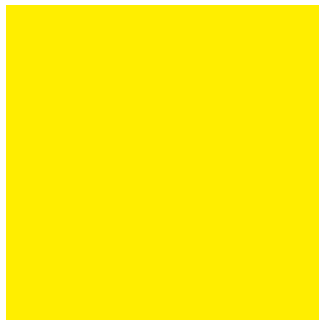


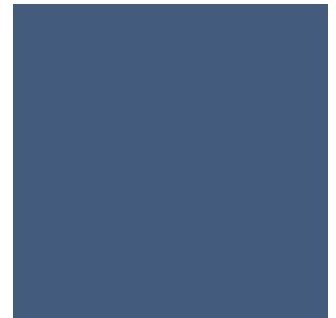
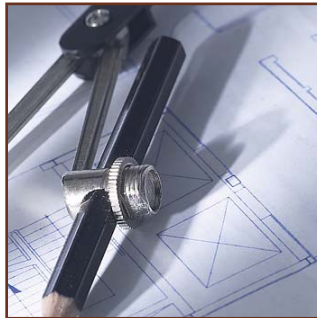
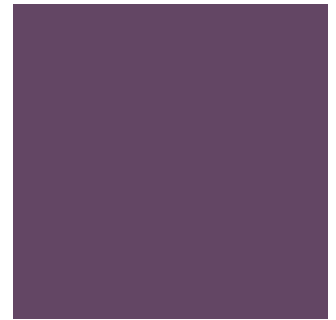
# Wellness Council Tool Kit



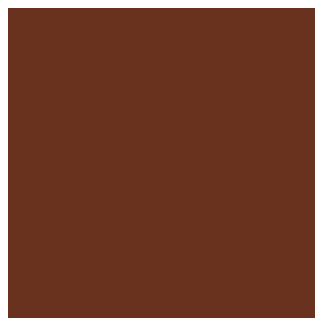
Building a  
Healthy  
Environment



2006



Presented by  
Healthy Utah,  
Utah Department  
of Health



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## Section 1: Introduction to the ToolKit

This Wellness Council Tool Kit is a new tool to help your wellness council succeed. In it you will find:

- Program ideas to use at your worksite.
- Tips to make your work environment healthier.
- Resources to help you succeed.

The final section of the Tool Kit is specifically designed for you to easily keep documents, minutes, flyers and other materials your council produces. The intent is to create a history of your council that can be passed on from year to year. We are sure that as time passes, your team will gain satisfaction by being able to review your past successes and work.

We will notify you as new resources and updates become available. You can always visit [www.healthytutah.org](http://www.healthytutah.org) for the latest information. Never hesitate to contact Healthy Utah with questions or needs.



*“The intent is to create a history of your council that can be passed on from year to year.”*

## Section 2: Frequently Asked Questions

### What is a Wellness Council?

A Wellness Council is a diverse group of employees who work to improve the health and well-being of their worksite with simple activities and organizational changes. They are typically comprised of employees from all divisions and levels within the organization (management, professionals, administrative support, etc.) to promote ownership of the program at the “grass roots” level, and include representatives with a variety of skills. Councils create environmental and policy changes, and implement programs designed to facilitate employee wellness.

### What does a Wellness Council do?

Wellness Councils plan activities and recommend policies and environmental changes that create a culture of wellness at the worksite. Such efforts are carefully planned around feedback gathered from employees and managers, to ensure resources are targeted towards areas where they will be most useful. Best-practice employee wellness programs have three levels of involvement: activities, policy, and environment.

### Why do we need a Wellness Council at my worksite?

Studies show that worksite

health promotion can help improve employee morale, reduce turnover, aid in recruitment, reduce absenteeism, assist with containment of health care costs, and improve health status of employees. It can also help minimize “presenteeism,” which is a term describing on-the-job productivity losses. Best of all, your Wellness Council can respond to the specific needs and wants of your worksite. Established Wellness Councils provide an organized, systematic business approach to health promotion at the worksite.

### How much time does it take to be on a Wellness Council?

A minimal time commitment of one or two hours per month from each team member is all that is necessary.

### What is the difference between a Wellness Council and Healthy Utah?

Healthy Utah is PEHP’s employee wellness program. With only eight office staff members and a handful of testing session staff, we serve about 70,000 public employees. Despite our great work, Healthy Utah cannot possibly meet every agency’s wellness needs.

As a result, Healthy Utah has been helping state and local government agencies establish



*“Wellness Councils plan activities and recommend policies and environmental changes that create a culture of wellness at the worksite.”*

## Section 2: Frequently Asked Questions



*“The main benefit to having an on-site Wellness Council is that the team can address the specific needs of the employees at their worksite.”*

their own site-specific Wellness Councils. These teams of volunteers are trained in basic employee wellness principles and offered ongoing assistance from Healthy Utah. While Wellness Councils rely on Healthy Utah for support, most function quite well on their own. The main benefit to having an on-site Wellness Council is that the team can address the specific needs of the employees at their worksite.

### Will Healthy Utah help us with our Wellness Council?

Yes! We are here to help you succeed. Healthy Utah can assign a staff member to either sit on your council or to act as a liaison for your group. We will gladly meet with your wellness team, temporarily or permanently, to offer guidance and suggestions. Healthy Utah offers a variety of programs, including weight management, nutrition, stress management, physical activity, communication and tobacco cessation resources. You don't have to create new ideas and materials when implementing wellness programs. And, Healthy Utah offers a limited number of \$500 mini-grants to Wellness Councils to help you get started, or to fund new/continuing programs.

### What are the steps we need to take to get a Wellness

### Council started here?

These are the basic steps every council should take. For specific information on additional steps your Wellness Council should consider, please see the “Getting Started” section of this Tool Kit.

