



Goal and Objectives Guidance

Physical Activity

Goal Statement
Support employees in increasing their amount of daily physical activity.
Objective #1 Statement
By [date], implement at least [number] policies that foster physical activity.
Sample Policy Interventions
Establish a flextime policy/flexible schedules that foster physical activity.
Establish a policy that if a meeting lasts longer than XX minutes, that a stretch break is incorporated into the meeting.
Subsidize or reimburse employee membership to an off-site exercise facility directly or through a health plan.
Subsidize or reimburse employee membership to an on-site exercise facility.

Physical Activity

Objective #2 Statement
By [date], make at least [number] changes to the work environment to create a supportive environment that encourages and supports physical activity while at work.
Sample Environmental Change Interventions
Provide an exercise facility on-site.
Provide trails or track for walking/jogging.
Provide maps of local safe walking routes.
Provide maps of local safe biking routes.
Provide on-site bicycle racks for employees.
Provide secure bike storage for employees.
Provide an on-site shower and locker room.
Provide an open space designated for recreation or exercise (e.g., basketball court).
Provide employees with access to organized on-site exercise classes.
Make improvements to the stairs as a way to encourage usage.
Install centrally available treadmill workstations.
Offer standing/sit or adjustable workstations for employees.
Purchase exercise equipment and provide a dedicated space where it can be used.

Objective #3 Statement
By [date], institute [number] education/awareness strategies that encourage physical activity by employees.
Sample Education/Awareness Interventions
Post signs at elevators, stairwell entrances/exits or other key locations that encourage employees to use the stairs.
Provide brochures, videos, books, posters, pamphlets, newsletters, or other written or online information that address the benefits of regular physical activity.
Provide a series of educational seminars, workshops or online classes on physical activity. Note: programs could be community programs.

Physical Activity

Objective #4 Statement
By [date], [percent] of employees will engage in at least 30 minutes of physical activity [number] days per week.
Sample Behavior Change Interventions
Start a walking program/group.
Create a steps challenge.
Provide free or subsidized self-management programs for physical activity.
Provide or subsidize physical fitness assessments, follow-up counseling and physical activity recommendations either on-site or through a community exercise facility.
Encourage employees in sedentary jobs to move every 30 minutes.
Encourage use of community resources for physical activity (e.g, parks or sports leagues).

Sample Evaluation Measures
Number of employees participating in active commuting
Number of maps distributed (walking or biking)
Number of safe walking/biking routes identified
Number of employees using bike rack
Number of employees using the stairs
Number of employees attending seminars, on-line classes or workshops on physical activity
Satisfaction surveys – on-site exercise class, educational seminar
Number of brochures distributed
Number of “take the stairs” signs hung
Number of employees utilizing flextime for physical activity
Number of employees engaging in at least 30 minutes of physical activity/day for x days/week (from needs and interest survey)
Number of participants in walking groups
Number of miles walked by walking group participants

Nutrition and Healthy Eating

Goal Statement
Support employees in eating healthy foods and beverages while at work.

Objective #1 Statement
By [date], implement at least [number] policies that will promote healthy food and beverages.
Sample Policy Interventions
Support healthy food choices by requiring healthy options at company-sponsored meetings and events.
Establish a policy to discourage employees from bringing high calorie foods (e.g., cakes, cookies, candy) to work to share.
Establish a policy to ensure that low-sodium healthy food and beverage choices are available in vending machines.
Establish a policy to ensure that low-sodium healthy food and beverage choices are offered at meetings and catered events.
Establish a policy to ensure that low-sodium healthy food and beverage choices are available in cafeteria and/or snack bar.
Subsidize or provide discounts on healthier foods and beverages offered in vending machines, cafeterias, snack bars or other purchase points.

