

LiveWell Greenville supports community projects and local nonprofits that promote healthy eating and active living so it's easy to make healthy choices. By getting different organizations with similar missions to work together and share resources, we're able to make a bigger impact on our community for people to live healthy lifestyles!

LiveWell At Work

LiveWell At Work's mission is to provide and connect employers with resources to create and sustain a culture of health.



Worksite Wellness Development

Getting Started Guide

Answer the whys...

Return on Investment:

- Control Healthcare Costs
- Reduce Chronic Disease
- Bottom Line

Value on Investment:

- Increase Productivity
- Decrease Presenteeism
- Reduce Absenteeism
- Improve Morale, Enhance Image



APPENDIX B

WORKSITE ASSESSMENT CHECKLIST

Wellness Component	Yes	In Process	No	Potential Priority	Comments
INFRASTRUCTURE					
1. Does the worksite have a commitment from key stakeholders such as senior management, human resource managers, safety officers, staff members, etc.?					
2. Does the worksite have a mission statement, clearly defined goals and an action plan to implement the program?					
3. Does the worksite have a worksite wellness plan in place that addresses the purpose, nature, duration, resources required, participants involved, budget and expected results of a work-site wellness program?					
4. Does the worksite have a representative committee that meets at least quarterly to oversee worksite wellness program operations?					
5. Does the worksite have at least part-time dedicated staff to implement a wellness program?					
6. Is there a worksite budget for employee health promotion that includes some funds for programming?					
Infrastructure area totals (# of Yes, In Process and No items)					
PROGRAM COMPONENTS					
7. Does the worksite offer educational programs for such health areas as physical activity, nutrition, weight management, breast-feeding, stress management and tobacco cessation?					



Worksite Wellness Development

6 Steps

1: Infrastructure Development

Executive and management buy-in

Employee buy-in, develop a wellness committee

2: Assess the Workplace

3: Engage the Employees

4: Complete Recommendation Table

5: Complete Action Plan Worksheet

6: Don't forget to evaluate what you implement.



Worksite Wellness Development

2. Worksite Assessment Checklist

Assess your workplace ... Consider creating a committee that includes representation from throughout the organization and complete this together.

Infrastructure

Key Components

Physical Activity

Nutrition

Mental Health

Alcohol & Other Drug Abuse

Tobacco Use

Emergency Medical Response Plan

Assess the need, ...For those you check “In Process” or “ No” assign a priority to each. 5 being highest priority and 1 lowest priority or even 0 for not a priority .

Next... Employee Needs & Interest Survey



Worksite Wellness Development

3. Needs & Interest Survey

Assess/Engage Your Employees ... Consider distributing a needs and interest survey that assesses your employee population's. To keep it short consider asking only what you can't determine from your own resources.

- Demographics

- General Health & Screenings

- Physical Activity

- Nutrition

- Mental Health

- Alcohol & Other Drug Abuse

- Tobacco Use

- Readiness to Change

- Participation preferences

Using the needs & interest survey and the worksite assessment checklist you are now ready to determine next steps... Recommendation Table



APPENDIX D

RECOMMENDATION TABLE

INSTRUCTIONS: Rate each recommendation, identified in the Worksite Wellness Assessment, based on the following: importance, cost, time and commitment. Rate each on a scale of 1-5 (low-high) using the chart below. Higher scores should indicate priority items to implement.

IMPORTANCE

How important is the recommendation? 1 = Not at all important 3 = Somewhat important 5 = Very important

COST

How expensive would it be to plan and implement? 1 = Very expensive 3 = Moderately expensive 5 = Not expensive

* NOTE: You can get an idea of relative cost by looking at the strategies in Step 4, which are arranged by low, medium and high resource needs.

TIME

How much time and effort would be needed to implement the recommendation? 1 = Extensive 3 = Moderate 5 = Low

COMMITMENT

How enthusiastic would employees be about implementing the recommendation? 1 = Not at all 3 = Moderately 5 = Very enthusiastic

IMPACT = REACH X DOSE

How many employees will likely be affected by this recommendation? 1 = Very few 3 = Some 5 = Most or all

Item #	Recommendations	Importance	Cost	Time	Commitment	Reach/Dose	Points/Ranking	Comments



Worksite Wellness Development

4. Recommendation Table

From the Assessment Checklist list all the Priorities out on the Recommendation Table, ideally in order of priority , 5's first. Be sure to keep the needs and interest survey handy to assess the impact level of each of these recommendations.

