

**Well Workplace Award
Executive Summary**

**WBRC
Architects-Engineers
Silver Award**

Information in this publication is carefully reviewed for accuracy. Questions, comments, or ideas are welcome. Please direct to Dr. David Hunnicutt, Executive Editor, at the address below.

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**WELLNESS COUNCILS
OF AMERICA**

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General Information

WELL WORKPLACE

Silver Application

Basic Information

Name of Organization WBRC Architects·Engineers

Address of Organization _____

Council Affiliation Bangor Regional Wellness Council (BRWC)

Contact Person Donna Allen

Title Associate, Wellness Committee Chair

Work Telephone _____

Fax Number _____

E-Mail Address _____

Alternate Contact John M. Rohman, CEO

Parent Organization N/A

Number of Sites Covered by this Application One (1)

Number of Employees Covered by this Application 50

Nature of Business or Industry Architecture/Engineering

Name of CEO John M. Rohman

Date of Application June 21, 2004

Preface Narrative

Overview of Organization

WBRC Architects/Engineers is one of the largest and most experienced architectural, engineering and planning firms in Maine with an extensive portfolio of projects including education, healthcare, and Design/Build. Founded in 1902 as a two-person office, WBRC has grown to a firm of over 50 employees, including Registered Architects, Interior Designers, Professional Engineers, and designers experienced in civil, structural, mechanical and electrical systems, imaging, and construction administration. A long standing history of successful collaboration with consulting specialists enhances WBRC's overall capabilities in larger, more complex projects requiring a multi-disciplinary approach.

WBRC Architects/Engineers CEO: John M. Rohman.

Background of Wellness Initiative

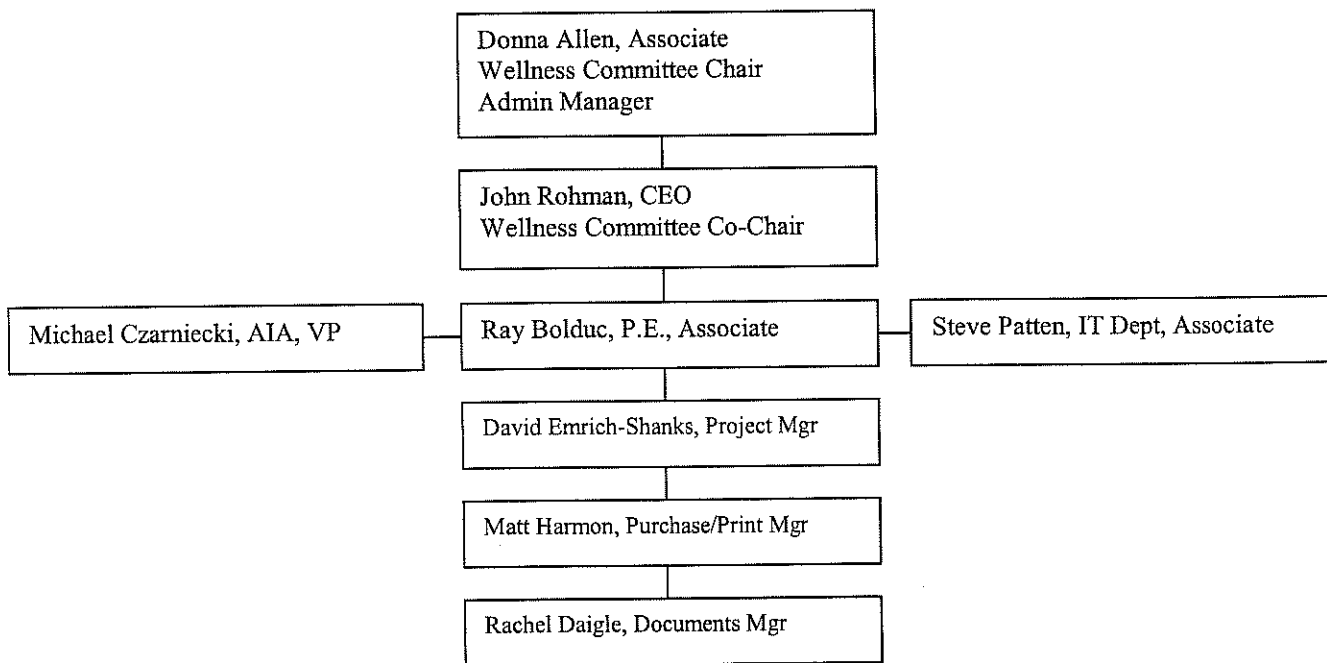
Along with the State of Maine Bureau of Health, WBRC was chosen as a pilot site for the worksite portion of a Center for Disease Control and Prevention (CDC) Grant in 2001. The project focused exclusively on policy and environmental changes to create a healthy work environment for employees. A wellness team was initiated by the CEO on a volunteer basis to all staff. The wellness team consists of eight employees including senior level management, firm associates, interns, purchase/print manager and documents manager.

Vision and Mission Statement

Organization: We bring vision and value to our clients, helping them meet and exceed their goals. We do this by listening to our clients, understanding their needs, and delivering the appropriate design and consulting services.

Wellness Committee: Organize, promote, and provide ongoing support for wellness related activities for the benefit of all staff. This recognizes a well employee workforce prepared to provide quality service to our clients.

