



PHYSICAL ACTIVITY POLICY TEMPLATE

Use this template to create your own policy by adding in your company details where relevant and adding/deleting any strategies you hope to implement. Remember to delete all the red text before you save!

Overview

Being physically active is an important part of leading a healthy lifestyle. Regular, moderate physical activity can reduce the risk of heart disease, type two diabetes and some cancers. Physical activity can make you feel good about yourself, increase energy levels, provide stress relief and encourage social interaction.

Australia's Physical Activity & Sedentary Behaviour Guidelines for Adults are as follows:

- » Doing any physical activity is better than doing none
- » Be active on most, preferably all, days every week
- » Accumulate 2.5 – 5 hours of moderate intensity physical activity each week
- » Do muscle strengthening activities on at least 2 days each week
- » Minimise the amount of time spent in prolonged sitting
- » Break up long periods of sitting as often as possible.

Policy statement

<insert organisation name>:

- » Recognises the importance of regular physical activity and reduced sedentary time, in the prevention of chronic disease and the maintenance of health and wellbeing.
- » Is committed to creating a workplace culture that supports and encourages regular physical activity and reduced sedentary time in line with the guidelines above.
- » Is committed to facilitating active participation of workers in a range of initiatives that promote increased physical activity and reduced sitting time.

Objectives and strategies

Tip: You can add to, delete or alter these strategies to reflect what your workplace is doing. Read our guide on [Workplace health and wellbeing strategies](#) for more ideas

1. Create a supportive environment for physical activity to occur, including:

- » End of trip facilities including individual showers, change room facilities, lockers, mirrors, hair dryers, towel service, communal shampoo, conditioner, body wash.
- » Bicycle storage such as bike racks or rails, cages/lockers with shelters/covers.
- » Developing a TravelSmart or active travel plan.
- » Providing staff that actively commute to and from work with a time allowance for showering/changing, i.e. 15-30 minutes of paid work time.





- » Ensuring stair wells are inviting to use (well-lit, adequately ventilated, carpeted, decorated) and easier to access than lifts or escalators.
- » Flexible working hours to encourage staff to be physically active before, during and after work.
- » Provision of time to be physically active during the work day. i.e. Matching 15 minutes of paid work time for 15 minutes of staff time.
- » Onsite fitness and recreation facilities/equipment.
- » Supporting staff to reduce their sitting time, by including:
 - o Standing height tables in meeting rooms and or lunch rooms
 - o “Hot desk” standing workstations
 - o Adjustable sit-stand workstations
 - o Removing bins from individual desks to a central location to encourage movement
 - o Providing software reminders for staff who sit for long periods.

2. Provide opportunities for staff to increase their physical activity and sit less in the workplace, including:

- » Promoting active transport to and from work e.g. cycling, walking or catching public transport.
- » Promoting, and where possible, providing opportunities for physical activity before, during or after work hours e.g. starting a lunchtime walking group.
- » Providing corporate smart riders for use during the working day, such as for attending work-related meetings and events.
- » Encouraging participation in sporting teams, group fitness activities and/or fitness challenges.
- » Providing pool bikes for use during the working day, such as attending work-related meetings.
- » Encouraging staff to take standing breaks, for at least 2 minutes every hour.
- » Organising walking meetings or meetings on a different floor.
- » Planning staff social events that include opportunities to be active.

3. Educate staff about the benefits of physical activity and reduced sedentary time, such as:

- » Providing relevant information material (e.g. posters and brochures).
- » Conducting education sessions.
- » Providing reminders to be active in the workplace (e.g. posters to encourage use of the stairs, computer prompts to stand and stretch).

Responsibilities

This policy applies to all workers at <insert organisation name>. The policy applies at the following site locations:

<insert site locations>



Workers are encouraged to:

- » Read and understand this policy and seek clarification from management when required.
- » Participate in activities organised to support this policy.
- » Engage in physical activity on most (if not all) days of the week.

Management 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.
- » Manage the implementation of this policy and ensure it is reviewed, updated and communicated to staff on an ongoing basis.
- » Celebrate success 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: _____

Signature: _____ Date: _____

