Hello,

Welcome to version three of the toolkit. Since 2010, thousands of individuals have used the previous editions to initiate worksite wellness programs. With their feedback and our continued learning, we’ve made this resource stronger in its third release.

North Dakota is making great strides

North Dakota businesses have made great strides since being introduced to the North Dakota Worksite Wellness initiative at our statewide summit in 2010. For example:

- More than 1,000 individuals attended the worksite wellness summit and went home with a copy of the toolkit.
- More than 200 worksite wellness enthusiasts dug deeper, attending our Gearing Up training on how to implement successful programs in their workplaces.
- More than 60 worksite wellness programs have been implemented in the state.

It’s fair to say North Dakota is building a thriving worksite wellness “community.” But as the community grows, so too does the need.

We’ve got a long way to go

Modifiable lifestyle choices cost North Dakotans $550 million annually in medical expenditures. Add in costs to your organization, like lost productivity and health insurance increases, and the total is even more staggering.
According to the U.S. Department of Health and Human Services, for a typical worksite of 25 North Dakota employees you will find:

- 16 are overweight or obese
- 13 have two or more risk factors for heart disease
- 7 have high cholesterol
- 6 binge-drink
- 5 smoke
- 4 have high blood pressure
- 4 get no leisure time physical activity
- 3 have had a heart attack or stroke or have been diagnosed with heart disease
- 1 has diabetes

If those statistics look like they could fit your organization, there is good news. Many of these conditions are preventable with lifestyle changes. Once employees improve their health, businesses can see decreased absenteeism, improved productivity, reduced health care costs and many other benefits.

**We're in this together**

It’s exciting to think of your organization as a change agent for healthy lifestyles. If you’re just getting started, this resource provides the information you need to get started. If you’ve already begun a worksite wellness initiative, the toolkit can help you take it to the next level.

In good health,

Pete Seljevold, M.S., M.M.
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For an electronic version of the toolkit and other worksite wellness resources, go to www.NDworksitewellness.org.
Health experts across the state endorse the Put Wellness to Work Toolkit

Dakota Medical Foundation is a proud sponsor of the ‘Put Wellness to Work in North Dakota’ toolkit. We are confident that the toolkit will provide North Dakota employers with the resources needed to ensure a healthy and productive workforce!

J. Patrick Traynor, J.D.
President
Dakota Medical Foundation

The North Dakota Worksite Wellness toolkit is a great resource for those implementing a worksite wellness program or for those that are looking to enhance an existing program. The toolkit provides easy-to-understand steps, insightful details and resources specific to North Dakota that greatly benefit the user looking to promote wellness to employees.

Rebecca Fricke
NDPERS Benefit Programs Administrator/
NDPERS Wellness Coordinator

Creating a culture of wellness and helping employees improve their health are at the heart of the ‘Put Wellness to Work in North Dakota’ toolkit. Worksite wellness is an important ongoing strategy to help North Dakota employers address rising health costs.

Tim Huckle
President and CEO
Blue Cross Blue Shield of North Dakota

One of North Dakota’s greatest assets is its people. North Dakota is made up of many “communities”—groups of people who share similar values and beliefs. We are generally involved with several communities simultaneously such as our worksites, schools, faith institutions, early childhood centers and volunteer organizations. If each of these “communities” creates a culture of wellness by supporting healthy lifestyles, we will build a healthy North Dakota—one community at a time.

Terry Dwelle, M.D., M.P.H.T.M.
State Health Officer
North Dakota Department of Health
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Overview

Worksite wellness is all about promoting healthy lifestyles to employees and their families through education and activities. Here are seven steps to a successful program developed by the Wellness Council of America (WELCOA), a national leader in worksite health promotion. Each step is essential in building a sustainable program.

1. **Get management support**
   This step is critical to the success of your program. Getting management actively involved in the program will help to model healthy behavior to all employees. You’re on your way to creating a culture of wellness.

2. **Create a team**
   To create a culture of wellness, you will need help from throughout the organization. Gather a diverse group of employees to become your wellness “champions,” including those appointed by management. Having a team will show your organization’s commitment to wellness. Let the creativity flow.

3. **Collect data**
   This is crucial. It will help you justify a program, evaluate changes in productivity and health status, determine what employees want from the worksite wellness program and monitor wellness participation. If you do it right, it helps ensure the sustainability of your wellness program.

4. **Create an operating plan**
   The operating plan is the foundation of the program. Be sure to address timelines, budgets, work assignments, marketing, evaluation and the overall mission of the program. Clearly stated and measurable goals will keep your program on track.

5. **Choose interventions**
   It’s important to build a program around your specific circumstances, your employees, type of business, employee demographics and interests, and worksite wellness budget. Intervention programs could include weight management, smoking cessation programs, blood pressure screenings and more. Steps 3 and 4 will help you determine which interventions are relevant.

6. **Create a supportive environment**
   Creating a culture of wellness may involve reviewing policies, employee benefits, food offerings and safety procedures. Allowing flexible schedules for employees to exercise at work is one way to provide a supportive environment.

7. **Evaluate**
   After you’ve implemented your wellness program, it’s time to check participation, satisfaction levels, behavior changes, biometric changes, productivity and return on investment. A well-documented evaluation can help you identify areas for improvement or justify a budget increase. You’ll find sample tools and evaluations in this section.
Step 1: Get top management support

Get your program off to a good start by helping management realize the benefits of worksite wellness and asking them to vocalize their support. An owner or manager should also be appointed to serve on the wellness team alongside other employees so there’s ownership at every level of the organization.

Top management support:

• Helps you obtain resources you need for the worksite wellness program.
• Helps communicate the importance of worksite wellness.
• Sets an example. Your top manager doesn’t need to run a marathon, but he or she should embrace a healthful lifestyle by completing an annual health risk assessment, receiving an annual physical, participating in wellness events offered by the company and taking part in community wellness events.

Why it’s important

Support from the top tells employees that worksite wellness is a priority at your organization.

Studies show your program has a better opportunity to contain costs and improve employees’ health with the support of your top management.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
Step 2: Create a team

Form a strong worksite wellness team and keep team involvement fresh and fun. Make it official by creating a team name, motto and logo. Consider having an annual team retreat or team in-service. You can add to members already delegated by your management, and continue to bring new members onto the team as well as consider term limits.

These tips from WELCOA will ensure a successful team:

- Have worksite wellness written into team members’ job descriptions. This will ensure worksite wellness is a defined duty in their workload.

