Hawaii Government Agency
Worksite Wellness Plan
2010
Table of Contents

Introduction ........................................................................................................ 1
What is worksite wellness? ............................................................................. 1
Why do we need worksite wellness? .............................................................. 1
What can wellness programs do for employees? ........................................ 2
Mission ............................................................................................................. 2
Planning Process ............................................................................................. 2
Purpose ........................................................................................................... 3
Evaluation and Data ....................................................................................... 3
Objectives, Strategies, and Recommended Activities .................................. 4
  Objective 1: Establish a Government Agency Worksite Wellness Task Force to take the lead in advocating for worksite wellness in government agencies ......................................................... 4
  Objective 2: Increase environmental supports for physical activity, healthful nutrition, tobacco cessation, and mental well-being in government agencies .......................................................... 4
  Objective 3: Increase programs for physical activity and healthful nutrition, tobacco cessation, mental well-being, and disease management in government agencies ........................................ 5
  Objective 4: Increase the percentage of Hawaii government employees who have knowledge of their wellness benefits and worksite wellness opportunities .................................................................................. 7
  Objective 5: Increase worksite wellness in government agencies as a policy priority ........................................................................................................... 7
  Objective 6: Expand the quantity and quality of data collected and analyzed on the health of government employees ........................................................................................................... 8

Contributors to the Worksite Wellness Plan .................................................. 9
Introduction

The *Hawaii Government Agency Worksite Wellness Plan* was developed by the Hawaii Government Agency Worksite Wellness Task Force, which includes stakeholders from State and County agencies, insurance providers, unions, and the Employer-Union Benefits Trust Fund (EUTF).

By working together, we have a great opportunity to create worksites that support healthy lifestyles and reduce the health and economic burdens of chronic illness for the government employees of Hawaii, representing the largest workforce in the state. We look forward to the active involvement of stakeholders, policy makers, government agencies, and government employees to ensure the implementation of systems, policy and environmental changes that will improve the lives of our government employees.

A recent survey conducted by the Department of Health, Healthy Hawaii Initiative (DOH HHI) found that Hawaii government agencies have few worksite wellness programs, environmental supports, and policies in place. Although there are few wellness activities in government agencies, the survey showed ample stakeholder buy-in for implementing wellness programs.

What is worksite wellness?

Worksite Wellness is an organized program in the worksite that is intended to assist employees and their family members (and, or retirees) in making voluntary behavior changes which reduce their health and injury risks, improve their health consumer skills and enhance their individual productivity and well-being.

Why do we need worksite wellness?

- Hawaii government employees consist of over 50,000 employees in the state.
- More and more adults are becoming obese from poor eating habits and physical inactivity. In 2009, 22.9 percent of adults in Hawaii were obese.
- Heart disease, stroke, cancer, and diabetes are all linked by common risk factors associated with poor eating habits, physical inactivity and tobacco use.
- Chronic health conditions, such as asthma, affect absenteeism, productivity and costs of health insurance benefits.
- Over the next 30 years, Hawaii’s state and county governments will need to come up with as much as 11.1 billion dollars to pay for the retiree healthcare benefits. These costs could be decreased through implementation of comprehensive worksite wellness programs.
What can wellness programs do for employees?

- Improve morale
- Reduce absenteeism due to sudden illness or chronic health issues
- Decrease presenteeism (i.e., lost productivity that occurs when employees come to work, but perform below par because of illness)
- Improve job satisfaction
- Improve overall fitness and mental alertness
- Live healthier, longer lives

Mission

The Government Agency Worksite Wellness Task Force mission is to improve the health and wellness of government employees.

Planning Process

The planning of this document began with the creation of a Government Agency Worksite Wellness Task Force. The task force consists of nearly every state agency, county representatives, Hawaii Government Employee Association (HGEA), Hawaii Medical Service Association (HMSA), United Public Workers (UPW), HMA, Hawaii State Teachers Association (HSTA), Kaiser Permanente, EUTF, and Aon. Government agency representatives, unions, and insurance providers collaborated to develop recommendations that are feasible for government agencies and that will lead us towards a comprehensive worksite wellness program for government employees. Members of the Task Force provided insight into the diverse environments and experiences of the work force. The plan developed attempts to benefit all employees through a holistic long-term approach to employee health.

