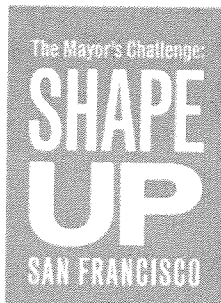


SAN FRANCISCO

Shape UP @ Work Strategies

Worksite Wellness Guidelines



San Francisco is the premier outdoor and active city in the United States. These standards will help businesses and city government offices create healthy worksites that inspire and support healthy employees which, in turn, will help make a healthy and productive local economy.

THIS IS A WORK IN PROGRESS

Shape Up @ Work Challenge

San Francisco is among the most active cities in the United States with the many accessible, fun ways to be fit and healthy. We are encouraging businesses and city government offices to take the Shape Up @ Work Challenge to create healthy worksites that inspire and support healthy employees which, in turn, make a healthy and productive local economy.

- ⌘ Step 1: Rate your office. Use the checklist to see how you stack up.
- ⌘ Step 2: Pick two items in each category and set a start and finish deadline. Repeat regularly.
- ⌘ Step 3: Be a leader. Join the Shape Up Coalition Worksite Wellness Work Group to be the leader us for the follow-up summit in Fall 2006 to review goals and accomplishments.

Why take the Shape Up @ Work Challenge?

Benefits for Employers:

1. Greater productivity through better employee health
2. Lower health care costs
3. Decreased rates of illness and injuries
4. Reduced absenteeism
5. Increased employee morale

Benefits for Employees:

1. Lower stress levels
2. Increased well-being, self-image, and esteem
3. Improved physical fitness
4. Increased stamina
5. Potential weight reduction
6. Less illness
7. Improved long-term health benefits
8. Lower health care costs

Worksites can create tailored programs to enhance positive health by making health and fitness part of organizational culture and policy; creating awareness and offering education opportunities; and offering specific programs and incentives.

Shape Up @ Work Challenge Checklist

Food

Organizational and Policy

- _____ Adopt a no-soda policy
- _____ Adopt a healthy vending machine policy
- _____ Adopt a sustainable food policy for cafeterias and worksite
- _____ Adopt a healthy meetings, events, and/or gatherings policy

Education and Awareness

- _____ Post general information on healthy eating in the worksite
- _____ Post specific healthy worksite policies in meeting and break rooms
- _____ Offer educational health/nutrition seminars (Lunch & Learn series)
- _____ Offer health-promoting newsletters & daily e-tips to your workforce
- _____ Highlight positive employee examples for nutrition

Access and Programs

- _____ Create a healthy vendor list of approved vendors that sell healthy & sustainably produced food
- _____ Provide employees access to refrigerators and microwaves for food preparation
- _____ Provide water, milk, or 100% fruit juice not sodas or sugar sweetened beverages
- _____ Provide healthy food at meetings
- _____ Subscribe to a weekly produce/fruit service that delivers to your worksite
- _____ Provide employees access to local farmers' markets
- _____ Create awards programs to motivate healthy eating and exercise
- _____ Subsidize access to healthy foods
- _____ Have a weekly "Healthy Food Day" at work

Physical Activity

Organizational and Policy

- _____ Sponsor company sports teams or physical activities
- _____ Mandate breaks for stretching in meetings over two hours long
- _____ Incorporate open space, showers/lockers, bike racks into new building designs
- _____ Open stairwells for walking

Education and Awareness

- _____ Encourage and support walking or biking to work

- ___ Encourage and support stretching or exercise during meetings or at workstations
- ___ Offer health-promoting newsletters & daily e-tips to your workforce
- ___ Post general information on exercise in the worksite
- ___ Post visual cues at elevators and stairs to encourage stair use
- ___ Highlight positive employee examples for physical activity

Access and Programs

- ___ Have stairwell climbing challenges
- ___ Offer a “health coach” program to help employees get fit
- ___ Have stretch breaks for meetings over two hours long
- ___ Create office “mileage” maps for walking breaks & offer access to free pedometers
- ___ Hold one walking meeting per week
- ___ Permit time-off during workday for exercise
- ___ Offer work-sponsored sports teams and activities
- ___ Provide access to changing facilities, showers, lockers & secure bike storage
- ___ Offer regular ergonomic trainings and assessments
- ___ Hold a “healthy feet” clinic to understand what kind of shoes are best
- ___ Create a commuter program with prizes for those who walk/bike/transit to work
- ___ Offer discounted gym memberships

General Health

Organizational and Policy

- ___ Make positive health of employees part of your mission statement
- ___ Fund a coordinator for health promotion and/or a wellness committee
- ___ Adopt anti-flu guidelines

Education and Awareness

- ___ Include health topics in internal communications
- ___ Sponsor ergonomic training sessions
- ___ Develop an anti-flu education program
- ___ Provide stress management education
- ___ Develop/offer training for workstation exercises

Access and Programs

- ___ Provide nursing mothers accommodations for pumping/breastfeeding
- ___ Offer stop smoking incentives
- ___ Offer a “health coach” program to help employees get fit

- _____ Have stretch breaks for meetings over two hours long
- _____ Create office “mileage” maps for walking breaks & offer access to free pedometers
- _____ Hold one walking meeting per week
- _____ Permit time-off during workday for exercise
- _____ Offer work-sponsored sports teams and activities
- _____ Give access to changing facilities, showers, lockers & secure bike storage
- _____ Offer regular ergonomic trainings and assessments
- _____ Hold a “healthy feet” clinic to understand what kind of shoes are best
- _____ Create a commuter program with prizes for those who walk/bike/transit to work
- _____ Offer discounted gym memberships