

FACILITIES CHECKLIST: PHYSICAL ACTIVITY

Making sure your workplace has the right facilities will encourage and support workers to participate in your health and wellbeing program and increase their activity levels. The following checklist highlights aspects of the physical environment that are known to encourage physical activity. This checklist can be used to assess your current facilities as well as identify areas for improvement. Not all items will be applicable to your workplace.

Reducing sitting

Does your workplace have access to height adjustable sit-stand work stations? Y N

The [Code of Practice on Managing the Work Environment and Facilities](#) suggests that ideally, there should be a mix of seated and standing tasks – neither prolonged sitting nor standing is desirable.

Shower/changing room facilities

Does your workplace provide shower/s and changing room facilities? Y N

If **yes**, what is provided? (tick all that apply)

- | | |
|---|--------------------------|
| Separate facilities for males and females | <input type="checkbox"/> |
| Individual showers | <input type="checkbox"/> |
| Lockers | <input type="checkbox"/> |
| Mirrors | <input type="checkbox"/> |
| Benches | <input type="checkbox"/> |
| Hair dryers/straightener | <input type="checkbox"/> |
| Towel services | <input type="checkbox"/> |
| Communal shampoo, conditioner, soap/body wash | <input type="checkbox"/> |

[The WA Occupational Health & Safety Regulations \(1996\)](#) requires shower and change room facilities be provided in some workplaces. See the [Code of Practice on Managing the Work Environment and Facilities](#) for suggestions on meeting these requirements. Ensure that the shower and changing room facilities you provide are within walking distance of your workplace, open before, during and after work and that they can meet demand.

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Access to fitness facilities

Do you provide access to fitness facilities for workers? Y N

If yes, what is provided? (tick all that apply)

Cardio equipment (e.g. spin bikes, treadmills, cross-trainers, rowing machine)

Strength training equipment (e.g. machine weights, barbells, dumbbells)

Group based fitness space (for yoga, Pilates, boxercise, circuit training etc.)

Outdoor exercise area or recreation oval

Swimming pool

Supervision by qualified staff

Make sure that your fitness facilities have adequate ventilation or air-conditioning and can accommodate for the demand of your workforce size. For workers to get the most out of your fitness facilities, ensure they are within walking distance and open before, during and after work (including lunch time).

Bicycle storage

Does your workplace provide secure bicycle storage facilities? Y N

If yes, what is provided? (tick all that apply)

Bike racks or rails

Bike cages

Bike lockers

Shelters or covers if outside

An e-bike charging station (for electric bicycles)

Your bicycle storage facilities will more likely be utilised if they are secure, adequately maintained and accessible for all workers. Ensure storage can meet demand.

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Stairs

Does your workplace have stairs that staff can use to be active throughout the day? Y N

If **yes**, are the stairwells: *(tick all that apply)*

- Well-lit
- Adequately ventilated
- Carpeted
- Labelled with floor numbers
- Unlocked and accessible on all or most floors
- Signposted as 'Stairs' not just 'Exit'
- Appealing to use e.g. painted, decorated, utilities hidden, clean

Taking the stairs instead of lifts and elevators is a great way to be active during work time. By making sure your stairs are accessible and appealing to use, you can encourage workers to make better use of them when moving around the office.

Off-site facilities through another provider

Does your workplace have access to an off-site facility (gym or recreation centre) Y N

If **yes**: *(tick all that apply)*

- At a subsidised cost
- Through a workplace-brokered arrangement with the provider

Having a subsidised or workplace-brokered arrangement with a gym or recreation centre near the workplace may encourage workers to increase their activity levels.

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