

Walking Worksite Guide – April 2018
Checklist

Leadership Support

- **Is your worksite’s leadership supportive of a walkable campus initiative? Yes No**
 - Has this been affirmed by:
 - Meeting
 - Email notification
 - Other

Comments: _____

- **Is your worksite’s mid-level management supportive of a walkable campus initiative? Yes No**
 - Has this been affirmed by:
 - Meeting
 - Email notification
 - Other

Comments: _____

Wellness Committee

- **Is this initiative being undertaken by your worksite’s wellness, safety, or other committee?**
Please be certain it is being developed with input from multiple-levels in your organization.
Yes No

Assessment Phases

- **Do employees have break time (ie. 15 minute break for every four hours worked) that can be used for walking inside or outside of the worksite facility during their worktime? Yes No**
 - Are there any limitations or policies that would inhibit employees being able to walk outside?
ie. Policy that an employee cannot leave the campus on a break. Yes No
- **Are they aware of the break time access? Yes No**
 - Has it been regularly communicated that employees can use their breaks? Yes No
 - Are ALL managers/supervisors supportive of employees taking their breaks? Yes No

Comments: _____

- **Employees that currently walk, what are the paths they take?**
 - What feedback can they provide you about those paths?
 - Are there sidewalks?
 - Do trees or brush impede walking on the sidewalk?
 - Are there safe intersections/crossings?
 - How do drivers respond to pedestrians when walking in the vicinity?
 - What’s the traffic speed?
 - Is the area generally well-lit?
 - Is the snow cleared regularly in inclement weather?

Comments: _____

- **Are there bike racks? Yes No**
- **Are there stairwells? Yes No**
- **Are walking meetings a consideration? Yes No**

○ **What are other considerations for getting employees up throughout the day?**

- Computer apps to prompt getting up throughout the day ie. Workrave.org
- Sit-to-stand workstations
- Walking workstations
- Move printer to a central location
- Parking lot promotion
- Stairwells
- Programming

Comments: _____

○ **Are any of the following potential barriers to successfully implementing a walking initiative that will impact all employees and how will your worksite address them:**

- Workload
- Varied shifts
- Employees can't leave or don't always have someone to cover while they go for a quick walk. (ie. School or county employees)
- Unsupportive management/supervisors
- Perception issues from community (ie. Staff are out walking not doing their jobs)
- Physical environment not conducive for walking or biking

Comments: _____

Communication Avenues

○ **Employee focus**

- **What messaging considerations do you have specific to your employee population?**

Comments: _____

○ **Patron focus**

- **What messages can you send about walking to anyone that is at your worksite?** Ie. Clients, patients, service-consumers, patrons, etc.

Comments: _____

Communication Avenues

- Email
- Bulletin boards
- Elevators/Stairwells
- Company intranet
- Newsletters
- Social Media
- Postcards for placement at employee workstations
- Prompters/Nudges

Comments: _____

What evaluation metrics can you monitor to ensure your worksite walking strategy is impacting employees?

- Health Risk Appraisal data
- Anecdotal evidence from wellness/safety committee observations
- Surveying

Comments: _____