### Worksite Lima Pallet 1470 Neubrecht Rd., Lima

Name of Business Address

**Guidelines**

**1. A team of at least 2, along with interviewee to answer questions and decide on rating.**

**2. Try to avoid #99 if at all possible**

**3. Decision on rating by \_\_**Shelly Miller**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **RATING**

|  |  |  |
| --- | --- | --- |
| **Response #** | **Policy** | **Environment** |
| 1 | Not identified as problem | Elements not in place |
| 2 | Problem identification/gaining attention | Few elements in place |
| 3 | Policy formulation and adoption | Some elements are in place |
| 4 | Policy implementation | Most elements in place |
| 5 | Policy evaluation and enforcement | All elements in place |
| 99 | Not applicable  | Not applicable |

### Demographics

1. Number of employees: fewer than 20 **20 – 99** 100 – 249 250 – 499 500 – 999 1,000 – 1,499 1,500+
2. Type of work site: retail sales bank or credit union restaurant/food service hotel/motel auto/repair shop

 gas station or convenience store pharmacy or drug store grocery store/food market

 **manufacturing factory warehouse** construction school/educational institution

 faith-based institution health care (e.g., clinic, hospital, medical practice) government other

1. Sector type: **private** public
2. Profit type: **for-profit** not-for-profit

### Physical Activity

### Interviewer(s) Shelly Miller, Monica Harnish

### Interviewee(s) Amy Ricker

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question**To what extent does the worksite: | **Comments** | **List data methods used** | **Policy****Rating** | **Enviro.** **Rating** |
| 1. Promote stairwell use (e.g., make stairs appealing, post motivational signs near stairs to encourage physical activity)?
 | **N/A – no stairs** | **Interview****Observation** | **99** | **99** |
| 1. Provide flexible work arrangements or break times for employees to engage in physical activity?
 | **Office staff can get up and walk around anytime****Workers are throwing pallets, moving, doing hard physical labor all day** |  | **1** | **2** |
| 1. Encourage non-motorized commutes (e.g., active transportation such as walk or bike) to work?
 | **A couple employees walk to work****One used to ride bike****Not many live close enough, but a number don’t drive, so they carpool or take taxi** |  | **1** | **3** |
| 1. Enhance access to public transportation (e.g., bus stops, light rail stops, van pool services, subway stations) within reasonable walking distance?
 | **Bus comes by if needed****Unemployment offers 90 days of free bus transportation for new hires** |  | **1** | **3** |
| 1. Support clubs or groups (e.g., walking, biking, hiking) to encourage physical activity among employees?
 | **No****Employees are usually pretty tired at the end of the day** |  | **1** | **1** |
| 1. Provide a safe area outside (e.g., through lighting, signage, crime watch) to walk or be physically active?
 | **Business is on 14 acres of land****Office staff walk around the grounds****No safety issues** | **Photo** | **1** | **3** |
| 1. Designate a walking path on or near building property?
 | **No path, but the grounds are easily walkable****Driveway provides a path for walking if wanted** |  | **1** | **2** |
| 1. Provide access to onsite fitness center, gymnasium, or physical activity classes?
 | **No** |  | **1** | **1** |
| 1. Provide a changing room or locker room with showers?
 | **No** |  | **1** | **1** |
| 1. Provide access to offsite workout facility or subsidized membership to local fitness facility?
 | **No** |  | **1** | **1** |
| 1. Provide bicycle parking (e.g., bike rack, shelter) for employees?
 | **No** |  | **1** | **1** |
| 1. Implement activity breaks for meetings that are longer than one hour?
 | **Not needed****Meetings don’t typically last longer than one hour – if they do, a break is provided** |  | **1** | **1** |
| 1. Provide direct support (e.g., money, land, pavilion, recreational facilities, sponsorship, advertising) for supporting community-wide physical activity opportunities (e.g., sports teams, walking clubs)?
 | **Sponsor many events/activities:****Golf outing, bath sports (fall calendar), walks/runs, equestrian program (Marimor), Baseball Field of Dreams project** |  | **1** | **3** |

