

Designing Healthy Environments at Work (DHEW)

Introduction & Overview:

The Designing Healthy Environments at Work (DHEW) assessment was developed to help worksites assess their environment to find out how it supports healthy eating, physical activity and a tobacco-free lifestyle. The DHEW consists of five sections, each representing an important aspect of a healthy worksite environment. DHEW is the first step to improving your worksite's support of physical activity, nutrition, and tobacco-free lifestyles of employees. The results of DHEW will assist you in identifying the existing environmental and policy supports at your worksite that encourage healthy lifestyles. DHEW will also recommend ways in which your worksite can more effectively support employee health and wellness activities via policy and/or environmental changes.

All five DHEW sections follow a similar format which includes questions for the worksite team to answer and a score card that shows how many points your worksite receives out of the total possible points for each section and overall.

The best and easiest way to complete the DHEW is to use the online version. The online version automatically scores your DHEW each time you save your work. It also checks to make sure all questions are answered completely and consistently, thus preventing any inadvertent errors and providing immediate feedback on any necessary corrections. Additionally, for Section 4 (Nutrition) the online version displays (and scores) only the questions that are relevant to your worksite with regard to vending machines and cafeterias. For example, if you indicate that your worksite does not have a cafeteria, question related to cafeteria offerings are not displayed on the online form.

Because worksite teams usually need to collect data prior to completing the online assessment and because worksite wellness teams meet in locations where there is no access to the Internet, we have provided a print version that looks very similar to the online version. While this version won't allow for the automated scoring and corrections and other advantages offered online, it will make it easier for teams to transfer their answers quickly to the online DHEW. The print version also offers worksites that might be interested in completing DHEW a chance to preview the tool prior to registering to complete DHEW online.

The print versions are available for download and printing at <http://www.mihealthtools.org/work/Default.asp?tab=Preview>. For ease of printing, the materials are provided as downloadable PDFs.

Other useful items already available on the Healthy Work Environments website are:

- **A Resource Guide** (<http://www.mihealthtools.org/work/Default.asp?tab=Resources>) - Provides links to resources that will help you in completing DHEW and defining actions that are most likely to make a difference.
- **Frequently Asked Questions** (<http://www.mihealthtools.org/work/Default.asp?tab=FAQ>) –Answers to common questions, such as “how long will it take to complete DHEW?” and “What are the benefits for completing DHEW?”

How to Get Started

1. Obtain management's support for employee wellness and completing DHEW.
2. Enlist the support of others at your worksite in completing the DHEW. It is easiest to complete as a team effort.
3. Register for the online DHEW at <http://www.mihealthtools.org/work>.
4. Read through DHEW prior to completing it and determine team member assignments.
5. Walk through your worksite. Talk with employees in different departments and in a variety of jobs. Ask questions. Make note of environmental conditions that support or prohibit employees being healthy.
6. Answer each item to the best of your knowledge, being as precise as possible. Make sure all team members agree on the answers.

Section 1: Worksite Health Promotion

Most worksites that have policies and environments that support employee health have one thing in common: health promotion is an integral part of the corporate mission, philosophy, culture, and structure. This section helps you assess the ways in which your worksite supports healthy lifestyle behaviors by incorporating health promotion into all venues throughout your organization.

1.1 Which of the following health assessments/screenings, disease prevention or follow up services have been offered to your employees within the past 18 months?

	Offered?		If offered, is it onsite or free to employees?		If offered, is it available to dependents?	
	Yes (1 pt)	No (0 pts)	Yes (1 pt)	No (or does not apply) (0 pts)	Yes (1 pt)	No (or does not apply) (0 pts)
Fitness assessments*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health risk appraisals (HRA)*	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Health screenings* (diabetes, cholesterol, blood pressure)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Follow-up services* for employees identified as being at high risk for chronic disease	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*Fitness assessments measure aerobic capacity, flexibility, and muscle strength and endurance.

