

## Certified Healthy Workplace Application

Department or Office Name: \_\_\_\_\_

### What is the size of your department?

Number of Part-Time Staff \_\_\_\_\_

Number of Full-Time Staff \_\_\_\_\_

Number of Part-Time Faculty \_\_\_\_\_

Number of Full-Time Faculty \_\_\_\_\_

Number of Student Workers \_\_\_\_\_

### 1. LEADERSHIP SUPPORT

- Department leader regularly participates in and/or encourages participation in wellness-related programs and activities.
- Department leader is a role model for prioritizing health and work-life balance (e.g. he/she does not send emails while on vacation, takes activity breaks during the work day, etc.).
- Department leader provides health communications or in-service training to employees at least once every year on holistic wellness topics.
- Department leader allows flexible work schedules for wellness-related programs, activities, education, and screenings.
- Department leader allows flexible work schedules to support work-life harmony.
- Department leader encourages memberships and participation in professional organizations.
- Departmental leader encourages and allows time for professional development.

### 2. TOBACCO FREE

- Department promotes smoking cessation resources available through Gamecocks LiveWell.
- Department adheres to and promotes the campus Tobacco Free Policy.
- Other: \_\_\_\_\_

### 3. PHYSICAL WELLNESS

- A water fountain or hydration station is available to the department.
- Department provides employees with food preparation and storage facilities.
- Department provides protected time and dedicated space away from work area for breaks and lunch.
- Physical activity is explicitly encouraged by features or resources in the work environment (activity breaks, standing work stations).
- Department encourages employees to attend/participate in Gamecocks LiveWell programs and events, such as State Health Plan screenings, physical activity challenges, wellness coaching, cooking classes, etc.
- Department encourages employees to pursue some form of physical activity during paid breaks periodically throughout their workday
- Department encourages management of chronic health conditions (e.g. hypertension, diabetes, hypercholesterolemia).
- Walking meetings are encouraged and promoted when appropriate
- Other: \_\_\_\_\_

## **5. MENTAL HEALTH & WELLBEING.**

- Department fosters a work environment where co-workers and supervisors are supportive of employees' psychological and mental health concerns, and respond appropriately as needed.
- Department supports work-life harmony (e.g. with flex time or job share options).
- Department promotes work-life balance/life skills programs.
- Department provides dedicated space that is quiet where employees can engage in relaxation activities, such as deep breathing exercises.
- Stress management and mental recovery breaks are supported (e.g. with "quiet" areas).
- Department promotes and encourages employees to utilize USC's Employee Assistance Program, myGroup.
- Department provides or sponsors social events throughout the year for employees to socialize with each other.
- Other:

## **6. CULTURE OF WELLNESS AND ENVIRONMENTAL SAFETY.**

- Employee health and wellbeing are included in department's goals and value statements.
- Department has dedicated bulletin boards, stairwell signs, displays, and/ or electronic displays that promote the health/wellness programs and activities.
- Department employees are asked for feedback related to wellness activities at least once per year
- Department engages in group wellness activities such as wellness walks, intramural sports, community and service learning opportunities.
- Department encourages and supports employee participation in community health initiatives and volunteer efforts (e.g. blood drives, United Way, etc.).
- Department provides family, unisex or single occupancy bathroom facilities.
- Department provides signage in bathroom to encourage hand washing.
- Department provides a (or promotes a nearby) clean, private place (other than a restroom) for lactating mothers to express breast milk
- Safety is a priority within the environment (e.g. ergonomic design, lighting, safety rails, etc.).
- Department staff receives quarterly training regarding safety-related topics, policies, and procedures.
- Department has a written plan for emergency response to medical events within the department (such as heart attack or stroke).
- Department has at least one employee trained in CPR, AED, and First Aid.
- Department provides opportunities for employee input on workplace hazards and solutions.
- Department has written policy and procedures for reporting injuries and near misses.

**7. WELLNESS AMBASSADOR.** Each department needs a wellness champion. This person relays health and wellbeing information to departmental employees, and assists the department with its own wellness goals and initiatives. Does your department have a designated wellness champion/coordinator?

- Yes – designated Wellness Ambassador
- Yes – informal wellness champion.
- No - we will recruit one.

**8. MAKING WELLNESS A DEPARTMENTAL PRIORITY**

Each department is different and has different missions, goals, and priorities. Please list your top three wellness priorities.

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

What do you feel are the greatest challenges you and your colleagues encounter in your efforts to make healthy lifestyle choices at work?

- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*By signing, you indicate that you have completed this application to the best of your knowledge.*

\_\_\_\_\_