

Healthy Workplace Assessment



Our quick Assessment is the first step toward becoming a Certified Healthy Workplace™ and promoting *Total Worker Health*® throughout your organization. The Assessment helps you measure your organization's progress based on six benchmarks:

- **Organizational Supports:** How well do your leaders support team members' health and safety and what resources are dedicated to promoting health and safety?
- **Workplace Assessment:** What types of activities does your organization complete to understand team members' needs and interests in terms of health and safety?
- **Health Programs and Policies:** What types of programs and policies does your organization have in place to support and encourage health and well-being?
- **Safety Programs and Policies:** What types of programs and policies does your organization have in place to promote workplace safety?
- **Engagement and Equity:** To what degree are team members aware of and engaged in health and safety practices at your organization?
- **Quality Improvement:** What steps does your organization take to measure the impact of health and safety initiatives?



Employer Demographics

Location

Organization Name

Website

Phone Number

Address 1

Address 2

City

State

Zip Code

Contacts

Primary Contact Name

Secondary Contact Name

Primary Contact Position

Secondary Contact Position

Primary Contact Phone

Secondary Contact Phone

Primary Contact Email

Secondary Contact Email

Number of Employees

Total including full time, part time, & contractors

Part time (less than 50% time)



Full time (more than 50% time)

Contingent Workers (e.g. Contracted, Temporary, Seasonal, Freelance, Consultants)

Number of Employees by Age

<21 years of age

50-65 years of age

21-29 years of age

>65 years of age

30-49 years of age

Number of Employees by Gender

Female

Nonbinary

Male

Description

What industry does your organization identify with?

- | | |
|--|---|
| <input type="radio"/> Accommodation and food service | <input type="radio"/> Information |
| <input type="radio"/> Administration & support & waste management & remediation services | <input type="radio"/> Manufacturing |
| <input type="radio"/> Agriculture, forestry, fishing and hunting | <input type="radio"/> Mining, oil & gas extraction |
| <input type="radio"/> Art, entertainment, and recreation | <input type="radio"/> Public administration |
| <input type="radio"/> Construction | <input type="radio"/> Retail/wholesale trade |
| <input type="radio"/> Educational services | <input type="radio"/> Real estate & rental & leasing |
| <input type="radio"/> Finance & insurance | <input type="radio"/> Transportation, warehousing & utilities |
| <input type="radio"/> Healthcare and social assistance | <input type="radio"/> Other services |



Is your business at least 51% owned, controlled, and actively managed by any of the following?

- | | | |
|---|---|--|
| <input type="checkbox"/> Minority Person(s) | <input type="checkbox"/> Woman/Women | <input type="checkbox"/> LGBTQ(s) |
| <input type="checkbox"/> Veteran(s) | <input type="checkbox"/> Disabled Person(s) | <input type="checkbox"/> None of the Above |

Motivation for organizational commitment to health and safety.

Please select the primary reasons for prioritizing workplace health, safety, and well-being.

- | | |
|--|---|
| <input type="checkbox"/> To improve the health of our employees and their families | <input type="checkbox"/> To decrease absenteeism |
| <input type="checkbox"/> To improve employee morale | <input type="checkbox"/> To increase employee retention |
| <input type="checkbox"/> To enhance productivity | <input type="checkbox"/> Other: |
| <input type="checkbox"/> To contain costs | <input type="text"/> |

Organizational Supports

Organizational support shapes and sustains a culture for health, safety, and well-being. To evaluate leadership, benefits, and resources please answer the following questions:

Leadership

Leaders who are role models, for health, safety and work-life balance walk the talk. They are authentic, open and supportive. They participate in health, safety, and well-being activities.

Our leader’s support is demonstrated through: (Check all that apply)

- Leaders set organizational values and goals for health, safety, and well-being
- Leaders are role models for health, safety, and work-life balance
- Leaders dedicate resources (in the form of time, money, etc.) to support health and safety initiatives
- Leaders communicate the importance of participating in health, safety, and well-being activities
- Leaders evaluate employee job demands (e.g., workloads and staffing)
- Leaders encourage employees to set goals for health and well-being
- Other (specify)
- None of the above



Who are the champions for health and safety at your organization? (Check all that apply)

Champions are people in your organization who actively promote health and safety programs and activities.