Nutrition and Healthy Eating

Objective #2 Statement
By [date], identify and implement at least [number] environmental support strategies that will increase access to healthy food choices and support healthy eating.
Sample Environmental Change Interventions
Work with vending machine supplier to increase the number of healthy choices with a target of more than 50% being healthy.
Identify healthier food and beverage choices with signs or symbols.
Encourage employees to drink water throughout the workday by providing easy access to water.
Reduce the availability of sugar sweetened beverages in the workplace.
Replace candy bowls in public areas/conference rooms with fruit bowl.
Offer an honor bar with healthy, low-fat snacks.
Provide or improve food preparation and storage facilities in break/lunch room.
Offer a Community Sponsored Agriculture (CSA) benefit for employees.
Offer or promote an on-site or nearby farmers market where fresh fruit and vegetables are sold.
Create an on-site vegetable garden.
Provide on-site access to healthy food options (e.g., fresh fruit delivery).
Provide nutritional information on sodium, calories, trans fats, or saturated fats for foods and beverages sold in worksite cafeterias, snack bars, or other purchase points.
Work with cafeteria management to provide point of purchase labeling, pricing healthier options differently, and cafeteria design to encourage healthy choices.
In cafeteria, promote only food specials that are healthy.

Nutrition and Healthy Eating

Objective #3 Statement
By [date], institute [number] education/awareness strategies that encourage healthy eating and nutrition.
Sample Education/Awareness Interventions
Define and communicate what is considered healthy food choices.
Provide menus of restaurants near workplace with healthy options.
Create an intranet web site that includes links to interactive websites, informal resources or podcasts on healthy eating.
Provide brochures, videos, books, posters, pamphlets, newsletters, or other written or online information that address the benefits of nutrition and healthy eating.
Provide a series of educational seminars, workshops or online classes on healthy eating and nutrition. Note: programs could be community programs.
Train staff that are responsible for ordering food for company-sponsored events on ordering healthy choices.

Objective #4 Statement
Implement at least [number] behavior change strategy that will increase access to healthy foods and beverage choices by [date].
Sample Behavior Change Interventions
Encourage use of community resources for healthy eating and nutrition (e.g., farmers market).
Arrange for and/or subsidize an on-site Weight Watchers at work program for employees interested in losing or maintaining weight.
Provide free or subsidized self-management programs for healthy eating.

Nutrition and Healthy Eating

Sample Evaluation Measures
Number of meetings and events following healthy meeting food policy and guidelines
Sales of healthier food choices and beverages
Number of healthier selections made by employees (e.g., vending machine sales)
Number of CSA benefits
Number of employees at farmers market or CSA
Satisfaction survey- presentation, webinar, workshop
Changes in knowledge of healthier food choices
Number of employees participating in seminar/event
Number of brochures distributed
Weekly attendance logs- weight watchers at work sessions
Number of fruits/vegetables planted in garden
Number of menus distributed

Weight Management

Goal Statement
Create a worksite supportive of achieving and maintaining a healthy weight.

Objective #1 Statement
By [date], develop and implement [number] worksite policies that support employees in achieving and maintaining a healthy weight.
Sample Policy Interventions
Provide coverage, directly or through purchased health insurance for screening and medical nutrition therapy for overweight/obesity.
Establish a flextime policy to foster adherence to medical nutrition therapy counseling.
Establish a food and nutrition policy that defines healthful options and ensures their availability whenever food is served at work (organization's events, meetings, cafeterias, vending machines, snack bars).
Subsidize or provide a discount on healthful options in the organization's cafeteria, vending machines and snack bars.
Establish a flextime policy to promote physical activity.
Incorporate walking meetings into business practices.

Objective #2 Statement
By [date], implement [number] of environmental supports that foster a worksite conducive to achieving and maintaining a healthy weight.
Sample Environmental Change Interventions
Always position the healthful food options prominently whenever food is served at work (company events, meetings, cafeterias, vending machines, snack bars).
Encourage employees to drink water throughout the day and provide easy access to it.
Replace impulse snacks and candy dishes with fruit or nuts bowls.
Redesign break rooms to foster healthy lifestyles, weight management and mindful eating during lunch and breaks (i.e., upgrade appliances, furnishings and decor).
Upgrade stairwells to promote healthy lifestyles, weight management and to encourage physical activity during the day.