- Promote the wellness team throughout the organization. Doing so helps employees see worksite wellness is a priority and that the team is there to help them with their wellness goals. It also inspires participation and team involvement.

- Develop a team with strong leadership. Your team will need vision, energy, altruism, a spirit of inclusiveness and a genuine desire to help others. Your team leader should be someone who can create agendas, handle conflict, set priorities, motivate others, meet goals and deadlines and communicate throughout the organization.

- Add diversity to your team. Try to include representation from all different functional areas, experience levels, ages and fitness levels. A larger organization could have a team of 14-20 people. A small organization may do well with four to seven people.

- Meet regularly. Face-to-face meetings once or twice a month are best.

- Distribute agendas before the meeting to keep members informed and meetings on task.

- Assign someone to take minutes and distribute them.

- Communicate often. Educate the organization on your priorities and let others know how to get involved; it helps employees embrace the wellness program.

- Participate in continuing education about wellness.

Why it’s important

- Helps employees see worksite wellness is a company priority.
- Gives a broad range of talents and views.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
North Dakota success story

Hedahls Auto Plus

In 1992, Bismarck-based Hedahls, Inc. (210 employees in 29 locations) faced huge health care cost increases. CEO Dick Hedahl started a wellness program to improve employee health and to control health care spending. In addition to a base dollar amount, if employees have health coverage through Hedahls’ or a spouse’s health plan, employees can receive an additional $35 each month in their flexible spending account if they have a body mass index of less than 30 and another $35 per month if they are tobacco-free.

Full-time and part-time employees and their spouses each can earn a $25 annual bonus for each of the health screenings they receive: blood pressure, blood sugar, cholesterol and a cancer screening of their choosing.

Many employees have lost weight, quit using tobacco or learned of health problems through the free screenings. “You saved my life,” one employee told Hedahl because of her breast cancer screening. Another employee began treatment after she learned she had dangerously high blood sugar levels.

Since 2008, Hedahls has held an annual health fair in each of its locations with free health screening and flu shots. Not only are these screenings free, but employees also receive the $25 annual bonus for each health screening.

These are just some of incentives and programs that Hedahls offers employees. “Employees appreciate our efforts to help them lead a healthy lifestyle,” Hedahl said.
Step 3: Collect data

You will be tempted to skip this step. Don’t. This is the step that helps your program address specific needs in your organization. Collect information about employees’ health status, their perceived needs and the culture of your worksite.

As the old adage goes, you can’t change what you can’t measure. Once you have a snapshot of the current state of your company’s health, you’ll have a springboard from which you can build an impactful, sustainable wellness program.

Gather data about health status

Health risk assessment

A health risk assessment (HRA) gives you specifics on what health issues employees face. HRAs may require a small investment from your company, but they provide useful information to help:

- Identify risk factors for individuals and group reporting.
- Provide personalized feedback.
- Connect employees with at least one strategy to promote health, sustain function, and/or prevent disease.
- Help measure risk factors and biometric changes annually.

Administering an HRA

Group assessments should be purchased from a reputable HRA vendor and you’ll want to reassure employees their responses are anonymous and individual health information is not being viewed by anyone else in the company.

Because of privacy and confidentiality concerns, aggregate group reporting is only available for employers with 50 employees or more. Talk to your HRA vendor about group reporting for your company.
Health screening

Many local partners (public health units or clinics/hospitals) can assist you with health screenings. Typical health screenings cost from $30 to $50 per employee. They provide medical numbers everyone should know, such as cholesterol levels, blood pressure, blood glucose and body composition. For a list of providers in North Dakota, go to http://www.ndworksitewellness.org/getstarted/helpful-websites.htm.

Medical claims analysis

If your company is large enough, you may be able to request medical claims analysis from your health insurance carrier.

Although this data may be more difficult to obtain, it includes great information on health care claims, workers’ compensation, disability claims and pharmaceutical costs. Confidentiality is paramount when using this data, and data should only be reported in aggregate form.

Contact your health insurance provider to see what reports are available for your organization. Keep in mind that health care data can only tell what conditions are being treated—not why those conditions exist.

Use ‘typical North Dakota company’ data

If your business is not large enough to obtain health data due to confidentiality, you can use data that is representative of a typical company. The U.S. Department of Health and Human Services says that in a typical North Dakota company with 25 employees:

- 16 are overweight or obese
- 13 have two or more risk factors for developing heart disease
- 12 are age 50+ and never had a colonoscopy or sigmoidoscopy
- 10 don’t regularly wear a seatbelt
- 7 have high cholesterol
- 6 binge-drink
- 6 have not seen a dentist in the past year
- 6 are women 40+ and haven’t had a mammogram in the past two years
- 5 smoke
- 4 have high blood pressure
- 4 get no leisure time physical activity
- 3 have had a heart attack or stroke or have been told they had heart disease
- 3 are women who haven’t had a Pap smear in the past two years
- 2 have asthma
- 1 drinks heavily
- 1 has diabetes

7 Steps to a Worksite Wellness Program

1. Get top management support
2. Create a team
3. Collect data
4. Create a plan
5. Choose interventions
6. Create a supportive environment
7. Evaluate

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**Gather data about perceived needs**

After collecting data about your employees’ health needs, find out how employees and managers see the health picture of your organization by:

1. Conducting a manager interest survey
2. Conducting an employee interest survey
3. Reviewing employee absenteeism records

**Assess worksite environment**

Create a wellness program that fits your company by first collecting data on your company’s physical environment, policies and culture.

Begin with a company health culture audit to measure health norms and values in your organization.

**Next, evaluate your organization by doing a health culture audit (see additional resources)**

Ask questions such as:

- Are your workstations set up with proper ergonomics to avoid workplace strain or injury?
- Is your facility using adequate heating, cooling, ventilation, lighting and safety protocols?
- Do vending machines offer healthful choices? If you have an on-site cafeteria, does it offer healthful selections? Do you typically have doughnuts or fruit at committee meetings?
- Do you have walking paths or other opportunities nearby for physical activity?
- Are all areas accessible to all employees?
Step 4: Create an operating plan

If you do it right, this stage should take longer than any other stage. Planning forces you to sort through the details in advance. It may take up to three to four months to work on the wellness plan.

Incentives can help you motivate employees to participate. Health behavior can be extremely difficult to change and incentives can help encourage people to initiate and maintain health-related behaviors. Unless employees in your worksite can identify real incentives or reasons to change their current health behaviors, they are not likely to change. Check out the resource listing in this section for more incentive ideas.

What to include in your operating plan

1. **Vision/mission statement.** It can be as short as one to two sentences. For example, one large health care system chose “Health From Hire To Retire.”

