

**CHECKLIST OF HEALTH PROMOTION ENVIRONMENTS AT WORKSITES**  
**(CHEW)**  
 VERSION: 2001  
**OBSERVATION**

Worksite: \_\_\_\_\_

Building/Address: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Observer: \_\_\_\_\_

**BUILDING ASSESSMENT**

- |     |   |                                 |
|-----|---|---------------------------------|
| 1.  | Number of buildings at worksite                                 | No. = _____                     |
| 2.  | Number of Floors  | No. = _____                     |
| 3.  | Worksite is on how many floors?                                 | No. = _____                     |
| 4.  | Freestanding or connected to other buildings?                   | 1. Freestanding<br>2. Connected |
| 5.  | Is worksite all or part of building?                            | 1. All<br>2. Part               |
| 6.  | Number of bicycles seen stored inside building:<br>Tally: _____ | Total no. = _____               |
| 7.  | Number of male changing rooms:<br>Tally: _____                  | Total no. = _____               |
| 8.  | Number of female changing rooms:<br>Tally: _____                | Total no. = _____               |
| 9.  | Number of unisex changing rooms:<br>Tally: _____                | Total no. = _____               |
| 10. | Number of male showers:<br>Tally: _____                         | Total no. = _____               |
| 11. | Number of female showers:<br>Tally: _____                       | Total no. = _____               |
| 12. | Number of unisex showers:<br>Tally: _____                       | Total no. = _____               |

**SIGNS AND BULLETIN BOARDS (the information environment)**

- |     |   |                   |
|-----|---|-------------------|
| 13. | Number of bulletin boards at the worksite<br>Tally: _____ | Total no. = _____ |
|-----|---|-------------------|

**Physical Activity:**

14. Number of signs/posters generally encouraging physical activity (other than related to stairs):  
Tally: \_\_\_\_\_ Total no. = \_\_\_\_\_
15. Number of notices about onsite exercise classes  
Tally: \_\_\_\_\_ Total no. = \_\_\_\_\_
16. Number of notices about offsite physical activity/sports sponsored by the specific worksite  
Tally: \_\_\_\_\_ Total no. = \_\_\_\_\_
17. Number of notices about offsite physical activity/sports sponsored by other organizations (this can include the parent company):  
Tally: \_\_\_\_\_ Total no. = \_\_\_\_\_
18. Number of other notices about physical activity/sports  
Tally: \_\_\_\_\_ Total no. = \_\_\_\_\_

**Nutrition:**

19. Number of signs/posters encouraging dietary fat reduction or promoting programs  
Tally: \_\_\_\_\_ Total no. = \_\_\_\_\_
20. Number of signs/posters encouraging more fruits and vegetables or promoting programs  
Tally: \_\_\_\_\_ Total no. = \_\_\_\_\_
21. Number of notices on bulletin board about dietary information  
Tally: \_\_\_\_\_ Total no. = \_\_\_\_\_
22. Number of notices on bulletin board about weight loss  
Tally: \_\_\_\_\_ Total no. = \_\_\_\_\_

**Smoking:**

23. Number of entrances to building  
Tally: \_\_\_\_\_ Total no.= \_\_\_\_\_
24. Number of signs about smoking restrictions on or around entrance doors  
Tally: \_\_\_\_\_ Total no.= \_\_\_\_\_
25. Number of notices on bulletin board about smoking

cessation programs or smoking policies

Tally: \_\_\_\_\_

Total no. = \_\_\_\_\_

26. Number of signs/posters about smoking

Tally: \_\_\_\_\_

Total no. = \_\_\_\_\_

**Alcohol:**

27. Number of signs/posters about responsible drinking

Tally: \_\_\_\_\_

Total no. = \_\_\_\_\_

28. Number of notices on bulletin boards about responsible drinking or alcohol policies

Tally: \_\_\_\_\_

Total no. = \_\_\_\_\_

**Health Promotion:**

29. Number of bulletin boards dedicated to health promotion

Tally: \_\_\_\_\_

Total no. = \_\_\_\_\_

30. Number of postings related to combination of diet, physical activity, smoking, or alcohol

Tally: \_\_\_\_\_

Total no. = \_\_\_\_\_

**ELEVATOR CHECKLIST**

*(tick if yes or present)*

Elevator (or sign) visible from major employee entrance

Sign encouraging use of stairs at elevators

Entrance Entrance Entrance

1 2 3

31.  33.  35.

32.  34.  36.