Weight Management

Objective #3 Statement
By [date], provide [number] of awareness/education initiatives that promote weight management and offer tools to achieve a healthy weight.
Sample Awareness and Education Interventions
Provide free or subsidized body composition measurement (height, weight, Body Mass Index BMI, waist circumference or other body fat assessments other than self report). Provide clinical feedback on body composition measurement and clinical referral as appropriate.
Provide printed brochures, newsletters, videos, or books to build awareness of the risks of overweight/obesity and the benefits of weight management.
Promote the benefits of weight management through a collection of colorful posters positioned throughout the worksite.
Offer a series of educational seminars or classes on the risks of overweight/obesity and the benefits of weight management.
Provide and promote an online health portal and its tools and resources for weight management.
Promote free educational programs offered through your health plan and community groups.
Provide a scale in a private place where employees can weigh themselves.

Objective #4 Statement
By [date], offer [number] of behavior change initiatives to guide employees in managing overweight and obesity.
Sample Behavioral Change Interventions
Provide free or subsidized one-on-one health coaching for employees who are overweight or obese.
Provide free or discounted group lifestyle counseling for employees who are overweight or obese.
Offer ongoing weight management programs at the worksite (e.g. Weight Watchers@Work™).
Offer online self-management programs for weight management.
Provide skill-building workshops on shopping, meal planning and cooking to teach employees how to prepare wholesome, nutritious meals.
Work with local restaurants to develop and promote healthful lunch and snack options for employees.

Weight Management

Objective #5 Statement
By [date], decrease the number of obese employees by [number] percent.
Sample Interventions
[All sample interventions above apply]

Sample Evaluation Measures
Number of employees participation in screening
Number of employees participating in medical nutrition therapy
Number of employees participating in flextime
Sales of healthful options in cafeteria, vending, snack bar and at catered company events
Fruit and nut purchases for fruit and nut bowls
Library checkout of DVDs
Employee survey on break room upgrade, use of stairs
Number of employees participating in seminars, classes
Brochures, newsletters, books distributed
Online health portal analytics
Attendance at health plan and community events
Sales of healthful meals at local restaurants

Tobacco

Goal Statement
To create a tobacco-free work environment.

Objective #1 Statement
By [date], implement at least [number] policies that create(s) a tobacco-free workplace.
Sample Policy Interventions
Establish policies banning tobacco use at the workplace, including outside the building.
Establish policies banning the use of electronic cigarettes and other nicotine products in the workplace.
Allow employees to use work time for tobacco cessation programs.
Actively enforce written policies on tobacco bans.
Establish policies banning tobacco use in company vehicles.

Objective #2 Statement
By [date], identify and implement [number] environmental support strategies that make it easier for employees to avoid tobacco at work.
Sample Environmental Change Interventions
Do not allow the sale of tobacco products on company property.
Provide health insurance coverage with no or low out-of-pocket costs for prescription tobacco cessation medications including nicotine replacement therapy.
Provide health insurance coverage with no or low out-of-pocket costs for FDA-approved over-the-counter nicotine replacement therapy.

Tobacco

Objective #3 Statement
By [date], institute [number] education/awareness strategies that promote tobacco-free living.
Sample Education/Awareness Interventions
Display no smoking signs with information about your tobacco-free workplace policy.
Inform employees about health insurance coverage or programs that include tobacco cessation medication and counseling.
Post signs that encourage tobacco users to find an emotional reason to quit.
Promote community resources for tobacco cessation.
Create an intranet web site that includes links to interactive websites, informational resources or podcasts on tobacco cessation.

Objective #4 Statement
Implement [number] of behavior change strategies that will promote tobacco-free living.
Sample Behavior Change Interventions
Refer tobacco users to state or other tobacco cessation quit lines.
Provide or promote free or subsidized tobacco cessation counseling.

