

BEST PRACTICE GUIDE

Workplace health and wellbeing strategies

This guide provides examples of policy, environment and education strategies for addressing physical inactivity, unhealthy eating and drinking, alcohol use and smoking in the workplace. Workplaces are encouraged to use a combination of these strategies, as this is more effective in encouraging employees to adopt healthier behaviours. To learn more about best practice strategies, undertake the free [Online workplace health coordinator training](#).

PHYSICAL INACTIVITY

	POLICY	ENVIRONMENT	EDUCATION ACTIVITIES	
	<ul style="list-style-type: none"> ▲ Develop a workplace policy that outlines your organisation's commitment to promoting physical activity and minimising sedentary behaviour. 			Best
	<ul style="list-style-type: none"> ▲ Provide staff with corporate SmartRider cards to utilise when attending work related meetings and events to encourage active transport. ⚡ ▲ Allow staff extra time for showering and changing if they actively commute to and from work e.g. 15 minutes. 			Better
	<ul style="list-style-type: none"> 📄 ▲ Provide flexible working hours to encourage staff to be physically active. 			Good
		<ul style="list-style-type: none"> ▲ Provide end of trip facilities e.g. individual showers, change rooms, lockers, mirrors, hair dryers, soap. ▲ Provide bicycle storage e.g. bike racks or rails, cages or lockers, shelters or covers, e-bike charging stations. ▲ Structure building design to ensure stairwells are more centrally located and easier to access than lifts or escalators, to encourage movement. 		Best
		<ul style="list-style-type: none"> ▲ Provide access to standing height desks or sit-stand workstations for staff to share. 		Better
		<ul style="list-style-type: none"> ⚡ ▲ Remove individual rubbish/recycling bins and replace with a centrally located communal bin to encourage movement. ▲ Clearly mark stairways with signage that encourage use and promote accessibility. 		Good
			<ul style="list-style-type: none"> ▲ Provide onsite fitness/recreation facilities and equipment or subsidised memberships to health clubs. ▲ Conduct self-monitored physical activity challenges such as a step challenge or the Get on Track Challenge. 	Best
			<ul style="list-style-type: none"> ▲ Provide electronic reminders for staff who sit for long periods of the time at a computer. ▲ Organise social events to incorporate physical activity e.g. super golf, lawn bowls or other team games. 	Better
			<ul style="list-style-type: none"> ▲ Raise awareness of impact of sedentary behaviour and the importance of sitting less (see the national guidelines for more information). ▲ Promote active transport such as walking, cycling or public transport. ⚡ ▲ Conduct one-on-one standing/walking meetings. 	Good
			<ul style="list-style-type: none"> ▲ Develop an active travel plan for your workplace. 	Best
			<ul style="list-style-type: none"> 📄 ▲ Provide staff with additional break time to undertake physical activity e.g. 15 minutes within working hours (this could be used to extend normal breaks to give staff an opportunity to meet minimum daily activity requirements). 	Better
			<ul style="list-style-type: none"> 📄 ▲ Schedule standing/walking breaks for sedentary workers. 	Good
			<ul style="list-style-type: none"> ▲ Provide pool bikes for staff to use when they travel to nearby locations. ▲ Provide adjustable sit-stand workstations for staff to alternate between sitting and standing throughout the day. ▲ Provide standing height tables in meeting rooms and lunch rooms enabling staff to stand. 	Best
			<ul style="list-style-type: none"> ⚡ ▲ Ensure stairwells are inviting to use e.g. well lit, ventilated, clean, carpeted, painted, decorated, and utilities hidden. 	Good
			<ul style="list-style-type: none"> ▲ Provide instructed exercise opportunities such as personal training, group classes/activities or sport. 	Best
			<ul style="list-style-type: none"> ▲ Organise a walking group. ⚡ ▲ Encourage staff to participate in local, state or national events such as Bike Week. 	Better
			<ul style="list-style-type: none"> ⚡ ▲ Raise awareness by displaying informative posters and brochures, such as those available from LiveLighter. ⚡ ▲ Schedule standing breaks in meetings. 	Good

