



# ACT Healthy Workplaces Audit Tool



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A joint Australian, State and Territory Government initiative under the National Partnership Agreement on Preventive Health.

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When you see this symbol within this Tool it denotes that you'll find that resource, or more information on that topic, from the Healthier Work website at [www.healthierwork.act.gov.au](http://www.healthierwork.act.gov.au).



The aim of a workplace health and wellbeing audit tool is to establish a baseline against which improvements in a workplace's readiness and capacity to be a health promoting environment can be measured.

The audit asks questions about key dimensions of the workplace environment which contribute to the health and wellbeing of staff, including:

1. Commitment
2. Provision of activities
3. Facilities and infrastructure
4. Accessing external resources
5. Resourcing
6. Planning
7. Administration and evaluation
8. Inclusiveness and participation
9. Supportive culture

Data to inform the audit may be collected in a number of ways, including:

- Reviewing documentation.
- Interviewing key workplace representatives.
- Completing the audit as a group, such as in a management group meeting.
- Observing your workplace environment.

Completing an audit on a regular basis is a useful way to evaluate your workplace health and wellbeing program. It will highlight areas that require improvement and allow for the refinement of initiatives by creating a cycle of continuous improvement.

An audit tool can be used effectively in conjunction with employee surveys to guide your organisation when identifying issues, planning, designing, implementing and evaluating programs.

You may wish to conduct an employee survey, such as the ACT Online Employee Health and Wellbeing Survey.

The use of these tools will assist you in implementing initiatives that are well tailored to the needs of your organisation and workers.

## How to complete the audit

- Ideally, you will complete this audit from a whole-of-organisation perspective, seeking input from across the organisation as appropriate. However, if your organisation is very large or is spread across various locations, you may look to complete this audit by site or sub-group, as appropriate.
- Respond to each question by selecting the response that best describes your workplace currently.
- Note the score associated with your selected response and record this score under each question.
- Record any actions that you plan to take in the spaces provided, using the 'leading' response as your ultimate goal.
- Identify who is responsible for processing this action and when the action will take place.
- Record all your scores on the final page to give you a final audit score.
- Use this information and your identified actions to inform the development of your program action plan, using the Health and Wellbeing Action Plan Example as a guide.

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Workplace: \_\_\_\_\_

Branch/site/sub-group (if applicable): \_\_\_\_\_

Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_

## 1. Commitment

Which of the following best describes your workplace's commitment to health and wellbeing?	Score
<input type="checkbox"/> We have a health and wellbeing policy which is supported and modelled by senior management and actively communicated to staff, including through inductions.	Leading (3)
<input type="checkbox"/> We have a health and wellbeing policy which is supported/modelled by some management and made available to staff.	Embedding (2)
<input type="checkbox"/> We have a general commitment to health and wellbeing but this is not formalised in policy.	Developing (1)
<input type="checkbox"/> We have not really considered the issue of employee health and wellbeing at this stage.	Beginning (0)

Score: \_\_\_\_ / 3

Action Plan for Improvement (if applicable): \_\_\_\_\_

\_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_ Date for Completion: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

## 2. Provision of activities

Which of the following best describes your workplace's commitment to health and wellbeing?	Score
<input type="checkbox"/> We offer a comprehensive program of voluntary, planned activities throughout the year, which cover the topics of smoking cessation, healthy eating, physical activity, reduction of risky alcohol consumption, and mental health and wellbeing.	Leading (3)
<input type="checkbox"/> We offer certain voluntary activities at different times of the year, covering most if not all of the above health topics.	Embedding (2)
<input type="checkbox"/> We sometimes offer a limited number of health and wellbeing activities covering at least one of the above topics.	Developing (1)
<input type="checkbox"/> We do not currently offer any health and wellbeing activities.	Beginning (0)

Score: \_\_\_\_ / 3

Action Plan for Improvement (if applicable): \_\_\_\_\_

\_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_ Date for Completion: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

\_\_\_\_\_

## 3. Facilities and infrastructure

Which of the following best describes your workplace's capacity to support health and wellbeing through its facilities and infrastructure?	Score
<input type="checkbox"/> We provide staff with, or access to (e.g. offsite), a broad range of facilities and infrastructure to support health and wellbeing, such as food preparation areas and equipment, change rooms and showers, gym equipment, bike racks and standing work stations.	Leading (3)
<input type="checkbox"/> We provide staff with, or access to, a limited number of facilities and infrastructure to support health and wellbeing.	Embedding (2)
<input type="checkbox"/> We provide staff with basic facilities to support health and wellbeing, such as food preparation areas.	Developing (1)
<input type="checkbox"/> We do not currently provide any facilities or infrastructure to support health and wellbeing or do not currently have the capacity to do so.	Beginning (0)

Score: \_\_\_ / 3

Action Plan for Improvement (if applicable): \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_ Date for Completion: \_\_\_ / \_\_\_ / 20\_\_\_

## 4. Accessing external resources

Which of the following best describes the level of involvement in, access to, or promotion of, external (community or corporate) health and wellbeing services, resources or activities provided by your workplace?	Score
<input type="checkbox"/> We promote or utilise a range of external services (e.g. Nutrition Australia ACT Division) and information sources in our program, and regularly encourage staff to participate in a range of external activities (e.g. the Canberra Times Fun Run, Dry July).	Leading (3)
<input type="checkbox"/> We promote or utilise a limited number of external services and information sources, and sometimes encourage staff to participate in external activities.	Embedding (2)
<input type="checkbox"/> We sometimes promote external services, information sources and activities.	Developing (1)
<input type="checkbox"/> We do not currently promote any external services, information sources or activities.	Beginning (0)

Score: \_\_\_ / 3

Action Plan for Improvement (if applicable): \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_ Date for Completion: \_\_\_ / \_\_\_ / 20\_\_\_











