



GET HEALTHY AT WORK

Program Guide



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ABOUT GET HEALTHY AT WORK

Get Healthy at Work is a NSW Health program that aims to improve the health of working adults and reduce the prevalence of chronic disease by helping them make small changes to modifiable lifestyle risk factors and create health promoting workplace environments.

It focuses on:

- Smoking
- Healthy Eating
- Physical Activity
- Active Travel
- Alcohol Consumption
- Mental Wellbeing

The *Get Healthy at Work* program consists of two related pathways*:

1 Healthy Lifestyle Checks

A free and confidential health check completed by workers online. It offers immediate feedback about an individual's health and their risk of developing type 2 diabetes, heart disease or mental ill-health. Individuals receive advice on how to make changes for better health, with referrals to lifestyle coaching programs and other health services as required.

2 Workplace Health Program

All the tools and resources you need to put together a simple online Action Plan to address a priority health area at your workplace. The program is available online with telephone support from the *Get Healthy at Work* team.

*Workplaces have the option of completing both pathways, or just one depending on the needs and resources of the workplace. An image of the pathways can be seen in the program model on page 6 of this program guide.

Get Healthy at Work aims to equip workplaces like yours with everything you need to identify and address your health needs and put together a plan to support the health of your workplace. The *Get Healthy at Work* website is at the heart of it all.

Visit gethealthyatwork.com.au to find a suite of online tools and resources that make it easy to continuously review and improve your Workplace Health Program, one issue at a time. So go on, register your business today!

Benefits of *Get Healthy at Work*

Australians spend about one third of their lives at work¹, so being healthy in the workplace is important to maintaining and improving health.

No matter how big or small your workplace, a Workplace Health Program can help address individual, behavioural and workplace factors leading to poor health. It can help to reduce tobacco and alcohol use, increase physical activity and active travel, and improve healthy eating and mental wellbeing in workers².

What are the advantages?

A study of more than 3,600 workers found plenty of benefits to investing in workers' health³.

Unhealthy workers	Healthy workers
Self-rated performance 7/10	Self-rated performance 8.5/10
High-fat diets	Healthy diet
Low energy levels and poor concentration	Fit, energetic and alert
Obese or overweight	Normal body weight
Irregular sleep patterns	More attentive at work and better sleep patterns
Poor stress management techniques	Actively manage stress levels

A healthy workplace is good for business

In the short-term, you'll be able to recognise a successful Workplace Health Program by the way your team:

- Work together
- Engage in their jobs
- Enjoy their work

In the long term, a successful Workplace Health Program may influence the performance of your workplace through:

- Gains in staff retention
- Improved efficiency
- Enhanced corporate image

A healthy worker is a safe worker

If safety is a concern at your workplace, there is even more reason to invest in health. While the focus has traditionally been on 'workplace health and safety', there's growing recognition that healthy workers are safe workers. Best-practice workplaces are now integrating workplace health into their management practices.

Healthy workers are:

- Fitter
- More aware and alert
- More resilient against illness

This ultimately makes them safer workers.

Get Healthy at Work makes it easy for you to:

- Commit to a healthier workplace
- Generate a positive culture
- Look after one another



Keys for a successful Workplace Health Program

The ultimate goal of your Workplace Health Program is to create a supportive workplace environment to improve the health of everyone.

The program may vary, from a relatively small, low cost approach to something more resource-intensive and detailed.

There are three key factors that all successful Workplace Health Programs have in common:

1 Tailored needs

Every workplace is different, so a 'one size fits all' approach to health rarely works. What works in a corporate office probably won't work on a building site or on the factory floor. So find a balance between your workers' health needs, what they're interested in, and what your workplace is able to commit to, in terms of time, money and resources.

