

BANPAC Healthy Worksite Environmental Assessment Tool

An Introduction to the BANPAC Healthy Worksite Environmental Assessment Tool

The health of an organization is contingent upon the health of its workforce. Heart disease is the leading cause of death in the United States and the 2nd leading cause of death in California. Recent research indicates that 1 in 7 adults in California have diabetes and California has the greatest number of new cases of diabetes annually. Most 21st century jobs call for long hours sitting at a computer or in meetings, which can contribute to workers becoming overweight or obese and can increase the risk for certain health conditions such as cardiovascular disease and type 2 diabetes. Evidence shows excess weight, limited physical activity and diets high in fats and sugars are at the root of most common health problems and expenditures. We need workplace strategies to address this modern reality.

Although chronic diseases such as cardiovascular disease and diabetes are among the most common and costly of all health problems, adopting healthy lifestyles can help prevent them. The worksite can play a leading role in creating healthier work environments where healthy lifestyle choices are the easy choices through a comprehensive health promotion program. Many employers are turning to comprehensive health promotion programs to make changes in the worksite culture and environment, help employees adopt healthier lifestyles, and reduce employees' risk factors for chronic disease.

Successful comprehensive health promotion programs that worksites can implement include organizational policies and environmental supports to encourage healthy behaviors coupled with individual risk reduction programs and other wellness activities. An organizational policy could be a healthy beverage policy where the worksite only serves and promotes healthy beverages. An environmental support could be a refillable water bottle station at the worksite so employees could easily access free, clean water throughout the day. Programs and activities that would support a healthy beverage policy might include a Rethink Your Drink educational campaign with posters around the worksite, a 30-day Healthy Beverage Challenge, or a spa water taste testing. More examples of organizational policies can be found in the *BANPAC Healthy Worksite Toolkit*.

What can the BANPAC Healthy Worksite Environmental Assessment Tool tell you?

The *BANPAC Healthy Worksite Environmental Assessment Tool* contains **73 questions** that assess evidence-based comprehensive health promotion strategies to encourage healthy behaviors at your worksite. The questions are quick and easy to answer. Comprehensive health promotion strategies include policies, environmental supports, operational standards and procurement practices designed to reduce the risk of heart disease, diabetes, and related health conditions. Please note that this tool is part of the larger Healthy Worksite Program process. To find out when this tool should be utilized in the process, please reference the list on page 3.

Employers can use this tool to assess how their current work environment and health promotion strategies aligns with a comprehensive health promotion program model, to help identify gaps and to assess progress in implementing their health promotion program. The tool allows organizations to prioritize efforts across the following seven areas:

- Administrative and Organizational Supports (7 questions)
- Health Promotion Activities (8 questions)
- Healthy Beverages at Work (16 questions)

- Healthy Food at Work (16 questions)
- Breastfeeding Accommodation and Promotion (7 questions)
- Physical Activity Promotion (13 questions)
- Tobacco-Free Worksite (6 questions)

What will the BANPAC Healthy Worksite Environmental Assessment Tool NOT tell you?

It is important to note that **this tool does not assess individual behavior change or health outcomes**. To assess the intermediate- and long-term impact of any health promotion program on individual behaviors and health outcomes we recommend working with an insurance provider, healthcare provider or consultant to encourage employees to complete an annual Health Risk Assessment (or Appraisal).

Who can use the BANPAC Healthy Worksite Environmental Assessment Tool?

Employers, human resource managers, health benefit managers, health education staff, occupational nurses, medical directors, wellness directors, or others responsible for worksite health promotion in an organization can use the *BANPAC Healthy Worksite Environmental Assessment Tool* to establish benchmarks and track improvements (evaluation) over time.

What are the benefits of completing the BANPAC Healthy Worksite Environmental Assessment Tool?

By completing the *BANPAC Healthy Worksite Environmental Assessment Tool*, BANPAC consultants can help you develop a customized policy and implementation plan so your work environment will support healthy behaviors. After completing the tool and passing at least one policy, which contains the required elements that can be found in the *BANPAC Healthy Worksite Toolkit*, your organization qualifies for the BANPAC Recognition Award. To be recognized publicly for your efforts, contact Jaime Flores at Jaime.Flores@phd.sccgov.org and you will be invited to a BANPAC meeting to receive your award.

