

# A Healthy Workplace Guide in Action – case studies of wellness initiatives

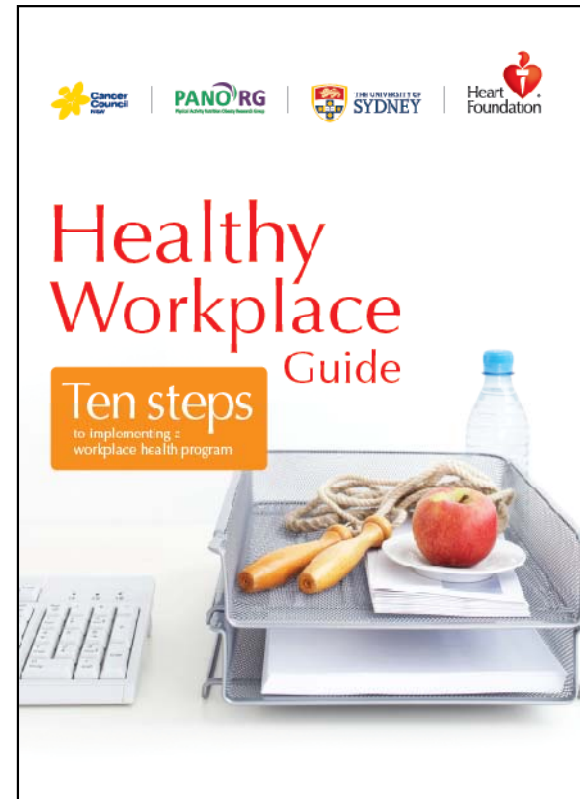


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NSW Health Promotion Symposium  
Sydney  
15 November 2012

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# Overview

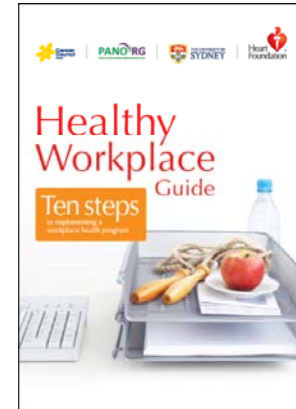


- **Healthy Workplace Guide.** Ten steps to implementing a workplace health program
- **Case studies:**
  - Healthy workplace catering – Gosford City Council
  - Wellness Program – Heart Foundation

# Healthy Workplace Guide



Practical, evidence based guide to assist businesses to create healthy workplaces.



Developed by:

- Heart Foundation
- Cancer Council NSW
- Physical Activity, Nutrition & Obesity Research Group – Sydney University



THE UNIVERSITY OF  
SYDNEY

# Healthy Workplace Guide

Ten step process, split into 3 parts:

- **Part 1** – Getting started
- **Part 2** – Constructing your program
- **Part 3** – Implementing your program

➤ Tools and resources for each step in the process



# Part 1 – Getting started

- **Step 1** – Gain support from management
- **Step 2** – Introduce concept and identify needs
- **Step 3** – Gain support from employees and establish responsibilities



## Part 2 – Constructing your program

- **Step 4** – Develop goals & objectives
- **Step 5** – Identify program activities, develop action plan and budget
- **Step 6** – Select incentives
- **Step 7** – Identify additional support



## Part 3 – Implementing your program



- **Step 8** – Promote your program
- **Step 9** – Manage your program
- **Step 10** – Evaluate & improve



## Active question

If you have a workplace health program, what is one key tip you would give someone about to start up a program? Why?

or

If you do not have a program, what would be the first thing you would want to know about starting a health & wellness program in your workplace? Why?

