



Make It Your Business

for a Strong and Healthy Oklahoma

Trainer's Guide

Eat Better – Move More – Be Tobacco Free

POWERPOINT: Make It Your Business

Slide 1



Trainer's Note: Introduce yourself and then have the participants introduce themselves and tell what business he or she is from and how many employees they have.

Slide 2

Make It Your Business

- The Make It Your Business Toolkit is an outgrowth of the Strong and Healthy Oklahoma Initiative
- The toolkit focuses on policies businesses can implement in the workplace that encourage employees to eat better, move more, and be tobacco free

The Make it Your Business toolkit is an outgrowth of the Strong and Healthy Oklahoma Initiative. The Strong and Healthy Oklahoma Initiative was started by Governor Brad Henry in 2004, for the purpose of getting Oklahomans healthy. The initiative started with state employees, then focused on school-age children, and now the focus is on Oklahoma businesses.

The toolkit focuses on policies businesses can implement in the workplace that encourage employees to eat better, move more and be tobacco free.

Slide 3

Why Invest In Worksite Wellness?

- Lack of physical activity, poor nutrition and obesity costs Oklahoma an est. \$864 million per year in direct medical costs and lost productivity
- At least 50% of a business's health care costs are driven by employees' lifestyle choices
 - Poor diet, lack of physical activity and tobacco use
- When Worksite Wellness programs happen:
 - 28% reduction in sick leave
 - 26% reduction in direct health care costs
 - 30% reduction in costs related to worker's comp and disability

This slide illustrates why it is so important to have policy as well as programs in place at work.

When businesses put policies in place, employees adopt healthier behaviors because policies have an immediate effect on potentially every employee.

Numerous examples of this can be found in the state tobacco control efforts – with the example of Oklahoma adopting 24/7 tobacco-free policies at schools and on college campuses. 130 school districts are now tobacco free – affecting 55% of Oklahoma's student population.

Slide 4

Why Invest?

“More businesses need to recognize that poor health means lower productivity and higher health insurance costs. Smart business leaders increasingly are finding that it is the right decision to promote health education, physical activity and preventive benefits in the workplace.”

-Tommy Thompson, Former Secretary of Health and Human Services

It can be done if you invest in your employees! “More businesses need to recognize that poor health means lower productivity and higher health insurance costs. Smart business leaders increasingly are finding that it is the right decision to promote health education, physical activity and preventive benefits in the workplace.”

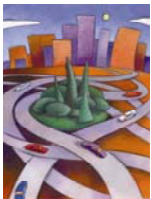
You **can** help employees get healthier and here is an example of how one large State agency has invested in employee health.



Show *Wellness: What's in a Word?* DVD (approx. 7 minutes)

Slide 5

Getting Started



1. Establish Management Support
2. Organize a Wellness Advisory Team
3. Conduct an Assessment of Your Organization
4. Create Clear Vision, Mission & Outcomes

Today we are going to show you how to get started by following a few short steps. Look at page 9 if you are following along in your notebooks.

1. Establish Management Support. In the most successful Worksite Wellness programs, senior managers lead their organizations by example.

Trainer's Note: Give example of how management in your organization leads by example.

2. Organize a Wellness Advisory Team. These teams will serve as the backbone of the program. Team members should be willing to share ideas, represent employee concerns, help promote a culture of health within the organization and invest time in policy development. Who should be on your team? A cross-section of employees (and not all size 6).

3. Conduct an Assessment of Your Organization. Since your employee needs and interests are paramount to your success—employee surveys will be important! Conduct an employee assessment to give you a clear picture of your organization. This will help as your team begins to develop wellness policy.

Handout: *Company ABC Employee Wellness Needs Assessment* (pg. 22 in Trainer's Guide)

Trainer's Note: The sample Needs Assessment is a great resource for participants as they go back to their place of business and begin to develop wellness policies and programs.

4. Once your Wellness Team is in place, it's time to establish a clear vision and mission for your program. As Stephen Covey says, “begin with the end in mind”—what kind of health **outcomes** do we want for our employees?

The Team might discuss how to reduce employee stress, how to reduce employee absenteeism, how to increase morale, or perhaps how to assist employees in eating better, getting more exercise and quitting tobacco!

As the Team discusses the Vision and Mission, all voices need to be heard. It took many meetings for the Oklahoma State Department of Health to decide it's Vision and Mission:

Vision: Oklahoma – Creating a State of Health

Mission: To protect and promote health of the citizens of Oklahoma, to prevent disease and injury, and to assure the conditions by which our citizens can be healthy.

This applies to employees too and is a great way to begin your work as a Team!

Slide 6

Getting Started

5. Develop a Comprehensive and Strategic Wellness Plan
6. Identify an Incentive and Reward Strategy
7. Communicate to Employees
8. Evaluate Outcomes

5. Develop a Comprehensive and Strategic Wellness Plan. Your team should develop a comprehensive wellness plan that addresses: *work environment, employee risk behaviors and workplace wellness activities.*

Work environment: How conducive is the working environment to help employees make the necessary behavioral changes for better health?

Employee risk behaviors: What puts employees at risk for heart disease, cancer and stroke?

Workplace activities: Based on your employee assessment, what work place activities might be supported?

You can build your company's wellness policies and develop a strategic plan based on your discussions of these concerns.

6. Identify an Incentive and Reward Strategy. As part of your program, and maybe even stated in your policy, you may be able to incentivize or reward employees for their participation in health and wellness activities. Examples include t-shirts, water bottles, or even flex-time for exercise.

7. Communicate to Employees. Talk it up! Communicate to your employees, post it, email it, or put an exercise challenge in with the payroll check. Find innovative ways to communicate your wellness message.

8. Evaluate Outcomes. This is the scary one for most folks. It could be as simple as counting the number of people who show up for an activity, or tracking compensation claims or utilization claims on health insurance, or tracking absenteeism after programs have been in place for a while. Take a survey on employee morale after you institute a wellness program.

Slide 7

Strong & Healthy Oklahoma

- Eat Better
- Move More
- Be Tobacco Free




The purpose of the Make It Your Business Toolkit is to help develop a *Strong & Healthy Oklahoma*, and make that happen in the business community.

The *Strong and Healthy Oklahoma* mantra is Eat Better, Move More, and Be Tobacco Free.

We are going to start with how to get your employees to think about “eating better” and improving nutrition. It might be as simple as keeping more water at work in place of soft drinks, or keeping healthy snacks in the break-room in place of candy bars and chips.

Slide 8

Eat Better - Facts



- Oklahomans eat fewer fruits and vegetables than any other state
- 3 out of 5 Oklahomans are overweight or obese, and obesity is the gateway to heart disease

Here are a couple of nutrition facts:

Did you know that Oklahomans eat fewer fruits and vegetables than any other state?

Did you know that 3 out of 5 Oklahomans are overweight or obese? And obesity is the gateway to heart disease!

Slide 9

Eat Better – Costs

- Oklahoma has the highest rate of premature deaths related to heart disease in the nation while hospitalization from heart disease costs over \$1.3 billion annually
- Oklahoma ranks 3rd in the nation for deaths due to stroke, and hospitalization charges related to strokes cost over \$207 million annually
- Diabetes costs Oklahoma an estimated \$1.8 billion each year

Here is what it costs our state no to eat better:

- Oklahoma has the highest rate of premature deaths related to heart disease in the nation while hospitalization from heart disease costs over \$1.3 billion annually
- Oklahoma ranks 3rd in the nation for deaths due to stroke, and hospitalization charges related to strokes cost over \$207 million annually
- Diabetes costs Oklahoma an estimated \$1.8 billion each year

Trainer’s Note: Utilize the County Health Profile for the county in which you are conducting your training. County Health Profiles can be obtained by going to: www.health.ok.gov, click on “A-Z Health Index” at the top of the screen, click on “C,” scroll down to “County Health Profiles” and click, then click on the appropriate county.

