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Organizational Health Audit

A collaborative tool developed by Tri Fit Inc., 1998;
Revised by Canada's Healthy Workplace Week, 2005



healthyworkplaceweek.ca

The purpose of the Organizational Health Audit is to build awareness about workplace health within your organization. It can also serve to help you recognize workplace initiatives that positively influence employee health and well-being and to identify organizational health opportunities within your workplace.

This audit assesses the following aspects of your organization:

1. Corporate Culture
2. Policies, Procedures & Work Processes
3. Programs and Services
4. Physical Environment

How to Complete the Audit:

Members of your Healthy Workplace Committee, if you have one, who have experience with the different aspects of your organization listed above, can complete the audit individually. Depending on the size and complexity of your organization's structure, and/or if you do not have a committee, you may wish to ask a few others in the organization to complete the audit so that it provides a good snapshot of the entire organization. For instance, you may ask departmental managers/leaders, union representatives, frontline employees, and directors to participate in the audit. When each individual completes the questions below independently, discuss all responses as a group with your Healthy Workplace Committee to determine a final score.

Score the maximum number of points if your organization encourages and/or provides the service, policy, program or facility. Deduct points if you feel the degree to which the initiative offered is limited. For example, if programs are "one time" awareness programs deduct one or more points from each. If you have added information under the *other* category please assign up to 5 points and add these to your final score.



Corporate Culture	Maximum # of Points	# of Points Given
A corporate mission and/or values statement exists that supports employee health & well-being	5	
Senior management are represented and actively participate in your Healthy Workplace Committee or Task Force	5	
Managers in your organization are healthy role models and promote employee well-being	5	
Managers and supervisors adhere to policies that support a healthy workplace	4	
The CEO and senior management are visible and accessible to employees at all levels; either informally or through formal events such as regular staff forums and annual general meetings.	3	
Employees receive recognition [either formally or informally, such as a simple 'thank-you'] for their contributions and achievements at work, and feel valued by their superior[s]	3	
Management recognizes/rewards employee participation in health and wellness initiatives	3	
Employee leadership is encouraged	3	
Employee leadership development is facilitated through the provision of training through courses and other resources	3	
Employees are encouraged to work regular hours and balance their work & personal lives.	3	
Management support reasonable workloads and discourage continuous/excessive overtime	3	
Your culture encourages employees to take a lunch break	2	
Company initiatives exist to enhance employee morale	2	
There is a flexible approach to time off for personal/family needs	2	
Employees are encouraged to develop their careers and apply for higher-level positions within the company	2	
Wellness incentives (contests/ interdepartmental challenges) exist	2	
There are stretch and nutrition breaks at meetings	2	
Employees are encouraged to participate in workplace health matters & initiatives	2	
There is an opportunity for employees to get involved in community development initiatives such as charity fund raisers	2	
<i>Other</i>		
Sub Total		



Policies, Procedures, and Work Processes Supporting Healthy Workplaces	Maximum # of Points	# of Points Given
Organizational and departmental values include treating employees fairly; with respect and dignity	5	
Employees undergo regular performance reviews and receive appropriate performance feedback	4	
Policies that support balance between work and family exist	3	
There are policies that describe the organization's stand on safety, identify who is accountable for OH&S programs and procedures, and for reviewing the OH&S legislation annually	3	
Flex-time is available	3	
Procedures and systems are in place to help people do their jobs and maintain a good sense of control over their work environment [i.e. self-directed work teams]	3	
There is a process in place (i.e. an employee feedback system or suggestion box) that enables employees to provide input and ideas on how to improve their work environment. These suggestions are acted upon within a timely manner.	3	
Employees receive clear job expectations from their managers and/or supervisors	3	
Employees have the tools and time they need to do their job correctly	3	
Management support teamwork, innovation and provide employees with challenging work	3	
Employee health & wellness programs are offered partially or totally on company time	3	
There is an annual employee wellness needs & interest survey	3	
There is timely follow-up to issues addressed in the employee survey	3	
Healthy food/beverage choices are available for business and social functions	3	
There is a process in place to communicate effectively with employees	2	
Work from home is an option	2	
There is an optional overtime policy	2	
There is a policy of weekday only business travel	2	
An employee harassment and/or discrimination policy exists	2	
A flex benefits/health spending account exists	2	
An annual employee satisfaction survey is conducted	2	
Casual dress days exist	1	
<i>Other</i>		
Sub Total		



