

Step 4. Action Plan

Action plan example

Consulting firm Smith's Engineering is implementing a workplace wellness program following enthusiastic employee feedback.

The privately owned, medium sized workplace has 92 employees. When several employees ran a 10,000 Steps Workplace Challenge, it sparked a workplace-wide response. The firm's employees were keen to increase their activity levels and weight loss.

With support from senior management, the firm set about developing a workplace wellness program. They began by establishing a wellness committee and assessing employees' lifestyle risks. Their aim was to prioritise healthy lifestyle behaviours to improve. In addition, Smith's carried out a separate needs assessment on the workplace environment.

Results

Quitting smoking was identified as a priority issue. Another key issue was improving health and fitness for employees engaged in manual jobs. Employees also reported that high levels of stress at particular times of the year were affecting work performance and individual health.

After analysing the assessment results, Smith's is focusing its workplace wellness program on addressing tobacco smoking, physical activity, healthy eating and social and emotional wellness.

The committee developed a three-year action plan (January 2015 to December 2017).

10,000 Steps Workplace Challenge <www.10000steps.org.au> encourages people to use step-counting pedometers to monitor daily physical activity levels.

Tip: Read the evaluation plan for Smith's Engineering in [Step 5. Evaluation plan example](#)

Goal A: To encourage employees to quit smoking

Objective: Reduce the number of employees that smoke by 15% within 18 months (June 2016)

Healthy People

Strategies	Activities	Timeline	Person(s) responsible	Resource requirements	Evaluation ideas
Inform employees about the harm caused by tobacco smoking and the benefits of quitting.	<ul style="list-style-type: none"> › Organise lunchtime information sessions about the benefits of quitting smoking and available support services. › Develop resources to promote lunchtime information sessions (e.g. posters and emails). › Source Quitline resources and promotional materials to hand out at the information sessions and display in key areas such as staff rooms, lifts and reception. 	January to June 2015 (6 months)	<ul style="list-style-type: none"> › Workplace wellness committee. 	<ul style="list-style-type: none"> › Time for committee member. › Time and cost for a presenter. › Materials such as Quitline posters and resources for display. 	<ul style="list-style-type: none"> › Number of participants in lunchtime sessions (attendance records). › Increased awareness of the benefits of quitting smoking and support services (feedback forms, pre and post-employee evaluation surveys).
Support employees to quit smoking.	<ul style="list-style-type: none"> › Organise a workplace champion to promote quit messages and support services such as Quitline 13 QUIT. › Engage an external wellness provider to run individual and group counselling for employees trying to quit smoking. › Organise a peer group facilitator and provide a peer support program for employees trying to stay smoke-free. › Develop resources to promote the counselling and peer support programs (posters and emails). 	July 2015 to June 2016 (12 months)	<ul style="list-style-type: none"> › Workplace wellness committee. › Workplace champion/peer group facilitator. › Quit smoking specialist or external wellness provider. 	<ul style="list-style-type: none"> › Time for a workplace champion/peer group facilitator. › Cost for an external wellness provider. 	<ul style="list-style-type: none"> › Number of participants in the individual and group counselling programs (attendance records). › Number of participants in the peer support program (attendance records). › Number of employees smoking (lifestyle risk assessments).

Objective: Create a workplace environment that encourages employees to quit smoking within 6 months (June 2015)

Healthy Places

Strategies	Activities	Timeline	Person(s) responsible	Resource requirements	Evaluation ideas
<p>Develop and implement a smoke-free policy in the workplace.</p>	<ul style="list-style-type: none"> › Establish a working group to develop and implement a smoke-free policy that supports non-smoking and employees who wish to quit. › Organise consultation forums during policy development to gather ideas and identify barriers. › Organise information sessions during team meetings to inform employees about the policy. › Promote the policy online and in employee inductions. 	<p>January to June 2015 (6 months)</p>	<ul style="list-style-type: none"> › Workplace wellness committee. › Smoke-free working group (employees and management). 	<ul style="list-style-type: none"> › Time for committee member/working group member. 	<ul style="list-style-type: none"> › Policy developed and implemented. › Awareness and use of the policy by employees and management (employee evaluation surveys).

