
EMPLOYEE WELLNESS SURVEY

Prepared by:

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ABOUT TRUCKING HR CANADA

As a national, non-profit organization, Trucking HR Canada advances modern HR solutions for the trucking and logistics workforce

One of our strategic priorities is to make a company's job easier by delivering a comprehensive collection of up-to-date guides, reports, templates and more to support effective human resources management and recruitment and retention efforts.

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WANT MORE

To help fleet employers promote employee wellness, Trucking HR Canada created *Workplace Wellness: A Holistic Approach to Your Employees' Wellbeing*. Through this online resource guide, explore the following topic areas:

- The benefits of wellness programs
- The key impacts of employee wellness
- Contributing factors to driver wellness
- Understanding legal obligations
- Important steps in administering a robust employee wellness program
- Best practices in supporting employee wellness

To view this resource visit truckinghr.com

EMPLOYEE WELLNESS SURVEY

INTRODUCTION

An employee wellness survey can help you understand the overall impressions of your workplace practices and the impact that those practices have on the personal health and wellbeing of your employees. Additionally, it can help you determine where and how to invest time and budgets to ensure that the wellness desires of your team are achieved.

KEY CONSIDERATIONS

When conducting an employee wellness survey, consider how you:

- Communicate the purpose of the survey to employees – include why and how the information will be used.
- Measure participation rates.
- Include various aspects of employee well-being – including: emotional well-being, environmental wellness, occupational factors, psychological safety, physical health, and social connections.
- Utilize feedback to implement intentional actions.
- Communicate results and action plans.

SAMPLE QUESTIONS

Section One: Demographics

These questions will help determine trends and break down employee impressions based on several demographics (e.g., gender, position etc.). Find out if demographic groups are experiencing your workplace differently?

Do you identify as:

Male Female Nonbinary

Do you identify as a person with a disability?

Yes No

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How would you classify your position within the company:

___ Senior Executive

___ Director

___ Management

___ Individual Contributor

How old are you? Select the age band you fall within.

___ 20 – 30 years old

___ 30 – 40 years old

___ 40 – 50 years old

___ 50 – 60 years old

___ 60 – 70 years old

___ 70 – 80 years old

___ 80+ years old

Where do you primarily work? [Include and insert those specific to your workplace]

___ In an Office

___ On the Road

___ In the Shop

___ In the Warehouse

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Section Two: Employee perceptions on current practice

For each statements, select a rating from 1 to 5 (1 = Strongly Disagree and 5 = Strongly Agree).

I am able to balance my work and home life.	1	2	3	4	5
My job requires an appropriate level of stress.	1	2	3	4	5
I am able to provide constructive feedback to managers regarding my work.	1	2	3	4	5
I feel safe at work physically.	1	2	3	4	5
I feel safe at work psychologically.	1	2	3	4	5
I work an appropriate number of hours.	1	2	3	4	5
The company supports a healthy lifestyle.	1	2	3	4	5
The company promotes a healthy lifestyle.	1	2	3	4	5
My level of authority is equivalent to my level of responsibility.	1	2	3	4	5
The job tasks that I am asked to do are within my physical capabilities.	1	2	3	4	5
The people I work with are respectful.	1	2	3	4	5
I can be myself at work.	1	2	3	4	5
I consider myself to be healthy.	1	2	3	4	5
I have time in my week to do the things that bring me joy.	1	2	3	4	5
Our company health insurance is comprehensive and adequate for my needs.	1	2	3	4	5
I am happy.	1	2	3	4	5
I am comfortable disclosing health challenges / concerns to my manager.	1	2	3	4	5
I am comfortable disclosing health challenges/ concerns to HR.	1	2	3	4	5
I feel connected to the mission and purpose of this company.	1	2	3	4	5
I am treated with respect by my boss.	1	2	3	4	5
I have positive relationships with my co-workers.	1	2	3	4	5

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Please respond to the questions below by answering yes or no.

Do you have specific physical health concerns that are exacerbated by workplace practices?	Yes	No
Do you have any specific mental health concerns that are exacerbated by workplace practices?	Yes	No
Do any of your family members have significant health concerns that require your personal care and attention?	Yes	No
Is your personal health and wellness important to you?	Yes	No

If you answered yes to any of the above, please provide details in the text box below.

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Section Three: Employee preferences

CHOOSE THREE: What would have the biggest impact on your overall health / wellbeing if prioritized by the company?

Addressing At-Work Stress Factors	
Reducing Hours of Work	
Stronger Commitment to Physical Exercise	
Educating on Healthy Eating	
Increased Investment in Group Benefits	
Providing More Support for Parents	
Providing More Support for Other Care Givers	
Allowing for Flexible Work Options	
Providing Mental Health Resources	
Educating on Healthy Lifestyles	
Raising Awareness on Substance Abuse and Addiction	
Providing a Health Spending Account	
Other, please explain	

This section provides insights into what employees want to see from the company.

Explain your choices by providing details on your level of concern and desired change.

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Section Four: Employee Response

This section of the survey allows employees to provide feedback in areas that might not have been addressed in the other sections. It also provides opportunity to identify what the company is currently doing well.

What is the company currently doing well to support your personal health and wellness?

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Do you have additional comments or feedback regarding your personal health and wellness that you would like to share?

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FOLLOW THROUGH

As important as the survey itself, what you do with the feedback will help demonstrate your company's commitment and impact real change.

As a best practice, we recommend the following next steps:

1. Thank participants for their feedback and indicate when and how key information or results will be shared.
2. Analyze the results and pull-out key themes and critical observations.
3. List and assess employee recommendations.
4. Create a preliminary action plan and identify budget requirements.
5. Develop a business case to obtain leadership approval.
6. Refine the action plan and assign responsibility and timelines.
7. Communicate survey results and actions.
8. Monitor progress and revise as needed.
9. Continue to update employees on new programs and program successes.
10. Quantify the results of the action plan by running a follow-up survey or through other identified performance metrics (e.g. health care costs, absenteeism, EAP utilization).

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