Physical Environment	Maximum # of Points	# of Points Given
<i>Our organization has...</i>		
Occupational Health Services (medical professionals on-site)	5	
Ergonomically designed work stations	5	
A cafeteria that provides healthy food choices	5	
Vending machines with healthy food choices	3	
Shower facilities	3	
On-site fitness facility managed by professional staff	3	
Outdoor recreation facilities such as basketball or volleyball courts	3	
No safety hazards (safety issues have been discussed and are regularly monitored)	3	
Wellness stations/resource library This area may include wellness pamphlets, blood pressure machine, weigh scales, posted exercises for stretching and relaxation chair with videos and/or cassette tapes.	3	
Accessible stairwells	2	
Access to outdoor jogging/walking trails/routes	2	
Water coolers	1	
Bicycle/In-line skating racks or storage area	1	
Other		
Sub Total		



Programs and Services On-Site Include...	Maximum # of Points	# of Points Given
An integrated approach to creating a healthy workplace and offering related programs and services (different areas of the company working together to plan and coordinate wellness initiatives)	5	
A Healthy Workplace Committee or Task Force that includes employees from different key functional areas and levels of the organization (i.e. senior management, various departments and unions, HR, etc.)	3	
A child care and eldercare program designed to meet employee's needs	3	
A confidential health risk assessment	2	
Employee Assistance Programs	2	
Screening programs (blood pressure, cholesterol, cancer, diabetes)	2	
Flu shots	2	
Organized fitness programs	2	
A fitness subsidy program	2	
Organized recreation/sports programs	2	
On-site massage therapy	2	
An ergonomics program	2	
Education related to common diseases/health conditions such as heart disease, arthritis, diabetes, osteoporosis, cancer, etc.	2	
General wellness awareness programs (lunch' n learns, posters, pamphlets)	2	
Nutrition/weight management education	2	
Stress management training/coaching	2	
A smoking cessation/control program	2	
Back care education	2	
Daily stretch breaks	2	
A wellness intranet site	2	
A wellness newsletter	2	
Ride-share/carpooling program/services	2	
On-site physiotherapy/chiropractic services	1	
Self defense/personal safety programs	1	
CPR/first aid training	1	
Designated driver program for company sponsored social events	1	
<i>Other</i>		
Sub Total		
Total – Sections 1 to 4		



How Does Your Organization Measure Up?

Use the below scoring-guide to assess how your organization stacks up in creating a healthy workplace.

Note: reliability & validity tests have not been conducted on this assessment. It is merely suggested as a guide to build interest and awareness of the various initiatives your organization can undertake to enhance its organizational health strategy.

82 - 123 points – Off to a Good Start!

Your organization recognizes the importance of employee health and well-being and is making an effort to develop and offer some programs, services and policies to support health.

124 - 154 points - Well on Your Way!

Your organization has a strong commitment to creating a healthy work environment and improving employee health and well-being. This level suggests the following:

- Several initiatives are in place to support a healthy corporate culture
- Employee and organizational health and well-being are being considered in many areas
- Workplace health initiatives are being incorporated into many aspects of the organization

Over 155 points – Congratulations!

Your organization appears to have a high level of commitment to employee and organizational health. Supporting positive health practices is a norm in the organization. This level suggests the following:

- There is a strategy in place for managing personal and organizational health
- The organization recognizes a healthy work environment as essential to productivity and profitability
- Supporting positive health practices is integrated into most aspects of the organization.

Next Steps

Now that you have identified and discussed areas within your organization that support a healthy workplace and identified areas of opportunity, the next step is to integrate this information with other health and human resource related data. Review the CHWW Strategies discussion on “Outcomes” for more information. This will form the basis for developing a comprehensive strategy for improved organizational health and performance.