Tips for completing the BANPAC Healthy Worksite Environmental Assessment Tool

- **Complete the entire Healthy Worksite Program process.** The *BANPAC Healthy Worksite Environmental Assessment Tool* is part of the larger Healthy Worksite Program process. To find out when this tool should be utilized in the process and to ensure that healthy changes are made to your work environment, please reference the list on page 3 of the *BANPAC Healthy Worksite Toolkit*.
- **Accuracy counts.** Please answer all questions as accurately as possible. This is a self-assessment and planning tool.
- **The focus is on organizational wellness.** Use the *BANPAC Healthy Worksite Environmental Assessment Tool* to identify the policies, environmental supports, operational standards, and procurement practices present or absent within your worksite necessary to create a culture of wellness.
- **There is no passing grade.** The *BANPAC Healthy Worksite Environmental Assessment Tool* was designed to be a self-assessment and planning tool for internal use by the organization. The intent of the tool is not to compare one worksite to another. You should only use your scores to help you understand your worksite's strengths and opportunities for improvement and develop an action plan to hone your wellness and health promotion efforts. It is realistic to expect low scores in some areas; low scores can help you build awareness of areas needing improvement.
- **Some actions are easier than others.** Use of the *BANPAC Healthy Worksite Environmental Assessment Tool* might lead your team to recommend actions that require additional resources. However, you

might find that many of the recommended actions simply involve more efficient use of existing resources.

- **Keep the wellness team together.** The purpose of completing the *BANPAC Healthy Worksite Environmental Assessment Tool* is to start the process or to improve your worksite's culture of wellness. Once you have started, you can keep the team together and use the tool to monitor your progress. Establish a schedule for annual assessments so that the tool can be used for continuous improvement and accountability over time.
- **Strive for policies and practices that are marked with an asterisk (*) after them.** If you answer "yes" to all the questions marked with an asterisk (*) in each section, your worksite qualifies for the **BANPAC Recognition Award**. However, don't be discouraged if you can't answer "yes" to the asterisked questions because these are opportunities for improvement.

Steps for completing the BANPAC Healthy Worksite Environmental Assessment Tool

1. One person, or a team, from each worksite, should take the lead to complete the entire *BANPAC Healthy Worksite Environmental Assessment Tool*.
2. Each question you answer "yes" to is worth 1 point and each question you answer "no" to is worth 0 points. If the question does not apply to your organization, write "N/A" in the column and subtract the number of "N/A" questions from the section total and the overall tool's total.
3. Tally up your worksite's scores from each section and record your section totals on the last page of the tool.
4. If your organization is working with BANPAC, submit the completed *BANPAC Healthy Worksite Environmental Assessment Tool* to the BANPAC consultant or your local BANPAC representative.
5. Review your *BANPAC Healthy Worksite Environmental Assessment Tool* scores and use them for planning purposes on how to improve your worksite environment. Your scores are intended to assist you in prioritizing strategies as you set near- and long-term goals for developing your worksite's comprehensive health promotion program. Evaluate your scores to identify potential gaps in your worksite's comprehensive health promotion program (topic areas where your organization currently has few strategies in place).
6. Use the *Worksite Policies and Environment Priority Worksheet* and your scores to prioritize future strategies that are relevant, feasible, and consistent with your organization and employee needs, health issues, and health promotion budget. The *Worksite Policies and Environment Priority Worksheet* includes planning questions and an action plan grid.
 - a. Identify the strengths and opportunities for improvement within your worksite's policies and environment.
 - b. Select two key areas you would like to improve and identify action steps for each area.
 - c. Fill out the Action Plan table for each area you want to improve.
7. The *BANPAC Healthy Worksite Environmental Assessment Tool* is designed to align with *the BANPAC Healthy Worksite Toolkit*. Reference the Toolkit for examples of policy language and implementation tips for each policy area.
8. Inform and educate employees and management about your worksite's score and action plan.
9. Pass and implement at least one healthy worksite policy. BANPAC's consultant can provide technical assistance to help you accomplish this.
10. Submit a copy of your new policy and implementation plan to Jaime Flores at Jaime.Flores@phd.sccgov.org and your organization will receive the BANPAC Recognition Award. Please note that you will see an asterisk (*) next to the questions that will qualify your worksite for the BANPAC Recognition Award in each policy area. Strive for "yes" responses to the asterisked questions.

11. Complete the *BANPAC Healthy Worksite Environmental Assessment Tool* again in a year to document and track progress.

Acknowledgements

Much of the content in this document comes directly from the *CDC Worksite Health Scorecard: An Assessment Tool for Employers to Prevent Heart Disease, Stroke, and Related Health Conditions*. Other components have been incorporated from: the YMCA Community Health Living Index (CHLI); the California Department of Public Health California Fit Business Kit's Check for Health Scorecard; the Texas Department of State Health Services Worksite Wellness Index; and the Arkansas Department of Health and Human Services Worksite Wellness Toolkit.

