



ACT Healthy Workplaces Audit Tool



ACT
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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.



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 ____

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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 ____

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5. Resourcing

Which of the following best describes the resourcing support for health and wellbeing activities in your workplace?	Score
<input type="checkbox"/> There is an ongoing budget for the program as well as an identified program coordinator or group who is appropriately resourced, can motivate action, and support and promote our activities.	Leading (3)
<input type="checkbox"/> There is an identified program coordinator/group with limited resourcing and capacity to support/promote our activities.	Embedding (2)
<input type="checkbox"/> There are one or two staff who support/promote activities on a voluntary and/or ad hoc basis.	Developing (1)
<input type="checkbox"/> There are currently no identified or voluntary supporters of any activities.	Beginning (0)

Score: ____ / 3

Action Plan for Improvement (if applicable): _____

Name of Person Responsible: _____ Date for Completion: ____ / ____ / 20 ____

6. Participatory planning

Which of the following best describes how your workplace's health and wellbeing program or activities are informed?	Score
<input type="checkbox"/> We undertake regular (e.g. annual) staff consultation using an employee survey, focus groups or other forms of staff feedback (appropriate to your workplace's size) as well as completing a workplace audits.	Leading (3)
<input type="checkbox"/> We seek input from staff on an ad hoc basis and consider aspects of the workplace environment.	Embedding (2)
<input type="checkbox"/> We base our program/activities on what the coordinator or management feels are the priority/interest areas for staff.	Developing (1)
<input type="checkbox"/> Not applicable as 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 ____

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7. Administration and evaluation

Which of the following best describes the administration and evaluation processes for your workplace's health and wellbeing program or activities?	Score
<input type="checkbox"/> We have a health and wellbeing program plan with achievable and measurable objectives, we record activities, and evaluate/review the program annually – with results being communicated to staff.	Leading (3)
<input type="checkbox"/> We have a health and wellbeing program plan and undertake some record keeping and evaluation.	Embedding (2)
<input type="checkbox"/> We undertake basic record keeping of activities undertaken.	Developing (1)
<input type="checkbox"/> Not applicable as 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 ____

8. Inclusiveness and participation

Which of the following best describes how inclusive and accessible your workplace's health and wellbeing program or activities are?	Score
<input type="checkbox"/> Our program is tailored to meet the range of needs, interests, knowledge levels and participation capabilities of our staff (considering working hours, job types, gender, age and abilities) and includes some initiatives for family members. Flexible working arrangements to enable participation are provided where feasible and participation rates are generally high.	Leading (3)
<input type="checkbox"/> Our program includes a range of activities to meet various needs/interests and participation capacities of staff. Participation rates are generally good.	Embedding (2)
<input type="checkbox"/> Our activities are designed to meet the needs/interests of the majority of mainstream staff and are offered at standard times. Participation rates are lower than in the above options.	Developing (1)
<input type="checkbox"/> Not applicable as 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 ____

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9. Supportive culture

Which of the following best describes your workplace culture in terms of supporting participation in health and wellbeing activities?	Score
<input type="checkbox"/> We have a positive social climate at all levels that encourages workers to participate in activities.	Leading (3)
<input type="checkbox"/> We have pockets of positive culture that encourages workers to participate in activities, but this is not consistent across the organisation.	Embedding (2)
<input type="checkbox"/> We have one or two champions who attempt to support/promote participation in activities.	Developing (1)
<input type="checkbox"/> We do not currently have a culture supportive of health and wellbeing.	Beginning (0)

Score: ___ / 3

Action Plan for Improvement (if applicable): _____

Name of Person Responsible: _____ Date for Completion: ___ / ___ / 20 ___

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Scoring

Section	Score	Score last audit (if applicable)
1. Commitment	___ / 3	___ / 3
2. Provision of activities	___ / 3	___ / 3
3. Facilities and infrastructure	___ / 3	___ / 3
4. Accessing external resources	___ / 3	___ / 3
5. Resourcing	___ / 3	___ / 3
6. Participatory planning	___ / 3	___ / 3
7. Administration and evaluation	___ / 3	___ / 3
8. Inclusiveness and participation	___ / 3	___ / 3
9. Supportive culture	___ / 3	___ / 3
Total	___ / 27	___ / 27

See next page for 'applying your score'

Comments: _____

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Applying Your Score

Score 0 – 6 = Beginning

Your score indicates that your workplace is just beginning to consider incorporating health and wellbeing into your workplace policies, programs and practices. Congratulations on this first step!

Getting started is easy. Contact the Healthier Work Service and/or take a look at the Guide to Promoting Health and Wellbeing in the Workplace [🔗](#) for guidance on the first steps of beginning your program. The most important of these steps is obtaining management support. Try presenting management with some statistics on the impact of poor health on absenteeism, sick leave and productivity to illustrate the business benefits of introducing a health and wellbeing program. See the Service website [🔗](#) for more information on developing this business case.

