

# Monitoring and evaluation quick guide

MEASUREMENT OF WORKPLACE HEALTH AND WELLBEING PROGRAM			MEASUREMENT OF HEALTH AND WELLBEING STRATEGY	PROGRAM LEARNINGS AND SUSTAINABILITY (ONGOING)
Short term (1 year)	Medium term (1–2 years)	Longer term (3–5 years)	Monitoring and review of strategies (ongoing)	
<p><b>Potential measurement indicators:</b></p> <ul style="list-style-type: none"> <li>• Program commitment from management</li> <li>• Level of interest and participation rates</li> <li>• Changes in team cohesion</li> <li>• Level of staff awareness of chronic disease risk factors</li> <li>• Other outcomes that are valuable to participants and employer</li> </ul> <p><b>Potential data sources:</b></p> <ul style="list-style-type: none"> <li>• Records of participation</li> <li>• Activity and event log*</li> <li>• Staff survey*</li> <li>• Referral number records (EAP, Quitline SA, worksite nurse enquiries)</li> <li>• Healthy Workplace Check (benchmark results)*</li> <li>• Record of (new or reviewed) policies and procedures</li> <li>• Record of facility usage (showers, stairs, lunchrooms, fridge)</li> <li>• Formal and informal (participants and non) staff and management feedback</li> </ul>	<p><b>Potential measurement indicators:</b></p> <ul style="list-style-type: none"> <li>• Changes in attitudes, knowledge and behaviour towards health and/or the workplace</li> <li>• Changes in workplace environment (facilities, infrastructure, culture, policies)</li> <li>• Increase in staff retention, job satisfaction, productivity</li> <li>• Improvement of corporate image</li> <li>• Other outcomes valued by participants and employer</li> </ul> <p><b>Potential data sources:</b></p> <ul style="list-style-type: none"> <li>• Staff satisfaction and/or culture survey</li> <li>• Records of workplace environment changes: Healthy Workplace check (follow up results)*</li> <li>• Interviews with management, employees and committee</li> <li>• HR records on staff retention and attraction</li> </ul>	<p><b>Potential measurement indicators:</b></p> <ul style="list-style-type: none"> <li>• Changes in workers compensation premiums and claim number/type</li> <li>• Changes in sick leave and injury, return to work rates</li> <li>• Workplace health profile/status of staff</li> <li>• Other outcomes valuable to participants and employer</li> </ul> <p><b>Potential data sources:</b></p> <ul style="list-style-type: none"> <li>• Interviews with management, employees and committee</li> <li>• Human Resources and/or Work Health and Safety records on sick leave, retirement rates, injuries, workers compensation data</li> </ul>	<p><b>Potential measurement indicators:</b></p> <ul style="list-style-type: none"> <li>• Implemented as planned</li> <li>• Quality assured</li> <li>• Appropriate for participants needs and interests</li> <li>• Equity of access</li> <li>• Effective co-ordination</li> <li>• Ability to meet action plan in intended timeframe, budget and resourcing</li> </ul> <p><b>Potential data sources:</b></p> <ul style="list-style-type: none"> <li>• Project/program reports</li> <li>• Staff needs assessment survey results (and repeats)</li> <li>• Activity and event log</li> <li>• Records of participation</li> <li>• Records of communication and engagement: Promotion plan</li> <li>• Committee review</li> <li>• Workplace champion notes and reflection</li> <li>• Staff feedback – formal and informal, participants and non-participants</li> </ul>	<p><b>Potential measurement indicators:</b></p> <ul style="list-style-type: none"> <li>• What barriers and enablers made a difference to the outcome?</li> <li>• What skills of workplace champions, health and wellbeing committee and others maximised program outcomes?</li> <li>• Can the program be sustained with available resources?</li> <li>• Other learnings?</li> </ul> <p><b>Potential data sources:</b></p> <ul style="list-style-type: none"> <li>• Interviews with stakeholders</li> <li>• Workplace champion notes and reflection</li> <li>• Committee review and reflections</li> <li>• Staff survey</li> </ul>

Note: monitoring and evaluation will be affected by ongoing workplace changes and shifts, external to the health and wellbeing program. Factors such as staff turnover, percentage of contractors and temporary staffing, ageing workforce, redundancies or departmental changes will impact on data collection and potentially outcomes.