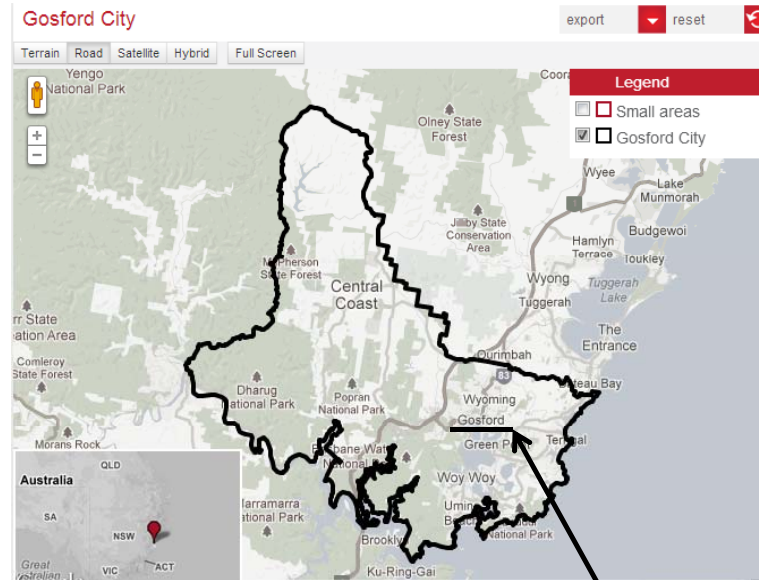
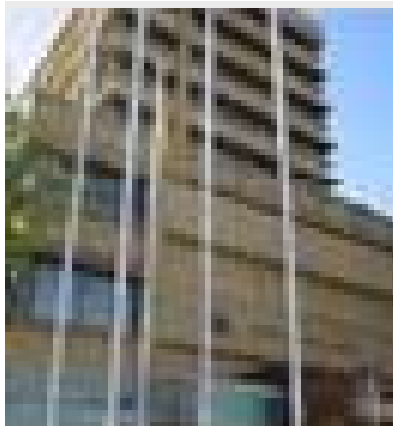


# Case Study: Healthier Catering



## Gosford City Council

- 2 main sites –
  - Council offices (Gosford)
  - Works Depot (Erina)



Gosford

# Part 1: Getting Started

1

- **Engaging Management Support**

- Health and Wellbeing for Life Committee already established
- Representatives from each department

2

- **Introducing the concept & identifying needs**

- Already working on Healthier Oils Initiative (Dec 2009) in food outlets across Gosford LGA
- Discussion of food issues for council staff (Feb 2010)

3

- **Gaining staff support & establishing roles**

- Organised healthy catering seminars (Nov 2010)
- Designed for staff that organise catering
- Well attended with positive feedback
  - 28 from Council offices
  - 11 from Works Depot

# Part 2: Constructing the program

## 4

- Developing goals and objectives
  - HWLC developed internal catering policy
  - Purpose was to:
    - assist to establish healthy work environment for all staff
    - encourage & provide healthy food & drink for staff (& Council visitors)
    - reflect community standards & expectations
  - Limited to catering for meetings, functions & events for staff
  - Policy was really an internal management procedure
  - Gained unanimous support from Senior Management (April 2011)



# Part 2: Constructing the program

5

- Identifying activities & actions
  - HWLC to prepare a 'preferred caterers list'
  - Email to staff re new policy
  - Healthy eating seminars for all staff
  - Start date for policy 1 July 2011



# Part 2: Constructing the program

6

- Selecting incentives & rewards
  - Seminar participants were happy to be involved
  - Saw it as part of their work role
  - External caterers were:
    - keen to keep Council business
    - happy to make changes & offer healthier items



7

- Identifying additional support
  - Heart Foundation provided expertise for seminars
  - Health information provided – ABHI resources, *Get Healthy* details & Heart Foundation material

# Part 3: Implementing the program

8

- Promoting the program
  - Launch event (Aug 2011)
  - Seminar for staff with healthy food examples provided
  - Email reminders sent



9

- Managing the program
  - No formal monitoring
  - Staff responsible for catering use preferred caterers list.



10

- Evaluating & improving the program
  - None undertaken (July 2012)





## Feedback from Ms D. who organises catering for Council meetings.

We were already doing fairly healthy food.

After going to the seminars I did ask the caterer to change from butter to margarine and they were happy to do that..... They are very obliging when I ask for alternatives. We always have water and juices, never soft drink and plenty of variety in breads.

They do great veggies and salads and the fruit skewers always go down well.....

The main thing is I've had no complaints so that's a good thing.



# Outcomes:

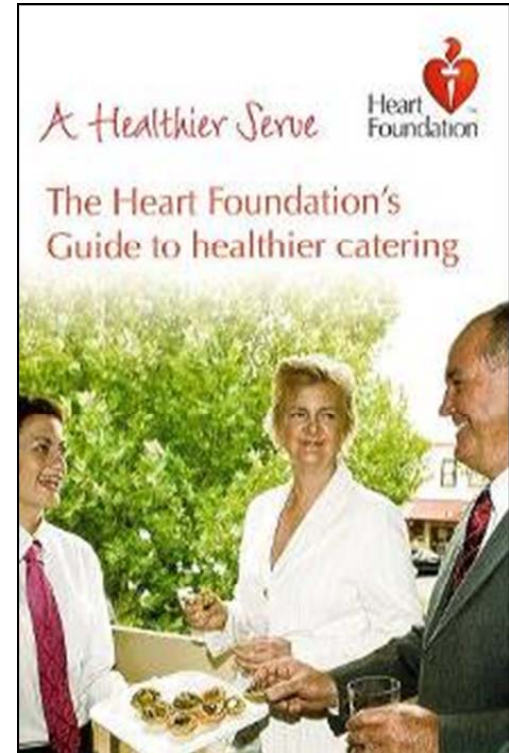
- Engaged Gosford Council management & staff
- Disseminated healthy eating information to all staff
- Formalised a healthy catering policy
- Located responsibility of providing healthier choices with staff & management
- Aligned internal policy with external community activity
- Created a policy template which could be used by other workplaces