2 An all-round approach

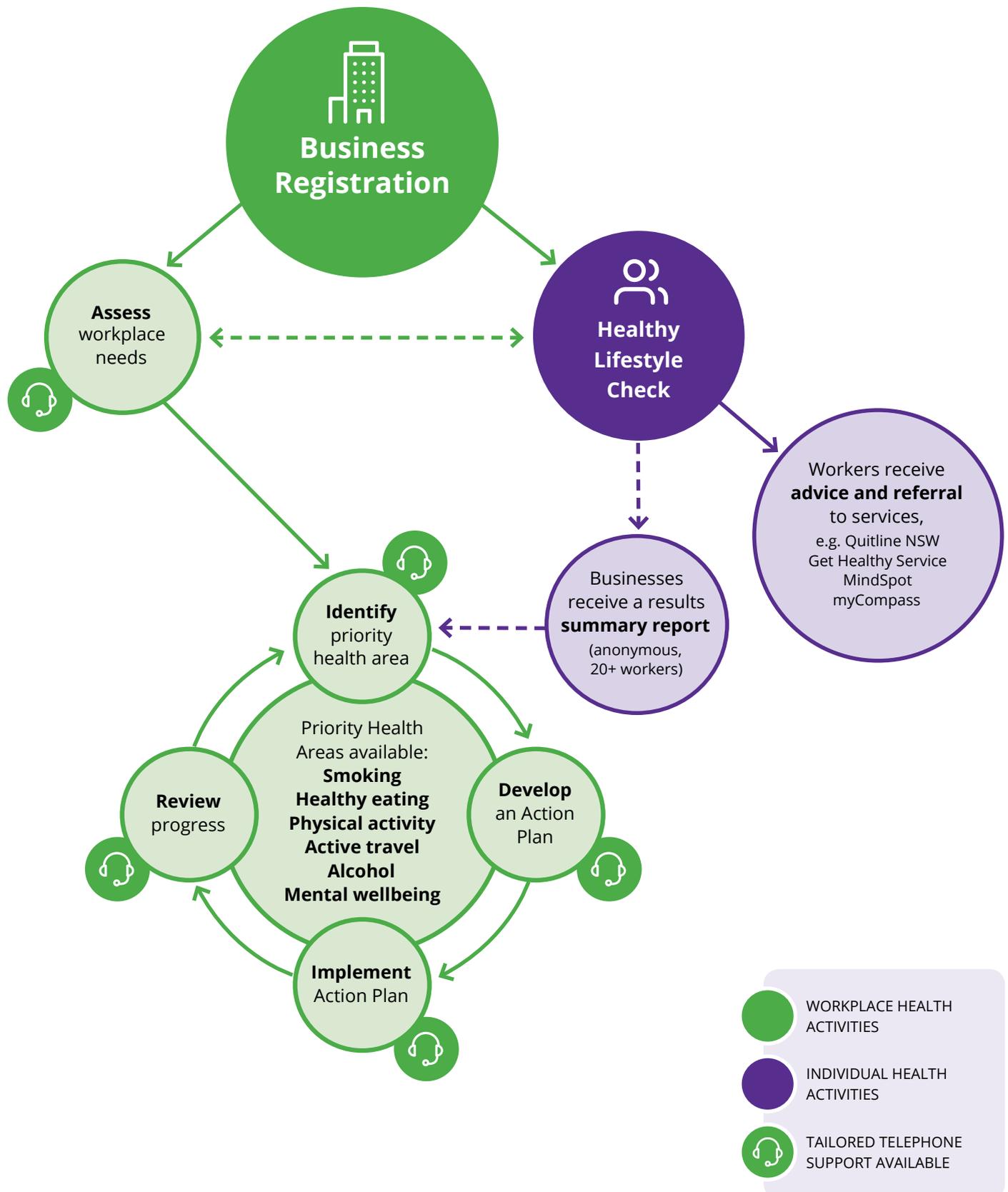
The best programs target health issues from a variety of angles. This means thinking about the way working conditions and the physical and social environment contribute to the health of your workplace. For example, eating healthy food is easier when the cafeteria sells cheap, healthy options, your workmates eat more healthily, or when fruit is provided at meetings instead of cakes and biscuits. An all-round approach for a Workplace Health Program focuses on people, place and policy, instead of just focusing on the behaviour of workers.

3 Manager 'buy-in' and worker involvement

Successful Workplace Health Programs listen to the perspectives of everyone. 'Top-down' approaches, where managers make decisions about what's good for their workers without asking for their input, probably won't be well received by workers. Likewise, motivation and enthusiasm from workers will only get so far - managers need to believe in the program and provide practical support from above.

Small investments can lead to great results.

PROGRAM MODEL *Participation in Get Healthy at Work*





Your Workplace Health Program

A Workplace Health Program covers all the activities carried out within your workplace that are designed to impact positively on the general health of workers. Follow these steps for a successful and sustainable Workplace Health Program.