- 1. Contact Healthy Utah.** We are here to help your efforts in every way possible.
- 2. Get upper management support.** This is critical to the success of a Wellness Council.
- 3. Recruit your committee.** A diverse team of employees will help ensure that barriers and limitations have been considered when implementing programs. Make sure that team members have one thing in common: an interest in improving wellness at the worksite.
- 4. Survey your employees.** You don't want to waste time and resources planning activities that no one wants to participate in. Getting information from the employees your Wellness Council serves will help guide your efforts and increase the chances of your success.
- 5. Remember, Healthy Utah can help you work through each of these steps. We are here for you!**

*Adapted from The Well Workplace Workbook: A Guide to Developing Your Worksite Wellness Program*

You are ready to take that first step towards a healthier work environment: creating a Wellness Council. You have already contacted Healthy Utah for information and assistance. There are three critical steps that every Wellness Council should complete before doing anything:

### Step One: Management Support and Participation

One of the most important factors in the success of a Wellness Council is the extent and nature of support given to the Council by senior management. It is difficult for a program to be successful without visible support from the top. Senior management support can come in many different forms, including participation in planning, budget approval, communicating support to all employees, and participating as role models in events. Establishing by-laws, like the example in Appendix C, gives credibility to the council and clarity of the support of upper management.

### Step Two: Diverse Representation

By including council members that represent the diversity of your workforce, you'll be better able to anticipate the

health needs that are unique to certain groups. You'll also be able to modify or customize program implementation strategies to make programs accessible to all employees, regardless of differences.

### Step Three: Employee and Organizational Needs Assessments

Health promotion through Wellness Councils works if programs are planned properly and based upon good data. Survey employees about their needs and interests, and build your plan around that information (see sample survey in Appendix A). You'll also want to look at the physical environment in your workplace to determine if it supports health. Check the lighting, ventilation, temperature, workstation design, noise levels, appeal of work areas, contents of vending machines/cafeterias, office equipment, and safety equipment.

Once these first three steps are complete, councils are encouraged to accomplish additional steps, which can be completed in any order. The more steps a council completes, the more likely it is to be successful long-term. But don't feel overwhelmed. Take your time to finish these additional steps!

### Step Four: Integration into Organizational Structure



*“You’ll want to look at the physical environment in your workplace to determine if it supports health.”*

## Section 2: Getting Started



*“Without a long-term commitment to employee health, employees will be less successful in initiating behavior change and maintaining changes over a long period of time.”*

Integrating health promotion into the organizational structure of your agency will ensure its future and continued success. Wellness Councils are most successful when aligned with the business goals and practices of the agency. Three key components can help you integrate a Wellness Council into your organization: developing a mission and vision, focusing on an overall goal, and cooperating and integrating with other divisions in your agency.

### Step Five: Operating Plan

Developing an operating plan challenges your agency to adopt the Wellness Council and creates legitimacy for the Council within the organization. Your plan should include an overall goal, and clear, measurable objectives.

### Step Six: Employee Feedback and Ownership

When employees know and feel that the Wellness Council is “theirs” they will be more likely to participate and continue involvement. By actively communicating with employees regarding the Council’s response to their needs and interests, you are creating a supportive environment for health promotion and behavior change.

### Step Seven: Organizational Policies

Wellness Council duties should be included in performance plans to legitimize and lend credibility to the work being performed by Council members (see example text in Appendix D). Your Council should work to implement policies that support employees taking advantage of Wellness Council and other health promotion programs (like Healthy Utah). Other health related policies such as smoking, exercise release time, management policies to reduce stress, healthy food policies, and time off for preventive exams should be addressed as well.

### Step Eight: Health Promotion as Part of the Strategic Plan

Inclusion of the Wellness Council in the strategic plan of the agency validates the long-term commitment of the organization to employee health. It also acknowledges commitment to continuous improvement is necessary and desirable if overall goals are to be accomplished. Without this long-term commitment to employee health, employees will be less successful in initiating behavior change and maintaining changes over a long period of time.

Healthy Utah offers an e-mail server, known as a ListServ, designed just for Wellness Council members like you. And if you are worried about getting too many e-mails, don't be! Healthy Utah generally sends a WorkWell ListServ message no more than once per week, and less often as appropriate. This is a useful tool that can aid in the success of your council.

The WorkWell ListServ offers you many benefits:

- 1. Highlights of Wellness Council activities and successes.** We want to share your wonderful ideas, activities, programs, and accomplishments. You can e-mail your highlights to the ListServ, or we may publish them after seeing your superb efforts! Sharing your successes allows other councils to use your great ideas.
- 2. Communication between your Wellness Council and other Councils.** The ListServ is a wonderful way for you to post questions and comments for other Wellness Council members, and to solicit their feedback.
- 3. Better contact between Healthy Utah and your Wellness Council.**

Sometimes Healthy Utah can't make it to every Wellness Council meeting, so the ListServ helps us deliver many resources:

- Regular posting of articles, healthy tips, new resources, and ideas.
- Ready-to-use monthly health messages for you to distribute to employees.
- Advance notice about our upcoming programs giving you time to promote them among your employees.
- Reminders about mini-grant application deadlines, special Wellness Council training opportunities, and more.

Each person on your Wellness Council is invited to subscribe to the WorkWell ListServ. If you would like to join, please send a blank e-mail to [join-workwell@list.utah.gov](mailto:join-workwell@list.utah.gov).

Participating in the ListServ is voluntary. If you would like to send a message to WorkWell ListServ subscribers, please send an e-mail to [workwell@list.utah.gov](mailto:workwell@list.utah.gov).

If you have any questions please contact Maria Dixon, the WorkWell ListServ Administrator, at (801) 538-9350, or by e-mail at [mdixon@utah.gov](mailto:mdixon@utah.gov).



*“We want to share your wonderful ideas, activities, programs, & accomplishments.”*



## Section 2: Wellness Council ListServ



*“Get advance notice about our upcoming programs, giving you time to promote them among your employees.”*

Healthy Utah offers three additional useful ListSers:

- Lighten Up!, a nutrition and weight management listserv. Send a blank e-mail message to [join-lightenup@list.utah.gov](mailto:join-lightenup@list.utah.gov).
- Move It!, a physical activity listserv. Send a blank e-mail message to [join-moveit@list.utah.gov](mailto:join-moveit@list.utah.gov).
- Take Charge, a diabetes self-management listserv. Send a blank e-mail message to [join-takecharge@list.utah.gov](mailto:join-takecharge@list.utah.gov).

