



Our Health. Our Priority.

Valley Health Alliance Total Worker Health Program Checklist

Creating A Total Worker Health Program Culture:

- Promote an environment of healthy relationships starting with the Board of Directors, Senior Leadership, Directors, Managers, Supervisor and staff
- Value and exhibit cultural attributes such as empathy, respect and trust
- Create a culture of “walking the talk”
- Use “Wellbeing” as the centerpiece of your organization
- Dedicate 75% of your wellbeing efforts towards Organizational Development and Policy (NIH)
- Dedicate 25% of your wellbeing efforts towards program development (NIH)
- Ensure CEO and Senior Leadership support and engagement
- Ensure Director, Manager and Supervisor engagement
- Develop a co-worker support or “buddy system”
- Improve and promote decision latitude for all employees
- Provide opportunities for anonymous feedback (surveys, focus groups, suggestion boxes)
- Participate in annual VHA Employee Focus Group with representation from all members
- Offer open door policies and opportunities
- Develop an empowered “Wellbeing Steering Committee” with diverse membership reporting directly to the CEO
- Assign a dedicated Wellbeing Coordinator within your organization
- Actively participate in the VHA Working Group
- Participate in Mayo Clinic HERO Survey
- Develop an organizational “Wellbeing Action Plan” articulating organizational goals and objectives
- Openly report results promoting an environment of transparency
- Develop an internal “Performance Scorecard” capturing actionable wellbeing metrics
- Present scorecard to CEO, Senior Staff and VHA Working Group quarterly
- Promote an environment: “What gets measured, gets managed”
- Embrace the philosophy: “Your immediate supervisor has more of an impact on your health than your primary care physician”

Policy:

- Allocate 75% of development efforts on Organizational Development (NIH)
- Make wellbeing a central part of your benefit design (discounts, incentives, rewards)
- Eliminate co-pays for annual evidenced-based care for “Well Visits”: primary care, dental and mental health
- Develop policy or incentives around VHA Health Coaching participation for those at moderate and high health risk for Body Mass Index, Blood Pressure, Glucose, Lipids
- Develop a “Reward System” to promote employee engagement
- Set engagement goals – measure and report annual engagement
- Promote engagement with VHA Health Assessment and VHA Health Fairs
- Promote evidenced-based practices within all activities
- Provide incentives for Board of Directors, Senior Leadership, Directors, Managers and Supervisors to promote and identify creative opportunities for wellbeing
- Stimulate “grass roots” efforts
- Contribute to the VHA Data Warehouse annually
- Contribute to VHA Performance Scorecard

Communications:

- Leverage VHA communication materials
- Leverage ourvha.org
- Implement a VHA Total Worker Health Leadership Education Program for front line supervisors
- Develop internal wellbeing communications plan (intranet, alerts, social media, meetings, email blasts)
- Promote “Know Your Numbers” campaign
- Provide visual support through the strategic placement of posters, texts, email blasts, flyers in work areas
- Articulate evidenced-based “talking points” related to the five measures of health: Blood Pressure, Blood Sugar, Body Mass Index, Lipids (HDL, LDL, Triglycerides, Total Cholesterol) and having a primary care physician
- Promote access to primary care, dental care and mental health (TRIAD)
- Share VHA lifestyle risk data regarding stress, sleep and weight management to promote awareness
- Share VHA medical risk data regarding high blood pressure, hyperlipidemia and depression to promote awareness
- Ensure that “Wellbeing” is a part of every meeting agenda at all levels of your organization
- Communicate the importance of trust, empathy and respect
- Enlist direct supervisors in the “Our Community Listens” class
- Communicate the message: “Your immediate supervisor has more of an impact on your health than your primary care physician”

Environment:

