



## ACTION PLANNING

Developing an action plan is an important step in making sure your workplace health and wellbeing program is a success. Once you have completed a needs assessment, consulted with staff and decided on the priorities for your workplace, an action plan will allow you to describe what you want to achieve and the steps you will take to achieve it. You can use your action plan to keep track of your program's progress and successes.

A thorough action plan includes a program goal, SMART objectives which will allow you to work towards that goal and strategies to assist in achieving each objective. It is also important to outline who will be responsible to complete each strategy, resources required, the timeframe for completion, how you will know the strategy has been a success and how you will evaluate. Below is an outline of how an action plan should be laid out, and a description of each section.

**Program goal:** A goal describes the overall aim of your health and wellbeing program and should be long term (three to five years) e.g. Improve the health and wellbeing of staff at Company X.

| Strategies | Tasks | Key people | Resources required | Timeframe of implementation | Measure of success |
|------------|-------|------------|--------------------|-----------------------------|--------------------|
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**OBJECTIVE:** Objectives are shorter term (six – 12 months) and need to be SMART: Specific, Measurable, Achievable, Relevant and Time bound. They should focus on a behaviour, awareness levels or attitudes.

**EVALUATION:** Insert evaluation method/s – Evaluation methods are those you will use to measure the success of the above objective.

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| Strategies are the steps you'll take to implement your objective. They should cover Policy, environment, education and activities. | Tasks break the strategies down into specific steps. | Detail the people who are responsible for completing each strategy | Detail what you need to deliver each task. Include time, money and equipment. | Detail when a task starts and when it will be completed. | Detail what outcomes you will use to evaluate if the strategy was a success. |
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On the following pages, an example of an action plan targeting each SNAP risk factor has been developed. You may like to use some of these examples when developing your action plan. Remember to follow our best practice approach and develop strategies which address both policy revision/development and your physical work environment, as well as education and activities. Policy, environment and education/activities are the key elements to developing a sustainable workplace health and wellbeing program. For more ideas about strategies you could include in your workplace action plan have a look at our Best Practice Guide:

## PHYSICAL ACTIVITY EXAMPLE

| Strategies   | Tasks   | Key people  | Resources required  | Timeframe of implementation | Measure of success   |
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| <b>OBJECTIVE 1:</b> Increase by 20% the number of Company X employees achieving at least 30 minutes of exercise everyday by 30 June 20xx (12 months).  |   |   |   |                             |  |
| <b>EVALUATION:</b> Pre and post implementation surveys collected online, paper-based in high traffic areas and through attendance at toolbox meetings. |   |   |   |                             |  |
| <b>Policy:</b> Develop a physical activity policy  | <ul style="list-style-type: none"> <li>Form a working group with business representatives</li> <li>Review current policies (if any) for relevancies</li> <li>Review HWWA policy resources</li> <li>Develop policy in line with <a href="#">HWWA template</a></li> <li>Promote to all staff and include in induction materials</li> </ul>  | <ul style="list-style-type: none"> <li>Health and Wellbeing Coordinator</li> <li>Working group members</li> </ul> | <ul style="list-style-type: none"> <li>Health &amp; Wellbeing Coordinator and working group member time</li> <li>Promotional materials</li> </ul>                       | 3 months (Jan – Mar 20xx)   | <ul style="list-style-type: none"> <li>Policy created and signed off</li> <li>80% staff awareness of policy</li> </ul>                               |
| <b>Environment:</b> Improve end of trip facilities   | <ul style="list-style-type: none"> <li>[Audit of facilities carried out using <a href="#">HWWA resource</a>]</li> <li>Obtain quote for lockers and installation and source and compare prices of hair dryers</li> <li>Purchase and implement above selected items, communal shampoo, conditioner and body wash</li> <li>Promote facilities via staff newsletter, bulletin board and intranet and information added to induction pack</li> </ul> | <ul style="list-style-type: none"> <li>Health and Wellbeing Coordinator</li> </ul>                                | <ul style="list-style-type: none"> <li>Health &amp; Wellbeing Coordinator time</li> <li>Capital for new items (approx. \$2000)</li> <li>Promotional material</li> </ul> | 4 months (Jan - Apr 20xx)   | <ul style="list-style-type: none"> <li>All new items listed purchased and Implemented</li> <li>80% staff awareness of Improved facilities</li> </ul> |

