

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
Foundational Resources* reviewed 04.10.24	
CDC Worksite Health Score Card	https://www.cdc.gov/workplacehealthpromotion/initiatives/healthscorecard/pdf/CDC-Worksite-Health-ScoreCard-Manual-Updated-Jan-2019-FINAL-rev-508.pdf
The Community Guide	https://www.thecommunityguide.org/topics/worksite-health.html
Oklahoma State Department of Health’s Work@Health	https://oklahoma.gov/health/health-education/community-outreach/community-development-services/community-analysis-and-linkages/health-promotion/work-at-health.html
CDC Workplace Health Promotion	http://www.cdc.gov/workplacehealthpromotion/index.html
*Foundational resources apply to all criteria, and applicants should use these as guidance documents. Other resources are supplementary and may also be useful to applicants.	
1. Organizational Supports	
Leadership Commitment and Support	
Demonstrate organizational commitment and support of worksite health promotion at all levels of management (2)? <i>Check box if, for example, all levels of management participate in activities, communications are sent to employees from senior leaders, the worksite supports performance objectives related to healthy workforce, or program ownership is shared with all staff levels.</i>	Centers for Disease Control and Prevention (CDC): https://www.cdc.gov/workplacehealthpromotion/model/control-costs/index.html https://www.cdc.gov/workplacehealthpromotion/planning/leadership.html
Have a strategic plan that includes goals and measurable organizational objectives for the health promotion program (2)? <i>Check box if, for example, your organization identifies SMART (i.e., specific, measurable, achievable, realistic, time-bound) goals and objectives.</i>	CDC: https://www.cdc.gov/workplacehealthpromotion/planning/action-plan.html
Include references to improving or maintaining employee health in the business objectives or organizational mission statement (1)?	CDC: https://www.cdc.gov/workplacehealthpromotion/planning/structure.html
Have an annual budget or receive dedicated funding for health promotion programs (2)?	CDC: https://www.cdc.gov/workplacehealthpromotion/planning/resources.html

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
<p>Have an active and diverse health promotion committee (2)? <i>Check box if, for example, your health promotion committee is routinely engaged in planning and implementing programs, and includes workers from all levels of the organization, various departments, as well as representatives from special groups (e.g., remote workers, organized labor).</i></p>	<p>CDC: https://www.cdc.gov/workplacehealthpromotion/planning/structure.html</p>
<p>Have an employee whose job includes managing the worksite health promotion program either part time or full time (2)? <i>Check box if the staff member is located on or off site and has responsibility for health promotion as part of his or her job description or performance expectations.</i></p>	<p>CDC: https://www.cdc.gov/workplacehealthpromotion/planning/structure.html</p>
<p>Measurement and Evaluation</p>	
<p>Conduct an employee needs and interests assessment to help plan health promotion activities (1)?</p>	<p>The Community Guide: https://www.thecommunityguide.org/findings/worksite-assessment-health-risks-feedback-ahrf-change-employees-health-ahrf-plus-health</p> <p>CDC: Workplace Health Promotion – Assessment: http://www.cdc.gov/workplacehealthpromotion/model/employee-level-assessment/index.html</p>
<p>Conduct employee health risk appraisals/assessments (HRAs) through partners (e.g., county health departments), on-site staff, or health plans and provide individual feedback plus health education (3)?</p>	<p>CDC: Workplace Health Promotion: http://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/assessment-tools.html</p>
<p>Conduct ongoing evaluations of health promotion programs that use multiple data sources to inform decision-making(2)? <i>Check box if, for example, your organization collects data on employee health risks, medical claims, employee satisfaction, or organizational climate surveys.</i></p>	<p>CDC: https://www.cdc.gov/workplacehealthpromotion/model/evaluation/index.html</p>
<p>Strategic Communications</p>	
<p>Promote and market health promotion programs to employees (2)? <i>Check box if, for example your worksite’s health promotion program has a brand name or logo, uses multiple channels of communication, or sends frequent messages.</i></p>	<p>CDC: https://www.cdc.gov/workplacehealthpromotion/planning/communications.html</p>
<p>Use tailored health promotion communications to ensure that they are accessible and appealing to employees of different ages, genders, education levels, job categories, cultures, languages, or literacy levels (3)?</p>	<p>CDC: https://www.cdc.gov/workplacehealthpromotion/planning/communications.html</p>