The level of priority may match the level of importance.

Walk through the cost, time, commitment, and impact level for each recommendation then add the total scoring for each line.

Now review your points, those with the highest ranking are likely going to be the easiest, lowest cost, and most important recommendations to consider first!

Develop a Plan... Action Plan Worksheet



APPENDIX E

ACTION PLAN WORKSHEET

RECOMMENDATIONS

Describe the strategies selected from the Recommendation Table

ACTIVITIES

List the activities required to meet the recommendation

MATERIALS, RESOURCES AND PERSONNEL

List the individuals who will do the work & the resources and tools they need to get the job done.

TIME FRAME

When will implementation begin? How long will it take to finish?

EVALUATION

How will you measure your successes and/or misfortunes?

Recommendations: Strategies to Implement	Activities	Materials, Resources & Personnel	Time Frame	Evaluation Method	Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					



Worksite Wellness Development

5. Action Plan Worksheet

You are now ready to put your highest recommended activities into ACTION!

List out each recommendation to strategize how you will implement and when.

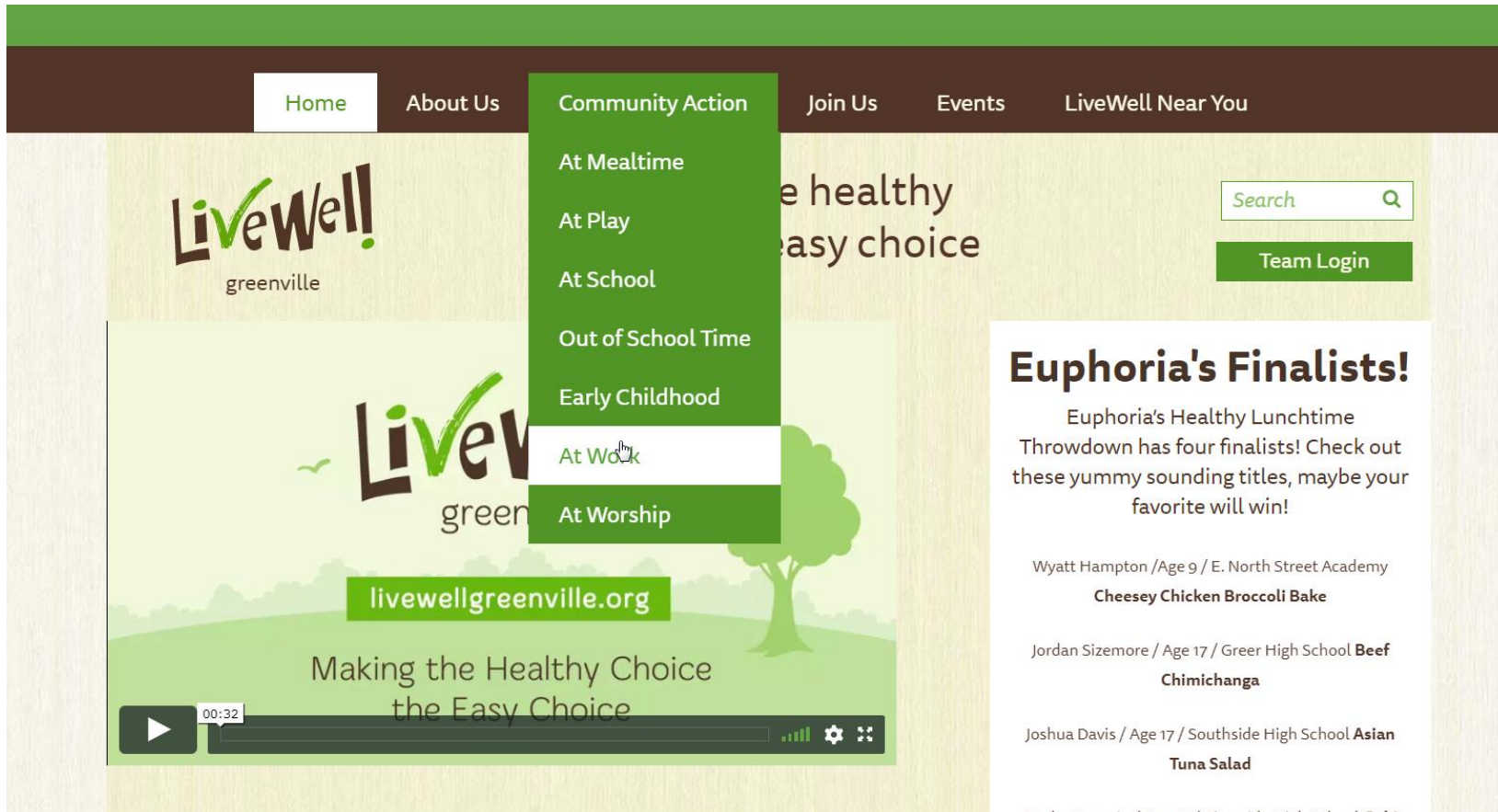
For each recommendation list the:

