

APPLYING FOR RECOGNITION

What is a Recognised Healthy Workplace?

The Recognised Healthy Workplace (RHW) program aims to celebrate the achievement of WA businesses and organisations demonstrating a commitment to creating healthier workplaces. The program has been developed in collaboration with Unions WA and Chamber of Commerce and Industry WA.

The program recognises and celebrates workplaces that:

- Have implemented healthy policies and procedures
- Provide environments and facilities that support and encourage healthy behaviours
- Raise awareness and educate staff on good health practices
- Provide an opportunity for staff to participate in healthy activities

Important note: All program initiatives and activities need to observe the workplace legal requirements under the OSH framework.

How do I become a RHW?

All Western Australian businesses and organisations can apply to become a RHW. Healthier Workplace WA Advisors support you with the application process including addressing the selection criteria and outlining the requirements needed to become a RHW. The application process is designed to ensure that all aspects of a comprehensive workplace health and wellbeing program are considered.

We recommend getting in contact with us before you start your application. Contact us on 1300 550 271 or hwwa@heartfoundation.org.au to schedule a face-to-face meeting or have a chat on the phone – whatever suits your workplace best.

Recognition Levels

The level of recognition your workplace receives, is dependent on the size of your workplace and the number of selection criteria achieved. (*Small workplace – equal to or less than 19 workers, Medium workplace – 20 to 199 workers, Large workplace – more than 200 workers*).



Bronze Recognition

Small: complete 1 - 2 criteria
Medium: complete 5 - 6 criteria
Large - complete 7 - 8 criteria



Gold Recognition

Small – complete 5+ criteria
Medium – complete 9+ criteria
Large – complete 11+ criteria



Silver Recognition

Small - complete 3 - 4 criteria
Medium - complete 7 - 8 criteria
Large - complete 9 - 10 criteria

Supported by



Government of Western Australia
Department of Health



Summary of RHW Selection Criteria

There are 16 selection criteria. The size of your workplace and the level of recognition you are applying for will determine the total number, and mix, of selection criteria you need to achieve.

The selection criteria are categorised in the following way:

Action Plan criteria

- We have an action plan outlining what health and wellbeing strategies we are going to implement over the next 12 months and how we are going to do it

Policy criteria

- We have a smoke-free policy
- We have a healthy catering and/or a healthy eating and drinking policy
- We have a minimum 50% healthy foods and maximum 20% less healthy foods available in staff canteens, kiosks, vending machines and catering
- Our gifts, rewards and fundraising do not include alcohol or unhealthy food items
- We have guidelines which outline how our workplace aims to limit and manage alcohol consumption at work events and social functions

Environmental criteria

- We provide an environment that supports physical activity before, during and after work. For example: showers, lockers, change rooms, bike racks, pool bikes, flexible working hours, physical activity programs
- We are implementing strategies to reduce sitting time in sedentary workers
- We encourage workers to actively commute (walk, cycle, catch public transport) to and from work/meetings and/or have a TravelSmart plan

Education and Activities criteria

- We provide education or awareness raising activities for at least one of the following issues: Smoking, alcohol, physical activity and sedentary behaviour and healthy eating and drinking
- We provide opportunities for workers to participate in healthy activities for at least one of the following issues: Smoking, alcohol, physical activity and sedentary behaviour and healthy eating and drinking

General criteria

- We allocate resources (financial and non-financial) to our health and wellbeing program
- We have a committee/group that meets regularly to discuss workplace health and wellbeing
- We have implemented a formal health and wellbeing champions program
- We provide staff benefits to encourage healthy behaviours
- We have evaluated the success of our health and wellbeing program/activities

Is there mandatory selection criteria for each level of recognition?

Yes, the table below highlights the mandatory criteria that must be addressed depending on your workplace size and the level of recognition you are applying for.

Please note – If you are applying for Gold recognition, you must implement strategies targeting all four SNAP (**S**moking, **N**utrition, **A**lcohol and **P**hysical Activity) areas across any of the selection criteria.

