Generic health and wellbeing policy template

<insert organisation name>

<Remove this section once your policy is complete>

The following template is a starting point from which you can create a workplace health and wellbeing policy. It can be changed to suit your specific needs. Included in each section are prompts to <insert> information. Simply replace the bracketed words with the information requested. Some sections give prompts to remove/add/delete as applicable.

After you have developed your policy, it is a good idea to circulate it to workers in different sections of the organisation for feedback. You could do this through your intranet site, email distribution list, by memo or at a staff meeting. Remember to include workers who do not have regular access to internet and email (for example, remote field or maintenance workers). Once the policy is finalised and signed off by senior management, everyone should have access to a copy. The policy should also be included in any induction material that is given to new workers.
The impact of workplace health and wellbeing

With the average Australian spending about one third of their life at work, it makes good sense to consider the workplace as an important setting to improve health and wellbeing. Reduced productivity, high staff turnover, poor health and high stress levels are just some of the issues affecting workplaces in Western Australia. Implementing a workplace health and wellbeing program will help tackle these issues and offers a wide range of benefits. For every dollar invested in workplace health, there is a return on investment of between three and six dollars.

Mission statement

<insert organisation name>:

- Recognises the importance of implementing workplace health and wellbeing initiatives to assist with preventing poor health and lifestyle related diseases
- Is committed to creating a workplace culture that supports and encourages healthy lifestyles
- Is committed to supporting and encouraging workers to participate in a range of health and wellbeing initiatives and activities

Objectives and strategies

<insert organisation name> will: remove/add/delete as applicable

Raise awareness within the workplace of the issues that impact on health and wellbeing, by:

- Displaying information on healthy eating, including posters and brochures, throughout the workplace

Promote and encourage participation in workplace health and wellbeing initiatives, by:

- Running a smoking cessation course for workers wishing to quit
- Organising a walking challenge, to increase workers daily activity levels

Ensure the physical and built environment supports workers to be healthy and active, by:

- Making your workplace smoke-free
- Providing showers and change room facilities to promote active transport and physical activity
Create a workplace culture that supports and encourages people to be healthy, by:

- Arranging work-related social functions where drinking alcohol is not the primary focus; activities may include movie screenings, team games or a family fun day at a local park
- Organising a soup and salad group, where workers are rostered to bring salads in summer and soups in winter to share with their colleagues

Educate workers about the importance of leading a healthy and active lifestyle in order to prevent chronic disease, by:

- Organising for a health professional to provide an education session on the health effects of drinking alcohol

**Scope and responsibilities**

This policy applies to all workers at `<insert organisation name>`.

Workers are encouraged to:

- Read, discuss and understand this policy and seek clarification from management where required
- Consider this policy whilst completing work-related duties and when representing `<insert organisation name>`
- Support fellow workers 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 are made aware of this policy
- Actively support and contribute to the implementation of this policy
- Manage the implementation of this policy and ensure it is reviewed and updated on an ongoing basis
Communication

<insert organisation name> will ensure that:

- All workers receive a copy of this policy during the induction process
- This policy is easily accessible to all members of the organisation
- Workers are informed when a particular activity aligns with this policy
- Workers have the power to actively contribute to and provide feedback on this policy
- Workers are notified of all changes to this policy
- Successes are celebrated within the workplace

Monitoring and review

This policy will be reviewed six months from implementation and then once a 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
- Considering all feedback and suggestions and making changes as required
- Communicating reviewed policy to workers