



Worksite Well-Being Checklist

To truly create a culture of well-being, employees must feel supported at all levels. The average full-time employee will spend a total of 80,000 – 90,000 hours (or 33% of their day) working in their lifetime. Thus, it's critical to create a workplace that supports the health, safety and well-being of employees and their families.

Use this checklist to assess the healthy practices currently in place at your worksite and set new well-being goals for this year. Remember to share these goals with employees at your location by posting them in a prominent area or on Teams.

Check which of the following currently apply to your worksite:		Well-being goals for this year
Leadership Commitment	<input type="checkbox"/> Well-being support and involvement from senior leaders at your site (e.g. local Well-Being Champions have been designated)	
Company Policies	<input type="checkbox"/> Local policies promoting a healthy, safe and eco-friendly workplace (e.g. tobacco-free workplace)	
Well-Being Committee	<input type="checkbox"/> Local committee that meets once a month/quarter to discuss local well-being program resources and opportunities	
Needs Assessment	<input type="checkbox"/> Initial survey to understand the well-being needs of employees at your location	
Pulse Surveys	<input type="checkbox"/> Short assessments sent to employees to understand the quality of local well-being communications, resources and tools available to them	
Onboarding/ New Hire Orientation	<input type="checkbox"/> Well-being program information, policies and resources provided to new hires during orientation/onboarding	
Well-Being Awareness	<input type="checkbox"/> Company policies that support health and well-being are posted in prominent areas/on Teams <input type="checkbox"/> Flyers that promote health and well-being are posted in prominent areas/on Teams <input type="checkbox"/> Regular well-being communications are sent to employees via email or mail (e.g. monthly well-being toolkits) <input type="checkbox"/> Regular promotion of global resources: the Employee Assistance Program (EAP) and myStrength tool	

Well-Being Activities

Check which of the following currently apply to your worksite:		Well-being goals for this year
Emotional	<input type="checkbox"/> Emotional well-being breaks <input type="checkbox"/> Mental health talks over tea/coffee <input type="checkbox"/> Employee Resource Groups (ERGs) <input type="checkbox"/> Local WELLbinars (e.g. resilience, stress management, etc.) <input type="checkbox"/> Flexible work arrangements <input type="checkbox"/> Virtual or onsite classes (e.g. mindfulness meditation, yoga, etc.) <input type="checkbox"/> Onsite garden <input type="checkbox"/> Well-being rooms	
Financial	<input type="checkbox"/> Local WELLbinars or onsite seminars (e.g. budgeting, investing, debt management, retirement savings, etc.) <input type="checkbox"/> Forums for sharing financial tips <input type="checkbox"/> Low-cost savings or checking accounts <input type="checkbox"/> Local discounts/Employee Purchasing Program <input type="checkbox"/> Commuter vouchers/subsidy	
Physical	<input type="checkbox"/> Stretch breaks <input type="checkbox"/> Walking meetings <input type="checkbox"/> Local sports teams/groups <input type="checkbox"/> Local challenges <input type="checkbox"/> Standing desks <input type="checkbox"/> Signage encouraging employees to use the stairs instead of taking the elevator (when possible) <input type="checkbox"/> Encourage biking/walking to work <input type="checkbox"/> Bike racks in front of your office <input type="checkbox"/> Onsite classes (e.g. physical fitness, nutrition, etc.) <input type="checkbox"/> Onsite gym <input type="checkbox"/> Fitness program discounts <input type="checkbox"/> Local WELLbinars (e.g. high-intensity interval training, nutrition class, etc.) <input type="checkbox"/> Onsite flu jabs <input type="checkbox"/> Onsite health screenings <input type="checkbox"/> First-aid classes/certifications <input type="checkbox"/> Safety training <input type="checkbox"/> Free onsite fruits and/or veggies <input type="checkbox"/> Healthy snacks at your site <input type="checkbox"/> Promote mindful eating during lunch/breaks <input type="checkbox"/> Hydration stations for water <input type="checkbox"/> Food storage (e.g. refrigerators) <input type="checkbox"/> Kitchen equipment for food preparation (e.g. microwaves, stoves, etc.) <input type="checkbox"/> Onsite garden	

Well-Being Activities (cont'd)

Check which of the following currently apply to your worksite:		Well-being goals for this year
Planet	<input type="checkbox"/> Encourage biking/walking to work <input type="checkbox"/> Bike racks in front of your office <input type="checkbox"/> Reusable cups <input type="checkbox"/> Plastic-free workplace <input type="checkbox"/> Eco-friendly lighting (motion sensors and automatic timing) <input type="checkbox"/> Recycle bins <input type="checkbox"/> Double-sided printing <input type="checkbox"/> Ride sharing/Carpooling programs <input type="checkbox"/> Flexible work arrangements <input type="checkbox"/> Office plants <input type="checkbox"/> Onsite gardening <input type="checkbox"/> Local WELLbinars and events (e.g. gardening, water conservation, etc.)	
Social	<input type="checkbox"/> Integrate well-being/safety moments into regular meetings <input type="checkbox"/> Public recognition for being well (wall of well-being) <input type="checkbox"/> Well-being interest/support groups <input type="checkbox"/> Equity, Diversity and Inclusion (ED&I) events <input type="checkbox"/> Lactation/Well-being rooms <input type="checkbox"/> Onsite classes and local WELLbinars (e.g. parenting, charitable giving, etc.) <input type="checkbox"/> Family planning programs <input type="checkbox"/> Onsite childcare <input type="checkbox"/> Invite families to join onsite/virtual events <input type="checkbox"/> Mentoring program <input type="checkbox"/> Gratitude events ("Thankful Thursdays" or "You Rock Fridays") <input type="checkbox"/> Appreciation stations <input type="checkbox"/> Flexible work arrangements <input type="checkbox"/> Local volunteering opportunities <input type="checkbox"/> Local fundraisers <input type="checkbox"/> Local charity drives	

For more information about ways you can promote health and well-being at your worksite, see the [Well-Being Activities menu](#).