



BUCHANAN COUNTY WORKSITE WELLNESS COMMUNITY RESOURCE GUIDE

TABLE OF CONTENTS

Developing a Worksite Wellness Program	2
Tobacco Control	3
Healthy Eating/Nutrition	4
Physical Activity	5
Weight Management.....	7
Mental Health: Stress & Depression	8
Chronic Disease Screening, Prevention and Management	9
Recognizing and Responding to Heart Attack and Stroke.....	11
Lactation Support	12
Occupational Health and Safety.....	13
Worksite Wellness Networking/Idea Sharing.....	15

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DEVELOPING A WORKSITE WELLNESS PROGRAM

Comprehensive Website

- CDC Workplace Health Promotion
Provides a wide range of information, tools, resources and guidance for employers
<http://www.cdc.gov/workplacehealthpromotion/>

Comprehensive Implementation Guides

- WorkWell Missouri Toolkit
Step-by-step guide to developing and implementing a comprehensive worksite wellness program
<http://extension.missouri.edu/healthylife/workwell>
- CDC National Healthy Worksite Program Worksite Health 101 Training Manual
CDC guide to comprehensive approach to building healthier worksites
<http://www.cdc.gov/nationalhealthyworksite/join/Training-materials.html>

Assessment and Planning Tools

- Have an active wellness committee involved in planning and implementing worksite health programs
- Assess your current worksite health programming
 - CDC Worksite Health ScoreCard
Identifies gaps in health promotion programs in order to prioritize high-impact strategies for health improvement
http://www.cdc.gov/dhdsp/pubs/worksite_scorecard.htm
- Conduct an employee needs and interests assessment for planning health promotion activities

Local Technical Assistance

- National Healthy Worksite Program – Centers for Disease Control and Prevention
Viridian Health Management
Staff is available to assist companies to identify areas of interest and provide technical assistance towards achieving sustainable goals
Point of Contact: Dean Mausolf at Tel: 816-646-2525 or dmausolf@viridianhealth.com or <http://www.cdc.gov/nationalhealthyworksite/communities/buchanan-county.html>

TOBACCO CONTROL

Comprehensive Toolkits

- Tobacco-free Workplace Toolkit – CDC Healthier Worksite Initiative
<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/tobacco/>
- CDC Workplace Health Promotion – Tobacco Use Cessation
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/tobacco-use.html>
- Strategies for Promoting and Implementing a Smoke-free Workplace – American Cancer Society
http://www.cancer.org/downloads/gahc/hp_strategies_for_promoting_and_implementing_smokefree_workplace.pdf
- Tobacco-Free Missouri
<http://www.tobaccofreemo.org>

Program Strategies and Resources

- Create a Smoke-free workplace - Policies
 - Tobacco Policy Planner – American Cancer Society
Free, online assessment tool that customizes policy planning and resources for your organization
<http://www.acsworkplacesolutions.com/tobaccopolicyplanner.asp>
- Promote a smoke-free workplace – Signage Ideas
 - Smoke-Free Illinois
Full-color “No Smoking” and “Smoke-Free Establishment” signs for free downloading & printing
<http://www.smokefreeillinois.org/impres.cfm>
- Provide/promote free or subsidized tobacco cessation counseling
 - Missouri State Tobacco Quit Line
Tel: 1-800-QUIT-NOW (number for employees) or www.quitline.com
 - Freedom From Smoking® - American Lung Association
Delivered by Heartland Wellness Connection and Northwest Tobacco Use Prevention Coalition
Tel: 816-271-5327
 - Road to Freedom
Heartland Wellness Connections provides a two-part series on tobacco cessation
Tel: 816-271-6000
 - FreshStart® – American Cancer Society
Four-session group support program that can be implemented by any company representative that completes the free facilitator training (fee for participant guides)
<http://www.acsworkplacesolutions.com/freshstart.asp>

THE THIRD THURSDAY IN NOVEMBER IS THE GREAT AMERICAN SMOKEOUT

Local Technical Assistance

- Clean Air St. Joe
Provides community support and resources for building smoke-free environments
Point of Contact: Jamie Baker at Jamie.baker@health.mo.gov

HEALTHY EATING/NUTRITION

Comprehensive Toolkits

- CDC Workplace Health Promotion – Nutrition
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/nutrition.html>