MANDATORY SELECTION CRITERIA

STATUS	LARGE (200+ workers)	MEDIUM (20-199 workers)	SMALL (less than 19 workers)
GOLD	<p>At least 11 criteria, including the following mandatory items:</p> <ul style="list-style-type: none"> - Action plan - At least one Policy criteria - At least one Environmental criteria - Strategies targeting all four SNAP areas 	<p>At least 9 criteria, including the following mandatory items:</p> <ul style="list-style-type: none"> - Action plan - At least one Policy criteria - At least one Environmental criteria - Strategies targeting all four SNAP areas 	<p>At least 5 criteria, including the following mandatory items:</p> <ul style="list-style-type: none"> - Action plan - Strategies targeting all four SNAP areas
SILVER	<p>At least 9 criteria, including the following mandatory items:</p> <ul style="list-style-type: none"> - Action plan - At least one Policy <u>or</u> Environmental criteria 	<p>At least 7 criteria, including the following mandatory items:</p> <ul style="list-style-type: none"> - Action plan - At least one Policy <u>or</u> Environmental criteria 	<p>At least 3 criteria, including the following mandatory item:</p> <ul style="list-style-type: none"> - Action plan
BRONZE	<p>At least 7 criteria, including the following mandatory item:</p> <ul style="list-style-type: none"> - Action plan 	<p>At least 5 criteria, including the following mandatory item:</p> <ul style="list-style-type: none"> - Action plan 	<p>At least 1 criteria, including the following mandatory item:</p> <ul style="list-style-type: none"> - Action plan

Selection Criteria and Sufficient Evidence

For each selection criteria, you will be asked to provide relevant evidence to support your application. Please use the table below to identify valid evidence. We recommend and encourage you to schedule a face-to-face or phone meeting with us, so we can assist you with this process.

ACTION PLAN	SUFFICIENT EVIDENCE	CHECKLIST
<p>We have an action plan outlining what health and wellbeing strategies we are going to implement over the next 12 months and how we are going to do it</p> <p><u>This outcome is mandatory for all applicants.</u></p>	<p>Action Plan (refer to our template)</p>	<p>Does your workplace have an action plan?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you ticked no, your workplace is unable to receive recognition at this stage. We can provide you with assistance to develop this.</p>
POLICY OUTCOME/S	SUFFICIENT EVIDENCE	CHECKLIST
<p>We have a smoke-free policy</p>	<p>A formal written document that outlines that the workplace is entirely smoke-free, meaning:</p> <ul style="list-style-type: none"> • No designated smoking areas • No smoking in work vehicles • No smoking in company uniforms • Providing smoking cessation programs/quit smoking support <p><i>Workplaces must do more than meeting their OSH requirements. Refer to our Smoke-free policy template for assistance.</i></p>	<p>Does your workplace have a smoke-free workplace policy?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you ticked yes, please provide evidence of this.</p>

<p>We have a healthy catering and/or a healthy eating and drinking policy</p>	<p>At least one of the following:</p> <ul style="list-style-type: none"> • Written catering policy which outlines your organisation's commitment to providing healthy food and drink options at work functions, meetings, events etc. • Written healthy eating and drinking policy that includes all food environments (catering, on-site canteens/cafes, vending machines etc.) <p><i>Ensure the policy is in line with Healthy Choices Healthy Futures recommendations.</i></p>	<p>Does your workplace have a healthy catering and/or a healthy eating and drinking policy?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you ticked yes, please provide evidence of this.</p>
<p>We have a minimum 50% healthy foods and maximum 20% less healthy foods available in staff canteens, kiosks, vending machines and catering</p>	<p>At least one of the following that provides evidence of min 50% healthy foods and max 20% less healthy</p> <ul style="list-style-type: none"> • Canteen menu • Vending machine order form • Catering invoices • Audit of menus by Healthy Choices Healthy Futures 	<p>Does your workplace provide a minimum of 50% healthy foods and maximum 20% less healthy foods?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you ticked yes, please provide evidence of this.</p>
<p>Our gifts, rewards and fundraising do not include alcohol or unhealthy food items</p>	<p>At least one of the following:</p> <ul style="list-style-type: none"> • Gifting and rewards policy • Fundraising policy • Details within alcohol or healthy eating and drinking policy <p><i>For small business only - examples of gifts, rewards and</i></p>	<p>Does your workplace have a policy that outlines that gifts, rewards and fundraising do not include alcohol or unhealthy food items?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you ticked yes, please provide evidence of this.</p>

