



Workplace Environmental Support Guidance

This document provides sample policies, work environment supports and marketing approaches for common worksite wellness priority areas. These may be helpful as you work on the goals and objectives for your Worksite Wellness Action Plan. You will want to take small steps in your organization to make changes toward improving the workplace culture and environment. This is a list of the various possibilities for environmental supports that will help to make the healthy choice the easy choice for employees. Choose those elements that are achievable and fit best with the uniqueness of your workplace.

Physical Activity	
Implement formal policies and practices that promote and encourage physical activity	
• Establish policies that allow employees to take work time for physical activity • Initiate a practice of walking meetings • Establish a practice policy that if a meeting lasts longer than 60 minutes, that a stretch break is incorporated into the meeting • Establish a flextime policy that allows employees to do physical activity during the day • Subsidize or reimburse employee membership to an off-site physical activity facility directly or through a health plan • Provide a subsidy to employees who use public transportation or actively commute (bike/walk/run) to work	
Create a work environment that supports physical activity	
• Provide employees with an on-site exercise facility and/or access to exercise classes on-site • Provide accessible stairways • Make improvements to stairs as a way to encourage usage • Add showers/locker room as a way to encourage active commuting (bike/walk/run) • Add bike racks and secure bike storage as a way to encourage active commuting • Install centrally available treadmill workstations • Offer standing/sit or adjustable workstations • Purchase exercise equipment and provide a dedicated space where it can be used • Create a library of videos, books, and equipment to encourage physical activity • Start a walking club or have "Walks with the CEO/President"	
Use marketing strategies to encourage physical activity	
• Encourage employees in sedentary jobs to move every 30 minutes • Encourage use of community resources for physical activity, such as parks, gyms, sports leagues, etc.	

- Encourage physical activity in the workplace by providing prompts for stair use, standing desks, walking trails, on-site gym, etc.
- Create maps of safe areas for employees to walk near the worksite
- Encourage employees to park on the perimeter of the parking lot/garage or far from the entrance, to increase walking opportunities
- Provide educational materials and promote stretching at desks/workstations
- Provide prompts (sounds, messages) that encourage employees to move/be physically active
- Provide educational materials in conference rooms on 1-minute physical activity breaks that can be used at the beginning of each meeting
- Put links to interactive websites, informational resources or podcasts on physical activity on intranet website
- Promote community-based sports leagues or establish a team to participate in a sports league
- Mail newsletters home promoting activities to get families involved in physical activities

Nutrition
Implement formal policies that promote healthy food and beverages
• Establish corporate nutrition policies that state the organization's commitment to providing and supporting healthful choices at meetings, events and in the workplace, including definitions of healthy eating ○ Support healthy eating choices by requiring healthy options at company-sponsored events ○ Train staff who are responsible for ordering food for company-sponsored events on ordering healthy choices ○ 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 options are offered in vending machines, at meetings or catered events, and in the cafeteria • Subsidize or provide discounts on healthier foods and beverages offered in vending machines, cafeterias, snack bars, or other purchase points
Create a work environment that supports healthy eating
• Work with vending machine supplier to gradually 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 (in cafeterias, at catered events, near vending machines) • Encourage employees to drink water throughout the workday by providing easy access to water • Arrange for and/or subsidize an on-site Weight Watchers® at Work Program for employees interested in losing or maintaining weight. • Reduce or eliminate sugar-sweetened beverages in the workplace • Replace candy bowls in public areas/conference rooms with fruit or nut bowl • Offer an honor bar with healthy, low-fat snacks • Provide or improve food preparation and storage facilities in break/lunch room (e.g.,

install refrigerator, dishwasher, stove, microwave, provide dishes/flatware) • Offer a Community Supported Agriculture (CSA) benefit • Create an on-site vegetable garden
Use marketing strategies to encourage healthier food and beverage choices
• Promote opportunities for existing community resources for healthy eating and nutrition (e.g., community gardens, CSA, farmer's market, etc.) • Define and communicate what is considered healthy for food choices using a nationally recognized standard • Provide point of purchase nutrition information for foods and beverages sold in worksite cafeterias, snack bars, vending machines, etc. ◦ Work with cafeteria management to provide point of purchase labeling, pricing healthier options differently, and cafeteria design to encourage healthy choices. ◦ In vending machines, provide labeling on healthier choices (color coding) • In cafeteria, promote only food specials that are healthy • Provide menus of restaurants near workplace with healthy options designated • Put links to interactive websites, informational resources or podcasts on healthy eating on intranet website

Tobacco and Substance Abuse
Implement formal policies that support tobacco-free living and responsible use of alcohol
• Establish policies for a tobacco-free workplace, including company vehicles • Establish policies on use of electronic cigarettes and other nicotine products in the workplace • Establish policies to allow employees to use work time for tobacco cessation programs • Actively enforce written policies on tobacco bans • Provide health insurance coverage with no or low out-of-pocket costs for prescription and over-the-counter tobacco cessation medications including nicotine replacement • Establish policies promoting responsible alcohol use in the workplace and at work-related events
Create a work environment that supports tobacco-free living
• Eliminate sale of any tobacco products in the workplace • Offer programs to support employees that want to quit tobacco
Use marketing strategies to support tobacco-free living and responsible use of alcohol
• Post signs that indicate that your workplace is tobacco-free • 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 • Promote the use of Employee Assistance Programs (EAP) to facilitate workers' efforts to use alcohol responsibly