References

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BANPAC Healthy Worksite Environmental Assessment Tool

Organization Name: _____ Assessment Date: _____

Person Completing Assessment: _____ Title: _____

Address: _____

Telephone: _____ Email: _____

Type of employer:

Private/for-profit

Public/government

Not-for-profit

Worksite zip code: _____

Worksite setting: Urban

Suburban

Rural

Number of employees at your worksite: _____

ADMINISTRATIVE AND ORGANIZATIONAL SUPPORTS (7 questions)

<i>During the past 12 months, did your worksite:</i>	Yes (1 point)	No (0 points)
1. Set annual organizational objectives for wellness and health promotion? <i>Answer "yes" if, for example, your organization sets annual goals to support and facilitate healthy decisions or provides up-to-date information and best practices to enhance employee wellness.</i>		
2. Demonstrate organizational commitment and support of worksite health promotion at all levels of management ? <i>Answer "yes" if, for example, all levels of management participate in activities, communications are sent to employees from senior leaders, the worksite supports performance objectives related to healthy workforce, or program ownership is shared with all staff levels.</i>		
3. Have an annual budget or dedicated funding for health promotion programs? <i>Answer "yes" even if the budget amount dedicated to health promotion is limited to small incentives or printed resources.</i>		
4. Have a paid health promotion coordinator whose job (either part-time or full-time) is to implement a worksite health promotion program and to monitor compliance with adopted healthy worksite policies? <i>Answer "yes" if implementing the employee health promotion program(s) at your worksite is included in a paid staff member's job description or performance expectations.</i>		
5. Have an active health promotion committee ? <i>Answer "yes" if your health promotion committee exists, meets at least quarterly, and has been involved in planning and implementing programs.</i>		
6. Orient staff and give them copies of organizational wellness policies if policies exist? <i>Answer "yes" if your worksite provides a staff orientation and copies of organizational wellness policies such as nutrition, physical activity, breastfeeding accommodation, and tobacco use policies.</i>		
7. Provide employees with food preparation and storage facilities ? <i>Answer "yes" if your worksite provides a microwave oven, sink, refrigerator and/or kitchen.</i>		

YOUR WORKSITE'S TOTAL SCORE FOR THE ADMINISTRATIVE AND ORGANIZATIONAL SUPPORTS SECTION		
MAXIMUM SCORE FOR THE ADMINISTRATIVE AND ORGANIZATIONAL SUPPORTS SECTION	7	

HEALTH PROMOTION ACTIVITIES (8 questions)

<i>During the past 12 months, did your worksite:</i>	Yes (1 point)	No (0 points)
<p>1. Conduct an employee needs and interests assessment for planning health promotion activities? <i>Answer "yes" if, for example, your organization administers focus groups or employee satisfaction surveys to assess your employee health promotion program(s). Answer "no" if your organization administers no surveys or general surveys that do not assess your employee health promotion program(s).</i></p>		
<p>2. Conduct employee health risk appraisals/assessments (HRA) through vendors, on-site staff, or health plans and provide individual feedback plus health education? <i>Answer "yes" if, for example, your organization provides individual feedback on health risk appraisals/assessments (HRA) through written reports, letters, or one-on-one counseling. A typical HRA instrument obtains information on demographic characteristics (e.g., sex, age), lifestyle (e.g., smoking, exercise, alcohol consumption, diet), personal medical history, and family medical history.</i></p>		
<p>3. Regularly provides awareness and educational messages that promote healthy living through posters or brochures, promotional campaigns, health fairs, videos, paycheck stuffers, fliers, newsletter articles, and/or routine communication? <i>Answer "yes" if, for example, your worksite has healthy eating and physical activity posters in the break room, sends out emails with healthy living tips, promotes healthy living on paystubs, or has a bulletin board dedicated to promoting healthy behaviors.</i></p>		
<p>4. Regularly promote and market health promotion programs to employees? <i>Answer "yes" if, for example, your worksite's health promotion program has a brand name or logo, uses multiple channels of communication to promote classes and activities, or sends frequent messages to promote health promotion programs.</i></p>		
<p>5. Provide or promote educational seminars, workshops, peer-to-peer learning, guest speakers, or classes on healthy living? <i>Answer "yes" if these sessions address nutrition, physical activity, being tobacco-free, or the importance of breastfeeding. These sessions can be provided in-person or online; on-site or off-site; in group or individual settings; through vendors, on-site staff, health insurance plans or programs, community groups, or other practitioners.</i></p>		
<p>6. Use incentives to increase participation in health promotion programs? <i>Answer "yes" if, for example, your organization offers incentives such as gift certificates, cash, paid time off, product or service discounts, reduced health insurance premiums, employee recognition, or prizes.</i></p>		
<p>7. Use competitions to support employees making behavior changes? <i>Answer "yes" if, for example, your organization offers walking or weight loss competitions.</i></p>		

