

Annex 1

Starting a Wellness Program

1. Support is obtained from the Human Resource Development Office. This is to convince authorities that such a program is a strategy for health promotion. Since health and job satisfaction affects employees' productivity, policies can be devised and translated into action. Commitment can then come from university officials as well as the target participants.
2. Establish a planning committee. Members can include representatives from different sectors including human resources, safety and health, and communications.
3. Conduct an interest survey, where a list of initiatives is proposed and subsequently ranked by the respondents. Collect information to prove that health promotion is beneficial. A benchmark is established before the actual program starts. Worksite facilities are also assessed to show feasibility.
4. Include options such as flexibility of time, subsidies, availability of facilities and resources, specifically designed regimens, activity clubs and support groups.
5. Encourage employees to have their annual medical examination yearly. Create awareness on programs such as nutrition, weight loss or maintenance and smoking cessation.
6. Ensure that spending is reasonable and present costing that is acceptable.