

04 IMPLEMENTING YOUR WORKPLACE HEALTH AND WELLBEING PROGRAM

The following checklist summarises the steps of your workplace health and wellbeing program. Use the time-saving resources listed on the opposite page to guide the development of your program.

SUMMARY CHECKLIST	RESOURCE AVAILABLE	WWW
Get the ball rolling		
<input type="checkbox"/> Gain management support and commitment		1, 2
<input type="checkbox"/> Identify a program coordinator		
Organise your program		
<input type="checkbox"/> Form a working group or steering committee		3, 4
<input type="checkbox"/> Involve employees from across all levels and areas		
Work out what you need		
<input type="checkbox"/> Ask your employees what they want		
<input type="checkbox"/> Conduct a survey		5
<input type="checkbox"/> Share the results with managers and employees		
<input type="checkbox"/> Conduct a workplace environment review		6
Develop your action plan		
<input type="checkbox"/> Develop an action plan that includes program goals, objectives, strategies and activities, and resources		7
<input type="checkbox"/> Develop a workplace health and wellbeing policy		8
<input type="checkbox"/> Choose activities that appeal to a broad spectrum of your employees		
Implement your action plan		
<input type="checkbox"/> Promote your activities		
<input type="checkbox"/> Link to community events		9
Monitor and evaluate your program		
<input type="checkbox"/> Ask for feedback on the program's progress		10
<input type="checkbox"/> Share the results with managers and employees		
<input type="checkbox"/> Contact your Health and Wellbeing Advisor		
Update your program		
<input type="checkbox"/> Review your progress		
<input type="checkbox"/> Update your action plan		