### Nutrition and Weight Management

For more information about these programs, contact a Healthy Utah staff member.

Healthy Utah approved weight management programs:

- Weight Watchers
- American Heart Association's "Slim for Life"
- Healthy Utah's *Lighten Up!* Weight Management Series
- Calorie King online weight management program

*\*Note: Participation in the above programs may qualify the employee to receive a class reimbursement from Healthy Utah.*

Other program ideas:

- Colorful Choices - Encourages daily consumption of five fruits and vegetables.
- Eat Smart! Move Smart! – An exercise and fruit/veggie contest.
- Maintain, Don't Gain – A holiday stress, nutrition, and physical activity program.
- Weight Watchers at Work
- Hold a recipe contest, recipe exchange, cooking demo, or taste test of fruit and vegetable dishes.

- Set up a farmer's market in your cafeteria or break room.
- Have employees' children color pictures of fruits and vegetables and submit for prizes; then display at a worksite function or around the building.
- CalorieKing.com – On-line weight management program; register through Healthy Utah's website.
- [www.eatright.org](http://www.eatright.org) – Home of the American Dietetic Association, the premiere source of nutritional information on the web.
- [www.shapeup.org](http://www.shapeup.org)--The mission of Shape Up America! is to provide evidence-based information and guidance on weight management to the public, health care professionals, educators, policymakers and the media.
- [www.dshs.state.tx.us/wellness/resource/FIVEADAY.pdf](http://www.dshs.state.tx.us/wellness/resource/FIVEADAY.pdf) – The 5 A Day, 5 A Week Challenge is a four week program designed to motivate participants to increase their consumption of fruits and vegetables.

For handouts, physical activity logs, exercise tips, palm applications, screen savers, and posters, visit [www.healthyutah.org](http://www.healthyutah.org). Click on "Health Management Cen-



*“For more information about these programs, contact a Healthy Utah staff member.”*

## Section 3: Programs



*“Motivate employees to move at work.”*

ters” then “Nutrition and Weight Management.” While there, also check out “Additional Information and Web Site Links” to find even more great, reputable websites with nutrition and weight management information and ideas.

### Physical Activity

For more information about these programs, contact a Healthy Utah staff member.

- Utah Walks – Teams compete to see how many miles they walk. Visit [www.utahwalks.org](http://www.utahwalks.org) for more information.
- Stairways to Health – Encourage employee stair use
- StairWELL – Climb stairs to reach “peaks”
- Physical Activity Programs that Work – Motivate employees to move at work
- Eat Smart! Move Smart! – An exercise and fruit/vegetable contest
- Maintain, Don’t Gain – A holiday stress, nutrition, and physical activity program
- [www.cancer.org/docroot/PED/content/PED\\_1\\_5X\\_Active\\_For\\_Life.asp](http://www.cancer.org/docroot/PED/content/PED_1_5X_Active_For_Life.asp) – The American Cancer Society’s Active for Life program encourages employees to be more active on a regular basis by setting individual goals and forming teams for motivation and support.
- [www.fitness.gov](http://www.fitness.gov) – The President’s Council on Physical Fitness & Sports promotes active lifestyles by providing information and an award program for participants.
- [www.physicalfitness.org](http://www.physicalfitness.org) – National Association for Health and Fitness is a network of state and governor’s councils regarding health and fitness. Information on this site includes programs that are being run as well as general information regarding wellness programs.
- [http://hprc.stanford.edu/pages/downloads/EP3\\_JoggingKit.pdf](http://hprc.stanford.edu/pages/downloads/EP3_JoggingKit.pdf) – The Jogging Kit will help your employees increase their physical activity.
- [www.presidentschallenge.org](http://www.presidentschallenge.org) – The President’s Challenge is a program that encourages all Americans to make being active part of their everyday lives.
- [www.dshs.state.tx.us/wellness/resource/Skyscraper%20%20Climb-Body.pdf](http://www.dshs.state.tx.us/wellness/resource/Skyscraper%20%20Climb-Body.pdf) – The Stairscraper Climb is a program to encourage physical activity among employees through stair climbing.

For handouts, physical activity logs, exercise tips, palm applications, screen savers, and posters, visit [www.healthyutah.org](http://www.healthyutah.org). Click on “Health Management Centers” then “Physical Activity.” While there, also check out “Additional Information and Web Site Links” to find even more great, reputable websites with physical activity information and ideas.

### Stress Management

For more information about these programs, contact a Healthy Utah staff member.

- **Wanna Be a Millionaire?** – A financial management program
- **Maintain, Don’t Gain** – A holiday stress, nutrition, and physical activity program
- [www.flylady.net](http://www.flylady.net) – A fun site that will help you manage your stress and get organized
- [www.mindtools.com](http://www.mindtools.com) – Information on this site will help you build skills to manage your time and stress
- <http://stress.about.com> – Great stress management articles and resources
- [www.pbs.org/kcts/affluenza](http://www.pbs.org/kcts/affluenza) – Affluenza is a one-hour television special that

explores the high social and environmental costs of materialism and over-consumption. Learn more about the show at this site.

### Tobacco

Contact a Healthy Utah staff member for more information.

- **Quit Line posters and “business cards”** – Hang these free posters around your worksite and place the cards out for people to take and reference the Quit Line phone number.
- **Off-site smoking cessation class referral and Healthy Utah class reimbursement information**

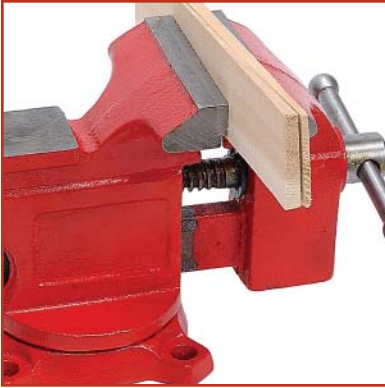
### Free Quitting Resources

- **888-567-TRUTH** – Utah’s toll-free tobacco Quit Line; free assessment and counseling; a Quit Kit to walk you through the quitting process; a personal plan for quitting developed by you and your counselor; a connection to resources in your area; people ready to quit will be offered additional counseling and a free 8-week supply of the patch or nicotine gum; [www.tobaccofreeutah.org/quitline.htm](http://www.tobaccofreeutah.org/quitline.htm)
- [www.utah.quitnet.com](http://www.utah.quitnet.com) – Learn from science-based smoking cessation resources; get quit tips and