Sample Evaluation Measures
Number of quit attempts
Number of nicotine replacement products distributed
Number of brochures/pamphlets distributed
Number of calls to quit program
Satisfaction survey- presentation, webinar, workshop
Weekly attendance logs- smoking cessation programs
Changes in number of employees who are tobacco-free after 6 months
Number of tobacco cessation community resources
Number of employees who utilize tobacco-use treatment services such as counseling and medications
Changes in costs and use for health care intended to reduce tobacco use such as outpatient visits, tobacco cessation counseling services, hospitalizations, and medications for tobacco-use related illnesses.
Changes in health care use and costs for conditions associated with higher risk associated with tobacco use (e.g., heart disease and stroke)

Stress Management

Goal Statement
Create a supportive work environment that allows employees to manage their stress.

Objective #1 Statement
By [date], implement at least [number] policies that support employees in managing their stress.
Sample Policy Interventions
Establish work policies that support work-life balance.
Establish a policy and provide work time for employees to do volunteer work in the community.
Establish policies to limit frequent involuntary overtime.

Objective #2 Statement
By [date], identify and implement [number] environmental support strategies that support employees in managing their stress.
Sample Environmental Change Interventions
Train supervisors on how to communicate work-life balance policies.
Train managers and supervisors to recognize signs of depression and how to respond appropriately.
Provide an Employee Assistance Program (EAP) benefit.
Provide opportunities for employees to use work time for stress management and rejuvenation.
Provide a quiet or recreational break spaces (garden, meditation room, game room).
Provide a dedicated space that is quiet where employees can engage in relaxation activities such as deep breathing exercises, meditation, prayer.
Hold employee social events to increase positive social interactions.
Provide access to outdoor spaces that include tables, garden with benches or green space.
Provide opportunities for employee participation in organizational decisions regarding workplace issues that affect job stress.
Provide mentoring opportunities for employees.
Allow workers to use their strengths/skills and learn new ones.
Give frequent breaks and control of work pace.
Provide opportunities to interact with others.
Specify predictable shifts.
Protect from sustained exposure to physical stressors.
Create a work environment with improved communication.
Share information with employees to reduce uncertainty about their jobs.
Clearly define employee's roles and responsibilities.
Give workers opportunities to participate in decisions affecting their jobs.
Provide opportunities for career development.

Stress Management

Objective #3 Statement
By [date], institute [number] education/awareness strategies that promote stress management.
Sample Education/Awareness Interventions
Use organization communication channels to recognize employee accomplishments.
Promote awareness of community resources to support emotional well-being.
Create an intranet web site that includes links to informational resources and podcasts on emotional well-being.
Promote organizational resources such as EAP to encourage participation.

Objective #4 Statement
Implement [number] of behavior change strategies that will teach stress resilience and management skills.
Sample Behavior Change Interventions
Provide stress management programs (e.g. counseling).
Provide work-life balance/life skills programs.
Offer skills classes that support employee emotional well-being (e.g., stress management, financial management, meditation, yoga).

Stress Management

Sample Evaluation Measures
Number of times materials are accessed
Number of materials distributed (e.g., brochures, newsletters)
Number of events offered
Number of participants at stress management activities
Satisfaction surveys – onsite events, dedicated space
Number of visits to rest and relaxation space
Number of employees using “dedicated room”
Changes in perceived stress level
Changes in productivity
Quality of work surveys
Number of sick days taken
Attendance logs – training sessions
Number of employees taking advantage of policies that support a culture of workplace flexibility (e.g., telecommuting, flextime, compressed workweek)
EAP utilization

