

New Employee Orientation on Wellness

Be sure to orient new employees around their wellness benefits. Consider a member of the Champions group to assist in orientations. OR - can you invite new employees to a “welcome” group?

Some other health-related items HR can provide the first day:

- Health and Dental Benefits
- Health Assessment and Health Coaching
- EAP
- Break/Lunch, Vacation and Sick Leave
- Advantage Health Advisors
- Annual Flu Shot Clinic
- Convenience Clinic (where applicable)
- If the agency has a medical emergency plan (first responders group)
- Other activities the Health Promotion group sponsors (walks, contests, etc.) and/or get them to think about participating in the activities and/or the committee itself!

Some of the following areas/items can also be introduced during scheduled orientations or by an e-mail sent to new employees. Consider conducting a walking tour, possibly arranged for several new employees at once so they are also getting to know each other.

- Stairways
- Walking routes (including the Capital Tunnel if working on the Capital Complex)
- If walking area is outside work building, tell them where employees walk during lunch and how safe the area is OR how to buddy up for walks
- Break rooms, refrigerators, microwaves, cafeteria or snack bars
- Healthy offerings in vending machines
- Ergonomics consultant
- Emergency phone contact and location of AED and First Aid kit
- Lactation rooms
- Quiet rooms
- Fitness rooms, showers, lockers
- Wellness information on the intranet and MMB internet
- Wellness committee contact name and e-mail
- A walking tour of facilities that support wellness
- Agency policies/practices that support wellness (such as catered foods must include healthy choices, etc.)
- Where security is located
- Where public transportation is accessed near work
- Where bicycles are stored

Many of our state wellness committees have brochures and an on-line presence. Be sure to include a brochure and/or link in your new employee materials