# > Do

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| <p><b>Activity:</b> Implement walking group</p>   | <p>Develop posters and email to promote the group<br/>Allocate a champion to lead the group each week</p>   | <p>Health and Wellbeing Coordinator<br/>Workplace health champion</p> | <p>Workplace health champion time</p>   | <p>Immediate</p>                 | <p>Group implemented and walking weekly<br/>80% staff awareness of group and how to join in<br/>50% staff participation</p> |
| <p><b>Education:</b> Distribute awareness raising resources regarding physical activity</p> | <p>Research government websites for resources and information and place on staff intranet, display boards and notice boards<br/>Engage a physiotherapist or exercise physiologist to run a lunch 'n' learn session on physical activity</p> | <p>Health and Wellbeing Coordinator</p>                               | <p>Health &amp; Wellbeing Coordinator time<br/>Capital for health professional fee (approx. \$300)<br/>Promotional material</p> | <p>6 months (Jan – Jun 20xx)</p> | <p>Lunch 'n' Learn session completed<br/>80% staff have seen promotional material</p>                                       |

## HEALTHY EATING AND DRINKING EXAMPLE

| Strategies  | Tasks   | Key people   | Resources required  | Timeframe of implementation      | Measure of success  |
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| <p><b>OBJECTIVE 1:</b> Increase by 10% the number of Company X employees eating at least 5 serves of vegetables everyday by 30 June 20xx (12 months).</p> <p><b>EVALUATION:</b> Pre and post implementation surveys collected online, paper-based in high traffic areas and through attendance at toolbox meetings.</p> |   |  |   |                                  |   |
| <p><b>Policy:</b> Develop a healthy catering policy</p>   | <p>Form a working group with business representatives</p> <p>Review current policies (if any) for relevancies</p> <p>Review HWWA policy resources</p> <p>Develop policy in line with <a href="#">HCHF template</a></p> <p>Promote to all staff and include in induction materials</p> | <p>Health and Wellbeing Coordinator</p> <p>Working group members</p>     | <p>Health &amp; Wellbeing Coordinator and working group member time</p> <p>Promotional materials</p>                    | <p>3 months (Jan – Mar 20xx)</p> | <p>Policy created and signed off</p> <p>80% staff awareness of policy</p>                               |
| <p><b>Environment:</b> Improve kitchen facilities</p>   | <p>[Audit of kitchen facilities carried out using <a href="#">HCHF resource</a>]</p> <p>Purchase sandwich press, chopping boards and knives</p> <p>Promote improved facilities</p>  | <p>Health and Wellbeing Coordinator</p>                                  | <p>Health &amp; Wellbeing Coordinator time</p> <p>Capital for new items (approx. \$150)</p> <p>Promotional material</p> | <p>2 months (Jan - Feb 20xx)</p> | <p>All new items listed purchased and Implemented</p> <p>80% staff awareness of Improved facilities</p> |
| <p><b>Activity:</b> Implement healthy recipe swap club</p>  | <p>Develop posters and email to promote the group</p> <p>Allocate a champion to lead the group each week</p>  | <p>Health and Wellbeing Coordinator</p> <p>Workplace health champion</p> | <p>Workplace health champion time</p>   | <p>Immediate</p>                 | <p>80% staff awareness of group and how to join in</p> <p>50% staff participation</p>                   |

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| <p><b>Education:</b> Distribute awareness raising resources regarding healthy eating</p> | <p>Download LiveLighter recipes and resources and display on notice boards and on staff Intranet</p> <p>Download and make the Australian Guide to Healthy Eating available in high traffic areas</p> <p>Send HWWA's nutrition-related <a href="#">toolbox videos</a> to staff in monthly wellness email and place on staff intranet</p> <p>Distribute HWWA and LiveLighter's <a href="#">Health Works Newsletter</a> monthly</p> | <p>Health and Wellbeing Coordinator</p> | <p>Health &amp; Wellbeing Coordinator time</p> | <p>Immediate</p> | <p>80% staff have seen promotional material</p> |
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## SMOKING EXAMPLE