2. **Goals and objectives.** Goal statements describe in broad terms what is to be accomplished. Objectives are precise statements that describe the changes necessary to reach a goal. When writing goals, use measurable language such as “increase” or “decrease.” Make your objectives SMART—Specific, Measurable, Achievable, Realistic and Time sensitive. For example, by December 2016, 75 percent of all vending machine options will be healthful options.

**Examples of goals and objectives together:**

**Goal 1:** Our employees will have access to healthful food choices at the workplace.
- **Objective 1:** By December 2016, 75 percent of all vending machine options will be healthful options.
- **Objective 2:** By March 2017, 100 percent of our workplace meetings that offer food will include healthful options.

**Goal 2:** Our workplace will be infant-friendly.
- **Objective 1:** By July 2016, at least one private section of the workplace will be identified for moms to express breast milk.
- **Objective 2:** By September 2016, a written policy outlining the accommodations and benefits available to employees who are breastfeeding their babies exists in the HR manual.
3. **Timelines.** Drive what needs to be accomplished and when it needs to be done. Don’t make your timeline so aggressive that you feel overwhelmed, but don’t make it so easy that people lose interest.

4. **Roles and responsibilities.** Use the strengths and talents of your team. Decide who are the “people” people, the “task” people and the “thinker/analyzer” people. Be sure to assign jobs that work with people’s natural strengths. Don’t give a “thinker” jobs that require relating to people.

5. **Itemized budget.** Decide what to include and what must be left out. Include the cost of everything: staff time, time for employees to be allowed to participate, team strategic planning meeting, health risk appraisals, brochures, incentives and so on. WELCOA estimates you may need to spend $100-$150 per employee each year to get a return on investment of $300-$450.

6. **Approval from management.** Helps ensure your goals and objectives align with those of the organization.

7. **Marketing and communications strategies.** Mix of written, oral and electronic messages to inform employees.

8. **Evaluation.** Outline how to measure and evaluate the results from your program. Include participation, participant satisfaction, changes in knowledge, attitudes and behaviors, and changes in environment and culture. Be sure to link your evaluation methods directly to your program’s goals and objectives.
Step 5: Choose interventions

Choosing the right interventions for your workplace is critical to your success. Whether you focus on tobacco cessation, mental wellness, physical activity or other issues, you’ll want to pick the topics that most affect your employees.

Choose interventions that meet company needs:

- Align your choices with data from step 3. If you skipped this step, go back and gather data on what employees want and what your organization needs.
- Review information from your culture audit, interest survey and medical claims analysis (or information from a typical North Dakota company).
- Decide how many employees you want to target in your intervention. Set a participation goal and let people know so you are accountable.

Once you’ve chosen interventions, make them successful:

- Decide how to promote your intervention. Communicate early and often and use a variety of tools, such as posters, meetings, e-mails, bulletin boards, text messages, intranet and internet in accessible formats.
- Be transparent about the necessary commitment. How long will it take and what’s involved for the employee?
- Include those working at other locations or on other shifts.
- Keep your focus. It’s easy to let your intervention become larger or more extensive than you originally planned. Communicate and stick to your plan.
- Be conscious of your budget. Don’t exhaust funding before your intervention is complete.
- Consider legal issues. Have your legal counsel review the plan or prepare waivers to keep you free of legal liability.
- Evaluate your intervention. Will you need to document changes in knowledge, behaviors or biometric measures? Will you need to present a return on investment?
- Be prepared for the unexpected. Keep a list of team member contact information in case something urgent arises.

Why it’s important

Allows you to personalize your program to your company’s specific health issues and employees’ interests.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
Step 6: Create a supportive environment

This is the time to start working on policies to create a supportive environment. Those policies should focus on data from step 3. They could include tobacco-free workplace, nutrition or whatever you identified as top needs.

Areas to look at:

- **Physical activity.** Is your work environment conducive to employees getting physical activity throughout the day? If you can’t find space for an on-site fitness facility, you could offer reimbursement for exercise equipment or health club membership.
- **Tobacco use.** What can you do to encourage tobacco-free lifestyles?
- **Nutrition.** Are there healthful food options in the vending machines, cafeteria or at committee meetings?
- **Workstation/ergonomics.** Whether workers are at computers or in a factory, proper ergonomics are a must. An assessment can help determine if employees are at risk.
- **Alcohol and drugs.** Sometimes having a policy in place is not enough. Some employers do random drug testing.
- **Mental wellness.** Do employees have clear expectations of what is required of them? Do they have the proper tools to do their jobs? Is the environment stressful? Is there an employee assistance program (EAP) to help employees work through problems?
- **Seatbelt safety.** Traffic-related crashes are one of the leading causes of death and injury for North Dakota’s workforce. A seatbelt policy shows the organization cares about employee safety.
- **Safety and emergency procedures.** Many organizations have a heightened sense of the need for security, safety and emergency procedures. Is your organization prepared to address issues such as, bomb threats, natural disasters, information system failures, employee or customer violence, and disease outbreaks?
• **Employee benefits.** Review the employee benefits plan to see if certain benefits could be added to support wellness, such as:
  • Health insurance
  • Disability protection
  • Life insurance
  • Sick leave/well days off
  • Leave of absence
  • Compensatory time off
  • Vacation
  • Flex time
  • Job sharing
  • Work at home/telecommuting
  • Maternal/paternal leave
  • Family leave
  • Child care
  • Dependent care flexible spending accounts
  • Health promotion program
  • Prepayment or reimbursement
  • Retirement/investment plan
  • Employee assistance program (EAP)

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**Additional Resources**

Additional resources are available at [www.ndworksitewellness.org](http://www.ndworksitewellness.org).
North Dakota success story

Spectrum Aeromed

Spectrum Aeromed’s worksite wellness program garnered national attention for helping employees in Fargo and its two offsite locations lower cholesterol, blood pressure and body mass index — in just three years.

While the program may not deserve all the credit, it has created a culture of health, said Wellness Committee Member and Fargo Business Manager Tammy Enright.

In 2011, the company implemented the wellness program to show its employees that it cared about them and their families. Enright said the program also helps to boost morale, recruit and retain employees, decrease health insurance expenses for both the company and the employee, reduce lost time in absences and improve productivity.

The wellness efforts have led to a decrease in health care expenses, which in turn helped to lower health insurance premiums. From 2008 to 2011, premiums had increased 18 percent to 25 percent each year. Premiums increased by only 2 percent in 2012 and decreased by 7 percent in 2013.