Goal B: To encourage employees to increase their level of physical activity

Objective: Increase the number of employees who accumulate 150 to 300 minutes of moderate-intensity physical activity each week by 15 per cent within 12 months (June 2016)

Healthy People

Strategies	Activities	Timeline	Person(s) responsible	Resource requirements	Evaluation ideas
Inform employees about the benefits of physical activity.	<ul style="list-style-type: none"> › Source physical activity resources and promotional materials. › Provide information about physical activity to employees (newsletter, website, email, posters, brochures, pay slips). 	July to December 2015 (6 months)	› Workplace wellness committee.	› Time for committee member.	› Increased awareness and knowledge of the benefits of physical activity (pre and post-employee evaluation surveys).
Promote team and group activities that encourage physical activity.	<ul style="list-style-type: none"> › Implement a 12-week team walking challenge—10,000 Steps Workplace Challenge (www.10000steps.org.au). › Recruit a challenge coordinator and workplace champions to lead walking challenge. › Distribute pedometers, hats, sunscreen and sun safety guidelines to employees who participate in the challenge (free of charge to employees and their families). › Distribute resources (participant logbooks, consent forms and information sheets). › Offer incentives at various stages of the challenge (water bottles, sun safe clothing, group exercise class passes). › Promote the team walking challenge (posters, emails). › Promote walking and establish walking groups. 	January to June 2016 (6 months)	<ul style="list-style-type: none"> › Workplace wellness committee. › Walking challenge coordinator and champions. › Walking group coordinator. 	<ul style="list-style-type: none"> › Time for committee member, challenge coordinator/ champion and walking group coordinator. › Cost for pedometers and promotional items. 	<ul style="list-style-type: none"> › Number of participants in the walking challenge (registration forms). › Uptake and use of pedometers, hats and sunscreen by participants (number distributed). › Employee satisfaction with pedometers and the walking challenge (employee evaluation surveys). › Number of participants in the walking groups (registration forms). › Number of employees achieving at least 30 minutes of moderate-intensity physical activity, 5 or more times a week (lifestyle risk assessments).

Objective: Create a workplace environment that promotes and encourages employees to be more active within 6 months (December 2015)

Healthy Places

Strategies	Activities	Timeline	Person(s) responsible	Resource requirements	Evaluation ideas
<p>Develop and implement a flexible work options policy to support employees to be active.</p> <p>Note: This policy will also support the social and emotional wellness of employees.</p>	<ul style="list-style-type: none"> › Seek management commitment to develop the policy. › Establish a working group to develop and implement the policy. › Organise consultation forums during policy development to gather ideas and identify barriers. › Organise a launch and information sessions to inform employees about the policy. › Develop resources to raise awareness of the policy and encourage employees to use flexible work options to be more active (posters, emails, payslips). › Promote policy online and in employee inductions. 	<p>July to September 2015 (3 months)</p>	<ul style="list-style-type: none"> › Workplace wellness committee. › Policy working group (human resources personnel, management, employee representatives, union representatives). 	<ul style="list-style-type: none"> › Time for committee member and working group member. › Materials such as posters and pay slips. 	<ul style="list-style-type: none"> › Policy developed and implemented. › Employee awareness and use of the policy (employee evaluation surveys).
<p>Provide facilities that support physical activity.</p>	<ul style="list-style-type: none"> › Order and install additional lockers for employees. 	<p>October to December 2015 (3 months)</p>	<ul style="list-style-type: none"> › Facilities and maintenance team. 	<ul style="list-style-type: none"> › Cost of additional lockers. 	<ul style="list-style-type: none"> › Uptake of additional lockers by employees (locker allocation records).

Goal C: To encourage healthy eating at work

Objective: Increase awareness and knowledge of healthy eating among employees within 12 months (June 2017)

Healthy People

Strategies	Activities	Timeline	Person(s) responsible	Resource requirements	Evaluation ideas
Inform employees about the benefits of healthy eating.	<ul style="list-style-type: none"> › Organise a healthy eating information program with speakers. › Organise healthy cooking demonstrations by guest chefs or employee volunteers. › Organise a workplace healthy recipe competition resulting in a cookbook with employee contributions. › Identify a healthy cookbook coordinator to collate competition entries into a cookbook. › Develop resources to promote information sessions, cooking demonstrations and recipe competition (posters, emails). › Source and distribute information about healthy eating. 	July 2016 to June 2017 (12 months)	<ul style="list-style-type: none"> › Workplace wellness committee. › Healthy cookbook coordinator. 	<ul style="list-style-type: none"> › Time for committee member and healthy cookbook coordinator. › Cost of ingredients (cooking demonstration) and cookbook printing. 	<ul style="list-style-type: none"> › Number of participants in information sessions and healthy cooking demonstrations (attendance records). › Increased employee awareness and knowledge of healthy eating (feedback forms, pre and post-employee evaluation surveys).

