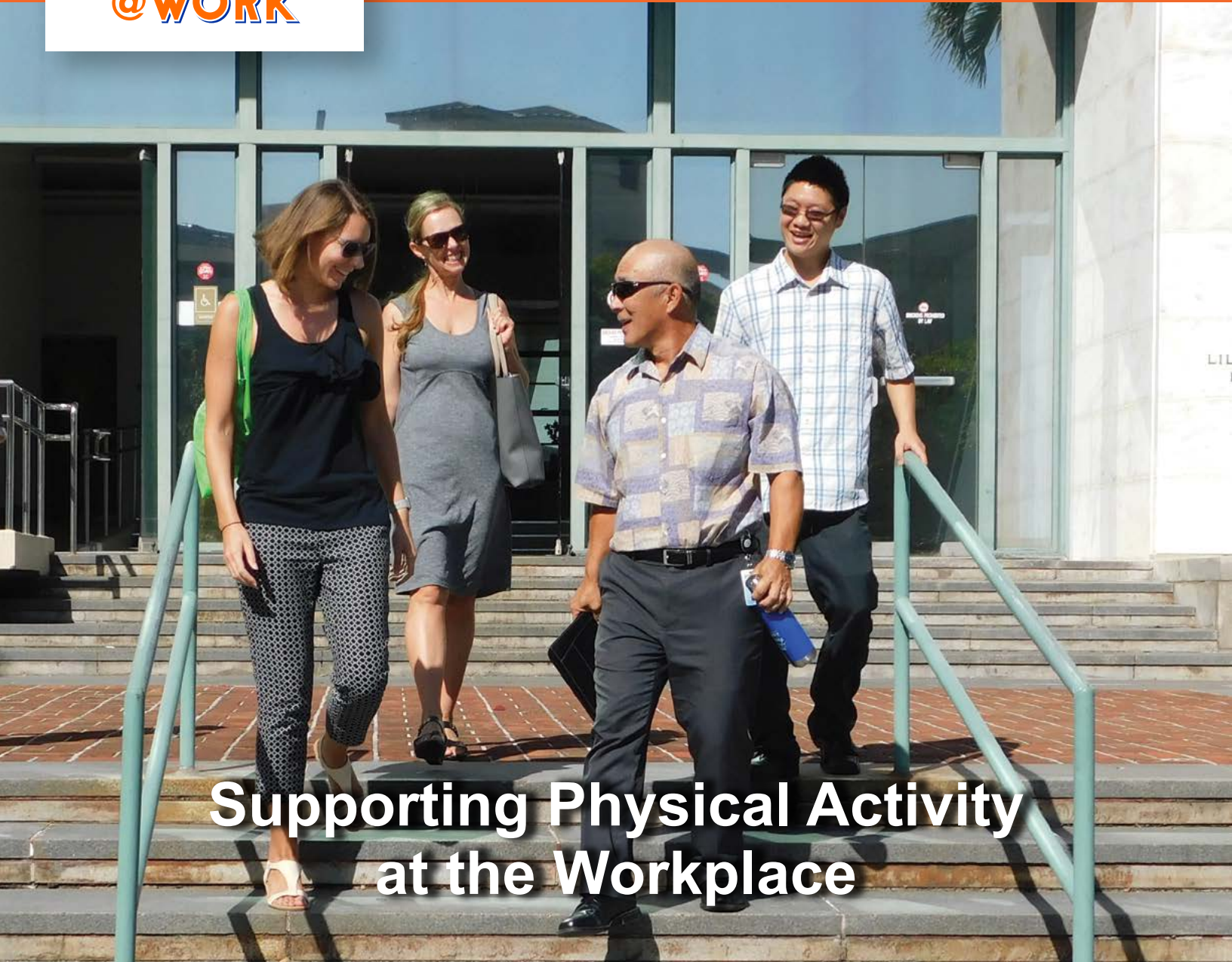


START
Living
HEALTHYSM
@WORK

Be Active @ Work Resource Kit



**Supporting Physical Activity
at the Workplace**



Physically active employees have been found to be more productive at work, require less sick leave and have lower healthcare costs.^{1, 2, 3, 4, 5} In addition, the benefits of physical activity include lower risk of chronic diseases such as diabetes, heart disease and stroke, some cancers, and depression.⁶

The Be Active @ Work Resource Kit contains easy-to-use resources for employers, to implement at their worksite, that support physical activity as a part of a comprehensive worksite wellness program.

