

# **Worksite Wellness Toolkit**

**ODMHSAS**



## **Worksite Wellness**

ODMHSAS emphasizes the importance of wellness in the lives of our providers, employees, and consumers. Enclosed you will find tools that may be helpful to you in incorporating wellness at your facility. It is our hope that with your support in making health and wellbeing a priority and in creating a culture of wellness, we can reduce health disparities for our population and take meaningful action to ensure that they and we have the opportunity to live long, healthy, happy lives.

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## **Forming a Worksite Wellness Committee**

Forming a worksite wellness committee helps to give organization and drive behind wellness initiatives, helps the wellness champion to build a support system for wellness activities, and gets buy in from the employees. When the ideas are their own or those of their peers, they are much more likely to adopt new policies, changes, and procedures.

A worksite wellness committee should be comprised of people from diverse departments and positions to make sure everyone in the agency is represented. In the committee's first meeting, there should be a collaborative effort to form a mission statement, to discuss positions, and to set goals.

### **Logistics**

Decide where you will hold your meetings on which days at what time and how often? Do you want to schedule the next meeting at each current meeting or do you want to have a standing time such as the third Wednesday of every week?

### **Committee Roles**

You will want to designate a Chairperson to run the meetings and may also want to further designate roles within the committee, though this is optional. Other roles may include secretary, treasurer, event coordinator, project leader, fundraiser, etc.

### **Mission Statement**

A mission statement is a statement that summarizes the purpose, values, and intentions of a particular group and serves as a guide for committee actions and activities. It tends to be broad, encompassing the ultimate aim of the committee (specific objectives will be addressed in the committee goals). When developing your mission statement, think about what you want your end goal to be. What is the ultimate outcome that you want to accomplish? A sample mission statement is below:

*The mission of the Worksite Wellness Committee is to establish and maintain a worksite that encourages support for a healthy lifestyle.*

You can add to this one, amend it to fit your needs, or create a completely different one. Just remember to keep it simple and broad so others will be able to easily understand the purpose of the wellness committee.

### **Committee Plan**

The committee will need to develop a strategy plan to set goals and objectives to serve as a guideline for committee activities. It's kind of a like a treatment plan for the committee.

**Goals** are the specific things you want to accomplish within your facility to reach your mission statement. Goals and objectives should be SMART: Specific, Measurable, Attainable, Relevant and Time-bound. Sample goals may include:

- To make healthy food options more accessible for staff
- To increase physical activity for staff
- To reduce stress among staff
- To increase staff education on improving wellness
- To reduce tobacco use among staff

**Objectives** are the steps you will take to reach the goals you have set for yourselves. For example, if you have set a goal of increasing physical activity for staff, think about what steps you will need to take in order to do that. Objectives may include:

- Promoting walking paths near facility
- Designating a 15 minute break for staff to use for walking/physical activity
- Hosting a challenge to promote getting 150 minutes of physical activity each week.

You will want to create these steps or objectives for each goal. This will help to guide you in planning activities and taking steps necessary to incorporate wellness in a way that is meaningful to your facility.

## **Bylaws**

Bylaw provide the blueprint for how the committee should be govern. In less formal committees, you may not feel them necessary, but for larger, more formal committees they can help with stalemates, keep the process moving along, and provide a reference for committee use when questions come up related to protocol and procedures. Attached on the following pages are the committee bylaws produced by the Wellness Committee at the Central Office of ODMHSAS. These bylaws or only for that committee alone and are not meant to be mandated for any other facility. You may use them however to reference in creating your own bylaws or adapting them in a way that is most beneficial for your organization.