GET STARTED

Interested in promoting health at work, but don't know where to start? The first critical step to get started with your Workplace Health Program is to get interest and 'buy in' from senior leaders/managers and involvement of workers across all levels.

Leadership commitment

The first step is to build a case or justification for your Workplace Health Program, and gain the support of leaders within your workplace. It's important for senior leaders to have a clear understanding of the program aims, expectations and the resources needed. If managers support the goals and participate in the program, workers will be more enthusiastic and motivated to join in.

If your workplace is small, this will probably be the manager or a supervisor, but in larger workplaces this might involve a wider range of senior stakeholders.

Identify a key contact

It is also a good idea to identify a key contact to coordinate and drive your workplace health activities. This might be one person in a small workplace, though in a larger workplace we recommend at least two key contacts. They might have human resources or health and safety as part of their role already.

Head to gethealthyatwork.com.au to find the following useful resources to help you to encourage leadership commitment:

***Get Healthy at Work* fact sheet**

A two-page factsheet outlining the *Get Healthy at Work* program.

Manager Engagement email

An email template to outline to senior leaders the next steps of the Workplace Health Program.

***Get Healthy at Work* next steps email**

An email template to request the participation of senior leaders.

***Get Healthy at Work* Presentation**

An easy-to-use PowerPoint slideshow to present the business case for workplace health and outline the high level commitment required.

Register online at gethealthyatwork.com.au

Recruiting Workplace Health Champions

Once you have management support, registered in *Get Healthy at Work* and have a workplace key contact, it will be time to involve everyone else at work. Engaging workplace health champions is critical to the success and sustainability of the workplace health program.

You might like to engage workplace health champions:

- Through an existing group or committee (e.g. Work Health and Safety Committee, Staff Wellbeing Committee)
- By setting up a new group or committee (which might be more suitable for medium to large workplaces); and
- By developing a network of Workplace Health Champions (especially if your workplace has multiple sites) to help support and promote your program and its activities

Workplace Health Champions should represent different departments, worksites and levels, as well as different cultural groups and work patterns (such as, shift work, part-time, contract workers). It is essential to involve workers from every site in large, multi-site workplaces. In smaller workplaces, this might simply be one or two people who are willing to get involved.

Workplace Health Champions also require support to ensure they don't become overwhelmed while still managing their job responsibilities.

Some ways to support your Workplace Health Champion are to:

- Meet regularly to discuss actions and steps for workplace health initiatives
- Ensure allocated time within work hours to work on activities and tasks related to the Workplace Health Program
- Divide tasks and share the load across all Workplace Health Champions, and encourage collaboration and openness when developing strategies

Head to gethealthyatwork.com.au to find the following useful resources to help you gain the commitment of Workplace Health Champions:

Be a Workplace Health Champion Factsheet

A one-page factsheet outlining the role of a Workplace Health Champion and how to get involved.

Want to be a Workplace Health Champion Email Template

An email template to send to workers to request their participation as Workplace Health Champions.





WORKPLACE HEALTH ASSESSMENT

The Workplace Health Assessment component is designed to help you understand the health needs of your workplace and workers. Once you understand your workplace needs you will be able to customise *Get Healthy at Work* to suit your workplace.

The Workplace Health Assessment consist of three components:

- 1 **Workplace Review**
- 2 **Worker Survey**
- 3 **Healthy Lifestyle Checks**

Workplace Review

The Workplace Review is a tool for workplaces to understand how their existing workplace policies, practices and environment impact health. It also provides insight into how ready your workplace is for a Workplace Health Program. The Workplace Review will help you to develop an Action Plan targeting a priority health area, and help to recommend useful tools and resources for your Workplace Health Program.

Worker Survey

Your Workplace Health Program will only be successful if it can meet the needs of workers. To find out what they want, you'll need to ask them.

By talking to your team early on, you can create a feeling of program ownership amongst them, plus collect vital information to help you decide which priority health area to tackle first.

For example, do workers want to:

- Eat healthier food?
- Stop smoking?
- Be more physically active?

To find out the needs of your workers, once you have registered, provide the link to the online Worker Survey to everyone in your workplace. The results and feedback from the Worker Survey will remain anonymous, but it will give you important insights into which priority health issue to tackle first and what type of actions to implement.