Sleep

Goal Statement
Create a supportive work environment that allows employees to manage their sleep habits
Objective #1 Statement
By [date], implement at least [number] policies that support employees in managing their sleep habits
Sample Policy Interventions
Establish work-scheduling policies that support regular rest (i.e. 10 consecutive hours of protected time off-duty allows workers to obtain seven to eight hours of sleep)
Establish work scheduling policies that support rest and/or nap breaks (i.e. frequent rest breaks every one to two hours during demanding work, 30 minutes for meals if working six or more hours, planned mid shift nap breaks)
Establish policies that support optimal shift length (i.e. five eight hour shifts or four ten hour shifts per week followed by two rest days; twelve hour days with more frequent rest days in between; shorter shifts of eight hours overnight)
Establish policies that support shift schedules that minimize interference with sleep. (i.e. consistent shifts to minimize rotating shifts; assuring rotating shifts rotate <i>forward</i> not backward.)
Objective #2 Statement
By [date], identify and implement [number] environmental support strategies that support employees in managing their sleep habits.
Sample Policy Interventions
Train supervisors on how to implement scheduling policies that allow workers to manage sleep and rest
Train supervisors on how to communicate work-life balance policies.
Train managers and supervisors on how to recognize signs of sleep deprivation/fatigue and how to respond appropriately.
Train managers and supervisors on shift work awareness
Provide educational sessions for employees about “sleep hygiene” or healthy sleep habits for adults and children
Provide a quiet or recreational break spaces (garden, meditation room, respite room).
Provide a dedicated furnished space that is quiet where shift workers can nap.
Give frequent rest breaks.
Specify predictable shifts. Establish consistent shifts to prevent sleep interruptions from continuous, rotating shifts.
Provide opportunities for employees to use work time for exercise and rejuvenation.

Sleep

Objective #3 Statement
Implement [number] of behavior change strategies that will teach workers how to manage their sleep
Sample Behavior Change Interventions
Provide training to workers about the implications of shift work, coaching on how to make sleep a priority and skill building on how to develop and maintain healthy sleep habits.
Provide health coaching on optimal sleep habits.
Offer profession specific training and skills classes on shift work and obtaining sufficient sleep (i.e. NIOSH training for nurses)

Sleep

Objective #4 Statement
By [date], institute [number] education/awareness strategies that help employees manage sleep habits
Sample Education/Awareness Interventions
Provide brochures, videos, books, posters, pamphlets, newsletters, or other written or online information that address the impact of food choices, tobacco use, and exercise on sleep.
Promote awareness of community resources to support healthy sleep habits
Create an intranet web site that includes links to informational resources and podcasts on healthy sleep habits.
Offer a sleep seminar relevant to employees and their families from a sleep professional (National Sleep Foundation)
Promote organizational resources such as EAP to encourage participation or to connect with a sleep coach.

Sample Evaluation Measures
of times materials are accessed via web
of materials distributed (e.g., brochures, newsletters)
of sleep seminars offered
of participants accessing training, coaching
Satisfaction surveys – onsite events, dedicated space
of visits to rest and relaxation space
of employees using “dedicated room”
Changes in manager sleep awareness and attitudes
Changes in perceived fatigue level
Changes in productivity
Decrease in incidents related to fatigue
Quality of work surveys
of sick days taken
Attendance logs – training sessions
of employees taking advantage of policies that support a culture of workplace flexibility (e.g., telecommuting, flextime, compressed workweek)
EAP utilization

Occupational Health and Safety

Note: Occupational health and safety risks may vary based on the type of business or industry (construction, health care, farming, hospitality, etc.). Please adapt these statements as appropriate to the nature of your workplace.

Goal Statement
Improve, maintain and promote a safe and healthy worksite environment.

Objective #1 Statement
By [date], develop and implement [number] worksite policies and procedures that improve, maintain and/or promote a safe and healthy worksite.
Sample Policy Interventions
Establish a policy that requires employees to wear seat belts and prohibits the vehicle operator from texting while driving when operating a company vehicle.
Establish a written injury and illness prevention policy and program that includes regular audits and inspections.
Establish a policy and training plan for reporting injuries or “near misses” at work that is well publicized to all employees and easy to follow.
Establish a policy to investigate the root causes of injuries or illnesses.
Offer paid time off because of sickness or illness of employees or dependents (non-exempt employees).
Provide paid vacation time, personal days or hours (non-exempt employees).
Provide company paid short-term disability and long-term disability.
Have a policy that requires an adequate number of employees per floor, work unit, or shift, in accordance with pertinent state and federal laws, to be certified in Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED).
Have an emergency response plan that addresses acute heart attack, stroke and other medical emergencies.

