



## Employer Workplace Self-Assessment Tool

The ***Making it Work for Employers Workplace Self-Assessment Tool*** helps you reflect on current knowledge and practice in your workplace and directs you to parts of the website that are most relevant. It aligns with our five website topics: (1) Arthritis, joint pain, and back pain; (2) Workplace processes; (3) Accommodations; (4) Communication; and (5) Building workplace wellness. There's also a space for you to rate the importance of each topic for you and your workplace. The score for each topic will help you see where your workplace is excelling and where you might want to do a bit of development.

The Workplace Self-Assessment Tool is most effective if you answer all of the questions. There are two ways to use this tool:

- 1. For a quick assessment**, select the response which you think best fits your current workplace. At the end of each section, rate if the topic is a priority for you to learn about right now. (~6 minutes)
- 2. For a more in-depth assessment**, reflect on why you chose that response and add notes. (~30 minutes)
  - For example, if you answered “yes, definitely” for question one: “I know what arthritis is”, you might follow-up by writing down how you define arthritis.
  - Your reflections are not used when calculating your score and examples are not marked as right or wrong. This is just a chance for you to check what you really know, or think you know, about these topics.
  - Notes can be used as a planning or discussion tool. For example, you can compare your responses with how your employees completed the workplace self-assessment tool or, if you want to make changes in your workplace, use it as a way to look back to see where you started and at the progress made.
  - When reflecting on your responses, remember to respect people's privacy. \*Avoid using names or sharing specific details\*.

**Tips:** You are more likely to reach helpful and practical conclusions if you: 1) are realistic about your current state, 2) reflect on your responses, and 3) look at what's currently being done in your workplace, without making assumptions about future progress.

**If you are unsure of an answer, we encourage you to select “No, not really”, instead of guessing, to optimize learning opportunities in your final report.**

**Scoring:** if you complete the assessment online, you will receive a score out of fifteen for each topic. If you print the assessment, here is how you tally the score yourself.

- You receive a score for each of the five topics.
- You receive 1 point for every ‘a’, 2 points for every ‘b’, and 3 points for every ‘c’ response.
- Add up the points for each section. To compare your scores, put the section totals in the “total scores” table at the end of the tool.
- Note whether you rated learning more about the topic as a priority or not and what the topics with the lowest scores in the designated spaces.

# Arthritis, Joint Pain, and Back Pain

This section assesses your general knowledge of arthritis, joint pain, and back pain and how it can impact people at work. Although arthritis, joint pain, and back pain are addressed as one item, each of these conditions is unique. Answer the questions considering one of these conditions, or all of them, depending on your experience and relevance in your workplace.

## 1. I know what arthritis is.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

## 2. I know how arthritis, joint pain, and back pain can impact people at work.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

## 3. I know what can help people with arthritis, joint pain, and back pain at work.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

## 4. I know that it can be uncomfortable for some people to disclose about a chronic condition, like arthritis, joint pain, or back pain, to an employer.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

## 5. I know that arthritis, joint pain, and back pain are one of the most common reasons that employees leave the workforce.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

## 6. Learning more about arthritis, joint pain, and back pain is a priority for me (Y/N)

Score

# Workplace Processes

This section helps you reflect on your knowledge of workplace processes, specifically ones related to health and wellness (such as accommodating an employee, handling a health-related disclosure, or submitting an incident report). It also looks at if existing processes are being used and are helpful.

**1. I know how workplace processes related to health and wellness can help employees with arthritis, joint pain, and back pain.**

a) No, not really

a) Kind of, I think so

a) Yes, definitely

**2. My workplace has processes for employees with arthritis, joint pain, and back pain. (e.g., accommodations, what to do with a health related-disclosure, etc.)**

a) No, not really

a) Kind of, I think so

a) Yes, definitely

**3. Employees know about and can easily find information on workplace processes related to health and wellness.**

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

**4. The processes in my workplace related to health and wellness are reviewed regularly to ensure they are relevant and useful.**

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

**5. I've had experience with process mapping.**

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

**6. Learning more about health-related processes is a priority for me (Y/N)**

Score

# Workplace Accommodations

This section allows you to reflect on your knowledge of workplace accommodations, including what accommodations can help employees with arthritis, joint pain, and back pain, and the accommodation process.