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
Participation and Engagement	
Have a champion or network of champions who actively publicize health promotion programs.	CDC: https://www.cdc.gov/workplacehealthpromotion/planning/structure.html
Use and combine incentives with other strategies to increase participation in health promotion programs (2)?	CDC: https://www.cdc.gov/workplacehealthpromotion/planning/resources.html
Use individual or team competitions or challenges in combination with additional interventions to support employees making behavior changes (2)?	CDC: https://www.cdc.gov/workplacehealthpromotion/initiatives/resource-center/case-studies/engage-employees-health-wellness.html
Promote and support employee volunteerism (1)? <i>Check box if, for examples, your organization encourages participation in volunteer activities, and allows employees the flexibility to participate during typical work hours. This may include time organizing food drives or participating in corporate walks or community clean-up days.</i>	CDC: https://www.cdc.gov/workplacehealthpromotion/initiatives/resource-center/case-studies/engage-employees-health-wellness.html
Provide a working environment that features healthy building design principles (1)? <i>Check box if, for example, your workspaces have access to natural light, exposure to plants and nature, communal spaces, good ventilation and air quality, comfortable temperature, or no excessive noise.</i>	The National Institute for Occupational Safety and Health (NIOSH): https://www.cdc.gov/niosh/
Extend access to key components of the program to all workers, including hard to reach workers (e.g., telecommuters, contract workers, night shift workers, part-time workers (1)? <i>Check box if, for example, your organization offers alternative options for participating in programs or services, such as 24-hour gym access or virtual access to lectures.</i>	CDC: https://www.cdc.gov/workplacehealthpromotion/initiatives/resource-center/case-studies/engaging-remote-employees.html
Programs, Policies and Environmental Supports	
Provide an Employee Assistance Program (EAP) (2)? <i>Check box if, for example, employees have access to an EAP that offers services addressing financial health, depression, stress management, grief counseling, substance use, and other mental and emotional health issues.</i>	OPM.GOV: https://www.opm.gov/frequently-asked-questions/work-life-faq/employee-assistance-program-eap/what-is-an-employee-assistance-program-eap/
Implement educational programming to improve health care consumerism (1)? <i>Check box if, for example, your organization provides employees with written or interactive guidance on improving doctor-patient relationships, promoting patient-centered care, and appropriate use of medical resources.</i>	CDC: https://www.cdc.gov/workplacehealthpromotion/model/healthcare-cost-data/index.html

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
	US Department of Health and Human Services: https://health.gov/our-work/national-health-initiatives/health-literacy/consumer-health-content
Educate employees about preventive services and benefits covered by their health insurance plan on an ongoing basis, above and beyond what occurs during annual health insurance enrollment (1)? <i>Check box if, for example, you worksite communicates information about benefits such as smoking cessation medication and counseling, weight management tools, or flu vaccinations through emails or newsletters that are distributed across the calendar year.</i>	CDC: https://www.cdc.gov/workplacehealthpromotion/model/implementation/benefits.html
Provide and support flexible work scheduling policies (2)? <i>Check box if, for example, policies allow for flextime schedules and/or work at home.</i>	CDC: https://www.cdc.gov/workplacehealthpromotion/initiatives/resource-center/case-studies/engaging-remote-employees.html https://www.cdc.gov/workplacehealthpromotion/initiatives/resource-center/pdf/WHRC-employee-engagement-remote-employees-508-h.pdf
Provide work-life balance/life-skills programs (3)? <i>Check box if, for example, your worksite provides elder care, child care, referrals, tuition reimbursement, or other programs that are offered through vendors, on-site staff, or employee assistance programs.</i>	CDC: https://blogs.cdc.gov/niosh-science-blog/2022/03/11/work-flexibility/
Make some or all company-specific health promotion programs available to family members (1)?	CDC: https://www.cdc.gov/workplacehealthpromotion/initiatives/resource-center/case-studies/engage-employees-health-wellness.html
Paid time off (PTO) for days or hours due to illness of employees or dependents (full-time, non-exempt employees) (1). <i>[Note: non-exempt employees are those who are eligible to receive overtime pay if they work more than 40 hours in a week. Typically they are hourly workers.]</i>	NIH: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC9535467/
Coordinate programs for occupational health and safety with programs for health promotion and wellness (2)? <i>Check box if, for example, these departments have common strategies, routine data sharing, regular meetings across functions, or warm handoff referrals.</i>	CDC: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/occupational-safety.html

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion

Resource

2. Tobacco Control

Have a written policy banning all tobacco use at your worksite (3)?