8. Offer or promote an on-site or nearby farmers’ market where fresh fruits and vegetables are sold?		
YOUR WORKSITE’S TOTAL SCORE FOR THE HEALTH PROMOTION ACTIVITIES SECTION		
MAXIMUM SCORE FOR THE HEALTH PROMOTION ACTIVITIES SECTION	8	

HEALTHY BEVERAGES AT WORK

a. General: Healthy Beverages (6 Questions)

<i>During the past 12 months, did your worksite:</i>	Yes (1 point)	No (0 points)
1. Make safe drinking water available free to employees throughout the day?*		
2. Have a written policy or formal guideline that makes free, safe drinking water available whenever beverages are served or sold?*		
<i>Answer “yes” if, for example, your worksite provides water in a pitcher during meetings when coffee is also served or if your worksite provides free water in a dispenser during events when beverages are sold.</i>		
3. Have a written healthy beverage policy or formal guideline that applies to all adults who work at your organization?*		
<i>Answer “yes” if the healthy beverage policy applies to ALL adults within the organization.</i>		
4. Have a written healthy beverage policy or formal guideline that requires healthier beverage standards to be in effect 24 hours a day, year round ?*		
<i>Answer “yes” if your organization’s healthy beverage policy is in effect 24 hours a day, year round.</i>		
5. Require funded partners/ contractors to follow healthy beverage standards when purchasing beverages with the funding agency’s dollars?		
<i>Answer “yes” if your organization requires contractors to purchase healthy beverages if they purchase beverages with funding organization’s dollars. Healthy beverages include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice. Answer “N/A” if your organization does not have any funded partners or contractors.</i>		
6. Have a written policy or formal guideline that makes all (100%) of the beverages served/sold to customers, participants, and clients healthier items?		
<i>Answer “yes” if the ONLY beverages served/sold to customers, participants, and clients in all venues (e.g. vending machines, cafeterias, snack bars) include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.</i>		
YOUR WORKSITE’S TOTAL SCORE FOR GENERAL: HEALTHY BEVERAGES SECTION		
MAXIMUM SCORE FOR GENERAL: HEALTHY BEVERAGES SECTION	6	

*If you responded “yes” to all the asterisked questions in the Healthy Beverages at Work section, your worksite qualifies for the BANPAC Recognition Award.

b. Healthy Beverages at Meetings, Events, and Celebrations (2 Questions)

<i>During the past 12 months, did your worksite:</i>	Yes (1 point)	No (0 points)
1. Have a written policy or formal guideline that makes all (100%) of the beverage choices available at meetings, celebrations, and during programming healthier items?* <i>Answer “yes” if the ONLY beverages served at meetings and celebrations include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.</i>		
2. Have a written policy or formal guideline that makes all (100%) of the beverage choices available at events healthier items?* <i>Answer “yes” if the ONLY beverages served at events include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.</i>		
YOUR WORKSITE’S TOTAL SCORE FOR HEALTHY BEVERAGES AT MEETINGS, EVENTS, AND CELEBRATIONS SECTION		
MAXIMUM SCORE FOR HEALTHY BEVERAGES AT MEETINGS, EVENTS, AND CELEBRATIONS SECTION	2	

*If you responded “yes” to all the asterisked questions in the Healthy Beverages at Work section, your worksite qualifies for the BANPAC Recognition Award.

c. Healthy Vending: Beverages (Includes vending machines, cafeterias, snack bars, and other purchase points) (8 Questions)

<i>During the past 12 months, did your worksite:</i>	Yes (1 point)	No (0 points)
1. Provide places to purchase beverages? <i>Answer “yes” if, for example, your worksite provides vending machines, cafeterias, snack bars, or other purchase points. IF NO, PLEASE SKIP THIS SECTION.</i>		
2. Have a written policy or formal guideline that makes most (50-75%) of the beverage choices available in vending machines healthier items? <i>Answer “yes” if 50-75% of the beverages sold in vending machines include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.</i>		
3. Have a written policy or formal guideline that makes all (100%) of the beverage choices available in vending machines healthier items?* <i>Answer “yes” if the ONLY beverages sold in vending machines include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.</i>		
4. Have a written policy or formal guideline that makes most (50-75%) of the beverage choices available in worksite cafeterias and snack bars healthier items?* <i>Answer “yes” if 50-75% of the beverages sold in worksite cafeterias and snack bars include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.</i>		

