



Sample Annual Worksite Health Improvement Plan

Developing a Worksite Health Improvement Plan is one of the most critical steps in building a comprehensive worksite health program. The plan, which is guided by the assessment and data collection process, assures that the right intervention strategies are chosen for priority health issues. Further, it serves as a road map for taking action on those interventions. The following are key components in the worksite health improvement plan:

1. Develop specific, measurable goals and objectives to address key health needs or priorities.
2. Determine the core set of intervention strategies designed to change the work environment and individual behavior to improve health. This should include a mixture of programs, policies, environmental supports targeting physical activity, nutrition, and tobacco use, as well as other priority health issues.
3. Identify the detailed action steps and timeline for implementation, including dates and responsible staff.
4. Determine what communications strategies will be used for each intervention strategy.
5. Determine the evaluation plan for each intervention strategy, objective, and the overall program.
6. Develop an itemized budget for the work plan.

The following is a sample worksite health plan that incorporates these components.

Goal 1: Support ABC Company employees in the prevention and control of high blood pressure.

Intervention Strategies (What)	Process (How, When, Who)	Communications	Evaluation
<p>Objective 1:</p> <p>Make blood pressure monitoring devices available with instructions for all employees to conduct their own self-assessments.</p>	<p>By 12/31/2012, 80% of ABC Company employees will know their blood pressure number. Evaluation Measure: Conduct baseline and end of year surveys to determine if objective was met.</p> <p>Sharon to identify space, research and purchase electronic and manual blood pressure (BP) monitoring devices. Ed: will set up training for wellness team members on proper BP measurement. Ashley: will work with county health department to compile information for employees, including guidelines. Announce by 7/1. Kendra will reach out to local healthcare practitioners and find qualified nurse/clinician to conduct clinics. (8/1)</p>	<p>CEO letter and e-mail announcing goal that every employee will know their number by 12/2013. Regular communication via e-mail, newsletters and company meetings.</p>	<p>Was strategy fully implemented? Status: Yes. Electronic device purchased. Manual devices with multiple sized BP cuffs purchased. BP information provided. Space dedicated. Track the type, number, and reach of promotional communications. Status: CEO letter to all employees. E-mail announcement reached 50% of employees. Displayed on digital ticker display and with posters. End-of-year assessment to determine if goal was met Status: 86% of employees reported they know their number. Late start held us back.</p>
<p>Offer free, onsite blood pressure screening with directed feedback and clinical referral when appropriate.</p>	<p>Janelle: to coordinate logistics, including space, sign-ups and announcements. Conduct first screening in September. Develop action steps accordingly.</p>	<p>Announce and continue to promote using e-mail, newsletter and company meetings Identify communication strategy.</p>	<p>Was strategy fully implemented? Track the type, number and reach of communications. Track participation and tie in with 80% goal. Determine how intervention strategy will be measured.</p>
<p>Provide a series of educational workshops on preventing and controlling high blood pressure.</p> <p>Objective 2:</p> <p>Provide access to group lifestyle counseling and follow-up monitoring for employees with high BP or pre-hypertension. Modify health insurance coverage to have no or low employee out-of-pocket costs for BP control medications.</p>	<p>By 12/31/2012, 25% of ABC Company employees with existing high blood pressure will control their blood pressure. Evaluation Measure: Conduct baseline and end of year surveys to determine if objective was met. Develop action steps accordingly. Develop action steps accordingly.</p>	<p>Identify communication strategy. Identify communication strategy.</p>	<p>Determine how intervention strategy will be measured. Determine how intervention strategy will be measured.</p>

Goal 2: Increase the number of ABC Company employees who get at least 30 minutes of physical activity every day.