Program Strategies and Resources

- Offer and promote healthy food and beverages in cafeterias, snack bars and vending machines
- Offer healthy food and beverages during meetings when food is served
 - Meeting Well™ - American Cancer Society
Guidebook to organize meals and physical activity to energize meeting participants
<http://ACSWorkplaceSolutions.com/meetingweel.asp>
- Become a Community Support Agriculture (CSA) delivery site
 - United States Department of Agriculture
Guidelines to operating a community supported agriculture site
<http://www.fns.usda.gov/snap/ebt/pdfs/CSA.pdf>
- Implement challenges/campaigns to encourage employees to eat healthier
- Provide onsite nutrition counseling
- Provide educational seminars, workshops or classes on nutrition

MARCH IS NATIONAL NUTRITION MONTH

- Provide education materials (brochures, posters, etc.) that address the benefits of healthy eating
 - 10 Tips Nutrition Education Series
Printable nutrition handouts based on MyPlate (the five food groups/food pyramid); also in Spanish
<http://www.choosemyplate.gov/healthy-eating-tips/ten-tips.html>

PHYSICAL ACTIVITY

Comprehensive Toolkits

- CDC Workplace Health Promotion – Physical Activity
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/physical-activity.html>
- Steps to Wellness - CDC Healthier Worksite Initiative
<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/pa-toolkit.htm>
- Physical Activity Guidelines for Americans Toolkit
Resources that will complement and support what your organization is doing to encourage Americans to get the amount of physical activity they need based on the guidelines and their goals
<http://www.health.gov/paguidelines/toolkit.aspx>

Program Strategies and Resources

- Provide an exercise facility on-site
 - Providing Physical Fitness Programs – U.S. Office of Personnel Management
Written for federal agencies, used as a guide for things to consider (fitness industry recommendations on staffing, facility design, equipment selection and maintenance and safety) when developing plans for your on-site fitness facility
http://www.opm.gov/employment_and_benefits/worklife/officialdocuments/handbooksguides/employeehandbook/chapter2/index.asp
- Offer organized individual or group fitness programs
- Provide or subsidize physical fitness assessments, follow-up counseling, and physical activity recommendations either on-site or through a community exercise facility
- Promote walking during the workday
 - Assessing Worksite Walkability – CDC Healthier Worksite Initiative
<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/walkability/>
 - Worksite Wellness Walking Program Kit – American Heart Association
Coordinator's Guide includes a step-by-step manual, tracking tools and promotional posters
http://www.startwalkingnow.org/start_workplace.jsp
 - Saint Joseph Urban Trail System
<http://www.ci.st-joseph.mo.us/parks/urbantrailsystem.cfm>
 - Saint Joseph Cycling (mountain and road)
<http://www.ci.st-joseph.mo.us/parks/cycling.cfm>

THE FIRST WEDNESDAY IN APRIL IS NATIONAL WALKING DAY

- Promote stairwell usage
 - StairWELL to Better Health - CDC Healthier Worksite Initiative
<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/stairwell/>
- Encourage bicycling to work
 - Saint Joseph Urban Trail System
<http://www.ci.st-joseph.mo.us/parks/urbantrailsystem.cfm>
 - Saint Joseph Cycling (mountain and road)
<http://www.tci.st-joseph.mo.us/parks/cycling.cfm>
 - Tips and Resources for Bike Commuting
<http://www.mobikefed.org>

MAY IS BIKE-TO-WORK MONTH

- Implement challenges/campaigns to encourage employees to be more active
 - *Active For LifeSM* - American Cancer Society
Ten-week program that uses individual and group strategies to help employees become more physically active
<http://www.ACSWorkplaceSolutions.com/activeforlife.asp>
- Provide educational seminars, workshops or classes on physical activity
 - *Active for LifeSM Online* – American Cancer Society
Ten-week program that uses individual and group strategies to help employees become more physically active
<http://www.acsworkplacesolutions.com/activeforlife.asp>
- Provide education materials (brochures, posters, etc.) that address the benefits of physical activity
 - Physical Activity Guidelines for Adults – CDC
<http://www.cdc.gov/physicalactivity/everyone/guidelines/adults.html>
 - President’s Council on Fitness, Sports and Nutrition
Offers resources and educational materials on physical activity and nutrition
<http://www.fitness.gov>
 - Be Active Your Way: A Guide for Adults
Online guide based on the 2008 Physical Activity Guidelines for Americans
<http://www.health.gov/paguidelines/adultguide/>

