

Workplace Assessment

Purpose:

Use the following questions to:

- Establish what your organization is already doing to support healthy living at the workplace.
- Get ideas about other evidence-based policies and programs that lay the foundation for a healthy workplace

Review this assessment in conjunction with the results of the Employee Wellness Survey to identify themes and gaps in your workplace wellness environment. Program planning should be informed by this process.

Who completes the survey:

This survey is meant to be filled by one knowledgeable individual, usually a member of HR who is familiar with workplace policies and procedures.

Time commitment:

The survey should take between 10-20 minutes to fill out with additional time to seek information from other departments if needed.

****Please be assured that all answers you provide will be kept confidential and no personal information identifying employees will be collected.**

Thank you for taking the time to complete this Workplace Assessment



Organizational Information

Please enter the following contact details for your workplace

Your Name:

Company:

Number of Employees

10-99 100-299 250-600 600-999 1000+

General Capacity Information

On a scale of 1 to 5, how supportive is your workplace management team in encouraging employees to engage in health and wellness activities at the workplace?

1-Not at all
supportive

2

3

4

5-Extremely
supportive

Does your workplace currently have health and wellness policies in place?

- Yes
- No
- Do not know

If answered YES:

Is this workplace wellness policy in writing?

- Yes
- No

Is this policy visible and communicated to staff?

- Yes
- No

Does your workplace have a workplace wellness committee?

- Yes
- No
- Do not know

Does your workplace work with members of the community (such as health departments, volunteer organizations, other agencies) to provide health and wellness activities at the workplace?

- Yes
- No
- Do not know

If yes, please provide a brief description:

Does your workplace provide health benefits for its employees?

- Yes, for all our employees
- Yes, for some employee groups but not all
- No, not for any of our employees
- Do not know

Does your workplace provide the following information, policies, activities, or programs to employees? (check all that apply)

- Policy for flexible hours and schedules or work from home
- Banked time policy (employees can take time off work in lieu of overtime pay)
- An Employee Assistance Program (EAP) fully or partly paid for by the company
- Part-time employees receive pro-rated benefits
- Subsidize employees to attend off-site workshops, training and conferences on health, wellness and safety issues
- Written policies to prevent harassment, bullying and discrimination
- Information on child care and other dependent care
- Child care subsidies
- Child care facilities (either on-site or off-site)
- Elder care subsidies
- Compassionate/bereavement leave
- Policy for career leave
- Policy for career breaks
- Written policies for grievance/complaints
- Policy for maternity leave
- Policy for paternity leave
- Respectful Workplace Policy
- Other (please specify)

Does your workplace have any of the following practices in place? (Check all those that apply)

- Regular healthy workplace messages from senior managers
- Employee health and wellness issues are included in management training
- A healthy workplace plan and strategy that includes actions and goals
- Employees are consulted in the planning of healthy workplace initiatives
- Healthy workplace initiatives are evaluated using employee input
- Management evaluates the business benefits of a healthy workplace
- The organization's mission and/or vision statement reflects a commitment to the health, safety and well-being of employees
- Other (please specify)

Physical Activity

Thinking about policies, supports and programs for physical activity at your workplace, please read the following list and select the appropriate status:

	In place and used	In place but not actively used	Informal	In development or discussion	N/A or Does not exist
Policy that defines the workplaces support for employee to be physically active at work (ex: allow workers time during the day to exercise, take stretch breaks, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide incentives or subsidies for employees that can be used towards gym memberships at health clubs or recreation centres?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide support for recreational activities, sports teams, yoga or other fitness classes for all employees during work hours?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stretch breaks at meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessible stairwells and promotes their use instead of the elevators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee Fitness Assessments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sponsors physical activity challenges in which employees participate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Company support/sponsorship of community physical activity events (ex. Runs, walks, hiking, biking, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ergonomic Workspace Assessments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)					

Please complete the table below for your workplace. If the item is not physically at the workplace, but is located near the workplace please select the 'available nearby' option.

	In place and used	In place but not actively used	Available nearby	N/A or does not exist
Gym/recreation facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bike racks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Showers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Change rooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking/biking trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Accessible stairwells	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fitness equipment (ex. Exercise balls, weights, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indoor area set aside for fitness/exercise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor area set aside for fitness/exercise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Recreation or community centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sit Stand Desks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)				

Does your workplace provide information about physical activity to your employees?

Yes

No

If Yes, how do you provide information about physical activity to your employees?
Please specify

Healthy Eating

Thinking about policies, supports and programs for healthy eating at your workplace, please read the following list and select the appropriate status.

	In place and used	In place but not actively used	Informal	In development or discussion	N/A or Does not exist
Healthy food and beverage options available in the vending machine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthy food and beverage options available in the cafeteria	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthy food and beverage options available at company meetings and events	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthy food or beverages provided free of charge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide healthy eating challenges in which employees participate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees are encouraged to take lunch breaks away from their desks/work stations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees are entitled to at least a 30-minute meal break	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policy that defines the organization's support for providing opportunities to eat well at work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
An avenue to share healthy recipes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)					

Please complete the table below for your workplace. If the item is not physically at the workplace, but is located near the workplace please select the “available nearby” option.