It may also be useful to show your management Case Studies [🔗](#) of how other organisations are benefiting from having a workplace health and wellbeing program.

These resources may help you to secure support from management to begin to develop a staff health and wellbeing policy and to pilot a program. Such a pilot can help generate enthusiasm and secure support for further activities. In so doing, talk to other employees to gain a sense of the support for a workplace health and wellbeing program and the types of initiatives staff would like.

Remember, health and wellbeing strategies do not have to be expensive or take up a lot of time. Even the most simple, low-cost strategies, such as raising awareness of existing entitlements, organising a lunchtime walking group or using poster prompts to encourage stair use, can really make a difference.



So get started!

Score 7 – 13 = Developing

Your score indicates that your workplace is on its way to incorporating health and wellbeing into your workplace policies, programs and practices. Congratulations on your achievements to date!

Health and wellbeing programs can be very simple and inexpensive. They can also be comprehensive and built on a substantial investment. Organisations will often focus on what is achievable and start small by targeting specific areas such as healthy eating, physical activity or positive social and emotional wellbeing. Contact the Healthier Work Service and/or take a look at the Guide to Promoting Health and Wellbeing in the Workplace [🔗](#) to find out more about simple and comprehensive health and wellbeing initiatives your workplace may wish to consider.

If you feel you still haven't captured management support for your program, consider how you can build the business case for management, which will ideally lead to the development of a staff health and wellbeing policy. See the Service website [🔗](#) for more information on developing this business case.

Two way communication is vital to ensure effective participation in your program/activities. Right from the outset seek input and engagement from employees. Explain why your workplace is considering implementing a health and wellbeing program and what its objectives are.

If you haven't done so already, consider undertaking consultation activities to find out what your employees want and need from a program. Your consultation methods will depend on the size and make up of your workforce. A comprehensive and relatively easy approach is to undertake the ACT Online Employee Health and Wellbeing Survey. [🔗](#) If you have a small workforce or if online surveys aren't appropriate, you may wish to consider running some focus groups or asking management to raise the topic at staff meetings to canvas views. Use this information, as well as the information gained from completing this audit, to complete an Action Plan (see the Health and Wellbeing Action Plan Example). [🔗](#)

You are likely to experience obstacles when progressing programs from the developing stage to truly embedding them into your workplace's policies, program and practices – but persevere! The Healthier Work Service can link you in with workplaces that have managed this process and that can provide valuable insights from their experiences.

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Score 14 – 20 = Embedding

Your score indicates that your workplace is on its way to embedding health and wellbeing into your workplace policies, programs and practices. Congratulations on your significant achievements to date!

If you feel there are still areas of management not committed to your program, work with managers who are clear champions and ensure they advocate for the program at every opportunity to help spread the support and develop a positive and supportive culture.

If your program is not yet guided by a structured and well resourced project plan, with achievable and measurable objectives, ensure that such a plan is in place. See the Health and Wellbeing Action Plan Example [🔗](#) to help you with this. Ensure that you not only consider activities for employees, but also ways by which you can make your workplace a health promoting environment (through, for example, facilities and infrastructure). See the Guide to Promoting Health and Wellbeing in the Workplace [🔗](#) for ideas on enhancing your environment.

If your participation rates could be improved, consider how you can more effectively communicate your strategies to ensure all staff are aware of what is offered and of management support for their participation. You should also ensure that your activities are tailored to the range of health needs, interests and participation capabilities of your employees.

Why not also consider opening up some activities to the families of your workers to truly demonstrate your workplace's commitment to the health and wellbeing of staff and their loved ones?

Don't forget to celebrate your achievements! This will help ensure ongoing enthusiasm and support for your activities, as well as promote a positive social culture within your workplace.

Score 21 – 27 = Leading

Your score indicates that your workplace has successfully embedded health and wellbeing into your workplace policies, programs and practices. Congratulations on being a leader in this space!

Even the best workplace health and wellbeing programs need evaluating regularly to ensure that they are achieving their intended outcomes. Ensure your program is guided by a structured and well resourced project plan, with achievable and measurable objectives. Share your evaluation findings with management to ensure their ongoing commitment to and financing of the program. Importantly, also be sure to share your findings with employees and regularly seek their input into future directions of your program.

The Healthier Work Service is keen to hear about your success in order to share this with other workplaces through a case study. Please also encourage your program coordinator(s) and champion(s) to join the Healthier Work Network [🔗](#) and/or agree to be a mentor for smaller or associated workplaces entering this space.

Lastly, don't forget to celebrate your achievements! This will help ensure ongoing enthusiasm and support for your activities, as well as promote a positive social culture within your workplace.



Well done!