*“Manage your stress and get organized.”*

## Section 3: Programs



*“Help individuals... make positive changes to improve health and quality of life.”*

advice from expert counselors; get support from the QuitNet community; create your own quit smoking plan; get help when you need it

- [www.tobaccofreeutah.org](http://www.tobaccofreeutah.org)  
– Get all the latest information, resources, posters and data at the Utah Department of Health Tobacco Prevention and Control Program’s website

### Other Program Ideas

- [www.hesonline.com](http://www.hesonline.com)  
– Health Enhancement Systems has for purchase ready-made programs to help increase the health of your employees.
- [www.wellnessconnection.com/wellpak](http://www.wellnessconnection.com/wellpak) – Wellpak has a variety of health and fitness incentive programs for purchase.
- [www.wellnessjunction.com](http://www.wellnessjunction.com) – Wellness Junction is developed by Health Resources Publishing, which has been providing targeted information to healthcare professionals for the past two decades.
- [www.americaonthemove.org](http://www.americaonthemove.org) – America On the Move is a national initiative dedicated to helping individuals and communities across our nation make positive changes to improve health and quality of life.
- [www.smallstep.gov](http://www.smallstep.gov) – Want to get healthy, but don’t know how to begin? Start with Smallstep. You will find great resources, an activity tracker, great recipes and a newsletter.
- <http://216.185.102.50/haw>  
– Heart At Work is American Heart Association’s online health promotion program that includes awareness, education and behavior change activities.
- [www.health.utah.gov/genomics/familyhistory-toolkit.html](http://www.health.utah.gov/genomics/familyhistory-toolkit.html) – The Family Health History Toolkit will help you collect your family health history. Family members share their genetics, environment, lifestyles, and habits. By knowing your family health history you can make screening and lifestyle choices to lower your risk for certain diseases.
- [www.health.utah.gov/diabetes](http://www.health.utah.gov/diabetes) – The Diabetes Prevention and Control Program has brochures and posters that are available for free with messages about diabetes and how to control the disease.
- The Check Your Health Program encourages all Utahns to Eat Healthy, Be Active. Check Your Health offers the following free of charge:

- Physical Activity and Nutrition Tracker - an easy-to-use tool to help you keep track of what you eat and how much you exercise.
- Medication Management Checkbook - a booklet that will help you and your doctor or pharmacist keep track of what medications you are taking.
- The Cook's Companion: A Guide To Healthy Eating - A booklet designed to help you put healthy eating at the top of your list as you shop, plan menus, and make tasty meals and treats.

To order these items or to learn more about helping your family Eat Healthy and Be Active, visit [www.checkyourhealth.org](http://www.checkyourhealth.org) or call the Check Your Health Hotline at 1-888-222-2542.

Other programs also include:

- Don't be a Victim: Wash your Hands - Campaign to prevent the spread of colds and flu
- Breakfast: The Most Important Meal of the Day - A healthy breakfast promotion
- Maternal and Family Support Programs - Create systems to support breastfeeding and child care

such as on-site family care, breastfeeding rooms, etc.

- Promotion of Employee Assistance Program resources
- Kid Safety: Bicycle Helmet Contest - Employee kids and grandkids complete health/safety worksheets to enter into drawings for free helmets

### Wellness Team Bulletin Board Ideas

- Wellness Team current events and updates
- Monthly health messages (available through the WorkWell ListServ)
- Healthy recipes
- Healthy employee spotlight/recognition

### Brown Bag Seminars Ideas

- Financial health
- Mental health/Depression
- Safety awareness and crime prevention
- Domestic violence prevention
- Elder care strategies, parenting classes
- Injury prevention
- Alternative health practices
- Substance abuse prevention, treatment, and/or counseling
- Job-related skills training



*“Keep track of what you eat and how much you exercise.”*



### Governor Huntsman's Work Well Recommendations

On November 23, 2004, Governor Walker signed a letter asking state agencies to implement eight recommendations, which are designed to help state employees eat better and get more physical activity. When Governor Huntsman took office in 2005, he endorsed the Work Well Recommendations, and urged all state agencies to implement them.

These recommendations are significant to Wellness Councils, because they primarily focus on environmental and policy improvements at the workplace. Sponsoring physical activity and nutrition programs for employees is fun, but studies show that healthy long-term changes occur only when a worksite's environment and policies support employee health.

### Work Well Recommendations

1. Offer healthy menu choices at each work meeting, conference, and training where food is served.
2. Post healthy eating messages in cafeterias, break rooms, and vending areas.
3. Work with vendors in state facilities to include healthy options in vending machines.

4. Encourage employees to exercise, including the implementation of the existing exercise release policy of 30 minutes, three times per week, with supervisor approval.
5. Promote the use of stairs as a way to get more daily physical activity.
6. Encourage employees to walk, bike, or bus to work and, where circumstances permit, provide showers, lockers, bike racks, discounted bus passes, and flexible working schedules.
7. Educate employees about trails and pathways that are safe and near worksites.
8. Establish worksite wellness councils to support healthy eating and daily physical activity.

There are many resources available to help your Wellness Council easily put Work Well recommendations into practice at your worksite. For more details about the Work Well Recommendations and how to start making changes at your worksite, log on to [www.healthyutah.org/work-well](http://www.healthyutah.org/work-well).

Do you have questions about Work Well? E-mail us at [WorkWell@utah.gov](mailto:WorkWell@utah.gov).



*“There are many resources available to help your Wellness Council easily put Work Well recommendations into practice at your worksite.”*



## Section 4: Environment and Policy



*“Long-term changes occur only when a worksite’s environment and policies support employee health.”*

Other environment and policy ideas.

