Workplace Health Program Development Checklist

1. Assessment

- ✓ A site visit or site review of the workplace has been conducted.
- ✓ An inventory of current health-related activities has been completed.
- ✓ Data on employee health has been collected.
- ✓ Data on health care and pharmaceutical claims has been collected.
- ✓ Review additional organizational data related to employee health.
- ✓ An integrated workplace health assessment report has been written.

2. Planning and Management

- ✓ Support from leadership including senior executives has been received.
- ✓ A workplace health committee or council has been formed.
- ✓ The necessary resources to conduct the workplace health program have been secured.
- ✓ A workplace health improvement plan has been written and includes:
  - ✓ A vision and mission statement
  - ✓ Measurable goals and objectives
  - ✓ Priority interventions with timelines and budget
  - ✓ Defined roles and responsibilities for stakeholders
  - ✓ An evaluation plan
  - ✓ A communication plan

3. Implementation

- ✓ Strategies and interventions are first pilot tested on a smaller scale.
- ✓ Strategies and interventions are put in place according to the workplace health improvement plan timelines and budget.
- ✓ Protocols from health-related programs are implemented as proposed (i.e., program fidelity).
- ✓ Feedback on the process steps taken are collected at regular intervals during program implementation.

4. Evaluation

- ✓ An evaluation plan based on the CDC framework has been developed.
- ✓ Stakeholders are engaged in the development and implementation of the evaluation plan.
- ✓ Credible evidence is identified and gathered to:
  - ✓ Determine baseline measures
  - ✓ Benchmark against national, state, or industry specific data
  - ✓ Determine process measures
  - ✓ Determine outcome measures
- ✓ Conclusions are justified and lessons learned are shared.

WORKPLACE HEALTH MODEL

1 ASSESSMENT

INDIVIDUAL
(e.g. demographics, health risks, use of services)

ORGANIZATIONAL
(e.g. current practices, work environment, infrastructure)

COMMUNITY
(e.g. transportation, food and retail, parks and recreation)

4 EVALUATION

WORKER PRODUCTIVITY
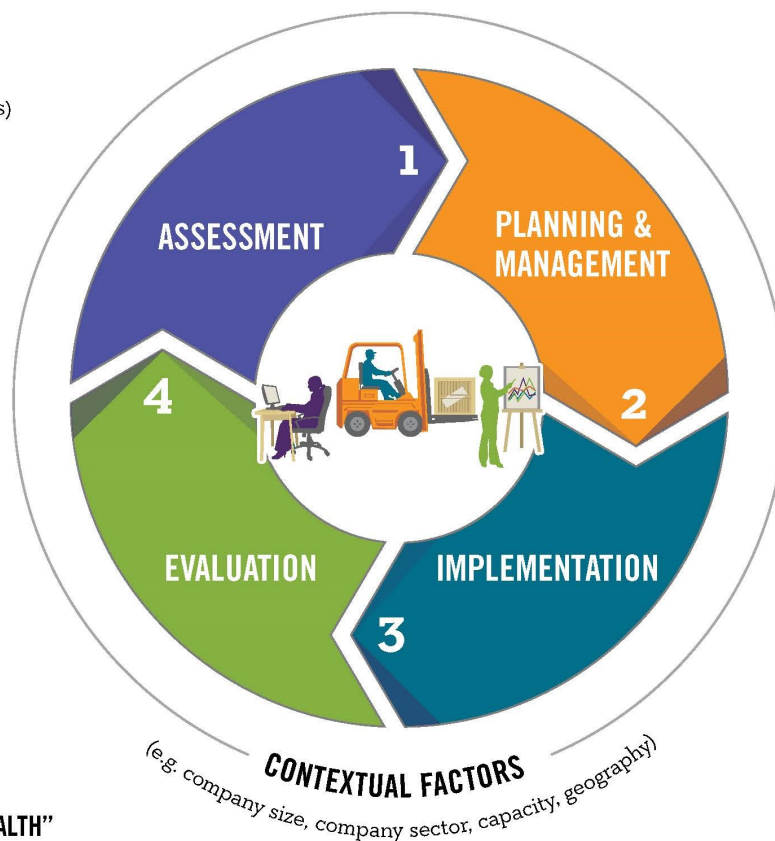(e.g. absenteeism, presenteeism)

HEALTHCARE COSTS
(e.g. quality of care, performance standards)

IMPROVED HEALTH OUTCOMES
(e.g. reduced disease and disability)

ORGANIZATIONAL CHANGE, "CULTURE OF HEALTH"
(e.g. morale, recruitment/retention, alignment of health and business objectives)

2 PLANNING & MANAGEMENT

LEADERSHIP SUPPORT
(e.g. role models and champions)

MANAGEMENT
(e.g. workplace health coordinator, committee)

WORKPLACE HEALTH IMPROVEMENT PLAN
(e.g. goals and strategies)

DEDICATED RESOURCES
(e.g. costs, partners/vendors, staffing)

COMMUNICATIONS
(e.g. marketing, messages, systems)

3 IMPLEMENTATION

PROGRAMS
(e.g. education and counseling)

POLICIES
(e.g. organizational rules)

BENEFITS
(e.g. insurance, incentives)

ENVIRONMENTAL SUPPORT
(e.g. access points, opportunities, physical/social)

CONTEXTUAL FACTORS
(e.g. company size, company sector, capacity, geography)

CS264229-A