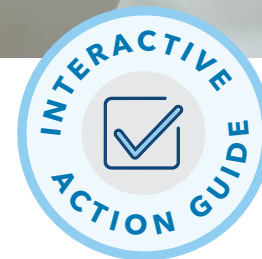


> WORKFORCE HEALTH | RESOURCES



Starting a workforce health program



Welcome to your workforce health program toolkit

Any organization, no matter how small, can create a culture of health. It involves educating employees about health issues, creating an environment that supports healthier behaviors, and making health-related objectives part of your workplace policy. This toolkit helps you lay a foundation for getting leadership on board, organizing activities, and making it easy for employees to adopt a healthy lifestyle. It's your road map to a successful workforce health program. In it, you'll find:



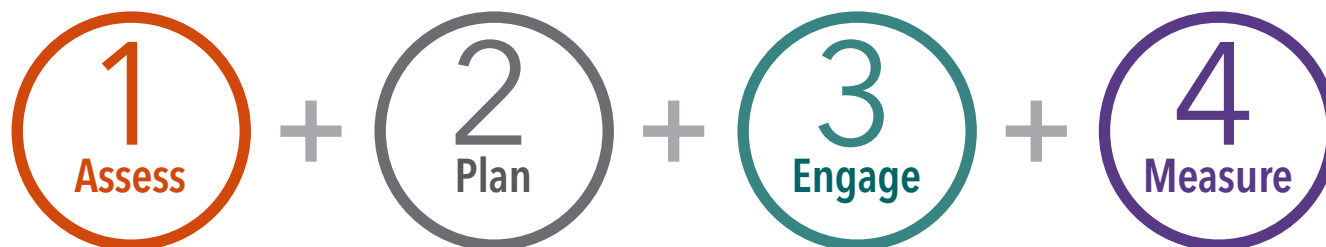
COVID-19 disclaimer:

Kaiser Permanente supports the health of you and your employees. However, due to the pandemic, some of the tips and tools provided in this kit may not align with COVID-19 worksite safety guidelines. For CDC-recommended safety guidelines for COVID-19 prevention, please visit [cdc.gov](https://www.cdc.gov) or contact your Kaiser Permanente representative.

Ready to get started?

✓ Take the first step

Designing a workforce health program that's right for your organization can be easier than you think. Especially with our no-cost, hands-on toolkit, which walks you through the 4 basic steps to a successful program. You decide how simple or extensive you want your program to be. And you choose what you need from the resources we provide. It's an affordable and effective way to bring good health to your workplace.



Use data to learn where your organization stands on workforce health.

Set goals, schedule events and activities, and develop a communications strategy.

Launch and promote the program to your workforce.

Evaluate your program's success and set future goals.

Let's go! >

① Assess

Steps	What to do	Tools and resources	Notes
<ul style="list-style-type: none"> ○ Get leadership endorsement. 	<ul style="list-style-type: none"> ○ Present a business case for workforce health to your leadership team. With your leaders (management, union, elected officials) on board, you'll increase your chances of success. 	<ul style="list-style-type: none"> • Build a case for workforce health shows how to engage leadership with facts and figures. <div data-bbox="1087 516 1619 623" style="border: 1px solid orange; padding: 5px; margin-top: 10px;"> <p>TIP Leadership buy-in makes it easier to get things done.</p> </div>	
<ul style="list-style-type: none"> ○ Target the most important issues in your workforce. 	<ul style="list-style-type: none"> ○ Use our worksite health survey to evaluate your organization's wellness needs. Then learn your employees' concerns with the employee health interest survey. Consider inviting unions or other key players to help create survey questions. 	<ul style="list-style-type: none"> • Worksite health survey • Employee health interest survey • Create your own free surveys with SurveyMonkey or Google. • A Prevention and Lifestyle Risks report shows which risk factors – such as obesity, cholesterol, blood pressure, and smoking – are most affecting employees with Kaiser Permanente coverage.* Contact your Kaiser Permanente account representative for more information. 	

