



HEALTHY WORKERS – HEALTHY FUTURES

STEP TWO TOOLS:
HEALTHY WORKPLACE AUDIT



Government
of South Australia

SA Health

WORKPLACE AUDIT

Completed by:		Date:	
<input type="checkbox"/> Benchmark	OR	<input type="checkbox"/> Follow Up	
Business Name:		Number of Workers:	
Location / Worksite:			



This Audit has a focus on smoking, alcohol, nutrition and physical activity (SNAP) in line with the Healthy Workers – Healthy Futures toolkit:

‘Step by Step guide to developing a successful workplace program’ available at

www.sahealth.sa.gov.au/healthyworkers

WORKPLACE AUDIT

The Healthy Workplace Audit assists you to record current or pre-existing strategies, identify areas of untapped potential and consider areas of interest to set your workplace health and wellbeing goals.

- + Where your business has several sites, a separate audit should be completed for each site.
- + It is anticipated the audit will take approximately 15 minutes.
- + The audit is broken up into categories:
 - People: Addresses individual worker needs around their health, such as improving access to services, information, events and activities that improve the health knowledge and skills of workers.
 - Places: Addresses the workplace environment, facilities, equipment and use of local services that enable or prevent healthy behaviours.
 - Vision: Encourages the business to consider how day to day practices and its culture might support and encourage healthy behaviours.

This Healthy Workplace Audit was developed by the SA Health Healthy Workers – Healthy Futures initiative. Produced April 2016.

How to use the Audit

1. Respond to each prompt by selecting the response that best describes your workplace currently:
 - Yes**
You have in place a quality approach that meets workplace needs.

 - Working Towards**
You have a good idea of what is needed and are considering or taking small steps to ensure it happens.

 - No**
You have not considered nor currently doing that action.

2. Tally the number of ticks against each ‘yes,’ ‘no’ and ‘working towards’ for the three categories: people, places and vision.
3. Use the information and your ideas to consider the top health and wellbeing priorities for your workplace. You can use these to develop a workplace action plan, using the Healthy Workers – Healthy Futures Workplace Action Plan template (see Step 3- Healthy Workers Healthy Futures toolkit).
4. Repeat audit once you have implemented your action plan to capture changes and celebrate your successes.

HEALTHY PEOPLE



	BENCHMARK DATE:			FOLLOW UP DATE:			NOTES:
	Yes	W.T	No	Yes	W.T	No	
* W.T (Working Towards)							
COMMUNICATION							
1. Messages promoting good health are displayed							
2. Health-related information is regularly communicated to all workers							
PARTICIPATION AND PROGRAMS							
3. Workplace determines needs and interests of workers							
4. Information and programs offered reflect the interests and needs of workers							
5. Qualified health professionals are used when running health related programs/events/ training or information sessions in the workplace							
WORKERS HAVE ACCESS TO SUFFICIENT, HIGH QUALITY...							
6. Physical activity classes, workshops or teams at or near workplace							
7. Healthy eating activities or programs							
8. Quit smoking programs or support							
9. Healthy lifestyle coaching services							
10. Other wellbeing related programs, activities or support							
11. Preventative health screening or immunisations							
12. Social events for workers, families and community							
TOTAL /12							

PEOPLE – Comments and future priorities:

HEALTHY PLACES



	BENCHMARK			FOLLOW UP			NOTES:
	Yes	W.T	No	Yes	W.T	No	
* W.T (Working Towards)							
FACILITIES AND INFRASTRUCTURE							
1. Clean, accessible kitchen equipment and facilities are available							
2. Healthy food options are widely available for sale or catering purposes							
3. Smoking is restricted on worksite (including work vehicles)							
4. Drinking water is freely available							
5. If alcohol is served or sold, it is served responsibly							
6. Bicycle racks and lockers are available							
7. Clean, accessible shower or change facilities are available							
8. Ergonomic &/or hazardous workspace assessments are available							
9. Grounds and buildings are safe, well-lit and well maintained							
10. Workplace provides eating or recreation area/s							
TOTAL / 10							

PLACES – Comments and future priorities:

Blank area for providing comments and future priorities.