For example, if you were conducting a training or working with a business in Altus, Oklahoma, you would pull up the Jackson County Health Profile. You might say:

- Did you know that heart disease caused an average of 89 deaths a year in Jackson County between 2002 and 2004?
- Did you know that your county spends \$3 million annually in medical costs associated with obesity?

The idea is to site a couple of important facts that are associated with poor nutrition standards.

Now that you know some of the costs and consequences of not eating better, what do you think this means to your business?

Slide 10

Eat Better - Benefits

- Increase productivity
- Decrease absenteeism
- Lower health care costs
- Decreased rates of illness and injury
- Lower levels of stress



So what happens when employees do eat better and get serious about improving their nutrition? You will have an increase in productivity, a decrease in absenteeism, lower health care costs, decreased rates of illness and injury, as well as lower levels of stress.

This is just one way to create a Strong and Healthy workforce.

Slide 11

Benefits of a Breastfeeding Policy



- Women who are able to continue to breastfeed after returning to work:
 - Miss less work time due to baby-related illnesses
 - Have shorter absences when they do miss work
 - Tend to return to work earlier from maternity leave
- Breastfeeding Information and Support
 - <http://bis.health.ok.gov>

When businesses begin to discuss policies and activities around the topic of healthy eating, you'll want to remind them that healthy eating begins at birth. As nutrition policies are being written, many employers are recognizing the need to accommodate and support breastfeeding Moms.

Women who are able to continue to breastfeed after returning to work:

- Miss less work time due to baby-related illnesses
- Have shorter absences when they do miss work and
- Tend to return to work earlier from maternity leave

A new web site is available to help educate businesses about the benefits of breastfeeding for the health of babies, mothers and future generations. The State Health Department established the web site to support various breastfeeding initiatives across the state. This web site can act as a great resource when you are setting up your breastfeeding policy.

Decals for businesses and organizations that want to show support for breastfeeding mothers can be ordered through the web site along with wallet-sized information cards that explain Oklahoma's breastfeeding laws. Did you know that Oklahoma state law asks employers to accommodate breastfeeding mothers in the workplace by adopting policies and practices that support breastfeeding?

Slide 12

How Would a Breastfeeding Policy Work?

- Wellness Team makes recommendation to management
 - Consider flex-time for Moms
 - Consider privacy
 - Consider storage for milk

How would a breastfeeding policy work?

Your Wellness Team could recommend to management that the company promote and support breastfeeding Moms, that flex time be available for Moms to express milk at work, that a private place for moms to express milk be provided, or maybe even make a refrigerator available to store Mom's milk.

So, if you want good women to stay in the workforce, those women who are also trying to be good Moms, we have to do more than "tolerate" the little bit of time they need to express milk, we need to support it. This kind of policy in the workplace is very appealing to women who are of childbearing age, but also wish to stay in the workplace.

Now, when your Wellness Team gets together to start drafting your breastfeeding policy, we hope you are more forward thinking than employers back in 1943.

Handout: *1943 Guide to Hiring Women* (Allow participants time to skim through the article.) (pg. 24 in Trainer's Guide)

Slide 13

Healthy Food Options Policy

- Employers can provide healthy food choices by:
 - Substituting healthier food and beverage options for high-fat, calorie-dense items in vending machines
 - Providing healthy food choices when hosting events at the workplace, conferences, meetings, employee celebrations and other events
 - Establishing a Farmers' Market at the workplace
 - Offering nutrition education programs for employees

What else can employers do to promote healthy eating? The following suggestions can serve as a guide for businesses who are considering policy on healthy food options in the workplace.

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Slide 14

What else can employers do to promote healthy eating?

Trainer's Note: Pose the question: What else can employers do to promote physical activity? Allow time for participants to respond. Be prepared to add to the list or to get the dialogue going.

**Sample Policy 1:
Jones Family Grocery**

- Eat Better policies and practices for all JFG employees:
 - Healthy snacks and beverages at all meetings
 - Offer free bottled water during the work day
 - Encourage new Moms to breastfeed
 - Education materials provided during employee orientation
 - Wellness team provides lactation room

It's time to start thinking about nutrition and healthy eating policies in the workplace and crafting our own policies.

The Wellness Team should discuss current practices in the workplace, pay attention to information from the employee assessment and begin writing policy.

Here are a couple of examples of nutrition and healthy eating policies:

Sample 1: Jones Family Grocery

Eat Better policies and practices for all JFG employees:

- Healthy snacks and beverages at all meetings
- Offer free bottled water during the work day
- Encourage new Moms to breastfeed
 - Education materials provided during employee orientation
 - Wellness team provides lactation room

Continued on next slide...

**Sample Policy 1:
Jones Family Grocery**

- JFG Nutrition Policy
 - Jones Family Grocery promotes employee health and wellness by offering healthy food options at all functions and encouraging the "best beginnings" for our newest JFG members

JFG Nutrition Policy

- Jones Family Grocery promotes employee health and wellness by offering healthy food options at all functions and encouraging the "best beginnings" for our newest JFG members

**Sample Policy 2:
Blinn Company**

- Since obesity and overweight affect more than 60% of Oklahomans, the Blinn Company will do our part to reduce the risk of heart disease, stroke and type 2 diabetes by:
 - Offering better cafeteria options to our employees: more fruits, vegetables, salads, and whole grains
 - Removing carbonated drinks from vending machines and adding water and 100% juices
 - Discontinuing mobile kitchens at all company sites

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 - Offering better cafeteria options to our employees: more fruit, vegetables, salads and whole grains
 - Removing carbonated drinks from vending machines and adding water and 100% juices
 - Discontinuing mobile kitchens at all company sites
- These are just two ideas of what nutrition or healthy eating policies might look like in the workplace.

Slide 18

Move More - Facts

- Recommended that adults engage in moderate intensity physical activity for at least 30 minutes on 5 or more days of the week
 - Over half of Oklahoma adults are not meeting this recommendation



When it comes to physical activity, some people may believe that they are too old to exercise or that they are too young to worry about it. Some may even think that exercise has to be competitive or a challenge. The important thing to remember is that exercise should be fun – at any age.

It is recommended that adults engage in moderate physical activity for at least 30 minutes on 5 or more days of the week. So, what is moderate physical activity? Moderate physical activity includes: brisk walking, swimming, cycling, dancing, gardening, and yard work.

Unfortunately, over half of Oklahoma adults are not meeting this recommendation.

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Move More - Costs

- Obesity raises healthcare costs by 36% and medication costs by 77%
- High blood pressure and cholesterol
- Type 2 diabetes
- Heart disease and stroke
- Some cancers

What is physical inactivity costing us?

Well, physical inactivity can lead to obesity, which can raise healthcare costs by 36% and medication costs by 77%.

Not only that, but physical inactivity can also lead to high blood pressure and cholesterol, type 2 diabetes, heart disease, stroke and even some cancers.

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Move More - Benefits

- Reduces risk of heart disease
- Lowers blood cholesterol
- Lowers risk of developing high blood pressure
- Lowers risk of developing Type 2 Diabetes
- Reduces stress



But, being physically active can reduce the risk of all of these things: reduce the risk of heart disease, lower cholesterol and blood pressure, lower the risk of developing type 2 diabetes as well as acting as a great stress reliever.