MAY IS NATIONAL PHYSICAL FITNESS AND SPORTS MONTH

WEIGHT MANAGEMENT

Comprehensive Toolkits

- CDC LEAN *Works!*
<http://www.cdc.gov/leanworks>
- CDC Workplace Health Promotion – Obesity Prevention and Control
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/obesity.html>

Program Strategies and Resources

- Provide educational seminars, workshops, or classes on weight management
- One-on-one or group lifestyle counseling for employees who are overweight or obese

MENTAL HEALTH: STRESS & DEPRESSION

Comprehensive Website

- Centers for Disease Control and Prevention - NIOSH
NIOSH Stress...at Work
<http://www.cdc.gov/niosh/docs/99-101/>

Program Strategies and Resources

Stress Management

- Implement challenges/campaigns to encourage employees to manage stress
- Provide stress management programs
- Provide training for supervisors on identifying and reducing workplace stress-related issues

Depression

Program Strategies and Resources

- Implementation Strategies to Address Depression in the Workplace
 - CDC Worksite Health Promotion Depression
Suggested programs, policies, benefits and environmental supports related to depression
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/depression.html>
- Provide free or subsidized clinical screening for depression (beyond HRAs) followed by directed feedback and clinical referral when appropriate
 - Centers for Disease Control and Prevention
Online resources, materials and websites related to depression
http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/mental_health_screenings.htm
- Provide coverage for employees for low cost screening, diagnostic and treatment services for depression
 - Centers for Disease Control and Prevention
Online resources, materials and websites related to depression
http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/mental_health_screenings.htm
- Provide a series of educational seminars, workshops, or classes on preventing and treating depression
- Provide access to online or paper self-assessment depression screening tools
 - Centers for Disease Control and Prevention
Online resources, materials and websites related to depression
http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/mental_health_screenings.htm
- Provide brochures, videos, posters, pamphlets, newsletters or other written or online information that address depression
 - Publications from the National Institute of Mental Health
Available for download/print or order for free in small quantities; some available in Spanish
<http://nimh.nih.gov/health/publications/depression-listing.shtml>
- Provide training for supervisors on depression in the workplace

CHRONIC DISEASE SCREENING, PREVENTION AND MANAGEMENT

Program Strategies and Resources

- Provide health insurance coverage with no or low out-of-pocket costs for preventive screenings, maintenance medications (for blood pressure, cholesterol and glucose control), and self-management programs (for diabetes, high blood pressure, cancer, etc.)
- Offer on-site health screenings followed by immediate feedback and/or clinical referral
- Conduct employee health risk appraisals/assessments through third-party providers and provide individual feedback plus health education

Heart Disease/High Cholesterol/High Blood Pressure

- CDC Workplace Health Promotion – Blood Pressure Screening and Control
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/blood-pressure.html>
- CDC Workplace Health Promotion – Cholesterol Screening and Control
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/cholesterol.html>
- Make blood pressure monitoring devices available with instructions for employees to conduct their own self-assessments
- Provide one-on-one or group lifestyle counseling and follow-up monitoring for employees with high blood pressure or high cholesterol
 - Centers for Disease Control and Prevention - Division for Heart Disease and Stroke Prevention
Provide education materials and resources on heart disease and stroke prevention
<http://www.cdc.gov/dhdsp>
- Provide educational seminars, workshops or classes on heart disease prevention

FEBRUARY IS AMERICAN HEART MONTH

- Provide education materials that address high cholesterol
 - Your Guide to Lowering Your Cholesterol with Therapeutic Lifestyle Changes (TLC)
Comprehensive guide from the National Heart, Lung and Blood Institute
http://www.nhlbi.nih.gov/health/public/heart/chol/chol_tlc.pdf
 - Cholesterol Publications/Fact Sheets – National Heart, Lung and Blood Institute
Available for download/print or order for free in small quantities; some available in Spanish
http://email.nhlbihin.net/Category/9_1/For_Public_Patients.aspx

SEPTEMBER IS NATIONAL CHOLESTEROL EDUCATION MONTH

- Provide education materials that address high blood pressure
 - Lowering Your Blood Pressure with DASH (Dietary Approaches to Stop Hypertension)
Comprehensive guide from the National Heart, Lung and Blood Institute
http://www.nhlbi.nih.gov/health/public/heart/hbp/dash/new_dash.pdf
 - High Blood Pressure Publications/Fact Sheets – National Heart, Lung and Blood Institute
Available for download/print or order for free in small quantities; some available in Spanish
http://email.nhlbihin.net/Category/25_1/For_Public_Patients.aspx

