## Business name:

#### Why create a Workplace health and wellbeing policy?

A written policy can help establish commitment and support from key leaders and team members and formally conveys the value the organisation places on the health and wellbeing of its staff and states program intentions. The content can also help you with your Action Plan. Your policy should formalise your workplace’s commitment to improving health and help guide decisions about your Workplace Health and Wellbeing Strategy.

#### What should a Workplace health and wellbeing policy include?

Your Healthy Workplace Policy should include a mission statement and clear objectives and strategies to achieve your workplace’s mission. To put things simply, your policy should include what your workplace wants to do for health and how your workplace will do it.

#### How to use this Workplace health and wellbeing policy template?

The following template will help create a workplace health and wellbeing policy. It can be changed as needed to suit workplace specific needs.

All employees should have an opportunity
to review and comment on a draft policy.

Once the policy is finalised and signed off by senior management, circulate the approved policy to all current employees and incorporate into employee induction processes.

Add and remove items as required to tailor to policy and workplace requirements.

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| Purpose |
| The policy acknowledges the importance of providing a workplace that addresses the health and wellbeing of its employees. The policy and ensuing activities represent our commitment to a healthy and effective workforce.[Company name] recognises that addressing Health and Wellbeing can lead to healthier and happier employees and that safeguarding employee health and wellbeing is an important part of our organisational culture and identity. This policy will address our workplace culture, day to day practices, increased access to health initiatives and the creation of an environment that supports and encourages positive health and wellbeing. |

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| Principles |
| When applying this policy, [Company name] will follow the following principles: * Recognise that health is more than just the absence of illness and injury
* Recognise that health is both physical and psychosocial health.
* Supportive and engaging work has benefits for individuals, families and wider society
* Recognise that the workplace culture and environment contributes significantly toindividuals ability to make healthy lifestyle choices, including emotional wellbeing
* Leadership is committed to providing all employees with a safe, healthy and supportive environment in which to work
* Leadership are well positioned and will act as advocates and role models of workplace health and wellbeing
* Commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged
* Recognise the voluntary nature of participation within health and wellbeing related activities
* Commit to providing employees with access to safe and appropriate health and wellbeing information, activities and services; following recommended good practice, quality service provision and (where relevant) legislation.
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| Policy objectives |
| The following objectives have been established to contribute to the health and wellbeing of employees.* To support and promote employee wellbeing through work practices, a positive culture and leadership.
* To promote positive mental health and wellbeing
* To promote a smoke free workplace environment and support employees seeking to quit
* To provide access to healthy food choices through foods offered in the workplace and an environment that supports consumption of foods bought from home
* To promote and provide a workplace that encourages responsible alcohol consumption through action, promotion and education
* To support employees to participate in regular physical activity and reduce sedentary practices through promotion, education and access to physical activity and movement opportunities
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| Contributing programs and conditions |
| Employees will be provided the following programs and services:* Wellbeing program *(sun protection program etc.)*
* Employee assistance program
* Gym subsidy
* Stand up desks
* Mental health first aid training

Managers will be provided the following programs:* Management essentials
* Managing conflict
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| Responsibilities |
| Employees have a responsibility to:* understand this policy and seek clarification from management where required
* consider this policy while completing work-related duties and at any time while representing [Company name]
* support colleagues in their awareness of this policy and ensuing activities
* support and contribute to [Company name]’s aim of providing a safe, healthy and supportive environment for all people
* seek opportunities for involvement and advancement of ideas and planning where able and willing.

Managers have a responsibility to:* ensure that all employees are made aware of this policy
* actively support and contribute to the implementation of this policy, including the principles, objectives and procedures
* manage the implementation and review of this policy.

The key stakeholders responsible for the implementation of the activities within this policy are:[List key stakeholders responsible] |

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| Responsibilities |
| This policy:* applies to all employees at [Company name]
* will endeavour to provide equal participation opportunities for all employees, including shift and part time employees
* includes all contract staff and volunteers at [Company name].

There are some areas where this policy directive does not apply:[Note any key areas where the policy directive does not apply] |

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| Communication |
| [Company name] will ensure that:* all employees receive a copy of this policy during the induction process
* this policy is easily accessible by all members of the organisation
* employees are informed when a particular activity or change to worksite environment or practice aligns with this policy
* employees are empowered to actively contribute and provide feedback to this policy
* employees are notified of all changes to this policy.
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| Monitoring and review |
| [Company name] will review this policy [6 / 12 / 18] months after implementation and annually thereafter. This will be carried out by [Name of person undertaking the review].Effectiveness of the policy will be assessed through:* feedback from employees, the Health and Wellbeing Committee (if applicable) and management
* review of the policy by management and committee to determine if all objectives
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| Related policy/procedures/documents |
| This policy links to the following policies of [Company name]: * Work Health Safety policies and procedures
* Work/Life Balance Policy
* Flexi-time Arrangement Policy
* Return to work from injury policies or procedures
* Food and Catering Policy
* Smoke Free Workplace Policy
* Bullying and Conflict Resolution Policy.

The following documents support this policy:* A health and wellbeing action plan has been written to describe the goals, objectives and strategies adopted to meet the aim of this health and wellbeing policy.
* Copies are held online at: [Company name]

This action plan will be progressively implemented over the next [6 months / 1 year / 2 years]Organisational Mission (if applicable):Strategic plans (if applicable): |

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| Evidence Statement |
| The health of employees can benefit from workplace supported health and wellbeing initiatives.Increased education and access to health information can improve health outcomes for individuals, particularly when the workplace environment, culture and practices make healthy choices the easy choice. Well planned initiatives that are tailored to the needs of the workplace don’t need to be expensive or resource intensive and can:* improve morale and job satisfaction
* engage a workforce that is committed to their organisation
* reduce absenteeism and increase productivity
* reduce injury and accelerate return to work
* enhance recruitment and retention.

The most effective health and wellbeing initiatives share common characteristics: active engagement of management and employees, commitment to tailored, equitable and appropriately resourced actions and a long term focus on achieving employee health and wellbeing.These characteristics are considered throughout the implementation of this policy. |

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| Author |  | Approval |
| Name |  |  | Name |  |
| Position |  |  | Position |  |
| Signature |  |  | Signature |  |
| Date |  |  | Date |  |
| Review date |  |  | Version no. |  |

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| Enquiries |
| Name |  |
| Position |  |