| Strategies   | Tasks   | Key people   | Resources required   | Timeframe of implementation   | Measure of success   |
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| <p><b>OBJECTIVE 1:</b> Decrease by 5% the number of Company X employees who smoke by 30 June 20xx (12 months).</p> <p><b>EVALUATION:</b> Pre and post implementation surveys collected online, paper-based in high traffic areas and through attendance at toolbox meetings.</p> |   |  |  |   |  |
| <p><b>Policy:</b> Develop a smoke-free policy</p>  | <p>Form a working group with business representatives</p> <p>Review current policies (if any) for relevancies</p> <p>Review HWWA policy resources</p> <p>Develop policy in line with <a href="#">Cancer Council's template</a></p> <p>Discuss appropriate course of action with HR department (re. communications and enforcement)</p> <p>Discuss changes with Senior Management to ensure all are on board and aware of changes</p> <p>High level of communication to staff regarding new policy and changes that will be made over a 6-month period</p> | <p>Health and Wellbeing Coordinator</p> <p>Working group members</p> <p>HR Representative/s</p> <p>Senior Management</p> | <p>Health &amp; Wellbeing Coordinator and working group member time</p> <p>Promotional materials</p> | <p>3 months (Jan – Mar 20xx) for policy development</p> <p>6 months lead in period (Apr - Sept 20xx) for changes to occur</p> <p>Policy enforced by 9 months (Oct 20xx)</p> | <p>Policy created and signed off</p> <p>100% staff awareness of policy</p> |
| <p><b>Environment:</b> Removal of designated smoking areas</p>   | <p>Communication to staff of removal of smoking areas over the 6-month lead-in period</p> <p>Discuss appropriate course of action with HR department (re. communications and enforcement)</p> <p>Discuss changes with Senior Management to ensure all are on board and aware of changes</p>   | <p>Health and Wellbeing Coordinator</p> <p>HR Representative</p> <p>Senior Management</p>                                | <p>Health &amp; Wellbeing Coordinator time</p> <p>Promotional material</p>                           | <p>6 months (Apr - Sept 20xx)</p>   | <p>100% staff awareness of changes</p>                                     |

# > Do

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| <p><i>Activity: Offer smoking cessation course to smokers</i></p> | <p><i>Discuss available times for provider to deliver course<br/>Develop posters and email to promote session</i></p>   | <p><i>Health and Wellbeing Coordinator</i></p> | <p><i>Health &amp; Wellbeing Coordinator time<br/>Capital for cessation program</i></p> | <p><i>6 months<br/>(Jan - Jun 20xx)</i></p> | <p><i>Cessation course completed<br/>50% smokers joining course</i></p> |
| <p><i>Education: Promote Quit smoking resources to staff</i></p>  | <p><i>Download and display quit smoking resources available on <a href="http://www.quitnow.gov.au">www.quitnow.gov.au</a><br/>Promote quit smoking websites and apps detailed on <a href="http://www.quitnow.gov.au">www.quitnow.gov.au</a></i></p> | <p><i>Health and Wellbeing Coordinator</i></p> | <p><i>Health &amp; Wellbeing Coordinator time</i></p>                                   | <p><i>Immediate</i></p>                     | <p><i>80% staff have seen promotional material</i></p>                  |

## ALCOHOL EXAMPLE

| Strategies   | Tasks  | Key people   | Resources required   | Timeframe of implementation   | Measure of success   |
|--|--|--|--|---|--|
| <p><b>OBJECTIVE 1:</b> Increase by 50% the number of Company X employees who are aware of the alcohol intake guidelines and what they recommend (12 months).</p> <p><b>EVALUATION:</b> Pre and post implementation surveys collected online, paper-based in high traffic areas and through attendance at toolbox meetings.</p> |  |  |  |   |  |
| <p><b>Policy:</b> Develop an alcohol policy relating to organisation functions and gifts and rewards</p>   | <p>Form a working group with business representatives</p> <p>Review current policies (if any) for relevancies</p> <p>Review HWWA policy resources</p> <p>Develop policy in line with <a href="#">Alcohol Think Again's policy guidelines</a></p> | <p>Health and Wellbeing Coordinator</p> <p>Working group members</p> | <p>Health &amp; Wellbeing Coordinator and working group member time</p> <p>Promotional materials</p> | <p>3 months (Jan – Mar 20xx) for policy development</p> <p>3 months' lead in period (Apr - Jun 20xx) for changes to occur</p> <p>Policy enforced by 6 months (Jun 20xx)</p> | <p>Policy created and signed off</p> <p>100% staff awareness of policy</p> |
| <p><b>Environment:</b> Removal of all alcohol on site/ in fridges</p>  | <p>Review of all fridges on site and removal of alcohol</p> <p>Communication to staff of removal of alcohol over 3-month lead-in period</p>  | <p>Health and Wellbeing Coordinator</p>                              | <p>Health &amp; Wellbeing Coordinator time</p> <p>Promotional material</p>                           | <p>6 months (Apr - Sept 20xx)</p>   | <p>100% staff awareness of changes</p>                                     |
| <p><b>Education:</b> Distribute awareness raising resources relating to alcohol</p>  | <p>Download and distribute alcohol awareness raising resources on Alcohol Think Again webpage and guidelines</p> <p>Send out HWWA's <a href="#">toolbox video</a> relating to alcohol via email and place on staff intranet</p>                  | <p>Health and Wellbeing Coordinator</p>                              | <p>Health &amp; Wellbeing Coordinator time</p>   | <p>Immediate</p>  | <p>80% staff have seen promotional material</p>                            |