

Step 4. Action Plan

Ideas for activities

Healthy People activities focus on encouraging and supporting employees to adopt healthy lifestyles. Healthy Places activities consider the physical, policy and cultural environments within the workplace, to create environments that support healthy lifestyle behaviours. Activities are the day-to-day actions that sit under each strategy within your workplace wellness program.

Example activities

Physical activity	Healthy People	Healthy Places		
		Physical	Policy	Cultural
Offer on-site classes during lunchtime such as Pilates, meditation or healthy cooking.	X			
Hold a walking challenge such as 10,000 Steps Workplace Challenge < www.10000steps.org.au >.	X			
Introduce walking groups, see Heart Foundation < www.heartfoundation.org.au >.	X			
Set up an information station with public transport, walking and cycle path information and maps < www.tmr.qld.gov.au >	X			
Remind employees through emails, screensavers or posters, to get out of their chairs and stretch.	X			
Hold work events in active places (e.g. parks and bowling clubs).	X			
Establish a walk/cycle to work day, week or month.	X			
Organise an employee corporate rate with local health and fitness services.	X			
Sponsor fun-run entry fees or corporate games teams.	X			
Hold information sessions on defensive cycling.	X			
Set up a basketball hoop or table tennis for employee use during breaks.		X		
Make the stairwells attractive and put up motivational posters to promote the stairs to employees.		X		
Provide wireless telephone headsets so employees can move around while on the telephone.		X		
Seek management commitment to develop a policy that offers flexitime to participate in physical activity.			X	
Encourage staff to have face-to-face conversation rather than sending emails.				X

Healthy eating	Healthy People	Healthy Places		
		Physical	Policy	Cultural
Invite speakers to talk with employees about healthy eating (e.g. Heart Foundation < www.heartfoundation.org.au >).	X			
Host workplace challenges (e.g. eat well for a week, competition to eat more fruit and vegetables).	X			
Host a weight management program.	X			
Announce a monthly health theme 'eat for health' or a 'Vegie Day' and have healthy lunches or morning teas to encourage people to eat more fruit and vegetables.	X			
Host healthy cooking demonstrations and taste testing.	X			
Gather recipes from employees for a healthy cookbook.	X			
Fundraise with boxes of seasonal fruits instead of chocolates.	X			
Consult employees on healthy snack options to include in vending machines.		X		
Provide a fridge and microwave in the lunchroom to encourage preparation of healthy food.		X		
Organise visits by a fruit and vegetable supplier.		X		
Install a chilled water tap.		X		
Engage a nutritionist to provide advice on what to include in a healthy catering policy.			X	
Organise employee consultation sessions to inform development of the policy.			X	
Establish a healthy lunch club where employees bring healthy ingredients to share.				X
Quit smoking				
Provide access to quit smoking counselling and nicotine replacement therapy.	X			
Arrange support groups for employees trying to stay smoke-free.	X			
Organise a facilitator to provide an on-site peer support program for employees trying to quit smoking.	X			
Promote the quit smoking support groups with posters and emails.	X			
Display 'no smoking' signs where it is illegal to smoke.		X		
Promote the workplace's smoke-free policy online and in employee inductions.			X	
Support participation in quit smoking programs during work hours.				X

Alcohol	Healthy People	Healthy Places		
		Physical	Policy	Cultural
Display brochures on responsible alcohol consumption.	X			
Display low-risk alcohol guidelines at work-related events.		X		
Provide non-alcoholic drinks at work-related events.		X		
Establish a working group to develop a policy on responsible alcohol use at work-related events.			X	
Provide an alternative to drinks after work (e.g. sports competition between work teams).				X
Social and emotional wellness				
Provide personal development opportunities (e.g. time management, stress management, financial planning or positive parenting).	X			
Offer lunchtime sessions on wellness issues such as parenting teenagers, creating financial security or happy retirement.	X			
Facilitate workplace health circles or support groups (online or face-to-face) and promote support services such as beyondblue < www.beyondblue.org.au > and Lifeline < www.lifeline.org.au >.	X			
Gain management support for a work–life balance program offering everyday assistance (e.g. finding childcare).	X			
Allocate a day per month for a team to give back to local community by volunteering.	X			
Install a ‘thank you’ board where colleagues can post positive comments.		X		
Provide a space for employees to socialise and relax.		X		
Liaise with management to develop a training program for team leaders/managers on social and emotional wellness and supporting employees.			X	
Start an employee recognition scheme to award employee achievements.				X

Sun safety	Healthy People	Healthy Places		
		Physical	Policy	Cultural
Distribute sun safety information to employees. See Cancer Council Queensland < www.cancerqld.org.au >	X			
Invite a community speaker to provide sun safety information.	X			
Modify reflective surfaces to reduce the impact of UV (e.g. modify surface colour or provide additional shading).		X		
Make sunscreen available in strategic locations.		X		
Organise work schedules around peak UV times or rotate tasks that involve direct sun exposure.			X	
Incorporate sun protection into job descriptions and employee inductions.			X	
Develop a sun safety policy			X	
Ensure that management acts as a role model to employees by practicing sun safe behaviours.				X
Other				
Develop a wellness calendar of events with health messages and link national health days with activities (e.g. Walk to Work Day, World No Tobacco Day).	X			
Use our wellness planning calendar.				
Organise activities outside the workplace and include family members.	X			
If selecting new premises, consider proximity to other facilities such as swimming pools, gyms, yoga centres, banks, newsagents and childcare.		X		
Include health information in employee inductions.			X	
Include information on health-related policies in employee inductions.			X	
Create a culture of respectful interaction and communication between all levels of the organisation.				X