- Senior Executive (CEO, CFO, COO)
- Managers and supervisors
- Employee(s)
- None of the above

Resources

What resources does your organization dedicate to workplace health and safety? (Check all that apply)

- Dedicated staff time to program plan and coordinate health and safety programs
- Dedicated budget for health and safety
- Paid time (work hours) for employees to participate in health and safety
- Education and training for health and safety
- Health and/or safety consultants
- Health and wellness vendors
- Other (specify)
- None of the above

Does your organization provide health insurance coverage to any of the following? (Select one)

- Employee only
- Employee + Children
- None of the above
- Employee + Spouse/Partner
- Family

Name(s) of health insurance provider(s):

Most organizations are required by law to carry workers' compensation insurance. (Select one)

- Our organization is exempt from having to provide workers' compensation insurance
- Our organization provides employees with workers' compensation insurance

Name of worker's compensation insurance provider:



Does your organization offer any of the following types of paid time off/benefits? (Check all that apply)

- Paid holidays
- Paid vacation time
- Paid sick leave
- Paid Time Off Bank (combined vacation time and sick time)
- Paid Parental/Family Leave (adoption, maternity/paternity, caregiver leave)
- None of the above

Collaboration

A healthy workplace engages multiple members of the organization to facilitate programs, draft policies, and participate in activities.

Does your organization have: (Select one)

- A health/wellness committee only
- A safety committee only
- Both health/wellness and safety committees (separate)
- A combined health/wellness and safety committee (e.g., *Total Worker Health*[®] Committee)
- None of the above

Are your organization's health and well-being activities integrated with your worksite safety activities in any of the following ways? (Check all that apply)

- Safety and injury prevention elements are included in your health and well-being goals and objectives (e.g., preventing chronic injuries and musculoskeletal disorders)
- Health and well-being elements are included in your safety program (e.g., physical activity, nutrition, stress management)
- None of the above



Workplace Assessment

Workplace assessments address the health and safety needs and interests of both your organization and your employees. Assessments provide information about what hazards exists, what workers value, and what motivates them.

Does your organization use any of the following data to determine the health and safety needs and interests of employees? (Check all that apply)

- Employee surveys
- Healthcare claims and costs
- Worker's compensation claims and costs
- Physical worksite assessment (e.g., safety walk-around)
- Other (specify):
- None of the above

Does your organization use any of these data to set goals and to improve your health and safety programs?

- Yes
- No

How often does your organization survey employees? (Select one)

- Bi-annually (twice a/year) or more
- Annually (once/year)
- Other (specify):
- None of the above



Health Policies and Programs

Health and well-being are addressed through a strategy to educate, provide services, and set policies that consider a range of topics to meet the needs of all employees.

Does your organization set goals for worker health and well-being?

Check yes if your organization sets measurable goals for employee health and wellness.

- Yes
- No

Does your organization have a dedicated person responsible for health and well-being? (e.g., human resources professional, wellness specialist, health and well-being officer, etc.)

- Yes
- No
- If yes, provide title of position

How does your organization support the health and well-being of your employees? (Check the main categories first – Tobacco, Disease Prevention, Healthy Eating, etc. - and review options below each category).

Tobacco and/or Nicotine Control

- Written policy that bans tobacco and nicotine use on company property
- Written policy that bans tobacco and nicotine use on company time
- Provide tobacco and nicotine cessation educational materials
- Refer employees to quit lines and other resources
- Other (specify)

Disease Prevention & Management (including prediabetes, diabetes, heart disease, stroke, arthritis) (Check all that apply)

- Provide education that addresses the risk of chronic disease (e.g., lifestyle change classes, awareness building brochures, posters)
- Provide paid time off and/or flexible work arrangements to help workers prevent and manage chronic disease (e.g., participate in health screenings, disease prevention and management programs)
- Provide free or subsidized health screenings (e.g., blood pressure, cholesterol, prediabetes)
- Provide free or subsidized chronic disease prevention programs (e.g., The National Diabetes Prevention Program)
- Provide free or subsidized chronic disease self-management program (e.g., lifestyle modification, medication adherence, blood pressure monitoring, diabetes self-management)



Healthy Eating and Active Living (Check all that apply)

- Provide places to prepare/store food and places to eat
- Make healthy food and beverage choices available during company meetings and events
- Promote or encourage active forms of transportation (e.g., biking, walking, public transport)
- Provide paid time off and/or flexible work arrangements to encourage workers to be physically active
- Provide active workstations (e.g., standing desk, treadmill desk, height adjustable workstation)
- Promote or encourage workers to take outdoor breaks during work shifts (e.g., walking, personal breaks)

Mental Health (Check all that apply)

