



Work health and wellbeing

Strengthen your business

Small business discussion tool

It is important to identify and assess risks in the workplace that have the potential to cause poor physical and mental health. This includes the modifiable chronic disease risk factors. Knowing the risks will help you plan your approach to work health and wellbeing and ensure that your interventions are targeted.

Common modifiable chronic disease risk factors include physical inactivity, sedentary behaviour, unhealthy eating, harmful alcohol consumption, smoking, obesity and poor mental health. Implementing interventions that address the way work is organised, the work environment and the needs and interests of the workers can improve health and wellbeing in your workplace. A healthy workplace prevents injury and illness and improves the health of workers.

What to do

- Discuss issues with staff
- Complete the [healthy workplace audit tool](#) to identify areas to improve
- Develop an action plan in conjunction with workers. The [work health and wellbeing intervention tool](#) will provide ideas about things you can do.
- Consider the work organisation, work environment and the worker level supports when implementing interventions

When planning a group discussion, consider:

- The timing of the session to allow as many staff as possible to attend. You may want to hold more than one session.
- Developing an agenda for the meeting so that participants are aware of the purpose.
- Setting ground rules for the discussion i.e. being respectful of each other's comments.
- Ask open ended questions to encourage discussion

Suggested questions to ask your workers

How work is organised

- Are there any jobs we do that you feel impact on your health either physically or mentally?
- Have you thought of any ways we could do our work differently to improve your health?
- Do policies and procedures support work health and wellbeing?
- How would you like to be involved in improving work health and wellbeing?
- How can we make sure everyone is aware of what we are doing in this area?

For example, work health and wellbeing is included in inductions, procurement, policies; workers have access to flexible work options where possible; support for workers returning to work; clear processes to ensure transparency; work health and wellbeing is included as an agenda item at meetings; workers are consulted.

The work environment

- What changes could we make to the environment in which we work to improve work health and wellbeing?

For example, adjustable sit-stand work stations or opportunity to move throughout the day; access to clean drinking water; kitchen facilities; workers have the resources, equipment, supervision and training to do their jobs safely and well.

Supporting workers

- What training or information about work health and wellbeing would you like to know about?
- Which one of the following behaviours would you most like to change in the next six months?
 - Increase physical activity
 - Reduce alcohol intake
 - Reduce time sitting
 - Quit smoking
 - Increase healthy eating
 - Improve mental health

For example, providing information about community-based services that support work health and wellbeing; holding health information sessions at work such as shift work, poor nutrition; managers create a culture of health at work and act as a role model.

Identify your top three areas for improvement

Along with the results from the **healthy workplace audit tool**, use these to develop your action plan.

- 1.
- 2.
- 3.