To create a comprehensive program, employers must address both the individual risk factors affecting their employees and the organizational factors that help or hinder employees' efforts to reduce their risks. The strongest programs create a culture of health and ensure that both leadership and the workplace environment provide support for healthy choices.⁷

The Be Active @ Work Resource Kit also includes tools and strategies for increasing social support opportunities for employees. Social support programs help to create shared experiences that can advance behavior change, specifically related to physical activity. Social support programs include group exercise activities, walking groups, health challenges, and options to develop social contracts and agreements around physical activity.⁸ Research has shown that social support opportunities in the workplace can lead to increased time spent being physically active, increased fitness and knowledge levels, and decreased body fat.⁹

The tools and resources described in this toolkit are designed to guide employers in the development of a comprehensive worksite wellness program. Additional information about designing comprehensive worksite wellness programs can be found online at: <https://www.cdc.gov/workplacehealthpromotion/index.html>

For more information about the **Be Active @ Work Resource Kit**
or to obtain a copy contact:

Hawai'i Department of Health: Chronic Disease Prevention and Health Promotion Division
1250 Punchbowl Street, Room 422
Honolulu, HI 96813
Phone: (808) 586-4488

FIND THESE RESOURCES AT:
startlivinghealthyatworkhi.com
hiphi.org/downloads

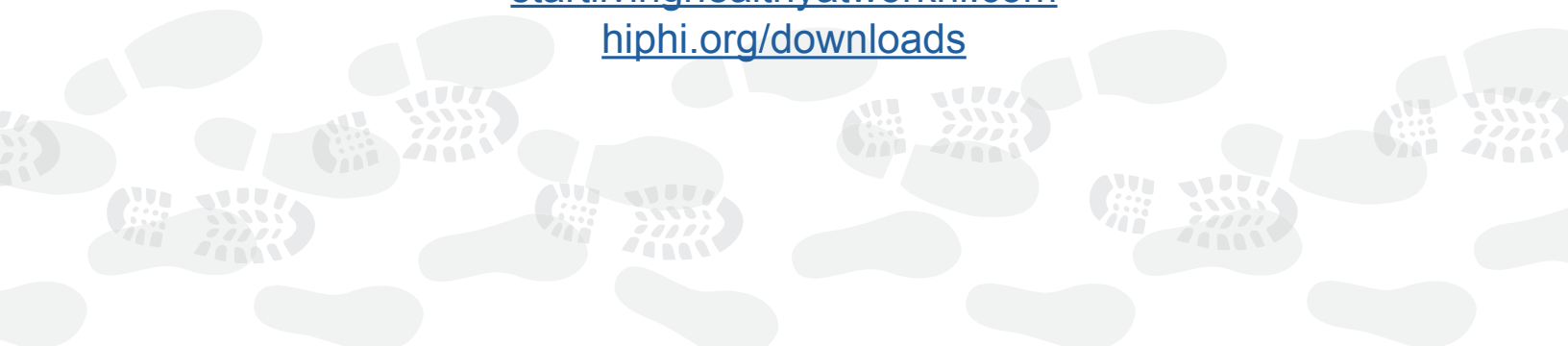


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Strategies to Increase Physical Activity at the Worksite – Using the CDC Worksite Health ScoreCard

“The CDC Worksite Health ScoreCard: An Assessment Tool for Employers to Prevent Heart Disease, Stroke, & Related Health Conditions”

A worksite wellness program that includes opportunities for physical activity can help maintain a healthier workforce. The Centers for Disease Control and Prevention (CDC) recommends that employers build opportunities to support physical activity at the worksite by implementing the following nine strategies from the Physical Activity Section of their CDC Worksite Health ScoreCard:

- 1. Provide an exercise facility on-site at work.**
- 2. Subsidize or discount the cost of on-site or off-site exercise facilities.**
- 3. Provide environmental supports for recreation or physical activity.**
- 4. Post signs at elevators, stairwell entrances or exits and other key locations that encourage employees to use the stairs.**
- 5. Provide organized individual or group physical activity programs for employees (other than the use of an exercise facility).**
- 6. Provide brochures, videos, posters, pamphlets, newsletters, or other written or online information that address the benefits of physical activity.**
- 7. Provide a series of educational seminars, workshops, or classes on physical activity.**
- 8. Provide or subsidize physical fitness assessments, follow-up counseling, and physical activity recommendations, which are available either on-site or through a community exercise facility.**
- 9. Provide free or subsidized self-management programs for physical activity.**



Completing the CDC Worksite Health ScoreCard is highly encouraged! The CDC Worksite Health ScoreCard includes questions on many of the key evidence-based and best practice strategies and interventions that are part of a comprehensive worksite health approach that address the leading health conditions driving health care and productivity costs.

