



## Program Checklist

Key elements to evaluate or sustain a balanced workplace health program

Key Element	Extremely Successful	Successful	Neutral	Unsuccessful	Extremely Unsuccessful
<b>1. Management support and participation:</b> An organization's workplace health program and committee needs visible support (e.g. commitment of time, energy, and resources) from business owners, senior, and middle management.					
<b>2. Program is voluntary:</b> Encourage, but don't require employees or co-workers to participate in workplace health activities.					
<b>3. Continually market the program:</b> The program must be continuously marketed to make sure employees are aware of the program, its benefits, and opportunities to participate. This is an important part of "selling" the idea of workplace health to employees and management.					
<b>4. Ensure involvement and collaboration from all levels:</b> The program and the committee need the involvement and support not just of senior management, but of employees, unions, and other key stakeholders in order to be successful.					

<b>5. Requires a long-term commitment:</b> It takes 5 to 10 years to see significant pay-offs from workplace health programs. Employees will be at various stages of readiness. Change is a process that takes time; there needs to be a good match between the activity and the stage of readiness.					
<b>6. Ensure Initiatives are Employee-Driven:</b> The chances of success increase the more employees become involved in the process.					
<b>7. Customize the program to meet the needs, interests, and concerns of employees:</b> Different people have different needs. Be sensitive to age and body limitations, as well as cultural differences. It is important to assess needs and interests of employees before developing and implementing your activities.					
<b>8. Programs should be open to all employees:</b> Everyone can benefit from a workplace health program. It should be designed to meet the needs of all employees regardless of their current level of physical health and wellness.					
<b>9. Adapt to the special features of the workplace:</b> Each workplace has a unique environment and employee culture. Programs must recognize this and be					

customized to fit the workplace. Make programs as flexible as possible.					
<b>10. Strategies need to be comprehensive:</b> Workplace health initiatives must complete three tasks in order to be successful. They need to create employee awareness, build employee skills, and create a supportive work environment.					
<b>11. Provide incentives and recognition to support involvement:</b> Recognize and reward individuals that organize and participate in workplace health initiatives. Incentives encourage participation and demonstrate to employees that participation is valued by the organization.					
<b>12. Include continuous monitoring and evaluation:</b> It is important for workplace health programs to collect information in order to keep track of progress and to determine if their goals have been met. Evaluating the impact of the program on the organization and employees is important.					