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Move More – Benefits to the Business

- Improves health of employees
- Lowers company health care costs
- Increases employee productivity and morale
- Reduces absenteeism
- Creates a better company bottom line

Physical activity yields many health benefits and preventive measures. When your employees participate in moderate-intensity physical activity on a regular basis, it can benefit the organization in five tangible ways:

- Improves overall health of employees by reducing injuries and workers compensation claims
- Lowers company health care costs by reducing the number of health care claims
- Increases employee productivity and morale, thus improving employee retention and recruitment
- Reduces absenteeism
- Creates a better company bottom line

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Move More - Incentives

- Workplaces that offer incentives for employees to adopt preventive health care practices see a positive change in employee health and reduction in overall healthcare costs
- Employers can:
 - Provide onsite massage therapy
 - Reimburse employees who participate in health risk assessments and develop personalized wellness plans
 - Establish onsite physical activity opportunities for employees

Because the costs of healthcare continue to rise, many workplaces are looking at preventive ways to get their employees healthier.

Some ideas include:

Massage therapy, reimbursement to employees that participate in health risk assessments and develop a personalized wellness plan, or even establish onsite physical activity opportunities such as aerobics classes, yoga, or an onsite fitness center.

These are just a few examples of incentives. You'll find more examples of incentives on page 31 in your toolkit.

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Move More – Health Breaks

- How do we know health breaks work?
 - Research shows that incorporating 10-minute, structured exercise breaks into the workday allows for:
 - Employee interaction with other employees, increasing morale
 - Employees to get their recommended amount of physical activity
 - Employees to lower blood pressure, increase flexibility, improve mood and decrease absenteeism

Research shows that by incorporating 10-minute health or exercise breaks into the workday, employees will have opportunities to interact with one another, and therefore increasing morale; they can work towards getting the recommended amount of physical activity in their day; and can lower blood pressure, increase flexibility, improve mood and decrease absenteeism.


Now all of us will have the opportunity to get a little physical activity into our day!

Activity: Engage the participants in an organized physical activity. You could lead the group in chair exercises, plate dancing, a pedometer challenge, or even an organized stretch break.

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Health Screenings

- Physical exams
- Blood pressure
- Blood cholesterol
- Blood glucose levels
- Body fat composition
- Waist and hip measurements
- Immunizations, as needed




Now, Eating Better and Moving More in the workplace as well as at home are preventive steps to keep employees healthy. Another important preventive step is engaging in annual health screenings. You as an employer can ensure your health plan package includes annual health screenings.

Here is what an annual health screening would include:

- Physical exam
- Blood pressure and cholesterol checks - One evaluation found that by simply helping employees control their blood pressure alone can save \$547 per person per year. Now how's that for a return on investment! Remember, giving the company a dollar amount they can save is important. Company savings is always the bottom line.
- Blood glucose levels
- Body fat composition
- Waist and hip measurements and
- Immunizations (such as the flu shot)

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Health Screenings



- Evidence of Success:
 - The City of Fort Worth developed a wellness policy to reduce health claim costs

The City of Fort Worth developed a wellness policy to reduce health claim cost, which included health screenings. Let me read you their success story:

Employees who participated in two health screenings and met a certain number of health-behavior criteria were eligible for an award of up to \$250 in cash or 15 hours in additional vacation time. When the program began, 56% of participants were in the high-risk category; three years later, only 22% were still high-risk.

Slide 26

Flexible Work Schedule Policy

- Establish a flexible, yet professional, work environment that supports opportunities to be physically active
- Encourage management to lead by example
- Provide ongoing health messages and an environment that supports healthy lifestyles

The first bullet here states that you may want to establish a flexible work environment that supports opportunities to be physically active, but this may depend on the type of work the employee performs:

- Do you need exercise breaks?
- Do you need relaxation breaks?
- Do you just need a 10-minute walk?
- Or, do you just need to be able to take a lunch break?

It is also important that management lead by example, not only saying they support Wellness programs and activities, but also showing their support.

And of course, you want to continually promote a healthy and active lifestyle.

Slide 27

What else can employers do to promote physical activity?

Trainer's Note: Pose the question: What else can employers do to promote physical activity? Allow time for participants to respond. Be prepared to add to the list or to get the dialogue going.

Slide 28

Sample Policy 3: Redbud Industries

- Whereas 80% of our employees don't exercise
- Whereas company insurance premiums rose by 16% the previous year
- Whereas cancer, heart disease, and stroke are the 3 leading causes of death in OK; therefore, Redbud Industries commits to sponsoring morning, afternoon and evening walks for employees and families, incenting walking employees with fitness memberships at local YWCA, and offering monthly lunch-n-learns about the importance of exercise.

It's time to start thinking about physical activity policies in the workplace and crafting our own policies.

The Wellness Team should discuss current practices in the workplace, pay attention to information from the employee assessment and begin writing policy.

Here are a couple of examples of physical activity policies:

Sample Policy 3: Redbud Industries

- Whereas 80% of our employees don't exercise
- Whereas company insurance premiums rose by 16% in 2007
- Whereas cancer, heart disease, and stroke are the 3 leading causes of death in OK; therefore,
 - Redbud Industries commits to sponsoring morning, afternoon and evening walks for employees and families, incenting walking employees with fitness memberships at local YWCA, and offering monthly lunch-n-learns about the importance of exercise.

Slide 29

Sample Policy 4: The Newport News

- Move More Policy into Practice
 - Employee wellness is important to staff and management of the NPN. We therefore offer the following physical activities to all our employees:
 - Monday bowling league – paid for by NPN
 - Tuesday morning walking club – incentives for every 100 miles walked
 - Wednesday morning yoga class – free t-shirt to participants
 - Thursday aerobics class after work – paid for by NPN
 - Friday Throw the Dailies – receive a new pair of tennis shoes

Sample Policy 4: The Newport News Move More Policy into Practice

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 - Friday Throw the Dailies – receive a new pair of tennis shoes

Continued on next slide...

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Sample Policy 4: The Newport News

- Newport News
 - All employees are invited to join the NPN Wellness Advisory Team – meeting the 1st Monday of every month. The NPN believes every employee has the ability and the right to contribute to the health and wellness of our company. Your ideas are essential as we move our State into better health.

- Newport News
 - All employees are invited to join the NPN Wellness Advisory Team – meeting the 1st Monday of every month. The NPN believes every employee has the ability and the right to contribute to the health and wellness of our company. Your ideas are essential as we move our State into better health.

Slide 31

Be Tobacco Free - Facts

- 1 in 4 Oklahoma adults smoke
- An estimated 5,800 Oklahomans die each year due to the ill effects of smoking
- Tobacco use is the leading preventable cause of death in the U.S.
- Exposure to second-hand smoke causes at least 35,000 deaths from heart disease and 3,000 lung cancer deaths in the U.S. annually

Remember that the SHO mantra is eat better, move more and be tobacco free – now we will take a look at the “tobacco” section of the toolkit.

Recent data indicates that Oklahomans are some of the unhealthiest people in the nation. Poor eating habits, lack of physical exercise, and tobacco use are contributors to the decline in our health status. Changes in health behaviors are often difficult to achieve, but they are within reach.

Tobacco users will often report how difficult it is to quit the habit. Most will try on their own, often without success. Research indicates that tobacco users are two to three times more likely to be successful with their quit attempt when they have effective help.

Some additional facts include:

- 1 in 4 Oklahoma adults smoke
- An estimated 5,800 Oklahomans die each year due to the ill effects of smoking
- Tobacco use is the leading preventable cause of death in the United States
- Exposure to second-hand smoke causes at least 35,000 deaths from heart disease and 3,000 lung cancer deaths in the United States annually

Slide 32

Tobacco Use - Costs

- Smoking costs Oklahomans \$3,734 per smoker annually (direct medical expenditures and lost productivity)
 - 1998: direct medical expenditures in OK totaled \$907 million
 - 1997-2001: lost productivity cost OK nearly \$1.5 billion



Smoking costs Oklahomans \$3,734 per smoker annually. In 1998, direct medical expenditures in Oklahoma totaled \$907 million and from 1997-2001, lost productivity cost Oklahoma nearly \$1.5 billion.

