

ASSESS

One of the first tasks of the Workplace Wellness Committee 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 Workplace Wellness Program targets the most important areas. It also establishes baseline data to measure the impact of the program in the future.



Key Steps

- Develop an assessment plan that outlines what data will be gathered and how.
- Examine information on absenteeism, benefits costs, etc.
- Conduct surveys and/or interviews with employee groups about what's important to them. Remember to protect confidentiality!
- Audit the work environment.
- Review current policies and practices.
- Reflect on previous health initiatives, considering what worked well and what didn't.
- Analyze the information gathered. Look for trends over time and areas for improvement.
- Make sure all employee groups have been included.
- Select the high priority areas that the workplace wellness program will aim to address.
- Summarize and communicate the main findings from the assessment and decisions on priority areas to all collaborators, including leadership and employees alike.



workplacewellness@tbdhu.com



(807) 625-5900 or 1-888-294-6630



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