# Wellness Committee Bylaws

## Agency X

1. Name- The name of this committee shall be the Agency X Wellness Committee
2. Purpose- The purpose of the Agency X Wellness Committee is to promote the health and wellness of our employees.
3. Objectives- The Agency X Wellness Committee defines wellness as overall well-being – incorporating the mental, emotional, physical, occupational, intellectual, social, and spiritual aspects of a person’s life. The primary objective of the Committee is to increase health and wellness for employees at Agency X by, but not limited to:
  - a. Planning wellness events
  - b. Implementing needed wellness improvements
  - c. Making recommendations for ways to improve workplace wellness
  - d. Providing educational opportunities on best wellness practices
  - e. Promoting a culture of wellness
4. Jurisdiction
  - a. The Committee convenes only to discuss subject matter that pertains to Agency X. It has no authority over any other department facilities and stands independently from any division.
  - b. The committee is voluntary and shall not serve to fulfill any roles and responsibilities assigned to a specific division or employee in terms of their employment.
5. Members
  - a. The members of the Committee shall be employees of Agency X.
  - b. Members should be representative of a variety of divisions and positions within the agency.
  - c. Members shall receive no additional compensation for the participation on the committee. Committee participation will be in addition to members’ primary job duties.
  - d. Membership is voluntary. No employee shall be coerced to participate.
  - e. Employees shall receive full membership privileges after attending two meetings.
  - f. A member may resign from the committee at any time with notification to the committee secretary and chairperson. The resignation will be effective immediately upon receipt of notification unless otherwise specified.

## 6. Membership Expectations

- a. Each member is expected to attend all committee meetings as he or she is able to do so.
- b. Each member is expected to follow through on commitments he or she makes within meetings.
- c. Each member is expected to make a concerted effort to support, attend, and participate in committee events, initiatives, and activities.
- d. Each member is expected to review the previous meeting's minutes prior to the current meeting in order to be informed about the matters that will be discussed/followed up on.

## 7. Officers

- a. Officers will include a Chair, Vice Chair, Treasurer and Secretary.
- b. Officers will serve a one year term.
- c. New officers will be elected to be in office for the first meeting of each new fiscal year.
- d. Officers will be nominated by themselves or other committee members. Once candidates agree to their nomination, they will be elected by a simple majority by committee members. Votes shall be anonymous.
- e. If an officer decides to vacate before the end of his or her term, he or she shall notify the remaining members of the committee leadership. Upon vacating, new members will be nominated for the open position followed by committee vote.

## 8. Chairperson

- a. Shall convene regularly scheduled committee meetings, shall preside or arrange for other members of the committee leadership to preside at each meeting in the following order: Vice Chair, Secretary, another appointed member.
- b. Shall review and give final approval for the agenda for each meeting.
- c. Shall facilitate meetings to ensure topics discussed are relevant and productive.
- d. Shall monitor time to make sure that agenda topics are able to be addressed.
- e. Shall not vote except to cast the deciding vote in all matters where there is a tie among committee members.
- f. The Chair is responsible for setting example for other committee members in regards to conduct and healthy wellness behaviors.

## 9. Vice Chair

- a. Shall chair meetings and/or oversee chair responsibilities when the Chair is not available to do so.
- b. Shall advise the Chair on committee matters.

- c. Is responsible for setting example for other committee members in regards to conduct and healthy wellness behaviors.
- d. Assists Chair by taking on responsibilities delegated to him or her as needed.

#### 10. Secretary

- a. Shall prepare agenda for each committee meeting.
- b. Shall maintain all records of committee activities, including minutes, sign-in sheets, or other relevant documentation.
- c. Shall take minutes for each committee meeting, to be typed up and sent out electronically as soon as he or she is able to do so.
- d. Shall make copies of agenda and previous meetings minutes to be distributed to all committee members at each meeting.
- e. Shall chair committee meetings when Chair or Vice Chair is not available to do so.
- f. Will confirm assignments given to committee members.
- g. Is responsible for setting example for other committee members in regards to conduct and healthy wellness behaviors.

#### 11. Treasurer

- a. Maintain committee budget and financial records
- b. Collecting and securing committee profits
- c. Provide financial status at committee meetings
- d. Oversee deposits and withdrawals from committee funds which may only be done with another member present.
- e. Setting an example for other committee members and staff in regards to conduct and healthy wellness behaviors.

#### 12. Meetings

- a. Meetings will be held on the second Monday of each month at 3pm. Additional meetings will be held on the fourth Monday of each month on an as needed basis as determined by a majority committee vote.
- b. Meetings may be relocated to another date and time as needed and decided by committee leadership who shall give sufficient notification to committee members about such changes.
- c. Meetings will be an hour in duration with an option for a 30 minute extension as needed to be determined by the Chair.
- d. A quorum of 5 must be present in order for a committee meeting to be called to order.