Walk-n-talks are a healthy alternative to sitting meetings.
Purpose

The Hawaii Government Agency Worksite Wellness Plan describes strategies to create healthy work environments, programs, and policies in Hawaii government agencies. The long-term goal of the plan is to reduce overweight, obesity and chronic disease among all Hawaii government employees.

Its purpose is to provide a framework for Hawaii Government Agencies, the Hawaii Government Agency Worksite Wellness Task Force, policy makers, and others to educate and work towards changes to the worksite that will allow our employees to embrace lifestyles where daily physical activity, healthy eating, tobacco cessation, mental well-being, disease management, and health maintenance are integral.

Evaluation and Data

Evaluation is an essential component of any planning process because it ensures that programs are accomplishing their goals and objectives. DOH HHI will work with stakeholders to establish a core set of indicators that will be used to evaluate the success of the Government Agency Worksite Wellness Task Force in reaching its goals and objectives outlined in the plan. DOH HHI will also work in partnership with stakeholders to collect and analyze the data, and provide progress reports aligned with the plan.

Employees in the downtown Honolulu business district do some stretches at a Walk at Lunch event at Tamarind Park
Objectives, Strategies, and Recommended Activities

**Objective 1: Establish a Government Agency Worksite Wellness Task Force to take the lead in advocating for worksite wellness in government agencies**

**Strategy:** Advocate for, develop and implement pilot recommendations to improve the health and wellness of government employees

**Recommended Activities:**
- Create a Government Agency Worksite Wellness Plan
- Create a consistent communications strategy around wellness
- Work on implementing recommendations from the Government Agency Worksite Wellness Plan
- Relay information back to agencies, departments, and directors

**Objective 2: Increase environmental supports for physical activity, healthful nutrition, tobacco cessation, and mental well-being in government agencies**

**Strategy:** Develop opportunities for physical activity, nutrition, tobacco cessation, and mental well-being in the workplace through environmental supports

**Recommended Activities:**

**Physical Activity**
- Create designated spaces within government buildings for physical activity
- Promote use of stairwells through signage, access, and appearance. Create “StairWELLS”
- Develop and pilot bike share programs
Nutrition

‣ Increase the number of healthy choices through vending machines and vendors
‣ Increase the number of government agencies utilizing “Meeting Well” strategies (i.e., offering healthy food choices at meetings)
‣ Create spaces for breastfeeding in workplaces

Tobacco Cessation

‣ Identify a designated smoking area at least 20 feet away from the facility and provide a receptacle for disposal of waste
‣ Create appropriate signage to support cessation services (Hawaii Tobacco Quitline and community cessation services)

Mental Well-Being

‣ Provide a quiet room or stress reduction room at the worksite

Objective 3: Increase programs for physical activity and healthful nutrition, tobacco cessation, mental well-being, and disease management in government agencies

Strategy: Develop opportunities for physical activity, nutrition, tobacco cessation, mental well-being, and disease management through programmatic offerings

Recommended Activities:

General

‣ Offer incentives to employees to encourage participation in wellness programs
‣ Work with insurance providers and not-for-profit groups to promote programs already available to employees
‣ Develop online wellness education with assessments
‣ Establish a health related employee and, or worksite recognition program

State employees recognized for embracing healthy lifestyles

StairWell to Health in the State Department of Health Kinau Hale
Physical Activity & Nutrition
- Establish exercise groups with incentives
- Encourage physical activity breaks for employees throughout the work day
- Provide discounts on gym memberships and sporting goods to government employees
- Partner with the University system and other organizations to provide programming for government employees
- Develop and launch physical activity and nutrition challenges within and between agencies
- Promote lunch time walks and trails
- Establish special interest groups and sports clubs

Tobacco Cessation
- Provide information to employees about state insurance coverage for cessation services, nicotine replacement therapy (NRT), and insurance coverage
- Develop positive reinforcement, rewards, and contests (e.g., gift certificates, financial incentives, adopt a smoker/employee for the day during the ACS Great American Smokeout)
- Provide time or time sharing for smokers trying to quit to call the quitline or to attend community cessation classes

Mental Well-Being
- Provide an Employee Assistance Program (EAP)
- Provide stress reduction and management training to managers and supervisors

Disease Management
- Support participation in self management programs
- Promote influenza vaccinations
- Promote treatment goals for the ABCs of Diabetes
  - A1C (Hemoglobin A1C)
  - Blood Pressure
  - Cholesterol

Annual influenza vaccinations can help to prevent the spread of influenza in the workplace.
Objective 4: Increase the percentage of Hawaii government employees who have knowledge of their wellness benefits and worksite wellness opportunities