Annual biometric screenings, health risk assessments (HRA) and an employee interest survey are the program’s foundation. The five-member wellness committee balances the “real needs” outlined in the HRA executive summary with the “perceived needs” listed in the employee interest survey. Because the two often differ, the committee plans a blend of activities based on both.

The program also provides an Employee Assistance Program and reimbursement of local gym membership, as well as onsite blood pressure cuffs, healthy food options at employee events and ergonomic assessments, as needed. Employees receive special wellness-related gifts, such as winter emergency kits for their vehicles.

Employees of all ages and fitness levels enjoy the participation-based challenges. They log activity as they “walked” to selected baseball stadiums or “biked” to the company’s office in Germany. Prizes and incentives related to the theme add to the fun.

The committee also uses free resources, such as local experts to speak at lunch and learns. Likewise, it emails wellness materials to employees.

“We have a lot of fun and the program allows for team building and cross-departmental interaction. One of the best parts is that health is a topic now often discussed at work,” Enright said.
Step 7: Evaluate

Some experts say if you don’t evaluate, there is no point in doing a program. In order to do so, you first must have written, measurable objectives.

**WELCOA recommends measuring these 8 elements as a best practice:**

1. **Participation.** Some organizations measure participation by counting any participants in the past year. Others count only those who regularly participate.

2. **Participant satisfaction.** Ask employees to complete a simple survey annually or after each event. This tells you if employees feel good about the program and the messages you are communicating.

3. **Improvements in knowledge, attitudes and behaviors.** Survey employees to see if there has been a change.

4. **Biometric measures.** Test items such as cholesterol levels, blood pressures, blood glucose and body composition.

5. **Risk factors.** Knowing the risk factors affecting your workforce can help you identify the percentage of employees at high, medium and low health risks. The goal is:
   - To help high-risk employees (four or more risk factors) manage, maintain or improve their current health status.
   - To help medium-risk employees (one to three risk factors) reduce current risks and keep them from moving to a high-risk category.
   - To prevent low-risk employees (no more than one risk factor), from becoming high-risk employees.

6. **Physical environment and corporate culture.** Measure your progress in these areas.

7. **Productivity.** Review absenteeism, turnover and morale statistics.

8. **Return on investment.** You may need outside assistance to complete this type of evaluation. It can include changes in health care costs, workers’ compensation, disability claims, absenteeism, productivity and other measures important to your organization.
Moving forward

Imagine your worksite truly embracing a culture of wellness. Employees would come to work well-rested, having eaten a nutritious breakfast. They would find a worksite that encouraged them to exercise and eat fruits and vegetables for breaks: a worksite that is alcohol and drug free. After work, they would buckle up as they traveled home. Once there, they would enjoy nutritious meals with their families and enjoy physical activity together. Does this sound like Utopia? Your worksite can be such a place.

What’s next?

Now that you’ve completed steps 1-7, you’ve identified which wellness areas your plan needs to address. The North Dakota Worksite Wellness team has collected resources to address the state’s top health concerns: physical activity, nutrition, alcohol use, tobacco and mental wellness. We’ve also included a few others that may be of interest. With the work you’ve already completed, you can see which areas you would like to address in your worksite wellness program.
Physical activity

When the healthy choice is an easier choice, people are more likely to follow through on their commitment to health. When you make available opportunities for physical activity, employees are more likely to partake. Consequently they’ll be happier and more productive.

Your company may save money through reduced use of costly health benefits and compensation plans as well as reduced employee absenteeism.

Physical activity is a great way to stay healthy. Regular physical activity is defined as:

- Moderate physical activity
  - 30+ minutes per day
  - 5 or more days per week
  - Does not cause a person to sweat or breathe hard

- Vigorous activity
  - 25+ minutes per day
  - 3 or more days per week
  - Causes a person to sweat and breathe hard

Benefits

Regular physical activity can help:

- Control weight
- Strengthen bones and muscles
- Enhance mental wellness and mood
- Increase your chances of living longer
- Reduce risk of cardiovascular disease, type 2 diabetes, some cancers and others

Resources and strategies

**Good**

- Offer breaks and flexible work hours to allow for physical activity during the day. Promote stretching at employee workstations. Visit NDSU’s website at www.ndworksitewellness.org/getstarted/resources-physical-activity.htm.

- Take part in the WalkND walking challenge program, which is held four times a year. Visit www.ndworksitewellness.org/getstarted/resources-physical-activity.htm.

- Start a walking incentive campaign at your worksite, using WELCOA’s a step-by-step guide at www.ndworksitewellness.org/getstarted/resources-physical-activity.htm.

- Post motivational signs near elevators and stairwells encouraging employees to take the stairs. Check out these supportive signs from the Centers for Disease Control and Prevention: www.ndworksitewellness.org/getstarted/resources-physical-activity.htm.

- Map out trails or nearby walking routes. You can get started using the American Heart Association’s Walking Path How-to Guide: www.ndworksitewellness.org/getstarted/resources-physical-activity.htm.

- Have employees map their own biking or walking route to and from work.

- Provide bicycle racks in safe, convenient and accessible locations.

North Dakota’s Top Concerns

Reality Check

While more North Dakotans have become physically active, 48 percent are still getting less than recommended amounts of regular physical activity.
Better
• Start employee activity clubs (e.g., walking, bicycling).
• Provide shower and/or changing facilities on site.
• Provide outdoor exercise areas such as fields and trails for employee use.
• Explore discounted or subsidized memberships at local health clubs.

Best
• Provide an on-site exercise facility.
• Allow for use of facilities outside of normal work hours.
• Provide on-site child care so parents can exercise at the worksite.

Consider liability and legal issues. You may want to require employees to consult with their physicians and/or sign a consent form prior to beginning any exercise program. Additionally, as people become more physically active, make sure they take appropriate injury-prevention precautions, such as doing proper stretching and wearing bike helmets and safety gear, among others.

Additional Resources
Additional resources are available at www.ndworksitewellness.org.
Poor diets lower ability to:
- Maintain a healthy weight, fight infection and disease, think clearly, maintain a healthy emotional state, be productive employees.
- More than 75 percent of adults do not eat enough fruits and vegetables each day.

Healthy eating is delicious and is better when shared with family, friends and work coworkers.

Most of us receive signals or cues throughout the day that encourage us to overeat and consume junk food that does not contribute to our health. Worksites can play a role in supporting employees in making healthful food choices.

Benefits
- Healthful eating choices and being physically active can help:
  - Prevent and manage overweight and obesity.
  - Prevent and manage chronic diseases such as heart disease, diabetes and cancer.

