

Wellness Culture Assessment Worksheet

Congratulations on your decision to pursue a Healthy Department Certification for your campus department! This worksheet should serve as the central discussion and assessment tool when conducting your Wellness Culture Assessment committee meeting.

Please note, the term “wellness” is broadly defined throughout this document in an effort to be inclusive and honor one’s own personal definition of wellness and wellbeing. It can also be defined as “a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity” or “a conscious, self-directed and evolving process of achieving full potential.” ~ The World Health Organization and The National Wellness Institute

1) Wellness Leadership & Organizational Support

As a normative part of our department culture:	Always or often	Sometimes	Rarely, never, or n/a	Comments and Examples
a) Leadership promotes and supports the health and wellbeing of faculty and staff through their own participation, role modeling and/or communication.				
b) Health and Wellness programs offered to faculty and staff through the Be Well at Work – Faculty/Staff Health Programs and Recreational Sports are integrated into department new employee training.				
c) Themes of health and wellbeing are incorporated into the Department Core Values, Mission and Vision statements.				
d) Leadership supports the health and wellbeing of staff through praise and recognition for healthy actions and outcomes.				

2) Department Managers and Supervisors

When considering the health and wellness needs of the department, managers and supervisors:	Always or often	Sometimes	Rarely, never, or n/a	Comments and Examples
a) Are provided with the one page checklist, Supporting Wellness at Work and receive support to implement the recommendations.				
b) Support staff participation in wellness related activities.				
c) Receive support to complete trainings on workplace health and wellness issues (e.g. Understanding Disability Management).				
d) Are aware of and communicate to staff about campus health-related policies and guidelines such as the Flexible Work Arrangements , Lactation Accommodation Policy , and Tobacco-Free Policy .				
e) Strive to foster healthy workplace interactions and dynamics.				

3) Department Culture

As a normative part of our department culture:	Always or often	Sometimes	Rarely, never, or n/a	Comments and Examples
a) We participate in training, skill-building and career development.				
b) We take breaks, including eating lunch away from our desks or workspaces.				
c) We share healthy snacks in the breakroom.				
d) We allow time between meetings to transition and minimize the stress created by back-to-back meetings.				
e) We begin meetings with a breathing/relaxation break to promote staff focus and engagement.				
f) We have a Wellness Ambassador or are provided with monthly updates about health and wellness programs and initiatives.				

4) Wellness and Sustainability: The Built Environment

The physical space within our department ensures that faculty and staff:	Always or often	Sometimes	Rarely, never, or n/a	Comments and Examples
a) Have access to food storage and preparation options (e.g. refrigerator, microwave).				
b) Have access to tap water from well-functioning kitchen sinks, water fountains, water pitchers.				
c) Are aware of and support using active transportation options (e.g. walking, biking, public transit).				
d) Have access to storage space for personal exercise items (e.g. athletic shoes, exercise clothes, towels).				
e) Have access to or knowledge about shower(s) for those engaging in exercise or other related activities during the workday.				
f) Are familiar with the bathroom signage about proper hand-washing guidelines.				
g) Reduce waste by promoting reuse of materials and use reusable bottles and cutlery.				
h) Host one or more sustainability-themed event(s) per year.				

5) Food Environment

When our department provides food and beverages at staff meetings and events:	Always or often	Sometimes	Rarely, never, or n/a	Comments and Examples
a) We comply with the Food and Beverage Choices policy and the UC Berkeley Healthy Meeting & Event Guide .				
b) Tap water and non-sugar sweetened beverages are offered.				
c) Healthier snacks such as: fresh fruit, vegetables and nuts are provided.				
e) Baked goods are cut into quarters, halves and/or moderately sized portions.				
f) Culturally sensitive and varied options are provided.				
g) We adhere to the Berkeley Food Institute's guide on Sustainable and Just Catering .				

6) Physical Activity

As a normative part of our department culture:	Always or often	Sometimes	Rarely, never, or n/a	Comments and Examples
a) We engage in walking meetings or walking groups.				
b) We gather at specific days/times to participate in a 5-10 minute stretch or activity break .				
c) We receive flex time to participate in physical activity.				
d) We are aware of the WorkFit , Rec Sports and RSF program opportunities.				
e) We actively take the stairs as an alternative to the elevator for those who are able.				

7) Stress Management & Emotional Health

As a normative part of our department culture:	Always or often	Sometimes	Rarely, never, or n/a	Comments and Examples
a) We provide recognition through praise, positive feedback and campus recognition programs (i.e. service awards).				
b) We promote and organize team-building opportunities through department-wide events (e.g. celebrations, retreats, recreational activities, etc.).				
c) We have quiet space available for relaxation and/or meditation.				
d) We support flex time for balancing work/life goals with wellness and fitness participation when possible.				
e) We are made aware of services offered through Be Well at Work - Employee Assistance .				
f) We have a healthy process for dealing with workplace challenges, tensions or conflicts.				

8) Equity & Inclusion

As a normative part of our department culture:	Always or often	Sometimes	Rarely, never, or n/a	Comments and Examples
a) We foster an environment of respect and inclusion.				
b) We demonstrate value for diversity and the importance of ensuring an inclusive climate for all.				
c) We ensure productive, supportive and equitable resolution of issues around harassment and bias behavior.				
d) We ensure that department infrastructure and environment are supportive of faculty and staff with disabilities.				

9) Ergonomics and Safety

As a normative part of our department culture:	Always or often	Sometimes	Rarely, never, or n/a	Comments and Examples
a) We make efforts to provide computer users with workstations that conform to healthy computer workstation design guidelines .				
b) We participate in the Computer Matching Funds Program .				
d) We promote sitting, standing, and moving every hour.				
e) We have access to at least one Computer Workstation Evaluator .				
f) We are required to review the department building emergency plan.				
g) We receive regular training/updates on safety-related policies and procedures.				
h) We are aware of fire extinguishers and AED locations.				
i) We ensure our safety plans are inclusive of people with disabilities and non-English speakers.				

10) Other

Please describe other ways you have worked to foster a healthy department culture:

	Comments and Examples
a)	
b)	
c)	