

# BEST PRACTICE GUIDE

## WORKPLACE HEALTH AND WELLBEING STRATEGIES

### PHYSICAL INACTIVITY

- ▶ Promote physical activity and discourage sedentary behaviour (see the [national guidelines](#) for more information)
- ▶ Raise awareness by displaying informative posters and brochures, such as those available from [LiveLighter](#)
- ▶ Provide flexible working hours to encourage staff to be physically active
- ▶ Promote active transport such as walking, cycling or public transport
- ▶ Schedule standing/walking breaks for sedentary workers
- ▶ Conduct one-on-one standing/walking meetings
- ▶ Schedule standing breaks in meetings
- ▶ Remove individual rubbish/recycling bins and replace with a centrally located communal bin to encourage movement
- ▶ Clearly mark stairways with signage that encourage use and promote accessibility

- ▶ Provide staff with corporate SmartRider cards to utilise when attending work related meetings and events to encourage active transport
- ▶ Allow staff extra time for showering and changing if they actively commute to and from work e.g. 15 minutes
- ▶ Provide staff with time for physical activity e.g. 15 minutes within working hours, (this could be used to extend normal breaks to give staff an opportunity to meet minimum daily activity requirements)
- ▶ Provide access to standing height desks or sit-stand workstations for staff to share
- ▶ Provide electronic reminders for staff who sit for long periods at a computer
- ▶ Ensure stair wells are inviting to use e.g. well lit, ventilated, clean, carpeted, painted, decorated, and utilities hidden
- ▶ Organise a walking group (see [Heart Foundation Walking](#) for more information)
- ▶ Encourage staff to participate in local, state or national events such as Bike Week or Walk Over October
- ▶ Organise social events to incorporate physical activity e.g. super golf, lawn bowls or other team games

- ▶ Develop a workplace [policy](#) that demonstrates your organisations commitment to promoting physical activity and minimising sedentary behaviour
- ▶ Provide end of trip facilities e.g. individual showers, change rooms, lockers, mirrors, hair dryers, towels, soap
- ▶ Provide bicycle storage e.g. bike racks or rails, cages or lockers, shelters or covers, e-bike charging stations
- ▶ Provide pool bikes for staff to use when they travel to nearby locations
- ▶ Develop an active travel or [TravelSmart](#) plan
- ▶ Provide adjustable sit-stand workstations for staff to alternate between sitting and standing throughout the day
- ▶ Structure building design to ensure stairwells are more centrally located and easier to access than lifts or escalators
- ▶ Provide standing height tables (with stools) in meeting rooms and lunch rooms enabling staff to stand whilst maintaining eye level if desired
- ▶ Provide onsite fitness/recreation facilities and equipment or subsidised memberships to health clubs
- ▶ Provide instructed exercise opportunities such as personal training, group classes/activities or sport
- ▶ Conduct self-monitored physical activity challenges such as a pedometer challenge or the [Get on Track Challenge](#)

Use this legend to help guide you to best practice in your workplace

- GOOD**  Quick win
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Department of **Health**



A joint Australian, State and Territory Government initiative under the National Partnership Agreement on Preventive Health

Good practice

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## WORKPLACE HEALTH AND WELLBEING STRATEGIES

### UNHEALTHY EATING AND DRINKING

- ▶ Promote healthy eating (see the [national guidelines](#) for more information)
- ⚡ ▶ Raise awareness with informative posters and brochures such as those available from [LiveLighter](#)
- ▶ Encourage a workplace culture where workers feel supported to stop for breaks and leave their work area to eat
- ⚡ ▶ Discourage the selling, gifting and rewarding of, and fundraising with, foods that are high in fat and sugar
- ▶ Provide healthier food and drink facilities including a refrigerator, pantry, washing up facilities, eating space with table and chairs, and hot and cold water
- ▶ Provide basic equipment including food utensils and crockery
- ▶ Provide basic staple ingredients e.g. reduced fat/skim milk, tea/coffee, and chilled water
- ⚡ ▶ Give preference to food outlets (e.g. onsite café/kiosk/mess) and vending machines that offer healthier options when catering or providing food
- ▶ Place healthier products in vending machines at eye level
- ⚡ ▶ Promote online healthy lifestyle programs to staff such as [My Healthy Balance](#)

- ▶ Provide basic food preparation equipment e.g. a toaster, sandwich press, sharp knives, and chopping boards
- ▶ For workers who do not have access to an alternate food supply (i.e. supermarket, cafés, onsite canteen), offer advanced preparation equipment such as an oven, blender, stove, grater, peeler, etc.
- ▶ For workers who do not have access to an alternate food supply, offer advanced staple pantry items e.g. ingredients employees can access to prepare breakfast/snack/light lunch options
- ▶ Provide on-the-go workers with a good quality water bottle and esky or chiller bag with accompanying ice blocks
- ⚡ ▶ Request healthier food and drink choices when ordering [catering](#) from external providers
- ▶ Ensure that only healthier alternatives or non-food [gifts and rewards](#), and [fundraisers](#) are used and promoted
- ⚡ ▶ Ensure food and drink [portion size](#) is considered when catering and providing food
- ▶ Price healthier items more competitively when selling food in vending machines and/or in an onsite café or kiosk
- ▶ Ensure that healthy items are always offered as an alternative if unhealthy items are on offer
- ⚡ ▶ Organise a social soup and salad group where staff are rostered to bring healthy meals to share with colleagues