Resources and strategies

**Good**
- Provide protected time and dedicated space away from the work area for breaks and lunch.
- Post motivational signs or posters to promote the consumption of fruits and vegetables in the cafeteria and/or break room.
- Increase the percentage of appealing, healthful food options, such as fruits and vegetables, juices and low-fat dairy products in vending machines, snack bars and break rooms.
- Use competitive pricing to make healthier choices more economical.
- Advertise or market healthful options so they stand out.
- Provide healthful food options for meetings and conferences from the Young People’s Healthy Heart Program in Valley City: www.ndworksitewellness.org/getstarted/resources-nutrition.htm.
- Establish a healthful snack bowl program for your worksite from Tompkins County, New York: www.ndworksitewellness.org/getstarted/resources-nutrition.htm.
- For businesses with on-site cafeterias, follow healthful cooking practices and plan healthy menus that follow the Dietary Guidelines for Americans.
- Ensure that water is available throughout the day for all employees.

Reality Check
- Poor diets lower ability to:
  - Maintain a healthy weight, fight infection and disease, think clearly, maintain a healthy emotional state, be productive employees.
- More than 75 percent of adults do not eat enough fruits and vegetables each day.

North Dakota’s Top Concerns

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**Better**

- Make kitchen equipment (refrigerators, microwaves, stoves, etc) available and accessible for employee food storage and preparation.
- Offer local fruits and vegetables at the worksite, such as a farmers market or a community-supported agriculture drop-off point.
- Provide on-site gardening.
- Provide interactive food opportunities such as taste testing, food preparation skills and peer-to-peer modeling.
- The Fruit and Vegetable Challenge Program is a four-week challenge to eat more fruits and vegetables, offer nutrition education and change your worksite environment: [www.ndworksitewellness.org/getstarted/resources-nutrition.htm](http://www.ndworksitewellness.org/getstarted/resources-nutrition.htm).
- Healthy North Dakota’s “A Year of Fruits and Vegetables” program encourages employees to eat more fruits and vegetables through seasonal recipes, selection and storage advice: [www.ndworksitewellness.org/getstarted/resources-nutrition.htm](http://www.ndworksitewellness.org/getstarted/resources-nutrition.htm).

**Best**

- Provide incentives for participation in nutrition and/or weight management/maintenance activities. These can range from inexpensive, low-resource items (water bottles) to high-resource items (health insurance rebates).
- Include employees’ family members in a campaign promoting fruit and vegetable consumption.

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**Additional Resources**

Additional resources are available at [www.ndworksitewellness.org](http://www.ndworksitewellness.org).
Nutrition—breastfeeding

Many North Dakota mothers work outside the home. By supporting breastfeeding in the workplace, you are showing you support a mother’s decision to breastfeed and help ensure healthy babies, children and mothers.

Benefits
• Breast milk is healthy for both moms and babies; it protects children against SIDS, infectious diseases, asthma, type 2 diabetes and being overweight or obese.
• Mothers who breastfeed are less likely to develop breast cancer, ovarian cancer and type 2 diabetes.
• Employers who support breastfeeding mothers experience:
  • Reduced staff turnover
  • Reduced sick time
  • Lower insurance and health care costs
  • Higher job productivity, employee satisfaction and morale
  • Added recruitment incentive for women

Resources and strategies

Good
• Establish workplace policies that support breastfeeding.
• Allow flexible scheduling for breastfeeding or pumping milk.
• Allow adequate breaks for breastfeeding or pumping milk.
• Provide an appropriate space for breastfeeding or pumping milk.

Better
• Provide an electric breast pump for use at work.
• Provide a small refrigerator for safe storage of breast milk.
• Provide a room that is near a water source for rinsing equipment.
• Ensure all employees are informed of workplace policies that support breastfeeding.
• Encourage your worksite to become designated as a North Dakota Infant-friendly Worksite.

Best
• Provide breastfeeding education programs for working moms and dads.
• Provide lactation consultants, either as a member benefit of insurance or paid by the employer.
• Establish an infant-at-work policy to support working moms and dads.

Federal law requires worksites to provide reasonable break time and a private place for nursing mothers to express breast milk.
A North Dakota law passed in 2009 recognizes employers that provide breastfeeding support as “infant friendly.”

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
KLJ

KLJ is a multi-disciplinary engineering and planning firm headquartered in Bismarck, ND and employs more than 750 professionals across six states and 24 office locations.

In 2011, the company launched a wellness program to enhance health awareness and promote a healthier lifestyle for employees. KLJ's wellness program offers an interactive website for personal goal tracking in addition to health screening, a healthy snack program, healthy recipe forum, flu shot clinic, wellness reimbursements and educational meetings. To encourage wellness, KLJ provides discounted pedometers to all participants, bike racks at their office locations and high-tech scales at all offices.

"Many employees have lost from 10 pounds to 40 pounds," said Executive Coordinator Diana Barta, who serves on the Wellness Committee. One former “couch potato” now runs half-marathons. Many employees reduced their medications, as a result of health screenings. Prospective job seekers regard the company's wellness program as a valuable benefit.

An interactive website allows employees to participate, regardless of location and company health plan status. Employees can earn up to $200 each calendar year in cash incentives in three categories: monitoring weight, physical activity and challenges. They can earn $100 if for 90 days, they either log 3,000 steps or log two hours of activity time. If they weigh in on the high-tech scales for 60 days, they can earn $50. And if they do a Healthy Habit Days activity for 120 days, they can earn $50.

Employees are asked to complete an annual health quality assessment, which is used to establish a baseline for the employee and to provide aggregate company statistics for the wellness committee to determine wellness offerings.

Human Resources and administration staff as well as engineers and surveyors serve on the wellness committee, and rotate off every two years. While the wellness committee plans quarterly challenges, employees often create smaller competitions known as jousts. “Jousts increase camaraderie throughout the offices as employee groups compete to walk a certain number of steps, eat more vegetables or floss their teeth — whatever the challenger proposes,” Barta said.
Alcohol/Substance abuse

Studies show that, compared with non-substance abusers, substance abusing employees, including those who use alcohol, are more likely to:

- Change jobs frequently
- Be late to or absent from work
- Be less productive employees
- Be involved in a workplace accident
- File a workers’ compensation claim

A successful workplace program includes 6 components:

- A written policy that is promoted and enforced
- Employee and supervisor education
- Additional training for working parents
- Alcohol testing
- An employee assistance program
- Ongoing alcohol prevention efforts

Benefits

Employers with successful drug-free/alcohol-free workplace programs report improvement in morale and productivity and decreases in absenteeism, accidents, downtime, turnover and theft. Additionally, employers with longstanding programs report healthier employees and decreased medical utilization by employees and family members.