### Nutrition

- Healthy choices offered at on-site cafeteria
- Break room with microwaves and refrigerators
- Fruit and vegetable choices available at worksite (community fruit bowl, cafeteria, and/or vending)
- Policies regarding healthy choices offered and labeled in vending machines

### Physical Activity

- Use and promote the 1.5 hours per week for exercise during lunch breaks
- Organized sports activities at work (walking, ultimate frisbee, basketball, etc.)
- Sponsor on-site aerobics or yoga classes
- Annual golf tournament
- On-site shower and changing facility
- List of walking areas near worksite, marked on a map and/or on trail
- Equipment near gathering areas (break room, copy machines) for office workout

### Stress Management

- Promote your Employee Assistance Program

- On-site massage services
- Healthy employee spotlight and recognition
- Worksite relaxation center

### Tobacco

- Smoke-free campus policy (no smoking on campus grounds)
- Designated smoking areas away from building doorways and ventilation areas
- Enforce Indoor Clean Air Act policies (no smoking within 25 feet of building)

### Administrative

- Set annual objectives for wellness
- Wellness Team mission and vision statements
- Adopt by-laws
- Members add Wellness Team responsibilities to performance plans
- Emergency Disaster Preparedness
- Automated External Defibrillators (AED) on-site
- New employee orientation to emergency preparedness policies and procedure
- [www.tdh.state.tx.us/wellness/resource\\_list.htm](http://www.tdh.state.tx.us/wellness/resource_list.htm) – Information on this site is focused on making lasting changes in how your agency perceives health.

### Healthy Utah Awards Criteria

Each spring, Healthy Utah will recognize the efforts of Wellness Councils in each of these four categories:

#### ***Governor's Work Well Award***

Recognizes outstanding efforts to implement Governor Huntsman's Work Well Recommendations. See page 15 for more information on these eight recommendations.

#### ***Healthy Environment Award***

Recognizes outstanding efforts in creating an environment that supports employee health at the worksite. Examples may include stairwell improvements, council-specific bulletin boards, community fruit bowl, having a microwave and fridge available, etc.

#### ***Healthy Policy Award***

Recognizes outstanding efforts in establishing policies that support employee health at the worksite. Examples may include policies that ensure healthy food choices are available to workers, state rules for smoking on the property, allow exercise release time, etc.

#### ***Outstanding Program Award***

Recognizes outstanding efforts in implementing programs that promote employee health at the worksite. Examples may include walking/

exercising programs, nutrition contests, hand washing campaigns, etc.

We want to spotlight the successes of groups like yours. Watch for application details during the first part of each year.



*“We want to spotlight the successes of groups like yours.”*



*“Provide and encourage healthy food choices at work sponsored meetings.”*

### A Healthier You— Healthy Worksite Award

The A Healthier You (AHY) Healthy Worksite Awards Program recognizes the outstanding achievements of agencies in implementing worksite health promotion programs. About 50 businesses receive AHY Healthy Worksite Awards each year. The Utah Council for Worksite Health Promotion (UCWHP) administers the awards.

#### Sample Award Criteria

##### *General Worksite*

- Has a wellness committee and environmental and policy supports
- Programs offered to all employees, spouses, and retirees

##### *Nutrition*

- Healthy food options in vending machines; provide/encourage healthy food choices at work sponsored meetings
- Behavior change programs (i.e. a program to increase fruit/vegetable consumption)

##### *Physical Activity*

- Physical activity time release policy (workers use up to 30 minutes of their work day for physical activity)

- Promote usage of stairs or incentives for physical activity

##### *Healthy Behaviors (Substance Abuse Prevention)*

- Written policies for a smoke-free work environment and alcohol/drug abuse with referral and treatment program
- Stress management information, classes or programs; Employee Assistance Programs

##### *Safety*

- Seat belt/helmet signage
- Seat belt use policies while driving/riding in company owned vehicles

##### *Preventive Services*

- Provide and promote information to employees on medical self care
- Promote information and schedule for adult preventive screenings

The Healthy Worksite awards are given each fall in conjunction with the UCWHP's Worksite Health Promotion Conference. Healthy Utah encourages Wellness Councils to apply for the award and to attend the conference each year. For more information and to view specific award criteria, visit

[www.health.utah.gov/ahy](http://www.health.utah.gov/ahy) and click on “Worksite.”

### General Wellness Council Information

1. [www.healthyutah.org/hu\\_programs/wcouncils/wcinfo.htm](http://www.healthyutah.org/hu_programs/wcouncils/wcinfo.htm) – Healthy Utah Wellness Council Information – information regarding mini-grants, reasons for having a wellness council and important step-by-step instructions.
2. [www.welcoa.org/freeresources](http://www.welcoa.org/freeresources) – WELCOA (Wellness Councils of America) provides in-depth information including interviews with companies with wellness programs, incentive campaigns, and many more resources for both beginning and well-established wellness councils.
3. [www.uwsp.edu/hphd/awhp](http://www.uwsp.edu/hphd/awhp) – The Association for Worksite Health Promotion (AWHP) is a not-for-profit network of worksite health promotion professionals dedicated to sharing the best-of-practice methods, processes and technologies.
4. [www.health.utah.gov/worksitewellness](http://www.health.utah.gov/worksitewellness) – The website for the Utah Council on Worksite Health Promotion brings you local information on local events, training, and data regarding wellness programs in Utah.
5. [www.mapnp.org/library/emp\\_well/emp\\_well.htm](http://www.mapnp.org/library/emp_well/emp_well.htm) – This online “dictionary” of wellness programs and services is a place to start for those looking at the broad range what wellness programs can do.
6. The Wellness Outreach at Work Program: A Step-by-Step Guide, John C. Erfurt, Andrea Foote, Max A. Heinrich, Bruce M. Brock, National Institutes of Health National Heart, Lung, and Blood Institute, NIH Publication No. 95-304 – This is an excellent reference if you are looking for a step by step approach to getting your wellness council on the right track from the start.
7. [www.prevent.org/content/view/25](http://www.prevent.org/content/view/25) – Partnership for Prevention is a national organization dedicated to building evidence of sound disease prevention and health promotion policies and practices and advocating their adoption by public and private sectors.