5. Have a written policy or formal guideline that makes all (100%) of the beverage choices available in worksite cafeterias and snack bars healthier items? <i>Answer “yes” if the ONLY beverages sold in worksite cafeterias and snack bars include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.</i>		
6. Have a written policy or formal guideline that makes all (100%) of the beverage choices sold for fundraising purposes healthier items? <i>Answer “yes” if the ONLY beverages sold for fundraising purposes include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice. Answer “N/A” if your organization does not have beverage fundraisers.</i>		
7. Display nutritional information for beverages such as calories, total sugar, and fats at point of purchase when sold in worksite cafeterias, snack bars, vending machines or other purchase points? <i>Answer “yes” if, for example, your worksite displays a chart of all the beverages sold and the nutrition information corresponding to the beverages near vending machines, cafeterias, snack bars, or other purchase points.</i>		
8. Place healthy beverage items in prominent and convenient locations in cafeterias and snack bars?*		
YOUR WORKSITE’S TOTAL SCORE FOR HEALTHY VENDING: BEVERAGES SECTION		
MAXIMUM SCORE FOR HEALTHY VENDING: BEVERAGES SECTION	8	

*If you responded “yes” to all the asterisked questions in the Healthy Beverages at Work section, your worksite qualifies for the BANPAC Recognition Award.

HEALTHY FOOD AT WORK

a. General: Healthy Food (4 Questions)

<i>During the past 12 months, did your worksite:</i>	Yes (1 point)	No (0 points)
1. Adopt or maintain a written policy or formal guideline that encourages healthy food preparation (steaming or grilling, limited use of frying)?		
2. Adopt or maintain a written policy or formal guidelines which supports moderate serving sizes ?		
3. Require that nutrition information accompany food when it’s served? <i>Answer “yes” if, for example, your worksite displays nutrition information corresponding to the food served including calories, fat, sodium, sugar, protein, carbohydrates, etc.</i>		
4. Require funded partners/ contractors to follow healthy food standards when purchasing food with the funding agency’s dollars? <i>Answer “yes” if your organization requires funded partners/contractors to purchase healthy food if they purchase food with funding organization’s dollars. Healthy food includes: vegetables, fruits, lean protein foods, whole grain items and trans fat-free or low-sodium snacks. Answer “N/A” if your organization does not have any funded</i>		

<i>partners or contractors.</i>		
YOUR WORKSITE'S TOTAL SCORE FOR GENERAL: HEALTHY FOOD SECTION		
MAXIMUM SCORE FOR GENERAL: HEALTHY FOOD SECTION	4	

b. Healthy Food at Meetings, Events, and Celebrations (2 questions)

<i>During the past 12 months, did your worksite:</i>	Yes (1 point)	No (0 points)
1. Have a written policy or formal guideline that requires at least half (50%) of the food choices that are available during organization (and organization sponsored) meetings, celebrations, and during programming be healthier items? <i>Answer "yes" if, for example, the policy or formal guideline makes at least half of the food choices available during meetings and celebrations healthier. Healthier foods include: vegetables, fruits, whole grain items, vegetarian options or trans-fat free/low-sodium/no-added-sugar snacks.</i>		
2. Have a written policy or formal guideline that requires at least half (50%) of the food choices that are available during organization (and organization sponsored) events be healthier items? <i>Answer "yes" if, for example, the policy or formal guideline makes at least half of the food choices available during events healthier. Healthier foods include: vegetables, fruits, whole grain items, vegetarian options or trans-fat free/low-sodium/no-added-sugar snacks.</i>		
YOUR WORKSITE'S TOTAL SCORE FOR HEALTHY FOOD AT MEETINGS, EVENTS, AND CELEBRATIONS SECTION		
MAXIMUM SCORE FOR HEALTHY FOOD AT MEETINGS, EVENTS, AND CELEBRATIONS SECTION	2	

c. Healthy Vending: Food (Includes vending machines, cafeterias, snack bars, and other purchase points) (10 questions)

<i>During the past 12 months, did your worksite:</i>	Yes (1 point)	No (0 points)
1. Provide places to purchase food? <i>Answer "yes" if, for example, your worksite provides vending machines, cafeterias, snack bars, or other purchase points. IF NO, PLEASE SKIP THIS SECTION.</i>		
2. Have a written policy or formal guideline that makes most (50-75%) of the food choices available in vending machines healthier items? <i>Answer "yes" if, for example, the policy or formal guideline makes only 50-75% of the food items in vending machines healthier including: vegetables, fruits, whole grain items and trans fat-free/low-sodium snacks.</i>		
3. Have a written policy or formal guideline that makes all (100%) of the food choices available in vending machines healthier items? <i>Answer "yes" if, for example, the policy or formal guideline makes all items in vending machines healthier including: vegetables, fruits, whole grain items and trans fat-free/low-sodium snacks.</i>		