HEALTHY VISION



	BENCHMARK			FOLLOW UP			NOTES:
	Yes	W.T	No	Yes	W.T	No	
* W.T (Working Towards)							
COMMITMENT AND RESOURCING							
1. Commitment to health and wellbeing is evidenced in business plans, values or strategic documents							
2. Management participate in health and wellbeing activities							
3. Financial resources (in addition to staff time) are dedicated to workplace health							
4. Strategies are in place to upskill key workers on workplace health and wellbeing e.g. through training							
5. Workers have an opportunity to raise health and wellbeing issues							
6. Program and activities are offered to all workers i.e. across shifts, roles, locations							
7. Wellbeing program and activities are regularly reviewed							
POLICY / PROCEDURE / DOCUMENTATION							
8. Policies or procedures support healthy food options							
9. Policies or procedures support physical activity opportunities							
10. Policies or procedures support responsible alcohol consumption for workers and visitors							
11. Policies or procedures support smoke-free environments							
12. Policies or procedures support other worker wellbeing issues							
13. Health and wellbeing related policies or procedures are developed and reviewed in consultation with workers							
TOTAL /13							

VISION – Comments and future priorities:

WORKPLACE RESULT

What factors are barriers to making health and wellbeing changes to your workplace? What can you do to minimise these?
(e.g. building redevelopments scheduled in 3 months time, new contracts, increasing work demands, change in management or business structure scheduled for next 12 months)

	Not at all confident	Somewhat confident	Confident	Very confident	Highly confident
How confident are you in your organisation's ability to implement workplace health and wellbeing strategies?					
How confident do you feel in your own ability to take action and support workplace health and wellbeing strategies?					

Top priorities and planning comments:

CHECK YOUR RESULTS

MOSTLY YES:

If you have ticked mostly yes, your result indicates that your workplace has a considered and structured health and wellbeing program that suits the needs and wishes of your employees.

Congratulations on your efforts to date!

It is important to regularly review the goals and actions of your program according to the needs and interests of your employees. Don't forget to consider new and exciting activities, including those in your local area, new campaigns and health events. Keeping your program in the spotlight with regular promotion ensures ongoing enthusiasm, commitment and support from both employees and managers.

Consider submitting a case study for publication to the Healthy Workers – Healthy Futures initiative via healthyworkers@sa.gov.au.

Other workplaces would love to hear about your success and how you achieved it.

MOSTLY NO:

If you have ticked mostly no, your result indicates that you are just starting out or have some idea of what your workplace is missing. By participating in the audit, you have taken an important step towards creating a healthy workplace. Well done!

Remember that not all strategies have to be highly resourced or time intensive; small changes can often promote and create healthy behaviours. Consider how you can build on any efforts made so far.

Take the time to look through Healthy Workers – Healthy Futures case studies to see what other workplaces have achieved www.sahealth.sa.gov.au/healthyworkers

Some of the essential elements of creating a health and wellbeing program include assessing the needs of workers, obtaining commitment and support of both workers and management, and monitoring the program. It may be useful to refer to the Healthy Workers – Healthy Futures toolkit to take you through these steps. A copy can be downloaded at www.sahealth.sa.gov.au/healthyworkers

MOSTLY WORKING TOWARDS:

If you have ticked mostly working towards, your result indicates that there are some good backbones to your program and your workplace is keen to support healthy behaviours. Getting to this point often takes dedication and commitment. Well done and keep up the good work!

There may still be some gaps in planning, resourcing, activity range or changes may be needed to workplace facilities.

Consider each step within the Healthy Workers – Healthy Futures toolkit to guide you through areas of ongoing development.

It might be important to now consider whether you are putting your resources into activities that will give you the strongest outcomes (for the business and its workers). Consider asking key colleagues about their needs and wishes for the program; you may find this gives your program renewed energy and direction.

Don't forget to regularly remind employees of opportunities to participate.



Acknowledgements:

- + Queensland Health, *Workplaces for Wellness, 'Healthy Places Audit Tool'*
- + University of San Diego and University of Sydney, *'Checklist of Health Promotion Environments at Worksites (CHEW)'*
- + ACT Health, *Healthier Work: Healthy Workplaces Audit Tool*
- + Tasmania Health, *Healthy Workplaces Resource Kit*