

Workplace health and wellbeing programs are important to help workers maintain or improve their general health and fitness, but also to ensure you are providing workers with a healthy physical work environment and culture. The aim of the workplace health and wellbeing appraisal tool is to establish a baseline against which improvements in a workplace's readiness and capacity to be a health promoting environment can be measured.

The tool asks questions about:

- ▶ Existing activities or programs
- ▶ The physical, policy and cultural environments
- ▶ Communication and promotion

The appraisal tool is best used in conjunction with the worker interest survey and needs assessment to guide your local government in identifying issues, planning, designing, implementing and evaluating your health and wellbeing program.

### INSTRUCTIONS

1. Complete one appraisal tool for the entire workplace.
2. For each question, select the response that describes your workplace currently (please note, not all questions will be relevant to your workplace).
3. Use the notes sections to jot down your thoughts or ideas.

	Yes	No	Notes
<b>1. PHYSICAL ACTIVITY</b>			
<b><i>Does your workplace:</i></b>			
1.1 Have a gym or recreational facilities on site or an agreement with a local facility (such as subsidised memberships or discounts)?			
1.2 Have showers or change rooms facilities?			
1.3 Have lockable storage areas for workers in a safe and convenient location?			
1.4 Have standing workstations or other ergonomic equipment?			
1.5 Have a written policy or procedure that supports workers being active e.g. flexible work arrangements?			
1.6 Support walking meetings?			
1.7 Encourage workers to move more at work e.g. walking to speak to colleagues instead of emailing?			
1.8 Encourage active transport options e.g. walking, cycling or public transport to and from work?			

	Yes	No	Notes
1.9 Provide onsite physical activity classes such as yoga or walking groups?			
1.10 Run initiatives to encourage physical activity e.g. walking challenge?			
1.11 Provide information, promotional materials or regular information sessions about getting active?			

## 2. NUTRITION

### *Does your workplace:*

2.1 Provide access to healthy food options or snacks, including foods that are low in saturated fat, added salt or added sugar (consider canteens, vending machines, local shops, catering)?			
2.2 Have vending machines that include healthy options?			
2.3 Provide access to drinking water?			
2.4 Make kitchen equipment available for food preparation such as a fridge, cutlery, and microwaves?			
2.5 Provide workers with dining areas or lunch rooms?			
2.6 Have a healthy catering policy that requires healthy food options at meetings, events and other functions?			
2.7 Hold regular information sessions about healthy eating, such as cooking demonstrations or workshops?			
2.8 Run initiatives that encourage healthy eating such as a healthy eating challenge or a healthy lunch club?			
2.9 Host support programs for weight management?			
2.10 Provide information and promotional materials about healthy eating?			
2.11 Provide prompts for healthy food choices, such as messages near canteens, vending machines or in lunch rooms?			

	Yes	No	Notes
<b>3. SOCIAL AND EMOTIONAL WELLBEING</b>			
<b><i>Does your workplace:</i></b>			
3.1 Provide a space for workers to socialise?			
3.2 Provide a space for workers to access privacy and quiet when required?			
3.3 Have a written policy or procedure to address social and emotional wellbeing (e.g. flexible work arrangements, or return to work)			
3.4 Organise social functions for workers and their families to help build social networks?			
3.5 Provide supervisors/managers with training on supporting social and emotional wellbeing (e.g. leadership, trust, respect, workload management)?			
3.6 Have a recognition scheme to award workers achievements?			
3.7 Hold regular information sessions about social and emotional wellbeing, such as managing stress, building resilience or resolving conflict?			
3.8 Run initiatives to support workers social and emotional wellbeing (e.g. yoga/ relaxation classes, support groups, massage)?			
3.9 Provide access to an employee assistance program?			
3.10 Provide information and promotional materials on social and emotional wellbeing?			
3.13 Promote telephone support services throughout the workplace, such as beyondblue or Lifeline?			

#### **4. ALCOHOL**

##### ***Does your workplace:***

4.1 Encourage low-risk alcohol consumption at work events (e.g. provide low alcohol and no alcohol drink options, healthy food, safe transport options and refuse service to intoxicated workers)?			
4.2 Have an up-to-date policy or procedure to address alcohol in the workplace and at work-related events?			

	Yes	No	Notes
4.3 Provide an alternative to drinks after work, such as sports competitions or attending community events?			
4.4 Hold regular information sessions about harmful alcohol consumption, such as risk, tips or low-risk alcohol guidelines?			
4.5 Provide access to assistance program for workers with alcohol-related problems?			
4.6 Provide information and materials about low-risk alcohol consumption?			
4.7 Display low-risk alcohol guidelines at work-related events?			
4.8 Promote support services available for alcohol-related problems, such as the Alcohol and Drug Support line or local GPs?			

## 5. QUIT SMOKING

### ***Does your workplace:***

5.1 Restrict tobacco smoking in the workplace, including work vehicles?			
5.2 Display 'no smoking' signs where appropriate?			
5.3 Have an up to date smoke- free workplace policy or procedure?			
5.4 Advise visitors and contractors of the smoke – free policy?			
5.5 Support participation in quit smoking programs during work hours?			
5.6 Hold regular information sessions about quitting smoking, such as the benefits of quitting and support services available?			
5.7 Offer initiatives to support workers wanting to quit smoking, such as counselling, peer support, or subsidised nicotine replacement therapy?			
5.8 Promote support services available for quitting smoking, such as Quit line or local GPs?			

	Yes	No	Notes
<b>RESULTS</b>			
<b>Add up your results and indicate them in the table below.</b>			
Physical activity			
Nutrition			
Social and emotional wellbeing			
Alcohol			
Quit smoking			

### ***Congratulations on completing the appraisal tool***

You have now identified activities, resources and facilities in your workplace that support or have the potential to support the health and wellbeing of your workers.

To interpret your results, choose the category that best fits your workplace's health and wellbeing program.

#### ***a) Just starting out***

Your workplace environment has lots of potential for making changes that support workers health and wellbeing. Use this appraisal tool to identify priority areas for action and share these ideas with senior management and the wellness committee.

#### ***b) Building your health and wellbeing program***

Enhance your workplace wellness program by identifying new changes you can make to the physical, policy and cultural environments. Identify the health topics where you answered 'no' several times and expand your action plan to include these health topics. Prioritise activities based on relevance and impact to your workplace/workforce.

#### ***c) Improving your health and wellbeing program***

You have an established wellness program that has made many positive changes to your local government's work environment. Expand your program to include more health topics, or identify areas that you could improve on, for example, maybe you run lots of activities and initiatives targeting healthy people, however have no policies or cultural support in place.

**This appraisal tool is designed to help you with your action planning and is best used in conjunction with a worker interest survey and needs assessment. Combining these results will help you to prioritise the most important health topics for your local government. You can then develop your action plan, goals and objectives around these needs.**