Physical Activity and Reduce Sedentary Practices Resource Referral Guide

The following table lists a number of sources of information, tips and resources to support you to promote physical activity and reduce sedentary practices in the workplace.

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| Strategies | Healthy  vision | Healthy  places | Healthy  people | resources |
| Create a workplace short activity break policy that encourages people to break-up prolonged periods of sitting with standing or moving – one 10–15 minute movement break every workday with, and led by, other employees. | • |  |  |  |
| Create opportunities for flexitime or time-in-lieu for physical activity and embed this within relevant WHS policies. | • |  |  | [Work Life Balance: SafeWork SA](https://www.safework.sa.gov.au/workers/health-and-wellbeing/work-life-balance) |
| Consider policies that explicitly allow people to include walking meetings as part of their workday. Walking meetings can be especially useful when brainstorming ideas or creative approaches. | • |  |  |  |
| Allow people to be physically active while on the clock, even for as little  as 10-15 minutes. | • |  |  |  |
| Support and account for regular  stretch or walk breaks in delivery and transport schedules. | • |  |  |  |
| Create a recurring agenda item addressing sedentary practices at  staff-related meetings. | • |  |  | [Worksafe Tasmania](https://worksafe.tas.gov.au/topics/Health-and-Safety/hazards-and-solutions-a-z/hazards-and-solutions-a-z-pages/s/sedentary-work) highlights the importance of reducing workplace  sedentary practices |
| Include information about access to physical activity opportunities (local  and on-site) in staff induction materials. | • |  |  | [Physical Activity Guidelines for Adults](https://www.health.gov.au/health-topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians?utm_source=health.gov.au&utm_medium=callout-auto-custom&utm_campaign=digital_transformation)  [Wellbeing SA - Healthy Living Resources - order form](https://www.sahealth.sa.gov.au/wps/wcm/connect/1216d280492a309e8a0afe7675638bd8/WBSA_HealthyLivingResourcesCat_WIP1._AB+editspdf.pdf?MOD=AJPERES&amp;CACHEID=ROOTWORKSPACE-1216d280492a309e8a0afe7675638bd8-od4LU.V)  [Physical activity | SafeWork SA](https://www.safework.sa.gov.au/workers/health-and-wellbeing/physical-activity) |
| Audit staff sitting time to gauge areas  for improvement. | • |  |  |  |
| Have shared and centralised facilities, including break rooms, bathrooms, printers, and trash bins, to encourage movement to use these facilities. |  | • |  |  |
| Display prominent signs that encourage people to use the stairs and talk about stair use via internal communication channels. |  | • |  | [Prompts to Encourage Physical Activity | Active People, Healthy Nation | Physical Activity | CDC](https://www.cdc.gov/physicalactivity/community-strategies/prompts-to-encourage-physical-activity.html)  [7stretches.pdf](https://www.sahealth.sa.gov.au/wps/wcm/connect/64d6820045ebd24bad97edb682a84110/7stretches.pdf?MOD=AJPERES&amp;CACHEID=ROOTWORKSPACE-64d6820045ebd24bad97edb682a84110-nKQJmqs)  [SitLessMoveMore.pdf](https://www.sahealth.sa.gov.au/wps/wcm/connect/54027b0045fa82aaa889e8b682a84110/SitLessMoveMore.pdf?MOD=AJPERES&amp;CACHEID=ROOTWORKSPACE-54027b0045fa82aaa889e8b682a84110-nwK44ZE) |
| Subsidise the purchase of self-monitoring devices (e.g., activity trackers / pedometers), bicycles for commuting to work, or public transit fares. Consider negotiating a ‘corporate rate’ for a local gym. |  | • |  | Pedometers | 10,000 Steps (10000steps.org.au) |
| Create inviting and friendly stairwells  by painting the walls a calming colour, adding artwork, or installing  motivational signs/slogans. |  | • |  |  |
| Create a dedicated exercise space. Provide exercise equipment, a TV with internet access, or a stretching space. |  | • |  |  |
| Provide access to showers, change rooms, and lockers or alternatives nearby if these facilities aren’t  available onsite. |  | • |  |  |
| Create secure and easily accessible bike storage to encourage cycling to and from work. |  | • |  |  |