MAY IS NATIONAL HIGH BLOOD PRESSURE EDUCATION MONTH

Diabetes

- CDC Workplace Health Promotion – Diabetes Prevention and Control
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/type2-diabetes.html>
- Provide one-on-one or group lifestyle counseling and follow-up monitoring for employees with abnormal glucose results

NOVEMBER IS AMERICAN DIABETES MONTH

- Provide free or subsidized lifestyle self-management programs for diabetes control

Cancer

- CDC Workplace Health Promotion – Breast Cancer Screening
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/breast-cancer.html>
- CDC Workplace Health Promotion – Cervical Cancer Screening
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/cervical-cancer.html>
- CDC Workplace Health Promotion – Colorectal Cancer Screening
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/colorectal-cancer.html>
- Cancer screenings at work
- Provide educational seminars, workshops or classes on cancer prevention
- Provide education materials that address cancer prevention
 - American Cancer Society Content Subscription Service
Free information about cancer prevention, early detection, support services and resources that include email blasts, newsletters, podcasts, PowerPoint presentations, fliers, etc.
<http://www.acsworkplacesolutions.com/contentsubscriptionsevice.asp>

General Health Education and Promotion

- National Health Observances
Calendar of special days, weeks or months designed to raise public awareness about important health topics; includes corresponding education materials and other resources for each topic
<http://healthfinder.gov/nho/>

RECOGNIZING AND RESPONDING TO HEART ATTACK AND STROKE

Program Strategies and Resources

- Have one or more functioning Automated External Defibrillators (AED) at your worksite
 - AED Implementation Resources – American Heart Association
Implementation guide, state requirements and FAQs
http://www.heart.org/HEARTORG/CPRAndECC/CorporateTraining/AEDResources/AED-Resources_UCM_001296_SubHomePage.jsp
- Offer Cardiopulmonary Resuscitation (CPR) courses that includes Automated External Defibrillator (AED) training
 - American Heart Association
Provides courses and certifications for CPR and AED
<http://www.americanheart.org>
 - American Red Cross
Provides courses and certifications for CPR and AED
Tel: 816-232-8439 or <http://www.redcross.org/mo/st-joseph>
 - YMCA of St. Joseph, MO
Provides courses and certifications for CPR and AED
Tel: 816-233-9622 or <http://www.stjoymca.org>
- Display posters or provide other education materials about heart attack and stroke symptoms
 - Know Stroke – National Institute of Neurological Disorders and Stroke
Download/print free posters or order free brochures; also available in Spanish
<http://stroke.nih.gov/materials/>
 - Act in Time (poster) – National Heart, Lung, and Blood Institute
<http://www.nhlbi.nih.gov/health/public/heart/mi/poster.pdf>
 - This is What a Heart Attack Feels Like to a Woman (poster and ads)
Click on “HHS Campaign Toolkit” tab and scroll to bottom to “Collateral” for poster to download/print (smaller size under “Magazine” tab); also available in Spanish, Vietnamese and Cambodian
<http://www.womenshealth.gov/heartattack/other-resources.cfm?q=print>
 - Heart Attack Publications/Fact Sheets – National Heart, Lung and Blood Institute
Available for download/print or order for free in small quantities; some available in Spanish
http://emall.nhlbihin.net/Category/13_1/For_Public_Patients.aspx

LACTATION SUPPORT

Comprehensive Website

- Breastfeeding Promotion and Support in the Workplace – CDC
<http://www.cdc.gov/breastfeeding/promotion/employment.htm>

Comprehensive Toolkits

- Business Case for Breastfeeding – DHHS Office on Women’s Health
Includes steps to supporting breastfeeding employees and resources for building a lactation support program
<http://www.womenshealth.gov/breastfeeding/government-in-action/business-case-for-breastfeeding/>

Program Strategies and Resources

- Provide flexible break times and a private space to allow mothers to express breast milk (supported by a written policy)
 - Sample Policy for Supporting Breastfeeding Employees
<http://www.womenshealth.gov/breastfeeding/government-in-action/business-case-for-breastfeeding/policy-for-supporting-breastfeeding-employees.pdf>
 - Pictures of Example Lactation Rooms
<http://www.cdc.gov/nccdphp/dnpao/hwi/toolkits/lactation/examples.htm>

Local Technical Assistance

- City of St. Joseph Health Department
Point of Contact: Debra Bradley at Tel: 816-271-4636

