



Department of Sport and Recreation

Department of Health

*Sport and recreation builds stronger, healthier,
happier and safer communities*

Employee Survey Scoring

be active wa
Physical Activity Taskforce

Introduction

Total commitment and support, together with a structured framework to successfully develop and implement the program are critical to your success.

The comparison rate between your workforce and guidelines/comparison figures will indicate where the possible health and wellbeing issues arise in your organisation and give you, the employer, ideas for possible interventions to help to overcome these issues. You can also re-administer the survey to evaluate the progress of your workplace health and wellbeing program over time.

The information listed shows how to calculate the workforce response rate to each question, the recommended guideline and, where appropriate, the state and national average for each. A possible intervention is listed below each section, but more ideas are available in the resource section of the workplace health and wellbeing Kit.

Important Note:

Surveys must be completed anonymously. Information obtained from employee surveys must only be used by the organisation to identify issues across the employee group and, due to privacy issues, not be used by the organisation to identify specific individual issues. Support for staff to identify individual issues (for example health checks), must be done in a confidential environment, with trained professionals.

GENERAL

QUESTION	ISSUE	RECOMMENDATION	RESPONSE CALCULATION	STATE/NATIONAL AVERAGE	POSSIBLE INTERVENTION
	Age		Total age divided by number of respondents will give you the average age.		
	Sex		This will give you the proportion of males and females		
	Height		1 foot = 30.5cm 1 inch = 2.54cm		
	Weight		1kg = 2.2 pound		
	Healthy weight for height, based on Body Mass Index (BMI)	<p>BMI:</p> <ul style="list-style-type: none"> -Under 18.5 = underweight and possibly malnourished. -18.5-24.9 = healthy weight range. -25-29.9 = overweight. -Over 30 = obese 	<p>Body Mass Index =</p> <p>Weight (kgs e.g. 75) Height (mtrs e.g. 1.75) x Height (mtrs e.g. 1.75)</p> <p>You can use this figure to identify the number or percentage of employers that are in each of the BMI categories.</p>	69.2 per cent of males and 56.4 percent of females in Australian adults are overweight or obese. (National Health Survey 2007-08)	If you have a high level of overweight or obese staff focus on nutrition and physical activity interventions.

QUESTION 1: SMOKING

QUESTION	ISSUE	RECOMMENDATION	RESPONSE CALCULATION	STATE/NATIONAL AVERAGE	POSSIBLE INTERVENTION
1	Do you smoke?	0-3 = provide feedback on costs and health issues of smoking and give information about Quit WA. 4-7 = provide encouragement and refer to Quit WA.	Dividing the number of 'yes' and 'no' respondents by the number of surveys completed will give you a percentage of smokers and nonsmokers.	18.2 per cent of the Western Australian's are current smokers. (NHS 2007-08)	Consider organising an information session for employees with a representative from Quit WA.
1a	How keen are you to stop smoking?		Note the number or percentage of smokers who answer 0-3 or 4-7.		Employees who score 0-3 have a low interest in quitting. Providing them with feedback on costs and health issues associated with smoking and giving them information about quitting may help. Employees who score 4-7 have an interest in quitting. Provide them with a work supported Quitline program.
1b	When you wake up each day, how soon do you smoke your first cigarette?		Add the score of 1b and 1c. A score of 0-3 indicates a very low or low probability of nicotine addiction. A score of 4-6 indicates a moderate to high probability of nicotine addiction.		For staff with a score of 0-3 there is a good chance of success if they attempt to quit. Staff with a score in the 4-6 range may benefit from the use of nicotine replacement therapy or medication Quitline can provide further information.
1c	How many cigarettes do you smoke on a typical day?				

QUESTION 2-6: NUTRITION

These questions will provide the eating habits of employees.

QUESTION	ISSUE	RECOMMENDATION	RESPONSE CALCULATION	STATE/NATIONAL AVERAGE	POSSIBLE INTERVENTION
2	How many serves of vegetables do you eat per day?	The National Health and Medical Council recommended intake of vegetables is five or more serves per day.	Adding the scores for 'five' and 'six or more serves' will give a percentage of employees eating recommended levels of vegetables per day. 0-2 = low intake. 3-4 = nearly there, almost enough for health benefits. 5+ = sufficient for health benefit.	In 2007-08 12.6 percent of Western Australians consumed four serves of vegetables a day and 8.6 per cent consumed five or more serves of vegetables per day. (NHS 2007-08)	Provide facilities for employees to prepare healthy lunch options for example sandwich toaster, fridge for storing lunches from home and microwave to heat food.
3	How many serves of fruit do you eat per day?	The National Health and Medical Council recommended intake of fruit is two or more serves per day.	Adding the scores for 'two' and 'three or more serves' per day will give the percentage of employees eating recommended levels of fruit per day. 0 = low intake. 1 = nearly there, almost enough for health benefit. 2+ = sufficient for health benefit.	In 2004-05, 51.2 percent of Western Australians consumed two or more serves of fruit a day. (NHS 2007-08)	Supply fresh fruit in the lunch room.
4	How many days of the week do you eat junk foods?		These figures will provide a percentage of employees that answered 'yes' to each option.		
5	How many days of the week do you eat junk food AT WORK?		These figures will provide the levels of junk food consumed by employees during a normal week.		If a canteen is available on-site, provide healthy choices (for example salad rolls and low fat foods). Remove vending machines that dispense soft drinks or foods of low nutritional value.
6	Why do you choose fast food?		These scores will give the number of responses for each reason for employees choosing fast food instead of healthy options.		

QUESTION 7-8: HYDRATION

These results will provide the figures for the intake of plain drinking water and other types of fluids by employees.

