



Department Wellness Audit

This audit tool can help you:

- assess your department's worksite culture
- provide guidance and a roadmap on wellness best practices for creating a healthy workplace.

For maximum effectiveness, consider the options below of who should complete and discuss the results of the audit. At the end of the audit, the scoring will help you to prioritize next steps to create and maintain a healthy workplace.

Who should complete the audit:

- *Option 1 – WA completes the audit.*
- *Option 2 – WA brings the audit to Health & Safety Committee to complete.*
- *Option 3 – WA brings the audit to Department Leadership team to complete.*

Instructions:

- All questions are answered by choosing A, B, or C.
- If you feel a question does not apply to your workplace, do not record an answer. Do not count that question towards your total score.
- To score your survey, total the number of A's, B's, and C's you have answered.
- Read the description that corresponds to your score and review the tips provided for each section.

Page 1	A always	B sometimes	C never
I. Leadership			
Wellness Leadership The Dean, Director or Chair promotes and supports the health and well-being of faculty/staff in the department through participation, communication, and/or policies.			
Participation Support Our department culture encourages participation in wellness programs offered on campus, online, or by the department.			
Department Responsibility For Wellness Our department Health & Safety Committee addresses wellness as part of their charge.			
Survey Of Individuals To Identify Priorities Our department surveys faculty and staff to identify ways to improve the work culture.			
II. Managers & Supervisors			
Our department managers/supervisors receive the checklist, "Supporting Workforce Wellness for Managers & Supervisors" as part of their training and expectations.			
Our department managers and supervisors complete the Flex Work Arrangements online training as part of their training and expectations.			
III. Communication/Culture of Wellness			
Leadership Email Our Dean, Director, or Chair sends at least one annual, department-wide communication about the importance of health and wellness and supporting participation.			
Department Intranet Our department intranet includes wellness branding, UCB's Wellness Statement from the Chancellor, and links to resources.			
Department Internal Communications Our department communications include wellness education and program announcements at least once a month (email or newsletter).			
Visibility Our department bulletin boards include postings of wellness flyers and posters making wellness visible throughout the department. <i>Examples:</i> <ul style="list-style-type: none"> • UHS Faculty/Staff Health Programs Flyer • <i>Provide Healthy Choices Poster</i> is posted in all meeting rooms • <i>I Heart Tap Water Poster</i> is posted near fountains, sinks 			

IV. Food & Sustainability Environment

Our department ensures that healthy food options, following the *UCB Guidelines for Healthy Meetings and Events*, are included in all department sponsored meetings or events including food. At minimum this includes fruit or vegetables and water.

Our department ensures water, preferably tap water, is always included as a beverage option at department sponsored meetings or events.

Our department promotes that healthy food, snack, and beverage choices be included in all celebrations, potlucks, and office activities.

Faculty and staff have access to a refrigerator, microwave, and hot water for storing/preparing food and beverages they bring to work.

Faculty and staff have easy access to tap water from well-functioning sinks or fountains.

Healthy snacks such as fresh fruit, vegetables, and nuts are the norm to find when food is shared throughout the department.

Our department culture encourages employees to bring their own beverage cup or mug to meetings.

Our department culture encourages employees to keep a set of silverware and plate at work to use with the meals they bring to eat at work.

V. Physical Activity Environment

The department is supportive of flex work arrangements to be physically active before, after, or during the workday.

Our department informs faculty and staff about transit options that support campus goals to reduce driving to work and that offer opportunities to be more physically active such as walking to work, biking to work with secure bike parking, walking to work from BART or the bus.

Our department informs faculty and staff about campus opportunities and options that support campus goals to be more physically active, such as walking with the Health*Matters Walking Group or joining Rec Sports.

Our department has visible signs promoting the benefits of taking the stairs regularly.

Our department culture promotes: take the stairs regularly; go on *walk 'n talk* meetings; take walking or activity breaks (*Instant Recess*) to fit fitness into the day, renew energy, and to relieve stress.

Our department ensures employees have access to storage for their athletic shoes, exercise clothes, towel, etc. at work.

Our department encourages walking to meetings or errands on campus, rather than driving.

VI. Smoke-Free Workplace

All department faculty and staff are aware of the campus Tobacco-Free Policy.

All department faculty and staff are aware of the smoking cessation resources available through Health*Matters.

Our department culture is supportive of faculty and staff who wish to access smoking cessation resources and programs.

Totals:

A_____

B_____

C_____

Scoring

If you chose mostly A's:

Your department is doing great at supporting the health and well-being of the faculty/staff. If you are looking for further ways to improve the work environment, review answers that were B's and C's and prioritize next steps for continuous improvement.

If you chose mostly B's:

Your department is making progress and can probably do even better at supporting the health and well-being of the faculty/staff. Review answers that were B's and prioritize those steps that could move you to A's.

If you chose mostly C's:

Your department has work ahead to create a work environment that is supportive of the health and well-being of the faculty and staff. Review answers with department leadership or the Health & Safety Committee to identify priorities for the year.