OCCUPATIONAL HEALTH AND SAFETY

Comprehensive Websites

- Missouri Department of Labor and Industrial Relations: Workplace Safety
Provides education materials, resources, and free on-site safety consultations
[http://labor.mo.gov/DLS/workplaceSafety/National Institute for Occupational Safety and Health \(NIOSH\)](http://labor.mo.gov/DLS/workplaceSafety/National%20Institute%20for%20Occupational%20Safety%20and%20Health%20(NIOSH))
- Small Business Resource Guide
Handbooks, checklists, training materials & other resources for starting an occupational safety program
<http://www.cdc.gov/niosh/topics/smbus/guide/>

Program Strategies and Resources

- CDC Workplace Health Promotion – Musculoskeletal Disorders (MSDs) Prevention
<http://www.cdc.gov/workplacehealthpromotion/implementation/topics/disorders.html>
- Provide training in workplace safety to employers and supervisors
 - Missouri Department of Labor and Industrial Relations: Workplace Safety
Provides education materials, resources and free on-site safety consultations
[http://labor.mo.gov/DLS/workplaceSafety/National Institute for Occupational Safety and Health \(NIOSH\)](http://labor.mo.gov/DLS/workplaceSafety/National%20Institute%20for%20Occupational%20Safety%20and%20Health%20(NIOSH))
- On-site Ergonomics Training
 - Centers for Disease Controls and Prevention
Educational resources and materials for workplace ergonomics
<http://www.cdc.gov/niosh/topics/ergonomics>
- Display safety education posters and stickers
 - Missouri Department of Labor and Industrial Relations: Workplace Safety
Provides education materials, resources and free on-site safety consultations
[http://labor.mo.gov/DLS/workplaceSafety/National Institute for Occupational Safety and Health \(NIOSH\)](http://labor.mo.gov/DLS/workplaceSafety/National%20Institute%20for%20Occupational%20Safety%20and%20Health%20(NIOSH))
- Establish a safety committee
- Conduct ergonomics assessments and take corrective actions to prevent musculoskeletal disorders
 - Ergonomic and Safety Assessment for Machines and Equipment
Educational materials and resources for assessing workplace safety-related to ergonomics
http://www.nsc.org/safetyhealth/Documents/Ergonomic_Checklist.pdf
 - Occupational Safety and Health Administration
Ergonomic Analysis Tools - Offers resources and tools on a variety of types of musculoskeletal diseases
http://www.osha.gov/SLTC/ergonomics/analysis_tools.html
- Conduct noise level audits and take corrective action if necessary
 - Centers for Disease Control and Prevention
Noise and Hearing Loss Prevention - Interactive noise meter to learn about sound intensities
<http://www.cdc.gov/niosh/topics/noise/noisemeter.html>
- Monitor air for harmful pollutants and take corrective action if necessary
 - Clean Air St. Joe
Provides community support and resources for building smoke-free environments
Point of Contact: Jamie Baker at jamie.baker@health.mo.gov
- Assess other potential health and safety hazards and take corrective action if necessary

- OSHA On-site Consultation Program (free) – Occupational Safety and Health Administration
Offers free and confidential advice to small and medium-sized businesses with priority given to high-hazard worksites
<http://www.osha.gov/dcsp/smallbusiness/consult.html>
- Health Hazard Evaluation Program (free) – National Institute for Occupational Safety & Health
Assesses exposure to suspected (or unknown) hazardous materials or harmful conditions, and provides written recommendations to reduce hazards & prevent work-related illness
(Note: Employer reports become public information and are posted on their website)
<http://www.cdc.gov/niosh/hhe/>

WORKSITE WELLNESS NETWORKING/IDEA SHARING

Worksite Wellness 101

- National Healthy Worksite Program – Centers for Disease Control and Prevention
 - Viridian Health Management
Point of Contact: Dean Mausolf at Tel: 816-646-2525 or dmausolf@viridianhealth.com or <http://www.cdc.gov/nationalhealthyworksite/communities/buchanan-county.html>
- Attend a worksite wellness conference
 - *Missouri Council on Activity and Nutrition*
Point of Contact: Donna J. Mehrle, MPH, RD, LD at Tel: 573-884-0929 or mehrled@missouri.edu
- Join a local wellness council
 - St. Joseph Chamber of Commerce – Roundtable on Health and Productivity
Tel: 816-232-4461
- Start a local wellness council
- Share best practices
 - St. Joseph Chamber of Commerce – Roundtable on Health and Productivity
Tel: 816-232-4461