The CDC Worksite Health ScoreCard:

<https://www.cdc.gov/workplacehealthpromotion/initiatives/healthscorecard/worksite-scorecard.html>

Importance of Policy and Environmental Change in the Worksite

Over the last few decades, our society has engineered physical activity out of our everyday lives, while increasing our overall calorie consumption. Research has found that more sustainable behavior change can be made by making the healthy choice the easy choice in all environments, including worksites. Employers are strongly encouraged to implement strategies that focus on policy and environmental change, create healthier environments and influence long-term sustainable behavior change through their efforts to promotion of physical activity at the workplace.

Policy and environmental change recommendations to consider for your worksite include the following:

POLICY CHANGE:

- Adopt a policy to support employees in being physically active at work.
- Provide incentives for employees that bike, walk, or use public transportation to commute to and from work.
- Support alternative work schedules and utilization of breaks and lunch periods for physical activity.
- Allow dedicated physical activity time for employees during the work day (e.g. Adopt a policy to allow 30 minutes a day of physical activity).

ENVIRONMENTAL CHANGE:

- Make physical improvements to the stairs and post motivational signs at elevators and escalators to encourage stair usage.
- Map out suitable walking routes and destinations.
- Provide amenities that help to encourage physical activity, such as:
 - bicycle parking in safe, convenient and accessible locations,
 - exercise and/or weight training equipment on-site,
 - trails or a track for walking/jogging,
 - outdoor recreational space, such as a basketball court or field,
 - a shower or changing facility on-site,
 - indoor open space designated area for hula, recreation, or other exercise,
 - the option of standing desks for employees,
 - on-site childcare facilities to facilitate physical activity.



Physical Activity Wellness Policy

Physical activity policies are intended to support and encourage employees to be more physically active and less sedentary throughout the work day.

The adoption of a written physical activity policy provides a framework to encourage employee physical activity and is a sustainable method to create a worksite culture that supports health and well-being. Physical activity policies may be built into an employer's strategic plan, wellness policy or plan, or established separately.

The sample South Dakota Model Worksite Physical Activity Policy (link below) is a template designed to be reviewed and personalized by organizational leadership. Portions of the policy that fit best to support physical activity for the organization's employees can be utilized.

Physical activity wellness policies might include the following components:

- Support of alternative work schedules and utilization of breaks and lunch periods for physical activity.
- Encouraging building physical activity breaks into long meetings.
- Allowing dedicated physical activity time for employees during the work day (allow 30 minutes a day of physical activity).
- Encouraging employees to be less sedentary (e.g. take standing or stretching breaks every 30 minutes).
- Allowing staff planning time for wellness activities.
- Providing bike facilities and amenities.
- Identifying dedicated walking paths.
- Encouraging biking, walking or using public transportation to commute to and from work.



Sample physical activity policy:

http://goodandhealthysd.org/wp-content/uploads/2014/09/ModelPolicy_WorksitePhysicalActivity.pdf

