

Introduction

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Do the Company Health Check and discover whether your company or organization can improve health management at work! It will take 15 minutes of your time to find out in what ways health promotion is part of your workplace.

The Company health check allows you to make a check of your policies and activities on Workplace Health Promotion. On the base of the questions you yourself assess the quality of the workplace health promotion measures in your company or your organization. The checklist is structured around four health topics: non-smoking; physical activities; nutrition and stress. Each question requires a YES or NO answer. To get a valid response it is necessary to answer ALL questions. After filling out the Health Check for you company, you will receive a feedback by E-mail. This feedback contains a set of recommendations with practical advice and possible ideas to stimulate and increase workplace health promotion in your organization.



Identification

Company or organisation	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Name contact person	<input type="text"/>
Function	<input type="text"/>
E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Sector (NACE)	<input type="text"/>
Number of employees	<input type="text"/>

- Smoking prevention
- Healthy eating
- active living
- combatting stress





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Policy & Culture

0% 100%

Is Workplace Health Promotion (well-being at work, healthy lifestyle/behaviour, occupational health and safety, etc.) part of the organisation mission statement and/or written corporate philosophy?

Yes No

Is there a written policy on Workplace Health Promotion in your company/organisation?

Yes No

Is there an involvement and active support of the management in the Workplace Health Promotion policy and related initiatives?

Yes No

Do the staff/employees have the opportunity to participate in the elaboration of the Workplace Health Promotion policy?

Yes No

Do employees receive information on the Workplace Health Promotion policy?

Yes No





Smoking prevention/ organisation & structures

7%  100%

Is there an action plan (or as a part of a the Health/OSH plan) for the prevention of smoking/tobacco usage in your company/organisation?

Yes No

Is there a coordinator and/or working group on smoking prevention?

Yes No

Did the coordinator and/or the members of the working group receive training and/or adapted information on smoking prevention?

Yes No

Are there sufficient financial (budget) and/or material (infrastructure, etc.) resources available for developing activities on smoking prevention?

Yes No

Are employees involved in developing actions/measures on smoking prevention?

Yes No





Smoking prevention/ strategy & implementation

15%  100%

Has a needs assessment on smoking prevention been carried out?

Yes No

Is there a total ban of smoking in all working areas and other common areas?

Yes No

If not, is smoking restricted to designated smoking areas?

Yes No

If smoking is only allowed in designated smoking areas, is there sufficient ventilation?

Yes No

Does the company/organisation provide information on prevention of smoking at the workplace? e.g. via magazine, intranet, e-mail, letter, noticeboard, information sessions, interviews, campaigns, events, etc.

Yes No

Is support offered to employees who are trying to stop smoking? e.g. smoking cessation counselling, group sessions, provision of nicotine replacement therapy, incentive for employees who quit smoking, etc.

Yes No

Is training offered to volunteers (employees) who support colleagues who are trying to stop smoking?


Yes No





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Smoking prevention/ evaluation & results

23%  100%

Are the smoking prevention actions/measures evaluated? For example by discussion in the working group, by an employee survey, etc.

Yes No



Healthy eating/ organisation & structures

30%  100%

Is there an action plan on nutrition/healthy eating and drinking in your company/organisation?

Yes No

Is there a coordinator and/or working group on healthy eating?

Yes No

Did the coordinator and/or the members of the working group receive training and/or adapted information on healthy eating?

Yes No

Are there sufficient financial (budget) and/or material (infrastructure, etc.) resources available for developing activities on healthy eating?

Yes No

Are employees involved in developing actions/measures on healthy eating?

Yes No





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Healthy eating / strategy & implementation

38%  100%

Has a needs assessment on healthy eating been carried out?

Yes No

Is a comfortable, clean eating room area (considering food safety) available for employees?

Yes No

Does your company/organisation only offer healthy food and drinks? (no soft drinks, not fast food, no sweets or alcohol)

Yes No

If not, is a healthy food and drinking choice provided and promoted? (by lower prices, free trials, etc.)

