

# Healthier. Happier. Workplaces

## Recognition guide

Use this guide to identify if your workplace wellness program meets the assessment criteria for Bronze or Silver or review the checklist for Gold. There is no specific assessment criteria for Gold recognition as you submit a workplace wellness profile. See [Gold recognition guide](#). **Note:** If you are a medium sized or large workplace, you need to include senior management and employees from all the worksites and business units participating in your wellness program. For example, in your program evaluation and employee needs assessments.

Assessment criteria for Bronze and Silver Checklist for Gold	Healthier. Happier. Workplace <b>Bronze</b>	Healthier. Happier. Workplace <b>Silver</b>	Healthier. Happier. Workplace <b>Gold</b>
<b>Step 1. Management commitment</b>			
Senior management supports the workplace wellness program.	✓	✓	✓
Your workplace wellness program has been operating for at least ...	6 months	1 year	2 years
Implemented a wellness policy or statement, displayed it in the workplace and employee areas and provided a copy to all employees.	✓	✓	✓
The wellness program is part of your employee induction process.	✓	✓	✓
Senior management supports flexible work options so employees can participate in program activities during work hours.	✓	✓	✓
Integrated wellness program in organisational goals, strategic policies and operational plans.			✓
Workplace wellness is embedded in workplace culture.			✓
<b>Step 2. Wellness planning</b>			
A workplace wellness committee or wellness representatives coordinates the program <b>OR</b> Senior management engages an external wellness provider with a consultation and feedback process between the provider and committee (or wellness representatives and employees).	✓	✓	✓
Workplace wellness is a regular agenda item at team meetings.	✓	✓	✓
You have a program budget <b>OR</b> Work time is allocated for committee or wellness representatives to meet.	✓	✓ Annual budget	✓ Annual budget
Volunteer nomination process for the workplace wellness committee or wellness representatives.		✓	✓ Annually

**Assessment criteria for Bronze and Silver  
Checklist for Gold**

Healthier. Happier.  
Workplace **Bronze**

Healthier. Happier.  
Workplace **Silver**

Healthier. Happier.  
Workplace **Gold**

**Step 3. Needs assessment**

Completed a voluntary employee needs assessment (such as a team meeting, focus group or survey) to identify employee health needs and interests.	✓	✓ Annually	✓ Annually
Completed an annual employee lifestyle assessment with confidential results provided to employees.			✓
Completed a workplace needs assessment to identify potential changes to the workplace environment.	✓	✓ Annually	✓ Annually
Developed risk management strategies to provide employees with resources and access to wellness support services.			✓

**Step 4. Action plan**

Implemented a wellness program action plan that is based on the needs assessment, which identifies goals, objectives, strategies and activities.	✓	✓ Annual review of action plan	✓ Annual review of action plan
Implemented Healthy People strategies to encourage healthy lifestyle behaviours.	2	3	5
Implemented Healthy Places strategies to change the work environment to support healthy lifestyle behaviours.	1	2	5
Communicated the wellness program to employees and included a feedback process.	✓	✓	✓
Regularly provide ongoing healthy lifestyle educational materials and messages and promote workplace wellness through a variety of channels.		✓	✓
Workplace extends invitation to employees' immediate family to participate in selected program activities.			✓
Provides leadership in workplace wellness, such as promoting the organisation as an 'employer of choice' to stakeholders.			✓

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**Step 5. Evaluation**

Completed a wellness program evaluation through one of these:

- › team meeting
- › focus group
- › confidential employee evaluation survey
- › external provider.

✓

✓  
Annually

✓  
Annually

Conducted a comprehensive evaluation (internally or by engaging an external wellness provider) to evaluate the program against the objectives, strategies and activities as identified in your action plan and performance against workplace wellness indicators.

✓

Collated and analysed productivity and workplace wellness data to determine if the program is effective.

✓

✓

Distributed evaluation results to employees, senior management and stakeholders.

✓

✓

✓  
Annual  
evaluation  
report

For more information about the assessment criteria for Bronze and Silver and the checklist for Gold, see [Apply for recognition](#).