4. Have a written policy or formal guideline that makes most (more than 50%) of the food choices available in cafeterias, snack bars, and other purchase points healthier items? <i>Answer “yes” if, for example, the policy or formal guideline makes more than 50% of the items in cafeterias, snack bars, or other purchase points healthier including: vegetables, fruits, lean protein foods, whole grain items and trans fat-free or low-sodium snacks.</i>		
5. Have a written policy or formal guideline that makes all (100%) of the food choices available in cafeterias, snack bars, and other purchase points healthier items? <i>Answer “yes” if, for example, the policy or formal guideline makes all of the items in cafeterias, snack bars, or other purchase points healthier including: vegetables, fruits, lean protein foods, whole grain items and trans fat-free or low-sodium snacks.</i>		
6. Place healthy food items in prominent and convenient locations in cafeterias and snack bars? <i>Answer “yes” if, for example, healthier food items are displayed at eye level, at the front of the buffet line, or near cash registers.</i>		
7. Display nutritional information for food such as calories, fat, sugar, sodium, and protein at point of purchase when sold in worksite cafeterias, snack bars, vending machines or other purchase points? <i>Answer “yes” if, for example, your worksite displays a chart of the nutrition information of all the food sold near vending machines, cafeterias, snack bars, or other purchase points.</i>		
8. Identify healthier food choices with signs or symbols? <i>Answer “yes” if, for example, your worksite puts a heart next to a healthy food item in vending machines, cafeterias, snack bars, or other purchase points.</i>		
9. Subsidize or provide discounts on healthier foods offered in vending machines, cafeterias, snack bars, or other purchase points?		
10. Offer healthy food options through a mobile food cart or truck that are allowed at your worksite? <i>Answer “N/A” if a mobile food cart or truck does not come to your worksite.</i>		
YOUR WORKSITE’S TOTAL SCORE FOR HEALTHY VENDING: FOOD SECTION		
MAXIMUM SCORE FOR HEALTHY VENDING: FOOD SECTION	10	

Breastfeeding Accommodation and Promotion (7 questions)

<i>During the past 12 months, did your worksite:</i>	Yes (1 point)	No (0 points)
3. Have a written policy on breastfeeding accommodation for employees? <i>Answer “yes” if the policy is included as a component of other employee policies or is a separate policy related to breastfeeding.</i>		
4. Provide a private and convenient space (other than a restroom) that may be used by an employee to breastfeed or express breast milk?		
5. Provide reasonable flexible paid or unpaid break times to allow mothers to express breast milk or nurse their infant? <i>Answer “yes” if your employer allows mothers to use paid break times to express breast milk or nurse their infant and if additional time is needed outside of paid breaks, mothers are allowed to take unpaid time to nurse or express breast milk.</i>		

6. Provide space to securely and hygienically store expressed milk?		
7. Provide employees leaving on maternity leave with a breastfeeding accommodation education packet that includes a copy of the worksite's breastfeeding policy and breastfeeding support resources?		
8. Provide an atmosphere of acceptance for breastfeeding mothers at the worksite? <i>Answer "yes" if your organization has a procedure in place for dealing with harassment of breastfeeding mothers.</i>		
9. Provide referrals to breastfeeding support groups or educational classes? <i>Answer "yes" if your organization provides a resource list to local health plan or community breastfeeding support groups and classes.</i>		
YOUR WORKSITE'S TOTAL SCORE FOR THE BREASTFEEDING ACCOMMODATION AND PROMOTION SECTION		
MAXIMUM SCORE FOR THE BREASTFEEDING ACCOMMODATION AND PROMOTION SECTION	7	

Physical Activity Promotion (13 questions)

