San Francisco is the premier outdoor and active city in the United States. These standards will help businesses and city government offices create healthy worksites that inspire and support healthy employees which, in turn, will help make a healthy and productive local economy.

THIS IS A WORK IN PROGRESS
Shape Up @ Work Challenge

San Francisco is among the most active cities in the United States with the many accessible, fun ways to be fit and healthy. We are encouraging businesses and city government offices to take the Shape Up @ Work Challenge to create healthy worksites that inspire and support healthy employees which, in turn, make a healthy and productive local economy.

- Step 1: Rate your office. Use the checklist to see how you stack up.

- Step 2: Pick two items in each category and set a start and finish deadline. Repeat regularly.

- Step 3: Be a leader. Join the Shape Up Coalition Worksite Wellness Work Group to be the leader us for the follow-up summit in Fall 2006 to review goals and accomplishments.

Why take the Shape Up @ Work Challenge?

Benefits for Employers:
1. Greater productivity through better employee health
2. Lower health care costs
3. Decreased rates of illness and injuries
4. Reduced absenteeism
5. Increased employee morale

Benefits for Employees:
1. Lower stress levels
2. Increased well-being, self-image, and esteem
3. Improved physical fitness
4. Increased stamina
5. Potential weight reduction
6. Less illness
7. Improved long-term health benefits
8. Lower health care costs

Worksites can create tailored programs to enhance positive health by making health and fitness part of organizational culture and policy; creating awareness and offering education opportunities; and offering specific programs and incentives.

Shape Up San Francisco Coalition
A Work in Progress
Shape Up @ Work Challenge Checklist

Food

Organizational and Policy

____  Adopt a no-soda policy
____  Adopt a healthy vending machine policy
____  Adopt a sustainable food policy for cafeterias and worksite
____  Adopt a healthy meetings, events, and/or gatherings policy

Education and Awareness

____  Post general information on healthy eating in the worksite
____  Post specific healthy worksite policies in meeting and break rooms
____  Offer educational health/nutrition seminars (Lunch & Learn series)
____  Offer health-promoting newsletters & daily e-tips to your workforce
____  Highlight positive employee examples for nutrition

Access and Programs

____  Create a healthy vendor list of approved vendors that sell healthy & sustainably produced food
____  Provide employees access to refrigerators and microwaves for food preparation
____  Provide water, milk, or 100% fruit juice not sodas or sugar sweetened beverages
____  Provide healthy food at meetings
____  Subscribe to a weekly produce/fruit service that delivers to your worksite
____  Provide employees access to local farmers’ markets
____  Create awards programs to motivate healthy eating and exercise
____  Subsidize access to healthy foods
____  Have a weekly “Healthy Food Day” at work

Physical Activity

Organizational and Policy

____  Sponsor company sports teams or physical activities
____  Mandate breaks for stretching in meetings over two hours long
____  Incorporate open space, showers/lockers, bike racks into new building designs
____  Open stairwells for walking

Education and Awareness

____  Encourage and support walking or biking to work

Shape Up San Francisco Coalition
A Work in Progress
Encourage and support stretching or exercise during meetings or at workstations
Offer health-promoting newsletters & daily e-tips to your workforce
Post general information on exercise in the worksite
Post visual cues at elevators and stairs to encourage stair use
Highlight positive employee examples for physical activity

Access and Programs
Have stairwell climbing challenges
Offer a “health coach” program to help employees get fit
Have stretch breaks for meetings over two hours long
Create office “mileage” maps for walking breaks & offer access to free pedometers
Hold one walking meeting per week
Permit time-off during workday for exercise
Offer work-sponsored sports teams and activities
Provide access to changing facilities, showers, lockers & secure bike storage
Offer regular ergonomic trainings and assessments
Hold a “healthy feet” clinic to understand what kind of shoes are best
Create a commuter program with prizes for those who walk/bike/transit to work
Offer discounted gym memberships

General Health

Organizational and Policy
Make positive health of employees part of your mission statement
Fund a coordinator for health promotion and/or a wellness committee
Adopt anti-flu guidelines

Education and Awareness
Include health topics in internal communications
Sponsor ergonomic training sessions
Develop an anti-flu education program
Provide stress management education
Develop/offer training for workstation exercises

Access and Programs
Provide nursing mothers accommodations for pumping/breastfeeding
Offer stop smoking incentives
Offer a “health coach” program to help employees get fit

Shape Up San Francisco Coalition
A Work in Progress
Have stretch breaks for meetings over two hours long
Create office “mileage” maps for walking breaks & offer access to free pedometers
Hold one walking meeting per week
Permit time-off during workday for exercise
Offer work-sponsored sports teams and activities
Give access to changing facilities, showers, lockers & secure bike storage
Offer regular ergonomic trainings and assessments
Hold a “healthy feet” clinic to understand what kind of shoes are best
Create a commuter program with prizes for those who walk/bike/transit to work
Offer discounted gym memberships