

SWAT Tool for Observing Worksite Environments (TOWE – pronounced TOE)
Adapted from the Checklist of Health Promotion Environments at Worksites
(CHEW; Oldenburg et al., 2002)

Worksite: _____

Building/Address: _____

Date: _____ **Time:** _____ **Observer:** _____

Number of people employed at the worksite: _____

BUILDING ASSESSMENT

Number of buildings at the worksite <i>(verify ahead of site visit, if possible)</i>	No. = _____
If the worksite is located in more than one building, is the intervention being conducted in all buildings?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, be sure to assess the environmental context of the other buildings as well.</i>
Number of floors	No. = _____
Freestanding or connected to other buildings?	<input type="checkbox"/> Freestanding <input type="checkbox"/> Connected
Is worksite all or part of building?	<input type="checkbox"/> All <input type="checkbox"/> Part
Stairwells:	
Unlocked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Convenient?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attractive? <i>(Comment:</i>	<input type="checkbox"/> Very <input type="checkbox"/> Somewhat <input type="checkbox"/> No <i>(Cheery, art) (OK) (Dim, narrow)</i>
Reminder sign to take stairs?	<input type="checkbox"/> Yes <input type="checkbox"/> No

General impressions of the building (overall condition, age of building, etc.):



How many of the following items are present inside the building?

Changing rooms	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Showers	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Scales	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many

For the items above that are present: Are they in good condition (e.g., fairly new, clean, comfortable)? Are they easily accessible?

General Impressions and Other Comments Related to the Building Assessment:

SIGNS AND BULLETIN BOARDS (the information environment)

How many signs or posters are present that generally encourage the following?

Physical activity (encouragement to join classes, park further away, etc.)	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Dietary fat reduction or healthy nutrition (classes, food choices, snack options)	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many

For each item above that is present: how likely is an employee to notice and read them (e.g., located in places where employees congregate, pass frequently, or eat; eyelevel)? Is it colorful?

General Impressions and Other Comments Related to Signs and Bulletin Boards:

FITNESS CENTER ASSESSMENT

Not applicable (there is no fitness center)

Time of visit: _____ Hours of operation: _____

How many of the following types of exercise equipment are present?

Treadmills	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Bikes	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Rowing Machines	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Stepper Machines	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Strength equipment	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Free weights	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Other machines	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Other machines	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many

Are there enough machines given the number of employees at this worksite? Is it crowded? Are employees standing in line waiting for exercise equipment?

For the items above that are present: are they in good condition (e.g., fairly new, clean, comfortable)?

Other items:

- TV in workout area (*note presence/absence, station turned to, volume*)

- Music in workout area (*note presence/absence, type of music, volume*)

Is the fitness center an inviting, comfortable environment (e.g., enough space)? Is the fitness center easily accessible (e.g. near offices, hours of operation)? Is it accessible to the outdoors (for running or walking)?

General Impressions and Other Comments Related to the Fitness Center Assessment:

ASSESSMENT OF THE NUTRITION ENVIRONMENT AT WORK

Assessment of Cafeteria or Other Resource that Substitutes for a Cafeteria (e.g., canteen, on-site sandwich shop, food vendor, lunch cart)

Not applicable (there is no cafeteria or similar other)

How many of the following items are available in the cafeteria?

Fresh fruit	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Green salads	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Low fat milk or yogurt options (<i>check labels</i>)	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Entree labeled as low fat or hearty healthy	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Vegetable options	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Salad bar	<input type="checkbox"/> Extensive	<input type="checkbox"/> Limited	<input type="checkbox"/> None	
<i>Observations:</i>				

Comment on the appeal of available items (e.g., Do the fruits and vegetables look fresh? Is a range of low fat items offered? How noticeable are the low fat or heart healthy labels on food items?)

General Impressions and Other Comments Related to the Cafeteria Assessment:

Vending Machine Assessment

Not applicable (there are no vending machines)

Location: _____

How many of the following items do the vending machines offer?

<i>Drinks:</i>	
Fruit/vegetable juices	<input type="checkbox"/> None <input type="checkbox"/> One <input type="checkbox"/> A few <input type="checkbox"/> Many
Bottled water	<input type="checkbox"/> None <input type="checkbox"/> One <input type="checkbox"/> A few <input type="checkbox"/> Many
Diet soft drinks	<input type="checkbox"/> None <input type="checkbox"/> One <input type="checkbox"/> A few <input type="checkbox"/> Many
<i>Food:</i>	
Low fat/sugar snacks	<input type="checkbox"/> None <input type="checkbox"/> One <input type="checkbox"/> A few <input type="checkbox"/> Many
Items labeled as heart healthy, low fat or low calorie	<input type="checkbox"/> None <input type="checkbox"/> One <input type="checkbox"/> A few <input type="checkbox"/> Many
Fresh fruit/vegetables	<input type="checkbox"/> None <input type="checkbox"/> One <input type="checkbox"/> A few <input type="checkbox"/> Many
Are there signs in the vending area that encourage selection of low fat items?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a water cooler?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is a range of low fat/diet items offered? How noticeable are the signs/prompts?

General Impressions and Other Comments Related to the Vending Machine Assessment:

Lunch Room Assessment

Not applicable (there is no lunch room)

Location: _____

How many signs/posters in the lunch room encourage the following?

Fruit and vegetables consumption	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Increased physical activity	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Dietary information (low fat/reduced calorie)	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many

How many of the following items are available for employee use?