Objective: Increase the number of employees purchasing healthy food from the canteen by 15 per cent within 12 months (June 2017)					Healthy Places
Strategies	Activities	Timeline	Person(s) responsible	Resource requirements	Evaluation ideas
Develop and implement a healthy food and drink options strategy.	<ul style="list-style-type: none"> › Establish a working group to develop and implement the healthy food and drink options strategy. › Organise forums about the proposed canteen changes to gather ideas and identify barriers. › Engage a nutritionist to review canteen menu and recommend healthy food options based on consultation feedback. › Engage an external facilitator to provide training for canteen employees on healthy food options. › Promote availability of healthy food options through promotional resources (menus, posters, stands, payslips and emails). 	July 2016 to June 2017 (12 months)	<ul style="list-style-type: none"> › Workplace wellness committee. › Healthy food working group. › Canteen coordinator. 	<ul style="list-style-type: none"> › Time for committee member, working group member and canteen employee. › Cost for a nutritionist and menu printing. 	<ul style="list-style-type: none"> › Increased number of healthy food options on canteen menu (number of healthy food options available before and after). › Increased sales of healthy food options (monthly sale figures). › Decreased sales of unhealthy foods.
Objective: Increase healthy food options served at work meetings and functions within 6 months (June 2017)					Healthy Places
Develop and implement a healthy catering policy to provide a healthy eating environment for employees and visitors.	<ul style="list-style-type: none"> › Seek management commitment to develop the policy. › Establish a working group to develop and implement the policy. › Organise consultation forums during policy development to gather ideas and identify barriers. › Consult with a nutritionist to inform the specific guidelines within the policy. › Organise a launch and information sessions to inform employees about the policy. › Develop promotional resources to raise awareness of the policy and encourage employees to make healthy catering choices (memos, emails, catering forms). › Promote policy online and in employee inductions. 	January to June 2017 (6 months)	<ul style="list-style-type: none"> › Workplace wellness committee. › Policy working group (human resources personnel, management, employee representatives and canteen coordinator). 	<ul style="list-style-type: none"> › Time for committee member and working group member. › Materials such as catering forms. 	<ul style="list-style-type: none"> › Policy developed and implemented. › Employee awareness and use of the policy (employee evaluation surveys).

Goal D: To encourage enhanced social and emotional wellness of employees

Objective: Increase awareness and knowledge of social and emotional wellbeing by employees within six months (December 2015)

Healthy People

Strategies	Activities	Timeline	Person(s) responsible	Resource requirements	Evaluation ideas
Inform employees about social and emotional wellness and achieving work-life balance.	<ul style="list-style-type: none"> › Consult with employees about the types of information sessions (e.g. managing stress, achieving financial goals and becoming a better communicator). › Organise a work-life balance information program with speakers. › Develop resources to promote information sessions (posters and emails). › Source and make available resources and information on social and emotional wellness and achieving work-life balance. › Source and offer opportunities to access mental health support services (e.g. counselling, 24-hour help lines and employee assistance program). 	July to December 2015 (6 months)	› Workplace wellness committee.	<ul style="list-style-type: none"> › Time for committee member. › Time and cost for presenters (information sessions). › Materials to promote events. 	› Increased employee awareness and knowledge of social and emotional wellness (feedback forms, pre and post-employee evaluation surveys).

Objective: Create a workplace environment that supports employee social and emotional wellness within 12 months (June 2016)					Healthy Places
<p>Provide induction and training for managers on how to support the social and emotional wellness of employees.</p>	<ul style="list-style-type: none"> › Liaise with management to develop an induction and/or professional development schedule for training on supporting employees through leadership, trust, respect and workload management. › Engage an external service provider to conduct training. 	<p>July 2015 to June 2016 (12 months)</p>	<ul style="list-style-type: none"> › Workplace wellness committee. 	<ul style="list-style-type: none"> › Time for committee member. › Cost for management training sessions. 	<ul style="list-style-type: none"> › Number of participants completing training (attendance records). › Participant satisfaction with training (feedback forms).
<p>Develop and implement a flexible work options policy to support employees to achieve a healthy and productive work-life balance and attend support services.</p> <p>Note: This policy will also support employees to be active.</p>	<ul style="list-style-type: none"> › Seek management commitment to develop the policy. › Establish a working group to develop and implement the policy. › Organise consultation forums during policy development to gather ideas and identify barriers. › Organise a launch and information sessions to inform employees about the policy. › Develop promotional resources to raise awareness of the policy and encourage employees to use flexible work options to reduce stress and attend support services (posters, emails and pay slips). › Promote policy online and in employee inductions. 	<p>October to December 2015 (3 months)</p>	<ul style="list-style-type: none"> › Workplace wellness committee. › Policy working group (human resources personnel, management, employee representatives and union representatives). 	<ul style="list-style-type: none"> › Time for committee member and working group member. › Materials such as promotional posters and flyers. 	<ul style="list-style-type: none"> › Policy developed and implemented. › Employee awareness and use of the policy (employee evaluation surveys).