



Health and Wellbeing Action Plan 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 an Action Plan?

Action planning allows you to set out clear and achievable goals, objectives and strategies for your workplace health and wellbeing program, based on the (workplace and employee) needs and employee interests you have identified through your needs assessment process. This planning is vitally important for ensuring a successful program.

You may want to start with a simple action plan and then build a more detailed action plan later as your program, and/or commitment to it, develops.

What to include in an Action Plan?

Development of your action plan will first require you to be clear on your workplace health and wellbeing goals and objectives. These may have been established as part of your development of a health and wellbeing policy (see the Health and Wellbeing Policy Example).

Your program strategies, and associated activities, should then draw out the ways by which you will reach these goals and objectives.

In developing your action plan, consider the (workplace and employee) needs and employee interests you have identified in the areas of physical activity, healthy eating, smokefree, reduced alcohol consumption, and social and emotional wellbeing.

Goals

Goals identify the overarching aims of the program. Goals are broad statements for achieving the organisation's health and wellbeing priorities and will guide the action plan to ensure that the desired end point is met.

Objectives

Objectives are the measurable steps towards achieving the goals. Objectives should be S.M.A.R.T, which stands for Specific, Measurable, Achievable, Realistic and Timely.

Activities

Activities are the actions that need to happen for each of the strategies. These are all the day to day tasks of the program.

Strategies

Strategies are the more detailed ways of reaching the objectives. Your workplace health and wellbeing program should include a combination of 'people' and 'places' strategies – and these need to be feasible and achievable.

People strategies may look to increase the health knowledge, awareness and positive attitudes of workers (personal development) and/or facilitate their active participation in healthy behaviours (behaviour change).

Places strategies are about providing a health promoting workplace environment through facilities, supportive cultures and/or policies.

Your program also needs to include a range of strategies for communicating and promoting the program to employees.

It is also useful to outline for each strategy the timeframes, persons responsible, resources required and measures of success for evaluation purposes.

Remember, your action plan can start small to achieve simple goals and then tackle more complex issues down the track. An example Action Plan, based on a 'smokefree' objective, is provided on the following page.

Your organisation may wish to use this example to develop your own Action Plan. Each workplace is unique and this example is intended as a guide only.

You can also download a Health and Wellbeing Action Plan Template  to use as a starting point in developing your own action plan.

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Goal 1: To build and maintain a workplace environment and culture that supports healthy lifestyle choices.
Objective: To reduce the number of employees who smoke by 10% over 18 months

Strategies	Activities	Timeframes	Person(s) Responsible	Resources Required	Measure of Success (and data sources)
<ul style="list-style-type: none"> • Create a smokefree workplace policy. <p>(Healthy Places)</p>	<ul style="list-style-type: none"> • Establish a working group to develop and coordinate a smokefree policy that supports smokefree environments and employees who wish to quit. • Seek employee input into the policy through consultation processes. • Seek management signoff for the policy. • Organise information sessions, e.g. during team meetings and lunchtimes, to inform employees about the policy and seek input on implementation. 	<ul style="list-style-type: none"> • January to June 20xx <p>(6 months)</p>	<ul style="list-style-type: none"> • Program Coordinator. • Health and Wellbeing Committee. • Smokefree working group (approx 12 relevant people). 	<ul style="list-style-type: none"> • Program Coordinator time. • Committee member time. • Working group member time. • Budget for smoking cessation supports. 	<ul style="list-style-type: none"> • Policy developed and implemented by <specify date>. • Knowledge and awareness of workplace smokefree policy among employees and managers (measured through post-strategy survey).
<ul style="list-style-type: none"> • Raise awareness amongst employees of harm caused by smoking and benefits of quitting <p>(Healthy People - personal development).</p>	<ul style="list-style-type: none"> • Organise lunchtime information sessions about benefits of cutting down and quitting, and available supports. • Organise speaker, venue, dates and times. • Order Quitline materials. • Develop and disseminate posters and emails to promote information sessions. 	<ul style="list-style-type: none"> • July to December 20xx <p>(6 months)</p>	<ul style="list-style-type: none"> • Program Coordinator. • Health and Wellbeing Committee. 	<ul style="list-style-type: none"> • Program Coordinator time. • Committee member time. • Budget to engage speaker. • Space to use as venue. • Quitline material. • Posters. 	<ul style="list-style-type: none"> • Number of participants in lunchtime information sessions (attendance records). • Increased awareness of benefits of quitting smoking and the counselling programs (before and after surveys). • Value of information sessions to participants (measured through post activity surveys).
<ul style="list-style-type: none"> • Promote and support employees to quit smoking. <p>(Healthy People - behaviour change)</p>	<ul style="list-style-type: none"> • Organise a workplace champion to promote quit messages and support services such as Quitline 13 QUIT within the workplace. • Engage an external provider to provide individual and group counselling for employees trying to cut down and quit smoking. • Organise a peer support program for employees trying to stay smokefree, including organising a facilitator and venue. • Develop resources to promote peer support among employees (posters, emails). 	<ul style="list-style-type: none"> • July 20xx to June 20xx <p>(12 months)</p>	<ul style="list-style-type: none"> • Program Coordinator. • Health and Wellbeing Committee. • Workplace champion. • Quit smoking cessation provider. • Peer support facilitator. 	<ul style="list-style-type: none"> • Program Coordinator time. • Committee member time. • Champion time. • Budget to engage smoking cessation provider and supports. • Space to use as venue. • Facilitator time. • Posters. 	<ul style="list-style-type: none"> • Number of participants in counselling programs – with a target of 30% of employees who smoke (needs assessment results and participant registration sheets). • Number of participants in peer support program (participant registration sheets). • Value of program to participants (measured through post activity surveys).