- Activity; policy, environmental, program,
- Resources needed; financially, personnel, and tools
- Time frame; when will you do this and how long
- Evaluation Method; when and how

6. Evaluation Method is a very important aspect of this often forgotten, because it is not planned for in the beginning. Know before implementation how you will evaluate the success of your activity.

Next Steps: Use these tools to continue to progress your worksite wellness program.





The screenshot shows the LiveWell! greenville website. The top navigation bar includes links for Home, About Us, Community Action, Join Us, Events, and LiveWell Near You. The Community Action dropdown menu is open, showing options: At Mealttime, At Play, At School, Out of School Time, Early Childhood, At Work, and At Worship. The At Work option is highlighted. The main content area features a large video player with the title 'Making the Healthy Choice the Easy Choice' and a play button. To the right of the video player is a search bar and a 'Team Login' button. Below the video player is a section titled 'Euphoria's Finalists!' which lists four finalists and their dishes: Wyatt Hampton (Cheesey Chicken Broccoli Bake), Jordan Sizemore (Chimichanga), Joshua Davis (Tuna Salad), and Nakeisha (Cajun Chicken). The website URL 'livewellgreenville.org' is displayed in a green box.



At Work



The At Work workgroup supports employers by offering a variety of tools, information and resources to encourage employees to live well at work. This workgroup encourages implementation of worksite wellness opportunities and supports local employers in making the healthy choice the easy choice for their employees.

News

Resources

Collaboration

Evaluation

2017 LiveWell Greenville and Working Well Partnership

- [2017 LiveWell Corporate Membership](#)
- [Working Well Platinum Standards](#)
- 2017 Training Opportunities: LiveWell Greenville, South Carolina Hospital Association and Charleston Business Challenge have teamed up to offer a variety of educational opportunities in 2017. Each of these events is included in the 2017 LiveWell Greenville Corporate Membership.



[LiveWell Greenville At Work Toolkit](#)

This free five step toolkit offers resources to small-to-mid-sized businesses interested in initiating or refining their workplace wellness offerings.

- [Appendix A – Disease Specific Resources](#)
- [Appendix B – Worksite Assessment Checklist](#)
- [Appendix C – Employee Needs & Interests Survey](#)
- [Appendix D – Recommendation Table](#)
- [Appendix E – Action Plan](#)
- [Appendix F – HIPPA Regulations & Rewards](#)
- [Appendix G – Coordinator's Guide](#)
- [Appendix H – Sample Budget](#)
- [Appendix I – Sample Policies](#)
- [Appendix J – Wellness at Home](#)
- [Appendix K – Philanthropy & Community Engagement](#)

[Getting Started Guide](#)

This helpful guide explains what worksite wellness entails and describes how worksite wellness affects your company's bottom line.

[101 Great Ideas for Worksite Wellness](#)

Low-to-no cost ideas for workplace wellness efforts.

[Addressing Nutrition in the Workplace](#)

Gives 20 great ways to improve employee nutrition at the worksite.



livewell at work membership



Emily O'Sullivan, MS, CHES
Working Well Program Manager
SC Hospital Association

Working Well
Healthy Worksites, Healthy Communities

Affiliated with the South Carolina Hospital Association

background

- *SCHA is a private, not-for-profit made up of 100 member hospitals*
- *working well is part of SCHAs population health arm*
- *partnerships with national, state, and local partners to provide best practice strategies, tools, and resources to create worksite cultures of wellbeing*

livewell/working well partnership

- *allows for more collaboration*
- *alignment with national best practices*
- *part of a statewide initiative*
- *potential to cross county lines*
- *less duplication*

worksites using strategy for wellbeing

Industry	# of Worksites
Advertising/Communications	1
Education	1
Energy/Utilities	2
Engineering	1
Financial Services	4
Government - Local	12
Government - State	11
Health Care	24
Insurance Services	7
Manufacturing	3
Professional, Scientific, Tech	3
Real Estate	1
Retail/Wholesale Trade	8
Social Services	1
Trade Association	2
Other	6
Total	100

