Healthy workplace audit

The Healthy Workplace Audit assists you to record current or pre-existing strategies, identify areas of untapped potential and consider areas of interest to set your workplace health and wellbeing goals.

It is anticipated the audit will take approximately 15 minutes.

The audit is broken up into categories:

- **People:** Addresses individual worker needs around their health, such as improving access to services, information, events and activities that improve the health knowledge and skills of workers.
- **Places:** Addresses the workplace environment, facilities, equipment and use of local services that enable or prevent healthy behaviours.
- **Vision:** Encourages the business to consider how day to day practices and its culture might support and encourage healthy behaviours.

HOW TO USE THE AUDIT

Respond to each prompt by selecting the response that best describes your workplace currently:
 Yes. You have in place a quality approach that meets workplace needs.

Working Towards (WT). You have a good idea of what is needed and are considering or taking small steps to ensure it happens.

No. You have not considered nor currently doing that action.

- 2. Tally the number of ticks against each 'yes,' 'no' and 'working towards' for the three categories: healthy people, healthy places and healthy vision.
- 3. Use the information and your ideas to consider the top health and wellbeing priorities for your workplace. You can use these to develop a workplace action plan.
- 4. Repeat audit once you have implemented your action plan to capture changes and celebrate your successes.



Audit template from www.sahealth.sa.gov.au/healthyworkers

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	BENCHMARK DATE	FOLLOW UP DATE	NOTES			
COMMUNICATION						
1. Messages promoting good health are displayed	Yes No WT	Yes No WT				
2. Health-related information is regularly communicated to all workers	Yes No WT	Yes No WT				
PARTICIPATION AND PROGRAM	15					
3. Workplace determines needs and interests of workers	Yes No WT	Yes No WT				
4. Information and programs offered reflect the interests and needs of workers	Yes No WT	Yes No WT				
5. Qualified health professionals are used when running health related programs/ events/training or information sessions in the workplace	Yes No WT	🗌 Yes 🗌 No 🗌 WT				
WORKERS HAVE ACCESS TO S	UFFICIENT, HIGH QU	JALITY				
6. Physical activity classes, workshops or teams at or near workplace	Yes No WT	Yes No WT				
7. Healthy eating activities or programs	Yes No WT	Yes No WT				
8. Quit smoking programs or support	Yes No WT	Yes No WT				
9. Healthy lifestyle coaching services	Yes No WT	Yes No WT				
10. Social and emotional wellbeing related programs, activities or support	Yes No WT	Yes No WT				
11. Preventative health screening or immunisations	Yes No WT	Yes No WT				
12. Social events for workers, families and community	Yes No WT	Yes No WT				

TOTAL / 12

PEOPLE – Comments	and future priorities:
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HEALTHY PLACES					
	BENCHMARK DATE	FOLLOW UP DATE	NOTES		
FACILITIES & INFRASTRUCTUR	E				
1. Clean, accessible kitchen equipment & facilities are available	Yes No WT	Yes No WT			
2. Healthy food options are widely available for sale or catering purposes	Yes No WT	Yes No WT			
3. Smoking is restricted on worksite (including work vehicles)	Yes No WT	Yes No WT			
4. Drinking water is freely available	Yes No WT	Yes No WT			
5. If alcohol is served or sold, it is served responsibly	Yes No WT	Yes No WT			
6. Bicycle racks & lockers are available	Yes No WT	Yes No WT			
7. Clean, accessible shower or change facilities are available	Yes No WT	Yes No WT			
8. Ergonomic &/or hazardous workspace assessments are available	Yes No WT	Yes No WT			
9. Grounds & buildings are safe, well-lit and well maintained	Yes No WT	Yes No WT			
10. Workplace provides eating or recreation area/s	Yes No WT	Yes No WT			
11. Workplace provides access to a private, quiet space	Yes No WT	Yes No WT			

TOTAL / 11

PLACES – Comments and future priorities:



HEALTHY VISION						
	BENCHMARK DATE	FOLLOW UP DATE	NOTES			
COMMITMENT, RESOURCING & CULTURE						
 Commitment to health & wellbeing is evidenced in business plans, values or strategic documents 	Yes No WT	Yes No WT				
2. Management participate in health & wellbeing activities	Yes No WT	Yes No WT				
PARTICIPATION & PROGRAMS						
3. Financial resources (in addition to staff time) are dedicated to workplace health	Yes No WT	Yes No WT				
4. Strategies are in place to upskill key workers on workplace health & wellbeing e.g. training	Yes No WT	🗌 Yes 🗌 No 🗌 WT				
5. Workers have an opportunity to raise health & wellbeing issues	Yes No WT	Yes No WT				
6. Programs/activities are offered to all workers i.e. across shifts, roles, locations	Yes No WT	Yes No WT				
7. Wellbeing programs/activities are regularly reviewed & improved	Yes No WT	Yes No WT				
POLICY/PROCEDURE/DOCUME	NTATION					
8. Policies or procedures support healthy food options	Yes No WT	Yes No WT				
9. Policies or procedures support physical activity opportunities	Yes No WT	Yes No WT				
10. Policies or procedures support responsible alcohol consumption for workers & visitors	Yes No WT	Yes No WT				
11. Policies or procedures support smoke-free environments	Yes No WT	Yes No WT				
12. Policy or procedures support mental wellbeing	Yes No WT	Yes No WT				
13. Health & wellbeing related policies or procedures are developed & reviewed in consultation with workers	Yes No WT	🗌 Yes 🗌 No 🗌 WT				

TOTAL / 13

VISION - (Comments	and fu	ture prio	orities:
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WHAT FACTORS ARE BARRIERS TO MAKING HEALTH AND WELLBEING CHANGES TO YOUR WORKPLACE? WHAT CAN YOU DO TO MINIMISE THESE?

	•	•		•	
	NOT AT ALL CONFIDENT	SOMEWHAT CONFIDENT	CONFIDENT	VERY CONFIDENT	HIGHLY CONFIDENT
How confident are you in your organisation's ability to implement workplace health & wellbeing strategies?					
How confident do you feel in your own ability to take action & support workplace health and wellbeing strategies?					

TOTAL / 2

TOP PRIORITIES & PLANNING COMMENTS:



YOUR RESULTS

MOSTLY YES

If you have ticked mostly yes, your result indicated that your workplace has a considered and structured health and wellbeing program that suits the needs and wishes of your employees.

Congratulations on your efforts to date!

It is important to regularly review the goals and actions of your program according to the needs and interests of your employees. Don't forget to consider new and exciting activities, including those in your local area, new campaigns and health events. Keeping your program in the spotlight with regular promotion ensures ongoing enthusiasm, commitment and support from other employees and managers.

Consider submitting a case study for publication via StateCover. Other workplaces would love to hear about your success and how you achieved it.

MOSTLY NO

If you have ticked mostly no, your result indicated that you are just stating out or have some idea of what your workplace is missing. By participating in the audit, you have taken an important step towards creating a healthy workplace. Well done!

Remember that not all strategies have to be highly resources or time intensive, small changes can often promote and create healthy behaviours. Consider how you can build on any efforts made so far.

Some of the essential elements of creating a health and wellbeing program include assessing the needs of workers, obtaining commitment and support of both workers and management, and monitoring the program.

MOSTLY WORKING TOWARDS:

If you have ticked mostly working towards, your result indicates that there are some good backbones to your program and your workplace is keen to support healthy behaviours. Getting to this point often takes dedication. Well done and keep up the good work!

There may still be some gaps in planning, resourcing, activity range or changes may be needed to workplace facilities.

Consider each step within the Starter kit to guide you through areas of ongoing development. It might be important to now consider whether you are putting your resources into activities that will give you the strongest outcomes (for the business and its workers).

Consider asking key colleagues about their needs and wishes for the program; you may find this gives your program renewed energy and direction. Don't forget to regularly remind employees of opportunities to participate.