### Nutrition

### Interviewer(s) Shelly Miller, Monica Harnish

### Interviewee(s) Amy Ricker

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| --- | --- | --- | --- | --- |
| **Question**To what extent does the worksite: | **Comments** | **List data methods used** | **Policy****Rating** | **Enviro.** **Rating** |
| 1. Institute healthy food and beverage options at company-sponsored meetings and events?
 | **Safety Day lunch – hamburgers, hot dogs, macaroni and cheese, beans****Business breakfast – eggs, French toast, milk, OJ****No fruits, veggies offered** | **Interview****Observation** | **1** | **1** |
| 1. Institute healthy food and beverage options in vending machines?
 | **Not really****Some healthy options are available****Cold vending – sandwiches, yogurt, chocolate milk****Water and diet drinks are available** | **Photo** | **1** | **2** |
| 1. Institute healthy food and beverage options in onsite cafeteria and food venues?
 | **N/A** |  | **99** | **99** |
| 1. Institute healthy food purchasing practices (e.g., to reduce the caloric, sodium, and fat content of foods offered) for onsite cafeteria and food venues?
 | **N/A** |  | **99** | **99** |
| 1. Institute healthy food preparation practices (e.g., steaming, low fat, low salt, limiting frying) in onsite cafeteria and food venues?
 | **N/A** |  | **99** | **99** |
| 1. Ban marketing (e.g., counter advertisements, posters, other print materials) of less than healthy foods and beverages onsite?
 | **No** |  | **1** | **1** |
| 1. Provide smaller portion sizes in onsite cafeteria and food venues?
 | **N/A** |  | **99** | **99** |
| 1. Provide safe, unflavored, cool drinking water at no cost to employees?
 | **Culligan water is available for staff****Water is provided through well – working with City to apply for grant to provide water, then water fountains will be available** |  | **1** | **2** |
| 1. Institute nutritional labeling (e.g., ‘low fat,’ ‘light,’ ‘heart healthy,’ ‘no trans fat’) at the worksite’s cafeteria and onsite food service?
 | **No** |  | **1** | **1** |
| 1. Institute pricing strategies that encourage the purchase of healthy food and beverage options?
 | **No****Vending is provided by AVI – recommended contacting them for healthier options and price strategies** |  | **1** | **1** |
| 1. Provide refrigerator access for employees?
 | **Yes** |  | **1** | **5** |
| 1. Provide microwave access for employees?
 | **Yes** |  | **1** | **5** |
| 1. Provide a sink with water faucet access for employees?
 | **Yes** |  | **1** | **5** |
| 1. Provide direct support (e.g., money, land, a pavilion, sponsorship, donated advertising) for community-wide nutrition opportunities (e.g., farmers’ markets, community gardens)?
 | **No** |  | **1** | **1** |
| 1. Support breastfeeding by having maternity care practices, including providing a comfortable, private space for employees to nurse or pump?
 | **No need****If need would arise, space is available** |  | **1** | **3** |

### Tobacco

### Interviewer(s) Shelly Miller, Monica Harnish

### Interviewee(s) Amy Ricker

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| --- | --- | --- | --- | --- |
| **Question**To what extent does the worksite: | **Comments** | **List data methods used** | **Policy****Rating** | **Enviro.** **Rating** |
| 1. Institute a smoke-free policy 24/7 for indoor public places?
 | **Yes** |  | **5** | **5** |
| 1. Institute a tobacco-free policy 24/7 for indoor public places?
 | **No****Employees can and do use tobacco** |  | **1** | **1** |
| 1. Institute a smoke-free policy 24/7 for outdoor public places?
 | **Designated smoking areas are identified** |  | **5** | **5** |
| 1. Institute a tobacco-free policy 24/7 for outdoor public places?
 | **No** |  | **1** | **1** |
| 1. Ban tobacco vending machine sales (including self-service displays)?
 | **N/A** |  | **99** | **99** |
| 1. Provide insurance coverage for tobacco cessation services?
 | **Not provided in insurance, but employees can contact EAP for help** |  | **1** | **2** |
| 1. Provide insurance coverage for tobacco cessation products (e.g., pharmacological quitting aids, medicines)?
 | **No** |  | **1** | **1** |
| 1. Ban tobacco promotions, promotional offers, and prizes?
 | **Yes****Posters not allowed, etc.** |  | **1** | **4** |
| 1. Ban tobacco advertisement (e.g., restrict point-of-purchase advertising or product placement)?
 | **N/A** |  | **99** | **99** |
| 1. Implement a referral system to help employees to access tobacco cessation resources or services, such as a quitline (e.g., 1-800-QUIT-NOW)?
 | **EAP program****Would post/share information with employees if available** |  | **2** | **2** |