Resources and strategies

Good

- Provide prompts/posters to support a no alcohol use policy.
- Post Alcoholics Anonymous or Al-Anon posters on property.
- Allow employees time to volunteer in community alcohol prevention efforts.
- Hold a social event celebrating safety and health.
- Publicize available community treatment resources, along with Alcoholics Anonymous and/or Al-Anon.

Better

- Policy prohibiting alcohol use anywhere on property.
- Policy prohibiting employees while working to be under the influence of alcohol.
- Provide training for supervisors to recognize symptoms of alcohol abuse.
- Provide training for supervisors to handle employees abusing alcohol during work time.
**Best**

- Provide treatment program for employees dealing with alcohol issues.
- Provide counseling through a health plan.
- Provide employee assistance program (EAP).

**Additional Resources**

Additional resources are available at www.ndworksitewellness.org.
Tobacco

The negative health effects of tobacco use are well-known. Smoking is the leading cause of preventable U.S. deaths each year and the associated diseases and health care costs are significant. Smokers incur more medical costs, see physicians more often and are admitted to hospitals for longer periods than nonsmokers.

In addition to direct health effects to tobacco users, other employees are impacted by secondhand smoke. Tobacco cessation in your workplace will positively impact all employees.

Resources and strategies:

**Good**
- Policy prohibiting tobacco use anywhere on property.
- Provide prompts/posters to support a no tobacco use policy.
- Promote the North Dakota Quitline (800-QUIT-NOW).

**Better**
- Policy supporting participation in tobacco cessation activities during duty time (flex time).

**Best**
- Provide counseling through an individual, group or telephone counseling program on-site.
- Provide counseling through a health plan-sponsored individual, group or telephone counseling program.
- Provide cessation medications through health insurance.

**Benefits**

The business case for covering smoking cessation is clear. Tobacco cessation programs can have a significant return on investment in as little as two years. Many affordable options are available, including creating tobacco-free workplaces, providing tobacco cessation counseling and helping employees quit.

According to the Centers for Disease Control and Prevention, smoking costs North Dakotans:

- $250 million in medical expenditures.
- $192 million in productivity costs.

Each employee that smokes costs your company $3,383 per year—$1,760 in lost productivity and $1,623 in excess medical expenses.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
Mental wellness

Mental health refers to the comprehensive way people meet the demands of life. It’s a key component in overall health and well-being. Mental health issues such as stress, anxiety and depression are common, and are routinely listed as top concerns in employee health surveys.

When the healthy choice is an easier choice, people are more likely to make healthy choices. Worksites can play a role in supporting employees by making it easier for employees to seek and receive mental health assessment, referral and treatment.

Resources and strategies

**Good**

- Provide mental health and mental illness materials and messages through various means: brochures, fact sheets, paycheck stuffers and electronic communications.
- Offer confidential screenings for depression, anxiety, post-traumatic stress disorder, substance abuse.
- Encourage the use of telephone help lines.
- Offer stress reduction presentations on varied topics: conflict resolution, managing multiple priorities, project planning, personal finance planning, etc.
- Provide flexible scheduling during work for training, meditation, physical activity, etc.
- Provide a quiet room or stress reduction room at the worksite.
- Provide the Mental Health in the Workplace toolkit and other helpful information (including mental health fact sheets): [www.ndworksitewellness.org/getstarted/resources-mental-wellness.htm](http://www.ndworksitewellness.org/getstarted/resources-mental-wellness.htm).
**Better**

- Support a mental health-friendly work environment that provides family/employee-friendly accommodations for medical appointments, etc.
- Sponsor presentations and trainings on mental health issues and suicide prevention awareness for supervisors, business leadership team or management.
- Teach supervisors how to recognize, intervene, refer and supervise employees with mental health issues.
- Review policies and practices concerning employee privacy, return to work and HIPAA, accommodation and ADA guidelines.
- Share resources on effective mental health approaches from the Partnership for Workplace Mental Health. www.ndworksitewellness.org/getstarted/resources-mental-wellness.htm.

**Best**

- Provide employee assistance program (EAP).
- Provide and maintain comprehensive health coverage, including mental health and substance abuse benefits.
- Offer health insurance coverage with referral mechanisms to connect employees easily to mental health and substance abuse services.

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**Additional Resources**

Additional resources are available at www.ndworksitewellness.org.
Mental wellness—family health

Families play an important role in the health of your employees. No matter their family make-up, you can help show support of family health.

Health experts agree that there are a few practices that can help all families be healthy, and most all of them are free. The benefits, however, are priceless.

Family health commitment opportunities include:

- Spend time together
- Eat meals together
- Be active together
- Practice positive parenting

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
Mental wellness—taking care of aging parents

Many North Dakotans are all too familiar with the term ‘sandwich generation’—caring for their children and at the same time assisting their aging parents. This type of stress-building situation can distract from task completion and result in reduced productivity at work.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.

Mental wellness—financial health

Help employees take charge of their financial health and in turn you’ll help them reduce stress and anxiety. Like many things in life, successful finances start with a plan.

Resources and strategies

Help employees begin their plans with these resources from the Financial Literacy and Education Commission:

www.ndworksitewellness.org/getstarted/resources-financial.htm

888-MyMoney—a toll-free hotline

Each offers financial tips on a range of topics and a toolkit that includes useful financial materials.
Anne Carlsen Center

In 2010, the Anne Carlsen Center switched to a high deductible health plan to hold down health care costs of its more than 420 employees statewide. As a result, the Center re-established its wellness committee to help employees “own their own health care.”

One of the many great components of the Center’s wellness program is the free screenings, said Wellness Task Force member Adie Hobert, who is a special education teacher at the Jamestown-based Center.

Employees can earn $30 when they get four biometric screenings and an additional $10 if they attend four wellness events throughout the year.

Previously, the Center hired outside vendors to conduct various screenings. The 20-member Wellness Task Force recommended the Center purchase a cholesterol screening machine with its wellness dollars and use staff to conduct the screenings.

In a workplace with highly educated individuals and trained medical staff, it’s important for the Wellness Task Force to back up its wellness plan with solid research. Two Task Force members attended the 2010 Worksite Wellness Summit. “Attending the summit reaffirmed what we’re doing and gave us broader ideas,” Hobert said. “It helped us to know we are on the right track.”