Intervention Strategies (What)	Process (How, When, Who)	Communications	Evaluation
<p>Objective 1:</p> <p>Post signs at elevators, stairwell entrances, exits and other key locations that encourage employees to use the stairs.</p>	<p>By 12/31/12, increase the percentage of employees who meet the Surgeon General's Guidelines for Physical Activity (at least 30 minutes every day) from 22% to 26%. Evaluation Measure: Conduct baseline and end of year surveys to determine if objective was met.</p> <p>Lisa to review plans with Joe from maintenance to improve lighting and paint stairwells by 4/30.</p> <p>Anthony to obtain "point of decision prompt" signs from CDC or elsewhere, and post in key places by 5/15.</p> <p>Complete work by 6/15.</p>	<p>Announce using e-mail, newsletter and company meeting.</p> <p>Hold stairwell walk kickoff.</p> <p>Post signs in other key spots, e.g., bathroom stalls, break rooms, encouraging stair use.</p> <p>Announce using e-mail, newsletter and company meeting.</p>	<p>Was strategy fully implemented? Status: Yes, on 6/10.</p> <p>Track the type, number and reach of promotional communications. Status: Five communications received via e-mail by 100% of employees. Promoted during company meetings. Kick-off walk held.</p> <p>Baseline and end-of-year assessment to determine if stair use increased. Status: Both assessments completed; 10% increase in stair use.</p> <p>Was strategy fully implemented?</p>
<p>Provide environmental supports for recreation or physical activity.</p>	<p>Sheila to work with Joe to determine location for covered bike parking. (3/1)</p> <p>Dean to purchase bike rack. (3/15)</p> <p>Danielle to purchase bikes and helmets and pedometers, and set up check-out process for pedometers. (4/15)</p> <p>Marrissa to station bikes at parking rack and create sign-out procedure. (5/1)</p> <p>Mary Cay to organize a lunchtime ride on National Employee Health & Fitness Day. Create walking path and mileage markers on property. (5/15)</p> <p>Offer extended lunch breaks for physical activity.</p>	<p>Promote availability, sign-out process, and location to employees to ride at breaks/lunch.</p> <p>Co-promote the lunchtime ride, bike check out and bike rack.</p> <p>Identify communication strategy.</p>	<p>Track the type, number, and reach of communications. Baseline and end-of-year assessment to measure use.</p> <p>Determine how intervention strategy will be measured.</p>
<p>Develop and promote flexible work scheduling policy to support increased physical activity.</p>	<p>Identify communication strategy.</p>	<p>Identify communication strategy.</p>	<p>Determine how intervention strategy will be measured.</p>

Worksite Health 101 - Sample Worksite Health Plan

Goal 3: Decrease the number of lower back injuries among ABC employees

Objective 1: Evaluation Measure: Conduct baseline and end of year surveys to determine if objective was met.		Process (How, When, Who)	Communications	Evaluation
Intervention Strategies (What)				
Implement mandatory pre-shift employee stretching program.	Nick will work with Human Resources to develop a written policy. (6/10)	Reference safety or injury prevention in Worksite Health Team communications.	Was program fully developed?	
	Suzanne will research and obtain job specific stretching routines. (6/1)		Employee survey to determine participation and satisfaction.	
	Tim will work with managers to identify space, train stretching leaders, post stretching routines, etc. by 7/12.			
Conduct job design analysis and develop stretching programs to fit job design.	Lisa to interview and hire an ergonomist or physical therapist to conduct job design analysis and design stretching program to fit job design. (2/25)	Worksite Health Team, Safety Coordinator, Human Resources announcements about strategies to make the work environment safer.	Number of job design analyses performed. Number of employee specific stretching programs developed.	
	Kevin to train employees on proper job specific stretching techniques. (3/ 12)			
	Display posters with proper stretching technique in places in workplace. (3/1)			
Modify the work environment to support safe work practices.	Jermaine to conduct NIOSH lifting equation evaluation for high strain jobs.		Document number and type of changes made to the work environment.	
Eliminate any regular lifting of over 50 pounds conduct NIOSH lifting equation evaluation for any jobs that don't meet that goal.	HR to coordinate with Operations to cross train staff and rotate job functions to limit repetitive motion injuries.	Worksite Health Team, Safety Coordinator, Human Resources announcement about making the work environment safer.	Track the type, number, and reach of communications.	
Eliminate all lifts from the floor or over shoulder height.	Display posters with proper lifting technique in key places in the workplace.		Review Workers Compensation claims to determine changes in annual low back claims.	
Total Worksite Health Program Budget				\$44,395
A detailed line item budget should be developed with the final worksite health plan. See the Sample Worksite Health Budget in the <i>Worksite Health 101 Training Manual</i> for an example.				