

# Access to Physical Activity (ATPA) Process

## Site Data Collection Tool

The following information should be collected by members of the project team. The information will be used when the team completes the decision matrix to determine the best recommendation for the site based on employee interest and preferences, current economic times, and site or business goals and realities.

*NOTE: The project team can determine which pieces of information from this document are useful based on relevance to the worksite.*

### Key Site Stakeholders (Project Team and Data Collection Support)

Use this template to identify potential representatives for a project team to support the ATPA decision making efforts. This needs to include input from site leadership. The stakeholders may be members of the project team or may help collect information to support the project. Each site will have unique circumstances and varying cultural needs. It is important to consider them when determining the team composition.

Keep in mind that smaller teams are easier to manage, schedule and potentially can be more productive. The list is provided only as a resource and may not be complete.

Stakeholders for Consideration:

Name	Suggested Roles	Work Phone/Cell
	Regional and/or Local Health Director	
	Regional Health Promotion Coordinator	
	Site Health Promotion contact	
	Site Leader (Members of Site Leadership Team)	
	Responsible Care Leader (RCL)	
	Human Resources Rep	
	Public Affairs Contact	
	Facility Management Rep(s) – Site & Expertise	

	Employee Reps (include people from all organizational levels)	
	Union Rep.	
	Diversity	
	Off-the-Job safety contact	
	Other (site specific need):	

### Index of Support Information: Use as Reference to Complete Process

<b>Information</b>	<b>Notes</b>
Site organizational chart	All team members should be familiar with the organization and its structure.
State the priorities, goals, or key business objectives for the site (e.g., job satisfaction, recruitment, retention, increased productivity, improvement in health outcomes, increased morale or decreased absenteeism or injuries, etc.)	How will these goal or objectives be related to or impacted by the ATPA efforts? How is leadership going to assure and measure success of the program?
Ensure annual health promotion (HP) plan is established and implemented including support and incorporation of physical activity at the site. List of current physical activity partnerships, activities, or programs at the site.	This should be successful at the site prior to implementing the ATPA process. If special circumstances exist then ATPA & HP planning/implementation possibly could be done together.  What are the current health service activities? Who leads the effort?  Is the annual HP plan, including physical activity programming, being implemented?
Summary of current performance metrics and claims data	Review the most current health assessment data and compare with the team's perception of employee interest. Talk with the local health services team to see what the most prevalent issues are for the site.  If site specific data is not available, refer to the national data on the most prevalent issues affecting the region. Compare the information.
Latest employee satisfaction survey data for the site	How does this compare to the corporate or site goals. Does site leadership have any goals addressing morale and retention that the ATPA decision making could impact? Compare to the overall company employee satisfaction survey results.
Summary report for any site specific cultural or morale surveys administered in the last 2-3 years.	May or may not have this at the site level.
Any off the job reports for the site.	Compare this to employee interest and on the job injuries. Can you

	integrate these with the ATPA process?
What are the current and past year injury and illness rates for the site?	Could possibly impact injuries & illnesses and help with a return to work program or light duty efforts facilitated by targeted physical activity program/activity
List of any physical activity efforts that have been tried in the past 5 years & their outcomes.	Were they successful? Why or why not? What was the level of participation?
Summary reports on any other data or site observations that might impact the successful implementation of ATPA programming.	

### Site Demographic Information

Additional information specific to your site may be needed.

Category	Data	Comments
Number of full time employees		
Number of part time employees		
Number of males		
Number of females		
Number of exempt employees		
Number of non-exempt employees		
Number of hourly employees		
Number of shift workers		
Number of contractors/contingent staff		
Average employee age		
Is the site a 24-hour operation?		
List the start and stop times for the shifts.		
Number of day and staff employees		
Site population		
Site population (employees and contract/contingent staff)		
Describe average commute distance and travel time to work for employees. Describe any barriers or challenges.		
Is it anticipated that both employees and contractor/contingent staff will be participating in physical activity option(s)?		

