

Healthy You Recognition
Make the Healthy Choice the Easy Choice

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Purpose: This recognition form is a tool intended to improve the culture of health in your workplace. We would like to recognize workplaces that incorporate at least 25 of these recommendations. Once you have finished going through the list, send a copy back to the extension office to be recognized for your efforts in creating a healthy environment in your workplace!

Name of Office: _____

Number of Employees: _____

General:

- Our workplace has a wellness committee.
- Our workplace has encouraged or supported employees, in another workplace, to make healthy lifestyle choices.

Physical Activity:

- Employees participated in community-based physical activities. (Examples: Walk Kansas, Strong People/Strong Women, etc.)
- Employees are physically active during work breaks.
- Fitness equipment is available for staff use at the workplace before, during, or after office hours. (Examples: treadmill bicycle, stability balls, hand weights, fitness bands, etc.)
- Employees stand or move 2 to 3 minutes for every hour of sitting or use a standing desk for work on the computer.
- Employees use stairs, rather than an elevator when possible.
- Employees conduct walking meetings when possible.
- A bike rack is available at the workplace.
- There are safe places to walk, run, or bike at your workplace.

Healthy Eating:

- The workplace works with caterers to provide healthy food options for events.
- At least one-fourth to one-half of snacks and beverages offered in vending machines are healthy choices and are identified as such.
- Workplace snacks and celebrations feature healthy food options and offer small portion sizes.
- Public events sponsored by K-State Research and Extension feature healthy foods.
- K-State Research and Extension events provide primarily water and beverages without added sweeteners.
- Drinking water is easily accessible at the workplace.

Work/Life Wellness:

- The workplace offers social events or gatherings for staff.

- ___ Employees are given regular work breaks and minimum 30-minute lunch breaks.
- ___ An employee lounge or quiet space is available for employees.
- ___ Workplace conflicts are addressed and resolved.
- ___ Flexibility makes it possible for employees to take care of health and family responsibilities. (Examples: doctor appointments, childcare needs, parent-teacher conferences, school or community functions, caring for aging family members, volunteering, etc.)
- ___ Mechanisms are in place to cover essential job responsibilities for employees who need to miss work.
- ___ The workplace supports and recognizes employees' successes in work/life wellness efforts.
- ___ Employees use their vacation time.

Safety:

- ___ A majority of employees have been trained and maintain certification in cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use.
- ___ Employees have completed the Voluntary Adult Health Information Form that summarizes health conditions and gives emergency contact information. Each form is in a sealed envelope where everything can locate it and is updated annually.
<http://www.ksre.ksu.edu/agsafe/doc7586.ashx>
- ___ Hand washing facilities are readily available.
- ___ The workplace grounds are well lit.
- ___ Employees are aware of risk management practices and emergency evacuation/shelter plans.
- ___ An up-to-date crisis management form is located in workplace vehicles.
http://www.ksre.ksu.edu/Employee_Resources/doc11969.ashx

Preventative Medical Care:

- ___ The workplace promotes preventative screening and immunizations by adjusting employee work schedules to accommodate medical care.
- ___ A majority of employees take part in biometric screening (height, weight, blood work, blood pressure), and dental and vision checks.
- ___ Sick employees stay home.
- ___ Tobacco-free policies, for inside and outside workplace grounds are in place and enforced.
- ___ None of our Employees are tobacco users.

How has the K-State Research and Extension Healthy You wellness initiative changed the culture – where the healthy choice is the easy choice – in your workplace?

Give an example of the most significant wellness practice employees have participated in.