Healthy Lifestyle Checks

A free and confidential health check completed by workers online. It offers immediate feedback about an individual's health and risk of developing type 2 diabetes, heart disease or mental ill-health, and how to make changes for better health, with referrals to lifestyle coaching programs and other health services as appropriate.

Workplace Summary Report

If you work in a workplace where more than 20 workers complete the Healthy Lifestyle Check, your workplace will receive a confidential summary report of priority health areas. When more than 50 workers complete the Healthy Lifestyle Check, the report provides more detailed information on behaviours and health risks such as smoking, nutrition, physical activity and mental ill-health to help you work out the priority health areas for your workers.

Results of individual workers' Healthy Lifestyle Check are not contained in the summary report. All results remain anonymous and do not contain any demographic data collected during the Healthy Lifestyle Checks.

Head to gethealthyatwork.com.au to find the following useful tools to promote the Healthy Lifestyle Check:

Your Healthy Lifestyle Check factsheet

A one page factsheet for workers to help explain the Healthy Lifestyle Check and what's involved.

Healthy Lifestyle Check Poster

A poster to display in your workplace to inform workers about the Healthy Lifestyle Check and how they can participate.

Summary of your workplace needs

The results of the Workplace Review, Worker Surveys and Healthy Lifestyle Checks can be summarised to highlight your workplace needs, and then reported back to workers. This encourages workers to be involved in selecting priority health areas in your workplace.

For small workplaces simply review the information from your Workplace Review and the summary of your Worker Survey (or informal discussions with workers).

Share this summary with workers and management to begin thinking about how you can best address the health issues identified. For medium and large workplaces, assess the findings of your Workplace Review, Worker Survey and if applicable, the Healthy Lifestyle Check Summary report.

Worker confidentiality

Part of gaining worker support and trust in a Workplace Health Program is about ensuring a high level of sensitivity and privacy. It's important to stress that all information collected through the Healthy Lifestyle Checks and Worker Surveys is anonymous and completely confidential.



DEVELOP AND IMPLEMENT YOUR ACTION PLAN

The process of working out your needs should have helped highlight the health issues most prevalent in your workplace and among your workers. This next step is to prioritise one health issue for your workplace Action Plan.

Priority Health Areas

The health issues in the *Get Healthy at Work* program are:

- Smoking
- Healthy Eating
- Physical Activity
- Active Travel
- Alcohol Consumption
- Mental Wellbeing

Prioritising one health area at a time helps to keep things simple and encourages your workplace to continue to create a healthier workplace.



Creating an Action Plan

An Action Plan for your Workplace Health Program keeps you focused and organised. Think about the kinds of actions that will meet your workplace needs and appeal to workers.

Also consider the diversity of your workplace, and the potential barriers to participation for different groups of workers (for example, shift workers, off-site workers, workers of various cultural and language groups).

A range of actions focusing on people, place and policy, will more likely increase participation rates, meet individual health needs and create an environment that supports good health.



People

These actions provide workers with resources, information and opportunities to improve their health knowledge, awareness and behaviour (for example, offering workers the support to quit smoking, or encouraging workers to participate in a local community fun run or walking event).



Place

These actions target the workplace environment (for example, shower and changing facilities made available to support active travel to work, or 'No Smoking' signs displayed in smoke-free areas).



Policy

These actions target workplace policy (for example, a Healthy Catering Policy to ensure healthy food and drinks are provided at catered meetings and events).



Promote your program

Once you have a plan, it's time to put it into action. The first step is to promote your activities in a way that reaches everyone at your work. When communicating with workers, remember to consider age, gender, culture, language, occupational status and shift work patterns.

The aims for promotion should be to:

- Raise awareness and advertise your program's actions and events.
- Generate interest and motivate workers to participate in your program.
- Be ongoing to maintain interest and motivation over the long term.

There are lots of ways to promote your actions, like email, intranet, payslips, toolbox talks, posters and through word of mouth. For workers who don't have regular access to emails or a regular place of work, think of innovative ways to ensure these workers are engaged, as they may be more difficult to reach.