<i>During the past 12 months, did your worksite:</i>	Yes (1 point)	No (0 points)
1. Have a written policy or formal guideline to support routine physical activity opportunities throughout the work day that applies to all adults who work at your organization?*		
<i>Answer "yes" if, for example, the policy allows for all employees to take "Instant Recess" breaks, encourages stretching exercises at workstations, or allows walking meetings when feasible.</i>		
2. Have a written policy or formal guideline to include a 10-minute physical activity break during meetings lasting 2 hours or longer?*		
3. Provide facilities or spaces for physical activity?		
<i>Answer "yes" if, for example, your worksite provides an exercise facility on-site, has a track or basketball court, has trails nearby for walking/jogging, provides walking maps around the building, or has an open space designated for recreation or exercise.</i>		
4. Provide facilities that promote physical activity, including showers or changing rooms accessible to all employees?		
5. Subsidize or discount the cost of offsite exercise facilities?		
<i>Answer "yes" if, for example, your organization offers discounted gym or Y memberships.</i>		
6. Post signs at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs and/or integrate physical activity into their day?*		
7. Provide access to clean and safe stairwells?		
<i>Answer "N/A" if your worksite is located in a one-story building.</i>		

8. Provide organized individual or group physical activity programs for employees (other than the use of an exercise facility) or sponsor events or sports clubs to encourage physical activity?*		
<i>Answer “yes” if, for example, your worksite provides organized walking or stretching programs, group exercise classes, or organized sports like softball and basketball “leagues”.</i>		
9. Promote and display physical activity opportunities within and near the worksite for staff and clients?		
<i>Answer “yes” if, for example, your worksite has mapped out and provides walking routes inside and outside the building of different distances and times (e.g. a 0.3 miles walking route around the building will take approximately 10 minutes) for staff and clients.</i>		
10. Promote and practice physical activity at all community meetings and events where the organization is the recognized sponsor or lead?*		
<i>Answer “yes” if, for example, your organization schedules at least one 10-minute physical activity break for all community meetings and events where the organization is the recognized sponsor or lead agency.</i>		
11. Promote active transportation, or use of non-motorized transit options to commute to work (i.e. walking, biking, public transportation)?		
<i>Answer “yes” if, for example, your worksite provides discounted Clipper cards to use public transportation or if your organization promotes Bike to Work Day.</i>		
12. Provide secure bicycle parking?		
13. Allow for flexible work/ break time to encourage staff to engage in physical activity?		
YOUR WORKSITE’S TOTAL SCORE FOR THE PHYSICAL ACTIVITY PROMOTION SECTION		
MAXIMUM SCORE FOR THE PHYSICAL ACTIVITY PROMOTION SECTION	13	

*If you responded “yes” to all the asterisked questions in the Physical Activity Promotion section, your worksite qualifies for the BANPAC Recognition Award.

Tobacco-Free Worksite (6 questions)

<i>During the past 12 months, did your worksite:</i>	Yes (1 point)	No (0 points)
1. Have a written policy banning tobacco and e-cigarette use at your worksite and within 30 feet of building doors and windows? <i>Answer “yes” if your worksite adheres to a statewide, countywide, or citywide policy banning tobacco use in the workplace.</i>		
2. Actively enforce a written policy banning tobacco and e-cigarette use at your worksite and within 30 feet of the building, doors and windows? <i>Answer “yes” if, for example, your worksite posts signs, does not have ashtrays, or communicates this written policy banning tobacco use through various channels at your worksite.</i>		
3. Have a written policy banning tobacco and e-cigarette use in any company vehicle at any time?		
4. Display signs (including “no smoking or no vaping” signs) with information about your tobacco-use policy?		

5. Promote and refer tobacco and e-cigarette users to a state or other tobacco cessation telephone quit line? <i>Answer "yes" if, for example, your worksite refers tobacco users to 1-800-NO-BUTTS, 1-800-QUIT NOW or smokefree.gov.</i>		
6. Inform employees about health insurance coverage or programs that include tobacco cessation medication and counseling?		
YOUR WORKSITE'S TOTAL SCORE FOR THE TOBACCO-FREE WORKSITE SECTION		
MAXIMUM SCORE FOR THE TOBACCO-FREE WORKSITE SECTION	6	

Scorecard Totals

Section	Total Points Possible	Your Worksite's Score
Administrative and Organizational Supports	7	
Health Promotion Activities	8	
Healthy Beverages at Work		
General	6	
Healthy Meetings, Events, and Celebrations	2	
Healthy Vending	8	
Healthy Food at Work		
General	4	
Healthy Meetings, Events, and Celebrations	2	
Healthy Vending	10	
Breastfeeding Accommodation and Promotion	7	
Physical Activity Promotion	13	
Tobacco-Free Worksite	6	
TOTAL	73	

Congratulations on completing the *BANPAC Healthy Worksite Environmental Assessment Tool!*

If you scored between 0 and 5 on any section, your worksite may want to consider adopting a policy or changing a practice to improve the health of your work force. The *Worksite Policies and Environment Priority Worksheet* below can help you get started. We encourage you to look at sample policies and implementation plans in the *BANPAC Healthy Worksite Toolkit*.

