food vending machines

5.5 Does your worksite have a policy that vending machines or snack bars must offer healthy food/beverage options*?

- Yes (1 pt)
- No (0 pts)

*Healthy food options may include low-fat, low-sodium and/or sugar-free foods, such as fruit (fresh, canned or dried), pretzels or baked chips. Healthy beverage options include 100% fruit/vegetable juices, skim or 1% milk, and bottled water. Low-carbohydrate food items are not classified as healthy food options.

5.6 Are there labels* to identify at a glance “healthy” foods offered in vending machines and/or snacks stands?

- Yes (1 pt)
- No (0 pts)

*Labels that apply are those added to food choices at the point of purchase (such as a heart to indicate a heart-healthy food). This is not the nutrition labeled on most commercial foods or statements on packages, such as "lite", low-fat, or sugar-free.

5.7 How often are the following food items offered in the vending machines/snack stands?

	Often (at least 75% of the time) (2 pts)	Sometimes (25% to 50% of the time) (1 pt)	Rarely or Never (less than 25% of the time) (0 pts)
Low-fat snacks (fat content must be 3 grams fat or less per serving. Examples: pretzels, baked chip, low-fat cereal or granola bars. Nuts and seeds are exempt from restrictions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduced sugar or sugar free snacks* (Less than 0.5g sugar per serving)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low sodium snacks (sodium content of 140 milligrams or less per serving)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fruits (fresh or dried)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low fat dairy products* (fat content must be 5 grams fat or less per serving. Examples: low or non fat yogurt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vegetables (not fried)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skip 5.8 if your worksite does not have beverage vending machines

5.8 How often are the following beverage items offered in the vending machines/snack stands?

	Often (at least 75% of the time) (2 pts)	Sometimes (25% to 50% of the time) (1 pt)	Rarely or Never (less than 25% of the time) (0 pts)
100% fruit juices (not punches, fruit drinks, lemonade)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vegetable juices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skim or low-fat milk (1%)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bottled water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skip 5.9 to 5.12 if your worksite does not have an on-site cafeteria

5.9 Does your worksite have a policy requiring healthy food preparation practices* in the cafeteria?

- Yes (1 pt)
- No (0 pts)

*Healthy food preparation practices include steaming, low-fat/salt substitutes, broiling and limited frying or cooking with butter or cream sauces.

5.10 Does your worksite have a policy that the cafeteria must offer healthy food options*?

- Yes (1 pt)
- No (0 pts)

*Healthy food options include fruits, vegetables prepared without fat or cream sauces, low-fat entrees (such as grilled or baked turkey or chicken, pasta with tomato sauce and low-fat cheeses), salad bars with low-fat dressing, low-sodium and sugar-free options. Low carbohydrate foods are not classified as healthy food options.

5.11 How often are the following food items offered in the cafeteria?

	4 to 5 times per week (2 pts)	2 to 3 times a week (1 pt)	Once a week or less (0 pts)
Vegetables (fresh, steamed, salad bar or tossed salad; not fried)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low-fat entrees (fat content is 3g per 100g and not more than 30% calories from fat. Examples: grilled or baked poultry or fish; sandwiches prepared without cheese or mayonnaise-type dressings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Each entrée contributes at least 1 serving of fruit or vegetable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low sodium entrees (sodium content of 140 milligrams or less per 4-ounce serving)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fruits (fresh, dried or canned in its own juice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low fat dairy products (fat content must be 5 grams fat or less per serving. Examples: low or non fat milk or yogurt, reduced-fat cheeses, low-fat cottage cheese)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low-fat desserts (fat content is 3 or less grams per serving. Example: frozen yogurt)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sugar-free desserts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5.12 Does your worksite cafeteria provide labels* to identify “healthy” foods?

- Yes (1 pt)
- No (0 pts)

*Labels that apply are those added to food choices at the point of purchase (such as a heart to indicate a heart-healthy food or table tents with heart health information). This is not the nutrition labeled on most commercial foods or statements on packages, such as “lite”, low-fat, or sugar-free.

Section 5 Scoring

All Worksites

Total of questions 5.1 to 5.4 _____ / 8 (end here if no food and beverage vending and no cafeteria)

Worksites with food vending

Total of 5.5 to 5.7 _____ / 14 (end here if no beverage vending and no cafeteria)

Worksites with beverage vending

Total of 5.8 _____ / 8 (end here if no cafeteria)

Worksites with cafeterias

Total of 5.9 to 5.12 _____ / 19

Arizona Healthy Worksite Scorecard

Scorecard	Your Worksite's Score	Maximum Possible Score	% of Possible
Section 1: Organizational Support			
Section 2: Health Education and Promotion			
Section 3: Tobacco			
Section 4: Physical Activity			
Section 5: Healthy Eating			
TOTAL			

*Use the scoring area at the end of each section to determine the appropriate maximum possible score for your worksite. The online Healthy Arizona Worksite assessment automatically determines the maximum score and performs the calculation each time information is saved.