Occupational Health and Safety

Objective #2 Statement
By [date], implement [number] of environmental supports that improve, maintain and/or support a safe and healthy worksite environment.
Sample Environmental Change Interventions
Assign a dedicated person, group or committee who is responsible for employee health and workplace safety (with inclusion of non-management personnel from high-risk departments).
Employ or contract with an occupational health and safety professional.
Integrate occupational health and safety with worksite health promotion and wellness by combining committees and activities.
Establish employee work quality teams to monitor and improve safety and satisfaction with work processes.
Install workstation equipment with ergonomic and safety design features (specify for your organization).
Eliminate or control employee exposure to toxic materials by substituting safe alternatives in production where possible (specify for your organization).
Monitor employee environmental and work process satisfaction to screen for safe and comfortable conditions (e.g. facility lighting, noise, and temperature levels).
Have an adequate number of AED units such that a person can be reached within 3–5 minutes of collapse.
Provide information to your local community Emergency Medical Service providers so they are aware that your worksite has an AED in place to facilitate emergency response.
Provide Personal Protective Equipment (PPE) for all situations warranting such equipment.

Occupational Health and Safety

Objective #3 Statement
By [date], provide [number] of awareness/education initiatives that improve, maintain and/or support a safe and healthy worksite environment.
Sample Awareness and Education Interventions
Train all new employees on safety procedures; assure that temporary or contract workers are also trained.
Provide informational materials about health and safety at work to employees including understanding body mechanics and safer work techniques and habits.
Post materials and safety data sheets in visible locations for employees as applicable; provide education to employees about how to read and interpret Material Safety Data Sheets (MSDS) sheets.
Have posters or flyers in the common areas of your worksite that identify the signs and symptoms of strokes, heart attacks and other appropriate medical emergencies and convey that these events are to be treated as emergencies.
Provide any other information on signs and symptoms of strokes, heart attacks and other appropriate medical emergencies through e-mails, newsletters, management communications, websites, seminars or classes.
Identify the location of AEDs with posters, signs, markers, or other forms of communication other than on the AED itself.

Objective #4 Statement
By [date], offer [number] of behavior change initiatives that improve, maintain and/or support a safe and healthy worksite environment.
Sample Behavioral Change Interventions
Train leadership at all levels of the organization to promote a culture of health and safety; include support of positive safety and health culture in performance standards.
Train all new employees on how to recognize and avoid accidents or injury on the job.
Reward managers and employees for assessing root causes of accidents/injuries and taking steps to prevent future incidents.
Train supervisors to routinely gather input from employees on hazards and solutions.
Install first aid kits throughout the worksite and offer first aid training with a refresher course every two years.
Train employees on use of Epi-Pens.
Train employees on security procedures to protect personal safety on the job.
Offer access to a nationally recognized training course on Cardiopulmonary Resuscitation (CPR) that includes training on using an Automated External Defibrillator (AED).

Occupational Health and Safety

Sample Evaluation Measures
Strength of occupational health and safety and worksite wellness collaborations
Number of occupational health and safety communications to employees
Perceptions of management support for health and safety
Number of safety audits and solutions
Number of injury audits and solutions
Number of ergonomic evaluations and solutions
Number of new employees trained in health and safety
Number of employees trained in the medical emergency plan
Number of employees trained in CPR and use of AED
Number of employees trained in use of Epi-Pen
Number of employees trained in security procedures

Ergonomics

Note: Ergonomic risks may vary based on the type of industry (construction, health care, farming, hospitality, etc.) and job tasks of individual employees. Please adapt these statements as appropriate to the nature of your workplace.