| Purchase height adjustable desks  and high meeting tables for  standing options. |  | • |  | [Guidelines for selection of sit to stand desks](https://www.worksafe.qld.gov.au/injury-prevention-safety/hazardous-manual-tasks/office-workstations/guidelines-for-the-selection-and-use-of-sit-to-stand-computer-workstations) |
| Provide computer disabling software  to support regular breaks. |  | • |  | There are many computer disabling software programs & applications.  Use your web search engine to source a program suitable to your workplace. Search words to include: ‘regular breaks, computer disabling program, health, focus, break’ |
| Assign a workplace champion to provide information about the  benefits of regular movement via communication channels such  as newsletters, CEO memos, noticeboards and lunchrooms. |  |  | • | [Active living | The Heart Foundation](http://heartfoundation.org.au/active-living)  [Physical Activity Guidelines for Adults](https://www.health.gov.au/health-topics/physical-activity-and-exercise/physical-activity-and-exercise-guidelines-for-all-australians?utm_source=health.gov.au&utm_medium=callout-auto-custom&utm_campaign=digital_transformation)  [Initiatives for all business | Healthy Workplaces](https://www.healthyworkplaces.sa.gov.au/tools-and-resources/initiatives-for-all-business) |
| Promote and provide work time to access the free Better Health Coaching Service. |  |  | • | The Better Health Coaching Service is a free, evidence based, confidential  telephone program designed to support South Australians to be active, eat well and reduce the risk of chronic disease.  [betterhealth.sa.gov.au](http://betterhealth.sa.gov.au/) |
| Sign up to the education programs Be Upstanding program or sit stand online training to encourage employees to monitor sitting time and prompt standing. |  |  | • | [Be Upstanding program](https://www.beupstanding.com.au/free-resources)  Complete the “[Sit-Stand e-Guide” online training program](http://sitstandguide.com.au/#/) |
| Organise and take part in a company-wide physical activity challenge, through the 10,000 steps program. |  |  | • | [10,000 Steps Challenge](https://www.10000steps.org.au/) |
| Provide supervised or partially supervised physical activity programs onsite or at nearby fitness facilities  (for example yoga, or Pilates) after discussing with staff what their preferred class type, time and days are. |  |  | • | [Physical activity for adults • Wellbeing SA](https://www.wellbeingsa.sa.gov.au/your-wellbeing/being-active-healthy/movement-being-active/physical-activity-for-adults) |
| Hold educational workshops on the benefits of breaking up sitting time and adding movement into the workday. |  |  | • | [Sitting and standing | Safe Work Australia](https://www.safeworkaustralia.gov.au/safety-topic/hazards/sitting-and-standing)  [Physical activity • Wellbeing SA](https://www.wellbeingsa.sa.gov.au/our-work/healthy-places-people/physical-activity) |
| Encourage management to role model movement activities, such as ‘active breaks’, standing to break up sitting time, and walking meetings. |  |  | • | [Download Baker IDI’s Rise & Recharge Smart Phone App](http://www.riserecharge.com/)  [BeUpstanding program](https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/beupstanding) |
| Promote regular walking such as lunchtime walking trails and group  team challenges . |  |  | • | [Heart Foundation Walking](http://walking.heartfoundation.org.au/)  [Walking SA, trail and walking information](http://www.walkingsa.org.au/)  [SA Trails](http://www.southaustraliantrails.com/)  [The Adelaide100 | A new 100km walking trail around the capital city of South Australia](https://adelaide100.com.au/)  [Find a Park](http://www.environment.sa.gov.au/parks/Find_a_park)  [Bikes SA](https://bikesa.asn.au/rides-%26-events) offers a ‘free rides’ program |
| Organise ‘come and try’ sessions or  a guest speaker Q&A session with  an accredited personal trainer or exercise physiologist. |  |  | • |  |
| Hold cycling information sessions about defensive cycling strategies, cycling road rules or bicycle maintenance to encourage cycling to work. |  |  | • | Department of Transport, Planning and Infrastructure provides information on bicycle riding, complete with a journey planner [Community Programs: Cycle Instead](http://www.dpti.sa.gov.au/communityprograms/programs/cycle_instead) |