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) ______

**General**

1. ___ Our workplace has a wellness committee.

2. ___ Our workplace has encouraged or supported employees, in another workplace, to make healthy lifestyle choices.

**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.

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.

**Healthy Eating**

11. ___ The K-State Research and Extension Healthy Foods Agreement has been signed and is followed.  

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 by September 1.

*K-State Research and Extension*  

*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).

**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](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.

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)

**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.

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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

12/18/2014