*“The WELCOA web site provides resources for both beginning and well-established wellness councils.”*

Healthy Utah is a work-site based employee health promotion and prevention program available to more than 60,000 state and other public employees and their spouses covered by PEHP. Healthy Utah works with schools, state agencies, and other public entities to create healthy work environments that support healthy lifestyle behaviors. The program strives to increase employee productivity, decrease employee absenteeism, and reduce the rapid escalation of health care costs, disability and illness due to cardiovascular disease and other chronic diseases by offering the following programs/services:

- **Rebate Program**—Participants receive financial rebates for improvements in physical activity, weight loss, cholesterol and blood pressure levels, diabetes management, and tobacco cessation.
- **Testing Sessions**—30 minute private appointment where cholesterol, blood glucose, body composition, blood pressure, height and weight are measured; personal health counseling and suggestions for improvement are offered to participant.
- **Wellness Councils**—Technical, educational, and financial assistance is of-

fered to agencies who wish to form a team to address health and wellness at the local level.

- **Wellness Seminars**—More than 20 free seminars are offered in the areas of stress management, communication, physical activity, and nutrition.
- **Comprehensive Web Site**—Find the answers to all your questions about our program, rebates, testing sessions, wellness seminars, and more.
- **Additional Benefits**—Free consultations with a Registered Dietician or Exercise Specialist; a comprehensive web site; tobacco cessation resources; and more

Healthy Utah offers a variety of resources to help your Wellness Council succeed:

### Operational

Healthy Utah can assign a staff member to either sit on your council or to act as a liaison for your group. Our experienced staff can help you get started, offer ongoing technical assistance to help you through the process, and suggest ways to improve the health and well-being of your employees.

### Informational

Healthy Utah offers a variety of programs, including weight management, nutrition, stress



*“Providing resources, incentives and skills; empowering people to achieve healthy lifestyles.”*



*“Healthy Utah works with schools, state agencies, and other public entities to create healthy work environments that support healthy lifestyle behaviors.”*

management, physical activity, and tobacco cessation resources. We have staff members who specialize in each of these areas, ready to offer you assistance. We also have “pre-packaged” programs that are ready for you to implement, such as *10K a Day*, *StairWELL*, and *Eat Smart! Move Smart!*

### Financial

Healthy Utah offers a limited number of \$500 mini-grants to Wellness Councils to help you get started, or to fund new or continuing programs. Please visit the Mini-Grant section on page 29 or contact Healthy Utah for more information.

### Healthy Utah Wellness Seminars

#### *What are Wellness Seminars?*

Healthy Utah offers on-site seminars that focus on various health topics, including nutrition, physical activity, stress management, and personal/professional development. We also offer special wellness series, which are generally scheduled on a weekly basis over a period of two to twelve weeks. Wellness seminars are great for staff meetings, retreats, brown bag lunch-and-learns, or employee trainings. They are a great way to catch up on the latest health information. Visit [www.healthyutah.org](http://www.healthyutah.org) to see a complete list

of seminars that Healthy Utah offers.

#### *How long do they last?*

Most classes last about an hour.

#### *Is there a cost to participate?*

Wellness Seminars are provided as a benefit to our members, so our classes are offered free of charge. The only exception is the *Lighten Up!* 12-week series, which costs \$30 per person. \$15 of this fee is refundable upon completion of 75% of the classes.

#### *How can I attend the next seminar?*

Healthy Utah does not offer “open” classes. Our seminars are scheduled upon your request only. Scheduling a class is easy. If you are interested in a class, there are probably others at your worksite interested, too.

#### *How do I schedule a Wellness Seminar?*

Look over the list of seminars we offer. Once you have decided on the class(es) you would like to schedule, decide on your preferred date and time for the class, then contact Kami Greenhagen at [kgreenhagen@utah.gov](mailto:kgreenhagen@utah.gov). She will check with the instructor for that class to determine availability and get the class scheduled for you.

### *How many people do we need to schedule a seminar?*

Since Healthy Utah devotes a lot of time and resources to put our seminars together, we require a minimum of 15 people to schedule a class. We feel these classes are a great benefit to our members, and want to be able to share the information with as many people as possible. Sometimes the best way to get people to a class is to ask them which class(es) they are interested in before scheduling.

### *How far in advance should I call to schedule a seminar?*

It is never too early to call. We ask that you give us at least two weeks advance notice, but more is better.



*“Healthy Utah strives to increase employee productivity, decrease employee absenteeism, and reduce the rapid escalation of health care costs.”*

# Section 7: Healthy Utah



*“myHealthyUtah, the new online account tool to access Healthy Utah, is available now!”*

## myHealthyUtah

myHealthyUtah, the new online account tool to access Healthy Utah, is available now! To use this new and exciting service, follow these simple steps:

1. Visit [www.healthyutah.org/myhu](http://www.healthyutah.org/myhu)

2. Register and create an account.

**Note: You will need your PEHP or Altius ID number, so have your insurance or dental cards handy!**

You can use your myHealthyUtah account to:

- Review your past testing session results, including blood pressure, cholesterol, weight, and body composition.
- Schedule or change testing session appointments.
- See the date of your last testing session appointment.
- Track and submit the Physical Activity Rebate.
- Submit your completed weight loss, cholesterol, blood pressure, diabetes, and tobacco cessation rebates, with required documentation.
- Preview the rebates for which you are currently signed up.

- Check the status of your rebate payment.
- Sign up for Health Enhancement Programs, such as Colorful Choices and Maintain, Don't Gain.
- View current news from Healthy Utah.



### Healthy Utah's Wellness Council Mini-Grant Program

Healthy Utah offers a limited number of \$500 mini-grants to Wellness Councils to help you get started, or to fund new/continuing programs. A Healthy Utah Mini-Grant Application Form must be completed and submitted with a memo that addresses required elements. Twelve mini-grants will be awarded each fiscal year. Awards will be granted on a quarterly basis. Agencies may only receive funding once every two years. Awards will be made 30 days after the deadline. Application deadlines are as follows:

- Quarter 1: March 31
- Quarter 2: June 30
- Quarter 3: September 30
- Quarter 4: December 31

You can review the Mini-Grant Criteria in Appendix B. For electronic copies of these forms, contact a Healthy Utah staff member.