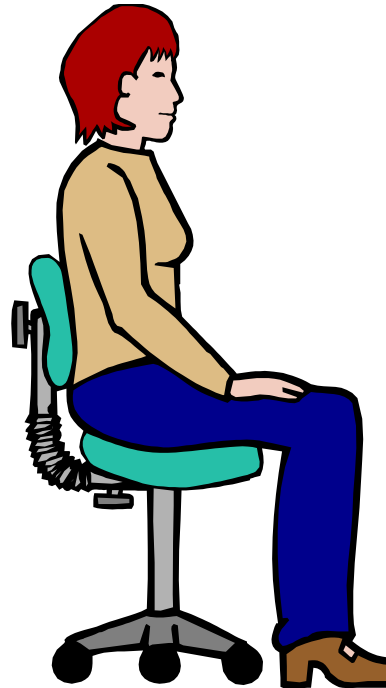


# Learnings:

- A champion is important
- Easier implementation if already a health/wellness staff program
- Reliance on health expertise can take time & resources
- Need for reminders about review and new ideas
- A suite of resources needed
- Vending machines an ongoing issue

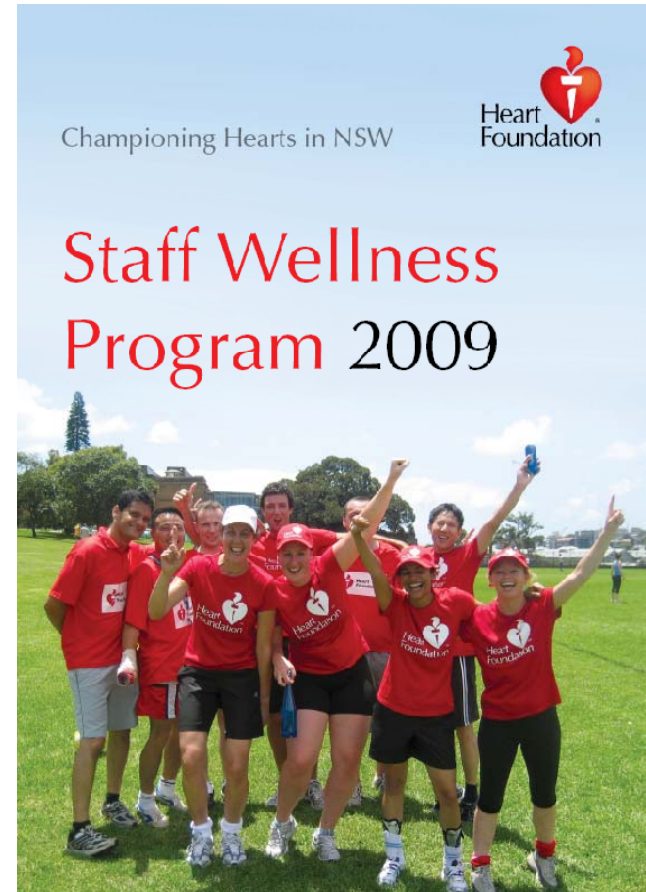


# Sitting Alert!!



# Heart Foundation Staff Wellness Program

## Case study (2009)



# Heart Foundation Staff Wellness program



## Step 1: Gaining support from management

- HR operational plan, with budget and performance measures

## Step 2: Introducing concept and identifying needs

- Managers consulted with staff
- Online Health Assessments

## Step 3: Gaining staff support & establishing responsibilities

- Staff randomly allocated into Wellness Teams
- HR coordinator assigned responsibility
- Manager representation on wellness committee



# Heart Foundation Staff Wellness program



## Step 4: Develop Goals and Objectives

- Developed by Wellness Committee, signed off by management

## Step 5: Develop activities, action plans & budget

- Selected in line with 'Mind, Body, Spirit' theme

## Step 6: Select incentives and rewards

- Individual and team points allocated for activities
- \$4000 budget
- Prizes and incentives

## Step 7: Identifying additional support

- Get Healthy Information and Coaching Service
- Australian Better Health Initiative Resources
- Local health facilities



- Flexible work policy
- EAP
- Lunchtime seminars
- Meditation/yoga
- Book Club (2012)



- Smoke free policy
- Flu vaccines
- Healthy catering policy
- Lunchtime PA
- Sit Less initiatives (11-12)
- Active travel
- Gym member disc.