Use this legend to help guide you to best practice in your workplace

- ⚡ Quick win
- 📄 Documented commitment
- 📄 Described in a guidance note, code of practice, regulation or Act

Partner:



Government of Western Australia
Department of Health



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UNHEALTHY EATING AND DRINKING

POLICY	<ul style="list-style-type: none"> Documented commitment: Develop a workplace policy that outlines your organisation's commitment to promoting healthy eating and drinking. Ensure foods that are high in fat and sugar (e.g. chocolate), or alcohol, are not used for gifts, rewards or fundraising events. 	<ul style="list-style-type: none"> Ensure in vendor contracts that all catering and onsite food outlets have a minimum of 50% healthier food and drink choices, and no more than 20% unhealthy food and drink choices. 	Best
	<ul style="list-style-type: none"> Quick win: Request healthier food and drink choices when ordering catering from external providers. Quick win: Ensure food and drink portion size is considered when catering and providing food. Ensure that healthier items are always offered as an alternative if unhealthy items are on offer. 	<ul style="list-style-type: none"> Price healthier items more competitively when selling food in vending machines and/or in an onsite café or kiosk. 	Better
	<ul style="list-style-type: none"> Discourage the selling, gifting and rewarding of, and fundraising with, foods that are high in fat and sugar. 	<ul style="list-style-type: none"> Encourage a workplace culture where workers feel supported to stop for breaks and leave their work area to eat. 	Good
ENVIRONMENT	<ul style="list-style-type: none"> Provide staff with free or subsidised fresh fruit and vegetables and advanced staple pantry items i.e. ingredients employees can access to prepare breakfast/snack/light lunch options. 	<ul style="list-style-type: none"> Provide on-the-go workers with fridges for their vehicles. Provide advanced preparation equipment such as an oven, stove, blender, grater, peeler etc. 	Best
	<ul style="list-style-type: none"> Provide basic food preparation equipment e.g. toaster, sandwich press, sharp knives, and chopping boards. For workers who do not have access to an alternate food supply (e.g. supermarket, cafés, onsite canteen), offer advanced preparation equipment such as an oven, blender, stove, grater, peeler, etc. 	<ul style="list-style-type: none"> For workers who do not have access to an alternate food supply, offer advanced staple pantry items i.e. ingredients employees can access to prepare breakfast/snack/light lunch options. Provide on-the-go workers with a good quality water bottle and esky or chiller bag with accompanying ice blocks. 	Better
	<ul style="list-style-type: none"> Provide healthier food and drink facilities including a refrigerator, pantry, washing up facilities, eating space with table and chairs, and hot and cold water. Provide basic staple ingredients e.g. reduced fat/skim milk, tea/coffee, and chilled water. 	<ul style="list-style-type: none"> Described in a guidance note, code of practice, regulation or Act: Provide basic equipment including food utensils and crockery. Place healthier products in vending machines at eye level. 	Good
EDUCATION ACTIVITIES	<ul style="list-style-type: none"> Provide cooking demonstrations for staff in order to build skills that enable them to prepare healthy meals and snacks. 	<ul style="list-style-type: none"> Provide education sessions and resources for staff on healthy eating. 	Best
	<ul style="list-style-type: none"> Quick win: Organise a social soup and salad group where staff are rostered to bring healthy meals to share with colleagues. 		Better
	<ul style="list-style-type: none"> Promote the evidence based Australian Dietary Guidelines which provides information about the amount and kinds of foods and drink consumed for health and wellbeing. 	<ul style="list-style-type: none"> Quick win: Raise awareness with informative posters and brochures such as those available from LiveLighter. 	Good