*Health Risk Appraisals assess how lifestyle behaviors affect health. Generally, HRAs offer an individualized report with recommendations for maintaining or improving health. See the [Resource Guide](#) for more on HRAs.

*Health screenings involve a relatively quick and simple biologic measure of physiologic status, such as a blood pressure check, a finger prick test (blood test) for cholesterol or diabetes. The results give an indication of further follow up (rather than being definitively diagnostic) for a variety of conditions where early detection can increase the chances of successful treatment..

*Follow up services include referrals to resources or for further diagnostic testing for individuals who are identified as being high-risk for chronic disease(s). A follow-up contact should be done to find out if the referral was successful.

1.2 Which of the following classes or programs have been offered to your employees within the past 18 months?

	Offered?		If offered, is it onsite or free to employees?		If offered, is it available to dependents?	
	Yes (1 pt)	No (0 pts)	Yes (1 pt)	No (or does not apply) (0 pts)	Yes (1 pt)	No (or does not apply) (0 pts)
Nutrition or healthy eating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smoking cessation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weight management (classes or programs, such as Weight Watchers)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Physical activity programs or classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.3 In which of the following ways does your worksite support new mothers? (Check all that apply –1 pt per checked box)

- A written policy supporting new mothers (for example: policies related to flex time, lactation breaks, or other lactation support)
- A lactation room* at your worksite, accessible to all employees who are new mothers/lactating (breast feeding)
- Flex time
- None of these (0 pts)

*A lactation room provides a private place – not a bathroom - where employees can go to nurse their babies or pump their breast milk to take home for later use. See the [Resource Guide](#) for more on policies that support new mothers.

1.4a Do employees at your worksite have access to an Employee Assistance Program (EAP)*?

- Yes (1 pt – go to 1.4b)
- No (0 pts- [skip to 1.5](#))

1.4b Check all the elements from the list below that apply to your Employee Assistance Program. (1 pt per checked box)

- Offered to employees free of charge
- Offered to employees' dependents free of charge
- None of the above apply to our EAP (0 pts)

*EAPs furnish professional counselors, who provide confidential assessment and short-term counseling to employees and their families in order to assist in dealing with issues that affect employees (e.g., marriage and family problems, stress related problems, financial and legal difficulties, and workplace conflicts). See the [Resource Guide](#) for more information on EAPs and how they support employee health and wellness.

1.5 Does your worksite inform new employees during employment orientation about health promotion programs or classes offered?

- Yes (1 pt)
- No (0 pts)
- Not applicable - no employee orientation conducted (0 pts)

1.6 Does your worksite have a policy that gives employees paid time off to attend worksite-sponsored health promotion programs/classes that are scheduled during work hours?

- Yes (1 pt)
- No (0 pts)
- Not applicable - no such programs exist/are scheduled during work hours (0 pts)

See the [Resource Guide](#) for information on these types of policies.

1.7 Does your worksite have a health promotion budget?

- Yes (1 pt)
- No (0 pts)

1.8a Does your worksite have a worksite wellness committee?

- Yes (1 pt – go to 1.8b)
- No (0 pts- [skip to 1.9](#))

See the [Resource Guide](#) for information on worksite wellness committees.

1.8b How often does your worksite wellness committee meet per year?

- At least 4 times annually (2 pts)
- 2 to 3 times annually (1 pt)
- Once or fewer times annually (or does not apply-no wellness committee) (0 pts)

1.8c Is your worksite wellness committee representative* of your work force?

- Representative (2 pts)
- Somewhat representative (1 pt)
- Not representative (0 pts)
- Does not apply-no wellness committee (0 pts)

*Representative means that the wellness committee is comprised of at least one member from each type of employee group in your worksite, such as management, professional, clerical, union/non-union, first shift, second shift, and so on.

1.9 Are employees at your worksite surveyed annually (at minimum) to determine their health and wellness needs?

- Yes (1 pt)
- No (0 pts)

See the [Resource Guide](#) for a sample employee health survey.

