**CERTIFIED HEALTHY DEPARTMENT**

OSU has a goal to be the nation’s HEALTHIEST campus. It’s time for OSU-OKC to saddle up and do our part by helping to create a healthier environment and culture for our campus community. The Wellness Center has made a commitment to provide a variety of wellness opportunities for faculty, staff, and students at OSU-OKC. We know that healthier employees are more productive and fulfilled. Join us in becoming one of OSU-OKC’s first Certified Healthy Departments.

Complete the application below. Your department may qualify for the Certified Healthy Department distinction. If you would like any assistance in completing your application and/or need information on how you can create a healthier culture in your department, please contact Victor Amartiefio at the Wellness Center at 945-8642 or amartei@osuokc.edu.

Thank you for your participation as we begin this wellness journey together!

Department Name:

Contact Name:

Campus extension:

Email:

1. Indicate the size of your department:

[ ]  1-10 employees [ ]  11-20 employees [ ]  21+ employees

1. Screenings – Check the screenings/evaluations and preventive programs that apply to your department.

*Check all that apply.*

[ ]  Encourages department to complete the BCBS Health Risk Assessment (HRA) through the Wellness Center.

[ ]  Encourages employees to complete the online component of the Health Risk Assessment provided on the BCBS website.

[ ]  Makes arrangements with the Wellness Center to provide onsite HRAs.

[ ]  Employees allowed to claim sick leave to participate in the HRA.

[ ]  Employees allowed to claim sick leave in order to have a physical exam, mammogram, or other preventative exam.

 Other:

1. Percentage of employees in your department who have completed a health screening within the last 12 months:

[ ]  0-10%

[ ]  11-25%

[ ]  26-50%

[ ]  51-75%

[ ]  76-100%

1. Physical Activity – Check the physical activity programs that apply to your department.

*Check all that apply.*

[ ]  Flexible work schedules to allow employees time for physical activity.

[ ]  Encourages employees to take advantage of the university-paid membership to the Wellness Center.

[ ]  Supports physical activity breaks during the workday, such as stretching or walking.

[ ]  Supports departmental-based fitness challenges.

[ ]  Schedules in-service training for employees on benefits and guidelines for physical activity.

[ ]  Encourages employees to register for Cowboys on the Move to track minutes of physical activity.

1. Nutrition – Check the nutrition programs that apply to your department.

*Check all that apply.*

[ ]  Requests health options for vending machine.

[ ]  Provide healthy options at all meetings and conferences.

[ ]  Provides protected time and dedicated space away from work area for breaks and lunch.

[ ]  Flexible work schedules to allow employees to participate in weight loss programs.

[ ]  Employees are allowed to claim sick leave for consultations with a Registered Dietitian.

[ ]  Schedules in-service training for employees on nutrition information.

[ ]  Encourages employees to attend healthy cooking demonstrations.

[ ]  Encourages employees to attend nutrition classes/sessions provided by the Wellness Center.

 Other:

1. Mental Health/Stress Management – Check the mental health/stress management programs that apply to your department. *Check all that apply.*

[ ]  Flexible work schedule to allow employees to attend or participate in mental health programs offered on campus.

[ ]  Employees are allowed to claim sick leave for medical appointments related to mental health.

[ ]  Provides training to supervisors to help understand mental health issues and better assist employees.

[ ]  Promotes and encourages employees to utilize OSU’s Employee Assistance Program.

[ ]  Promotes stress management through on-site relaxation classes, proper lighting, sound reduction measures, or other techniques.

[ ]  Promotes and encourages employees to participate in the “Financial Peace in the Workplace” program.

 Other:

1. Tobacco Use – Check the mental health/stress management programs that apply to your department.

*Check all that apply.*

[ ]  Promotes the Oklahoma Tobacco Quit Line (800-QUIT-NOW) to employees who currently use tobacco products.

[ ]  Flexible work schedules to allow employees to attend smoking cessation classes.

1. Emergency Medical Response Plan – Check the mental health/stress management programs that apply to your department. *Check all that apply.*

[ ]  Has a written plan for emergency response medical events within your department.

[ ]  Provides CPR training to employees within the department.

 Other:

1. Wellness Work Force – Check below if you have identified a representative to serve on the campus Wellness Work Force committee. This person relays health and wellness initiatives to departmental employees as well as assists the department with their own wellness goals and objectives.

[ ]  Yes [ ]  No [ ]  Would like more information

1. Other programs – List other health or wellness-related programs that your department offers that are not listed above:

**Return completed form:**

Victor Amarteifio | Wellness Center

Fax: 945-9187 | amartei@osuokc.edu

Qualifying Certified Healthy Departments will be recognized by the Wellness Center.

For additional information, call the Wellness Center at 945-8642.