	In place and used	In place but not actively used	Available nearby	N/A or does not exist
Access to water cooler/fountain	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kitchen/employee lunch room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fridge	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cooking facilities (stove, microwave, toaster)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kettle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sink	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Food storage cupboards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthy food options available at nearby restaurants, cafes, grocery stores	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)				

Does your workplace provide information about healthy eating to your employees?

Yes

No

If Yes, how do you provide information about healthy eating to your employees?
Please specify

Tobacco and Alcohol Use

Thinking about policies, supports and programs for tobacco and alcohol use at your workplace, please read the following list and select the appropriate status.

	In place and used	In place but not actively used	Informal	In development or discussion	NA or does not exist
Health plan coverage for tobacco cessation counseling, prescription medication and nicotine replacement therapy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Company support for tobacco cessation programs in the workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quit tobacco challenges in which employees participate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Alcohol and drug awareness programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Workplace policy regarding drug and alcohol use in the workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policy regarding tobacco use in the workplace (ex. Where smoking or vaping is or is not permitted)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Policy includes the electronic nicotine delivery systems ("ENDS" (ex. E-cigarettes with or without nicotine)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)					

Does your workplace have any restrictions about where employees can smoke or vape?

- Yes, smoking/vaping is completely restricted (i.e. not permitted on company property and in company vehicles)
- Yes, smoking/vaping is allowed in designated smoking areas
- No, there are no restrictions on smoking/vaping
- Do not know
- Other (please specify)

If smoking or vaping is permitted in designated areas, how far is the “smoking/vaping area” from your building/work site?

- < 1m
- 2-4m
- 5-7m
- >8m
- N/A (no designated smoking/vaping area available)

Does your workplace provide information about tobacco cessation to your employees?

- Yes
- No

If Yes, how do you provide information about tobacco cessation to your employees? Please specify

Screening and Early Detection

Thinking about policies, supports and programs for screening and early detection at your workplace please read the following list and select the appropriate status

	In place and used	In place but not actively used	Informal	In development or discussion	N/A or does not exist
Employees can leave for physician appointments, screening appointments, etc during work hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
On-site mobile mammography screenings available to all employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support program to manage chronic health issues (ex. Diabetes, cancer, asthma, high blood pressure)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employee self-administered health risk assessments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning events for cancer and chronic disease early detection and screening programs (ex. Workshops, seminars, lunch and learns, training)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)					

Does your workplace provide information about screening and early detection to your employees?

Yes

No

If Yes, how do you provide information about screening and early detection to your employees?

Healthy Minds

Thinking about policies, supports and programs for mental health at your workplace please read the following list and select the appropriate status

	In place and used	In place but not actively used	Informal	In development or discussion	N/A or does not exist
Health benefit plan coverage for counselling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mechanism in place for employees to communicate their concerns about issues at the workplace	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rest or break area at work where employees can take a break to de-stress	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees are encouraged to take breaks throughout the day	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stress management program and learning events (ex. Workshops, seminars, lunch and learns, training)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)					

Does your workplace provide information about mental health to your employees?

Yes

No

If Yes, how do you provide information about mental health to your employees?

Sun and UV Protection

Thinking about policies, supports and programs for sun safety at your workplace, please read the following list and select the appropriate status.

	In place and used	In place but not actively used	Informal	In development or discussion	N/A or does not exist
Shaded areas (ex. Shelters) available for outdoor use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Monitor the daily UV index from April to September to inform employees working outdoors when protective clothing, sunscreen and breaks in the shade are recommended	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Allow employees to move work indoors, into shaded areas or create shade where possible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provide personal protective equipment at workplace (ex. Hats, sunscreen, sunglasses)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourage employees to protect eyes and skin from exposure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexible work hours to limit employee exposure during peak hours (11:00am to 3:00pm)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flexible work policy that enables employees to rotate their shifts to reduce sun exposure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (please specify)					

Does your workplace provide information about sun safety to your employees?

Yes

No

If Yes, how do you provide information about sun safety to your employees?

Living with Cancer

Thinking about policies, supports and programs for employees living with cancer or caregivers at your workplace please read the following list and select the appropriate status

	In place and used	In place but not actively used	Informal	In development or discussion	N/A or does not exist
Policy that defines the workplaces support for employees living with cancer or caregivers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Designated training for managers on supporting employees living with cancer or caregiver support	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Written resources available to employee caregivers or employees living with cancer (ex: community based services and resources or financial and legal resources)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health plan coverage for support (EAP, counselling services, insurance coverage)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees can leave for physician appointments, caregiver appointments during work hours	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Does your workplace provide information about living with cancer or caregiver resources to your employees?

Yes

No

If Yes, how do you provide information about living with cancer or caregiver to your employees?



Communication

Please indicate which methods are used to provide health and wellness information to employees

- Posters
- Emails
- Social Media Channels
- Lunch and Learns
- Newsletters
- Other (please specify)

Changes to Workplace Policies and the Environment

What policy changes do you envision working on? For example, no smoking policy, healthy eating policy, etc.

What environmental or cultural changes do you envision working on? For example, providing accessible and safe stairwells, ensuring healthy options are available at meetings, etc.

How do you or will you evaluate participation or behavioral changes when implementing wellness initiatives?

Please use the space below to provide any additional comments.