Organizational Chart



Overview of Initiative: Seven C's

Concentrating on Senior Level Support: Strong visible support from top management is demonstrated by the Chief Executive Office and the Board of Directors. Not only is there support, but also the CEO and a Vice President are active members of the Wellness Team.

Creating Cohesive Wellness Teams: The WBRC Wellness Team has a coordinator and an entire wellness team to direct local health initiatives. The team provides assistance by identifying resources, materials and identifying key health behaviors based on program surveys. Monthly memos and monthly presentations are all communication vehicles used by the wellness team to ensure health promotion practices are being shared throughout the organization.

Collecting Data to Drive Programming Efforts: To assure confidentiality of data and to maximize program measurements for continuous improvement, all surveys are anonymous. The results are stored in the WBRC Wellness library. These surveys included demographic information, needs and interest survey, and also a generalized health survey, along with monthly presentation materials (presentation handouts and videos).

Crafting an Operating Plan: Operating plans and budget are generated by the Wellness Committee Chair and submitted to the CEO for approval.

Choosing Appropriate Interventions: Interventions are selected using survey material derived from the employee surveys and available resources. Employee surveys assist in identifying employee interests to assist in developing programs of interest to participants. Local businesses are used for our monthly presentations.

Creating a Supportive Environment: The WBRC Wellness Team is a program delivered uniformly to more than 50 employees. Results from the program drive site-specific health promotion programs such as healthy food choices in vending machines, healthy Friday breakfast, smoke-free policies, local walking paths, health education materials, "Lunch and Learn" sessions, on-site screenings and safety programs, ergonomic workstation assessments, quarterly newsletter, and local business support. Our policy is to provide functional, safe, attractive and efficient facilities.

Consistently Evaluating Outcomes: WBRC video tapes all the monthly wellness presentations for future staff use. All presentation material, videos and presentation surveys are stored in the WBRC Wellness library.

John M. Rohman, CEO

John Rohman, CEO, initiated the wellness program and the first person to recognize the need for a wellness effort. "The key to the success of our firm is our employees. The key to a quality employee is a healthy lifestyle. A wellness program is a vital part of that goal."

Donna Allen, Wellness Committee Chair

Donna organizes and facilitates all meetings, budget, local organization contact, etc.

“WBRC Architects·Engineers has become very involved in promoting wellness. Our firm has developed a wellness committee that provides monthly wellness awareness presentations and has been very pleased with the interest and participation by the entire staff. I am proud to be part of a firm that promotes a healthy workplace that we all can incorporate into our daily lives.”

Three Strengths of Wellness Initiative

Awareness, Educational, and Behavior Change Monthly Presentations – Our monthly presentations are based on employee interest, local culture, and local resources. Local initiatives include health fairs, screenings, health education programs, walking/biking trails, fitness center tours, and a variety of educational programs. The wellness program has enabled the development of local health initiatives across the corporation. Participants provide personal feedback and recommendations via presentation survey. These surveys are evaluated each month during our monthly Wellness Committee meetings. To encourage employee participation, the Wellness Committee provides several door prize drawings for each presentation and also provides a healthy lunch. Employees seem to enjoy being educated on a healthier way of life, whether thru nutritional habits, exercise, weight control, etc. The presentation material (including video) are stored in the WBRC Wellness library which enables staff, on a sign out basis, to view these monthly presentations if they were unable to attend or to share with their families. WBRC also offers weekly vendor/supplier “lunch and learn” presentations/seminars that focus on products specified in our contract documents such as doors, windows, hardware, roofing, flooring, lighting, etc. Approximately 20% of staff attends these vendor/supplier “lunch and learn” presentations. The WBRC wellness monthly presentations have an attendance record of approximately 40% of staff. Therefore having a more successful attendance rate by as much as 20% for wellness.

Employee Health Needs & Interest Survey – This survey was established to provide employees interest in monthly presentations, onsite health screenings, and local fitness center tours, etc.

This survey has enabled the wellness program to track participant retention, behavior changes in

participants and ongoing interest. This survey type will be redistributed on a yearly basis to maintain employee interest. The benefits to participants are positive lifestyle choices (improvements in exercise, smoking, and BMI) and becoming wiser healthcare consumers resulting in lower healthcare costs.

Quarterly Newsletters – The quarterly newsletter addresses many topics such as employee anniversaries by year, WBRC In-the-news, wellness tips, healthy recipes, local donation charity, and upcoming events. These quarterly newsletters have had a positive response including employee’s suggestions for upcoming Newsletters.

Popular Programs

Monthly Presentations - These presentations offer great insight to healthier lifestyles as well as provide a healthy lunch and prizes.

Quarterly Newsletter - The newsletter keeps employees informed of employee’s achievements, goals, anniversaries, and involvement in local community activities, wellness tips and healthy recipes.

Move & Improve Program – The program is a community-based program designed to encourage individuals to engage in a healthier lifestyle by increasing their level of physical activity. This 12-week program is designed to increase the amount of physical activity you engage in on a daily/weekly basis. WBRC staff has participated in this Move & Improve program for the past six years.

Additional Information

WBRC encourages participation in local community walk-a-thons, (i.e., Turkey Trot, American Heart Association Walk, etc.), the Move & Improve Program, Commute Another Day Way, Annual Snow Sculpture Event, etc., to promote a healthier and happier company. Not only is this a fun way to participate in our community on the company's behalf, but also a great way to spend quality time within their own families and co-workers.