- 📄 ▶ Develop a workplace [policy](#) that demonstrates your organisations commitment to promoting healthy eating and drinking
- ▶ Provide advanced preparation equipment such as an oven, stove, blender, grater, peeler etc.
- ▶ Provide staff with free or subsidised fresh fruit and vegetables and advanced staple pantry items (ingredients employees can access to prepare breakfast/snack/light lunch options)
- ▶ Provide on-the-go workers with fridges for their vehicles
- 📄 ▶ Ensure foods that are high in fat and sugar (e.g. chocolate), or alcohol, are not used for gifts, rewards or fundraising events
- 📄 ▶ Ensure all catering, onsite food outlets and vending machines have a minimum of 50% healthier food and drink choices, and no more than 20% unhealthy food and drink choices
- ▶ Provide cooking demonstrations for staff in order to build skills that enable them to prepare healthy meals and snacks
- ▶ Provide education sessions for staff on healthy eating topics

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## WORKPLACE HEALTH AND WELLBEING STRATEGIES

### SMOKING

Good practice

-  ▶ Ensure that there is no smoking in enclosed work spaces, including work vehicles
-  ▶ Ensure that workers are not exposed to passive smoke in the workplace
-  ▶ Provide information and brochures to promote the availability of quit smoking services such as [Quitline](#)
- ▶ Position designated smoking areas in undesirable, less visible locations, and ensure they are as far away from the main work area as possible
- ▶ Ensure all workers and visitors are aware of company smoking policies
- ▶ Clearly signpost smoke-free areas, including outdoor areas where smoking is not permitted

Better practice

- ▶ Offer staff a workplace smoking cessation course such as the [Fresh Start](#) course
-  ▶ Discourage the consumption of food and drink in designated smoking areas
-  ▶ Ensure smoking areas are not made attractive or comfortable e.g. do not provide chairs, tables, etc.
-  ▶ Prohibit smoking in company uniforms
-  ▶ Prohibit smoking in working hours with smoking breaks to be confined to unpaid breaks
-  ▶ Promote smoke-free work functions and social activities

Best practice

-  ▶ Develop a smoke-free workplace [policy](#)
-  ▶ Create a completely smoke-free workplace with no designated smoking areas
- ▶ Allow flexible working arrangements to allow workers to attend quit smoking activities or courses
- ▶ Offer subsidised or free nicotine replacement therapies such as patches
- ▶ Provide free, independent and confidential counselling to workers who wish to quit smoking, this could be supported through an Employee Assistance Program

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### ALCOHOL

Good practice

- ▶ Promote the minimisation of alcohol-related harm (see the [national guidelines](#) for more information)
- ⚡ ▶ Raise awareness with informative posters and brochures such as those available from [Alcohol, Think Again](#)
- ⚡ ▶ Discourage the sale of alcohol in the workplace and restrict its use as a gift, reward or in fundraising activities
- 📄 ▶ Ensure no alcohol is consumed in the workplace during working hours
- 📄 ▶ Ensure alcohol consumption is addressed in your occupational health and safety policies
- ▶ When planning workplace functions and events, take a risk management approach to the availability and use of alcohol
- ▶ Where alcohol is available at [workplace functions and events](#), promote and [encourage workers to drink responsibly](#)
- 📄 ▶ Limit the number of standard drinks provided to staff at work-related functions
- ▶ Ensure water, non-alcohol and low-strength alcohol options are available at all work related functions where alcohol is served

Better practice

- ▶ Assist workers to access [alcohol support, counselling and treatment services](#), e.g. contact the [Alcohol and Drug Information Service](#), or encourage them to speak to their doctor about their drinking (if appropriate)
- 📄 ▶ Prohibit the consumption of alcohol in company uniforms
- 📄 ▶ Ensure no alcohol is consumed in the workplace, both during and outside of working hours
- 📄 ▶ Provide no more than two free standard drinks to staff at work-related functions (staff must pay for their own drinks in excess of that number)
- ▶ Provide and promote safe alternative transport options (taxi vouchers, public transport) if alcohol is likely to be consumed at work functions
- ⚡ ▶ Organise workplace functions and events at times or locations where alcohol consumption is not the primary focus or expected e.g. breakfast functions, or family fun days

Best practice

- 📄 ▶ Develop an alcohol-free workplace policy or a [fitness for work alcohol policy](#) which extends to social functions, and functions outside of working hours
- 📄 ▶ Do not allow the sale of alcohol in the workplace and don't use it as a gift, reward or in fundraising activities
- 📄 ▶ Prioritise education and/or the use of policy to minimise problematic workplace circumstances that may contribute to increased alcohol consumption (e.g. high job stress, poor supervision, long work hours, remote locations, time away from family, boredom, and a culture of drinking in the workplace)
- ▶ Provide workers with free, independent, confidential counselling, and treatment to manage any alcohol-related issues, this could be supported through an Employee Assistance Program

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