



Creating a Wellness Bulletin Board



Purpose: Creating awareness for a variety of healthy lifestyle issues while providing information and resources for an employer's worksite wellness program and employee events.

The Set-Up

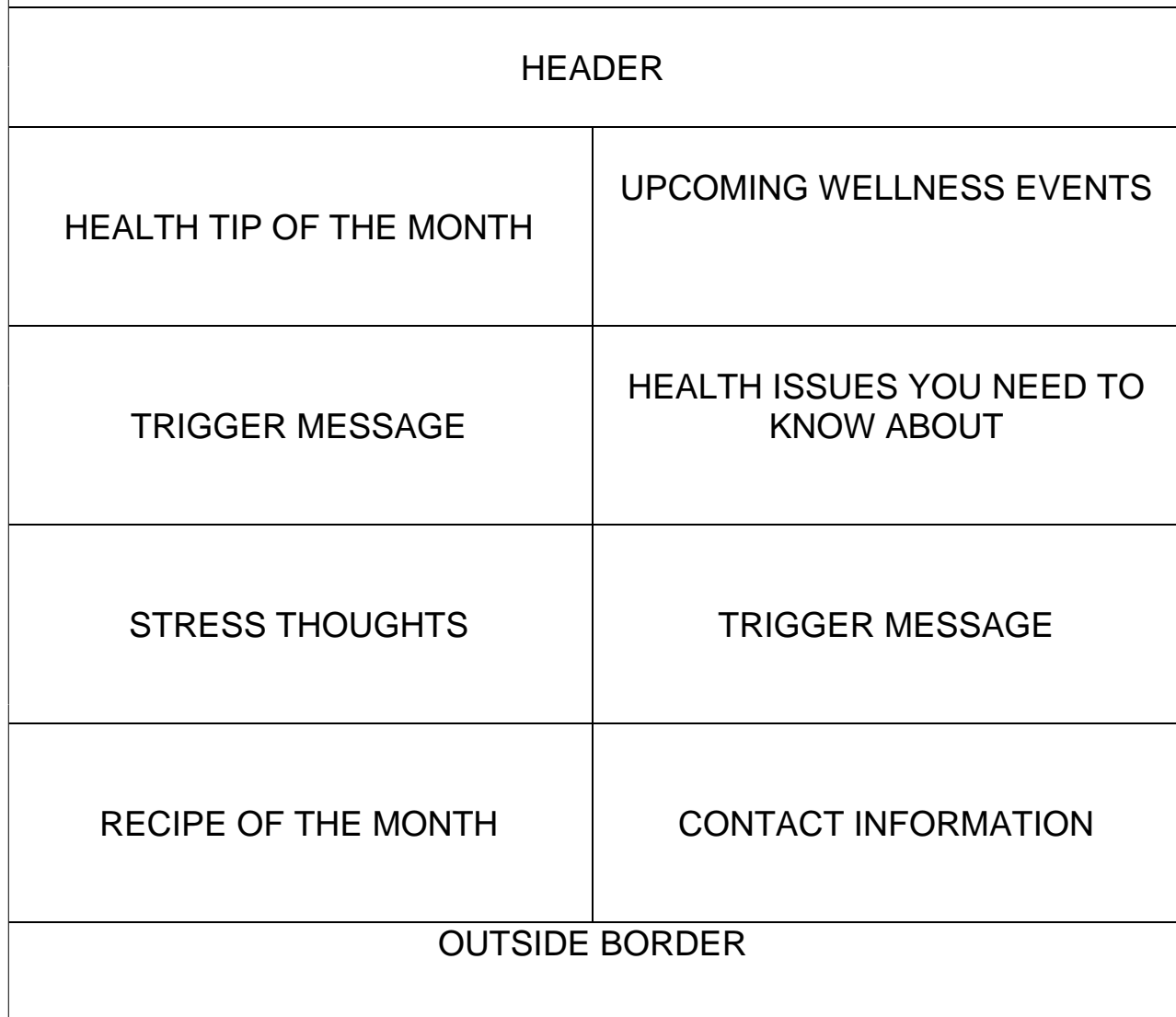
- Use permanent bulletin boards located throughout employee areas (lunch rooms, break rooms, and announcement locations). If possible, place near copy machine.
- Recommend that each board have a white or colored paper background, with a laminated or other protective border around the edges. A good approximate board size is 27" x 22".
- Potential Board Contents:
 - Header (for example, Employee Wellness Information, Fit City, Healthy Benefits)
 - Contact information for questions and further resources
 - A special section highlighting CIS Healthy Benefits resources
 - Five main categories
 - Health Tip of the Month
 - Upcoming Wellness Event
 - Recipe of the Month
 - Stress Thoughts
 - Health Issue of the Month
 - Trigger messages
 - Short statements to highlight pertinent information
 - Examples: "Your health & safety matter", or "Have you seen your doctor lately?" or "Don't forget to breathe deeply today!"