Step Up Hawai'i - Healthy Enhancements for Stairwell Tool

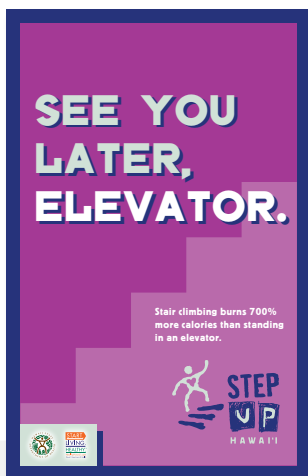
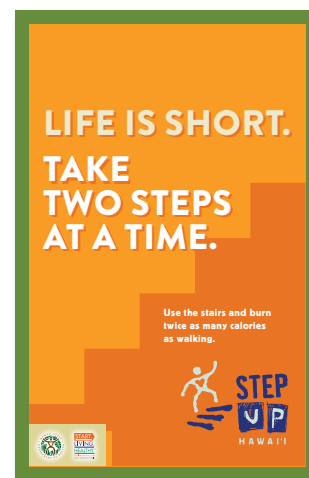
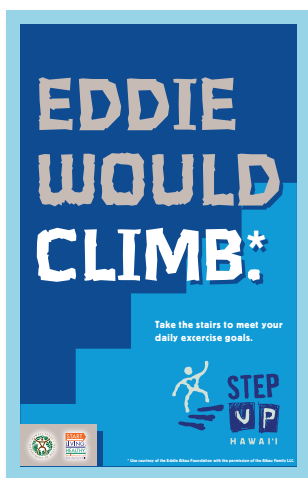
Making physical improvements to a stairwell combined with motivational signage encourages employees to use the stairs. Choosing the stairs instead of the elevator is a quick way for Hawai'i employees to add physical activity to their day.

The Step Up Hawai'i Stairwell Tool provides an overview of how to enhance your stairwell to encourage employees to choose the stairs instead of taking the elevator. The tool also includes a variety of fun and motivational signs and posters called point of decision prompts to be placed on or near stairwells and elevators to encourage individuals to use the stairs. Research has found that motivational signs increase the percentage of people who choose to take the stairs rather than the elevator.

STEP UP HAWAII

Healthy Enhancements for Stairwell Tool and Point of Decision Prompts:

hiphi.org/product-category/step-up-hawaii/



Steps to Start a Walking Group

Walking is one of the easiest ways to increase physical activity and improve overall health. Starting a walking group at work is a strategy to provide support and encouragement for employees to be physically active during the work day. Many workers spend more than half of their work day seated.¹⁰ Employees can combat long hours of sitting and reduce their sedentary time by taking short walks during their breaks or lunchtimes and gain many benefits. Below are some steps to start a walking group to support employees to change their daily routine, reduce their sitting time, and add walking into their day!

1. Pick a place to walk that's safe and easy to access

- Find and map a walking route in the area near your worksite or somewhere that is an easy meeting place for everyone.
- Choose a route that always starts and finishes in the same place to allow people of different fitness levels to walk various distances and find their way back.
- Give walking group members a chance to choose the walking route to keep the walks interesting and spread the responsibility for planning.

2. Choose a date and time for the walk

- Schedule the walk when the group members are available.
- Set a specific, standard time when no regularly scheduled meetings occur like during morning, lunch, or afternoon break periods.
- Piggyback on existing events that complement the walk, such as walking to a nearby farmers' market.
- Choose scenic routes that are convenient, and enjoyable.

3. Create a walking group

- Have guests RSVP or register if they intend to join the group.
- Get contact information for members in case the walk is called off at the last minute, due to weather or some other sudden change.
- Your efforts can have a tremendous impact on the health and well-being of your members.
- A good group can provide support and help keep everyone on track.

4. Promote the walking group

- Promote the walking group through posters, information boards, brochures, and newsletters.
- Include the time, date, and meeting place for the walk, and a way to get in touch with the organizer.
- Place posters in places where workers congregate, such as the break room, lunchroom, elevator, nearby where workers clock in, or where your company places other important notices.
- Include the benefits of walking (such as easing stress and reducing risk of chronic disease are two examples).
- Promote on the intranet or social media:
 - Send out an email with posters in electronic format
 - Set up a social media page, such as Facebook, to provide updates and allow group members to connect with each other outside of the walks

5. HAVE FUN AND ENJOY!

Physical Activity Pledge

Working out with a coworker provides a powerful combination of support, accountability, motivation and, in some cases, healthy competition. Physical activity is easier to start and maintain when you are surrounded by supportive peers who have similar goals and interests. So find your physical activity buddy, make a physical activity agreement together, and get moving!

