

## WORKPLACE ASSESSMENT CHECKLIST

Use this checklist to help guide your workplace assessment and check off items that you currently have in place. Any items that remain unchecked may highlight gaps that can be addressed through your workplace health and wellbeing program. Feel free to add extra items to each list.

### Policy

Review existing, relevant written policies to ensure they encourage and support healthy behaviours or prohibit/discourage unhealthy behaviours. This list is not exhaustive; see the linked policy templates for further information. Not all items will be applicable to your workplace.

Policy	Policy items to consider	Check
Healthy eating and drinking <a href="#">Healthy eating and drinking policy template</a>	Onsite canteen / café / kiosk	<input type="checkbox"/>
	Healthy catering (functions, meetings, events)	<input type="checkbox"/>
	On-the-road workforce	<input type="checkbox"/>
	Vending machine	<input type="checkbox"/>
	Fundraising	<input type="checkbox"/>
	Gifts and rewards	<input type="checkbox"/>
Physical Activity <a href="#">Physical activity policy template</a>	Physical activity opportunities	<input type="checkbox"/>
	Reduction of sedentary behaviour	<input type="checkbox"/>
	Flexible work hours	<input type="checkbox"/>
	Active travel	<input type="checkbox"/>
Alcohol <a href="#">How to develop a fitness for work alcohol policy</a>	Alcohol availability at work	<input type="checkbox"/>
	Fitness for work	<input type="checkbox"/>
	Social functions	<input type="checkbox"/>
	Gifts and rewards	<input type="checkbox"/>
	Access to support (e.g. EAP)	<input type="checkbox"/>
Smoking <a href="#">Smoke-free policy template</a>	No designated smoking areas	<input type="checkbox"/>
	No smoking in company uniform and vehicles	<input type="checkbox"/>
	Access to counselling / smoking cessation courses	<input type="checkbox"/>

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## Environment

Audit existing infrastructure and facilities that are provided to staff to ensure they are supporting healthy behaviours. This list is not exhaustive and not all items will be applicable to your workplace.

SNAP risk factor	Environmental considerations	Check
Unhealthy eating and drinking Checklist based on <i>Healthier food and drink facilities</i> (Healthy Choices Healthy Futures)	<b>Adequate food storage areas</b>	
	» Cold (refrigerator)	<input type="checkbox"/>
	» Dry (pantry / shelf / cupboard)	<input type="checkbox"/>
	<b>Basic preparation equipment</b>	
	» Microwave	<input type="checkbox"/>
	» Toaster	<input type="checkbox"/>
	» Sandwich press / mini oven	<input type="checkbox"/>
	» Can opener	<input type="checkbox"/>
	» Sharp knives and chopping board	<input type="checkbox"/>
	» Cling wrap	<input type="checkbox"/>
	<b>Advanced preparation equipment</b>	
	» Stove, oven, blender etc.	<input type="checkbox"/>
<b>Hot water provision</b>		
» Kettle / urn / instant hot water tap	<input type="checkbox"/>	
<b>Eating utensils</b>		
» Basic crockery and cutlery	<input type="checkbox"/>	
<b>Washing-up facilities</b>		
» Sink or dishwasher	<input type="checkbox"/>	
» Appropriate cleaning utensils and detergents	<input type="checkbox"/>	
<b>Food supply</b>		
» Reduced fat / skim milk, chilled water etc.	<input type="checkbox"/>	
<b>Eating space</b>		
» Dedicated table and chairs	<input type="checkbox"/>	
<b>On-the-road workers</b>		
» Water bottle	<input type="checkbox"/>	
» Food chiller / esky / ice blocks	<input type="checkbox"/>	
Physical inactivity	Use the <i>physical activity facilities checklist</i> to audit your workplace	
Alcohol	No alcohol available in the workplace	<input type="checkbox"/>
Smoking	Clear, no-smoking signage	<input type="checkbox"/>
	Uninviting designated smoking areas	<input type="checkbox"/>

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### Education and Activities

Take stock of any current health-related education sessions and activities that are running in your workplace and assess how they are being received by workers. Also gather information regarding education and activities that have been run in the past and any associated evaluation information. This list is not exhaustive and not all items will be applicable to your workplace.

SNAP risk factor	Strategies	Check
Unhealthy eating and drinking	<b>Awareness raising</b> » Posters, brochures, newsletters etc.	<input type="checkbox"/>
	<b>Education</b> » Group workshops, 1:1 counselling etc.	<input type="checkbox"/>
	<b>Activities</b> » Cooking demonstrations / classes, social soup / salad clubs, healthy recipe club etc.	<input type="checkbox"/>
Physical inactivity	<b>Awareness raising</b> » Posters, brochures, newsletters etc.	<input type="checkbox"/>
	<b>Education</b> » Group workshops, 1:1 counselling etc.	<input type="checkbox"/>
	<b>Activities</b> » Physical activity challenges, group exercise or sport, walking groups etc.	<input type="checkbox"/>
Alcohol	<b>Awareness raising</b> » Posters, brochures, newsletters etc.	<input type="checkbox"/>
	<b>Education</b> » Group workshops, 1:1 counselling etc.	<input type="checkbox"/>
Smoking	<b>Awareness raising</b> » Posters, brochures, newsletters etc.	<input type="checkbox"/>
	<b>Education</b> » Smoking cessation courses, 1:1 counselling etc.	<input type="checkbox"/>

Once you have completed your workplace assessment and consulted with staff, you will be able to tailor future initiatives so that they meet the needs of your workers.

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