1.10 In the past year, has the president/CEO/owner of your worksite communicated his/her support of wellness programs and employee health to employees?

- Yes (1 pt)
- No (0 pts)

1.11 Does your worksite's mission statement include the support of employee health?

- Yes (1 pt)
- No (0 pts)
- Not applicable – worksite does not have a mission statement (0 pts)

See the [Resource Guide](#) for information on how a worksite's mission statement can support employee health.

Section 2: Tobacco

Smoking is the leading cause of preventable death, yet 26.1% of Michigan adults continue to smoke. Smokers, on average, miss 6.16 days of work per year due to sickness compared to 3.86 sick days for nonsmokers. Worksites can make it easier for employees to live a tobacco-free lifestyle by implementing policies, offering resources, and creating a tobacco-free environment. This section helps you assess how your worksite supports employees that are, and/or want to be, tobacco-free.

2.1a Does your worksite have a written policy regulating smoking?

- Yes (5 pts- go to 2.1 b)
- No (0 pts- [skip to 2.2](#))

See the [Resource Guide](#) for information on written policies regulating smoking.

2.1b Does the policy provide for a 100% smoke-free work environment?

- Yes (10 pts)
- No (0 pts)
- Does not apply-no written policy (0 pts)

2.1c Do all employees adhere to the policy?

- Yes (5 pts)
- No (0 pts)
- Does not apply-no written policy (0 pts)

2.2 Are **No Smoking** signs posted at your worksite?

- Yes (1 pt)
- No (0 pts)

2.3 Are people only smoking in designated areas in your worksite?

- Our worksite is smoke-free so there are no such areas (1 pt)
- Yes, only in designated areas (1 pt)
- No, there are no designated areas (0 pts)
- No, there are designated areas but one or more employees smoke outside those areas (0 pts)
- Does not apply-all employees are nonsmokers (1 pt)

2.4 Is the sale of tobacco products prohibited at your worksite (for example, in onsite stores or vending machines)?

- Yes (1 pt)
- No (0 pts)

2.5 Does your worksite provide any incentives* for being a non-smoker or quitting smoking?

- Yes (5 pts)
- No (0 pts)

*Incentives may include: improved benefits allowances (discounted health insurance, increased disability payments, additional life insurance); added vacation “well days” off; direct cash payments or bonuses; material prizes or awards.

2.6 In the past 12 months, has your worksite promoted smoking cessation/tobacco-free lifestyles* to employees?

- Yes – promoted 4 or more times in the past 12 months (2 pts)
- Yes – promoted 1 to 3 times in the past 12 months (1 pt)
- Not promoted in the last 12 months (0 pts)
- Does not apply-all employees are nonsmokers (2 pts)

*Examples of promoting smoking cessation/tobacco-free lifestyles to employees include use of posters, brochures, videos, paycheck stuffers, flyers, newsletter articles, information on a website that serves employees, providing on-site cessation classes, providing insurance that covers cessation services and nicotine replacement therapy, publicity about local stop-smoking resources or events.
See the [Resource Guide](#) for more information on smoking cessation/promoting tobacco-free lifestyles.

Section 3: Physical Activity

Physical inactivity cost Michigan \$8.9 million in lost productivity, medical claims, and workers compensation. Worksites can make it easier for employees to be physically active at work by implementing policies, offering resources, and creating an activity-friendly environment. The questions in this section help you determine the ways in which your worksite supports employees in being physically active.

3.1 Does your worksite have a written policy* supporting employee physical activity?

- Yes (5 pts)
- No (0 pts)

*Policies may include allowances for flexible work schedules to allow employees to exercise; walk breaks; pre-labor stretching. See the [Resource Guide](#) for information on these types of policies.

3.2.a Does your worksite provide work-sponsored physical activity opportunities for employees?

- Yes (1 pt- go to 3.2b)
- No (0 pts- [skip to 3.3](#))

See the [Resource Guide](#) for information on work-sponsored physical activity opportunities.