Microwave	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Other oven or toaster	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Seating in or near the food preparation area	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Refrigerator/Freezer	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Sink	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Is there a water cooler in or near the lunch room?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		

Are they in good condition (e.g., fairly new, clean, comfortable)? Are they easily accessible? Would you use the lunch room?

General Impressions and Other Comments Related to the Lunch Room Assessment:

PARKING ASSESSMENT

How many of the following are present?

Bike racks <u>outside</u> the building <i>(check to see if they are over-full or empty, and note under General Impressions)</i>	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Bike racks <u>inside</u> the building <i>(check to see if they are over-full or empty, and note under General Impressions)</i>	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Number of bikes parked in bike racks	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many

Where is the parking in relation to the worksite (e.g., distance from building to nearest parking lot)?

General Impressions and Other Comments Related to the Parking Assessment:

GROUNDS ASSESSMENT

Definition of "grounds": _____

Which of the following items are present on the grounds?

Volleyball court	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Basketball goal	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Walking path on or adjacent to grounds	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Open space/grassy area large enough for physical activity	<input type="checkbox"/> Yes	<input type="checkbox"/> No

General Impressions and Other Comments Related to the Grounds Assessment:

COMMUNITY ASSESSMENT

Site description: Rural _____ Suburban _____ Urban _____

What is the approximate distance from the worksite (in miles) to the nearest:

Town, downtown or city:	_____ miles
Restaurants or fast food outlets:	_____ miles
Park or other natural area:	_____ miles

How many of each of the following items exists within a 0.5 mile radius (5 blocks) of the worksite?

Bike Lanes/ Traffic/ Mass transit	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Sidewalks	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Fast food chain outlets--featuring high fat foods: [e.g., MacDonaldds, Pizza Hut)	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Café, deli's, cafeteria (including an extensive salad bar)	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Ethnic/Family Restaurants	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Grocery stores / supermarkets / fruit and vegetable market	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Open-space/ grassy area large enough for physical activity	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many
Athletic fields or other sports facilities (including swimming facilities)	<input type="checkbox"/> None	<input type="checkbox"/> One	<input type="checkbox"/> A few	<input type="checkbox"/> Many

Comment on the appeal/accessibility of the items above (e.g., are they safe, accessible, and well-maintained?)

General Impressions and Other Comments Related to the Community Assessment:

OTHER

What is it about the worksite environment that particularly encourages physical activity and/or improved nutrition?

Other comments:

Name and title of employee who accompanied you on tour of the worksite:

Note any relevant comments that the employee made while facilitating the tour:

Procedures for Completing the Assessment

NOTE: Please prioritize sections depending on which interventions you have discussed with worksite representatives. Use the check boxes before each section to indicate which sections you have completed as a priority.

1. Obtain permission from manager to inspect the building and the grounds. Make observations in the daylight. It would be desirable to have an escort to make sure you cover all the stairwells, lunch rooms, vending machines, etc. However, do all observations independently.
2. If no one accompanies you, it would be useful to check with someone (e.g., the manager's secretary) to make sure you did not miss the fitness center, a cafeteria, showers, etc. Go through the major points of the assessment with them.
3. If possible, walk down all corridors on every floor, so you do not miss any of the items. Go into the target areas like the lunch room, cafeteria, and fitness center; only write down what you actually observe.
4. There are three environments that are evaluated. The first is the "worksite," which is the area of the building that is under one management. The second is the "grounds," which is the area around the worksite building. The third is the "community," which is the area just beyond the grounds.

The definition of worksite "grounds" will vary. If the worksite is in its own building that is not shared, that plot of land, including parking, will be the grounds. If the building or plot of land is shared with other tenants, the entire plot of land is considered the grounds. Thus, the cafeteria, showers, fitness center, or parking may be shared with other companies. However, only assess the stairways, elevators, and vending machines that are in the parts of the building owned or leased by the target company, or in shared areas.

If the workplace is in a large commercial or industrial complex, the complex may be too large to consider the workplace grounds. In this case, define grounds as you see fit and ask employees what they consider part of their worksite. In your assessment, include a description of how you defined "grounds".

5. Examine the bulletin boards as you go around the worksite. At each bulletin board, examine postings for target notices. Only evaluate the first page or first layer of postings. For dietary information, do not evaluate postings of menus. For physical activity, do not assess signs related to movement safety at work; only those that are related to promotion of physical activity. Signs and posters can be posted anywhere. There is not a distinction whether signs are on bulletin boards or posted elsewhere.
6. For dining areas look for labeling that is visible on a casual inspection of the area. Record what you can see standing where you would stand if you were ordering or going through a cafeteria line. It is not necessary to examine every package. The only thing to specifically look for is whether low fat milk and yogurt are available. For these, you will need to look at the labels.

Labeling of low fat items should be easily visible, such as on separate signs or placards. Nutrition information signs may be in front of items on a cafeteria line, and they should show content of fat, cholesterol, calories, or sodium. For food areas, if salad or fruit is listed on the menu, it is available.

7. Under Grounds Assessment, we are interested in open space/grassy areas that are large enough to use for physical activities such as football, volleyball, walking or lead to places where one could walk or run.

8. The Community Assessment does not need to be completed as part of the tour. It can be completed at a time separate from the site visit with the employees, thereby limiting employee burden. When conducting the scan of the community environment within the 0.5 mile radius (5 blocks) of the worksite, cover main streets predominantly. To further focus the scan, get suggestions from staff regarding where people typically go to eat, shop, or engage in physical activity.