Tobacco Free: Strategies for Promoting and Implementing a Smoke-Free Workplace
<https://www.tobaccofreeco.org/wp-content/uploads/2018/03/Strategies-for-Promoting-and-Implementing-a-Smoke-free-Workplace.pdf>

The Community Guide – Tobacco
<https://www.thecommunityguide.org/findings/tobacco-use-smoke-free-policies.html>

Sample Policy



Sample Worksites
Policy_2024.pdf

Have a written policy banning smoking at your worksite (2)?

The Community Guide – Tobacco
<https://www.thecommunityguide.org/findings/tobacco-use-smoke-free-policies.html>

Sample Policy



Sample Worksites
Policy_2024.pdf

Provide and promote programs such as the Oklahoma Tobacco Helpline or other tobacco cessation telephone quit line to equip employees with skills and motivation to quit using tobacco (3)?

TSET: <https://stopswithme.com/>

<https://okhelpline.com/>

OSDH:

<https://oklahoma.gov/health/health-education/chronic-disease-prevention/tobacco-prevention/breathe-easy.html>

Provide health insurance coverage with no or low out-of-pocket costs for prescription tobacco cessation medications including nicotine replacement (3)?



FDA:

<http://www.fda.gov/ForConsumers/ConsumerUpdates/ucm198176.htm>


2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
Provide health insurance coverage with no or low out-of-pocket costs for FDA-approved over-the-counter nicotine replacement products (2)?	<p>FDA: http://www.fda.gov/ForConsumers/ConsumerUpdates/ucm198176.htm</p> <p>NIH: http://www.nlm.nih.gov/medlineplus/ency/article/007438.htm</p>
Provide financial incentives for being a current nonuser of tobacco and for current tobacco users who are actively trying to quit tobacco by participating in a free or subsidized, evidence-based cessation program (3)?	See Foundational Resources
If alcohol, tobacco, and/or vapor products are sold by the company, these products do not constitute a primary revenue source (1)?	See Foundational Resources
Prohibit the sale of tobacco products on worksite premises (1).	


3. Nutrition

Have and promote a written nutrition policy or formal communication that makes healthier food and beverage choices available in cafeterias or snack bars (1)?	<p>CDC: https://www.cdc.gov/nutrition/healthy-food-environments/index.html#Worksites</p>
Have and promote a written policy or formal communication that makes healthier food and beverage choices available in vending machines (1)?	<p>Sample Wellness Policy:</p> <div style="text-align: center;">  Sample-Model-Workplace-Wellness-Pol </div> <p>CDC: https://www.cdc.gov/nutrition/healthy-food-environments/index.html#Worksites</p> <p>List of Healthy Vending products:</p> <div style="text-align: center;">  Vending products that meet IOM stand: </div>
Make most (more than 50%) of the food and beverage choices available at the worksite (in vending machines, cafeterias, snack bars, or other purchase points) be healthier food items (3)?	<p>CDC: https://www.cdc.gov/nutrition/healthy-food-environments/index.html#Worksites</p>

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
	<p>List of Healthy Vending Options</p>  <p>Vending products that meet IOM stand:</p>
Provide visible nutritional information (beyond standard food labels) on sodium, calories, trans fats, or saturated fats for foods and beverages available at the worksite (in vending machines, worksite cafeterias, snack bars, or other purchase points) (3)?	ChooseMyPlate.gov: http://www.choosemyplate.gov/
Identify healthier (or less healthy) food and beverage choices with signs or symbols (3)? Check box if, for example, your worksite puts a heart next to a healthy item or uses red-yellow-green color coding to indicate the healthfulness of items in vending machines, cafeterias, snack bars, or other purchase points.	See Foundational Resources
Subsidize or provide discounts on healthier foods and beverages choices available at the worksite (in vending machines, cafeterias, snack bars, or other purchase points) (3)?	See Foundational Resources
Have and promote a written policy or formal communication which makes healthier food and beverage choices available in break rooms, during meetings, conferences, or company sponsored events when food is served (1)? <i>Check box if, for example, the policy or formal communication makes vegetables, fruits, unsweetened beverages, whole grain items, trans-fat free and low-sodium snacks available during meetings.</i>	<p>Sample Wellness Policy:</p>  <p>Sample-Model-Workplace-Wellness-Pol</p> <p>CDC: https://www.cdc.gov/nutrition/healthy-food-environments/index.html#Worksites</p>
Provide employees with food preparation and storage facilities and a place to eat (1)? <i>Check box if your worksite provides a microwave oven, sink, refrigerator and a place for employees to eat other than at their workstations.</i>	See Foundational Resources
Offer or promote an on-site or nearby farmers' market where fresh fruits and vegetables are sold (1)? <i>This may include coordinating Community Supported Agriculture (CSA) or vendors/venues that are or are not operated by farmers.</i>	Oklahoma Department of Agriculture, Food and Forestry: http://oklahomaagritourism.com/activity/farmers-markets/