*“Twelve mini-grants  
will be awarded each  
fiscal year.”*

## Section 7: Healthy Utah



*“We are here to help you succeed.”*

### **Healthy Utah Staff**

Contact Information and General Responsibilities

#### ***Kathy Paras, M.S.***

Program Manager  
(801) 538-6242  
kparas@utah.gov

#### ***Celsa Bowman, M.S.***

Web Site, data manager  
(801) 538-6273  
cbowman@utah.gov

#### ***Maria Dixon, B.S., CHES***

Wellness Councils, stress management  
(801) 538-9350  
mdixon@utah.gov

#### ***Kami Greenhagen, M.P.H.***

Wellness councils, wellness seminars, stress management, tobacco cessation  
(801) 538-6928  
kgreenhagen@utah.gov

#### ***Brett McIff, B.S., N.S.C.A., A.C.S.M.***

Physical activity, exercise  
(801) 538-6004  
bmciff@utah.gov

#### ***Stan Moyle, B.S.***

Testing sessions  
(801) 538-6256  
smoyle@utah.gov

#### ***Brittney Nestor***

Rebates, general program questions  
(801) 538-6261  
bnestor@utah.gov

#### ***Sarah Tronrud, M.S., R.D.***

Nutrition, weight management, health enhancement programs  
(801) 538-6863  
stronrud@utah.gov

## Sample Employee Needs Assessment

This is a *partial* example of an employee needs assessment. Assessments are generally administered once a wellness council is formed, and then periodically every couple years to ensure the council is still focused on the right topics. We can also set it up electronically, so your employees only need to click on a link to complete and submit the survey. Contact Healthy Utah for more information or to set up your own survey.

1. Which Workplace Health areas would you like information or training in?

- Injury Prevention
- Communication/Conflict Resolution
- Stress Management
- Managing changes
- Work station ergonomics

2. What Healthy Living areas would you like information or training in?

- Eating healthier foods
- Weight management
- Physical activity/exercising more
- Quitting smoking/chewing tobacco
- Alternative health practices

3. What Life Skills areas would you like information or training in?

- Balancing work and family
- Relationships and communicating
- Conflict resolution
- Personal financial management
- Retirement planning/budgeting

4. I am currently participating in:

- Healthy Utah Programs
- Regular exercise programs either organized or self-directed
- Organized sports activities
- Weight loss programs
- Counseling for personal issues

5. How many times per week do you exercise (a minimum of 30 minutes per session)?

- 0 times per week
- 1-2 times per week
- 3-5 times per week
- 6-7 times per week

6. Do you feel you get enough physical exercise?

7. Would you use an on-site fitness center?

8. If you would not use an on-site fitness center, what are your reasons for not doing so?

- Too busy
- Not enough equipment
- Don't like to exercise with co-workers
- Don't know how to operate the equipment
- I work out at an off site fitness center

9. Do you participate in or use any of the following?

- Walking Trail
- Gyms
- Fitness Center/Weight Room
- Aerobics Class
- Yoga Class

(continued on the next page...)



*“Assessments are generally administered once a wellness council is formed, and then periodically every couple years to ensure the council is still focused on the right topics.”*

## Section 8: Appendix A - continued



*“Which incentives would help motivate you to become healthier?”*

10. If you do not use any of the above, what are your reasons for not doing so?

- Too busy
- Not enough equipment
- Don't like to exercise with co-workers
- Don't know how to operate the equipment
- Don't like to sweat during the work day

11. If you use exercise equipment, please indicate which types you like to use.

- Treadmill
- Elliptical
- Stair Stepper
- Bicycle
- Weight machine

12. Would you participate in monthly Brown Bags/Wellness Seminars?

13. Do you feel there are healthy food/vending options available at your worksite?

14. Do you usually bring a home-made lunch to work?

15. Do you have a place to store/heat your homemade lunch at work?

16. In general, would you say your physical health is:

- Excellent
- Very Good
- Good
- Fair
- Poor

17. In general, would you say your mental health is:

- Excellent
- Very Good
- Good
- Fair
- Poor

18. How do you like to get your health and lifestyle information?

- Counseling with a health professional
- E-mail or internet
- Class, workshop, or seminar
- Books or printed materials
- Video/DVD

19. Which incentives would help motivate you to become healthier?

- Money
- Paid leave
- Competition
- Personal trainer
- Recognition

### Mini-Grant Criteria

To obtain the mini-grant application materials, please contact Healthy Utah.

#### Introduction

Healthy Utah offers mini-grants in the amount of \$500 to eligible agencies who meet specific criteria. The mini-grant funds can be used for:

**Seed Money** - Awards can support costs associated with starting on-site wellness and/or fitness programs that will be sustained in the future with other funding sources.

**Equipment** - Awards can be used towards purchasing equipment for an agency's fitness center, setting up a walking/jogging path, or other infrastructure efforts.

#### How to Apply

The Wellness Team Mini-Grant Application Form must be completed and submitted with a memo, which addresses the items listed in section II of the form.

#### Timeline for Awards

Twelve mini-grants will be awarded each fiscal year. Awards will be granted on a quarterly basis. Agencies may only receive funding once every two years. Awards will be made 30 days after the deadline. Application deadlines are as follows:

Quarter 1: Due June 30

Quarter 2: Due September 30

Quarter 3: Due December 31

Quarter 4: Due March 31

#### Memo Criteria

1. Describe how you will use the funds to support employee wellness.
2. Explain how the award will be used to reach at least 25% of employees.
3. Outline how your Wellness Team meets the following criteria:
  - A formal Wellness Team is established, or in the process of being established.
  - The Wellness Team has the support of upper management.
  - The Wellness Team consists of five or more people who:
    - represent the diversity in the audience being served; and
    - are involved in the planning and implementation of employee wellness programs.
  - The Wellness Team completes an employee needs/interest survey.
  - The Wellness Team assigns a member as a liaison with the Healthy Utah program.
  - The Wellness Team involves Healthy Utah in the development of the Team.
  - The Wellness Team implements a minimum of four Governor's Work Well Recommendations (See page 15).