- Identify those jobs within your organization that have the highest workers compensation claims, disability claims, complaints, poor productivity or total lost work hours including paid time off or absenteeism
- Identify trends and document those work risks
- Work with VHA and Total Worker Health Program to conduct an onsite work assessment for high-risk jobs
- Identify jobs with prolonged sitting (as high risk as tobacco)
- Identify jobs with poor natural light, air flow, exposure to extremes in temperature and toxic agents
- Identify those jobs that include repetitive motion, sustained bending and lifting, squatting, carrying and sustained posturing
- Identify jobs with poor socialization due to isolation, remote locations, fieldwork
- Identify opportunities for flex scheduling and telecommuting (especially during bad weather)
- Include employees in the decision making process and encourage empowerment related to schedule development, worksite design, mobility, socialization and peer support
- Provide equal opportunities for breaks, physical activity, stretching, standing or walking meetings
- Incorporate physical activity into all your meetings
- Provide opportunities for ergonomic assessments of workstations to assess appropriate chair height (for back, hip, knee and ankle posture) and (neck, shoulder, elbow and wrist position)
- Provide opportunities for standing workstations, treadmills or conference tables
- Provide clean, painted, decorated (involve employees in the process) and well-lit stairways
- Use stairways as an organized place for basic workout stations (isometric exercises, posters, wall push-ups, squats, one-legged hops, jumping jacks, wall slides, etc.)
- Promote access or usage of all stairways
- Provide generous opportunities for hydration – especially at high altitude!
- Ensure free access to H2O, either through well-placed water fountains, water stations or refrigerators
- Create maps of your corporate campus or immediate neighborhood, posting mileage markers (internal and external) to promote walking either individually or with peer groups
- Dispense maps to all employees
- Develop physical activity contests amongst employee peer groups
- Promote and develop a peer support program or “buddy system”
- Provide well-placed bike racks accessible to employees
- Provide access to shower facilities for employees who exercise before, during or after work
- Provide opportunities for childcare
- Provide opportunities for discounts for public transportation
- Promote access to healthy food items in vending machines, cafeterias or lunchrooms
- Promote at least an 80:20 ratio of healthy food and beverage items in all food service environments

Programs:

- Offer an equal opportunity for all employees to participate in diverse program support including health coaching, nutrition, weight management, physical activity, stress management, sleep enhancement, tobacco cessation, substance abuse, meditation, flexibility, employee assistance and mental health support
- Develop Pre-Employment Assessment Protocols and Fit for Work Programs for high risk jobs
- Promote an environment of continuous adult learning
- Promote VHA Health Coaching Program: 25% of total population having low risks, 12.5% having moderate risks and 2.5% having Metabolic Syndrome or multiple health risks
- Leverage hospital, public health and community resources
- Establish relationships with community leaders and strategic partners
- Leverage VHA strategic partnership and members for shared activities
- Allocate 25% of development efforts on programming (NIH)
- Optimize competitive nature of our community
- Be creative
- Involve employees in the process – ask them what they want, need and value!
- Develop programs accordingly
- Annual VHA Health Fairs
- VHA Health Risk Assessment (Lifestyle and Medical Risks)
- Annual Flu Shot Campaign
- Don't make assumptions

Equipment:

- Ensure high-risk jobs have available protective support, education, resources and equipment:
 - Work breaks incorporated into all work schedules to provide rest and change of body position
 - Proper hydration and access to nutrition and appropriate caloric intake
 - Steel-toe shoes
 - Lumbar support (back support/lumbar rolls)
 - Posture assessments: Fit To Work
 - Rubber mats (prolonged standing)
 - Supportive shoes/insoles/treads/traction
 - Proper lighting for visual support
 - Gloves/grip support
 - Gloves: contaminant protection
 - Safety vests
 - Helmets/protective head gear
 - Eye protection/eye wear
 - Ear protection/ear wear
 - Skin protection/sun protection
 - Knee/elbow pads (prolonged kneeling and leaning)

Equipment: (cont'd)

- Shin guards
- Face masks (pulmonary protection)
- Toxic substance protection
- Ergonomic assessment: Work station assessment
- Up-to-date tools/materials
- Extreme weather protection
- Reduce vibration (jackhammers, hand drills, truck seats)
- Computer station assessment (neck, shoulder, elbow, wrist, back, hip, knee, ankle)
- UV light assessment
- Access to natural light and windows (Vitamin D)
- Proper aeration/air flow
- Socialization/isolation assessment
- Peer support network – who is checking in on me?

Strategic Development and Self-Assessment:

- Conduct an honest, transparent annual organizational assessment on progress being made through the VHA Total Worker Health Program – individually and as an alliance
- Develop a self-assessment tool for your organizational “Wellbeing Steering Committee”
- Develop annual goals and objectives based on performance and employee feedback
- Coordinate individual organizational goals with Valley Health Alliance goals
- Coordinate efforts with Dr. Chosewood and his Total Worker Health Team
- Submit VHA Total Worker Health Program results (by employer and aggregate) annually to Dr. Chosewood and his team
- Comply with Total Worker Health Affiliate Agreement Covenants

Employer: _____

Employer Representative: _____

Title: _____

Date: _____