Please describe any unique characteristics or cultural issues at the site that might need to be considered in ATPA process (e.g., union, carpooling, community relations, shiftwork, commute times, other transportation issues, access (or not) to community facilities).

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## Health Strategy Overview

Consider the following elements when assessing the site's commitment to employee health.

<b>Elements to a Supportive Environment/Building a Culture of Health</b>	<b>Yes, Currently Participating</b>	<b>Will Consider</b>	<b>Comments</b>
Full or part time health promotion (HP) coordinator			
Employee access to medical clinic (on or off site) with referral to HP programming and counseling			
Have access to healthy foods <ul style="list-style-type: none"> <li>• Cafeteria</li> <li>• Vending</li> <li>• Catering</li> </ul>			
Site communication plan includes health related information, education and promotion of activities – integrated effort with public affairs			
Flextime for employees (able to participate in HP activities on company time)			
Regularly scheduled group stretch			
Provide HP activities, education, or communication to families			
Health (and safety) messages or activities incorporated into meeting agendas			
Equipment to self monitor blood pressure and weight is available			
Health screenings (e.g., cholesterol checks)			
Other offerings/ideas			

## Assessment of Physical Activity Programming

The information from this section will help the project team understand what is currently happening at the site and the outcomes of past efforts.

Who can help manage on-going activity and implement the ATPA recommendation(s) (e.g. current health services-occupational health or HP staff, volunteers, employee wellness team, facility management, office professional support, contract help)? *It is important to consider how activities will be managed and sustained.*

Name	Title/Responsibilities	Phone

Are there any injury prevention or return to work programs currently taking place? If yes, specify how they can integrate with the ATPA program.

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Are there any interventions addressing physical activity (e.g., recreational leagues, reimbursement programs, on-site activities, etc)? If yes, please describe the activities and their participation rates.

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**Benchmarking:** Are other local companies in the area providing access to physical activity for their employees? If yes, how are they meeting this need (e.g. on-site fitness facilities – staffed or occasionally staffed; partnering with community facilities; reimbursement program; recreational leagues)? What are the participation rates and outcomes?

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What local resources are available in the community to support physical activity efforts at the site (e.g., fitness professionals)?

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How do the employees and site leadership feel about charging employees to participate in programs?

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**Review employee interests:** Does the ATPA team believe there is significant employee interest in constructing an onsite fitness facility? If yes, what percentage of employees do you think would be interested? Consider whether employees or contingent staff are willing to pay a membership fee and how often would they would use the facility or participate in the programs.

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**Review leadership interests:** What is the team's perspective on leadership support for an on-site fitness facility? On-site group fitness activities? Is funding available? Please explain.

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What is the team's perspective on the interest and support of leadership to ensure site integrated support for on-site facility implementation and success?

- Public Affairs: Site communication planning and implementation

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- Facility Management: On-going facility operations support (including vendor coordination and cooperation)

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- Emergency, Safety & Security: Safety and operating discipline implementation

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If an on-site fitness center were constructed, where is the best location? Please check one and explain why.

- Stand alone new facility inside the fence line or within secured area.
- Stand alone new facility outside the fence line or outside secured area.
- Renovate an existing building inside the fence line or within secured area.
- Renovate an existing building outside the fence line or outside secured area.

Other: (Explain)

Are there any empty buildings or portions of buildings that would be available to house a fitness center, activity classes or return to work program activity? If yes, please identify.

Building Location	Square feet of Space	Level of renovation needed/availability of water

Are there local community fitness facilities that meet the Fitness Center Assessment Requirements and support reimbursement or partnering options? This can be answered by completing the *Community Fitness Facility or Program Assessment*.

If yes, continue and please identify below by placing an \* next to the facilities that our employees may currently be using and \*\* next to the facilities employees would like to use.

Name	Distance from site	Initiation fee	Monthly fee	Phone number	Anticipated ability to meet the facility requirements (low, medium, high)