If you are wondering how these costs were calculated, a CDC report has estimated these costs for Oklahoma, looking at smokers’ health care claims, absentee rates, number of smoke breaks taken, and number of occupational injuries, to name a few.

So, how much is tobacco use costing your company?

Handout: *How Much Does Tobacco Cost You* (pg. 25 in Trainer's Guide and/or pg. 37 in the Toolkit)

Trainer's Note: Go over the example at the top of the handout and allow time for participants to fill in the bottom portion based on the number of employees at their place of business. Allow time for discussion.

Some good news is that although the cost of providing tobacco use cessation programs ranges from \$1 to \$5 per person, companies can save anywhere from \$6 to \$33 per person (CDC, 2003).

Additional monetary costs in Oklahoma caused by smoking include **(Tobacco Free Kids, 2005):**

- Annual health care costs in Oklahoma directly caused by smoking costs \$1.16 billion
- Portion covered by the state Medicaid program \$218 million
- Residents' state & federal tax burden from smoking-caused government expenditures is \$557 per household
- Smoking-caused productivity losses in Oklahoma total \$1.55 billion

Slide 33

Tobacco Free Workforce - Benefits

1. Protect Your Employees' Health
2. Lower Your Costs
3. Increase Productivity and Morale
4. Reduce Absenteeism
5. Protect Yourself from Possible Liability

Promoting and supporting a tobacco-free workplace is more than just good business sense – it's a noble cause. It says a lot about your commitment to your employees and customers. It says you care.


Here are 5 tangible areas where a tobacco-free workplace will have a positive impact:

1. Protect your employees' health
 - Employees exposed to secondhand smoke on the job are 12 to 19 percent more likely to get lung cancer
 - Exposure to secondhand smoke increases the risk of an acute coronary heart event by 25 to 35 percent
2. Lower your costs
 - Cover the costs of counseling and medications for tobacco cessation, remember, healthcare costs for smokers are as much as 40% higher than for non-smokers
 - Providing tobacco cessation benefits to employees will pay for its self over time and will save the employer money after a few years of implementation
 - Businesses will often pay higher life insurance costs for the smokers they employ
3. Increases productivity and morale
 - Employees who take 4 10-minute breaks a day actually work one month less-year than workers who do not take smoke breaks
 - Employee morale can suffer from being exposed to secondhand smoke – most individuals are well aware of the dangers of secondhand smoke

4. Reduce absenteeism
 - Smokers miss nearly twice as many days per year as the non-smoker. All the more reason to promote a tobacco free environment
5. Protect yourself from possible liability
 - You may be putting yourself at risk from lawsuits from employees that become sick from secondhand smoke
 - Can eliminate disability claims from secondhand smoke
 - Prevent Americans with Disability Act violations from limiting access to patrons or employees with respiratory problems

Slide 34

Tobacco Cessation Benefits



- Pay for counseling and medications
- Offer several counseling sessions over a period of several weeks to be most effective
- Offer FDA-approved medications (prescription and over-the-counter)

Employers are often unaware of the relationship of their employees health to performance and productivity. Attempts to contain the continual rising cost of insuring their employees, leave employers challenged to invest wisely in the health of their team.

Research shows that the most effective tobacco cessation help includes a combination of medications to treat the withdrawal symptoms of quitting, and counseling to help develop new ways to cope with the behavioral and psychological effects. Businesses with a tobacco cessation health benefit report that this coverage has reduced total tobacco consumption, increased the number of smokers willing to undergo treatment, increased productivity and increased the percentage of those who successfully quit.

Some things to look for in a health plan when it comes to tobacco cessation includes:

- Paying for counseling (or coaching) and cessation medications
- Providing two (2) 90-day courses of any of the FDA-approved cessation medications, both over-the-counter and prescription
- Eliminate pre-authorization to access cessation benefits
- For group settings, offer several counseling sessions over several weeks to be most effective.

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Tobacco Cessation Benefits

- What coaching/education programs exist?
- What FDA-approved tobacco cessation drugs are covered and how often?
- What type of coaching is covered (how often and for what period)?
- Are over-the-counter medications covered?
- Who is eligible?

If your company is serious about this, here are just some questions to ask health plans:

- What coaching and education programs exist?
- What FDA-approved tobacco cessation drugs are covered and how often?
- What type of coaching is covered (how often and for what period)?
- Are over-the-counter medications covered?
- Who is eligible?

You can find more questions to ask health plans on page 40 in your toolkit. Take a look at the HealthChoice Tobacco Cessation Program for an example of what one insurance company has provided.

Slide 36

Promote OK Tobacco Helpline



Oklahoma Tobacco Helpline –
When You're Ready to Quit, We're Ready to Help

One study reported that if coaching was delivered to all smokers on a regular basis, approximately 70,000 deaths could be prevented in one year. This kind of help is currently available to all Oklahomans. The Oklahoma Tobacco Helpline is a professional telephone-based tobacco cessation coaching service provided to Oklahomans who want to quit.

The Helpline provides free, personalized assistance administered by professional Quit Coaches®, during a series of up to five telephone sessions, the Quit Coach assist callers in developing and working through a quit plan based on their individual needs.

Hours of operation: 7am to 11pm seven days a week

Slide 37

Tobacco-Free Workplace Policy

- The impact of implementing a tobacco-free policy will be most immediate for employees who use tobacco.
- Employers can help employees adjust to the tobacco-free policy by:
 - Informing them well in advance of policy implementation
 - Offering tobacco cessation assistance
 - Pay for tobacco cessation programs

Tobacco use, especially secondhand smoke, can have a devastating effect on your employees, your customers and the health of your business. But, the impact of implementing a tobacco-free policy will be most immediate for employees who use tobacco.

Bring together your Wellness Team to develop a tobacco-free policy—including employees in the process will help to garner buy-in and acceptance of the proposed policy.

Some ways that your Team can help employees adjust to the tobacco-free policy is to:

- Inform them well in advance of policy implementation
- Offer tobacco cessation assistance or
- Even pay for tobacco cessation programs

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Tobacco-Free Workplace Policy

Promote Breathe-Easy



Once you have implemented your tobacco free policy, or if you already have one in place, you may be interested in obtaining a Breathe Easy decal.

Breathe-Easy OK promotes smoke-free or tobacco-free environments to help Oklahomans lead healthier, more enjoyable lives. Breathe Easy decals identify smoke-free Oklahoma businesses and restaurants. Turn to page 43 in your toolkits for more information.

Slide 39

Tobacco-Free Workplace Policy

“Our Tobacco-Free Property Policy is intended to create a healthier environment for everyone – visitors, customers, workers, friends, and family members.”

-Sally Cavins, Human Resources
SYSCO Food Services of Oklahoma, LLC

Here is a quote from Sally Cavins from SYSCO food services: “Our Tobacco-Free Property Policy is intended to create a healthier environment for everyone – visitors, customers, workers, friends, and family members.”

This just goes to show that you not only care about your customers, but also about your employees’ health and safety.

Slide 40

What else can employers do to promote tobacco free worksites?

Trainer’s Note: Pose the question: What else can employers do to promote physical activity? Allow time for participants to respond. Be prepared to add to the list or to get the dialogue going.

Slide 41

Sample Policy 5: Kade Food Services

- Policy:
 - Our tobacco-free policy is intended to create a healthier environment for all – visitors, customers, workers, friends and family members
- Practices:
 - Promote 1-800-QUIT-NOW
 - Promote *Strong and Healthy Oklahoma* guidebook
 - Post cessation posters
 - Offer cessation classes at work
 - Implement and enforce tobacco-free policy on premises

It’s time to start thinking about tobacco-free policies in the workplace.

The Wellness Team should discuss current practices in the workplace.