#### 13. Meeting Agenda

- a. Agenda is set by Committee Leadership.
- b. New business to be considered for addition to the agenda must be submitted to Committee Secretary by the first Monday of each month.
- c. Emergency business to be placed on the agenda after the first Monday of the month shall be submitted to Chair for approval.
  - i. Emergency business will be defined as matters that need to be discussed immediately, that cannot be delayed to the next committee meeting.
- d. The typical meeting agenda will go as follows
  - i. Call to Order/Welcome
  - ii. Approval of Previous Meeting Minutes
  - iii. Follow up on old business
  - iv. New Business (items submitted)
  - v. Emergency Business
  - vi. Adjourn

14. Voting

- a. Each committee member counts as one vote, with the exception of the Chair who only votes if there is a tie.
- b. All decisions will be put to a vote only after a motion is made, seconded, and discussion has commenced as time allows, determined by the Chair.
- c. Once a motion has been made and seconded, a vote must be taken.
- d. Once a vote has been taken, a decision will be considered final and further discussion will be ceased unless unforeseen circumstances prevent the motion from being fulfilled.
- e. If a member is going to be absent from a meeting, he or she may delegate someone to cast a vote on his or her behalf (proxy vote) by notifying the Chair prior to the meeting.

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Chairperson

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Vice Chairperson

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Secretary

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Treasurer

## Creating a Culture of Wellness

Following are some examples of ways wellness can be promoted at your agency. This may also serve to jump start some ideas for your wellness committee. This list is by no means exhaustive but may provide some inspiration to get the ball rolling. The most important things: Be creative and have fun!

- To have one lunch and learn monthly on wellness activities and education
- Create an agency sporting team (softball, basketball, soccer, etc.)
- To develop an employee's healthy eating cookbook
- To create an exercise room
- To create a wellness newsletter
- Have a quarterly or monthly lunch healthy potluck
- Have a healthy bake sale to raise money for wellness activities
- Start a lunch time walking group
- Paint/decorate the stairwell (if applicable) to encourage its use
- Promote discounts at local gyms
- Create a wellness bulletin board in a high traffic area
- Use "Potty Training"- posting wellness information in bathroom stalls
- Have walking/standing meetings
- Install a basketball hoop
- Encourage 5 minute stretching breaks every hour or during meetings
- Serve healthy food/beverages at meetings
- Map out nearby walking routes
- Offer trainings (with CEUs) on wellness
- Host a weight watchers meeting
- Send out weekly email blasts regarding wellness news and topics
- Host healthy competitions among staff (walking, eating vegetables/fruit, drinking water, etc.)
  
- Post motivational posters in breakrooms and hallways
- Pass out bubbles, play-doh, and other fun stuff to encourage play
- Develop a wellness resource center/library and stock with videos books and other helpful media
- Inquire about getting healthier snack options in vending machines (if applicable)
- Hold a health fair and invite local wellness resources such as the health department, planned parenthood, okhealth, YMCA, and the Oklahoma Tobacco Helpline
- Hold wellness classes for staff to participate in before/after work or during lunch (zumba, tai chi, hip hop abs, yoga, etc.)
- Make water coolers available and easily accessible for staff
- Participate in and promote community walks and 5Ks

- Recognize employees have shown improvement in their wellness or who role model good wellness
- Hold onsite smoking cessation workshops, classes, or groups
- Offer workshops on relaxation, stress management, and life-work balance
- Invite students of massage therapy schools into give staff free chair massages
- Start a community garden for staff and/or consumers
- If you have a tv in your facility, turn it to wellness related programming
- Feature a quote of the day regarding wellness, inspiration, or self-care
- Instead of a cookie exchange, host a healthy snack exchange.
- Promote environmental wellness by offering recycling bins
- Have staff can bring items in after their from spring cleaning to donate to a wellness fund garage sale.
- If you have magazines accessible to staff or consumers in a waiting room or on a unit, find ones that promote wellness and hobbies vs. celebrity gossip and unrealistic expectations of beauty.
- Designate a specific area as a staff break room. Find ways to make it relaxing and inviting with calming colors, soft music, comfy chairs, etc.
- Add plants to high traffic area. Bringing a little bit of Mother Nature indoors can do wonders to boost the spirits.
- Open blinds and curtains where possible to let the sunshine in to brighten dark spots and corners.
- Develop a schedule of regular cleaning so that your facility stays nice and fresh. A place that is clean and shiny is much more inviting and pleasant than one that is dingy.
- If your facility needs a new coat of paint or some more cheery colors, having a painting party.
- Incorporate physical team building activities (ones that require people to get out of their seat) into meetings or into the work week.
- Add wellness to your meeting agendas. Find people at your facility who are doing things for their wellness and invite them to share. Or invite people in from the community to talk about related topics at staff meetings. For instance you might invite a yoga instructor in to talk about mediation, how to do it, and why it works.
- Encourage participation in wellness related holidays such as National Walking Day, National Day of Unplugging and the Great American Smokeout