The image shows two forms related to physical activity. The first form, titled "PHYSICAL ACTIVITY PARTNER AGREEMENT", is on a clipboard. It includes a "STEP UP HAWAII" logo and a graphic of a person jumping. The text reads: "Exercising with others can help you stick with your activity. Creating a contract will help even more! Complete the following information and agree to support each other in achieving your physical activity goals." It has fields for "Your Name" and "Physical Activity Partner's Name(s)". Below this, it says "We agree to commit to the following activity(ies) during the following..." and lists four activity slots (ACTIVITY #1 to #4) with a sub-field for "WHAT DAY OR HOW MANY DAYS A WEEK". At the bottom, there are signature lines for "PRINT YOUR NAME" and "PHYSICAL ACTIVITY PARTNER'S NAME" with corresponding "SIGNATURE" and "PHYSICAL ACTIVITY PARTNER'S SIGNATURE" fields. Logos for "START Living HEALTHY HAWAII" and "HAWAII PUBLIC HEALTH INSTITUTE" are at the bottom.

The second form, titled "LIFESTYLE IMPROVEMENT PLEDGE", is also on a clipboard. It features the same "STEP UP HAWAII" logo and graphic. The text reads: "A plan to help support your wellness goals. A healthy lifestyle isn't a journey by yourself – Team up with others to make it happen!" It has a line for "I, _____, enter into this contract with _____ on this _____ day of _____, _____ to help improve my health and foster a lifetime of healthy choices. With the help of my wellness partner, I plan to develop a habit of physical activity and eating healthy." Below this, it says "My responsibilities include the following things that I will do (such as walk 2 miles, 3x per week or eat fast food only once per month – make it as specific as possible)." and lists three numbered lines for goals. Then it says "When I stick to this contract for one month, my wellness partner may choose to provide a reward for reaching my goal (such as giving verbal affirmation)." and lists two numbered lines for rewards. The final section says "The encouragement of my wellness partner may include (what will your partner do to help you accomplish your goal, such as remind you everyday to go for a walk)." and lists two numbered lines for encouragement. At the bottom, there are signature lines for "PRINT YOUR NAME" and "WELLNESS PARTNER – PRINT NAME" with corresponding "SIGNATURE" and "DATE" fields. Logos for "START Living HEALTHY HAWAII" and "HAWAII PUBLIC HEALTH INSTITUTE" are at the bottom.

PHYSICAL ACTIVITY PARTNER AGREEMENT

Exercising with others can help you stick with your activity.

Creating a contract will help even more!

Complete the following information and agree to support each other in achieving your physical activity goals.



_____ Your Name

_____ Physical Activity Partner's Name(s)

We agree to commit to the following activity(ies) during the following day(s) and time(s):

ACTIVITY #1	
WHAT DAY OR HOW MANY DAYS A WEEK	WHAT TIME
ACTIVITY #2	
WHAT DAY OR HOW MANY DAYS A WEEK	WHAT TIME
ACTIVITY #3	
WHAT DAY OR HOW MANY DAYS A WEEK	WHAT TIME
ACTIVITY #4	
WHAT DAY OR HOW MANY DAYS A WEEK	WHAT TIME

PRINT YOUR NAME

SIGNATURE

DATE

PRINT PHYSICAL ACTIVITY PARTNER'S NAME

PHYSICAL ACTIVITY PARTNER'S SIGNATURE

DATE



LIFESTYLE IMPROVEMENT PLEDGE

A plan to help support your wellness goals.

***A healthy lifestyle isn't a journey by yourself –
Team up with others to make it happen!***



I, _____, enter into this contract with
_____ on this _____ day of
_____, _____ to help improve my health and foster a
lifetime of healthy choices. With the help of my wellness partner, I plan to develop a habit
of physical activity and eating healthy.

My responsibilities include the following things that I will do (such as walk 2 miles, 3x per week or eat fast food only once per month – make it as specific as possible).

1. _____
2. _____
3. _____

When I stick to this contract for one month, my wellness partner may choose to provide a reward for reaching my goal (such as giving verbal affirmation).

1. _____

The encouragement of my wellness partner may include (what will your partner do to help you accomplish your goal, such as remind you everyday to go for a walk).

1. _____
2. _____

PRINT YOUR NAME SIGNATURE DATE

WELLNESS PARTNER – PRINT NAME SIGNATURE DATE



Posters to Encourage Physical Activity at Work

The following six pages are examples of posters that will help you get started to a healthier you! Simply go to our website and click to download.

Be inspired, download posters for your workplace:

<http://www.healthyhawaii.com/worksite/wellness-resources-for-employers/>





STEP



HAWAII

TIPS FOR WALKING AT WORK

Most people only walk 5,000 steps on an average day.