Here are a couple of examples of tobacco-free policies:

Sample Policy 5: Kade Food Services Policy

- Our tobacco-free policy is intended to create a healthier environment for all – visitors, customers, workers, friends and family members

Practices

- Promote 1-800-QUIT-NOW
- Promote *Strong and Healthy Oklahoma* guidebooks
- Post cessation posters
- Offer cessation classes at work
- Implement and enforce tobacco-free policy on premises

Slide 42

Sample Policy 6: Class Clothing Company

- CCC believes all employees deserve to work in a smoke-free, tobacco-free environment.
- In order to protect employees and customers, we will:
 - Join and promote Breathe-Easy efforts
 - Have 100% tobacco-free property
 - Weekly smoking cessation programs
 - New group insurance which includes coverage for prescription aids
 - Post signage about tobacco-free environment at CCC

Sample Policy 6: Class Clothing Company

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- In order to protect employees and customers, we will:
 - Join and promote Breathe Easy efforts
 - Have 100% tobacco-free property
 - Weekly smoking cessation programs
 - New group insurance which includes coverage for prescription aids
 - Post signage about tobacco-free environment at CCC

Slide 43

Implementing Policy

- Use your Wellness Team to craft your policy
- Solicit employee support and input
- Promote messaging about the policy
- Discuss incentives
- Decide on a start date

Now we are going to practice thinking about how your business could address policies in the workplace regarding good nutrition, physical activity and tobacco use.

There are many things to keep in mind so that implementing your nutrition, physical activity and tobacco free policies go smoothly and results in success:

- Be sure to use your wellness team to craft your policy
- Solicit employee support and input
- Promote messaging about the policy – how do you get the information out to the employees?
- Discuss possible incentives and
- Decide on a start date

Slide 44

Policy and Practice

- Your policy will need to state:
 - Company's intent regarding nutrition, physical activity and tobacco use
 - Company's commitment to these new practices

Before we get started with this activity, what are some current practices and or policies that you have in place at your worksites regarding nutrition, physical activity and tobacco use?

Handout: *Policy/Practice Scenarios and Examples* (pg. 28 in Trainer's Guide)

Activity: Have participants get into groups to start developing nutrition, physical activity and tobacco policies. With large groups, you may wish assign groups to one area: nutrition, physical activity or tobacco. (Utilize the Handout: *Policy/Practice Scenarios and Examples*) Remind participants of the sample policies given in each section during the presentation. You may also refer them to the Resources section of the Toolkit where there are Sample Policy Resolutions for each area. Allow time for groups to develop their policies and then have each group share what they came up with. Allow time for additional discussion. (You may

want to provide flip charts and markers.)

Slide 45



When you have all of these things in place, one way to have your business recognized is to become a Certified Healthy Business. The Oklahoma Certified Healthy Business program is a joint initiative of The State Chamber, the Oklahoma Academy, the Oklahoma Turning Point Council, and the Oklahoma State Department of Health.

You will be recognized as a business that is doing positive health and wellness activities for its employees as well as contributing to improving the health of all Oklahomans.

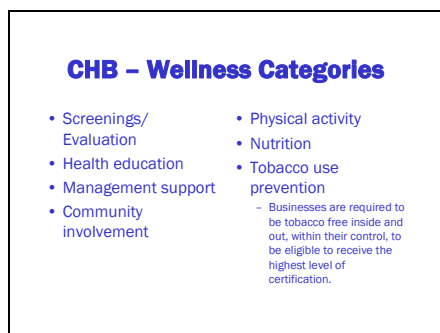
Slide 46



Businesses are divided into categories based on their number of employees. Small workplaces are 1-25 employees. Medium workplaces are 26-100 employees. Large workplaces are 101-999 employees and corporate workplaces are 1000 or more employees. There is also a separate category for education.

Different levels of certification are given within each of the workplace categories, which are also divided into profit and non-profit. The level of certification is based on the offerings of wellness programs and activities that are provided to the employees as well as the community. We will take a look at the various wellness categories on the next slide.

Slide 47



To be certified, businesses must complete a survey, available online at www.okturningpoint.org, indicating the number of health and wellness opportunities that are made available to employees. The wellness categories include: employee health screenings, workplace health and nutrition education, opportunities for physical exercise activities, management support for healthy workplace environments, tobacco use prevention activities, and sharing wellness activities within their respective communities.

In order to receive the highest level of certification, *Excellence*, the business must have in effect a 100% tobacco-free workplace policy that applies to the entire property, under their control, both indoors and outdoors.

Now we will take a look at businesses that have received the Certified Healthy Business Certificate of Excellence in recent years.



Show *Certified Healthy Business* DVD (approx. 5 minutes)



Trainer's Note: Allow time for participants to ask questions. Wrap up by encouraging participants to go back to their place of business and get the ball rolling!



Handouts

Company ABC

Employee Wellness Needs Assessment

Company ABC needs your feedback regarding your interest in past, current and future wellness activities. The information you provide will help us plan your future wellness events/activities. Please take a few minutes to complete this survey and e-mail to John Doe no later than _____ ____, _____. If you have any questions, please call John at 405.555.1234 or e-mail [johndoe@companyabc](mailto: johndoe@companyabc). **Please note that all responses will remain confidential.** Thank you for your time.

1. Listed below are wellness activities and events. Please indicate your level of interest by **bolding** or **highlighting** one number for each activity.

1 = No Interest 2 = Little Interest 3 = Interest 4 = Extreme Interest

Activity	Description	Level of Interest			
Exercise Classes	High intensity, low impact movements, with step and/or flexibility included	1	2	3	4
Minimal Sweat Exercises	Low impact, lunchtime classes	1	2	3	4
Stair Climbing Club	Opt to take stairs instead of elevator	1	2	3	4
Cycling Club	Ride bikes to work/meetings, during lunchtime or other group events	1	2	3	4
Yoga	Gentle stretching, provides toning and flexibility	1	2	3	4
Exercise DVD	Walking video utilized on breaks and at lunchtime	1	2	3	4
Walk this Weigh Activities	Sponsored by Turning Point	1	2	3	4
OKC Memorial Marathon	Group training	1	2	3	4
Other Runs/Walks	Events sponsored by not-for-profit or other organizations	1	2	3	4
Massage Therapy	10-minute sessions	1	2	3	4
Farmers' Market	Fresh Fruits/Veggies offered each Friday during Summer and Fall	1	2	3	4
Weight loss Programs	Nutrition/Weight Loss Program	1	2	3	4
Smoking Cessation Program	Smoking Cessation classes	1	2	3	4
Lunch-n-Learns	Various topics discussed over lunch	1	2	3	4

Topics you would like to see covered during the Lunch-n-Learns: _____

2. Prior to receiving this survey, had you ever heard about the Wellness Program? Yes No
If yes, what source(s): _____

3. Other than those listed above, what additional activities would you be interested in and would participate?

4. Are you currently participating in any Wellness Program activities? Yes No
If yes, please list them: _____

If no, please indicate the reason(s):

- Not interested
- No time
- Off-site
- Lack of Supervisor support
- Involved in non OSDH sponsored activities
- Other: _____

5. Which of the following times would you prefer to participate in any type of wellness activity?

Early morning Lunchtime After work

6. Would you be interested in participating in team sporting events?
Yes No

If yes, in what healthy competitions would you participate (i.e. volleyball, bocce ball, horseshoes)?

7. What comments and/or suggestions do you have that may help in the planning of future Wellness activities?

8. Are you interested in being involved on the Wellness Committee, which meets every other month via iPOWER? Yes No

9. Please provide the following information (Please remember all responses will remain confidential):

Male Female Height: _____ft _____in Weight: _____lbs
Age: 20s 30s 40s 50s 60s 70s 80s

1943 Guide to Hiring Women

The following is an excerpt from the July 1943 issue of Transportation Magazine. This was written for male supervisors of women in the work force during World War II.