	<p><i>fundraising items used within the workplace.</i></p> <p>Refer to Healthy Choices Healthy Futures Healthier Gifts and Rewards document for ideas.</p>	
<p>We have guidelines which outline how our workplace aims to limit and manage alcohol consumption at work events and social functions</p>	<p>Any policy/guidelines/checklist that mentions work events/social functions and at least three of the following:</p> <ul style="list-style-type: none"> • Drink limits for work events • Limiting the number of free drinks provided • Limiting the duration of the event to reduce excessive drinking • No drink promotions or other activities that support rapid consumption • Food and drink provision (for example: responsible service of alcohol, serving food at events, providing low and no alcohol options and free water). • Organising activities and entertainment to take the focus off drinking • Stating that the workplace does not encourage drinking above the recommended number of standard drinks and promoting the Australian Alcohol Guidelines. <p><i>For small business only - invites, posters and emails that refer to the policy items above will be accepted.</i></p>	<p>Does your workplace have a policy or guidelines which outline how alcohol is managed at work events and social functions?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you ticked yes, please provide evidence of this.</p>

ENVIRONMENTAL OUTCOME/S	SUFFICIENT EVIDENCE	CHECKLIST
<p>We provide an environment that supports physical activity before, during and after work. For example: showers, lockers, change rooms, bike racks, pool bikes, flexible working hours, physical activity programs</p>	<p>At least two of the following:</p> <ul style="list-style-type: none"> • Photos of adequate number of facilities e.g. 1 shower/locker per 10 people; secure bike storage. • Photo of pool bikes or other physical activity/gym equipment • Flexible working hours policy • Details of physical activity programs offered <p><i>Include evidence of how these are promoted to staff</i></p>	<p>Does your workplace provide an environment that supports physical activity?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you ticked yes, please provide evidence of this.</p>
<p>We are implementing strategies to reduce sitting time in sedentary workers</p>	<p>At least two of the following:</p> <ul style="list-style-type: none"> • Relevant policies (<i>for example: a Physical Activity Policy or Active Travel Policy</i>) • Photos/details that show all staff have reasonable access to the use of a sit-stand workstation (<i>hot-desks are encouraged</i>) • Details of other strategies e.g. standing or walking meetings, standing height lunch tables, stop work reminders. • Review of office layout to encourage more movement throughout the day. For example – removing individual bins and having a communal bin, locating printers in a position where 	<p>Does your workplace implement strategies to reduce sitting time?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you ticked yes, please provide evidence of this.</p>

	<p>staff have to get up and walk etc.</p> <p><i>Include evidence of how these are promoted to staff</i></p>	
<p>We encourage workers to actively commute (walk, cycle, catch public transport) to and from work/meetings and/or have a TravelSmart plan</p>	<p>At least two of the following:</p> <ul style="list-style-type: none"> • Travel Smart/Active travel plan • Photo of pool bikes and bike racks and evidence of how you are promoting these facilities to staff members • Evidence that the company has a corporate smart rider program (e.g. invoices, logbook) and evidence of how you are promoting this to staff members • Induction booklet which includes information on public transport options, cycling and walking routes close to workplace • Emails promoting Walk Over October, Walk to Work Day and Ride to Work Day. • Other reasonable evidence of active transport promotion 	<p>Does your workplace encourage active transport?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you ticked yes, please provide evidence of this.</p>
<p>EDUCATION AND ACTIVITIES OUTCOMES</p>	<p>SUFFICIENT EVIDENCE</p>	<p>CHECKLIST</p>
<p>We provide education or awareness raising activities for at least one of the following issues: Smoking, alcohol, physical activity and sedentary</p>	<p>At least two of the following:</p> <ul style="list-style-type: none"> • Session booking forms or invoices 	<p>Does your workplace provide education or awareness raising activities for smoking, nutrition, alcohol and/or physical activity?</p> <p><input type="checkbox"/> Yes</p>