- Offer health insurance that provides coverage for mental health, behavioral health, and substance use disorders
- Written policy banning alcohol and other substance use at the workplace
- Provide access to employee assistance programs (EAP)
- Provide paid time off and/or flexible work arrangements to encourage workers to take care of their mental health
- Provide mental health education and training (e.g., resilience, suicide prevention, emotional intelligence)
- Provide a peer support (peer assistance) program
- Provide free or subsidized individual or group counseling
- Provide digital mental health tools (e.g., online programs, mobile phone apps, wearables)

Sleep and Fatigue (Check all that apply)

- Examine and address staffing issues that contribute to worker fatigue (e.g., workload, work hours, shift work, understaffing and worker absences)
- Arrange shifts/schedules to allow frequent opportunities for rest breaks and off-shift sleep
- Adjust the work environment to increase alertness (e.g., lighting, temperature, surroundings)
- Provide education on healthy sleep and the impact of fatigue
- Implement a Fatigue Risk Management Plan (e.g., fatigue detection technology, fatigue reporting)
- Provide digital sleep tools (e.g., online programs, mobile phone apps, wearables)

Family-Friendly (Check all that apply)

- Provide modified duty for expecting parents (e.g., assess job roles and hazards for expecting parents and provide alternative duties that are fit for both physical and cognitive function)
- Provide lactation (breastfeeding) accommodations for new parents (a private space other than a restroom, and flexible, paid, or unpaid break times to allow parents to pump)
- Have and promote a written policy on lactation (breastfeeding) for new parents



- Offer care assistance (e.g., on-site, off-site, emergency/back-up childcare, elder care)
- Provide and promote financial mechanisms for caregiving (e.g., flexible spending accounts, dependent care savings accounts, 529 plans, etc.)

General Well-being (Check all that apply)

- Offer flexible work arrangements (e.g., telework, compressed work week, job sharing, flexible start/stop times)
- Provide free or subsidized stress relief therapies (e.g., art, journaling, massage, meditation/mindfulness)
- Provide organized wellness activities (e.g., stretching, group exercise, fitness challenges, cooking classes, arts and crafts)
- Provide free or subsidized vaccinations (e.g., Influenza, COVID-19)
- Promote and encourage good hygiene (e.g., sanitizing stations, handwashing signs, etc.)
- Provide financial services (including advising, planning, budgeting, etc.)

Safety Programs and Policies

Safety ensures work-related risks are addressed to prevent injuries, illness, and deaths. As part of this application, tell us how your organization addresses the safety of workers.

Does your organization set goals for safety?

- Yes
- No

Does your organization have a written safety policy?

- Yes
- No

Ex. "Safety and health in our company must be part of every operation. Without question, it is our company's responsibility, and every employee's responsibility at all levels."

Does your organization have a dedicated position responsible for safety (e.g., safety manager, environmental health and safety professional, etc.)?

- Yes
- No
- If yes, provide title of position

Has your organization completed a safety inspection or audit to identify workplace hazards (e.g., tripping hazards, lifting hazards, fall hazards, chemical hazards, etc.)?

- Yes
- No



What has your organization done to reduce or minimize hazards in the workplace? (Check all that apply)

- Installed engineering controls (e.g., guard rails, ventilation systems, machine guards, adjustable workstations)
- Implemented administrative controls to reduce the risk of injuries (e.g., adjusted work tasks or schedules to reduce the risk of injury, limited amount of time workers perform repetitive tasks)
- Provided personal protective equipment (PPE) to workers (e.g., masks/respirators, hardhats, safety glasses, hearing protection)
- Provided training and education on workplace safety (e.g., toolbox talks, resources, videos, handbook)
- Other (specify):
- None of the above

Does your organization have a process for investigating and reporting on accidents (e.g., root cause analysis)

- Yes
- No

Does your organization conduct/offer ergonomic assessments for workstations/work tasks to reduce the risk of musculoskeletal disorders?

- Yes
- No

Does your organization provide any of the following types of safety training for employees? (Check all that apply)

- General workplace safety (e.g., ladder safety, electrical hazards, chemical/paint storage, drug free workplace, etc.)
- Workplace violence and harassment
- CPR first aid
- Suicide prevention
- Other (specify):
- None of the above



Does your organization have a written return-to-work / modified duty policy?

- Yes
- No

Does your organization have a disaster preparedness or emergency operations plan to address worker safety and well-being in the event of: (Check all that apply)

- Natural hazard (e.g., fire, flood, tornado, snowstorm, earthquake)
- Infectious disease outbreak (e.g., Influenza, COVID-19)
- Chemical or hazardous waste spill
- Active harmer/shooter
- Riot or protest involving threat to person or property
- Medical emergency (e.g., on-site heart attack)
- Accident or fatality in the workplace (e.g., motor vehicle accident, suicide)
- Other (specify):
- None of the above

Is your organization up to code as required by your facilities department, local department of health, and/or local fire department (e.g., exhaust ventilation, fire detection system)

- Yes
- No



Engagement & Equity

When workers feel a sense of fairness and belonging at the workplace, they are more motivated to participate in health, safety, and well-being activities.