Having a research-backed plan is helpful to senior management, which looks for return on investment. “They want to be sure the money allocated for wellness will benefit the business as a whole” Hobert said.

One employee started walking to work with her two young daughters whom she drops off at daycare along the way. In 2011, Simone not only joined the Task Force but also joined a running group.

The Task Force is moving from being activities centered to results oriented. Wellness activities include a 5K run/walk/wheel, an employee softball battle, worksite ergonomics training, various speakers, and a health and wellness fair with free screenings.
Heart disease and stroke

Heart disease is the leading cause of death in North Dakota; more than one out of four deaths in the state are due to heart disease. Stroke is the third leading cause of death of North Dakotans. The cost of cardiovascular diseases in North Dakota is estimated at $920 million.

People can reduce their risk of heart disease by being more physically active, improving dietary habits, maintaining a healthy weight and seeking help to quit smoking.

Worksites can help people address heart disease and stroke risk factors by helping employees reduce cholesterol levels, manage diabetes and control high blood pressure.

**Resources and strategies:**

- **WISEWOMAN** - women’s resources for preventing heart disease: [www.ndworksitewellness.org/getstarted/resources-heart-disease-stroke.htm](http://www.ndworksitewellness.org/getstarted/resources-heart-disease-stroke.htm).

- **Go Red in North Dakota initiative** of the American Heart Association provides resources for women and men at work: [www.ndworksitewellness.org/getstarted/resources-heart-disease-stroke.htm](http://www.ndworksitewellness.org/getstarted/resources-heart-disease-stroke.htm).

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**Additional Resources**

Additional resources are available at [www.ndworksitewellness.org](http://www.ndworksitewellness.org).
Diabetes

Diabetes is a disease of altered blood sugar with long-lasting effects on health and disease. High blood glucose can cause heart and blood vessel disease, which can lead to heart attacks and strokes. Eye damage can lead to loss of sight or blindness. Nerve damage and poor blood flow can cause foot problems.

Most North Dakotans have one or more of the five risk factors for diabetes including high blood pressure, high cholesterol, being overweight or obese, not enough physical activity, and not eating enough fruits and vegetables every day.

Benefits

Helping employees be more physically active, eat more healthfully, and maintain a healthy weight can go a long way toward preventing the development of diabetes. For those who already have diabetes, further problems can be prevented or delayed by keeping blood glucose, blood pressure and cholesterol under control.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
Obesity

An estimated $209 million is spent annually to treat obesity in the state, costing each household about $800. Nationally, about 300,000 deaths per year may be attributable to obesity. It is a serious problem that not only costs us dollars but also a reduced quality of life.

Benefits

The worksite can be a great place to address nutrition and physical activity as a means of overcoming overweight and obesity. Programs that include approaches to support behavior change are effective. Programs that include education, tools for employees that help them change behavior, the environment in which we work and changing worksite policies are recommended strategies.

66% of North Dakotans are overweight or obese.
North Dakota is ranked as the 21st most obese state in the country.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
Border States Electric

Border States Electric is a 100 percent employee-owned, Fargo-based company with more than 1,900 employee-owners and 82 locations in 16 states. It’s a big geographic area to cover when you want to roll out a company-wide wellness project. “Our wellness team wanted to help our employee-owners manage their own health and wellness,” said Human Resources Benefits Specialist MaryAnne VonBank. She realized there was room for vast improvement after attending the 2012 North Dakota Worksite Wellness Summit.

The committee went back to work and expanded in 2013 with the full support of CEO Tammy Miller, a strong advocate and believer in the benefits of wellness. They developed and adopted mission and vision statements, but they also needed support from outside. Blue Cross Blue Shield of North Dakota (BCBSND) was the answer. The BCBSND HealthyBlue online wellness tool helped a great deal. Employees could earn incentives by completing an online health assessment; logging their meals, exercise and weight; and completing wellness workshops. A free Pebble activity tracker let people see how active — or inactive — they were each day. All of this tied the program together.

The Power of Wellness Program—POW! —officially kicked off October 1, 2013. To reach all locations, the six-member corporate committee recruited enthusiasts from each location, calling them “POW! Promoters.” The original team of six grew to be a team of nearly 70, and they really created a buzz.

POW!-branded wellness materials and signage are placed in all locations in high-traffic areas such as restroom stalls, break rooms and supply areas. Healthy food options, including 300-calorie sandwiches, salads, fresh fruits and vegetables, are sold in Fargo’s break room. The POW! program offers flu shot clinics annually, biometric health screenings every other year and a tobacco cessation program with a $500 incentive. An official POW! website includes wellness topics of the month, links to other health resources and an employee newsfeed for social collaboration, which is the model of company newsfeed interaction. Monthly fun fitness challenges have become fairly competitive.

Keeping ideas fresh and managing events is certainly a challenge. “It’s not easy,” VonBank said, “but knowing we are promoting wellness, making a difference in the lives of others and helping them manage their lives makes it worth the effort. Our POW! program was rolled out and instantly embraced, we look forward to a happy and healthy future for our employee-owners.”
Cancer

Although the treatment for and survival rates of many forms of cancer have improved, cancer still impacts the lives of too many people in North Dakota.

About 23,800 North Dakotans are cancer survivors, many of whom are in the workforce or have loved ones in the workforce who are supporting them.

Benefits

Many cancers can be prevented. In fact, all cancers caused by tobacco smoking and alcohol abuse are entirely preventable. Scientific evidence suggests that about one-third of cancer deaths are related to poor nutrition, physical inactivity and overweight or obesity.

Therefore, promoting and supporting a healthy lifestyle for all employees is a key strategy to help prevent cancer.

Reality Check

Cancer is the second leading cause of death in North Dakota; responsible for 29% of deaths.

It is estimated that treating cancer costs North Dakota $158.6 million a year.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
Arthritis

Arthritis is not a single disease, but rather a spectrum of diseases. Symptoms range from mild pain and stiffness commonly found in aging joints, to deforming effects of rheumatoid arthritis and psoriatic arthritis, to organ damage associated with lupus and scleroderma.

For many of those affected, it can result in crippling pain, limitations in mobility and loss of independence. Even osteoarthritis, the most common form of arthritis, can require the replacement of hips or knees with artificial joints in order to restore motion and relieve severe pain. Arthritis limits the activities of more than one-third of people with the condition.

Benefits

You can help employees prevent osteoarthritis, by helping employees maintain a healthy weight, move more and prevent injuries and overuse of joints.

