

Employee Health Survey

Simcoe Muskoka District Health Unit



Description

The Employee Health Survey was designed to determine the health needs, stages of change, and the type of programming desired by employees for a comprehensive workplace health program.

Tool Construction

59 questions. Sections include:

- general health;
- physical activity;
- nutrition;
- smoking;
- alcohol, medication and other drugs;
- sleep;
- stress;
- job stress and job satisfaction;
- physical environment; and
- environmental supports.

Contact Information

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Internal Implementation



No Cost



Organizational Culture



Lifestyle Practice



Occupational Health + Safety



Canadian



Size Specific



Completion Time
10-30 min.



Paper Access



Electronic Access



Public Domain



Employee Completion



Current Practices Survey



Organizational Culture Survey



Interest Survey



Needs Assessment

www.simcoemuskokahealth.org

History

Current Status:	active
Developed:	2004
Adapted From/Built On:	The Employee Health Survey was adapted from the following surveys: <ul style="list-style-type: none">• Haldimand Norfolk Health Unit – “Health at Work” Survey• Halton Region Health Department Survey - (no name)• Brant County Health Unit -The Wellness Works Meter, The Engaging Employee Health Survey• Grey Bruce Public Health - Workplace Wellness Needs Assessment• Sudbury and District Health Unit - Employee Questionnaire• Health Canada - Workplace Health Needs and Risks Survey: Long Survey Form.

Users

Intended Sectors/Sizes of Workplaces

Medium to large workplaces (> 51 employees).

Intended Users

All employees are encouraged to complete the survey.

Known Users

Practicality Elements

A. Process

Who is Involved

1. Implemented by

The workplace, with help and support of the public health unit.

2. Workplace staff involvement

The wellness committee at the workplace would work closely with health unit's staff (workplace coordinator and/or health promotion consultant).

3. Workplace leader involvement

The wellness committee would have as many major stakeholders involved (management, union, department representatives, etc.) as possible.

4. Collaborative Aspects

There is collaboration between the workplace, the Health Unit Workplace Wellness coordinator, and an external consultant (typically hired to analyze the results).

Time Involved

1. Time to complete tool

Approximately 30 minutes per employee.

2. Time from distribution to presentation of results

It takes approximately 4-6 months to work through all the steps of the Wellness Works Guide (a guide to implementing a comprehensive workplace wellness program). Once the tool is completed it takes about 1 month for the consultant to supply the report containing the analysis and recommendations for action.

3. Recommended implementation cycle

The intended implementation cycle is approximately every 4-5 years. A follow-up survey and focus group questions should be used as they relate to the results and are specific to the areas of need of the initial employee wellness survey. They are also needed to evaluate the programs that have been implemented following the initial survey.

Analysis Involved

1. Analysis completed by

In-house: No
External: Yes

The survey is typically analyzed by an independent consultant with expertise in research, data analysis, and epidemiology for data entry and report writing. The workplace must contract this service.

2. Process to Analyze

Electronic: Yes
Manual: No

The consultant typically uses EPI-Info to analyze the data.

3. Time to Analyze

It takes about 1 month for the consultant to analyze the data and supply the report.

4. Outcome of Analysis

The outcome of the analysis is one overall workplace report that reflects the overall picture of health in the workplace. There are no individual employee reports.

B. Economics

Total Cost: \$0 -- not including cost for external analysis and production of report.

Cost per unit/respondent: \$0 -- no direct cost, however, employees usually complete the survey on work time.

Workplace Resources Used

Printing of survey when administered on paper and time given to employees to complete survey; workplace wellness committee member time to manage the process.

C. Other Considerations

Supports for Implementation (materials and training)

The Wellness Works Guide outlines a seven step process to implementing a comprehensive workplace wellness program. It includes topics such as organizing a wellness committee, implementing a needs assessment, following-up on the action plan, and evaluating a program. This additional resource can be accessed through the online Resource Listing. The workplace also has the support of Simcoe Muskoka District's Workplace Wellness coordinator if the tool is being implemented in that region.

Customization

Skills required to implement, and to analyze and report

The tool can be slightly modified to reflect the nuances of the workplace. The tool can be modified with the help of a consultant. The external consultant would be needed to create the template for the EPI-Info analysis that would later take place.

Languages:

English

Tested for Cultural Appropriateness: No

Tested for literacy level: No

D. Access

Packaged, ready-to-use:

Yes

How to access

Contact Simcoe Muskoka District Health Unit (see contact information above). The tool can also be downloaded on this web site (under Electronic Resources above or in the Resource Listing).

Restrictions or conditions of access or use

It is recommended that workplaces use the tool with the assistance and guidance of a local health unit's workplace health promotion specialist where available. If the tool is used or adapted, please credit the Simcoe Muskoka District Health Unit.

Effectiveness Elements

Evaluation

Validity?:

No

Reliability?:

No

Formative Testing

Pilot testing:

Yes. Conducted at the Muskoka-Parry Sound Health Unit. Formative testing was put on hold because of the amalgamation of the Muskoka-Parry Sound Health Unit.

Consultations:

No

Focus Groups: No

Process Evaluation

Has not been completed to date.

Plausibility Elements

Theoretical Underpinnings

James Prochaska's Stages of Change and general principles of health promotion practice.

Selected Review Panel Comments

Strengths

This is a helpful tool that could become a recommended practice tool with enhancements to some of the criteria and further formal evaluation.

Questions include important issues that need to be considered for development of a comprehensive approach. Sub-headings and specific questions are relevant to the elements of a healthy workplace.

Instructions are clear. Similar questions are grouped together under sub-headings and skip patterns are clear. Multiple choice questions are quick and easy to complete.

Limitations

It would be better if demographic questions were moved to the end of the survey.

General Comments

The tool addresses the elements of a comprehensive approach i.e. lifestyle practices, occupational health & safety, and organizational culture. It also uses stages of change theory and health promotion theory. Analysis done by external consultant, usually an epidemiologist, using EPI-Info software. Could be done in-house if workplace has expertise, otherwise will cost the workplace to contract out.

Workplace Wellness Guide available as a support. Assistance should be available to workplaces from workplace program staff in Ontario health units.

Tool should work for both large and small businesses. The cover letter could be adapted to fit the workplace.

Supporting documents indicate a 60-90% response rate. A draw for prizes offered as an incentive for participants to complete the surveys.