## 1. I am aware of and understand the employer's duty to accommodate.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

## 2. I know what workplace accommodations can help employees with arthritis, joint pain, and back pain.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

## 3. I know what my role is, or would be, during the workplace accommodation process.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

## 4. Employees know how to request workplace accommodations.

a) No, not really/I don't know.

a) Kind of, I think so

a) Yes, definitely

## 5. I think we're doing a good job of accommodating our employees.

a) No, not really/I don't know.

a) Kind of, I think so

c) Yes, definitely

## 6. Learning more about workplace accommodations is a priority for me (Y/N)

Score

# Communication

This section assesses your knowledge of communication in the workplace, particularly related to health and wellness. It also asks you to reflect on your workplace's existing communication around health and wellness.

**1. I know why communication in the workplace is important for employees with health concerns (including those with arthritis, joint pain, and back pain).**

a) No, not really

a) Kind of, I think so

a) Yes, definitely

**2. I know about, and understand, the legal considerations related to disclosures and privacy (e.g., that employees don't need to disclose their condition, just the symptoms that cause limitations or restrictions related to their work).**

a) No, not really

a) Kind of, I think so

a) Yes, definitely

**3. My workplace regularly communicates about workplace wellness to our employees.**

a) No, not really

a) Kind of, I think so

a) Yes, definitely

**4. I know how to check-in with my employees to ensure they have the information they need about arthritis, joint pain, and back pain.**

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

**5. Employers (managers, administrators, or supervisors) know what to do if an employee comes to them to talk about a health condition or workplace limitation or restriction.**

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

**6. Learning more about health-related communication is a priority for me (Y/N)**

Score

# Building Workplace Wellness

This section prompts you to think about the existing culture in your workplace and if it supports or detracts from supporting wellness.

## 1. I understand how workplace culture can positively or negatively impact employees.

a) No, not really

a) Kind of, I think so

a) Yes, definitely

## 2. My workplace has resources dedicated to supporting employee wellness (e.g., information, time dedicated to wellness initiatives, discounted gym memberships, etc.).

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

## 3. Senior Leadership (e.g., CEO, superintendent, executive director) understands that workplace wellness is important.

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

## 4. Front-line managers at my workplace support employee wellness.

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

## 5. Employees at my workplace buy into a culture of health and wellness.

a) No, not really/I don't know

a) Kind of, I think so

a) Yes, definitely

## 6. Learning more about how workplace culture supports wellness is a priority for me (Y/N)

Score

# Your Workplace Self-Assessment Tool Score

|                                      | Score | Priority |
|--------------------------------------|-------|----------|
| Arthritis, Joint Pain, and Back Pain |       |          |
| Workplace Processes                  |       |          |
| Accommodations                       |       |          |
| Communication                        |       |          |
| Building Workplace Wellness          |       |          |

## Range of scores

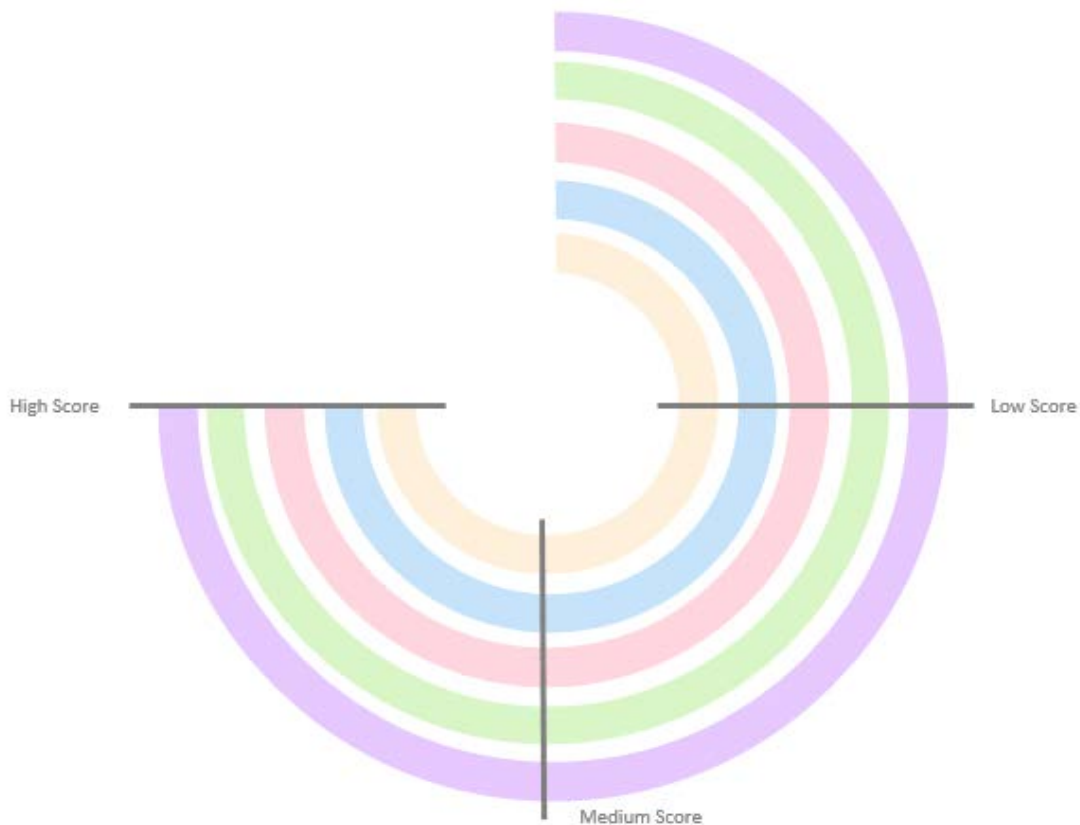
Regardless if your score is low, medium, or high, the main thing the Workplace Self-Assessment Tool is showing you is what areas are most relevant for you. **Take a look at your lowest scores. Those are the topics where you might want to start.**