behaviour and healthy eating and drinking	<ul style="list-style-type: none"> • Schedule of sessions - any form of communication that promotes the sessions • PowerPoint presentations from education sessions you have delivered • Staff newsletters such as the HWWA Health Works Newsletter • Awareness raising information on staff intranet and/or notice boards 	<input type="checkbox"/> No If you ticked yes, please provide evidence of this.
We provide opportunities for workers to participate in healthy activities for at least one of the following issues: Smoking, alcohol, physical activity and sedentary behaviour and healthy eating and drinking	At least two of the following: <ul style="list-style-type: none"> • Invoices • Activity details – activity type and dates/timetable • Photos • Any form of communication that promotes the opportunities 	Does your workplace provide opportunities for workers to participate in healthy activities? <input type="checkbox"/> Yes <input type="checkbox"/> No If you ticked yes, please provide evidence of this.
GENERAL OUTCOMES	SUFFICIENT EVIDENCE	CHECKLIST
We allocate resources (financial and non-financial) to our health and wellbeing program	At least one of the following: <ul style="list-style-type: none"> • Budget table/estimate • Proof of expenses/budget allocations • Email from management outlining that the organisation commits staff time towards coordinating health and wellbeing initiatives 	Does your workplace allocate resources to workplace health? <input type="checkbox"/> Yes <input type="checkbox"/> No If you ticked yes, please provide evidence of this.
We have a committee/group that meets regularly to discuss workplace health and wellbeing	You will be required to submit a number of documents to prove that this group has been running for at least 3 months.	Does your workplace have a committee or group that meets regularly to discuss workplace health?

	<ul style="list-style-type: none"> • Recent meeting agendas • Recent meeting minutes • Any other document that details the group and their role/discussions about workplace health and wellbeing initiatives 	<input type="checkbox"/> Yes <input type="checkbox"/> No <p>If you ticked yes, please provide evidence of this.</p>
<p>We have implemented a formal health and wellbeing champions program.</p> <p><i>(Workplace champions are workers who actively promote your program and lead health and wellbeing initiatives)</i></p>	<p>At least two of the following:</p> <ul style="list-style-type: none"> • Evidence of champions training • Newsletter articles or emails recruiting/promoting a champions program • Emails that provide evidence of a champions program • Promotional flyers for champions training or champions program • Any other document that provides reasonable detail that a champions program exists 	<p>Does your workplace have a formal champions program?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If you ticked yes, please provide evidence of this.</p>
<p>We provide 'staff benefits' to encourage healthy behaviours</p>	<p>At least one of the following:</p> <ul style="list-style-type: none"> • Details of any benefits offered by your workplace <i>(For example: subsidised and/or free initiatives, time rewards)</i> • Details of strategies where healthy prizes have been awarded by your workplace <i>(please provide details of strategy and the prizes awarded)</i> 	<p>Does your workplace provide staff benefits or incentives to encourage healthy behaviours?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If you ticked yes, please provide evidence of this.</p>

<p>We have evaluated the success of our health and wellbeing program/activities</p>	<p>At least two of the following:</p> <ul style="list-style-type: none"> • Log of participation rates • Pre-post survey results • Details of any changes in awareness, attitudes or behaviour that your workplace has measured • Outcome evaluation for long running programs 	<p>Does your workplace evaluate the success of your health and wellbeing program?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you ticked yes, please provide evidence of this.</p>
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Submitting your application

You can submit your application in the following ways:

- [HWWA website](#) – Create an account and upload your supporting evidence online. Creating an account means that your work will be saved as you go, so you can return later to complete and submit your application.
- [Email](#) – You can submit your application via email. If you select this option, please ensure you clearly outline the selection criteria you are applying for and attach your supporting evidence.
- Post your application on a USB stick or in hard copy to:
Healthier Workplace WA
PO Box 1133
SUBIACO WA 6904

Remember, HWWA Advisors are available by telephone and email to support you during the application process. Contact us on 1300 550 271 or by email hwwa@heartfoundation.org.au at any stage during the application process. We're here to help.