



# Healthy You Recognition

## Make the Healthy Choice the Easy Choice

**Purpose:** This recognition form is a tool intended to improve the culture of health in your workplace. Workplaces that incorporate at least 25 of these recommendations will be recognized at the K-State Research and Extension Annual Conference.

Name of County/District/Unit/Department \_\_\_\_\_

Number of Employees \_\_\_\_\_

This is the first year we have applied for this award.  Yes  No If no, we received this award during the following year(s) \_\_\_\_\_

*As a team, check the following statements that apply to your workplace.*

### General

1. \_\_\_ Our workplace has a wellness committee.
2. \_\_\_ Our workplace has encouraged or supported employees, in another workplace, to make healthy lifestyle choices.

8. \_\_\_ Employees conduct walking meetings when possible.
9. \_\_\_ A bike rack is available at the workplace.
10. \_\_\_ There are safe places to walk, run, or bike at your workplace.

### Physical Activity

3. \_\_\_ Employees\* participate in community-based physical activities. (*Examples: Walk Kansas, Strong People/Strong Women, etc.*)
4. \_\_\_ Employees are physically active during work breaks.
5. \_\_\_ Fitness equipment is available for staff use at the workplace before, during, or after office hours. (*Examples: treadmill, bicycle, stability balls, hand weights, fitness bands, etc.*)
6. \_\_\_ Employees stand or move 2 to 3 minutes for every hour of sitting or use a standing desk for work on the computer.
7. \_\_\_ Employees use stairs, rather than an elevator, when possible.

### Healthy Eating

11. \_\_\_ The K-State Research and Extension Healthy Foods Agreement has been signed and is followed. <http://healthyyou.ksre.ksu.edu/p.aspx?tabid=16>
12. \_\_\_ The workplace works with caterers to provide healthy food options for events.
13. \_\_\_ At least one-fourth to one-half of snacks and beverages offered in vending machines are healthy choices and are identified as such.
14. \_\_\_ Workplace snacks and celebrations feature healthy food options and offer small portion sizes.
15. \_\_\_ Public events sponsored by K-State Research and Extension feature healthy foods.
16. \_\_\_ K-State Research and Extension events provide primarily water and beverages without added sweeteners.

**Sept. 1 - Aug. 31**

Complete and submit to the KSRE  
Healthy You Workplace Leadership Team,  
[padams@ksu.edu](mailto:padams@ksu.edu) by September 1.



*\*Employees defined as 2 or more people at your workplace.*

17. \_\_\_ Drinking water is easily accessible at the workplace.
18. \_\_\_ Fifty (50) percent or more of fundraising activities involve the sale of items other than food or beverages (excluding concession stands).
33. \_\_\_ An up-to-date crisis management form is located in workplace vehicles. [http://www.ksre.ksu.edu/Employee\\_Resources/doc11969.ashx](http://www.ksre.ksu.edu/Employee_Resources/doc11969.ashx)

## Work/Life Wellness

19. \_\_\_ The workplace offers social events or gatherings for staff.
20. \_\_\_ Employees are given regular work breaks and minimum 30-minute lunch breaks.
21. \_\_\_ An employee lounge or quiet space is available for employees.
22. \_\_\_ Workplace conflicts are addressed and resolved.
23. \_\_\_ Flexibility makes it possible for employees to take care of health and family responsibilities. (Examples: doctor appointments, childcare needs, parent-teacher conferences, school or community functions, caring for aging family members, volunteering, etc.)
24. \_\_\_ Mechanisms are in place to cover essential job responsibilities for employees who need to miss work.
25. \_\_\_ Work teams incorporate healthy activities into retreats and team-building functions.
26. \_\_\_ The workplace supports and recognizes employees' successes in work/life wellness efforts.
27. \_\_\_ Employees use their vacation time.

## Safety

28. \_\_\_ A majority of employees have been trained and maintain certification in cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use.
29. \_\_\_ Employees have completed the Voluntary Adult Health Information Form that summarizes health conditions and gives emergency contact information. Each form is in a sealed envelope where everyone can locate it and is updated annually. <http://www.ksre.ksu.edu/agsafe/doc7586.ashx>
30. \_\_\_ Hand washing facilities are readily available.
31. \_\_\_ The workplace grounds are well lit.
32. \_\_\_ Employees are aware of risk management practices and emergency evacuation/shelter plans.

## Preventive Medical Care

34. \_\_\_ The workplace promotes preventive screenings and immunizations by adjusting employee work schedules to accommodate medical care.
35. \_\_\_ A majority of employees take part in biometric screening (height, weight, blood work, blood pressure), and dental and vision checks.
36. \_\_\_ Sick employees stay home.
37. \_\_\_ Tobacco-free policies, for inside and outside workplace grounds, are in place and enforced.
38. \_\_\_ None of our KSRE employees are tobacco users.

*1. How has the K-State Research and Extension Healthy You wellness initiative changed the culture — where the healthy choice is the easy choice — in your workplace?*

*2. Give an example of the most significant wellness practice employees have participated in.*

*3. Are employees at your workplace aware of the KSRE Healthy You website and Tuesday Letter and Facebook posts?*

Yes       No