Suggested promotional strategies:

- **Launch your program**
An event to announce the start of your Workplace Health Program is a great way to engage workers. Provide healthy food and use the event to update workers on upcoming actions.
- **Posters and health information**
Place posters around your workplace and have health information readily accessible.
- **Newsletters and payslip attachments**
Provide information and send reminders about upcoming activities and events.

- **Workplace Health Champions**
Involve workers to help promote the program to other workers, motivating them to participate.
- **Link with national health promotion days, weeks and months**
There are plenty of national and state health themed events you could use to promote specific health issues in your workplace.
- **Promote and Implement your program factsheet**
For more information and ideas about promoting your program, use the Promote and Implement your Program factsheet available at gethealthyatwork.com.au

Put your plan into action

Once you've promoted your Workplace Health Program, it's time to put it into action.

Here are some ideas to help implement your plan:

- Regular meetings with stakeholders and Workplace Health Champions
- Arrange support and resources for your activities
- Plan how to use the resources
- Coordinate and implement activities
- Keep workers and managers updated with progress
- Liaise with providers
- Regular promotion and communication
- Monitor progress and gather feedback on activities

MONITOR AND REVIEW

Once you've got your Workplace Health Program up and running, you'll need to find out how well it's going. Keeping track of what your program is doing is the only way to see if you've achieved your goal.

Monitoring your program will help with its ongoing development and improvement. For continuous improvement, it's best to review your program every three to six months.

To review your program, simply answer the questions regarding your Action Plan in the Monitor and Review section of your online *Get Healthy at Work* account.

Select your new priority health area

If all the actions have been completed and you've achieved your goal, you're then in a position to target a new health issue and set a new program goal and actions. Your completed Action Plan will be saved. You can reuse it in the future if your workplace would like to focus on the same priority health area again.

Consult your initial Workplace Review, Worker Survey and Healthy Lifestyle Check report to establish your next priority health area.



CHECKLIST

This checklist summarises each step for developing your Workplace Health Program. For each step use the time saving resources listed on the right to guide the development of your program.

Get Started

- | | |
|--|--|
| <input type="checkbox"/> Leadership commitment | <i>Get Healthy At Work</i> factsheet
Manager Engagement email template
<i>Get Healthy At Work</i> Next Steps email template
<i>Get Healthy At Work</i> presentation |
| <input type="checkbox"/> Worker Involvement | Workplace Health Champion factsheet
Want to become a Workplace Health Champion email template
<i>Get Healthy at Work</i> promotional email |

Workplace Health Assessment

- | | |
|---|--|
| <input type="checkbox"/> Workplace Review | Available online |
| <input type="checkbox"/> Worker Survey | Available online |
| <input type="checkbox"/> Healthy Lifestyle Check | Available online
Your Healthy Lifestyle Check factsheet
Healthy Lifestyle Check A3/A4 poster |
| <input type="checkbox"/> Communicate findings to stakeholders | |

Develop and Implement your Action Plan

- | | |
|--|--|
| <input type="checkbox"/> Prioritise one health area | |
| <input type="checkbox"/> Develop a Workplace Health Program goal and Action Plan | Available online |
| <input type="checkbox"/> Promote your program | Promote and Implement your Program factsheet |
| <input type="checkbox"/> Put your program into action | |

Monitor and review

- | | |
|---|------------------|
| <input type="checkbox"/> Review your Workplace Health Program | Available online |
| <input type="checkbox"/> Develop and implement a new Workplace Health Program | Available online |



REFERENCES

¹ Health and Productivity Institute of Australia, *Best Practice Guidelines – Workplace Health in Australia*. 2010, Australian Health and Productivity Management Congress: Sydney, Australia.

² St George B., B., A. and King, L., *Workplace screening programs for chronic disease prevention: an Evidence Check*. 2012, NSW Ministry of Health: The Sax Institute.

³ Medibank Private, *The health of Australia's workforce*. 2005.

Acknowledgements

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Western Australian Department of Health for use of material from their resource *Plan, Do, Review: Three Simple Steps to a Healthier Workplace*.

WorkSafe Victoria for use of material from their resource *Healthy Workplace Kit*.

WorkSafe Tasmania for use of material from their resource *Your Simple Guide to Workplace Health and Wellbeing*.

WorkSafe ACT for use of material from their resource *Guide to Promoting Health and Wellbeing in the Workplace*.

For more information visit
gethealthyatwork.com.au