Strategy: Develop a standardized communication strategy to relay wellness information to government employees

Recommended Activities:
- Work with departmental representatives and Worksite Wellness Task Force Members to identify and finalize standard methods of communication
- Develop a timeline for messages
- Send clear, consistent messages across all agencies
- Develop an annual Health Risk Assessment (HRA) Communications Campaign

Objective 5: Increase worksite wellness in government agencies as a policy priority

Strategy 1: Create a system for participation in worksite wellness programming to be a part of the health plan and obtain legislative support

Recommended Activities:
- Attach incentives to participation in worksite wellness programming
- Educate employees on the cost of healthcare
- Obtain a bill, resolution, or proclamation to encourage participation in worksite wellness
Strategy 2: Pass additional legislation to support wellness programming

Recommended Activities:
- Develop and pass worksite wellness liability policy
- Develop and pass additional legislation to support activities in the *Hawaii Government Agency Worksite Wellness Plan*

**Objective 6: Expand the quantity and quality of data collected and analyzed on the health of government employees**

**Strategy:** Collect and analyze data, and provide reports aligned with the worksite wellness plan and activities.

**Recommended Activities:**
- Identify data sources/owners including claims data, health risk assessment data, workers’ compensation, absenteeism, demographic characteristics, worksite environment, health related workshops and trainings
- Identify mechanism to gain access to data
- Write proposals for each data source to gain access
- Negotiate data access
- Collect and analyze data, and produce reports
- Write and execute a dissemination plan
- Identify potential funding sources to carry out the data analysis
- Conduct a workforce survey
- Create an evaluation plan

*First Government Agency Worksite Wellness Informational Meeting*
Contributors to the Worksite Wellness Plan

Mahalo to the following individuals who offered valuable input, advice and expertise to create this multi-agency worksite wellness plan.

Cassandra Adachi
Hawaii State Department of Human Resources Development

Valerie Ah Cook
Hawaii State Department of Health

Merlene Akau
Hawaii State Department of Education

Nalani Aki
Hawaii State Department of Health

Barbara Annis
Hawaii State Department of Budget and Finance

Andrea Armitage
Hawaii State Department of the Attorney General

Miki Arume
Kaiser Permanente

Dianne Berndt
United Public Workers

Robert Canfield
City and County of Honolulu

Lehua Choy
University of Hawaii, Office of Public Health Studies

Lily Chu
Hawaii State Department of Human Resources Development

Doug Crowell
University of Hawaii, Kapiolani Community College

Chasity Dezzani
Hawaii State Department of Education

Karl Espaldon
Hawaii Office of the Lieutenant Governor

Suzanne Fields
Kaiser Permanente

Ron Fujimoto
Hawaii Medical Service Association

Chiyome Leinaala Fukino
Hawaii State Department of Health

Mark Fukuhara
AON Consulting

Debra Gonzales
Hawaii State Department of Human Services

Linda Green
Hawaii State Department of Health

Heidi Hansen-Smith
Hawaii State Department of Health

Brenna Hashimoto
University of Hawaii

Kathy Hashizume
Hawaii State Department of Business, Economic Development and Tourism

Robert Hirokawa
Hawaii State Department of Health

Rita Hoopii-Hall
Hawaii State Department of Health

Shariann Ikeda
Hawaii Government Employees Association

Michele Ikezawa
Hawaii Office of the Attorney General

Claire Ikehara
Hawaii State Public Library System

Caryn Ireland
Integrated Services Incorporated
Lola Irvin  
*Hawaii State Department of Health*