Category Information

1. Health Tip of the Month
 - a. Find an article dealing with a major health issues (listed at the end of this kit).
 - b. Pertinent articles can be found on the Internet (search by topic or issue), newspapers, health-related magazines and publications and the CIS website.
 - c. Choose topics that you feel or know are of interest to your employees. Or, use regional HSQ group data to target CIS group health issues.
2. Upcoming Wellness Events
 - a. Create a flyer or announcement for any event for that month or quarter that is wellness related, and is being offered at the workplace or in the community.
 - b. Be sure to include what it is, where it will be held, date, time and contact information (especially if there is a request for RSVP).
3. Recipe of the Month

- a. Post healthy recipes by using the Healthy Food Cookbook, a website the features healthy recipes, or the American Heart Association & other health-related associations.
- b. Choose recipes that are fairly simple and short, and that might be timely and seasonal (for example, a fruit salad in summer months).
- 4. Stress Thoughts
 - a. Post information on stress management, stress coping, and stress reducing tools. Consult www.easeeap.com for materials.
 - b. Keep in mind the current needs of the employees.
- 5. Health Issue You Need to Know About
 - a. Appropriate articles can be found in many locations. Ask your County Health Department for information or poster ready information.
 - b. Post the current *Well Street Journal*.
 - c. Be careful not to endorse any diets or “trends”.

Sample diagram for a Wellness Bulletin Board Layout





Potential Bulletin Board **Health Topics**

These topics can all be used as Bulletin Boards topics, worksite wellness campaigns, and speaker topics for brown bag lunches, and/or employee education. As much as possible, the goals are to increase employee awareness and provide resource materials for employee personal follow-up. All postings are customized to your workplace.

Worksite Wellness Basics:

- Being a member on the Wellness Committee
- Supporting Management Policies and/or Statements
- Goals & Themes of the Worksite Wellness Program

Stress Management:

- Massage, Yoga, & Tai Chi
- Laughing
- Breathing Techniques
- Depression - recognizing symptoms
- Safety & Ergonomics
- Vitality & Longevity - Longevity Game
- Planning for Retirement
- Identify Theft

Health Issues:

- Arthritis
- Diabetes
- Sleep Disorders
- Obesity
- Alternative Medicine – Acupuncture, Osteopathy
- Colds & Flu - Practice Good Hygiene; Worksite Flu Shot Program
- Skin Cancer & Sunscreen
- Tobacco Use
- Alcohol Abuse
- Strokes & Heart Attacks - recognizing symptoms
- Low Back Pain - correct lifting techniques

Fitness & Movement:

- Stretching & Flexibility - Stretching Guide
- Activity Pyramid - the recommended guidelines

- Fitness Activity Lists
- Target Heart Rate / Resting Heart Rate
- Body Mass Index
- Hip / Waist Ratio
- Body Fat Composition
- Talk Test
- Borg Scale/ Perceived Exertion
- Metabolism & Basic Metabolic Rate

Weight Management:

- Tips
- Diet vs. Eating Plan
- Nutrition
- Healthy Eating
- Food Guide Pyramid - www.mypyramid.gov
- Vending Machines & Healthy Snacks
- Portion Control & Serving Sizes
- Reading Food Labels
- Exotic Fruit Lists
- Fiber in your Diet
- Drinking Water