Eleven Tips on Getting More Efficiency Out of Women

Employees: There's no longer any question whether transit companies should hire women for jobs formerly held by men. The draft and manpower shortage has settled that point. The important things now are to select the most efficient women available and how to use them to the best advantage.

Here are eleven helpful tips on the subject from Western Properties:

1. Pick young married women. They usually have more of a sense of responsibility than their unmarried sister, they're less likely to be flirtatious, they need the work or they wouldn't be doing it, they still have the pep and interest to work hard and to deal with the public efficiently.
2. When you have to use older women, try to get ones who have worked outside the home at some point in their lives. Older women who have never contacted the public have a hard time adapting themselves and are inclined to be cantankerous and fussy. It's always well to impress upon older women the importance of friendliness and courtesy.
3. General experience indicates that "husky" girls – those who are just a little on the heavy side – are more even tempered and efficient than their underweight sisters.
4. Retain a physician to give each woman you hire a special physical examination – one covering female conditions. This step not only protects the property against the possibilities of lawsuit, but reveals whether the employee-to-be has any female weaknesses which would make her mentally or physically unfit for the job.
5. Stress at the outset of the importance of time the fact that a minute or two lost here and there makes serious inroads on schedules. Until this point is gotten across, service is likely to be slowed up.
6. Give the female employee a definite day-long schedule of duties so that they'll keep busy without bothering the management for instructions every few minutes. Numerous properties say that women make excellent workers when they have their jobs cut out for them, but that they lack initiative in finding work themselves.
7. Whenever possible, let the inside employee change from one job to another at some time during the day. Women are inclined to be less nervous and happier with change.
8. Give every girl an adequate number of rest periods during the day. You have to make some allowances for feminine psychology. A girl has more confidence and is more efficient if she can keep her hair tidied, apply fresh lipstick and wash her hands several times a day.
9. Be tactful when issuing instructions or in making criticisms. Women are often sensitive; they can't shrug off harsh words the way men do. Never ridicule a woman – it breaks her spirit and cuts off her efficiency.
10. Be reasonably considerate about using strong language around women. Even though a girl's husband or father may swear vociferously, she'll grow to dislike a place of business where she hears too much of this.
11. Get enough size variety in operator's uniforms so that each girl can have a proper fit. This point can't be stressed too much in keeping women happy.

How Much Does Tobacco Cost You?

Example: Company ABC

25	X	25%	=	6.25
Total # of Employees		(2006 adult smoking rate)		# of Smokers (if you already know, enter # of employees who smoke)
6.25	X	\$1,791	=	\$11,193
# of Smokers		(Estimated Health Costs)		Total Health Costs
6.25	X	\$1,943	=	\$12,143
# of Smokers		(Estimated Loss Productivity Costs)		Total Lost Productivity Costs
<i>Your Total Cost/Year is:</i> \$11,193	+	\$12,143	=	\$23,336
Total Health Costs		Total Lost Productivity Costs		Total Cost/Year

Your Company:

Total # of Employees	X	25%	=	# of Smokers (if you already know, enter # of employees who smoke)
# of Smokers	X	\$1,791	=	Total Health Costs
# of Smokers	X	\$1,943	=	Total Lost Productivity Costs
<i>Your Total Cost/Year is:</i> Total Health Costs	+	Total Lost Productivity Costs	=	Total Cost/Year

The HealthChoice Tobacco Cessation Program – Health Promotion
New Benefit Took Effect January 1

In an effort to encourage more of our members to give up tobacco products, HealthChoice has expanded its coverage of medications that can help in kicking the habit.

Beginning January 1, 2008, HealthChoice is covering two (2) full 90-day courses of any FDA-approved tobacco cessation product per year. This benefit is available to active and retired HealthChoice members, as well as their enrolled dependents who are at least 18 years old. The covered medications are listed in the HealthChoice formularies and include:

- Chantix™ (varenicline)
- Nicotrol® Inhaler (nicotine)
- Nicotrol® Nasal Spray (nicotine)
- Bupropion SR 150mg (generic for Zyban®)
- Buproban 150mg (generic for Zyban®)

Over-the-counter products (such as nicotine patches and gum) are not covered.

In addition to the expanded coverage for tobacco cessation products, HealthChoice **NO LONGER REQUIRES** prior authorization to access these products. Previously, members were limited to a benefit of one (1) course per lifetime and prior authorization was required.

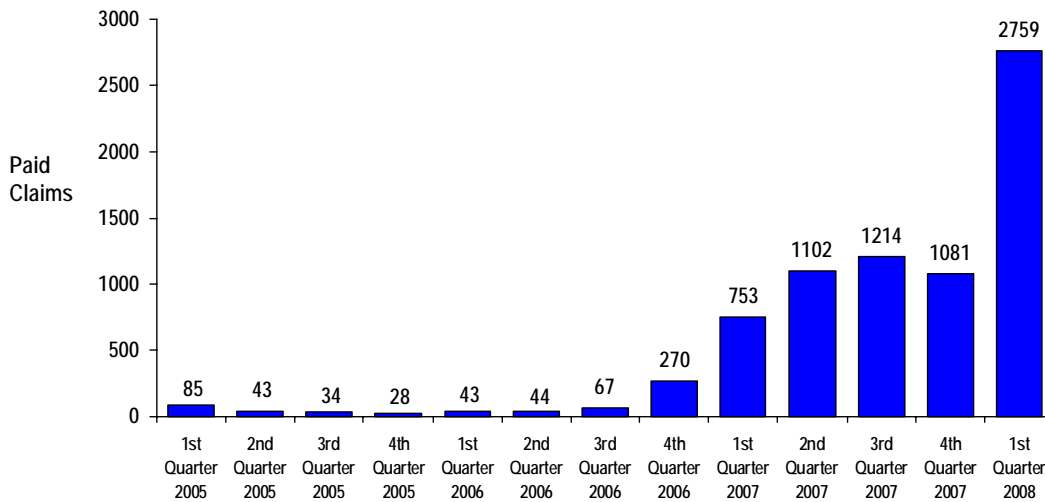
All HealthChoice members who choose to quit tobacco and take advantage of this new health benefit are also strongly encouraged to take advantage of the **FREE Professional Quit Coaches®** available through the **OKLAHOMA TOBACCO HELPLINE** at 1-800-QUIT-NOW (1-800-784-8669).

The Professional Quit Coaches® work with Helpline callers to develop a quit plan tailored to individual needs. Up to four (4) follow-up calls with a quit coach are also provided free of charge. The Helpline hours of operation are 7 a.m. to 11 p.m., seven (7) days a week, and staff will return any messages left after hours. Services are also available in Spanish by calling 1-800-793-1552.

