

# HEALTHY WORKPLACE POLICY *Template*

## Why create a Healthy Workplace Policy?

A written policy can help establish commitment and support from key leaders and team members. The content can also help you with your Action Plan. Your policy should formalise your workplace's commitment to improving health and help guide decisions about your Workplace Health Program.

## What should a Healthy Workplace Policy include?

Your Healthy Workplace Policy should include a mission statement and clear objectives and strategies to achieve your workplace's mission. To put things simply, your policy should include what your workplace wants to do for health and how your workplace will do it.



## How to complete this template

To help you create your Healthy Workplace Policy, we have provided lots of example goals and strategies. You can simply tick the boxes under each section to build your workplace policy or use the space provided to add your own.

You can also choose to hide some sections of the form that don't apply to your workplace. You can then save this policy and update it when required. Ensure that 'highlight existing fields' is activated in Adobe Acrobat to easily identify editable fields.

## Healthy workplace policy for:

### Overall mission

#### 1. Insert your overall mission(s) here:

##### or use these if suitable:

- To build and maintain a workplace environment and culture that supports workers to adopt or maintain healthy lifestyle choices.
- To create a workplace environment where the health of workers is highly valued.
- To create a workplace environment that encourages and supports workers' active participation in a range of initiatives that support health.

## Objectives and strategies

\_\_\_\_\_ will  
*Workplace name*

\_\_\_\_\_ *add / delete depending on your target health issue:*

### Physical activity goals and strategies

#### 2. Raise awareness within our workplace about the impact of physical activity on health and ways to create a healthy and active lifestyle, by:

- Displaying information on ways to increase physical activity and reduce sitting time throughout the workplace (e.g. stair prompt posters near stair wells and elevators, physical activity ideas in high traffic flow areas, notices in the staff newsletters/ emails)
- Organising a health professional to give an education session on the health benefits of physical activity and sitting less and how to be more physically active every day
- Promoting the free support for physical activity offered by the *Get Healthy Information and Coaching Service* through email reminders, company newsletters and posters  
[www.gethealthynsw.com.au](http://www.gethealthynsw.com.au)
- insert your own \_\_\_\_\_



### 3. Create a workplace culture that supports and encourages people to be active, by:

- Displaying information on ways to increase physical activity and reduce sitting time throughout the workplace (Ensuring management and leaders participate in physical activity programs and initiatives to help set a good example for the rest of the team)
- Providing flexible work hours (start, finish and lunch times) to accommodate and encourage physical activity throughout the day
- Providing flexible work hours to support workers to see their doctor before starting an exercise program
- Encouraging meetings that reduce sitting time at desks (e.g. walking meetings, standing meetings or meetings at varied locations)
- Organising a workplace walking group to help support and increase daily activity levels
- Providing workplace social events that offer active activities for workers and their families (e.g. sports, picnics)
- Offering sponsorship or subsidies for workplace teams or events (e.g. assistance with uniform, registration fees)
- Surveying workers for other physical activity suggestions that suit their workplace / site
- insert your own \_\_\_\_\_

### 4. Ensure the physical and built environment supports workers to be healthy and active, by:

- Providing showers, lockers and change room facilities to promote cycling and walking to work/lunch time walks
- Offering suitable on-site facilities for workplace physical activity initiatives (e.g. rooms/spaces for health seminars and on-site exercise classes)
- Providing sit-stand workstations and/or height adjustable meeting desks to encourage a sit-less environment
- Providing low-cost options to encourage a sit-less environment (e.g. 'Sit-less' posters, software break prompts, standing meetings)
- Offering access to physical activity programs for a range of fitness levels before, during or after work hours
- Ensuring easy access and encouraging use of stairwells via poster prompts at lifts and / or on stair risers
- insert your own \_\_\_\_\_

### 5. Promote and encourage participation in workplace physical activity initiatives, by:

- Consulting workers on how the workplace can better support them to be active at work
- Running a workplace warm-up program to encourage physical activity within a team environment
- Organising a pedometer walking challenge to increase workers' daily activity levels
- Organising a physical activity / weight loss challenge to increase workers' daily activity levels
- Reviewing and refining the strategies and initiatives implemented
- insert your own \_\_\_\_\_

## Healthy eating goals and strategies

### 6. Raise awareness within the workplace about the impact of healthy eating on health and ways to implement / enhance a healthy lifestyle, by:

- Displaying information on healthy eating throughout the workplace (e.g. healthy eating poster prompts near vending machines and in kitchens, healthy eating ideas in high traffic flow areas, nutritional information of foods available in vending machines and in canteens, notices in the staff newsletters/emails)
- Organising a health professional to give an education session on the benefits of healthy eating and how to choose healthy food and drinks
- Promoting the free support for health eating offered by the *Get Healthy Information and Coaching Service* through email reminders, company newsletters and posters [www.gethealthynsw.com.au](http://www.gethealthynsw.com.au)
- insert your own \_\_\_\_\_

**7. Create a workplace culture that supports and encourages people to eat healthy, by:**

- Ensuring management and leaders participate in Workplace Health Programs and initiatives, to help set a good example for the rest of the team
- Providing flexible work hours (start, finish and lunch times) to accommodate and encourage healthy eating throughout the day (e.g. encouraging workers to eat away from their desks)
- Offering flexible work hours to support workers to see their doctor before starting a Workplace Health Program
- Using newsletter articles or staff profiles to detail healthy eating habits/achievements in workers to help support and increase their healthy habits
- Running workplace social events and activities for workers and their families to learn more about healthy eating (e.g. healthy cooking competitions, healthy recipe competitions)
- Surveying workers for other healthy eating suggestions that suit their workplace / site
- insert your own \_\_\_\_\_

**8. Ensure the workplace environment supports workers to eat healthy, by:**

- Providing safe and clean food storage and preparation facilities for workers (e.g. fridge, freezer, microwave, kettle)
- Providing safe and clean food storage and preparation facilities for off- site workers (e.g. eskies, cooler bags, thermoses, water esky cooler)
- Providing workplace environments that encourage healthy eating (e.g. pleasant and clean kitchen space, shaded areas outside workplace building)
- Providing clean and fresh drinking water supplies (e.g. accessible fresh water supplies, drinking fountains, water coolers)
- Providing healthy alternatives in on-site vending machines (e.g. mixed nuts, dried fruit and bottled water)
- Providing healthy options when catering for functions and events (e.g. fresh fruit and vegetables, wholegrain sandwiches with low fat fillings or salads)
- Providing healthy options at on-site canteen and cafeterias (e.g. fresh fruit and vegetables, wholegrain sandwiches with low fat fillings or salads)
- Providing regular fruit and vegetable boxes in the workplace
- Providing suitable on-site facilities to implement workplace nutrition initiatives (e.g. rooms/ spaces for health seminars, internet access for online initiatives)
- Providing healthier alternatives for workplace fundraising (e.g. healthier snacks, non-food fundraisers, healthy recipe book)
- Providing access to nutrition programs (catering to a range of knowledge levels) before, during or after work hours
- insert your own \_\_\_\_\_



**9. Promote and encourage participation in workplace health initiatives, by:**

- Consulting with workers on how the workplace can better support them to eat healthy at work
- Running a Workplace Health Program to encourage healthy eating within a team environment (e.g. healthy eating challenge)
- Incentivise participation in Workplace Health Programs (e.g. provide a regular prize draw for those that have participated in a certain number of workplace health activities)
- Reviewing and refining the strategies and initiatives implemented
- insert your own \_\_\_\_\_

**Smoke-free goals and strategies**

**10. To promote a smoke-free workplace environment and support workers to quit smoking, by:**

- Clearly marking smoke-free areas with signs. Smoke-free areas should include bathrooms, lunchrooms, meeting rooms and company vehicles. Ensure that all work-related events, especially those with families in attendance, are non-smoking events
- Encouraging workers to refrain from smoking while wearing any form of company uniform or branding
- Providing support to workers who wish to quit smoking. This may include subsidised or free quit smoking programs and subsidised nicotine replacement therapy (e.g. patches)
- Ensuring designated smoking areas are positioned away from main entrances, thoroughfares, air conditioning intake vents and enclosed spaces so that smoke doesn't drift into workplaces
- Providing bins designed for cigarette butts to avoid littering and fire hazards
- Offering information throughout the workplace (e.g. posters and brochures) with a range of quit smoking resources, visit [www.quit.org.au](http://www.quit.org.au)
- Promoting quit smoking tools such as the Quit Coach through email reminders, company newsletters or in designated smoking areas, more info at [www.quitcoach.org.au](http://www.quitcoach.org.au)
- insert your own \_\_\_\_\_

