

GOOD FORM

CHEW: INTERVIEW COMPONENT

worksite manager

Thankyou for your support for the Good Form program. Your input is vital to the success of the program.

The following questions ask about aspects of your worksite that may be important for the program. Your answers will help us to understand more about this worksite.

Your answers are strictly confidential. None will be reported to your organisation in any way which identifies you.

If you wish to add comments to your answers, please do.

If you have any questions about this questionnaire, please contact the program coordinators on (02) 660 8155.

Name _____ Date ____/____/____

Job title _____ Worksite code _____

Worksite Policy and implementation

1.1 Does this worksite have a policy or statement of commitment to promoting the health of employees?

- no
- don't know
- yes

Can you tell me what it is and can I see it?

Brief description of policy _____

Showed policy document

1.2 When was this policy introduced? *year* _____

1.3 What prompted the introduction of the policy? _____

1.4 At your worksite, there is a smoking policy that says (tick one box only):

Smoking is not allowed anywhere on the premises (inside or outside)

Smoking is not allowed anywhere inside the buildings

Smoking is allowed only in a few smoking areas

Smoking is allowed anywhere except a few non-smoking areas

There is no policy

I do not know what the policy is

Other (please specify) _____

1.5 When was this policy introduced? *year* _____

1.6 What prompted the introduction of the policy? _____

1.7 How were/are employees informed about the policy?

Please put a tick by all ways that were used.

1.71 sent to each employee individually

1.72 posted

1.73 included in employee orientation

1.74 included in the worksite newsletter

1.75 managers and line managers were instructed to communicate

the policy to their workers

1.76 other ways were used.

Please specify _____

1.8 Are there consequences or penalties for not complying with the smoking policy?

- no
- don't know
- yes

1.9 In the last year, have any employees been disciplined for failure to comply with the policy on smoking?

- no
- don't know
- yes

How many do you know of?

1.10 Does this worksite have a policy on alcohol consumption and / or working under the influence of alcohol?

- no
- don't know
- yes

Brief description of policy _____

Showed policy document

1.11 When was this policy introduced? year_____

1.12 What prompted the introduction of the policy? _____

1.13 How were/are employees informed about the policy?

Please put a tick by all ways that were used.

1.131 sent to each employee individually

1.132 posted

1.133 included in employee orientation

1.134 included in the worksite newsletter

1.135 managers and line managers were instructed to communicate

the policy to their workers

1.136 other ways were used.

Please specify _____

1.14 Are there consequences or penalties for not complying with the alcohol policy?

- no
- don't know
- yes

1.15 In the last year, have any employees been disciplined for failure to comply with the policy on alcohol?

- no
- don't know
- yes

How many do you know of?

1.16 Does this worksite have a policy on encouraging healthy eating for workers (eg. through canteen policies or guidelines for vendors)?

- no
- don't know
- yes

Brief description of policy _____

Showed policy document

1.17 When was this policy introduced? year_____

1.18 What prompted the introduction of the policy? _____

1.19 How were/are employees informed about the policy?

Please put a tick by all ways that were used.

1.191 sent to each employee individually

1.192 posted

1.193 included in employee orientation

1.194 included in the worksite newsletter

1.195 managers and line managers were instructed to communicate
the policy to their workers

1.196 other ways were used.

Please specify _____

1.20 Does this worksite have a policy on encouraging regular exercise for workers?

no

don't know

yes

Brief description of policy _____

Showed policy document

1.21 When was this policy introduced? *year*_____

1.22 What prompted the introduction of the policy? _____

1.23 How were/are employees informed about the policy?

Please put a tick by all ways that were used.

1.231 sent to each employee individually

1.232 posted

1.233 included in employee orientation

1.234 included in the worksite newsletter

1.235 managers and line managers were instructed to communicate
the policy to their workers

1.236 other ways were used.

Please specify _____

1.24 Are there any other policies or written procedures at this worksite which are relevant to promoting the health of workers? eg. pertaining to stress.

no

don't know

yes

Brief description of policy _____

Showed policy document

Occupational health and safety

2.1 Does your worksite have an OHS committee?

no

yes

2.2 How regularly does the OHS committee meet?

1-2 weeks

3-4 weeks

5-8 weeks

more than 8 weeks

don't know

2.3 The worksite has a set of goals and targets for OHS?

no

yes If yes, can you tell me what they are and can I see them?

Brief description of goals and targets _____

Showed goals and targets document

Worksite changes

3.1 In the last year, has there been any change of management staff at this worksite?

no Skip to 3.3

yes

3.2 Has this change produced a change in management support for health promotion?

an increase

no change

a decrease

3.3 In the last year, have work policies and/or practices at this worksite changed in a way that might have effected the health promotion program?

no

yes

Please explain _____

**CHECKLIST OF HEALTH PROMOTING ENVIRONMENTS AT WORKSITES (CHEW)
INTERVIEW**

4. Is there an onsite fitness centre?

yes

no Skip next question

5. Number of FTE employees working in the onsite fitness centre. Total no.= _____

6. Are lunchtime hours flexible?

7. Does this worksite have an Employee Assistance Program?

8. Does this worksite have a social club?

Incentives for physical activity participation

(For the following please tick if yes or present)

9. Time allocated to physical activity during work hours

10. Flexi time allowed to accommodate time for physical activity

11. Time allocated to health education during work hours

12. Discounts for community physical activity programs

13. The organisation pays for fitness centre memberships

14. The organisation pays for partial fitness centre memberships

15. The organisation sponsors employee sports teams

16. Incentives for cycling to work

17. Incentives for doing regular exercise

18. Incentives for walking at lunchtime

Organised onsite physical activities

(For the following please tick if yes or present in last 12 months)

**Weeks per
year**

**Classes per
week**

- 19. Aerobics
- 20. Dancing classes
- 21. Fitness classes
- 22. Relaxation classes
- 23. Running groups
- 24. Self-defence classes
- 25. Swimming training
- 26. Tai Chi classes
- 27. Team sports
- 28. Walking groups
- 29. Yoga

Other activities (please list):

- 30. _____
- 31. _____
- 32. _____

Organised onsite health promotion activities

(For the following please tick if yes or present in the last 12 months)

Quit smoking programs

- 33. Education seminars
- 34. Brochures
- 35. Videos
- 36. Individual counselling

Nutrition education

- 37. Education seminars
- 38. Brochures
- 39. Videos
- 40. Individual counselling
- 41. Weight control groups

Back care education

- 42. Education seminars
- 43. Brochures
- 44. Videos

Exercise education

- 45. Education seminars
- 46. Brochures
- 47. Videos
- 48. Individual exercise prescription

Stress management education

- 50. Education seminars
- 51. Brochures
- 52. Videos
- 53. Individual counselling

Other health education

- 54. Education seminars
- 55. Brochures
- 56. Videos
- 57. Individual counselling
- 58. Blood pressure testing
- 59. Cholesterol testing
- 60. Height/weight testing
- 61. Non-smoking offices

Alcohol education

- 62. Education seminars
- 63. Brochures
- 64. Videos
- 65. Individual counselling

66. Skin cancer education

67. Newsletters about health topics

68. Women's health education

69. Men's health education

Other activities please list:

- 70. _____
- 71. _____
- 72. _____

Organised activities during non-work time

(For the following please tick if yes or present in the last 12 months)

- 73. Football
- 74. Volleyball
- 75. Cricket
- 76. Canoeing
- 77. Skiing
- 78. Bushwalking
- 79. Surfing
- 80. Abseiling

Other activities please list:

- 81. _____
- 82. _____
- 83. _____