

Issue Date: 8/22/2016

WORKPLACE HEALTH AND WELLNESS PROGRAM

I. Purpose

This Directive establishes policies, procedures, and objectives for the Department of Homeland Security (DHS) Workplace Health and Wellness Program.

II. Scope

This Directive applies throughout DHS, unless exempted by statutory or federal regulatory authority.

III. Authority

[Title 5, United States Code, § 7901, "Health Service Programs"](#)

IV. Responsibilities

A. **Chief Human Capital Officer:**

1. Appoints a DHS Workplace Health and Wellness Coordinator; and
2. Ensures compliance with Federal health and wellness guidelines and this Directive.

B. **DHS Workplace Health and Wellness Coordinator:**

1. Develops and interprets DHS policy regarding the workplace health and wellness program;
2. Administers the workplace health and wellness program on behalf of DHS and serves as the point of contact for federal health and wellness programs; and
3. Works with the Component Workplace Health and Wellness Coordinators to promote workplace health and wellness programs, as well as prepare reports relating to workplace health and wellness programs.

C. **DHS Occupational Safety and Health Manager:**

1. Provides occupational safety guidance for total worker health to reduce and prevent occupational illness and injuries;
2. Manages an effective and comprehensive Department occupational safety and health program;
3. Conducts program management evaluations or audits of Component occupational safety and health programs; and
4. Develops and assists management in implementing Departmental policy, programs, initiatives, and other management actions to promote safe and healthy work environments.

D. **Workforce Health and Medical Support Division, Office of Health Affairs:**

1. Provides medical guidance for the health and wellness programs and occupational health programs such as: fitness-for-duty; return-to-work; drug testing; health screening and monitoring; pre-placement evaluations; immunizations; medical surveillance; medical recordkeeping; deployment physicals; medical exam protocols and leadership on psychological health and personal and peer resilience; and
2. Provides technical guidance and assistance to Office of Health Affairs leadership and DHS Components on current health issues, hazard control strategies, risk communications, and monitoring and evaluation of control strategies related to potential or actual exposures.

E. **Component Heads:**

1. Administer, oversee, and exercise discretion in implementing Component workplace health and wellness programs consistent with this Directive and implementing Instruction;
2. Decide whether to authorize time for fitness activities and must determine that employee excused absence is not otherwise prohibited by law and satisfies at least one of the following criteria: (1) it is directly related to the component's mission, (2) it is officially sponsored or sanctioned by the head of the component, (3) it will clearly enhance professional development or skills of the employee in his or her current position, or (4) it is brief and determined to be in the best interest of the Component;

3. Appoint a Component Workplace Health and Wellness Coordinator to support the DHS and associated Component workplace health and wellness programs; and
4. Issue guidance and manage programs consistent with this Directive and implementing Instruction.

F. **Operational and Support Component heads** assume the responsibilities listed under section IV.E.

G. **Component Workplace Health and Wellness Coordinators:**

1. Develop and coordinate Component-specific health and wellness guidance and programs consistent with this Directive;
2. Encourage Component's participation in DHS and federal health and wellness program activities;
3. Sponsor Component workplace health and wellness activities;
4. Prepare workplace health and wellness reports as required;
5. Provide advice and guidance related to workplace health and wellness policies and programs to Component managers, supervisors, and employees;
6. Promote use of workplace health and wellness education, resources, screenings, and services; and
7. Compile annual reports and metrics of effectiveness of workplace health and wellness program to Component leadership.

H. **Managers and Supervisors:**

1. Encourage employees to participate in workplace health and wellness activities and events;
2. Support workplace health and wellness programs consistent with this Instruction;
3. Allow employees to use flexible scheduling or excused absence/duty hours, as appropriate, to participate in workplace health and wellness activities in accordance with Component policies; and

4. Ensure that employee participation in workplace health and wellness activities, programs and events does not adversely affect the mission or workload.

I. **Employees:**

1. In consultation with their physician, participate in workplace health and wellness activities; and
2. Follow DHS policies and guidelines related to health activities, time and attendance, and any other related issues.

V. Policy and Requirements

DHS policy is to promote workplace health and wellness programs to ensure that our workforce is ready to meet the demands of our missions.

A. Physical Activity: When mission needs and resources allow, provide a work environment that encourages employees to be physically active.

1. Sponsor physical fitness events such as walks, runs, and/or sporting events to encourage employees to participate in physical fitness.
2. Provide employees access to fitness facilities.
3. Consider providing employees with flexibility in scheduling work to allow time for physical fitness activities.

B. Occupational Health: Promote and ensure employees utilize occupational health resources for occupationally acquired injury, diseases, and illnesses.

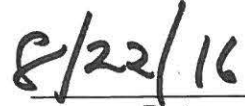
1. Ensure compliance with required occupational physical exams, periodic health assessments, and/or screenings.
2. Ensure the proper use of appropriate protective equipment necessary to prevent work-related injuries and illness.
3. Provide education and awareness programs regarding compliance with applicable health and safety-related executive orders and regulations, as well as the promotion of healthy lifestyle choices on and off the job.
4. Ensure that employees are aware of safety and occupational health practices, in compliance with Directive 066-01, "DHS Safety and Health Program."

VI. Questions

Refer questions or concerns regarding this directive to the DHS Office of the Chief Human Capital Officer.



Russell O. Deyo
Under Secretary for Management



Date