[NAME OF COMPANY/WORKSITE]
Site Visit Summary

Site Visit Team Members:

Places and Facilities Visited:

Date(s) of Site Visit:

Type/Number of Staff Interviewed:

Program Staff:

Management:

Employees:

Site documentation/reports/plans gathered:

Items for Follow up:

---

**Narrative Summary:**

**I. Introduction**

a. Size of workforce
b. Type of jobs/industry
c. Employee characteristics

**II. Program Administration and Management**

a. Health program benefits or potential benefits
b. Program implementation and goals
c. Program costs
d. Program eligibility, promotion, and communications
e. Employee committees

**III. Programs and Services**

a. Current health, safety and health promotion activities (programs and services)
b. Training, education, and support
c. Assessment and data management, evaluation, program suggestions

**IV. Policies**

a. Including specific risk factor or health or safety issue areas

**V. Employee Health Benefits**

a. Health promotion benefits
b. Health insurance coverage
c. Incentives

**VI. Environment**

a. Findings from the tool for observing worksite environments (TOWE)
b. Barriers and Resources

**VII. Community Linkages**

**VIII. Summary/Overall Impressions**

Insert any relevant summary tables, figures, exhibits, or pictures