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
	ONIE: https://onieproject.org/farmers-markets/
Promote and provide access for increased water consumption (1) <i>Check box if, for example, your worksite uses promotional materials and provides easy access through water bottle filling stations, water fountains, break rooms, or vending machines.</i>	TSET: https://tset.mybrightsites.com/products?s%5Bf%5D%5Bc%5D%5B%5D=%2FFree+S+hape+Your+Future+Materials
Create a School Garden <i>for School Administration Businesses Only</i>	 School Garden Toolkit.pdf
Maternal Health and Lactation Support	
Have and promote a written policy or commitment on breastfeeding for employees (1)? <i>Check box if the policy is communicated at the time of hiring and/or at the time of maternity leave planning</i>	CDC: https://www.cdc.gov/workplacehealthpromotion/health-strategies/nutrition/interventions/policies.html OSDH: https://oklahoma.gov/health/health-education/children---family-health/breastfeeding/working-and-breastfeeding.html
Provide a private space (other than a restroom) that may be used by an employee to express breast milk (2)? <i>Check box if, for example, your worksite has a private space with an electrical outlet, comfortable chair, and sinks.</i>	CDC: https://www.cdc.gov/workplacehealthpromotion/health-strategies/nutrition/interventions/policies.html OSDH: https://oklahoma.gov/health/health-education/children---family-health/breastfeeding/working-and-breastfeeding.html
Provide access to a breast pump either through insurance or at the worksite (2)? <i>Check box if, for example, your worksite provides on-site access to a breast pump or offers insurance coverage that subsidizes the purchase of a pump for personal use.</i>	
Provide flexible paid or unpaid break times to allow mothers to pump breast milk (1)?	CDC: https://www.cdc.gov/workplacehealthpromotion/health-strategies/nutrition/interventions/policies.html

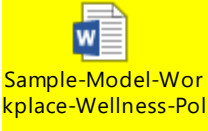
2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
<p>Provide and promote maternal health and breastfeeding support groups, educational classes or consultations (3)? <i>Check box if these sessions address breastfeeding as a single health topic or if breastfeeding is included with other health topics. These sessions can be provided in-person or online; onsite or offsite; in group or individual settings; through vendors, on-site staff, health insurance plans/programs, community groups, or other practitioners.</i></p> <p>Offer paid parental leave, separate from any accrued sick leave, annual leave, or vacation time (3)?</p> <p>Offer health insurance coverage with no or subsidized out-of-pocket costs for pre-and postnatal care (3)?</p>	<p>OK Chapter American Academy of Pediatrics: https://www.okaap.org/ok-bfh/</p> <p>OSDH: https://oklahoma.gov/health/health-education/children---family-health/breastfeeding/help-resources.html</p>
<p>Apply and receive recognition as an OK Breastfeeding Friendly Worksite (2) (OK Breastfeeding Friendly Worksite Application)</p>	<p>OSDH: https://oklahoma.gov/health/health-education/children---family-health/breastfeeding/working-and-breastfeeding.html</p>
4. Physical Activity	
<p>Provide an exercise facility on-site or subsidize or discount the cost of an offsite exercise facility (3)? <i>Check box if, for example, if equipment such as hand weights, bands, mat, and exercise videos are available.</i></p>	<p>CDC: https://www.cdc.gov/workplacehealthpromotion/health-strategies/physical-activity/interventions/environmental-support.html</p>
<p>Subsidize or discount the cost of an on or offsite exercise facilities (1)?</p> <p>Provide or promote other environmental supports for recreation or physical activity (3)? <i>Check box if, for example, your worksite provides trails or a track for walking/jogging, maps of suitable walking routes, bicycle racks, a basketball court, treadmill workstations, sit-stand workstations, lockers, a shower, or changing facility.</i></p>	<p>CDC: http://www.cdc.gov/workplacehealthpromotion/health-strategies/physical-activity/interventions/index.html</p> <p>https://www.cdc.gov/workplacehealthpromotion/initiatives/resource-center/pdf/Workplace-Physical-Activity-Break-Guide-508.pdf</p> <p>https://www.cdc.gov/workplacehealthpromotion/tools-resources/walking-campaign-tools/index.html</p> <p>OSDH Walk with Ease: https://oklahoma.gov/health/health-education/community-outreach/community-development-</p>

