

**2023** **CERTIFIED**  
**HEALTHY**  
**DEPARTMENT**

**PLEASE NOTE:**

The following is only a sampling of the questions on the application. The **application MUST be filled out online** at ***okla.st/chd***.

Applications are due by **March 29, 2023**. Certified Healthy Departments will be announced on **April 3, 2023**.

For questions about completing this application or Certified Healthy Departments, please contact the Department of Wellness: ***kimberly.beard@okstate.edu***.

**Q1 Campus Location** - *[choose your campus location]*

**Q2 Department Information**

Department Name (Example: Information Technology) \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Contact Address \_\_\_\_\_  
Contact Phone Number \_\_\_\_\_  
Contact Campus Email \_\_\_\_\_  
Department Supervisor Name \_\_\_\_\_  
Department Supervisor Email \_\_\_\_\_

**Q3 What is the size of your department?**

Number of part-time staff : \_\_\_\_\_  
Number of full-time staff : \_\_\_\_\_  
Number of part-time faculty : \_\_\_\_\_  
Number of full-time faculty : \_\_\_\_\_  
Number of student workers : \_\_\_\_\_  
Total : \_\_\_\_\_

**Q4 What year(s) has your department been recognized as a Certified Healthy Department?**

*[Select all previous years that apply]*

**Q5 Leadership Support** - *Choose all that apply*

- Department leader consistently articulates the value and importance of health (e.g. making the connection between health, productivity/performance, and business results).
- Department leader regularly participates in, or encourages participation in, wellness related programs and activities.
- Department leader is a role model for prioritizing health and work-life balance (e.g. he/she does not send emails while on vacation; he/she takes activity breaks during the work day, etc.)
- Department leader provides health communications or in-service training to employees at least once every year on holistic wellness topics such as:
  - Alcohol and drug use
  - Career development
  - Cultural competency
  - Early recognition of depression/anxiety
  - Financial readiness
  - Healthy eating
  - Immunizations
  - Injury prevention
  - Managing stress
  - Physical activity
  - Sleep management/adequate rest
  - Suicide prevention
  - Tobacco
  - Violence prevention
- Department leader actively prevents bullying, harassment, and discrimination within the workplace.
- Department leader allows flexible work schedules to support work-life balance.

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- Department leader actively encourages employees to participate in annual preventive screenings and immunizations, such as Catapult biometric health risk screening or with primary care provider.
- Department leader actively encourages individual participation in disease/addiction management programs when indicated.
- Department leader encourages memberships and participation in professional organizations.
- Departmental leader encourages and allows time for professional development.
- Other \_\_\_\_\_

**Q6 Employee Engagement - Choose all that apply**

- Employees participate in team or individual challenges within the department.
- Employees participate in the wellness related programs and activities provided to them.
- Employees are current members of professional organizations.
- Employees participate in opportunities for professional development.
- Employees participate in volunteer opportunities when they arise.
- Other \_\_\_\_\_

**Q7 Tobacco, Alcohol, and Other Substance Use - Choose all that apply**

- Department promotes the Oklahoma Tobacco Quit Line (800-QUIT-NOW) to employees who currently use tobacco products.
- Department provides resources for personal/addiction issues including, but not limited to, alcohol and/or prescription drug use/misuse, other substance use/abuse, gambling, or domestic violence.
- Department provides educational materials regarding the risk of alcohol and other substance use.
- Department encourages team building activities outside of work that do not involve alcohol.
- Other \_\_\_\_\_

**Q8 Nutrition, Hydration, and Weight Management - Choose all that apply**

- A water fountain or hydration station is available to the department.
- Department encourages employees to hydrate with reusable water bottles.
- Department provides employees with food preparation and storage facilities.
- Employees bring healthy snacks and meals on average more than 50% of the time.
- Department has a written policy or formal communication which makes healthier food and beverage choices available during meetings when food is served.
- Department encourages employees to attend nutrition education classes, cooking classes, and/or nutrition consultations.
- Department promotes utilizing healthy food options, such as a farmer's market.
- Department provides educational materials addressing health risks associated with overweight and obesity.
- Department encourages employees to participate in weight management programming.
- Other \_\_\_\_\_

**Q9 Physical Activity - Choose all that apply**

- Department encourages employees to have walking meetings.
- Department posts signs at elevators, stairwell entrances or exits and other key locations encouraging employees to use the stairs.
- Employees participate in departmental walking groups or activity based classes.
- Activity trackers (e.g. Fitbits) are used to encourage daily physical activity through walking/jogging.
- Department encourages employees to track minutes of physical activity through Blue Cross Blue Shield's Well onTarget<sup>SM</sup> website (or other website).
- Alternative modes of transportation (e.g. biking, walking, and/or bus) are encouraged.
- Other \_\_\_\_\_

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**Q10 Mental Health and Well-Being - Choose all that apply**

- Department fosters a work environment where co-workers and supervisors are supportive of employees' psychological and mental health concerns, and respond appropriately as needed.
- Department supports work-life harmony (e.g. with flex time or job share options).
- Department provides work-life balance/life-skills programs.
- Department provides dedicated space that is quiet where employees can engage in relaxation activities, such as deep breathing exercises.
- Department promotes stress management through "quiet rooms", on-site relaxation classes, proper lighting, sound reduction measures, or other techniques.
- Department provides training on early recognition of signs and symptoms of anxiety and depression.
- Department provides training for managers to recognize depression and refer employees to on campus resources.
- Department promotes and encourages employees to utilize OSU's on-site Employee Assistance Program, and/or Guidance Resources, OSU's enhanced employee assistance program.
- Employees are encouraged to participate in financial well-being programs.
- Department provides opportunities for employee participation in organizational decisions regarding workplace issues that affect job stress.
- Other \_\_\_\_\_