**Priority scores:** You rated each topic as being a priority or not. Start with the topics that you selected “yes” for. If you selected “no”, we might be able to convince you that that topic is a priority in the “why is it important” sections.

The results are ranked as **Low (5-8)**, **Medium (9-12)**, or **High (13-15)**.

Colour in the graphic below to see how you did in each topic. This visualization tool allows you to compare how you are doing in the different topics and highlight your strengths and areas for improvement.

\* Complete the workplace self-assessment online for topic specific recommendations and a prepopulated graphic: <https://makingitworkforemployers.ca/workplace-assessment-tool/>



## What to do with your Workplace Self-Assessment Tool Scores?

**Low:** You don't know much about that topic or why it's important in your workplace – yet!

- Head to “The Basics” section to learn more.
- Check out the “Act Now” section for ideas to get started.

**Medium:** You have a basic understanding of that topic and a general idea of how it's relevant in your workplace.

- Check out the content pages to deepen your understanding.
- Use the “Act Now” section for ideas for next steps to continue developing workplace supports for employees with arthritis, joint pain, and back pain.
- Scan all the sections to see if there is new information you may be interested in.

**High:** You have a good understanding of that topic and know how it's relevant in your workplace.

- If you're interested, scan “The Basics” section to see if it has any new or relevant information.
- That topic impacts employees in your workplace. Check out the “Tools and Resources” section for relevant resources.
- This is a relevant topic for you – but your employees may have a different understanding of it and its impact in the workplace. This is a great opportunity to share the “Workplace Self-Assessment tool” with others in your organization to see if they get similar results and how they prioritize learning more. If you are sharing with your employees, check out the **Employee Workplace Self-Assessment Tool**.



# How to use the Workplace Self-Assessment Tool results

## Make it part of the conversation

- Have a conversation with your staff about workplace processes that are related to health and wellness, requesting accommodations, and promoting a wellness culture
- Compare your Workplace self-Assessment Tool results
  - Is there alignment between your results and your staff's?
    - If yes, that's great! Regularly check in with each other to make sure that is still the case
    - If not, explore reasons for why that may be the case
- Make sure staff feel safe and comfortable sharing their opinions and experiences.
  - Assign a lead to collect and report summarized feedback
  - Listen and be open to critical feedback, fight the instinct to get defensive
  - Ask staff what they need to feel safe, provide the option to share their ideas anonymously

## Raise awareness

- Send out a summary report
  - You can print your results right from the online results page!
  - <https://makingitworkforemployers.ca/workplace-assessment-tool/>
- Share key resources
  - Check out the corresponding resources sections for tools and resources that are relevant in your workplace
- Highlight relevant resources in your workplace that employees don't know about or have forgotten about

## Use it to track your success

- Use your Workplace Self-Assessment Tool results as a starting point
- If you make changes in your workplace, complete the Workplace Self-Assessment Tool again (or just the relevant sections) and see how you rate your workplace differently
- If you reflected on your responses, you will have a log which tracks what you have been doing to develop, maintain, or support wellness in your workplace