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
	<p>services/community-analysis-and-linkages/health-promotion/arthritis-program/walk-with-ease.html</p> <p>OSDH Tai Chi: https://oklahoma.gov/health/health-education/community-outreach/community-development-services/community-analysis-and-linkages/health-promotion/arthritis-program/tai-chi--moving-for-better-balance.html</p>
Encourage stair use by posting signs and make stairwells more inviting to use (3)? <i>Check box if, for example, signs encouraging stair use are posted at elevators, stairwells, and other key locations; enhancements such as artwork or music are available; and stairwells are kept clean and well-lit.</i>	<p>CDC Motivational Signage: https://www.cdc.gov/physical-activity/php/stairwell-prompts/signs.html</p> <p>https://www.cdc.gov/workplacehealthpromotion/health-strategies/physical-activity/interventions/environmental-support.html</p> <p>Eat Smart Move More North Carolina: https://www.eatsmartmovemorenc.com/resource/stairwell-guide/</p>
Provide and promote organized individual or group physical activity programs for employees (other than the use of an exercise facility) (3)?	<p>CDC: http://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/physical-activity.html</p> <p>County Health Departments: https://oklahoma.gov/health/locations/county-map.html</p>
Promote the use of activity trackers to support physical activity.	
Encourage active transportation to and from work.	<p>ACOG: https://www.acog.org/bicycle-education/</p> <p>ODOT: https://www.okatp.org/</p> <p>CDC: https://www.cdc.gov/transportation/active-transportation.html</p>
Institute a movement-friendly dress code.	

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
<p>Have a written and enforced physical activity policy that includes, at minimum, all of the following (3):</p> <ul style="list-style-type: none"> ▪ Provides employees with up to 30 minutes of physical activity break time in addition to regularly scheduled meal breaks per workday ▪ Provides flexible work arrangement to accommodate paid physical activity breaks ▪ Incorporates at least a 10-minute physical activity break into meetings, etc. lasting one hour or longer ▪ Encourages employees to have walking meetings ▪ Provides safe and secure bicycle parking for employees 	<p>Sample Wellness Policy:</p> <div style="text-align: center;">  <p>Sample-Model-Workplace-Wellness-Pol</p> </div>

5. Stress Management

Provide dedicated space (not a bathroom) that is quiet, where employees can engage in relaxation activities, such as deep breathing exercises (1).	CDC: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/stress.html
Sponsor or organize social activities designed to improve engagement with others, and provide opportunities for interaction and social support (1)?	See Foundational Resources
Offer onsite behavioral health program such as stress management, work/life balance or depression (2)?	CDC: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/stress.html
Provide training for managers that improve their ability to recognize and reduce workplace stress-related issues (3)?	See Foundational Resources
Provide opportunities for employee participation in organizational decisions regarding workplace issues that affect job stress (3)?	CDC: https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/stress.html
Encourage employees to minimize/limit email use outside of work hours.	See Foundational Resources
Develop partnerships to address urgent student needs to reduce stress on school staff – <i>School Administration Only</i>	

6. Mental Health

<https://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/mental-health/index.html>

Suicide and Depression

Offer Mental health trainings for all staff (3)