3.2b Which of the following worksite-sponsored activities have been offered to your employees in the last 18 months?

	Offered to employees?		Can family members participate?		
	Yes (1 pt)	No (0 pts)	Yes (1 pt)	No (or does not apply) (0 pts)	
Employee sport teams (such as softball, volleyball, golf, bowling)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Onsite physical activity classes or programs (such as yoga, aerobics, strength training)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Employees participating in a community sponsored event (such as <i>Walk for Life</i> , <i>Race for the Cure</i> , <i>WalkAmerica</i>)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	See the Resource Guide for information about <i>Walk for Life</i> , <i>Race for the Cure</i> , <i>Walk America</i> and other similar events
Access to workout facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Other physical activity events/programs <i>Please list the events in the space below:</i> <div style="border: 1px solid black; height: 20px; width: 200px; margin-top: 5px;"></div>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Examples include employee walking clubs or programs and activity challenges

3.3 Does your worksite encourage non-motorized commutes* to work?

- Yes (1 pt)
- No (0 pts)

*Encouragement of non-motorized transportation having bike racks or a safe place for employees to park their bikes; sponsoring walk or bike to work days; materials and programs to encourage employees to use non motorized alternatives.
See the [Resource Guide](#) for information on non-motorized commuting.

3.4 Does your worksite's physical environment* support physical activity?

- Yes (4 pts)
- No (0 pts)

*A supportive physical environment may include safe and well-lit parking lots, campuses and stairwells to encourage walking.

3.5 Does your worksite provide incentives* to promote physical activity?

- Yes (5 pts)
- No (0 pts)

*Incentives may include: improved benefits allowances (discounted health insurance, increased disability payments, additional life insurance); added vacation "well days" off; direct cash payments or bonuses; material prizes or awards; subsidies for health club memberships.

3.6 Does your worksite have a locker room with showers accessible to all employees?

- Yes (1 pt)
- No (0 pts)

3.7 In the past 12 months, has your worksite promoted physical activity to employees through the use of posters, brochures, videos, paycheck stuffers, flyers, newsletter articles, information on a website that serves employees, etc?

- Yes – promoted 4 or more times in the past 12 months (2 pts)
- Yes – promoted 1 to 3 times in the past 12 months (1 pt)
- Not promoted in the last 12 months (0 pts)

3.8 In the past 18 months, has your worksite supported community physical activity opportunities, such as sponsoring community sports teams (adult or youth) or sponsoring or participating in community-sponsored physical activity events?

- Yes (1 pt)
- No (0 pts)

See the [Resource Guide](#) for information on worksite-supported community physical activity opportunities.

Section 4: Nutrition

Most adults spend a major portion of their waking hours at work, with lunch and snack breaks provided during the day. Worksites can make it easier for employees to eat healthy at work by implementing policies, offering resources, and creating healthy eating opportunities. This section helps you assess the ways in which your worksite environment supports healthy eating.

NOTE: Some questions in Section 4 may not be relevant to your worksite. For example, if your worksite does not have a cafeteria, questions 4.8 through 4.11 would not be relevant. In the online version, these questions would not be displayed for worksites without a cafeteria and automated scoring adjustments would occur accordingly.

4.1 In the past 12 months, has your worksite promoted healthy eating* to employees?

- Yes – promoted 4 or more times in the past 12 months (2 pts)
- Yes – promoted 1 to 3 times in the past 12 months (1 pt)
- Not promoted in the last 12 months (0 pts)

* Examples of promoting healthy eating to employees include use of posters, brochures, videos, paycheck stuffers, flyers, newsletter articles, information on a website that serves employees, salad bar days, publicity about area farmers markets. .
See the [Resource Guide](#) for more information on promoting healthy eating to employees.

4.2 Does your worksite encourage the provision of healthy food and beverage options* at employee meetings or conferences?