	<p><i>detrimental health effects sugar sweetened beverages have on the body.</i></p> <p>5. <i>Provide taste tests of healthier beverages to replace sugar sweetened ones.</i></p> <p>6. <i>Make sure free and clean water is always available at the worksite.</i></p>	<p><i>management and Champion within the worksite leading these efforts.</i></p>	
Recommendation for the Area that Needs Improvement	Steps to Make the Improvement	Materials, Resources, and Personnel (List the individuals who will do the work and the resources they will need to get the job done)	Time Frame (When will implementation begin and how long will it take to finish?)
2.			
3.			

Glossary of Terms for the BANPAC Healthy Worksite Environmental Assessment Tool

CDC Worksite Health ScoreCard (HSC): A tool designed to help employers assess whether they have implemented evidence-based health promotion interventions or strategies at their worksites to prevent heart disease, stroke, and related conditions such as high blood pressure, diabetes, and obesity. It provides guidance on key evidence-based strategies that employers can put in place to promote a healthy workforce, increase productivity, and reduce the risk and associated costs of poor employee health. The HSC is available as an online tool at: <http://nccd.cdc.gov/WorksiteHealthScoreCard/default.aspx>.

Comprehensive Worksite Health Promotion Programs: A coordinated and comprehensive set of strategies designed to meet the health and safety needs of all employees. These strategies include policies, environmental supports, programs, and links to the surrounding community. The five elements of comprehensive worksite health promotion programs, as defined by *Healthy People* are: (1) health education, (2) supportive social and physical environments, (3) integration of worksite wellness programs into organizational structure, (4) links to related programs (e.g., Employee Assistance Programs), and (5) screening programs. The Partnership for Prevention added two additional components: (1) some process for supporting individual behavior change with follow-up interventions and (2) an evaluation and improvement process to help enhance the program's effectiveness and efficiency.

Electronic Cigarette (e-cigarette): A battery-operated device, often designed to resemble a cigarette or a pen that delivers and emits a nicotine-containing aerosol, which is then inhaled. E-cigarettes are considered electronic nicotine delivery devices (ENDS) and have many names. They are frequently referred to as e-cigs, e-hookahs, hookah pens, vapes, vape pens, vape pipes, or mods. There are disposable and rechargeable e-cigarettes as well as refillable "tank systems" that hold e-cigarette liquid (e-liquid), which is heated at high temperatures.

Evidence-Based Intervention or Strategy: An intervention or strategy that has the potential to effect employee behavior and this effect has been substantiated by evaluation, and the results of this evaluation have been published in a peer-reviewed journal.

Health Promotion Program: A combination of environmental supports, policies, services, and programs designed to help employees improve their health and maintain healthy lifestyles.

Health Risk Assessment/Appraisal (HRA): A health questionnaire used to provide individuals with an evaluation of their health risks and quality of life.

Healthier beverages: The only beverages that can be served when an organization has a "Healthy Beverages at Work" policy. Examples of healthier beverages include: water, unsweetened flavored water, unflavored non-fat or 1% milk, unflavored non-dairy milk alternatives, unsweetened tea and coffee drinks, diet drinks, or 100% fruit juice.

Healthier foods: Foods that provide beneficial nutrients for one's body and that should be served when an organization has a healthy food policy. Examples of healthier foods include: vegetables, fruits, lean protein foods, whole grain items and trans fat-free/low-sodium snacks.

Incentives: A tangible commodity or service that is given to an employee for completing a predetermined action or that is based on achievement of a goal or desired outcome.

Intervention: A generic term used in public health to describe a program or policy that is designed to have an effect on a health problem.

One-on-one or group lifestyle counseling: A communication process between a trained health professional and an individual or group. A patient education approach offers information and technical skills. The stages of counseling include: 1) building a relationship, 2) making an informed assessment, 3) establishing agreed upon goals and objectives, and 4) developing an implementation plan.

Quitlines: Telephone-based tobacco cessation services that are usually accessed through a toll-free telephone number. They provide callers with several services, such as educational materials, referral to local programs, and individualized telephone counseling (including a personalized plan for quitting).

Seminars, workshops, classes: A one-time or limited set of educational offerings, typically provided in a group setting.

Strategy: See the definition for Intervention.

Worksite: A building, unique location, or business unit within an organization where work occurs. A worksite can include a campus of multiple buildings if all buildings are in close proximity (walking distance) and defined as part of the organization.

Vaping: The act of inhaling and exhaling the vapor produced by an electronic cigarette or similar device.