



Health and Wellbeing Policy Example



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

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Introduction

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.



What is a Health and Wellbeing Policy?

A workplace policy focused on health and wellbeing provides a clear and positive statement underlining the value the organisation places on the health and wellbeing of its workforce.

It serves as a very practical and formal way of making a statement that the organisation is serious about the health of its workers.

A function of your health and wellbeing committee, if you have one, might be to draft a policy that is acknowledged and supported by senior management within the organisation. All workers should be consulted on this draft policy. Once signed off, the policy then becomes a key element in the foundation of your program. All workers should be made aware of the final policy and its intentions.

Your organisation's Health and Wellbeing Policy may become part of your existing work health and safety policy manual and the organisation's induction process.

What to include in a Health and Wellbeing Policy?

Your policy might contain:

- A documented declaration of the organisation's commitment to health and wellbeing.
- Clearly defined program goals and objectives that are both realistic and easily measured.
- An outline of the various responsibilities for key groups, such as management, the organising committee, workers and external providers.

You can download a [Health and Wellbeing Policy Template](#) in word format to use as a starting point in developing your own policy.

You can also download a [Health and Wellbeing Action Plan Example](#) to help you implement your program through clear and achievable objectives and related strategies.

Acknowledgement: The content and style of this resource have been strongly influenced by the Department of Health and Human Services, Tasmania (2012), Healthy Workplace Resource Toolkit.

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Example Health and Wellbeing Policy

The following is an example of a Health and Wellbeing Policy that could be used by your organisation to establish your health and wellbeing program. Each workplace is unique and this example is intended as a guide only. (See also the downloadable policy template in word format).

Example Policy Goals:

- To build and maintain a workplace environment and culture that supports healthy lifestyle choices.
- To increase worker knowledge and awareness of health and wellbeing issues and healthy lifestyle behaviours.
- To facilitate workers active participation in a range of initiatives that support health and wellbeing.

Example Policy Objectives:

- To encourage workers to be more physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where relevant and practical).
- To provide healthy eating choices in the workplace through addressing healthy physical settings, such as food storage and preparation; food access and supply; and education.
- To promote a smokefree workplace environment and support workers to quit smoking.
- To promote worker social and emotional wellbeing through workplace practices and policies.
- To provide access to information and resources that increase worker knowledge and awareness around key health areas, including the risk associated with alcohol consumption.

Everyone in the workplace has a responsibility to promote and maintain a healthy workplace.

Example Policy Responsibility:

Workers are encouraged to:

- Understand this policy and seek clarification from management when required.
- Consider this policy while completing work-related duties and at any time while representing the organisation.
- Support fellow workers in their awareness of this policy.
- Support and contribute to providing a safe, healthy and supportive environment for all workers.

Managers have responsibility to:

- Ensure all workers are made aware of this policy.
- Actively support and contribute to the implementation of this policy, including its goals and objectives.
- Manage the implementation and review of this policy.

Example Policy Communication:

- All workers receive a copy of this policy during the induction process.
- This policy is easily accessible by all members of the organisation.
- Workers are informed when a particular activity aligns with this policy.
- Workers are empowered to actively contribute and provide feedback to this policy.
- Workers are notified of all changes to this policy.

Example Policy Monitoring and Review:

- This policy will be reviewed six months from implementation and then annually.
- The effectiveness of the policy will be assessed through: feedback from workers and management; and a review of the policy by management and committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.