**Q11 Culture of Wellness - Choose all that apply**

- Department provides protected time and dedicated space away from work area for breaks and lunch.
- Department has a policy limiting hours that work-related emails will be sent (e.g. between 7:00 p.m. - 7:00 a.m. weekdays and on weekends).
- Employee health and well-being are included in department's goals and value statements.
- Department has dedicated bulletin boards, stairwell signs, displays, and/ or electronic displays that promote the health/wellness programs and activities.
- Department engages in group wellness activities such as wellness walks, intramural sports, community and service learning opportunities.
- Department encourages activity breaks throughout the work day.
- Department has an active recycling program (with multiple, easily visible containers).
- Department encourages and supports employee participation in community health initiatives and volunteer efforts (e.g. blood drives, United Way, etc.).
- Department allows for a flexible work schedule for employees to engage in wellness and well-being related opportunities.
- Department provides family, unisex or single occupancy bathroom facilities.
- Department has an active wellness committee.
- Other \_\_\_\_\_

**Q12 Occupational Health and Safety - Choose all that apply**

Department encourages employees to seek OSU support services such as:

- Ergonomic assessments (including proper seating, workstation adjustments to prevent injury, improve functionality, and use built-in computer access options)
- Department of Wellness (Assistive Technology Demo Center and Short-term Loan Library of devices/software such as AT for vision, hearing, arthritis, computer access, and ergonomic accessories)

**Q13 Occupational Health and Safety Continued - Choose all that apply**

- Department has written policy and procedures for reporting injuries and near misses.
- Safety is a priority within the environment (e.g. ergonomic design, lighting, safety rails, etc.).
- Department staff receives quarterly training regarding safety-related topics, policies, and procedures.
- Department provides opportunities for employee input on workplace hazards and solutions.
- Department provides information regarding risk and prevention of musculoskeletal disorders.

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- Department provides signage in bathroom to encourage hand washing.
- Department employees have access to and are aware of the location of an AED and first aid kit.
- Department has at least one employee trained in CPR, AED, and First Aid.
- Department has a written plan for emergency response to medical events within the department (such as heart attack or stroke).
- Department has a program to investigate the causes of injuries or illnesses.
- Other \_\_\_\_\_

**Q14 Chronic Disease Management - Choose all that apply**

Department provides educational materials regarding:

- High blood pressure
- High cholesterol
- Pre-diabetes and diabetes
- Prevention of skin, breast, cervical, or colorectal cancer

**Q15 Department encourages participation in wellness programming regarding:**

- High blood pressure
- High cholesterol
- Pre-diabetes and diabetes
- Prevention of skin, breast, cervical, or colorectal cancer

**Q16 Chronic Disease Management Continued - Choose all that apply**

- Department provides educational materials on the signs, symptoms, and emergency response for a heart attack.
- Department provides educational materials on the signs, symptoms, and emergency response for a stroke.
- Department promotes use of or provides sun protection when/if employees must be outside.
- Other \_\_\_\_\_

**Q17 Vaccine Preventable Diseases - Choose all that apply**

- Department encourages employees to receive an annual flu vaccine.
- Department promotes vaccines other than flu vaccine.
- Department provides educational materials regarding the risks of vaccine preventable diseases and benefits of receiving vaccines.
- Other \_\_\_\_\_

**Q18 Sleep and Fatigue - Choose all that apply**

- Department encourages employees to get adequate amounts of sleep.
- Department designs work schedules that aim to reduce employee fatigue.
- Department provides educational materials addressing sleep habits and common sleep disorders.
- Department provides signage and information to discourage distracted or drowsy driving.
- Other \_\_\_\_\_

**Q19 Maternal Health and Lactation Support - Choose all that apply**

- Department provides a private space other than a bathroom that may be used for employees to express breast milk.
- Department allows flexible work schedule to provide breaks for pumping breast milk.
- Department provides appropriate space for breast milk to be stored during the work day.
- Other \_\_\_\_\_

#### **Q20 AHC Innovators**

Each department should ideally have a wellness champion. This person relays health and well-being information to departmental employees, and assists the department with its own wellness goals and initiatives. Does your department have a designated wellness champion/coordinator?

See our AHC Innovators Page for more information and dates for upcoming AHC Innovator training.

- Yes- AHC Innovator trained through DOW Employee Wellness.
- Yes- more than one AHC Innovator trained through DOW Employee Wellness.
- Yes, department currently staffs a wellness director, coordinator or similar position.

#### **Q21 Miscellaneous**

Each department is unique and has different missions, goals, and priorities. Please list what you believe to be your departments' top three wellness priorities: *[List up to three priorities.]*

**Q22 What do you feel are the greatest challenges you and your colleagues encounter in your efforts to make healthy lifestyle choices at work?** *[List up to three challenges.]*

#### **Q23 Award for Excellence in Innovation**

Please tell us about the most innovative wellness program or initiative that your department has adopted in the past year. One department will be awarded and recognized for excellence in innovation! *[Short Answer]*