QUESTION	ISSUE	RECOMMENDATION	RESPONSE CALCULATION	STATE/NATIONAL AVERAGE	POSSIBLE INTERVENTION
7	On a normal WORKING DAY how many glasses of fluid do you consume?	National guidelines for fluid intake (NHMRC 2006) recommend 2.6 litres of fluid a day for males and 2.1 litres for females.	These figures will show whether employees are taking in enough fluid.		It is recommended that you do not over indulge in fluids containing caffeine, high in sugar or containing stimulants.
8	How many glasses of water do you consume in a normal WORKING DAY?		These figures will give you the amount of employees drinking enough water during their day.		Provide access to water coolers to encourage drinking water instead of soft drinks.

QUESTION 9-11: HYDRATION

These figures will give a percentage of staff who consume alcohol and the frequency and quantity of alcohol they consume.

QUESTION	ISSUE	RECOMMENDATION	RESPONSE CALCULATION	STATE/NATIONAL AVERAGE	POSSIBLE INTERVENTION
9	How often do you have a drink containing alcohol?		Add the scores in brackets for questions 9 to 11 to gain a total score out of 12. For Women: a score of 0-3 = low risk drinking. 4-5 = may be risky drinking. 6+ risky drinking. For Men: a score of 0-3 = low risk drinking. 4-6 = maybe risky drinking. 7+ = risky drinking	A total of 16.2 percent of WA adults consume alcohol at medium risk and high risk levels for long-term health consequences. (NHS 2007-08)	Consideration may be given to implementing a nil blood alcohol level for staff that operate heavy machinery or drive company cars.
10	How many standard drinks do you have on a typical day?				
11	How often do you have six or more drinks on one occasion?	Six or more drinks on one occasion is considered binge drinking.	These figures will indicate the percentage amount of binge drinking of employees.		

QUESTION 12-14: PHYSICAL ACTIVITY

These questions will show the level of physical activity undertaken by the employees.

QUESTION	ISSUE	RECOMMENDATION	RESPONSE CALCULATION	STATE/NATIONAL AVERAGE	POSSIBLE INTERVENTION
12a	How many times per week do you usually do 20 minutes or more of vigorous intensity physical activity?	National Physical Activity Guidelines state that for adults 30 minutes of moderate-intensity physical activity each day can improve your health and reduce the risk of developing certain health conditions or diseases.	Add numbers for each of question 12a – 12c. Score 0-1 = low physical activity. 2-4 = nearly there, almost enough for health benefits. 5+ = active, sufficient physical activity for health benefits, as recommended by the National Physical Activity Guidelines.	59 percent of the Western Australian population are sufficiently physically active (Adult Physical Activity Survey 2006).	Encourage more physical activity in the workplace and whilst the employee is commuting to and from work. Consider installing bike racks, encourage staff to use the stairs instead of the lifts, organise a lunchtime walking group or organise corporate memberships to gyms or swimming pools.
12b	How many times a week do you usually do 30 minutes or more of walking?	National Physical Activity Guidelines state that for adults 30 minutes of moderate-intensity physical activity each day can improve your health and reduce the risk of developing certain health conditions or diseases.			
12c	How many times per week do you usually do 30 minutes of other moderate-intensity physical activity that increases your heart rate?				

QUESTION 12-14: PHYSICAL ACTIVITY (continued)

These questions will show the level of physical activity undertaken by the employees.

QUESTION	ISSUE	RECOMMENDATION	RESPONSE CALCULATION	STATE/NATIONAL AVERAGE	POSSIBLE INTERVENTION
13	How much of this activity occurs during work time?	It is recommended that employees endeavour to take measures to include some form of physical activity during their working hours.	These figures will give the level physical activity undertaken by employees during the working day.		If the results for this question show a high level of inactivity in the workplace, the employer may want to invest in workplace physical activity interventions to improve the health and wellbeing of their employees. For some ideas on how this might be done see the Resource section of the workplace kit.
14	What do you think would be a reason you would NOT be more physically active during work hours?		Scores can be used as a percentage of staff answering each question or just a score for each question. This will indicate the main reasons for employees not being physically active during the work day.		

QUESTION 15: WELLBEING

These figures will provide the level of psychological distress of the employees.

QUESTION	ISSUE	RECOMMENDATION	RESPONSE CALCULATION	STATE/NATIONAL AVERAGE	POSSIBLE INTERVENTION
15	Psychological distress.		<p>With 1 being none of the time, 2 being a little of the time, 3 being some of the time, 4 being most of the time and 5 being all the time, add totals for all 10 question options to get an overall score out of 50.</p> <p>A score of 10-15= low levels of psychological distress. 16-21 = moderate levels of psychological distress. 22-29 = high levels of psychological distress. 30-50 = very high levels of psychological distress. Add total respondents in the high and very high range and divide by number of survey respondents to get a percentage of employees in risk category.</p>	10% of Western Australians report having high to very high levels of psychological distress (NHS 2007-08).	Make counselling services available for employees. Identify and address causes of employee stress.

REFERENCES

Introduction

This survey was purpose-designed and included questions derived from the following validated survey instruments.

Nutrition

National Nutrition Survey 1995
(Australian Bureau of Statistics)

Physical Activity

Department of Health and Ageing Lifescritps
Physical Activity Assessment Tool

Alcohol consumption

Department of Health and Ageing Lifescritps
Alcohol Assessment Tool

Smoking

Department of Health and Ageing Lifescritps
Smoking Assessment Tool

Wellbeing

Kessler 10 (K10) instrument for measurement of
psychological distress



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