Ready to plan? Let's go! 

② Plan

Steps	What to do	Tools and resources	Notes
<ul style="list-style-type: none"> ○ Form a wellness committee. 	<ul style="list-style-type: none"> ○ Recruit a dedicated wellness champion or program coordinator and a wellness team. An active wellness committee is an important part of a successful workforce health program. 	<ul style="list-style-type: none"> • Wellness Committee Toolkit <div data-bbox="1073 440 1598 610" style="border: 1px solid orange; padding: 5px;"> <p>TIP Be sure your wellness committee includes team members from across your organization, representing all types of employees.</p> </div>	
<ul style="list-style-type: none"> ○ Identify your program, set goals, and agree on clear definitions of success. 	<ul style="list-style-type: none"> ○ Based on the results of your worksite and employee health interest surveys, set goals for your program and agree on benchmarks that will help you evaluate its success. If you haven't done so already, start developing programs, policies, and an environment that supports employee engagement and wellness. 	<ul style="list-style-type: none"> • Workforce health goal-setting worksheet <div data-bbox="1073 922 1598 1065" style="border: 1px solid orange; padding: 5px;"> <p>TIP Keep your goals easy to achieve so employees are encouraged to continue their efforts.</p> </div>	

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② Plan *(continued)*

Steps	What to do	Tools and resources	Notes
<ul style="list-style-type: none"> ○ Determine incentives. 	<ul style="list-style-type: none"> ○ Reward participants for meeting certain milestones of program engagement. Congratulate employees, make announcements, and provide certificates of participation. 	<p>TIP Here are a few low-cost ideas for recognizing employees who achieve success:</p> <ul style="list-style-type: none"> • Post photos of participants around the office • Acknowledge accomplishments at meetings, or in a newsletter 	
<ul style="list-style-type: none"> ○ Develop a program calendar. 	<ul style="list-style-type: none"> ○ Develop a calendar of workforce health engagements and plan your communications schedule for the first year of your program. 	<ul style="list-style-type: none"> • Monthly health topics • National health observance days • 5 tips to communicate workplace wellness • Getting results-based wellness communications right <p>TIP Tap into your existing communications channels – newsletters, leadership emails, workplace intranet, break rooms, etc. – and ask internal partners to share their own.</p>	

Ready to engage? Let's go! ➤

③ Engage

Steps	What to do	Tools and resources	Notes
<ul style="list-style-type: none"> ○ Implement your workforce health program. 	<ul style="list-style-type: none"> ○ Launch and engage employees in your program. Visit our workforce health resource center to find educational tools and programs to encourage participation. 	<ul style="list-style-type: none"> • Workforce health resource center • Healthy Meetings Guide <div data-bbox="1073 472 1602 573" style="border: 1px solid orange; padding: 5px;"> <p>TIP If you have an incentive plan, be sure to mention it.</p> </div>	
<ul style="list-style-type: none"> ○ Keep employees engaged. 	<ul style="list-style-type: none"> ○ Send out regular emails or union newsletters, and post flyers and posters throughout your workplace. Ongoing communications will help promote your program, keep the excitement going, and celebrate successes. 	<div data-bbox="1073 841 1602 1154" style="border: 1px solid orange; padding: 5px;"> <p>TIP Share and distribute your communications in a wide range of places and publications:</p> <ul style="list-style-type: none"> • Parking lots • Lobbies and exits • Elevators • Union newsletters (if applicable) </div>	

Ready to measure? Let's go! 

④ Measure

Steps	What to do	Tools and resources	Notes
○ Evaluate your program.	○ Track progress, participation, and interest in your program by filling out the worksite health survey again. Evaluate your program's success based on before-and-after results.	<ul style="list-style-type: none"> • Worksite health survey 	
○ Share the results.	○ Communicate program participation rates and positive outcomes with your employees.		

 Contact your Kaiser Permanente representative for more information.

*A minimum of 200 employees with Kaiser Permanente coverage is required to receive this report.
Information may have changed since publication.