# Template: Workplace health and wellbeing policy

*<remove this section once your policy is complete>*

The following template is a starting point for you to create a workplace health and wellbeing policy. It can be changed as needed to suit your specific needs.

Included in each section are prompts to <insert> information. Simply replace the words in red with the information requested. Some sections give prompts to <remove/add/delete as applicable>.

After you have developed your policy, it is a good idea to circulate it to employees for comment. You could do this through your employee intranet site, email distribution list or written memo. Remember to include employees who do not have regular access to internet and email (for example, remote field or maintenance employees).

Once the policy is finalised and signed off by senior management, all employees should receive a copy. The policy should also be included in any orientation material that is given to new employees.

When writing a policy, we recommend you check other sources including codes of practice and Australian Standards:

* WorkSafe Tasmania: [worksafe.tas.gov.au](http://www.worksafe.tas.gov.au)
* Safe Work Australia: [safeworkaustralia.gov.au](http://www.safeworkaustralia.gov.au)
* Standards Australia: [saiglobal.com](file:///C:\Users\egyler\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\CRSRSRF9\saiglobal.com)

For more information workplace health and wellbeing see:

* <https://www.worksafe.tas.gov.au/topics/Health-and-Safety/healthy-workplaces>

# Health and wellbeing policy for <insert organisation name>

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| Mission statement | |
| <insert organisation name>:   * is committed to providing employees with a safe, healthy and supportive environment in which to work * recognises that the health and wellbeing of our employees is important * will commit to providing a supportive workplace culture where healthy lifestyle choices are valued and encouraged. | |
| Objectives and strategies | |
| <insert organisation name> will <add and delete as appropriate>:   * encourage employees to be more physically active by making provisions in the workplace for activity opportunities (including reducing sitting time where practical) * provide healthy eating choices in the workplace through addressing healthy physical settings, food supply and education * educate employees around safe alcohol consumption and the health effects of smoking * promote awareness of key health issues for employees (including social and emotional wellbeing) * encourage employees to provide input into health and wellbeing initiatives. | |
| Scope | |
| This policy applies to:   * all employees at <insert organisation name>. | |
| Responsibility | |
| Employees are encouraged to:   * understand this policy and seek clarification from management where required * consider this policy while completing work-related duties and at any time while representing <insert organisation name> * support fellow employees in their awareness of this policy * support and contribute to <insert organisation name>’s aim of providing a safe, healthy and supportive environment for all employees.   Managers have a responsibility to:   * ensure that all employees are made aware of this policy * actively support and contribute to the implementation of this policy * manage the implementation and review of this policy. | |
| Communication | |
| <insert organisation name> will ensure that:   * all employees receive a copy of this policy during the induction process * this policy is easily accessible by all members of the organisation * employees are informed when a particular activity aligns with this policy * employees are empowered to actively contribute and provide feedback to this policy * employees are notified of all changes to this policy. | |
| Monitoring and review | |
| <insert organisation name> will review this policy <six/twelve> months after implementation and annually thereafter.  Effectiveness of the policy will be assessed through:   * feedback from employees, the Health and Wellbeing Committee/working group, and management * review of the policy by management and committee/working group to determine if objectives have been met. | |
| Authorised | |
| Name <for example, health and wellbeing co-ordinator>: | Manager <for example, general manager>: |
| Signature: | Signature: |
| Date: | Date: |
| Date of next review: | |