

Workplace Wellness Program Checklist

The following checklist can be used by businesses to develop a comprehensive and effective worksite wellness program. Each section includes an estimate of the amount of time needed to complete each stage.

Pre-Planning (1 month)

- ❑ Gain buy-in and support from CEO/senior management to develop a proposed operating plan.
- ❑ Conduct a workplace environmental assessment (*Toolkit - Step 2*)

First Stage – Planning (1-3 months)

- ❑ Contact health insurance, supplemental health insurance, workers compensation, and disability insurance brokers to determine if they offer incentives or support for worksite wellness programs.
- ❑ Convene a wellness team. (*Toolkit - Step 1*)
- ❑ Conduct an employee interest assessment. (*Toolkit - Step 2*)
- ❑ Develop an operating plan using the results of the workplace environment assessment and employee interest assessment. Include the following:
 - A vision or mission statement
 - Goals and objectives (*Toolkit - Step 3*)
 - A timeline
 - Roles and responsibilities
 - An itemized budget
 - A marketing strategy
 - Evaluation procedures
- ❑ Present proposed operating plan to CEO/senior management in order to inform and/or gain buy-in and support for stage two.

Second Stage – Development (1-3 months)

- ❑ Design policies. (*Toolkit – Steps 4*)
- ❑ Design programs. (*Toolkit – Steps 5*)
- ❑ Find resources to support your programs and policies. (*Toolkit – Resource Page*)
- ❑ Plan for how you will evaluate policies and/or programs. (*Toolkit – Step 9*)
- ❑ Identify the ways in which you will motivate employees to participate. (*Toolkit – Step 6*)

Third Stage – Implementation (1 month)

- ❑ Implement the policies. (*Toolkit – Steps 7*)
- ❑ Implement the programs. (*Toolkit – Steps 8*)

Fourth Stage – Evaluation (1 year after implementation)

- ❑ Evaluate each program. (*Toolkit – Step 9*)
- ❑ Modify policies and programs program, as needed, based on evaluation results.
- ❑ Complete the *Worksite Wellness Program Survey* to determine your *financial* return on investment (ROI).
- ❑ Distribute, collect and analyze the *Worksite Wellness Employee Survey* to determine the *human* ROI.