Studies have concluded that a combination of medication and counseling is by far the **MOST EFFECTIVE WAY TO SUCCESSFULLY QUIT TOBACCO.**



OSEEGIB Paid Pharmacy Claims Smoking Cessation Products



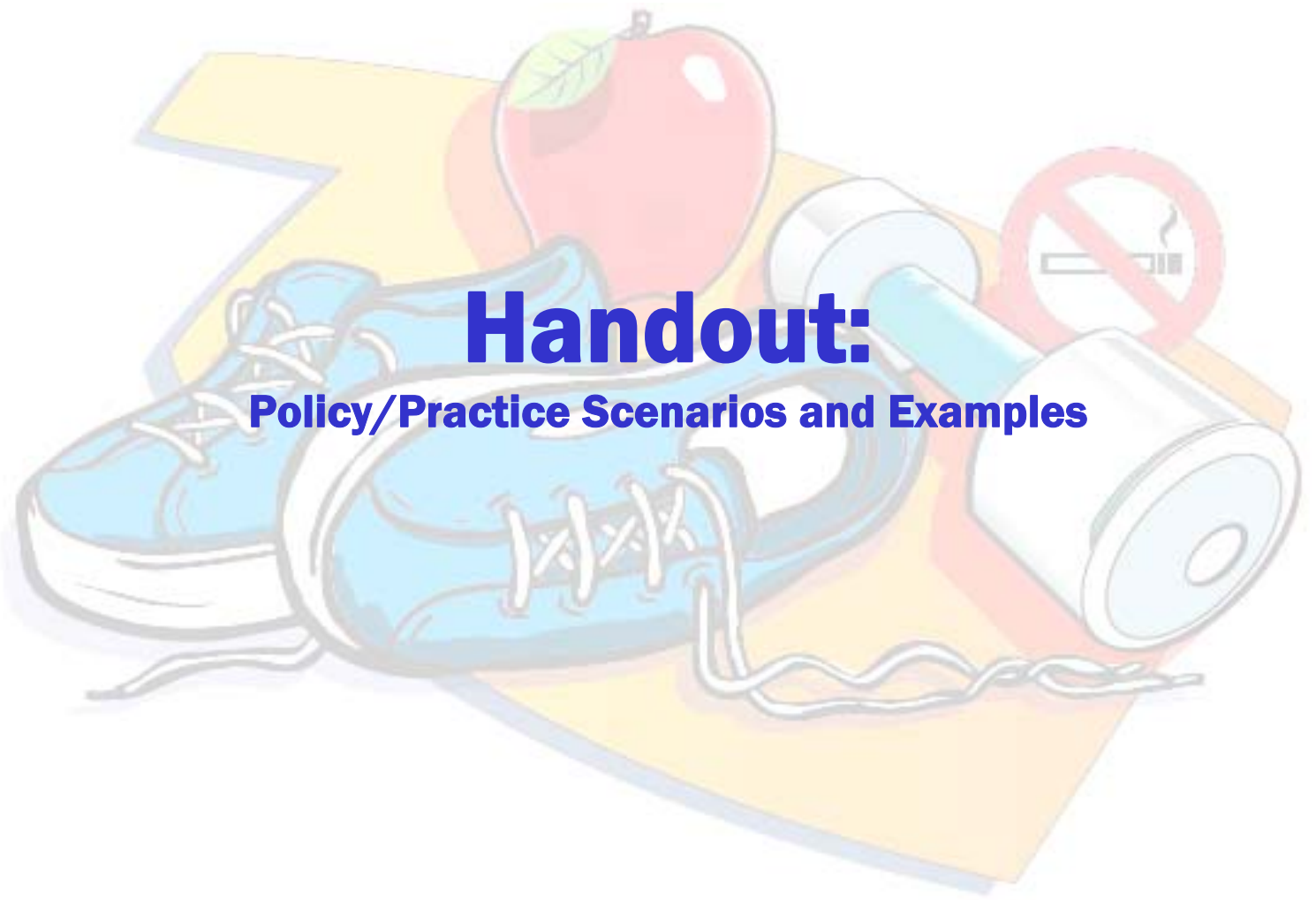
Data provided by the Oklahoma State & Education Employees Group Insurance Board



Great Investment in Employee Health & Productivity

Number of OSEEGIB Recipients with One or More Paid Pharmacy Claims for a Smoking Cessation Medication (First Quarter 2008)	1,699
Minimum Estimated Quit Rate	23%
Minimum Estimated # Quitters	391
Minimum Estimated Annual Cost Savings to Oklahomans Medical cost savings: \$2,626 x 391 = \$1.03M Lost productivity savings: \$2,709 x 391 = \$1.06M	\$2.1M
Amount Spent \$126 average cost per recipient	\$0.21M

Minimum Years of Life Saved: 391 quitters x 7.1 years of life saved = 2,776 years



Handout:

Policy/Practice Scenarios and Examples

Small Business – Breastfeeding

- You work in a small printing company with 22 employees divided evenly between men and women. Two of the women are breastfeeding moms and another will be returning to work in 8 weeks. The two moms who are back to work must use the bathroom to express milk and feel they have no support for breastfeeding moms returning to work.
- How would you work with this business to develop a breastfeeding policy?
- Incorporate these ideas into policy.

OKLAHOMA STATE DEPARTMENT OF HEALTH
ADMINISTRATIVE PROCEDURES MANUAL

TITLE: Worksite Breastfeeding Policy

Number: 1-35
Effective: August 2007
New

RESPONSIBLE SERVICE: Family Health Service

APPROVED: _____
James M. Crutcher, M.D., M.P.H.
Commissioner of Health and
State Health Officer

OBJECTIVE: To inform employees of the benefits of breastfeeding, and provide a work environment supportive of breastfeeding when employees return to work.

The Oklahoma State Department of Health (OSDH) identifies breastfeeding as the normal method of nurturing infants and recognizes breastfeeding as fundamental in achieving optimal infant and child health, growth and development. Therefore, the Oklahoma State Department of Health encourages activities that promote, protect and support breastfeeding and the health of all Oklahoma children.

PROCEDURE: Because employees breastfeeding their infants need ongoing support in the worksite to provide breast milk for their babies, it is the policy of the Oklahoma State Department of Health that:

- **A positive environment supportive of breastfeeding is maintained, and breastfeeding promotion information is provided to employees.** A copy of the Worksite Breastfeeding Policy will be provided to all employees at new employee orientation. Breastfeeding information and resources will be readily available for employees. All work sites (Oklahoma State Department of Health and county health department) will display in locations accessed by employees and the public, positive messages supporting breastfeeding. (All worksites are strongly encouraged to provide a hospital grade breastpump for employee use.)
- **A “Back-To-Work” consultation is available for employees who plan to breastfeed and employees whose partner plans to breastfeed.** This consultation will provide information to promote a successful transition while continuing to breastfeed.
- **Employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.**
If the time exceeds normal time allowed for lunch and breaks, employees may be allowed to adjust working hours.
- **Employees are provided a place to breastfeed or express their milk.**
Reasonable efforts are made to provide a private, secure, and sanitary room or other location (other than a restroom) in close proximity to the work area, where an employee can express her milk or breastfeed her child who may visit during work hours. The private room will include an electrical outlet to accommodate an electric breastpump, a comfortable chair, and access to a clean water source, soap and hand washing facility.

- **Employees are allowed to use an available refrigerator for safe storage of expressed milk.** Employees may use their own cooler packs to store expressed breast milk, or may store milk in a designated refrigerator/freezer. Employees will be required to provide their own containers, clearly labeled with name and date.
- **Supervisors will ensure that employees are aware of these workplace accommodations, and receive a copy of the Worksite Breastfeeding Policy and breastfeeding information, when they are informed of the employee's pregnancy.**

Employees who have questions concerning breastfeeding, or who may need breastfeeding support, may contact the Maternal and Child Health Service (MCH) 405-271-4480 or the Women, Infants and Children Service (WIC) 405-271-4676.

Small Business – Tobacco

- This is a small oilfield equipment and supply company with 20 employees, all male. There is a high rate of tobacco use, at least 50% use some form of tobacco. There is currently no policy regarding tobacco use in company vehicles. The owner is getting tired of spit cups, dirty ashtrays and burn marks and holes in the vehicles.
- How would you work with this business owner to develop a tobacco free policy?
- Incorporate these ideas into policy.

OKLAHOMA STATE DEPARTMENT OF HEALTH
ADMINISTRATIVE PROCEDURES MANUAL

TITLE: Tobacco-Free Policy Number: 1-8
Re-issued: September 2001
RESPONSIBLE SERVICE: Administration Revises: 1-8, September 2000

APPROVED: _____
Leslie M. Beitsch, M.D., J.D.
Commissioner of Health and
State Health Officer

OBJECTIVE: To eliminate all tobacco use indoors and outdoors on the premises of all Oklahoma State Department of Health facilities including County Health Departments, in state vehicles used for OSDH business, and by OSDH personnel providing services in clients' homes.