37. Total number of elevators

Total No. = \_\_\_\_\_

**STAIR CHECKLIST**

*(tick if yes or present)*

Stairwell Number

	#1	#2	#3	#4	#5	#6
Staircase not enclosed in stairwell	38.	50.	62.	74.	86.	98.
Able to see stairs from entrance	39.	51.	63.	75.	87.	99.
Carpeted	40.	52.	64.	76.	88.	100.
Painted/decorated/finished walls	41.	53.	65.	77.	89.	101.
Utilities <u>not</u> visible in stairwell (e.g., gas pipes, elec wires)	42.	54.	66.	78.	90.	102.

Door is ajar on most or all floors	43.	55.	67.	79.	91.	103.
Door is unlocked on most floors	44.	56.	68.	80.	92.	104.
Door marked "stairs" (not just exit)	45.	57.	69.	81.	93.	105.
No warnings or cautions on door	46.	58.	70.	82.	94.	106.
Floor number labelled inside of stairway	47.	59.	71.	83.	95.	107.
No restricted exit (locked from inside)	48.	60.	72.	84.	96.	108.
Signs encouraging use of stairs	49.	61.	73.	85.	97.	109.

### FITNESS CENTRE ASSESSMENT

#### Workout room 1

110. In worksite or on grounds?

1. Worksite
2. Grounds

111. Area for aerobics/dance/  
other activities

1. No area
2. Part time
3. Permanent

#### Workout room 2

123. In worksite or on grounds?

1. Worksite
2. Grounds

124. Area for aerobics/dance/  
other activities

1. No area
2. Part time
3. Permanent

Size of workout area: 112. \_\_\_\_\_ m X 113. \_\_\_\_\_ m

Treadmills 114. No. = \_\_\_\_\_

Bikes 115. No. = \_\_\_\_\_

Rowing machines 116. No. = \_\_\_\_\_

Stepper machines 117. No. = \_\_\_\_\_

Free weights 118. No. = \_\_\_\_\_

Resistance Equipment 119. No. = \_\_\_\_\_

Other Machines 120. No. = \_\_\_\_\_

TV in workout area 121.

Music in workout area 122.

125. \_\_\_\_\_ m X 126. \_\_\_\_\_ m

127. No. = \_\_\_\_\_

128. No. = \_\_\_\_\_

129. No. = \_\_\_\_\_

130. No. = \_\_\_\_\_

131. No. = \_\_\_\_\_

132. No. = \_\_\_\_\_

133. No. = \_\_\_\_\_

134.

135.



162. Number of signs/prompts to choose low fat items No. = \_\_\_\_\_
163. Number of signs/prompts to choose fruits and vegetables No. = \_\_\_\_\_

Vending Machine Assessment

	Vending Machine Number					
	#1	#2	#3	#4	#5	#6
1. In worksite	164. 1	176. 1	188. 1	200. 1	212. 1	224. 1
2. On grounds	2	2	2	2	2	2
<u>Type of machine:</u>						
1. Snack machine	165. 1	177. 1	189. 1	201. 1	213. 1	225. 1
2. Soft drink machine	2	2	2	2	2	2
3. Hot drink machine	3	3	3	3	3	3

*(Please write NA if not applicable)*

Total number of items that machine holds	166.	178.	190.	202.	214.	226.
Number of slots with low fat/sugar snacks	167.	179.	191.	203.	215.	227.
Number of slots with fresh fruit	168.	180.	192.	204.	216.	228.
Number of slots with fresh green salads	169.	181.	193.	205.	217.	229.
Number of slots with items with heart tick	170.	182.	194.	206.	218.	230.
Number of slots with fruit juice or mineral water (can be mineral water with some fruit juice)	171.	183.	195.	207.	219.	231.
Number of slots with diet soft drink	172.	184.	196.	208.	220.	232.
Number of slots with coffee/tea with no milk and no sugar	173.	185.	197.	209.	221.	233.
Please tick if there is an option for using lowfat milk for coffee/tea	174.	186.	198.	210.	222.	234.
Please tick if there is a sign encouraging selection of low fat items	175.	187.	199.	211.	223.	235.

Vending Machine Assessment

	Vending Machine Number					
	#7	#8	#9	#10	#11	#12
1. In worksite	236. 1	248. 1	260. 1	272. 1	284. 1	296. 1
2. On grounds	2	2	2	2	2	2
<u>Type of machine:</u>						
1. Snack machine	237. 1	249. 1	261. 1	273. 1	285. 1	297. 1
2. Soft drink machine	2	2	2	2	2	2
3. Hot drink machine	3	3	3	3	3	3

*(Please write NA if not applicable)*

Total number of items that machine holds	238.	250.	262.	274.	286.	298.
Number of slots with low fat/sugar snacks	239.	251.	263.	275.	287.	299.
Number of slots with fresh fruit	240.	252.	264.	276.	288.	300.
Number of slots with fresh green salads	241.	253.	265.	277.	289.	301.
Number of slots with items with heart tick	242.	254.	266.	278.	290.	302.
Number of slots with fruit juice or mineral water (can be mineral water with some fruit juice)	243.	255.	267.	279.	291.	303.
Number of slots with diet soft drink	244.	256.	268.	280.	292.	304.
Number of slots with coffee/tea with no milk and no sugar	245.	257.	269.	281.	293.	305.
Please tick if there is an option for using lowfat milk for coffee/tea	246.	258.	270.	282.	294.	306.
Please tick if there is a sign encouraging selection of low fat items	247.	259.	271.	283.	295.	307.

