

VBCH Wellness in the Workplace Awards 2011



1 What is your name, organization name and address?

Name:

Company:

Address:

City: State: Zip:

2 What is your office phone number (including area code)?

3 What is your email address?

4 How large is your organization?

- <25 people
- 26 - 100 people
- 101 - 300
- 301 - 500
- 501 - 1,500
- >1,501

5 Does your organization have a Wellness Program for employees?



VBCH Wellness in the Workplace Awards 2011



6 If you answered "No" to question #5, is your organization planning to implement a Wellness program this year?

YES NO

7 If you answered "Yes" to question #6, will you continue to provide or expand your wellness offering this year? Thank you for completing this survey! Come back next year and let us know about your success with your Wellness program!

YES NO



Survey Page 2

VBCH Wellness in the Workplace Awards 2011



Senior Management Support

8 Is senior management engaged in the organization's Wellness initiatives?

YES NO

9 What is your ANNUAL budget for wellness initiatives?

- \$1 - \$5,000
- \$5,001 - \$15,000
- \$15,001 - \$50,000

\$50,001 +

10 What is your organization's short-term strategic priorities for wellness program initiatives?

11 What is your organization's long-term strategic priorities for wellness program initiatives?



Survey Page 3

VBCH Wellness in the Workplace Awards 2011



Creating Cohesive Wellness Teams: The Wellness Team develops, guides and oversees the company's wellness efforts; establishes a vision which drives the team; and, decides on goals (i.e. contain health care costs, decrease absenteeism, teach basic nutrition concepts, etc.)

12 Has your organization assembled a Wellness Team?

- Yes
- No
- Not sure

13 How is the Wellness Team assembled?

- Not applicable
- Appointments
- Volunteers
- Both

- Not sure

14 Who are the Wellness Team members? (Please select all that apply)

- Not applicable
- Senior and mid-level managers
- Front-line employees
- Benefits Managers
- Union representatives
- Human resources personnel
- Marketing and communications directors
- Safety coordinators
- Information systems representatives
- Health care representatives
- Other, Please Specify _____

15 What is your organization's Wellness vision statement? (Please be brief)

16 Was the Wellness vision statement developed by the company's senior management or the Wellness Team?

- Management
- Wellness Team
- Both
- Not applicable
- Not sure

17 Has the Wellness Team/Coordinator established a communications plan to promote the company's vision, employee activities, health education, program updates, initiative status, etc.?

- No
- Yes, please briefly describe



VBCH Wellness in the Workplace Awards 2011



Collecting Data to Drive Health Efforts

18 Does your organization measure the effectiveness of the Wellness program?

- No
- Yes, please briefly describe

19 How frequently is measurement of the Wellness program performed?

- Monthly
- Every other month
- Every 6 months
- Every 1 year mark
- Not applicable

20 Does the organization utilize Health Risk Appraisals (HRAs)?

21 Do your Health Risk Assessments include a member's lab work, i.e. is there a blood draw included in the HRA?

22 Are HRAs done electronically?

- Yes
- No

Not applicable

23 How often does the organization perform HRAs?

- Annually
- Every 2 years
- Other
- Never

24 How is the effectiveness of the Wellness program measured? (Please check all that apply)

- Employee satisfaction
- Utilization of services, education programs, other health programs
- Reduction in absenteeism
- Increase in productivity
- Containment of health care costs
- Measurement is not performed
- Other, Please Specify



Survey Page 5

VBCH Wellness in the Workplace Awards 2011



Determining how your program is going to benefit both the employees and the company. Defining the operating plan for the Wellness program.

25 Does the organization have an operating plan for the Wellness Program?

26 What areas are addressed in the operating plan? (Please check all that apply)

- Establishing/Updating the company's vision statement
- Establishing/Updating the Goals of the Wellness program
- Establishing objectives that are specific, measurable, achievable, realistic and time specific
- Provide detailed information establishing Implementation and Timeline
- Establishing/Updating a plan to perform a "physical" on your workplace environment (i.e. nutrition, tobacco, and alcohol environment; neighborhood, parking, grounds, and fitness center assessments)
- Addresses the types of Marketing and Communication mediums that will be used to "get the word out"
- Establishing the budget
- Establishing an Evaluation Plan for determining the success of the Wellness program
- My organization does not have an operating plan