• Help employees practice good posture and ergonomic techniques.

• Provide for frequent movement breaks during the day.

• Provide education on proper lifting and use of safety equipment.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
Asthma

Asthma is a disease that affects the lungs and is characterized by repeated episodes of wheezing, breathlessness, chest tightness, and nighttime or early morning coughing. Asthma can be controlled by knowing the warning signs of an episode, avoiding things that trigger an episode, and following the advice of a health care provider.

Benefits

Well-controlled asthma results in decreased symptoms like wheezing or coughing, more restful sleep and less absenteeism from work or school. When asthma is controlled, participation in physical activity is not limited and visits to the hospital or emergency room are less likely. Policies and practices that help reduce asthma symptoms are often good practices for the health of all employees.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
North Dakota success story

Cass County Electric Cooperative

Cass County Electric Cooperative's move to a high-deductible health plan inspired the company to help its employees to not only become better health care consumers but also to make healthy lifestyle choices.

The cooperative's more than 90 full-time employees work at five locations throughout 10 counties. Human Resources Manager Linda Otterson leads a seven-person wellness committee with representation from all company teams. Since launching the wellness program in 2008, the corporate culture has shifted toward assisting employees with options to become better consumers of health care and lifestyle choices.

With simple changes, such as offering healthy foods instead of providing doughnuts at meetings, the company is encouraging participation in wellness options, such as Wellness Bucks. Employees can earn up to $90 in Wellness Bucks by completing all or part of the following: receive a dental, hearing or vision screening, receive a physical exam, attend lunch and learns, complete an exercise log and participate in community fitness events.

From hosting lunch and learns to posting their Wellness Wire newsletter in every bathroom stall, the wellness program features a strong educational component.

The company offers an enhanced employee assistance program, Blue Cross Blue Shield of North Dakota's Health Club Credit program and other reimbursement programs that encourage physical activity, or weight loss through a certified weight loss program. Interest-free loans for home exercise equipment are also available.

Throughout the year, the Wellness Committee organizes fun challenges, such as the “Maintain Don’t Gain” holiday weight challenge. Based on team participation, the challenges often feature three-person teams. “You don’t have to give away big prizes,” Otterson said. “People just want to participate and have fun.”

At the 2013 “Highway to Health” wellness expo, employees participated in health screenings to earn up to $500 in health saving account (HSA) contributions for the high-deductible health plan, and received vision and hearing exams and flu vaccines. They also enjoyed a healthy breakfast, back massages and time to discuss their screening results with a nurse.

Since the program began, there have been numerous success stories. One example being an employee who lost weight and was able to go off medications to lower his blood pressure and cholesterol, Otterson said.
Sexual health

Love, affection and sexual intimacy all play a role in healthy relationships and contribute to an employee’s sense of well-being. According to the World Health Organization, “sexual health is a state of physical, emotional, mental and social well-being in relation to sexuality; it is not merely the absence of disease, dysfunction or infirmity.

Sexual health requires a positive and respectful approach to sexuality and sexual relationships, as well as the possibility of having pleasurable and safe sexual experiences, free of coercion, discrimination and violence.”

The Centers for Disease Control and Prevention reports as many as one in two sexually active young people will contract a sexually transmitted disease by age 25.

Reality Check

10.6% of women reported experiencing forced sex at some time in their lives.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
Injury prevention and safety

Injuries are a public health problem in North Dakota and in the United States, resulting in significant numbers of deaths, hospitalizations and emergency room visits. This results in not only emotional and physical suffering, but also in economic costs associated with deaths and injuries.

In terms of causes of death, injury—both intentional and unintentional—consistently ranks in the top 10 causes for all age groups. Injury also ranks at the top for children, adolescents and young adults.

Injury prevention is multi-faceted and can include workplace strategies to address:

- Motor vehicle crashes
- Suicide
- Falls
- Poisoning
- Domestic violence
- Sexual assault

Benefits

All employers want their employees to be healthy and safe while at work. A safe work environment, just like having a healthy employee, can increase productivity, increase employee morale, and decrease absenteeism.

Reality Check

Violent workplace incidents account for 18% of all violent crime in the United States. (Bureau of Justice Statistics, 2001)

Motor vehicle crashes are the leading cause of injury death in North Dakota.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
Traffic safety

The vast majority of motor vehicle fatalities in North Dakota are the result of driver behaviors including impaired driving, speeding, distracted driving and not using seat belts. These behaviors can be changed through awareness, education and strict enforcement of traffic safety laws and policies.

Resources and strategies

• Establish and enforce traffic safety policies with sanctions. Policies should address seat belt use, impaired driving, distracted driving—cell phone use while driving and other distractions—and speeding.
• Conduct traffic safety education programs for employees on the policies and their safety benefits.
• Provide ongoing information, education and activity on traffic safety issues. Here are two example of activities to consider for your worksite:
  • Post a “Buckle Up” sign in your worksite’s parking lot.
  • Place posters with safe driving information in areas at your worksite frequented by employees. For example, a poster could be developed outlining the consequences and cost of a DUI.

Reality Check

In North Dakota, approximately:
• One-third of fatal crashes involve speed as a contributing factor.
• 50% of fatal crashes involve alcohol.
• 75% of fatalities are not wearing their seat belts at the time of the crash.

Additional Resources

Additional resources are available at www.ndworksitewellness.org.
Conclusion

This Worksite Wellness Resource Toolkit was developed as a collaborative effort of the Healthy North Dakota Worksite Wellness Initiative, Dakota Medical Foundation and Blue Cross Blue Shield of North Dakota.

Acknowledgements and resources:

State of Wisconsin Department of Health and Family Services:
www.dhfs.wisconsin.gov/health/physicalactivity/Sites/Worksitekit.htm

State of Vermont Department of Health:
A Tool for Creating a Healthier Workplace Environment:

Centers for Disease Control and Prevention Health Worksite Initiative:
www.cdc.gov/nccdphp/dnpa/hwi/index.htm

Healthy North Dakota and Partners
www.healthynd.org

Wellness Council of America: www.welcoa.org/

Dakota Medical Foundation: www.dakmed.org/

Thank you

The Fargo-Moorhead Chamber Leadership Team
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Flint Communications

Northern Worksite Wellness Association

2010 North Dakota Worksite Wellness Initiative Steering Committee Members:
  Mike Carlson, Corporate Wellness Director, BCBSND;
  Dick Hedahl, CEO, Hedahls Auto Plus; Melissa Olson, Director,
  Healthy North Dakota; and Deb Watne, Grants Director,
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