BACKGROUND: Tobacco use is Oklahoma's leading preventable cause of death, and exposure of nonsmokers to secondhand smoke is the third leading preventable cause of death. Reduction of smoking and other forms of tobacco use and protection of the public from involuntary exposure to secondhand smoke are among the top priorities of the Oklahoma State Department of Health as outlined in recent annual State of the State's Health Reports.

This policy is to help reduce tobacco use among this Department's employees and throughout Oklahoma, and it is not intended to be punitive towards any OSDH employees. The Oklahoma State Department of Health is committed to encouraging and providing support to any OSDH employee who wishes to engage in a tobacco dependency treatment program, within the Department's available resources.

The Oklahoma State Department of Health strives to be a leader in protecting the health of our employees and everyone visiting our facilities and to set a good example through the conduct of our personnel by adopting the following tobacco-free policy:

PROCEDURE:

1. The use of tobacco products shall be prohibited throughout all indoor and outdoor areas of premises under the control of the Oklahoma State Department of Health, in all vehicles on those premises, and in state vehicles in use for OSDH business anywhere.
2. This policy applies to all employees, clients, visitors and others on business at all Oklahoma State Department of Health premises.
3. The Central Office and each County Health Department or other facility shall identify the boundaries of its premises, post this information for public reference, and provide notice of this policy with appropriate signage, including signs at the entrances to the properties and/or other locations as needed.
4. County Health Departments and other facilities that share a building with other offices shall eliminate tobacco use in their offices and from all the indoor and outdoor premises under their control. They shall encourage tobacco-free policies for all tenants and throughout the entire premises.

5. Tobacco product receptacles shall be removed from the premises, including any ash cans near entryways.
6. OSDH employees shall not use tobacco products while providing services in clients' homes.
7. To the extent allowed by Oklahoma law, contracts to provide services to the public on behalf of OSDH entered into on or after the effective date of this policy shall require contractors to follow the tobacco-free policy of OSDH in performance of services for OSDH.
8. Violation of this policy by an OSDH employee shall be cause for management/supervisor intervention and may result in corrective or disciplinary action in accordance with the OSDH Administrative Procedures Manual and state personnel rules.
9. This policy shall be effective January 1, 2002.

Medium Business – Physical Activity

- Sixty employees work for the Barnes County Electric co-op. Insurance rates have risen 30% over the last 3 years due to the increase in employee utilization claims. The president of the company is concerned about escalating health insurance premiums and believes his employees need to get healthier or share the burden of the increased premium costs.
- What physical activity policies might the company consider to improve employee health?
- Incorporate these ideas into policy.

SAMPLE PHYSICAL ACTIVITY WORKSITE POLICY

Whereas:

_____ (*fill in your worksite name*) is concerned about the health of our employees.

Whereas:

People have become more and more interested in eating better and being more active;

Whereas:

Heart disease, cancer and stroke—the top three causes of death in North Carolina—are largely affected by what we eat and how active we are;

Whereas:

Regular physical activity provides for increased quality of life through improved endurance, strength, flexibility and balance, as well as reduced risk of chronic diseases, injury and perception of stress;

Therefore:

Effective _____ (*today's date*), it is the policy of _____ (*fill in your worksite name*) that activities and events sponsored or supported by this organization will include opportunities for physical activity: (*These are some of the examples discussed—the policy may be written to address only one change at the time or multiple policies.*)

- **Physical Activity Breaks In Meetings**
Examples include facilitated activities such as stretch breaks or icebreakers.
- **Identification of Physical Activity Opportunities**
Examples include provision of map with walking routes and local attractions; identification of recreational and exercise facilities; organization of walking groups and other group activities.
- **Supportive Schedules To Allow Physical Activities**
Examples include flexible work schedules; modified meal breaks to allow activity; as well as scheduled and/or facilitated stretch breaks integrated into meeting agendas.
- **Encouragement from Group Leadership to Engage in Physical Activity**
Examples include employee leadership promoting physical activity for employees; group leadership being a role model.

Signature _____ Title _____

Name of Worksite: _____

Large Business - Nutrition

- St. Ann's Hospital is a large health care facility with 500 employees. A wellness assessment revealed numerous complaints to the newly organized Wellness Team about the lack of healthy food options in the cafeteria and the extremely high prices of the few healthy options that are available. The Wellness Team is meeting to discuss nutrition policy in the workplace beginning with the cafeteria and vending machines.
- What policies might be appropriate to present to the Hospital leadership team?
- Incorporate these ideas into policy.

Sample Nutrition Policies

The Empire National Bank of Clarksburg, W.V. Policy on Food Served at Empire's Worksites

I. Purpose

To provide an environment conducive to and supportive of healthy eating habits for all Empire associates.

II. Policy

The Bank has a commitment to provide an environment that encourages healthy eating habits among its associates. In worksites with vending areas: Vending machines will offer a variety of snack foods, including healthful alternatives. Drink machines will provide fruit juices, as well as sugar-free and caffeine-free soda selections. Decaffeinated coffee will be available as an alternative in the coffee area. Fresh fruit will be made available in the lunchroom, and the cost will be subsidized by Health Track whenever possible.

Whenever special events sponsored by the Bank or by Health Track involve the serving of food, consideration will be given to offering selections that are consistent with healthy eating habits.

Kearney Orthopedic & Fracture Clinic, P.C. Clinic-Provided Food Service

Kearney Orthopedic & Fracture Clinic, P.C., is committed to the health and well-being of their employees. In keeping with that goal, we will offer decaffeinated beverages, diet beverages and non-fat food items in the vending areas.

KOFC will also provide nutritious food items on Wednesday for coffee breaks and whenever meals are sponsored at Clinic expense. Foods generally acknowledged as high-calorie, high-fat, low-nutrition choices will not be provided for employee consumption at Clinic expense.

Provident Life and Accident Insurance Company, Chattanooga, Tenn. Food Service Policy

In order to contribute to the health and well-being of employees. Provident Life and Accident Insurance Company wishes to encourage the consumption of healthful foods during the workday by providing the following:

- 1) A "Treat Yourself Right" healthful alternative lunch entree will be available daily in the cafeteria. The alternative entrees will be reported for the upcoming week in the "Monday at Provident" newsletter. Calorie figures will be reported if available.
- 2) Healthful food alternatives will be available in machines located throughout the building.

Valmont Industries, Inc., Valley, Neb.

Food Services

As a company, Valmont recognizes the importance of proper nutrition on people's work performance and morale. The Food Services at the Valley site facility exist to provide healthy food choices at reasonable prices to employees on all shifts. Special emphasis has been given to healthy eating decision as well as considerations for those employees on restricted diets.

Valmont's cafeteria service, in cooperation with Methodist Hospital of Omaha, offers specially identified lunch and snack items that contain: less than 30% calories from fat; less than 500 mg. sodium; and less than 120 mg. cholesterol.

These selections are approved by a dietician and labeled "Heart Healthy." Ongoing guidance is provided through monthly consultation with the outside dietician in menu planning, nutritional evaluation of recipes and promotion/education of the workforce.

The cafeteria employees actively participate in annual planning to identify steps to improving the service to Valmont employees. They also receive periodic training in safe food handling practices to ensure compliance to state health standards.

Valmont also provides vending services to those employees who wish to utilize them. Vending services providers are encouraged to take special needs into consideration to ensure they satisfy access and dietary requirements, including special needs of shift workers. Periodic reviews of vending services are conducted to determine menu/product choices and to ensure acceptable service. Hygiene and food safety requirements are set for vending providers.