****impacting 99,317 employees***

strategy for wellbeing

- *owned by SCHA and built by USC*
- *evidence-based content*
- *customizable and affordable for any employer*
- *automated and interactive*
- *opportunity for recognition*

nine dimensions of worksite wellbeing

1. *wellness culture*
2. *risk assessment & outreach*
3. *nutrition & food environment*
4. *physical activity*
5. *tobacco free*
6. *financial wellbeing*
7. *emotional & mental wellbeing*
8. *incentives & communications*
9. *evaluation*

STRATEGY FOR WELLBEING

Working Well's Strategy for Wellbeing online platform is an interactive tool that helps employers assess and implement best practices for effective workplace wellbeing initiatives. Strategy for Wellbeing includes an evidence-based organizational assessment, a scorecard with ratings from bronze to platinum, a detailed report with customized improvement opportunities, and a library of online resources including sample policies, case studies, sample signage, implementation guides, and planning timelines.

Organizations will earn recognition after demonstrating they have achieved the platinum-level standards in the following dimensions.

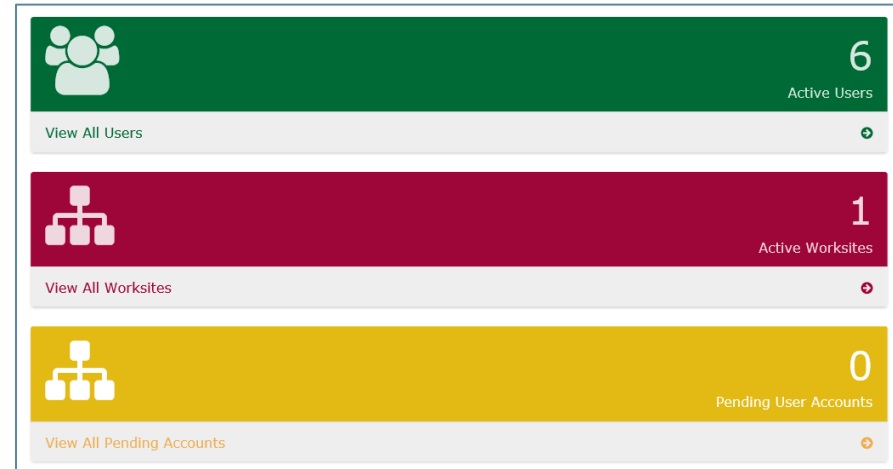
Wellness Culture Providing employees with a healthy and supportive culture to promote optimal wellbeing	Risk Assessment & Outreach Assessing employees' health status, health risks, and conducting tailored outreach	Nutrition & Food Environment Supporting, providing and promoting healthy and affordable food and beverage options
Physical Activity Providing and promoting access to physical activity opportunities during work hours	Tobacco Free Providing comprehensive tobacco free efforts to support employees in leading tobacco free lives	Emotional & Mental Wellbeing Providing resources and benefits to promote a positive work-life balance, stress management, employee morale, and optimal emotional and mental wellbeing
Financial Wellbeing Providing resources, planning tools, and benefits to help employees achieve their financial goals	Incentives & Communication Aligning wellness incentives and proper communication efforts to promote employee engagement	Evaluation Practicing comprehensive evaluation efforts to continually improve workplace wellbeing initiatives

Working Well
Healthy Worksites, Healthy Communities
Affiliated with the South Carolina Hospital Association

www.WorkingWellSC.com
www.StrategyforWellbeing.com

strategy for wellbeing

- *evidence-based assessment*
- *scorecard with benchmarking*
- *improvement opportunities*
- *online resources*
- *field-tested for validity and reliability*
- *continuously reviewed and revised*