### Chronic Disease Management

### Interviewer(s) Shelly Miller, Monica Harnish

### Interviewee(s) Amy Ricker

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| --- | --- | --- | --- | --- |
| **Question**To what extent does the worksite: | **Comments** | **List data methods used** | **Policy****Rating** | **Enviro.** **Rating** |
| 1. Provide routine screening, follow-up counseling and education to employees to help address chronic diseases and related risk factors (e.g., poor nutrition, physical inactivity, hypertension, high cholesterol, elevated blood sugar levels, tobacco use and exposure)?
 | **No screenings are provided****Education/counseling resources are provided through contacting EAP** |  | **1** | **2** |
| 1. Provide access to an onsite occupational health nurse?
 | **No****6 First Responders on site – First Aid and CPR certified** |  | **1** | **1** |
| 1. Provide an onsite medical clinic to monitor and address chronic diseases and related risk factors (e.g., high blood pressure, high cholesterol, elevated blood sugar levels)?
 | **No** |  | **1** | **1** |
| 1. Provide paid time off to attend health promotion programs or classes?
 | **If need be – safety classes only** |  | **2** | **2** |
| 1. Provide employee insurance coverage for preventive services and quality medical care?
 | **Yes – preventive services are provided through insurance coverage****Limited medical is provided** |  | **2** | **3** |
| 1. Provide access to a free or low cost employee health risk appraisal or health screenings?
 | **No** |  | **2** | **2** |
| 1. Provide access to chronic disease self-management programs (e.g., Weight Watchers for overweight/obesity)?
 | **No** |  | **2** | **2** |
| 1. Adopt curricula or training to raise awareness of the signs and symptoms of heart attacks and strokes?
 | **Basic first aid information is shared with employees once a year, info is shared at that time** |  | **2** | **3** |
| 1. Adopt curricula or training to raise awareness of the importance of calling 9-1-1 immediately when someone is having a heart attack or stroke?
 | **Yes****OSHA training once a year** |  | **2** | **3** |
| 1. Promote chronic disease prevention (e.g., post signs reminding employees to get blood pressure checked, quit smoking, or avoid secondhand smoke) to employees?
 | **Not currently – planning to do more as wellness program is developed** |  | **2** | **2** |
| 1. Adopt an emergency response plan (e.g., appropriate equipment such as Automatic External Defibrillator, instructions for employee action)?
 | **Yes****First responders, weather/fire drills once a month, cold weather accommodations for winter, etc.** |  | **5** | **5** |

### Leadership

### Interviewer(s) Shelly Miller, Monica Harnish

### Interviewee(s) Amy Ricker

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| --- | --- | --- | --- | --- |
| **Question**To what extent does the worksite: | **Comments** | **List data methods used** | **Policy****Rating** | **Enviro.** **Rating** |
| 1. Reimburse employees for preventive health or wellness activities?
 | **No** |  | **1** | **1** |
| 1. Participate in the public policy process to highlight the need for community changes to address chronic diseases and related risk factors (e.g., poor nutrition, physical inactivity, tobacco use and exposure)?
 | **No** |  | **1** | **1** |
| 1. Have a wellness coordinator?
 | **Amy** |  | **2** | **2** |
| 1. Have a wellness committee?
 | **Not currently, but working on getting wellness plan together which would include a wellness committee** |  | **2** | **2** |
| 1. Have a health promotion budget?
 | **Not currently, but should be able to in future** |  | **2** | **2** |
| 1. Have a mission statement (or a written policy statement) that includes the support of or commitment to employee health and well-being?
 | **Not yet** |  | **2** | **2** |
| 1. Adopt organizational or performance objectives pertaining to employee health and well-being?
 | **Wants to** |  | **2** | **1** |
| 1. Provide employees with a health insurance plan?
 | **Yes** |  | **5** | **5** |
| 1. Provide office-based incentives (e.g., discounted insurance premium, gift certificates) to employees participating in health risk assessments, initiatives, or support groups that promote chronic disease prevention measures (e.g., quit smoking, log miles walked, blood pressure or cholesterol screening)?
 | **No** |  | **1** | **1** |
| 1. Implement a needs assessment when planning a health promotion program?
 | **Not currently** |  | **2** | **1** |
| 1. Evaluate company-sponsored health promotion programs?
 | **Not yet****Just got health insurance not long ago** |  | **1** | **1** |
| 1. Provide opportunities for employee feedback (e.g., employee interest, satisfaction, adherence) about health promotion programs?
 | **Not yet****Will ask employees about health insurance satisfaction, etc.** |  | **2** | **2** |
| 1. Participate in community coalitions and partnerships (e.g., food policy council, tobacco-free partnership, neighborhood safety coalition) to address chronic diseases and related risk factors (e.g., poor nutrition, physical inactivity, tobacco use and exposure)?
 | **No** |  | **1** | **1** |