

23rd Annual Worksite Health Awards Application Check List

Thank you for promoting worksite wellness – we're so glad that you've decided to apply for the 2017 Worksite Health Awards! You've taken great steps to make your business a healthier place to work for your employees, and you should be recognized for it.

To make it easier for you to complete your application, please refer to this helpful checklist of items you'll need:

- Your company's contact information, including the number of full-time employees
- Your company's name as it should appear in print and on your award, if you win
- Knowledge of all health and safety awareness programs or resources your company conducted or provided in 2016, including a personal health assessment (PHA), health interest survey, literature promoting health and fitness activities, lifestyle educational materials, injury prevention, CPR, EAP program, etc.
- List of health intervention programs your company made available to employees (for example, screenings, immunizations, faxback programs, onsite and/or online seminars, workshops, challenges, and blood drives), including descriptions, dates delivered, and percentage of employees who participated
- Electronic copies (pdfs) of supplemental materials to your program (You must include at least three of these with your application) – examples include your company's:
 - Wellness policies, such as wellness mission statement, incentive plan, smoking policy, etc. (For the highest award level you must include at least three of these with your application.)
 - Available outcome reports (for example, an aggregate satisfaction report or aggregate health risk report)
 - Electronic copy (pdf) of an individual or company wellness success story (Optional)



500 Exchange Street • Providence, RI 02903-2699

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