*“Awards can support costs associated with starting on-site wellness and/or fitness programs that will be sustained in the future with other funding sources.”*



*“Establishing Wellness Council by-laws gives credibility to the group, and clarity of the support by upper management.”*

### Example By-Laws

Establishing Wellness Council by-laws gives credibility to the group, and clarity of the support by upper management.

#### *Cannon Health Building Wellness Council*

##### **BYLAWS**

### I. Authority And Name

The Utah Department of Health (UDOH) established the Cannon Health Building (CHB) Wellness Council.

### II. Mission

The CHB Wellness Council functions to enhance and foster the health and well-being of the UDOH Cannon Building employees.

### III. Membership

#### **A. Eligibility**

Members must work in the UDOH Cannon Health Building and maintain an interest in worksite wellness.

#### **B. Obligations of Membership**

1. Members must share a commitment to the mission and goals of the organization.
2. Members must be willing to accept duties on assigned projects.
3. Members must be able to serve as Co-chair, which rotates annually.
4. Members must include

wellness council responsibilities in their Performance Plans.

### IV. Organizational Structure

#### **A. Composition**

Membership will include two co-chairs, a minimum of ten division representatives, and various “members at large.”

#### **B. Membership Representation**

The following UDOH CHB divisions will provide the basic membership:

- Community and Family Health Services- 2 members
- Epidemiology/Laboratory 2 members
- Health Care Financing 2 members
- Health Systems Improvement 2 members
- Human Resources 1 member
- Office of Health Data 1 member
- Office of Employee Support 1 member (non-voting)
- The Department of Environmental Quality will provide two additional members:
- Solid and Hazardous Waste

1 member

- Water Quality  
1 member

Department of Environmental Quality members will not be required to include CHB Wellness Council responsibilities in their performance plans.

Other CHB employees interested in participating on the CHB Wellness Council are welcomed and will be considered “Members at Large.” Members at Large will not be required to include CHB Wellness Council responsibilities in their Performance Plans.

### ***C. Term of Office***

The term of office for the co-chairs is one year beginning July 1. The term of assignment for division representative members will be evaluated annually in June, in order to accommodate Performance Plan changes, which are due in August.

### ***D. Selection of Office***

The co-chair rotation was randomly selected in August 2002. The rotation will repeatedly occur in the following order.

- FY05 - Health Systems Improvement
- FY06 - Epidemiology/Laboratory

- FY07 - Community and Family Health Services
- FY08 - Health Care Financing
- FY09 - Office of Health Data & Human Resources

### ***E. Co-chair Responsibilities***

1. Attend and conduct all meetings.
2. Oversee the planning of agendas for all meetings and the creation of committees.
3. Notify members of meetings ten days in advance.
4. Coordinate the documentation of meeting minutes and distribute them to members within ten days.
5. Act as a spokesperson for the group, advancing the purpose and positions of the CHB Wellness Council through every appropriate means possible.
6. Work with Human Resources and Division Directors to make committee member or replacement appointments as needed.
7. Submit or oversee the submission of initiative proposals to Human Resources and/or Executive Management.

### ***F. Member Responsibilities***

1. Attend and participate in all meetings, or send a representative as necessary.



*“Members must share a commitment to the mission and goals of the organization.”*



*“Assess, plan, implement, and evaluate various activities that facilitate the health and well-being of employees.”*

2. Assist in the planning and implementation of council initiatives and projects.

3. Promote council efforts among division staff.

4. Perform other duties as requested by the co-chairs.

5. If unwilling or unable to actively participate as a CHB Wellness Council member, assist co-chairs and division director with finding a replacement.

### V. Decision Making

A. Present members will vote upon all major decisions.

B. Voting will occur only when there is a quorum of at least half of the membership.

C. Decisions made at meetings will be considered final unless the majority of members choose to amend them.

D. Only active and participating members will be called to vote.

### VI. Goals

A. Advise UDOH Executive Management Team on the development of worksite wellness activities that improve or maintain the physical, social, emotional, occupational, and environmental health of employees.

B. Secure approval from Human Resources and/or Executive Management Team on suggested strategies.

C. Assess, plan, implement, and evaluate (as appropriate) various activities, policies, and environmental supports that encourage and facilitate the health and well-being of CHB employees.

### VII. Strategies

A. Identify gaps in UDOH wellness programming and services.

B. Prioritize UDOH needs through assessments.

C. Recommend or take actions that will improve employee wellness.

E. Follow up to assure appropriate action has been taken.

F. Evaluate outcomes and recommend modifications to Executive Management Team as needed.

G. Prepare an annual report for Executive Management Team.

H. Present various project findings at OpsComm meetings.

### VIII. Performance Plan Responsibilities

A. The UDOH Office of Human Resources approved the following verbiage for CHB Wellness Council members to be included in their Performance Plans:

Performance will be rated as “Passing” when employee:



### Example Performance Plan Text

Wellness Council duties should be included in performance plans to legitimize and lend credibility to the work being performed by council members.

### Utah Department of Health

### Cannon Health Building (CHB) Wellness Council

### Approved Performance Plan Text

Performance will be rated as “Passing” when employee:

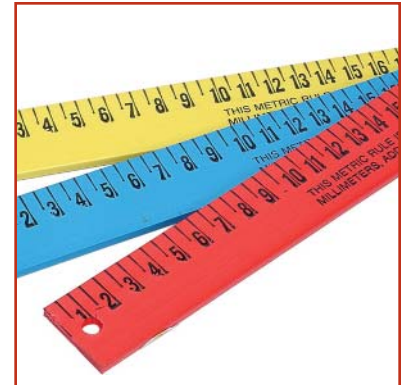
I. As a member of the CHB Wellness Council, is responsible for attending and participating in meetings, assisting in the planning and implementation of council initiatives, and for promotion of council efforts among division staff.



*“Wellness Council duties should be included in performance plans to legitimize and lend credibility to the work being performed by council members.”*

## Section 9: Our Wellness Council

This section is designed for you to easily keep minutes, documents, flyers, and other materials your council produces. The intent is to create a history of your council that can be passed on from year to year. We are sure that as time passes, your team will gain satisfaction by being able to review your past successes and work.



*“We are sure that as time passes, your team will gain satisfaction by being able to review your past successes and work.”*

