

Work-plan worksheet

Need	Describe the Need selected from recommendations, ideas & input		
Action Steps	plan of action designed to achieve a particular goal/need		
People Responsible	List the individuals who will do the work & take charge		
Evaluation	How will you measure your success and/or misfortunes?		
I = individual Level	E/O = Environmental/Organizational Level	P = Policy Level	

Business

Goal	Action Steps	People/ person responsible	Evaluation Methods	Time Line	I	E/O	P
<u>Physical Activity</u> Increase outdoor walking	Using wheel to measure, map 2 walking loops for use in community walks, paint foot prints along train so all can use.	Worksite Coordinator, Business Owner	completion of maps & footprints	April 1st	x	x	
Walking meetings	Hold at least 1 walking meeting with each of the 4 committees.	Business Owner	# of walking meetings completed	Jun-12		X	X
<u>Nutrition</u> Increase water consumption while promotion Main Street	Purchase reusable water bottles with the Logo. Can use a prize/give-a-ways with projects.	Business Owner	Number of bottles ordered then given out.	April 1st	X	X	
<u>Tobacco</u> Policies in place	Develop Tobacco & Substance Abuse policies that meet Maine State Law. Have them entered into the employee handbook.	Business Owner & Wellness Coordinator	Completed polices & new handbook entries.	Jun-12		X	X
<u>Safety</u> Develop Evacuation Route	1.Map out evacuation plan & post. 2. Work with building owners to have ladder fro window escapes.	Business Owner, Wellness Coordinator	Completion of tasks &ladder in place	April 1st	X	X	X
Develop Vehicle Safety Policies	Develop vehicle safety polices, have then put into Employee Handbook	Business Owner, Wellness Coordinator	Polices written & entered into handbook	March	X	X	X

Have staff & volunteers trained in CRP & First Aide	find local class & have staff sign up	Business Owner	certification completed	March	X	X	
Other Develop a wellness team	Ask on board member to join Business Owner & form the wellness team	Business Owner	team developed	March	X	X	X
Set policies re flex time to complete work through week.	Develop Policy on flex time so staff is not working more then 40 hours per week.	Business Owner	New policy developed	June	X	X	X