Survey Page 6

VBCH Wellness in the Workplace Awards 2011



Choosing Appropriate Interventions (Theory Into Practice; Keeping the Wellness Program Current & Measurable)

27 Is part of the organization's Wellness program determining risk factors prevalent in your population?

- Yes
- No

28 What does senior management want the Wellness program to achieve (check all that apply)

- Management has not established goals
- Short-term cost savings
- Disease management
- Employee retention
- Increased productivity
- Greater understanding of the population's health status (healthier population)
- Not sure
- Other, Please Specify

29 Is there a written plan that takes into consideration employees' wants/feedback?

- Yes
- No

30 To whom or what does the Wellness Team/Coordinator refer to for the latest health trends? (Check all that apply)

- American Journal of Health Promotion
- Virginia Business Coalition on Health
- Industry leaders similar to your organization
- Virginia Department of Health
- WELCOA
- WebMD
- Plan Provider
- Consultants
- Not applicable
- Other, Please Specify



VBCH Wellness in the Workplace Awards 2011



Creating a Supportive Environment (an environment that supports healthy lifestyles)

31 Does the organization have health friendly facilities?

YES

NO

32 How does your organization promote a healthy environment? (Please check all that apply)

- None
- Vending machines with healthy food and beverage choices
- Workout area, walking paths, playing fields, basketball hoop, or other exercise opportunities onsite or nearby
- Cafeteria offers healthy foods
- Natural light is used whenever possible; all lighting is appropriate and adequate
- Heating and ventilation is adjustable, comfortable and healthful
- No smoking areas onsite
- Work station furniture conforms to ergonomic standards
- Safety hazards have been eliminated
- Lockers and showers are available for employees who work out before work or during breaks
- Stairs are clean and well lit, convenient and pleasant to use
- Private areas for breastfeeding mothers
- On site company health clinic
- Signs and bulletin boards are placed in strategic places throughout the worksite promoting nutrition facts/tips, exercise programs, diet programs, walking schedules, fitness center discounts, etc.
- Other, Please Specify

33 Which of these policies does your organization perform to demonstrate support towards wellness (check all that apply):

- Seatbelt use required in company vehicles
- Emergency procedures are developed, known, and practiced
- Flexible work schedules allow employees to exercise, attend children's school conferences, etc.
- Nonsmoking policy is enforced
- Excessive overtime is discouraged
- Membership at a fitness facility is partially reimbursed
- Shift workers are scheduled to allow adequate rest
- Medical care coverage rewards good health
- Absenteeism policy rewards employees who don't use sick days
- Employee assistance program is available to help employees with chemical dependencies, depression, family problems
- Prohibited behaviors are promptly confronted
- There are no wellness policies
- Other, Please specify

34 Managers model and support healthy behavior:

- Yes
- No
- Maybe

35 How does the organization provide an ongoing health promotion program (check all that apply):

- New employees are oriented to the wellness program as one of the employee benefits.
- Employees are familiar with the ongoing programs.
- The programs and wellness staff are well known in the company.
- Opportunities to participate are abundant and it's easy to sign up.
- A wide variety of awareness classes are offered. There are topics of interest for everyone.
- Employees are encouraged to provide feedback about the company's wellness program. The company uses the feedback to determine if changes are needed to improve the wellness program.
- Employees can teach classes in skill areas, from sports to relaxation techniques to budgeting
- Policies are updated to reflect changing trends
- Use intranet to push wellness objectives, information, and programs/activities

- No ongoing health promotion programs are provided
- Other, Please Specify



Survey Page 8

VBCH Wellness in the Workplace Awards 2011



Consistently Evaluating Outcomes (Determining the value of what you've done)

36 After performance measurements are gathered and analyzed, were the organization's wellness objectives achieved?

- Some
- About half
- About 75%
- 100%
- No measurement data is compiled

37 Who do you look to for planning and advice regarding having a successful wellness program? (Please check all that apply)

- Health Plan
- Third Party Administrator (TPA)
- Virginia Business Coalition on Health
- National consultants
- WELCOA
- Internet
- Ask a friend
- Compare your outcome with industry standards
- Not applicable
- Other, Please Specify

38 Who receives reports and information about the performance of the Wellness program (check all that apply)?

- Management
- Stockholders
- Company newsletters
- Staff meetings
- Press
- Participants
- Consultants
- Not applicable



Survey Page 9