EARLY MORNING
1,000 steps

Get off bus stop early or park further away



MID MORNING
200 steps

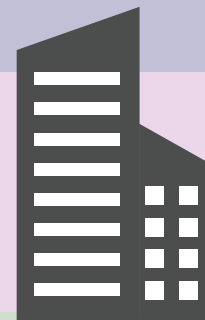


Choose the stairs instead of the elevator throughout the day



MID DAY
2,000 steps

Walk to get a healthy lunch



MID AFTERNOON
1,500 steps



Take a walking meeting



AFTER WORK
4,000 steps

Walk with fitness partners



Small changes can add up and make a big difference in your health.





YOU'RE INVITED!

Walking for Wellness Group

WHERE TO MEET: _____

DAY/TIME: _____

CONTACT: _____



ENJOY THE OUTDOORS

Meet New Friends | Motivate Each Other





YOU'RE INVITED...

to Get a Move On

PHYSICAL ACTIVITY: _____

WHERE TO MEET: _____

DAY/TIME: _____

CONTACT: _____



TAKE AN
ACTIVE
BREAK

Meet New Friends | Motivate Each Other

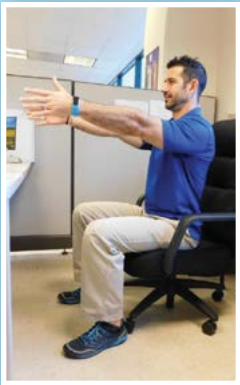


WORKPLACE WORKOUTS



Along with engaging in moderately physical activities for 150 minutes per week, adults should spend two days a week strengthening all major muscle groups. So, take a quick break and try these activities to help relieve stress and strengthen muscles!

Get your muscles moving and your heart pumping at work.



HEAD TILT

Does the stress of the day affect your trapezius (shoulders, neck)?

Place one hand on the opposite side of your head. Gently lower your ear towards the shoulder. Hold for 20 - 30 seconds. Repeat on the opposite side.



PUSH UPS

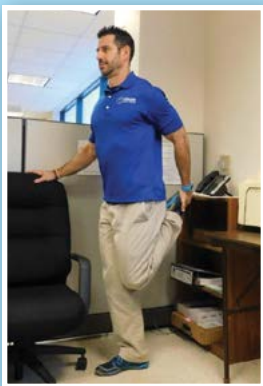
Ease the feeling tightness in your shoulders, back and chest with this exercise.

Place hands against the desk with your feet 3 - 5 feet away. Lower your arms. Repeat 8 to 10 times, twice a day.

SQUATS

A great workout for your glutes (backside) and quadriceps (upper leg), while benefiting your abs and hamstrings.

Sit up close to the edge of the chair. Stand up using your legs. Sit back down. Repeat 8 to 10 times, twice a day.



QUADS

Stretch your quadriceps (upper leg) while doing everyday tasks.

Hold on to a stable piece of office equipment, raise one leg and place ankle in hand. Hold for 20 - 30 seconds. Switch legs. Repeat twice a day.



TRICEPS

Get rid of those jiggle underarms by working your triceps. Your biceps and abs will also benefit.

Place your hands against a desk, shoulder width apart, and with your feet 3 - 5 feet away. Lower your arms. Repeat 8 to 10 times, twice a day.



HEAD BETWEEN ARMS

Work your rhomboids (back) with this great exercise.

Interlace your fingers, palms facing you. Sit up straight. Extend arms away from the body and lower your head between arms. Hold for 20 - 30 seconds.



HELPFUL TIPS

for adding
physical activity
into your day

Attend group
exercise classes
during lunch

Work out
with a
coworker

Set your goals
and GO!

Take a
stretch break
every 30
minutes

Host a
walk-and-talk
meeting

Create a goal
to be more
active

Take part
in worksite
physical activity
events



STEP
UP
HAWAII



DID YOU GET YOUR PHYSICAL ACTIVITY TODAY?

Adults need 150 minutes of moderate or 75 minutes of vigorous activity per week.



MODERATE



Bicycling slower than 10 miles per hour



Walking briskly (3 miles per hour)



General gardening

VIGOROUS



Aerobic dancing or working out



Swimming laps



Jogging or running



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FIND THESE RESOURCES AT:

startlivinghealthyatworkhi.com

and

hiphi.org/downloads



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