

Checklist for Planning an Employee Health Promotion Program

Task	Responsible Person	Completion Date
Establish Coordinator or Program Manager for accountability.		
Form a wellness committee.		
Perform a needs assessment or gap analysis to assess the health policies, philosophies, and current wellness programs of the organization.		
Develop a mission statement, goals, and objectives based on the needs assessment and aligned/integrated with the overall mission, vision, and values of the agency.		
Gain commitment from and participation by management and key stakeholders throughout the program. This includes union partnership and employee involvement in planning and implementation of activities.		
Utilizing the gap analysis, adapt the program to the needs and interests of the employees and organization. A health risk assessment can provide aggregate data on the employee population in order to identify areas of focus.		
Identify available resources and funding mechanisms.		
Identify a program budget.		
Determine the scope of programs and facilities and the best way of providing these services.		
Determine organizational structure and reporting mechanisms.		
Develop a strategic plan to meet specified goals.		
Create a program of activities that addresses employee needs and wants. This can be ascertained through a health interest survey.		

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Negotiate or consult with unions, as appropriate, on providing services for bargaining unit employees.		
If there are going to be health/fitness facilities located in government-owned and leased space, plan and design them to meet the needs of the employees.		
Assure that programs are safe, appropriate, convenient, and available to all employees and meet health industry standards as well as legal and ethical requirements.		
Take steps to evaluate and reduce liability risk.		
Select qualified personnel to coordinate and operate the program.		
Market the program with a variety of media and communication approaches in order to reach all employees.		
Develop an ongoing monitoring and evaluation process to create accountability and a method of reporting to track progress and/or revise and improve the program.		

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<p>Identify data requirements, data sources, and assign responsibilities for collection. Suggested data includes:</p> <ul style="list-style-type: none"> • Demographics. • Modifiable health care claims (the amount of “preventable” health care dollars an organization is spending each year). • Health risk appraisal information. • Employee health data. • Health screening data. • Physical environment data: <ul style="list-style-type: none"> o Workstation ergonomics. o Cafeteria and vending machine set up. o Heating/ventilation. o Employee protection data. o Benefits plan. o Presence of physical activity centers. • Productivity data (how much the organization is losing in terms of poor productivity): <ul style="list-style-type: none"> o Absenteeism. o Presenteeism/engagement. o Injury and disability data. o Workers’ compensation data. 		
<p>Develop a culture in the organization that will support employees as well as the program.</p>		

