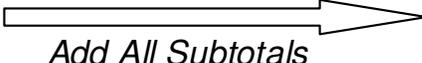


# EXISTING SUPPLIES AUDIT

Inventory	Available	Unavailable
Management Support	<input type="radio"/>	<input type="radio"/>
Employee Support	<input type="radio"/>	<input type="radio"/>
Wellness Coordinator/Champion	<input type="radio"/>	<input type="radio"/>
Walking Paths around office	<input type="radio"/>	<input type="radio"/>
Vending Machines	<input type="radio"/>	<input type="radio"/>
Break Room	<input type="radio"/>	<input type="radio"/>
Bulletin Boards	<input type="radio"/>	<input type="radio"/>
Payroll Stuffers	<input type="radio"/>	<input type="radio"/>
Intranet	<input type="radio"/>	<input type="radio"/>
Inter-office email communication	<input type="radio"/>	<input type="radio"/>
Space for exercise equipment, classes	<input type="radio"/>	<input type="radio"/>
Conference Room (for education classes)	<input type="radio"/>	<input type="radio"/>
Financial Support	<input type="radio"/>	<input type="radio"/>
Audio & Visual Equipment	<input type="radio"/>	<input type="radio"/>
Incentives		
Vacation Time	<input type="radio"/>	<input type="radio"/>
Parking Upgrade	<input type="radio"/>	<input type="radio"/>
Recognition Certificates	<input type="radio"/>	<input type="radio"/>
Cafeteria coupons	<input type="radio"/>	<input type="radio"/>
Other: _____	<input type="radio"/>	<input type="radio"/>
_____		

# Worksite Policy, Environment, & Health Promotion Assessment

1. Does the worksite have a current policy outlining the requirements and functions of a worksite wellness program?
2. Does the worksite have a representative committee that meets at least quarterly to oversee worksite wellness programs, including physical activity and nutrition programs?
3. Does the worksite have a worksite wellness plan in place that addresses the purpose, nature, duration, resources required, participants in, and expected results of a worksite wellness program?
4. Does the worksite have written policies on physical activity that commit to flex time, incentives, programs, promotion messages?
5. Are employees provided with breaks during working hours and encouraged to be active during break time?
6. Does the worksite provide a facility/designated space or related support system on-site for physical activity by employees?
7. Can all employees use the worksite's indoor/outdoor facilities outside of work hours?
8. Does the worksite have written policies on nutrition that commit to the following?
  - On-site cafeterias with healthy food preparation guidelines and practices
  - Healthy food options for meetings, conferences or trainings
  - Vending machines and/or onsite cafeteria offer nutritious food options as 25% of total choices
  - Healthy eating messages to employee population
  - Supporting participation in nutrition-related activities during duty time (flex-time)
  - Providing prompts to promote and identify healthy food/snack/drink choices near vending machine or on-site cafeteria
9. Does worksite have written policies on tobacco use that commit to prohibition of tobacco on property, support for smoking cessation activities during flex-time, prompts to support no tobacco use policy?
10. Is staff oriented to and given copies of the physical activity, nutrition, and tobacco policies?
12. Does the worksite have a written plan for emergency response to cardiac events at their facility?
13. Does the worksite offer or provide adequate healthcare coverage for employees and their families for prevention of and rehabilitation of heart disease and stroke?
14. Does the worksite offer or provide easy access to free or reasonably priced health screenings for employees at a minimum of one time a year?
15. Does the worksite offer or provide easy access to free or reasonably priced physical activity/fitness programs for the employees?
16. Does the worksite offer or provide easy access to free or reasonably priced nutrition education/weight management programs for the employees?
17. Does the worksite promote and encourage employee participation in its physical activity/fitness and nutrition education/weight management programs?
18. Does the worksite provide awareness and education messages/information on the following?
  - Heart Disease, Stroke Prevention (Risk Factors: High Blood Pressure, Cholesterol, Diabetes)
  - Signs and symptoms of heart attack, stroke
  - Use of AEDs and CPR
  - Good Nutrition/Eating Habits and Physical Activity
  - Tobacco prevention/control
19. Is there a worksite budget for employee health promotion that includes a salary for a coordinator? (full or part-time employee responsible for planning, designing, implementing, and evaluating employee activities)

<b>Circle Rating</b>	Fully in Place	Partially in Place	Under Development	No
1. Worksite Wellness Program	3	2	1	0
2. Representative Committee oversees Worksite Wellness Programs	3	2	1	0
3. Worksite Wellness Plan	3	2	1	0
5. Breaks	3	2	1	0
6. Physical Activity Facilities	3	2	1	0
7. Employee Access to Physical Activity Facilities outside work hours	3	2	1	0
8. Written Policies on Nutrition	3	2	1	0
9. Written Policies on Tobacco Use	3	2	1	0
10. Staff Oriented to Policies	3	2	1	0
11. Plan to Respond to Cardiac Events	3	2	1	0
12. Emergency Response Training	3	2	1	0
13. Healthcare Coverage for Staff	3	2	1	0
14. Health Screenings for Staff	3	2	1	0
15. Physical Activity/Fitness Programs for Employees	3	2	1	0
16. Nutrition Education/ Weight Management Programs for Employees	3	2	1	0
17. Promote and Encourage Employee Participation	3	2	1	0
18. Awareness and Education Messages	3	2	1	0
19. Budget for Employee Health Promotion	3	2	1	0
TOTAL the number of circled responses in each column				
Multiply by the Point Value	x 3	x 2	x 1	x 0
<i>Subtotals</i>				
Total Points Earned	 <i>Add All Subtotals</i>			
Total Points Possible				57
Percentage (total points earned/ ) x 100				