

CREATING A HEALTH AND WELLBEING POLICY

A policy is a written document that describes an organisation's commitment to addressing a particular issue. By creating workplace health and wellbeing policies your organisation demonstrates its commitment to providing a work environment that encourages good health.

Small to mid-sized workplaces

Small to mid-sized workplaces and those just getting started can create a combined policy that covers a variety of health issues including smoking, alcohol, healthy eating and physical activity. You can outline your commitment to health and wellbeing and some of the specific ways you plan to support and encourage good health.

Larger workplaces

Larger workplaces might like to develop individual policies for each health issue. Policies on [smoking](#), [alcohol](#), [healthy eating](#) and [physical activity](#) (including sitting time and active travel) are a great place to start. Healthier Workplace WA have policy templates to assist with these.

Keys to a good policy

Tailor your policies to suit your organisation's needs, environment and culture. Consulting with staff during development may result in workers having more ownership and understanding of the policy. You may need to adapt your policy to suit different worksites within your organisation or phase any changes in gradually to allow the workplace culture to adapt. A good policy should include:

- » A policy statement of the organisation's commitment to the health issue.
- » Clear objectives that demonstrate how your policy statement will be achieved.
- » Strategies or actions that you'll take to achieve your objectives e.g. changes to the physical environment, education and activities. Use our [Best practice guide: workplace health and wellbeing strategies](#) to assist in finding the best strategies for your workplace.
- » Responsibilities and key roles of both workers and management, including how managers will communicate the policy to staff. Make sure these responsibilities are specific and clear so there is no confusion.
- » Details of how your policy will be monitored, updated and reviewed.

Healthier Workplace WA has free resources to assist with policy development in your organisation, including:

[Healthier eating and drinking policy template \(Healthy Choices | Healthy Futures\)](#)

[Smoke-free policy template](#)

[Physical activity policy template](#)

[Process for developing a fitness for work alcohol policy](#)

[Best practice guide: workplace health and wellbeing strategies](#)

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HEALTH AND WELLBEING POLICY TEMPLATE

The average Australian spends about one third of their life at work. This makes the workplace an important setting to improve health and wellbeing. An unhealthy lifestyle may contribute to ill health, sick leave, lost productivity and reduced ability to work. Our workplace health and wellbeing program aims to improve the lifestyle of our staff and consequently improve their health and productivity.

*make the relevant changes/delete sections in red

Policy statement

<insert organisation name>:

- » Recognises the important role this workplace has in preventing poor health and lifestyle related diseases,
- » Is committed to creating a workplace environment that supports and encourages healthy lifestyles,
- » Is committed to supporting and encouraging workers to participate in education and activities that improve their health and wellbeing.

Objectives and strategies

Tip: Read our [Best practice guide: workplace health and wellbeing strategies](#) for initiatives that meet each of the following objectives and target different health behaviours.

<insert organisation name> will:

- 1. Ensure the built environment and facilities support workers to be healthy and active, by:**
 - » E.g. Providing facilities for staff to safely store, prepare, consume and wash-up their healthy meals.
 - » <Insert your strategies>
 - » <Insert your strategies>
- 2. Raise awareness and educate workers on the importance of leading a healthy and active lifestyle in order to prevent chronic disease by:**
 - » E.g. Displaying and providing information (posters, brochures, and training) on responsible drinking and standard drink sizes.
 - » <Insert your strategies>
 - » <Insert your strategies>
- 3. Promote and encourage participation in workplace health and wellbeing initiatives, by:**
 - » E.g. Providing support for people who want to stop smoking.
 - » <Insert your strategies>
 - » <Insert your strategies>

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Responsibilities

This policy applies to all workers (including supervisors, managers, external contractors and volunteers) at <insert organisation name>. The policy applies at the following site locations:

<insert site locations>

Workers are encouraged to:

- » Read, discuss and understand this policy and seek clarification from managers where required,
- » Consider this policy whilst completing work-related duties and when representing <insert organisation name>,
- » Support colleagues in their awareness of this policy,
- » Support and contribute to <insert organisation name>'s aim of providing a healthy and supportive environment for all workers,
- » Inform management if they believe the policy has not been upheld.

Managers have a responsibility to:

- » Ensure that all workers have easy access to this policy at induction and during their employment,
- » Actively support and contribute to the implementation of this policy and the strategies within,
- » Monitor compliance with this policy and ensure action is issued in the case of non-compliance,
- » Ensure this policy is reviewed, updated and communicated to staff on an ongoing basis,
- » Celebrate successes achieved because of the policy.

Review

This policy will be reviewed six months from implementation and then once every year. <insert committee/role> is responsible for reviewing this policy. This process will involve:

- » Assessing progress and seeing if objectives have been met,
- » Providing workers with the opportunity to give feedback and using this to make changes as required,
- » Communicating reviewed policy to workers.

Date: <insert policy implementation date>

Date of next review: <insert review date>

For staff to complete:

By signing this form, I acknowledge that I have read and understand this document and will support health and wellbeing in our workplace.

Name: _____

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Signature: _____

Date: _____

EXAMPLE

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