**Alcohol goals and strategies**

**11. To increase worker knowledge and awareness about the impact of alcohol on health, including ways to minimise the risks of alcohol consumption, by:**

- Arranging work-related social functions where drinking is not the primary focus. Activities may include movie screenings, morning teas, team games or a family fun day at a local park
- Providing food, low alcohol and non-alcoholic drinks such as water, soft drinks or mocktails, when alcohol is served at functions
- Encouraging and promoting safe transport options (e.g. taxis and public transport) at events where alcohol is available
- Providing information to workers about responsible consumption of alcohol (e.g. via email, noticeboards, etc.)
- Displaying information in prominent areas about relevant support services (e.g. alcohol advice and support, more info at [www.yourroom.com.au](http://www.yourroom.com.au))
- Providing workers with free, independent and confidential counselling through an Employee Assistance Program (EAP) where necessary
- Supporting the treatment and recovery of people who have issues with alcohol with flexible working arrangements
- Promoting the free support for reducing alcohol intake offered by the *Get Healthy Information and Coaching Service* through email reminders, company newsletters and posters [www.gethealthynsw.com.au](http://www.gethealthynsw.com.au)
- insert your own \_\_\_\_\_

## Mental Health & Wellbeing Goals & Strategies

- Provide mental health education to your staff
- Provide stress management and resilience training for those in high-risk jobs, such as emergency service workers exposed to significant levels of trauma or stress.
- Encourage mentoring and coaching
- Increase awareness of people's roles and responsibilities to assisting with any mental ill-health in the workplace.
- Establish flexible work hours to allow staff to complete requirements outside of their workplace whilst still completing their responsibilities and duties at work
- Implement a mental health policy including zero tolerance of bullying and discrimination.
- Develop policy to support employees with mental health conditions to stay at or return to work.
- Promote mental health awareness and engage in activities such as RU ok? Day and World Mental health Day
- Monitor and manage workloads to minimise stress
- Include mental health development in staff induction and development.
- Provide and encourage regular physical activity opportunities like lunchtime yoga, walking or meditation.
- Provide clarity on job roles and responsibilities to ensure employees are confident in their role purpose, reporting relationships and key duties.
- Arrange for someone internal or external to share their personal experience with a mental health condition to reduce the stigma of mental health
- Develop formal and informal confidential complaint handling processes for employees to report inappropriate behaviour
- insert your own \_\_\_\_\_

## Scope

### This policy applies to:

- All workers (including management) at:

\_\_\_\_\_  
*Workplace name*

- To create a workplace environment where the health of workers is highly valued.
- To create a workplace environment that encourages and supports workers' active participation in a range of initiatives that support health.
- insert your own \_\_\_\_\_

## Responsibilities

### Workers are encouraged to:

- Understand this policy and seek clarification from management where required
- Consider this policy while completing work-related duties and at any time while representing:  
*{Workplace name}*  
\_\_\_\_\_
- Support fellow workers in their awareness of this policy
- Support and contribute to:  
*{Workplace name}*  
\_\_\_\_\_ 's  
aim of providing a safe, healthy and supportive environment for all workers
- insert your own \_\_\_\_\_

### Managers have a responsibility to:

- Ensure that all workers are made aware of this policy
- Actively support and contribute to the implementation of this policy, including its goals and objectives
- Manage the implementation and review of this policy
- insert your own \_\_\_\_\_

## Healthy workplace policy template

### Communication

\_\_\_\_\_ will ensure that:

*Workplace name*

- All workers receive a copy of this policy during the induction / orientation process
- This policy is easily accessible by all workers
- Workers are informed when a particular activity aligns with this policy
- Workers are empowered to actively contribute and provide feedback to this policy
- Workers are notified of all changes to this policy
- insert your own \_\_\_\_\_

### Monitoring and review

*Workplace name*

will review this policy: \_\_\_\_\_  
*enter proposed timeframe*

months after implementation and \_\_\_\_\_  
thereafter. Effectiveness of the policy will be assessed through:

- Feedback from workers, health champions/key contacts and management
- Review of the policy by management and health champions to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation
- insert your own \_\_\_\_\_

Name: \_\_\_\_\_ *e.g. key contact*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ *DD/MM/YYYY*

Manager: \_\_\_\_\_ *e.g. key contact*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ *DD/MM/YYYY*

Date of next review: \_\_\_\_\_ *DD/MM/YYYY*

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