Goal Statement
Identify and reduce employee ergonomic risks and work-related musculoskeletal disorders (back care, slips/falls, upper extremities, etc.).

Objective #1 Statement
By [date], implement at least [number] policy(ies) that reduce employee's ergonomic risks and work-related musculoskeletal disorders.
Sample Policy Interventions
Establish procurement policies and budget support for adjustable and ergonomically designed equipment.
Establish a policy that if a meeting lasts longer than 60 minutes, that a stretch break is incorporated into the meeting.
Establish a policy that new employees have a workstation assessment within 30 days of hire or existing employees within 30 days of move.
Establish policies and practices that make workstation assessments available to all employees on an annual basis.
Establish a policy and procedure for assuring compliance with ergonomic principles during office moves, equipment purchases, office layout and workstation set-up, consistent with resources available.

Ergonomics

Objective #2 Statement
By [date], make at least [number] changes to the work environment to create a supportive environment that reduces ergonomic risks and work-related musculoskeletal disorders.
Sample Environmental Change Interventions
Provide employees with ready access to a professional ergonomist to train employees on ergonomic topics, assess ergonomic risks, and identify opportunities for improved office layout, workstation design, tools and work processes to reduce risk for work-related musculoskeletal disorders.
Create and implement a proactive ergonomics program that tracks and monitors injuries, identifies root causes of injuries, and initiates controls and education to prevent musculoskeletal injuries.
Establish guidelines to determine purchasing criteria for fulfilling requests for new furniture or equipment, including standing desks, treadmill desks, foot rests, lumbar supports, etc.
Establish a managerial practice standard for engaging work teams in problem solving to minimize ergonomic and safety risks.
Establish practices when planning and designing new work processes to build effective ergonomic design into the process.
Place printers away from desks to encourage movement during the workday.
Hold short “standing” meetings instead of long, sitting meetings.
Install one or more shared treadmill computer workstations; provide training to teach about safe use and avoiding injury.
Redesign storage areas and work surfaces to ensure lifting and manual work is performed at a safe height.
Allow employee control of work pacing, particularly physically demanding tasks.
Rotate jobs to reduce exposures to repetition and strain, encourage new skills.
Select lighting equipment and window shading to avoid glare and eye strain.
Purchase and install lift equipment to reduce risk of injury.

Objective #3 Statement
By [date], institute [number] education/awareness strategies that educate employees on ergonomic risk factors
Sample Education/Awareness Interventions
Create awareness/education programs that educate employees on the benefits of taking breaks away from the computer, stretching, exercise, and other health promoting movement, consistent with the body's need for movement for health and productivity.
Create awareness/education program that educate employees on proper posture and workstation adjustments are within their control, tasks that pose a risk of musculoskeletal injury and approaches to early detection of potential issues.
Create awareness/education program for managers that educate on ergonomic risks and work-related musculoskeletal disorders.
Create awareness/education program on proper lifting techniques.
Create awareness/education program on the use of personal protective equipment (PPE).

Objective #4 Statement
By [date], offer [number] of behavior change initiatives that teach skills that will reduce or eliminate employee ergonomic risks and work-related musculoskeletal disorders (back care, slips/falls, upper extremities, etc.).
Sample Behavioral Change Interventions
Train all new employees on how to recognize ergonomic risks and work-related musculoskeletal disorders (back care, slips/falls, upper extremities, etc.).
Train supervisors to how to recognize ergonomic risks and work-related musculoskeletal disorders (back care, slips/falls, upper extremities, etc.).
Train employees on stretching exercises.
Train employees on proper workstation set up for avoiding injuries.

Sample Evaluation Measures
Number of workstation evaluations completed
Number of educational sessions conducted
Number of employees (and percent of workforce) attending educational sessions
Number of new workstations installed as a result of workstation evaluations
Number of ergonomist consultations requested
Employee satisfaction – time spent sitting, comfort while working, pain symptoms, workload