Engagement

How does your organization engage with workers about health and safety? (Check the main categories first – Participation, Communication, etc. - and review options below each category).

- Participation (Check all that apply)**
 - Solicit feedback from all workers about health and safety priorities
 - Use worker feedback in decision making for health and safety planning
 - Find ways to give ownership to employees (i.e., job autonomy, decision-making, etc.)
 - Other

- Communication (Check all that apply)**
 - Frequent communication (at least monthly)
 - Team meetings
 - Multiple communication channels (e.g., email, newsletter, direct mail)
 - Other

- Incentives (Check all that apply)**
 - Additional paid time off
 - Recognition and/or awards
 - Cash and/or prizes (e.g., discounted health insurance premiums, contributions to flexible spending accounts, contributions or discounts on health activities, gear, or equipment)
 - Other

- Managers & Supervisors (Check all that apply)**
 - Manager-specific health and safety training (e.g., professional development, leadership, personal growth)
 - Managers and supervisors participate in health and safety activities
 - Managers and supervisors set, and review employee performance goals related to health and safety (e.g., annual performance reviews, 360-degree reviews)
 - Other



Equity

Does your organization take any of the following actions to ensure equity? (Check all that apply)

- Ensure *all* workers have a voice (e.g., facilitate forums/focus groups for open discussion)
- Tailor programs to ensure they are accessible and appealing to *all* (e.g., workers of different ages, genders, education levels, job categories, cultures, languages, and literacy levels)
- Extend access to programs to *all* workers, including hard to reach workers (e.g., telecommuters, contract workers, night shift workers, part-time workers)
- Foster social connection among *all* workers
- Job accommodations (e.g., modified workstations or responsibilities)
- Conduct pay equity analysis and/or publish annual/hourly salary on all job posts
- Other
- None of the above

Does your organization provide any of the following benefits/services for workers? (Check all that apply)

- Workforce training and growth opportunities (e.g., tuition reimbursement, financial assistance for continuing education)
- Transportation to and from work (e.g., free, or discounted passes for public transportation)
- Housing assistance (e.g., financial aid for housing, down payment assistance, covered moving expenses)
- Address food insecurity (e.g., on-site food pantry, food distribution, food vouchers)
- Other
- None of the above



Quality Improvement

Evaluation links activities to health and safety outcomes. It involves keeping open communication between leadership and workers, along with collecting, and analyzing data.

Outcomes

In the past 12 months, has your organization collected any of the following data to analyze the impact of activities on health and safety outcomes? (Check all that apply)

Check any box if you've collected data to analyze the impact of activities on health and safety outcomes.

- Worker motivation
- Worker participation
- Worker satisfaction
- Worker productivity
- Worker health and well-being
- Worker morale and engagement
- Health care claims and costs
- Safety claims and costs (e.g., workers' compensation, OSHA logs, near miss reports)
- Other
- None of the above

Does your organization maintain any of the following standards for data collection and evaluation? (Check all that apply)

- Individual data is private/de-identified
- Individual data is confidential
- Gender, race, and ethnicity data are used in strategic planning to identify specific needs
- Gender, race, and ethnicity data are used in program evaluation to assess health equity issues
- Communicate findings to leadership and workers
- Other
- None of the above



How often does your organization evaluate your health and safety programs? (Select one)

Bi-annually (twice/year) or more

Annually (once/year)

Other

None of the above

Impact

What has your organization identified as the benefits of improving workplace health and safety?

Better productivity

Lower absenteeism

Worker job satisfaction

Worker recruitment

Worker retention

Health insurance costs

Workers' compensation insurance costs

Data Use Agreement

I understand that data collected through this assessment are used to provide feedback on my organization and to develop resources that meet the needs of employers and workforces. The data will not be provided to commercial third parties. Any use of these data by Health Links® and the University of Colorado are for research or educational purposes will be de-identified.

Yes, I agree



Health Links is a mentoring program that champions health and safety at work. We offer evidence-based Healthy Workplace Certification and advising services to help organizations and their team members achieve Total Worker Health[®].

As a program based in the Center for Health, Work & Environment at the Colorado School of Public Health, our deep experience as researchers and industry trailblazers informs everything we do for you.

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