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
<ul style="list-style-type: none"> • Suicide prevention training: <ul style="list-style-type: none"> ○ Are You OK? ○ Living Works Start • “Working Minds” training, with priority given to managers and supervisors. • Provide training for supervisors on how to recognize signs and symptoms of substance abuse (including prescription drug abuse) and depression and intervention/workplace support skills (i.e. Mental Health First Aid)? 	<p>OK Dept. of Mental Health & Substance Abuse Services: https://oklahoma.gov/odmhsas/prevention/business.html</p> <p>Mental Health First Aid: http://www.mentalhealthfirstaid.org/cs/ https://www.mhfa-ok.org/</p>
Provide a copy of ‘A Manager’s Guide to Suicide Postvention’ onsite (1)?	Suicide Prevention Resource Center: https://theactionalliance.org/resource/managers-guide-suicide-postvention-workplace-10-action-steps-dealing-aftermath-suicide
Provide free or subsidized clinical assessment for depression by a provider followed-by directed feedback and clinical referral when appropriate (3)? <i>Check box if these services are provided directly through your organization or tele-health or indirectly through a health insurance plan.</i>	
Provide access to a self-administered depression screening tool that provides a feedback report with recommendations for clinical action as needed (2)? <i>Check box is, for example, these services are provided through a health risk assessment (HRA), health insurance plan, or employee assistance program (EAP).</i>	SBIRT: Screening, Brief, Intervention and Referral to Treatment: https://www.samhsa.gov/sbirt
Provide training for managers that improve their ability to recognize depression and refer employees to company/community resources for managing depression (2)? <i>Check box if, for examples, your worksite provides managers with training on how to recognize depression, productivity or safety issues, and company or community resources for managing depression.</i>	OK Dept. of Mental Health & Substance Abuse Services: https://oklahoma.gov/odmhsas/prevention/business.html
Provide health insurance coverage with free or subsidized out-of-pocket costs for depression medications (3)?	
Have harassment, discrimination and stigma policies in place and demonstrated enforcement (3)?	Human Rights Campaign: http://www.hrc.org/resources/entry/Workplace-Discrimination-Policies-Laws-and-Legislation
Alcohol and other Substance Use	
Have and promote a written policy banning alcohol and other substance use at the worksite (1)? <i>Check box if, for example, your worksite has a written policy that bans</i>	

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
<i>alcohol and other substance use (including opioids) at the worksite or while operating a motor vehicle, requires universal drug testing (in appropriate safety-sensitive industries) or indicates options offered for assistance and referral to behavioral health services. This policy can be communicated to employees regularly through emails, newsletters, or signage in public places.</i>	
Provide access to alcohol and other substance use screening followed by brief intervention and referral for treatment when appropriate (3)? <i>Check box if, for example, these services are provided through a health risk assessment (HRA), health insurance plan, and/or employee assistance program (EAP).</i>	SBIRT: Screening, Brief, Intervention and Referral to Treatment: https://www.samhsa.gov/sbirt
Discourage or limit access to alcohol or use of company funds for alcohol at work-sponsored events (1)? <i>Check box if, for example, your worksite limits (e.g., through tickets) the consumption of alcohol at on and off site meetings and events.</i>	
Promote area pharmaceutical take back locations and/or promote pharmaceutical take back events in your community (1)	DEA: https://enet.obn.ok.gov/TakeBack/default.aspx ODMHSAS: https://okimready.org/vending-machines-and-safe-drop-off-locations/
Provide health insurance coverage with no or low out-of-pocket costs for Substance use disorder prevention and treatment (1)	
Require Responsible Beverage Sales and Service training (if your business sells or serves alcohol, including at special events) (3)?	ODMHSAS: https://oklahoma.gov/odmhsas/learning-and-education/training-institute/rbss.html
7. Chronic Disease Prevention & Management	
Offer free or subsidized cancer screenings on-site or via referral (2)? Check box if, for example, your worksite offered cancer screenings (e.g., stool test kits, mobile mammography vans, or skin cancer screenings) as part of a health campaign or as part of routine care at an on-site clinic.	CDC: https://www.cdc.gov/cancer/prevention/index.html OK State Department of Health: https://oklahoma.gov/health/services/cancer-screening.html
Monitor and take action to reduce employee exposure to known carcinogens within the workplace (1)?	
Have and promote a written policy that includes measures to	

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
reduce sun exposure for outdoor workers (1)?	
Provide employees working outdoors with supports for sun protection, such as shade, hats, or sunscreen (1)?	
Provide free or subsidized blood pressure screening (beyond self-report) onsite or through partners (e.g. county health departments) (3)?	<p>CDC Workplace Health Promotion http://www.cdc.gov/workplacehealthpromotion/health-strategies/blood-pressure/index.html</p> <p>County Health Departments: https://oklahoma.gov/health/locations/countymap.html</p>
Make blood pressure monitoring devices available with instructions for employees to conduct their own self assessments (3)?	
Provide free or subsidized cholesterol screening (beyond self-report) onsite or through partners (e.g. county health departments) (3)?	<p>CDC Workplace Health Promotion http://www.cdc.gov/workplacehealthpromotion/tools-resources/workplace-health/cholesterol.html</p> <p>County Health Departments: https://oklahoma.gov/health/locations/countymap.html</p>
Provide free or subsidized pre-diabetes and diabetes risk factor assessment (beyond self-report) onsite or through partners (e.g. county health departments) (3)?	<p>CDC: https://www.cdc.gov/workplacehealthpromotion/health-strategies/diabetes/index.html</p> <p>OSDH: https://oklahoma.gov/health/health-education/chronic-disease-prevention/diabetes.html</p>
Provide free or subsidized self-management programs for diabetes control (3)?	<p>County Health Departments: https://oklahoma.gov/health/locations/countymap.html</p> <p>OSDH: https://oklahoma.gov/health/health-education/chronic-disease-prevention/diabetes.html</p>
Provide reimbursement for employees to participate in the National Diabetes Prevention Program.	<p>CDC National Diabetes Prevention Program: https://www.cdc.gov/diabetes-prevention/index.html</p>