- Yes (1 pt)
- No (0 pts)
- Not applicable- no food/beverages served at meetings (1 pt)

* Examples of healthy food and beverage options include fruit; vegetables; salads, 100% fruit juices; bottled water; low-fat meats (such as turkey or chicken); foods prepared without fat (by grilling, baking or roasting rather than frying); bagels (rather than donuts); low-fat yogurt.
See the [Resource Guide](#) for more information on healthy food and beverage options.

4.3 Does your worksite support* employees that bring their lunch to work?

- Yes (1 pt)
- No (0 pts)

*Support may include providing a refrigerator, sink to clean dishes/utensils, eating area with seating, microwave and/or toaster oven for warming food.

4.4 Does your worksite have a written policy that vending machines or snack bars must offer healthy food/beverage options*?

- Yes (1 pt)
- No (0 pts)

*Healthy food options may include low-fat, low-sodium and/or sugar-free foods, such as fruit (fresh, canned or dried), pretzels or baked chips. Healthy beverage options include 100% fruit/vegetable juices, skim or 1% milk, and bottled water. Low-carb food items are not classified as healthy food options.

4.5 Are there labels* to identify at a glance “healthy” foods offered in vending machines and/or snacks stands?

- Yes (1 pt)
- No (0 pts)

*Labels that apply are those added to food choices at the point of purchase (such as a heart to indicate a heart-healthy food). This is not the nutrition labeled on most commercial foods or statements on packages, such as lite, low-fat, or sugar-free.

4.6 How often are the following food items offered in the vending machines/snack stands?

	Often (at least 75% of the time) (2 pts)	Sometimes (25% to 50% of the time) (1 pt)	Rarely or Never (less than 25%of the time) (0 pts)
Low-fat snacks (fat content must be 3 grams fat or less per serving. Examples: pretzels, baked chip, low-fat cereal or granola bars)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reduced sugar or sugar free snacks <i>See the Resource Guide for information on reduced-sugar/sugar free snacks</i>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low sodium snacks (sodium content of 140 milligrams or less per serving)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fruits (fresh or dried)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low fat dairy products (fat content must be 5 grams fat or less per serving. Examples: low or non fat yogurt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vegetables (not fried)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4.7 How often are the following beverage items offered in the vending machines/snack stands?

	Often (at least 75% of the time) (2 pts)	Sometimes (25% to 50% of the time) (1 pt)	Rarely or Never (less than 25%of the time) (0 pts)
100% fruit juices (not punches, fruit drinks, lemonade)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vegetable juices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Skim or low-fat milk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bottled water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4.8 Does your worksite have a written policy requiring healthy food preparation practices* in the cafeteria?

- Yes (1 pt)
- No (0 pts)

*Healthy food preparation practices include steaming, low-fat/salt substitutes, broiling and limited frying or cooking with butter or cream sauces.

4.9 Does your worksite have a written policy that the cafeteria must offer healthy food options?

- Yes (1 pt)
- No (0 pts)

*Healthy food options include fruits, vegetables prepared without fat or cream sauces, low-fat entrees (such as grilled or baked turkey or chicken, pasta with tomato sauce and low-fat cheeses), salad bars with low-fat dressing, low-sodium and sugar-free options. Low carb foods are not healthy food options. See the [Resource Guide](#) for information on cafeteria policies that support healthy eating.

4.10 How often are the following food items offered in the cafeteria?

	4 to 5 times per week (2 pts)	2 to 3 times a week (1 pt)	Once a week or less (0 pts)
Vegetables (fresh, steamed, salad bar or tossed salad; not fried)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low-fat entrees (fat content is 12 or less fat grams per serving. Examples: grilled or baked poultry or fish; sandwiches prepared without cheese or mayonnaise-type dressings)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low sodium entrees (sodium content of 140 milligrams or less per 4-ounce serving)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fruits (fresh, dried or canned in its own juice)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low fat dairy products (fat content must be 5 grams fat or less per serving. Examples: low or non fat milk or yogurt, reduced-fat cheeses, low-fat cottage cheese)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Low-fat desserts (fat content is 3 or less grams per serving. Example: frozen yogurt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sugar-free desserts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4.11 Does your worksite cafeteria provide labels* to identify “healthy” foods?