Lunch Room Assessment - Lunch room 1

308. In worksite or on grounds?	1. Worksite	
	2. Grounds	
309. Number of signs/posters encouraging dietary fat reduction		Total No. = _____
310. Number of signs/posters encouraging more fruits and vegetables		Total No. = _____
311. Number of notices about dietary information or weight loss		Total No. = _____

*(For the following tick if present)*

312. Microwave
313. Other oven or toaster
314. Fridge
315. Seating in or near food preparation area

Lunch Room Assessment - Lunch room 2

316. In worksite or on grounds?	1. Worksite	
	2. Grounds	
317. Number of signs/posters encouraging dietary fat reduction		Total No. = _____
318. Number of signs/posters encouraging more fruits and vegetables		Total No. = _____
319. Number of notices about dietary information or weight loss		Total No. = _____

*(For the following tick if present)*

320. Microwave
321. Other oven or toaster
322. Fridge
323. Seating in or near food preparation area

**ASSESSMENT OF THE SMOKING ENVIRONMENT AT WORK**

324. Number of cigarette vending machines in building  
Tally: \_\_\_\_\_

Total No. = \_\_\_\_\_

**ASSESSMENT OF THE ALCOHOL ENVIRONMENT AT WORK**

325. Is there an observed area where alcohol is served? (*tick if yes*)

**PARKING ASSESSMENT**

326. Number of signs in parking lot encouraging drivers to park farther

Total No. = \_\_\_\_\_

327. Number of bike rack spaces on grounds

Tally: \_\_\_\_\_

Total No. = \_\_\_\_\_

328. Number of bikes parked outside

Tally: \_\_\_\_\_

Total No. = \_\_\_\_\_

329. Number of bike lockers

Total No. = \_\_\_\_\_

330. Other lock up facilities for bikes (*tick if yes*)

**GROUNDS ASSESSMENT**

331. Are grounds exclusive for target worksite or shared?

- 1. Exclusive
- 2. Shared

*(For the following tick if present)*

332. Volleyball court

333. Basketball goal

334. Walking path on or adjacent to grounds

335. Open space/grassy area large enough for physical activity

Size of open space/grassy areas 336. \_\_\_\_\_m X 337. \_\_\_\_\_m

338. Other outdoor fitness or sport facilities (*tick if yes*)

339. Please specify: \_\_\_\_\_

340. \_\_\_\_\_

341. \_\_\_\_\_

342. \_\_\_\_\_

**NEIGHBOURHOOD ASSESSMENT**

Nearest access road(s): name	343. _____	349. _____
<i>(For the following tick if yes or present)</i>	344. Level of traffic:	350. Level of traffic
	1. Light	1. Light
	2. Medium	2. Medium
	3. Heavy	3. Light
Sidewalk adjacent to road	345.	351.
Sidewalk separated from road (more than 3 m)	346.	352.
Bike lanes on road	347.	353.
Bike lanes separate from road (more than 3 m)	348.	354.

*(For the following please tick if yes)*

355. Is a fitness facility visible from worksite grounds?  
 356. Is a park/open space visible from worksite grounds?  
 357. Is the park/open space large enough for physical activity?  
 358. Is a pool visible from worksite grounds?  
 359. Are tennis courts visible from worksite grounds?  
 360. Are squash courts visible from worksite grounds?  
 361. Is a major shopping centre visible from worksite grounds?  
 362. Are shops that sell cigarettes visible from worksite?  
 363. Is pub or bar visible from worksite grounds?  
 364. Is liquor/beer store visible from worksite grounds?

Food Shops Visible From Grounds

	Food shop 1	Food shop 2	Food shop 3
Name of shop	365. _____	371. _____	377. _____
Type of shop	366. _____	372. _____	378. _____

*(The following questions are optional)*

Number of signs about low fat items	367.	373.	379.
Visible nutrition labelling of items (fat grams, calcs)	368.	374.	380.
Fresh fruit	369.	375.	381.
Fresh green salads	370.	376.	382.

**Limits of Workplace Grounds**

383. Sketch the limits you considered when completing this checklist.

384. Name and title of employee who accompanied you on tour of the worksite:

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Other comments:

385. 

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386. 

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387. 

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388. 

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