Yes No

Is free fruit provided?

Yes No

Is free drinking water provided?

Yes No

Does the company/organisation provide information on prevention of smoking at the workplace? e.g. via magazine, intranet, e-mail, letter, noticeboard, information sessions, interviews, campaigns, events, etc.

Yes No

Is support offered to employees on healthy eating? professional counselling of a dietitian


Yes No





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Healthy eating / evaluation & results

46%  100%

Are the actions/measures on healthy eating evaluated? For example by discussion in the working group, by an employee survey, etc.

Yes No





Active living/ organisation & structures

53%  100%

Is there an action plan on exercise/active living in your company /organisation?

Yes No

Is there a coordinator and/or working group on exercise/active living?

Yes No

Did the coordinator and/or the members of the working group receive training and/or adapted information on exercise/active living?

Yes No

Are there sufficient financial (budget) and/or material (infrastructure, etc.) resources available for developing activities on exercise/active living?

Yes No

Are employees involved in developing actions/measures on exercise/active living?

Yes No





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Active living / strategy & implementation

61%  100%

Has a needs assessment on exercise/active living been carried out?

Yes No

Are exercise activities organised during working hours? (physical training, breaks for exercise during meetings or for employees with lack of movement (e.g. prolonged VDU work), exercise (warm-up) before starting to work, etc.)

Yes No

Is there an offer of exercise activities before/after working time? (jogging group, football team, table tennis, badminton, etc.)

Yes No

Does your company/organisation support walking/cycling to/from work?

Yes No

Do employee have access to off site and/or site exercise facilities/infrastructure? (membership card of sport club e.g. reduced member free)

Yes No

Can employees use shower after taking exercise?

Yes No

Does the company/organisation offer counselling/testing/professional support for employees who want to take exercise?

Yes No

Does the company/organisation provide information on prevention of smoking at the workplace? e.g. via magazine, intranet, e-mail, letter, noticeboard, information sessions, interviews, campaigns, events, etc.

Yes No





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Active living / evaluation & results

69%  100%

Are the actions/measures on exercise/active living evaluated? For example by discussion in the working group, by an employee survey, etc.

Yes No



Stress/ organisation & structures

76%  100%

Is there an action plan to deal with stress in your company /organisation?

Yes No

Is there a coordinator and/or working group on stress prevention?

Yes No

Did the coordinator and/or the members of the working group receive training and/or adapted information on stress prevention?

Yes No

Are there sufficient financial (budget) and/or material (infrastructure, etc.) resources available for developing activities on a stress prevention programme?

Yes No

Are employees involved in developing actions/measures on stress?

Yes No





Stress / strategy & implementation

84%  100%

Has a risk assessment been carried out regarding stress?

Yes No

Are employees involved in identifying possible sources/causes of stress?

Yes No

Are measures taken to adapt the work load? (dead lines, work speed, quantity of work, etc.)

Yes No

Are measures taken to tackle poor job content? (job rotation (increase changing tasks), job enrichment (including more interesting tasks), job enlargement (including more different tasks))

Yes No

Are measures taken to increase job control of employees? (flexible working hours, flexible breaks)

Yes No

Does the company/organisation offer confidential counselling or support to employees who suffer from stress?

Yes No

Does the company/organisation provide information on stress? e.g. via magazine, intranet, e-mail, letter, noticeboard, information sessions, interviews, campaigns, events, etc.

Yes No





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Stress / evaluation & results

92%  100%

Are the actions/measures on stress prevention evaluated? For example by discussion in the working group, by an employee survey, etc.

Yes No





End of Move Europe Company Health Check

Thank you for filling in the Move Europe Company Health Check.

We will be happy to assess the details and send you an email with your score and recommendations on how to set up or improve Workplace Health Promotion initiatives in your Company.

Please send the completed questionnaire to:

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Campaign „Move Europe“
Kronprinzenstr. 6
DE - 45128 Essen (Germany)
email: move-europe@bkk-bv.de*