- Team events
- Volunteering
- Fundraising
- Community inv

# Heart Foundation Staff Wellness program

## Step 8: Promote your program

- Launch event, monthly events, finale
- Newsletter, team meetings, staff meetings

## Step 9: Manage your program

- HR staff member managed budget, timeline, program promotion and external providers

## Step 10: Evaluate and make continuous improvements

- Pre-post online survey (all years) & health assessments (2009)
- Staff encouraged to provide feedback through committee/teams



# Heart Foundation Staff Wellness program



## Program Impact

### Individual

- Improved health/behaviours
- Increased Physical Activity
- Lifestyle improvements

### Organisational- contributed to:

- Reduced absenteeism
- Reduced staff voluntary turnover
- Enhanced working relationships
- Vision/mission alignment





# Learning's & Changes over time: 2010-2012

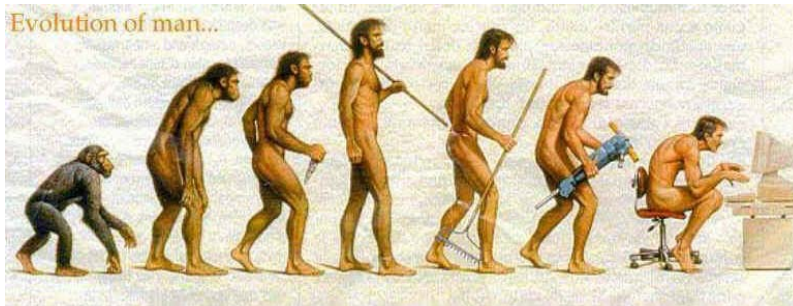
- Points system improvements
- Rotating team captains
- Pre-post survey improvements
- Annual focus areas
- Incorporation of Stand@Work pilot study
- Included new elements
- Policy/environmental measures reach everyone!



# Stand@Work Pilot Study

Heart Foundation and University of Sydney

- Does using a SSW reduce office workers sitting time?
- RCT- crossover design
- N = 42
- 4 week SSW trial
- Quantitative measures (Actigraph/Activpal/surveys)
- Qualitative measures (focus group)



# Participant Characteristics



		n	%
All		42	100
Sex	Male	6	14.3
	Female	36	85.7
Age (mean, SD)		37.6	11.1
Education	High school	3	7.1
	Trade/technical certificate or diploma	5	11.9
	University	33	78.6
	Other	1	2.4
Full/part time	Full time	34	81
	Part time	8	19
Office type	own office	6	14.3
	open plan	36	85.7
BMI (mean, SD)		24	4.6



## **Ergotron *Workfit S***

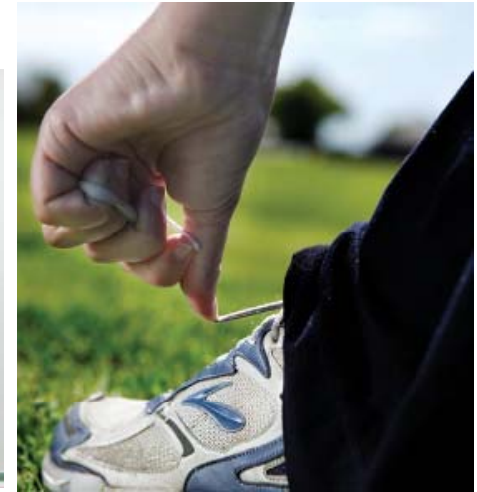
# Creating a sit-less culture

- SSW trial and standing hot desks
- 'Standing' agenda item
- Walking meetings/promotion
- Role modeling at staff meetings
- Standing teleconferences
- Business case for environmental change



## In summary

- Workplace Health Programs can be an effective strategy to reduce chronic disease
- Effective programs can provide multiple benefits to employers and employees
- Evidence guides key steps to effective programs, detailed in the ***Healthy Workplace Guide***



# Workplace Wellness Resources



[www.heartfoundation.org.au/catering](http://www.heartfoundation.org.au/catering)

[www.heartfoundation.org.au/active-living/workplacewellness/Pages/default.aspx](http://www.heartfoundation.org.au/active-living/workplacewellness/Pages/default.aspx)

- Healthy Workplace Guide
- Wellness Program Case Study
- Healthy Catering Guidelines
- Heart Foundation Walking@Work
- Sitting Less- fact sheets
- Stand@Work Study



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