Support for Parents/Families
Implement formal policies that create a supportive workplace for families
• Provide flexible paid or unpaid break times to allow mothers to pump breast milk • Offer paid maternity and paternity leave, separate from any accrued sick leave, annual leave, or vacation time • Establish a policy for flexible work schedules to accommodate family needs (child care, elder care)
Create a work environment that supports families
• Provide and furnish a place where nursing mothers can pump and store breast milk. • Provide access to a lactation consultant
Use marketing strategies that supports families
• Provide awareness/education materials on the benefits of breast feeding • Promote awareness of community resources for parents (e.g., family support services, parent groups)

Stress and Mental Health
Implement formal policies that create awareness support for managing stress and emotional well-being
• Establish work policies that support work-life balance; train supervisors on how to communicate the policies. • Train to 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 • Establish a policy and provide work time for employees to do volunteer work in the community
Create a work environment that supports emotional well-being
• Provide a quiet or recreational break spaces (garden, meditation room, game room) • Hold employee social events to increase positive social interactions • Offer skills classes that support employee emotional well-being (e.g., stress management, financial management, meditation, yoga) • Provide access to outdoor spaces that include tables, garden with benches or green space • Train supervisors and managers on recognition and positive communication.
Use marketing strategies to support emotional well-being
• Use organization communication channels to recognize employee accomplishments. • Promote awareness of community resources to support emotional well-being (e.g., Alcoholics Anonymous meeting locations, community health centers, faith-based communities, etc.) • Create an intranet web site that includes links to interactive websites, informational resources or podcasts on emotional well-being • Promote organizational resources such as EAP to encourage participation

Medical and Chronic Conditions (Cardiovascular Disease, Diabetes, Asthma, Obesity)
Goal: Implement formal policies that create awareness for and management of chronic conditions
• Institute 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 (CPR) and trained on Automated External Defibrillator (AED) usage • Provide coverage, directly or through purchased health insurance, for hypertension screening, counseling and treatment • Provide coverage, directly or through purchased health insurance, for weight management programs for employees with diabetes or pre-diabetes • Eliminate or reduce financial barriers for employees with chronic conditions to receive recommended preventive care (i.e., co-pays and deductibles for specialty care or medications, and chronic disease self-management). • Write emergency response plan for medical emergencies (e.g. heart attack, asthma attack)
Goal: Create a work environment that create awareness for and management of chronic conditions
• Make available blood pressure cuff with instructions on how to use • Install AED devices • Offer access to a nationally-recognized training course on CPR that includes training on AED usage • Offer onsite health screenings/preventative services (e.g., blood pressure, cholesterol, blood glucose screening, etc.) • Provide employees who have high blood pressure or pre-hypertension with one-on-one education and lifestyle counseling with clinical referral and follow-up • Provide employees with diabetes with a convenient and private place (besides the bathroom) to test blood sugar with a blood glucose monitor • Partner with an outside vendor, local hospital, or health insurance plan to offer free or subsidized on-site flu vaccines to employee • Provide a scale in a rest room or private place where employees can weigh themselves
Goal: Use marketing strategies to create awareness for and management of chronic conditions
• Create signage for heart healthy and low-sodium food options in vending and cafeteria • Create awareness of community resources for individuals with cardiovascular disease (e.g., support groups, rehabilitation services, etc.) • Promote awareness of and participation in disease management programs provided through health insurance carriers • Conduct an educational session that teaches the signs and symptoms of stroke • Create an intranet web site or bulletin board that includes links to interactive websites, informational resources or podcasts on heart disease, high blood pressure and high cholesterol.

Occupational Health and Safety
Implement policies that assure safe working conditions
• Assign a dedicated person, group or committee (with inclusion of non-management personnel) who is responsible for employee health and workplace safety. • 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 program that includes regular audits and inspections. • Establish a procedure and training plan for reporting injuries or “near misses” at work that is well publicized to all employees and easy to follow • Establish a procedure to investigate the root causes of injuries or illnesses • Employ or contract with an occupational health and safety professional
Create a work environment that protects employees from recognized hazards
• Establish employee work quality teams to monitor and improve safety and satisfaction with work processes. • Install workstation equipment with ergonomic and safety design features. • Eliminate or control employee exposure to toxic materials by substituting safe alternatives in production where possible. • Monitor employee environmental and work process satisfaction to screen for safe and comfortable conditions (e.g. facility lighting, noise, and temperature levels). • Install first aid kits throughout the worksite and offer first aid training with a refresher course every two years. • Offer Epi-Pen training • Train employees on security procedures to protect personal safety on the job.
Use marketing strategies to create and maintain a safe workplace
• Train supervisors to routinely gather input from employees on hazards and solutions • Provide informational materials about health and safety at work to employees • Train all new employees on how to recognize and avoid accidents or injury on the job • Post materials safety data sheets in visible locations for employees as applicable

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