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## Tips to Writing an Email Wellness Newsletter

One great way to disseminate information to your staff in a fun and easy way is to create a wellness newsletter. Here we provide some how-to tips to get you started. Note this is aimed at an email newsletter, but hard copies work just as well and even better in some cases (i.e. sharing them with consumers.)

1. Find people who are excited about wellness and able to participate in developing the newsletter. If you already have a wellness committee this may be a great place to start.
2. Brain storm ideas on the wellness topics you'd like to cover. Keep an ongoing list that you can add to as ideas pop up.
3. Find a banner that you can use as your "brand" so that people will be able to identify the newsletter and to keep them unified.
4. You can either add several articles in the newsletter or use bullet points with links to articles on the web. (This may be the better options so people don't become so overwhelmed with too much information in one email).
5. Do your research. Before sending out any information, you want to make sure that you are sending correct information. Websites such as The American Heart Association, The American Lung Association, Shape Your Future, Mayo Clinic and any government website (FDA, SAMHSA, DHHS) can be considered to have reliable information.
6. Considering adding upcoming events as part of your newsletter. This can be campaigns, observances, or wellness activities that are going on at your facility
7. Tell a story. We know that people are much responsive and motivated by a good story than by just reading dry facts. Do some snooping in your agency and see who is doing well in their wellness and ask them to write a testimony for you based on their experience.
8. Include the community. If there are upcoming wellness opportunities in your community, this would be another great thing to share in your newsletter. Whether it's festivals or 5ks, it's good to spread the word.
9. Include photos. Just as with telling a story, people tend to be more responsive when there are photos to go along with text. Try to spice things up by finding photos to add to your articles. It makes the newsletter more aesthetically appealing. Look at the pic below. See? Doesn't it make this tip sheet more exciting?!

10. Share with your wellness staff! We'd love to see what you and your facility are up to! Please include us on your mailing list. We're likely to be your biggest fans!

# Worksite Wellness Policies

Having a policy in place for the wellness initiatives helps to show the organization's dedication to promoting wellness in the workplace. A sample policy is provided below. You can use it as a template for developing your own policy and adapt it to fit your needs.

## **Policy:**

The Worksite Wellness Policy provides the foundation for Agency X to develop activities and modify work environments and policies to support the health and well-being of its employees. This policy addresses the primary components of a healthy lifestyle including healthy eating, physical activity, tobacco cessation, and stress management.

## **Procedure:**

1. **Wellness Committee:** Agency X supports the development of a Worksite Wellness Committee to support and oversee the implementation of wellness initiatives, to advise and make recommendations to Management on wellness issues, and to promote wellness opportunities, both within and outside of the facility.
2. **Activity Space:** Designation of space for wellness activities, including exercise, in available office space is permissible and encouraged.
3. **Vending and Food Service:** Agency X will make available healthy snacks, food, and drinks in vending machines, in cafeterias, and in snack bars.
4. **Food Storage and Preparation:** Environmental accommodations for food preparation and storage (e.g. sinks, refrigerators, microwaves) are provided to support employees in bringing healthy lunches and snacks to work.
5. **Wellness Trainings:** Agency X will provide and participate in ongoing developmental and educational opportunities on wellness topics for employees to enhance knowledge and self-care.
6. **Breaks and Lunch Time:** Agency X reinforces the importance of ensuring that employees are taking time for lunch and for appropriate breaks during the workday to reduce stress, prevent burnout, and improve productivity. Employees are encouraged to use break times to engage in some form of physical activity if appropriate.
  - a. All employees shall be provided with at least a 30 minute break for a meal. Breaks periods lasting 15 minutes or less are counted as time worked.
7. **Tobacco-free Worksites:** In accordance with State law (IF ENACTED in 2007), all premises of Agency X are tobacco-free properties.