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
Provide free or subsidized body composition measurement, such as height and weight, Body Mass Index (BMI) scores, or other body fat assessments (beyond self-report) onsite or through partners (e.g. county health departments) (2)?	<p>CDC BMI Resources: http://www.cdc.gov/healthyweight/assessing/bmi/</p> <p>County Health Departments: https://oklahoma.gov/health/locations/countymap.html</p>
Provide one-on-one or group lifestyle coaching/counseling or self-management programs that equip employees with skills and motivation to set and meet goals for (5):	<p>CDC: https://www.cdc.gov/workplacehealthpromotion/health-strategies/index.html</p>
Provide health insurance coverage with no or low out-of-pocket costs for (2):	<p>CDC: https://www.cdc.gov/workplacehealthpromotion/health-strategies/index.html</p>

8. Occupational Health & Safety

Have and promote a written policy or commitment on injury prevention and occupational health and safety (2)?	<p>The National Institute for Occupational Safety and Health: http://www.cdc.gov/niosh/</p>
Encourage employees to report uncomfortable, unsafe, or hazardous working conditions to a supervisor, occupational health and safety professional or through another reporting channel (2)?	<p>The National Institute for Occupational Safety and Health: http://www.cdc.gov/niosh/</p>
Provide opportunities for employee input on hazards and solutions, and implement these solutions when appropriate (3)?	<p>The National Institute for Occupational Safety and Health: http://www.cdc.gov/niosh/</p>
Carefully investigate the primary cause of any reported work-related illnesses or injuries and take specific actions to prevent similar events in the future (3)?	<p>The National Institute for Occupational Safety and Health: http://www.cdc.gov/niosh/</p>
Proactively support employees returning to work after illness of injury (1)?	<p>CDC: National Institute for Occupational Safety and Health http://www.cdc.gov/niosh/</p>
Have an emergency response plan that addresses acute heart attack and stroke events (1)?	<p>OSHA Best Practices Guide: Fundamentals of a Workplace First-Aid Program https://www.osha.gov/medical-first-aid</p> <p>https://www.osha.gov/Publications/OSHA3317first-aid.pdf</p>
Have an emergency response team to respond to acute heart attack and stroke events (2)?	<p>OSHA Best Practices Guide: Fundamentals of a Workplace First-Aid Program https://www.osha.gov/medical-first-aid</p>

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
	https://www.osha.gov/Publications/OSHA3317first-aid.pdf
Offer access to a nationally-recognized training course on Cardiopulmonary Resuscitation (CPR) that includes training on Automated External Defibrillator (AED) usage (3)?	<p>OSHA Best Practices Guide: Fundamentals of a Workplace First-Aid Program https://www.osha.gov/medical-first-aid</p> <p>https://www.osha.gov/Publications/OSHA3317first-aid.pdf</p>
Have and promote a policy or commitment that requires an adequate number of employees per floor, work unit, or shift, in accordance with pertinent state and federal laws, to be certified in CPR/AED (2)?	<p>OSHA Best Practices Guide: Fundamentals of a Workplace First-Aid Program https://www.osha.gov/medical-first-aid</p> <p>https://www.osha.gov/Publications/OSHA3317first-aid.pdf</p>
Have one or more functioning AEDs in place (3)?	<p>American Red Cross: http://www.redcross.org/prepare/location/workplace/easy-as-aed</p> <p>AED Grant: https://www.aedgrant.com/</p>
Have an adequate number of AED units such that a person can be reached within 3-5 minutes of collapse (2)?	OSHA: https://www.osha.gov/aed
Identify the location of AEDs with posters, signs, markers, or other forms of communication other than on the AED itself (1)?	OSHA: https://www.osha.gov/aed
Perform routine maintenance or testing on all AEDs (1)?	<p>OSHA Best Practices Guide: Fundamentals of a Workplace First-Aid Program https://www.osha.gov/aed</p> <p>https://www.osha.gov/Publications/OSHA3317first-aid.pdf</p>
Make adjustments or provide resources where necessary to reduce the risk of eye injury or vision impairment (2)?	https://www.osha.gov/eye-face-protection
Have a process in place for measuring and, if necessary, improving worksite air quality (2)?	https://www.osha.gov/indoor-air-quality
Have and promote a written policy related to the design of work schedules that aims to reduce employee fatigue (2)?	https://www.cdc.gov/niosh/newsroom/feature/reduce-fatigue.html
Provide access to a self-administered sleep screening tool that provides a feedback report with recommendations for clinical action, as needed (2)?	