- Yes (1 pt)
- No (0 pts)

*Labels that apply are those added to food choices at the point of purchase (such as a heart to indicate a heart-healthy food or table tents with heart health information). This is not the nutrition labeled on most commercial foods or statements on packages, such as lite, low-fat, or sugar-free.

Section 5: Additional Information and Next Steps

Although there are no scores for this section, it is a required section. The word “optional” will appear in parentheses beside all optional questions; all other questions are required.

The reasons we ask that you complete this section are:

- It provides the opportunity to translate learnings from the questions you answered into viable action steps to make your worksite healthier. Without taking action, improvements cannot be made.***
- To assist the Michigan Healthy Communities Collaborative in providing more effective support to your worksite and other worksites that are interested in improving their employees’ health.***

5.1 Worksite Strengths:

Please list what you believe are the most important things your worksite is doing to create an environment to help employees achieve better health. List at least one and up to eight.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

5.2 Next Steps:

Briefly describe at least one and up to five actions you would be willing and able to do in the next one to two years to make your worksite healthier.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

5.3 People who helped complete the Designing Healthy Environments at Work assessment (DHEW)

Please enter the title of those who helped complete this assessment and the role they played. These include the people that provided the information you used to answer the various questions, such as managers of various departments.

Job Title	Role played in completing the DHEW
<i>EX: Benefits Manager</i>	<i>Provided info about incentives</i>

5.4 Worksite Wellness Committee Information

5.3 a Does your worksite have a worksite wellness committee?

- Yes (go to 5.4 b)
- No (go to 5.5)

5.4 b Please check all the employee groups/departments that are represented on your wellness committee. If a group/department on your committee does not appear below, please check the “Other” option and provide a brief description of the group/department represented in the space provided. Check all that apply below.

- Management
- Human Resources
- Food Service
- Employee Health and Safety
- Professional and/or administrative staff
- Clerical Staff
- Exempt employees
- Nonexempt employees
- Hourly/Part-time employees
- Union
- Other, SPECIFY _____

5.5 Additional Information About Your Worksite

5.5a (OPTIONAL) Please indicate the approximate percent of employees (full and part time) in each of the following age groups. Answer in whole numbers; the total should add to 100%.

Age	% of Employees
Younger than age 20	
20 to 40	
41 to 50	
51 to 65	
Older than age 65	
TOTAL	

5.5b (OPTIONAL) Please indicate the approximate percent of employees (full and part time) in each of the following race/ethnic groups. Answer in whole numbers; the total should add to 100%.

Race/Ethnicity	% of Employees
African American/Black	
Asian/Pacific Islander	
Hispanic/Latino	
Native American/American Indian	
White	
Other	
TOTAL	

5.5c (OPTIONAL) Please indicate the approximate percent of male and female employees (full and part time). Answer in whole numbers; the total should add to 100%.

Gender	% of Employees
Male	
Female	
TOTAL	

Designing Healthy Environments at Work Scorecard

Healthy Work Environments Scorecard	Your Worksite's Score	Maximum Possible Score	% of Possible
Section 1: Worksite Health Promotion		41	
Section 2: Tobacco		30	
Section 3: Physical Activity		30	
Section 4: Nutrition		43*	
TOTAL		144*	

*The maximum possible score for Section 4 varies depending on whether your worksite has food vending machines, beverage vending machines and/or a cafeteria. The maximum possible Section 4 score displayed on the scorecard above (43 points) would apply to worksites that have food and beverage vending machines and a cafeteria. Worksites without a cafeteria and/or without vending machines would have a lower maximum possible score and percent of possible would be calculated accordingly. The online DHEW automatically determines the maximum score and performs the calculation each time information is saved.