- a. Tobacco Cessation Programs are available through the quit line, 1-800-QUITNOW and the Employee Assistance Program (EAP)
8. Meetings: Agency X encourages making meetings more healthful for faculty, staff, and students by including nutritious food and beverage options, and providing activity or stretching breaks for meetings lasting an hour or longer. Breaks may be included on the meeting agenda to demonstrate them as a priority
9. Community Gardens: Agency X supports the development of a community garden to help improve access to fresh produce and increase physical activity through the creation of community gardens.
10. Classes/Groups/Clubs: Agency X encourages the development of clubs or groups which encourage physical activity during lunch/break times and before or after work. Examples include a walking club, early morning tai chi class, or an after-hours group that meets at the gym for accountability and support.
  - a. No wellness program or activity may be implemented or conducted during normal working hours without approval from Leadership, but instead must be done during breaks and outside of working hours.
11. Leadership: Agency X strongly encourages provider management to show support of healthy behaviors, promoting a wellness culture, and serving as a role model for staff and consumers.

## **Tobacco Enforcement Plan**

By this point your facility should have a policy in place regarding the prohibition of tobacco use or possession on property by staff, consumers, or visitors. The next step for your facility will be to create an enforcement plan. In other words, how are you going to enforce the tobacco free policy at your worksite to prevent people from violating it? Following is an example of an enforcement plan. This is only to be used for your reference. It may be adapted to meet your needs but is in no way intended to be an official document for anyone:

### **Tobacco Enforcement Plan:**

In accordance with State law (IF ENACTED in 2007), all premises of Agency X are tobacco-free properties. Agency X is committed to providing and maintaining a safe and healthy workplace and promoting the health and well-being of its employees and consumers. As tobacco use is the number one preventable cause of disease and death in the United States, it is the policy of Agency X to be tobacco free.

### **Definition**

**“Tobacco”** includes any nicotine delivery product or device that is not approved by the U.S. Food and Drug Administration (FDA) for the purpose of nicotine dependence treatment, including, but not limited to cigarettes, cigars, snuff, chewing tobacco, electronic cigarettes or vaping devices.

### **Procedure:**

To ensure compliance with the tobacco free policy, Agency X has the following enforcement plan:

1. Job Postings, New Hire packets, and New Employee Orientation will contain information about Agency X’s tobacco free environment policy and resources available to help staff quit.
  - a. Tobacco Cessation Programs are available through referrals to the Oklahoma Tobacco Helpline, calling 1-800-QUIT NOW, and the Employee Assistance Program (EAP)
2. All Agency X facilities will post signs visibly in high traffic areas notifying everyone that the possession and use of tobacco products, electronic cigarettes, and/or vaping devices is strictly prohibited.
3. No ashtrays, tobacco products or other paraphernalia are permitted in any indoor or outdoor area on agency premises, in agency vehicles, in consumers’ homes or at any department sponsored events.

4. Enforcing the tobacco free workplace policy shall be the responsibility of the entire agency community.

## **Violations**

If a staff member is seen to be in violation of Agency X's tobacco free policy the following steps should be taken:

1. The employee who witnesses the violation respectfully informs the person of the department's tobacco free environment and asks them to comply with the policy by disposing of their tobacco products. The employee may present them a card with information on the tobacco policy and a list of cessation resources including but not limited to the Oklahoma Tobacco Helpline.

2. If the person in violation does not comply, he or she should be reported to his or her supervisor, director, or human resources office.

- First offense: employee shall receive a verbal warning to discuss the violation and to review the policy. Employee will be presented with resources for tobacco cessation

- Second offense: employee shall work with supervisor, director or human resources designate to develop a plan of correction which he or she will sign, verifying that he or she understands the violation which has occurred and will thus forth comply with the tobacco free policy. Employee will again be presented with resources for tobacco cessation.

- Subsequent offenses: If the violations continue to occur despite previous, in some cases, subsequent violations of this policy will be subject to disciplinary action, up to and including discharge, absent mitigating circumstances.

If a consumer is seen to be in violation of Agency X's tobacco policy the following steps should be taken:

1. The employee who witnesses the violation respectfully informs the consumer that he or she is in violation of the department's tobacco free policy and asks them to comply by disposing of their tobacco products. The employee may present them a card with information on the tobacco free policy and a list of cessation resources including but not limited to the Oklahoma Tobacco Helpline.

2. If the person in violation does not comply, he or she should be reported to his or treatment team and a critical incident report should be filed for documentation purposes so that the treatment team can follow up with further supports for tobacco cessation.