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
Provide training for managers to improve their understanding of the safety and health risks associated with poor sleep and their skills for organizing work to reduce the risk of employee fatigue (1)?	https://www.cdc.gov/niosh/centers/fatigue.html
Offer solutions to discourage distracted or drowsy driving (1)?	https://www.osha.gov/sites/default/files/publications/OSHA3416.pdf
Have and promote a written policy that requires regular evaluation of the design of work spaces and job requirements (1)?	
Conduct ergonomic assessments of work space design and equipment when problems are identified, or anticipated, to reduce the risk of musculoskeletal disorders (1)?	https://www.osha.gov/ergonomics
Make organizational changes to job design, when appropriate, to reduce the risk of musculoskeletal disorders (2)?	https://www.osha.gov/ergonomics
Provide health insurance that includes appropriate access to therapies and treatment for musculoskeletal disorders (2)?	
9. Health Promotion	
Provide health insurance coverage with free or subsidized influenza (flu) vaccinations (3)?	
Provide free or subsidized influenza (flu) vaccinations at your worksite (3)?	
Provide health insurance coverage with free or subsidized vaccinations for illnesses other than influenza (flu) (3)?	
Provide free or subsidized vaccinations at your worksite for illnesses other than influenza (flu) (2)?	
Promote good hand hygiene in the worksite (1)?	
Actively promote Certified Healthy Organization participation in your community (1)?	
Apply and receive recognition as a Dementia Friendly Oklahoma partner	OSDH: https://oklahoma.gov/health/dfo.html
Provide and promote interactive educational programming on one or more of the following (5): 1. Tobacco cessation 2. Nutrition 3. Physical activity 4. Weight management 5. High blood pressure 6. High cholesterol 7. Preventing and controlling diabetes 8. Cancer prevention 9. Substance use prevention	

2024 CERTIFIED HEALTHY BUSINESS PROGRAM RESOURCE GUIDE

Criterion	Resource
10. Signs, symptoms, and emergency response to heart attack 11. Signs, symptoms, and emergency response to stroke 12. Sleep habits and treatment of common sleep disorders Certified Healthy Business Application 2023 15 13. Musculoskeletal disorders 14. How to avoid accidents or injury on the job 15. Stress Management 16. Preventing, detecting, and treating depression 17. Influenza and other vaccinations 18. Brain Health and Cognitive Aging	
Provide educational materials that addresses one or more of the following(5): o Healthy eating o Physical activity o Weight management overweight/obesity o Controlling high blood pressure o Controlling high cholesterol o Prediabetes and diabetes o Health and safety o Signs, symptoms, and emergency response to heart attack o Signs, symptoms, and emergency response to stroke o Stress management o Preventing, detecting, and treating depression o The risks of alcohol and other substance use and guide them to receive help o Skin, breast, cervical, lung or colorectal cancer prevention o Sleep habits and treatment of common sleep disorders o Musculoskeletal disorders o Influenza and other vaccinations o Brain Health and Cognitive Aging o Caregivers' support/consultation services for understanding Alzheimer's and caregivers	https://oklahoma.gov/health.html https://shapeyourfutureok.com/?gad_source=1&gclid=EAlaIqobChMI1qyO-fPThgMVmnR_AB0x8gLTEAAYASAAEgLct_D_BwE https://oklahoma.gov/odmhsas.html https://www.heart.org/en/healthy-living

The following entities can be contacted for additional assistance regarding any of the criteria:

- Community Analysis and Linkages - Community Development Services, OK State Dept. of Health. <https://app.smartsheet.com/b/form/ee8e298e2a6d4614b27f1586c67e11a6>
- County Health Department Health Educators – <https://oklahoma.gov/health/locations/countymap.html>
- Tobacco Settlement Endowment Trust Healthy Living Grantees – <https://oklahoma.gov/tset/tset-programs/healthy-lifestyle-grants.html>