

Healthier. Happier. Workplaces

Step 3. Needs assessment

Workplace needs assessment—Healthy Places

A workplace needs assessment, also known as an audit or environmental scan, helps you understand how your workplace environment can or already does support employee wellness.

The assessment focuses on the physical, policy and cultural environments of the workplace. The data you gather will help you plan a workplace wellness program.

Things to consider

- › What is your workplace already doing? Perhaps you encourage employees to walk to meetings or be involved with community-based services such as Heart Foundation <www.heartfoundation.org.au>. You may also have a flexible work options policy.
- › What information already exists? Workers compensation statistics, sick leave records, employee turnover reports and workplace culture surveys can give you an insight into current issues.
- › Who makes up your workforce? Consider workforce characteristics such as employees who do shift work or speak English as a second language.
- › Is your workplace supporting wellness in the physical environment with bike racks, showers, lockers, kitchen facilities and its proximity to local parks?
- › Does your workplace have policies that foster wellness, such as healthy catering or a smoke-free workplace?
- › What is your workplace culture and attitude towards wellness?
- › Do you promote wellness support services such as employee assistance programs, workplace health and safety services, and community-based services?
- › Does the workplace support a range of health topics such as physical activity, healthy eating, social and emotional wellbeing and tobacco and alcohol use?

Grab a camera—taking photographs will help you capture the workplace environment.

Healthy Places Survey

Use the [Healthy Places Survey](#) to conduct an assessment of your workplace environment. The survey focuses on the physical, policy and cultural environments, wellness activities and communication and promotion.

Do it again next year

Your workplace needs assessment is a benchmark. Complete another assessment in 12 months to track progress and identify areas for improvement and action.

Use the results to develop your action plan in [Step 4](#).