Lana Isono  
*Hawaii State Department of Agriculture*

Sharon Iwamura  
*Hawaii State Department of Taxation*

Kara Iwasaki  
*City and County of Honolulu*

Chris Jay  
*Hawaii State Department of Health*

Laurie Jayne  
*Hawaii State Department of Taxation*

Charmaine Kamaka  
*County of Hawaii*

Craig Kawaguchi  
*County of Hawaii*

Gregg Kishaba  
*Hawaii State Department of Health*

Lloyd Kishi  
*Integrated Services Incorporated*

Tracy Kiyabu  
*Hawaii State Department of Human Resources Development*

Carolee Kubo  
*Hawaii Government Employees Association*

Michele Kurihara  
*Hawaii Government Employees Association*

Joy Kuwabara  
*Hawaii Government Employees Association*

Stan Lagapa  
*Hawaii State Department of Health*

J. Holly Leong  
*Hawaii State Department of Land and Natural Resources*

Bessie T. Limpe  
*Hawaii State Department of Commerce and Consumer Affairs*

Julian Lipsher  
*Hawaii State Department of Health*

Jay Maddock  
*University of Hawaii*

Marisa Mamizuka  
*AON Consulting*

Darcie Mayeshiro  
*Hawaii State Department of Taxation*

Grace Moore  
*Hawaii Employer Union Health Benefits Trust Fund*

Wesley Mun  
*Hawaii State Department of Public Safety*

Susan Muramoto  
*Hawaii State Department of Transportation*

Renee Nagahisa  
*Hawaii State Department of Labor and Industrial Relations*

Keith Nakanishi  
*Hawaii State Department of Education*

Harris Nakamoto  
*HMA Inc.*

Sharon Nakamura  
*Hawaii State Department of Accounting and General Services*

Lorraine Nakasone  
*AON Consulting*

Kristine Nishimura  
*Hawaii Medical Service Association*

Darren Nakao  
*Integrated Services Incorporated*

Tamah-lani Noh  
*Hawaii State Department of Defense*

Valerie Pacheco  
*Hawaii State Department of Human Resources Development*

Amy Patz Yamashiro  
*University of Hawaii*
Vickie Ramirez  
University of Hawaii

Sandra Tanaka  
Hawaii State Department of Budget and Finance

Dave Randall  
Hawaii State Department of Education

Wayne Tanaka  
Hawaii State Public Library System

Elizabeth Ratliff  
University of Hawaii, Windward Community College

Kendir Teho  
Integrated Services Incorporated

Katherine Richards  
Hawaii State Department of Health

Lyle Tengan  
Hawaii State Department of Business, Economic Development and Tourism

Lauren Rodier  
City and County of Honolulu

Danette Wong Tomiyasu  
Hawaii State Department of Health

Jennifer Ryan  
Hawaii State Department of Health

Valerie Trechter  
Kaiser Permanente

Wendy Shimada  
Hawaii State Department of the Attorney General

Lori Tshukako  
County of Maui

Mary-Jean Shiroma  
Integrated Services Incorporated

Cristina Vocalan  
Hawaii State Department of Health

Alice Malepeai Silbanuz  
Hawaii State Department of Health

Lenora Wee  
Hawaii State Department of Budget and Finance

Jerry Spencer  
Honolulu Fire Department

Jim Williams  
Hawaii Employer Union Health Benefits Trust Fund

Michele Stanley  
Hawaii State Department of the Attorney General

Nicole Wong  
Hawaii Employer Union Health Benefits Trust Fund

Cynthia Stuhlmiller  
Hawaii State Department of Human Services

Jonathan Wong  
University of Hawaii

Eleanor Suma  
Hawaii State Department of Human Services

Tony Yamada  
HMA Inc.

Janice Sunouchi  
University of Hawaii

Eleanor Young  
Hawaii State Department of Transportation

Dwight Takeno  
Hawaii State Teachers Association

Wanda Zablan  
Hawaii State Department of Hawaiian Home Lands

Rod Tam  
Hawaii Medical Service Association

Joni Tamayo-Wilson  
AON Consulting

Cathy Tanaka  
Hawaii State Department of Health
For more worksite wellness resources visit the Hawaii State Department of Health Healthy Hawaii Initiative website at

www.healthyhawaii.com

Mahalo to the CDC Public Health Image Library, Judy Schmidt and the Rudd Center for Food Policy and Obesity for the use of their photos in this document.
Linda Lingle, Governor of Hawaii
Chiyome L. Fukino, M.D., Director of Health

For more information contact:
Hawaii State Department of Health Healthy Hawaii Initiative
1250 Punchbowl Street, Room 422
Honolulu, HI 96813
808-586-4488
Additional copies of this plan can be downloaded from
www.healthyhawaii.com

NONDISCRIMINATION IN SERVICES
We provide access to our programs and activities without regard to race, color, national origin (including language), age, sex, religion, or disability. Write or call the Healthy Hawaii Initiative or our Affirmative Action Officer at P.O. Box 3378, Honolulu, HI 96801-3378 or (808) 586-4616 (voice/TTY) within 180 days of the problem.

Funded by the Tobacco Settlement Special Fund, Healthy Hawaii Initiative,
Hawaii State Department of Health
2010