

Employee Wellbeing Checklist

Managers can use their internal communication platform to send out employee surveys to get employees' feedback and suggestions.

1 – Physical Wellbeing

Being physically well at work includes the ability to remain healthy, safe, and free from hazards and toxic environments.

- Is the workplace safe?** This means being free from physical hazards, chemicals, fumes, and other dangers. Ensure employees properly use safety equipment and wear personal protective gear.
- Do employees get adequate sick days?** Sick employees will recover faster at home.
- Are gym memberships part of employee benefits and are workouts actively encouraged?** Employees who exercise may take fewer sick days and may have improved health and mood.
- Is the office equipment ergonomic and comfortable?** This can include keyboards, chairs, desks, and workstations that may reduce workplace injuries such as carpal tunnel syndrome and back pain.
- Do employees have healthy foods available?** Health foods can be added to the cafeteria to help employees maintain their physical fitness. For work-at-home employees, healthy meal vouchers can be provided.

Pro-tip for managers: Make your safety guidelines easily accessible on your intranet.

2 – Mental Wellbeing

Mental wellbeing includes emotional and social wellbeing. An employee's satisfaction or dissatisfaction in their job can be included in mental wellbeing.

- Are workloads excessive and do employees feel short-staffed?** Overworked staff can lead to burnout and low retention numbers.
- Do employees get sufficient time off to keep a good work/life balance?** Allowing employees enough time to relax and recover from work stress can lead to a happier work life as well as a happier home life.
- Can employees socialize sufficiently?** Social events can take place for coworkers to get to know each other. Activities such as team-building exercises can help employees to bond.
- Are stressful situations in the workplace addressed?** Life can be less harrowing for employees when management takes care of situations like broken equipment.
- Are there sufficient channels for employees to communicate with managers and with each other?** Internal communication tools exist, such as Haiilo platform, to help keep a workforce connected.

Pro-tip for managers: Integrate employee surveys into your internal communication platform.



3 – Work-related Wellbeing

Work-related wellbeing can include all aspects of physical and mental wellbeing as they pertain to an employee's job.

- Are there personal development programs available?** Employees should be encouraged to advance their careers and continue learning.
- Can managers be trained, coached, or mentored?** Managers can take leadership courses to become better leaders and improve employee wellbeing.
- Does the company have Occupational Safety and Health Administration posters in high-traffic locations around the workspace which inform workers of their rights?** These include the right to a safe workplace, and the right to raise safety or health concerns with their employer, among others.
- Is safety training a priority?** Proper safety training can reduce workplace injuries, missed work for injured employees, and workers' compensation claims.
- Does the staff feel that the company listens to them?** Management can find out through surveys and interviews how the staff views the company and whether or not they feel the company takes their wellbeing seriously enough.

Pro-tip for managers: Post anonymous surveys to your company's social intranet to get honest feedback & suggestions.

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