

# Key Steps to a Healthy Workplace

## Mobilize

Developing a healthy workplace program begins with gaining commitment from stakeholders, especially management. This ensures that everyone is working toward the same goal and that the program will be successful over time.

## Assess

The first task of the Healthy Workplace Team will be to gather and analyze workplace data in order to understand the needs of employees and of the organization. This step is essential for making sure that the Healthy Workplace Program targets the most important health risk areas. It also helps establish baseline data which can be used in the future to measure the impact of the program.

## Plan

A healthy workplace plan details how the Healthy Workplace Team will address the priorities identified in the needs assessment. Thoughtful planning at this stage will help to avoid surprises and roadblocks later.

## Do

The “Do” step is all about carrying out the Healthy Workplace Plan. As the program is underway, keep in mind that it’s important for organizational leaders to be continuously involved and employees to be engaged.

## Evaluate

Evaluating the Healthy Workplace Program shows what difference it is making and helps to maintain management support. Measuring progress helps to identify how the program can be refined. Improvements can be captured in an updated plan that continues to build a healthy workplace.