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SMOKING

POLICY	<ul style="list-style-type: none"> ▲ Develop a smoke-free workplace policy. ▲ Create a completely smoke-free workplace with no designated smoking areas. ▲ Allow flexible working arrangements to allow workers time to access support to manage their smoking during work hours (e.g. Quitline 13 7848). 	<ul style="list-style-type: none"> ▲ Offer subsidised or free combination nicotine replacement therapy. Combination therapy is patches plus gum or lozenges or inhalator or mouth spray. ▲ Provide free, independent and confidential counselling to workers who wish to quit smoking, this could be supported through an Employee assistance program. 	Best
	<ul style="list-style-type: none"> ⚡ ▲ Prohibit smoking in working hours with smoking breaks to be confined to unpaid breaks. 		Better
	<ul style="list-style-type: none"> ⚡ ▲ Ensure that there is no smoking in enclosed work spaces, including work vehicles. ⚡ ▲ Ensure that workers are not exposed to second-hand smoke in the workplace. 	<ul style="list-style-type: none"> ▲ Ensure all workers and visitors are aware of company smoking policies. 	Good
ENVIRONMENT	<ul style="list-style-type: none"> ▲ Offer a completely smoke free workplace environment with no designated smoking areas. 		Best
	<ul style="list-style-type: none"> ⚡ ▲ Ensure smoking areas are not made attractive or comfortable e.g. do not provide chairs, tables, etc. 		Better
	<ul style="list-style-type: none"> ▲ Ensure smoke-free signage is clearly displayed in the workplace, including in outdoor areas. 		Good
EDUCATION ACTIVITIES	<ul style="list-style-type: none"> ⚡ ▲ Promote smoke-free work functions and social activities. 		Best
	<ul style="list-style-type: none"> ▲ Provide education sessions and promote the benefits of cutting down. 		Better
	<ul style="list-style-type: none"> ⚡ ▲ Provide information and brochures to promote the availability of quit smoking services. 		Good

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ALCOHOL USE

	Best	Better	Good
POLICY	<ul style="list-style-type: none"> ▲ Develop a workplace policy that outlines your organisation's commitment to promoting physical activity and minimising sedentary behaviour. 	<ul style="list-style-type: none"> ▲ Do not allow the sale of alcohol in the workplace and prohibit alcohol as a gift, reward or in fundraising activities 	
	<ul style="list-style-type: none"> ▲ Ensure no alcohol is available in the workplace, both during and outside of working hours. 	<ul style="list-style-type: none"> ▲ Prohibit drinking alcohol in company uniforms. 	
	<ul style="list-style-type: none"> ▲ If alcohol is available at work functions, provide event guidelines regarding limiting the number of alcoholic drinks provided. 	<ul style="list-style-type: none"> ▲ Ensure no alcohol is consumed in the workplace during working hours. 	
ENVIRONMENT	<ul style="list-style-type: none"> ▲ Provide an alcohol-free environment for all workplace functions. 		
	<ul style="list-style-type: none"> ▲ Ensure water, non-alcohol and low-strength alcohol options are available at all work-related functions where alcohol is served. 		
	<ul style="list-style-type: none"> ▲ Organise workplace functions and events at times or locations where alcohol use is not the primary focus or expected e.g. breakfast functions, or family fun days. 		
EDUCATION ACTIVITIES	<ul style="list-style-type: none"> ▲ Provide workers with free, independent, confidential counselling, and treatment to manage any alcohol-related issues (this could be supported through an Employee assistance program). 	<ul style="list-style-type: none"> ▲ Prioritise education and/or the use of policy to minimise problematic workplace circumstances that may contribute to increased alcohol use (e.g. high job stress, poor supervision, long work hours, remote locations, time away from family, boredom, and a culture of drinking in the workplace). 	
	<ul style="list-style-type: none"> ▲ Assist workers to access alcohol support, counselling and treatment services, e.g. contact the Alcohol and Drug Support Line, or encourage them to speak to their doctor about their drinking (if appropriate). 	<ul style="list-style-type: none"> ▲ Provide and promote safe alternative transport options (taxi vouchers, public transport) if alcohol is likely to be available at work functions ▲ Raise awareness about the Australian Alcohol Guidelines to reduce health risks from drinking alcohol with posters and brochures. 	
	<ul style="list-style-type: none"> ▲ Communicate with staff about workplace guidelines regarding alcohol availability in the workplace, including social functions and gifts. 	<ul style="list-style-type: none"> ▲ If alcohol will be served at workplace events, provide education sessions to staff regarding national guidelines and low risk drinking. 	

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