

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

1. 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.

HEALTHY VISION

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

TOTAL / 13

VISION – Comments and future priorities:

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.