

# Action plan example

## PRIORITISED AREA OF ACTION:

What is your prioritised area that you want to action? This is established by learning about your workplace (Step 2) and involving your team (step 3).

Example areas of action include; healthy lifestyle topics, mental health, sleep and fatigue, MSD's – this example will use smoking.

## PROGRAM GOAL(S):

A goal is the big picture 'what' or the outcome you want.

Examples include; To improve the health and wellbeing of our staff to increase productivity; or To improve the health and wellbeing of our staff to reduce absenteeism; or To improve the health and wellbeing of our staff to reduce workers compensation claims; or To be seen as an employer of choice or To build and maintain a workplace environment and culture that supports health and wellbeing, To improve understanding of mental health, To reduce sitting time at home and in the office.

## OBJECTIVES:

Break down the goal into processes that are achievable and measurable.

Examples include; To reduce the number of employees who smoke by 10% over 18 months, To increase the number of staff the reporting moving more and sitting less within 6 months, To increase by (20%) staff and leaders' awareness about good mental health, the signs and symptoms of mental health condition and supports available.



Government  
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STRATEGIES	TACTICS	TIMEFRAME	PEOPLE RESPONSIBLE	RESOURCES & SUPPORT	MEASURE OF SUCCESS
<p>Strategies are detailed ways of reaching each of the objectives—these need to be realistic and achievable.</p> <p>Refer to the action area suggested strategies to populate this section.</p> <p>You should aim to include strategies across, healthy people, healthy place and healthy vision areas.</p>	<p>Tactics are the actions that need to happen for each of the identified strategies. These are all the day-to-day tasks of the program.</p>	<p>Each activity will also require the identification a timeframe of when a task starts and when it will be completed.</p>	<p>Each activity will also require the identification of responsible employee(s) who is/are to carry the activity through,</p>	<p>Each activity will also require the identification of resources and support.</p>	<p>The action plan should include indicators that measure the effectiveness of each strategy and keeps the program on track.</p>
<p><u>Example: Healthy Vision Strategies</u> Develop and implement a smoke-free policy.</p>	<ul style="list-style-type: none"> <li>Obtain management approval</li> <li>Conduct a needs assessment</li> <li>Create a working group or committee</li> <li>Develop a policy</li> <li>Communicate policy to employees.</li> </ul>	<p>Jan – June 20xx</p>	<ul style="list-style-type: none"> <li>HR Manager</li> <li>WHS Committee</li> </ul>	<ul style="list-style-type: none"> <li>Quit SA</li> <li>HR manager and WHS committee time</li> </ul>	<ul style="list-style-type: none"> <li>Policy developed and implemented by &lt;specify date&gt;.</li> <li>Knowledge and awareness of workplace smokefree policy among employees and managers (measured through post-strategy survey).</li> </ul>
<p><u>Example: Healthy Places Strategies</u> Redesign the current smoking areas</p>	<ul style="list-style-type: none"> <li>Consult with staff about changes to the onsite smoking areas</li> <li>Order signage to be placed</li> <li>Purchase cigarette butt bins.</li> </ul>	<p>Jan – Dec 20xx</p>	<ul style="list-style-type: none"> <li>HR Manager</li> <li>Admin team</li> </ul>	<ul style="list-style-type: none"> <li>Budget for signage and cigarette butt bins</li> </ul>	<ul style="list-style-type: none"> <li>Site check on use of the smoking areas</li> </ul>
<p><u>Example: Healthy People Strategy</u> Promote and support employees to quit smoking</p>	<ul style="list-style-type: none"> <li>Organise lunchtime information sessions about benefits of cutting down and quitting, and available supports.</li> <li>Develop and disseminate posters and emails to promote the support provided.</li> <li>Organise a workplace champion to promote quit messages and support services such as Quitline 13 QUIT (13 7848) within the workplace.</li> <li>Add the support provided to induction.</li> </ul>	<p>Jan – June 20xx</p>	<ul style="list-style-type: none"> <li>Admin team</li> <li>Workplace Champion</li> </ul>	<ul style="list-style-type: none"> <li>Quit smoking cessation provider and budget to engage them.</li> <li>Quitline posters and information</li> </ul>	<ul style="list-style-type: none"> <li>Number of participants in lunchtime information sessions (attendance records).</li> <li>Number of participants in counselling programs – with a target of 30% of employees who smoke (needs assessment results and participant registration sheets).</li> </ul>

# Action plan template

PROGRAM GOAL(S):	
GOAL STATEMENT:	

STRATEGIES	TACTICS	TIMEFRAME	PEOPLE RESPONSIBLE	RESOURCES & SUPPORT	MEASURE OF SUCCESS

**AUTHOR**

Name	
Position	
Signature	
Date	/ /
Review date	/ /

**MANAGER**

Manager	
Position	
Signature	
Date	/ /