1 2 3 4 5 6 7 8 9

1. Wellness Culture

1) Is employee wellness included as a key business strategy in your worksite's strategic plan?	<input type="radio"/> Yes
	<input type="radio"/> No
2) Does your worksite have a formal multi-year wellness program strategic plan that includes goals and measurable objectives?	<input type="radio"/> Yes
	<input type="radio"/> No
3) Is your wellness program funded through an annual budget provided by your worksite?	<input type="radio"/> Yes
	<input type="radio"/> No
4) Does your worksite have a written policy which is communicated to employees that provides flexibility in their work hours to permit their participation in wellness activities?	<input type="radio"/> Yes
	<input type="radio"/> No
5) Does your worksite have a written policy which is	<input type="radio"/> Yes

scorecard

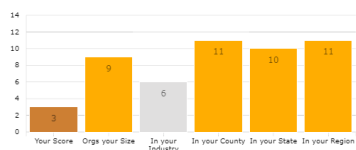
Strategy for wellbeing scorecard

Worksite Wellbeing Dimension	Maximum Points	Your Worksite's Score	Your Worksite's Rating	Average Scores of Other Worksites				
				Of Your Size:	In Your Industry:	In Your County:	In Your State:	In Your Region:
Wellness Culture	22	0	--	11	10	10	12	10
Risk Assessment/Outreach	14	3	Bronze	9	6	11	10	11
Nutrition/Food Environment	18	5	Bronze	10	7	11	10	10
Physical Activity	16	4	Bronze	10	8	11	10	11
Tobacco Free	15	3	Bronze	11	6	11	10	11
Emotional/Mental Wellbeing	12	2	Bronze	8	1	8	9	8
Financial Wellbeing	8	1	Bronze	6	1	5	6	5
Incentives/Communications	30	25	Platinum	17	13	14	18	16
Evaluation	15	1	Bronze	6	4	5	7	5

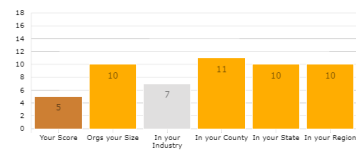
Wellness Culture



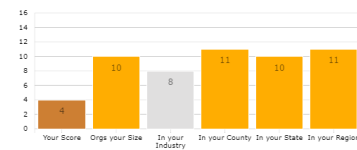
Risk Assessment/Outreach



Nutrition/Food Environment



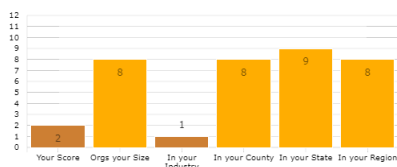
Physical Activity



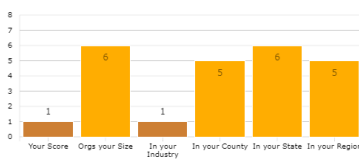
Tobacco Free



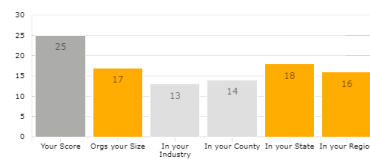
Emotional/Mental Wellbeing



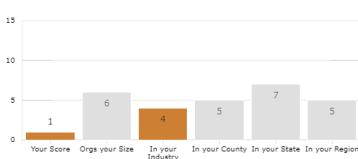
Financial Wellbeing



Incentives/Communications



Evaluation



improvement opportunities

Strategy for wellbeing improvement opportunities

Organization: Working Well
 Worksite: Working Well 1
 Date Completed: 06-29-2017

Areas of Opportunity			Points to Be Earned	
Wellness Culture	Maximum Points: 22	Your Score: 0	22 points	Resources
1) Is employee wellness included as a key business strategy in your worksite's written strategic plan?			3.00	Changing your office environment ABC company annual wellness work plan BJWSA wellness strategy Creating a Culture of Health-AHA Workplace Health Playbook- American Heart Association Starting your Worksite Wellness program Valir Health Well Aware Program Mission and Strategic Plan
2) Does your worksite have a formal multi-year wellness program strategic plan that includes goals and measurable objectives?			3.00	Changing your office environment ABC company annual wellness work plan BJWSA wellness strategy Creating a Culture of Health-AHA Workplace Health Playbook- American Heart Association Starting your Worksite Wellness program Sample Wellness Operating Plan Valir Health Well Aware Program Mission and Strategic Plan
3) Is your wellness program funded through an annual budget			3.00	Sample Compensation Statement

livewell at work membership resources

- *evidence-based assessment*
- *scorecard with benchmarking*
- *customized improvement opportunities*
- *online resources*
- *webinars and in-person trainings*
 - Working Well
 - LiveWell at Work
 - Charleston Healthy Business Challenge
- *opportunity for local and statewide recognition*
- *monthly Working Well eNewsletter*
- *buy-up option: organizational coaching and technical assistance*

To learn more about the LiveWell at Work corporate membership visit www.livewellgreenville.org/membership.

strategy for wellbeing web demo

www.strategyforwellbeing.com