

WORKPLACE WELLNESS

Provided by ENV Insurance Agency



Wellness Environment Assessment

Completing an environment assessment helps you identify your workplace wellness program's strengths and any areas in need of improvement. This assessment can help your wellness team recommend changes to make your workplace more supportive of healthy behaviors. You may find some of the actions for supporting healthy behaviors are easy to do and others may not be feasible at your business. Assessment results can also be used as a baseline measure for future evaluation.

Who should do the assessment?

Identify a workgroup of at least four to five people who will be responsible for completing the wellness environment assessment. This may be a subset of your workplace wellness workgroup. Forming a diverse group from all areas and levels of your organization is important for meaningful assessment and successful planning and implementation. Participants could be HR professionals, employees from various departments, administrators or supervisors.

When should the assessment be done?

Use the assessment as a starting point for your wellness initiative. Once you have completed the assessment, determine which areas the workgroup will focus on, such as healthy eating, physical activity or smoking cessation.

Establish a time for the workgroup to meet, so members can regularly monitor program progress. Also, determine a schedule for annual assessments, so that assessments can serve as a tool for continuous improvement and accountability over time.



Components of a Wellness Environment Assessment

Part 1: Wellness Assessment Checklist

Complete a worksite wellness assessment checklist to determine which wellness components are currently in place and identify areas for improvement. The assessment can be done by the full workgroup, or you may want to assign a few key personnel (such as the HR lead or workgroup coordinator) to do a preliminary scan. Ask ENV Insurance Agency for a sample wellness assessment checklist or create your own.

Assessment checklists should include the following items:

- **Categories**—Consider using these six major categories: general health, physical activity, nutrition, health screening, tobacco use and emergency response. Each category should include several questions that address what initiatives you currently have in place at your workplace.
- **Current Status**—List whether you have the component (“Yes”), are in the process of instituting the component or planning for the component (“In Process”), or do not have the component (“No”). At the end of each category, subtotal the number in each column and then total all of the categories at the end of the checklist to get an overview of where your worksite wellness program currently rates.
- **Potential Priorities**—Use the assessment results to identify what components you want to focus on that are either currently in process or do not yet exist.

Part 2: Employee Input

In addition, you should conduct an employee survey to get a better understanding of your employees’ current health habits and interest areas. The survey should be voluntary and anonymous to encourage employees to be honest about their health needs.

The survey can be tailored to your business and can be done in paper form, through online survey tools or by a third party. You can create your own employee survey or ask ENV Insurance Agency for the *Workplace Wellness Needs and Interest Survey* to help get you started.

You should also consider engaging employees in focus groups or informal interviews to gather information on their wants and needs. This can be done either before or after the survey, or in place of the survey if you think focus groups or informal interviews would be more effective. Consider offering incentives or prizes to employees who complete the survey.

Whatever method you use to gather information, make it as easy as possible for employees to complete and submit the information so you can gain valuable insight into how to improve your workplace wellness program and reduce your company’s health care expenses.